

ATTENDANCE

Elementary School Attendance:

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School attendance is incredibly valuable for each of our students. TCA's School Calendar is posted in the spring for the coming school year for the benefit of advance family planning and scheduling. The calendar has scheduled breaks for students throughout the year. Parents are asked to make plans around these dates and to have their children at school when at all possible.

ATTENDANCE POLICY/GUIDELINES:

Elementary School Attendance is taken daily by the classroom teacher. To check a student's attendance record, follow these steps:

- Go to the school website: www.tcalions.com
- Sign in to *RenWeb* using your parent account username & password
- Under the word Student Information select the drop down arrow and choose your student
- Click on the word "Attendance"
- This screen is broken down by quarter or you can choose all for the entire school year.

Student absences from class or school (for all or part of a day) fall into three categories – Excused, Unexcused, and School-Related.

1. Excused Absences (AE)

Students who are absent for the following reasons and submit applicable documentation within five days to the Attendance Coordinator will be assigned an excused absence and may make up missed work as defined by each teacher:

- Medical appointments documented (Physician's note) with the Attendance Coordinator
- Documented personal illness (Written/signed note from a parent with details)
- Family illness or death (Written/signed note from a parent with details)
- Court appearances (Written/signed note from a parent with details)
- Pre-approved trips/absences processed through the Attendance Coordinator

2. Unexcused Absences (AU)

Unexcused absences are assigned for, but not limited to, the following reasons:

- Truancy
- Sleeping in
- Absences due to trips (one or more full days) without prior documented administrative approval arranged through the Attendance Coordinator
- Non-medical appointments (Hair, nails, pictures, etc.)
- Suspensions (OSS, ISS)

Consequences for unexcused absences:

- May result in the student not being able to make up missed assignments (homework, tests, quizzes, projects, etc.) for full credit. This may result in a zero for missed assignments and/or points deducted from larger assessments.
- May limit participation in extracurricular activities (athletics, fine arts, etc.), field trips, and other school events

- Excessive unexcused absences in a semester may result in additional consequences and/or a conference with the area Principal

3. School Related (SR) Absences:

- TCA-sponsored extracurricular activities in which the student is a participant
- School field trips
- Academic Competitions

School-related absences do not count against absence limits for students.

Maximum Absences/Academic Credit Risk:

- For a student to receive full academic credit for a class at Trinity, a student's absences should not exceed ten (10) days in a semester unless an exception for extraordinary circumstances is made by the school's Attendance Committee which will require detailed documentation (i.e. physician, court, psychologist).
- Any absence beyond ten (10) days in a semester and/or twenty (20) days for the school year will be recorded as unexcused without detailed documentation (i.e. physician, court, psychologist).

Contact the Attendance Office regarding all absences:

- If unforeseen/unexpected events occur on the morning of a school day or a student wakes up sick and cannot attend school, then the parent should make every effort to call the Attendance Office before 8:30 a.m. (731.410.8213).
- Students have five days from his/her return after an absence for parent or physician's note to be turned in to the Attendance Office; otherwise, the absence(s) may be recorded as unexcused.

Checking in and out of school:

- A student arriving after 7:45 a.m. is counted as tardy to school.

Tardies: Students should plan on leaving early enough that under normal circumstances they would arrive to school ten or fifteen minutes early. There are times when there are excusable reasons for tardiness. In such cases, the parent should communicate with the Attendance Office.

- Tardy records begin with a clean slate at the beginning of each quarter.
- Each student is permitted two unexcused tardies per quarter without a disciplinary penalty.
- *A third tardy within a single quarter will result in an assigned daily cafeteria duty.*
- *A fourth and each subsequent unexcused tardy in any individual class will result in an assigned weekly cafeteria duty.*
- A parent conference may be required if unexcused tardies continue and with the purpose of evaluating this lack of promptness and to explore options to solve the issue(s).

Students arriving any time after the 7:45 a.m. bell rings should:

1. Report to the Elementary Office to receive a slip to enter class.
2. Present a detailed note from a parent explaining the late arrival within five days to avoid being assigned an unexcused tardy.

Early Dismissals:

- Requests for early dismissal should be brought or emailed to the Attendance Office prior to leaving campus for the school day. If there is a question or concern about the reason for an early dismissal, please see the Principal for approval. The Attendance Office will approve the request for early dismissal and will provide the student with an early dismissal slip.
- Students are to turn in assignments that will be missed before leaving campus. Whenever possible, any missed tests or quizzes should be rescheduled with the teacher before leaving campus.

Missed Assignments Due to Absences:

- Students are responsible for missed assignments while absent. Any assignments and tests missed due to absences may be recorded as a zero if not completed in a timely manner as designated by the teacher. As a general rule, students may have the number of days missed to complete and submit missed assignments due to absences.
- Work assigned prior to a student's absence is due on the day of return.
- Tests assigned prior to a student's absence are to be taken on the day of return.
- It is important for students and/or parents to communicate with teachers in person or by email if there is any question about missed work. Lack of communication does not warrant extended time for missed assignments.

Family Trips or Other Special Activities:

- Though we understand and appreciate the value of family vacations and mission trips, we strongly recommend that such trips which exceed two days not be taken during school. If extenuating circumstances do not allow you to plan such trips when school is not in session, email your area principal to request approval as early as possible. Preferred notice time is 60 days in advance.
- Brief family trips or other special activities (1-2 days), with prior written administrative approval, may be excused if the student has four or fewer absences at the time of the approval within that semester and if the student is making satisfactory academic progress in all classes. Days absent for the family trip or special activity may not cause the total number of days absent for the semester to exceed ten and the year to exceed twenty. (This includes early sign-outs or dismissals for weekend trips or non-school activities, etc.)
- The student is responsible for collecting all make-up work and completing all missed assessments as organized with each teacher prior to absences.
- Any days or classes missed for a family trip or special activity that causes a student to exceed twenty absences in a year will be recorded as unexcused and may jeopardize the student receiving credit for that course.
- Absences for family trips or special activities may not be excused during standardized testing unless they involve circumstances outside the family's control.