



SOUTHSIDE ELEMENTARY

201 E. Gillespie
Palestine, Texas 75801
(903) 731-8023
(877) 655-0734 fax

TARDY/EARLY PICK-UP POLICY

All students who attend school at Palestine ISD are eligible for transportation from home to school. If transportation is a problem for your family, do not hesitate to let us help make those arrangements for you.

Please know that our instructional day begins promptly at 7:45 a.m. When students arrive late, they miss out; not only on the start of a class activity, but they may also feel frustrated and afraid that they are already behind for that day.

Since school attendance has a direct correlation with student learning, this policy was created to help curb excessive tardiness and/or early pick-ups.

School schedule and tardy/early pick-up policy:

- 7:45 a.m. Tardy bell rings. All students should be in the gym with their teachers.
- 7:46 a.m. Students arriving at this time are TARDY. Teachers will not accept students without a tardy pass from the office. **STUDENTS ARRIVING AT THIS TIME REPORT WITH A PARENT TO THE OFFICE FOR A TARDY PASS.**
- Early pick-up is defined as any time prior to 3:00 p.m. It is very important for your child to be at school the full day. If special circumstances occur, please communicate with us. We are here to help.

Tardy/Early Pick-up*	Consequences for Tardy/Early Pick-up
1	Verbal Warning
2	Letter Sent to Parent/Guardian Outlining This Policy
3	Parent/Student Conference with Teacher to Resolve Issue
4	Letter Mailed Home and Lunch Detention
5	Student becomes ineligible for Incentive Party

*Please note the count of tardy/early pick-up is by six week periods. Each new six weeks is a new opportunity to start over.

We know that you will support us in our efforts here at Southside. Should you have any questions concerning this policy, please do not hesitate to contact our office.

Sincerely,

Melissa Molandes, Principal

Positive Attitudes Integrity Shared Responsibility Dedication to Excellence