



# Frank Hall Elementary School

Principal: Lisa Polomsky

Hall Elementary School  
2001 Heather Drive  
Office: 630-301-5005  
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Thursday, October 29, 2009

Dear Hall School Parents,

This year one of our goals is to reduce the number of tardy students here at Hall School. Most of our students have very good attendance and few tardies. However, some students are chronically tardy to school. Tardiness can impact your child's ability to learn. This year we will continue with the same process we implemented last school year.

Any student that is tardy must be escorted to the office by a parent or adult and the parent or adult will sign in the child before they are allowed to go to class. If a child comes to school late without a parent or adult to sign him/her in, you will be contacted and made aware of the situation.

In addition to signing your child in at the office, parents will be notified when their child has been tardy too many times. After 5 tardies, parents will receive a letter from the office. At 10 tardies, a conference will be set up to discuss the continuance of the issue and possible interventions. At 15 tardies, our Kane County Truancy officer will be notified to help correct the situation. The only excused tardy that we will accept is a note written by a Doctor or Dentist.

Please encourage your child to be on time for school. Thank you for your cooperation and understanding.

Sincerely,

Mrs. Lisa Polomsky – Principal  
Mrs. Debby Reinking – Principal's Secretary  
Mrs. Chris Porter – Building Secretary  
Mrs. Sue Olin- Attendance Support Staff