

ATTENDANCE

Good school attendance is an important ingredient in achieving success in school. We expect each child to be in school every day unless they are sick. Each day lost can really never be regained, even though all assignments are made up. Students achieving PERFECT ATTENDANCE and OUTSTANDING ATTENDANCE will be recognized each year with special awards to honor their achievement (student must be in attendance on the GIS campus to be eligible).

We do recognize that absences are unavoidable in certain instances. The only excused absences recognized are:

- Personal illness
- Quarantine of the home
- Observance of religious holiday
- Required court appearance or probation appointment
- An emergency or set of circumstances as approved by the principal
- Illness in the family
- Death of a relative
- Attendance at 4-H related activities at the Indiana State Fair as approved by the principal

Parents must contact the school when their student will be absent. Absences are to be reported to the office or by leaving a message in the Attendance Voice Mailbox. If a telephone call is not feasible, please send a note upon the student's return to school. Your child will be marked Absent Unverified if we have not confirmed the reason for the absence within 24 hours. More than five (5) days of absences in a semester, will require doctor documentation.

Keeping up with schoolwork is important. Parents may call the office and arrange to pick up work at the end of the day if a student will be absent for more than two days. Students will be given one day for each day absent to make up assignments missed due to absences. It is the student's responsibility to turn in the makeup work.

All other absences not listed above will be considered unexcused. This includes family vacations while school is in session. Class participation is an integral part of teaching and learning. It is consequently, an element in the determination of a student's grade. The participation element of a student's grade for class time lost during an excused absence will be waived.

While medical and dental appointments during the school day are sometimes unavoidable, we do ask they be scheduled after school hours or toward the beginning or end of the school day to minimize the school time missed. We also ask that vacations and other special days be scheduled when school is not in session.

Excessive absenteeism is considered to be anything over five (5) days per semester or more than one day of unexcused absence per semester. Excessive tardiness to school is considered to be three (3) or more tardy days per semester. Excessive tardiness or absences may be subject to disciplinary action.

Attendance at 4H related activities at the Indiana State Fair are excused as approved by the principal or the principals' designee.

Attendance Procedures

Recorded tardy: A student will be marked tardy if entering school after **7:50AM**.

Medical tardy: A student will receive a medical tardy when arriving to school late/or leaving school early due to a doctor's appointment. Documentation must be provided.

Recorded absence (Full day): A student shall be recorded absent if out for a full day.

Recorded absence (Half day A.M.): A student shall be recorded absent in the A.M. if they arrive after **10:55AM.**

Recorded absence (Half day P.M.): A student shall be recorded absent in the P.M. if leaving school prior to **10:55AM.**

TARDINESS

Prompt attendance is essential for academic success and is part of learning a sense of responsibility. Regular attendance and punctuality are very important qualities all individuals should develop early in life. School Corporation policy states that three tardies per semester are excessive, and may warrant an attendance contract.

HANCOCK COUNTY ATTENDANCE PROTOCOL

Beginning in the fall of the 2012-2013 school year, the Hancock County School Attendance Protocol was put into effect. This initiative unites the K-12 schools of Hancock County in their efforts to improve school attendance. At designated intervals throughout the school year, parents/guardians of students with accumulated absences not due to medical reasons will receive:

- Phone calls from the student's home school
- Attendance violation letters from the student's home school
- Notice of a Student Attendance Contract
- Invitation to attend required meetings between principal (or designee) and parents/guardians
- Attendance violation letter from the Hancock County Probation Office
- Formal referral to the Hancock County Prosecutor's Office

Parents/guardians may be required to submit a Certificate of Incapacity signed by a licensed physician under Indiana Code 20-33-2-18 at request for continued absences.