



Campbell-Kapolei Complex School Attendance Plan

The Hawaii State Compulsory Attendance Law

302A-1132, Attendance Compulsory, Exceptions Hawaii Revised Statutes (HRS), requires all children who will have arrived at the age of at least five years on or before July 31 of the school year, and who will not have arrived at the age of eighteen years, by January 1 of any school year to attend either a public or private school for, and during the school year unless excluded from school or excepted from attendance.

302A-1136, Enforcement, HRS, places the responsibility for enforcing compulsory attendance in accordance with the plans and policies of the Department of Education (DOE). **302A-1135, Penalty, HRS**, student, father or mother, guardian, or person having charge of the child who persists in being absent from school may be referred and summoned to court.

302A-1134, Exclusion From School, subsection ©, HRS, was amended during the 2014 Legislative session. The amended provision requires that unless otherwise required by the Individuals with Disabilities Education Act, 20 U.S.C. 1400, et. seq., no person who is twenty years of age or over on the first instructional day of the school year shall be eligible to attend a public school; provided that if a person reaches twenty years of age after the first instructional day of the school year, the person shall be eligible to attend public school for the full school year.

Exception from the compulsory attendance law is permitted only under specified conditions pursuant to **302A-1132, Attendance compulsory; exceptions, HRS, and Chapter 12, Hawaii Administrative Rules**, relating to compulsory attendance exceptions.

The Hawaii 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 become a useful member of society. Teachers, administrators, and other staff shall make every effort to work with students and their parent(s) and/or guardian(s) 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.

Campbell-Kapolei Complex Philosophy

We, the schools of the Campbell-Kapolei Community, with the support of the parents and the community, believe that:

- School attendance is a primary indicator of academic success.

- Optimum benefits of education can be achieved only when students attend school daily and are in class on time.
- Excessive absences, unexcused absences and/or tardies are barriers to learning and prevent maximum teaching and learning from taking place.
- All stakeholders, collectively, must support all efforts toward the development of a school community that teaches and enforces a strong attendance policy with effective procedures and interventions.
- Attendance is a learned attitude and behavior that can be proactively taught. Schools will proactively teach appropriate behaviors and attitude through the Positive Behavior Support program in each school complex wide. Absenteeism is a behavior that can be corrected when all stakeholders work together. When needed, higher-level interventions such as monitoring, counseling and special programs may be necessary to avert court involvement. Should court involvement be necessary, programs supporting a return to daily educational participation will be provided in the best interest of the student.
- We are all responsible to support the procedures and interventions that promote and guide all youth toward meeting the high standards of the Campbell Graduate Profile in preparation of their personal goals and future pursuits.
- Students absent for Ten or more days, excluding authorized school activities or medical absences, may be released from school.

The Campbell-Kapolei High School Graduate Profile

The Campbell –Kapolei High School graduate will:

- Realize their individual goals and aspirations
- Possess the attitudes, knowledge and skills necessary to compete in a global society and be an effective family member.
- Exercise the rights and responsibilities of citizenship
- Pursue post-secondary education and/or careers without the need for remediation.

Campbell-Kapolei Complex Absenteeism Prevention and Monitoring Practices

In accordance with the Complex Philosophy each school has adopted the following practices:

- Each school will provide all students' parent(s) and guardian(s) with the Campbell Complex Philosophy regarding attendance and appropriate information regarding attendance procedures.
- Each school will process and maintain attendance daily in order to ensure students' accountability for their attendance and to ensure consistent data collection.
- Each school will maintain daily attendance records for each student on a card or computer generated program.
- The teacher will be responsible to alert the school to any chronic absentee problems. The school will make diligent efforts to intervene and support students in improving attendance behavior.
- Written documentation will be submitted within 3 school days upon student's return to school by the parent/guardian.
- Each school will emphasize the importance of attending school daily to parent(s) or guardian(s).
- Attendance policy and procedures will be a part of all transitions and orientations from elementary through high school.
- If a student leaves school before 11:00 or comes to school after 11:00 their attendance will be marked as a half day and considered absent (elementary)
- Make-up Assignment:

Students and/or parents/guardians are responsible for making arrangements with teacher(s) for missed assignments for any absence.

