

Kapolei Charter School by Goodwill Hawaii  
**Attendance Policy**  
**Policy No. 310**

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**PURPOSE:**

Kapolei Charter School's Vision is to provide a meaningful and customized education for its students. We are in alignment with the Hawaii Department of Education's Vision for Hawaii Public schools that "Hawaii's Schools will be safe, nurturing, learning environments where all students achieve high academic standards, attain skills necessary to reach their goals and meet their potential, and are contributing members of society." At KCS, we work to contribute to this vision by creating a safe and positive learning environment where students can thrive. To maximize our success it is important that both parents and administration work together to minimize absenteeism.

**Policy:**

KCS is committed to creating and maintaining a positive learning community that nurtures and inspires every student to thrive academically. Daily attendance is vital in academic progression and ultimate success. Regular attendance is the responsibility of the student and his/her parent(s). Students are classified as **chronically absent** when they accumulate 15 absences throughout the academic year (equivalent to 5 days per trimester). Students who are chronically absent may be unable to receive credit. If a student is absent during the year KCS will implement the following procedures to avoid chronic absenteeism;

- Once a student has accumulated 3 absences in a trimester, KCS will encourage parents to avoid further absences in the trimester.
- Once a student has reached 5 absences in a trimester, students and parents will be notified in writing that they're currently on a path to be classified as chronically absent if this trend continues in the following trimester.
- If a student reaches 10 absences in a school year, any requests for anticipated absences other than funerals, college visits, and court appearances will be denied by administration.
- If a student accumulates 15 absences in a school year, parents/guardians will be notified in writing that their student is officially classified as chronically absent.

**Early Dismissal**

Early dismissal should not be used for matters of convenience (i.e avoid traffic). However, if it is necessary for a student to be released during the school day, an Authorized Student Pass is needed prior to leaving campus.

1. Parent/Guardian is required to provide a signed note or complete and sign an early Dismissal form at the Office.

2. Person picking up student must be listed as an Emergency Contact and provide picture identification.

### **Truancy**

Truancy is defined as when a student is absent from school without approval from school administration or guardian. Truancy will be handled by KCS administration as outlined by DOE Chapter 19 Regulations. KCS, 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 returns 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.