

# CARONPORT HIGH SCHOOL

A school of Briercrest College and Seminary

## Notice of Unexcused Student Tardiness

Teacher's Name  
Email address  
Course Subject  
Period & Time

Date

Dear parents and/or guardians of \_\_\_\_\_,

I am contacting you to let you know that your child is recorded as having an unexcused late today in my class.

We request that you notify our office manager in the event that your child will have an excused late to ensure the effectiveness of our attendance tracking system. If our system is reflecting inaccurate information, and/or if you have already made a call on your child's behalf, please accept our apologies and feel free to contact Sue in our office either by phone at 306-756-3303 or by email at [chs@briercrest.ca](mailto:chs@briercrest.ca).

At CHS, we are committed to encouraging our students to develop an attitude of excellence towards their studies in order to prepare them to be lifelong learners in their sphere of influence. 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. Please visit our CHS website at [www.caronporthighschool.ca](http://www.caronporthighschool.ca) under the "Policies and Codes" section in order to view the details of our CHS policy statements regarding "Punctuality."

We believe that parents should have the opportunity to address these types of issues with their children. To this end, I would like to invite you to dialogue with your child about being late and to contact me if you feel that we need to work together in a particular way to address this situation. I would be happy to do whatever I can to encourage your child to be more punctual and, therefore, more meaningfully engaged and immersed in our classroom learning experiences.

Yours Sincerely,

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