



STUDENT ATTENDANCE REVIEW BOARD (SARB) REFERRAL

1. Students can be referred to SARB for poor attendance.
2. The school is required to create support systems for the student to succeed prior to referring the student to SARB.
3. Absences
 - Five (5) or more absences will result in an initial email notifying parents that they are close to receiving an official 1st letter. The Attendance Review Team will email the teacher, families and director.
 - Exception – if a student had over 10 absences the year before, they will receive an email from the Attendance Review Team to review how we can support you at the beginning of the school year and only be allowed 3 unexcused absences before the 2nd letter is sent.
 - Eight (8) absences will result in a 1st letter, explaining the SARB Policy.
 - Eleven (11) absences will result in a 2nd letter. This letter will be sent via certified/return requested and regular mail and will be followed up with an immediate meeting with the school director.
 - Guardians will receive a reminder call about meeting with the School Director and Parent Resource Coordinator.
 - Twelve (12) or more absences may result in a 3rd letter along with a possible 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 5 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:
 - Child Protective Services
 - Children’s Mental Health
 - Probation
 - California Welfare to Work
 - Nevada County Board of Education
 - District Attorney’s Office
 - Public Defender’s Office
5. Guardians are notified of the date and time of the hearing by a charter school representative sent to the guardian’s home via certified mail, followed by an email and a phone call.
6. Guardians are required to attend the meeting.

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