



Subject: Accommodation Requests (Front Office)

August 25, 2022

Dear Parents/Guardians and Students,

Trinity High School provides accommodations for students with academic and social emotional impairments through means of Individualized Service Plans.

However, there are often times that temporary mobility or attendance accommodations for medical reasons present. This includes access to the **elevator, backpack usage, uniform accommodations, and attendance accommodations**. These types of accommodations are handled through the Dean's Office and the Front Office. In some instances, the Dean, Mrs. Carey, will work with the Director of Student Services, Mrs. Behren, to include long-term accommodations in an Individualized Service Plans. For more temporary accommodations, like when a student has a cast and crutches, it will be handled through the Dean's Office and Front Office.

Please note the following policies that are included in our [Student and Family Handbook](#) for temporary accommodations:

- **Elevator (page 26)**

Elevator use is limited to faculty and students who require an elevator accommodation due to injury, disability, or otherwise. The elevator may not be used during a fire drill or in an evacuation.

Students who need to use the elevator must submit a doctor's note with dates of accommodation request to the main office. Trinity will approve student use of elevators on a case-by-case basis in its sole discretion. Medically issued elevator passes expire at the end of the accommodations date written on the doctor's note OR at the end of each block. Students who need a pass for a new block must retrieve one from the main office on Block Exam Days.

If a student with a medically issued elevator pass requires assistance from a peer from class to class, this must be written in a student's service plan through the Student Services department. Students using the elevator without permission will be issued a detention.



- **Book Bags (page 17)**

Medically Issued Bag Pass-- Students who need to carry a backpack for medical reasons must present a doctor's note with dates of accommodation request to the main office. Medically issued bag passes expire at the end of the accommodations date written on the doctor's note OR at the end of each block. Students who need a pass for a new block must retrieve one from the main office on Block Exam Days.

- **Uniforms (page 25)**

Medically Issued Out of Uniform Pass-- Students who need to wear alternative shoes that are not within the dress code for medical reasons must present a doctor's note with dates of accommodation request to the main office. Medically issued out of uniform passes will be issued for shoes only, and expire at the end of the accommodations date written on the doctor's note OR at the end of each block. Students who need a pass for a new block must retrieve one from the main office on Block Exam Days.

- **Attendance Accommodations (pages 12-15)**

*Absences:* The following absences (including late arrivals and early dismissals) do not count towards the allotted four (4) absences per block, provided required documentation is submitted:

- Hospitalization

Documented through a physician's note which must list the dates of hospitalization requiring medically excused absence(s) and that the patient is cleared to resume school attendance. The doctor's note must be submitted within one week of the absence(s) to be coded as medically excused.

- Medically Excused Absence(s)

Documented through a physician's note on their office stationery and must list the dates of the absence(s) that the student was medically required to be absent and must list the date she is cleared to resume school attendance. The doctor's note must be submitted within one week of the absence(s) to be coded as medically excused.

- Specialist Appointments (pending Dean approval)

Documented through a physician's note on their office stationery and must list the dates of the absence(s) that the student was medically required to be absent and must list the date she is cleared to resume school attendance. The doctor's note must be submitted within one week of the absence(s) to be coded as medically excused.



In the event of excessive absences, even with medical documentation, a student must be present for at least 75% of the block (should not exceed 10 absences in a block) to earn credit for that block. More details about our **Excessive Absences/Loss of Instructional Time Policy** can be found on page 14 of our [Student and Family Handbook](#).

In the event of a long-term medical absence/hospitalization, a meeting is required with Administration to discuss the student's schedule, credits and possible **temporary medical withdrawal (page 14)**. If it is a planned long-term medical absence, families should communicate with the student's counselor and provide documentation as soon as possible, and a meeting will be scheduled. If there is a medical emergency, families should inform the student's counselor and provide documentation as soon as possible; a meeting will be scheduled as soon as possible.

*Tardies:*

- Medically Excused Tardies:

Medically Excused Tardies will be accommodated with documentation.

Parents/guardians may submit either type of documentation: An individual physician's note for each tardy, documented on their office stationery, listing the dates of the tardy that the student was medically required to be tardy. The doctor's note must be submitted within one week of the tardy to be coded as medically excused-- (OR)-- A physician's note stating that a student should be medically excused from tardies intermittently throughout the nine week Block. A note of this nature will only suffice per Block, and if accommodations need to be made for a following Block, a new note must be provided.

Regardless of the type of documentation submitted, Trinity High School will accommodate medically excused tardies with the following policy:

*Students who have medically excused tardies (excused by a physician with dates listed), may have up to 5 tardies in a Block without detentions. The medically excused tardies will still count toward the five (5) total tardies permitted for the Block. A student who is late for school, even if medically excused, must sign in at the front office.*



*Trinity High School is unable to accommodate more than 5 tardies in a Block, even if medically excused. If a student reaches the 6th tardy in the Block, they will be placed on Attendance Probation. Detentions will be issued starting on the 6th tardy. If a student is in need of accommodating more than five tardies in a Block, they must schedule a meeting with the Director of Student Services, the Principal and the Dean of Students.*

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Thank you for all that you do in our shared commitment in holding our students to expectations that help them reach their highest potential here at Trinity. Should you have any concerns or questions, please contact me at 708-771-8383.

Sincerely,

Mrs. Carey  
Dean of Students