



ICS West Attendance Policies

Absences

When your child is absent from school, you must submit a written note or email from the parent/guardian or doctor to attendance@icswest.org in order for the attendance to be marked as "excused." Notes can be enclosed in an envelope marked "attendance" or emailed at Email is preferred.

Notes must be submitted within 3 days of the absence or they will be considered unexcused. All notes must contain:

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1. Student's Full Name
 2. Student's Teacher/Room #
 3. Date(s) of Absence(s)
 4. Reason for absence(s)
 5. Parent or Doctor's Signature
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Absences that last 3 days or more require a doctor's note in order for those days to be excused. More than 8 "excused" absences overall will result in the requirement of a doctor's note to excuse future absences.

Acceptable reasons for excused absences:

- Illness
- Religious holiday
- Pre-approved travel – Send request to attendance@icswest.org in advance of the trip
- Death in the family
- Family emergency or other rare and unavoidable circumstances
- Professional health care or therapy services rendered by a licensed practitioner
- Out-of-school suspension (which will require a reinstatement meeting)

We recommend that you track your child's attendance record regularly in the ALMA portal.

Families should expect teachers to reach out to them after 2 consecutive unexcused absences.

Truancy (3+ Unexcused Absences)

After 3 unexcused absences, families will receive a notice of "*illegal absence*" notifying them of the situation and possible consequences if unexcused absences continue. After 6 unexcused absences, families will be required to attend an **Attendance Meeting** with the Counselor to create a *Truancy Elimination Contract*. ICS West may refer the parent or guardian to a community-based program and/or Truancy Court if absences continue.

Students may not receive out-of-school suspension, expulsion, or disciplinary placement for truant behavior. **After 10 consecutive unexcused absences, ICS West will remove the student from its active membership roll.**

Late Pick Up Policy

- Students are escorted to the Late Room beginning at 4:15pm.
- Any parent whose child is picked up after 4:15pm (or after 2 pm on Early Dismissal Wednesdays) will incur late pick up fees. There is a \$5 late fee for the first 15 minutes and \$1 added for every minute after that.
- Parent/guardians must come to the Main Office and pay the late pick-up charge. If late pick-up becomes chronic, the Principal and/or School Counselor will be assigned to the case as necessary.
- Students are not allowed to participate in school-based activities that are considered incentives/privileges and include a cost if late room fees are unpaid.
- **Parents/Guardians are responsible for late fees incurred due to late arrival of after care providers.