



## **ATTENDANCE INTERVENTION**

# **SARB MEETING FACILITATION**

San Jacinto  
**Unified School District**  
(951) 929-7700  
State of California  
**MODEL SARB DISTRICT**

### **PRE-MEETING**

#### **RECEPTION AREA PREP**

- Appointment Sheet for Reference
- Sign-In Sheet for Families
- Clipboards w/ Parent and Student Forms:
  - Parent: Video Acknowledgment of receipt of info and understanding
    - ✓ Current address and phone
    - ✓ Reason for Absences
  - Student: Reason for Absences
    - What would help get student to school every day
    - Likes / Dislikes

#### **MEETING AREA PREP**

- 2 Laptop Computers (1 Notes / 1 Aeries)
- LCD / TV Projection
- Tissue and Pens – Near family seating area
- Appointment Sheets and Pens for each panel member
- Tent Name Cards for Panel Members
- Norms Posted and/or printed for each panel member
- Agenda Poster Posted

#### **FAMILY APPOINTMENTS**

Family appointments are set for 15 minutes before the actual meeting and they will check in at the Suite A reception area.

#### **INFORMATIONAL VIDEO**

Student and Parent(s)/Guardian(s) will check in and be asked to watch an informational video.

- They will asked to complete a form acknowledging their understanding and/or that they have questions.
- They will be asked to write down any questions on that form as well.

#### **SARB PANEL**

FACILITATOR: Administrator or Attendance Specialist

NOTES & CONTRACT: Attendance Specialist

Notes should be brief, bullet points, capture key issues or quotes

PANEL: Community Representative, School Counselor, Law Enforcement, School Representative,  
Parent/Community Liaison

#### **FACILTATOR**

- Welcome the panel and/or newly joining panel members
- Review the SARB Panel **NORMS** (Posted and/or Printed)
  - 1) Remain confidential with all information
  - 2) Declare any conflicts before SARB Meeting
  - 3) Keep eyes & attention focused on student and family
  - 4) Contribute thoughtful, serious questions that help confront or problem solve the issues

- 5) All verbal and non-verbal actions are to be constructive only
  - 6) One voice at a time (no parallel/side conversations)
  - 7) Use devices only for SARB intervention set-up and communication
  - 8) Drinks only – no food in meeting room
- Invite the panel to be involved with asking questions and offering support ideas
  - Ask the school site representatives if there is anything the panel needs to know before starting.
  - Ask a school site representative to go up front and escort the family member back to the meeting
  - Facilitate the following steps

**INTRODUCTION**

“Thank you for meeting with us today.”

“We are going to begin by going around the table to let everyone introduce them self.”

“My name is \_\_\_\_\_ and I am the \_\_\_\_\_ (state your position and location)”

- Ask student to tell the panel his/her school, grade and if elementary – teacher
- Ensure that your are able to conduct the meeting with the adults that are present; making sure they have educational rights

**ACKNOWLEDGEMENT OF LEGAL ADVISEMENT BY VIDEO**

“We see that you signed you were given information about attendance, truancy and related legal advisements through our video before you came in and that you understand what was shared with you.

Do you have any questions before we start? “

(See their paper for any questions they may have written.)

**PURPOSE (ALSO IN VIDEO BEFORE MEETING)**

“Thank you again for meeting with us today. Our purpose for the SARB meeting is to make sure that after today there are no more unexcused absences.” As you learned in the video, truancy is illegal and significantly impacts a student’s success with education.”

**MEETING AGENDA (ALSO IN VIDEO BEFORE MEETING)**

- 9) Introductions
- 10) Purpose of SARB Meeting
- 11) Legal Advisement on Truancy – ONLY IF NOT DONE BEFORE THE MEETING
- 12) Student Attendance
- 13) Why are the truanicies happening?
- 14) Student Grades and Missing Assignments
- 15) District Supports and Plan Development
- 16) Meeting Closure

**STEP 3: LEGAL ADVISORY (ONLY IF VIDEO IS NOT DONE BEFORE THE MEETING)**

**NOTE – IF PARENT INTERRUPTS**

“We need to do the legal advisement first so we are going to ask you to please hold that thought or until after we inform you of the legalities.”

