



**STATE OF HAWAII**  
DEPARTMENT OF EDUCATION  
**KOKO HEAD ELEMENTARY SCHOOL**  
189 Lunalilo Home Road  
Honolulu, Hawaii 96825  
Ph. (808) 397-5811, Fax (808) 397-5816

**School Attendance Policy & Procedures**  
(Rev. 1/4/12)

Dear Parents/Guardians,

It is my duty to inform you of a state law regarding attendance and our school attendance policy and procedures. §302A-1132, Attendance Compulsory, Exceptions, Hawaii Revised Statutes (HRS), requires a child who is six years of age of any school year to attend either a public or private school unless properly exempted under specified conditions pursuant to HRS and Chapter 12, Hawaii Administrative Rules, relating to compulsory attendance exceptions.

Absences and tardies, whether excused or unexcused, prevent maximum learning from taking place. It is the school’s responsibility and authority to investigate and take appropriate action for non-attendance and tardies. Also, your child’s attendance is an official education record. A referral to Family Court may be considered for any student when continuous efforts and interventions fail to address chronic absenteeism, truancy, or education neglect, please refer to the chart below:

<b>Number of School Days* Absent or Tardy (Excused and/or Unexcused)</b>	<b>Possible School Actions</b>
5 days	<ul style="list-style-type: none"> <li>• Receive written notification from school</li> </ul>
10 or more days	<ul style="list-style-type: none"> <li>• Receive written notification from school</li> <li>• Homevisits from school officials and other DOE personnel</li> <li>• Referral to DOE Social Worker</li> <li>• Referral to Family Court to address chronic absenteeism, truancy, or education neglect</li> </ul>

\*For the 2011-12 School Year, the tallying of school days will take into from January 4, 2012

For the purposes of this document, the following words are defined as follows:  
“Absent” means 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 activity.

“Tardy” means the student arrives to school after school has started, or a student arrives at class after class has started, or both.

“Excused Absence” means that parents notify the school if their child is going to be out of school for one to three consecutive school days. If the absence is for more than three consecutive school days, the parent shall notify the school of their child’s absences and shall provide written documentation from a medical professional upon the child’s return to school or the absences may be considered unexcused.

“Unexcused Absence” includes, but is not limited to the following: Baby sitting sibling or other children, family vacations, personal business, parent request without explanation, youth camps, extracurricular events and competitions, funeral services of family members not part of the immediate family.

Reporting Absences:

1. Please call the school to explain the reason for the absence. Send a doctor’s note to the office when the child returns to school if the absence is greater than 3 consecutive school days.
2. For reporting unexcused absences, parents are required to provide written documentation to the child’s teacher one week prior to student’s absence
3. Parents are encouraged to schedule a meeting with the Principal to discuss unexcused absences prior to the absence from school to discuss educational implications of the missed academics.

Please utilize the scheduled intersessions, holidays, and breaks for your vacations and personal business. To reiterate, absences and tardies, whether excused or unexcused, prevent maximum learning from taking place. Thank you for your support and understanding.

Sincerely,



Jeffrey Shitaoka  
Principal