

FARRINGTON HIGH SCHOOL – ATTENDANCE POLICY (STAFF)

Revised 7/8/2024

Attendance and punctuality are very important to your success here at Farrington High School. Students are expected to be in classes on time daily. Our staff is working hard to provide a quality education that will lead to students' success in life. Unexcused and/or excessive absences and tardies are unacceptable and prevent maximum teaching and learning from taking place.

What the Law Says

Section 302A-1132, Attendance Compulsory; Exceptions, Hawaii revised Statutes (HRS), requires a child who is 6 years of age and not yet 18 on January 1st of any school year, to attend either a public or private school unless properly excused from school. Section 302A-1136, Enforcement, HRS, places the responsibility for enforcing compulsory attendance in accordance with the plans and policies of the Department of Education. Section 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.

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

School Guidelines on Absences

In order to ensure students' accountability for their attendance and to ensure consistent data collection, Farrington High School will process and maintain attendance on a daily basis, Teachers, administrators and school staff shall make every effort to work with the students and their parents or guardians to provide the appropriate educational services and support.

WHEN STUDENTS ARE ABSENT, PARENTS/GUARDIANS MUST (from student handbook)

1. Call the attendance clerk **808-305-5001** from the first day their child is absent from school.
2. Call in an excused absence by 8:00 a.m. to ensure proper recording.
3. When your child returns to school:
 - a. Send them with a note to be signed by all their teachers
 - b. Turn into the attendance clerk's box within three days.

* Parent and/ or Dr notes must be submitted to the attendance clerk for the absence to be recorded on the attendance **by the third day** upon returning to school or the absence will be deemed 'unexcused.' *Failure to do so will result in your child being permanently marked absent.*

Parent's absence note/telephone message should include the following information:

1. Child's first and legal last name
2. Grade
3. Date of absence
4. Reason for absence
5. On written notes: date note was written and parent signature and contact number.

Excused absences include the following:	Unexcused absences include the following:
<ul style="list-style-type: none">• Death in the family and/or funeral trip<ul style="list-style-type: none">○ (up to 5 days maximum; immediate family only)• Court date family only• Personal illness• Medical/Dental appointment• Official college visit/campus tour• Suspension/Crisis Removal• Other (as determined by administration)	<ul style="list-style-type: none">• Family Emergencies ***• Babysitting siblings or other children• Caring for an elderly or family member• Entertaining visitors/guests• Kept at home to clean the house• Parent request without explanation.• Menstrual cramps• No transportation to/ from school• Personal• Non-HIDOE (athletic trips, AFY, etc.)• Family vacations (on/off island), trips **

*** Family Emergencies are unexcused unless a note is given to the VPs to verify and confirm as needed.

** Family Vacations: Parents must notify the school administration in writing as soon as plans for any extended absences

due to family vacations have been made. Students absent for 10 or more days due to travel will be required to withdraw from school. When the student returns, they may re-enroll. Students are not guaranteed that they will be able to get their original schedule back.

Homework for Absences

If a student is absent from school for two (2) or more consecutive days, the parent/guardian may request for homework from the teacher, counselor, or attendance clerk. A 24-hour notice is needed for teachers when a homework request is made. Parents may pick up the homework at the attendance clerk’s desk between 2:30 - 4:00 p.m. of the day following the request. Prior to coming to school, parents should call the attendance clerk (808-305-5001) to confirm there are assignments for pick up. Students may also access their work from their Google Classrooms. Teachers must provide a hard copy for work assignment if requested, however teachers are not obligated to give work for truant absences.

Tardies

Students who arrive after the official start time of school (8:00am) and subsequently each class period thereafter, will be marked tardy. However, if a student is more than 30 minutes late, he/she is considered absent and will therefore be marked absent.

Excused tardies may include the following:	Unexcused tardies include the following:
<ul style="list-style-type: none"> • Medical appointment with note • Student detained by teacher/school official with note • Delayed school bus • Unusual weather/traffic circumstance (including car trouble) 	<ul style="list-style-type: none"> • Overslept • Normal daily traffic/weather • Missed the city bus • Dropping off a sibling to school • Personal

FOLLOW-UP ACTION AND CONSEQUENCES

Teachers will:

1. Contact parent/guardian whenever a student has 3 unexcused absences/tardy and continue to contact parent/guardian if attendance does not improve.
2. Notify counselor when student has accumulated 5 unexcused absences/tardy and continue to notify counselor if attendance does not improve.

Farrington High School will:

1. Provide opportunity for parents or guardians to enroll in the Automated Attendance Notification System.
2. Upload daily attendance to Infinite Campus.
3. Update weekly grade check information every Thursday.

Unexcused absences and tardies affect a student’s academic performance and achievement. As a result of chronic absenteeism, tardiness and/or trancies, the following may occur:

1. Dog tag monitoring – Requested by parents; students have teachers sign an attendance log and show parents.
2. In-school detention
3. Parent conferences
4. Referral to tutorial (Mondays, Wednesdays and Saturdays)
5. Poor academic performance/ achievement due to chronic absences/ tardies may result in failure grades on report cards.
6. Prohibited participation in extra-curricular school events.
7. Involvement or assistance by outside agencies
8. Out of school suspension
9. Family Court petition

Failure to comply with any of the aforementioned consequences may result in:

1. In-school suspension
2. Suspension

ROLES AND RESPONSIBILITIES RELATED TO ATTENDANCE

Students are responsible for:

1. Arriving at school and class on time.
2. Bringing a signed note from parent/guardian or authorized school personnel when absent or tardy to class or school. This also includes off-campus passes from the school day prior to return date.

