

Student Early Departures, Dismissal and Late Start Policy (September 2022)

Developed in correlation to the Independent School Act (BC).

Policy

The School creates a daily schedule for arrival, dismissal and breaks. All students are expected to be in their classrooms ready to start the day by 8:20AM, and dismissed at 3:20PM.

Key Definitions

- Early Departures – Students need to leave the school early as requested by their families.
- Early Dismissal – Students need to leave the school early as requested by the school.
- Late Start – Students are asked to start school late as requested by the school.

Procedures for Early Departures

It is expected that students remain at school during the course of the school day, which runs from 8:20AM-3:20PM. Students, who must leave early due to medical or familial obligations, must have their parents/guardians sign them out at the school office.

Parents/guardians, who are signing their child out, must come to the school office and sign out students on the official sign out book to document this request. The office staff will then contact the student to have them come meet their child in the office prior to leaving. Parents/guardians are not to go directly to the classroom to retrieve their child.

Students who must leave early from school are to make arrangements to complete all missed and assigned work for that day and to have it ready as per the requirements of the classroom teacher. It is expected that all students complete all work requirements of the classroom teacher, regardless of an early departure from school.

Procedures for Early Dismissal/Late Start

At certain times throughout the year, students are dismissed early from school in order for the school to hold particular events, such as student-led conferences. On these occasions, students arrive to class at the normal starting time of 8:20AM, but are dismissed at 12:00PM. All early dismissal dates have been noted on the school calendar, and it is the families' responsibility to ensure that students are picked up from school accordingly. At other times, the school will create late starts to the school day to accommodate for needed teacher collaboration time. On such occasions, teachers arrive at their regular scheduled time for the start of the day, and students do not arrive until 10:00AM. All late start dates have been noted on the school calendar, and it is the families' responsibility to ensure that students are dropped off at the required start time. No supervision will be provided prior to the 10:00AM late start on late start dates.

STUDENT EARLY DEPARTURES, DISMISSAL AND LATE START POLICY

In the case of an emergency and the need for an early dismissal, the school will follow their emergency evacuation plan. The school will reach out to families via email, the school website, or by phone, to notify them of appropriate procedures in such situations.

The School reserves the right to alter this policy at any time as per the requirements of the school.