

Lassen County School Attendance Review Board Truancy and Chronic Absenteeism Manual



Developed by Members of the Following: Community Social Services, Lassen County Behavioral Health, Lassen County District Attorney's Office, Lassen County Family Solutions, Lassen County Housing and Grants, Lassen County Office of Education, Lassen County Probation Department, Lassen County Public Health, Lassen County Sheriff's Department, Lassen County Superior Court, School District Administration, and Susanville Police Department.

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SARB PROCEDURES

Implementation Process

After a school has exhausted every available resource or procedure to bring a student into the regular school program and that student still has irregular attendance, as defined by Education Code, the student may be referred to the Lassen County School Attendance Review Board (SARB).

The form used to refer a student to the Lassen County SARB is entitled "[CONFIDENTIAL SARB REFERRAL FORM](#)." The form must be completed with all information requested. Information must be verified and documented. The superintendent/principal/designee and/or probation department will complete the referral form and forward it to the SARB.

The SARB chairperson will review the referral form. After review, the school will receive "[CONFIDENTIAL SARB REFERRAL FORM](#)". The last page of the form will indicate: 1) that a SARB conference will be held or 2) that more information is necessary before a SARB conference can be held.

If a SARB conference will be held, a "[NOTIFICATION OF MANDATORY CONFERENCE](#)" will be sent to the parents/guardians, student (if applicable), SARB members, and the school. It will be mandatory for the superintendent/principal/designee who referred the student to SARB to attend the conference and bring verified, documented information.

At the SARB conference, a plan of action will be developed. The plan of action will be sent to the school on the form, "[CONTRACTUAL AGREEMENT](#)."

It is the responsibility of the superintendent/principal/designee to supply a "[PROGRESS REPORT](#)" to SARB within thirty (30) school days of receipt of the "[CONTRACTUAL AGREEMENT](#)" form.

Upon receipt of the "[PROGRESS REPORT](#)," the SARB will either conclude that substantial progress is being made and the referral is closed, or that the referred student is failing to comply with the conditions of the SARB. If the student is not following the conditions of SARB, either another SARB conference will be initiated, or a referral will be sent to the Lassen County Probation Office for possible adjudication through the Juvenile Court system.

REFERRAL CRITERIA

A student may be referred to SARB if: the student is habitual truant, or is a chronic absentee, as defined in [Section 60901](#), or is habitually insubordinate or disorderly during attendance at school. ([Ed Code 48263](#))

PRIOR TO REFERRAL TO SARB

Prior to referral to SARB, reasonable efforts must have been made to improve attendance.

Reasonable efforts include:

- a. Documented efforts to improve the student's attendance.
- b. Documented communication with parent/guardian to improve attendance.
- c. Documented efforts to use all appropriate school site, school district, and community resources available to school (includes Student Study Team {SST}, after-school programs; and, if appropriate, summer school, credit retrieval, etc., as well as Community Resources available through Lassen County Health and Social Services and other County Services)
- d. Allowance of sufficient time for improvement in student's attendance to occur.

REFERRAL FORMAT & SUBMISSION TO SARB

All referrals to SARB will be submitted in writing on the appropriate forms and sent to the SARB chairperson. If the referral is appropriate for SARB and complete, the chairperson will schedule a SARB meeting. If the referral is incomplete, the SARB chairperson will return the SARB referral to the referring party, with an explanation detailing why the referral is being returned.

SCHEDULING SARB MEETING

The SARB chairperson will schedule the SARB meeting. The SARB chairperson will notify the referring party (school principal/designee), parent/guardian, student (if applicable), and members of SARB of the meeting date/time/location.

- a. The school superintendent/principal/designee will notify the SARB chairperson if an interpreter is needed for the SARB meeting.
- b. The SARB chairperson will schedule an interpreter, if necessary.

SARB MEETING

At the SARB meeting:

- a. The referring party (superintendent/principal/designee) will present the information that prompted the SARB referral, including all actions taken by the school prior to the SARB referral.
- b. The parent/guardian will be given an opportunity to discuss the situation.
- c. The SARB chairperson will ensure that the parents understand the situation.
- d. Unless requested by the parent/guardian or student, the SARB meeting will be closed to the public.
- e. The SARB chairperson may admit individuals who have a direct interest in the student's case.

SARB ACTION

After the information has been presented and considered by SARB, SARB may recommend:

- a. Referral of parent/guardian and student to appropriate resource (counseling, Dept. of Human Resources, etc.)
- b. Completion of mutual agreement between school, parent/guardian, and student (i.e., school contract with parent/guardian and student)
- c. SARB contract implementation
- d. Referral to appropriate legal entity (Probation, Child and Family Services, District Attorney, etc.)

SARB FOLLOW-UP

The referring party (superintendent/principal/designee) will send a [progress report](#) to the SARB chairperson 30 school days after the SARB meeting. Based on the progress report, the SARB committee will:

- a. Determine if the concern has been resolved or if there is progress toward resolution. If so, SARB may close the SARB case on the student, or
- b. Determine that the student is failing to cooperate/follow the plan designed by SARB or school site and the parent/guardian, or that there are insufficient resources available to resolve the situation.
- c. Then, SARB will initiate another SARB meeting to
 - a. Develop another plan of action, or
 - b. Consider legal action

SARB Steps

The Lassen County School Attendance Review Board wants all districts to follow the same steps.

Site:

1. Send Absent Letter 1 home (after the third unexcused absence or nine occasions of tardy more than 30 minutes).
This is a MANDATORY step per Education Code.
2. Send Absent Letter 2 home (after the Absent Letter 1 and four unexcused absence or twelve occasions of tardy more than 30 minutes) and set up a truancy conference meeting (SART, SST, ect.,).
3. Send Absent Letter 3 Conference Letter home (after the fifth unexcused absence or fifteen occasions of tardy more than 30 minutes), meet with parent(s)/guardian(s), and refer to SARB.
4. Send Notice of Habitual Truant, Habitual truant means a student who has been reported as a truant three or more times within the same school year, provided the district has

made a conscientious effort to hold at least one conference with the student and his/her parent/guardian after either of the two previous reports.

5. Complete the [SARB Referral Checklist](#) and [Confidential Student Attendance Review Board \(SARB\) Referral Form](#) with supporting documentation after the truancy meeting and send to Megan Gray.

SARB Committee:

6. SARB date set for the superintendent/principal/designee, student, and student's parent(s)/guardian(s).
7. SARB Hearing held.
 - a. If the parent(s)/guardian(s) fail to attend, may issue a citation.
8. SARB Agreement and Directives to student and parent(s)/guardian(s).
(Site monitors attendance for 30 days and/or until the SARB Review Hearing date.)
9. SARB Review Hearing set.
10. Refer to the Lassen County Probation Department if there is no change in attendance and/or the parent(s)/guardian(s) refuse to cooperate and/or attend the SARB Hearing meeting(s).

