



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

Dear Ilima Intermediate Families,

Our school year is officially off to a great start! As we embark on another academic year, I would like to take a moment to emphasize the critical role that regular school attendance plays in your child's education and overall development.

At Ilima Intermediate School, we are committed to providing a safe and nurturing environment where students can thrive academically, socially, and emotionally. To ensure that every student receives the best possible education, it is essential that they attend school regularly and punctually.

Here are some compelling reasons why regular school attendance is of utmost importance:

Academic Success: Consistent attendance allows students to fully engage with the curriculum, participate in classroom discussions, and complete assignments on time. Missing school days can lead to gaps in learning, making it challenging for students to keep up with their peers.

Social and Emotional Development: School is not just about academics; it's also a place where children develop important social and emotional skills. Regular attendance fosters friendships, teamwork, and a sense of belonging within the school community.

Establishing Good Habits: Attending school regularly helps children develop the habit of being punctual and responsible, skills that will serve them well throughout their lives.

State and Federal Requirements: School attendance is mandated by state and federal laws. Excessive absences can lead to legal consequences for parents and guardians, and it may jeopardize a child's educational progress.

Teacher-Student Interaction: Teachers play a pivotal role in a student's educational journey. Regular attendance allows students to build meaningful relationships with their teachers, who can provide individualized support when needed.

Preparation for the Future: Education is an investment in a child's future. Regular attendance ensures that they are well-prepared for future academic endeavors and career opportunities.

We understand that there may be times when your child is unable to attend school due to illness or family emergencies. In such cases, please communicate with the school as soon as possible to let us know about the absence. We also encourage you to schedule medical appointments outside of school hours whenever possible.

To help your child succeed, we request your support in the following ways:

Prioritize Attendance: Make school attendance a top priority and set a good example by valuing punctuality and regularity.

Plan Vacations Wisely: Whenever possible, plan family vacations during school breaks to minimize disruptions to your child's education.

Encourage Open Communication: If your child is facing challenges that may affect their attendance, please reach out to the school's administration, counselor or your child's teacher. We are here to support you and your child.

In conclusion, I want to express my gratitude for entrusting us with your child's education. We are committed to providing a high-quality learning experience, and your partnership in ensuring regular school attendance is invaluable.

Let us work together to help our students reach their full potential. If you have any questions or concerns regarding school attendance, please do not hesitate to contact the school at 808-687-9300.

Thank you for your continued support, and I look forward to a successful and productive school year ahead.

Sincerely,

A handwritten signature in black ink that reads "Shayne Greenland". The signature is written in a cursive, flowing style.

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 the academic growth, graduation, and drop-out rates. Chronic absenteeism is detrimental to students' educational success. Students need to attend school regularly to succeed. Excessive tardies can also have a profound impact on a student's progress.

ABSENCES

A note must be submitted within three days upon the students 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. Students who miss more than one-half of the school day will be marked absent.

Examples of excused absences:

- Illness or injury or student (doctor's note necessary if over 3 days absent)
- Death in the family (immediate family members only)
- Quarantine (i.e COVID, Chicken pox, measles, etc.)
- Court Appearance
- School Sponsored Activities
- An emergency deemed legitimate by the Superintendent (i.e severe weather, power outage, fire etc.)
- 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 instructional time.***

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

- Babysitting siblings or caring for elderly family members.
- Entertaining visitors/guests
- Family vacations/trips
- Personal business
- Transportation issues
- Competitions/performances (i.e. sports, cheerleading, hula, etc.)

*****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.***

TARDIES

Students are considered tardy upon reaching their classroom after the second bell or period tardy bell.

Excused Tardies:

- Medical appointments with an official note from the doctor's office.
- Delayed school bus

Unexcused Tardies:

- Overslept/late start
- Car trouble
- missed/late city bus
- Ride was late
- Babysitting
- Personal business
- Eating breakfast
- Lack of transportation
- Doing homework

LEVELS OF INTERVENTION AND NOTIFICATIONS FOR TARDIES

5 Tardies: Homeroom teachers will contact parents to inform and inquire about the situation.

10 Tardies: One on One session with grade level counselor

15 Tardies: Grade level counselor will schedule a parent-teacher conference.

EARLY DISMISSAL

Early dismissal should not be used for matters of convenience (e.g to avoid traffic, after a school assembly/performance, etc. If a student is signed out before 11:00 am, he/she will be marked as absent.

LEVELS OF INTERVENTION AND NOTIFICATIONS FOR ABSENCES

LEVEL 1: At 2 - 5 absences (excused or unexcused)

Homeroom Teacher: Makes phone call home and documents contact

Counselor: 1st attendance letter is sent home at 5 absences.

LEVEL 2: At 6 - 10 absences (excused or unexcused)

Homeroom Teacher: Makes phone calls home and notifies counselors of dates and times contact was made.

Counselor: 2nd attendance letter is sent home at 10 absences.

LEVEL 3: At 11 - 14 absences (excused or unexcused)

Team Teachers: Makes contact with parents out of concern and support and updates the parent on their child's progress.

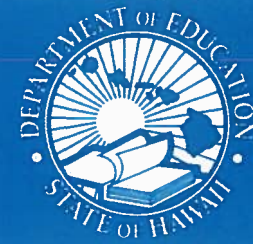
Counselor: Makes contact via home visit with parent and schedules a parent conference. Pre-court interventions being implemented (case by case basis)

LEVEL 4: At 15+ absences (excused or unexcused)

Administrator: Makes contact with parents to discuss next steps.

