

## 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. When students are absent from classes, they get behind, thus placing heavy stress on those involved. 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.

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

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. A letter will be issued to parents. If further intervention is necessary, it will be determined collaboratively by the stakeholders involved.

### **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. 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. If a student has notified his/her teachers of an absence, it is still required that parent/guardian phone the attendance line.

### **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. The school does not grant approval for a student to be absent but rather records the parent/guardian's intent to remove a student from the school. It should be noted that teachers are under no obligation to provide additional work or tutoring for work covered during time missed, as this is a parental choice.

### **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 stating the issue, 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 administration 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 students 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.



