

Attendance

Hammond Academy takes school attendance very seriously. We know there is a direct relationship between attendance and student success. The more students are in the classroom, the more opportunities they have to succeed. We realize that it may be necessary to be out of class, please see below to answer your questions about what to do if you are absent.

Attendance Phone Number
852-0500 Extension 137
****Voicemail available 24 hours a day****

Attendance Clerk
Gloria Valdez

How to Report an Absence

1. Call the Attendance Office at 852-0500 X137 before 10am. Make sure to state the reason for the absence as well as the name and grade of the student.
2. A call is needed each day a student is absent.
3. Email will not be accepted since we cannot verify the sender.
4. Late arrivals/ Early dismissals should be called in by 9:00am.
5. If a parent doesn't call the office before 10am to report the absence it will be counted as unexcused.

What's Excused?

- Personal Illness or Injury (after 3 days a doctor's note will be required to return to school)
- Verified Automobile Accident
- Death Immediate Family (Verified by Funeral Card)
- Pre-Arranged Absence
- Verified Court Absence
- Medical Appointment (Must bring note from doctor to school following day, Appointments may be verified by the school.)
- Religious Observances (Must have note from Religious Leader)
- College Visitation (Limited to 2 per semester, must be a Junior or Senior in good standing with grades and attendance)

IT IS THE STUDENT'S RESPONSIBILITY TO ARRANGE MAKE-UP WORK WITH EACH TEACHER.

What's Unexcused?

- Transportation problems
- Oversleeping
- Missing Your Ride
- School Closing Assumptions
- Personal Business
- Appointments for Non Essential Activities such as Haircuts, Shopping etc.

Continued

- Vacation
- Working
- Administratively Determined Unexcused Absence
- Suspension

Note: Students suspended from school are expected to make up any missed assignments so they can keep current with academic issues taking place in the classroom.

Hammond Academy reserves the right to determine if an absence is excused or unexcused.

What to Do if Your Student is Absent?

Parent must call in to the school before 10am and notify HAST of student absence, with name, grade and reason for absence. When student returns to school, student must bring a note from a parent or doctor to the Main Office. *Notes should clearly list the student's name, date of absence, reason for absence and must be signed by a parent/legal guardian or doctor.* If your note is not received within two days of your return, your absence will be changed to unexcused. Also talk to your teachers about the work you have missed. You will only have a limited amount of time to make up that work.

Absence Defined

A student who is not present in class at least one half of the class period shall be counted absent from that class. To be counted present for the school day, a student must be in attendance for at least one half of the class periods during the school day.

Absences for the School Year

Full Day Absences	Consequence
4 Absence (excused or unexcused)	First Legal Letter Will Be Sent Home
6 Absence (excused or unexcused)	Parent Conference
8 Absence (excused or unexcused)	Second Legal Letter - Pull Work Permit
10 Absence (excused or unexcused)	Attendance Contract - 2nd Parent Conference - Expulsion Warning
11 Absence (excused or unexcused)	Expulsion Filed

Truancy

Truancy is an unauthorized/unexcused absence. Students are expected to be in attendance at school all day everyday unless appropriate arrangements are made by a parent/guardian or school administration. Students who are truant will receive disciplinary action. A student is truant if:

- He/she leaves school without proper authorization
- Comes to school but does not attend a class or classes including study hall, ISS or Lunch
- Obtains permission to go to a certain place but does not report there or fails to remain at that location
- Does not attend an assigned disciplinary session.
- Any involvement in a "Ditch Day"

Late Arrivals

School Wide Late Policy - Students must be inside the classroom door before 8:00am

If a student that will be late to school due to a doctor/dentist appointment in the morning, a parent/ guardian must inform the attendance clerk before 9am that the student will be late and the student will need to return to school with a note from the doctor/dentist in order to be excused.

Late Arrival to first period - When a student arrives after 8:00am, he/she should go directly to the gym to sign a Tardy Sheet and receive their DAR pass to class.

Late Arrivals to periods 2 through 7 - Students arriving late to class will be assessed per class.

Tardies to School

All tardies to school are counted the same, if student is not in their seat at 8am they are tardy for school. This Policy is in effect for a nine week period (Quarterly). After nine weeks, the policy starts again.

