



STATE OF HAWAII  
**Ke Ana La'ahana**  
Public Charter School

### ATTENDANCE POLICY

*Students are mandated, by the State of Hawai'i Department of Education to attend their classes regularly.*

**Documentation:** All absences require a phone call by 8:30 a.m. All absences are considered unexcused unless a doctor's note accompanies the student upon his/her return to school.

***Valid Excused Absences:***

- Illness or injury (with accompanying doctor's note)
- Death in the immediate family (or funeral)

***Consequences of Unexcused Absence:*** The Department of Education is seeking for students to be present at school to lower chronic absenteeism.

- Five (5) days = parent meeting with the principal
- Ten (10) days = letter to parent regarding possible referral to Family Court
- Fifteen (15) days = possible referral to Family Court for Educational Neglect, Non-Attendance

***Tardy:*** Students are required to check in at the office before going to class to pick up a tardy slip and to recite the morning oli.

Parents are encouraged to schedule appointments **AFTER** school hours. Parents are required to submit a note that includes date, time, destination, and a reason for early release. Students will only be released with a signature from an authorized parent or guardian listed on the student's emergency card.