

Attendance and **ABSENCE**

In order to meet the state's requirements, students must complete the following minimum hours of schooling each week: Grades Kindergarten–3: 4 hours per day, 20 hours per week, 720 hours per year; Grades 4–8: 5 hours per day, 25 hours per week, 900 hours per year. Florida Statute 232.09 states that the parent/ legal guardian of a child of compulsory school age is responsible for the child's daily school attendance. All school personnel, parents, other students and relevant state agencies are required to work collaboratively to ensure that the school attendance laws are obeyed and make referrals to the legal agency for possible court action for truancy. Parents are to inform the office in advance of their child's absence either by email to info@stemschool.net or by calling (954) 741- 8130, except in cases of emergency. Parents must also send a written note the first day the child returns back from any absence. Students who are absent due to sickness for three (3) or more days must present a doctor's note returning to school.

ATTENDANCE

The school year consists of an average of 180 days. It is mandatory for all enrolled students to attend all aspects of the assigned curriculum, except on written request from the parents. Students that miss more than 10 days in one marking period may receive a failing grade for the term and/or jeopardize their eligibility for scholarships (Step Up , etc...)

EXCUSED ABSENCE

- Illness
- Illness of an immediate family member
- Death in the family
- Religious holiday of the child
- Required court appearance
- Doctor/dental appointment
- 5 days for head lice infestation
- Special occasion
- Hajj or Umrah



UNEXCUSED ABSENCES

A child's absence is considered unexcused if and when the parent/guardian did not inform the Office, either in writing or by a telephone call and there was no legitimate reason for the absence.

SPECIAL ABSENCES

Special absences have to be approved by the Principal two weeks in advance of the commencement of the absence. Parents are to make their requests in writing to the Principal for approval. The Principal must approve long-term absence of students. Teachers are to give assignments (for this period) to the child for completion and submission on the 3rd day of returning to school. Parents are to sign a note from the teacher to this effect. Failure to submit assignments and passing the exams will result in an automatic failing grade for the term.

TARDINESS

Any student who arrives late must report to the office and obtain a late-pass/tardy slip before s/he will be admitted to class. Students reporting after late will be marked tardy. Consistent tardiness is disruptive to the student's learning and to the functioning of the class.

PATTERNS OF NON-ATTENDANCE

Non-attendance for instructional activities is established by tardiness, early-sign-outs, or absences for all or any part of the day. STEMS will comply with Broward County recommendations for the definition of non-attendance as follows:

A. Unless acceptable documentation is presented/submitted, an accumulation of daily unexcused absences by tardiness, or early sign-outs that equals 5 days (30 hours) in a quarter or 10 days (60 hours) within two quarters may establish a pattern of non-attendance.

B. If the student exhibits a pattern of nonattendance, Principal may require documentation in order for subsequent absences to be considered excused.

SCHOOL TIMINGS

Drop-off and pick-up procedures are implemented to promote student safety and for convenience. Please read the following carefully to become familiar with the new routine.

Mon-Fri	Drop-off	7:50 - 8:00 AM
Mon-Thurs	Pickup	3:15 PM
Early Dismissal (Mon-Thurs)	Pickup	11:30 PM
Friday Dismissal	Pickup	2:15 PM

During the week, no early dismissals will be allowed after 2:30pm

(On Fridays between 1:30 – 2:15pm NO dismissals will be allowed.)

Please respect your child's learning environment by being punctual for drop off and pickup of your child and for safety of all students by not parking your vehicle in the drop off lane. Parents or guardians of Early Childhood students must park their vehicles in the lot before escorting their children to their classrooms. Parents and guardians of elementary or middle school students are not permitted to escort their children to their classrooms.

DISMISSAL

Students are dismissed daily (Monday through Thursday) at 3:15 p.m. Dismissal on Friday for all STEMS students is at 2:15 p.m. Parents are required to pick their children up at the specified times.

LATE PICK-UP

STEMS does NOT provide aftercare. Parents who do not pick up their children within 15 minutes after dismissal must contact the office at 954-741-8130 before 3:15 to negotiate alternative pickup arrangements and fees. Failure to do so may result in a determination of child abandonment on STEMS/IFSF property outside of contracted hours, per FL Statutes 39.201, and may result in STEMS/IFSF being obligated to register a report with FL state authorities. Students who participate in any after school program must also be picked up on time at the completion of their program or contact the Program Administrator no later than 15 minutes before the scheduled pickup time to negotiate alternative pickup arrangements and fees. You will incur a \$10 late pick up charge per child for every 15 min block after dismissal time. It is the parent's responsibility to retain the emergency contact number of the Program Administrator for any after school activity for which their child is enrolled. Failure to do so may result in a determination of child abandonment on STEMS/IFSF property outside of contracted hours, per FL Statutes 39.201, and may result in the Program Administrator being obligated to register a report with FL state authorities.