Number of Tardies	Consequences
1st Time Tardy	10 minutes Restorative Justice
2nd Time Tardy	20 minutes Restorative Justice
3rd Time Tardy	1 Hour After School Detention
4th Time Tardy	2 Hour After School Detention
5th Time Tardy	2 Hour Friday Detention/Loss of Driving Privileges for a week
6th Time Tardy	4 Hour Saturday Detention/Loss of Driving Privileges for 2 weeks
7th Time Tardy	Two Day ISS/Loss of Driving Privileges for 3 weeks
8th Time Tardy	2 Day External Suspension
9th Time Tardy	Possible Expulsion

Between Class Tardy Policy

This policy is effective on a class by class basis and for a nine week period. After nine weeks the policy starts again. When a student is tardy from a class to class the procedure is as follows:

Number of Tardies	Consequence	If First Consequence is not Completed
1st Tardy	10 Mins Restorative Justice Served with Teacher After or Before School	Friday Detention
2nd Tardy	20 Mins Restorative Justice Served with Teacher After or Before School	Friday Detention
3rd Tardy	1 hour After School Detention (must be served within one week)	Friday Detention/Parent Contacted
4th Tardy	2 hour Friday Detention	Friday Detention/Parent Contacted
5th Tardy	One Saturday Detention	
6th Tardy	Student is Removed From Class With No Credit	Middle School Will be Assigned an Internal Suspension

NOTE: If a student is more than 50% absent from a class period then that student's tardy will be counted as an absence from that class. For example, if class is an hour and the student is 31 minutes tardy for that class, that student will be counted as absent rather than tardy for that class.

Early Dismissal

After arriving at school, students are expected to remain in school the full day unless onset of illness at school. Early dismissal is not only a class interruption for your student but for the teacher and the rest of the class as well. To eliminate classroom disruptions, parents are discourage from requesting early dismissals throughout the day, except in emergencies. Please make every effort to avoid an early dismissal. If your child must leave school early, please follow these guidelines:

- A phone call from the parent/guardian is necessary in order to gain permission for students to leave during the school day. This call should be received by 9am on the day the student requests to leave.
- Choose a time between classes to avoid disruption to classes.
- When possible, inform student prior to early dismissal so that the student may report to the Attendance Office at the designated time.

- Students leaving the school premises without permission will be considered truant and will not be readmitted to school until their parents have a conference. *Parents, please note:* It is necessary to come to the office and sign your student out whenever taking him/her out of school during the hours school is in session. School staff may ask for identification from a parent or those listed on their emergency list. This safety precaution helps us keep close tabs on the students for whom we are responsible. Though this process may cause a slight inconvenience, the benefits of this procedure are obvious. Thanks for understanding.
- Early dismissals will not be given between 3:00 and 3:30 PM. If early dismissals are necessary, please make arrangements for the early dismissal to occur prior to 3:00 PM.

NOTE: Constant early dismissal from any one class due to early dismissal may result in loss of credit for that class and may be counted as unexcused.

Frequently Asked Questions

What if my student forgets something at home?

If a student forgets to bring something to school and you would like to drop off item(s), please go to the Main Office to leave the item(s), but understand that classes **will not** be interrupted for a student to retrieve the item(s). Students may check the Attendance Office during passing period or after school for such items. Students will not be called to the Attendance Office.

How do I arrange an early dismissal for my child?

Please make early dismissal calls by 9:00am to enable the staff to facilitate your request. If the student is leaving for a doctor/dentist appointment, Medical documentation of the visit should be given to attendance clerk upon returning to school. If the attendance clerk does not receive a valid note or Fax within 24 hours, the absence will be considered unexcused.

Before leaving school, the student must report to the main office and wait to be signed out by parent or guardian. Students are not to leave school without prior clearance through the Main Office. Failure to report to the Main Office before leaving will result in disciplinary action.

How do I pre-arrange an absence?

An excused pre-arranged absence may be obtained only if the student leaving town is being accompanied by his/her own parents or guardian. Vacation days are strongly discouraged. Vacation days have proven to be detriment to the student's education and the educational flow of each individual classroom. Therefore, parents/guardians are encouraged to plan vacations when school is not in session. Forms must be submitted at least one week in advance of the absence. Forms can be obtained from the Attendance Clerk or school website. No excused pre-arranged absences are granted:

- during the last week of any semester
- during standardizing testing
- when a student has accumulated eight (8) days absent in the school year.
- if the requested days would cause the student to exceed the 11 day limit.

When do I need to provide medical documentation?

Medical documentation is strongly encouraged anytime a student misses school due to a doctor's appointment. It is required any time a student misses three consecutive days or after eight cumulative days.

Why am I getting letters and phone calls about my absences?

Hammond Academy's goal is to keep parents as informed as possible. Phone calls are made after 10am everyday to those parents who have not called in to excuse their student's absent for that day. Letters will be sent to parents when students reach 4 and 8 absences. The intent is to ensure that parents are aware of the consequences of their students absences. Please note that these letters are sent whether or not the absences are unexcused or when a student has a well-documented excused reason for being absent.

What is the Procedure for dealing with Excessive Absences, Tardies, or Early Departures?

Please review the charts above concerning exact number of tardies and absences and their consequences. Please note that after the 11th excused or unexcused absence, the principal may send a completed referral packet to the *Indiana Child Protective Services*. The packet includes evidence that the school has communicated attendance concerns to the parents, an academic impact statement including grades and performance concerns and attendance records.