

Aiea Intermediate Attendance Policy

I. ABSENCES FROM SCHOOL

A. Parent/guardian must call the school's office at 305-9200 between 7:00 a.m. and 9:00 a.m. to notify the school as to the day(s) your child is expected to be absent from school. Upon return to school, students **MUST PRESENT A WRITTEN EXCUSE NOTE** from parent/guardian, or a doctor to the school office.

1. If the office **DOES NOT** receive an excuse note within 5 school days, the absences will be recorded as an **UNEXCUSED ABSENCE**, and the student will be considered "truant" for the day.
2. With 3 or more truant days (per quarter), the Homeroom teacher will notify parent/guardian.
3. With 6 or more truant days (per quarter), the Homeroom teacher will refer the student to the office and the vice principal will notify parent/guardian and the student must attend Aiea Intermediate's Saturday School program from 8:00 a.m. to 12 p.m. If the student continues to be truant, he/she may be referred to the Honolulu Police Department's School Attendance Program. Further action through Family Court will be taken if necessary.

II. TARDIES TO SCHOOL

A. If a student is expected to be tardy to school, parent/guardian must provide a written excuse to the school office or Homeroom teacher for that day.

B. Any student not in their seat in Homeroom class by the warning bell will be considered tardy. Students are to go directly to their Homeroom classes if reporting to school before Homeroom is over. Schedules may vary on days when there are assemblies/special events.

C. Excessive unexcused tardiness will be referred to the school counselor for intervention.

1. With 3 or more unexcused tardies (per quarter), the Homeroom teacher will notify parent/guardian.
2. With 6 or more unexcused tardies (per quarter), the Homeroom teacher will refer the student to the office and the vice principal will notify parent/guardian and the student must attend Aiea Intermediate's Saturday School program from 8:00 a.m. to 12 p.m. If the student continues to be tardy, he/she will be referred to the Honolulu Police Department's School Attendance Program. Further action through Family Court will be taken if necessary.

III. EXCUSED ABSENCES

A. Absences are considered excused for the following reasons;

1. Death in immediate family
2. Court
3. Illness
4. Trip (with **prior approval** from administration)

IV. EXCUSED TARDIES

A. Tardies are considered excused for the following reasons:

1. Medical/dental appointment that can't be scheduled before/after school hours
2. Unforeseen emergency (at discretion of administration)