



KULEANA PREPARATORY ACADEMY

2026-2027 Student Attendance, Participation, and Engagement Policy

Flexible Online Learning | Live Support | Enrichment | Ohana-Centered Education

This policy explains how Kuleana Preparatory Academy documents attendance, participation, and engagement for each approved program offering. Because Kuleana offers online, flexible, hybrid/enhanced, tutoring, enrichment, and college-pathway options, attendance may be measured through several forms of academic engagement rather than only physical presence in a classroom.

Attendance expectations are assigned according to the student's enrollment agreement, program placement, course schedule, support plan, and school calendar. Families are responsible for reviewing this policy, supporting consistent participation, and communicating promptly when a student is unavailable.

1. Core Attendance Definitions

For all programs, Kuleana may count any of the following as attendance or engagement evidence when it is part of the student's approved program:

- Logging into assigned curriculum, learning platforms, Google Classroom, or the LMS.
- Submitting assignments, projects, writing samples, assessments, reflections, portfolio work, or teacher-approved evidence of learning.
- Attending required or scheduled live classes, homeroom, learning pods, tutoring, support meetings, testing sessions, or virtual campus sessions.
- Communicating with teachers, tutors, advisors, or administration regarding coursework, pacing, support, or completion plans.
- Completing diagnostic, benchmark, placement, progress, curriculum, or teacher-created assessments.
- Making documented progress in online curriculum, credit recovery, dual enrollment support, college/career pathway work, or approved independent study activities.
- Participating in approved enrichment, clubs, electives, intervention blocks, or scheduled services when those sessions are part of the student's attendance plan.

2. General Attendance Rules for All Students

- Students must participate according to their assigned program plan and school calendar unless the program is explicitly month-to-month, enrichment-only, or appointment-based.
- Parents/guardians must notify the school in writing when a student is ill, unavailable, traveling, experiencing technology issues, or unable to participate in required activities.
- Students must attend required live sessions, homeroom, tutoring, testing, or support meetings when those services are part of the student's program.
- Attendance may be reviewed weekly, by learning period, by academic quarter, by billing period, or whenever the student falls behind.
- Failure to log in, submit work, attend required meetings, complete testing, or communicate may result in a participation review, parent conference, success plan, probation, withdrawal review, truancy documentation where applicable, or other school action.

- Non-participation does not automatically withdraw a student and does not cancel tuition, payment-plan, curriculum-license, or program obligations.

3. Excused Absences, Unexcused Absences, and Non-Participation

Term	Meaning
Excused Absence	A parent/guardian notifies the school of illness, family emergency, medical appointment, bereavement, religious observance, approved travel, technology outage, safety concern, or other school-approved reason. The student may still be required to complete missed work.
Unexcused Absence	The student misses a required class, meeting, tutoring session, testing appointment, or live support time without timely parent/guardian notice or school approval.
Non-Participation	The student does not log in, submit work, complete assignments, attend required sessions, respond to school communication, or show academic progress for the expected period.
Inactive Status Review	A review may be opened when the school cannot verify meaningful engagement, attendance, progress, or communication for the student's program.

4. Program-Specific Attendance Expectations

Full-Time Online Academy (K-12)

- Expected participation: consistent weekday engagement during the school year through online curriculum, assigned coursework, live/interactive opportunities, teacher communication, and required testing.
- Attendance evidence may include curriculum logins, progress reports, submitted work, live class attendance, homeroom attendance, teacher check-ins, assessment completion, tutoring attendance, and completed projects.
- Students should remain on pace for the assigned courses and learning period. Falling behind may trigger a pacing review, support plan, parent conference, or academic probation.
- Full-time students are expected to participate in required diagnostic, benchmark, and progress testing windows unless excused or rescheduled by administration.

PreK-2 Early Learning / Online Support

- Expected participation: developmentally appropriate engagement through family-guided activities, early literacy and numeracy practice, live support when scheduled, teacher check-ins, and learning activities.
- Attendance evidence may include parent-confirmed activity logs, platform progress, teacher observations, completed practice activities, attendance at scheduled early learning circles, and communication with the school.
- Because young learners require adult support, parents/guardians are responsible for helping the student access learning activities, attend scheduled sessions, and communicate concerns.
- Testing or screening may be informal, observational, oral, curriculum-based, or skill-based depending on age and readiness.

