

Dear Parent(s)/Guardian(s),

Please see the important information below regarding attendance procedures for the 2018-2019 school year. If you have any questions, please contact our Dean of Attendance, Ms. Cathy Crowe, at cathy.crowe@stjohns.k12.fl.us. **Please note that there have been some significant changes from previous years.**

EARLY DIMISSMAL/PARENT CHECKOUT

- Leaving early from school, student must present note to the front office **prior to the start of school** and will then be issued a BT pass by the front office staff. This note is the student's pass out of class. **Emails or faxes from parent/guardian will not be accepted.**
- Students are required to present a confirmed pass to their teacher before checking out at the front office. If the dismissal time is during a pass period, students need to check out with their next period teacher.
- After the school day begins all sick students should report to the clinic to see the nurse. **Students will NOT be called out of class based on a phone call or email from parent/guardian.**
- If a parent needs a student during the school day, they must come in or send an authorized adult from the emergency contact list to sign the student out of school.
- Students needing to be picked up early should have arrangements made before 3:15 p.m. or go to parent pickup after the bell at 3:45. Students needing to be picked up on early release days (every Wednesday) should make arrangements before 2:15 p.m. or go to parent pickup after the bell at 2:45 p.m.

STUDENT DRIVERS

- **Only juniors and seniors** with a valid parking pass may sign out to drive off campus with parent permission. **Parental notification must be submitted prior to the start of the school day. Emails, faxes or phone calls from parent/guardian will not be accepted.**
- After notes have been received at the front office, parental verification will be confirmed before student is allowed to leave campus.
- Students **must bring** their driver's license with them when they sign out.
- Student drivers with a BTHS parking permit granted permission to drive off campus must have a valid pass issued from the front office.
- Students **cannot** leave campus during the day with other students.

ABSENCES

- Any student who has been absent from school shall bring a note* from a parent or guardian within forty-eight (48) hours of returning to school stating the cause of the absence. Failure to bring in a note will result in an automatic unexcused absence.
- In case of a planned absence, college visit, or exceptional family need, students must complete the pre-excused absence form, signed by all teachers and approved by administration at least 5 days in advance. Pre-approved absence forms are available in the front office as well as on our website. Pre-excused absence forms are not required for medical appointments, field trips, athletic events, or other school approved events. **Emails, faxes or phone calls from parent/guardian will not be accepted.**
- All excused absences will require official documentation. (Medical notes, letters from universities, etc.)
- Personal illness for 3 or more consecutive days will require a medical note.

*Please provide a hand-written note including:

Student's Full Legal Name / NO NICKNAMES, Student (s) Birthdate, Date(s) absent, Reason for absence or early release, Legal Parent / Guardian signature / NO NICKNAMES, Current phone number/Parking Spot # (if applicable)

Only a Physician's office is authorized to fax a note for the student to be excused from an absence within the 48 hours. FAX # 904-547-8359 Attention: BTHS ATTENDANCE. We do not accept phone calls or faxes from parents for attendance matters.