

PO'OKELA TEACHERS: Please distribute to all students on **Tues, Dec. 13.**

Hold on to copies for absentees until they report back to school.

STUDENTS: Please share this with your parents. Copy will eventually be posted on EdLine and the school's website. **Copy also to be mailed with 2nd sem. report cards.**

REMINDERS

EFFECTIVE JANUARY 2012 (previously posted in Daily Bulletin in November)

CHANGE IN BELL SCHEDULE

1) Every Tuesday, we will begin with Period 6, followed by Po'okela, then morning recess. The rest of the schedule will remain the same. Basically Po'okela and Period 6 are switching position to start Tuesdays.

7:55am - TARDY BELL, MORNING ANNOUNCEMENTS OVER P.A., ATTENDANCE REPORT

* **NOTE: NO 8:00 a.m. bell**

* - 9:10am ****PERIOD 6** (*begins Tuesdays*) 70 mins

9:10am - 9:15am Passing

9:15am - 9:45am ****PO'OKELA** (*follows after period 6*) 30 mins

9:45am - 10:00am Morning Recess (*NO CHANGE in time*) 15 mins

No change to bell schedule after Po'okela. Periods 7, 1, lunch, and 2 to follow as usual.

TARDIES TO SCHOOL AND TO CLASSES

2) The **TARDY BELL** will remain at **7:55am**. However, there will be **NO 8:00 a.m. bell**. There will be **NO 15-minute grace period**. All tardies to school at 7:55am will report for immediate in-school suspension(ISS)/Lock-Out. All classes will be in absolute "lock-out". Students report to Attendance Office to sign in and then will report for immediate in-school suspension/lock-out. On ISS/Lock-Out, the student is marked absent from class.

There will no longer be the grace period up to 8:15am. Tardy to school will be exactly at the 7:55am bell. There will be no 8:00 a.m. warning bell. There will be NO grace period.

TARDIES TO SCHOOL BEYOND 8:15am will result in TWO CLASS PERIODS of ISS/Lock-Out and student will be marked absent for those periods.

TARDIES TO SCHOOL BEYOND 8:30am will result in ISS/LOCK-OUT FOR THE REMAINDER OF THE SCHOOL DAY (all remaining periods). Tardy student will be marked absent for all those class periods.

Parents may OPT to have their child serve the ISS/Lock-out AFTER SCHOOL instead of the class period to avoid being marked absent for that period.

3) **Effective January 2012: EXCESSIVE TARDIES WILL RESULT IN "AFTER-SCHOOL DETENTION"**.

Student who have excessive tardies will be scheduled for "after school detention".

TARDY TO ALL OTHER CLASSES, beyond Period "A" class: AT THE START OF CLASS:

ALL subsequent tardies, **beyond** the Period A class (first period of the day) are to sign-in at Attendance Office. The student is then directed to either the **Vice-Principal's or ISS/Lock out office** for immediate ISS/Lock-out for remainder of that period. The student will be marked absent from that class.

CLASS TARDIES AFTER 15 minutes of start of class:

Tardy student will serve in ISS/Lock-out for TWO (2) consecutive periods and will be marked absent from these classes.

CLASS TARDIES after 30 minutes of the start of class:

Tardy student will serve in ISS/Lock-Out for remainder of the school day and will be marked absent from all classes.

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ATTENDANCE POLICY

(reference to page 21 of 2011-2012 student handbook/planner)

In order that students at Lahainaluna High School receive maximum benefit of the varied academic and co-curricular experiences available, they must be present in the classroom on a regular and consistent basis. In order to maximize that all benchmarks are met in relation to Hawaii State Standards, regular class attendance is imperative.

The counselor, teacher, and/or school will offer immediate feedback and assistance when a student's absences are probable cause for not meeting the class benchmarks and which would jeopardize the student's grade.

Only the Principal can waive absences due to medical reasons, court appearances, death in the family, or requests for travel purposes written and submitted in advance. **Medical appointments, driver license appointments, court appearances, and similar require a verification note from said appointments to validate the absence and presented to the Principal for an absence waiver.**

A student with excessive absences that fall into the category of a failing grade, but who demonstrates that they have met all the benchmarks required for the curriculum, may be considered for a passing grade. Each case will be handled individually and will not set a precedence.

Should a student receive an "F" in any course, as a result of excessive absences as noted in the absentee policy, a parent/legal guardian may request an appeal hearing. At this hearing, said student will be allowed to take a written test in the course from which he/she received an "F". If this test result indicates that the student has met proficiency for the course's standard, then that student may receive a passing grade.

