



STATE OF HAWAII
ILIMA INTERMEDIATE SCHOOL
KA 'OIHANA HO'ONA'AUAO
91-884 FORT WEAVER ROAD
EWA BEACH, HI 96706

Dear Ilima Intermediate School Families,

As we enter the month of September, I want to take a moment to highlight an important initiative that plays a crucial role in the academic success of our students: **September is Attendance Awareness Month.**

At Ilima Intermediate School, we are committed to ensuring that every student has the opportunity to thrive academically, socially, and emotionally. Regular school attendance is a key factor in achieving this goal. Research shows that students who attend school consistently are more likely to succeed in their studies, build positive relationships, and develop the skills they need for future success.

Why is Attendance Important?

- **Academic Achievement:** Missing just two days a month can add up to 18 days a year, putting students at risk of falling behind academically.
- **Social Connections:** Regular attendance helps students build strong relationships with peers and teachers, fostering a sense of belonging and community.
- **Future Success:** Good attendance habits established now set the foundation for future success in high school, college, and beyond.

How You Can Help:

1. **Set a Routine:** Establish a consistent bedtime and morning routine to ensure your child is well-rested and ready for school each day.
2. **Stay Informed:** Know the school's start time and be aware of the attendance policies.
3. **Communicate:** If your child is going to be absent, please inform the school as soon as possible and provide a note when they return. If they must miss school for an extended period, please provide a doctor's note.

Let's work together to make this school year the best one yet by ensuring that every student attends school regularly and on time. Your partnership in this effort is invaluable, and we thank you for your continued commitment to your child's education.

Average Daily Attendance

According to the Hawaii Department of Education, the average daily attendance (ADA) for Hawaii public schools has increased slightly over the last four years, from 94.0% to 94.3%. ADA is calculated by adding up the number of students who attended school each day it was in session, and then dividing that number by the total number of days school was in session. Chronic Absenteeism is defined as 15 or more absences (excused or unexcused) within a school year. This level of absenteeism is detrimental to a student's educational success and can have lasting effects on standardized test scores, graduation rates, and even the likelihood of dropping out of school. Regular school attendance is essential for students to thrive academically, socially, and emotionally.

Impact of Attendance

Students who attend school regularly are more likely to perform well academically, participate in class, and develop the skills needed for future success. Conversely, excessive tardiness and absenteeism can hinder a student's progress, making it difficult for them to keep up with their peers and achieve their full potential.

Absence Policy

To ensure that we maintain a supportive and consistent learning environment, we ask that you adhere to the following guidelines regarding absences:

- **Absence Notes:** A note must be submitted within three days upon your child's return to school, regardless of whether a phone call was made to the school. This helps us accurately track and document absences.
- **Doctor's Note:** For students who are absent for five or more consecutive days, a doctor's note is required upon their return.
- **Extended Absences:** If your child will be absent from school for 10 or more consecutive school days, they will be dis-enrolled from school. Upon their return, they must re-enroll to resume their education.

We understand that illnesses and other circumstances can arise, but we encourage you to prioritize your child's education by ensuring they attend school regularly. If you are facing challenges related to your child's attendance, please do not hesitate to reach out to us for support. We are here to work with you to find solutions that benefit your child's education.

Thank you for your continued partnership in supporting our students' success. Together, we can ensure that every student has the opportunity to reach their full potential.

Sincerely,



Shayne Greenland - Principal

Ilima Intermediate Attendance Policy and Procedures

Chronic Absenteeism is defined by the Hawaii DOE as 15 or more absences (excused or unexcused) in a school year. Attendance strongly affects standardized test scores, graduation, and drop-out rates. Chronic absenteeism is detrimental to students' educational success. Students need to attend school regularly to succeed. Excessive tardies also can have a profound impact on a student's progress.

ABSENCES

A note must be submitted within three days upon the student's return to school, regardless if a phone call was made to the school. A doctor's note is required for students with five or more consecutive absences. Any student that will be out of school for 10 or more consecutive school days will be dis-enrolled from school and must re-enroll upon returning to school.

