

**DISTRICT SCHOOL ATTENDANCE REVIEW BOARD**

*The Board of Education recognizes that poor school attendance and behavior problems negatively impact student achievement and put students at greater risk of dropping out of school. The Superintendent or designee shall establish a comprehensive and integrated system for the early identification of attendance problems and shall implement strategies to encourage students' attendance. After other interventions have been exhausted, students with a pattern of unexcused absences may be referred to a school attendance review board (SARB), in accordance with applicable law, in order to receive intensive guidance and assistance.*

*(cf. 5113 - Absences and Excuses)  
(cf. 5113.1 - Chronic Absence and Truancy)  
(cf. 5113.11 - Attendance Supervision)  
(cf. 5147 - Dropout Prevention)*

*The SARB shall maintain a continuing inventory of community resources, including alternative educational programs.*

*The Superintendent or designee shall collaborate with the SARB and appropriate community agencies, including, but not limited to, law enforcement agencies, child welfare agencies, and health services, to provide school-based and/or community-based interventions tailored to the specific needs of the student.*

*(cf. 1400 - Relations Between Other Governmental Agencies and the Schools)  
(cf. 5030 - Student Wellness)  
(cf. 5126 - Awards for Achievement)  
(cf. 5131 - Conduct)  
(cf. 5131.2 - Bullying)  
(cf. 5137 - Positive School Climate)  
(cf. 5141.6 - School Health Services)  
(cf. 5145.3 - Nondiscrimination/Harassment)  
(cf. 5146 - Married/Pregnant/Parenting Students)  
(cf. 6158 - Independent Study)  
(cf. 6164.2 - Guidance/Counseling Services)  
(cf. 6164.5 - Student Success Teams)  
(cf. 6173 - Education for Homeless Children)  
(cf. 6173.1 - Education for Foster Youth)  
(cf. 6173.2 - Education of Children of Military Families)  
(cf. 6175 - Migrant Education Program)  
(cf. 6179 - Supplemental Instruction)  
(cf. 6181 - Alternative Schools/Programs of Choice)  
(cf. 6183 - Home and Hospital Instruction)  
(cf. 6184 - Continuation Education)  
(cf. 6185 - Community Day School)*

*The Board of Education shall appoint members to the district's SARB, who may include a parent/guardian as well as representatives of various agencies including, but not limited to, school districts; the county probation department; the county welfare department; the County Superintendent of Schools; law enforcement agencies; community-based youth service centers; school guidance personnel; child welfare*

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*and attendance personnel; school or county health care personnel; school, county, or community mental health personnel; the county district attorney's office; and the county public defender's office. (Education Code 48321)*

*The district's SARB shall provide support to improve student attendance and behavior through proactive efforts focused on building positive school environments and improved school connectedness, early identification and immediate intervention to re-engage students with poor attendance or behavior, and intensive intervention with students and families to address severe or persistent attendance or behavior issues.*

*The district's SARB shall operate in accordance with Education Code 48320-48325, the Brown Act (Government Code 54950-54963), and the bylaws of the SARB*

*The SARB shall collect data and annually report outcomes on SARB referrals to the Governing Board, Superintendent or designee, and County Superintendent of Schools. (Education Code 48273)*

*Legal Reference:*

EDUCATION CODE

*1740 Employment of personnel to supervise attendance (county superintendent)*

*1980-1986 County community school*

*46010-46014 Absences*

*48200-48208 Children ages 6-18 (compulsory full-time attendance)*

*48240-48246 Supervisors of attendance*

*48260-48273 Truants*

*48290-48297 Failure to comply; complaints against parents*

*48320-48325 School attendance review boards*

*48340-48341 Improvement of student attendance*

*48400-48403 Compulsory continuation education*

*48660-48666 Community day school*

*49067 Unexcused absences as cause of failing grade*

CODE OF CIVIL PROCEDURE

*1985-1997 Production of evidence; means of production*

GOVERNMENT CODE

*54950-54963 The Ralph M. Brown Act*

PENAL CODE

*270.1 Chronic truancy; parent/guardian misdemeanor*

*272 Parent/guardian duty to supervise and control minor child; criminal liability for truancy*

