



STATE OF HAWAII
DEPARTMENT OF EDUCATION
LEILEHUA HIGH SCHOOL
1515 CALIFORNIA AVENUE
WAHIAWA, HI 96786

August 15, 2016

Dear Parents and Guardians:

At Leilehua High School we believe one of the most important factors is for students to attend school daily and on time. Good attendance enables students to become responsible for their own learning and achieve independent academic success. The secondary schools in the Leilehua Complex are following the attendance guidelines mentioned in this letter.

Policy

Hawaii State Statues require children between the ages of 6-18 to attend either a public or private school unless excused from school. The law places the responsibility for enforcing compulsory attendance within the Department of Education.

Procedures

Level 1: 5 absences - First notification, teacher will inform grade level counselor of absences/tardies. School staff will send letter home to parent/guardian informing them of accumulated absences/tardies. Counselor may speak to student and/or parent/guardian regarding attendance and provide information on possible consequences and support.

Level 2: 8 absences - Second notification, teacher will inform grade level counselor of absences/tardies. School staff will send a second letter home to parent/guardian informing them of accumulated absences/tardies. Counselor and/or Administrator may schedule a meeting with parent/guardian and school staff to discuss students attendance/academic concerns. At the meeting, school staff will discuss possible interventions for improving attendance. Parent/guardian may be asked to participate in developing an Attendance Action Plan and/or approve counseling interventions. School Liaison Officer/School Social Worker will be notified of student's attendance.

Level 3: 10 absences - Third notification, teacher will inform grade level counselor of absences/tardies. Counselor, Administrator, and School Liaison Officer/School Social Worker may conduct a home visit. The team will reevaluate the student's Attendance Action Plan and make the necessary changes.

Level 4: After 10 or more absences - Possible petition for Education Neglect or Truancy will be filed with Family Court.

Respectfully,

A handwritten signature in cursive script, appearing to read "Jason Nakamoto".

Jason Nakamoto
Principal