



Power Technical (PTEC)

a James Irwin Charter School

2024-2025 Attendance Contract

What is the goal for student attendance?

The goal is for every student to be **regularly present** (missing no more than 5 percent of days). This means that each student should miss no more than an average of 1 day per month or 9 days in a school year.

Why? Regular attendance is of utmost importance for academic achievement, school engagement and social acclimation. No single factor may interfere with a student's progress more quickly than frequent tardiness or absence. We can't teach them if they are not here.

Remember, a whole year has 365 days. A school year has only 174-177 days. That leaves 188-191 days to spend on family time, visits, holidays, vacations, shopping, household jobs, and other appointments.

- 100% - 95% Attendance(0-9 days absent for school year) -
 - Very good.
 - best chance of success
- 94%-90% Attendance(10-17 days absent for school year) -
 - Warning Signs.
 - less chance for school success.
 - makes it harder for students to make progress
- 89% Attendance or less(18 or more days absent for school year) -
 - Serious concern;
 - Students will find it very difficult to make progress.
 - May result in court action and school failure.

Regular and punctual attendance at school is expected and required. Schoolwork, both in and out of the classroom, is top priority. Classes begin each day at 7:30 a.m. and end at 3:15 p.m. Monday – Thursday and 7:30 a.m. – 1:30 p.m. on Friday.

Once a middle school student reaches 10 absences, they will be put on an attendance contract. A high school student will be put on an attendance contract once they reach eight absences to work toward mitigating further absences. Students will receive a letter, which will become a part of their permanent file. Vacations during the school year will count toward these absences. Extended illness may be an extenuating circumstance but will require doctors' notes and principal approval. If a high school student acquires fifteen (15) absences in a class, excused or unexcused, semester credit will not be awarded, and the class must be repeated. If at the time the student exceeds the allotted number of absences and is passing their class, the transcript will reflect "N/C" for the semester and no credit will be granted. If the student is failing the class, the transcript will reflect a "W/F" for the semester and will negatively impact the student's GPA.



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Excused Absences

Excused absences are typically those resulting from illnesses, injury, family emergencies, family funerals, or court responsibilities. An excused absence gives the student the opportunity to make up work that has been missed during the absence. Students will have two (2) days to make up missed work for each excused absence.

Whenever possible, medical/dental appointments should be scheduled after school, on school holidays, or during vacation periods.

It is the student's responsibility to communicate in advance with their teachers and obtain all homework assignments. Remember, even if the absence is excused it still counts towards the 15 that would cause your student to lose credit.

Unexcused Absences

Unexcused absences are those due to reasons not mentioned above. Students will not receive credit for work done in class missed as a result of an unexcused absence. Exams and major projects must be made up; however, students will earn a maximum of 75% of the grade received. Staff are not required to provide copies of materials due to an unexcused absence. Exceptions to these rules may be made at the discretion of the administration.

Notification of Absence

The parent/guardian must notify PTEC of a student's absence. Until properly reported, the absence is considered unexcused, regardless of its nature. A call, email, or note reporting the absence must reach the office on the morning of the absence. The note will become part of the student's permanent file. PTEC may require suitable proof of illness, including medical documentation.

If PTEC is not notified on the morning of the absence, a parent/guardian will be contacted. If the parent/guardian cannot be contacted and does not report the absence within 24 hours, it will be counted as an unexcused absence and will not be changed to an excused absence later.

Truancies/ Chronically Absent

A student is truant if he/she is absent from school, not in class or another location approved by the teacher, or leaves school grounds without parent or school permission. The maximum number of unexcused absences a student may incur before judicial proceedings are initiated to enforce compulsory attendance is 10 days during any school year.

Colorado Department of Education defines Chronic Absenteeism as any student who is absent 10% or more of their school days while enrolled in a public school during the school year. A student is absent if he or she is not physically on school grounds and is not participating in instruction or instruction-related activities at an approved off-ground location for the school day. Chronically absent students include students who are absent for any reason (e.g., illness, suspension, the need to care for a family member), regardless of whether absences are excused or unexcused. This includes all students K-12.

Tardy Policy



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Punctual attendance at school is expected and required. Tardies are recorded each period of the day. A student will be considered tardy if he/she is not in the classroom when the final bell rings. Tardies are only counted for the first TEN MINUTES of class time. After ten minutes, the student will receive an unexcused absence for that class.

The following PTEC policy details the consequences for unexcused tardiness:

- 4 tardies in a quarter = 2 hour of detention.
- 8 tardies in a quarter = 1 day in school suspension and attendance/behavior contract.
- 12 tardies in a quarter = 1 day out-of-school suspension.
- More than 16 tardies in a quarter = 1 day of Saturday detention.

*This policy includes 1st period. Students must be in their classroom by 7:30.

October Count Absence

If the student is out of school for any reason during the October Count window, the parent/guardian will be required to sign the student in and out for each of the remaining days during the window.

Semester Exams

Semester exams are weighted 10%-20% of the total semester grade. Students are required to be at school each period during exams, and students may not leave early. All exams must be completed by 11:00 am on the last day of the semester. If a student is not here to take their final, that student will not be allowed to take the final and will receive a 0.



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