*830.1 Peace officers*

VEHICLE CODE

*13202.7 Driving privileges; minors; suspension or delay for habitual truancy*

WELFARE AND INSTITUTIONS CODE

*256-258 Juvenile hearing officer*

*601-601.4 Habitually truant minors*

*11253.5 Compulsory school attendance*

CODE OF REGULATIONS, TITLE 5

*306 Explanation of absence*

*420-421 Record of verification of absence due to illness and other causes*

COURT DECISIONS

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*L.A. v. Superior Court of San Diego County, (2012) 209 Cal.App.4th 976*  
*Management Resources:*

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

*School Attendance Review Board Handbook: A Road Map for Improved School Attendance and Behavior, 2015*

*School Attendance Improvement Handbook, 2000*

WEB SITES

CSBA: <http://www.csba.org>

Attendance Works: <http://www.attendanceworks.org>

California Association of Supervisors of Child Welfare and Attendance: <http://www.cascwa.org>

California Department of Education: <http://www.cde.ca.gov>

*Policy adopted: May 21, 2020*

## Students

AR 5113.12 (a)

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*Upon receiving a referral of a student with attendance and/or behavior problems, a designated member of the school attendance review board (SARB) shall review the case and may meet with school personnel to determine whether the school has provided sufficient information about the student's attendance record or behavior. If the referral is complete and is an appropriate matter for the SARB to consider, the SARB chairperson shall provide written notification to the student's parents/guardians stating the reasons a referral has been made, explaining the SARB process, advising whether additional information is needed, and describing school-level interventions that have previously been attempted.*

*The SARB shall meet with the student and his/her parents/guardians, give them an opportunity to present their understanding of the problem, and discuss the school and/or community resources appropriate for the student's circumstances.*

*Any SARB meeting to consider matters related to an individual student shall be held in closed session unless the parent/guardian requests, in writing, that the meeting be held in open session.*

*(cf. 9321 - Closed Session Purposes and Agendas)*

*The SARB shall have access to relevant student records, but shall not provide access to others without written consent of the student's parent/guardian. (Education Code 49076)*

*(cf. 5125 - Student Records)*

*For the limited purpose of making a proper disposition of the referral of a student, the SARB may issue subpoenas pursuant to Code of Civil Procedure 1985-1997 or may request the juvenile court to issue subpoenas to require the attendance of the student, parents/guardians or other person having control of the student, the school authority referring the student, or any other person who has pertinent or material information concerning the matter. The SARB shall not issue any subpoena that includes a request for production of written materials, but may request a juvenile court to issue such subpoena for the production of written materials. (Education Code 48263, 48321.5)*

*The SARB shall issue written directives stating the responsibilities of all persons involved, detailed resource referrals, and follow-up dates for the school's reports on the student's progress. The written directives shall include an agreement that the student will attend school or improve classroom behavior as applicable, and shall be signed by the student, his/her parents/guardians, the SARB chairperson, and the Superintendent or designee.*

*When referred by the SARB, a student may be assigned to a community day school or a county community school. (Education Code 1981, 48662)*

*(cf. 6185 - Community Day School)*

*At any time it deems proper, the SARB may require the student or his/her parents/guardians to furnish*

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*satisfactory evidence of participation in any available community services that the student or parents/guardians have been directed to use. (Education Code 48263)*

*Based on progress reports submitted by the school, the SARB may terminate the agreement upon the successful completion of the terms of the agreement, extend the time for completion of the agreement, or schedule another meeting with the student and his/her parents/guardians.*

*If the student's attendance or behavior problems cannot be resolved by the SARB, or if the student and/or the student's parents/guardians continually and willfully fail to respond to SARB directives or the services provided, the student or parents/guardians shall be referred to the appropriate agency, including law enforcement agencies when necessary. (Education Code 48263, 48290-48291)*

*Policy adopted: May 21, 2020*