

Gateway School District



GATEWAY SCHOOL DISTRICT ATTENDANCE POLICY REMINDER

ATTENDANCE CONTACTS:

Gateway High School	Donna Anastasio	danastasio@gatewayk12.org	(412) 373-5740 ext. 1
Moss Side Middle School	Lynnsey Oliver	loliver@gatewayk12.org	(412) 373-5787
Ramsey Elementary	Jennifer McClelland	jmcclelland@gatewayk12.org	(412) 373-5856
Cleveland Steward Elementary	Paula Dragovich	pdragovich@gatewayk12.org	(412) 373-5874
University Park Elementary	Rachel Salerno	rsalerno@gatewayk12.org	(724) 327-4113
Evergreen Elementary	Jen Pack	jpack@gatewayk12.org	(412) 373-5842

Note: Above are email addresses for each building secretary. Emails will be accepted as a valid excuse. Although phone calls are welcomed, they are not accepted as an excused absence. Excuses need to be either handwritten or emailed. Parents may write up to 10 excuses. After 10 parent notes, a medical excuse is required.

ATTENDANCE SUPPORTS:

- **Truancy** occurs at 3 unexcused absences. We are motivated to help your students be here and will work with you to develop a **Student Attendance Improvement Plan (SAIP)**.
- **Habitual truancy** is 6 or more unexcused absences with a possible appearance before the magistrate.
- A **Truancy Elimination Plan (TEP)** is an opportunity to create appropriate supports with the Social worker and make changes to avoid a citation before the magistrate and possible referral to Children and Youth Services.
- **Chronic Truancy is 14 absences – The County Focus on Attendance Program is recommended**
- Attendance at a SAIP/TEP Meeting is strongly encouraged.

ATTENDANCE RECORDS:

- We are accountable for working with you to uphold the District policy, which supports State Law. We respectfully invite you to join us and help your student engage in their learning daily. Please contact us directly to discuss any extenuating circumstances so we can support student success.

Thank you,

Michele Majcher, LCSW, SSW/HSV
Social Worker/Home & School Visitor
Grades 9-12 – 412-858-3421

Karen Brecht, LSW, HSV
Social Worker/Home School Visitor
Grades 5-8 - 412-373-5830 (ext. 45035)

Aaron Smith, LSW, HSV
Social Worker/Home & School Visitor
Grades K-4 – 412-373-5856 (ext. 75070)