



## ***ADDENDUM TO KCS FAMILY HANDBOOK***

### ***Page 8-Attendance Policy and Procedures***

#### ***2-3 year old classes:***

All 2-3 year old children are encouraged to be in school by 8:00 a.m. for Piko. We highly recommend that the children participate in our daily Piko/assembly meeting with the entire school. If you plan to arrive after 10:00 a.m., please notify the school office and your child's teacher in advanced in writing; otherwise, your child will be considered absent for the day, and you will have to make other arrangements for care as your child will not be admitted for that day. Prior arrangements are to be made with the school office for all absences or appointments. Children may return to school after morning appointments only if they will be returning before 12:00 p.m.

#### ***Primary 3-6 year old classes:***

All primary children are encouraged to be in school by 8:00 a.m. for Piko. We highly recommend that the children participate in our daily Piko/assembly meeting with the entire school. If you plan to arrive after 10:00 a.m., please notify the school office and your child's teacher in advanced in writing; otherwise, your child will be considered absent for the day, and you will have to make other arrangements for care as your child will not be admitted for that day. Prior arrangements are to be made with the school office for all absences or appointments. Children may return to school after morning appointments only if they will be returning before 12:00 p.m.

#### ***Elementary K-6<sup>th</sup> grade:***

All kindergarten and elementary children are required to be in school by 7:45 a.m. Children will be considered tardy after 7:45 a.m. and will need to check in with the school office for a tardy slip.

The Hawaii Revised Statute, Section 302A-1132, states that unless excluded from school or exempted from attendance, all children who will have arrived at the age of at least six years, and who will not have arrived at the age of eighteen years, by January 1st 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 at school is obligatory, shall send the child to either a public or private school.

The State of Hawaii, Department of Education, defines truancy as unauthorized absences from school. Currently Section 302A-1135 of the Hawaii Revised Statutes states that if any child of school age persists in absenting oneself from school, the family court judge, upon a proper petition, citation, or complaint being made by the school teacher 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 attendance is a primary indicator of academic success. Excessive absences can be detrimental to their learning and may have a negative effect on students' grades. Please schedule doctor, dentist, and other appointments outside of school hours and plan family trips to coincide with school vacations.

### ***Absences***

1. When students are absent/tardy, the parent or legal guardian must call the office (585-0622) by 8:15 a.m.
2. In case of extended absences, it is the responsibility of the student and the parents/guardians to work with the teacher(s) to make up all work and learning missed.
3. Upon child's return to school, parents/guardians are asked to send a note attaching the necessary documentation, (i.e., doctor's note) as needed for an excused absence within three school days upon returning to school so the absence can be marked accordingly in the school attendance system.

### ***School Attendance Policy:***

1. Elementary students are considered absent if the student is not present in school for more than half of the school day (11:00am).
2. For purposes of reporting Average Daily Attendance, no distinction should be made between "excused" or "unexcused" absences. Students are either present or absent.

### ***Excused Absences:***

- Funeral services for a family member
- Doctor / Dentist appointment (doctor's note required)
- Family Court appointments, hearings, and hearings involving foster children, (note from Family Court required).
- Illness (Absence due to illness for three or more consecutive days, a doctor's note is required.)

- Medical or dental related reasons with a verifiable note provided by a doctor or dentist.

***Unexcused Absences:***

- Babysitting siblings or other children
- Caring for elderly or family member
- Entertaining visitors/guests
- Lack of transportation
- Parent request without explanation
- Personal business
- Sports Competition events\*
- Youth Camps\*
- Family vacations\*
- Kept at home for household needs such as cleaning, moving residence, etc.

***Eligibility For Administration-Approved Leave\* (absences excused by Administration for family trips, etc.)***

10 day leave - Parent must:

- Submit written parental notification to Administration two (2) weeks prior to leave
- Obtain Administration's approval for leave
- Have 95% attendance

5 day leave - Parent must:

- Submit written parental notification to Administration two (2) weeks prior to leave
- Obtain Administration's approval for leave
- Have a 95% attendance

(Circumstances to be reviewed on a case-by-case basis)

***Tardies***

1. Students who arrive after 7:45am are considered tardy and their attendance will be marked accordingly.
2. If the student arrives after morning attendance has been taken, they should check in at the front office to obtain a tardy slip before proceeding to class

***Excused Tardies:***

- Funeral services for a family member
- Doctor / Dentist appointment (doctor's note required)
- Family Court appointment (note from Family Court required)

### ***Unexcused Tardies:***

- Babysitting
- Car trouble
- Lack of childcare
- Overslept, late start
- Personal business
- Refusal to attend school
- Waiting for siblings
- Had to complete homework
- Lack of transportation
- Waiting for parent to drop off items
- Traffic\*

### ***Authorized School Activities***

Any student who misses class or is tardy due to Authorized School Activities shall not be marked absent or tardy or penalized for missing class provided they have the proper documentation.

“Authorized School Activities” may include but is not limited to:

- 1) On-campus activities such as:
  - a. Appointments with administrator
  - b. Meeting with another teacher
- 2) Off-campus activities such as:
  - a. School-related field trips
  - b. Participation in school events

## ***ADMINISTRATIVE STEPS FOR TARDIES OR ABSENCES***

### ***Unexcused Tardies***

1. 5 tardies: Student counseled by teacher and parent contacted by phone or email
2. 10 tardies: Attendance letter sent home
3. 15 tardies: 2nd attendance letter sent home via certified mail, attendance referral submitted, phone/ in-person conference held with parent by School Director

### *Unexcused Absences*

1. 5 absences: Student counseled by teacher and parent contacted by phone or email
2. 10 absences: Attendance letter sent home
3. 15 absences: 2nd attendance letter sent home via certified mail, attendance referral submitted, School Director sets up conference with parent, contract may be created (Chronic absenteeism is defined as 15 or more absences within a school year)
4. 20 absences: Conference or home visit scheduled with parent by School Director to revisit contract and determine possibility of education neglect and next steps