

# Attendance Policy

## Poinciana High School



Regular attendance is essential for any student to achieve success in school. The characteristics of punctuality and dependability are personal habits that are respected in our society and therefore expected here at Poinciana High School. Our expectations mimic that which is outlined in the School Board of Osceola County's Code of Student Conduct allowing for transparent guidelines.

## Attendance Regulations

### Standards of Participation

- 2.0 GPA Unweighted
- 0 days out of school suspension
- Less than 8 absences (Semester 1 events)
- Less than 15 absences (Semester 2 events)
- **Events impacted**
  - Homecoming, Grad Bash, Prom, Pep Rallies, and other special events

### Excused Absences

Absences will be excused for the following reasons:

- Illness or injury of the student verified by a phone call, email, or note from a physician
- Illness, injury, or death in the immediate family of the student which shall be defined as listed in the United States Internal Revenue Service Guidelines
- Educational opportunities which are age appropriate for the student as deemed by the principal or his/her designee
- Religious holidays

In cases of excused absences, the student shall be allowed to make up the work and the teachers of the student shall give reasonable assistance. Make-up work shall be completed during a period of time equal to at least twice the time for which the absence is excused, unless more time is allowed by the teacher. **Students have the responsibility to request make up work and assignments from their teachers when they return to school after an absence and to complete the work within a reasonable length of time when the absence has been classified as excused.** Parents can call the Attendance Clerk at 407-870-7561 to excuse their child. Notes provided by a medical doctor will be accepted but the preferred method email which can be accessed through our school website. **Only 10 excused absences are allowed for the year.**

### Pre-Arranged Excused Absences

Situations warranting a "Pre-arranged excused" absence shall be for any absence which would be considered "excused". Supporting documents may be required. Approved pre-arranged excused absences may not exceed three **(3)** days.

## **Absences for Religious Reasons**

Students will be excused for religious holidays on those days when the religious tenets forbid secular activities on that day. Religious absences are pre-arranged absences. The parents must have declared that their students is observing the holidays of that specific religion and make their request in writing at least five **(5)** days prior to the holiday.

## **Unexcused Absences**

All absences other than “excused” or “permitted” will be documented as “unexcused” until a note or phone call is received meeting the specifications outlined above.

## **General Attendance Matrix**

- 3 days missed: Classroom teacher notifies attendance coach
  - Phone call is made to parent/guardian
- 5 days missed: 5 Day Letter is mailed home
  - Attendance file is started
- 10 days missed: Attendance Contract
  - Phone call is made to parent/guardian
  - Meeting with student takes place
    - Remind101 begins
    - Goals are developed and documented tracking begins
- 15 days missed: Early Truancy Interventions
  - District is contacted
  - Early Truancy Interventions meeting conducted
- 20 days missed: Administration becomes involved

**If meetings with the parent/guardian do not resolve the problem, specific interventions will be implemented. If the parent/guardian of a child subject to compulsory attendance will not comply with attempts to enforce school attendance, then the Superintendent or his/her designee will refer the case pursuant to Florida Statutes, and may file a petition pursuant to procedures outlined in Section 984, Florida Statutes.**