

Chronic and Habitual Truancy Procedures

Step 1: Education Code Section 48260 – Truant: Absent from school **without a valid excuse [unexcused absences] for more than 30 minutes** for three school days in a school year.

Action:

- Truancy (T1) Letter: School staff mails or e-mails T1 letter to parents/guardians of students in grades Kindergarten (6 years old and above) to 12th after the third unexcused absence.

Step 2: Education Code Section 48261 – Excessive Truant: Continued absences from school **without a valid excuse [unexcused absences] for more than 30 minutes** after T1 letter has been mailed or emailed.

Action:

- School staff schedules, prior to mailing T2 letter (e.g., in person, telephone or by e-mail) a parent/guardian–student conference at either school site or home visit;
- Truancy (T2) Letter: School staff mails T2 letter, including time, date and location of conference; and
- School staff holds parent/guardian–student conference (in person or via telephone) and completes SARB Student-Parent/Guardian Agreement.

Optional – Prior to T3 letter

Action:

- School staff requests a School Resource Officer (SRO, if available) to conduct a home visit to explain the SARB process to the parent/guardian to exhaust all resources to improve attendance prior to mailing T3 letter.

Step 3: Education Code Section 48262 – Habitual Truant: Continued absences from school **without a valid excuse [unexcused absences] for more than 30 minutes** after T2 letter has been mailed.

NOTE: Education Code Section 48263 – If any minor in any district of a county is habitually truant, the pupil may be referred to the Sutter County Superintendent of Schools School Attendance Review Board (SARB) after all local resources available have been exhausted.

Action:

- Truancy (T3) Letter: School staff mails T3 letter.

Optional – Prior to Sutter County Superintendents of Schools SARB Referral

School Attendance Review Team (SART) serves as a school site intervention team prior to parent/guardian-student being referred to Sutter County Superintendent of Schools - School Attendance Review Board (SARB).

Action:

- School staff schedules a parent/guardian-student SART meeting at the school site. The SART team members may include school administrator, counselor, SRO or school representative with a minimum panel of three SART members. For technical assistance and procedures, contact SARB Chair, Grace Espindola at (530) 822-2968.

Step 4: Education Code Section 48263 – SARB Referral: After Steps 1-3 have been completed.

Action:

- School staff submits the SARB Referral form with the most current following supporting documents for review and approval, prior to SARB case being scheduled:
 - Attendance record with attendance notes
 - Grades and/or credits
 - Discipline record, if any
 - Intervention notes

All Districts/Charters (except YCUSD) submit to: Baljit Liddar, SARB Secretary
Sutter County Superintendent of Schools
Intervention & Prevention Programs - SARB
970 Klamath Lane
Yuba City, California 95993
Office: (530) 822-2968
Fax: (530) 822-3075
E-mail: baljitl@sutter.k12.ca.us

YCUSD submit to: Rocco Greco, Director of Child Welfare and Attendance
Phone: (530) 822-7640
E-mail: rgreco@ycusd.org

Step 5: Education Code Section 48263 – SARB Referral: Once SARB referral has been approved, SARB case will be scheduled for review with the SARB panel.

Action:

- SARB Secretary, Baljit Liddar mails SARB Subpoena notice to parent/guardian and notifies school representative of date, time and location of meeting.
- SARB Secretary and Truancy Officer requests from school staff, the most current following supporting documents:
 - Attendance record with attendance notes
 - Grades and/or credits
 - Discipline record, if any
 - Intervention notes