



Dear Parent(s):

**Please note:** any student not in their classroom by 8:20 AM is considered tardy. District policy requires tardy students to be signed in by an adult.

Regular attendance and punctuality have a positive effect on student's grades and academic progress. Students' attendance is calculated on a per minute basis, including tardiness.



Dismissal is a hectic time in the office, so it is necessary to minimize the traffic in the office during this time while we prepare for the safe dismissal of all Meadow Lane students. For this reason, after school office pick up is strongly discouraged. We understand when there are extenuating circumstances that require you to pick your child early. In these rare instances, please pick your student up no later than 2:50 PM.

Dr. Sheryl Cochran  
Meadow Lane Principal