




# WELCOME TO ÉCOLE H.J. CODY HIGH SCHOOL

**Believe,  
Encourage,  
Challenge.**



Website: [www.hjcody.ca](http://www.hjcody.ca)

Email: [hjcody@cesd73.ca](mailto:hjcody@cesd73.ca)

Phone: 403-887-2412

Address: 4520 50 Street

Sylvan Lake, AB T4S 1A4

---

## 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](http://www.hjcody.ca) for an overview of École H.J. Cody High School and our most recent newsletter.

**PRINCIPAL Alex Lambert**  
Ms. Lambert is our Principal & supports Grade 10 (N-Z)

**VICE PRINCIPAL Cole Heppell**  
Mr. Heppell is our Vice Principal & supports Grade 9 & 10 (A-M)

**VICE PRINCIPAL Rebecca Schaab**  
Ms. Schaab is our Vice Principal & supports Grade 11 & 12



## 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 Alex Lambert

As Principal at École H.J. Cody High School, I welcome you to our school. As a leader and educator, I believe that trusting relationships among educational stakeholders are the foundation of our work. These relationships are critical in nurturing a quality learning environment where all students achieve their academic potential.

My post-secondary education started at Lakehead University where I pursued an Honours Bachelor of Environmental Science followed by a Bachelor of Education with a focus on Sciences and Geography at the secondary level. I later attended the University of Alberta where I completed a Master of Educational Studies with an emphasis on Leadership and School Improvement.

École H.J. Cody High School is a terrific school with an amazing team of staff who share a love of working with youth, a passion in cultivating meaningful and memorable experiences, and a commitment in ensuring that students meet their academic potential. We are committed to providing students with the greatest opportunities to succeed academically and as young citizens by believing in them, encouraging them, and challenging them. Our strengths in academics, French Immersion, Athletics, Fine Arts, Career & Technology courses, Student Council, Mentorship, Interact and other extracurricular opportunities make École H.J. Cody High School an outstanding learning community.

I take great pride and responsibility in my role as the principal of École H.J. Cody High School; always striving to strengthen the educational experience for our students. Our school goals, which are outlined in our School Education Plan are targeted and aligned with Chinook's Edge strategic goals. Our school goals are focused on academic excellence, literacy, numeracy, post-secondary and career transitioning, as well as ethical citizenship.

Please feel free to contact me by email or phone if you have any questions or concerns.

**Class Inquiries or Concerns** Parents, guardians, and/or students should first speak to the teacher about any inquiries or concerns they may have regarding their students' class. All of our teacher's emails are listed in the staff directory that is located under the "About" tab on our website.

**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. 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 30<sup>th</sup> Please use your [Student Quick Pay account](#).

## Basic Supply List

H.J. Cody is a Bring Your Own Device School. Students will need a Chromebook or any laptop. 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
<b>Block 1</b>	85 minutes	8:35 AM	10:00 AM
<b>Block 2</b>	82 minutes	10:07 AM	11:29 AM
<b>Lunch</b>	50 minutes	11:29 AM	12:19 PM
<b>Block 3</b>	82 minutes	12:24 PM	1:46 PM
<b>Block 4</b>	82 minutes	1:53 PM	3:15 PM



Wednesday	Duration	Begin	End
<b>Block 1</b>	75 minutes	8:35 AM	9:50 AM
<b>Connect</b>	30 minutes	9:57 AM	10:27 AM
<b>Block 2</b>	73 minutes	10:34 AM	11:47 AM
<b>Lunch</b>	50 minutes	11:47 AM	12:37 PM
<b>Block 3</b>	73 minutes	12:42 PM	1:55 PM
<b>Block 4</b>	73minutes	2:02 PM	3:15 PM

**CONNECT**  
Wednesdays for Grade 9-12

Connect is a class that fosters a positive school culture and climate, explores career pathways and helps students develop a post secondary transition plan.

**Lunch Rooms**

Students are permitted to leave during their lunch hour. There are also spaces in our school where students are welcome to stay and eat lunch with their friends.

### Section 31 of the Education Act states:

#### **Student responsibilities**

A student, as a partner in education, has the responsibility to

- (a) attend school regularly and punctually,
- (b) be ready to learn and actively engage in and diligently pursue the student's education,
- (c) ensure that the student's conduct contributes to a welcoming, caring, respectful and safe learning environment that respects diversity and fosters a sense of belonging,
- (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, and
- (i) positively contribute to the student's school and community.