Hybrid / Enhanced Support Program

- Expected participation: attendance at all assigned hybrid, enhanced-support, live, virtual, tutoring, intervention, or structured support sessions, plus completion of assigned online work.
- Attendance evidence may include in-person or scheduled support attendance, virtual campus participation, curriculum progress, teacher/tutor notes, assignment submissions, and support-plan completion.
- Because this program reserves additional staffing and structured support, missed sessions must be reported in advance whenever possible.
- Repeated missed sessions, late arrivals, early departures, or refusal to participate may result in a support-plan meeting, program adjustment, loss of enhanced services, or enrollment review.

Flex / Homeschool Support Program

- Expected participation: regular engagement with assigned curriculum, parent-guided instruction, periodic check-ins, documentation submissions, progress updates, and any scheduled support services.
- Attendance evidence may include parent logs, work samples, curriculum progress, teacher check-ins, tutoring attendance, testing completion, and approved home-based learning documentation.
- Flex families maintain greater scheduling flexibility, but must still provide enough engagement evidence for the school to document progress and support placement, records, and reporting.
- Failure to provide work samples, logs, progress evidence, or communication may result in reduced support, records limitations, success-plan requirements, or withdrawal review.

Virtual Interactive Campus

- Expected participation: attendance and appropriate behavior in assigned virtual campus sessions, live classes, clubs, support rooms, assemblies, and structured activities.
- Attendance evidence may include virtual campus presence, staff observation, chat/activity logs where available, session attendance, completed related assignments, and teacher/tutor confirmation.
- Students must use appropriate avatars, names, language, microphone/chat behavior, and follow staff directions. Misuse may result in removal from the virtual campus and the session may not count as attendance.
- Virtual campus attendance supports engagement but does not replace required coursework unless the activity is specifically assigned as academic participation.

Live Classes and Learning Pods

- Expected participation: timely attendance, respectful participation, completion of related assignments, and communication with the teacher or pod leader.
- Attendance evidence may include live session attendance, participation notes, exit tickets, assignment completion, teacher feedback, small-group work, and homeroom check-ins.
- Students should arrive on time, remain present, participate appropriately, and avoid distractions. Repeated late arrival, early departure, camera/microphone misuse, or disruption may be documented.
- Optional live classes may support engagement, but required live classes must be attended or rescheduled/cleared according to school procedures.

Tutoring and Intervention

- Expected participation: attendance at scheduled individual or small-group tutoring/intervention sessions and completion of assigned practice, make-up work, or skill-building tasks.
- Attendance evidence may include tutor attendance records, skill practice completion, assignment submissions, progress notes, curriculum growth data, and student communication.
- Missed tutoring appointments must be reported in advance when possible. Repeated no-shows may result in loss of the scheduled slot, billing continuation under the enrollment agreement, or program review.

- Tutoring attendance alone does not satisfy full-time school attendance unless the student also completes required academic coursework and assessments.

Special Education Support / IEP-504 Collaboration

- Expected participation: attendance at scheduled support sessions, accommodation planning meetings, progress check-ins, testing sessions, and assigned coursework according to the student's documented support plan.
- Attendance evidence may include support-session notes, parent/guardian consultation, completed assignments, accommodated assessments, teacher/tutor observations, and platform progress.
- Families must provide current support documentation early so accommodations and testing supports can be planned.
- Failure to attend support meetings, provide documentation, or participate in agreed supports may affect the school's ability to document progress or continue a specific support arrangement.

Dual Enrollment / College Pathways

- Expected participation: regular engagement in high school coursework and any approved college-level pathway, ASU or partner course, college readiness advising, transcript planning, and required deadlines.
- Attendance evidence may include college-course progress, partner-platform activity, course submissions, advising meetings, transcript-planning meetings, grade updates, and completion of required school check-ins.
- Dual enrollment students must follow both Kuleana attendance expectations and the outside partner's course policies, deadlines, participation rules, and academic integrity expectations.
- Failure to participate may affect course completion, transcript planning, credit recommendations, eligibility for continued dual enrollment support, or future course approvals.

Career & College Readiness / Test Preparation

- Expected participation: attendance at assigned SAT/ACT/ASVAB preparation, career exploration, portfolio, resume, internship-style project, advising, or pathway-planning sessions.
- Attendance evidence may include session attendance, practice test completion, portfolio artifacts, career research, resume drafts, project submissions, advisor notes, and pathway milestones.
- Missed test-prep or advising sessions may delay pathway planning, recommendations, or readiness documentation.
- Test preparation is supportive and does not replace required school coursework unless specifically assigned as part of a course or credit-bearing plan.

