



## **ICS West Truancy Policy**

### **Absences**

When your child is absent from school, you must submit a written note or email from the parent/guardian or doctor in order for the attendance to be marked as “excused”. Notes can be enclosed in an envelope marked “Attendance” or emailed to the Attendance Coordinator at ICS West, Tracey Hill, [traceyh@icswest.org](mailto:traceyh@icswest.org). Email is preferred.

Notes must be submitted (preferably by email) within 3 days of the absence or the absence becomes unexcused.

All notes must contain:

Your child’s full name

Your child’s teacher/room #

Date(s) of the absence(s)

Reason for the absence(s)

Doctor’s or parent/guardian’s signature

Absences will be listed as “unexcused” until an excuse note is received. If no excuse is received after 3 days, the “unexcused” status for that day becomes permanent.

More than 8 “excused” absences could result in the requirement of a doctor’s note or other appropriate documentation to excuse future absences.

Acceptable reasons for excused absences:

- Illness or mental/physical condition preventing the student from attending school – A note from a licensed health practitioner is required upon return for any condition resulting in 3 or more days absent from school.
- Professional health care or therapy services rendered by a licensed practitioner
- Religious holiday
- Religious instruction (not exceeding 36 hours during the school year)
- Pre-approved travel – Send request to [traceyh@icswest.org](mailto:traceyh@icswest.org) in advance of the trip.
- Death in the family
- Family emergency or other rare and unavoidable circumstances (e.g. impassable roads)
- Out-of-school suspension

### **Truancy (3+ Unexcused Absences)**

Every unexcused absence will result in a documented telephone call or other contact with the student’s parent or guardian. ICS West will report unexcused absences directly to the Pennsylvania Department of Education through the Pennsylvania Information Management System (PIMS) system.

After 3 unexcused absences, the student will be deemed truant and ICS West will send the parent or guardian an official notice of the student's truancy, containing a description of the potential consequences that may ensue if the student becomes habitually truant. ICS West may additionally invite the parent or guardian to attend a School Attendance Improvement Conference. If the student has an IEP, ICS West will convene an IEP meeting for revisiting the student's IEP so that goals for attendance may be established.

If a truant student accrues a 4th or 5th unexcused absence, ICS West will convene a School Attendance Improvement Conference if one has not yet been held for the student.

### **Habitual Truancy (6+ Unexcused Absences)**

A student is deemed habitually truant upon 6 unexcused absences. Upon a student's 6th unexcused absence, ICS West either will refer the student to a school-based or community-based attendance program or will refer the student to the county children and youth agency (DHS) for services or for possible disposition as a dependent child. ICS West may additionally refer the parent or guardian to truancy court.

### **10 Consecutive Absences**

Whenever a student has 10 consecutive unexcused absences, ICS West will remove the student from its active membership roll.

### **Late Arrivals**

To be considered on time, ICS West students must arrive to the school no later than 8:25am. There are no "excused" late arrivals to school. If a child arrives on time, he/she is marked "present". If a child walks into the building after 8:25, the child is marked "late".

If a child has a doctor's appointment and is brought to school after 8:25am, the child will be marked "present" as long as a doctor's note is submitted.

If a child arrives to school late due to school bus delays, the child will not be marked late.

A child must be in the school building for a minimum of 2 hours to be marked present for the day.

After each 5 late arrivals, students will serve an after school detention.

### **Early Dismissals**

Early Dismissals are allowed for the following reasons:

- Documentable visit to a doctor's office
- Regular religious lessons - Submit a letter from your place of worship indicating times/dates of sessions.
- Family emergency or other rare and unavoidable circumstances

If you must schedule an early dismissal, please email the Attendance Coordinator at ICS West at [traceyh@icswest.org](mailto:traceyh@icswest.org) or call 215-724-5600 by 12:00 noon on the day you are requesting the dismissal. We will call your child to the office to be dismissed when you arrive at ICS West.

A child must be in the school building for a minimum of 2 hours to be marked present for the day.

**It is your responsibility to look at your child's report card each trimester to ensure that the attendance record is correct. We also recommend that you track your child's attendance record regularly in the MMS Parent Portal.**