

TARDIES:

- Upon arrival to campus students need to sign in at the front office and present a parent/doctor note to have the tardy excused. **The medical note issued should be time stamped from the provider.**

Early Dismissal/Parent Checkout:

- Leaving early from school, student must present note to the front office **prior to the start of school** and have it signed by the front office staff. This note is the student's pass out of class. **Students will not be called out of class. Emails from parent/guardian will not be accepted.**
- Students are required to present a confirmed pass to their teacher before checking out at the front office. If the dismissal time is during a pass period, students need to check out with their next period teacher.
- After the school day begins all sick students should report to the clinic to see the nurse. **Students will not be called out of class based on a phone call or email from parent/guardian.**
- If a parent needs a student during the school day, they must come in or send an authorized adult from the emergency contact list to sign the student out of school.
- Please refrain from picking up students early, especially after 3:15 p.m. Students needing to be picked up early should have arrangements made before 3:15 p.m. or go to parent pickup after the bell at 3:45. Students needing to be picked up on early release days (every Wednesday) should make arrangements before 2:15 p.m. or go to parent pickup after the bell at 2:45 p.m.

Student Drivers:

- **Only Juniors and Seniors** with a valid parking pass may sign out to drive off campus with parent permission. **Parental notification must be submitted prior to the start of the school day. Emails from parent/guardian will not be accepted.**
- After notes have been received at the front office, parental verification will be confirmed before student is allowed to leave campus.
- Students **must bring** their driver's license with them when they sign out.
- Student drivers with a PVHS parking permit granted permission to drive off campus must have a valid pass issued from the front office.
- Students **cannot** leave campus during the day with other students.

Absences:

- Any student who has been absent from school shall bring a note from a parent or guardian within forty-eight (48) hours of returning to school stating the cause of the absence. Failure to bring in a note will result in an automatic unexcused absence.
- In case of a planned absence, college visit, or exceptional family need, students must complete the pre-excused absence form, signed by all teachers and approved by administration at least 5 days in advance. Pre-approved absence forms are available in the front office as well as on our website. Pre-excused absence forms are not required for medical appointments, field trips, athletic events, or other school approved events. **Emails from parent/guardian will not be accepted.**
- All excused absences will require official documentation. (Medical notes, letters from universities, etc.)
- Personal illness for 3 or more consecutive days will require a medical note.

****For any questions regarding excused or unexcused absences please refer to the Student Code of Conduct.****