

2016-2017

ORANGWOOD HIGH SCHOOL

Welcome to OHS!

If you have any questions, please feel free to call Robin (Office Manager) at 38102.

Attendance is done each period. Note that 3 & 4 is a "block" class, and *some teachers* have 1 & 2 or 5 & 6 as block classes. Even so, you will need to take attendance *each period*. Individual periods are approximately 45 minutes, so you would do attendance at 8:16 for Period 1 and again at 9:00 for Period 2, for example.

Orangewood keeps "positive attendance", so *each* student will receive an A (absent), a P (present), or a T (tardy). Our attendance is taken on Aeries.net. You were given a piece of paper with the logon and password. Our attendance has an automatic "P" for present. You will need to change for an absence or tardy.

If you have any questions about this, please call x38103 for attendance.

In this folder you should find:

Attendance log on for Aeries.net (Please use FireFox when opening Aeries.net)

A campus map, showing where you will be working for the day.

A bell schedule

A telephone extension list.

Emergency procedure information.

Several referral forms.

A supply of Hall Passes.

You may also find:

Additional information from the teacher whose class you are covering

Lists of students to be dismissed for a school activity or other reason at a specific time (such as testing, an athletic event, screening, or other meeting).

Again, thanks for coming to Orangewood, Home of the *Dragons!*