

# ***ATTENDANCE POLICY & PROCEDURES***

## **State of Hawai'i Compulsory Attendance Statutes**

All children between the age of 5 (as of July 31 of the school year) and 18 (by January 1 of the school year) are required by Hawai'i law to be enrolled in either a public or private school and must attend school regularly. Any parent, guardian and other persons responsible for the child is responsible in ensuring the child attends school [H.R.S. 302A-1132(1998)].

If any school-aged children are consistently absent from school and who do not have an exception to the Hawai'i Compulsory Attendance Law, the school has the obligation to file a complaint with the family court judge. This will cause the court to summon the responsible parent(s) and/or guardians to appear before the judge. If the court finds that the responsible parent(s) and/or guardians had not used proper diligence to enforce the child's regular attendance at school, the responsible party will be found guilty of a petty misdemeanor [H.R.S. 302A-1135(1998)].

## **Hālau Kū Māna Expectations**

Attending school every day and on-time is an essential component of Hālau Kū Māna's 'Ae Like, signed by all Hālau Kū Māna 'ōpio and makua as a condition of their enrollment. 'Ōpio are expected to be on campus by the start of morning piko (opening protocol) and remain until afternoon panina (closing protocol). Regular attendance in class is essential for success and is the responsibility of the student along with his or her 'ohana. Most class work is difficult or impossible to make up since class discussions and presentations usually cannot be duplicated.

Hālau Kū Māna does not tolerate absence for reasons other than illness, emergency situations, or extenuating family circumstances. The school strongly encourages families to plan vacations during regularly scheduled school vacation periods. If it is absolutely necessary for 'ōpio to miss school, please inform both the school office and your child's teachers as far in advance as possible. Unexcused and/or excessive absences and tardies are unacceptable behaviors and prevent optimal teaching and learning from occurring.

## **Definitions**

### **Absent**

- The 'ōpio is not physically present in school or in a scheduled class for at least half of the school day or class period except if the 'ōpio is on an authorized school activity (approved field trips, offsite project, etc.). 'Ōpio arriving after 11:00AM without prior notice and approval by the School Administrator will be considered absent and may be sent home immediately.

### **Present**

- The 'ōpio is physically present in school for at least half the school day or class period.
- **Suspension**
  - The 'ōpio is excluded from school for a specific period during a school year. Refer to HIDOE Chapter 19.
  - Suspensions are considered absences.
  - § By HIDOE policy, work will be provided for 'ōpio who are suspended for ten or more days.
  - § 'Ōpio suspended for less than ten days may or may not have work provided for them.
- **Tardy**
  - The 'ōpio reports to school or class after the starting time as designated by the school.
- **Truant**
  - The 'ōpio is absent from school without authorization from the principal or designee (unexcused absence).

## **Absences**

In order to ensure students' accountability for their attendance, the school will process and maintain attendance on a daily basis. Attendance will be taken at the start of the morning wehe as well as at the start of each class period. All absences and tardies shall be reported to the office for data collection and record keeping.

Excused Absences may include the following:

- Doctor/Dentist Appointment
  - Note Required upon return.
- Illness
  - A parent/guardian may write a note for their 'ōpio if absent for two days due to illness.
  - If the 'ōpio is ill for three or more days, parents/guardians need to obtain a doctor's note and submit to school.
- On-Campus (authorized school activity) – “School-Related” may include, but is not limited to activities such as:
  - Meeting with a counselor or administrator
  - Treatment for illness
  - Assigned mālama kuleana or in-school suspension
- Off-Campus (authorized school activity) – “School Related” may include, but is not limited to activities such as:
  - School related employment/internship programs
  - Dual Credit / Early College Classes
  - School approved community service projects
  - Student government ('Aha 'Ōpio/ Ke Ea Hawai'i) related activities
  - Huaka'i (Field Trips)
  - Other activities approved by school principal or designee

- Funeral service for a family member

Absence Note: Parents/Guardians are encouraged to call the school office before 8:30AM with the information below to notify the school of student's absence; however phone calls will not be a substitute for a parent/guardian note which includes the required information:

1. 'Ōpio's first and last name
2. Date note was written
3. Grade level
4. Date of Absence
5. Reason for Absence
6. Phone number(s) where parent/guardian can be contacted
7. Parent/Guardian signature

**Parent/Guardian written notes are REQUIRED.** If none is provided within two days, the absence(s) will be considered *unexcused*.

Parents/Guardians must notify the school in writing as soon as plans for any extended absences due to family vacations, youth camps, and/or sports competition events have been made. The school administration has the discretion to determine if the absences will be excused or unexcused. Reasons that may cause the extended absences to be unexcused are if 'ōpio academics are or will be adversely affected by the absences and/or if attendance is already a concern. ***Teachers are only required to provide make up work for excused absences.***

### **Tardies**

Excused tardies may be allowed for the following reasons:

- Doctor/Dentist Appointment
  - Note required
- 'Ōpio detained by an administrator, counselor or faculty
  - Note required from staff who detained 'ōpio
- Unusual Weather Circumstances
  - Determined by administration
- All other reasons will be left to the discretion of the school administrator(s).

If an 'ōpio is tardy to school, a parent/guardian note is **REQUIRED** and should include the same information as used for absences. If none is provided, the tardy will be considered *unexcused*.

Unexcused tardies include, but are not limited to:

- Oversleeping
- Having Car trouble
- Missing the bus/late bus
- Babysitting
- Dealing with personal business

## Consequences for Absences and Tardies

### Absences

As noted above, unexcused and/or excessive absences and tardies are unacceptable behaviors and prevent optimal teaching and learning from occurring. The following table provides guidelines to help ensure students and families remain committed to their education at Halau Ku Mana:

# Unexcused Absences	Total Absences	# Tardies	Action
Whichever of these categories is reached first, not a combination of			May include, but not be limited to:
3	5	5	<ul style="list-style-type: none"> <li>• Parent/Guardian Notification (form to be determined by school and documented)</li> </ul>
5	7	7	<ul style="list-style-type: none"> <li>• Written notification of excessive absences</li> <li>• Mandatory malama kuleana</li> <li>• May lose participation privileges in school activities</li> </ul>
7	10	10	<ul style="list-style-type: none"> <li>• Mandatory parent meeting</li> <li>• Mandatory malama kuleana</li> <li>• Loss of participation privileges in school activities</li> </ul>
>7	>10	>10	<ul style="list-style-type: none"> <li>• Combination of the above</li> <li>• HPD Counseling for Parent/Guardian and student</li> <li>• Referral to Family Court</li> </ul>

### **Homework/Late Work Policy for Excused Absences**

If an absence is excused, 'ōpio will be expected to keep up with any school work that might have been missed. The kumu will provide a reasonable deadline to submit any late work caused by the excused absence.