Credit Recovery

- Expected participation: consistent progress in assigned recovery coursework, completion of required assessments, teacher/tutor check-ins, and adherence to the student's credit recovery completion plan.
- Attendance evidence may include pretests, unit progress, assignments, quizzes, final assessments, teacher reviews, tutoring attendance, and demonstrated mastery.
- Credit recovery students must meet published deadlines. Inactivity may result in extension denial, loss of access, grade delay, transcript delay, or removal from the recovery course.
- Credit is awarded only when the school determines that the required coursework, mastery evidence, and assessment expectations have been completed.

Summer School

- Expected participation: regular engagement during the published summer school window, completion of assigned summer coursework, and attendance at required check-ins or support sessions.

- Attendance evidence may include curriculum progress, completed assignments, credit recovery milestones, tutoring/support attendance, and final course completion records.
- Summer school is accelerated and shorter than the academic year; missed time can quickly affect completion. Students should follow the pacing plan from the first week.
- Families must communicate absences promptly because summer access, staffing, and completion windows may be limited.

Enrichment, Clubs, and Electives

- Expected participation: attendance and respectful engagement in selected clubs, electives, enrichment sessions, or optional activities such as coding, robotics, drones, culinary arts, art/anime, languages, yoga/meditation, PE, pet care, computer science, or social clubs.
- Attendance evidence may include session attendance, project participation, teacher/club leader notes, activity completion, and student artifacts.
- Enrichment-only attendance does not replace required academic attendance for full-time students unless the enrichment is assigned as part of an academic plan.
- Students who repeatedly miss or disrupt enrichment may lose access to the optional activity without refund when the program is non-refundable under the enrollment agreement.

Monthly Programs and Add-On Services

- Expected participation: attendance or engagement during the paid monthly service period according to the service purchased, such as monthly tutoring, clubs, flex support, virtual campus access, or enrichment.
- Attendance evidence may include scheduled session attendance, platform access, service availability, tutor/teacher notes, student progress, or completed activities.
- Monthly programs have no obligation to continue after the paid month unless renewed or separately agreed in writing.
- Monthly programs are non-refundable once billed, activated, or made available, including months in which the student does not attend or use the service.

5. Attendance Documentation and Review Cycle

1. Daily or session-based documentation may be used for live classes, tutoring, hybrid/enhanced support, campus sessions, clubs, and scheduled services.
2. Weekly review may be used to monitor curriculum progress, submitted assignments, communication, and pacing.
3. Learning period review may be used to determine whether the student is on track, needs intervention, or requires a written success plan.
4. Quarterly review may be used for progress reporting, grade review, credit checks, billing references, support planning, and promotion or transcript decisions.
5. Administrative review may occur at any time if a student is inactive, behind pace, repeatedly absent, refusing work, missing testing, or not communicating.

6. Minimum Engagement Triggers for Intervention

The following are not automatic discipline, but they may trigger school review:

- Three or more missed required sessions without timely communication.
- Five or more school days with no verifiable academic activity for a full-time or assigned academic program.

- One learning period with insufficient work submission, incomplete documentation, or no meaningful progress.
- Repeated failure to attend tutoring, support meetings, testing, homeroom, or assigned live sessions.
- Failure to participate in required diagnostic, benchmark, placement, or progress testing.
- Parent/guardian failure to respond to attendance or participation concerns.
- A pattern of logging in without completing meaningful work or submitting required assignments.

7. Participation Review and Success Plan Process

6. Notice: The school may notify the parent/guardian that attendance, participation, or progress is below expectations.
7. Review: Staff may review login records, attendance records, assignments, teacher notes, tutoring records, testing completion, communication history, and program requirements.
8. Conference: The family may be asked to attend a meeting with administration, teacher, tutor, advisor, or support staff.
9. Success Plan: The school may create a written plan with required logins, sessions, assignments, testing, tutoring, communication expectations, and review dates.
10. Follow-Up: Continued non-participation may result in probation, schedule changes, required support, removal from optional programs, withdrawal review, truancy documentation where applicable, or dismissal according to school policy.