Sample of Cut/Truant (SARB) Working in Student Discipline File

Truancy (Absent) Letter 1 (3 cuts/truants):

Student conference w/Admin re: truancy to ____ period(3). Detention assigned and student given copy of notice. Student warned if continues Saturday school will be assigned and SART meeting will be held. A copy of detention slip and Official Notice of Truancy letter was mailed home. (Admin Initials)

Truancy (Absent) Letter 2 (4 cuts/truants):

Student conference w/Admin re: truancy to ____ period(s). Saturday school assigned and student given copy of notice. Student notified SART meeting will be scheduled. A copy of Saturday School slip and Official Notice of Truancy letter mailed home. (Admin Initials)

Truancy SART Conference (5 cuts/truants):

SART mtg held enter date here re ____ truancies to ____ period(s). Present: Mom, student, Admin Name, Teacher Name(s), Counselor Name. Reviewed attendance record. Provided opportunity for parent(s)/guardian(s) and student to explain issues that are affecting getting to school. Parent(s)/Guardian(s) said it is their fault and they will adjust home routine to get student to school on time. Completed and signed SART Agreement. Parent(s)/Guardian(s)

and student aware next step is SARB process if problem continues. (Admin Initials)

Truancy (Absent) Letter 3 (6 cuts/truants):

Student conf w/Admin re: truancy to ____ period(s). Notified student that a district representative will notify parent(s)/guardian(s) of SARB meeting that student and parent(s)/guardian(s) must attend. Also notified student that referrals on attendance problems will be reviewed and SARB panel will make recommendations to resolve the matter. Counselor notified. (Admin Initials)

Truancy SARB (6+ cuts/truants):

SARB meeting held enter date here. Present: Student, Mom, Admin Name, Counselor, SARB panel. SARB Agreement and directives developed and signed. Student and Mom aware next step includes petition to Juvenile Court (section 48291 EdCode). (Admin Initials)

DISTRICTS RESPONSIBILITIES AND PROCEDURES IN REDUCING TRUANCY FOR SARB

Classroom Teacher Responsibilities

Make Attendance a High Priority

Take action to ensure every student is in their seat, every day, on-time.

Take Accurate Daily Attendance

Take daily attendance.

Know and understand the attendance coding.

Be aware of early dismissal, late arrivals, and suspension schedules.

Discuss Importance of Attendance with Students

Emphasize the relationship between good attendance and academic success.

Post and support the school's attendance policy and procedures.

Contribute to Student Attendance Review Team (SART) Meeting

Attend and contribute to attendance and/or truancy conferences, on site.

Document attendance and/or truancy correspondence.

Review SART Agreement with the student's Administrator.

Attendance Staff, Counselors' Responsibilities

Responsible for Successful Maintenance of the School's Attendance Program

Monitor daily attendance system.

Accurately update and make notations in Student Information System, accordingly.

Communicate with teachers to ensure accuracy of attendance data.

Collect and file absent excuse notes and/or documentation in a timely manner.

Collaborate with the Administration

Assist in the development and implementation of the school's attendance plan.

Initiate and promote the attendance awareness program.

Communicate with Teachers

Ensure that teachers are complying with attendance plans and policies.

Inform teachers of attendance remediation efforts for their students.

Participate in School Attendance Review Team (SART) meetings regarding truancy.

Review and monitor attendance records for accuracy.

Collaborate with Students and Parents/Guardians

Ensure that all parents/guardians are notified following an unexcused absence.

Send necessary letters following 3rd, 6th, and 9th unexcused absences.

Conduct conferences/SART with students and parents/guardians to discuss issues affecting attendance - seek to be proactive.

Report to the Principal/Superintendent

Maintain good communication with regards to attendance.

Serve as a resource when needed.

Seek resources when needed.

Process School Attendance Review Board (SARB) Referrals

Keep track of all records made to assist each truancy case, in the student file.

Complete the SARB process and attach all documents when working to move a student to SARB.

Attend SARB Hearing (if applicable).

Principal/ Superintendent Responsibilities

The Principal/ Superintendent is ultimately responsible for implementing a successful attendance program at the school site level. These are some pieces to consider, in order to set high expectations in regards to attendance.

Set the Tone - Make Attendance a Priority

Orientation assembly/meeting.

In-service/Staff Meetings.

Letters to parents/guardians.

Select a Strong School Attendance Review Team (SART)

Monitor the activities of the SART.

Assist SART in planning attendance workshops for staff, students, and parents/guardians.

Monitor Attendance

Check-in with SART on a regular basis.

Review attendance data regularly.

Promote Attendance Incentives

Reward/Recognize teachers and classrooms with strong attendance.

Distribute good attendance awards to students.

Acknowledge parents/guardians when their students' attendance has increased.

Prioritize Chronic Truants/Absenteeism

Oversee attendance/truancy conferences.

Monitor attendance/truancy correspondence.

Review School Attendance Review Board (SARB) referrals prior to going to SARB to ensure accuracy.

Ensure staff are sending documents in a timely manner.

Attendance Interventions

Intervention strategies that may be recommended by teachers, counselors, and/or administrators include, but are not limited to:

1. Phone call to parent(s) and/or guardian(s);
2. Parent(s)/Guardian(s) and teacher(s) meeting;
3. Counseling of student;
4. Notification letter(s) sent to parent(s)/guardian(s);
5. Home visits;
6. For students with an IEP or Section 504 Plan, an IEP or Section 504 meeting to be held to review goals, review Behavior Intervention/Support Plan (if student has a BIP), and address attendance concerns and impact on student engagement and performance.
7. Other actions:
 - a. Student Success Team (SST);
 - b. Change of schedule;
 - c. Detention;
 - d. Friday School/Saturday School;
 - e. Progress reports;
 - f. Behavior agreement; and/or,
8. Health referral and/or evaluation;
9. School Attendance Review Team (SART); and/or,
10. School Attendance Review Board (SARB).

GOVERNING BOARD

Absences and Excuses

The Governing Board believes that regular attendance plays a key role in student achievement. The Board recognizes its responsibility under the law to ensure that students attend school regularly. Parents/guardians of children aged six (6) to seventeen (17) are obligated to send their children to school unless otherwise provided by law. The Board shall abide by all state attendance laws and may use appropriate legal means to correct the problems of excessive absence or truancy.

Absence from school shall be excused only for health reasons, family emergencies and justifiable personal reasons, as permitted by law, Board policy and administration regulations ([Education Code 48205](#)).

Student absence for religious instruction or participation in religious exercises away from school property may be considered excused subject to administrative regulations and law ([Education Code 46014](#)).

In as much school attendance and class participation are an integral part of students' learning experience, parents/guardians and students shall be encouraged to schedule medical appointments during non-school hours.

Students shall not be absent from school without their parents/guardians' knowledge or consent, except in cases of medical emergency or, as authorized pursuant to [Education Code 46010.1](#), for a confidential medical appointment.

