

# Country Club Elementary



7534 Blue Fox Way - San Ramon - CA - 94583

[ccattend@srvusd.net](mailto:ccattend@srvusd.net) or 925.479.6098

**School Office hours: 7:30am to 4:00pm**

**Revised 02.26.26**

- **SRVUSD Guidelines for**
  - [Missing the last 10 days of 2025-26 & the first 3 days of 2026-27](#)

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- When to keep your student home:
  - [SRVUSD Illness Guidelines](#)

## OVERALL ATTENDANCE EXPECTATIONS

San Ramon Valley Unified School District believes there is a direct relationship between consistent attendance and student success. Students with good attendance achieve higher grades, feel more connected to their school community, realize success, earn the necessary credits for graduation, and learn positive habits that will support future college and career readiness and success.

- At Country Club, all students are expected to attend school daily and they are expected to arrive on time except for excused absences.
- We define “on time” as being *inside/or lined up at the designated area at the classroom when the bell rings at 8:00am*
- Students and caregivers should monitor their attendance through the Infinite [Campus portal](#).
  - If you need help with Infinite Campus logins, please contact [portalhelp@srvusd.net](mailto:portalhelp@srvusd.net), not the school office.

## ABSENCES AND EXCUSES: [BP/AR 5113](#)

Regular school attendance is an important part of a student’s educational success, and in fact [state law](#) requires daily attendance at school. Students who attend school regularly have been shown to achieve at higher levels than students who do not have regular attendance, and poor attendance is associated with higher dropout rates and lower achievement in reading, math, and general knowledge.

Please see our attendance policies and procedures below. If you have any questions, please contact your school [Attendance Office](#).

- It is the parent/guardian's responsibility to communicate with the school [Attendance Office](#) for any full or partial day absences.
  - Email is preferred so we can confirm receipt of the message: [ccattend@srvusd.net](mailto:ccattend@srvusd.net)
  - To leave a voicemail, call the Attendance Line is 925.479.6098
- Attendance Must Be Cleared Within two (2) school days (48 hours). All absences not cleared with the Attendance Office within two (2) days after a student’s return to school will be recorded as a CUT.

## METHODS OF VERIFICATION FOR REPORTING ABSENCES

Student absence to care for a child for whom the student is the custodial parent shall not require a physician's note. (Education Code 48205). For other absences, the student shall, upon returning to school following the absence, present a satisfactory explanation, either in person or by written note, verifying the reason for the absence. Absences shall be verified by the student's parent/guardian, other person having charge or control of the student, or the student if age 18 or older. (Education Code 46012; 5 CCR 306). When an absence is planned, the principal or designee shall be notified prior to the date of the absence when possible. Any of the following methods may be used to verify student absences:

1. Written, digital, or audio message from parent/guardian or parent representative
2. Conversation, in person or by telephone, between the verifying employee and the student's parent/guardian or parent representative. The employee shall subsequently record the following:
  - a. Name of student
  - b. Name of parent/guardian or parent representative
  - c. Name of verifying employee
  - d. Date(s) of absence
  - e. Reason for absence
3. Visit to the student's home by the verifying employee, or any other reasonable method which establishes the fact that the student was absent for the reasons stated. The employee shall document the verification and include the information on specified in Item #2 above.
4. Physician's verification
  - a. When excusing students for confidential medical services or verifying such appointments, district staff shall not ask the purpose of such appointments but may request a note from the medical office to confirm the time of the appointment
  - b. If a student shows a pattern of chronic absenteeism due to illness, district staff may require physician verification of any further student absences

### **FULL DAY ABSENCES**

Parents/guardians must contact the school [Attendance Office](#) to report the student's absence, providing the information listed above (Reporting an Absence). All absences must be reported within two (2) school days of the student's return to school or the absence will be marked as a CUT.

### **PARTIAL DAY ABSENCES : ARRIVING LATE**

Students arriving late must have a parent/guardian contact the [Attendance Office](#) prior to the student arriving at school, giving the same information as above (Reporting an Absence) as well as the approximate time of arrival. Students must always sign in at the front office upon arrival before going to class.

Students whose late arrival results in missing a partial day, parent/guardian must notify the [Attendance Office](#) to clear the absence within two (2) days or it will be changed to a CUT.

### **PARTIAL DAY ABSENCES: LEAVING SCHOOL EARLY**

For students who need to leave class early, parents/guardians need to email or call the [Attendance Office](#) before 8:00 a.m. Please give the same information as listed above (Reporting an Absence) as well as the time the student will be leaving campus.