**Section 31 of the Education Act states:**

**Parent responsibilities**

A parent has the prior right to choose the kind of education that shall be provided to the parent’s child, and as a partner in education, has the responsibility to

- (a) act as the primary guide and decision-maker with respect to the child’s education,
- (b) take an active role in the child’s educational success, including assisting the child in complying with section 31,
- (c) ensure that the child attends school regularly,
- (d) ensure that the parent’s conduct contributes to a welcoming, caring, respectful and safe learning environment,
- (e) co-operate and collaborate with school staff to support the delivery of supports and services to the child,
- (f) encourage, foster and advance collaborative, positive and respectful relationships with teachers, principals, other school staff and professionals providing supports and services in the school, and
- (g) engage in the child’s school community

**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.

**Lost & Found Box**

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

**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. Skateboards, longboards and non-motorized scooters are not permitted in the halls.

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



**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’](#).



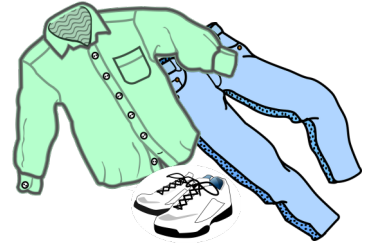
**It is important to note that infractions will result in suspensions and a possible fine of \$250.00 for a first offence from the RCMP.**

## 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 / Sandals



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)
- ⇒ Accessories that could be considered dangerous or could be used as a weapon.

## 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 & 20. 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:

French Language Arts 9, 10, 20, 30

Études Sociales 9, 10, 20

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.

## 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:

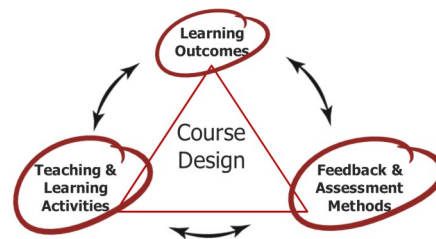
1. Students are held responsible for misuse of lockers and if damaged, students are liable for the cost of repairs and will lose their privilege to hold a locker.
2. Lockers should be kept locked at all times (unauthorized locks will be cut off).
3. The school is not responsible for personal property 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 or confirm there are none within.



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.

## Assessment Philosophy

- 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. 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 school detention(s) or removal from the course.
- Summative evidence of a student's learning is collected individually with regards to their respective mastery of the curriculum.
- Academic dishonesty, including plagiarism, use of AI, etc., is taken seriously. Students who exhibit academic dishonesty will re-do assessments during an in-school suspension supervised by 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 PowerSchool.
- Teachers will enter assessments into PowerSchool 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

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.

**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	Numeracy	Sports
Block 2	Complementary Course	Block 2	Complementary Course	Band	Outdoor Ed	Performance
Lunch		Lunch		Drama	Photography	STEM
Block 3	Core Course	Block 3	Core Course	French	Reading	Strategic Games
Block 4	Core Course / PE	Block 4	Core Course / PE	Guitar	Robotics & Coding	Yoga
				Ladies Health		
				Leadership	Spanish	

## 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 have a full schedule of at least 8 classes
- Students should earn 40 credits by the end of Grade 10



- Students are expected to have a full schedule of at least 8 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

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

## 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.

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 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 Mr. Heppell (Grade 9) at [cheppell@cesd73.ca](mailto:cheppell@cesd73.ca), Ms. Donaghy (Grade 11) at [tdonaghy@cesd73.ca](mailto:tdonaghy@cesd73.ca), or Mr. Payne (Grades 10/12) [jpayne@cesd73.ca](mailto: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. Heppell, Ms. Donaghy or Mr. Payne.
4. 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.
5. 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.
6. All core course changes will be communicated to parents and teachers either by email, in person or by phone at the time of the change.
7. Students must be enrolled in the 40/40/30 Credit Plan for their High School careers. Theatre and Work Experience 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.
8. 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 or Administration.
9. Course changes for teacher preference or friend grouping cannot be accommodated.
10. 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. Fast-tracking students must be intending to take Chemistry, Biology, Physics and Calculus in their Grade 12 year as well as maintaining an 85% in all four of their academic courses.



## 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 403-887-2412 ext. 4439 or email [jpayne@cesd73.ca](mailto:jpayne@cesd73.ca) or Ms. Donaghy at ext. 4438 or email [tdonaghy@cesd73.ca](mailto:tdonaghy@cesd73.ca).