The Board shall, by resolution entered into its minutes, approve reasonable methods that may be used to verify student absences due to illness or quarantine. ([5 CCR 421](#))

Excused Absences:

A student shall be excused for the following reasons:

1. See **Determining Excused Absences (Ed Code § 48205)**
2. Work in the entertainment or allied industry. Such absences shall be excused provided that the student holds a work permit authorizing such work and is absent for a period of not more than five consecutive days and up to five absences per school year ([Education Code 48225.5](#)).
3. Participation with a nonprofit performing arts organization in a performance for a public-school audience. A student may be excused for up to five such absences per

school year provided that the student's parent/guardian provides a written explanation of such absence to the school ([Education Code 48225.5](#)).

4. Other reasons authorized at the discretion of the superintendent/principal or designee based on the student's specific circumstances ([Education Code 48205](#), [48260](#)).

Method of Verification:

When students who have been absent return to school, they must present a satisfactory explanation verifying the reason for the absence. Absences shall be verified by the student's parent/guardian, other person having legal rights of the minor, or the student if age 18 or older ([Education Code 46012](#), [5 CCR 306](#)):

The following methods may be used to verify student absences:

1. Written note, email or fax from parent/guardian, parent representative.
2. Conversation, in person or by telephone, between the verifying employee and the student's parent/guardian or parent representative. The employee shall subsequently record the following:
 - a. Name of student;
 - b. Name of parent/guardian or parent representative;
 - c. Name of verifying employee (for employment interviews);
 - d. Date or dates of absence;
 - e. Reason for absence.
3. Visit to the student's home by the verifying employee, or any other reasonable method which establishes the fact that the student was absent for the reasons stated. A written recording shall be made, including information outlined above.
4. Physician's verification
 - a. When excusing students for confidential medical services or verifying such appointments, district staff shall not ask the purpose of such appointments but may request a note from the medical office to confirm the time of the appointment.
 - b. If a student shows a pattern of chronic absenteeism due to illness, district staff may require physician verification of any further student absences.
 - c. Verification of chronic health condition if that is the cause of chronic absenteeism.

Parental Notifications

At the beginning of each school year, the Superintendent/Principal or designee shall:

1. Notify parents/guardians of the right to excuse a student from school in order to participate in religious exercises or to receive moral and religious instruction at their places of worship, or at other suitable places away from school property designated by a religious group, church or denomination ([Education Code 46014](#), [48980](#)).

2. Notify students in grades 9 – 12 and the parents/guardians of all students that school authorities may excuse any student from school to obtain confidential medical services without the consent of the student's parent/guardian ([Education Code 46010.1](#)).
3. Notify parents/guardians that a student shall not have his/her grade reduced or lose academic credit for any excused absence if missed assignments and tests can reasonably be provided or satisfactorily completed within a reasonable period of time, and include the full text of [Education Code 48205](#) in the notice ([Education Code 48980](#)).

Chronic Absence and Truancy

The Governing Board believes that excessive student absenteeism and tardiness, whether caused by excused or unexcused absences, may be an early warning sign of poor academic achievement and may put students at risk of dropping out of school. The Board desires to ensure that all students attend school in accordance with the state's compulsory education law and take full advantage of educational opportunities provided by the district.

The Superintendent/Principal or designee shall establish a system to accurately track student attendance in order to identify individual students who are chronic absentees and truants, as defined by law and administrative regulation, and to identify patterns of absence throughout the district. He/she shall provide the Board with data on school attendance, chronic absence, and truancy rates for all district students, for each school, and for each numerically significant student subgroups as defined in [Education Code 52052](#). Such data shall be disaggregated and used in the development of annual goals and specific actions for student attendance and engagement and for inclusion in the district's local control and accountability plan and other applicable school and district plans.

The Superintendent/Principal or designee shall develop strategies that focus on prevention of attendance problems, which may include, but are not limited to, efforts to provide a safe and positive school environment, relevant and engaging learning experiences, school activities that help develop students' feelings of connectedness with the school, school-based health services, and incentives and rewards to recognize students who achieve excellent attendance or demonstrate significant improvement in attendance. The Superintendent/Principal or designee also shall develop strategies that enable early outreach to students as soon as they show signs of poor attendance.

The Superintendent/Principal or designee shall work with students, parents/guardians, school staff, and community agencies, as appropriate, to identify factors contributing to chronic absence and truancy.

Interventions for students with serious attendance problems shall be designed to meet the specific needs of the student and may include, but are not limited to, health care referrals, transportation assistance, counseling for mental or emotional concerns, academic supports, efforts to address school or community safety concerns, discussions with the student and parent/guardian about their attitudes regarding school, or other strategies to remove identified barriers to school attendance. The Superintendent/Principal or designee may collaborate with child welfare services, law enforcement, courts, public health care agencies, other government agencies, and/or medical, mental health, and oral health care providers to ensure that alternative educational programs and nutrition, health care, and other support services are available for students and families.

Students who are identified as truants shall be subject to the interventions specified in law.

A student's truancy, tardiness, or other absence from school shall not be the basis for his/her suspension or expulsion. Alternative disciplinary strategies and positive reinforcement for attendance shall be used whenever possible.

The Superintendent/Principal or designee shall periodically report to the Board regarding the district's progress in improving student attendance rates for all students for each numerically significant student population. Such information shall be used to evaluate the effectiveness of strategies implemented to reduce chronic absence and truancy and to make changes as needed. As appropriate, the Superintendent/Principal or designee shall engage school staff in program evaluation and improvement and in the determination of how to best allocate available community resources.

Definitions

Chronic absentee means a student who is absent for any reason on 10 percent or more of the school days in the school year, when the total number of days the student is absent is divided by the total number of days the student is enrolled and school was actually taught in the regular day schools of the district, exclusive of Saturdays and Sundays.

Truant means a student who is absent from school without a valid excuse three full days in one school year or tardy or absent for more than any 30-minute period during the school day without a valid excuse on three occasions in one school year, or any combination thereof ([Education Code 48260](#)).

Habitual truant means a student who has been reported as a truant three or more times within the same school year, provided the district has made a conscientious effort to hold at least one

conference with the student and his/her parent/guardian after either of the two previous reports (Education Code [48262](#), [48264.5](#)).

Chronic truant means a student who has been absent from school without a valid excuse for 10 percent or more of the school days in one school year, from the date of enrollment to the current date, provided the district has met the requirements of Education Code [48260 – 48263](#) and [48291](#) ([Education Code 48263.6](#)).

For purposes of classifying a student as a truant, valid excuse includes, but is not limited to, the reasons for which a student shall be excused from school pursuant to Education Code [48205](#) and [48225.5](#). A valid excuse may include other reasons that are within the discretion of school administrators and, based on the facts of the student's circumstances, are deemed to constitute a valid excuse ([Education Code 48260](#)).

Addressing Chronic Absence

When a student is identified as a chronic absentee, the Superintendent or designee shall communicate with the student and his/her parent/guardian to determine the reason(s) for the excessive absences, ensure the student and parent/guardian are aware of the adverse consequences of poor attendance, and jointly develop a plan for improving the student's school attendance.

