

Attendance Policy and Procedures

I. PURPOSE

- A. The Hakipu`u Learning Center Governing Board and staff know that regular school attendance is a primary indicator of academic success and directly relates to a learner's growth in academic achievement. Further more, attendance and full participation benefits students socially and provides opportunities for important communications between members of the education team and students. We also believe that regular attendance helps establish regular habits of dependability important to the future of the student. In contrast, excessive absences (excused or unexcused) and/or tardies are barriers to learning and prevent maximum teaching and learning from taking place. The purpose of this policy is to encourage regular school attendance and to engage HLC families in this endeavor.
- B. This policy also recognizes that attendance is a responsibility shared by the student, parent/family or guardian, and the school. This policy is designed to assist all – school, family and student – in achieving the goal of full attendance.

II. GENERAL STATEMENT OF POLICY

A. Responsibilities.

1. Student's Responsibility.

It is the student's responsibility to be in school and to come prepared, ready to do his/her best and to be his/her best – prepared to learn by bringing in all relevant materials and leaving at home any thing that may interfere with learning. It is also the student's responsibility to attend all assigned learning experiences each day that school is in session and to be aware of and follow the correct procedures when absent or tardy. Finally, it is the student's responsibility to make up any missed work due to an absence or tardiness.

2. Parent/Family or Guardian's Responsibility.

It is the responsibility of the student's parent/family or guardian to ensure that the student is attending school striving for 100% attendance, is physically and academically prepared for each day, and is punctual. In the event of a student absence, the parent/family or guardian shall inform the school and work cooperatively with the school and the student to solve any attendance problems that may arise.

3. School's Responsibility

It is the school's responsibility to take daily attendance, to maintain accurate attendance records, and to make concerted effort to contact the parent/family or guardian via the telephone in the event of absence without prior notice.

It is the educational team's responsibility to be familiar with all procedures governing attendance and to apply these procedures uniformly. It is also the educational team's responsibility to work cooperatively with the student's parent/family or guardian and the student to address any attendance problems that may arise.

It is the advisor's (teacher's) responsibility to provide any student who has been absent with information regarding any missed work, although the student has the responsibility to seek out this information.

III. HLC ATTENDANCE PROCEDURES

Hakipu'u Learning Center's school day is from 8:00am to 2:45pm. Students should be on campus ready to begin the day by 7:55. Morning Protocol begins promptly at 8:00 on the center lawn.

Absence/Tardy Procedure:

Parents are to notify the office via phone – 235-9155 by 7:55a.m. if their child will be absent that day.

Late Arrival (tardy) to campus Procedure:

If the student arrives once protocol has started:

Students must report directly to the office and sign in for a tardy pass to give to their advisor.

Early Release Procedure:

Parent/Guardian must go to the office and sign a release for the student. This includes release from labs or other off campus activities as well.

Student will then be released from his/her 'ohana and allowed to leave school.

IV. NOTIFICATIONS AND FOLLOW UP PROCEDURES

- A. Parents/family or guardians are required to notify HLC office by 7:55 am if student is absent for the day.
- B. One unexcused absence or two unexcused tardies: the Teacher will initiate a follow up call to the family.
- C. Five (5) unexcused absences or six (6) unexcused tardies per semester: Parents/family or guardians are required to attend a conference with a senior administrator to discuss concerns and develop strategies to improve the child's attendance.
- D. Eight (8) unexcused absences or ten (10) unexcused tardies: Parents/family or guardians will undergo discretionary action that may include working with a social worker, public health nurse and/or a petition to family court due to educational neglect ending with expulsion.
- E. Notification
 1. Copies of all correspondence described above shall be provided for the following:
 - a. Parent or guardian
 - b. Student's permanent record file
 - c. General Education advisor's file
 - d. Special Education Case manager (if applicable)

Definitions:

Unexcused tardy: arriving after the official school start time or class time, in which case, students will be marked tardy and the reason for the tardy as communicated by the parent or guardian will be noted. Without parent or guardian notification, a tardy will be classified as unexcused.

Excused tardy: traffic due to an accident, bus breaks down, severe weather if accompanied with a note or call from parent or guardian or significant personal circumstances which are unavoidable and non-recurring or are prearranged with the school

Excused absence: absences for the following reasons when appropriately reported to the school (by phone for a 1-2 day absence or in writing for absences of 3 or more days) by the parent or guardian: illness (1-3 days), illness with a doctor's notice (3 or more days), serious illness or death in immediate family, family emergency/crisis, student sent home by the school for illness, medical or dental appointment not able to be schedule outside of school hours, court ordered activity, student scheduled and approved to do project work off campus, significant personal circumstances which are unavoidable and non-recurring or are prearranged with the school

Unexcused absence: any absence or tardiness for which the parent or guardian has not communicated with the school as to such absence or tardiness and to the reason for same (three unexcused tardies equals one unexcused absence); truancy, failure to receive advisor's approval for off campus project work, leaving campus early or being out of the building without permission

Disciplinary absence – student sent home due to disciplinary reasons will be considered as an Unexcused Absence

In attendance, on time: a student who reports to campus by 7:55 am and is ready for morning protocol when oli begins at 8:00 am; is prompt and prepared for all scheduled activities and meetings.