

Learning Gate Community School Attendance Policy

School attendance is critical for academic and personal success. Student attendance is a partnership between the school and the home and communication is essential. Students are expected to arrive to school on time and attend class for the full instructional day.

The only absences that may be excused are the following:

- *Student illness
- * Student medical or dental appointments
- * Student court appearance
- *Death of an immediate family member
- *Observance of a religious holiday
- *Extenuating circumstances determined by the school administration
- ****Family vacations/trip are NOT excused absences****

Parents/guardians must communicate the absence within 2 days for it to be excused.

Students will be permitted to make up work for excused absences. Parents/guardians/students are responsible for requesting make up work/information from the teacher. Make up work must be completed and turned in by the date requested by the teacher for it to be graded.

The following applies to students who have an excused or unexcused absences:

| 1 Day | 5 Days | 10 Days | 15 Days | 20 Days | 25 Days | 30 Days |
|----------------------|--------------------------------|----------------------------------|--|--|---|---|
| Automated Phone Call | Automated Phone Call | Automated Phone Call | Automated Phone Call | Automated Phone Call | Automated Phone Call | Automated Phone Call |
| | Letter Sent to Parent/Guardian | Letter Sent to Parent/Guardian | Letter Sent to Parent/Guardian | Letter Sent to Parent/Guardian | Letter Sent to Parent/Guardian | Letter Sent to the Parent/Guardian |
| | | Phone call from School Counselor | Phone call from School Counselor | Phone call from School Counselor | Phone call from School Counselor | Phone call from School Counselor |
| | | | Meeting with the Attendance Committee and Home/School Contract Created | Meeting with the Attendance Committee and Home/School Contract Created | Meeting with the Attendance Committee and Home/School Contract Created | Meeting with the Attendance Committee and Home/School Contract Created |
| | | | | Referral to the Promotion Retention Committee – May not participate in afterschool sports/events | Referral to the Promotion Retention Committee – May not participate in afterschool sports or events | Referral to the Promotion Retention Committee – May not participate in afterschool sports or events |
| | | | | | Student will not be promoted unless approved by the committee and LGBOD will be advised | Student will not be promoted unless approved by the committee and LGBOD will be advised |
| | | | | | | Case will be sent to Truancy/DCF |

Learning Gate Community School Tardy Policy

School attendance is critical for academic and personal success. Student attendance is a partnership between the school and the home and communication is essential. Students are expected to arrive to school on time and attend class for the full instructional day.

The only tardies that may be excused are the following:

- *Student illness
- * Student medical or dental appointments
- * Student court appearance
- *Death of an immediate family member
- *Observance of a religious holiday
- *Extenuating circumstances determined by the school administration
- ****Family vacations/trip are NOT excused absences****

The following applies to students who have an excused or unexcused tardies:

| 1 Day | 5 Days | 10 Days | 15 Days | 20 Days | 25 Days | 30 Days |
|----------------------|--------------------------------|----------------------------------|---|--|--|--|
| Automated Phone Call | Automated Phone Call | Automated Phone Call | Automated Phone Call | Automated Phone Call | Automated Phone Call | Automated Phone Call |
| | Letter Sent to Parent/Guardian | Letter Sent to Parent/Guardian | Letter Sent to Parent/Guardian | Letter Sent to Parent/Guardian | Letter Sent to Parent/Guardian | Letter Sent to Parent/Guardian |
| | | Phone call from School Counselor | Phone call from School Counselor | Phone call from School Counselor | Phone call from School Counselor | Phone call from School Counselor |
| | | | Meeting with the Attendance Committee – Home/School Contract signed | Meeting with the Attendance Committee Home/School Contract signed | Meeting with the Attendance Committee Home/School Contract signed | Meeting with the Attendance Committee-Home/School Contract signed |
| | | | | Referral to the Promotion Retention Committee – May be ineligible for after school sports/events | Referral to the Promotion Retention Committee – May be ineligible for after school sports/events | Referral to the Promotion/Retention Committee – May be ineligible for after school sports/activities |
| | | | | | Student will not be promoted unless approved by the committee | Students will not be promoted unless approved by the Promotion Retention Committee |
| | | | | | | Case brought to the LGBO and placement will be determined |