Their office is located beside the Learning Commons, Room 129. 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](http://www.alis.alberta.ca) for some current scholarships.

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

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

## Work Experience / Dual Credit / 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 students 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.

Dual credit allows high school students to earn credits in high school and college at the same time. Olds College, RDP and Chinook's Edge have offered dual credit by using CTS and college credit in welding, veterinary, sports management, health science, psychology, horticulture and landscape construction on-site, online, and in blended environments.

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. Students are responsible for finding their own worksite.

Contact Mrs. Darla Bell, [dbell@cesd73.ca](mailto:dbell@cesd73.ca) or 403-887-2412 Ext 4421, for more information.

## PowerSchool / School Engage / Communication

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. Cody 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.

**Student Grades**-PowerSchool is the tool we use to communicate your child's grades. Grades are live at all times.

\*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**

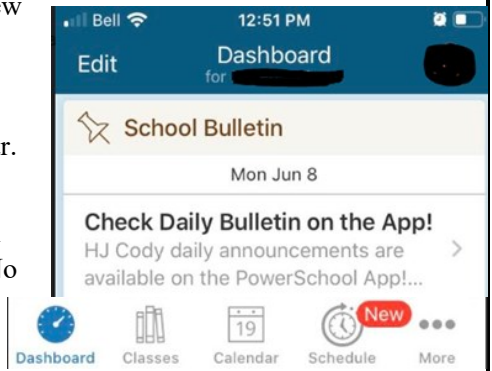
PowerSchool is our student information system where students and parents can view assignment marks, test marks and attendance.

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.



**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	YEAR BOOK CLUB	DRAMA PRODUCTIONS
CURLING	INTRAMURALS	BOARD GAME CLUB	FOOTBALL
GRADE 9 TIME CAPSULE	GOLF	TRACK & FIELD	SOCCER
VOLLEYBALL	SCHOOL MENTORING	BASKETBALL	TERRY FOX RUN
DRAMA CLUB	TENNIS	CROSS COUNTRY	GSA— Gay Straight Alliance
WRITING CONTESTS	STUDENT COUNCIL	SCHOOL COUNCIL	TOWN OF SYLVAN LAKE-VOLUNTEERISM
BADMINTON	TRAVEL CLUB	WALK A MILE EVENT	GR.12 LAST BELL CELEBRATION

## Cell Phone 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
- (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 Phones**

Cell phones should remain in school lockers or bags, or tucked away on silent mode, during class time. Students will have an opportunity to check their phones in between classes, lunch, and after school. Should a parent or guardian need to contact a student during class time, please call the office and we will be sure to convey the message to your child.

As a technology forward school, HJ Cody wants to help to teach and promote appropriate digital citizenship. Removing cell phone use during class will help students stay more present and engaged in their learning. The intent of this policy is to support them in their academic success, removing a major distraction, and promoting face to face social interaction and connection.

Teachers, Educational Assistants, and Admin have repeatedly observed that a cell phone on a desk, even when in use as a research tool, still provides a distraction. When cell phones light up, ding or buzz, concentration is lost and the mind needs to refocus. Minds of the best of students wander away. Studies have shown that the brain can take up to 20 minutes to re-engage after responding to cell phone distraction.

We ask that students bring a Chromebook or laptop with them to each of their classes to use as a learning tool.

All students must adhere to the following policy:

1. Cell phone use is prohibited during class time, unless permission is given from a teacher to use a phone for an educational purpose.
2. Cell phones must be on silent or powered down and stored in bags or lockers.
3. Cell phones may be used before and after school, during lunch, and during breaks from classes.
4. Cell phones may be used for music devices in the classroom where a student has a diagnosed accommodation or where teacher permission has been granted.

- |  |
|--|
| <ol style="list-style-type: none"><li>1. If a student does not adhere to this policy, the staff member will ask for their cellphone for the remainder of the class.</li><li>2. On a second offense, the phone will be in the office for the remainder of the day.</li><li>3. If an issue reoccurs, Administration will work with parents to develop a plan.</li><li>4. Refusal to give up a cellphone will result in a suspension as an act of defiance.<br/>(Education Act, Section 31)</li></ol> |
|--|

## 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 9 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 Systems Security Management](#).
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.
4. Please email Ms. Fellows at [kfellows@cesd73.ca](mailto:kfellows@cesd73.ca) if you would like to rent a Chromebook. The cost to rent for the school year is a non-refundable \$50. The Chromebook must be returned at the end of the year or parent will be charged \$300.

