Attendance Policy and Procedures

Waiʻanae Complex

Waiʻanae High School

Waiʻanae Intermediate School

Kamaile Elementary School

Leihoku Elementary School

Maʻili Elementary School

Makaha Elementary School

Waiʻanae Elementary School
Acknowledgements

This handbook is the result of the collaborative efforts of the following members of the Wai‘anae Complex Attendance Taskforce:

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Ma‘ili Elementary School
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- Stephanie Bagoyo, Attendance Monitor
- Harry Kea, Attendance Monitor

Makaha Elementary School
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Addendum – July 1998

In the following document, Hawai‘i Revised Statute (HRS) regarding compulsory attendance and enforcement is referred to as Sections 298-9 and 298-13.
Effective immediately, all references to HRS Section 298-9 and 298-13 regarding compulsory attendance and enforcement should be changed to HRS 302A-1131 and HRS 302A-1136 respectively.
# Attendance Policy

## Wai‘anae High School

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Attendance Policy

The State Law
The Hawaii Revised Statutes, Sec. 298-9, states that “unless excluded from school or excepted from attendance, all children who will have arrived at the age of at least six years, and who will not have arrived at the age of eighteen years, on or before December 31 of any school year, shall attend either a public or private school for and during such school year, and any parent, guardian, and other person having the responsibility for or care of a child whose attendance at school is obligatory shall send the child to some such school.” Section 298-13, Enforcement, HRS, places the responsibility for enforcing compulsory attendance with the Department of Education (DOE). Toward this end, agreements have been developed with all police departments within the state regarding truant students. Students who are chronic absentees may be referred to Family Court.

Exemption from the compulsory attendance law is permitted only under specified conditions pursuant to Section 298-9, Attendance compulsory, Exceptions, Hawaii Revised Statute, and DOE regulations relating to compulsory attendance exceptions.

The Hawai‘i State Department of Education’s Philosophical Base
In consonance with the statutory requirements relating to education, the DOE is committed to providing each individual with an educational program which will help the student to develop to the fullest extent of the student’s capabilities and to become a useful and personally successful member of society. Teachers, administrators, and other staff shall make every effort to work with the students and their parents and/or guardians to optimize available learning activities as well as educational services and opportunities. According to the Board of Education’s Student Code of Conduct, policy regarding attendance and punctuality, students are expected to attend school daily, attend all classes, and be on time every day.

Wai‘anae Complex Philosophy
We, the schools of the Wai‘anae Complex, believe that school attendance is “everyone’s business.” The schools, community, parents, and students need to join efforts and work to uphold a high and consistent standard for attendance. We believe that consistent school attendance is conducive to academic and personal success. Students and their parent(s) or guardian(s) will be responsible and held accountable for school attendance. We further believe that through this policy, and proper guidance and instruction, students will become more dependable and responsible adult citizens.
High School Guidelines

The High School has established the following guidelines:

• The school will notify parent(s) and guardian(s) about the complex’s attendance philosophy, policy, and procedures, and stress the importance of being on time, in school, and in class everyday.

• In order to ensure students’ accountability for their attendance and to ensure consistent data collection, the school will process and maintain attendance on a daily basis.

• The school will strongly encourage teachers to contact students each week to discuss unexcused absences and tardies.

• The school will excuse absences when written documentation is submitted upon student’s return to school with absences for one of the following reasons:
  » illness, injury, quarantine (for chicken pox, measles, etc.), verifiable with a doctor’s note;
  » court attendance or approval;
  » special cases as approved by the principal;
  » school authorized activities which may include but are not limited to:
    On-campus activities, such as: appointments with a counselor or administrator; treatment in the health room; assigned detention or in-school suspension; first Hukilau offense.
    Off-campus activities, such as: employment, including work study programs; volunteer community service; student council related activities, including state/district student councils, State Student Conference, and student legislative lobbying activities; field trips; early admissions programs; and suspensions.
    Other activities approved by the principal or designee.

• All other reasons must be waiver by a Review Board before absence is excused.

• The Review Board will be composed of an Administrator, Teacher, and Parent Facilitator (Teacher and Parent Facilitator will serve as advisors only.)

• It is the responsibility of the student to request make-up work from each teacher if their excused absence is verified within 5 days of their return to school or if they receive an approved waiver.

• Students will not be given any make-up work for unexcused absences.

(continued on next page)
High School Guidelines (continued)

- The school will consider all off-campus passes to be unexcused until followed up with valid written documentation or an approved waiver.

- Teachers will only excuse tardies when written documentation is submitted:
  » from Administrators, Counselors, Socialworkers, and/or the Healthroom.
  » for Diagnostic Testing, I.E.P., or Testing.
  » noting the first Hukilau Offense.

- Teachers will equate every 2 “unexcused” tardies to 1 “unexcused” absence.

