



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. 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)

(If you need info regarding the policy or the attendance of your student then call/email us!)

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 *Student Attendance Improvement Plan (SAIP)*.

Students may not receive out-of-school suspension, expulsion, or disciplinary placement for truant behavior but ICS West may refer the parent or guardian to a community-based program and/or Truancy Court if absences/tardiness is excessive. **After 10 consecutive unexcused absences, ICS West will remove the student from its active membership roll.**

Early Dismissal Protocol

- Early dismissals are considered to be any pick up before 3PM (12:30PM on Wednesdays). Any pickup attempts after 3PM without the communication to the main office will be denied.
- If there is a doctor's appointment, family emergency, or lack of transportation options for the student after 3PM then please call the school and notify the main office so that we can make arrangements for the dismissal.

Late Pick Up Policy

- Students are escorted to the **Late Room beginning at 4:15pm (1:45pm on Wednesdays).**
- If late pick-up becomes chronic, the Principal and/or School Counselor will be assigned to the case as necessary.