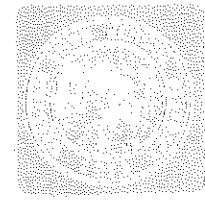


William Penn School District



WALNUT STREET ELEMENTARY SCHOOL
224 South Sixth Street, Darby, Pennsylvania 19023-2499

www.williampensd.org

610-534-6660
Fax 610-534-4412

9/6/2016

Dear Parents/Guardians:

The William Penn School District's tardy policy has been developed to emphasize the importance of each student arriving on time to school every day. Learning the responsibility of getting to school on time is an integral part of Walnut Elementary's standard of excellence, which prepares students for success.

In our school, instructional time is viewed as a precious resource. Consequently we view chronic tardiness as a serious problem. Note that after 3 unexcused lateness or more than 3 excused lateness within a marking period, you will receive a letter and your child will receive after school detention. If the problem continues additional consequences will be imposed.

Students should be inside the school by **8:45 AM**. Afterwards, they must use the front entrance and report to the main office to get a tardy slip from a designated staff member. **No more than 3 excused lateness will be accepted per marking period.** Oversleeping will not be an accepted valid excuse for lateness. We will not accept excuse notes for any lateness that's not provided within a week of the lateness.

Thank you for your support in ensuring students make maximum use of class time and learn to be punctual. School begins at 8:45 a.m. However students can come to school for breakfast as early as 8:15am. Beginning the day promptly is important and demonstrates commitment to success.

The consequences for repeated tardiness to school within a report card period are as follows:

The number of tardies to school	Consequence
1 st -3 rd lateness with no excuse	Recess detention for each lateness.
4 th -6 th lateness	A letter sent to parent. Counselor notification and after school detention from 3:30pm to 4:30pm.
7 th -9 th lateness	A letter sent to parent. Counselor Notification and after school detention from 3:30pm to 4:30pm
10 th and subsequent lateness	A letter sent to parent. Counselor notification and up to 3 days of after school detention from 3:30pm to 4:30pm.

The Principal has the right to substitute an alternative disciplinary intervention for repeat offenders.

Joseph Williams
Principal