

Roosevelt High School Attendance Procedure

The Importance of Attendance

Roosevelt High School's objective is for every student to attend school every day on time.

Showing up for school has a huge impact on a student's academic success. Even as children grow older and more independent, families play a key role in making sure students get to school safely every day. It's important that we all understand why attendance is so important for success in school and in life.

The Legal Posture

§302A-1132, Attendance Compulsory, Exceptions Hawaii Revised Statutes (HRS), requires a child who is six years of age and not yet eighteen on January 1st of any school year, to attend either a public or private school unless properly excused from school.

§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.

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.

Philosophical Base

In consonance with the statutory requirements relating to education, the Department of Education's Vision for Hawaii Public Schools is, "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." 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.

Attendance Policy

Students need to attend school daily and be in class on time so that optimum benefits of education can be achieved. Excessive absences and tardies are unacceptable and prevent maximum teaching and learning from taking place.

In order to ensure students' accountability for their attendance and to ensure consistent data collection, the school will process and maintain attendance on a daily basis.

Recording of Attendance

Teachers shall record attendance in Infinite Campus (IC) by 3:00pm daily.

It is a best practice that teachers keep a personal record of attendance. This record may be used for verification/back-up in case IC is down.

Attendance Definitions

Present

Teachers will mark the students present on IC and note in their personal attendance record if:

1. The student is physically present in class.
2. Student is on a authorized school activity which may include, but not limited to:
 - On-campus activities (e.g. appointments with counselors/administrators, treatment in the health room, homecoming activities, PSAT, ASVAB).

- Off-campus activities (i.e. student council related activities, field trips)
3. Student is at a Hawaii Youth Symphony Concert Performance.
 4. Student is on home-hospital or home-bound instruction.
 5. Student receives RHS education/work at an off campus site (e.g.: ILC)

Excused Absence is when a note is written by parents/guardians or doctor's note is received within (5) school days upon student's return to school. A *Re-Admit Slip* will be issued to the student.

1. School Suspensions – In school or out of school
2. Detention Home/Shelter Placement
3. Illness or Injury - (a doctor's note is required for 5 or more consecutive days)
4. Doctor/Dental appointment verified by a doctor's note
5. Funeral/Death
6. Court attendance verified by note from Court
7. Religious holiday/observances
8. Special cases approved by the Principal or designee

Unexcused Absence is when a parent or guardian provides a note within 5 school days, but the reason for the absence is not considered excused. A *Re-Admit Slip* will be issued to the student. Some examples of unexcused absences. This list is not exhaustive.

1. Babysitting siblings or other children
2. Caring for elderly or family member
3. Entertaining visitors/guests
4. Kept at home to clean for home inspections
5. Family vacations (on/off island), trips
6. Parent request without explanation
7. Personal business
8. Youth camp
9. Sports competition events - (Non-RHS)

Tardy is when a student arrives late to class. A student must be marked absent if he or she is late for over 50% of the class.

Truancy is when a student leaves campus or does not attend class without authorization from the school. Truancy is also when a student does not provide a written note (within 5 school days) from a parent or guardian upon his/her return to school. Notes dated within the 5 day window, but provided outside of the 5 days will not be accepted.

Attendance Procedure:

Re-Admit

Students who are absent are required to submit a written note, from a parent or guardian, to the attendance clerk within 5 days. Once the written note is verified, a re-admit slip will be issued to the student to show teachers, and make-up work shall be provided. Teachers are not to collect the re-admit slip from the student as they will, in many cases, need to show multiple teachers. Students who do not have a re-admit slip will be considered truant from school.

Roosevelt High School
RE-ADMIT SLIP

Student Name _____

ABSENT Date(s) _____

Return Date _____

Reason _____

PERIODS

1	2	3	4	5	6	7	Adv

Attendance Office Initial _____

Written Notes for Absences should include the following:

1. Date note is being written
2. Child's full legal name
3. Date of absence
4. Reason for absence
5. Contact phone number of parent/guardian
6. Parent/Guardian's signature

Homework

Teachers shall provide make-up work for all students who present a re-admit slip. Teachers are not required to provide make-up work for students who are truant.

Make-up Work

Students who miss school or class are responsible for requesting make-up work within that quarter/term that the absence occurred. Quarter/term grades should reflect make-up work completed within that quarter/term.

Note: A student who fails to submit a written note within 5 school days will be considered truant.

Automatic F's or 0's shall not be given for:

- a. Assignments that students are not allowed to make up; and/or
- b. Mere physical absences from class.

For a student who is TRUANT, F's or 0's may be given for work that is missed by the student.

Homework requests

If a student is absent from school for (3) or more consecutive days, the parent or guardian may request homework by calling the attendance clerk. A 24-hour notice is required for teachers when a homework request is made. Parents/guardians may pick up their child's homework in the Main Office after 2:30 pm the day after the request. Upon return from absence a written note is required for the student to obtain a re-admit slip.

Procedure for Students with Attendance Concerns

Excessive absences can affect academic performance and prevent maximum teaching and learning. Students with attendance concerns may be subjected to the following:

1. School level intervention
 - a. Teacher communication with parents/guardians
 - b. Counselor communication with parents/guardians
 - c. Administrator communication with parents/guardians
2. Parent conference
3. A truancy petition may be submitted to Family Court