



## Holy Trinity High School

### Lateness Policy

(Revised Sept. 2014)

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In order to maximize instructional time and limit disruption to the learning of others, students are expected to arrive in their classes prior to the start of class bell. **For students arriving late, they will go immediately to their scheduled class and report to their teacher.** The teacher will collect and record any notes provided by the student, keep it for his/her records, and record the data in PowerSchool.

**NOTE:** It is the parent's responsibility to notify each classroom teacher of class absences. *School Staff* email contact information is available on the school's website.

If a student accumulates several lates for class, the teacher and/or member of the administration will contact home to discuss. Detentions may be assigned for repeated lateness.

### Truancy Policy

Students are expected to attend all classes unless the absence has been authorized by a parent or a member of the Administration of the school. Not only is attendance required by The School's Act, it is essential for the successful completion of courses. The most common cause of academic failure is absence. Since we sincerely want students to be successful at Holy Trinity High School, we will respond to every unexcused absence from class. All absences must be cleared no later than morning on the second day following the absence. Failure to do so will result in discussions and/or meetings with parent/guardian; student; and a member of the school administration prior to return to school.