

PMHS Attendance Procedures for 2020

All Students:

- Parents may send a note to excuse their child's absence either by email (preferred method) to pmhsattendance@stjohns.k12.fl.us or by their child placing a note in the breezeway drop box outside of the dean's office.
- Notes must be emailed or brought in within 48 hours of the student's absence
- Please review the SJCSJ attendance policies governing excused and unexcused absences as outlined in the Student Code of Conduct <https://www.stjohns.k12.fl.us/schoolservices/conduct/>
- Students may not choose day by day whether they would like to come to school in person or online. If you wish to make a change to your child's educational option, there is a form on the PMHS website to request a change. Change requests will be reviewed each Thursday and parents will be notified on Fridays when their child can make the change. Children should continue to participate in their current educational option until they receive confirmation from PMHS that the change has been approved.

Brick and Mortar Students:

- If your student is absent but is able to log in to Schoology and complete assignments, that is an excellent way for them to stay up on their schoolwork, but they will still be considered ABSENT from school and you should provide a note to the attendance office to excuse their absence.
- If your child needs to check out early from school for an appointment, please have your child place a note in the breezeway drop box outside the dean's office PRIOR TO 9:20 AM. Email notes will not be accepted for checking out early from school.

Distance Learners:

- Students are expected to log in to every single course daily in Schoology during the time the course is taking place according to the PMHS bell schedule. Teachers will either take attendance via participation in a live conference or via completion of an activity for that day. Teachers will communicate to students how their attendance will be captured. Students who do not log in to conferences and/or complete assignments will be marked ABSENT.
- If your distance learner is unable to work and needs to be absent from distance learning, you should still send in an excuse note just as you normally would for a regular school day. See information above for absence note procedures.
- Tech Issues or Connection Problems: If your child is not able to participate in a conference due to tech issues/connectivity problems they will be marked absent. Please ensure they still complete the assignment for the day, and it will be graded and counted for the student's grade. If you wish to have the absence for that period excused please follow normal attendance notification procedures (email pmhsattendance@stjohns.k12.fl.us with the information about the absence).