



# Ka'Umeke Kā'eo

Hawaiian Immersion Public Charter School

I N K E A U K A H A

## Attendance Policy Procedures

<b>Category:</b> Student	<b>Procedure Description:</b> Procedures to implement Ka 'Umeke Kā'eo's Attendance Policy
<b>Approved Date:</b> 09/28/15	<b>Created By:</b> Olani Lilly, Po'okumu
<b>Effective Date:</b> 09/28/15	

### **PURPOSE:**

To provide procedures to implement Ka 'Umeke Kā'eo's Attendance Policy.

### **PROCESS:**

Definitions:

Excused Absence: an absence from class resulting from an illness or other health related concern, or other unforeseen circumstances that are verified by a parent/guardian with proper documentation. With documentation, the following will be considered excused absences:

- Illness and/or hospitalization
- Medically documented illness (documentation from doctor required after three (3) consecutive days of absence)
- Documented dental, mental health, or medical appointment
- Religious observance
- School-related activities in which the student is participating
- Death in the family
- College visit
- Mandatory court date

Unexcused Absence: an absence from class that does not meet the requirements of an unexcused absence regardless of notification from parent. The following will be considered unexcused absences:

- Oversleeping
- Family vacation or going out of town
- Missing the bus
- No ride to school
- Personal business
- Needed at home
- School-related activities in which students is NOT participating
- Car trouble

Ka 'Umeke Kā'eo will adhere to the following steps with regard to excessive student absences:

- Two (2) unexcused absences: phone call to 'ohana
- Four (4) unexcused absences: letter sent home



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- Five (5) unexcused absences: haumāna / 'ohana referred to Po'okumu for a meeting
- Ten (10) absences (excused or unexcused) within a semester: conference with Po'okumu and possible referral to Child Protective Services (Does not apply to medically documented extended absences). Examination of these absences occurs on a case-by-case basis and may result in immediate withdrawal from Ka 'Umeke Kā'eo.
- Fifteen (15) absences: citation from Hawai'i County Police Department will be issued per the Compulsory School Attendance Law Chapter 12
- Five (5) consecutive days of unexcused absences will result in immediate meeting with Po'okumu and possible withdrawal from school

## FORMS: