

## **École H.J. Cody High School Attendance Policy**

The responsibility for maintaining good attendance rests on the student and parents/guardians [Alberta School Act, Section 12 (b) states “A student shall conduct himself so as to reasonably comply with the following code of conduct: attend school regularly and punctually.”]

### **Absences affect students’ academic performance**

At École H.J. Cody High School, regular attendance and punctuality is important to keep up with the rigors of the high school curriculum. While it is recognized that students will be away for various reasons, it is incumbent upon the school to monitor and report absences that occur in a framework that is instructive and helpful to those involved. \*\*\***School events and activities do not count against a student’s attendance record.**

### **5 Absences in a class/3 absences in a 3 credit course -Excused and/or Unexcused**

If there are concerns about the student’s success, teachers will contact parents to discuss the issue and document the conversation in Log Entries.

### **10 Absences in a class/7 absences in a 3 credit course -Excused and/or Unexcused**

A meeting between the parent, teacher, administration, advisor, and family school wellness will occur if there are concerns about the student’s success. Administration will use their professional judgement to determine if a letter will be issued to parents and further intervention is necessary.

### **15 Absences in a class/10 absences in a 3 credit course -Excused and/or Unexcused**

At 15 absences, a learning contract will be issued and a meeting between all parties involved will be called to discuss options open to the student in there are concerns about the student’s success. Breach of this contract will result in removal from the course.

### **Parents’ responsibility:**

Please be advised that any absence(s) not excused WITHIN 24 HOURS of absence will remain permanently unexcused on the student’s record. It is imperative that a parent or guardian leave a message on the school attendance line or email [hjcody@cesd73.ca](mailto:hjcody@cesd73.ca) regarding a student’s absence; preferably the day of the absence. Phone calls go out twice a day at 11:30 and 2:30 informing parents of absences that have not been excused during the school day.

### **Extended Absences:**

Parents may wish to remove their child from school for an extended period of time (longer than 5 days) for reasons other than bereavement or illness. It is the student’s responsibility to communicate with their teacher prior to leaving to find out what they will miss and develop a plan to ensure the absence does not create a gap in their learning. We ask that you do your best to not plan extended absences during instructional days.

### **Absences Due to Extenuating Circumstances:**

Students, from time to time, need to be away from school for a variety of reasons: illness, bereavement, hospitalization, etc. In these cases, it is important to have communication with the school. By calling the office and providing us with the context, the office staff can inform the staff affected by the absences. Emailing your child’s teacher is another way of keeping all stakeholders informed of the circumstances. Should the parent have further concerns of a social emotional nature for their child, contact the office to book an appointment.

### **Lates:**

All teachers have a late policy for their class and are expected to enforce it. Teachers will assign the necessary consequence as outlined in their classroom policy. Referral(s) to administration are made if the student’s behaviour does not improve.

### **Skipping classes**

If a student skips a class, PLT or Advisory they will make up the instructional time that they missed during lunch hour on the following day. Students will be required to bring a lunch as they will not have time to leave to purchase one.