- Students will automatically be given a “U” (unsatisfactory) grade for the quarter for each class in which the Student accumulates 6 unexcused absences.
Tasks and Procedures

I. Processing Daily Attendance

A. Teacher will mark all absences and tardies on Attendance Report Form & Attendance Book. (In case of Teacher’s absence, substitute teacher will take attendance on the Attendance Report Form (scansheet). Upon return, Teacher will transfer any marks on the Attendance Report Form to the Attendance Book.)

B. To report any corrections regarding attendance, Teacher will complete an Attendance Update Form and submit it to the Attendance Office.

C. During the school day, Teacher will not allow student back in class without Absence/Tardy Pass.

D. Attendance Office will process Attendance Report Forms and Attendance Update Forms.

E. Attendance Office will contact parent(s) or guardian(s) after each absence through the Mac Dialer.

F. Direct all questions and concerns regarding attendance procedure to designated school administrator.

II. Reporting Excused Absences

A. Student must submit written documentation to Attendance Office within five days upon return to school or submit waiver.

B. Upon receipt of excused documentation, Attendance Office will give Student an Absence/Tardy Pass, file Student’s written documentation and copy of pass in the Student’s Attendance Folder, and update student’s computerized Attendance Record.
   1. Student will take Absence/Tardy Pass to each missed period.
   2. Teacher will sign pass and mark absence as excused in Attendance Book.
   3. Last receiving Teacher will submit signed pass to Attendance Office.
   4. Attendance Office will file signed pass in Student’s Attendance Folder.

C. Authorized Field Trips: For Teachers organizing field trips:
   Prior to field trip, Teacher will submit to the Attendance Office and faculty a list of names of students who will attend field trip.
   On the day of the field trip, Teacher will submit list of names of students who did not attend field trip to Attendance Office before 2:30 pm.
   On the day after the field trip, Teacher will submit list of names of students who did not attend field trip to faculty.

(continued on next page)
II. Reporting Excused Absences (continued)

C. For all other Teachers: Upon receiving list of names of students attending a field trip, Teachers will mark student’s absence as excused in Attendance Book. Upon receiving list of students who did not attend field trip, Teacher will update Attendance Book accordingly.

Attendance Office: Upon receiving list of names of students who did not attend field trip, Attendance Office will update students’ computerized Attendance Records.

III. Waivering Absences

A. Student must obtain Waiver Application from the Attendance Office. (The Attendance Office will give Waiver Application to Student whose written documentation does not fall under list of excused absences or to Student who does not have any written documentation.)

B. Student must submit Waiver Application to the Attendance Office within 5 days upon date of return to school.

C. Attendance Office will then:
   1. Process application form by noting Student I.D. on application.
   2. Send applications to Review Board.

D. Review Board will meet weekly to:
   1. Review each Waiver Application.
   2. Make a decision for each case.
   3. Write up decision on the Waiver Application.
   4. Send Waiver Application with decision to Attendance Office

E. Attendance Office will notify Student of decision through a call slip.
   1. If waiver is granted, then Attendance Office will make a copy and file the Waiver Form in student’s Attendance Folder, give Student the original Waiver Form, and update Student’s computerized Attendance Record.
      a. Student will take Waiver Form to each missed period.
      b. Teacher will sign pass and mark absence as excused in Daily Attendance Book.
      c. Last receiving Teacher will separate form. Original will be given to student to submit to parent(s). Teacher will submit copy of Waiver Form to Attendance Office.
      d. Attendance Office will file pass in Student’s Attendance Folder.
   2. If waiver is not granted, then Attendance Office will separate form, give student original to take to parents, and file copy in Student’s Attendance Folder.

Refer to Sample F, Page 17 (Waiver Application)
IV. Intervening with Students with 3 Unexcused Absences

A. Teacher will identify students by examining Attendance Book.

B. Teacher will notify parent(s) or guardian(s).
   1. Teacher will attempt to contact by phone:
      a. Teacher will explain attendance policies:
         1. express need for Student to attend school daily;
         2. express need for Student to submit written documentation explaining each absence or apply for waiver; and
         3. explain that 3 more unexcused absences will lead to Student’s failure.
      b. Teacher will record result of contact [or attempt to contact] by completing Attendance Notice #1.
   2. Teacher will will send Attendance Notice #1 to Attendance Office.
   3. Attendance Office will:
      a. Submit one copy of letter to Counselor.
      b. File one copy of letter in Student’s Attendance Folder.
      c. Mail original letter to parent(s) or guardian(s).

C. Counselor will counsel Student.

D. Counselor will notify Student’s Advisor.

V. Intervening with Students with 6 Unexcused Absences

A. Teacher will identify Students by examining Attendance Book.

B. For Quarter grades: Teacher will notify Student of “U” (unsatisfactory) grade due to 6 unexcused absences.
   For Semester and Year grades: Teacher will notify Student that “U” grade(s) may result in failure for the semester and/or year.

