



**STATE OF HAWAII
DEPARTMENT OF EDUCATION
KANOELANI ELEMENTARY SCHOOL
94-1091 Oli Loop
Waipahu, Hawaii 96797**

Attendance Policy (Staff Form)

Hawaii State Compulsory School Attendance – HRS 302A-1132

Unless excluded from school or from attendance, all children who will have arrived at the age of at least six years...shall attend either a public or private school for and during the school year and any parent, guardian, or other person having responsibility for or care of a child whose attendance at school is obligatory shall send the child to either a public or private school.

Additionally, beginning August 1, 2014, the state of Hawaii requires all children age five years old on or before the first day of school, to attend mandatory kindergarten.

Hawaii State Parent and Guardian Accountability for Compliance with Student Code of Conduct - HRS 302A-1133.5(a)

The department shall inform all parents and guardians of the student code of conduct and of their responsibilities with respect to ensuring that their children comply with the code. The department also shall provide assistance and advice to parents and guardians in meeting their responsibilities under the code. (b) The failure of a student to meet the requirements for regular attendance and punctuality shall subject the student's parent, parents, or guardian to the penalties provided in section 302A-1135. Destruction of school property by a student, in addition to all other legal action that may be taken, shall subject the student's parent, parents, or guardian to proceedings under section 302A-1153, as appropriate.

Penalty - HRS 302A-1135

If any child of school age persists in absencing oneself from school, the family court judge, upon a proper petition, citation, or complaint being made by the schoolteacher 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.

School Procedures

- Daily attendance and punctuality is monitored and recorded daily.
- Family vacations during the school year are not condoned. If there is an emergency that requires a child to be taken out of school for a period of time, an appointment with administration is required.
- Contact the school when a child will be absent – phone 675-0195, press #1 on/before 8:00 am on the day of the absence
- Send a written note explaining absences no later than 3 days after the child returns to school. Include the following information in the note:
 - Child's first and last name
 - Room number and grade level
 - Date note was written and dates of absences
 - Reason for absences
 - Parent/Legal guardian full name, signature and contact number
- Absences and tardies are cumulatively tallied and shared with parents per the below procedures

# of Cumulative Absent Days:	Actions:
3	Teacher to notify parents (face to face/planner/phone)
5+	Teacher to send Letter #1 to parents Teacher Notifies Counselor/Copy of Letter to Counselor
10+	Teacher completes Letter #2 and Send Letter to Counselor to Process Counselor schedules Conference with Parent Counselor Notifies District Social Worker Resources/Interventions Discussed
15+	Counselor sends Letter #3 to parents Counselor Schedules Conference with Parents/ SW/Admin Action Plan Put in Place
20+	Counselor Schedules Conference / Home Visit / SW Involved Action Plan Monitored Family Court Referral Discussed/ Initiated