

**SIERRA COUNTY OFFICE OF EDUCATION  
SCHOOL ATTENDANCE REVIEW BOARD MEETING  
December 20, 2012, Sierra County Office of Education  
305 S. Lincoln, Sierraville, California  
9:00 a.m.**

*Any individual who requires disability-related accommodations or modifications including auxiliary aids and services in order to participate in the Board meeting should contact the Superintendent or designee in writing.*

Public inspection of agenda documents that are distributed to the Board less than 72 hours before the meeting, will be made available at Sierra-Plumas Joint Unified School District, 305 S. Lincoln Street, Sierraville, CA 96126 and, when feasible, attached to the District's online agenda at <http://www.sierracountyofficeofeducation.org> (Government Code 54957.5)

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**AGENDA**

**I. CALL TO ORDER**

**II. APPROVAL OF THE AGENDA**

**III. APPROVAL OF THE MINUTES of the October 18, 2012, SARB meeting  
APPROVAL OF THE MINUTES of the November 15, 2012, SARB meeting**

**CHAIRMAN REPORT**

**a. Initial Letter for Unexcused Absences\*\***

**IV. PUBLIC COMMENT**

1. Public Comment – This is an opportunity for members of the public to directly address the governing board on any item of interest that is within the subject matter jurisdiction of the governing board whether or not it is listed on the agenda and/or to address the issues to be held in closed session. Five minutes may be allotted to each speaker and a maximum of twenty minutes to each subject matter. (Education Code 35145.5; Government Code 54954.3)

**V. CLOSED SESSION**

Open Session is now closed. The Student Attendance Review Board will now move into Closed Session to consider and/or take action upon student or attendance related matters.

Pursuant to Education Code Sections 35146 and 48912, the Board may hold closed sessions to consider an action against a pupil.

**1. BREACH OF CONTRACT**

**2. STUDENT HEARINGS**

**a. Student # 10686**

**3. REPORTS**

- a. School Reports
- b. Law Enforcement Reports
- c. Human Services/Mental Health Report

**VI. RETURN TO OPEN SESSION**

**1. REPORT OUT**

**VII. ACTION ITEM**

- a. **Revision of Board ByLaws\*\***
- b. **Appointment of Officers by Chairman, Stanford J. Hardeman, Sierra County Office of Education Superintendent**
  - **Vice Chair**
  - **Secretary**

**VIII. NEXT MEETING DATE will be January 17, 2013**

Suggested Agenda Items

- a. \_\_\_\_\_
- b. \_\_\_\_\_
- c. \_\_\_\_\_

**VIII. ADJOURN**



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Stanford J. Hardeman, Chairman

\*\*Enclosed

FIRST LETTER  
SENT WHEN ABSENT/TARDY 3X  
UNEXCUSED

ADD ABSENCES/EXCUSES

Re:

Dear \_\_\_\_\_ :

During a recent review of attendance reports, your child, \_\_\_\_\_, was identified as accumulating three or more unexcused absences and/or tardies of 30 minutes or more. Please refer to the attached attendance report regarding your child's current attendance. If you note any errors, please contact me immediately.

As the parent/guardian, you are required by law to insure that your child attends school regularly in accordance with §48260.6(a) of the California Education Code. Please refer to the California Education Code on the reverse of this letter for a list of valid reasons for absences. Please take the necessary steps to ensure your child's attendance improves in order to avoid further action. If a medical condition exists that interferes with your child's regular and timely attendance, please contact the school to discuss alternative educational options.

If you have any questions regarding this notification, please call me. I stand ready to assist you in finding solutions to this issue. Your child's education is our number one priority.

Sincerely,

\_\_\_\_\_, Principal

FIRST LETTER  
SENT WHEN ABSENT/TARDY 3X  
UNEXCUSED

ADD ABSENCES/EXCUSES

## **Absences and Acceptable Excuses**

Education Code Section 48205 identifies the acceptable reasons for "excused" absences. Students who are "excused" must be given opportunity to complete work which is reasonably close to, but not necessarily identical to, missed work. Up through 1997-98, Average Daily Attendance (ADA) included excused absences but, effective 1998-99, excused absences no longer count towards ADA.

