

Hamilton High School Attendance Matters!

| Attendance Resources | Reporting an Absence (must be done by a parent/guardian) |
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| <ul style="list-style-type: none"> • Attendance Works • Wisconsin Department of Public Instruction - School Attendance • Hamilton School District Board Policies 430, 431 | <p>Email (preferred): hamiltonattendance@hamilton.k12.wi.us Call (accessible 24/7/365): 262-246-1800 When reporting an absence, please include the following:</p> <ul style="list-style-type: none"> • your name and your relationship to the student • the student's name, grade, and reason for being absent. <p style="text-align: center;"><i>When applicable, always provide a medical/dental note.</i></p> <p>For same-day, last-minute reporting of an absence ONLY, please call the attendance office directly at 262-246-6471 ext. 1194.</p> |
| Students and parents/guardians should monitor attendance regularly by logging into Infinite Campus . | |

| Type | Explanation |
|------------------------------------|---|
| Excused Absence | <p>Students are allotted 10 days of excused absences per school year. Any absences beyond the 10 days will be classified as unexcused absences (truancies) unless the absences qualify to be exempt absences. Once a student accrues 5 days of excused absences, a letter is mailed home as a notification/warning that the student has utilized half of their allotted days. Once a student accrues 10 days of excused absences, a second letter is mailed home notifying the student and family that all future absences will be recorded as unexcused absences (truancies) unless the absences qualify to be exempt absences.</p> <ul style="list-style-type: none"> • Examples include, but are not limited to: funeral, vacation, medical/dental appointment without a medical/dental note, general illness or injury, and special event (not school-sponsored). • Parent/Guardian reports absence to the attendance office. These absences DO count towards the 10 days of excused absences allotted per school year. |
| Exempt Absence | <ul style="list-style-type: none"> • Examples include, but are not limited to: school-sponsored activity, field trip, and medical/dental appointment with a medical/dental note. • For a medical/dental appointment, student or parent/guardian submits a medical/dental note to the attendance office. These absences DO NOT count towards the 10 days of excused absences allotted per school year. |
| Unexcused Absence (Truancy) | <p>Reasons for an unexcused absence (truancy):</p> <ul style="list-style-type: none"> • Parent/Guardian does not report absence to the attendance office in advance. <ul style="list-style-type: none"> ◦ The unexcused absence will convert to a truancy in 2 school days if a parent/guardian does not communicate an acceptable reason for the absence. ◦ If a parent/guardian does communicate an acceptable reason for the absence within 2 school days (and the student has not accrued 10 days of excused absences) the absence will convert to an excused absence. • Student is 15+ minutes late to/misses 15+ minutes of any class without an approved excuse. <p>Students who are truant from school for part or all of 5 or more school days in a given semester are considered to be habitual truants. A habitual truancy letter is mailed home which includes details for a follow up meeting with school personnel.</p> |
| Tardy Excused | Student arrives after the bell, but within the first 15 minutes of the block, and a parent/guardian reports the tardy to the attendance office with an acceptable reason. |
| Tardy Unexcused | Student arrives after the bell, but within the first 15 minutes of the block, and a parent/guardian does not report the tardy to the attendance office or a parent/guardian does report the tardy with an unacceptable reason. |
| Other Information | <ul style="list-style-type: none"> • To be marked present and on time to Block 1, students must be through the doors of their scheduled class by 7:20am on Mondays, Tuesdays, Thursdays, & Fridays and by 8:02am on Wednesdays. • All students entering the building between 7:20am-2:25pm must enter through the main entrance (1) and present their student ID to a member of the front office staff before proceeding to class. • Hamilton High School is a closed campus. Students must stay in the building from the time they arrive until dismissal (this includes lunch) unless they have an off-site class (Work Experience, YA, Dual Enrollment) or have otherwise been excused by a parent/guardian and/or school personnel. • Per the Co-Curricular Handbook, <ul style="list-style-type: none"> ◦ To participate in an activity, a student shall attend school each day unless the absence is excused (ex. funeral, college visit, field trip, wedding). Being home sick is not an excused absence. ◦ Should a student be absent due to illness for more than 2 block periods, the student shall not participate in any co-curricular activity or performance, including but not limited to practice, game, competition, etc., on the same day as the illness. Student must finish the day at school. ◦ Once an unexcused absence (including a single class period of the day) has been verified, the student shall be suspended from the next scheduled contest or performance date. If the penalty cannot be served within that season, the suspension must be served in the next sport or activity and the student must complete the entire season from the beginning to end in good standing. • Students are responsible for making arrangements with their teachers for missed work when they are absent from school (for any reason). When a student is absent from school (for any reason), they should check their teachers' Google Classroom sites for missed work. • For vacation requests, please complete (excluding the Administrative Signature) and submit this form to the attendance office at least one week prior to the vacation. • For college campus or career exploration visits, please complete (excluding the Campus/Employer Statement section) and submit this form to the attendance office prior to the visit. A copy of the completed form will be made, the original will be given back to the student to take with them on their visit so they can get the Campus/Employer Statement section signed and dated by a representative on their visit, and the student will return the signed and dated original to the attendance office after their visit. • Parents/Guardians must still report absences for students who reach the age of majority (18 years old). |