### **TARDY POLICY**

Students are expected to be at school on time each day. Punctuality is a life-long skill which is stressed at Country Club Elementary School. **If a student is late for any reason, they must go to the school office before going to class to get a Welcome Slip.** The parent/guardian will be contacted when a student is repeatedly late to school, and letters will be sent home from both the school and the District Office when truancy becomes a problem.

If your student does not check in and pick up a Welcome Slip you may receive an email/phone call/text message that your student was marked absent.

## EXCUSED ABSENCES

Subject to any applicable limitation, condition, or other requirement specified in law, a student's absence shall be excused for any of the following purposes:

1. Personal illness, including absence for the benefit of the student's mental or behavioral health (Educa on Code 48205)
2. Quarantine under the direction of a county or city health officer (Educa on Code 48205)
3. Medical, dental, optometrical, or chiropractic service or appointment (Educa on Code 48205)
4. Attendance at funeral services for or grieving the death of a member of the student's immediate family or, as determined by the student's parent/guardian, a person so closely associated with the student as to be considered the student's immediate family (Educa on Code 48205) . A student may be excused for this reason for up to five days for each incident. (Education Code 48205)
5. Jury duty in the manner provided for by law (Educa on Code 48205)
6. Illness or medical appointment of a child to whom the student is the custodial parent (Education Code 48205)
7. Upon advance written request by the parent/guardian and the approval of the principal or designee, justifiable personal reasons including, but not limited to: (Educa on Code 48205)
  - a. Attendance or appearance in court
  - b. Attendance at a funeral service
  - c. Observance of a religious holiday or ceremony
  - d. Attendance at religious retreats for no more than one school day each semester
  - e. Attendance at an employment conference
  - f. Attendance at an educational conference on the legislative or judicial process offered by a nonprofit organization
8. Service as a member of a precinct board for an election on pursuant to Elec ons Code 12302 (Educa on Code 48205)
9. To spend time with an immediate family member who is an active duty member of the uniformed services, as defined in Education Code 49701, and has been called to duty for deployment or is on leave from or has immediately returned from such deployment (Education Code 48205) Such absence shall be granted for a period of me to be determined at the discretion of the Superintendent or designee. (Educa on Code 48205)
10. Attendance at the student's naturaliza on ceremony to become a United States citizen (Education Code 48205)
11. Participation in a cultural ceremony or event which relates to the habits, practices, beliefs, and traditions of a certain group of people (Educa on Code 48205)
12. For a middle school or high school student, engagement in a civic or political event, provided that the student notifies the school ahead of the absence (Educa on Code 48205). Unless otherwise permitted by the Superintendent or designee, students shall be limited to one such school day-long absence each school year. (Educa on Code 48205)
13. When a student's immediate family member or, as determined by the student's parent/guardian, a person so closely associated with the student as to be considered the student's immediate family has died: (Educa on Code 48205)
  - a. To access services from a victim services organization or agency
  - b. To access grief support services
  - c. To participate in safety planning or take other ac ons, including, but not limited to, temporary or permanent relocation on, to increase the safety of the student, an immediate family member of the student, or a person determined by the student's parent/guardian to be in such close associa on with the student as to be considered immediate family. Such absence shall be excused for not more than three days for each incident. (Educa on Code 48205)
14. For a student's participation in military entrance processing
15. Participation in religious exercises or to receive moral and religious instruction at the student's place of worship or other suitable place away from school property as designated by the religious group, church, or denomina on (Educa on Code 46014)

Absence for student participation in religious exercises or instruction shall not be considered an absence for the purpose of computing average daily attendance if the student attends at least the minimum school day as specified in Administrative Regulation 6112 - School Day, and is not excused from school for this purpose on more than four days each school month. (Educa on Code 46014)

16. For a student who holds a work permit authorizing work in the entertainment or allied industries for a period of not more than five consecutive days, work in such industry (Education Code 48225.5) For this purpose, student absence shall be excused for a maximum of up to five absences each school year. (Educa on Code 48225.5)
17. Participation with a nonprofit performing arts organization in a performance for a public school audience (Educa on Code 48225.5) A student may be excused for up to five such absences each school year provided that the student's parent/guardian provides a written explanation of such absence to the school. (Education Code 48225.5)
18. Other reasons authorized at the discretion of the principal or designee based on the student's specific circumstances (Educa on Code 48205, 48260)

For the purpose of the absences described above, immediate family means the student's parent/guardian, sibling, grandparent, or any other relative living in the student's household. (Education on Code 48205)

**EXCESSIVE EXCUSED ABSENCES :** [BP/AR 5113](#) Absences and Excuses & [BP/AR 5113.1](#) Chronic Absence and Truancy

An administrator or designee may call a parent conference for each student when the student has accumulated ten (10) full-day excused, scattered absences during the school year. We encourage students who are experiencing ongoing health issues that impact regular attendance to reach out to the school nurse or counselor for additional support.

