



WINFIELD MIDDLE SCHOOL

481 Apple Avenue • Winfield, Alabama 35594
Telephone: (205) 487-6901



Parents and Guardians:

Research shows that regular attendance and punctuality is the most important factor affecting student achievement. The Winfield City Schools attendance policy has been developed to emphasize the importance of each student being in the classroom for the entire period, as well as arriving on time to school every day. Learning the responsibility of getting to class on time is an integral part of Winfield Middle School's standard of excellence, which prepares students for success by establishing good routines and habits for the rest of their lives.

WMS students should be **seated in their classroom by 7:43 AM** each morning. We suggest that students arrive no later than the 7:35 AM bell in order to have ample time to gather their materials and prepare for the beginning of the day. When students arrive late, they miss out on essential instructions given at the beginning of the day. This can significantly reduce achievement, regardless of academic ability. Your child may also feel awkward arriving to the classroom when everyone else is settled. Furthermore, when one pupil arrives late, it disrupts the entire class and the teacher – everyone's education is compromised.

We understand that there may be rare occasions when you are unavoidably late due to unforeseen circumstances. In view of this fact we feel that our tardy policy is extremely forgiving with up to six morning tardies during each nine week grading period being allowed with no more than a verbal and/or written warning. Tardiness is a Class I Code of Conduct offense in the Student Code of Conduct. Students who are tardy beyond that number will be assigned the following administrative responses:

- 7th tardy per nine weeks – After School Detention (3:00 PM – 4:00 PM)
- 8th tardy per nine weeks – Early Morning Detention (7:00 AM – 7:35 AM)
- Each tardy beyond eight will result in an additional day of Early Morning detention.
- Habitual tardiness may result in Out-of-School Suspension with required parent conference for re-entry to school and/or referral to juvenile court.

Thank you in advance for your cooperation in addressing this matter with your child. Through the combined efforts of caring parents and dedicated school personnel, I am confident that we can help our students develop life skills that will enable them to be successful long after their days at WMS are over.

Respectfully,

Scott Goodwin

Principal, Winfield Middle School