

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 - https://www.stjohns.k12.fl.us/student/](https://www.stjohns.k12.fl.us/student/AttendancePolicy-StudentServices)

PERIOD ABSENCE ERROR

If your student has been marked absent during any given period, please contact the teacher via email (their email can be found on HAC or Schoology). 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 the attendance clerk for correction. Any corrections must go through the teacher first, the attendance clerk 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. <https://surveys.stjohns.k12.fl.us/TakeSurvey.aspx?SurveyID=pbmsabsence#>
 - 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 Deans 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 1:15pm on Monday, Tuesday, Thursday, and Friday after 12:15pm on Wednesday.
- If you have someone other than the students Parent/Guardian picking up your child, they must be in the students contact list. We will NEVER allow a student to be released to anyone that is not on the students 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.

QUESTIONS REGARDING ATTENDANCE

- Email pbms-attendance@stjohns.k12.fl.us for any questions regarding attendance,