C. Teacher will notify parent(s) or guardian(s) by filling out Attendance Notice #2.

D. Teacher will send Attendance Notice #2 to Attendance Office.

E. Attendance Office will:
   a. Submit one copy of letter to Counselor.
   b. File one copy of letter in Student’s Attendance Folder.
   c. Mail original letter to parent(s) or guardian(s).

F. Form letters will be available at the front office.

Refer to Sample G, Page 18 (Attendance Notice #1)

Refer to Sample H, Page 19 (Attendance Notice #2)
VI. Reporting Tardies

A. **Student** must submit an Absence/Tardy Pass to Teacher upon arrival in class. Teacher will not allow a student back in class without a pass.

B. **Teacher** will note tardy on Attendance Report Form and note excused or unexcused tardy in Attendance Book. **Teacher** will sign pass and submit to Attendance Office. (If Attendance Report Form has already been submitted, only update Attendance Book; Teacher does not need to submit Attendance Update Form).

C. **Teacher** will notify Student when Student accumulates 2 unexcused tardies, which is equivalent to 1 unexcused absence.

D. **Attendance Office** will update student’s computerized attendance record accordingly.

VII. Reporting Hukilau Absences and Tardies

A. **Security** will submit Student names to Attendance Office and note first-time offenders.

B. **Attendance Office** will publish names of Students in Hukilau.

C. **Attendance Office** will then update computerized student records.

D. **Teacher** will review list of Students in Hukilau and excuse first-time offenders in Attendance Book. (Subsequent offenses will remain unexcused.)

VIII. Grading

U = Unsatisfactory grade based on attendance (6 unexcused absences).

F = Lack of progress, lack of participation, lack of mastery according to department and teacher grading guidelines.

Student may receive a “U” grade for the quarter, but academic grade will be used in averaging a semester grade or year grade if no “U” grade is utilized for another quarter.

Sample:

<table>
<thead>
<tr>
<th>1st quarter</th>
<th>+</th>
<th>2nd quarter</th>
<th>=</th>
<th>Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>U</td>
<td></td>
<td>U</td>
<td></td>
<td>F</td>
</tr>
<tr>
<td>F</td>
<td></td>
<td>F</td>
<td></td>
<td>F</td>
</tr>
</tbody>
</table>

Sample:

<table>
<thead>
<tr>
<th>1st quarter</th>
<th>+</th>
<th>2nd quarter</th>
<th>=</th>
<th>Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>U</td>
<td></td>
<td>C</td>
<td></td>
<td>C (C)</td>
</tr>
</tbody>
</table>
Sample Letter A

Date ____________________

To the parents/guardians of _____________________________, grade_____.

This letter is to inform you of Waiʻanae Complex’s new attendance policy, effective September 1997. Our philosophy is that school attendance is “everyone’s business.” The schools, community, parents, and students need to join efforts and work to uphold a high and consistent standard for attendance. We believe that consistent school attendance is conducive to academic and personal success. Students and their parent(s) or guardian(s) will be responsible and held accountable for school attendance.

We further believe that through this policy, and proper guidance and instruction, students will become more dependable and responsible adult citizens.

As a matter of policy, only the following will be accepted as an excused absence:
» illness, injury, quarantine (for chicken pox, measles, etc.), verifiable with a doctor’s note;
» court attendance or approval;
» special cases as approved by the principal; or
» school authorized activities which may include but are not limited to:
  On-campus activities, such as: appointments with a counselor or administrator; treatment in the health room; assigned detention or in-school suspension.
  Off-campus activities, such as: employment, including work study programs; volunteer community service; student council related activities, including state/district student councils, State Student Conference, and student legislative lobbying activities; field trips; early admissions programs; and suspensions
  Other activities approved by the principal or designee.

If your child is absent, your child needs to submit written documentation as to why your child was absent within 5 days after your child returns to school. Failure to do so will result in the absence being marked as “unexcused.” If your child’s reason does not fall within the above categories, your child must apply for a Waiver in order to excuse the absence. An accumulation of 6 unexcused absences will result in your child receiving a failing “U” grade for the quarter for each class in which he or she accumulates 6 unexcused absences. In addition, 2 unexcused tardies will equal to 1 unexcused absence.

If you have any questions regarding attendance policy, please call the school. We look forward to a productive year and to seeing your child in school, on time, and ready to learn.

