

Pearl City High School

Attendance and Tardy Procedure

The absence of a student from Pearl City High School, whether excused or unexcused, has a twofold effect upon the educational process. The absence not only removes the student from the classroom setting, but also impacts PCHS's ability to provide quality instruction. It is recognized that most absences are unavoidable and that most students make up the work they missed.

The following procedure is based on the following premise:

- Students need to attend school daily and be in class on time to receive the optimum benefits of school.
- Unexcused and/or excessive absences and tardies are unacceptable and prevent maximum teaching and learning from taking place.
- Attendance is everyone's responsibility.

Definitions

"Absent" means the student is not physically present in school for at least half the school day or absent from each class for at least half the period from the ending of the tardy bell, except if the student is on an authorized school activity. For purposes of school reporting, students are either present or absent. Teachers may maintain records of excused absences for purposes of make up work.

"Present" means the student is physically present in school for at least half of the school day or class period.

"Tardy" means the student reports to class after the starting time designated by the school.

"Truant" means the student is absent from school without authorization from the principal or designee.

Guidelines for Determining Absences

"Excused Absences" include:

- Illness
 - Parent/guardian can write a note for their child if absent for two days or less due to illness
 - If the student is ill for three or more consecutive days, parents/guardians need to obtain a doctor's note
- Funeral services
 - Parent/guardian can write a note for their child if absent
 - A copy of the funeral program or published obituary is required
- Doctor/Dentist appointment
 - A doctor's note is required
- Family court
 - A note from Family Court is required
- Authorized school activity – School related activities include, but is not limited to activities such as:
 - Counselor or administrator appointment

- Treatment in the health room
- Assigned detention or in-school suspension (Behavior Modification Center, BMC)
- Student government related activities
- Athletics
- Field trips
- Early admission programs
- Driver's road test
 - Parent/guardian can write a note for their child if absent

“Unexcused Absences” include, but are not limited to:

- Non-school sponsored activities or trips not approved by school administration
- Family vacations outside of the normally scheduled school break not approved by school administration

Required for All Parent/Guardian Notes

Parents/guardians may contact the school office before 9:00 AM with the information below to notify the school of a student's absence; phone calls, however, is not a substitute for a parent/guardian letter which includes the following required information.

- Student's legal first and last name
- Date note was written
- Grade level
- Date of absence
- Reason for absence
- Phone number(s) where parent/guardian can be reached
- Parent/guardian signature
- All documentation must be given to the Attendance Office within three days of returning to school. Any letters submitted after the third day will not be considered, but will be kept on file.

Guidelines for Determining Tardies

“Excused Tardies” include:

- Funeral services of family member
 - Parent/guardian can write a note for their child if absent
 - A copy of the funeral program or published obituary is required
- Doctor/Dentist appointment
 - A doctor's note is required
- Family court
 - A note from Family Court is required
- Student detained by an administrator or counselor
 - A note from person who detained the student
- Delayed school bus
 - An announcement will be made over the school public address system and/or school email
- Unusual weather circumstances

- An announcement will be made over the school public address system and/or school email
- All other reasons must be reviewed by an administrator before a tardy is excused

“Unexcused Tardies” include, but are not limited to:

- Oversleeping
- Having car trouble
- Missing the bus
- Babysitting
- Dealing with “personal business”

NOTE: Two unexcused tardies = one unexcused absence.

Guidelines for Determining Truancy

If the student is a habitual truant (>10 unexcused absences – 95% benchmark for attendance) a written notice of the habitual truancy will be mailed to the student’s parent(s)/guardian(s). Referral to Family Court for an investigation as to whether the student shall be considered to be a neglected child or a child in a family in need of services because of habitual truancy and thus subject to the provisions required by law will occur. *See Hawaii Revised Statutes 302A-1132, 302A-1135, and 302A-1136.*

Student-Athlete Attendance Addendum

The Pearl City High School Athletics Department is committed to providing each student-athlete with a positive academic experience. Academic achievement is the result of hard work and effort. Academic achievement is a challenge that must be met by each student-athlete.

While student-athletes will be required to miss classes as a result of scheduled competitions, these absences are generally anticipated and excused. However, unexcused absences cannot be permitted as they are in conflict with the concept of the “student-athlete.”

The Athletics Department and Athletic Director expect student-athletes to attend all classes on time and in full, to complete all assignments, and exhibit the 5 P’s both in and out of class when interacting with school faculty and staff. As one way of assisting our student-athletes in achieving academic success, the Athletic Department is proposing the following attendance procedure addendum with the understanding that each sport may endorse a more restrictive procedure.

The Athletic Department will use in-person class checks and athletic progress reports to monitor class attendance. Coaches will notify the Athletic Director if they would like the staff to follow-up on a specific student-athlete’s class attendance.

Remember when there are academic-athletic conflicts the academic take priority.

Student-Athlete Consequences

- First unexcused absence – Reported to Athletic Director
- Second unexcused absence – Reported to Athletic Director
- Third unexcused absence – Reported to Athletic Director and Head Coach
- Fourth unexcused absence – Suspension from next scheduled competition
- Each subsequent unexcused absence – Suspension from one competition beginning with the next scheduled competition

A suspension is defined as the inability to participate during an entire game and/or competition. Suspension(s) will be served at the first available opportunity and must be served consecutively as applicable. Scrimmages and Exhibition games shall not be used to satisfy suspensions.

Student-Athlete Appeals Process

If a student-athlete believes the information related to class absences is inaccurate, he/she has 48 hours from the time of notification to submit an appeals form disputing the absences to the Athletic Director. The appeal will be reviewed by the Athletic Director (or designee) for ruling. The decision of the Athletic Director is final. This procedure can be amended at the discretion of the school principal.

Consequences

Students who accumulate five or more unexcused absences per course per quarter will be ineligible to participate in any co-curricular activities for the rest of the current quarter. The procedure to withhold privileges from students stresses to parents and students the importance of attending school.

Attendance records provide accurate account of notes that is turned in and whether they have been designated excused or unexcused according to the criteria stated in our school Code of Conduct. Daily calls are generated to parents when a student misses one or more classes. A phone call will be made to parents/guardians when their child has received three unexcused absences with the attendance procedure to alert them. A letter is sent home when the student reaches the five unexcused absences informing them that co-curricular privilege have been suspended for the current quarter. An appeal notice is also attached. School procedure states clearly what constitutes an excused or unexcused absence and parents and students are informed whether the note is accepted as excused.

BMC will be assigned to students who accumulate six or more unexcused tardies per quarter.

Homework Procedure for Excused Absences

If a student is absent for three or more consecutive days, the parent/guardian may request for homework by calling the student's counselor. A 24-hour notice is needed for teachers when a homework request is made. Parents may pick up the homework at the front office after 3:00 PM of the second day following the request. Parents/guardians may call the office to confirm that there are assignments for the student before coming to the school.

Parents must notify the school in writing as soon as plans for any extended absences due to family vacations, youth camps, and/or sports competition events have been made. The school administration has the discretion to determine if the absences will be excused or unexcused if student academics are adversely affected and/or if attendance is a concern and will notify the parents. The parents should meet with the school administration to discuss the educational arrangements with the parents. Teachers are required to provide make up work for excused absences only.

