

SCHOOL ATTENDANCE PROCEDURES
Department of Education

The Legal Posture

302A-1131, Public Schools; Attendance, Hawaii Revised Statutes (HRS), requires a child who is six years of age and not yet eighteen on or before December 31, of any school year to attend either a public or private school unless properly excused from school. **302A-1136, Enforcement, HRS**, places the responsibility for enforcing compulsory attendance with the Department of Education (DOE). Students who are chronic absentees may be referred to Family Court.

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

Philosophical Base

In consonance with the statutory requirements relating to education, the DOE is committed to providing all Students with educational programs that help them achieve and become contributing and personally successful members of society. Teachers, administrators and other staff shall make every effort to work with the students and their parents or guardians to optimize available learning activities as well educational services and opportunities.

Definitions (used as a document)

1. **“Present”** means that the student reports to school or class after the starting time designated by the school on an authorized school activity.
2. **“Tardy”** means that the student reports to school or class after the starting time designated by the school. If a student has 10% or more tardies in a school year, no perfect attendance will be given at the end of the the school year.
3. **“Absent”** means the student is not physically present in school or in a scheduled class for at least half of the school day or class period, except if the student is on an authorized school activity.

Requesting Homework for Absences

When a child is absent from school, the parent/guardian may request for missed assignments and/or homework by calling the school office (453-6444) before 9:30 A.M. Homework may be picked up at the Office after 2:00P.M. (or after 1:15 P.M. on Fridays). Parents may want to call the office to confirm that there are assignments for the child before stopping by.

For extended absences, parents/legal guardians should arrange to meet with the school to discuss educational arrangements in advance of departure.

SCHOOL ATTENDANCE PROCEDURES (CONTINUED)

“Excused” absences are when the student is absent from school because of illness or other reason that the School deems valid, including:

- illness, injury, quarantine (for measles, chicken pox, etc.) verifiable by a doctor’s note.
(a doctor’s note is required for 3 or more consecutive days of absence.)
- doctor/dental appointment verified by a doctor’s note
- death in the family
- court attendance or approval
- special cases approved by the Principal
- **“authorized school activity”** including: on-campus activities (such as appointment with the counselor, treatment in the health room, student council related activities or assigned detention or in-school suspension), and off- campus activities (field trips)

“Unexcused” absences include the following activities which might occur during the school day:

- Family vacations or trips
- Entertaining visitors/guests
- Sports competition events
- Youth camps
- Parent request without explanation
- Personal business.

NOTES:

- (1) Parents/legal guardians should notify the school in writing as soon as plans for any extended absences are made.
 - (2) For student attendance purposes waiver days and other days when school is not in session will not be counted as “authorized school activities. Students are not counted as “present” or “absent.”
4. **“Suspension”** means exclusion from school for a specific period during a school year, (Ref. DOE Chap.19.)
 5. **“Truant”** means that the student is absent from school without authorization from principal (or designee).