



‘A ‘ohe pau ka ‘ike i ka hālau ho‘okahi

Connections Public Charter School ***Attendance Policy***

Attendance is an essential part of quality education. School attendance is compulsory in Hawai‘i, and Connections Public Charter School supports and enforces this law. Cooperation of parents/guardians in promoting a good attendance record for their children contributes to success in school.

I. The school is required to monitor and record all absences. This information is monitored by the office staff. An excused absence is due to one of the following reasons:

- A. Illness, injury, or other medical condition preventing attendance. More than three (3) days may require a doctor’s note.
- B. Family crisis (such as a death in the immediate family) that may prevent attendance.
- C. Significant personal circumstances which are unavoidable and nonrecurring or are prearranged with the school.

If a child is absent from school, parent/guardian must:

1. Parent notification and/or doctor’s note to office is required when a child is absent.
2. Notify the school office promptly by phone or note indicating the name and grade of the child, date(s) of absence, and reason for absence.
3. Notify the school office if the child will be absent for more than two (2) days, so that arrangements can be made for work to be picked up.

Timeline for action on absences is as follows:

1. After five (5) consecutive absences per quarter without appropriate communication from the parents/guardians, a letter will be sent to parents/guardians from the administrator or administrator designee advising the family of attendance requirements and informing them that the administrator or administrator designee may be required to file a nonattendance complaint in Family Court if educational neglect is suspected. In addition, the letter will inform parents that prior to filing a nonattendance complaint with the court, a welfare check to the home by a social worker and a representative of Connections PCS may be scheduled.
2. If the student has 10 absences in one semester without appropriate communication from the parents/guardians, a second letter may be sent informing the family of the date and time a Student Support Team meeting will be held to address their student’s attendance. In addition, the letter will inform parents that prior to filing a nonattendance complaint with the court, a welfare check to the home by a social worker and a representative of Connections PCS may be scheduled.
3. If the student continues to be chronically absent or tardy, the administrator or administrator designee may be required to file a nonattendance complaint in Family Court.

II. The school is required to monitor and record all days tardy. An excused tardy is due to one of the following reasons:

- A. Doctor or dental appointment with verification
- B. School bus mechanical problem
- C. Severe weather
- D. Significant personal circumstances which are unavoidable, nonrecurring, or are prearranged with the school.

Arrival times after 8:00 a.m. for elementary (grades K-6) and 8:15 a.m. for secondary (grades 7-12) are considered tardy.

1. After five (5) days tardy in one quarter, a phone call may be made to the parents/guardians by an administrator or administrator designee.
2. After ten (10) cumulative days tardy per quarter without appropriate response from parents/guardians, a letter will be sent to parent/guardians from an administrator or administrator designee advising family of attendance requirements, and a Student Support Team meeting may be held.
3. After fifteen (15) cumulative days tardy per semester without appropriate response from the parents/guardians, and after review by an administrator or administrator designee, a welfare check to the home by a social worker and a representative of Connections PCS may be scheduled.

Connections Public Charter School Governing Board establishes, supports and enforces its Attendance Policy, with the State of Hawaii Board of Education attendance policy as its guideline.