

OHS Attendance Policy at a Glance!!!

1. There is an attendance appeals process for extenuating circumstance. Appeal in writing to the administrator—forms at the attendance office and on our web site at www.oremhightschool.com
2. Pre-Excused Absences *do not* count against the student's attendance and the time does *not* need to be made up although all students are still accountable for class work missed. Pre-excused absence forms must be filled out by student, parent, and teacher. Once filled out the form must be presented to the Administration for approval and filed in the attendance office.
3. Clear absences within 5 days for excused absences. Failure to clear an absence within five days will result in it becoming an unexcused absence and the grade will be an NC until the absence is remediated in the Attendance Remediation Class (ARC).
4. On the 4th excused absence in each class, a student will need to make up time in ARC, make an appeal to the Administration, or receive an NC (no credit) on transcript.
5. All unexcused absences are considered truancies. Leaving school without checking out through the Attendance Office is considered truancy. Each un-excused absence in each class will need to be cleared through ARC.
6. The Attendance Remediation Class (ARC) is held at 6:20-7:30 AM and 2:30-3:40 PM in the ARC Rm. 1201 on Tuesdays and Wednesdays at no cost. Sessions on Thursday, Fridays mornings or after school sessions are held at the cost of \$4.00 per student if paid in advance in the Finance Office or \$5.00 at the door. One ARC session will clear only one absence.
7. On the 3rd tardy in a single class each term or after every V (very tardy—more than 15 minutes), a student must attend two lunchtime remediation periods in the ARC or receive an NC. Also if a student gets 3 *excused tardies* per class per term, they will need to attend two lunchtime remediation periods in the ARC or receive an NC.

*The Administration is available to address any questions and comments regarding the attendance policy. They can be contacted in the Main Office at (801)610-8165