



Willow Drive Elementary School
SUMTER SCHOOL DISTRICT

26 Willow Drive ♦ Sumter, South Carolina 29150 ♦ (T) 803.773.5796 ♦ (F) 803.778.2847

October 24, 2017

Dear Parents/Caregivers:

In an effort to maintain punctuality and accountability in our school, we have implemented an attendance policy for our scholars to abide by, but we need your help! In order to honor our shared commitment of excellence in learning to our scholars, we need for every child to be arrive at school on time and be present at school every day. Scholars that are considered “on time” are seated in their homeroom and ready to start their day by 7:30 am. Ideally, all students need to be on campus earlier than 7:25 am. Often times, scholars who are tardy to school start the day with mixed feelings of being anxious, hurried, rushed, and a bit behind other students who were here earlier. Scholars can arrive to school no later than 7:25 am, with breakfast beginning at 6:50 am. Please be aware that if your child comes after the 7:30 am bell rings, s/he is considered tardy. If arriving tardy, we ask that you please escort him/her into the school and sign them in at the attendance office.

Here are some tips to avoid being tardy:

- Make sure your child has everything together before you pull into the traffic line.
- Leave 10 minutes earlier when there is bad weather.
- Get your child an alarm clock and begin to train him/her to be responsible for getting up on time.
- Don't allow your child to wait until the morning to do homework, get papers signed, or pack a lunch.
- Choose and lay out clothing for the next day before going to bed.
- If you simply cannot get your child here on time, consider having them ride the bus (if possible).
- Let your child eat breakfast at school to avoid being rushed in the morning.

According to our school's tardy policy (listed on pages 16-17 of the student handbook), only those students who arrive to school late due to illness, medical/dental appointments, religious holidays and funerals, or meeting with an administrator will be granted an *excused* tardy. Parent notes are accepted in the absence of a medical note. Excessive tardies are listed as a violation of our district's student Code of Conduct. As we have been accustomed to practicing here at WDE, the first three tardies will not be counted against the students. Additional tardies will be dealt with according to the following procedures:

1. 4th Tardy—Attendance Clerk Contacts the Parent & Awareness Letter Mailed Home
2. 5th tardy—Counseling Referral/Administrative Contact with Parent
3. 6th Tardy—Attendance Intervention Plan/Parent Conference
4. 7th Tardy—Revision to the Attendance Intervention Plan/ABE Modules
5. 8th Tardy—Additional Interventions by Principal/Designee to Include School Discipline

As a reminder, there are no early dismissals after 1:30 pm. Between 1:30-2:00 pm, it is very busy here at the Nest and, often times, it is quite difficult to relay messages to students about changes in transportation and having them leave class due to end of the day transitions. Please feel free to contact me with any questions/concerns. I count it an honor and privilege to serve as your child's principal.

In it together,

Trevor T. Ivey, NBCT; Principal