

Princess Ruth Ke'elikolani Middle School Attendance Policy

Tardy Policy

All students are expected to be on time to all classes. School begins at 7:55 am and the tardy bell rings at 8:00 am. When students report after 8:00 am, students are required to check into the main office for a tardy slip and report to class.

Two unexcused tardies in a day = After School Detention
Unexcused tardy to school after 10:00 am = In School Suspension

**Subject to change at anytime*

Attendance Policy

The first bell rings at 7:55 am daily and school ends at 2:38 pm on Mondays and Fridays, 1:38 pm on Tuesdays and Thursdays, and 1:30 pm on Wednesdays. Students are expected to remain on campus for the entire school day. During class time, students are expected to remain in class until they are excused by their teachers. Students who report to school tardy must check in at the main office for a tardy slip. Parents may receive an automated phone call if the student is marked tardy or absent from school.

Absences from School

On the day of an absence, parent/guardian should call the office by 8:30am (call 587-4400).

All absences are considered "unexcused" unless...

- Official documentation is PROVIDED to the main office (ie: court orders, note from a doctor's office)
- Students are sent home by the School Health Aide or Hawaii Keiki Nurse.
- School requests to have student stay at home for health reasons.

Off-Campus Pass Procedures

An off-campus pass will be issued by the main office if a parent/guardian provides a written note or calls the school requesting for early release for the student. Students are to be picked up by parent/guardian in the main office. For safety reasons, parents are not permitted to pick up or drop off students directly from classrooms.

If the school initiates an early release for the student due to special circumstances, the parent/guardian will be notified first, before the student is released with an off-campus pass.

The off-campus pass is only valid for that day and must be carried at all times by the student upon release.

Unexcused Absences Procedures

5 Absences: Attendance Letter #1 mailed home; counselor check-in with student

10 Absences: Attendance Letter #2 mailed home; parent phone conference; counselor check-in with student

15 Absences: Home Visit; Parent Conference with Counselor and Vice Principal; counselor check-in with student

20+ Absences: Attendance Letter #3 mailed home; Parent Conference with Counselor and Vice Principal; counselor

Check-in with student; Begin truancy petition to Family Court