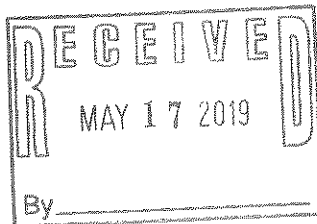


Preventions Programs/SARB

Scott Kuykendall, Superintendent
1100 H Street, Modesto, CA 95354



April 25, 2019

Ms. Debra Hendricks
Superintendent
Sylvan Union School District
605 Sylvan Avenue
Modesto, CA 95350

RE: SARB CONTRACT – 2019-2020

Dear Ms. Hendricks,

Enclosed are copies of the 2019-2020 SARB contracts. Please have the copies signed and returned to the SCOE Office, Preventions Programs/SARB, and Attention: Sharma. We will return a fully executed contract to your office.

County SARB addresses both chronic absenteeism and truancy in all school age children between the ages of 6 to 18 years. County SARB requires that schools utilize the outline in the attached Truancy Process and follow the Checkoff List before preparing SARB packets. We will begin hearing SARB cases end of August. SARB panel will continue to meet on Thursdays from 1:00 p.m. at 1100 H Street, Modesto, CA 95354 during the school year. Please see the attached flyer on the Annual SARB Workshop offered in partnership with the San Joaquin CASCWA scheduled on August 29, 2019 and August 30, 2019. See attached information for registration.

We will bill for SARB services twice per year. The first will be mid-year on December 1, 2019 and the second will be end of the year on June 15, 2020

A Sheriff's Deputy will continue to help facilitate the weekly SARB hearings. Sheriff's STARS Volunteers will continue to serve our SARB subpoenas. Judge assigned to Juvenile Court, Department 17 will hear all SARB cases on Mondays and occasionally on Wednesdays. We offer SARB mandated Family Education Program to all families with no cost towards the families.

Please contact us at (209)238-1514 if you have any questions regarding the contract. We would appreciate having the signed contract returned, addressed to: **SCOE, Sharma Uma, Prevention Programs/SARB, and 1100 H Street, Modesto, CA 95354** by June 1, 2019. Return envelope enclosed. We look forward to working with your schools.

Sincerely,
Scott Kuykendall, Superintendent

A handwritten signature in cursive script that reads 'Sharma Uma'.
Sharma Uma
SARB Specialist



WHAT EVERY PARENT SHOULD KNOW ABOUT THE TRUANCY PROCESS

FIRST & SECOND UNEXCUSED ABSENCES OR TARDIES

The **first two** times student is absent without an excuse or is tardy in excess of 30 minutes.

*School should **call student's home** and speak to guardian about the absence or tardy.

THIRD UNEXCUSED ABSENCE OR TARDY

*The law requires that a **First Notification of Truancy** be (1) provided to parent or guardian, and (2) **reported to the attendance supervisor** or superintendent.

*All additional truanies must be **reported** to attendance personnel as well.

FOURTH UNEXCUSED ABSENCE OR TARDY

*The law requires a **Second Notification of Truancy** be provided to the district attendance supervisor or superintendent. Send a notification to the parent or guardian.

*Guardian notification is not required but is **recommended**.

FIFTH UNEXCUSED ABSENCE OR TARDY

*A **Third Notification of Truancy** must be provided to the **attendance supervisor**.

*The district is required to make a **conscientious effort to meet with guardian**.

*If district complies with **all above steps**, the student is deemed a "**habitual truant**."*

FIVE-PLUS UNEXCUSED ABSENCES: SARB

After the Third Notification of Truancy, a student may be referred to a School Attendance Review Board (SARB), a multi-agency board that must include representatives from school districts, child welfare and attendance, and local health care personnel.

Don't Think Attendance is Important?



To identify and address barrier(s) to school attendance, a SARB should:

- *Identify available community **resources** (e.g. mental health or social service agencies);
- *Provide **referrals** for families to receive **services**;
- *Ensure school has completed available **interventions** prior to SARB referral;
- *Document **steps already taken** to identify students and refer to appropriate resources;
- ***Follow up** on each case to ensure necessary services were received; and
- ***Involve family** in developing solutions that work for the family.

Guardians must **comply** with SARB instructions and **commit** to improving attendance. If they fail to comply, they may be referred to the District Attorney.

AFTER SARB INTERVENTIONS

Two options - Attendance Improves or *SARB may refer the parent to the DA for prosecution if the DA has adequate record of the school district's compliance. Student may be cited under 601 W&I.