Sincerely,

_________________________
Principal
Attendance Policy

Wai‘anae High School

Attendance Report Form (reduced scale)
### Attendance Book (reduced scale)

<table>
<thead>
<tr>
<th>Subject...</th>
<th>Assignment...</th>
</tr>
</thead>
<tbody>
<tr>
<td>Month/Date...</td>
<td>1st week</td>
</tr>
<tr>
<td>Students...</td>
<td>M</td>
</tr>
<tr>
<td>1</td>
<td>Doe, Jane</td>
</tr>
<tr>
<td>2</td>
<td>Doe, John</td>
</tr>
</tbody>
</table>

#### Attendance Marks

- ☒ = Absent
- ☒ = Excused Absence
- ☒ = Tardy
- ☒ = Excused Tardy

### Attendance Book (detail of sample information including attendance marks)
# Attendance Update Form

Mrs. Jane Doe 09-04-97  
Teacher’s Name Corrrection Date

**Directions**: Please use this form to make corrections to the Attendance Report Form. You may use this form for more than one student and for more than one period, but **only for one date**. Turn it in by 2:30 pm to prevent an error on the nightly phone calling list.

<table>
<thead>
<tr>
<th>Student’s Name</th>
<th>Period</th>
<th>Tardy</th>
<th>Absent</th>
<th>Marked Absent but Present</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jane Doe</td>
<td>2</td>
<td></td>
<td>√</td>
<td></td>
</tr>
<tr>
<td>John Doe</td>
<td>4</td>
<td></td>
<td></td>
<td>√</td>
</tr>
</tbody>
</table>
Absence/Tardy Pass

WAIANAE HIGH SCHOOL
Absence/Tardy Pass

Student Name ___________________________ Grade ___________________________

Absence Date(s) [ ] Excused [ ] Unexcused

Tardy Date(s) [ ] Excused [ ] Unexcused

Teachers’ Signature:

Period 1: _____________________________
Period 2: _____________________________
Period 3: _____________________________
Period 4: _____________________________
Period 5: _____________________________
Period 6: _____________________________

Last teacher returns pass to Attendance Office

Attendance Office Signature ___________________________ Date Issued ___________________________
Waiver Application (reduced scale)

**Part I:** Your absences are considered "Unexcused." If you wish to appeal this decision to the attendance review board, complete and submit this Waiver Application to the Attendance Office within 5 days upon date of return to school.

<table>
<thead>
<tr>
<th>Student Name (Print)</th>
<th>Grade</th>
<th>Period 1 Tchr name</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Parent/Guardian Signature</th>
<th>Parent/Guardian (print)</th>
<th>Ph.# to Contact</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Date(s) of Absence(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

Reason(s)

<table>
<thead>
<tr>
<th>Attach documents if applicable</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

**Part II:** Office Use Only

<table>
<thead>
<tr>
<th>Req’d date</th>
<th>#</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Student ID #</th>
<th>Date of Review</th>
</tr>
</thead>
</table>

Decision: [ ] Granted / Excused [ ] Denied / Unexcused

Comments:

<table>
<thead>
<tr>
<th>Administrator Signature</th>
<th>Administrator (print)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Part III:** To student for teacher notification.

<table>
<thead>
<tr>
<th>Period(s) 1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

DISTRIBUTION: Copy #1 Student will return original copy to parents after getting teachers’ signature.
Copy #2 Attendance Office File
Attendance Notice #1 (reduced scale)

WAIANAE HIGH SCHOOL
ATTENDANCE NOTICE # 1

Date __________________

To the parents/guardians of ___________________________. Grade ______.

This is to inform you that according to my records, your child has a total of ______
unexcused absences from ______________________ (subject), period ______.

According to our school’s attendance policy, we need to remind you that if your child
accumulates 6 or more unexcused absences, your child will receive an “Unsatisfactory” grade for
this class this quarter.

If you have any questions, please contact me at ________________________

Sincerely,

________________________
Teacher

Comments: ____________________________

________________________

Review of Teacher
Attempted Contact: Date: ________ Time: ________ Phone #: ________

[ ] Mother / Father / Other _______________________
[ ] Message
[ ] Unsuccessful

DISTRIBUTION: White - Parents/Guardians; Canary - Attendance Office File; Pink - Counselor;
Goldenrod - Teacher
**WAIANAE HIGH SCHOOL**
**ATTENDANCE NOTICE # 2 - FINAL NOTICE**

Date _______________

To the parents/guardians of ______________________, Grade ______

According to our school records, your child now has a total of _____ unexcused absences from ______________________ (subject), period ____.

We have tried to assist you and your child with your child’s attendance problems. A letter of notification was sent on _______________. At this point, our attempts to help improve your child’s attendance have been unsuccessful. Your child continues to be absent from class. Since our efforts at school have not been successful, your child will be receiving an “Unsatisfactory” grade for this class this quarter according to school policy.

Sincerely,

Teacher Comments: ___________________

Teacher Signature ___________________

Counseling / Attendance Services: ___________________

Counselor’s Signature ___________________

Hazel Sumile, Principal

**DISTRIBUTION:**
White - Parents/Guardians: Coronary - Attendance Office File: Pink - Counselor:
Goldenrod - Teacher