

# Truancy Hearing Process

## Steps leading to a District SARB Referral

One (1) day unexcused absence = one (1) - 30 minute or more tardy

Two (2) 15 minute tardies = 30 minutes tardy

Step 1) Student has high rate of excused/unexcused absences - Number of days to be agreed upon by Principal

3-5 days unexcused absences or 30 or more minutes tardy

- Truancy Letter #1 is prepared by classroom staff and sent to school office for mailing.
- A meeting time is set with Principal/Probation Officer to discuss truancy and possible consequences. Make notes of meeting on the Behavior Referral Form to be placed in student file at GG Office.
- If parent is a No Show, please make a note on a copy of the Truancy Letter #1 <http://www.cccoe.k12.ca.us/stewart/forms/letter1eng.doc> and place in student file at GG Office.

Step 2) Student has high rate of excused/unexcused absences

6-10 days unexcused absences or 30 or more minutes tardy

- Truancy Letter #2 is prepared by classroom staff and sent to school office for mailing.
- A meeting time is set with Principal/Probation Officer to sign *Student Attendance Review Team (SART) Contract* <http://www.cccoe.k12.ca.us/stewart/forms/truancy/sartagree.pdf>
- After meeting, if parent is a No Show or SART contract is violated, a CWA referral to the District is made.
- If parent is a No Show, note on copy of Truancy Letter #2 <http://www.cccoe.k12.ca.us/stewart/forms/letter2eng.doc> and SART contract and enter into Aeries.

Step 3) Absences Continue

(Any additional days unexcused absences or 30 minute tardy)

- Truancy Letter #3 <http://www.cccoe.k12.ca.us/stewart/forms/letter3eng.doc> is prepared by classroom staff and sent to school office for mailing to parents.
- A meeting time is set with Principal/Probation Officer to warn of consequences of absences.
- If parent is a No Show, or truancy continues, a SARB referral <http://www.cccoe.k12.ca.us/stewart/forms/truancy/refer.pdf> is made to the District SARB Committee. The GGCS site principal will coordinate with the District SARB representative to determine documentation necessary.

**After SARB packet is received by the District's Student Services (or designated office),**

- The SARB packet will be reviewed for SARB hearing consideration.
- A SARB meeting will be scheduled and the school will be notified.
- An administrator will need to be present at the SARB meeting if there is a student on the agenda from their school.
- If parent is a No Show or SARB contract is violated, consequences may be issued or a citation to appear before a Judge in Superior Court may be issued.

**Step 4) Absences Continue**

- A Review meeting may be scheduled with the District's SARB panel to check on the parent's and student's compliance with the SARB contract directives.
- A letter may be sent notifying the parent that the student is a "habitual truant" and the student may be referred to Superior Court.