Anticipated Absence

A student who anticipates an absence should bring a note from a parent or have a parent call the attendance office. The student’s attendance will be adjusted in Infinite Campus in order to notify teachers.

Dental and Medical Appointments

It is important that dental and doctor appointments be kept to a minimum during school hours. A medical provider’s note is required to verify the absense to include; a medical appointment, hospitalization, or a long-term chronic illness; or the school nurse is required to send the student home.

Leaving During School Day

Every day and every class is important; leaving school during the school day should occur only for an absolute necessity. Once a student is on school grounds, he/she may not leave without parent or administrator approval. A phone call from a parent is also necessary to verify the request. After the absence has been verified, a pass will be given to leave class at the appropriate time. The student must then sign out at the Attendance Office. Students are expected to remain in school and attend all Assemblies such as; due process, grade level and pep rallies. If a student is unable to attend and must leave the building, a parent must call or sign the student out of school. If someone other than a parent or legal guardian is picking up a student, let the Attendance Office know. Students will not be released to anyone without parent permission.

Dismissal

Students who are not with or supervised by a teacher or a coach are to leave the building immediately after dismissal. If a parent/guardian is going to be late, students should report to the Transportation Waiting Area (or TWA) or leave campus. Students in TWA are to be picked up in the East Circle Drive. All parents/guardians are encouraged to pick up their student as soon as possible. All students are expected to report to the TWA or leave campus by 3:15 p.m. The TWA is available Monday through Friday, 3:15 p.m. - 5:00 p.m. Students who engage in inappropriate conduct will be subject to the OPS Code of Conduct.

Bell Schedule and Lunch Schedule

<table>
<thead>
<tr>
<th>Class Period</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>ZERO PERIOD</td>
<td>6:45 – 7:30</td>
</tr>
<tr>
<td>BLOCK 1 &amp; 2</td>
<td>7:40 – 9:10</td>
</tr>
<tr>
<td>Dog House</td>
<td>9:15 – 9:40</td>
</tr>
<tr>
<td>BLOCK 3 &amp; 4</td>
<td>9:45 – 11:15</td>
</tr>
<tr>
<td>BLOCK 5 &amp; 6</td>
<td>11:20 – 1:32</td>
</tr>
</tbody>
</table>

(90 min class, 30 min lunch w/4-minute passing, 7 min SSR)

- 1st lunch: 11:20-11:50
- 2nd lunch: 11:54-12:24
- 3rd lunch: 12:28-12:58
- 4th lunch: 1:02-1:32

BLOCK 7 & 8  
1:37 – 3:05

Final Exams

Semester 1: December 18 & 20
Semester 2: May 20 & 22