



Attendance and Truancy

Excerpted from the 2017-2018 School Guidebook

As a public charter school, HTA is required to report student attendance in accordance with all applicable statutes and State Board of Education Rules. HTA teachers and administration monitor student attendance on a daily basis.

Every student will have a customized attendance plan in HonuHub. Teachers and Learning Coaches will be responsible for reporting attendance for students in grades K-5. Teachers and students will be responsible for reporting attendance for students in grades 6-12. Teachers and administration may reverse attendance for any home check-in day if adequate evidence of work completed was not demonstrated. The teacher will record attendance on any academic day that includes face to face instruction, individual or small group support or teacher led activities, even if the student also completes work at home.

Attendance includes but is not limited to:

- Learning Center Classes
- Learning Center Tutoring (individual and small group)
- Virtual Classroom Classes
- Virtual Classroom Tutoring (individual and small group)
- Special Project Groups
- Enrichment Workshops
- Community Day/Remote Learning Site workshops
- Face-to-Face meetings
- State Testing
- Orientation Events
- Online self directed school

Responsibility for compliance with state attendance statutes and regulations belongs to the parents, but the school is obligated to keep an accurate record of daily attendance.

Process for Attendance Monitoring:

- Students are required to follow the school calendar, which includes a minimum of 178 school days.
- All K-5 Learning Coach reported attendance must be submitted in HonuHub by 2:00pm

- All 6-12 student reported attendance must be submitted in HonuHub by 2:00pm
- If your student is sick or going to be absent please notify attendance@myhta.org
- Refer to the state guidelines for an attendance overview at http://www.capitol.hawaii.gov/hrscurrent/vol05_ch0261-0319/hrs0302a/hrs_0302a-1132.htm

Types of Absences

Excused Absences:

Upon written request from a parent or guardian, the Associate Director or Attendance Clerk may excuse a student's absence from any of the above for the following reasons:

- Student illness or injury.* *(If student is ill or injured for 3 days or more, they must return to school with doctor's note.) Please note: Illness or injury of a parent/guardian does not qualify as an excused absence.*
- Quarantine *(as directed by the Department of Health)*
- Medical, dental, optometry or chiropractic appointments or treatments*:
Parents/guardians are discouraged from making medical and dental appointments during a Learning Center day. However, if an appointment during the Learning Center day is unavoidable, the student must bring a signed note from the doctor/dentist to the Attendance Clerk.
- A serious illness or death of a student's immediate family, including attending the funeral service of an immediate family member. Funeral service absence is not excused for more than three days unless the service is conducted outside of Hawaii.
- Observation of a holiday or ceremony of a student's religion *(24 hr advance request required)*
- College or educational related tour/trip - Documentation must be turned in within 3 days. This may include proof of attendance for special events.* *(24 hr advance request required)*
- School-sponsored activity *(scheduled appointment with Counselor, field trips etc.)*
- An emergency deemed legitimate by the Associate Director *(i.e. severe weather, power outage, fire etc.)*
- Suspension from school
- A court order or an order by a governmental agency, including pre-induction physical examinations for service in the armed forces, mandating absence from school.*
- A student whose parent or legal guardian is in military service in the armed forces of the United States or the National Guard, and such parent or legal guardian has been called to duty for or is on leave from overseas deployment to a combat zone or combat support posting, shall be granted excused absences, up to a maximum of five school days per school year, for the day or days missed from school to visit with his or her parent or legal guardian prior to such parent's or legal guardian's deployment or during such parent's or legal guardian's leave.
- Student in good academic, behavior and attendance standing may apply for administration-approved leave.

Excuse Notes for Absence:

For an absence to be registered as excused, a parent or guardian must furnish, prior to the absence (*if advanced notice is required*) or within three days of the student's return to school, a note and/or documentation explaining why the absence should be excused. ***All notes and documentation should be scanned and emailed attendance@myhta.org.** The e-mail must also include student's name, the date of the absence, and the reason for the absence.

Unexcused Absences:

When the attendance clerk does not receive an e-mail within three days of an absence, such an absence becomes an unexcused absence. Unexcused absences are those absences that are:

1. For reasons other than those permitted under Excused Absences
2. Not verified by a student's parent/guardian
3. Have not followed the proper attendance reporting procedure

Unexcused absences/tardies includes reasons such as no transportation, traffic, overslept, unauthorized trip, Learning Coach obligation/illness etc.

Administration Approved Absences:

If your child will be absent for a period of 3 or more days due to a family trip, athletic event, arts related event, college visit, academic contest, medical situation, or other legitimate event, please follow the Administration Approved Absence process. You can initiate this process in the parent dashboard of HonuHub, under the "Administration" tab located on the top menu bar. Student and teacher(s) will work to create an Educational Plan that must be completed while absent. Failure to complete this Educational Plan may result in these absences being marked as unexcused. Administration Approved Absences are not available during the first fourteen days of the school year. Please initiate this process no later than fourteen days prior to the first date of the absence.

Chronically Absent/Truancy:

Chronically Absent: An HTA student is considered chronically absent if he or she fails, without a legitimate excuse, to log attendance for 15 or more non-consecutive school calendar days. As per Hawaii Department of Education standards, this relates to both excused and unexcused absences.

Truancy: An HTA student is considered truant if he or she fails, without a legitimate excuse, to log attendance for 10 consecutive school calendar days. After 10 days of unexcused absences, the student may be referred to Family Court and can be withdrawn due to truancy.

The Education Code states parents/guardians are required to compel the attendance of the pupil. HTA staff follows the procedures outlined below to notify parents of a truancy situation.

Process for Notification and Withdrawal of Truant Students:

- HTA educators monitor student attendance on a daily basis.
- HTA educators send an email informing parents that their child has been absent (unexcused) for two or more school days. This absence could include any of the “types of attendance” listed above. Parents should respond within 24 hours. Immediate action should be taken by the learning coach to correct the truancy problem.
- If there is no response within 24 hours, HTA educators forward the student’s name, contact information, and file documentation (number of missed days, etc.) to the Counselor and Attendance Clerk. First, the Counselor will attempt to make contact. If this is not successful, a letter is sent to the family via email and certified that notifies the family that the child is truant.
- If the truancy is not resolved within 24 hours after the 10th day of truancy, the student may be referred to Family Court and withdrawn from HTA due to truancy. The parent/guardian will be notified via e-mail and certified mail. The home school district will also be notified of the student’s withdrawal.

