




WELCOME TO ÉCOLE H.J. CODY HIGH SCHOOL

**Encourage,
Believe,
Challenge.**



Website: www.hjcody.ca

Email: hjcody@cesd73.ca

Phone: 403-887-2412

Address: 4520 50 Street

Sylvan Lake, AB T4S 1A4

TABLE OF CONTENTS

Administration	3
School Goals	3
Message from Principal, Mr. Garrow	3
Medical	3
CESD Student Quick Pay/School Fees.....	3
Lost & Found Box	3
Supply List.....	3
H.J. Cody Bell Schedule	4
CONNECT.....	4
FLEX	4
Student Vehicle Parking	4
PowerSchool / School Engage	5
Security Cameras	5
French Immersion.....	5
Assessment Philosophy.....	6
Grade 9.....	7
Grade 10-12 Course Credits.....	7
Graduation Ceremony Requirements.....	7
Application to Graduate.....	7
High School Diploma Requirements	8
Course Change Process—Grades 9-12	8
Academic Counselling Services.....	9
Scholarships & Academic Awards	9
Work Experience / Registered Apprenticeship Program (RAP).....	9
Student Dress Code.....	10
Vaping, Smoking Tobacco, Chewing Tobacco, Drugs & Alcohol.....	10
Lockers.....	10
Code of Conduct	11
Cell Phone Policy.....	11
Student Activities.....	12
Bring Your Own Device Fact Sheet	12
Attendance Policy.....	13
Parent Responsibility for Student Absences	13

Our Mission

HJ Cody ensures high levels of learning for all students.

Believe, Encourage, Challenge.

Administration

The office is open on school days from 8:00am-4:00pm, Monday through Friday. You are encouraged to check our website www.hjcody.ca for an overview of École H.J. Cody High School and our most recent newsletter.

PRINCIPAL **Mike Garrow**

VICE PRINCIPAL **Alex Lambert**

Ms. Lambert is our Grade 9 & 10 Vice Principal

VICE PRINCIPAL **Rebecca Schaab**

Ms. Schaab is our Grade 11 & 12 Vice Principal



School Goals

1. All Lakers contribute to a positive school culture and climate.
2. All Lakers will achieve their highest academic potential.
3. All Lakers will improve their numeracy skills.
4. All Lakers will improve their literacy skills.
5. All Lakers will have a comprehensive plan for post secondary training.

A Message from Principal Mike Garrow

As Principal at École H.J. Cody High School, I would like to welcome you. My leadership is built on relationships and trust with all students, parents, and staff to create a learning environment where the top priority is the success of all students. I've earned a Bachelor of Education from the University of Alberta, and a Master's degree in curriculum and instruction from the University of Phoenix.

École H.J. Cody High School is a terrific school with an amazing team of staff who shares a passion to ensure high levels of learning for all students. We are committed to providing students with the greatest opportunities to succeed academically by believing in them, encouraging them, and challenging them. Our strengths in Academics, Athletics, Fine Arts, Mentorship, Interact, and Complementary Courses make École H.J. Cody High School an outstanding learning community. We are also focused on continued improvement. Our school goals, which are outlined in our School Education Plan, are targeted and aligned with Chinook's Edge's strategic goals. Our school goals are focused on contributing to a positive school culture and climate, individual and academic excellence, literacy, numeracy, as well as post-secondary transitioning.

Sylvan Lake is home for my family and we enjoy travelling, boating, camping, sports, music and being involved in many of the events the beautiful town of Sylvan Lake has to offer. Please feel free to contact me by e-mail or phone if you have any questions or concerns.

Medical The Office has basic band aids but cannot give out medicine such as Tylenol or Advil. There is an epi pen at the office in case of emergency. Ice packs are found in the gym. Parents will be asked to pick up their child if the child is ill as there is no sick room at the school.

CESD Student Quick Pay/School Fees

School fees are due and payable to H.J. Cody School by September 30th Please use your [Student Quick Pay account](#).

Lost & Found Box

The lost and found box is located at the Gym Entrance. Please check there if you have lost an item.

