

# INNOVATIVE

## ARTS ACADEMY

### Innovative Arts Attendance Policies and Procedures Updated 10/10/18

At IAACS, students are responsible to attend school each day. Regular attendance is an integral part of the education process, promotion, and success for each and every student. The following attendance procedures have been created to ensure the academic success and participation of our students.

Parents/guardians of students who are not attending school due to illness, bereavement, religious observances, or family emergencies, should notify the main office at 610-403-2787. Parent/guardians who do not report their student off from school will receive a call to verify the absence. However, under the Commonwealth’s Compulsory Attendance Laws, a written excuse documenting an absence is required. **All absences require that a written excuse be submitted to the school within three (3) days of the student’s return to school.**

- **Any absence where an excused documentation is not turned in within 3 days will be deemed unlawful for students under 17 or unexcused for students over 17 and will accumulate. These absences may be subject to new truancy procedures as stated in Pennsylvania’s New Truancy Law.**

Absence Reason	Required Documentation	Number Permitted
College Visits/Auditions	Documentation from College/University including dates of visit.	5 visits permitted per school year
Professional Artistic Obligations	Parent request to administration PRIOR to requested dates; documentation from artistic association	5 permitted per School year, per administrative discretion
Parent Excused Absences	Parent note required to be submitted to Main Office PRIOR to vacations or immediately following absence for any other reason.	10 permitted per school year with parent note
Medical Appointments	Physician Note	With proper documentation
Court Hearing	Documentation from court	With proper documentation
Field Trips	Teacher Documentation	With proper documentation
Bereavement	Parent note	With proper documentation
Religious Observances	Parent Note	With proper documentation
Urgent/Emergency	Parent Note	*Strictly Construed*

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A written excuse must contain the following information: (1) *Name of the student*; (2) *the date(s) of the absence*; (3) *the reason for the absence*; and (4) *a parent or legal guardian's signature*.

It is the student's responsibility to check with each of their teachers about any missed work when absent, arriving late or leaving school early.

### **Excessive Absence**

In cases where a student has accumulated ten (10) or more days of absence (including trip requests), parents/legal guardians will be notified that future absences will require an excuse signed by a doctor. This is especially true if a number of the absences are unexcused.

### **Unlawful/Unexcused Absences**

Upon the accumulation of three (3) unlawful absences, parents/legal guardians will be notified by a document known as a "***First Notice***". This document lists the dates of unexcused absences and serves to remind parents/legal guardians that written excuses must be submitted for all future absences. Once an absence is recorded as an illegal absence, it cannot be changed to an excused absence. At three (3) unlawful absences, parents/guardians will receive a request to attend an Attendance Improvement Plan (AIP) Conference.

Upon the implementation of the AIP, a student will be considered "habitually truant" if a student accrues six (6) or more days of unexcused absences, during the current school year, as defined by the compulsory school attendance law. When a student enrolled in IAA is habitually truant, the student of compulsory age will be referred to a school-based or community-based attendance improvement program, or county child and youth agency.

By the 10<sup>th</sup> unexcused absence, a letter will be sent home from Innovative Arts Academy Administration. Additionally, the district of residence may be contacted and the filing of a truancy citation, with the school's magisterial district court, may also occur. Any absence, beyond the 10<sup>th</sup> absence, is required to be accompanied by a note from a physician.

A student who accumulates ten (10) days of unexcused/unlawful absences may be considered as failing to meet the requirements for successful participation in classes, promotion, and/or graduation, and, as such, may receive no credit for courses. **Students must continue to come to school and receive grades, but no credit will be awarded.**

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### **Early Dismissal**

Early dismissals should only be used in the situations where a student must go to a necessary appointment that cannot be scheduled after school hours. If a student needs to leave school early for an appointment, parents/guardians must do one of the following:

The parent/guardian may come to the school and must report to the Main Office and inform the Office of their student's name and the reason why the student needs to leave. The student may then leave the building, but the student is required to bring a note from their appointment, back to school when they return, so that the absence can be marked excused. Failure to adhere to this will result in the absence being marked illegal.

Any student 17 and older, the Parent/Guardian may request their child may leave school early, but they must contact the school to verify if a student needs to leave early for an appointment. If a student has a written note from a parent/guardian, verification with the parent/guardian by phone is still necessary in order for the student to be release from school. Any student 16 and under, may not leave the school without their parent/guardian signing them out at the main office.

### **Tardiness/Late To School**

Students who arrive to school after 8:00 AM must check in with the attendance secretary in the Main Office. Excuses received from a doctor, dentist, a parent/guardian will be considered as excused tardiness to school. Acceptable forms of tardy excuses are: written excuses, emails, phone calls to the office, and faxes. All other tardies are unexcused. Students who arrive to school between 8 AM and 11:30 AM are recorded as an excused or unexcused tardy; students who arrive after 11:30 AM are recorded as having a half day of excused or unexcused absence. Any tardies in question may be reviewed by the administration and further documentation may be required.

An accumulation of unexcused lateness could result in a notice of unlawful/unexcused absence. Excessive lateness to school may also result in disciplinary action.

Five or more unexcused or undocumented days with tardiness will result in any or all of the following: Notification of parents, parent conferences, detention and/or in school suspension. Total cumulative minutes of unexcused or undocumented tardy time shall be equated to an unexcused or unlawful absence.

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### **Missed Homework**

It is the student's responsibility to check with their classroom teachers to obtain any missed assignments or homework due to absences. The number of days for make-up work to be completed will be equal to the number of days of excused absence, or at the discretion of the teacher. If a student is absent two or more days, parents may request assignments by calling the school before 9:30 AM. We will make every effort to secure work by 4:00 PM. Parents or another designated person may come to the main office between 3:15 and 4:00 PM to receive homework.

### **Perfect Attendance**

Perfect attendance is defined as being present in every class period throughout the school year. PLEASE NOTE: Excused Absences count against perfect attendance.

### **"Cutting"/Skipping School**

Cutting school is defined as the act of staying out of school without parental/guardian permission or knowledge. Students who are under the age of 17 are subject to the compulsory school attendance law.

Consequences for cutting school are as follows:

- Absences due to cutting school are unlawful
- Students will not be able to make up any assignments, work, or tests
- Possible ISS assignments for each unlawful absence, parental notification, and possible court referral.
- Possible notification of juvenile authorities for direct intervention by the probation office, juvenile court system, and/or Children and Youth Services.



## Innovative Arts Academy Attendance Policy

### CONSENT FORM

I have read the Innovative Arts Academy Attendance Policy. I agree to abide by it.

**STUDENT'S NAME (PRINT)** \_\_\_\_\_

**SIGNATURE** \_\_\_\_\_

**PARENT'S NAME (PRINT)** \_\_\_\_\_

**SIGNATURE** \_\_\_\_\_