

ADMINISTRATIVE PROCEDURE

SAN DIEGO UNIFIED SCHOOL DISTRICT

NO: 6275

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CATEGORY: **Students, Absences and Truancies**

EFFECTIVE: **1-04-76**

SUBJECT: **School Attendance Review Board**

REVISED: **6-27-03**

A. PURPOSE AND SCOPE

1. To outline administrative procedures governing referral of students to the School Attendance Review Board (SARB).
2. **Related Procedures:**
 - Release of student information 6525
 - Truancy and habitual truancy 6150

B. LEGAL AND POLICY BASIS

1. **Reference:** Board policy: F-6000, H-3000, H-3500, H-7800; Education Code Sections 48263, 48320-48324; Welfare and Institutions Code, Section 601.1.
2. The purpose of the School Attendance Review Board (SARB) is to provide a coordinated community effort to meet special needs of students with school attendance problems. School Attendance Review Boards were established at the county level by the State Legislature. The legislation states, in part, that intensive guidance and coordinated community services shall be provided to meet the special needs of students with school attendance problems. San Diego Unified School District School Attendance Review Board was established to fulfill both the letter and the spirit of this legislation.

C. GENERAL

1. **Originating Office.** Suggestions or questions concerning this procedure should be directed to the Counseling and Guidance Department, Student Services Division, Office of Instructional Support.
2. **Composition.** The local SARB is composed of representatives of community agencies such as:

San Diego Unified School District
 San Diego County Probation Department
 San Diego Police Department, Juvenile Division
 San Diego Department of Social Services
 Legal Aid and volunteer lawyer associations
 Consulting physicians/attorneys/therapists
 Community-based organizations

3. **Release of Student Information.** During such time that members of SARB are reviewing attendance cases for the school district, they are deemed to be “officials of the school district” and, as such, have a “legitimate educational interest” to have access to records of any student submitted to them for consideration. Such student information shall be confidential and used for SARB purposes only.

4. **Referrals.** Under the law, any person under eighteen years of age who is, or is in danger of becoming, habitually truant or irregular in attendance may be referred to the School Attendance Review Board (SARB). These students must be referred to SARB or to a school site truancy mediation program, or to both, prior to their referral to the juvenile court for their conduct. Potential referrals may be brought to the attention of district counselors at any time by teachers, principals, or other designated personnel; district counselor will coordinate referral and assist in determining appropriateness by investigating the circumstances of each case.

5. **SARB Chairperson**
 - a. Review and disseminate information regarding attendance and truancy legislation.
 - b. Provide inservice training to district counselors and other site personnel regarding attendance, truancy, and SARB procedures in conjunction with the Counseling and Guidance Department.
 - c. Serve as district liaison to interagency committees regarding attendance and truancy issues.
 - d. Coordinate SARB review, hearing, case management, referral, and follow-up processes (D.3).

D. IMPLEMENTATION

1. **Principal or designated administrator** consults with district counselor on possible referrals to School Attendance Review Board (SARB).

2. **District Counselor or Site Designated Counselor**
 - a. Initiates written notifications to parent/guardian concerning trancies or excessive absences and need for their attendance at SARB hearing.
 - b. Initiates and maintains records on all individual SARB referrals.

- c. Coordinates all possible resources to remediate problem at school, including School Attendance Review Team (SART) or consultation team.
 - d. Investigates each case thoroughly to determine appropriateness of a referral and to gather necessary and pertinent background information.
 - e. Confers with student and parent/guardian and explains purpose and function of SARB; secures cooperation of parent/guardian in implementing referral.
 - f. After completing a written referral, forwards materials to SARB chairperson.
 - g. Maintains close contact with school, family, and referred student, emphasizing positive aspects of SARB referral; follows case through to appropriate conclusion, providing follow-up services and consultation as needed in conjunction with SARB staff.
3. **SARB Chairperson, Case Managers, and/or Probation Officer**
- a. Assembles interagency SARB hearing panels with appropriate expertise.
 - b. Reviews referral data: Copies of letters A, B, C, and D (Procedure 6150), documentation of parent/student conference and/or SART, and K-12 intervention log and attendance process log required by state and juvenile court.
 - c. Notifies parent/guardian, district counselor, and all other involved parties in writing of dates and times of scheduled hearing.
 - d. Prepares and distributes case materials to SARB panels for hearings and to appropriate juvenile court attorneys when necessary.
 - e. Holds hearings and prepares and articulates contracts for each case.
 - f. Implements follow-up for each case according to SARB contract.
 - g. Communicates as needed with referring school counselors and administrators.
 - h. Refers students and/or parents/guardians as appropriate to Probation Department, District Attorney's office, and City Attorney's office; facilitates court process with these agencies.

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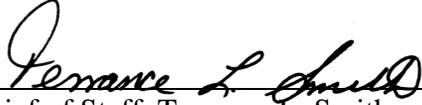
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E. FORMS AND AUXILIARY REFERENCES

F. REPORTS AND RECORDS

G. APPROVED BY



Chief of Staff, Terrance L. Smith
For the Superintendent of Public Education