

		Who Does What?			
		Examples (including but not limited to...)	Parent	Student	Teacher
Tardiness (Lates)	Planned/Excused	Appointments	o Notify teacher ahead of time	o Notify teacher ahead of time	o Make note of advance notice
			o Call or email the office to ensure the late is marked as excused.	o Enter class courteously, without disrupting others/lesson, get materials	o Ensure that "late" is entered in attendance.
				o Ensure teacher has seen you enter (eye contact, brief greeting)	
	Unplanned/Excused	Traffic/car issues	o Call or email the office to ensure the late is marked as excused.	o Enter class courteously, without disrupting others/lesson, get materials	o Change attendance in Aspen from "absent" to late"
				o Ensure teacher has seen you enter (eye contact, brief greeting, polite acknowledgement of late arrival)	o Acknowledge student at a natural break in the lesson/when they enter, and provide any materials/info they need to get started.
	Unplanned/Unexcused	Didn't listen to/hear bell, socializing		o Enter class courteously, without disrupting others/lesson, get materials	o Change attendance in Aspen from "absent" to late"
				o Ensure teacher has seen you enter (eye contact, brief greeting, polite acknowledgement of late arrival)	o Acknowledge student at a natural break in the lesson/when they enter, and provide any materials/info they need to get started.
				o At 5 lates, discuss strategies to improve attendance/timely arrival, first with Ms. Carrey, then with parents/guardians.	o At 5 lates, contact home (Ms. Carrey will email by preference in order that there be documentation of the contact).
			o At 10, 15 and 20 lates, the teacher will inform the administration/counselors/CELC as appropriate. At 15 the office administration may intervene with consequences or support. At 20 the office/counselling may review attendance, learning achievement and potential for success in the course and make appropriate programming decisions.	o At 10, 15 and 20 lates, students will attend 1 x 25 min lunch detention scheduled for a Tues or Thurs. and/or other office instituted consequences as appropriate.	o At 10, 15 and 20 lates, contact home (Ms. Carrey will email by preference in order that there be documentation of the contact) and supervise 1 x 25 min lunch detention scheduled for a Tues or Thurs., and inform the administration/counselors/CELC as appropriate.