



Attendance Policy and Procedures

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Revisions: 11/05/13

Innovation's attendance/tardy policy supports a student's right to a public education and parental interest in providing the best possible education for children. Students who are absent from school or are frequently tardy not only lose valuable instructional time, but they also become frustrated because they have a difficult time 'catching up' on their assignments.

By law, Innovations is responsible to adhere to attendance requirements outlined in Section 298-8 of Hawaii Revised Statutes. The statutes require a child who is six years of age on or before December 31 to attend a public or private school unless properly excused from school.

Section 298-13 places the responsibility for enforcing compulsory attendance with the DOE which transfers that responsibility to Innovations Local School Board. Because of this responsibility, a doctor's verification of illness may be requested; and students who have chronic absentees or are chronically tardy may be referred by the school to Family Court.

EXCUSED ABSENCE: The IPCS GSB policy makes a clear distinction between an "excused" and "unexcused" absence. A student is "excused" when he/she is not physically present in school for at least half of the school day and is involved in one of the following activities:

- Death in the family
- Doctor or dentist's appointment for child
- Child is ill

UNEXCUSED ABSENCE: A student will be marked "unexcused" from school if he/she is absent for all or part of a school day. Some examples of unacceptable "excuses" are: overslept, parent was sick, car was broken, had visitors, family vacation, etc.

- **FAMILY TRIPS:** Parents need to plan a family trip off-island or out-of-state during scheduled school vacations. We understand that circumstances sometimes arise when this is not possible. Parents are required to meet with the homeroom before departing to see what assignments, if any, can be done while away from school.

ABSENCES AND REPORT CARDS:

Parents need to be aware that if their child misses too many days of instruction it may affect their child's progress on their report card.

RESPONSIBILITIES:

Parents/Guardians:

Parents are responsible for personally contacting the school by note or phone when a student is absent. A phone call to the office on the morning when the student is first absent is the most direct and simplest. The phone number is 327-6205. Students will be marked unexcused if parents do not contact the school within two days of an absence.

Students:

Students are responsible for being to class on time. Students who miss school/classes are responsible for completing any assigned make-up work within the time-frame determined by the teacher.

IPCS Staff and Administration:

Classroom teachers have the responsibility of sending the excuse note or a parent's personal verification by phone designating that an absence has occurred because of an "authorized activity" to the IPCS office within two days of the student returning to school.

IPCS's staff and administration are responsible for fulfilling all responsibilities stated in the Attendance Policy in a timely manner and maintaining accurate records of all contacts with students, parents, Department of Education and judicial representatives.

ATTENDANCE PROCEDURES:

- Parent/Guardian will be called on the second day of absence if the office has not been notified by phone or note.
- If there are four unexcused absences, the office will mail home notification to be signed and returned. The notification informs parent/guardian of unexcused absence dates and Hawaii State Law regarding attendance.

After 5 unexcused absences in one trimester, the student will be referred to administration, who will send home a letter to the parents/guardian giving a conference date and time to meet with the IPCS Director and staff.

- Continued unexcused absences or tardies may be referred to family court.

TARDY PROCEDURES:

- The expectation is students will be on time to school daily.
- No more than 4 tardies per trimester will be tolerated without consequences. Parents will be called after 4 tardies.
- After 5 tardies, parents will be asked to attend a conference with the homeroom teacher and director.
- If ten tardies occur and a solution cannot be work out between the family and school, family court will be asked to intervene.