

Humboldt County Office of Education SARB FLOW CHART with SUGGESTED SAMPLE FORMS

This is the Humboldt County Office of Education's SARB procedure utilized across the local SARB Regions. HCOE works closely with schools to develop and implement Multiple Systems of Support (MTSS) and Positive Behavioral Interventions and Supports (PBIS) with the goal of developing positive school environments and improved school connectedness. The SARB Hearing process is a Tier III intervention.

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Schools

After a minimum of three (3) unexcused absences of 30 minutes or more OR excessive absences equaling 10% of days enrolled (some schools wait until the 5th excused absence):

- (1) Ensure MTSS/PBIS Tier I supports for attendance are in place
- (2) Send First Letter of Chronic Absenteeism (Form 1).

After additional unexcused absences of 30 minutes or more OR continued excessive absences of more than 10% of days enrolled (some schools wait until the 10th excused absence):

- (1) Send Second Letter of Chronic Absenteeism (Form 2) which schedules a School Attendance Review Team (SART) school-site conference with the family
- (2) Use any SART Summary Form to document the meeting (Forms 3 (a-f)). This meeting should offer resources and supports for the family.
- (3) Implement MTSS/PBIS Tier II interventions based on meeting conclusions.
- (4) Document attempts to meet when the parent failed to show.

Schools may choose to meet with the family more than one time. Complete a SART Summary and/or Agreement Form each time.

Note on Excessive Excused Absence for Illnesses: If the issue is excessive- excused absences due to illness, schools should follow up with the doctor via a Release of Information (Form 4). A home visit by school personnel can also verify the illness. If a doctor or the school cannot verify the illnesses, absences are marked unexcused. If a doctor **does verify** a chronic illness, Home and Hospital Instruction may be in order.

After additional unexcused absences of 30 minutes or more, OR continued excessive absences of more than 10% days enrolled (some schools wait until the 15th excused absence) and following a meeting or meeting attempt:

- (1) Send out a notification to the parent stating the school has made the referral to the SARB Board (Form 6).
- (2) Review SARB Worksheet (Form 7)
- (3) Complete SARB Referral (Online: hcoe.org)

Notes: Schools do not need the date of the SARB Hearing in order to send their notification to the parent; the Regional SARB will send a summons to the parent with meeting details. A school representative will also be notified and must attend the meeting.

Regional SARB Chairperson's Duties

ALL referrals may potentially be sent on to the District Attorney and/or Superior Court and must contain the required documents meeting the full criteria of Ed Codes.

Set SARB Agenda (Forms 9-10). **A list of all parents and students being called to the agenda should be made**

available to Board Members a week prior to the meeting.

Send Notifications/Summons to parents and a copy to the schools (Form 12).

Hold SARB meeting and develop a SARB Action Plan even if parent does not attend (Form 13).

Plan to see the family at the next SARB meeting for follow-up (Form 14).

Optional: If parent was a no-show, Chair/DA Rep/School can follow up with home visit or meet parent and student at the school to review the SARB Action Plan. SARB Chair will send out a No-Show letter (Form 15).

SARB Meeting Follow Up

Upon the follow up, when families and schools have met the SARB Action Plan requirements and attendance has improved sufficiently, the family should not return to SARB. SARB will send a Congratulations Letter to the student and parent. (Form 16).

A third SARB meeting *may* be held if the SARB Agreement obligations are not fulfilled, the student continues to be absent without valid excuse, or the student has

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made small but insufficient progress.

However, the SARB Board may make the decision to refer to the District Attorney at the second SARB hearing.

Referrals to the DA are not made when the absences are “excessive excused”.

Referring to the Humboldt County District Attorney:

Referrals to the DA are regarding the parent(s) only, not the youth.

Considerations for referring to the District Attorney:

- (1) Was there sufficient change in attendance patterns
- (2) Did the parent(s) attend the SARB meeting(s)
- (3) Did the school follow through with their action plan tasks
- (4) Did the parent follow through with their action plan tasks
- (5) Are there alternative supports the family is open to

Using the DA Checklist (Form 17) as a guide, the SARB Chair and a school representative work together to prepare the Referral to DA (Form 18) and the DA Cover Letter (Form 19).

District Attorney’ Duties

The DA receives the referral from the SARB Board and reviews for completeness.

DA may contact the parent for a meeting or institute legal action(s) against parents.

Parents may be charged with a misdemeanor (PC 270.1) when their student is in 1st-8th grades, or an infraction (Ed Code 48293) when their student is in the 9th-12th grades.

School Attendance Court (SAC)

The Humboldt County Superior Court dedicates a monthly or bi-monthly court to hear truancy cases.

The SAC Liaison obtains updated attendance and notifies the school of upcoming hearings. The District Attorney Investigator notifies the families of their court dates.

An arraignment hearing is held and parents are offered the opportunity participate in the School Attendance Court Diversion Program.

School Attendance Court Diversion Program

The SAC Diversion program is “pre-plea”. This provides a way for parents to improve attendance patterns while delaying the criminal court process. This program includes an agreement that successful completion will result in charges being withdrawn.

The Diversion program spans 9 months (see document 20). During this time, parents are responsible for attending each court hearing (potentially as many as 18 dates). The SAC Liaison excuses a parent from each court date when their student is 100% in compliance with Ed Code since the previous court date.

100% compliance means their student is in school, on time, each day or has a valid excuse for being absent.

Parents have access to the SAC Liaison for resources and support during the 9-month program.

SAC Liaison contacts the school and the parents prior to each court date to review student attendance.

Successful completion of the program is measured by

sustained improvement in attendance. Parents may earn early completion of the program if their student is in attendance, on time, for 30 consecutive school days.

Data Collection:

The HCOE SARB Program Manager is collecting data on the 4 coastal regional SARB’s to identify gaps in service, pinpoint disproportionality, and drive development for the SARB process. Longitudinal data on student attendance patterns will help define the extent to which SARB is an effective tool in mitigating chronic absenteeism.

The HCOE SARB Program Manager provides reports to all districts and SARBs annually.

Additional Resources:

[California Department of Education](#)

[Attendance Works](#)

[HCOE: Every student, Every Day](#)

HCOE’s Intervention and Prevention Dept:

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