



STATE OF HAWAII
DEPARTMENT OF EDUCATION
W. R. Farrington High School
1564 North King Street
Honolulu, Hawaii 96817

12/10/18

Dear parents/guardians of Farrington High School students-

We are noticing an increase in student tardies to school and class. We believe that attendance and being on time is an important part of each student's education. Therefore, in order to reduce the number of tardies, we will be implementing Lockout starting in January when we return from break. Lockout times will be random throughout the day and week.

Any student who is late will be sent to the cafeteria and given the following progressive disciplinary actions.

- On the first tardy, students will be marked tardy, warned and sent back to class.
- On the second tardy, parents will be called and a letter will be sent home.
- On the third tardy, parents will be required to attend a mandatory meeting.
- On the fourth tardy, students will be put on detention after school. Students who do not show up for detention, will be suspended for insubordination.
- On the fifth tardy, student will be required to attend Saturday School with a parent.
- On the sixth tardy, student will be suspended for one day and meet with admin.

Any student with a legitimate excuse will be given a pass and sent to class and it will not count against them. A tardy can be erased if the student does not have another tardy for a month. At that point, student tardy will be back to zero. However, if a student comes to school without an excuse note after half the period is over, they will be sent to class but marked as absent.

It should be noted that this applies to only lockout periods. If a student is tardy during a non-lockout period, teacher will handle discipline within their own rules. This should not be used as an excuse to be tardy just because it is not lockout. Students are expected to be in class on time so they can learn the material presented and develop good work habits. We understand that most students do not have an attendance problem and we applaud them for their excellent behavior.

From now until Winter Break, we will be conducting random trial lockouts throughout the day. This is to try out our system and fix some of the bugs and to give students time to adjust to the new policy. We hope in time, students will see the importance of being on time and we will not need such a policy.

If you have any questions, do not hesitate to email me at alfredo_carganilla@notes.k12.hi.us or call 305-5013 and leave a message. I will return your call as soon as possible.

Sincerely,

A handwritten signature in black ink, appearing to read "Alfredo Carganilla".

Alfredo Carganilla
Principal
Farrington High School