

## **SDOHS Attendance Policy**

You can do a simple internet search and you will see countless amounts of research pointing to the relationship between good attendance at school and academic success. Because of this, it is so important that students are present and ready to learn each day but we realize that sometimes "life" does get in the way. Even though absences will happen, Arizona State Statute (A.R.S. 15-843) and DVUSD Governing Board Policy (JE-RB) dictates that a student must be in class for a minimum amount of time in order to earn credit for any course.

If a student has numerous absences (excused or unexcused) in the semester for one or more classes, the following procedures will take place starting 2nd semester January 3, 2023:

- **At 6 absences** - a warning letter will be emailed and mailed home explaining the next steps
- **At 9 absences** -, the student will meet with their counselor to discuss the fact that they are in jeopardy of losing credit for those classes.
- **At 12 absences** - at the administrator's discretion, students will be informed that they have lost credit for whichever individual classes accrued more than 12 absences. The student can appeal the loss of credit by submitting the appeal letter within 48 hours along with parent/guardian signature. All appeals will be reviewed by the attendance committee at the end of the semester to make the determination if credit will be reinstated.

**POSSIBLE LOSS OF PARKING:** The entire attendance record will be considered when evaluating optional school privileges such as parking permits for both the current year and the following year.

### **Reporting An Absence**

To make it easy to report an absence, we ask that you use our [Google Form](#) or you can leave a message at **(623) 445-7190**.

### **ANY Illness (including Covid)**

Students should stay home until symptoms are gone without medication for 24 hours.

Any medical documentation should be provided to the nurse BUT all days absent MUST be reported to attendance.



### **Exceptions**

When we calculate the total number of absences, the following situations would not be counted in that total:

- Going on a school field trip or athletic event
- Any absences involved in an approved Exclusion and Exemption situation
- In-school or off-campus suspensions

## Attendance Expectations

### **Please Keep In Mind**

- It is very important that all absences are reported to the school immediately along with the reason for the absence (the type of absences that are incurred will be taken into consideration in any needed appeal process to regain credit)
- If there is an extended illness, you should provide documentation to the Nurse's office
- Per district policy, if a student has 10 consecutive days of unexcused absences, they will automatically be dropped from Sandra Day O'Connor High School

### **District Calendar**

If you have not done so already, it might be helpful to print the [District Instructional Calendar](#) so you know when there are days off from school and/or early release times.

If you have any questions regarding these policies, please contact the Attendance Office, **623-445-7190**.

**If you need to authorize somebody else to pick your student up early, you will need to fill out and submit this [Notice of Authorization to Depart Form](#).**