

BACS Lateness Policy

The BACS school day officially begins at 8:00 am. Students are expected to be **in their classrooms** by that time. Students who arrive promptly often have the opportunity to get a head start on handing in homework, catch up on unfinished assignments, or get ahead on long term assignments. Arriving on time helps students to be ready for a successful school day and contributes to a calm and orderly start to the day. Students arriving after 8:00, consequently, are at a disadvantage and often miss important information. For these reasons, we have the following guidelines to support students in their timely arrival for school.

A student is considered late if he/she arrives after 8:00am. Students arriving after 11:00 are considered absent for half of the school day. Likewise, students dismissed before 11:00 are also considered absent for half the day.

A lateness will be excused if it falls into the following categories:

- The student's bus is late
- A major traffic delay (due to an accident, flooding, etc.)
- A medical or dental appointment

The school will keep records of excused latenesses and unexcused latenesses. There will be no follow-up action with regard to excused latenesses, except in cases where students accrue a significant number and the student's education is negatively impacted. At such a point, a phone conversation or a meeting with the parents will be initiated by the classroom teacher to let the parents know that problems are developing, and to help problem-solve better solutions (i.e. alternative times for orthodontist appointments, etc.).

All students (K-8)

Each time a student arrives in his/her classroom after 8:00, the email below will be sent home to parents. This note is intended to inform parents that their child arrived late, since parents may not be aware of this fact. Parents can use this information to problem-solve around improving timeliness.

Dear (Parent name),

In case you didn't realize, (student name) was a little late for school today, arriving at (time).

Our school day begins at 8:00, and all students need to be in their classrooms at that time.

Arriving on time helps the individual student be ready for a successful school day and

contributes to a calm and orderly classroom. We value partnership with the families of our

students so please let us know if there is anything we can do to help support the timely arrival of your child.

Since (beginning of term), (student name) has been tardy (number) time(s) on the following date(s):

(list of dates)

Sincerely,

Kirsten Cronlund

Primary Students (K-3)

When a primary student accrues three unexcused latenesses in a term, the parents will receive a call from the classroom teacher. After a total of 5 unexcused late arrivals, the director will request a meeting with the parents to problem solve and offer support in getting the student to school on time.

Intermediate Students (4-6)

When an intermediate student accrues three unexcused latenesses in a term, the parents will receive a call from the teacher. After a total of 5 unexcused late arrivals, the director will request a meeting with the parents to problem solve and offer support in getting the student to school on time. The intermediate student will also be given detention for each additional lateness beyond 5.

Upper Students (7-8)

When an upper unit student accrues three latenesses in a term, the parents will receive a call from the teacher. The intermediate student will be given detention for each additional lateness beyond 3. If an upper unit student accrues a total of 5 unexcused latenesses, the director will request a meeting with the parents and upper unit student to problem solve and offer support in getting the student to school on time.