

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 \(stjohns.k12.fl.us\)](http://stjohns.k12.fl.us)

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 3 – 5 days, the teacher will contact Mrs. Wolfe for correction. Any corrections must go through the teacher first, Mrs. Wolfe cannot change a teacher's attendance once it has been put into the computer.

ABSENCES

- **You do not need to call or email the school to report your student absence.**
 - Fill out the absence form on the Pacetti Bay Middle School website
 - 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, excused or unexcused, 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.**

LATE CHECK IN & EARLY DISMISSAL

- After 7:30am, Students coming into school without an excuse note will be considered an unexcused tardy. 3 unexcused tardies will result in lunch detention. Continued tardies will result a day of ISS during the school day.
- No early dismissals will be allowed after 1:30 on Monday, Tuesday, Thursday and Friday after 12:30 on Wednesday.
- If you have someone other than the student's Parent/Guardian picking up your child, they must be in the student's contact list. We will NEVER allow a student to be released to anyone that is not on the student's contact list. 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 emailing the principal at ted.banton@stjohns.k12.fl.us. **Submission of your request does not automatically mean an absence will be approved only reviewed for approval or denial by our Administration.**

QUESTIONS REGARDING ATTENDANCE

- Call or email the attendance clerk, Kara Wolfe at 904-547-8780 or kara.wolfe@stjohns.k12.fl.us.