



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.