

Hybrid Attendance & Expectations

JCHS would like to provide clarity to our students and their families regarding the Attendance policies.

Policy

Students must attend and be physically present on their in-person days; otherwise, they will be considered absent.

Working Remotely

Parents and guardians must email parent or doctor notes, including the reason for absence, to jiattendance@gmail.com before 8:30am the day of the student absence.

Student attendance will be marked as an unexcused absence until an appropriate note is submitted to the attendance office. Parents and guardians will be notified with confirmation that the student may work remotely for the day. The student attendance code will reflect an excused absence based on the documentation received. Please understand parent communication is necessary in order to ensure a safe return to school.

**Students may not email teachers regarding missing class.

General Absences

All absences require a doctor note or written explanation from the parent/guardian within five (5) school days of return from the absence. The written explanation of absences must include:

- student's legal name
- parent/guardian's full name
- parent/guardian's signature
- date(s) of absences, and documentation of the reason for absence(s)

In PowerSchool, teachers know which students should be on campus based on their tracks A=Orange or B=Blue. If a student is not physically present on their assigned in-person day, the teacher must mark the student absent.