

Administrative Policy and Procedures

Daily Attendance or Absence

The truant student develops weak bonds to the school and its norms and values. Chronic absenteeism, leading to poor academic performance and limited peer bonding, yields low educational aspirations and limited motivation. This places students at risk for behavior problems. [http://www.hawaii.edu/truancy/impact.htm]

The Lanikai Elementary Public Charter School office staff is required to report all absences and tardies to the State of Hawaii. Parents must notify the office staff of a child's absence whether or not the parent talks with the teacher. If a parent does not notify the school office staff about the reason for absence, the absence is unexcused and is considered to be a truancy.

A. Excused Absences: Absence from Lanikai School shall be excused only for the following reasons:

1. Personal illness or enforced quarantine
2. Necessary medical, dental, optometric, or chiropractic appointments that could not be made at a non-school hour
3. Serious family emergency, such as the death or funeral of a member of the immediate family
4. Observation of a holiday or ceremony of his/her religion
5. Other justifiable personal reasons when written notification is presented to the Principal or designee (not to the teacher) before the absence or, if the absence is unexpected, during or immediately after the absence. Teachers do not have the authority to excuse a student's absence from school.
6. Trips to the mainland or to other islands on school days **will not be excused without advanced planning with the teacher and with advanced approval by the Principal.** See the attached form; it is available on the school website, in the Parent Handbook, and at the school office.

B. Truancy: Absences that do not fall in the categories listed above will be considered unexcused and will contribute to a charge of truancy. The Principal shall implement positive steps to reduce truancy. Pursuant to Hawaii law, the parents/guardians of a student who is habitual truant may be referred to the appropriate law enforcement agency or to Family Court. A parent/guardian has the right to meet with appropriate school personnel to discuss solutions to the student's truancy.

C. Awards: Any absence from school will be noted when preparing awards for perfect attendance. Awards will be presented only to students who have had no absences, whether excused or not.

D. Notifying Office: If an absence from school has not been pre-reported and pre-approved by the Principal, parents are expected to call the school's office or attendance line by 8:30 in the morning on every day of their child's absence. (266-7844) If the phone lines are busy, parents may leave a voice mail giving child's name, parent's name, teacher's name, and reason for absence.

E. Notifying teachers of a planned extended absence of 5 days or more:

1. The child's core curriculum teachers should be notified on the specified form well in advance of any planned extended absences, and, depending upon the curriculum that will be missed and the nature of the planned absence, students may be held accountable for keeping up with class work and homework assignments.
2. After parents have met with teachers, teachers will report their arrangement and expectations to the principal.
3. Principal will then approve the absence or contact the parent with suggestions for supporting or strengthening the student's assignment.
4. These steps are explained on the Form for Planned Absences on the next page.

F. Notes from physicians:

Students who have been absent for five or more consecutive school days because of illness must bring a note from their physician to the School Office before they go to class. The note should state the nature of the illness and that the child is well enough to return to school.

Lanikai Elementary Public Charter School

Regarding a Planned Extended Absence from School

Parents: Please print all information. Check or fill in as appropriate.

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| 1. Names of Student(s), Homeroom Teacher(s), and Homeroom Number(s) | | |
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| 2. Dates of Proposed Absence of 5 or more days | From | To |
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| 3. Reason for Absence |
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4. PARENTS: Please discuss the proposed absence with all core teachers. Ask each for suggestions about how you may support your child’s academic work during the absence. (*Core teachers are those who teach language arts, math, social studies, and science.*) List teachers’ names and the dates of the conversations. **Please leave the form with the last teacher you meet with. He/she will return it to the office.**

- You may be requested to meet with the Principal or Counselor to discuss the planned absence. School personnel cannot deny you the right to take your child out of school, but if your child is struggling with academic work and the planned absence is likely to jeopardize the child’s success, we may recommend that you make alternative plans for travel or for academic support.
- The administrative staff will notify you by phone if the Principal or Counselor requests a meeting. If you have questions, please call the school office at 266-7844.

Teachers & Dates: _____

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| 5. TEACHERS: Please write your recommendations on the back and submit this form to the office as early as possible before the planned absence. |
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| <p>Office Use: Notice of planned absence received in office on _____.</p> <p>Notified parent of approval on _____.</p> <p>Meeting with parent: NA _____</p> <p>or</p> <p>Meeting with parent set for _____.</p> <p style="text-align: center;">Attendance</p> | <p>Notes:</p> |
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