



September 6, 2020

Dear Parents and Guardians,

Thank you for partnering with us in our efforts to keep a detailed track of attendance in these new days of students simultaneously in-person learning and eLearning. Due to this additional layer of record keeping, we want to reiterate the Student Attendance Procedures and Policies.

Highlighted in yellow are important notes that we feel are especially important to review. Our highest priorities are student health and safety and as such, the procedures that are paramount include **1) calling in students who are not attending school (in person or eLearning by 8:15)**, and **2) closely following the COVID-19 and Illness-Specific Guidelines**.

Thank you for your commitment to the health and safety of all of our Trinity community members.

Sincerely,
Mrs. Carey
Dean of Students

2020-2021 Student Attendance Procedures & Policies

Student Attendance Procedures

- **In the event of an absence, for in-person and eLearners alike:**
 - Parents/Guardians must call the office (708) 771-8383 or email attendance@trinityhs.org before 8:15 a.m. explaining the reason for the absence. Parents/guardians may leave a voicemail explaining the absence.
 - Every day a student is absent (not attending in person OR eLearning), a parent/guardian must call it in.
 - **Students are not permitted to elect to temporarily switch to eLearning without a discussion with the Dean, Mrs. Carey, to assess the length of the temporary switch to eLearning. A temporary switch will only be granted for illness (failed the Appian symptom tracker questionnaire), a positive or presumed positive case of COVID-19, or an exposure to someone who is positive or presumed positive. Temporary eLearning switches will NOT be granted for vacations, doctor/dentist appointments, illnesses/injuries that are non-COVID-like symptom related, transportation issues, etc. The strict parameters are for the safety of all students and are designed to ensure that we know who is in the building at all times in the event of an emergency.**

- **COVID-19 and Illness-Specific Guidelines:**
 - **For any student in the Trinity community who becomes positive or is presumed positive, or has any exposure to someone who is positive or is presumed positive, it is imperative they do not come to school and that their parent/guardian notifies the Dean of Students, Mrs. Carey, immediately to discuss the quarantine period (10 day for positive/presume positive; 14 day for exposure).**

 - **For any student experiencing any COVID-related symptoms (see your Appian symptom tracker questionnaire) but has not had any known exposure must stay home until they are symptom-free for 24 hours. When calling Trinity in this instance, please indicate if your student will be eLearning that day or will be taking a true absence because they are too ill. The Dean of Students, Mrs. Carey, will call to follow up and to discuss a return plan.**

 - **Any student experiencing COVID-related symptoms that persist longer than 24 hours, or who have symptoms and a possible exposure, should not return to Trinity, should seek medical attention, and should continue to communicate their status to Trinity High School.**

- **For a late arrival or early dismissal for in-person and eLearners alike:**
 - Parents/guardians must call (708-771-8383), email (attendance@trinityhs.org), or present a signed note to the Main Office at the beginning of the school day citing the reason for the early dismissal request.

Student Attendance Policies

- **Absences:**
 - A student may not exceed five(5) absences per block. If a student misses more than one hour 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.
 - Any student who exceeds five (5) absences per block will meet with her counselor and the Dean and will be placed on probation and parents will be notified.
- **Tardies:**
 - If an in-person student is tardy to school, she must sign in at the Main Office and receive a pass to class.
 - A student who is tardy to class (any period) more than three (6) times in a single block will meet with her counselor and the Dean and will be placed on probation and parents will be notified.
- **eLearning:**
 - All students who have opted for eLearning or who are temporarily eLearning due to a quarantine status (24 hours symptom-free of non-COVID illness, 10 day positive COVID case, 14 day exposure case) will mirror their day on campus: students will follow the complete schedule from 8:00-3:05, including breaks between classes and for lunch. **Students will be expected to be present for a full day of learning by logging in at the beginning of each period for attendance and remaining present and active for the duration of the 85 minute class for synchronous learning (via video camera and microphones, which are required to both be on for the duration of class).**
 - Bell Schedule M, Tu, Th, F:
 - Period 1 - 8:15 - 9:40
 - Period 2 - 9:45 - 11:10
 - Lunch Circle 11:15 - 12:05 (eLearners do NOT zoom in for lunch, but are expected to read the daily announcements that are sent at this time via email)
 - Period 4 - 12:10 - 1:35
 - Period 5 - 1:40 - 3:05

- On Wednesdays eLearners (all students) will be required to participate in synchronous all-school community-building events such as prayer services, assemblies, and class meetings. They will also have the option to schedule virtual appointments for academic tutoring, one-on-one support from individual teachers, and meet with their counselors as needed.
 - Bell Schedule for Wednesdays:
 - 8:00 - Google Form Attendance Due
 - 8:00-11:00 - Classwork & Counseling
 - Classwork: Students must complete google form attendance by 8:00 am. Student work time (45 min per class) for Wednesday coursework that will be assigned in class on Tuesday and on Google classroom. This independent work time, not synchronous contact with teachers.
 - Counseling: eLearners will meet with counselors for appointments (in lieu of classroom pullouts M, T, Th, F) (aside from 9/9, 10/7 when Faculty Staff meetings are happening)
 - 11:00- 12:00 - School-wide community building events/Class Meetings (prayer service, assembly, etc..) - NOTE: These will not happen every week
 - 12:00 - 12:30 - LUNCH - No Meetings Permitted
 - 12:30 - 1:30 - Office Hours & “3A - 3B Support”
 - Teacher Office Hours: All teachers will be available electronically to their students
 - Counselor Office Hours
 - Mazuchelli center tutoring takes place
 - CAS meetings with CAS Coordinator
 - Choir
 - 1:40 - 3:00 - Extracurricular Activities period - clubs “meet” virtually (club scheduling details to be communicated by VP of Student Life, Mrs. Bedell)