Basic Supply List

H.J. Cody is a Bring Your Own Device School. Students will need a Chromebook or any laptop with at least 4GB of RAM. We encourage parents to be conservative with supply purchases until the student knows what classes they have each semester and whether the teacher may have individual requests. Specific course supplies, such as a graphing calculator, will be listed on Course Outlines. See our website for a [Standard Supply List](#).

H.J. Cody Bell Schedule

Mon/Tues/Thurs/Fri		Duration	Begin	End
Block 1		80 minutes	8:35 AM	9:55 AM
Block 2		75 minutes	10:00 AM	11:15 AM
Block 3	Flex	30 minutes	11:20 AM	11:50 AM
	Lunch	45 minutes	11:50 AM	12:35 PM
Block 4	Lunch	45 minutes	12:40 PM	1:25 PM
	Flex	30 minutes	1:25 PM	1:55 PM
Block 5		75 minutes	2:00 PM	3:15 PM



WEDNESDAY		Duration	Begin	End
Block 1		73 minutes	8:35 AM	9:48 AM
CONNECT		30 minutes	9:53 AM	10:23 AM
Block 2		68 minutes	10:28 AM	11:36 AM
Block 3	Flex	23 minutes	11:41 AM	12:04 PM
	Lunch	45 minutes	12:04 PM	12:49 PM
Block 4	Lunch	45 minutes	12:54 PM	1:39 PM
	Flex	23 minutes	1:39 PM	2:02 PM
Block 5		68 minutes	2:07 PM	3:15 PM

CONNECT

Wednesdays for Grade 9-12

Connect will be used to support students and foster a positive school culture and climate. In Connect, students will also explore career opportunities and be supported with developing a post secondary transition plan. All students will be in Connect on Wednesdays from 9:53am—10:23am.

FLEX

The purpose of FLEX is to provide students with additional support for their academics. It will support holding students accountable for missing and/or incomplete assignment and assessments.

Grade 9 students will have a designated teacher assigned for FLEX.

Student Vehicle Parking (as well as Scooters & Bicycles)

Student drivers are to obey the posted speed limit of 10 km/hr and obey all traffic rules of the road.

TICKETED & TOWED: Student vehicles parked in the front staff parking lot, in the north parking lot or anywhere that is not the back of the school (Student West Parking Lot) will be ticketed and towed at the owner's expense.

Bicycles may be locked in the racks provided at the front of the school but are left at the owner's risk.

<p>Student Parking is available on a first come basis and only at the back of the school—West Parking Lot</p>	<p>Students must ensure that they are parking inside the poles so that they do not block any fire lanes.</p>
<p>Vehicles parked in violation of any of the above will be ticketed and towed at the owner's expense.</p>	<p>Students should avoid blocking driveways of homes across the street.</p>



PowerSchool / School Engage

The school will correspond with parents by email. We are working hard as a school to communicate effectively with parents. Every September, please fill out your online Enrollment Update form in School Engage. Current information is needed for Alberta Education.

Is Your School Messenger Information Current? In the event of school emergencies, inclement weather yellow or red days, last minute cancellations, bus information notices, as well as attendance updates, H.J. Codyh and the school division will send information through School Messenger. Please keep your information up-to-date to ensure you are getting emails and call outs.

*Please note: If you press 'unsubscribe' at any time (whether it be on the newsletter or information) you will be unsubscribing to all notices the school division sends out.

Opt-In to Receive Texts from the school and school division. Please opt-in by texting Y or Yes to 724665.

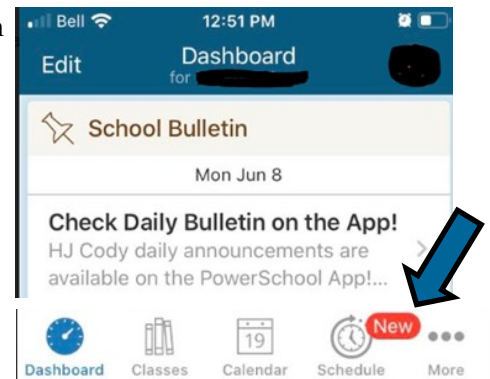
Download the PowerSchool App & Stay Logged In DISTRICT CODE: **BPWW**

PowerSchool is our student information system where students and parents can view assignment marks, test marks and attendance.

