**ATTENDANCE**

Academic success and opportunities for success beyond high school are directly affected by a student’s attendance. If students do not attend, they cannot learn.

**ABSENCES**

Absences may be excused or unexcused based on guidelines in the PCSB Code of Conduct.

Excused absences are as follows:

• Approved field trips

• College visits (4 off campus, 4 on campus)

• Funeral (pre-arranged)

• Late bus

• Military physical

• Religious holidays

• Sickness-More than three days requires a doctor’s note

• Court appointment (jury duty-subpoena etc.)

When a student is absent a parent /legal guardian must provide written documentation either in the student planner or paper within 2 days of return. No phone calls accepted. The note should include student’s name, date(s) of absence(s), reason, grade, relationship of author to student, and a phone number that parent/guardian can be reached during the day. The student will bring note to the appropriate attendance office upon return to school.

All others are unexcused.

**TARDY**

When a student is tardy they must report to the attendance office with a note for reason they are late. Reasons a tardy will be excused are the same as for absences.

**CHECKOUT**

Once a student is on campus, he/she is not allowed to leave without parental permission. If a student needs to check out, the parent/guardian must report to the BHS Attendance Office and present photo identification to check out their student. To ensure student safety, check out by phone is not permitted.

Anyone checking out a student MUST present a photo I.D. in the attendance office.

No student may be checked out in the last 30 minutes of the school day.

**MAKE-UP WORK**

Students are responsible for requesting make-up work on the first day they report to the class following an absence. Time for make-up work to be completed varies from teacher to teacher and many require seat time.

See Code of Conduct for more information.