



## **STUDENT ATTENDANCE REVIEW BOARD (SARB) REFERRAL**

1. Students can be referred to SARB for poor attendance, academics or behavior.
2. The school is required to create support systems for the student to succeed prior to referring the student to SARB (if academic or behavioral SARB, this includes holding an SST meeting with the parents, teacher and School Director).
3. Absences
  - 4 or more absences (not matching illness patterns and symptoms) will result in an initial email notifying parents that they are close to receiving an official 1<sup>st</sup> letter. The Attendance Coordinator will email the teacher and director.
    - Exception – if a student had over 10 absences the year before, he/she will receive a pre-SARB letter and only be allowed 3 unexcused absences before the 2<sup>nd</sup> letter is sent.
  - 7 absences will result in a 1<sup>st</sup> letter, explaining the SARB Policy.
  - 10 absences will result in a 2<sup>nd</sup> letter, the need for a Doctor's note if absences continue and a mandatory meeting will be set up with School Director. This letter will be sent via certified/return requested and regular mail.
    - Parent will receive reminder call about meeting with School Director.
  - 13 absences will result in 3<sup>rd</sup> letter along with SARB referral, sent certified mail and regular mail.
  - For students who had poor attendance in the previous year, NCSA will expedite the SARB Process at 3 unexcused absences.
4. The Nevada County Superintendent of Schools (NCSOS) facilitates all SARB hearings, but they are considered an extension of the court system. The board members are representatives of the following county departments:
  - CALWorks
  - Sheriff's Department
  - County Board of Education
  - Probation
  - Children's Behavioral Health
5. Parents are notified of the date and time of the hearing by a Sheriff's Deputy sent to the parent's home to hand deliver the SARB summons.
6. Parents are required to attend the meeting.
7. Any decisions made at the SARB hearing, regardless of parent attendance, are enforceable by law.



8. At the meeting, the board will review all documentation from the school and speak with parent about the school's concerns and student's attendance. A decision regarding the student's attendance, school placement, or their behavioral needs will be made and a SARB contract will be signed. All decisions are final and enforceable by law.
9. If a parent does not comply with a SARB order, he/she will be fined and/or prosecuted.
10. If a child is referred to SARB, but the parent dis-enrolls the student before the hearing, the SARB referral will follow the student to his/her next school and the SARB hearing will still take place.