

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 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 LGBOD and placement will be determined