**MAKE-UP WORK FOR LEGALLY EXCUSED ABSENCES:** [BP/AR 6154](#)

When a student is absent for a legitimately excused or a justifiable personal excused absence, that student shall be allowed to complete all assignments and tests missed during the absence that can be reasonably provided. Upon satisfactory completion within a reasonable period of time, the student shall be given full credit for assignments and tests completed. The teacher shall determine what tests and assignments shall be reasonably equivalent to, but not necessarily identical to, the tests and assignments that the pupil missed during the absence. (Education Code 48205)

**TRUANCY AND THE SCHOOL ATTENDANCE REVIEW BOARD (SARB):** [BP/AR 5113.12](#) Students meeting the definition for truancy begin the truancy process outlined in SRVUSD Board Policy [AR 5113.1](#). Education Code section [48260](#) provides a definition for truancy:

- A student who is absent from school without a valid excuse three full days in one school year
- A student who is tardy or absent for more than a 30-minute period during the school day without a valid excuse on three occasions in one school year
- Any combination of these (SRVUSD Infinite Campus attendance codes triggering truancy are: CUT, UNX, VTY, EDT)

Steps in the Truancy Process:

- First notification letter is sent home by the school site notifying parent/guardian of the incidents of truancy.
- A second notification letter is sent home by the school site notifying parent/guardian of additional incidents of truancy. The school site will contact the parent/guardian to attend a required Student Attendance Review Team (SART) or Attendance Intervention meeting at the school to discuss concerns and collaboratively develop a plan to improve attendance. A follow-up meeting may also be scheduled to evaluate how the plan is working and make adjustments as needed.
- Third notification letter is sent home by the school site notifying parent/guardian of further incidents of truancy and that the school site will be making a referral to the District SARB panel.

- A certified letter is sent by the District SARB Coordinator indicating the date, time, and location of the SARB Hearing. Parents/Guardian and student are required to attend.
- The student is referred to Juvenile Court.

The School Attendance Review Board (SARB) process was created by the State Legislature in [Education Code section 48320, et seq.](#) to promote and support the coordination of school, community, and home efforts to deal with student attendance and behavior problems. The SARB panel maximizes the use of all available resources and services, avoiding unnecessary duplication of resources to resolve attendance and behavior problems, and diverting students with school related problems from the juvenile justice system.

For more detailed information related to truancy and our district's policies related to truancy, SART and SARB, please visit the [district website](#).

## FREQUENTLY ASKED QUESTIONS

### WHAT IF MY CHILD HAS AN APPOINTMENT?

- If your child is coming to school late, please [email your attendance secretary](#).
- When arriving on campus students must go into the attendance office to sign in and receive a pass to class.
- If your student is leaving early, [email your attendance secretary](#)
- A parent/guardian or another adult listed as a student's emergency contacts must sign the student out and we will call the student from class.

### HOW DO I CLEAR AN ABSENCE?

The easiest and most effective way to clear your child's attendance is by email your [attendance secretary](#) or calling the attendance line and leaving a message. Make sure to include your student's full name, grade, dates and reason for absence

- Parents/Guardians have a maximum of 2 days to excuse an absence. It is preferred that you please let us know as soon as possible.
- Attach a picture or any notes to the email - no need to drop paper copies.

### WHAT DOES IT MEAN TO BE TRUANT?

Education Code section [48260](#) provides a definition for truancy, which initiates the truancy process outlined in SRVUSD Board Policy [AR 5113.1](#):

- A student who is absent from school without a valid excuse three full days in one school year
- A student who is tardy or absent for more than a 30-minute period during the school day without a valid excuse on three occasions in one school year
- Any combination of these (Infinite Campus attendance codes triggering truancy are: CUT, UNX, VTY, EDT)

Education Code section [48262](#) defines habitual truancy:

- A student who has been reported as a truant three or more times per school year
- The school site or district staff must have made a conscientious effort to hold at least one conference with the student and their parent/guardian
- Education Code section [48263](#) provides that habitual truants may be referred to the District's [School Attendance Review Board \(SARB\)](#).

### WHAT IF MY CHILD IS IN THE HOSPITAL AND WILL NEED TO BE OUT FOR MORE THAN 20 DAYS?

Students who are hospitalized for more than 20 days qualify for a type of Independent Studies called "Home and Hospital Instruction".

Secondary: To initiate home and hospital they need to contact their school counselor.

Elementary: To initiate please contact your school principal.

Please contact our Student Services Department for any questions and support (925) 552-5052.

### **WHAT HAPPENS IF WE MISS THE LAST 10 DAYS OF SCHOOL?**

Students should be in attendance through the last day of school, June 5, 2024, to maintain their enrollment status at their current school. Independent study contracts will not be issued the last 10 days of school.

