

ATTENDANCE OFFICE POLICIES AND PROCEDURES

TO EXCUSE AN ABSENCE:

TO CLEAR AN ABSENCE, PLEASE CALL THE ATTENDANCE OFFICE AT (661)259-7575, Ext. 133 or Ext. 134 (For Spanish call Ext. 117, ext. 131, or Ext. 198). Due to a high call volume, notes for student absences are also accepted.

When a student is marked absent in one or more classes, a call/email is sent home the evening of the absence. It is then a Parent/Legal Guardian's responsibility to call or send a parent note, within 72 hours, to clear the absence. Parents/guardians should provide written medical, and or legal notices, when possible, to justify an absence. All absences not cleared will automatically become truant.

OFF-CAMPUS PASSES:

If it is necessary for a student to leave campus during school hours, an off-campus pass is required and the following rules apply. **To minimize class interruptions, parent/guardian must call prior to the student's brunch. A student can also bring a signed, dated note (stating reason and release time) during their brunch or lunch. Due to the overwhelming volume of calls for last minute releases, if passes are for medical reasons, a doctor or dental note must be submitted upon return to school for the absence to be excused.**

PLEASE NOTE; PARENTS ARE NOT REQUIRED TO COME ON CAMPUS TO HAVE THEIR STUDENT RELEASED FROM SCHOOL EARLY. The only exception is as follows. **In accordance with district policy, all 9th and 10th grade students needing to leave the campus at lunch (between noon and 1:00 PM or 12:30 PM and 1:30PM for Late Start Wednesday) must be signed out by a parent/guardian at the time of release.**

Off-Campus passes are required for ANY early departure on a minimum day.

EXCEPTIONS TO OFF-CAMPUS PASS RULES:

11th and 12th grade students, who have parent permission, may leave at lunch with their ID. A phone call or note to Attendance is required to clear absences if the student does not return for afternoon classes.

9th, 10th, 11th, or 12th grade students, with a 7th period sport and a sticker for the sport on their ID, may leave school with parent permission using their ID, at the end of 6th period. A note or a phone call to the Attendance office is required to clear the absence.

9th and 10th grade students with an open 6th period, a 7th period sport and stickers for the open period and their sport on their ID, may leave at the END OF LUNCH with their ID. If they do not return for their sport, a phone call or note to the Attendance office is required to clear the absence.

9th and 10th grade students enrolled in ROTC may use their ID to leave campus at the END OF LUNCH on the days ROTC does not meet. If the student does not attend ROTC, a phone call or note to Hart Attendance is required to clear the absence.

TARDY STUDENTS:

Teachers will mark a student who are less than 30 minutes late to class as tardy. A student will be marked as absent if they arrive 30 minutes or later to class according to Education Code section 48260.

A tardy is unexcused unless a doctor, dentist, orthodontist or legal/court note is provided to the Attendance office when student arrives at school.

All schools of the William S. Hart District maintain a closed-campus policy.