ONSITE INTERVENTION OPTIONS

THREE TO FIVE ABSENCES: SART

Through a **School Attendance Review Team (SART)**, **Student Success Team (SST)**, or "**pre-SARB**" meeting, districts may:

- 1) *Conduct a **home visit**;
- 2) *Hold a **meeting** with guardian;
- 3) *Determine the **cause** of the truancy;
- 4) *Connect families with needed **services**;
- 5) *Sign a contract with guardian committing to stick to an attendance plan.

My child's attendance
goal!

STANISLAUS COUNTY OFFICE OF EDUCATION

School Check-off List for SARB Referral

Student: _____ Age: _____ Birthdate: _____
School: _____ Sex: _____ Grade: _____
Address: _____ Telephone: _____
City, Zip Code: _____ spec Ed Y N
504 Y N
Father/Guardian: _____ Telephone: _____
Mother/Guardian: _____ Telephone: _____
Is an Interpreter Needed? Y N Language: _____

PLEASE INCLUDE THE FOLLOWING ITEMS WHILE REFERRING STUDENTS TO THE COUNTY SARB
(Note: not all documents maybe applicable to your student)

SITE ADMINISTRATOR OR DESIGNEE TO BE PRESENT AT THE SARB HEARING

- ☐ SARB Application Form (<http://www.stancoe.org/scoe/ed-options/SARB/>)
- ☐ Summary of Interventions offered at the School site and the District
- ☐ Counselor's input if applicable
- ☐ Teacher's input
- ☐ Current and previous year's Attendance Printouts
- ☐ Truancy Letters (T1, T2, T3) (<http://www.stancoe.org/scoe/ed-options/SARB/>)
- ☐ CPS referrals
- ☐ HSA referrals
- ☐ Discipline Referrals
- ☐ Behavior Plans if established.
- ☐ IEP, Manifestation Meeting Notes
- ☐ Transcript/Report Card and Progress Report
- ☐ Please include information helpful to the SARB panel prior to meeting with the family

The above listed documents are required for the SARB hearing. You may contact the SARB office to reserve your spot on our hearing calendar prior to submitting the full packet.

We will not schedule a SARB hearing without a completed **SARB Application form** . (<http://www.stancoe.org/scoe/ed-options/SARB/>) It is very important that you state the reasons for referral as provided in the application form.

SARB directives will be established at the end of each hearing. Copies of directives will be given to the parent and to the school. School attendance personnel must monitor these cases closely and inform SARB of any violations of SARB directives.



ASCWA

California Association of Supervisors of Child Welfare and Attendance

10th Annual SCOE SARB Workshop
Prevention to Intervention & CWA Authorization Training
The Central Valleys Best & Most Timely Training Related
to Student Attendance & School Climate

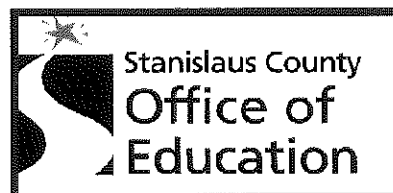


August 29-30, 2019
Martin Petersen Event Center
720 12th St.
Modesto, Ca 95354

Lodging
DoubleTree Hotel by Hilton
1150 Ninth Street,
Modesto Ca 209-526-6000

Registration Today

www.cascwa.wildapricot.org



STANISLAUS COUNTY OFFICE OF EDUCATION
1100 H STREET
MODESTO, CA 95354

SCHOOL ATTENDANCE REVIEW BOARD
SARB OFFICE – 238-1514

AGREEMENT TO FURNISH CONSULTANT SERVICES

PURSUANT TO EDUCATION CODE SECTION 10400 SYLVAN UNION SCHOOL DISTRICT hereinafter called DISTRICT, has need of the specialized services of THE STANISLAUS COUNTY OFFICE OF EDUCATION, an independent contractor, hereinafter called CONSULTANT, for the period specified herein, according to the following terms and conditions.

Consultant shall be, for the purposes of this agreement, an independent contractor and shall not be deemed an employee of the DISTRICT for any purpose.

The DISTRICT may provide such supplies and equipment as shown herein for the convenience of CONSULTANT and such accommodation shall not operate as an indication of employment.

I. TERM

1. The effective dates of the Agreement are for the 2019-2020 fiscal year.
2. Case management will be in effect for one year from the SARB hearing date.

II. SERVICE TO BE PERFORMED

1. Consultant shall: Provide School Attendance Review Board, hereinafter called SARB, services, as detailed in Attachment A, to said district and its affiliated schools.
- 2.