- I. Number of Absences allowed before failing a class
 - a. Students are allowed six (6) absences per class per quarter or twelve (12) absences per semester
 - b. On the seventh absence, the student receives a failing grade for that quarter; or on the 13th absence, the student receives a failing grade for the semester.
- II. Authorized Absences not included in the six above
 - a. School approved activities, including but not limited to: field trips, athletic events, student government or school approved activities.
 - b. School generated class slips including but not limited to: counselors and administration.
 - c. Personal appointments such as doctor/dentist visits, driver license test, court appearances, etc. must have an authorized note from that office to verify the student's appointment.
 - d. Extended personal family trips must be approved in advance in writing through the Principal.
 - e. Long-term illness or hospitalization or similar: for these it is highly recommended that parents immediately contact their child's counselor for further assistance and direction.
- III. Appeal Process
 - a. If a student feels there are extenuating circumstances for absences that exceed the six allowable days, it is the parent's responsibility to file an appeal with the administration.
- IV. Notification Process
 - a. The teacher will complete and mail an "**Excessive Absence Letter**" to parents when a student has reached the fifth absence for the quarter or the eleventh absence for the semester.
 - b. Student will be notified of the impending failure.
 - c. Copies will be distributed to administration, counselor, and teacher.
 - d. A school counselor or an administrator will contact parents.

9-5-11; 10-11-11; 12-5-11

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POLICY ON POSSESSION OF ANY ELECTRONIC DEVICES

(reference to page 16 and page 45 of current student planner/handbook)

All electronic personal devices including, but not limited to cell phones, iPads, and iPods are to be turned off during all class instructional times, assemblies, etc. Non-educational use of electronic devices is prohibited during class instructional times, assemblies, etc. and shall be confiscated.

Outside of class time such as before and after school, morning recess, and lunch period and lunch recess, the use of electronic devices is restricted to personal and private use only. Ipods and other devices are to be audible only to the individual. The use of portable speakers to augment sound for public hearing is not permitted. Users should make full use of ear pieces for private listening.

The confiscated device will be held in the main office safe:

First offense: One school/business day

Second offense: Three (3) school/business days

Third offense: Three (3) school/business days with PARENTS being notified that THEY THEMSELVES are to claim the device.

Students claiming their electronic device must provide a current school photo ID in order to claim the phone. Confiscated devices may be claimed after 2:00 p.m. including days when school dismissal is at 1:15 p.m.

(from Planner page 16): The school is not responsible for any electronic devices brought to school, not limited to, but including cell phones, iPods, MP3 players, etc. Students bring these devices to school at their own risk of theft, damage, loss, etc. School officials may not follow up to reports of lost, stolen, and/or damaged personal electronic devices.

OTHER REMINDERS

ABSENCES: (reference to student handbook/planner 2011-2012, page 21 and page 45)

Attendance phone: 662-3979, ext. 242 or 239. Do NOT call main office 662-4000 to report a child's absence.

Parents must call the Attendance Office by at least 8:00 a.m. on the day of a child's absence. If attendance clerk is on another call, please leave a clear message with 1) name and grade of child, 2) the specific day and date of the absence, 3) parent name and call back phone number for verification, and 4) the date and time of the message.

PLCs (PERMISSION TO LEAVE CAMPUS) (reference to student handbook/planner 2011-2012 page 18 and page 45)

STUDENT OFF-CAMPUS PASSES (PLC: Permission to Leave Campus)

Students leaving campus during the school day for personal business must present a written request to the attendance office **IN ADVANCE**. Parents should also provide a phone number so the school can verify the request. Passes to leave campus (PLC) will be issued for the following reasons:

- o Medical or dental appointments **verified by an appointment card or note from the doctor or dentist**
- o Illness substantiated by the school Health Aide
- o Family emergencies
- o Driver licensing (an appt. card to verify may be requested)

(Parents should avoid making a last minute PLC request as the process involves contacting the teacher to release the child, which would involve disrupting the class. Please make your requests in a timely manner.)

HEALTH ROOM REFERRALS: *When a student feels sick during the school day, they must request to see the Health Aide (or an Administrator in the absence of a Health Aide). The staff personnel in turn will call the parent to arrange for release from school. Students are discouraged from calling parents first. This happens often and parents appear on campus to pick up their child and there is no knowledge of the student's whereabouts.*