



Class Attendance Policy

Individualized Educational Services

Dear Family,

We are excited that we will be able to work with you and your family to help you grow! To see the best possible growth, we need to create a safe place to take risks in and continue to practice new skills as much as possible. This happens when we are able to follow our schedules as much as possible.

However, life happens. Getting sick. Appointments. Traveling. IES asks that you follow the guidelines in the State Educational Code to determine the appropriateness of missing services. IES plans services around Inspire Charter School's academic calendar, but also considers other local schools' calendars. IES is a growing company devoted to student success that devotes much of its profits into purchasing cutting edge learning materials to help students grow. When your child is away, they are not able to learn what was planned for them and it also slows down IES' growth to help other students.

I. Excused Absences

- A. Include: illness, medical appointments, funerals, appearance in court, jury duty, and other reasons defined by [California Education Code 48205](#)
- B. Please notify IES of your child's excused absence(s) according to the cancellation policy.
- C. IES will offer up to thirty minutes of complementary consultation and / or tutoring, subject to scheduling and availability, in person, or via messaging, video conference, or email for one excused absence per month when canceling according to the cancellation policy.

II. Unexcused Absences

- A. Include: Vacations, work refusal, frequent transportation issues, etc.
- B. Please notify IES of your child's excused absence(s) according to the cancellation policy.
- C. Vacations
 - 1. Parents are welcome to ask for work and resources in advance of a planned trip.
 - 2. Vacations longer longer than one week may receive a prorated credit of 50% with written prior agreement at least two weeks prior to the trip. The remaining half will guarantee your child's seat in the class, cover material costs, and payroll for the tutor / instructor / teacher in the class.
- D. IES will offer up to a fifteen minute consultation, subject to scheduling and availability, in person, or via messaging, video conference, or email for one unexcused absence per month when canceling according to the cancellation policy.

III. Excessive Absences

- A. Any absences over three per month shall be considered excessive, as defined by [California Education Code 48260](#) and IES.
- B. After 4 absences in a 30 day period, the family and director of IES will review the family's attendance to determine if new supports are needed, or determine if continuing in the class is still appropriate.
- C. IES does not maintain attendance records for legal purposes.

IV. Funding

- A. Nothing in this policy supersedes the class cancellation policy: all classes have a two week trial period after which funding is due for the entire quarter.

We understand the attendance policy for Individualized Educational Services:

Parent / Guardian

Date

Student / Parent / Guardian

Date

IES

Date