The types of absences identified include the following:

- Personal illness (school may require doctor's note and will require doctor's verification if school deems absences are excessive.)
- Quarantine under the direction of health officer.
- Personal medical appointment. This requires a doctor's note.
- Funeral services of parent, sibling, grandparent, brother-in-law, or any relative living in the child's immediate household (limit is one day in the state, and three days out of state).
- Student serving on jury duty.
- Exclusion for medical reasons (not to exceed 5 school days).
- Personal court appearance (requires verification).
- Prior principal approval for employment conference.
- Observance of a religious holiday or ceremony (recommend three days advance notice to school).
- Religious retreat (limited to four hours per semester).
- He or she is the custodial parent of a child who is ill or has a medical appointment during school hours.

Education Code Section 48205 states that the site Principal, or the SARB may require verification by a school official or physician if absences for health reasons appear excessive and may require prior notice from parents for absences excused for justifiable personal reasons, such as non-emergency appointments or permitted religious instruction or retreats. (EC 46014, 48205)

An absence for religious observance or exercise may be considered "excused". Education Code Section 46014 identifies parameters for this type of absence:

- For moral or religious instruction
- Student must attend minimum school days hours
- Recommend three days advance written request from parent

Students who are 18 years of age or older or who are emancipated may provide their own excuses for absences, and the Principal may require verification from a physician or designated school official when necessary. (EC 46012)

## FIRST TRUANCY NOTIFICATION

(Send after third unexcused absence or tardy of 30 min. or more or combo thereof)

Re:

Dear \_\_\_\_\_ :

In compliance with §48260 of the California Education Code, \_\_\_\_\_ has been reported as truant from school. Please refer to the attached attendance report.

All children in the State of California between the ages of 6 and 18 are subject to compulsory full time education.

Any child who is absent from school without 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 is truant and shall be reported to the Sierra County Superintendent of Schools. (California Education Code 48260).

In accordance with §48260.5 of the California Education Code, you are hereby notified:

1. Your child is truant.
2. You are obligated to compel your child to attend school.
3. Failure to meet this obligation may lead to criminal prosecution.
4. Alternative education programs are available in the district.
5. You have the right to meet with school personnel to discuss solutions to this attendance problem.
6. Your child may be subject to prosecution under §48264 of the California Education Code.
7. Your child may be subject to suspension, restriction or delay of their driving privilege.
8. You may be required to accompany your child to school for one day.

If applicable, regular school attendance is a requirement for public assistance through the CalWORKS program and non-attendance may cause benefits to be reduced or stopped.

If there are factors contributing to this problem, please call the office to schedule an appointment so the school can help to address these issues before they become habitual.

Sincerely,

Principal

Cc: Student Cumulative File

# **Sierra County Student Attendance Review Board**

## **Bylaws**

### **I. Name**

The name of the organization shall be “Sierra County Student Attendance Review Board,” hereinafter referred to as Sierra County SARB.

### **II. Intent, Goals, and Responsibilities**

#### **A. Intent**

The intent of Sierra County SARB is to provide intensive guidance and coordinated community services to meet the needs of pupils with school attendance or school behavior problems prior to a referral to the judicial system.

#### **B. Goals**

1. Diversion of pupils with serious attendance and behavior problems from the juvenile justice system by utilization of varied community counseling and guidance services.
2. Prevention of serious pupil problems by referral of pupils who are in danger of becoming truant, irregular in attendance, or disorderly to the Sierra County SARB for appropriate intervention.

