



*“Building Self Esteem Through Academic Excellence”*

## **TARDY POLICY**

### **Section 1. Tardy Policy**

Students are allowed a combination of six unexcused late arrivals or pick-ups per quarter. The process to be followed by the ABCS administration to address tardy arrival or pick-up is as follows:

When a child has a total, in any combination, of three unexcused late arrivals or pick-ups per quarter, the administrator will contact the parents by telephone or e-mail to discuss their need to comply with the tardy policy and the consequences of not complying.

When a child has a total, in any combination, of five unexcused late arrivals or pick-ups in a school quarter, the administrator shall send a letter home with the child and/or e-mail a copy to the parents, with the school record attendance sheet detailing the situation. The letter will also state that the parents are required to meet with the administrator to verify that they understand the Tardy Policy and the consequences of their non-compliance.

When a child has a total, in any combination, of seven or more unexcused late arrivals or pick-ups in a school quarter, the parents must meet with the APC at its next regular meeting to discuss future enrollment options, which may include the student not being permitted to enroll at ABCS the following semester. The administrator and APC chair will co-sign a letter informing the parent/guardian of their student’s enrollment status.

### **Section 2. This resolution is effective immediately upon enactment.**

ENACTED BY THE AURORA BOREALIS CHARTER SCHOOL ACADEMIC POLICY COMMITTEE, THIS 19<sup>th</sup> DAY OF October, 2009.

Kathy Flores, Chair            ATTEST: Duane Kant, Secretary

EDITED BY THE AURORA BOREALIS CHARTER SCHOOL ACADEMIC POLICY COMMITTEE, THIS 4<sup>th</sup> DAY OF January, 2022.

Bruce Jackman, Chair            ATTEST: Dave Klein, Vice-Chair