Our **Daily Bulletin** (announcements) can be seen from PowerSchool as well.

Student username and passwords are handed out at the beginning of the school year. **Get the App & Stay Signed In!**

What do I have today? Check Your Schedule button: The PowerSchool App will tell the student their daily schedule. It is easy to use and view the daily schedule. No more wondering if it is Day 1 or Day 2. Click Schedule on the PowerSchool App. This will give you the current week's timetable and bell times.



Security Cameras

For the security of our students and employees, security cameras have been installed around the school premises. Consent to being videotaped is assumed by all who enter the school property.

French Immersion

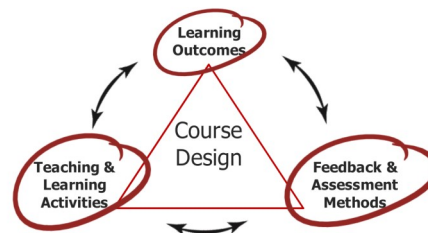
At École H.J. Cody High School, students have many great opportunities to continue their French language education. We offer French Language Arts courses from grade 9 through to grade 12, Études Sociales 9 & 10 as well as a more practical French course that focuses on using the language to communicate in a variety of situations. Students can attain a French Immersion Certificate upon completion of the French Immersion program at École H.J. Cody High School. In order to achieve a French Immersion Certificate, the following courses are available for students to complete:

- | | |
|---|---|
| <input checked="" type="checkbox"/> French Language Arts 9, 10,
20, 30 | <input checked="" type="checkbox"/> French Vernacular 15 |
| | <input checked="" type="checkbox"/> Études Sociales 9, 10 |

Throughout their French Language journey from grades 9 to 12, students work to refine their language skills as they aim to write the DELF B2 French exam at the end of their grade 12 year. This exam takes into account all language skills (reading, writing, speaking and listening) and is recognized globally as a language standard. The successful completion of the DELF B2 is a significant achievement as it is recognized as fulfilling French language entrance requirements by French Universities. The DELF B2 is designed to offer a high level qualifications in the language for those who wish to use French for professional or study purposes.

Assessment Philosophy

École H.J. Cody High School Assessment Policy As referenced in Section 31 of the EDUCATION ACT: A student, as a partner in education, has the responsibility to:



- (b) Be ready to learn and actively engage in and diligently pursue the student's education
- (f) Comply with the rules of the school and the policies of the board
- (g) Co-operate with everyone authorized by the board to provide education programs and other services
- (h) Be accountable to the student's teachers and other school staff for the student's conduct

- The Program of Studies guides teachers' planning.
- Teachers will use their professional judgment so grades reflect an accurate depiction of a student's demonstration of curricular outcomes.
- Grades are determined by assessments of a student's ability to demonstrate mastery of curricular outcomes.
 - ◊ It is critical that students complete all assigned work as it is integral to their success in the course of study.
 - ◊ Minor assignments and assessments must be completed on time because they are time sensitive for feedback to the students learning. They also drive the teaching cycle and the need for intervention (Flex). If a student does not submit a minor assignment/assessment they have not demonstrated the day to day learning, may be given a zero, and may not have the option to hand it in late. Extenuating circumstances will be considered.
 - ◊ Summative assessments and assignments must be completed by the deadline that is communicated by the teacher. If there is a circumstance that a summative is not complete, the teacher and student will create a plan. If a student does not follow through, they will be referred to administration. Possible consequences will be ISS/ZAP/After school detention/Academic probation, or removal from the course.
- Group scores are not included in grades. Summative evidence of a student's learning is collected individually with regards to their respective mastery of the curriculum.
- Academic dishonesty is taken seriously and will be dealt with in consultation with administration.
- Teachers do not give bonus marks or bonus assignments.
- Formative assessments are lower-risk assessments and may have a small impact on student grades.
- Formative and summative assessments are communicated to students and parents in gradebook.
- Teachers will enter assessments into gradebook in a timely manner.
- Titles of assessments are descriptive
- Dates of assessments are accurate
- Missing assessments are to be entered as a zero.
- Demonstration of furthered learning. If a student provides evidence to the teacher that they have improved their level of understanding, teachers must ensure that the students grade reflects an accurate depiction of a student's understanding. Each teacher has autonomy of the evidence that is required for each of their classes and how learning is demonstrated.

