



## Pittsburgh Brashear High School

Kimberly Safran, Principal

Marco Corona, Assistant Principal

Joe Michalski, Assistant Principal

Steve Travanti, Assistant Principal

Alexa Tokarski Jones, Assistant Principal

590 Crane Avenue  
Pittsburgh, PA 15216

### Brashear Mission Statement:

The mission of Brashear High School is to cultivate **productive members of society** by **providing quality instruction, academic rigor, and racial equity**. Brashear will accomplish this mission by **empowering students, teachers, parents, administrators and community stakeholders** to collaborate on how best to achieve success for all students.

# IMPORTANT UPDATES AND REMINDERS REGARDING ATTENDANCE AT SCHOOL

## Early Dismissals from School

We understand that there are times when requesting an early dismissal for your student is unavoidable. However, we do ask that these **early dismissals occur only when it is absolutely necessary**. We all need to be committed to keeping our kids in the classroom all day, every day as consistently as possible.

**For the 2018-2019 school year, all students/families must provide a request for an early dismissal by the start of the school day, in writing to the main office stating the nature of the dismissal before the student is allowed to leave the building.** In your communication, please make sure to also include the best number to reach you to confirm this early dismissal request.

A written note turned in to the main office is the preferred method for this communication. *If a note cannot be written in advance, an email to the front office staff is also acceptable* (**Early Dismissal Notes can be emailed to [brashearhs@pghschools.org](mailto:brashearhs@pghschools.org)**)

## Attendance

We realize that it will be necessary for students to be absent on occasion, (illness, health care, bereavement, religious holidays, school activities etc). It has been proven, however, that students who attend school regularly achieve more than those who do not. Regular attendance and participation are imperative for academic achievement and necessary for the accomplishment of curricular objectives. Therefore, it is the policy of the School District that all students be in attendance unless absent for an approved reason.

Students must bring an excuse to the main office, the day after an absence. If a student does not bring in an absent note from a parent/guardian after three days following the absence, the absence is then considered unexcused.

Unexcused absences violate the Pennsylvania School Compulsory Attendance Laws and can lead to a citation being filed with the local magistrate.

**It is important to note that the Pittsburgh Promise uses attendance as one of several criteria when determining eligibility for scholarships.** Suspensions and unexcused absences shall count against a student when determining eligibility for the Promise. All excused absences are not counted against a student in determining eligibility for the Promise.

Phone: 412-529-7300  
Fax: 412-571-7305  
Website: [discoverpps.org/brashear](http://discoverpps.org/brashear)  
facebook.com/BrashearHS  
Twitter: @BrashearHS



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### Examples of Lawful Absences are as follows:

**Religious Holidays/Religious Instruction:** A student shall be excused from school for to observe a religious holiday recognized by the Board of Education.

**Weather Emergency:** A student may be excused from school for weather emergencies, impassable roads and school transportation issues. The school principal or his/her designee determines whether a student's absence will be excused for these reasons.

**Involuntary Exclusions:** A student who is lawfully absent from school or class due to involuntary exclusion shall be excused. An involuntary exclusion includes suspensions (in-school and out of school), temporary alternative placements and incarceration or home-detention.

**School-Approved Activities:** A student absent from class or school due to participation in a school, Principal or teacher approved activity, including, but not limited to field trips, service learning, assemblies, support groups, counseling, mentoring, or tutoring shall be lawfully excused.

**Other Principal-Approved Excusals:** A School Principal or his/her designee may excuse a student from attendance for lawful reasons.

**Administrator: Approved Excusals are:** educational vacations, college visitation, counseling or support groups, or social service agency appointments including, but not limited to Children, Youth and Families.

### **If a student is absent 10 or more consecutive days, a medical excuse is needed.**

To make a request for an approved absence, the student/family should complete the "Request for Approved Absence" form that can be retrieved in the main office. This form should be completed at least one week before the first requested day of absence. Based on the PA State Code, these days will count towards the 10 acceptable parent excuses per school year.

### **Tardiness:**

Court/Medical documentation will be accepted as a lawful excuse for tardiness. No parent written excuses for tardiness will be accepted.

### **Missed Class Work:**

A student shall be permitted to make up any assignments, homework or exams missed due to a lawfully Excused Absence. Students who are absent from class or school shall NOT be permitted to make up any missed assignments, homework or exams so long as the absence remains an Unexcused Absence.

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All work completed and grades earned by students assigned to in-school suspension, suspension, or another temporary alternative placement shall be included in calculating the student's report period grade. Students participating in school approved activities shall be permitted to make-up any missed assignments or exams.

Absences should be avoided during major exams/events, including but not limited to: semester exams, unit assessments, and quarterly assessments, state assessments, AP Exams, etc.

**Students will not be able to make up midterm or final exams without a medical, legal, or religious excuse and this should be approved in advance.**

For attendance questions or concerns, please contact your child's social worker:

Kaitlin Hens-Greco, LSW  
Social Worker 9<sup>th</sup> & 11<sup>th</sup>  
[khensgreco1@pghschools.org](mailto:khensgreco1@pghschools.org)  
412-529-7320

Tim Pail, LSW  
Social Worker 10<sup>th</sup> & 12<sup>th</sup>  
[tpail1@pghschools.org](mailto:tpail1@pghschools.org)  
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