**ATTENDANCE LAW**

”Attendance law is that every child is required to be enrolled and attending school every day.”

**ABSENCES THAT CAN BE EXCUSED**

California Education Code is specific about what absences can be excused and the primary reasons to excuse are: student illness, doctor’s appointments, student is required to be in court, and death in immediate family.

**EXCUSING ABSENCES**

It is the parent(s)/guardian(s) responsibility to communicate to the school site within 3 days, the reason for the absence. Communication can be through a written note, phone call, or leaving a message on the auto-dialer that informs you of absences.

**COMMUNICATION**

Please inform the school site of the reason for every absence, even if you know it will not be excused. It helps the school site and district know hardships and how to help your family.

**TRUANCY INTERVENTION PROCESS**

At 3 or more unexcused absences a student is considered truant by the state of California.

The school district will send Letter 1 to alert and inform the parent of attendance law and to begin the truancy intervention process by asking the parent to attend a School Attendance Review Team Meeting (SART Meeting) at the school site.

At 4 or more truanies, Letter #2 is sent

At 5 or more truanies, Letter #3 is sent and parent(s)/guardian(s) are referred to the district level to be asked to attend a School Attendance Review Board Meeting (SARB Meeting) where a district level and community panel will be present to intervene.

After the SARB meeting, if there is new truancy then the student will be referred to the District Attorney and may be served with a summons to attend a meeting at the San Jacinto Police Station.

**LEGAL CONSEQUENCES**

The parent(s)/guardian(s) can each receive consequences for each child at this level.

The consequence can be a citation with a fine that is usually around \$300 - \$500 dollars.

The more serious consequence can be a referral to court for a misdemeanor charge and parents are eligible to receive this when the student has missed 10% of the school year (18 days).

**STUDENT DATA – DEMOGRAPHIC AND ATTENDANCE**

- 1) Verify correct mailing address
- 2) Verify correct phone numbers
- 3) Review Attendance Data

**FAMILY INPUT**

- Ask Student why the absences are happening
- Ask the parent(s)/guardian(s) why the absences are happening
- Ask the student how they are doing with their grades and classes
- Ask parent if they are using Parent Portal and monitoring
- Ask the student what would help them NOT have any more unexcused absences

**STUDENT DATA – CLASSROOM PERFORMANCE**

- Share grades and missing assignments

**SARB PANEL DISCUSSION**

- SARB Panel should ask questions and offer strategies, ideas, supports
- As supports are offered to the family, flyers, applications, and referrals can immediately be given
- School administrators may email staff regarding setting up those supports at the time

**SARB CONTRACT DEVELOPMENT – AGREEMENT OF INTERVENTIONS AND SUPPORTS TO BE IMPLEMENTED**

- Read top of contract to parent

- “We are going to work together on this plan now to offer you supports that can help and then we will print this out after it is completed and ask you to sign it.
- Standard Items to be checked off:
  - ✓ Group District Attorney Mediation
    - Presentation at SJHS by DA
    - Informational and the DA is available after for individual questions
  - ✓ Saturday School
    - Unexcused absences will be removed first
  - ✓ Transportation Plan
  - ✓ Home Routine Plan
- Other Supports: determined with SARB Panel input and checked on the contract  
“What other supports does the SARB Panel want to add?”
- Ask family, “Do you have any other questions?”

#### **SARB CLOSURE**

- Print the SARB Contract – 2 Copies
- Ask Parent(s)/Guardian(s) and Student(s) to sign both copies  
(If parent refuses to sign or has comments – they can note in on the bottom of the form or the attendance specialist can document it)
- Family gets one copy / Attendance Specialist keeps the other copy
- Family is escorted out