



Attendance Policy for Campus and Hipu`u (online/hybrid):

Daily Attendance for Campus * and Hipu`u will be taken and entered into Infinite Campus (IC) by the kumu.

Hipu`u on-site attendance for electives and projects will be taken daily and entered into Infinite Campus (IC).

*We lost our Main Campus of Pu`ala`a in 2018 and relocated to Nani Mau Gardens for Elementary and the Boys and Girls Club for Middle and High (for one year only). Commencing SY2019/2020, the main Campus will only be located at Nani Mau Gardens.

Attendance Procedures:

The daily student attendance benchmark set by the DOE is 95%. Daily attendance is measured in Strive HI; therefore, it is essential the school procedures are implemented to ensure accurate attendance records are tracked in Infinite Campus (IC) and kumu are communicating with parents about excessive absences via phone calls and attendance letters.

Elementary Campus

Attendance is taken every morning on attendance cards and inputted into Infinite Campus by their kumu.

Attendance cards will be placed in office inbox at 11am daily.

Registrar checks classroom attendance on Infinite Campus

Secondary Campus

Attendance is inputted for every period into IC by period kumu

Registrar checks classroom attendance on IC to be sure daily attendance has been inputted.

Online Daily Attendance K-12

Daily monitoring of attendance by kumu into IC

Daily attendance will be taken for Onsite electives/projects and entered into IC

Excused Absence:

Parents must call in to the office on the morning of the absence, or earlier if possible, and this will be documented by office staff.

Unexcused Attendance Monitoring Procedures

1) School Automatic Voice Messaging System

Attendance inputted into IC by teachers are automatically connected to School Messenger. School Messenger automatic message system notifies parent of child's daily absents with both a phone call and an email.

2) 3 Days Absence: Parent will be called by kumu and documented

3) 5 days Absence: Letters are mailed home by office staff. Counselor will follow up and contact to request a meeting with the parent and document the outcome.

4) 10 days Absence: Mandatory meeting with parents

5) Court proceeding will be filed by counselor

Illness

Student who are out ill for five (5) or more consecutive school days will need to provide a doctor's note to excuse their absence.

