



STATE OF HAWAII  
DEPARTMENT OF EDUCATION  
**Niu Valley Middle School**  
**An International Baccalaureate MYP World School**  
310 HALEMAUMAU STREET  
HONOLULU, HAWAII 96821-2099  
U.S.A.  
Ph. (808) 377-2440, Fax (808) 377-2444  
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December 9, 2015

### Absence Notification and Policy

Dear Parents and Legal Guardians,

We have noticed an increasing number of students who are being pulled from school by their parents/legal guardians for various reasons. The duration has been from a couple of days to weeks. The learning missed from these pull-outs is not only valuable, but often times irreplaceable. To meet state standards and IB programme objectives, optimal learning occurs with a classroom teacher and peers on a daily basis; e.g., "school days." It is my duty to inform you of state law regarding attendance.

All elementary and secondary schools are expected to adhere to the procedures outlined for taking and reporting attendance (August, 2010). **§302A-1132, Attendance Compulsory, Exceptions, Hawaii Revised Statutes (HRS)**, require a child who is six years of age and not yet eighteen on January 1 of any school year to attend either a public or private school unless properly excused from school. **§302A-1136 Enforcement, HRS**, places responsibility for enforcing compulsory attendance upon the Department of Education (DOE) in accordance with its plans and policies. With that in mind, if a student persists in being absent from school, the 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-1135, Penalty, HRS**].

Exception from the compulsory attendance law is permitted only under specified conditions pursuant to **§302A-1132, Attendance compulsory; Exceptions, HRS**, and, **Chapter 12, Administrative Rules**, relating to compulsory attendance exceptions.

**"Absent"** means that the student is not physically present in school or in a scheduled class for more than half of the school day or class period except if the student is on an authorized school activity. For the purposes of ADA reporting (Average Daily Attendance), students are either present or absent.



Niu Valley Middle School



WORLD CLASS  
EDUCATION



International Baccalaureate

AN AFFIRMATIVE ACTION AND EQUAL OPPORTUNITY EMPLOYER

“Unexcused Absences” include (but are not limited to) the following activities which might occur during the school day:

- Baby-sitting sibling or other children
- Family vacations (on/off island), trips
- Parent request without explanation
- Kept at home to clean home for home inspections
- Performances, youth camps, sporting events\*
- Caring for the elderly or other children
- Personal business
- Entertaining visitors/guests

\* Exceptions may be made if student is the participant/competitor.

School administrators have the discretion to determine if the absences will be excused or unexcused, especially when student academics are adversely affected and/or if attendance is a concern. Please be aware that teachers will provide up to **three days** of make-up work for **EXCUSED ABSENCES ONLY**. Parents will be notified by an administrator regarding the status of the absence.

#### **Reporting Daily Absence:**

If your child will be absent, please contact the school at **377-2450** by 8:30am on the morning of the absence. If a call is not received, the attendance clerk will call home to verify the absence. Without appropriate verification, the school will assume that your child is truant for the day.

#### **Reporting Extended Absences/Trips:**

1. Parents must notify the school, in writing, **one week prior** to student’s absence or as soon as plans are known of any upcoming extended absences.
2. Parents are required to complete and sign the Absence/Trip Notification Form and submit it to the school’s main office **one week** prior to student’s absence.

Unexcused and/or excessive absences are unacceptable and prevent maximum teaching and learning from taking place. If a school is not notified of an absence, the student’s attendance record will be marked as “unexcused”. Please utilize scheduled intercessions and breaks for your vacations. When unavoidable conflicts happen, do contact us. Thank you for your continued kokua and understanding.

Sincerely,



Sean S. Tajima  
Head of School/Principal

cc: Faculty and Staff



Office Time Stamp: \_\_\_\_\_

# NIU VALLEY MIDDLE SCHOOL ABSENCE/TRIP NOTIFICATION FORM

## INSTRUCTIONS:

- Parent completes the top portion of this page.
- Parent signs form acknowledging attached absence policy and procedures.
- Form returned to the main office **one week PRIOR** to the date of absence/trip.

Date: \_\_\_\_\_

Student Name: \_\_\_\_\_ Grade: 6 7 8

Planned trip to: \_\_\_\_\_ for

Family Event: \_\_\_\_\_

Family Emergency: \_\_\_\_\_

Other: \_\_\_\_\_

Dates of Absence: \_\_\_\_\_ to \_\_\_\_\_

Return to School On: \_\_\_\_\_

Total Instructional Days Missed: \_\_\_\_\_

By signing below, I understand the following information and the attached absence policy.

1. Excessive absences may prevent maximum teaching and learning from taking place.
2. For **Unexcused** Absences\*: It is the student's responsibility to collect missed assignments from his/her teacher(s) upon **return from** an absence.
3. For **Excused** Absences: Teachers will provide up to 3-days of assignments **prior** to student leaving. Emergency/last minute absences may not allow time for this. Assignments will be collected upon return.

Parent Name (printed) \_\_\_\_\_ Contact Number: \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

*\*Examples located on back of this form.*

Administrative Review  Unexcused  Excused Comments: \_\_\_\_\_

Administrator Name \_\_\_\_\_ Administrator Signature \_\_\_\_\_

**SCHOOL ROUTING:**

1. Grade Level Vice-Principal
2. Attendance Clerk (original on file; copy to student)
  - ✓ Notify all teachers and grade level counselor via e-mail.
  - ✓ Post the absence in Lotus Notes via the Attendance

**From: Absence Notification Policy Letter (December 2015)**

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