

GIS Student Attendance Policy

Students should only be absent from school in case of an illness and/or unusual family difficulties or emergencies. Other absences should be avoided. Students are expected to attend class regularly, so that they reap optimal benefits. In case of absence, the parents should call the school by 8:00 am to explain the reason for the child's absence. Otherwise, they will be marked as unexcused. In addition, parents must complete the online absence form on the school website at www.thegis.org and submit documentation upon the day of the return to the Receptionist.

Valid Reasons for Excused Absences Includes:

1. Family emergencies in the home, which is subject to approval from the principal.
2. Death or critical illness in the family
3. Doctor or dental appointments. Parents must submit proof of appointment.
4. Response to a legal process. Parents must submit proof.
5. A prearranged absence deemed "excused" by the Principal. (Submit Request)
6. Student illness with a maximum of two days with parent notification. Three days or more require a medical note.
7. A prearranged Umrah/Hajj trip. (Maximum 10 School Days)

Remember: Students must have a signed Absence Excuse Form to be allowed to make up assignments and/or quizzes/tests. All absence request forms are subject to approval.

If students need to take an extended leave of absence, a two-week advance notice should be given to the school to allow the teachers to prepare work packets for the students to complete in their absence. Parents also need to follow up with their child's teachers. If the absence is an extended one, and the student does not keep up with missed work, the school cannot guarantee the student's promotion at the end of the school year. Not all extended leave requests will be approved as Excused Absences. ONLY absence for valid medical reasons or family emergencies may be excused upon administration approval. Weddings and family vacations will NOT be excused.

Indiana State Law Regarding Mandatory Attendance Required for Promotion

A child or teen is considered a "habitual truant" if they miss 10 or more days without an excuse or a "parental request" to the school. If that happens, students can be charged with truancy and educational neglect.

In order for a student to be promoted to the next grade level, he/she must attend at least 90% of the school days each year. Any student missing **10% or more days, either excused or unexcused, will be retained in the current grade level.** Exceptions will be made for home-bound students for medical reasons. In these cases, students will keep up with their work at home and will be responsible for all work being done in the classroom and for all information being tested for on exams. Students may also be required to attend summer school or repeat a course due to excessive absences.

Unexcused Absences/Tardies Policy

1. **Morning tardies** are defined as late arrival to school which begins **after 8:31**. Morning Tardies will be counted towards their 10% days of absence.
 - Field Trip days are mandatory days of attendance and can NOT be missed and will be considered an **unexcused absence**.