



Kapa'a Elementary School
4886 Kawaihau Rd.
Kapa'a, HI 96746

Kapa'a Elementary School's Attendance Policy

June 2025

Your child's learning and achievements are closely tied to daily school attendance. Being at school on time every day promotes success for students and prepares them for their future as productive citizens in our community.

Kapa'a Elementary School has an attendance policy to ensure that your child is in school promptly every day unless he/she is ill. If a student is signed out of school **before 11:00 a.m.**, he/she will be marked absent for the entire school day. Upon a student's return to school, even if he/she is signed out, parents should **always** send a written note with the reason for your child's absence. A doctor's note is recommended, especially if your child was absent for more than four days. All notes for absences should be turned in to the school office **within 3 days** upon your child's return to school. Appointments should be scheduled after school and vacations planned during scheduled school breaks in October, December, March, or during summer break. Special consideration may be made for unusual circumstances.

The attendance policy is as follows:

- Step 1: If there are **3 absences (excused or unexcused)**, your family may receive a phone call and/or note of concern from your child's teacher.
- Step 2: At the **5 absence (excused or unexcused)**, the teacher will complete a "Attendance Student Concern" form that will be received by the counselors and administrators.
- Step 3: When **10 or more absences (excused or unexcused)** are recorded, a letter informing you of these absences will be automatically generated and mailed home to make you aware..
- Step 4: If absences continue and reach **15 or more absences (excused or unexcused)**, a letter from the Administration informing you of these absences will be mailed home with an in person meeting scheduled between Administration, counselor, teacher, and probation officer.
- Step 5: If absences continue, an Imminent Warning Letter from our Principal will be generated informing you of your legal responsibilities for school attendance related to State law and the school's intent to submit a court petition for truancy to Family Court.

Students who miss a significant number of school days will be considered for petition for truancy to **Family Court**.

Any questions regarding our school's attendance policy should be directed to our Principal, Mrs. Salyann Gonsalves at (808) 821-4424.