

QUICK ATTENDANCE GUIDE FOR FAMILIES

We Believe That Showing up is the First Step. Every Day Matters, and Every Student Matters to us.

Attendance Office: (219) 852-0500 ext. 100 | Voicemail available 24/7

SICK AT SCHOOL? Students who become ill or injured must report to a staff member and follow Health Office procedures. Students may not leave school or arrange pickup without authorization.

REPORTING AN ABSENCE

Contact: Gloria Valdez — ext. 100 voicemail/ ParentSquare / gvaldez@hammondacademy.org

- Parents call **before 9 am every day** the student is absent.
- Without a call by 9 am, the absence will initially be marked unexcused.
- Submit supporting documentation to the Attendance Secretary the next school day.

DOCUMENTATION

- Three or more consecutive days of absence require a doctor's note.
- After 10 total absences, appropriate official or professional documentation is required for future absences to be excused.
- For appointments, submit documentation from the provider promptly
- All notes may be verified by school staff.

IMPORTANT: EXCUSED VS. COUNTED

- HAST may excuse an absence with proper documentation. Excused absences still count toward the student's total attendance record and chronic absenteeism monitoring.

EARLY DISMISSAL - Avoid Unnecessary Dismissals

- **No early dismissals are allowed between 2:30 and 2:55**
- A parent/guardian must enter the building with valid photo ID to sign out a student, regardless of the student's age.
- Student drivers need parent authorization, parking-pass verification, and must sign out at the front desk.
- A sick student who contacts a parent directly and leaves without nurse evaluation may receive an unexcused dismissal.
- An appointment dismissal remains unexcused until provider documentation is submitted.

ATHLETICS, CLUBS & SCHOOL EVENTS

- Students must attend **more than half the school day** for regular athletics, clubs, practices, performances or events.
- Students must attend the **entire school day** for prom, graduation, promotion ceremonies, and designated events.
- Excessive absences, tardies, truancies, or early dismissals may result in interventions, loss of credit, or loss of participation privileges when permitted by school policy/law

PLANNED ABSENCES, E-LEARNING & ACC

- Vacations are unexcused unless pre-approved. Submit the required form at least seven school days in advance.
 - On live e-learning days, students must join and participate in every scheduled class.
 - On asynchronous days, work must be submitted by 3 pm to be marked present.
- ACC families are to notify both schools if their child is absent.

COMMON UNEXCUSED REASONS

- Illness dismissal when the student was not evaluated and sent home by the school nurse.
- Appointment dismissal without provider documentation.
- Missing carpool, car trouble, oversleeping, personal business, or work obligations.
- Vacation that was not approved in advance.

MORNING ARRIVAL & SCHOOL TIMES

7:30 a.m.	Doors Open
7:58 a.m.	Warning Bell
8:00 a.m.	Students should be in class; tardy begins
After 8:00am	Students must follow the late-arrival procedure
Repeated tardies	May result in family communication, detention, attendance planning or loss of optional privileges
2:55 p.m.	School dismissal

School Activities and Attendance

Regular attendance is required for school activities. Excessive absences, tardies, truancies, or early dismissals may affect eligibility for athletics, clubs, field trips, prom, promotion, graduation, and other school events.

Address attendance concerns early to help your student remain eligible.

CALL DAILY | SEND DOCUMENTATION | FOLLOW HEALTH OFFICE PROCEDURES | STAY ELIGIBLE FOR ACTIVITIES

This flyer summarizes key rules. Please refer to the complete school handbook for full details.