



Office of the Principal  
Charles Gover

Phone: (928) 688-3851  
Email: [charlesgover@sandersusd.net](mailto:charlesgover@sandersusd.net)

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November 1, 2018

Dear Parents/Guardians:

I am writing you to let you know of the Sanders Elementary School end-of-day student check-out policy that we will begin enforcing on Monday, November 5, 2018. We will begin releasing students according to their release times. We are finding that some students are losing up to an hour a week of instruction by being checked out of school early. An early check-out of a student reduces the time in class for the student being checked out and it also interrupts the instructional process for the other students in the class.

Below are the check-out times per grade level:

Pre – K	2:45
Kinder	2:50
1 <sup>st</sup> grade	2:50
2 <sup>nd</sup> grade	2:55
3 <sup>rd</sup> grade	2:55
4 <sup>th</sup> grade	3:00
5 <sup>th</sup> grade	3:00

The Sanders Elementary School is committed to providing a quality education to our students. This means that we need to ensure our school is following the guidelines set by the Arizona Department of Education for the number of minutes a student is in school. These requirements vary from grade to grade and we have adjusted our schedule accordingly.

Thank you for your cooperation in this matter as we work together to provide a quality education for the children of Sanders Unified School District #18.

Sincerely,

Charles Gover, Principal