Student Code of Conduct

Classical Academy
ALBERTA

Tardiness and attendance

- Students should strive to achieve 100% attendance in school, except as necessitated by illness, and should arrive on time and ready for class.
- Parents should notify the school office of pupil absences or late arrivals. In the case of illness, parents should phone or email the school office on the first day of absence and then each day thereafter, and explain the reason for the absence.
- The school will contact parents on a daily basis if they fail to inform the school of an absence.
- To the greatest extent possible, family holidays, as well as routine medical or dental appointments, should be scheduled during break times or during professional development or organizational days to avoid unnecessary absences.
- Unjustified absences or willful late arrivals to class will trigger disciplinary actions as determined by the school administration.
- The school administration shall determine whether the circumstances of a student's absence are excused or unexcused.
- Where there is a persistent pattern of unexcused absences and late arrivals such that the child's attendance falls below 90%, a meeting with families will be held to discuss strategies to raise the attendance of the child.
- Where prolonged or chronic unexplained absences cannot be addressed by the school administration, or where intervention strategies have not resulted in satisfactory improvements to the rate of attendance, the school's attendance officer may report the student to the Attendance Board in accordance with section 9 of the Education Act.
- Pupils who are out of school for a long period due to severe illness or other authorized circumstances will be provided with optional readings and school work to carry out at home to avoid falling behind.
- In cases of excessive school absences, families are aware that accurate and complete assessment will very likely be impacted and may be reflected in their child's report card, either through an indicator relating to incompleteness or impacted mark attainment.
- Such cases of excessive absences may also impact consideration of grade promotion at year-end.