



Sandra Day O'Connor Attendance Policies



Sandra Day O'Connor is committed to helping students achieve at the highest levels; therefore, attendance is of the utmost importance to our students' success. We strive to work with students and families to maintain an uninterrupted learning environment for all students and to teach the lifelong skill of promptness. ***In an effort to ensure all students are safe and on track academically, the attendance policy will be strictly enforced starting August 8, 2026.***

Attendance Line 623-445-7190

To report FULL Day Absences for your students, [CLICK HERE NOW](#)

Absences

Parents/Guardians must call a student absent within 24 hours from the date of absence. Personal handwritten notes will **NOT** be accepted at any time.

Attendance

1. An excused absence is an absence the parents have called in and excused on the day of or within 24 hours of the absence. All other absences are considered unexcused.
2. Students with absences have one day for each day absent to make up work in that class.
3. Students are limited to five (5) unexcused absences or a combination of twelve (12) unexcused and/or excused absences per class per semester. A student with more than five (5) unexcused absences or twelve (12) total absences in a class may lose credit for that class.

*Absences caused by school related activities, such as participating in a school sponsored athletic events are not counted in the number of total absences.

*Students arriving after the **halfway** point of a class period will be considered absent, whether the absence is excused or unexcused.* These absences will count toward the semester limit of 12 absences per class. Additionally, students will be assigned a lunch detention for the tardy.

Tardies

A student is tardy when he/she is not inside the classroom when the final bell rings. A warning bell will ring exactly one minute prior to the final bell. Tardy students will be marked tardy in the attendance system, and assigned a consequence based on the occurrence. Students are responsible for any missed work due to tardiness.

A tardy is considered **Excused** when a Parent/Guardian signs the student in in the front office or medical documentation is provided by the student showing the tardy is due to a medical appointment prior to arriving on campus.

A tardy is considered **Unexcused** when a Parent/Guardian does not sign the student in or no medical documentation is provided.

Late Arrivals/First Period Tardies

If a student is **Unexcused Tardy** for their **first period** the student will serve a lunch detention the day of the tardy.

- Late to school: Lunch detention same day (must report to LMC room within 5 minutes of their lunch)
- Every 5th time late to school will result in an hour after school detention & a parent phone call
- Every 10th time late to school will result in a parent phone call & Attendance Academy OR 1 day OCR

*Students with a parking permit who accumulate excessive tardies may have their parking privileges suspended for a designated period of time.

Students who arrive on campus after the first **30 minutes** of class will be marked absent as either Excused or Unexcused. They will be held from class for the remainder of that current period.

No Late or Tardy phone calls or written notes will be accepted at any time.
No outside food or drink is allowed through the office.

In-Between Class Tardies – 2nd - 7th Periods

Being on time to class is an important part of student success and helps create a positive learning environment for all students. Students are provided a 5-minute passing period between classes, along with a one-minute warning bell to help them transition and arrive prepared for learning.

To encourage consistent on-time attendance, tardies between 2nd and 7th hour will be tracked cumulatively throughout the semester. Teachers and campus security monitors will be actively present during passing periods to support students, provide reminders, and direct students to class.

Tardies Per Semester	Consequences
1 st – 4 th	Warning & Parent Notification via PowerSchool
5 th Tardy	Lunch Detention & Parent Notification
8 th Tardy	1- One Hour After-School Detention & Parent Notification
12 th Tardy	2- One Hour After-School Detentions & Parent Notification
15 th Tardy	Behavior Academy–Talon Time & Parent Notification
20 th Tardy	1-Day OCR On-Campus Reassignment & Parent Notification
25 th Tardy+	Parent/Student/Administrator Meeting

A student's attendance record will be considered when evaluating open enrollment status and optional school privileges such as parking permits for both the current year and the following year.

Student Sign Out Policy

In an effort to ensure all students are safe and accounted for, the student sign out policy will be strictly enforced starting August 8, 2026.

Sign Out/Early Dismissal

Parents/Guardians must come to the front office and show a photo ID before a student is released. Please allow ample time to pick your student up for early dismissal. Students cannot be called up to the office ahead of time to await the arrival of a parent/guardian.

Students will not be signed out after **1:50** on regular scheduled days,
12:20 on 90 minute early release days.

Driving Students Early Dismissal

Parents/Guardians may request an early dismissal release **form** for a driving student to leave campus. A call must be received at least **2 hours** prior to the time your student needs to be dismissed. Please call the front office at 623-445-7100 or the attendance clerk at 623-445-7107 for the student release form.

- Must complete the 2026-2027 Notice of Authorization to Depart Form- No Previous Forms will be accepted.
- Must call the day of and every time you need to use this form.
- Limit to five forms a semester
- Must email form back to early.eagles@dvusd.org with a driver's license and from the parent email on file through Powerschools.

For further assistance or questions, please call the attendance clerk at 623-445-7107 or the main office at 623-445-7100.