

WHEA ATTENDANCE Policies and Procedures

Reliable attendance and punctuality are vital for success, and are valuable life skills.

Absences, Tardiness & Early Dismissal

In order to be a successful student your child needs to be in school on-time, regularly. WHEA's project-based setting relies on active participation. It is not recommended to take family vacations when school is in session. Make up work might not be provided, and should not be expected to replace missed course or project work for unexcused absences. Teachers reserve the right to require a doctor note for make-up work requests. WHEA abides by the Hawaii DOE requirements for attendance. Excessive absences and/or tardiness may be petitioned in family court. **Generally after a student has 10 unexcused absences during the Full School Year (FSY), the school begins the process.**

Absence: When your child is or will be absent, please inform the office directly at 327-4751, and send a note with your child upon his/her return to school. The office will inform the appropriate teachers. It is always a good idea if your child is out for several days due to illness to bring a doctor's note.

Early Dismissal: If you need to take your child out of school early, please have your child bring a note to the office in the morning or contact the school directly. All students must be signed out at the office by a parent or guardian or someone listed on the emergency card. If you need to pick up your child unexpectedly please call ahead to make sure they are on campus.

Student drivers must provide a note from their parent which the office clerk will contact the parent to confirm validity or call the parent directly if a note is not provided regarding the student's early dismissal. The student will be required to sign out at the office.

Tardiness: Students must sign in at the office when they arrive on campus. Failure to do so will result in the student being recorded as absent. If a student misses 50% of the school day they will also be considered absent. Students who ride the County Hele On bus to school will not be considered tardy if the bus comes late.

Chronic Absenteeism

Under the new charter school contract (4.0) students are now going to be monitored for **chronic absenteeism. This is based on the number of students absent (excused/unexcused) for fifteen (15) or more days during the Full School Year ("FSY") period. For secondary school students, a student is considered absent if he/she did not attend more than fifty-percent (50%) of scheduled classes that day.** Students who are in this situation although they have excused absences may also be referred to family court.

Approved by the GB on Jul 14, 2021