If your child must leave school earlier than 10 school days before the last day of school and does not return before the end of the school year, your child may be subject to the following consequences:

- Incomplete or lowered final grades
- Review by school/district attendance review board
- Unenrolled and placed on the waitlist upon re-enrollment, if space is not available.

If your student is unenrolled, there may not be a space at the current school for your student to return in the fall. In this case your student may have to be diverted to another elementary school in the district. Middle and High school students may not be able to access their elective choices if they re-enroll upon their return.

Please note:

*In accordance with California Education Codes 48205 and 48260, and District Board Policy and Administrative Regulation 5113, any student who misses 3 or more school days without a valid excuse, as defined by AR 5113, shall be reported as truant to the District attendance supervisor.*

### **WHAT HAPPENS IF WE MISS THE FIRST THREE DAYS OF SCHOOL?**

As you plan your summer vacation, be aware that school begins on Thursday, August 14, 2024. Some of our schools are very full and may have wait lists.

- If your child does not attend the first three days of school, your student may lose their space at your resident school site and be diverted to another school. If there is not a space at your resident school when you return, your child will be placed at the closest school based on space availability.
- If you know your student will be missing the first three days, or more, of school please send an email to the principal and office manager/attendance staff at your student's school site.

### **HOW DO I REQUEST A SHORT-TERM PRE-DETERMINED ABSENCE INDEPENDENT STUDY FOR (MAXIMUM OF 15 DAYS)?**

To request a short term pre-determined absence Independent Study Contract, a parent/guardian must submit a completed form to the Attendance Office. Click [here](#) for an Independent Study Request Form. The Independent Study program is available to students who are taking a trip for consecutive school

days ([AR 6158](#)). This program provides students with the opportunity to maintain their grades and credits for their classes.

- 1-9 day Independent Study Contract: Shall give notice at least **3-5 school days in advance**
- 10-15 day Independent Study contract: Shall request and contact principal **5-10 school days in advance**

### HOW DO I REQUEST A MEDICAL INDEPENDENT STUDY CONTRACT?

To request a Medical Independent Study Contract, a parent/caregiver must submit a completed form to the Attendance Office. Click [here](#) for a Medical Independent Study Request Form. The Independent Study program is available to students who need to miss school for medical reasons (i.e. students having surgery). This program provides students with the opportunity to maintain their grades and credits for their classes.

### ATTENDANCE CODES IN INFINITE CAMPUS

ACT	(Activity) - On campus activity, not in class(e.g., rally or with another teacher	ISC	(Independent Study Complete) - IS contract completed
ACT1	Day field trip/athletic trip within in 200 mi	ISN	(Independent Study Not Complete) - IS contracts not yet completed
ACT2	Trips in CA with overnight stay	PBS	PBS (Present before suspension) - SECONDARY: Entered for all periods a student was in class prior to suspension but at school less than minimum day requirement for grades 6-12 (240 min) (No ADA)
ACT3	Trips out of state with overnight stay	PSUS	PSUS (Partial Suspension) - ELEMENTARY: When a student was in class prior to suspension and at school for least minimum day requirement for grade level (K: 180 min, 1-3: 230 min, 4-5: 240 min) (ADA earned)
ADM	(Admin/Counseling) - in counselor, nurse or admin office	SUS	(Suspension) - Full day of suspension
CUT	(Truant) - Absent without parent call, left class without permission, on campus but did not attend class	TDY	(Tardy Unexcused) - Late arrival, not a valid reason
EDE	(Early Dismissal Excused) - Leaving early, parent call, reason a valid excuse	UNX	(Unexcused Absence) - Absent with parent call, reason is not a valid excuse
EDT	(Early Dismissal Truant) - Leaving more than 30 min. early, reason is not a valid excuse	VP	(Verified Present) - Present for only one school period that day
EDU	(Early Dismissal Unexcused) - Leaving early, reason is not a valid excuse	VT	(Verified Tardy) - Present for only one period that day and arrive Tardy
EDY	(Excused Tardy) - Late arrival, parent call, reason is valid excuse	VTY	(Tardy 30+ min) - Arriving 30+ min late, reason not a valid excuse
EXC	(Excused Absence) - Absent with parent call, valid excuse		

HHC	(Home & Hospital Complete) - H/H instruction received per H/H teacher		
HHN	(Home & Hospital not complete) - H/H scheduled but not completed		
ILL	(Illness) - Absence due to illness (including medical appointments)		
ILLN	(Illness with doctor's note) - Absence due to illness with doctor's note provided		
INH	(In-House Suspension) - On-campus suspension		