



St Stephen Catholic School

Attendance policy

The following attendance policy has been written by the Diocese of St. Petersburg and is consistent with the State Board of Education Rule 6A-1.09512 which states that children must maintain regular attendance during the entire school term of at least 170 actual school days and 540 net instructional hours for students in kindergarten, 720 net instructional hours for students in grades 1-3, and 900 net instructional hours for students in grades 4-12.

Success in any field requires a continuous daily effort. Nowhere is this truer than in education. The quality of learning for any student reflects the regularity with which he/she attends classes. Our attendance regulations have been formulated as a means of helping our students develop habits that will serve them best while in school and in later years.

State of Florida law requires those children between the ages of 5 and 16 to attend school. Regular attendance and punctuality have a marked influence on scholastic achievement. Attendance is an essential element to good progress in school.

School calendars are distributed to families to aid them in planning family vacations. Schools strongly encourage families to plan vacations during scheduled school vacations. Any vacation-related absences will be included in the student's total number of absences.

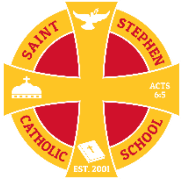
Parents/guardians must notify the school office of a child's absence before 9:00 a.m. each day the child is absent. As a safety precaution, if a child is absent and the parents have not notified the school, the school will attempt to contact the parents. When a student is absent, the school must receive communication from parents/guardians explaining the reason for the absence, either voice message or electronic. The notification must include 1) the child's full name, 2) dates of absence, and 3) the nature of illness or reason for absence.

In the case of prolonged medical absence, three or more days, parents should call the office before 9:00 a.m. for missed classwork and homework, so the work can be prepared and be ready for pickup at dismissal time. Due to teaching schedules, it may take up to 24 hours to have materials prepared for pick up in the school office. Based on the number of days absent and the amount of work missed, a reasonable amount of time will be allowed for its completion. Also, when a student is absent 3 or more days, he/she must also bring a written, dated doctor's note on the day the student returns to school, stating the reason for the absence and assurances that the student's presence is not a health risk for other students. Children must be fever-free without medication for 24 hours before returning to school.

10424 Saint Stephen Circle, Riverview, FL 33569 ♦ T. 813-741-9203 ♦ F 813-741-9622 ♦ sscsfl.org

Mission Statement

St. Stephen Catholic School is devoted to inspiring students to achieve their full academic potential while demonstrating a desire to continue Jesus' mission by applying Catholic morals, beliefs, values, and practices in their everyday lives. We are committed to motivating students to sustain a lifelong love of learning.



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Ten (10) tardies in a trimester are considered excessive. A notification will be sent home on the tenth tardy. A conference with the school counselor and homeroom teacher will be mandatory. Six (6) absences in a trimester are considered excessive. A notification will be sent home on the sixth absence. A conference with the school counselor and homeroom teacher will be mandatory. On the seventh absence, consequences may be given. If your child is going to be out for any length of time due to a family commitment, please send a note to the school office at least a week in advance.

Students should not be permitted to return to school unless well enough to participate in school activities. Students must be present for at least four (4) hours of the school day to be considered present that day. To participate in any after-school activities, including the extended day program, students must be present on that day. Students who are absent more than 20 school days during the year may be under administrative review for academic retention and may be asked to withdraw from St. Stephen.

Students who are absent are required to make up work missed in each class. If a student is out for only one or two days, upon return to school, the student should meet with the teacher about the work missed. The student will be given a deadline by the teacher to complete and turn in these assignments. It is the responsibility of the student to see that the work is completed. The student may log on to the portal to check the homework missed. If work is not made up by the deadline specified by the teacher, the grade for work missed will be recorded as a 50.

Any student who is absent on the day of a scheduled summative assessment will be expected to make it up upon his/her return to school. For every day a student is absent, he/she has that number of days to make up the summative assessment (Ex. 1 day missed = 1 day for summative assessment.) It is the student's responsibility to speak with his/her teacher regarding missed assessments. In the event of multiple-day absences, the teacher will determine when all assessments will be taken.

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