

Leilehua Complex Schools

Attendance Policy & Procedures

ABSENCES

Schools will only excuse absences when a note is submitted within **three days** upon student's return to school. **Absence notes must include the following: date note was written, student's full name, date(s) of absences, reason for absence(s), and parent/guardian legal signature.** A doctor's note is required for students with five or more consecutive absences. Any student that will be out of school for 10 or more consecutive school days may be dis-enrolled from school and must re-enroll upon returning to school. Students who miss more than one-half of the period will be marked absent for that period.

Examples of excused absences include:

- Illness or injury of student (doctor's note necessary if over 3 days absent)
- Death in the family (immediate family members only)
- Quarantine (i.e. chicken pox, measles, etc.)
- Court appearances
- School-sponsored activities (i.e. student council/club related activity, school sports activities, field trips, etc.)
- Participation in an educational program organized and sponsored by a recognized institution of learning, for which approval has been given (i.e. college visits)
- An emergency deemed legitimate by the Executive Director (i.e. severe weather, power outage, fire)
- Suspension from school.
- Special cases approved by the Principal (please contact school counselors for information regarding approval of special cases)

*Doctor appointments (i.e. physician, dentist, optometrist) should be made on weekends, early mornings (student returns to school before 11:00am) or after 11:00am on school days as much as possible to minimize loss of instruction.

Examples of unexcused absences include, but are not limited to:

- Babysitting siblings or caring for elderly family members
- Entertaining visitors/guests
- Family vacation/trips
- Transportation issues
- Competitions/performances (i.e. sports, cheerleading, hula, etc.)

TARDIES

Students are considered tardy upon reaching their classroom after the second bell or period tardy bell. Schools will only excuse tardies when a note is submitted for one of the following reasons: medical appointments with official note from doctor's office, delayed school bus or students with a late pass. Unexcused tardies include, but are not limited to, the following reasons: overslept/late start, car trouble, missed/late city bus, ride was late, babysitting, personal business, eating breakfast or doing homework.

If students are tardy, parents are strongly encouraged to bring their child to school so further classroom instruction is not missed.

EARLY DISMISSAL

Early dismissal should not be used for matters of convenience (e.g. to avoid traffic, after a school assembly/performance). However, if it is necessary for your child to be released during the school day, the office will prepare an Authorized Student Pass.

The adult authorized to pick up the child (name of adult must be listed on Emergency Release Form) is to report to the Registrar's Office, complete an early Dismissal Form and sign a release at the time the child is picked up. The student is to meet parent/legal guardian or authorized adult in the Registrar's office at the requested time. **A picture identification of the adult picking up the child will be requested.** A child will not be permitted to leave the school unescorted. If a child leaves early and returns before the end of the school day, he/she is to report to the Registrar's office for an admittance slip. **Students who miss more than one-half of the period will be marked absent for that period.**



SCHOOL ATTENDANCE PROCEDURES, DEPARTMENT OF EDUCATION, STATE OF HAWAII

THE LEGAL POSTURE

§302A-1132, Attendance Compulsory, Exceptions Hawaii Revised Statutes (HRS), requires all children who will have arrived least five years old on or before July 31 of the school year and who will not have arrived at the age of eighteen years by January 1st of any school year, shall attend either a public or private school for and during such school year, unless excluded from school or excepted from attendance.

§302A-1136, Enforcement, HRS, places the responsibility for enforcing compulsory attendance in accordance with the plans and policies of the Department of Education (DOE). **§302A-1135 Penalty, HRS**, student, father or mother, guardian, or person having charge of the child who persists in being absent from school may be referred and summoned to court.

§302A-1134, Exclusion From School, subsection ©, HRS, was amended during the 2014 Legislative session. The amended provision required that unless otherwise required by the Individual with Disabilities Education Act, 20 U.S.C 1400, et. seq., no person who is twenty years of age or over on the first instructional day of the school year shall be eligible to attend public school; provided that if a person reaches twenty years of age after the first instructional day of the school year, the person shall be eligible to attend public school for the full school year.

Exception from the compulsory attendance law is permitted only under specified conditions pursuant to **§302A-1132, Attendance compulsory; exceptions, HRS**, and Chapter 12, Hawaii Administrative Rules, relating to compulsory attendance exceptions.

§302A-1135. Penalty. If any child of school age persists in absenting oneself from school, the family court judge, upon a proper petition, citation, or complaint being made by the schoolteacher or any other officer or agent of the department, or police officer, or any other person, shall cause the child, and the father or mother, guardian, or other person having charge of the child, to be summoned to appear before the judge. Upon its being proved that the person responsible for the child had not used proper diligence to enforce the child's regular attendance at school, the responsible party shall be guilty of a petty misdemeanor. This section shall not apply to any child not liable to compulsory attendance at school. [L 1996, c 89, pt of §2].

The penalty for a petty misdemeanor is a fine up to \$1,000 (HRS §706-640) or jail time for up to (30) days (HRS§ 706-663). Pursuant to HRS§ 571-11(2), Family Court can place a child under jurisdiction for truancy if the child is not attending school or is not receiving the educational services required by law.

Kindergarten. Beginning with school year 2014-2015, parent, guardian, or other person having the responsibility for, or care of a child who will be five years of age by July 31 of the school year, shall enroll the child in public school kindergarten unless the child is enrolled at a private school or the child's attendance is otherwise exempt under Hawaii Revised Statutes, section 302A-1132.

Chronic Absenteeism. Chronic absenteeism is defined by the Hawaii DOE as 15 or more absences (excused or unexcused) in a school year. Attendance strongly affects standardized test scores, graduation, and drop out rates. Chronic absenteeism is detrimental to students' educational success. Students need to attend school regularly to succeed. Excessive tardies also can have a profound impact on student progress.

Source-DOE, SAP, December 2014