

**University Laboratory School:
A Hawai'i Public Charter School**

Attendance Policy

(Governing Board Approved 5/16/17)

The Hawai'i State Compulsory Attendance Law *

The University Laboratory School (ULS) will adhere to the statutory attendance requirements under the following statutes.

§302A-1132, Attendance Compulsory, Hawaii Revised Statutes, requires a child who is 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 1 of any school year, to attend either a public or private school unless properly excused from school.

§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.

§302A-1136, Enforcement, Hawaii Revised Statutes places the responsibility for enforcing compulsory attendance with the Department of Education (DOE). Toward this end, agreements have been developed with all police departments within the state regarding truant students. Students who are chronic absentees may be referred to Family Court. Exemption from the compulsory attendance law is permitted only under specified conditions, Attendance compulsory, Exceptions, HRS, and DOE regulations relating to compulsory attendance exceptions.

- University Laboratory School shall keep a daily attendance record for every enrolled student.
- The parents/guardians of students who are judged to be truant shall be notified before information is communicated to Family Court.
- 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 School Handbook.

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 if the student is on an authorized school activity.

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.

Attendance for Grades K-12

At the University Laboratory School, attendance is essential to the learning experience. We expect all students to attend classes and to be on time without exception. Numerous absences, cuts, or tardies by a student are not acceptable. After a student's fifth absence in one semester, the parent and student will be required to attend an administrative conference to discuss the child's academic progress. Exceptions to the attendance expectations due to extenuating circumstances must have the administrative approval.