POINCIANA HIGH SCHOOL
ATTENDANCE PROTOCOLS & PROCEDURES

Attendance Mission

At Poinciana High School we believe that regular attendance is essential for students to achieve success in school.

Attendance Policies

Standards of Participation

In order to participate in schoolwide special events, such as, but no limited to: homecoming events, grad bash, special assemblies, prom and other events.

- 2.0 Weighted GPA
- Less Than 8 Absences (Sem 1 Events)
- Less Than 15 Absences (Sem 2 Events)
- 0 Days Out of School Suspension

Excused Absences

Absences will be excused for the following reasons:

- Illness or injury of the student verified by a phone call or note from a parent or guardian 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.

Attendance Hotline

Contact the Attendance Office at: 407-870-4860 to excuse your child. Notes can be provided by a parent or medical doctor. There are only 10 excused absences allowed for the school 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.

PHS General Attendance Matrix

3 Days Unexcused Absent

- Classroom teacher notifies attendance coach;
- Phone call is made to parent or guardian;

5 Days Unexcused Absent

- 5 Day Letter is sent home;
- Meeting with attendance coach;
- Remind intervention is implemented;

8 Days Unexcused Absent

- Attendance contract initiated;
- Phone call is made to parent or guardian;
- Mentoring plan is initiated;

10 Days Unexcused Absent

- Attendance intervention conference is held;

11 or More Days Unexcused Absent

- District is contacted (ETIT);

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.