**Chromebooks** are the devices that École H.J. Cody High school is recommending for 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 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.**

1. Teachers will call parents to discuss the concern and document the conversation in Log Entries.
2. If concerns persist, Administration will call parents/guardians to discuss the concern and document the conversation in Log Entries. Administration meets with students to develop a plan.
3. Administration, parents/guardians and student meet to discuss the concern. An attendance plan will be developed and implemented. An attendance letter is sent home and sent to the Attendance Officer at Division Office.

### Parents’ Responsibility for Student Absences:

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](mailto: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 well being 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.

### **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, Duel Credit, etc. These students must maintain a minimum of 90% attendance in order to participate in the extracurricular activity of their choice.



# Chinook's Edge School Division

## 2024-2025 Student Attendance Traditional Calendar

AUGUST 2024						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Aug 26 **Grade 9 & 11 Photo Day**  
8:30am-12:00pm & 1:00pm-3:45pm  
Lifetouch Photo Day, Lockers,  
Timetables, Passwords  
(Lifetouch Closed 12:00-1:00pm)

Aug 27 **Grade 10 & 12 Photo Day**  
8:30am-12:00pm & 1:00pm-3:45pm  
Lifetouch Photo Day, Lockers,  
Timetables, Passwords  
(Lifetouch Closed 12:00-1:00pm)

Aug 28-30 **School Closed**  
**Professional Learning Days**

FEBRUARY 2025						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

Feb 3 **First Day Semester Two**

Feb 17 **No School - Family Day**

Feb 17-21 **No School - Winter Break**  
(Feb 20-21 **Teachers' Convention**)

Feb 26 **Pink Shirt Day**

SEPTEMBER 2024						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Sept 2 **Labour Day**

Sept 3 **Students' First Day of School**

Sept 20 **No School - Professional Learning Day**

Sept 30 **No School - National Day for Truth and Reconciliation**

MARCH 2025						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Mar 7 **No School - Professional Learning Day**

Mar 20 **PTI (Parent Teacher Interviews)**

Mar 21 **No School - Professional Learning Day**

Mar 26 **PTI (Virtual Parent Teacher Interviews)**

OCTOBER 2024						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Oct 3 **Lifetouch Photo Retake Day**

Oct 11 **No School - Non Instructional Day**

Oct 17 **PTI (Parent Teacher Interviews)**

Oct 14 **No School - Thanksgiving Day**

Oct 23 **PTI (Virtual Parent Teacher Interviews)**

Oct 25 **No School - Professional Learning Day**

APRIL 2025						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Apr 9 **End of Q3**

Apr 10 **Start of Q4**

Apr 18 **No School - Good Friday**

Apr 21 **No School - Easter Monday**

Apr 21-25 **No School - Spring Break**

NOVEMBER 2024						
S	M	T	W	T	F	S
				1	2	
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Nov 5 **End of Q1**

Nov 6 **Start of Q2**

Nov 11 **No School - Remembrance Day**

Nov 11/12 **No School - Fall Break**

Nov 29 **Professional Learning Day**

MAY 2025						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

May 2 **No School - Professional Learning Day**

May 16 **No School - Focused PD Day**

May 19 **No School - Victoria Day**

DECEMBER 2024						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Dec 13 **No School - Non Instructional Day**

Dec 23-31 **No School - Christmas Break**

JUNE 2025						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Jun 19 **Last Day of Classes**

Jun 20-26 **Final Exam Week**

Jun 26 **Last Day before School Closes**

Jun 27 **School is Closed for Summer (Professional Learning Day)**

JANUARY 2025						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Jan 1-3 **No School - Christmas Break**

Jan 22 **Last Day of Classes**

Jan 23-29 **Final Exam Week**

Jan 30 **No School - Professional Learning Day**

Jan 31 **No School - Non Instructional Day**

LEGEND			
	Professional Learning Day		Teachers' Convention
	Non Instructional Day		Significant Start and End Dates
	Holiday		Breaks

CESD appreciates feedback from all of our stakeholders in the creation of this calendar. Over 2000 CESD staff members, parents and students contributed to the most recent CESD Calendar Survey. The next opportunity for feedback will be in the 2028-2029 school year.

Approved May 29, 2024