

Trinity Christian School
Attendance Policy
2025-2026

“Making the best use of the time, because the days are evil.” Ephesians 5:16

Morning Tardies

It is just as important for students to be punctual to class as it is to be present. When a student is late, they are missing valuable instructional time and cause an interruption to the entire class. Unexcused or habitual tardiness is not acceptable. Disciplinary action may result when tardiness becomes a frequent occurrence or severe problem.

Elementary students must be present in the classroom by 7:45am and any time after 7:45am they will be considered tardy, they must sign in with the office and receive a tardy slip.

Secondary students must be present in the classroom by 7:55am and any time after 7:55am they will be considered tardy, they must sign in with the office and receive a tardy slip.

Five tardies, regardless of excused or unexcused, will be counted as an absence for each class period missed.

Students who sign in to school twenty minutes after a class begins will receive an absence rather than a tardy from class.

Reporting Absences

West Virginia law requires attendance at school for children between the ages of six and seventeen years old, and others who elect to stay in school. The privilege to attend school places upon students the responsibility of faithful attendance. Remember that attendance and good grades are closely related.

Parents must call the school office in the morning if their child will be absent. This enables Trinity to know where students are and helps provide safety for all children. Parents will receive notification if their child is absent and the office has not received a parent message to that effect. If the parent does not respond verbally or by note to the office staff on the first day of attendance following the absence, the student absence will be considered unexcused.

Attendance is recorded on permanent records and report cards in whole numbers.

Excused Absences and Tardies

1. Death in the immediate family.
2. Medical or Dental appointments with a **written** doctor's excuse.
3. When the public school in your district is closed or delayed due to inclement weather.
4. Emergency (At Administration discretion)
5. Illness - written doctor's excuses may be requested by the administration for excessive absences
 - a. Children are not permitted to return to school until 24 hours have passed since the last episode of fever, vomiting, or diarrhea.
6. School related activity.

7. Planned Educational Leave

- a. Prior written approval of the principal **at least one week** prior to leave.
 - b. Submission to and approval by the principal, of an education plan detailing objects and activities at least one week prior.
 - c. Educational leave will not exceed 5 days total per school year.
 - d. Verification of implementation by the principal of the education plan upon student's return.
 - e. Educational leave will not be approved or excused during semester exams.
8. Up to 3 absences per semester, parent excuses will be accepted. This includes illness without a doctor's excuse.
9. Other absences at administration discretion

Make-Up Work

Students who are absent (excused) on the day an assignment is due will be granted an extension equivalent to the number of days absent.

If the student arrives at school after the period where the assignment, quiz, or exam was due or given, the student must meet with the teacher and make arrangements to turn in the assignment or take the quiz or exam that day or at a time that is convenient to the teacher.

Unexcused Absences: Tests and Quizzes missed by a student whose absences are recorded as unexcused must be made up immediately upon return to school. In-class assignment and participation assigned or awarded during a class period for which a student has an unexcused absence is not eligible for makeup.

Academic Consequences of Excessive Absences (both excused and unexcused)

- Seniors who have an "A" in a core class do not have to take a final for that class in semester two only.
- For high school students who in a semester have zero (0) unexcused tardies, **and** less than three (3) unexcused absences, **and** an 87% or higher going into the final exam may choose to take the final to improve their grade, but will not be required to take the semester final.
- All other high school students are required to take final exams at the end of each semester. This final is counted as ten percent (10%) of their total semester grade.
- Students who miss 5 days of school will have a letter mailed to parents as a reminder of our attendance policy.
- Students who miss more than eighteen days of a class in a year (9 per semester) are subject to fail that semester class based on Administrative review. Students who miss more than 9 days of class/school per semester will require administrative review prior to passing that class/grade and being advanced to the next level. (Exceptions will be made on an individual basis for School approved events or extended illness or hospitalization with a Doctor's note.)
- Students who miss more than 9 days of school in a given semester will be recommended to the TCS Board for academic review with possibility of dismissal.

Students who miss more than eighteen days of a class in a year (9 per semester) [M2] [M3] are subject to fail that semester class being taken that year based on Administrative review. (Exceptions will be made on an individual basis for School approved events or extended illness or hospitalization with a Doctor's note.)

It is the responsibility of parents to check their attendance record monthly in **FACTS** to maintain up-to-date documentation of absences.