

Attendance Policy

Every student is required to attend and be on time for classes and other activities, including Minyan, PAL and Town Hall. Attendance is taken at the beginning of each period. Parents are asked to schedule appointments (e.g. medical, dental, etc.) outside of school hours. The attendance policy for all classes is as follows:

- Absences exceeding eight per semester will result in the reduction of one half grade (i.e. A- to B+). In P/F classes, absences exceeding eight per semester will result in a failing grade.
- Prolonged absences due to exceptional circumstances will be considered on a case-by-case basis by the Dean and/or Director of Student Services. A prolonged absence is considered to be four consecutive school days or more and the student must provide a doctor's note to be considered.
- Every three tardies accumulated within a semester will be considered an absence.
- To avoid being considered absent, students arriving late for any class are required to receive a pass from the front desk.
- Students arriving later than 10 (15 for the first period of the day) minutes from the start of class will be considered absent. In such situations, students should still go straight to class in order to keep up with the lessons and earn participation points.
- Students who miss 10 or more minyanim per semester will receive a grade of "Fail."
- In PAL classes, grades are lowered when absences exceed five per semester. For a PAL class which is graded "Pass/Fail," students whose absences exceed five per semester will receive "No Credit" in the grade book.
- Seniors who have completed their arts and athletic requirements are not required to enroll in PAL classes for the second semester.

For safety and security reasons, parents are asked to call the Attendance Hotline at 248-592-9917 before 7:30am to report an absence or carpool delay and leave the names of all students involved.

For safety and security reasons, it is critical for students to be in their assigned classes at all times, with limited exceptions (bathroom break, lunch time, etc.).

Students who are called out of school for any reason MUST sign out at the front desk prior to leaving. Students who are called out of school for any reason are not to remain on JCC property. Students who are more than 10 minutes late for class and marked absent are still to report to their assigned class without further delay.

It is the student's responsibility to complete and receive material that was missed upon their absence. If a student misses one school day, he/she has until the next class meeting to schedule a time with the I4 teacher to set a completion date(s) for any assigned work, including quizzes and tests. Wednesday mornings from 8:00-9:00 am have been set aside to allow students to make up tests and quizzes; however, an alternative time may be arranged at the discretion of the teacher. Teachers are allowed to assign review packets or any other review materials that can be due at the beginning of class on a scheduled test day for an incentive.

Attendance violations invite progressive discipline. Without proper permission, students not in their assigned class are considered to be skipping.