

# HAMILTON SOUTHEASTERN HIGH SCHOOL

## Attendance Information and Policy

For complete Attendance Policy, please refer to the Student Handbook

### STUDENTS NEED TO ATTEND SCHOOL REGULARLY

“The Indiana Compulsory School Attendance Law requires students to attend school regularly. Regular school attendance improves learning, establishes dependable work habits and allows students to take full advantage of the education opportunities necessary for their development as student and responsible adults.”

### WHAT IS THE CORRECT WAY TO REPORT ATTENDANCE?

#### ALL DAY ABSENCES AND LATE ARRIVALS

1. Call the Attendance Office at **317-594-4195** on the same day as the absence. Make sure to state the reason for the absence. **Voicemail is available 24 hours a day.**
2. Attendance requests should **not** be entered via Skyward.
3. **Email will NOT be accepted** since we cannot verify the sender.
4. Parents or guardians have two school days to correct an unexcused absence.

#### EARLY DISMISSALS

1. Early Dismissals should be **called in by 9:00 AM**. This allows the staff adequate time to facilitate the request for dismissal.
2. Medical documentation for absences for medical appointments is strongly encouraged and is required if on Attendance Warning.
3. Parents do NOT need to enter the building to sign their student out if the dismissal was called in by the required time.
4. When an immediate dismissal is required, **the parent will need to come into the Main Office to have the student dismissed.**

#### LIMIT ON ABSENCES

**Students may not be absent more than 8 days in a semester and not more than 16 days per school year.** Both excused and unexcused absences count toward this maximum. After the eighth absence in the first semester, the school will notify and, if necessary, hold a conference with the student and parent to determine whether the student should be permitted to stay in school. (\*8 absences or 16 absences to any one period)

#### COLLEGE VISITS

College Visits must be called in to the Attendance Office. Juniors and seniors are allowed up to 4 college visits, freshman and sophomores are allowed one. **College visits are not allowed in May and may not be attached to an existing break (i.e., Fall Break, Winter Break, Spring Break)**

#### LATE ARRIVAL/TARDY

When a student arrives to school after school has started, they must go to the Attendance Office to receive a pass to class. If a student arrives within the first 15 minutes, he/she will be counted tardy. A student more than 15 minutes late will be assigned an unexcused absence from class unless excused by a parent phone call, note or administrative decision.

#### AFTER SCHOOL ACTIVITY PARTICIPATION

Students must **attend the last two periods** of the school day to participate in after school activities.

#### ABSENCES THAT ARE **EXCUSED**

- ❖ Personal illness or injury
- ❖ Verified car accident with police report
- ❖ Death or serious illness in the immediate family
- ❖ Religious observances
- ❖ Medical appointments (documentation preferred)
- ❖ Verified court appearance
- ❖ College visits
- ❖ Out of town travel
- ❖ Obtaining a driver's license (one time only/3 periods maximum)
- ❖ Working polls on election day/serving as a legislative page
- ❖ Senior pictures (one time only/2 periods maximum) for yearbook

#### ABSENCES THAT ARE **UNEXCUSED**

- ❖ Car trouble
- ❖ Oversleeping
- ❖ Missing the bus
- ❖ School closing assumptions
- ❖ Personal reasons
- ❖ Transportation problems
- ❖ Truancy
- ❖ Working
- ❖ Suspension
- ❖ Administratively determined unexcused absences