The student may be referred to a student success team or school-site attendance review team to assist in evaluating the student's needs and identifying strategies and programs that may assist him/her.

A student who is struggling academically may be offered tutoring or other supplemental instruction, extended learning opportunities, and/or alternative educational options as appropriate.

Whenever chronic absenteeism is linked to a non-school condition, the Superintendent/Principal or designee may recommend community resources and/or collaborate with community agencies and organizations to address the needs of the student and his/her family.

Addressing Truancy

An attendance supervisor or designee, peace officer, or school administrator or designee may, as applicable, arrest or assume temporary custody during school hours of any minor student found away from his/her home who is absent from school without a valid excuse. Any person

arresting or assuming temporary custody of a minor student shall deliver the student and make reports in accordance with Education Code [48265](#) and [48266](#) (Education Code [48264](#), [48265](#), [48266](#)).

The Superintendent/Principal or designee shall investigate a complaint from any person that a parent/guardian has violated the state compulsory education laws contained in Education Code [48200 – 48341](#) (Education Code [48290](#)).

When a student has been identified as a truant as defined above, the following steps shall be implemented based on the number of trancies committed by the student:

1) Initial Truancy

- a) The student shall be reported to the Superintendent/Principal or designee ([Education Code 48260](#)).
- b) The student's parent/guardian shall be notified by the most cost-effective method possible, which may include email or a telephone call, that ([Education Code 48260.5](#)):
 - i) See **First Notification Mandate (Ed. Code § 48260.5)** as of July 2025.
- c) The student may be required to attend makeup classes on one day of a weekend pursuant to [Education Code 37223](#) ([Education Code 48264.5](#)).
- d) The student and, as appropriate, his/her parent/guardian may be requested to attend a meeting with a school counselor or other school designee to discuss the root causes of the attendance issue and develop a joint plan to improve the student's attendance ([Education Code 48264.5](#)).

2) Second Truancy

- a) Any student who has once been reported as a truant shall again be reported to the Superintendent/Principal or designee as a truant if he/she is absent from school without a valid excuse one or more days or is tardy on one or more days during the school year ([Education Code 48261](#)).
- b) The student may be required to attend makeup classes on one day of a weekend pursuant to [Education Code 37223](#) ([Education Code 48264.5](#)).
- c) The student may be assigned to an after-school or weekend study program within the county. If the student fails to successfully complete this study program, he/she shall be subject to item #3 below ([Education Code 48264.5](#)).
- d) An appropriate district staff member shall make a conscientious effort to hold at least one conference with the student and his/her parent/guardian by communicating with the parent/guardian at least once using the most cost-effective method possible, which may include email or a telephone call ([Education Code 48262](#)).

- e) The student may be given a written warning by a peace officer. A record of that warning may be kept at the school for not less than two years or until the student graduates or transfers from the school. If the student transfers, the record may be forwarded to the new school ([Education Code 48264.5](#)).
- 3) Third Truancy (habitual truancy)
- a) A student who is habitually truant, irregular in school attendance, or habitually insubordinate or disorderly during attendance at school may be referred to, and required to attend, a School Attendance Review Board (SARB) program or a comparable program deemed acceptable by the Superintendent/Principal or designee ([Education Code 48263](#), [48264.5](#)).
 - b) Upon making a referral to the SARB, the Superintendent/Principal or designee shall provide the student and parent/guardian, in writing, the name and address of the SARB and the reason for the referral. This notice shall indicate that the student and parent/guardian shall be required, along with the district staff person making the referral, to meet with the SARB to consider a proper disposition of the referral ([Education Code 48263](#)).
 - c) If the student does not successfully complete the truancy mediation program or other similar program, he/she shall be subject to item #4 below ([Education Code 48264.5](#)).
 - d) If the Superintendent/Principal or designee determines that available community services cannot resolve the problem of the truant or insubordinate student or if the student and/or his/her parents/guardians have failed to respond to the directives of the district or to services provided, the Superintendent/Principal or designee may so notify the district attorney and/or probation officer ([Education Code 48263](#)).
- 4) Fourth Truancy
- a) Upon his/her fourth truancy within the same school year, the student may be referred to the jurisdiction of the juvenile court ([Education Code 48264.5](#); [Welfare and Institutions Code 601](#)).
 - b) If a student has been adjudged by the county juvenile court to be a habitual truant, the Superintendent/Principal or designee shall notify the juvenile court and the student's probation officer whenever the student is truant or tardy on one or more days without a valid excuse in the same or succeeding school year, or is habitually insubordinate or disorderly at school. The juvenile court and probation or parole officer shall be notified within 10 days of the violation ([Education Code 48267](#)).
- 5) Chronic Truancy (unexcused absence for 10 percent of school days)

- a) The Superintendent/Principal or designee shall ensure that the student's parents/guardians are offered language-accessible support services to address the student's truancy.

Reports

The Superintendent/Principal or designee shall gather and transmit to the County Superintendent/Principal of schools the number of referrals and types of referrals made to the SARB and the number of requests for petitions made to the juvenile court ([Education Code 48273](#)).

CALIFORNIA EDUCATION CODES 2024
Compulsory Attendance Education Code

Schools are required to enforce compulsory attendance law. Pursuant to [Education Code § 48200](#):

Each person between the ages of 6 and 18 years not exempted under the provisions of this chapter or Chapter 3 (commencing with [Section 48400](#)) is subject to compulsory full-time education. Each person subject to compulsory full-time education and each person subject to compulsory continuation education not exempted under the provisions of Chapter 3 (commencing with [Section 48400](#)) shall attend the public full-time day school or continuation school or classes and for the full time designated as the length of the school day by the governing board of the school district in which the residency of either the parent or legal guardian is located and each parent, guardian, or other person having control or charge of the pupil shall send the pupil to the public full-time day school or continuation school or classes and for the full time designated as the length of the school day by the governing board of the school district in which the residence of either the parent or legal guardian is located.

Unless otherwise provided for in this code, a pupil shall not be enrolled for less than the minimum school day established by law.

Determining Excused Absences ([Ed Code § 48205](#))

(a) Notwithstanding [Section 48200](#), a pupil shall be excused from school when the absence is:

- (1) Due to the pupil's illness, including an absence for the benefit of the pupil's mental or behavioral health.
- (2) Due to quarantine under the direction of a county or city health officer.
- (3) For purposes of having medical, dental, optometrical, or chiropractic services rendered.
- (4) For purposes of attending the funeral services or grieving the death of either a member of the pupil's immediate family, or of a person that is determined by the pupil's parent or guardian to be in such close association with the pupil as to be considered the pupil's immediate family, so long as the absence is not more than five days per incident.
- (5) For purposes of jury duty in the manner provided for by law.
- (6) Due to the illness or medical appointment during school hours of a child of whom the pupil is the custodial parent, including absences to care for a sick child, for which the school shall not require a note from a doctor.
- (7) For justifiable personal reasons, including, but not limited to, an attendance or appearance in court, attendance at a funeral service, observance of a holiday or ceremony of

the pupil's religion, attendance at a religious retreat, attendance at an employment conference, or attendance at an educational conference on the legislative or judicial process offered by a nonprofit organization, when the pupil's absence is requested in writing by the parent or guardian and approved by the principal or a designated representative pursuant to uniform standards established by the governing board of the school district.

