



Power Technical Early College

a James Irwin Charter School

December 15, 2016

Dear Parent or Guardian:

Please find below the information regarding our attendance at PTEC. By signing the attached form below, you are ensuring that you and your student have read and understand the attendance policy for PTEC. **If a student acquires fifteen (15) absences in a class, excused or unexcused, semester credit will not be awarded, and the class must be repeated. * This applies to grades 9-10.**

This next semester at PTEC we will be holding our students to this standard.

Sincerely,

Rob Daugherty, Principal

Attendance

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 will end at 3:45 p.m.

Absences

Students are expected to be in attendance at school every school day. Students are expected to be in their assigned classroom seats promptly at the beginning of each class period.

A note from the parent explaining a student's absence does not necessarily excuse that student. In all cases, administration reserves the right to determine whether or not an absence is excused.

Excused Absences

Excused absences are normally those resulting from illnesses, injury, family emergencies, family funerals, and court responsibilities. **Family vacations or other recreational absences must be approved by the Principal in advance to be counted as an excused absence.**

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.

Advanced approval from the administration must be obtained at least five (5) days prior for anticipated absences other than emergencies (e.g. vacations, extended holidays, some school activities, etc.). **It is the student's responsibility to communicate in advance with their teachers and obtain all homework**

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assignments. The decision of the administration, based on the circumstances of the case, will determine whether the absence is excused or unexcused.

Unexcused Absences

Unexcused absences are those due to reasons not mentioned above. Suspensions are considered unexcused. Students will not receive credit for work missed as a result of an unexcused absence. Exams and major projects must be made up; however, the student will earn a maximum of 75% of the grade received on the work. Staff are not required to provide copies of materials missed as a result of unexcused absences. Exceptions to these rules may be made at the discretion of the Principal. PTEC does not sanction any school days as *skip days*. Therefore, students who are absent on a school day that has been identified by students as a skip day must have a doctor's note or they will be given an unexcused absence. PTEC expects its parents/guardians to always be truthful when it comes to notifying the school of a reason for an absence.

Notification of Absence

The parent/guardian must notify PTEC of a student 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 the morning of the absence. The note will become part of the student's permanent file. PTEC may require suitable proof of illness, including written statements from medical sources.

If PTEC is not notified 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 at a later date.**

Truancies

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 parental or school permission. The student's choice to be truant is a serious matter, which will result in disciplinary consequences.

Number of Absences Permitted

When a student has more than eight (8) absences, **excused or unexcused**, from any class during a semester, PTEC reserves the right to withhold credit for that class. 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 a mitigating circumstance. **If a student acquires fifteen (15) absences in a class, excused or unexcused, semester credit will not be awarded, and the class must be repeated. * This applies to grades 9-10.**

For grades 9-12: If at the time the student exceeds the allotted number of absences and is passing the 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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Attendance Policy

By signing the attached form below, you are ensuring that you and your student have read and understood the attendance policy for PTEC.

I, _____, acknowledge the **attendance** information
Student Name

given to me and understand that I may lose credit, regardless of my grades, if I miss a specific amount of classes, listed above.

Parent signature and date.

This signature page is due back to PTEC no later than Friday, January 8.