

ATTENDANCE POLICY AND PROCEDURES

Palolo Elementary School's attendance policy supports Our Mission and Our Beliefs (p. 2) of each student. Current research makes a clear connection between classroom attendance and academic achievement. Missing a lot of school decreases students' possibility of educational success. This policy supports our students' academic achievement/growth, while maintaining compliance with the Department of Education (DOE) attendance policy that upholds the law regarding mandatory schooling.

What the Law Says

Beginning with the 2014-2015 school year, §302A-1132, Attendance Compulsory, Exceptions Hawaii Revised Statutes (HRS), requires a child who is at least five years of age on or before July 31 and not yet eighteen on January 1st of any school year, to attend either a public or private school unless properly excused from school.

§302A-1135, Penalty, HRS, student, father, mother, guardian or person having charge of the child who persists in being absent from school may be referred and summoned to court and may be found guilty of a petty misdemeanor.

Excused Absences

Excused absences include the following:

- Family court hearings and hearings involving foster children.
- Medical or dental related reasons with a note provided by a doctor or dentist. All attempts should be made to schedule doctor or dentist appointments outside of school hours.
- Illness

Make up Work

For absences due to illness, work can be requested with a note or call from a parent. It should include: 1) student name, 2) teacher name, 3) reason for absence, 4) date(s) of absence, 5) contact number; and 6) parent signature. Pick up work from 2:30-4:00 pm at the office.

Extended Absence, Trips and Missed Instruction

Trips should be scheduled during a school vacation; and is highly discouraged during school days. If a student must have extended absences, a form is available in the office, and needs to be approved by administration at least 2 weeks prior to the dates of absence. Academic work requests must be made prior to the trip. Students are responsible for work missed upon return.

Emergency situations will be handled on a case-by-case basis by the Administration.

DESCRIPTION	PARENT/ STUDENT	SCHOOL
School begins at 8:00 am.	Student will physically be in their class.	Record daily attendance
TARDY: Student reports to school AFTER 8:05 am.	<ul style="list-style-type: none"> • Go to office • Obtain a tardy slip before being admitted to class. 	Record tardy and monitor chronic cases
ABSENCE reporting (for any reason)	Call 733-4700 BEFORE 8:00 am.	<ul style="list-style-type: none"> • Record absence indicating notifications and reasons • Process work requests
Automated Attendance System	Call 733-4700 to report reason for absence.	Follow up calls
Absent 5 or more consecutive days	A doctor's note is required and submitted to teacher	<ul style="list-style-type: none"> • Teacher submits notes to office • Process work requests
Extended absence (NOT due to illness)	Parent must fill out Extended Absence form in office at least 2 weeks prior to leave.	Academic work requests with school must be made prior to trip.

Chronic Absenteeism and Tardiness

- Chronic Absenteeism: The Department of Education labels students as chronically absent if they miss 15 or more days of school for any reason. Chronic absenteeism is one of the most powerful indicators of whether students succeed.
- Excessive Absences – the following discretionary actions may be taken: mandatory meetings with the parent, teacher, counselor, Administration, social worker, public nurse and others; requirement of verifiable medical notes provided by doctor; development of an attendance plan and/or SMART learning goals; and/or petition to family court due to educational neglect.

Transferring Out From Palolo

To insure that proper release papers are completed, advanced notice, of at least 2 days, for any plans to leave Palolo is needed. The following information is needed:

- Date of last day at Palolo;
- New address, and;
- Name of the new school.

All school textbooks/materials as well as equipment must be returned and financial obligations settled before release will be issued.

Geographic Exception (GE)

Complete Form OIS-064 and submit to the school office you are requesting a GE from. Priority requests for the following school year are considered from Jan 1-Mar 1. GE's approved on a space available basis.

Health Services

To maintain conducive health and welfare conditions, please keep your child home if he/she is sick or has a fever. Children recovering from illnesses associated with a fever should be free of elevated temperatures for a 24-hour period without fever reducing medications and/or are cleared to return with a doctor's note. **Please refer to attendance procedures.**

ILLNESS AND INJURIES:

- If your child is hurt or becomes ill at school, the school will notify you by telephone. Once contacted it is important to come as soon as possible to pick up your child.
 - If your child is injured and parents or other authorized persons cannot be contacted, the school will call the nearest emergency unit for medical assistance. Thus, we cannot stress enough the importance of having working contact numbers.
- Please note that school personnel and other school volunteers are not authorized to administer any medications to students.

Immunizations & Health Requirements:

Hawaii State Law requires every child entering school for the first time to provide the school with a completed Health Examination Record (Form 14) and TB clearance. Students without these forms will not be allowed to attend until proper clearances are obtained.

Communicable Diseases

A student who contracts a communicable disease shall be excluded from school until a physician certifies that he/she may return to school. A student excluded from school requires a readmission card (Form 23) for the following diseases:

Impetigo	Ringworm	Polio mellitus
Diphtheria	Scabies	Strep Infections
Pink Eye	Scarlet Fever	Whooping Cough

School Meals Program

Students who meet the criteria for the Federal School Lunch Program may qualify for free or reduced meals. Criteria for eligibility are noted on the application. Please inquire in the office about **application forms** that **need to be completed annually**.

*****Applications are processed more accurately and faster online at:**

<https://secure.ezmealapp.com/>

Breakfast: Breakfast is served from 7:20-7:50 a.m. Cost: \$1.10 (student); \$0.30 (reduced); and \$2.40 (adult/visitor).

Lunch: The school lunch program provides nourishing hot meals for students. Cost: \$2.50 (student lunch with milk); \$0.60 (milk); \$0.40 (reduced); \$5.50 (adult/visitor).

Lunchroom adult supervisors help to maintain order and create an atmosphere that encourages an enjoyable lunch. Students from Grades 4 & 5 take turns for cafeteria duty, assisting the cafeteria staff with lunch service.

*****AS MANDATED BY FEDERAL REGULATIONS, ALL MEALS MUST BE CONSUMED IN CAFETERIA. NO FOOD OR DRINKS ARE TO LEAVE THE CAFETERIA.**

Classroom Visits

Parent communication and involvement is an important component of a strong learning environment. If you would like to schedule a visit to your child's class or to conference with the teacher, please make prior arrangements with the teacher. Classroom visitations should be prearranged and approved by the administration at least three (3) working days prior to the visitation. Teachers/staff are to give prior notice of visitor and/or volunteer schedules and purpose to the administration.

Visitors must report to the office to sign in and obtain a visitor's pass before proceeding to the class. Do not go directly to your child's classroom especially during instructional time.

To ensure the safety and security of the students, faculty and staff, all visitors to campus **MUST** display a school-issued visitors pass. Any person on campus without authorization will be asked to leave. Assistance from the police department may be requested to remove unauthorized visitors who refuse to leave.

Emergency Procedures

Emergency Procedures have been developed by the Hawaii DOE and will be practiced and enforced throughout the school year. These emergency procedures include: Fire Evacuation; Bomb Threat & Natural Disaster Evacuation; Lockdown; Shelter In Place.

It is important that parents complete and submit the "Palolo Elementary Emergency Release Form". It is equally important that parents keep the school updated of changes in phone numbers, addresses, or contact person. We will not release a child to anyone who has not been identified by the parent as the authorized person. Please be advised that all students must be signed out on a release log and be ready to show proper identification.