Counselor: Pre-court interventions being implemented (case by case basis)

Absenteeism



Did you know?

Chronic absenteeism is a **red alert** that students are headed for academic trouble and potentially dropping out of high school.

15 DAYS >

In Hawaii, students are labeled chronically absent if they miss 15 or more days of school for any reason.

1. Chronic absenteeism is one of our most powerful predictors of whether students succeed.

- Even when we account for factors like poverty, previous performance, and disadvantage, students who are chronically absent perform worse than their peers.
- Chronically absent students have lower GPAs than their peers the year they were chronically absent and the year after.
- Chronically absent students score lower on reading and math exams, and make slower gains than their peers.
- Students who are chronically absent one year are 35 percent more likely than their peers to be chronically absent the next year.

2. Too many Hawaii students are chronically absent.

- Nearly 1 in 5 Hawaii public school students were chronically absent in each of the last four years
- Nearly 1 in 4 students from economically disadvantaged families and nearly 1 in 3 students with disabilities were chronically absent in each of the last four years
- Chronic absenteeism occurs in every grade.

3. Chronic absenteeism is a priority for Hawaii public schools.

- Chronic absenteeism is a key metric in the joint Board and Department of Education Strategic Plan.
- Chronic absenteeism is part of the school accountability system known as the Strive HI Performance System.
- Educators can regularly view students' absenteeism data through secure, online portals and system leaders, including principals, CASs and the Deputy Superintendent, receive regular reports on chronic absenteeism rates.

4. Chronic absenteeism can be invisible or difficult to notice.

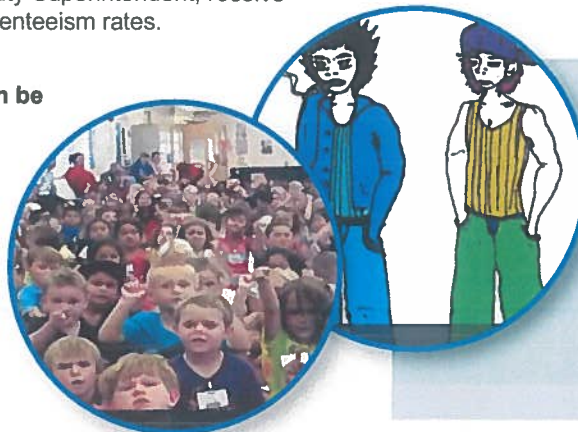
- Missing 15 days of school can happen by missing less than two days a month.
- Multiple sporadic absences, such as a 1 – 2 month, cause as many academic challenges as consecutive absences do.

5. Students miss school for many reasons, some of which we can help avoid.

- Students cannot attend: they have medical emergencies, illness, or persistent health problems; have family responsibilities that require them to work; transportation issues; involved in juvenile justice system or have been suspended.
- Students will not attend: they avoid going to school because they feel unsafe or unwelcome at school, perhaps due to bullying, harassment, or embarrassment issues
- Students do not attend: they or their family do not see the value of being in school, prefer to do other things, or aren't being held accountable for missing school.

6. We can act together to prevent and address chronic absenteeism.

- Public awareness campaigns, parent engagement efforts, and community efforts can help students and families understand the importance of going to school.
- Family, school, and community partnerships can help reduce the barriers to attendance, such as health, employment, truancy, and transportation issues.
- School schedules can take into account "high-absence" days, such as the day after Halloween, days with short weeks and days following breaks.
- Schools can create positive school environments where students have high expectations and a safe and engaging environment to learn.
- By monitoring attendance, we can drive early and targeted intervention students are on-track, or are already, chronically absent.



'Be Pono – Be in School'

Windward District's 2nd annual "Be Pono – Be in School" contest helped promote school attendance among its 17 participating schools. Students and schools vie for prizes while learning about the value of getting to school every day. See the results on the DOE website: bit.ly/BePono15



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

Even as children grow older and more independent, families play a key role in making sure students access learning opportunities and understand why attendance is so important for success in school and on the job. Families can also advocate for resources to help students learn if they cannot attend in-person.

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

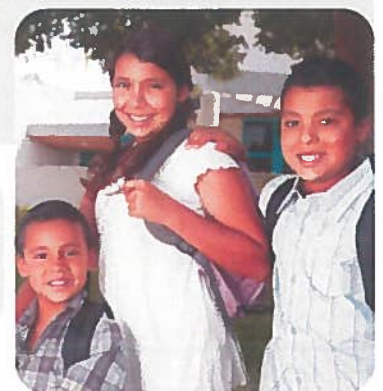
- Talk about the importance of showing up to school every day.
- Help your teen maintain daily routines, such as finishing homework and getting a good night's sleep.
- Try not to schedule dental and non-Covid-19 related medical appointments during the school day.
- Keep your student healthy, and if you are concerned about Covid-19, call your school for advice.
- If your teens must stay home because they are sick or in quarantine, 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 your 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 teen to join meaningful after-school activities, including sports and clubs.
- Notice and support your students if they are showing signs of anxiety.

Communicate with the school

- Know the school's attendance policy – incentives and penalties.
- Check on your teen'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!