Grade 9

Welcome to H.J. Cody. We are thrilled you have become a Laker! Your Grade 9 marks decide your course path for Grade 10. [Complementary Course Descriptions](#) are on our website. A Grade 9 timetable will look similar to the one below. We hope you ask questions when they arise and work hard to make this upcoming year a success!

Correspondence is done by email so make sure parents are signed up to receive Messenger emails. Our Grade 9 timetable is a high school timetable generated by PowerSchool. Grade 9's will either have lunch in Block 3 or Block 4.

We are paperless—Use the PowerSchool App to see your timetable, midterm report marks and final marks. Parents use the PowerSchool Parent Portal to stay up to date on marks, attendance and daily announcements.

Semester 1		Semester 2		Complementary Courses	
Block 1	Core Course	Block 1	Core Course	Art	Outdoor Ed
Block 2	Core Course	Block 2	Core Course	Band	Shop
Block 3	Core Course (or Flex/Lunch)	Block 3	Core Course (or Flex/Lunch)	Drama	Spanish
Block 4	Core Course (or Lunch/Flex)	Block 4	Core Course (or Lunch/Flex)	Guitar	Sports Performance
Block 5	Complementary Courses	Block 5	Complementary Courses	Home Ec	Tech Talk
				Ladies Health &	Yoga
				Fitness	Choir (After School)
				Leadership	

Grade 10-12 Course Credits

Please see our website for detailed information regarding our [Course Offerings](#) and [high school planner](#) to help you plan out your courses for Grade 10, 11 and 12.

Policy for Required Course Loads: Students are scheduled to achieve the following amount of credits each academic year to qualify for graduation at H.J. Cody:



- Students are expected to take 8 in school classes
- Students should earn 40 credits by the end of Grade 10

- Students are expected to take 8 in school classes
- Students should earn 40 additional credits (total at 80) by the end of Grade 11

- Students are expected to take a minimum of 6 in-school classes
- Students should earn 30 additional credits (total at 110) by the end of Grade 12

110 Credits Total to Participate in Graduation and H.J. Cody Convocation Ceremony.

Graduation Ceremony Requirements

In order to participate in the graduation ceremony, students in Grade 12 must be a full time student. This means they must be registered in a minimum of 30 credits in their Grade 12 year and complete Grade 12 with a minimum of 110 credits or enrolled in 40 credits with a minimum of 100 credits in their graduating year.

Application to Graduate

Students do not automatically qualify to graduate. Students must apply to take part in the graduation ceremonies. This application form must be completed and submitted to the Academic Counsellor (Mr. Payne) in order for students to qualify.

High School Diploma Requirements

The Alberta High School Diploma is an official document issued by Alberta Education and certifies that the holder has completed the prescribed program of instruction at a high school or through other formats under the direction and supervision of Alberta Education. The below requirements must be met and in addition the credit total must be 110 credits to take part in École H.J. Cody High School Graduation Ceremonies

To attain the Alberta High School Diploma, students must complete 100 credits including the following courses:

- English 30-1 or 30-2
- Social Studies 30-1 or 30-2
- Mathematics 20-1 or Mathematics 20-2 or Mathematics 20-3
- Science 20 or Science 24 or Biology 20 or Chemistry 20 or Physics 20
- Physical Education 10
- Career and Life Management
- 10 credits in other Grade 12 courses in addition to English and Social Studies
- 10 credits in option courses from the following areas: Career and Technology Studies (CTS), International Languages, Fine Arts or Phys Ed 20/30

