

ATTENDANCE – Shrine Academy 2020-2021

Students are expected to attend every class in its entirety. The school parking lot and cars parked in the lot are considered Off-Campus during the school day.

Parent or guardian must call the school office (248) 549-2925 Ex. 2360 to report a student tardy, absent or dismissed for any period of the day. Parents who anticipate an absence or early dismissal must notify the school office by phone or email the attendance office at attendance@shrineschools.com.

Absences from school, even legitimate absences, affect classroom success. Vacations, “skip days”, “take your child to work days”, etc., are examples of days away from school and considered as absences. In cases of extended illness, hospitalization, or family emergencies, exceptions may be granted after verification from physicians, therapists and parents and in consultation with the Principal/counselor.

PRE-APPROVED ABSENCES:

Shrine can be flexible with absences for certain circumstances like club competitions, non-shrine sports related absences, leadership workshops and other opportunities. Students must get pre-approval from the Dean of Students before the absence for it to be considered “non-chargeable”. Students must also get pre-approval from the Dean of Students for any college visits. Students will need to bring back proof of the college visit to have the absence considered “non-chargeable.” The Administration reserves the right to have absences counted if attendance habits dictate. The student must be responsible to contact his or her teachers ahead of time to make-up missed work and discuss a plan to remain on schedule should an absence, tardy, or early dismissal be planned ahead of time. Such aforementioned absences do affect student performance and should be kept to a minimum.

Parents may monitor classroom tardies and absences on PlusPortals at any time. The following list determines the consequences for **absences to a single class in a semester**:

- 8 Absences in one class (in a semester) = Teacher notifies parents with phone call/email.
- 10 Absences in one class (in a semester) = Assistant Principal has conference with student regarding causes of absences and contacts parents by phone or personal meeting to explore plan for improvement.
- 12 Absences in one class (in a semester) = Administration has meeting with parent/s and student at which Attendance Contract is created.

The school day begins at 7:52am. It is the shared responsibility of the student and parent/guardian to ensure promptness. Parents may produce written and signed doctor's, dentist's note, etc., which will result in an **excused tardy**, whether in the morning or the following morning for an afternoon dismissal. All other tardies are unexcused. Although parents are encouraged to call the office to notify the school if a student will be late, **a parent phone call does not excuse the tardy**. Students must report to the main office to receive a tardy slip for entering a classroom late.

Inclement weather may be a factor affecting tardiness, but generally lateness to school for the following reasons are considered unexcused:

- The alarm goes off late.
- I ran into traffic on my way to school.
- I needed to finish an assignment during 1st hour.
- I need to run errands during the school day.
- Student is called out to go to lunch.

- My ride didn't get me to school on time.
- Car issues of any kind

After a minimum of 20 minutes of missed class time, **a student will be considered absent for that class**. The following list determines the consequences for **unexcused tardies to a single class in a semester**.

- 4 Tardies in one class (in a semester) = Lunch Detention from teacher
- 8 Tardies in one class (in a semester) =
A before or after school detention from teacher and contact with Assistant Principal. Parents will be notified. With each subsequent four tardies students will receive a before or after school detention.

Truancy

In case of apparent truancy, state law requires that contact is first made with a parent or legal guardian. If efforts to persuade the parent(s)/legal guardian(s) to return the child to school fail, the school is required by state law to notify the superintendent of the public school district in which the school is located.

Early Morning & Afterschool Regulations

Students must be under adult supervision at all times while on campus or during school sponsored activities. Once a student is dropped off at Shrine Academy, he/she is not permitted to leave the school premises. Neither is he/she allowed to leave after school to go to local businesses. Students are to be out of the building by 3:30 p.m. (and by 12:30 on half-days).

It is not the responsibility of the school to supervise students after the designated school day