Examples of excused absences:

- Illness or injury of student (doctor's note necessary if over 3 days absent)
- Death in the family
- Quarantine (i.e chicken pox, measles, etc.)
- Court appearances
- School-sponsored activities
- An emergency deemed legitimate by the Executive Director (i.e severe weather, power outage, fire)
- Suspension from school
- Special cases approved by the Principal (please contact an administrator or counselor for information regarding approval of special cases.

**** Doctor appointments should be made on weekends, early morning or afterschool to minimize loss of instruction.**

Examples of unexcused absences include, but are not limited to:

- Babysitting siblings or caring for elderly family members
 - Entertaining visitors/guests
 - Family vacations/trips
- **Any student that will be out of school for 10 or more consecutive school days will be dis-enrolled from school and must re-enroll upon returning to school.**
- Personal business
 - Transportation issues
 - Competitions/performances (i.e. sports, cheerleading, hula, etc.) (Administration approval needed)

LEVELS OF INTERVENTION AND NOTIFICATIONS FOR ABSENCES

Levels	# of absences	Homeroom/Team Teachers	Counselor	Administration
Level 1	2 - 5 absences	<ul style="list-style-type: none"> • Makes parent contact 	<ul style="list-style-type: none"> • 1st attendance letter sent home 	
Level 2	6 - 10 absences	<ul style="list-style-type: none"> • Makes parent contact 	<ul style="list-style-type: none"> • 2nd attendance letter sent home 	
Level 3	11 - 14 absences	<ul style="list-style-type: none"> • Makes parent contact 	<ul style="list-style-type: none"> • Conduct home visit • Schedules a parent conference 	<ul style="list-style-type: none"> • Conduct home visit w/counselor • Ed Neglect letter sent/given to parent
Level 4	15+ absences	<ul style="list-style-type: none"> • Makes parent contact 	<ul style="list-style-type: none"> • Pre-court interventions being implemented (case by case basis) • Conduct home visit (if needed) 	<ul style="list-style-type: none"> • Conduct home visit w/counselor (if needed)



Keep Your Child On Track in Middle and High School: Pay Attention to Attendance

Showing up for school has a huge impact on a student's academic success. Even as children grow older and more independent, families play a key role in making sure students get to school every day and understand why attendance is so important for success in school and on the job.

DID YOU KNOW?

- Students should miss no more than 9 days of school each year to stay engaged, successful and on track to graduation.
- Frequent absences can be a sign that a student is losing interest in school, struggling with school work, dealing with a bully or facing some other difficulty.
- By 6th grade, absenteeism is one of three signs that a student may drop out of high school.
- By 9th grade, attendance is a better predictor of graduation rates than 8th grade test scores.
- Missing 10%, or 2 days a month, over the course of the school year, can affect a student's academic success.

WHAT YOU CAN DO

Make school attendance a priority

- Talk about the importance of showing up to school every day.
- Help your children maintain daily routines, such as finishing homework and getting a good night's sleep.
- Try not to schedule dental and non-urgent related medical appointments during the school day.
- Keep your student healthy. If you are concerned about about a contagious illness, call your school or health care provider.
- If your children must stay home because they are sick, make sure they have asked teachers for resources and materials to make up for the missed learning time in the classroom.

Help your teen stay engaged

- Find out if your children feel engaged by their classes, and feel safe from bullies and other threats.
- Make sure your teens are not missing class because of challenges with behavioral issues or school discipline policies. If any of these are problems, contact the school and work with them to find a solution.
- Monitor you teen's academic progress and seek help from teachers or tutors when necessary. Make sure teachers know how to contact you.
- Stay on top of your child's social contacts. Peer pressure can lead to skipping school, while students without many friends can feel isolated.
- Encourage your child to join meaningful after-school activities, including sports and clubs.
- Support your students if you notice signs of anxiety, and if needed, seek advice from your school or health provider

Communicate with the school

- Know the school's attendance policy – incentives and penalties.
- Check on your child's attendance to be sure absences are not adding up.
- Seek help from school staff, other parents, or community agencies if you need support.

