

HAWAII STATE COMPULSORY SCHOOL ATTENDANCE

The Hawaii Revised Statutes, Section 302A-1132, states that unless excluded from school or exempted from attendance, all children who will have arrived at the age of at least five years 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, the school year, and any parent, guardian, or other person having the responsibility for, or care of, a child whose attendance at school is obligatory shall send the child to either a public or private school.

The Hawaii Revised Statutes, Section 302A-1135, states that 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 school teacher 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.

Chronic absenteeism is defined by Hawaii DOE as 15 or more absences (excused or unexcused) in a school year. Attendance strongly affects standardized test scores, graduation, and dropout rates. Chronic Absenteeism is detrimental to student's educational success. Students need to attend school regularly to succeed. Excessive tardies also affect school performance and self-esteem.



Leilehua High School

Complex Attendance Policy

*We are your community. We strive to support and nurture you.
Our caring faculty and staff are immersed in the Leilehua community.
We provide quality education that will help prepare you for your next step
in life. Come learn and grow with us.*

Reminders

- ❖ School starts at 8:20 am.
- ❖ If your child is absent, the parent or legal guardian (not relative) must call Safe Arrival at 1-844-225-4426 or use the Safe Arrival website/app. Parents must set up an account prior to using the app.
- ❖ Leilehua High School will only excuse absences when a written documentation (note) is submitted within three (3) school days upon student's return to school and absences are for approved reasons. (For list of reasons, see list inside this brochure.)

If you need assistance with any concern regarding attendance, please contact your child's counselor.

Class of 2018

Shane Nakamura (A-K) 305-3061
Carrine Higa (L-Z) 305-3053

Class of 2019

Lynn York (A-K) 305-3062
Darilyn Tonaki-Ige (L-Z) 305-3022

Class of 2020

Jennifer Martin (A-K) 305-3060
Michele Sales (L-Z) 305-3063

Class of 2021

Chad Jicha (A-K) 305-3052
Kim Townsend (L-Z) 305-3050

Leilehua High School Complex Attendance Policy

In order to ensure accountability for student attendance by all parties (students, parents, and school) and for consistent data collection, Leilehua High School will maintain the following attendance policy.

Absences

If your child is absent, the parent or legal guardian (not relative) is encouraged to call or use the Safe Arrival. In the event that we do not receive notification of your child’s absence, an automated phone message will be used to contact parents. Leilehua High School will only excuse absences for approved reasons when a written documentation (note) is submitted within three (3) days upon student’s return to school.

Excused Absences:

- Illness or injury of student (doctor’s note necessary if over 3 days absent)
- Doctor’s appointments. Appointments should be made on weekends or after school as much as possible to minimize loss of instruction.
- Death in the family (immediate family members only)
- Quarantine (i.e. chicken pox, measles, etc)
- Court appearances
- School sponsored activities (i.e. student council or club related activity, school sports activities, field trips, etc)
- Suspension from school

Unexcused Absences:

- Babysitting siblings or other children, caring for elderly or family members
- Entertaining visitors/guests
- Family vacations (on/off island), trips. Families are discouraged from scheduling trips during school days to avoid losing out on instructional time.
- Personal business
- Transportation issues
- Non-school sponsored competitions/performances (sports, cheerleading, hula, etc.)

Upon return to school, the student must submit a written note and/or doctor’s note to the Attendance Clerk in the Registrar’s office. The student’s absence note must include the following information:

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|---------------------------------------|-------------------------------------|
| • Date note was written | • Date(s) of absences |
| • Student’s first and last legal name | • Reason for absence |
| • Grade level | • Parent/legal guardian’s signature |

Tardies

Students are considered tardy upon reaching their classroom after the second bell. Students who miss more than one-half of the period will be marked absent. If students are tardy, parents are strongly encouraged to still bring their child to school so further classroom instruction is not missed. Students who arrive to school after the official start time (8:20am) are tardy and must report to the Registrar’s Office upon their arrival to check in. A tardy slip will be given to the student and he/she may then proceed to the classroom.

Excused Tardies:

- Medical/Dental appointment with official note from doctor’s office
- Court appointment with note
- Unusual circumstances (approved by Administrator)

Unexcused Tardies:

- Overslept/late start
- Car trouble
- Missed the bus/late city bus, ride was late
- Babysitting
- Personal business



This system is available 24 hours/day, 7 days a week. Future absences can be reported at anytime. You will be allowed to report your child’s absence quickly and conveniently in one of three ways.

1. Call toll free number (1-844-225-4426) into an automated interactive telephone system to report absences.
2. Log into the website: <http://lmw.schoolconnects.com>, to authenticate your Portal account and report absences.
3. Download an app for an iOS or Android device (parents must first authenticate their Parent Portal accounts via the website) to report absences.

Early Dismissal

Early dismissal should not be used for matters of convenience (e.g. to avoid traffic). However, if it is necessary for your student to be released during the school day, the Registrar’s Office will prepare the authorized student pass. The adult authorized to pick up the student is required to provide picture identification and sign a release at the time of pick up. A student will not be permitted to leave the school unescorted. If a student 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.

Parents or legal guardians may call Safe Arrival or provide on the morning of dismissal, written documentation with the following information:

- Date note was written
- Child’s first and last legal name & grade level
- Date and time of dismissal
- Reason for dismissal
- Parent/Legal guardian’s signature

Excessive Tardies and Absences

If a student accumulates an excessive amount of tardies or absences, the school will follow a plan to help improve attendance. This may include phone calls, letters, parent meetings, home visits and/or other interventions. If attendance problems still continue, a referral to Family Court may be made.

Levels of Intervention

Level 1

First notification, teacher will inform grade level counselor of absences/tardies. School staff will send letter home to parent/guardian informing them of accumulated absences/tardies. Counselor may speak to student and/or parent/guardian regarding attendance and provide information on possible consequences and support.

Level 2

Second notification, teacher will inform grade level counselor of absences/tardies. School staff will send a second letter home to parent informing them of accumulated absences/tardies. Counselor and/or Administrator may schedule a meeting with parent and school staff to discuss student’s attendance/academic concerns. At the meeting school staff will discuss possible interventions for improving attendance. Parent may be asked to participate in developing an Attendance Action Plan and/or approve counseling interventions. School Liaison Officer/School Social Worker will be notified of student’s attendance.

Level 3

Third notification, teacher will inform grade level counselor of absences/tardies. Counselor, Administrator and School Liaison Officer/School Social Worker may conduct a home visit. The team will reevaluate the student’s Attendance Action Plan and make the necessary changes.

Level 4

Possible petition for Education Neglect or Truancy will be filed with Family Court.