



## Homeschool Enrichment Academy Attendance Policy

The Homeschool Enrichment Academy (HEA) 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 that the student is on 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 that there might be special circumstances or emergency situation 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**

**Summit Attendance Secretary [719] 686-2401,  
Sandy Struble [719] 329-8532 or Diana Roberts: [719] 641-7480 | droberts@wpsdk12.org**

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

### 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 HEA and/or to determine if this program is a good fit for the family.
4. It is very important that all students are here at school on time:  
**Gateway HEA begins at 7:45AM**  
**Summit HEA 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 HEA and/or to determine if this program is a good fit for the family.

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

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

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

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

Date \_\_\_\_\_