

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 are 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 -Excused and/or Unexcused

Teachers will call parents to discuss the issue and document the conversation in Log Entries.

10 Absences in a class -Excused and/or Unexcused

Administration will call parents/guardians to discuss the issue and document the conversation in Log Entries. Attendance letter sent home. Administration meets with students to develop an Attendance Success Plan.

15 Absences in a class-Excused and/or Unexcused

Administration, parents/guardians and student meet to discuss the issue. An attendance contract will be developed and implemented. An attendance letter is sent home and sent to the Attendance Officer at Division Office.

Student and Parent responsibility:

Students are expected to contact their teacher when they are away to receive information on their learning expectations during their absence.

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 on 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 minimize the 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 concerns about the social-emotional wellbeing of 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 consequences 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, they will make up the instructional time during a scheduled detention at lunch.

HJ Cody Ambassadors

HJC Ambassadors are students who are involved in extracurricular activities that are visible around the school and community. Ambassadors include students involved with the Fine Arts, Athletics, Student Council, Interact, etc. These students must maintain a minimum of 90% attendance in order to participate in the extracurricular activity of their choice.