

Attendance Policy

Rationale (subject to changes and revisions) Effective December 2011

In order that students at Lahainaluna High School receive maximum benefit of the varied academic and co-curricular experiences available, they must be present in the classroom on a regular and consistent basis. In order to maximize that all benchmarks are met in relation to Common Core State Standards, regular class attendance is imperative.

The counselor, teacher and/or school will offer immediate feedback and assistance when a student's absences are probable cause for not meeting the class benchmarks and which would jeopardize the student's grade.

Only the Principal can wave absences due to medical reasons, court appearances, death in the family, or requests for travel purposes written and submitted in advance. Medical appointments, driver license appointments, court appearances, and similar require a verification note from said appointments to validate the absence and presented to the Principal for an absence waiver.

A student with excessive absences that falls into the category of a failing grade, but who demonstrates that they have met all the benchmarks required for the curriculum, may be considered for a passing grade. Each case will be handled individually and will not set a precedence.

Should a student receive an "F" in any course, as a result of excessive absences as noted in the absentee policy, a parent/legal guardian may request an appeal hearing. At this hearing, said student will be allowed to take a written test in the course from which he/she received an "F". If this test result indicates that the student has met proficiency for the course's standards, then that student may receive a passing grade.

I. Number of Absences allowed before failing a class

- a. Students are allowed six (6) absences per class per quarter or twelve (12) absences per semester.
- b. On the seventh absence, the student receives a failing grade for that quarter; or on the 13th absence, the student receives a failing grade for the semester.

II. Authorized absence not included in the six above

- a. School approved activities, including but not limited to: field trips, athletic events, student government or school approved activities.
- b. School generated class slips including but not limited to: counselors and administration.
- c. Personal appointments such as but not limited to: doctor/dentist visits, driver license test, court appearances, etc. must have an authorized note from that office to verify the students appointment
- d. Extended personal family trips must be approved in advance in writing through the principal.
- e. Long-term illness or hospitalization or similar: for these it is highly recommended that parents immediately contact their child's counselor for further assistance and direction.

III. Appeal Process

- a. If a student feels there are extenuating circumstances for absences that exceed the six allowable days, it is the parents' responsibility to file an appeal with the administration.

IV. Notification Process

- a. The teacher will complete and mail an "Excessive Absence Letter" to parents when a student has reached the fifth absence for the quarter or the eleventh absence for the semester.
- b. Student will be notified of the impending failure.
- c. Copies will be distributed to administration, counselor and teacher.

Please remember that regular school attendance is the primary responsibility of the student and parents. Parents are urged to keep in close contact with teachers, counselors, and their own child for both academic and attendance status. **Parents MUST Call in absences to the Attendance Office: 662-3979 ext. 239 or 242 by 7:55 a.m. on the day of absence.**