

# ATTENDANCE GUIDELINES RESPONSIBILITIES & PROCEDURES

## RATIONALE

In order for students at Kalani High School to receive the maximum benefits of the varied experiences available, they must be present in the classroom on a regular and consistent basis. Kalani students are expected to be Self-Directed Learners and possess the attitudes, knowledge, and skills necessary to contribute positively and compete in a global society. It is the responsibility of the student and his/her parents/guardians for regular attendance with feedback and assistance from the school.

## AREAS OF RESPONSIBILITY

**Attending school is the primary responsibility of the student and parents/guardians.** 302A-1135 H.R.S. provides that a parent or guardian who does not enforce the child's regular school attendance may be guilty of a petty misdemeanor. The penalty for a petty misdemeanor is a fine of up to \$1,000 (H.R.S. 706-640) or jail time up to thirty (30) days (H.R.S. 706-663).

### Student Responsibilities

- Be responsible for choices made regarding school attendance—attend classes on time.
- Always inform the teacher when coming in late. Provide the teacher with hardcopy excuse note from school personnel (ie. Administration, Counselor, Teacher).
- Prior to an absence or immediately upon return (within 2 days), bring a written notice of excused absence to the office OR have a parent/guardian call in by 8:30 am on the day of absence.
- See teacher on the day of return to class for work missed, seek assistance if needed, and turn in make-up work in a timely manner.
- Get staff approvals for all school-sanctioned activities in a timely manner.

### Parent Responsibilities

- Review the Kalani High School Attendance Guidelines with your child.
- Update all phone numbers and addresses for school records, including work, mobile, emergency, and other numbers.
- Provide written notification to the school for excused absences prior to the absences or immediately upon return (within 2 days) OR call in on day of absence by 8:30 am.
- Periodically check the Infinite Campus parent portal for updates on your child's attendance.
- Work with the school to support your child's regular attendance.

### **Written Notification of absences should include:**

- Date note was written
- Child's legal first and last name as listed on school records
- Grade
- Date of tardy/absence
- Reason for tardy/absence
- Phone number(s) where parent/guardian can be reached
- Parent/guardian's signature

### Teacher Responsibilities

- Review the Kalani High School Attendance Guidelines with every class to reinforce its importance and for consistency.
- Be in the classroom and begin all classes on time.
- Keep accurate attendance for each class of the day. Students are NOT to take attendance.
  - Mark students absent if they are not present at the time of taking roll.
  - If a student comes in up to half the period late, mark the student tardy.
  - If a student comes in more than half the period late, leave the student's attendance mark as absent.

For approved school activities (ASA) such as field trips and athletic events:

- If it is already entered into the system for a student as ASA, leave it as is.
- If not already in the system, mark the student Absent (the office staff will change it to ASA).

- If marked as ASA and a student shows up, leave it as is. The office staff will change it after receiving the confirmation list from the teacher responsible for the event. The class teacher can email the office if they want, to be sure it gets changed.

If a student comes in with a school-generated call slip such as those from counselors, administration, health room, Teen Care, etc.:

- Mark student as present.
- Input absences/tardies into Infinite Campus by the end of each period (except PE will input by end of the day).
- Counsel students who are having attendance problems.
- Contact the student's parent/guardian and document the conversation when attendance is affecting a student's academics.
- Each quarter, contact the student's parent by phone at least once between the 1<sup>st</sup> and 4<sup>th</sup> absences. If no valid phone number is available, refer to counselor. (Rationale: Teachers should contact the parent personally by phone in addition to the automated call to ensure that the parent gets the message and to strengthen the relationship between teacher and parent.) Document the conversation.
- Each quarter, contact the student's parent/guardian by mail or phone at 5 absences. (Rationale: To be in accordance with the state attendance policy which requires a phone call or mailed notification on the 5<sup>th</sup> absence.) Document the conversation.
- Refer to counselors at the 5<sup>th</sup> absence.
- Provide make-up work for students with excused absences/tardies OR not penalize students for work missed during excused absences/tardies.
- Avoid detaining students at the end of the period as much as possible. Give a signed note to the next teacher if the student is detained.
- Give timely notification of class field trips. A list of attendees is due to the attendance office and all teachers at least 2 days prior to the field trip. A list of all non-attendees is due to attendance office and all teachers immediately after the field trip. Avoid scheduling field trips during the last two weeks of each quarter.