#### **C. Responsibilities**

The responsibilities of the Sierra County SARB are set forth in Education Code sections 48321 and 48322; and Welfare and Institutions Code sections 601, 601.1, and 601.2. In addition, Sierra County SARB shall:

1. Maintain a continuing inventory of community resources, including alternative educational programs.
2. Make recommendations for the improvement of such resources and programs.
3. Propose new resources and programs where none exist.
4. Apply for and utilize available state and federal funds.
5. Conduct annual self-evaluation including an annual report.
6. Create and maintain a local SARB procedural handbook.
7. Hold regular meetings as described in VII.
8. Meet the legislative intent of Education Code sections 48321-48324 and Welfare and Institution Code sections 601 and 601.1

### III. Membership

Sierra County SARB must include representatives from the following groups or agencies as set forth in Education Code 48321:

#### A. Mandated Representatives

1. Parent
2. School District Representative
3. County Probation Department
4. County Welfare
5. Law Enforcement Agency
6. Community-Based Youth Service Organization
7. School Guidance
8. Child Welfare
9. Other Representative as deemed necessary
10. County Superintendent of Schools
11. School or County Health Care Personnel

#### B. Appointing Body

The County Superintendent of Schools shall appoint representatives.

#### C. Tenure of Representatives

Representatives shall serve for two years and may extend their terms at the approval of the Board.

#### D. Resignation, Removal and Replacement

1. Resignation from the Sierra County SARB will become effective upon acceptance by the SARB at any regular meeting.
2. Removal of a representative may be made by the Sierra County SARB for failure to attend three consecutive meetings or failure to attend 50 percent of the meetings July through June of a school year.
3. Replacement of a representative, who has resigned or who has been removed, will be by the same process as that of the previous appointment to that position.

#### E. Obligations of Representatives

1. All representatives are expected to attend all regular and special meetings.

2. Representatives who must be absent from meetings shall notify the County Superintendent of Schools prior to the meeting time.
3. If possible, representatives who must be absent from a case hearing should designate an appropriate alternate from his group or agency to attend the meeting.
4. If a representative finds it impossible to attend SARB meetings regularly, he/she shall submit his/her resignation in writing to the County Superintendent of Schools.

#### **IV. Financial Obligations**

Education Code section 48323 describes the financial obligations of SARB. SARB is encouraged to apply for and utilize state or federal funds as may be available.

#### **V. Officers**

- A. Personnel  
The Chairperson, vice chair and secretary
- B. Election  
The Chairperson shall be the County Superintendent of Schools. The vice chair and secretary shall be appointed by the Chairperson.
- C. Duties  
The Chairperson shall preside at meetings, appoint committees, arrange for meeting times and locations, and prepare the annual report. The Secretary shall keep minutes of regular open meetings.
- D. Absence of Chairperson  
The vice chair shall preside over meetings unless the Chairperson appoints another to fulfill that obligation.

#### **VI. Committees**

The responsibilities of each committee shall be on a continuing basis and shall be created or dissolved as needed by the chairperson with the approval of the SARB. The following committees may be appointed:

- A. Community Resources and Programs
- B. Public Relations
- C. Annual Self Evaluation and Annual Report
- D. Case Follow-up
- E. Other committees as needed

#### **VII. Meetings**

- A. Sierra County SARB shall schedule regular meetings to be held at a time and place on a monthly basis as specified by the consensus of the Board. SARB shall schedule as many meetings as are necessary to fulfill its legal responsibilities.



- B. Meetings shall be held in locations most convenient for representatives and/or cases.
- C. Notice of regular meetings will be given by the chairperson or his/her designee seven calendar days prior to the meeting
- D. Special meetings may be called as needed to conduct case hearings. Notice of the meeting shall be given at least 24 hours prior to such meeting.
- E. Closed executive sessions may be called during special meetings.
- F. Quorum will consist of a simple majority at any meeting of SARB.
- G. A simple majority vote of the total SARB voting membership is required on matters of adding or deleting from policies or amendments to bylaws.
- H. In other matters, the vote may be by a simple majority of the members

Approved December 20, 2012