



‘A‘ohe pau ka ‘ike i ka hālau ho‘okahi

Connections Public Charter School

Attendance Policy

Attendance is an essential part of quality education. School attendance is compulsory in Hawai‘i, and Connections Public Charter School supports and enforces this law. Students must be present for 90% of the instructional days, or no more than 17 absences per school year. Cooperation of parents/guardians in promoting good attendance for their children contributes to success in school.

I. The school is required to monitor and record all absences. This information is monitored by the office staff. An excused absence is due to one of the following reasons:

- A. Illness, injury, or other medical condition preventing attendance. More than three (3) days may require a doctor’s note.
- B. Family crisis (such as a death in the immediate family) that may prevent attendance.
- C. Significant personal circumstances that are unavoidable and nonrecurring or are prearranged with the school.

II. Notification is required when a student is absent from school. Parent/guardian must:

- A. Notify the school office promptly by phone or note indicating the name and grade of the student, date(s) of absence, and reason for absence.
- B. Notify the school office if the student will be absent for more than two (2) days and make arrangements for schoolwork to be picked up.
- C. Send a written explanation or doctor’s note to the office for excused absences.

III. Timeline for action on absences is as follows:

- A. After five (5) absences, a letter will be sent to parents/guardians from the administrator or administrator designee advising the family of attendance requirements and informing them that the administrator or administrator designee may be required to file a nonattendance complaint in Family Court if educational neglect is suspected.
- B. After ten (10) absences, a second letter may be sent informing the family of the date and time a Student Support Team meeting will be held to address their student’s attendance. In addition, the letter will inform parents that prior to filing a nonattendance complaint with the court, a welfare check to the home by a social worker and a representative of Connections PCS may be scheduled.
- C. After fifteen (15) absences, the administrator or administrator designee will finalize and submit a nonattendance complaint in Family Court.

IV. The school is required to monitor and record all tardies. An excused tardy is due to one of the following reasons:

- A. Doctor or dental appointment with verification
- B. School bus mechanical problem
- C. Severe weather
- D. Significant personal circumstances which are unavoidable, nonrecurring, or are prearranged with the school.

V. Arrival times after 8:00 a.m. for elementary (grades K-6) and 8:15 a.m. for secondary (grades 7-12) are considered tardy.

- A. After five (5) days tardy, a phone call may be made to the parents/guardians by an administrator or administrator designee.
- B. After ten (10) days tardy, a letter will be sent to parent/guardians from an administrator or administrator designee advising family of attendance requirements, and a Student Support Team meeting may be held.
- C. After fifteen (15) days tardy, and after review by an administrator or administrator designee, a welfare check to the home by a social worker and a representative of Connections PCS may be scheduled.