



**Sutton Elementary School
7402 Albacore
Houston, Texas 77074**

Phone 713 778-3400

Fax 713 778-3407

Date: _____

Dear Parent:

Your child, _____, was tardy to school today. This is the (1st, 2nd, 3rd, 4th, 5th) tardy for your child. School starts at 7:45 a.m. Every student should be in class when the tardy bell rings. **Perfect attendance includes being on time at 7:45 a.m.**

Punctuality/Tardy Procedure and Rules

Instruction starts at 7:45 a.m. Students are expected to be in their classroom at 7:45 a.m. Consequences for being tardy are:

- | | |
|-----------------------|---|
| 1 st Tardy | Verbal Warning (white) |
| 2 nd Tardy | Teacher/student conference (yellow) |
| 3 rd Tardy | Administrator/student conference and call home (blue) |
| 4 th Tardy | Administrator/parent conference (pink) |
| 5 th Tardy | Suspension and call home (formal suspension letter) |