

ATTENDANCE INFORMATION FOR PACETTI BAY MIDDLE PARENTS AND STUDENTS

Please use this page as reference for attendance policies, forms and points of contact.
You may also refer to the **St. Johns County Student Code of Conduct for District attendance policies.**

[Attendance Policy – Student Services \(stjohns.k12.fl.us\)](https://stjohns.k12.fl.us/AttendancePolicy)

Period Absence Error:

Please contact the teacher via email. The teacher can correct period attendance within 3-5 days of the day in question. If it is past the window the teacher will contact Mrs. Nix for correction. Any corrections must go through the teacher first. Mrs. Nix will not change a teacher's attendance once it has been put into the computer without their approval.

- If Students are not physically in the building, they are counted absent. Schoology and HAC are great ways to keep up with their daily assignments, but their attendance will not be reflected as present for the day through Schoology or HAC.
- Quarantined students will be marked PRESENT for the approved days they are absent. It is encouraged for quarantined students to keep up with daily assignments through Schoology or HAC while they are absent from school.

Absences:

- **You do not need to call or email the school to notify us of an absence.**
- You can fill out an absence form on the Pacetti Bay Middle School <https://surveys.stjohns.k12.fl.us/TakeSurvey.aspx?SurveyID=pbms-absence> or send a note with your student within **2 days** of returning to Pacetti Bay Middle. Notes are to be dropped off by students in the front office on the main hallway outside the entrance to the Dean's Offices.
- **Any absence over 15 days requires official documentation to be excused (medical notes, statement of court dates etc.) No Parent notes will be accepted for an absence to be considered excused after the 15-day limit.**
- Only a physician's office is authorized to fax a note for the student to be excused. The fax number is 904-547-8775 to the Attention of the Pacetti Bay Middle Attendance Office.
- **Phone calls or faxes from parents are not accepted.**
- **ONLY emails coming from the website will be accepted. Please do not email notes to Mrs. Nix without going to the website for the proper form.**

Late Check-in and Early dismissal:

- Students coming into school with no excuse will be counted as an unexcused tardy at 7:30 am. 5 unexcused tardies will result in time being made up with the Dean's during their designated lunch time. Continued tardies will result in time being made up in ISS during the school day.
- No early dismissals will be done after 1:30 on Monday, Tuesday, Thursday and Friday. No early dismissals after 12:30 on Wednesday.
- Parent/Guardian must be an approved contact in their pickup information. If the person picking a student up is not approved the student will not be released to a non-approved person. Please make sure **ANY** person that you expect to pick up your student is approved before you send them. ALWAYS bring your Driver's License when checking out a student. Students will not be released unless a driver's license is presented.

Pre-Approved Absences:

- Parents/Guardian may request a pre-approval for long term absences (more than 3 days and not because of illness) by submitting the Pre-Approved Absence Form to Mrs. Nix 5 days prior to the absence. **Submission does not automatically mean an absence will be approved only reviewed for approval or denial by our Administration.**

Questions Regarding Attendance:

- Call or email our attendance clerk, Cathy Nix at 904-547-8324 or catherine.nix@stjohns.k12.fl.us with email being the preferred method.