

JAMES IRWIN CHARTER HIGH SCHOOL

2024 - 2025 ATTENDANCE HIGHLIGHTS

Being prompt and attending the entire class period is crucial in order for a James Irwin student to maximize his/her education. For complete details on the attendance policy, see the current *Student Handbook*.

- If a student misses **more than 10 minutes** of a class, it is considered an absence, **not a tardy**. This can include, but is not limited to, restroom breaks.
- If a student reaches a total of 8 absences in any class (per semester), whether **excused** or **unexcused**, JICHS reserves the right to withhold credit for that class.
- If a student reaches a total of 15 absences in any class (per semester), whether **excused** or **unexcused**, JICHS will not grant credit, regardless of the grade earned.
- **EXCUSED ABSENCES are generally defined as absences resulting from illness, injury, family emergency, medical appointment, family funeral and court responsibilities. PLEASE NOTE:** For a medical appointment to be considered excused, a note from the physician or doctor **must** be provided.
- **UNEXCUSED ABSENCES are generally defined as absences due to reasons not mentioned above.** Students will not receive credit for regular work missed as a result of an unexcused absence. However, students can earn a maximum of 75% of the grade received on exams and major projects. "Skip days" are not sanctioned by JICHS. Therefore, any "skip days" taken by the student will be marked as an unexcused absence unless a physician's or doctor's note is provided.
- **EXEMPT ABSENCES do not count as part of the 14-absence limit for credit (per class/per semester).** These can include, but are not limited to, college visits (provided a College Visit form is submitted), field trips, administrative absences from class.
- A note or phone call from the parent/guardian explaining a student's absence does not necessarily excuse that student. In all cases, the administration reserves the right, at its sole discretion, to determine whether or not an absence is excused.
- At their discretion, teachers may modify a test for a student who has an absence during a test day. In this case, the test may have additional prompts or be more challenging due to the advantage of any extended time the student had to study. It is the responsibility of the student to get any study materials and/or notes missed during an absence.
- It is the responsibility of the parents/guardians to ensure their student(s) arrive to school on time, attend scheduled classes, and have their student(s) picked up from campus within 30 minutes of the end of school or after-school activity.
- Family vacations or other recreational absences must be approved by the Principal at least 2 weeks in advance to be considered as an excused absence. A *Scheduled Absence Plan* form must be filled out and returned to Mrs. Batteiger (dawn.batteiger@jamesirwin.org) and Mrs. Fish (anne.fish@jamesirwin.org) for approval. Forms may be turned into the front office or emailed.
- In order to contact the Attendance line, you may call 719-302-9000 and follow the prompts: #3 for the High School and #1 for the Attendance and Front Office, or you may email the Attendance Secretary, Mrs. Anne Fish, at anne.fish@jamesirwin.org.