

## **ATTENDANCE - STUDENT/PARENT PROCEDURES:**

It is the responsibility of the parent/guardian to verify an absence, and they must do so within 48 hours of the absence. An e-mail to the primary emergency contact will notify parents/guardian when a student is absent from school a portion of the day.

### ***Attendance Office Phone Numbers***

***Full Day Absence: 925.552-3004***

***Partial Day Absence - Last Names Beginning with:***

***A-Go: 925.552.3001***

***Gr-Pa: 925.552.3006***

***Pe-Z: 925.552.3014***

### **FULL DAY ABSENCE:**

1. For student safety, please call on the day of the absence whenever possible. If this is not feasible then please call within 24 hours.

### **PARTIAL DAY ABSENCE:**

1. A parent must call the partial day attendance line the night before or the morning of the absence
2. If the student is leaving school during the day, they must come and pick up their pass before school, during brunch, lunch, or a passing period.
3. If the student arrives late for school they must sign IN through the attendance office BEFORE going to class to verify time arriving at school
4. Students must sign IN and OUT of school in the attendance office
5. If students do not sign out, the absence will be marked as truancy.

### **PROLONGED ABSENCES DUE TO ILLNESS/INJURY:**

A student who contracts an illness of a prolonged nature, or who is the victim of an accident which will prevent attendance for 10 or more days is eligible for home instruction. This service may be arranged by filing a "Request for Home Teacher" with the Educational Services Division. Applications are available in the attendance office. (AR 5113 c)

### **INDEPENDENT STUDY:**

Independent Study is a program available to students who must leave school for 5 or more days. This program provides students with the opportunity to maintain their grades and credits in their classes. Parents who wish for their student to utilize the Independent Study program must contact the Attendance office more than one week prior to leaving school to obtain and complete the appropriate forms. ***The contract must be approved by the Principal or her/his designee. The Principal's signature is required PRIOR to beginning the Independent Study.*** Students not completing Independent Study assignments will not receive credit and their absences will be considered unexcused (truancies). Upon returning to school, the homework is to be attached to the independent study sheets and turned in immediately to the teachers to grade. When the work is graded, it will be returned to the student. When all teachers have signed off, a bottom portion of the form is returned by the student to Attendance and the absences are excused.

### **ATTENDANCE POLICY:**

All students are required to attend 6 classes or take 30 credits per semester. The San Ramon Valley Unified School District Board of Education expects all students to attend class on a daily basis each day that school is in session, unless they must be absent for an excused reason. San Ramon Valley High School will maintain accurate records of student attendance and will notify parents of excessive student absences. Parents are expected to send students to school or to promptly notify San Ramon Valley High School if their student is going to be absent. Parents are encouraged to check their student's attendance on a regular basis by accessing either the Infinite Campus parent portal or School Loop.

## EXCUSED ABSENCES (EXC)\*

Excused absences will be granted for the following reasons:

- a) Personal illness; a doctor's note is required if over 5 days\*.
- b) Medical, dental, optometrist or chiropractic services\*. Students are strongly urged to make appointments during non-school hours (doctor note required).
- c) Attending funeral services of an immediate family member. (Grandparents, parents, sibling)
- d) Jury duty.
- e) Exclusion for not having been properly immunized; these absences will not be excused for more than 5 days.
- f) Approved Independent Study. (\*See explanation of independent study from page 14)
- g) Religious instruction (Ed. Code 46014)
- h) Any pupil who is a dependent of military personnel shall be granted up to 5 days of excused absence or independent study when the parent is either deployed or returning from a deployment.

**\*NOTE MUST BE RECEIVED WITHIN 48 HOURS OF ABSENCE**

## UNEXCUSED ABSENCES (UNX)\*

**(NOT an EXCUSED absence per state education code) - These are absences where the parent has notified the school of their student's absence; however, the reason does not qualify as excused under California Education Code. These absences are subject to the School Attendance Review Board process**

Listed below are the most common reasons given for absences that will be considered unexcused (truancies) and are subject to the SARB process. Per education code, parent notification cannot excuse the absence in these situations:

- a) Family vacations and extended weekend trips.
- b) Oversleeping
- c) Car trouble/traffic
- d) Any reason not listed in a-h above as excused per the California Education Code

**TARDY - STUDENTS WHO ARE NOT IN THE CLASSROOM WHEN THE BELL RINGS ARE CONSIDERED TARDY.**

## TRUANCIES (CUT):

Parent has **NOT** contacted the school regarding their student's absence. A student who leaves class without permission or fails to attend class without a valid excuse (see Excused Absences above) will be marked truant and will be subject to disciplinary action.

