

## **Alaka'i O Kaua'i Public Charter School Attendance Policy**

### **Guidelines on Absences**

Please send a positive message to your child about the importance of being in school every day. Research shows that consistent punctual attendance to school has a direct correlation to high learner achievement. Absences and tardies interrupt learning and the routines essential for success. We appreciate your support of making attendance a priority.

When a child shall be absent from school, the parent, guardian, or person responsible for the child shall inform the school office of the date(s) and reason for the absence.

Absences will be excused only if proper documentation or notification is submitted to the school office:

1. A doctor's note, or
2. A parent's or guardian's note stating a legitimate reason, or
3. A phone call from a parent or guardian stating a legitimate reason.
4. A doctor's note will be required after three consecutive days of absence.

Legitimate reasons for absence include the following:

1. Illness, injury, quarantine (chicken pox, measles, etc.)
2. Medical or dental appointment
3. Death in the family
4. Attendance in court
5. Family emergency (upon School Director's approval)
6. Special cases approved by the School Director

We strongly discourage vacation trips when school is in session. Your child's facilitator is under no obligation to provide work prior to your child's absence. When he/she returns to school, facilitators are not required to provide make-up tests or tutoring.

Alaka'i O Kaua'i will take attendance daily and maintain records of learner attendance and absences. The school will keep you informed about your child's attendance according to the following process:

7 Absences: Facilitator will alert parents/guardians of student absence record and remind them of the importance of daily attendance.

10 Absences: A school administrator or counselor will contact parents/guardians to discuss support/interventions for improving student attendance.

13 Absences: The School Director will send a letter to parents/guardians to remind them of the Hawai'i DOE School Attendance Policy\* and arrange a conference to discuss concerns and appropriate supports to improve attendance.

15 Absences: The learner is identified as chronically absent. Referral may be made to family court for intervention.

\*In Hawai`i, learners are labeled chronically absent if they miss 15 or more days of school for any reason. Chronic absenteeism may be a signal for concern. Hawai`i state law 302-1135 states: "If any child of school age persists in absenting oneself from school, the family court judge, upon a proper petition, citation, or complaint being made by the schoolteacher 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. This section shall not apply to any child not liable to compulsory attendance at school."

### **Guidelines on Tardiness**

Please arrive to school on time.

Learners are expected to be in their class, ready to learn, promptly at 8:30 a.m. Any learner arriving after 8:30 a.m. must report to the office for a tardy slip and will be marked tardy on their attendance record for that day. Learners who arrive at school after the first half of the school day shall be marked absent for that day.

Alaka`i O Kaua`i will keep you informed about your child's attendance according to the following process:

7 late arrivals: Facilitator will alert the parents/guardians to inform them and remind them of the importance of arriving to school on time.

10 late arrivals: School administrator or counselor will contact the parents/guardians to discuss the possible support/interventions for student to arrive to school on time.

Adopted by Board: 4/11/18

Approved by Attorney General: Under review