

# Lahainaluna Attendance Policy

## **Philosophy**

The DOE's Vision for Hawaii Public Schools is "Hawaii's Schools will be safe, nurturing learning environments where all students achieve high academic standards, attain skills necessary to reach their goals and meet their potential, and are contributing members of society." To accomplish this at Lahainaluna High School, we must work together to diminish absenteeism and increase opportunities for success in school. Please contact administration or counselors for support in helping students attend school regularly and on time.

This document was created in accordance with the [HIDOE School Attendance Procedures](https://bit.ly/47prVAJ) (bit.ly/47prVAJ) written in September 2021. If an updated policy is published, Lahainaluna will update this policy as appropriate.

## **Tardy to Class**

Students need to be in their classes on time and ready to learn. A student will be considered "tardy" when they arrive after the start of the class. Late arrivals disrupt class activities and other students' learning. All Lahainaluna students are expected to maintain a positive learning environment while on campus.

Students who are tardy will go directly to their first class of the day.

During the school day, there may be a "Tardy Sweep" when students do not arrive to class on time. Students will receive immediate consequences during tardy sweeps.

Classroom Teachers will submit referrals in Infinite Campus for Excessive Tardies.

## **Truancy**

Truancy is defined as a student who is absent from school (not on school campus) without authorization from the principal or designee. The School Administration will handle truancy as outlined by DOE Chapter 19 Regulations. Administration may refer students who are truant to the Maui Police Department and/or Family Court in compliance with [§302A-1132 Compulsory Education](#) (bit.ly/47piz8j) laws. Pursuant to [H.R.S. 571-11\(2\)](#) (bit.ly/47jz6up), 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.

Students are considered to have regular attendance until they have reached more than 17 absences throughout the year (equivalent to 4.25 days per quarter). The concerns for chronically absent students (See: [Absenteeism](#) bit.ly/3TkxIBF) are the academic problems that can result from the lost classroom time. LHS Staff will monitor students with multiple absences to ensure parents are aware and the student can be supported.

- When a student has FIVE (5) absences, the student's Po'okela teacher will contact the parent or guardian on file, the grade-level counselor, and the administrator.

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- When a student reaches TEN (10) absences, the student's grade-level counselor will contact the student's parent or guardian on file.
  - The counselor will review the attendance procedures with the parent or guardian.
  - If the contact with the parent or guardian was a phone call, the counselor will provide the school's progressive attendance procedures in writing.
- When a student reaches FIFTEEN (15) absences, the student is considered "chronically absent." The grade-level administrator will send home a letter.
- At TWENTY-FIVE (25) absences, the grade-level administrator will send home a letter advising that the next steps include reporting the absences to family court and request a guardian meeting.
- At THIRTY-FIVE (35) absences, the grade-level administrator will make a referral to Family Court.

### **Excusing Absences**

A note or email is required for Lahainaluna to excuse an absence. Notes must include the following: student's full name, date of absence(s), reason for absence, and Parent/Guardian signature. Unexcused absences may influence classroom procedures, including assignments and assessments.

Examples of Excused Absences:

- Illness (absences exceeding five days require a doctor's note)
- Medical/Dental appointments (we highly encourage you to make these appointments outside of school hours)
- Required court appointments
- Death in the family
- Natural disaster/lockdown in area
- Special requests from guardians (pre-arranged with the Principal)

Examples of Unexcused Absences:

- Oversleeping/alarm failure
- Arriving to class with less than half of the class period left
- Leaving class or school campus during the regular school day without approval from a school official or other non-emergency situations.
- Personal grooming appointments (hair, nails, etc.)
- Employment/job interview
- Shopping/errands
- Driver's Education (classroom or behind the wheel)
- Family vacation/non-school-related sporting events
- Needed at home/babysitting
- Transportation issues (car trouble, missing the bus/ride)

### **Class Cutting**

Class cutting occurs when a student does not report to class and is unsupervised on campus. It creates an unsafe learning environment and is not permitted. Students who are in violation of

class cutting will be verified for Chapter 19, Class C, and will be given consequences. Students who consistently cut class or refuse to report to class impact the safety of the school.

*Classroom Teachers will submit referrals in Infinite Campus for Class Cuts, and the following progressive disciplinary actions will take place.*

1. For each Class Cut, the student will receive 1 hour of detention.
2. After (5) Class Cuts, a meeting with the grade-level counselor, student, parent, and grade-level administrator will be scheduled.

### **Permission to Leave Campus (PLC)**

Students leaving campus during the school day for emergencies and/or appointments must present a note or email from a parent or legal guardian to the office. The office will issue the student a Permission to Leave Campus (PLC), and the student must wait for his/her parent or guardian to sign him/her out. Parents must show an ID to sign the student out. For the child's safety, a parent or guardian must sign the student out in the attendance office. If not possible, the guardian can communicate with the school via a written note, email, or phone call that the student will be leaving campus.

NOTE: Once a student arrives on campus, he/she is not permitted for any reason to leave campus without written permission from parent/guardian and authorization by administration. Guidelines also apply to students attending after-school activities.