



Churchland High School
"Home of the Truckers"



4301 Cedar Lane ♦ Portsmouth, Virginia 23703
757.686.2500 - Office ♦ 757.686.2504 - Fax
Shawn.millaci@pps.k12.va.us

Dear Parent/Guardian,

I am writing to inform you that Churchland High School has partnered with Student Conductor to bring a new and modern way to effectively process tardies and associated disciplines that occur at our school. As a result, you will begin to receive instant notifications via email when your child incurs any tardies throughout the school year. This system enhances our communication and accountability and will greatly benefit the school, you the parent/guardian, and your child.

The back of this letter outlines discipline that will be enforced based on the number of unexcused tardies. **Unexcused tardies include students arriving to school after 7:25 without a note from a parent or guardian. All excuse notes must include a reason for the tardiness or absence.**

Please return the bottom portion of this letter to our main office so that we can update the email address that we have on file for you.

If you have any further questions, please contact the school attendance office.

Sincerely,

Shawn L. Millaci

Mr. Shawn L. Millaci, Principal
Churchland High School

Cut Here

Return this portion to the main office

Student's Name _____

Parent/Guardian's Phone Number _____

Parent/Guardian's email Address _____

Churchland High School's Unexcused Tardy Discipline Progression (Effective 1/30/18)

Tardy #1: Warning and Robocall to Parent/Guardian

Tardy #2: Second Warning and Robocall to Parent/Guardian

Tardy #3: Tardy/Timeliness Essay Submitted to Grade Level Administrator

Tardy #4: Parent/Student/Administrator Meeting

Tardy #5: One Day Breakfast/Lunch Duty (Student must check in with administrator)

Tardy #6: Two Days Breakfast/Lunch Duty (Student must check in with administrator)

Tardy #7: Parent/Administrator Meeting

Tardy #8: 1 Full Day of In School Suspension

Tardy #9: 2 Full Days of In School Suspension

Tardy #10: 1 Day Out of School Suspension

Tardy #11+: Out of School Suspension (Considered Continued Defiance)

**Parents are asked to update their email address and contact information using the slip on the reverse of this page. Parents who have an email address on file will receive an email for every tardy that their student receives. **