

**Attendance:** At Broughton, we believe every student should be in class every day possible to maximize the learning experience. Please remember that if a student has missed five days of class in a course, the student has missed the equivalent of two weeks of instruction on our A-day/B-day schedule. If a student misses ten days of a class, the student has missed an entire month of instruction. Below is a synopsis of the Wake County Public School System and the Broughton High School attendance policies. Please refer to the Wake County Parent-Student Handbook for more information.

**Excused absences** include illness or injury, isolation ordered by the Health Department, death in the family, medical or dental appointment, court when a student is under subpoena, religious observance, and participation in a valid and pre-approved educational opportunity. Request for Excused Absence for Educational Reasons forms can be found in the front office or on the BHS website; approval must be granted prior to the trip.

**Unexcused absences** include, but are not limited to the following: missed bus, oversleeping, car trouble, personal errands, out-of-school suspension, family trips, and failure to bring a parent note in the allotted time frame.

#### **Absence Procedures:**

- Parents are called by PowerSchool each time a student misses a class.
- When returning to school after an absence, students must bring notes from parents or guardians to the Attendance Office.
- Absence notes should include the student's full name, student id#, the date(s) of the absence(s), the reason for the absence(s), valid telephone numbers, and a parent/guardian signature. These absences will be recorded in Powerschool.
- Students have **two school days** to bring a note after an absence. If a student does not bring a note within two days of returning to school, the absence will be marked unexcused (6000.4).
- If a student does not bring in a note indicating a parent/guardian approved an absence, the student will be turned into an administrator for skipping.
- Students who check out for professional appts (dental or doctor appointments, court/DMV appointments, etc) must bring proof of the appointment to the Attendance Office when returning to school or a picture of the note may be emailed to BHS-ATTENDANCE@WCPSS.NET If emailing the note, please include the student's full name in the subject line of the email. Failure to bring proof will result in an unexcused absence. Remember, notes are due within 2 school days of returning to campus from any absence.

## Checking out of school:

- Students may not leave campus during the school day without permission from parents or guardians, and the school. Students may get permission to leave campus from the Attendance Secretary or from their Administrator. Teachers cannot give students permission to leave campus for any reason. (See Attendance Procedures.) Students who are dismissed early for internship, modified schedule, etc. may be required to show their schedule when leaving campus.
- No student is to leave school for any reason during the school day without checking out through the Attendance Office. Leaving school for any reason without checking out through the Attendance Office will be considered as an unexcused absence or skipping, even if the student returns with a note from a parent or guardian the next day.
- **Students over 16, who are driving themselves and need to check out early,** are to bring a note from a parent/guardian between 7:00 – 7:20 a.m. to the Attendance Office (date, time, parent signature, valid telephone number(s) and reason for leaving). Notes may be verified by calling the parent phone number listed in Power School. The student will be issued a release slip to show teachers. They will be released from class and should go directly to their vehicle and leave campus. If a parent does not send a note, they will need to follow the procedures for students under 16.
- **For students under 16 or if a parent/guardian needs to check out a student of any age during the day,** the parent must come to the front door and ring the doorbell to check the student out. You will be asked why you are at school, your student's name, and your name. Parents will be asked to show their ID to the camera. The parent will wait outside for their student. Your student will be called out of class and will meet their parent at the doorbell door. Please allow extra time for checkouts as some classrooms are far from the front door. **No "walk in" checks are permitted between 1:45 and 2:18 p.m.**
- If parents have been notified that their child is sick and needs to be picked up, please follow the procedure for students under 16 (above)

**Arrival/Departure of Students:** Students should not arrive on campus before 6:50am unless they have made prior arrangements with a faculty member. Students must leave campus by 2:35pm unless they are participating in a school-sponsored activity or are under the direction of a faculty member.

**Student Drop-Off:** Student drop-off in the mornings and pick-up in the afternoons are in the main lot at the front of the school. Cars should enter the 4th (last) school entrance on St. Mary's Street heading towards Peace Street. Do not block St. Mary's traffic by trying to make a left turn into this lot! Cars should enter the lot from St. Mary's Street, pull around to the front steps, drop off students and exit onto Peace Street. Peace Street is for exiting only. Please do not drive through Cameron Street ("The Strip") or enter the back parking lot in the mornings or after school. Cameron Street and our back parking lot need to be kept clear for student cars and buses.

**Buses:** The back lot is reserved for buses and assigned parking. Do not use this lot for student drop-off. Students riding the bus should get to the bus lot as quickly as possible at dismissal to avoid missing their bus. Students should stay alert when leaving school and stay clear of the bus lane. Traffic is directed by a police officer or school official. Changes to bus schedules will be made via

school announcements when necessary. Parents, please allow time for bus drivers to get to know the routes and their passengers during the first two weeks of school. Drivers, please be aware that no cars can exit the back lot at dismissal until all buses have departed.

**WCPSS Safe Schools Tip Line (anonymous) 919-856-1911**

**Parent Handbook:** All students will receive a WCPSS Student/Parent Handbook in addition to their BHS Student Agenda. Parents are asked to read and then review these publications with their students. It is important for parents and students to understand the expectations and rules for the county and our school. The WCPSS Student/Parent Handbook can also be accessed at the website: <http://www.wcpss.net>.

**Address/Phone Number Updates/Changes:** If you have changed your work, home, or cell numbers, address or name, please contact Jennifer Tollison, our Student Information Data Manager, at 919-856-7810, extension 23253 or [jtollison@wcpss.net](mailto:jtollison@wcpss.net).