

Attendance Matters

When schools and families partner for consistent attendance, students succeed.

Attendance

Please email attendance@inspirechico.org or call the attendance line: (530) 891-3090 x201 whenever your child is absent.

Please provide the following information:

1. Your Name
2. Child's Name
3. Date of the Absence
4. The Reason for the Absence



All absences must be cleared or they will be considered unverified/unexcused. Thank you for your help.

Students who are absent an average of 15 days a year miss a years' worth of school before their senior year and students who miss 8 days or more each year are at risk of not graduating with their class.
~Attendance Works

Tardy Policy

Students must be in class at the designated time: if not, they will receive a tardy.

- A detention will be automatically assigned.
- Detention should be completed within 3 school days.



Written verification by a medical office with a date and time listed will excuse a tardy.

Parents/guardians may clear one tardy per semester with a phone call or note for personal reasons.

NOTE: this will be listed in Aeries as Unexcused per CA State Ed Code, but there will be no detention assigned. A note, phone call, or email from a parent/guardian will remove a detention if the tardy is not the student's fault.

Tardy/Detention/Saturday School Process:

When a student is tardy or leaves class without permission their attendance code for that period will be either a **T**, **X** or **C**.

- **T:** Tardy that is less than 30 minutes late (most common)
 - Every Tardy requires a detention to be served, ideally within 5 days
 - When a detention is served, the **T** (tardy) turns to a **D** (detention served)
- **X:** Tardy that is more than 30 minutes late
 - Saturday School Assignment (can't clear by serving detention)
- **C:** Cuts occur when a student has left class/campus for 30+ minutes without permission
 - Saturday School Assignment (can't clear by serving detention)

Saturday School is held once per month near the end of each month

- Saturday School attendance can clear up to 8 truanancies (**T, X & C**)
- Once served, attendance codes for **T, X & C** become **Y** to note completion

Overview of attendance codes in Aeries:

- **A:** Unverified/Unexcused Absence
- **B:** Verified/Unexcused Absence (family trips, DMV, etc)
- **E:** Excused Absence (up to 10/year without documentation)
- **J:** Excused Absence (Justified via documentation. ie: Dr's note)
- **T:** Tardy to class, need to serve detention or attend Saturday School
- **D:** Was tardy to class and served detention
- **C:** Cut Class (truancy)
- **X:** 30+ minutes late to class (truancy) and required to serve Saturday School
- **Y:** Has served a Saturday School to clear tardies or truanancies

Leaving Campus

If your student needs to leave campus during school hours, they will need to obtain an off-campus pass from the attendance office prior to leaving campus:

1. **The Most Efficient Way** - Email attendance@inspirechico.org stating your student's first and last name, the reason & the time they need to leave campus. Your student will receive an off-campus pass. The student will show their teacher the off-campus pass when it is time to leave class and they are free to leave campus.
2. **Second Most Efficient Way** - Call the Main Office at 530-891-3090 and an off-campus pass will be sent to your student. Please allow as much time as possible prior to the appointment to avoid delays as it takes time to locate and deliver the note to your student.
3. **The Least Efficient Way** - Stop by the office. Please allow as much time as possible prior to the appointment to avoid delays as it takes time to locate and deliver the note to your student, and additional time is needed for your student to pack up to leave campus. Your time is precious, waiting in the office may not be ideal for you.

Studies show that children who miss just one day of school fall two days behind in their school work.
~Attendance Works

Short Term Independent Study

When possible, please use our school calendar to plan your vacations and trips so they are not scheduled on school days. However, if your child must miss two or more consecutive days of school, please arrange with your child's school counselor to sign up for the **Short Term Independent Study Program**. Your child will need to connect with their teachers to get assignments in order.