



## Enrichment Academy Attendance/Tardy Policy

The Enrichment Academy (EA) is designed to meet the needs of homeschooled students through enrichment activities, hands-on science labs, and various lessons. The curriculum is designed in sequence. In order for your student to receive the most benefit from this program, it is critical the student is one time and in attendance. When a student is absent or tardy in this program, he/she misses essential pieces of lessons and/or projects that lead to successful completion. Attendance and punctuality is a vital life skill that we strongly promote at Gateway Elementary & Summit Elementary and in the Woodland Park School District.

We understand there might be special circumstances or emergency situations within a family that might impact school attendance. If this should happen, please contact the following for the proper paperwork for a pre-arranged absence:

Gateway Attendance Secretary [719] 686-2051  
or Sandy Struble [719] 686-2171 | [sstruble@wpsdk12.org](mailto:sstruble@wpsdk12.org)

Summit Attendance Secretary [719] 686-2401  
Sandy Struble [719] 329-8532 or Barbara Wieben [719] 686-2448 | [bwieben@wpsdk12.org](mailto:bwieben@wpsdk12.org)

Due to increased enrollment and an established waiting list of students wanting to enter the EA program, it is important that as a parent, you understand and agree to the Attendance Requirements for EA at Gateway & Summit schools. If participating families do not adhere to the attendance and tardy procedures, your student may be removed from EA in order to give those families on the waiting list an opportunity to join EA. Please read the following and sign below. If you have should have any questions, please contact teachers Sandy Struble or Diana Roberts or the Gateway or Summit Principals.

### Attendance Policy:

1. Students will be considered to have excessive absences if they miss 2 days in a month.
2. If your student is ill, please call the above contact(s). After 2 absences related to illness, we will need a note from the doctor to excuse further illness related absences.
3. If a student misses 2 days in a month without prior approval from the building principal, a conference will be scheduled with parents, principal and teacher. The purpose of this conference will be to establish a plan for the family to be successful in EA and/or to determine if this program is a good fit for the family.
4. It is very important that all students are at school on time:  
Gateway EA begins at 7:45AM  
Summit EA begins at 8:55AM
5. If a student has four tardies, a conference will be scheduled with parents, principal and teacher. The purpose of this conference will be to establish a plan for the family to be successful in EA and/or to determine if this program is a good fit for the family.

I understand and agree with the Enrichment Academy Attendance/Tardy Policy

Student Name \_\_\_\_\_

Parent Name \_\_\_\_\_

Parent Signature \_\_\_\_\_

Date \_\_\_\_\_