

III. STUDENTS

POLICY #1

ATTENDANCE

**302A-1136, Attendance Compulsory**, Hawaii Revised Statutes, requires a child who is six years of age and not yet eighteen on January 1<sup>st</sup> of any school year to attend either a public or private school unless properly excused from school.

**302A-1136, Enforcement**, Hawaii Revised Statutes places the responsibility for enforcing compulsory attendance (in both public and private schools) in accordance with the plans and policies of the Department of Education (DOE).

**302A-1135, Penalty**, Hawaii Revised Statutes, 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. *[DOE School Attendance Procedures 6/06]*

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- A. Lanikai School shall keep a daily attendance record for every enrolled student and report it daily to the Department of Education per Hawaii Revised Statutes 302A-1132, 1136, and 1135.
- B. The parents/guardians of students who are judged to be truant shall be notified before information is communicated to Family Court.
- C. Administrative regulations and procedures for determining and categorizing absences as excused or unexcused shall be the responsibility of the Principal or designee and shall be included in the Parent Handbook.
- D. All absences, whether excused or unexcused, will be counted as absences when awards for perfect attendance are distributed to Lanikai students.

Definitions:

**Absent** means the student is not physically present in school or in a scheduled class for at least half the school day or class period except of the student is on an authorized school activity. For purposes of reporting Average Daily Attendance, no distinction should be made between excused or unexcused absences. Students are either present or absent. Individual teachers, though, may maintain records of excused or unexcused absences for other purposes. As an example of an excused absence, a student may be away from school because of illness or for another reason the teacher deems valid.

**Tardy** means the student reports to school after the starting time designated by the school.

**Truant** means that the student is absent from school without authorization from the principal or designee.

Adopted: 4-11-07