8. Testing Attendance Expectations

- Students must attend or complete required diagnostic, benchmark, placement, progress, curriculum, teacher-created, or achievement testing according to the school testing calendar and program plan.
- Fall testing supports baseline placement and instructional planning. Winter testing supports growth review and instructional adjustment. Spring testing supports year-end progress, promotion planning, course placement, and reporting.
- Students with documented accommodations should provide information early so testing supports can be planned.
- Missed testing must be rescheduled promptly. Failure to complete required testing may affect placement, grades, transcripts, credit review, promotion, support planning, and continued enrollment review.

9. Parent/Guardian Responsibilities

- Ensure the student has access to reliable internet, a functioning device, required materials, and a suitable learning environment unless the school has agreed in writing to provide specific technology support.
- Monitor student participation, coursework, live sessions, tutoring appointments, and school communication.
- Notify the school promptly when the student is ill, unavailable, traveling, experiencing a technology issue, or unable to attend a required session.
- Provide requested documentation, work samples, attendance logs, or support information when required for the student's program.
- Participate in attendance conferences, support meetings, and success-plan reviews when requested.
- Maintain respectful communication with school staff and follow official communication channels.

10. Student Responsibilities

- Log in regularly and complete assigned work according to the program plan.
- Attend required live classes, homeroom, tutoring, testing, support meetings, or campus activities.
- Communicate respectfully with teachers, tutors, advisors, and staff.
- Submit original work and follow academic integrity rules.
- Use school platforms, accounts, chats, cameras, microphones, and virtual campus spaces appropriately.
- Ask for help before falling significantly behind whenever possible.

11. Technology Issues and Attendance

- Families must notify the school when technology or internet issues prevent attendance or work completion.
- Students may be asked to complete work offline, submit make-up work, attend by alternate method, or use recorded/support materials when available.
- Repeated technology issues may require a technology plan, device check, alternate schedule, or parent conference.
- Technology issues reported after long periods of inactivity may not excuse all missed work or missed sessions.

12. Make-Up Work

- Students are responsible for completing missed coursework, assessments, projects, and required participation tasks after an absence.
- Teachers or tutors may set reasonable make-up deadlines based on the student's program, course pacing, academic quarter, and grading needs.
- Credit recovery, summer school, dual enrollment, and short-term programs may have limited make-up availability because of fixed course windows or outside provider deadlines.
- Make-up work does not erase attendance concerns when absences, missed sessions, or non-participation are excessive.

13. Records, Grades, Credits, and Attendance

- Attendance and engagement records may be used to support progress reports, grade review, credit decisions, transcripts, promotion decisions, and program placement.
- Missing work, lack of attendance, non-participation, or missed assessments may delay grades, transcripts, credit recommendations, or promotion decisions.
- For flexible or homeschool support programs, insufficient documentation may limit the school's ability to verify attendance, progress, course completion, or credit readiness.
- The school may document attendance concerns for internal review, parent communication, student records, funding documentation, truancy documentation where applicable, or transfer records when appropriate.

14. No Refund or Tuition Cancellation for Non-Attendance

- Failure to attend, log in, complete coursework, participate in tutoring, use curriculum, use virtual campus access, or attend optional services does not automatically create refund eligibility.

- Attendance and participation issues do not cancel payment obligations, quarterly payment commitments, curriculum-license costs, or monthly program fees unless the school agrees in writing or a written refund policy requires otherwise.
- Monthly programs and add-on services are non-refundable once billed, activated, or made available according to the enrollment agreement and refund policy.

15. Policy Updates and Administrative Discretion

Kuleana Preparatory Academy may update attendance procedures, schedules, documentation methods, platform requirements, testing windows, live-class expectations, or program-specific requirements when needed for student support, staffing, compliance, safety, financial feasibility, vendor changes, or school operations. Families will be notified of material changes through official communication channels.

16. Parent/Guardian and Student Acknowledgment

By signing below, the parent/guardian and student acknowledge that they have received or been given access to this Student Attendance, Participation, and Engagement Policy and agree to follow the attendance expectations for the student's approved program.

Student Name: _____

Student Signature: _____

Parent/Guardian Printed Name: _____

Parent/Guardian Signature: _____

Date: _____

Program/Enrollment Option: _____

Administrative Use / Attendance Review Notes

Date	Concern/Review Trigger	Action Taken	Staff Initials