

January 17, 2008

Dear Parent/Guardians,

The staff and administration of Marshall Middle School believe that punctuality is one of the keys to a successful education and the world beyond the classroom. When a student is habitually tardy to class, the interruptions are disruptive and the academic efforts of teachers are less effective. The Marshall Middle School tardy policy and procedures have been implemented to eliminate our students' habitual tardiness to class.

Recently, the staff at Marshall Middle School has made some revisions to the current tardy policy, in an effort to further reduce tardiness to class. We would like to notify you that, beginning on the first day of the second semester, January 22, 2008, Marshall will be implementing a new tardy policy. As the tardy bell rings, all teachers will close their doors and no longer allow students to enter class without first obtaining a pass. Once they have checked in and obtained a pass, students will report directly back to class. Please encourage your child to report to class on time. We want all of Marshall's student body to experience success in school.

Consequences for tardies (done hourly)

- 1st offense – Warning
- 2nd offense – Warning
- 3rd offense – Warning
- 4th offense – Reflection sheet
- 5th offense – Letter home
- 6th offense – Reflection sheet
- 7th offense – Letter home
- 8th offense – Counseling referral
- 9th offense – 1 day ISS
- 10th offense – Letter home
- 11th offense – 2 days ISS
- 12th offense – 3 days ISS
- 13th offense – 4 days ISS
- 14th offense – 5 days ISS

We appreciate your full support in making Marshall Middle School the best it can be!

Sincerely,

Paul Salah
Principal

Aaron Baughman
Assistant Principal