Course Change Process – Grade 9-12

If you wish to change a class,

1. Book an appointment by email with Ms. Lambert (Grades 9/10) alambert@cesd73.ca or Mr. Payne (Grades 11/12) jpayne@cesd73.ca using your CESD student email.
2. You will be called from your class when it is time for your appointment.
3. Continue going to your scheduled classes until you have met with Mr. Payne or Ms. Lambert.
4. The following direction, concerning student course scheduling, shall be implemented in the pursuit of the goal outlined in the Guiding Principle.
5. All scheduling shall be aligned with the Graduation requirements laid out by Alberta Education, the students' Post-secondary Plans and according to the interests being pursued by individual students.
6. All course changes must be made within 8 school days of the beginning of each semester. These course changes must be aligned with Graduation requirements and Post-secondary planning.
7. Any course changes following the 8 day grace period must be approved in person by administration in conversation with the Academic Counselor.
8. All course changes will be communicated to parents and teachers either by email, in person or by phone at the time of the change. If this is not possible, a 24 hour wait period will be required before changes can be made and contact made with teachers and parents.
9. Changes affecting either graduation or post-secondary opportunities, must have Academic Counselling contact parents for approval before changes take place. (This approval can be by phone or email.)
10. Students must be enrolled in the 40/40/30 Credit Plan for their High School careers. Choir, Theatre and Off-campus Programming cannot be included in the 40/40/30 Plan until these courses are completed. Assumptions that these courses will be completed cannot be made. Dual-credit courses will be included in the 40/40/30 calculation.
11. Off-campus Work Experience Credits do not count in the 40/40/30 Credit Plan calculations, but will be counted in the 100 credits needed for graduation. All On-Campus (CESD campuses) Work Experience students must be approved by Academic Counselling.
12. Courses are not to be changed for teacher preference or friend grouping.
13. All fast tracking of courses (taking a course outside of the current grade level) will need approval from Administration prior to the course being scheduled. This approval will be made directly with the Academic Counseling department and record/rationale of the approval made in PowerSchool by the Administration.
14. Students are to book appointments to change courses. Drop-in changes cannot be made during the regular school day as it conflicts with scheduled class times. Before school, at lunch times and after school will be at the discretion of Academic Counseling.

Academic Counselling Services

Our **ACADEMIC COUNSELLORS**, Mr. Payne and Ms. Donaghy are available to meet with students throughout the day upon scheduled appointment. Parents and students wishing to consult are encouraged to call Mr. Payne ext. 4439 or email jpayne@cesd73.ca or email Ms. Donaghy tdonaghy@cesd73.ca.

Mr. Payne's office is located beside the Learning Commons, Room 129. Ms. Donaghy's classroom is Room 130. In order to assist students obtaining high school education and planning for post-secondary or career directions and academic counselling, the following services are provided:

Educational Counselling – program planning, course registration, timetable conflicts, information packages, applications to summer school

Career Counselling career planning and career assessment tools, investigate occupational profiles and research possible career paths

Post-Secondary Planning – Alberta and Out-of-Province Post-Secondary Fairs, Post-Secondary lunch hour information sessions, Scholarship/Loan Information, Post-Secondary information and application support.

Scholarships & Academic Awards

Scholarships and academic awards can be awarded at all grade levels for excellence in a wide range of achievements such as academic, athletic, citizenship, community involvement, subject area, and financial need.

Although most scholarships are applied for in Grade 12, the work that students do in grades 10 and 11 helps to earn those scholarships. Leadership skills, volunteer experiences, citizenship, and academics are large components of many scholarships. Check www.alis.alberta.ca for some current scholarships.

See [Student Aid Alberta](#) for other [scholarship information](#) and a list of [Alexander Rutherford Scholarship Eligible Courses](#).

Alexander Rutherford Scholarship is awarded when you enroll in a post-secondary institution. It is given by the Provincial Government for Grades 10, 11, and 12 based on an average of 75% or higher in 5 subjects. Students apply

GRADE 10	GRADE 11	GRADE 12
75% to 79% = \$300	75% to 79% = \$500	75% to 79% = \$700
80% and above = \$400	80% and above = \$800	80% and above = \$1300
English 10-1 or 10-2, plus 2 academic and 2 other courses	English 20-1 or 20-2, plus 2 academic and 2 other courses	English 30-1 or 30-2, plus 2 academic and 2 other courses

Work Experience / Registered Apprenticeship Program (RAP)

The Work Experience program allows students to earn credits in work activities while attending school. These programs directly involve the community in an active partnership designed to enhance, support and extend the student's learning experiences. This program is available to all grade 11 and 12 students and grade 10 in the summer leading to grade 11. Work experience credits are available for all students in the summer. Speak with Mrs. Darla Bell for more detailed information.

