



Attendance Policy

It is Kea' au High School policy that students should be in school every day except for illness and emergencies, in order for them to get the most out of their educational experience. Making sure that your child is at school every day is one of the most powerful ways that parents can ensure success for their child in high school and beyond. Kea'au High School is a closed campus for safety! The Kea'au High Administrators, Faculty and Staff encompass 'line of sight' from the campus.

Early Release

A parent/guardian who wishes to pick up a student for early release must call the main office ahead of time to give the school time to locate the student in case it is during recess, lunch recess, or an assembly. Students cannot sign out and come back unless the parent/guardian signs them out and in.

Intervention Plan for Chronic Absences

1-3 Absences:

Teacher notifies parent/guardian and documents in Contact Log

4-6 Absences:

Teacher notifies the counselor who will then set up a parent conference

7+ Absences:

Teacher notifies counselor. Counselor submits student to CORE for evaluation

Absences

In the case of any absence, even if a phone call is made to the school, students must bring a note to the attendance clerk within 2 days of their return. All notes should have the student's first and last name, grade, date(s) of absence, reason for absence, and parent/guardian signature.

Teachers will provide opportunities for make-up work when a student requests makeup work by the next class period after returning from absence. It is the student's responsibility to complete all given assignments in the time frame given by the teacher. Students who plan to miss school for 1 week or more must submit a written request to the administration at least two weeks prior to the absence. The request should include the student's first and last name, grade, dates of absence, reason for absence, and parent/guardian contact information. Administration will determine acceptance or denial of the extended absence.

More than 20 absences may result in a non attendance referral to Family Court

Homework Request

- Students who are out of school for a period of 5 or more days may have a homework request submitted.
- Students who are absent for less than 5 days need to see the teacher for assignments directly.
- Homework requests must be submitted to the student's counselor.
- Homework may be picked up in the Main Office and must be returned back to the Main Office.
- The student or the parent may pick up the homework within 48 hours of the request being made.

Tardy Policy

Students are expected to be in class before the tardy bell rings.

Any student who arrives after the tardy bell will be marked tardy in Infinite Campus.

Any student who is out of class without a written excuse for over half of the period will be marked as an unexcused absence by the teacher.

Tardy Procedure

- 1st block of the day students should bring a note to the Main Office to check in and will be sent to their class.
Any student without a note will be sent to their Grade level Administrator.
- All other blocks, tardy students are to report directly to their class.