

Attendance Policies and Procedures

Student attendance directly affects student achievement. Therefore, students are expected to attend all day, every school day.

1. On a daily basis, student absences will be recorded as unexcused until an acceptable excuse has been provided by the parent or guardian indicating the reason for the student's absence. The principal has the ultimate authority to decide whether an absence shall be excused.
2. The principal is authorized by the school board to accept only the following reasons for absence(s) of a student:
 - a) Illness, injury or other medical conditions
 - b) Illness or death of a member of the student's immediate family
 - c) Recognized (or established) religious holidays and /or religious instruction
 - d) Medical and legal appointments
 - e) Pre-arranged absences with the prior approval of the principal
3. To report an excused absence, parents/guardians must send written notification to the school's attendance office within 48 hours of the day of the absence.
4. To obtain approval for a pre-arranged absence, contact the attendance office to submit the proper documentation.
5. Absences related to a student's disability or medical condition will be recorded as an excused absence. It is the parent's responsibility to notify the school of the student's excused absence within 48 hours.
6. Students will be given a reasonable amount of time to make up any work assignments that were missed during an absence or a suspension. Specifically, the student has the equivalent of the number of days absent plus one additional day to submit make-up work to the teacher.
7. Students who arrive late to school must report to the attendance office to sign in.

Notes provided for excused absences need to include student name, dates of absence, and reason for absence.

Dress Code Policy

With a focus on preparing students for future careers, Olympia High School's student dress goes hand in hand with dress codes in the business world. All students should dress appropriately. School Board policy allows individual schools to extend the dress code standards to meet the needs of the school community.

1. All clothing must have sleeves that cover the shoulders.
2. See through garments must have a garment worn underneath which adheres to the dress code policy.
3. All pants, shorts, skirts and dresses must be free of holes from the knees up.
4. Pants, skirts, and shorts must be secured at the waist.
5. Undergarments should not be visible at any time.
6. Shirts and tops must be a sufficient length to cover the midriff area of the student.

7. Dresses, skirts, and shorts must be mid-thigh in length.
8. Leggings must also be worn with an item of clothing that is at least mid-thigh in length.
9. Garments and/or jewelry which display or suggest sexual, vulgar, drug, alcohol, or tobacco-related wording/graphics or may tend to provoke violence or disruption in school shall not be worn.
10. Gang paraphernalia, jewelry, tattoos, clothing or other insignias which display, suggest, provoke, or may tend to provoke violence or disruptions are not allowed.
11. Accessories that are considered unacceptable and subject to confiscation include:
 - a. Hats, sun visors, caps, or bandanas.
 - b. Chains hanging from a pocket or belt.
 - c. Accessories that contain sharp objects
12. Shoes or sandals shall be worn.
13. Bedtime clothing such as bedroom shoes/slippers or pajamas are unacceptable.

All students are to adhere to Olympia High School dress code policy from the moment they step on campus. If a student is in violation of dress code, he or she may not attend class until the infraction has been corrected. The parent/guardian may bring proper clothing to school or Olympia HS may loan a t-shirt and sweatpants for the student to change into for the day.

Electronic Device Policy and Procedures

Our top priority is to minimize interruptions to our academic environment and support 21st century learning. It is the expectation that the use of electronic devices does not interfere with the safety of the student and/or the safe and orderly operation of the school.

1. Cell phones and other electronic devices should be set on silent mode while on campus.
2. Students may use cell phones and other electronic devices for pre-approved academic purposes while in class.
3. Students who use cell phones and other electronic devices in the classroom for non-academic purposes may be asked to surrender their cell phone to their teacher or administrator.
4. Students whose cell phone or electronic device use disrupts the academic environment may face disciplinary action.

Tardy Policy

It is imperative each student be on time for every class period. If a student is tardy to class, it is expected he or she enters class with a pass from an authorized staff member. We make every effort to assist students by providing a one-minute warning bell before the tardy bell rings.

Students that are tardy to class without an authorized pass are to report directly to the designated office to document their tardy. The tardy documentation will allow the student to enter class.