#### Counselor Responsibilities

- Review the Kalani High School Attendance Guidelines with all new students and their parents/guardians as they register into Kalani. Give them a copy of the guidelines.
- Assist parents who need help accessing the Infinite Campus parent portal.
- Counsel students with attendance problems upon receipt of notification and referrals.
- Schedule conferences as requested or as necessary.
- At 10 consecutive unexcused absences, follow state procedure for missing students (use form). Process family court petitions when appropriate.
- Caution seniors about absences that occur during the last weeks of the semester in light of cumulative GPAs and transcripts requested by post-secondary institutions.
- Keep all attendance documents on file with student records.

#### Attendance Clerk Responsibilities

- Receive written notices and phone calls from parents/guardians.
- Keep all written notices on file for possible future verification purposes.
- Change any unexcused absence/tardy to an excused absence/tardy when written notice is provided or parent calls by 8:30 am on the day of absence.
- Input attendance for Approved School-Related Activities (ASAs).

#### Administration Responsibilities

- At the start of each school year, inform students, parents, and teachers of the school's attendance guidelines and procedures in writing.
- Assist security as necessary in guiding students to class.
- Act as liaisons as necessary between the school, Family Court, HPD, parent/guardian, students, and counselors.
- Keep communication lines open among all role groups.
- Apply Chapter 19 Rules when necessary.
- Collect data for future evaluation of the Attendance Guidelines.

## HAWAII STATE COMPULSORY SCHOOL ATTENDANCE LAW:

302 A-1136, Enforcement, H.R.S., places the responsibility for enforcing compulsory attendance with the Department of Education (DOE). Towards this end, agreements have been developed with all departments with the state regarding truant students. Students who are chronic absentees may be referred to Family Court. Pursuant to H.R.S. 571-11(2), Family Court can place a child under jurisdiction for truancy if the child is not attending school or is not receiving the educational services required by law.

### COMPONENTS

An absence/tardy is EXCUSED if:

- Student presents a signed, written explanation for absence/tardy provided by parent, doctor, or dentist within 2 days upon student's return to school OR
- Parent/Guardian calls the attendance clerk with an explanation of the absence/tardy by 8:30 am on the day of absence/tardy.

### Notification Process

- Daily absence (excused or unexcused) notifications are made via automated phone call to home phone number on school records.
- A student's attendance record and academic grade checks can be viewed online by signing in to the Infinite Campus parent portal.
- If absences are affecting academic progress, teachers will notify parents and counselor.
- **Each quarter:** Teacher will call and talk to parent at least once between the 1<sup>st</sup> and 4<sup>th</sup> absences.
- **Each quarter:** Teacher will mail or phone home at 5 absences.
- Excessive absences- A petition may be submitted to Family Court.

### Requesting Work for Excused Absences

- If a student is absent for **3 or more consecutive days**, the student or parent/guardian may request missed work by calling the main office.
- A courtesy 24-hour notice is needed for teachers when a work request is made. Work may be picked up at the **front office from 2:30-4pm of the day following the request.** (Call to confirm that there are assignments before coming to school).
- It is the responsibility of the Kalani student or parent/guardian to request make-up work for excused absences/tardies.
- Assignments for some teachers may also be accessible online.
- **MAKE-UP WORK MAY NOT BE PROVIDED FOR UNEXCUSED TARDIES OR UNEXCUSED ABSENCES.**

### Request for Early Release

- Students who must leave school during school hours must present a letter signed by a parent/guardian with a contact phone number, time of release, and purpose of request. All notes will be verified prior to issuance of a Student Pass. Letters should be submitted one day before the scheduled release. In the event of a last minute appointment, letters need to be submitted by the parent.
- **Parents requesting immediate release must come to the office with a signed letter.** Student will be located and report to the office.
- Student Passes allow a student to exit the classroom and campus with the least amount of disruption to fellow students. When a student returns to campus, s/he should have a doctor's note, if applicable. The Student Pass should be taken to the teacher of each missed class to sign. Upon completion, it should be returned to the office.

### Student Release Due to Illness or Injury

- Students experiencing illness or pain due to injury must report to Health Room. The health aide will call parent/guardian to determine if the student requires early release. Health aide will issue a Student Pass upon request. Parent/Guardian should report to office to meet their child for pick up.

### Tardies

- Consequences for unexcused tardies will be determined according to teacher discretion. Consequences may include detention, parent notification, keeping students in after school, or other actions.