(8) For purposes of serving as a member of a precinct board for an election pursuant to [Section 12302 of the Elections Code](#).

(9) For purposes of spending time with a member of the pupil's immediate family who is an active duty member of the uniformed services, as defined in [Section 49701](#), and has been called to duty for, is on leave from, or has immediately returned from, deployment. Absences granted pursuant to this paragraph shall be granted for a period of time to be determined at the discretion of the Superintendent/Principal of the school district.

(10) For purposes of attending the pupil's naturalization ceremony to become a United States citizen.

(11) For purposes of participating in a cultural ceremony or event, [Section 46014](#).

(12) (A) For purposes of a middle school or high school pupil engaging in a civic or political event, as provided in subparagraph (B), provided that the pupil notifies the school ahead of the absence.

(B) (i) A middle school or high school pupil who is absent pursuant to subparagraph (A) is required to be excused for only one school day-long absence per school year.

(ii) A middle school or high school pupil who is absent pursuant to subparagraph (A) may be permitted additional excused absences in the discretion of a school administrator, as described in subdivision (c) of [Section 48260](#).

(13) (A) For any of the purposes described in clauses (i) to (iii), inclusive, if an immediate family member of the pupil, or a person that is determined by the pupil's parent or guardian to be in such close association with the pupil as to be considered the pupil's immediate family, has died, so long as the absence is not more than three days per incident.

(i) To access services from a victim services organization or agency.

(ii) To access grief support services.

(iii) To participate in safety planning or to take other actions to increase the safety of the pupil or an immediate family member of the pupil, or a person that is determined by the pupil's parent or guardian to be in such close association with the pupil as to be considered the pupil's immediate family, including, but not limited to, temporary or permanent relocation.

(B) Any absences beyond three days for the reasons described in subparagraph (A) shall be subject to the discretion of the school administrator, or their designee, pursuant to [Section 48260](#).

(14) Due to the pupil's participation in military entrance processing.

(15) Authorized at the discretion of a school administrator, as described in subdivision (c) of [Section 48260](#).

(b) A pupil absent from school pursuant to this section shall be allowed to complete all assignments and tests missed during the absence that can be reasonably provided and, upon satisfactory completion within a reasonable period of time, shall be given full credit for those assignments and tests. The teacher of the class from which a pupil is absent shall determine which tests and assignments shall be reasonably equivalent to, but not necessarily identical to, the tests and assignments that the pupil missed during the absence.

(c) For purposes of this section, attendance at religious retreats shall not exceed one school day per semester.

(d) Absences pursuant to this section are deemed to be absences in computing average daily attendance and shall not generate state apportionment payments.

(e) For purposes of this section, the following definitions apply:

(1) A “civic or political event” includes, but is not limited to, voting, poll working, strikes, public commenting, candidate speeches, political or civic forums, and town halls.

(2) “Cultural” means relating to the practices, habits, beliefs, and traditions of a certain group of people.

(3) “Immediate family” means the parent or guardian, brother or sister, grandparent, or any other relative living in the household of the pupil.

(4) “Victim services organization or agency” has the same meaning as defined in subdivision (j) of [Section 12945.8 of the Government Code](#).

Truancy

Pursuant to [California Education Code § 48260](#):

(a) A pupil subject to compulsory full-time education or to compulsory continuation education who is absent from school without a valid excuse three full days in one school year or tardy or absent for more than a 30-minute period during the school day without a valid excuse on three occasions in one school year, or any combination thereof, shall be classified as a truant and shall be reported to the attendance supervisor or to the Superintendent/Principal of the school district.

(b) Notwithstanding subdivision (a), it is the intent of the Legislature that school districts shall not change the method of attendance accounting provided for in existing law and shall not be required to employ period-by-period attendance accounting.

(c) For purposes of this article, a valid excuse includes, but is not limited to, the reasons for which a pupil shall be excused from school pursuant to [Sections 48205](#) and [48225.5](#) and may include other reasons that are within the discretion of school administrators and, based on the facts of the pupil’s circumstances, are deemed to constitute a valid excuse.

First Notification Mandate ([Ed. Code § 48260.5](#))

Upon a pupil's initial classification as a truant, the school district shall notify the pupil's parent or guardian using the most cost-effective method possible, which may include email or a telephone call:

- (a) That the pupil is truant.
- (b) That the parent or guardian is obligated to compel the attendance of the pupil at school.
- (c) That alternative educational programs are available in the school district.
- (d) That the parent or guardian has the right to meet with appropriate school personnel to discuss solutions to the pupil's truancy.
- (e) That mental health and supportive services may be available to the pupil and the family.
- (f) That school personnel are available to meet with the pupil and family to develop strategies to support the pupil's attendance at school.
- (g) That research shows that missing 10 percent of school for any reason can translate into pupils having difficulty learning to read by third grade, achieving in middle school, and graduating from high school.
- (h) This section shall become operative on July 1, 2025.

Subsequent report of truancy ([Ed. Code § 48261](#)):

Any pupil who has once been reported as a truant and who is again absent from school without valid excuse one or more days, or tardy on one or more days, shall again be reported as a truant to the attendance supervisor or the Superintendent/Principal of the district.

Habitual Truant ([Ed. Code § 48262](#)):

Any pupil is deemed an habitual truant who has been reported as a truant three or more times per school year, provided that no pupil shall be deemed an habitual truant unless an appropriate district officer or employee has made a conscientious effort to hold at least one conference with a parent or guardian of the pupil and the pupil himself, after the filing of either of the reports required by [Section 48260](#) or [Section 48261](#). For purposes of this section, a conscientious effort means attempting to communicate with the parents of the pupil at least once using the most cost-effective method possible, which may include electronic mail or a telephone call.

Irregular Attendance, Habitually Insubordinate or Disorderly During School Attendance ([Ed. Code § 48263](#)):

(a) If a minor pupil in a school district of a county is a habitual truant, or is a chronic absentee, as defined in [Section 60901](#), or is habitually insubordinate or disorderly during attendance at school, the pupil may be referred to a School Attendance Review Board, or to the probation department for services if the probation department has elected to receive these referrals. The

school district supervisor of attendance, or any other persons the governing board of the school district or county may designate, making the referral **shall provide documentation of the interventions undertaken at the school to the pupil**, the pupil's parents or guardians, and the School Attendance Review Board or probation department and shall notify the pupil and parents or guardians of the pupil, in writing, of the name and address of the School Attendance Review Board or probation department to which the matter has been referred and of the reason for the referral. The notice shall indicate that the pupil and parents or guardians of the pupil will be required, along with the referring person, to meet with the School Attendance Review Board or probation officer to consider a proper disposition of the referral.

