



STATE OF HAWAII
DEPARTMENT OF EDUCATION
KA'A'AWA ELEMENTARY SCHOOL
51-296 KAMEHAMEHA HIGHWAY
KA'A'AWA, HAWAII 96730
PHONE 237-7751

Kaaawa Elementary School Attendance Policy

March 11, 2013

Dear Parent/Guardian,

Our school has adopted a new attendance plan, which we will be piloting in Quarter 4 of this year. It will be fully adopted effective School Year 2013-2014. The reason we decided to create a new plan is because after reviewing our records, it became clear that a major stumbling block to our students' achievement was that too many students were absent too often. An attendance rate of 95% is the minimum required by the state. According to the Early Warning System, our current attendance rate is 85%.

Therefore, we have adopted a new attendance plan that will keep close track of attendance, ensure greater safety for our students, provide services for families having problems, and develop school-wide incentives for good attendance. As a school, we want to know where our children are every day; we want to be helpful to families who need assistance; and we want to congratulate and celebrate children and families who are helping to make good attendance a reality in our school.

For our school's purposes, the term 'attendance' refers to being at school **on time, all day, every day**. Therefore we expect that students will be lined up with their class at 7:50 when the bell rings. Otherwise, they will be considered tardy in the morning. Students are expected to remain in school until being dismissed at the end of the school day at 2:05 (except for Wednesdays at 12:40). Otherwise, they will be considered tardy in

the afternoon. According to the Department of Education State of Hawaii School Attendance Procedures, students who are not present in school for at least three hours will be considered absent.

Breakfast will now end at 7:40 and the cafeteria will be vacated by 7:45 to help ensure that children are with their classes when the bell rings at 7:50. Children who arrive late will be asked to gather in a designated area so that we are able to record their attendance accurately. After flag pledge and morning announcements, tardy children will receive tardy slips from the front office before joining their class.

One important way a family can help is to call the school if their child is sick. We will have an answering machine that can take your call from 4:30 p.m. until 7:30 a.m. After 7:30 a.m., school personnel will be available to take your call. If your child is not in school and we do not hear from you by 8:15, our Attendance Clerk will give you a call. This is what we call a Safe-to-School Call. This not only helps us keep track of attendance, but it also guarantees the safety of your child. If your child should fail to appear at school in the morning, you would know quickly. We see this as an important safety service that our school can provide. If your family experiences a rare situation like death or serious illness, please inform the school immediately.

Aside from monitoring attendance, we also have preventative measures to help improve our attendance. Classrooms will have incentive plans and children and families who need assistance will receive an invitation to the Sunshine Club. Lastly, our school has intervention measures such as calls, letters, and attendance plans for children and families who need more assistance. Please refer to the attached document in this letter, which outlines Attendance Interventions. The interventions can be found on our school's website: <http://kaaawa.k12.hi.us> and they will also be found in next year's Agenda Book.

We are confident that we can work together to improve attendance, which will benefit our students' learning and development. Please sign and return the form below to your child's teacher to acknowledge you have received Kaaawa Elementary School's new attendance policy. Please feel free to write any questions or comments below.

Sincerely,

Jennifer Luke-Payne (Principal)

Angie Won (Counselor)

Greg Foxx (Student Services Coordinator)

Jaclyn Hardy (Curriculum Coordinator)

Dee Domingues (Office Clerk)

-----cut and return-----

Sign and return this slip to your child's teacher to acknowledge your receipt of Kaaawa Elementary School's Attendance Policy **by Friday March 15, 2013.**

Child's Name _____

Grade _____

Questions, comments, and concerns: