

Responsibility to Attend School

Every student, under the age of 17, has the responsibility to attend school and be punctual in reporting to classes. Gateway and Woodland Park School District comply with the Colorado School Attendance Law, which sets forth the principle of compulsory school attendance. According to state statute, any student who has four or more unexcused absences in a course over the period of a month or ten days in a school calendar year is truant. One of Gateway's goals is to prepare students to be successful in academic and social life; regular attendance supports that goal. Parent support is essential for us to accomplish the mission. A quality education can only be provided to families who make attendance a high priority. Parents are encouraged to plan family activities during scheduled school vacations. Whenever students are absent, the quality of their education as well as their classmates' education is potentially compromised.

Both absences and tardies will be recorded each morning. For the attendance register to be kept accurately, the office **MUST** be notified if a student arrives at school late, leaves during the school day or is unable to attend. If absence cannot be avoided, please phone the office to let the secretary know your child will be absent or tardy. Please feel free to leave a message with the student's name and other pertinent information. As a record keeping tool, absence notification letters will be sent home after the 5th, 8th, and 12th absences.

If your child is absent, and the office does not have information on the reason, you will receive an automated phone call from the school asking you to contact the office with the information. This practice is for you to have confidence that your child is under the watchful eye of caring and responsible adults at all times. If you know of an upcoming extended absence, please contact the school office for pre-arranged absence procedures. Please help us to assist you in assuring safety for your children. If you have any question, please contact us at any time. Additionally, you may refer to the Parents Info and Students Rights and Responsibilities (WPSD RE-2).

Regarding **Tardiness**, it is important that students learn promptness, both for now and later. The opening of each school day is very important. Activities, daily schedules, rules and expectations are covered the first thing in the morning. Please help us to ensure that your child is arriving on time in order to receive all the necessary information for a successful school day.

We understand that there are times when a student must be absent from school due to sickness or other serious reasons; however, regular attendance is the foundation and prerequisite for acquiring an appropriate education. Time lost from school due to medical or dental appointments, family vacations or outings, etc. is valuable time lost from a student's educational experience.

If your family is planning an extended trip, please talk with your child's teacher and contact the office for our **Extended Leave Form**. The advance notice allows time for the classroom teacher to prepare lessons for the student. **Please note that these absences DO count toward accumulated absences.**