(b) (1) If the School Attendance Review Board or probation officer determines that available community services can resolve the problem of the truant or insubordinate pupil, then the School Attendance Review Board or probation officer shall direct the pupil or the pupil's parents or guardians, or both, to make use of those community services. The School Attendance Review Board or probation officer may require, at any time that it determines proper, the pupil or parents or guardians of the pupil, or both, to furnish satisfactory evidence of participation in the available community services.

(2) If the School Attendance Review Board or probation officer determines that available community services cannot resolve the problem of the truant or insubordinate pupil or if the pupil or the parents or guardians of the pupil, or both, have failed to respond to directives of the School Attendance Review Board or probation officer or to services provided, the School Attendance Review Board may, pursuant to [Section 48263.5](#), notify the district attorney or the probation officer, or both, of the county in which the school district is located, or the probation officer may, pursuant to [Section 48263.5](#), notify the district attorney, if the district attorney or the probation officer has elected to participate in the truancy mediation program described in that section.

(c) In any county that has not established a School Attendance Review Board, if the school district determines that available community resources cannot resolve the problem of the truant or insubordinate pupil, or if the pupil or the pupil's parents or guardians, or both, have failed to respond to the directives of the school district or the services provided, the school district, pursuant to [Section 48260.6](#), may notify the district attorney or the probation officer, or both, of the county in which the school district is located, if the district attorney or the probation officer has elected to participate in the truancy mediation program described in [Section 48260.6](#).

Chronic Truant ([Ed. Code § 48263.6](#)):

Any pupil subject to compulsory full-time education or to compulsory continuation education who is absent from school without a valid excuse for 10 percent or more of the school days in one school year, from the date of enrollment to the current date, is deemed a chronic truant,

provided that the appropriate school district officer or employee has complied with [Sections 48260, 48260.5](#): after July 2025 [48260.5](#), [48261](#), [48262](#), [48263](#), and [48291](#).

Criminal Complaint Against Parent ([Ed. Code § 48291](#)):

If it appears upon investigation that any parent, guardian, or other person having control or charge of any child has violated any of the provisions of this chapter, the secretary of the board of education, except as provided in [Section 48292](#), or the clerk of the board of trustees, shall refer such person to a School Attendance Review Board. In the event that any such parent, guardian, or other person continually and willfully fails to respond to directives of the School Attendance Review Board or services provided, the School Attendance Review Board shall direct the school district to make and file in the proper court a criminal complaint against the parent, guardian, or other person, charging the violation, and shall see that the charge is prosecuted by the proper authority. In the event that a criminal complaint is not prosecuted by the proper authority as recommended, the official making the determination not to prosecute shall provide the School Attendance Review Board with a written explanation for the decision not to prosecute.

Filing and Prosecution of Complaint by Attendance Supervisor ([Ed. Code § 48292](#)):

In counties, cities, and cities and counties, and in school districts having an attendance supervisor, the attendance supervisor shall make and file the complaint provided for by this article and shall see that the charge is prosecuted by the proper authorities.

Chronic Absentee ([Ed. Code § 60901\[c\]\[1\]](#)):

(c) (1) For purposes of this section, “chronic absentee” means a pupil who is absent on 10 percent or more of the school days in the school year when the total number of days a pupil is absent is divided by the total number of days the pupil is enrolled and school was actually taught in the regular day schools of the district, exclusive of Saturdays and Sundays.

Violations ([Ed. Code § 48293](#)):

(a) Any parent, guardian, or other person having control or charge of any pupil who fails to comply with this chapter, unless excused or exempted therefrom, is guilty of an infraction and shall be punished as follows:

- (1) Upon a first conviction, by a fine of not more than one hundred dollars (\$100).
- (2) Upon a second conviction, by a fine of not more than two hundred fifty dollars (\$250).
- (3) Upon a third or subsequent conviction, if the person has willfully refused to comply with this section, by a fine of not more than five hundred dollars (\$500). In lieu of imposing the fines

prescribed in paragraphs (1), (2), and (3), the court may order the person to be placed in a parent education and counseling program.

(b) A judgment that a person convicted of an infraction be punished as prescribed in subdivision (a) may also provide for the payment of the fine within a specified time or in specified installments, or for participation in the program. A judgment granting a defendant time to pay the fine or prescribing the days of attendance in a program shall order that if the defendant fails to pay the fine, or any installment thereof, on the date that it is due, or fails to attend a program on a prescribed date, he or she shall appear in court on that date for further proceedings. Willful violation of the order is punishable as contempt.

(c) The court may also order that the person convicted of the violation of subdivision (a) immediately enroll or reenroll the pupil in the appropriate school or educational program and provide proof of enrollment to the court. Willful violation of an order under this subdivision is punishable as civil contempt with a fine of up to one thousand dollars (\$1,000). An order of contempt under this subdivision shall not include imprisonment.

Appendix

SARB Referral Checklist



Lassen County Office of Education

472-013 Johnstonville Road, North • Susanville, CA 96130-8752

530.257.2196 Fax 530.257.2518

Patricia Gunderson, Superintendent

SARB REFERRAL CHECKLIST

Complete this form and submit with SARB Referral

Prior to referral to SARB, reasonable efforts by the district must have been made to improve attendance.
Reasonable efforts include:

- ☐ Documented efforts to improve the student's attendance.
- ☐ Documented communication with parent/guardian to improve attendance.
- ☐ Documented efforts to use all appropriate school site, school district, and community resources available to school (includes School Assistance Team {SAT}, after-school programs; and, if appropriate, summer school, credit retrieval, etc., as well as Community Resources available through Lassen County Health and Social Services.)
- ☐ Allowance of sufficient time for improvements in student's attendance to occur.
- ☐ Truancy Notification Letter 1 (3 unexcused absences or tardiness 30+ minutes) was sent home
- ☐ Truancy Notification Letter 2 was sent home (No less than two weeks after 1st notification sent)
 - ☐ SART/Truancy Conference Scheduled (Can be sent at same time as 2nd notification)
- ☐ SART/ Truancy Conference Held
 - ☐ SART/Truancy Conference Agreement created (monitor and interventions 30 days)
- ☐ Truancy Notification Letter 3 was sent home
 - ☐ SARB Referral Completed (Can be sent at same time as 3rd notification)
- ☐ Send SARB Referral to Megan Gray at the Lassen County Office of Education
 - Include with SARB Referral
 - ☐ SARB Referral Checklist
 - ☐ Truancy Notification Letters 1-3 |
 - ☐ SART/Truancy Conference Agreement
 - ☐ IEP, if applicable
 - ☐ 504 Plan, if applicable

After SARB Hearing District must:

Monitor/interventions for 30 days

Review at SARB for successful closure or DA petition.

If a student is not engaging in contract within 2 weeks inform SARB.

