

REGULATION 5113.12: DISTRICT SCHOOL ATTENDANCE REVIEW BOARD

Adopted: _____

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.

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.

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.

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.

At any time it deems proper, the SARB may require the student or his/her parents/guardians to furnish satisfactory evidence of participation in any available community services that the student or parents/guardians have been directed to use.

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.

Policy Reference Disclaimer: *These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.*

State

5 CCR 306
5 CCR 420-421
CCP. 1985-1997
Ed. Code 1740

Ed. Code 1980-1986
Ed. Code 46010-46015
Ed. Code 48200-48208
Ed. Code 48240-48246
Ed. Code 48260-48273
Ed. Code 48290-48297
Ed. Code 48320-48325
Ed. Code 48340-48341
Ed. Code 48400-48403
Ed. Code 48660-48666
Ed. Code 49067
Gov. Code 54950-54963
Pen. Code 270.1
Pen. Code 272

Pen. Code 830.1
Veh. Code 13202.7
W&I Code 11253.5
W&I Code 256-258
W&I Code 601-601.5

Description

Explanation of absence
Record of verification of absence due to illness and other causes
Production of evidence; means of production
Employment of personnel to supervise attendance (county superintendent)
County community school
Absences
Children ages 6-18 (compulsory full-time attendance)
Supervisors of attendance
Truants
Failure to comply; complaints against parents
School attendance review boards
Improvement of student attendance
Compulsory continuation education
Community day schools
Unexcused absences as cause of failing grade
The Ralph M. Brown Act
Chronic truancy; parent/guardian misdemeanor
Parent/guardian duty to supervise and control minor child; criminal liability for truancy
Peace officers
Driving privileges; minors; suspension or delay for habitual truancy
Compulsory school attendance
Juvenile hearing officer
Habitually truant minors

Management Resources

California Department of Education Publication

California Department of Education Publication
Court Decision
Website
Website
Website
Website

Description

School Attendance Review Board: A Road Map for Improved School Attendance and Behavior, rev. 2018
School Attendance Improvement Handbook, 2000
L.A. v. Superior Court of San Diego County, (2012) 209 Cal.App.4th 976
Attendance Works
California Association of Supervisors of Child Welfare and Attendance
California Department of Education
CSBA

Cross References

Code

5030
5112.5
5113
5113
5113.1

Description

Student Wellness
Open/Closed Campus
Absences And Excuses
Absences And Excuses
Chronic Absence And Truancy

5113.1	<i>Chronic Absence And Truancy</i>
5113.11	<i>Attendance Supervision</i>
5117	<i>Interdistrict Attendance</i>
5117	<i>Interdistrict Attendance</i>
5125	<i>Student Records</i>
5125	<i>Student Records</i>
5126	<i>Awards For Achievement</i>
5126	<i>Awards For Achievement</i>
5131	<i>Conduct</i>
5131.2	<i>Bullying</i>
5131.2	<i>Bullying</i>
5137	<i>Positive School Climate</i>
5141.6	<i>School Health Services</i>
5141.6	<i>School Health Services</i>
5145.3	<i>Nondiscrimination/Harassment</i>
5145.3	<i>Nondiscrimination/Harassment</i>
5146	<i>Married/Pregnant/Parenting Students</i>
5147	<i>Dropout Prevention</i>