



**OJSH - Attendance Policy - effective MARCH 4, 2019**

**A. ATTENDANCE - ABSENT and LATE**

The School Act states, "It is the responsibility of the student to attend school regularly and punctually and comply with the rules of the school."

In order to increase student success and make students more responsible for their actions, this addition to the OJSH Student handbook will be implemented in semester 2 of the 2018/19 school year.

Unfortunately, there are small groups of OJSH students who:

- 1) are habitually late
- 2) do not attend class(es), and the school has not been notified of the absence
- 3) leave early from class
- 4) take extended breaks from classes

**Types of Absences:**

**1. Absence - Acknowledged by Parent**

The parent has notified the school that the student will be absent. Examples of excused absences include: medical appointments, illness, or family emergencies.

Parent notification - can take place by phone call to the school or email to the attendance secretary. A note signed by the parent can be provided the day after the absence, and the Powerschool record will be changed by OJSH office staff. These absences are logged in Powerschool as "NFP".

**2. Absence - Due to a school activity**

The student is absent while attending a school sponsored event such as school team athletics or school class/group field trip or activity. This is documented by OJSH Office staff as "SSCE" (school sponsored curricular event) or "SSEE" (school sponsored extracurricular event).

**3. Absence - UNACKNOWLEDGED -**

**The parent/guardian has not notified the school that the student will be absent for the class or day.**

All parents/guardians are notified of unacknowledged absences by the Powerschool system during the 2 daily automatic contacts by phone/email.



**Absence Policy:**

All absences that are UNACKNOWLEDGED will be documented in the POWERSCHOOL software as, "A".

**Procedure:**

At 5 unacknowledged class absences: The teacher will contact parent/guardian and enter the information in LOG ENTRIES.

At 6 unacknowledged class absences: The teacher(s) will contact parent(s)/guardian(s) and arrange a meeting with them, the specific Teacher(s) and the student to discuss absences and formulate a plan for student success incl an attendance contract.. OJSH administration will attend as well.

Further absences will result in Administration, Parent and Student to follow up with the attendance contract provisions, and explore whether or not other educational opportunities may need to be pursued.

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**Late Policy**

When students arrive late to class they are not only disrupting their learning, but also the learning of every other student in the class. This is not fair to the students who made the effort to be on time.

**Procedure:**

When students are late to class, they must have a late slip issued by the office in order to be admitted. Students are not to be admitted to class without a late slip.

Students whose parent/guardian have called the school to notify staff of their child's late will be issued a late slip, and the late will be annotated by the OJSH office as notified by parent.

After 3 class lates - Teacher will contact parent and enter the information in LOG ENTRIES

After 5 class lates - Teacher will contact parent, implement a lunch time detention (next available lunch time in the OR room) and teacher will enter the information in LOG ENTRIES.

After 6 class lates - Administration will request a student/parent/Teacher(s) meeting to discuss further consequences for habitual lateness.

**Early leavers/ Extended breaks**

Students who do not meet their class attendance obligation by unilaterally leaving early or taking unreasonably long breaks, have to account to their teachers. Teachers will document these inappropriate behaviors in Powerschool, and contact parents. If the behavior persists, the teacher will take appropriate action. Teacher(s) may request administration to attend student /parent /staff follow up meeting.