

ATTENDANCE POLICY

I. Hawaii State Compulsory School Attendance Law

The Hawaii Revised Statute, Section 302A-1132, states that unless excluded from school or exempted from attendance, all children who will have arrived at the age of at least six years, and who will not have arrived at the age of eighteen years, by January 1st of any school year, shall attend either a public or private school for, and during, the school year, and any parent, guardian, or other person having the responsibility for, or care of, a child whose attendance at school is obligatory, shall send the child to either a public or private school.

The State of Hawaii, Department of Education, defines truancy as unauthorized absences from school. Currently Section 302A-1135 of the Hawaii Revised Statutes states that if any child of school age persists in absencing oneself from school, the family court judge, upon a proper petition, citation, or complaint being made by the school teacher or any other officer or agent of the department, or police officer, or any other person, shall cause the child, and the father or mother, guardian, or other person having charge of the child, to be summoned to appear before the judge. Upon its being proved that the person responsible for the child had not used proper diligence to enforce the child's regular attendance at school, the responsible party shall be guilty of a petty misdemeanor.

II. College and Career Ready

Good attendance is a trait desired in the workforce. It is difficult to operate a smooth running company or organization if the employees or members are not there on time ready to tackle the tasks at hand. To be College and Career Ready means purposefully coming to class, being on time, and participating in the education given for maximum learning and growth. Coming to class and being on time also shows respect for teachers and peers, and reduces time wasted on absentees and latecomers.

III. Definitions as Used in this Document

- Absent
 - The student 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 student is on an authorized school activity.
- Present
 - The student is physically present in school for at least half of the school day or class period.

- Students who receive home-hospital instruction will be considered present because they are receiving school assignments and completing the class work with a tutor’s assistance.
- Authorized school activity –“School-related” may include, but is not limited to activities such as:
 - Field trips
 - Student Government related activities
 - Sanctioned Athletic/School Sponsored Events
 - Early admission programs
 - School related employment, including work-student programs
 - Community service projects approved by school administrators
 - Other activities approved by the principal or designee
 - Appointments with a counselor or administrator
 - Treatment in the health room
 - Assigned detention or in-school suspension
 - Truant
- ○ The student is absent from school without authorization from the principal or designee (unexcused absence).

IV. Guidelines on Absences and Tardies

• Excused Absences

1. Illness

- If a student is absent for 1-3 days due to illness, a note from parent/guardian is required.
- An absence without a parent note within **TWO (2) SCHOOL DAYS of the student’s return to campus will be regarded as an unexcused absence.**
- If the student is ill for 4 or more days, parents/guardians need to obtain a doctor’s note.

2. Doctor/Dentist appointment

- Note required from doctor/dentist

3. Family Court appointment

- Note from Family Court required

4. Funeral services for a family member

- Copy of the funeral program required OR
- Obituary notice with name of relative and relationship

A note from parent/guardian is required for ALL absences. Attach required documents to note (doctor’s note, appointment slip, obituary notice, etc.)

Absence Note must include:

1. Student's legal 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/Legal guardian's signature

• Trips

Students must provide a note from parent/guardian and meet with their administrator PRIOR TO TRAVEL. Administrator will review and indicate on the note if absence will be excused or unexcused. Students will show the signed note to their teachers prior to travel. Trips for the purpose of college visitations must be approved prior, and students must bring a letter or other documentation from the college and career office of the college to be visited.

• Unexcused Absences to Class(es):

INFRACTION	INTERVENTION
1-3rd unexcused absences	Automated phone call home notifying of student absence.
4-6th unexcused absence	Student will receive counseling
7-10th unexcused absence	Attendance letter #1 will be mailed home Student will receive counseling
11-14th unexcused absence	Attendance letter #2 will be mailed home Student will receive detention
15th unexcused absences	Attendance letter #3 will be mailed home Student will receive detention Home visit, if needed. Family Court Referral initiated Act 162, if needed.
16 + unexcused absences	Students will be assigned detention for every 3 unexcused absences after their 15th unexcused absence. Seniors will sign "Senior Contracts", upon determination of Castle Administrators

Underclassmen may lose opportunities to participate in extracurricular activities upon determination of Castle Administrators.

Alternative placement, if needed.

Parent conference, as needed

• Tardy process

- If late to class, upon entering campus students will be issued a tardy pass, either by SECURITY or the student must report to the ATTENDANCE OFFICE in Rm 11B to pick up a pass.
- Student will have 5 minutes to report to class with a tardy pass.
- If student does not report to class within 5 minutes, VPs will be notified for consequences.
- If student does not report to class after receiving tardy pass, VPs will be notified for consequences.

• Tardies to Class(es) Tardy count will restart at each quarter.

INFRACTION	INTERVENTIONS
1 - 3 tardies	Written warning via HERO tardy pass
4 - 6th tardy	Counseling Support documented (complied) in HERO or Academy RTI doc
7 - 10th tardy	Parent Letter #1 to be generated in student's HERO account on the 7th tardy - email letter sent to parent email on file Counseling Support documented in HERO or Academy RTI doc
11 - 15th tardy	Parent Letter #2 to be generated in student's HERO account on 11th tardy - email letter sent to parent email on file Detention
16th+ tardy	Parent Conference Home visit, if needed Family Court referral, if needed Act 162, if needed.

• Possible consequences for failure to do detention

- Students will not be able to purchase bids for proms and banquets.

- Students will not be able to run for court.
- Seniors will not be able to participate in the graduation ceremony.

V. Roles and Responsibilities

Students:

- Report to school and class on time.
- For each absence, bring a valid absence note upon return to school.
- Turn in absence note and documentation to the Attendance Office.
- Make up all work missed due to an absence within the time limit set by the teacher.

Parents/Guardians:

- Encourage the student to attend school regularly and monitor student's attendance.
- Provide the school with accurate demographic information especially contact phone numbers.
- Write valid notes / documentation (upon a student's return from absence) as specified by the Attendance Policy. (See absence note requirements above.)
- Call the attendance or counseling office if absence is more than three days.
 - Attendance office: 305-0792
- Work with school officials to address attendance concerns.

Teachers:

- Accurately record attendance in Infinite Campus daily within the first five minutes of class
- Verbal warning for absences and tardies.
- Record time entered on tardy passes and turn in tardy passes to Tardy Office Box daily.
- Contact parent/guardian if attendance issues start to affect success in the class/course.
- Between periods the releasing teacher will issue a pass for students who may be late due to a valid reason. The receiving teacher will accept the pass and document time entered and place the pass into the releasing teacher's box at the end of the day.

Counselors:

- Review student attendance reports
- Meet with students to discuss absences and set goals for attendance improvement
- Notify administration of students with attendance problems at weekly CSSS meetings
- Send attendance notification letters to parent of truancy problems
- Meet with students, parents and administrators to discuss progressive absences
- Meet with social worker and conduct home visits
- File truancy petition to Family Court as appropriate

Administration:

- Meet with counselors bi-weekly to discuss students with attendance problems in MTSS.

- Meet with students, parents and counselor to discuss goals for attendance improvement
- Monitor and implement student discipline and consequences for absences and tardies.

Attendance clerks:

- Receive absence notes.
- Issue tardy passes.
- Update information in Infinite Campus daily.
- Update daily and maintain accurate records on absence and tardy communications.
- Assist counselors and administrators with communications to parents/guardians.