



August 15, 2022

Dear Parents/Guardians and Students,

Trinity High School empowers young women to be leaders who embody knowledge, strength and faith. The work of empowering and educating women to be leaders of knowledge, strength and faith is predicated upon regular and consistent student attendance and we are grateful for your partnership with regards to this priority. **Please read the following carefully as there are important updates to the Attendance Policies for the 2022-2023 School Year. All updates can be found in the [Trinity Family Handbook](#).**

Procedures for Parents/Guardians & Students

If something necessitates an absence, we ask that parents/guardians observe the following:

- Call the Office (708) 771-8383 or email attendance@trinityhs.org before 8:00 a.m. explaining the reason for the absence. You may leave a voicemail explaining absence.
- Late arrivals are strongly discouraged. However, if a student must have a late arrival, a parent/guardian must call (708-771-8383) or email (attendance@trinityhs.org) before 8:00 a.m. citing the reason for the late arrival request.
 - Students who have a late arrival must report to the front office upon arrival to sign in and be issued a pass.
- Early dismissals are strongly discouraged. However, if a student must have an early dismissal, a parent/guardian must call (708-771-8383) or email (attendance@trinityhs.org) citing the reason for the early dismissal request.
 - Students who have an early dismissal must report to the front office at the beginning of the day to retrieve an Early Dismissal pass which must be presented to their teacher at the time of dismissal. Students must report to the front office to sign out prior to leaving.
 - If a student is leaving for an early dismissal due to illness or injury during the school day, they must call from the main office phone and a front office staff member must speak to a parent/guardian for a student to be dismissed. Students must sign out prior to leaving.
- Students must contact individual teachers regarding missed work due to an absence.



Tardies

If a student is tardy to school, they must sign in at the Main Office and receive a pass to class. Period 2, 4, and 5 tardies will be marked by classroom teachers. Each tardy will result in a detention. **A parent/guardian phone call notifying the office of the tardy does not excuse the tardy.** Any student who exceeds five (5) tardies per block will meet with the Dean or designee and will be placed on [Attendance Probation \(see page 16\)](#).

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.



Absences

With parent/guardian notification, students may be absent sixteen (16) times in a school year before requiring documentation. Students are permitted four (4) absences per block, or 10% of each block. Exceeding 10% is considered chronic absenteeism by the State of Illinois. On the fifth absence in one block, a student will meet with the Dean and will be placed on [Attendance Probation \(see page 15\)](#).

Extracurricular Participation: Students must be in attendance for at least two full class periods to participate in school events including dances, theater performances, athletics, and co-curricular events.

What Counts:

Please note what type of absences (including late arrivals and early dismissals, which count as .5 absences) **count towards the allotted four (4) absences per block:**

- Illness
- Vacations
- Mental Health Days
- Doctor/Dentist/Orthodontist/Therapist Appointments*

*Please Note: Parents and students are encouraged to make medical appointments during non-school hours. Repeated absences impact academic progress.

Late Arrivals and Early Dismissals: If a student misses a half hour or more of one period or is absent for two periods, it will be counted as a half day (.5) absence. If a student misses three periods or more, it will count as a full day (1) absence. Half day (.5) absences will be added to count towards allowed four absences per block.

What Doesn't Count:

The following absences (including late arrivals and early dismissals) do not count towards the allotted four (4) absences per block:

- **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.

- **COVID Positive Cases**

Documented through a positive test with the patient's name and date listed on the test results. The doctor's note must be submitted within one week of the absence(s) to be coded as medically excused. Positive case quarantine protocol will be communicated by Front Office Staff. ---Covid Protocols will change in accordance with CDC and ISBE Guidelines

- **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.

- **Bereavement/Attendance at Funeral Services** (communication with the Dean required)

- **Court Appearance**-- Documented by a court summons

- **Trinity High School-Sponsored Activities/Field Trips**-- Students may not exceed 2 (two) absences per block for any school-sponsored activities. Retreats and athletics do not count toward the two (2) school-sponsored allowed absences per block.

- Retreats
- Athletics
- Academic Competitions
- College Visits

- Seniors are allowed two (2) college visit days per year. Juniors are allowed one (1) college visit day per year. College Visit days may not be taken during the month of May. Parents/Guardians must indicate College Visit as reason for absence when notifying the front office; this indication is required for students to be eligible to participate in after school events the day of a College Visit.



Unexcused Absences/Truancy

Unexcused Absences/Truancy: An unexcused absence is considered truancy, which is defined as an absence from school or cutting a class or assembly without prior approval or sufficient reasoning and parent/guardian permission (such as a phone call or email notification). Truancy is viewed as a willful withdrawal from Trinity High School. The following procedures will be followed for students who are truant:

In the event of an unreported absences by a parent/guardian:

- When a parent/guardian fails to report an absence, the main office will attempt to reach the parent/guardian to confirm the absence. If a student has a second unexcused absence or subsequent unexcused absences, the Dean of Students or designee will arrange a meeting with the student's parents/guardians and will notify local authorities. Students with two or more unexcused absences will be disciplined in accordance with the Code of Conduct, up to and including dismissal.

In the event of cutting a class or assembly:

- When a student is found to have cut class or an assembly, they will meet with the Dean of Students or designee and will be disciplined in accordance with the Code of Conduct, up to and including dismissal.

Excessive Absences/Loss of Instructional Time

NEW POLICY

Once a student has lost significant instructional time, the student risks losing credit for classes, regardless of the grades being earned. If a student meets or exceeds 25% absences in any Block, regardless of the reason for the absences (including documented medically excused absences), she may be issued No Credit for that Block. At the end of the semester, the Dean of Students will review the files of all students who reached the 25% limit to determine whether or not credit should be given. This decision will be made in collaboration with the Student Services Department, the Administration, and may include consideration of feedback from the classroom teacher. The outcome of this review will be printed on each student's report card. If credit is lost, a notation of NC (No Credit due to excessive absences) will appear. If credit is given, the grade earned in the class will be printed. If a student earns an F in the class, that grade will be given and override the NC described above. If the loss of credit results in the student being in jeopardy



of not graduating or needing to take a summer school class, parents will be notified by the student's counselor as soon as possible so that any arrangements can be made.

Medical Withdrawal

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. 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.

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