

# Bylaws of the Sierra County Student Attendance Review Board

## **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, Responsibilities**

### **A. Intent**

The intent of Sierra County SARB is to improve and/or maintain pupil attendance by providing intensive guidance and coordinated community services to meet the needs of pupils with school attendance or school social, emotional or behavior problems prior to a referral to the judicial system.

### **B. Goals**

- i. Diversion of pupils with serious attendance and behavior problems from the juvenile justice system by utilization of varied community counseling and guidance services.
- ii. 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 Sierra County SARB are set forth in Education Code sections 48320-48324 and Welfare and Institutions Code sections 601 and 601.2.

In addition, Sierra County SARB shall:

- i. Maintain a continuing inventory of community resources, including alternative educational programs.
- ii. Make recommendations for the improvement of such resources and programs.
- iii. Propose new resources and programs where none exist.
- iv. Apply for and utilize available state and federal funds.
- v. Conduct annual self-evaluation including an annual report.
- vi. Create and maintain a local SARB procedural handbook.
- vii. Hold regular meetings as described below in VI.
- viii. Meet the legislative intent of Education Code sections 48321-48324 and Welfare and Institution Code section 601.

### **III. Membership**

#### **A. Mandated Representatives**

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

- i. Parent representative
- ii. Representative of school districts
- iii. Representative of the county probation department
- iv. Representative of the county welfare department
- v. Representative of the county superintendent of schools
- vi. Representative of law enforcement agencies
- vii. Representative of community-based youth service centers
- viii. Representative of school guidance personnel
- ix. Representative of child welfare and attendance personnel
- x. Representative of school or county health care personnel
- xi. Representative of school, county, or community mental health personnel
- xii. Representative of the county district attorney's office
- xiii. Representative of the county public defender's office

#### **B. Appointing Body**

The County Superintendent of Schools shall appoint representatives with the exception of law enforcement, district attorney and public defender. The County Superintendent of Schools will also approve designated alternates for representatives as needed.

#### **C. Resignation, Removal, Replacement**

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

#### **D. Obligations of Representatives**

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

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

#### **IV. 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.

#### **V. 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 Sierra County 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

## **VI. 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. Sierra County 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 at least 72 hours 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 Sierra County SARB.
- G. A simple majority vote of the total Sierra County 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 present given there is a quorum.