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Visit Attendance Works at www.attendanceworks.org for free downloadable resources and tools!

ILIMA INTERMEDIATE SCHOOL CALENDAR SY: 2024-2025

JULY

M	Tu	W	Th	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

July 4: Independence Day
 July 18: Schedule Pick-up Gr. 8
 July 19: Schedule Pick-up Gr. 7
 July 30 & 31: Admin Days

AUGUST

M	Tu	W	Th	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

Aug 1 & 2: Teacher Work Days
 Aug 5: PC Day - No Students
 Aug 6: 7th Grade Only
 Aug 7: All Students Return
 Aug 16: Statehood Day
 Aug 19-22: Picture Taking
 Aug 22: Open House

SEPTEMBER

M	Tu	W	Th	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

Sept 2: Labor Day
 Sept 11: Progress Report (1st Qtr)
 Sept 20: PC Day - No Students
 Sept 26: Family Nite 1

OCTOBER

M	Tu	W	Th	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

Oct 4: 1st Qtr Ends
 Oct 7-11: Fall Break
 Oct 18: Report Cards (1st Qtr)
 Oct 24: Family Nite 2

NOVEMBER

M	Tu	W	Th	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

Nov 1: Waiver Day - No Students
 Nov 5: Election Day
 Nov 11: Veteran's Day
 Nov 13: Recognition Night
 Nov 20: Progress Report (2nd Qtr)
 Nov 21: Family Nite 3
 Nov 28-29: Thanksgiving Holiday

DECEMBER

M	Tu	W	Th	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

Dec 6: Parent Talent Show
 Dec 13: Parent Talent Show
 Dec 20: Winter Fair
 Dec 20: 2nd Qtr/1st Sem Ends
 Dec 23 - Jan 3: Winter Break
 Dec 25: Christmas Day

JANUARY

M	Tu	W	Th	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

Dec 23 - Jan 3: Winter Break
 Jan 1: New Years Day
 Jan 6: Teacher's Work Day - No Students
 Jan 7: Waiver Day - No Students
 Jan 8: 2nd Sem Starts / Students Return
 Jan 13: Report Cards (2nd Qtr)
 Jan 20: Martin Luther King Jr. Day

FEBRUARY

M	Tu	W	Th	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

Feb 7: AMLE Waiver Day - No Students
 Feb 12: Progress Report (3rd Qtr)
 Feb 12: Recognition Night
 Feb 14: Teacher Institute Day - No Students
 Feb 17: President's Day
 Feb 20: Grad Meeting

MARCH

M	Tu	W	Th	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

Mar 11: Grad Meeting
 Mar 14: 3rd Qtr Ends
 Mar 17-21: Spring Break
 Mar 26: Kuhio Day
 Mar 31: Report Cards (3rd Qtr)

APRIL

M	Tu	W	Th	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
29	30			

Apr 8: 6th Grade Parent Orientation
 Apr 10: 7th Gr Class Day FORM DEADLINE
 Apr 14-15: 8th Gr ONLY - NO 7th Gr
 Apr 15: Grad Meeting
 Apr 16: Recognition Night
 Apr 16-17: 7th Gr ONLY - NO 8th Gr
 Apr 17: 8th Gr Banquet FORM DEADLINE
 Apr 18: Good Friday
 Apr 23: Progress Report (4th Qtr)
 Apr 25: 7th Grade Class Day

MAY

M	Tu	W	Th	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

May 1: Graduation FORM DEADLINE
 May 8: 8th Grade Class Day (Pending)
 May 9: PC Day - No Students
 May 9: 8th Grade Banquet (Tentative)
 May 20: Awards Night
 May 26: Memorial Day
 May 29: 8th Grade Graduation
 May 30: Students Last Day /
 4th Qtr / 2nd Sem Ends

JUNE

M	Tu	W	Th	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

June 2: Teachers Last Day
 June 11: Kamehameha Day

*	No Field Trips or Activities
	Holidays
	Teacher Work Days / PD (Waiver) Days - No Students
??	Dates to Remember
??	Parent Night Meetings