

HOLY NAME OF MARY CATHOLIC SECONDARY ATTENDANCE POLICIES

HOMEROOMS

All students **must** be in Homeroom by **8:10 am**. For some students, homeroom will be in the cafeteria. Daily school attendance will be taken and important announcements made at that time.

ABSENCES

When a student is absent from school, a parent or guardian **must call the attendance office the morning of the absence**. Upon her return she must sign in at the attendance office before 8:10 am **with a note the day immediately following her absence**.

LATE ARRIVAL TO SCHOOL

If a student arrives to school late, she is required to sign in immediately upon arrival at the attendance office **with a note** from her parent or guardian. If a student neglects to sign in it will be recorded as a **skip** for any class missed even if the parents are aware of the late arrival.

LATES BETWEEN CLASSES

Students are allowed five minutes to move from one class to the next one. Consequences for lates between classes are initially the responsibility of the class teacher with further consequence from the office.

LEAVING THE SCHOOL – SIGNING OUT

If a student needs to sign out early from school she **must sign out before 8:10am in the attendance office with a note from a parent or guardian**. If a student neglects to sign out, all subsequent classes will be recorded as a **skip regardless** of whether the parent or guardian is aware of the student leaving school or not.

LEAVING SCHOOL PROPERTY

All students are expected to remain on school property during the school day. Students in Grade 9 and 10 are **not** permitted to leave the school property at any time without signing out in the Attendance Office with parental permission.

PHONE HOME

In the event of an unaccounted absence, a computerized phone call will go home on the evening of the absence, stating that the student was absent one or more periods. If a parent or guardian is unaware of the absence we ask that they call the attendance office the next day so that the absence can be verified. Any discrepancies in the attendance record for the day, is the responsibility of the student. The student is to make contact with the appropriate teacher to clear up the discrepancy and then the teacher will contact the attendance office if there is an error.