SARB Confidential Referral Form



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Patricia Gunderson, Superintendent

CONFIDENTIAL SARB REFERRAL FORM

Date of Referral:

☐ Attendance Problem

☐ Behavioral Problem

Pupil's Name	Grade	Age	Birth Date
School	Student Resides with: ☐ Mother ☐ Father ☐ Other:		

Guardian's Name	Relationship to Child: ☐ Mother ☐ Father ☐ Other:	
Residence Address:	Home Phone:	Daytime Phone:
Mailing Address (if different):	Source of Income: ☐ Employment ☐ AFDC ☐ Retired ☐ Other	
Educational Rights Holder (if different):		

Guardian's Name	Relationship to Child: ☐ Mother ☐ Father ☐ Other:	
Residence Address (if different):	Home Phone:	Daytime Phone:
Mailing Address (if different):	Source of Income: ☐ Employment ☐ AFDC ☐ Retired ☐ Other	

DOES THE STUDENT HAVE SIBLINGS? ☐ YES (If yes, complete section below) ☐ NO

Sibling's Names	Age	Grade	School

WHAT LANGUAGE IS SPOKEN IN THE HOME?

☐ English ☐ Spanish ☐ Other

Will a translator be necessary for a SARB hearing?

☐ Yes ☐ No ☐ Unsure

IS THIS STUDENT IN A SPECIAL PROGRAM PLACEMENT? ☐ Yes ☐ No

Which of the following apply: ☐ IEP ☐ 504 Plan ☐ Other _____

IS the attendance related to the IEP or 504 Plan?

☐ Yes ☐ No

HAS THIS STUDENT EVER BEEN RETAINED?

☐ Yes, grade _____ ☐ No

Excused Absences: _____ days (_____ additional periods absent, if applicable)
 Unexcused Absences: _____ days (_____ additional periods absent, if applicable)
 Total Absences: _____ days (_____ periods)

Excused Tardies: _____ (under 30 mins.); _____ (over 30 mins.)
 Unexcused Tardies: _____ (under 30 mins.); _____ (over 30 mins.)
 Total Tardies: _____ (under 30 mins.); _____ (over 30 mins.)

Total days in attendance last year _____ of a possible _____ days.

Which, if any, of the following factors may be contributing to the attendance problem:

- ☐ Family problems ☐ Lack of parental involvement ☐ Economic stress
☐ Student's attitude ☐ Health issues ☐ Drugs/Alcohol
☐ Work ☐ Friends ☐ Teen mother
☐ Academic performance low

School Resources/ Prior Interventions (* =Required before SARB referral)

☐ Student Conferences*(dates: _____)	☐ Alter scheduled day
☐ Parent Conferences*(dates: _____)	☐ Referral to local services (wraparound, etc.)
☐ Counseling referral*(dates: _____)	☐ Brief Intervention
☐ SST meetings*(dates: _____)	☐ Behavior Intervention Plan
☐ Referral for Health/Psychological Review	☐ Change periods of instructor/ courses

Summary of current problems (attendance/behavior):

Has a meeting been convened between school staff and the student's guardians in an effort to resolve this issue?

- ☐ Yes Date held: _____
 Parties present: ☐ Principal ☐ School Counselor ☐ Mother ☐ Father ☐ Other: _____
☐ No Reason meeting did not occur: _____

If a meeting did not occur, please list all efforts made by the school to meet with the parents in order to address the attendance issue (include dates of activity):

FOR BEHAVIOR REFERRALS ONLY: Please clearly indicate why SARB has been selected as an avenue to address this issue:

DESIRED OUTCOME OF THE SARB HEARING: What is your desired outcome for this hearing?

Please verify that the following, required, documentation is attached:

- ☐ Attendance records for current year
- ☐ Attendance records from prior years (if accessible)
- ☐ Report cards for current year
- ☐ Report cards from prior years (if accessible)
- ☐ Copies of first, second, and third attendance issue notification letters sent to parent from the school
- ☐ Behavioral Records (if available)
- ☐ Documentation which establishes that the school has exhausted all efforts.
- ☐ Any other documentation which establishes efforts made by the school to communicate with the parents/student regarding this issue

Administrator's Signature

Date

SARB USE ONLY:

SARB referral Received on:

☐ **SARB Approved, Hearing Date on:**

☐ **Additional information Required before a SARB conference can be held:**

Notification of Mandatory Conference



Lassen County Office of Education

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530.257.2196 Fax 530.257.2518

Patricia Gunderson, Superintendent

February 3, 2025

To the Parent and/ or Guardians of
<STUDENT FN LN>
<ADDRESS>
<CITY, STATE ZIP>

Dear Parent and/or Guardian, |

I hope this letter finds you well. <DISTRICT NAME> has provided previous notifications regarding <STUDENT FN>'s absences. A School Attendance Review Team (SART) or Truancy Conference was also held with you and <STUDENT FN> to develop a support plan. Unfortunately, <STUDENT FN>'s absences have not improved and we are concerned about the potential impacts on their education.

We have been notified that <STUDENT FN> is considered a habitual truant as defined by California Education Code Section 48262: *Any pupil deemed a habitual truant and has been reported as a truant three or more times per school year, provided that no pupil shall be deemed a habitual truant unless an appropriate district officer or employee has made a conscientious effort to hold at least one conference with a parent or guardian of the pupil and the pupil himself after filing of either of the reports required of Education Code Section 48260 or 48261.*

Below, you will find a listing of <STUDENT FN> absences:

Third Notification:	Total Days Enrolled:
Unexcused Absences:	Total Days Present:
Excused Absences:	Tardies:

It is now mandatory for you and your student to attend a School Attendance Review Board (SARB) hearing. The SARB meeting for you and your student is scheduled for:

Date: Thursday, DATE
Time: 9:00 a.m.
Location: Lassen County Superior Court
2610 Riverside Dr.
Susanville, CA 96130

Due to the number of <STUDENT FN>'s absences, you are required to attend this conference (Education Code Section 48321.5). Failure to attend can result in a referral to the District Attorney's Office.

If you have any questions or concerns regarding this meeting, please call me at (530) 257-2196.

Sincerely,

Megan Gray, SARB Chairperson

SARB Family Prep Questions



Lassen County Office of Education

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530.257.2196 Fax 530.257.2518

Patricia Gunderson, Superintendent

Family Preparation Questions

Thank you for attending this very important meeting today. We are looking forward to working with you to develop the best possible plan to help our student improve school attendance, academics, and/or behavior. The goals of the meeting are: to strengthen our connection and collaboration with one another; to work together to determine possible solutions to the current concerns; and, to create a plan that supports positive changes.

In order to have a better understanding of the concerns and to work together most effectively in achieving the meeting's goals, we will be reviewing school attendance, academic, and behavior records. We will also be asking a few questions that will help provide more information about the current situation.

Please take a few minutes to read and answer the following questions. Answering these questions before the meeting will help you think of any important information you would like to share. If you have any questions you would like to ask at the meeting, please write them down on the back of this paper to help you remember.

