

IMPORTANT NOTICE concerning Absences, Tardies, and Early Dismissals

Parents and families of GSIC:

Since the start of the school year, we have had an extraordinary number of student absences, tardies, and early dismissals. Not only is this preventing students from getting the full benefits of their education; it is also disrupting the educational process for ALL students and teachers on a daily basis.

- 1) Every time a student is late or called to leave early, academic instruction is interrupted. On some occasions, the same classroom has been called multiple times within a few minutes.
- 2) When several students who ride together are checked out early, several classrooms have to be called, which takes several minutes and interrupts instruction in all of those classes.
- 3) When students have to make-up work, it is more difficult for the student and more work on the teacher(s).

We understand that there will be times when students may have to miss all or part of the school day for unavoidable reasons. We ask that these occasions be kept to an absolute minimum. Please send a note with your child in the morning, if he or she absolutely must be picked up early, with the time of check-out to help minimize disruptions and speed up the process. Otherwise, your child will have to be signed out electronically, which may take 10 minutes or more.

Please keep a few things in mind for future reference:

- 1) According to state law, a school or district can require official documentation for every incidence in which a student misses class time; however, GSIC accepts up to **5 days total of written excuses from a parent**. Parent notes will excuse absences only for reasons outlined in the school policy.
- 2) Any other excuses including those for tardies and early dismissals must be official documentation such as a note that comes directly from a doctor/dentist's office.
- 3) Absences, tardies, or early dismissals without acceptable official documentation are considered **unexcused**. A parent has 3 days according to state guidelines to turn in documentation before an absence becomes unexcused.
- 4) **Academic penalty** will apply to assignments missed for reasons categorized as **unexcused**. Students will NOT receive credit for missed work or assignments if the absence is not excused.
- 5) Please refer to the Family Handbook for further details outlined in the state code and/or the school policy concerning attendance.

We can't emphasize enough how important it is for students to be in school every day possible for the entire school day! Please feel free to reach out to Administration if your child is unable to attend regularly due to extenuating circumstances.

GSIC Administration