III. MANNER OF PERFORMANCE

1. Consultant shall perform all services required in a competent and professional manner under the direction of the Superintendent who shall review and evaluate Consultant's performance and determine the final acceptance of the end product to be produced under the terms of this Agreement.

IV. COMPENSATION

Consultant shall be compensated for services in the following manner.

1. Flat fee of \$725.00 per district..... \$ 725.00
2. Minimum number of cases provided to consultant
by district @ \$1,100.00 per case...(x 8) \$ 8, 800.00
3. Estimated cost for SARB services.....**TOTAL = \$ 9, 525.00**
4. The consultant will bill the District on a mid-year and at the end of the year basis.
Payments shall be made upon presentation of invoice properly completed by the
Consultant.
5. Additional cases above the committed amount will be billed at a rate of
\$1,100.00 per case.
6. All monies received as fines due and payable resulting from a conviction of a criminal
complaint filed in municipal court against parents of SARB students will be remitted to
Stanislaus County Office of Education and deposited in the SARB account (budget) for
use in the administration of SARB.

V. ASSIGNMENT

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assigned to, sub-let to or performed by any person or persons who are not parties hereto
except by employees of Consultant.

VI. TERMINATION OF AGREEMENT

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perform according to this Agreement.
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judgment of the management supervisor named herein, Consultant's performance
is unsatisfactory as to the manner of performance or the product of said
performance fails to meet the District's requirements as specified in Article II.
 - (c) In the event of early termination Consultant shall be paid for all work or services
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VII. CONSULTANT'S RIGHT OF RETENTION

1. CONSULTANT shall become the owner of and entitled to exclusive possession of all records, documents, graphs, photographic or other reproductions of any kind produced in the scope of services performed and no other uses thereof will be permitted except by permission of the CONSULTANT.

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WITNESSETH

That the parties hereto have agreed, promised and covenanted to perform the obligations herein set forth we have subscribed our names hereto this ____ day of _____, 2019 ____, at _____, County of Stanislaus, State of California.

Debra Hendricks
Superintendent/Principal
Sylvan Union School District

Date

Vicki Bauman
Director III
Prevention Programs
Stanislaus County Office of Education

Date

Cindy Young
Interim Division Director
Educational Options
Stanislaus County Office of Education

Date

Don Gatti
Deputy Superintendent, Business Services
Stanislaus County Office of Education

Date

Attachment A

SARB Services

Pre- and Ongoing SARB Support

- Provide ongoing technical support for chronic truancy prevention, intervention and potential SARB cases; provide annual SARB workshop and other regular professional development events
- Provide pre-SARB hearing review of case referrals to ensure sufficient and effective documentation, provide clerical support for applications and other related forms
- Coordinate home visits for special cases
- Conduct background and record checks for weekly hearings from appropriate local agencies
- Coordinate with Foster Youth and Homeless Liaisons across the county as needed

SARB Hearings

- Organize and facilitate a countywide SARB board to include members from key support agencies and stakeholders including health, juvenile justice, mental health and law enforcement
 - Hearings facilitated by a Stanislaus County Sheriff's Deputy (contract service)
- Require the attendance of all siblings living in the home of each SARB case
- Maintain records of SARB hearings and track data to support tracking of student interventions to support your LCAPS

Post-hearing Support

- Conduct ongoing Family Education Program classes for the whole family
- Host an annual recognition event for students with improved attendance and behavior
- Send Reminder notification at the beginning of every year to SARB families as a reminder to SARB directives.
- File criminal complaints and juvenile petitions parents and/or students for failure to appear at SARB hearings or comply with SARB directives; follow-through on all court proceedings and attend hearings and related hearings in person, present criminal complaints in court hearings
- Gather all school reports for court filings, assemble affidavit and submit all related evidence to the court
- Track all court cases, and provide status updates of all court proceedings to schools and districts

Strengthening SARB Efforts

- New data system to more closely track SARB students and families, monitor progress and automate notification processes
- Year over year tracking and streamlined support for repeat offenders

STANISLAUS COUNTY OFFICE OF EDUCATION
1100 H STREET
MODESTO, CA 95354

*SCHOOL ATTENDANCE REVIEW BOARD
SARB OFFICE – 238-1514*

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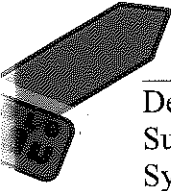
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Superintendent/Principal
Sylvan Union School District

Date

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Director III
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