1. What do you think has happened that has affected daily and/or on-time school attendance?
2. What were you thinking at the time you first began to experience difficulties with daily and/or on-time school attendance?
3. What have you thought about since realizing that school absences and/or tardies have continued to be a concern?
4. Who has been most affected by the continued absences and/or tardies from school? In what way?
|
5. What do you think you need to do to improve school attendance and help make things better?

SARB Sample Script and Questions



Lassen County Office of Education

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Patricia Gunderson, Superintendent

The School Attendance Review Board meeting of <Student FN>, a student at <School name> is now in session. My name is <facilitators NAME> and I am the facilitator for today's meeting. Would the SARB members please introduce themselves by stating your name and title? Would the family members please introduce themselves and their relationship to <Student FN>. Thank you everyone for being here today, the purpose of the meeting is to evaluate <Student FN> attendance history. The panel will review interventions that have thus far been attempted by the school and the family. The main focus of this meeting is to establish positive interventions that will assist the student to successfully attend school. The school will now review its case with this team and the family. Now we will ask the family and student to explain the issues that are affecting <Student FN> attendance. At this time, we will be working jointly to complete a formal agreement between <Student FN>, the family, the school and SARB to ensure that <Student FN> will attend school regularly and on time. We encourage the family to work with the school staff on a regular basis to ensure <Student FN> success. If this agreement is broken, the school will refer this matter back to SARB for the completion of a DA complaint.

SARB Questions

Attendance

Of Parent:

Explain to the SARB Panel why you and your student are here
Do you know how many days your student has missed school?
Why does your student not go to school every day?
What would you like to see your student achieve academically?

Of Student:

Explain to the SARB panel why your attendance is poor.
What do you think is a good reason for you not to go to school?
What career are you considering to pursue?
What would it be like if you went to school every day?
What would it take for you to go to school every day?
Where are you when you are not at school?
Do you have friends at school?
What do you like about school?

Behavior

Of Parent:

Is there a theme or pattern to your student's behaviors?
What is your student's behaviors like at home?
Does your student show a lack of commitment to decisions?
What would you like to see your student achieve both academically and behaviorally?

Of Student:

Do you have a problem with your ability to manage your emotions?

Do you have a temper?

What do you think your reputation is like with other students at your school? Staff?

What do you think other students at the school think about you? Staff?

What do you want to achieve both academically and behaviorally?

Is your behavior a problem for you? In what ways?

Contractual Agreement



Lassen County Office of Education

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Patricia Gunderson, Superintendent

CONTRACTUAL AGREEMENT

Name of Student	DOB	Grade	Referring School

THE STUDENT SHALL (in accordance with California Education Code 48263):

- ☐ Attend school on time each day and every day that school is in session.
- ☐ Be in class on time each day for the full time assigned.
- ☐ Abide by all school rules and regulations and maintain appropriate behavior.
- ☐ Other: _____

THE PARENT/GUARDIAN SHALL:

- ☐ Follow-up with school (note/phone call) on all absences.
- ☐ Verify all absences due to illness with a doctor's note or the school nurse.
- ☐ Transport the child to school and check in with the office.
- ☐ Attend school with the child if requested by school officials.
- ☐ Attend all meetings and conferences concerning their child at school.
- ☐ Follow-up with the Public Health Department.
- ☐ Follow-up with Behavioral Health Agency for assistance.
- ☐ Follow-up with local Community Social Services.
- ☐ Complete parenting classes at: _____
- ☐ Other: _____

THE REFERRING DISTRICT SHALL:

- ☐ Send a Progress Report 30 school days after SARB hearing to the SARB Chairperson.
- ☐ Determine if an assessment is needed to establish appropriate academic placement.
- ☐ Provide the student/parent/guardian with access to reasonable attendance interventions, supports, resources and services as decided by the team.
- ☐ Contact the SARB Chair upon the next unexcused or partial day absence.
- ☐ Monitor attendance records
- ☐ Schedule positive or negative progress meeting with student and parent/guardian after 15 school days. Date: _____
- ☐ Other: _____

S.A.R.B. RECOMMENDATIONS:

- ☐ The parent/guardian to attend mediation meeting at _____.
- ☐ Law enforcement to issue a citation to parent/guardian/student.
- ☐ Law enforcement to issue citation upon next unexcused or partial day absence.
- ☐ Complete referral to the Probation Department for a DA complaint.
- ☐ Follow up meeting on: _____
- ☐ Other: _____

Parent/Guardian Signature

District Administrator Signature
Date:

Student Signature

SARB Chairperson's Signature

Progress Report



Lassen County Office of Education

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530.257.2196 Fax 530.257.2518

Patricia Gunderson, Superintendent

PROGRESS REPORT

Name of Student:	DOB:
Referring District:	Date of <u>SARB</u> Hearing:

Student Agreed to:

- ☐ Attend school on time each day and every day that school is in session.
- ☐ Be in class on time each day for the full time assigned.
- ☐ Abide by all school rules and regulations and maintain appropriate behavior.
- ☐ Other:

In Detail describe the students progress:

Parents Agreed to:

- ☐ Follow-up with school (note/phone call) on all absences.
- ☐ Verify all absences due to illness with a doctor's note or the school nurse.
- ☐ Transport the child to school and check in with the office.
- ☐ Attend school with the child if requested by school officials.
- ☐ Attend all meetings and conferences concerning their child at school.
- ☐ Follow-up with the Public Health Department:
- ☐ Follow-up with Behavioral Health Agency for assistance:
- ☐ Follow-up with local Community Social Services:
- ☐ Complete parenting classes at:
- ☐ Other:

In Detail describe the parents progress:

Referring District Agreed to:

- ☐ Send a Progress Report 30 school days after SARB hearing to the SARB Chairperson.
- ☐ Determine if an assessment is needed to establish appropriate academic placement.
- ☐ Provide the student/parent/guardian with access to reasonable attendance interventions, supports, resources and services as decided by the team.
- ☐ Contact the SARB Chair upon the next unexcused or partial day absence.
- ☐ Monitor attendance records
- ☐ Schedule positive or negative progress meeting with student and parent/guardian after 15 school days. Date:
- ☐ Other: _____

In Detail describe the districts progress:

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District's recommendation for this SARB case:

- ☐ Successful completion of (30, 60, 90) days of improved attendance and /or behavior
- ☐ Successful completion of the SARB Directives
- ☐ Schedule additional SARB meeting
- ☐ Complete referral to the Probation Department for a DA complaint
- ☐ Request Law Enforcement to issue citation to parent/guardian/student

In detail describe Districts recommendation:

Administrator signature:

Date:

SARB USE ONLY:

SARB Progress Report Received on:

SARB recommendation:

- ☐ Successful completion of (30, 60, 90) days of improved attendance and /or behavior
- ☐ Successful completion of the SARB Directives
- ☐ Schedule additional SARB meeting
- ☐ Complete referral to the Probation Department for a DA complaint
- ☐ Request Law Enforcement to issue citation to parent/guardian/student
- ☐ Additional information required from district