



Attendance Policy

Section 31 of the *Education Act* requires that students attend school regularly and punctually. Ohpaho Secondary School has established the following expectations to support student success.

1. Attendance and Punctuality Expectations

Regular attendance and punctuality are essential for academic success. Students who frequently miss classes or arrive late significantly increase their risk of falling behind. Students are expected to:

- Attend all scheduled classes.
 - Arrive on time and prepared for learning.
 - Participate fully in classroom activities.
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2. Parental/Guardian Responsibility

Parents/guardians play an important role in supporting consistent attendance.

- Parents/guardians are responsible for monitoring their child's attendance and reinforcing expectations.
 - Absences should be limited to those outlined in the *Education Act* (e.g., illness, religious observance, approved school activities).
 - Families should avoid scheduling vacation or travel during school time, particularly during exam periods. Students missing significant time due to travel, may be withdrawn and directed to Outreach.
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3. Catching Up on Missed Work

Students are responsible for completing work missed due to an absence. Teachers will make reasonable efforts to support students; however:

- Additional assistance may not be provided for students with unverified absences, chronic absenteeism or extended travel,
- At the teacher's discretion, a mark of 0% may be assigned for work or assessments missed due to an unverified absence or not submitted within a reasonable timeframe following a verified absence.

4. Chronic Absenteeism Interventions

To address ongoing attendance concerns, the following steps may occur:

- Each Unverified Absence: Parents/guardians notified via email or SMS (if enabled).
 - 5 Absences: Teacher contacts parent/guardian and records the contact in PowerSchool.
 - 10 Absences: Administrator or counsellor reviews the concern with the student and may contact parents/guardians.
 - 20 Absences:
 - Junior High: Possible referral to Alberta Education’s Office of Student Attendance and Re-engagement (OSAR).
 - High School: Student may be removed from the course if previous interventions have not improved attendance.
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5. Exemptions

Students requesting exemption from a course or activity (e.g., Physical Education) must provide a signed note from a parent or guardian. A medical certificate is required for exemptions lasting three or more days.

6. Punctuality and Late Arrival Procedures

Students are expected to arrive on time and prepared for each class.

- Morning Routine: Students must be in their classroom prior to announcements and the playing of the national anthem each morning.
 - Office Check-In: Students arriving late must sign in at the office before proceeding to class. This ensures accurate attendance and minimizes disruption to instruction.
 - Parental Support: Parents/guardians are encouraged to reinforce the importance of punctuality as part of supporting student learning.
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7. Chronic Punctuality Interventions

The school records the date, time, and reason for each late arrival. Parents/guardians will be notified at the following points:

- 5th Late Arrival: Notification sent outlining the student’s late record.
- 10th Late Arrival: Second notification sent.
- 15th Late Arrival: Third notification sent; administrative follow-up may occur.
- Beyond 15 Late Arrivals: Parents/guardians notified for each additional late arrival.
- Administrative Support: If concerns persist, administration may work with the student and family to develop a plan to improve punctuality and attendance.