



'U'ole pau ka 'ike i ka haka ka'ohiki

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. Our school has procedures for monitoring attendance when students attend school in-person, virtually, and in blended environments.

Students attending school virtually or in a blended environment will have their daily attendance recorded weekly based on their completion of a series of scheduled learning tasks. If a student completes all of the required tasks during the week, she/he is considered in attendance for that week. If a student does not complete all of the assigned tasks in a week, then she/he is not in attendance or is only partially in attendance. Tasks may include but are not limited to:

- Contact with a teacher by email, Schoology message, or by phone
- Completion of an assigned daily journal
- Peer review or collaborative partner assignment
- Participation in a discussion thread
- Attending a virtual tutoring session or webinar
- Creating for submission a video recording of an assigned task
- Completion and submission of a teacher assigned specific task

Any task or interaction that can be electronically documented and that contributes to student engagement can be used by teachers for recording attendance. Assigned tasks may be weighted in order to reflect the importance or difficulty of the task. Measuring student attendance by completion of learning tasks allows for flexibility as students may be allowed to complete tasks at any time during a week.

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 non-recurring 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.

Time line for action on absences is as follows:

1. After three (3) consecutive absences and/or after five (5) absences in one quarter, the office will refer file to an administrator and contact will be made by the administrator or a designee to parents/guardians.
2. After more than five cumulative unexcused absences per school year, without appropriate and satisfactory contact and verification with parents/guardians, a letter will be sent to parents/guardians from an administrator advising the family of attendance requirements and a Student Support Team meeting will be held.
3. In the case of continuing unexcused absences, without appropriate and satisfactory contact and verification with parents/guardians, and after review by an administrator, the administrator may be required to file a non-attendance complaint in Family Court (if educational neglect is suspected).

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, non-recurring, or are prearranged with the school.

An arrival after 8:30 a.m. is considered a tardy.

1. After five (5) days tardy in one quarter, a phone call may be made to the parent/guardian by an administrator or designee.
2. After ten (10) cumulative days tardy per school year without appropriate and satisfactory contact and verification with parent/guardians, a letter will be sent to parent/guardians from an administrator or designee advising family of attendance requirements, and a Student Support Team meeting will be held.
3. After fifteen (15) cumulative days tardy per school year without appropriate and satisfactory contact and verification with parent/guardians, and after review by an administrator, the administrator may be required to file a complaint in Family Court (if educational neglect is suspected).

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.