

PUNCTUALITY POLICY

What is our objective as a body of learning? At BCA, we value each student as an individual and as part of a community; we develop all aspects of their personhood with excellence, according to God's highest purpose for their "heart, soul, and mind."

GETTING THE MOST OUT OF CLASS

At BCA, the opening portions of our classes are an important part of our instructional time during which teachers often review the previous day's material, make connections to the current day's learning, collect assignments, clarify due dates, start lessons, and explain student activities. Students who are late to class not only cause a disruption to the classroom environment but also potentially jeopardize their own educational opportunities. Furthermore, developing strong patterns of punctuality will help our students to be more successful in their future job experiences.

Our policy invites parents, students, mentors, teachers, and administrators to work together to help students develop conscientious and healthy attitudes towards punctuality. Our intention is to be primarily regenerative rather than primarily punitive.

TOUGH LOVE AND GODLY GRACE

We recognize that we are training students who are in the process of learning, so we seek to extend to them godly grace; we also value cultivating within them a set of skills and attitudes that will nurture them towards maturity and independence—hence the tough love.

"Love the Lord your God with all your mind...":

- As a community of learners, we challenge all students to develop an attitude of excellence towards their studies in order to prepare them to be lifelong learners in their sphere of influence.
- We care about the development of students' attitudes towards their work and their colleagues, not just their performance. Attending classes responsibly and being prepared to work diligently is important, as is arriving punctually.

THE POLICY

BCA teachers will allow students to have two "grace" lates per course of no more than five minutes each in order to account for events out of the control of the student.

After the two "grace" lates have been awarded, students will receive one Late Point within each five-minute increment of tardiness; students are considered to be late if they enter after the bell has

already run to begin class. (Ex. ≤5 minutes late = 1 Late Point; 6-10 minutes late = 2 Late Points, etc.) Teachers record late points in our data management system on a daily basis.

Email notifications will be sent home when students are late.

Students who demonstrate a pattern of tardiness (more than three unexcused lates) in any one particular class will be asked by their teacher to make up the missed learning time. For each Late Point the student has received, he/she will make up five minutes of equivalent class time.

- In the event that a teacher deems that a task will be more appropriate, the teacher may require a student to complete a given activity by a certain deadline. For example, a student who has been late to a food lab or to an art class may be asked to complete a specific cleaning task or to demonstrate a particular learning outcome.

Students who demonstrate an ongoing pattern of tardiness by accruing five lates in one or more classes will be addressed by the administrative team of BCA.

- The administrative team will contact the student's parents, guardians, and/or dorm personnel, as appropriate.
- The parent and student will be invited to work together with the school team to develop an action plan to address the student's educational needs, and to promote healthy patterns of punctuality and academic well-being. This plan will be recorded in the "Student Support Contract: Punctuality."
- Every effort will be made to work proactively with the student towards success; we desire that all of our students be meaningfully engaged and immersed in their classroom learning experiences.
- As our intention is primarily regenerative, we are concerned that the student's needs be taken into consideration; to this end, we are committed to working together to aid the student in whatever way possible to promote future success.

When a student reaches 10 lates in a course, he/she may be removed from the class with an option to reapply for the class.

- Parents and/or guardians and the student will be asked to complete a reapplication form to request special consideration if they believe that there are significant and mitigating circumstances surrounding the student's punctuality issues. This reapplication form will require the development of a plan to ensure appropriate punctuality upon possible re-entry into the course.

THE LOGISTICS

“Communication 101”

Please consult the “BCA Attendance Policy” for important foundational information. Included in that information is the following request:

- When your child will be late to school with your permission, please phone our BCA office so that she will be able to record this information appropriately in our data management system; in this way, students will not be disciplined by their teachers for their tardiness in the form of Late Points, although they may still be requested to make up missed learning time if the teacher deems it helpful.
- Please help us to help you stay informed by regularly visiting “Briercrest Live”, along with Canvas and the BCA website at www.briercrestchristianacademy.ca. Attendance information is entered daily, so tracking your child’s progress should be easy.