- When a student is tardy s/he must:
 1. Have their parent or guardian call the school to report tardy.
 2. Report to the designated office or personnel to get a tardy pass/note.
 3. Bring written documentation stating the reason for the tardy.

Note: If your child is tardy and misses an authorized school field trip, alternative assignments will be provided.

- The department of Education and the Honolulu Police Department (HPD) cooperate in dealing with students who are truant. When a student is picked up for being truant by HPD, the following procedure will be exercised:
 - 1st offense**-Police return student to school for disciplinary action. Name of student is placed in HPD computer bank. Parent is informed.
 - 2nd offense**-Student is taken to the police station and arrested for truancy. Parent must claim student for release.
 - 3rd offense**-Student is arrested and must go to Family Court for disposition.

Note: Pre-Kindergarten, nor Kindergarten attendance is mandated by the State Compulsory Attendance law. However, parents should be advised that the early practice and establishment of daily attendance and related habits of routine during these formative years yield positive attendance and school participation habits in later years which will result in successful academic performance.

Family Court

When absences are of a chronic nature that impairs student performance, the school may choose to file a court petition of Educational Neglect, Chapter 587.

"Pursuant to HRS 571-11(2), Family Court can place a child under its jurisdiction for truancy if the child is not attending school or is not receiving the educational services required by law."

The DOE Social Worker, School Counselors, School based Behavioral Health Team, when appropriate, will work with the school and parents to develop a plan and/or contract to support improved attendance habits. When all school resources have been exhausted the school may find it necessary to petition the court for jurisdiction over the student. At this time, mandatory attendance to specialized programs may be imposed.

Campbell–Kapolei Complex Attendance Monitoring and Intervention Procedures

- **Record Maintenance:** Teachers are responsible for maintaining accurate attendance records of those students assigned to them. Attendance cards or Electronic Student Information System (eSIS) will be used to document attendance.

Revise section so that the symbols match what is on eSIS for those schools that do not use attendance cards and only use an electronic system

A common system of record keeping will include the following symbols:

- E** Enrolled--To be marked on the first date that a student is physically present in class.
- L** Left--To be marked on the date that the student is released from the Elementary School.

/ Absent--Mark on the date that student is absent. If a note is brought upon the student's return to school, make a notation on the comment section.

T Tardy--Mark on the date that student is tardy. If a note is brought upon the student's entrance to school make a notation on the comment section.

Other marks include:

R Truant
S Suspended
C Suspended (Crisis)
D Dismissed

A Absent--Mark on the date that student is absent.
If excused, mark as such and document reason on comment section of card or in another designated area. If no reason is given or reason is not valid mark as unexcused and state in comment section as unexcused.

L Tardy--Mark on the date that student is tardy.

Other marks include:

S Suspended
C Suspended (Crisis)

- **Tardies:** Students arriving after the official school start time or class time shall be marked tardy. Teachers are to note the reason for the tardy in the comment section. All students must have an admit slip or pass if entering school after the attendance count has been submitted. Students must be directed to report to the designated office or personnel.
- **Absences**
Procedure:
 1. Parents must call and/or send written documentation explaining the reason for absence whenever their child is absent. Keep in mind that this is a safety issue as well.
 2. Written documentation will be kept on file at each school.
 3. Phone calls will be documented to include both the reason for the absence and who provided the information.
- **Daily Monitoring:** The teacher and/or attendance monitor will review the attendance records daily to ensure that excessive or recurring absences are followed up upon for ALL students.
- **School-Parent Communication:** After absences, the teacher will attempt to contact the parent to ascertain whether a concern should be noted and/or to provide support. Attendance letter(s) will be sent home for excessive tardies/absences.

Note: Examples to Communicate attendance include but not limited to: Webgrader, Edline, Telephone (phone connect), Teacher.

- If, after communication with the parent, the teacher feels there is a concern, the teacher will initiate an RFA (Request For Assistance).

After 5 absences (excused or unexcused) Notification to parent/guardian will be given. Form of notification will be determined by school and documented.

After 10 absences (excused or unexcused) Letter 1 will be sent. Subsequent letters will be determined by the individual school (school specific) on a case by case basis.