

KEALAKEHE INTERMEDIATE SCHOOL ATTENDANCE POLICY

Dear Parent or Guardian:

We want you to be aware of Kealakehe Intermediate School's attendance policy. Studies have shown that when a student is absent from school more than 15 days, the chances of failing at least one class increases dramatically.

Hawaii Revised Statute 302A-1132 states that "all children who will arrive 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 1 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 is obligatory shall send the child to either a public or private school."

Board of Education Policy 4140 Compulsory School Attendance Policy states: "The Department of Education shall make every effort to ensure student school attendance in accordance with the compulsory attendance law."

If a student is absent from school, within two days of their return a note signed by a parent or guardian stating the reason and dates of the absence must be submitted to the office between 7:00 and 7:45 AM. If the student is absent for five (5) or more days a signed note from a health care provider is required upon return to school. An absence is excusable only for illness, have a doctor, dentist or other health care provider appointment, have a court appearance, death in the immediate family, attending a school sponsored activity, or when prior permission is granted by the principal.

If the student has an excused absence for more than two days homework may be requested through email to the individual teachers. In cases where email is not available, requests can be made to the office which will forward the request to the teacher. Teachers are not required to provide make-up work for unexcused absences.

Measures taken for excessive absences:

- At the seventh (7) absence day a letter will be sent to parents
- At the tenth (10) absence day a letter will be sent to parents, counseling with an administrator may be required
- At the fifteenth (15) absence day Court petition for non-attendance will be initiated by the administration.