

ATTENDANCE POLICY

Attendance is Important:

Your child’s academic success depends upon consistent attendance. Please help your child realize that establishing good habits for attendance and being on time to school will carry over into his or her success in adult life. Inconsistent attendance results in missing classroom instruction time and valuable cooperative learning that cannot be substituted by make-up work done at home.

Summary of Hawaii Revised Statutes (Laws Regarding Compulsory School Attendance):

Children must attend school if they are at least five years old on or before July 31 of the school year and who will not have arrived at eighteen years by January 1 of any school year to attend. It is the responsibility of the Department of Education to help enforce compulsory attendance, and the parents/guardians and chronically absent students may be summoned to court if absences persist (HRS §302A-1132, §302A-1135, §302A-1136).

Reporting an EXCUSED Absence:

Parents/guardians are required to notify the school of their child’s absence between **7:00 am and 9:00 am - no later**
Please call the attendance office at (808) 727-6612

When calling the school, please be prepared to give the following:

- Your name and relationship to the student
- The student’s name
- Grades 6, 7, or 8
- Reason for absence

Types of Missed Days:

Excused Absences

- Illness
- Doctor/Dentist Appointment
- Family Funeral and/or Family Emergency
- Authorized School Activity

Unexcused Absences

- Overslept or “slept in”
- Missed the bus or no transportation
- Babysitting
- Personal business & Family travel/vacations

Student Attendance Monitoring:

Attendance is taken in homeroom and continues throughout the day for each class. Parents are notified by 9:30 am through the LIS automated phone system when their child is reported absent (or tardy) in homeroom. Absences are reported as State of Hawai’i documentation to the Student Information Section (SIS) of the Department of Education and placed in the child's permanent records.

Communication of Absences (LIS Attendance/Chronic Absenteeism Protocol):

Absences (% of school days missed)	Notification to Parent/Guardian
Each Absence	Phone Notification from Automated System
5 Absences (~2.7%)	Phone Notification from the Grade Level Counselor
10 Absences (~5.4%)	Letter from Grade Level Counselor
15 Absences (~8.2%)	1 st Letter and Conference with Vice Principal
20+ Absences (~11%)	2 nd Letter from Vice Principal and Petition to Family Court (excessive unexcused absences, late or truancy)