The Registered Apprenticeship Program (RAP) is a modified apprenticeship program that permits a high school student to become an apprentice while attending high school. The guidelines of the program will be provided by the RAP Coordinator. While on the job, he/she is paid as a first year apprentice, accumulates hours toward his/her journeyman certificate, and at the same time can earn as many as forty credits towards a High School Diploma. There are fifty-one apprenticeship trades available in Alberta and many opportunities exist for high school students with good work habits and attitude to begin a career as a qualified tradesperson. Contact Mrs. Darla Bell (dbell@cesd73.ca or 403-887-2412 Ext 4421) for more information.

Student Dress Code

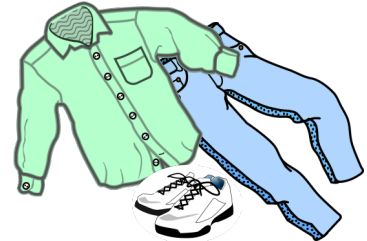
École H.J. Cody School expects that all students will dress in a way that adheres to this dress code for the school day or for any school sponsored event. Any restrictions to the way a student dresses must be necessary to support the overall educational goals of the school and must be explained within this dress code.

Students must wear at all times:

- ⇒ An opaque shirt (with fabric that covers all or the majority of the front/back and sides, **AND**
- ⇒ Pants/jeans or the equivalent (for example, a skirt, sweatpants, leggings, a dress or shorts) that fully cover the buttocks, **AND**
- ⇒ Shoes.

Students cannot wear:

- ⇒ Violent language or images.
- ⇒ Images or language depicting drugs or alcohol or any illegal item or activity.
- ⇒ Hate speech, profanity, or pornography.
- ⇒ Images or language that creates a hostile or intimidating environment based on any protected class or consistently marginalized groups.
- ⇒ Any clothing that reveals visible undergarments (visible waistbands and visible bra straps are permitted)
- ⇒ Swimsuits (except as required in class or athletic practice).
- ⇒ Accessories that could be considered dangerous or could be used as a weapon.



Vaping, Smoking Tobacco, Chewing Tobacco, Drugs and Alcohol Prohibited

Vaping, cigarettes, chewing tobacco, alcohol and drugs are prohibited in all Chinook's Edge Schools, on school property or during school related activities.

Details are provided in Chinook's Edge School Division Admin Procedure 3-11 'Student Substance Abuse'.

It is important to note that infractions will result in school suspensions and a fine of \$250.00 for a first offence.



Lockers

Lockers are the property of École H.J. Cody High School, Lockers are provided to students as a convenience to be utilized for school use only. Use is limited to store lunch, coats, bags, books and stationery materials only. Students will be able to sign up for a locker at the beginning of the school year.

Therefore:

1. Students are held responsible for misuse of lockers and if damaged, students are liable for the cost of repairs and will lose their privilege to hold a locker.
2. Lockers should be kept locked at all times (unauthorized locks will be cut off).
3. The school is not responsible for personal property kept inside the lockers.
4. The Administration may inspect lockers:
 - ⇒ To prevent waste accumulation
 - ⇒ To promote safety, health and fire protection
 - ⇒ To recover missing property
 - ⇒ To prevent the storage of unauthorized, illegal and dangerous items



Students are responsible for keeping their lockers clean inside and out. Lockers are emptied out and rescinded the last day of classes at the end of Semester 2.

