



# Ka'Umeke Kā'eo

Hawaiian Immersion Public Charter School

I N K E A U K A H A

## Attendance Policy

<b>Category:</b> Student	<b>Policy Description:</b> Addresses importance of attendance and consequences of absences and tardies
<b>Approved Date:</b> 07/27/16	<b>Replaces Policy Dated:</b> 09/28/15
<b>Effective Date:</b> 07/27/16	<b>Created By:</b> Olani Lilly, Po'okumu

### PURPOSE:

In compliance with compulsory school attendance law of the state of Hawai'i, Ka 'Umeke Kā'eo requires that students enrolled during the school year attend school on a regular basis. The following policy has been drafted to ensure the prompt, regular and intentional school attendance of all Ka 'Umeke Kā'eo students. Our philosophy of experiential based curriculum requires that our students experience the lesson first hand, thereby insisting upon regular school attendance.

### DEFINITIONS:

### POLICY:

STUDENTS AND FAMILIES ARE RESPONSIBLE FOR ALL WORK MISSED DURING ABSENCE.

Ka 'Umeke Kā'eo expects that all students will attend school regularly. 'Ohana should call the school if the student must be absent. Excessive absences may result in loss of academic credit, retention, formal warning from Courts, and/or possible withdrawal from Ka 'Umeke Kā'eo. Ka 'Umeke Kā'eo will consider truant any student who is absent without parental notification. In the event of a period of absence of three (3) or more consecutive days, students returning to school shall provide a written explanation from a health care provider. If 'Ohana fail to call the school prior to the student being absent or the student fails to provide a written and signed explanation from a parent or legal guardian for an absence upon returning to school, the absences are considered unexcused and will be recorded as such. Additionally, all students, excluding seniors, must have a 95% average daily attendance rate for consideration of promotion to the next grade. Students in 12th grade must have a 96% average daily attendance rate in order to graduate from Ka 'Umeke Kā'eo.

Parents/guardians should follow these guidelines with regard to attendance:

- Notify the school between 7:15 and 8:00 a.m. the morning of the absence by calling the appropriate office.



# Ka'Umeke Kā'eo

Hawaiian Immersion Public Charter School

I N K E A U K A H A

- Provide a written note giving the student's name, date, and reason for absence when the student returns, if the parent has not notified the school; and
- Please schedule doctor, dental, and other appointments outside of school hours to ensure your child's regular attendance.

## Tardies

1. If a student accumulates 10 tardies, the grade for the subject matter or section of instruction missed during that time will be lowered for the quarter.
2. If a student accumulates more than 10 tardies and missed instructional time it is the teacher's prerogative to hold this student in the same grade with support of the administration.

## **APPLICABLE PROCEDURES:**

Attendance Policy Procedures

## **OTHER RELATED INFORMATION:**