



# Office Hours FAQ's

## **When does the Office Hours schedule begin?**

The Office Hours schedule will take place on Wednesdays beginning November 30.

## **What is the purpose of Office Hours?**

Office Hours are designed to address needs related to intervention, make-up work, enrichment, and mental health.

## **Do parents/guardians need to complete the opt-out form in order for students to leave early on Wednesdays?**

Yes – students are only allowed to conduct Office Hours remotely if they have parent permission through an opt-out form. The opt-out form is found only in the parent portal of PowerSchool and must be completed by parents/guardians. We are asking for parents/guardians to complete this form by Thursday, November 17 so that we can create a home base schedule for students who wish to remain in person during Office Hours.

## **What happens if students leave but do not have a completed opt-out form on file in PowerSchool?**

All students will be scheduled into a home base for Office Hours that will show up in their 7th period in PowerSchool. Students who do not show up for Office Hours and do not have a completed opt-out form on file will be marked absent (unexcused) just as they would in a regular class period. Students with a completed opt-out form have permission to leave at 1:11 p.m. if they are above 70% in all classes.

## **Are students required to remain in person for Office Hours if they are below 70% in a class?**

Yes. Even if an opt-out form has been completed by a parents/guardian, students below 70% will be expected to remain in-person for Office Hours. Students will be considered absent (unexcused) if they do not attend Office Hours.

## **How do I know if my student is below 70% and needs to stay in-person?**

Teacher gradebooks will be updated in Schoology each Monday and communication will be sent to parents/guardians at the beginning of each week with a grade update for each class.

## **Do students have the option to remain at SAHS for in-person Office Hours if they have a completed opt-out form in PowerSchool?**

Yes. Students may always remain at SAHS to meet with teachers in-person for Office Hours even if their parents have completed the opt-out form.

## **Do all students need to remain for lunch?**

Yes. SAHS is not an open campus for lunch. Students are not allowed to leave for lunch and return for Office Hours.

## **Do students have the opportunity to meet with more than one teacher during Office Hours?**

Yes. Students and teachers may use E-Hall pass to allow students to move on to other teachers as needed.

## **If my student is below 70% in more than one class, how will they know which class to report to?**

Teachers will be reaching out to tell students to attend Office Hours. SAHS will maintain a schedule so that teachers are aware of what students have already been selected. Teachers will coordinate with one another to minimize the number of times that students get “double-booked.” Pony Centers will assist in the event that students need help prioritizing which Office Hours section to attend.

## **What do students do during the 6th period block if they normally have PSEO or Senior Elective during that time?**

Students who do not have a 6th period will have a study hall in the main forum from 10:48 - 11:28 a.m.

## **If a student is above 70% in all classes but does not opt out (i.e. wants to remain in person, utilizes district transportation, etc...) what class do they report to?**

A schedule will be generated for all students indicating what home base they report to as a default if they do not have an appointment with a specific teacher. Schedules will be viewable in PowerSchool (7th period) and lists will be posted outside Pony Centers.