3. Submitting the signed parent/guardian note to the Attendance Clerk.
4. Obtaining a DOE Student Pass to leave campus.

Teachers are responsible for:

1. Inputting presence, tardy or absence of students using Infinite Campus (IC) by the end of the class period.
2. Informing substitute teachers that they are required to submit attendance records by the end of the day to the attendance clerk.
3. Contacting parents/guardians whenever students have 3 unexcused absences/tardies and continue contacting parents/guardians if attendance does not improve. Documentation in Panorama.
4. Notifying counselors when students have accumulated 5 unexcused absences/tardies and continue notifying counselors if attendance does not improve.
5. Submitting list of prospective field trip participants with field trip application to vice principal.
6. Submitting an actual list of field trip participants on the day of the field trip to the attendance clerk prior to leaving campus, as well as a list of students not attending and where they will be throughout the day.
7. Implementing a classroom discipline plan to address student tardiness.
8. Providing and allowing students to make up missed work upon returning from an excused absence.
9. Initiating follow-up with/as program team/academy and with grade level counselors regarding students who continue to have attendance concerns that have not been resolved through teacher and counselor interventions.
10. Issuing classroom passes for students when they leave the classroom.
11. Verifying accuracy of grade book and online attendance record.

NOTE: Teachers with computer problems should contact the attendance clerk for submitting daily attendance.

Attendance Clerk is responsible for:

1. Ensuring that attendance records are kept current and up-to-date by monitoring teacher attendance records in IC and notifying teachers of inaccurate or incomplete records.
2. Updating IC based on written reports received from parents, counselors, teachers and administrators regarding attendance (field trips, excuse notes, off campus passes, suspensions, truancies, phone messages received).
3. Supporting school personnel in monitoring student attendance such as:
 - a. Receiving phone calls from parents reporting student absences/tardies and updating IC.
 - b. Processing written notes regarding absences/tardies.
 - c. Receiving contact from outside individuals responsible for supporting student success in school.
 - d. Providing tech support to teachers and staff with IC and school attendance procedures.
4. Enroll and maintain the Automated Attendance Notification System.
5. Provide attendance data as required by administration.
6. Issuing DOE Student Passes upon parent request and maintaining a log for the passes issued.

Academy Counselors are responsible for:

1. Providing counseling support for students who have 5 or more unexcused absences/tardies.
2. Contacting parent/guardian regarding teacher referrals and/or excessive absences/tardies.
3. Coordinating parent conferences, including SSTs regarding student attendance concerns.
4. Supporting school personnel in monitoring student attendance such as:
 - a. Addressing/responding to attendance information and relaying the information to attendance clerk (notes/phone messages from parents, outside agencies)
 - b. Assisting parents in enrolling in the Automated Attendance Notification System.
 - c. Issuing and monitoring dog-tags.
5. Initiate family court referrals with proper documentation for truancy petitions.

ALTERNATIVE LEARNING PROGRAMS

Academy Principals and Counselor are responsible for:

1. Monitoring and supporting student behavior to improve attendance.
 - a. Working with Attendance Clerk and counselors to monitor students with excessive tardies and absences when they're not able to reach parents.
 - b. Coordinating services from non-school level personnel regarding attendance (i.e., PACT, court, Susannah Wesley, AFY, etc)
2. Conducting home visits in response to attendance concerns.
3. Assist parents in enrolling in the Automated Attendance Notification System.

Administrators are responsible for:

1. Discipline related to excessive unexcused absences/tardies and class cutting.
2. Contacting parent/guardian as necessitated by student behavior related to attendance concerns.
3. Participating in parent conferences and SST meetings coordinated by counselors or teachers.
4. Monitoring and supporting student behavior to improve attendance.
 - a. Working with security personnel to monitor student movement on campus.
5. Coordinating with HPD in truancy sweeps and processing truants.
6. Ensuring full implementation of the Attendance Policy.

Security personnel are responsible for:

1. Maintaining the safety and welfare of the school campus to support student success.
 - a. Encouraging students to report to class on time.
 - b. Keep hallways and common areas clear by patrolling at all times.
 - c. Monitoring campus to ensure that all students are safe while at school.
2. Apprehending students who are cutting classes, roaming campus, or behaving inappropriately and escorting them to the security or vice principal offices.
3. Supervising students participating in disciplinary activities (Campus Beautification).

School Safety Manager is responsible for:

1. Maintaining the safety and welfare of the school campus to support student success.
 - a. Monitor cameras.
 - b. Ensuring security staff keeps hallways and common areas clear by patrolling at all times.
 - c. Monitoring campus to ensure that all students are safe while on campus.
 - d. Contacting parents of students who are serving detention for attendance violations (cutting class, chronic tardiness and truancy).
2. Inputting and maintaining Infinite Campus behavior referrals.
 - a. Communicate referrals to admin via email
 - b. Coordinating with HPD and state regarding safety concerns.
 - c. Keeping a log as to who was contacted, if detention was served, (Create excel sheet by terms attach admin meeting)