

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, 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 section 601

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. County Superintendent of Schools
10. School or County Mental Health Care Personnel
11. School or County Health Care Personnel
12. Other Representative as deemed necessary

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