

Attendance Policy

Students at Ma`ema`e Elementary School need to attend school daily and be in class on time so that optimal benefits of education can be achieved. Excessive absences and tardies are unacceptable and prevent maximum teaching and learning from taking place.

ABSENT STUDENTS:

A student is considered ABSENT if attendance is less than one half of the school day. The parent or guardian is responsible for notifying the teacher or office personnel from the first day of their child's absence and should include the REASON FOR ABSENCE.

Parents must notify the school administration in writing of any EXTENDED absence resulting in missing 10 or more consecutive school days. The principal will determine if the absence will be excused or unexcused by considering if student academics is adversely affected and/or if attendance is a concern.

AUTOMATED ATTENDANCE CALLS:

Telephone calls are automatically generated at 9:30am if a student's attendance is marked ABSENT with an UNKNOWN reason. Please inform the school office of the reason for the absence and the office will correct the attendance accordingly.

LATE ARRIVALS:

Students who arrive at school AFTER the official start time (7:55am) but BEFORE the half day of school is over (11:05am on Mon, Tue, Thu, Fri or 10:20am on Wed) will be marked TARDY for that day. Students who arrive after half of the school day is over will be marked ABSENT for that day.

EARLY DEPARTURES:

Students who leave school before half of the school day is over and are not returning will be marked ABSENT for that day.

If a student needs to leave campus, parents should inform their teacher. A note or call on the morning of the release should be made to the office, who will make every effort to have the student present when the parent/guardian signs for a Student Pass at the office.

KINDERGARTEN ORIENTATION:

At the start of the new school year, Ma`ema`e School has kindergarten orientation days during which only some of these students are required to report to school. Students who are not present on their designated days will be marked ABSENT.

HOMEWORK REQUESTS:

If a child is absent from school for two (2) or more consecutive days, the parent or guardian may request homework by informing the teacher before 9:30am. Pick up homework assignments at the office on the day of the request from 2:15pm – 4:00pm (Mon, Tue, Thu, Fri) or 12:45pm – 4:00pm (Wed). Return homework to the office on Fridays if absence continues. After requesting homework, parents must assume responsibility for insuring that homework is completed and turned in on a timely basis.

PERFECT ATTENDANCE:

Students qualify for a Perfect Attendance Award only if they have NO absences or tardies for the year.