**Failure to sign out and receive an off-campus pass through the attendance office will result in being marked truant. Appropriate consequences will then be assigned.**

## EXCESSIVE ILLNESS:

An administrator or designee may call a parent conference for each student when the student has accumulated ten (10) days of scattered absences during any school year. Depending upon the situation, and as appropriate, the conference should involve site staff, the school nurse, the student study team, etc. The principal or designee may require doctor verification to excuse additional absences. (AR 5113 b)

### **School Attendance Review Board (SARB) Process**

School Attendance Review Boards (SARBs) were created by statute in 1974 and became operative in 1975. In establishing SARBs, the Legislature intended to develop new ways of coordinating school, community, and home efforts to deal with student attendance and behavior problems. SARBs maximize the use of all available resources and services, avoid unnecessary duplication of resources to resolve attendance and behavior problems, and divert students with school related problems from the juvenile justice system. References to SARB can be found in Education Code sections 48320, et seq.

### Steps in the SARB Process

1. Notice sent home by school district or site notifying parent/guardian of the incidents of truancy.
2. Notice sent home by site/district; parent(s)/guardians are required to attend a ***Student Attendance Review Team*** (SART) meeting with student to discuss concerns and recommendations to improve attendance\*.
3. Certified letter sent by District SARB indicating date, time, and location of required SARB hearing.
4. Case referred to Juvenile Court.

\*SART meetings will be held at SRVHS in a group forum for informational purposes. Individual parent meetings may be scheduled follow at the request of the parent or administration.

### EXPLANATION OF ATTENDANCE CODES:

A	Absence that has not been cleared by parents (changes to "CUT" if not cleared within 48 hours)
ACT	School-related activity (Field trips, Leadership, Vocal and Instrumental Music, Theater, Dance, Sports)
ADM	Student was meeting with their AP or Counselor
CUT	Absence that was not cleared within 48 hours
CNS	Class not in session
EDE	Early dismissal excused (illness, court, funeral, school activity, etc.)
EDU	Early dismissal unexcused (early dismissal due to personal reason)
EDY	Excused tardy
EXC	Excused absence (funeral, court appearance, college visit, etc.)
HHC	Home hospital complete
HHN	Home hospital incomplete
ILL	Absence due to illness or a medical appointment
INH	In-house suspension
ISC	Independent study complete
ISN	Independent study incomplete
PBS	Present in class before suspension
SUS	Suspension
TDY	Tardy (tardy due to personal reason not excused per State Ed Code)
UNX	Unexcused absence (personal absence not excused per State Ed Code)
VP	Verified present (Student was present for only one period)
VT	Verified tardy (Student was present for only one period, and was marked tardy or excused tardy)
VTY	More than 30 minutes tardy (cannot be marked by teachers – let attendance office know).

**STUDENTS WILL BE SUBJECT TO SARB PROCEDURES – SEE BELOW:**

<b>Tardies</b>	<b>Cuts (Truancies)</b>
<p><b>5 Tardies</b> Warning from Campus Monitor-noted in Google Doc</p> <p><b>10 Tardies</b> 2 Lunch Detentions assigned by Campus Monitor, Parent contact by Admin TSA, entered into IC</p> <p><b>15 Tardies:</b> 1 Week of Lunch Detentions or 1 After School Detention Attendance contract, parent contact by Admin TSA Warned of possible SARB (if tardies exceed 30 min)</p> <p><b>20 Tardies:</b> 2 or more After School Detention or academic interventions Possible loss of event participation or off campus privilege for 1 week (Seniors only), notice to coach/director of sport or Activity for consequences; SRT referral parent contact by Administrator</p> <p><b>25+ Tardies:</b> Administrative consequences as appropriate.</p>	<p><b>3 Cuts:</b> One After school Detention, parent contacted by Admin TSA. SARB Process begins Notification of coach/director of sport or activity,</p> <p><b>6 Cuts:</b> Two after school detentions. Attendance Contract Notification of coach/director of sport or activity, Parent SART Meeting w/ Admin TSA. SARB process level II</p> <p><b>15 Cuts:</b> In house suspension; suspend off campus privilege (Seniors only), possible loss of event participation, Notification of coach/director of sport or activity, Parent Meeting w/ Administration. SARB process level III</p> <p><b>20 Cuts:</b> Administrative consequences as appropriate. District meeting and SARB referral to Juvenile Court.</p>