Code of Conduct

As referenced in Section 31 of the EDUCATION ACT: A student, as a partner in education, has the responsibility to:

- (b) Be ready to learn and actively engage in and diligently pursue the student's education
- (d) Respect the rights of others in the school
- (e) Refrain from, report and not tolerate bullying or bullying behaviour directed toward others in the school, whether or not it occurs within the school building, during the school day or by electronic means
- (f) Comply with the rules of the school and the policies of the board
- (g) Co-operate with everyone authorized by the board to provide education programs and other services
- (h) Be accountable to the student's teachers and other school staff for the student's conduct



Cell Phone Policy

All students must adhere to the following policy:

1. Cell phone use is prohibited during class time and flex time unless there is HJC staff consent to use cell phones to enhance learning. Cell phones will be powered down and put away until a staff member directs students to use them.
2. Cell phones may be used before and after school, during lunch, and during breaks from classes.
3. Cell phones will not be used for music devices in the classroom unless the student has a diagnosed accommodation or are given teacher permission.
4. If a student refuses to give up their phone to a staff member, the cell phone will be confiscated for the remainder of the school day and the student will serve an in-school suspension for defiance.
5. Parent are asked NOT to text or phone students during instructional time. For emergency purposes, parents may contact the office.
6. HJ Cody Staff have autonomy to continue using current strategies/routines to support this policy. HJ Cody Staff are not responsible for the loss or damage of student cell phones.

1st Offence

The student's cell phone will be placed on the staff member's desk for the remainder of the class

2nd Offence

The cell phone will be confiscated by the staff member and brought to Administration.
The cell phone will be released at the end of the day.

3rd Offence

The cell phone will be confiscated by the staff member and brought to administration.
Administration will make contact with parent/guardian.

Student Activities

There are a variety of clubs and activities for students to be involved in. Watch for announcements in the PowerSchool App!

INTERACT CLUB	ART CLUB	ATHLETICS	CHOIR
DRAMA CLUB	RISE—Reconciliation In Schools Everywhere	GEEK CLUB	GSA— Gay Straight Alliance
GR.12 LAST BELL CELEBRATION	STUDENT COUNCIL	GRAD COMMITTEE	GRAD HISTORY
TERRY FOX RUN	TRAVEL CLUB	WALK A MILE EVENT	VOLUNTEERISM
SCHOOL MENTORING	GRADE 9 TIME CAPSULE		

Bring Your Own Device (BYOD) Fact Sheet for Parents and Students

Allowing personal devices into our classrooms personalizes and enhances learning for students. Furthermore, it supports the teaching of digital citizenship and equips students with a device that will be needed at the post-secondary level.

Google for Education is already our common platform for our students and staff. It is user friendly, cost effective, and accessible from anywhere. Here are 3 things we would like all students, parents, and staff to know about Google for Education:



1. Google for Education is an internet based application that provides safe and secure access to applications such as word processing, document sharing and storage, video, audio, presentations, spreadsheets, and email.
2. Chinook's Edge School Division has been using Google for Education for the past 8 years. Like most school divisions in Alberta, we have a legally binding contract with Google to ensure that student and staff information remains safe and secure according to our [Information Security Procedures](#).
3. Students' last names are not used or displayed. For example, Jane Ethel Doe's username will be jed4321@cesd73.ca and her profile will list her as Jane Unknown.

Chromebooks are the devices that École H.J. Cody High School is recommending for our BYOD classrooms.

Here are 4 things we'd like all students, parents, and staff to know about Chromebooks:

1. Chromebooks are, on average, approximately one-third of the cost of traditional laptops. They serve as a simple and affordable option for students. Chromebooks operate on the Chrome operating system and are designed to be used while connected wirelessly to the Internet. Chinook's Edge School Division has secured a discounted price for Chromebooks at both Red Deer Staples stores.
2. Chromebooks support the majority of web-based applications, and allow students access to thousands of free apps through Google Chrome. Students safely store their data remotely using Google Drive. Students can print at school through Google Print. Security, Maintenance, and Charging of personal devices is the student's responsibility.
3. Responsible Use of Technology remains a focus in our schools. As such all students and staff are expected to follow the expectations outlined in our [CESD Technology Responsible Use](#) document.
4. If you are unable to purchase a Chromebook by the start of the school year then please let us know and we will work together to find a solution.

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

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.

10

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

A meeting between the parent, teacher and administration 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

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 if there are concerns about the student’s success. Breach of this contract will result in removal from the course.

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.

Skiping Classes

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

Parents’ Responsibility for Student Absences:

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 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.