



SHRINE CATHOLIC High School

At Shrine Catholic High School, we exemplify Christ by serving, succeeding, and leading through academics, athletics, and the arts.

ATTENDANCE

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**:

- 5 “counted” Absences in one class (in a semester) Parents will receive an email from teacher. Dean of Students meets with student.
- 8 “counted” Absences in one class (in a semester) = Parents are asked to come in for a meeting with the Principal and/or Dean of Students. An attendance contract will be signed which states if a student reaches 10 “counted” absences they will be ineligible to participate in Shrine extracurricular activities (e.g. sports, musical, dances etc.) for the remainder of the semester.
- 10 “counted” Absences in one class (in a semester) = Attendance contract is enforced.

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“Counted” vs. “Not Counted (Non-chargeable)” Absences: **All absences are counted except in the following cases:**

- The day that the student returns to school they bring the Dean of Students and/or Attendance office a doctor’s note stating that the absence(s) were medically necessary.
- The student was attending the funeral of a family member.
- The student was attending a school sponsored event (e.g. Kairos, Goliard Field Trip)

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. Although parents are encouraged to call the school with a reason for a student’s tardiness, students are still considered tardy. Students must report to the main office to receive a tardy slip for entering a classroom late.

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 **tardies to FIRST HOUR in a semester**.

- The first 3 tardies are considered “free”. There is no consequence for these tardies to account for unforeseen circumstances such as weather, traffic, car trouble etc.
- 4 tardies = Student receives a detention. Parents will be notified via email by the teacher with the tardy policy.
- Tardies, 5 - 9 = Student will receive a detention for each subsequent tardy.
- After 8 tardies = Parents are required to come in for a meeting with the Principal and/or Dean of Students to sign an Attendance Contract. The contract states that when the student reaches the 10th tardy to first hour the student will be ineligible for extracurricular activities each day that they are tardy to school.
- 10th Tardy = Student is ineligible for extracurricular activities each day that they are tardy to school.
- Habitual morning tardies are subject to further consequences.

For tardies to periods B-H, students will receive a detention for every 4 tardies.

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