

SART Guide

School Attendance Review Team



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What is the School Attendance Review Team

SART is a school team that includes the parent, student, principal, and a School Attendance Review Board member. The team's goal is to find ways to help improve the student's attendance or behavior.

At the meeting, the student agrees to follow the team's plan.

1. Attend school regularly and on time each day.
2. Abide by school rules and regulations.
3. Obey the directions of my teachers and administrators.
4. Complete my class assignments.
5. Develop a positive attitude about school.
6. Other

Parents agree to follow the directions of the School Attendance Review Team (SART) as listed below:

- Work with school staff.
- Make sure my child follows SART's rules.
- Follow the specific tasks SART assigns to me.
- Let the school know if my child breaks the agreement.
- Get a doctor's note if my child is absent for more than one day.
- Attend classes with my child if they skip school or misbehave again.
- Pick up my child's homework, or arrange for it to be picked up, if they miss more than two days of school.
- Make sure my child attends school every day and arrives on time.
- Talk to my child positively about school.
- Other

If I don't attend the meeting with the School Attendance Review Board Chairperson, the case will be sent to the district School Attendance Review Board (SARB).

IF ANY MINOR in any district of a county is a habitual truant, or is irregular in attendance at school, as defined in this article, or is habitually insubordinate or disorderly during attendance at school, the pupil may be referred to a School Attendance Review Board. [EC 48263]





Who makes up the School Attendance Review Team

A School Attendance Review Team (SART) typically includes the following key members:

- **School Administrator** (Principal or Assistant Principal): Oversees the meeting and ensures all school policies and procedures are followed.
- **Teacher(s)**: Provides input on the student's academic performance and classroom behavior.
- **Pupil Services and Attendance (PSA) Worker or School Social Worker**: Focuses on attendance-related issues and provides support services for the student and family.
- **School Counselor**: Offers insight into the student's social-emotional well-being and possible challenges affecting attendance.
- **School Nurse**: Assesses any health-related factors that may impact attendance.
- **School Psychologist**: Contributes expertise on mental health or learning challenges that could be affecting the student's attendance.
- **Parent/Guardian**: Actively participates in discussions regarding their child's attendance issues.
- **Interpreter** (if necessary): Ensures communication is clear for non-English-speaking families.

The specific team composition can vary based on the needs of the student and district policies, but these members are generally part of the core group.

School Attendance Review Team

Customizing your core team for improving student attendance should include the school's:



- **Principal / Assistant Principal:** Provides leadership and authority for attendance policies.
- **Attendance Clerk / Secretary:** Tracks attendance data and maintains communication with families.
- **School Counselor / Social Worker:** Offers support to address underlying issues affecting attendance, such as family challenges or mental health.
- **Teacher Representative:** Provides classroom-level insights and builds student rapport.

Teams are successful when they involve the right members (see previous page for examples), establish clear norms and roles, and hold regular meetings with a set agenda.

NAME	POSITION/TITLE	CONTACT INFO

Customized Solutions:

Each SART meeting is tailored to the specific student and family, often addressing broader issues like housing instability, family trauma, health concerns, or transportation challenges that contribute to chronic absenteeism.

Preparation Before SART Meeting

- Identify all school-aged children living in the home.
- Coordinate possible SART dates with team members (Administrator, PSW, Nurse, Psychologist, etc.).
- Schedule 45-minute meetings and create agendas for multiple SARTs.
- Arrange for an interpreter if needed.
- Send a SART letter two weeks before the meeting and either give the student a backpack letter or personally deliver the letter during a home visit.
- Place a copy of the teacher evaluation form in the teacher's box at least one week before the meeting.
- Retrieve the student's cumulative folder and print attendance records.

Chronic absenteeism

is typically defined as missing 10% or more of the school year for any reason, including excused and unexcused absences. In a standard 180-day school year, this amounts to about 18 days or more.

Truancy

Absent without valid excuse and/or tardy for 30 minutes or more on three separate days [EC48260].

Unexcused absences prompt required notification from the district to identify barriers to success.



REQUIRED LETTER

[EC 48260.5]

on 3rd occasion of truancy.

Day of SART Meeting

REQUIRED LETTER

[EC 48261]

**after 4th occasion of truancy.
Conscientious attempt to
meet with parents.**

Introductions:

Introduce the SART team and the family members present.



Gather Information for the Contract:

- Confirm address and phone numbers.
- Collect names and birthdates of parents and school-aged siblings.
- Ask for and make a copy of a driver's license or other identification.
- If one parent is absent, ask for their location, and if they live elsewhere, get their contact information.



Clarify Purpose of the Meeting

- Ask the parent if they understand why they are attending the meeting.
- After their response, review previous interventions (letters, calls, conferences, etc.).



Review Attendance

- Ask the parent if they know how many absences their child has.
- Go over the student's current and past attendance records.



Explain Attendance Policies and Consequences

- Discuss district policy
- Review compulsory education laws, SARB (School Attendance Review Board), and potential court involvement for continued unexcused absences.



Assess Attendance Issues and Family Dynamics

- Discuss potential factors affecting attendance, such as:
- Living conditions.
- Major family changes (e.g., death, job loss, divorce, homelessness).
- Parenting or academic challenges.
- Behavioral or substance abuse issues (student or parent).
- Mental health, physical health, or access to healthcare issues.

Day of SART Meeting

Early Intervention Tool: SART is designed to provide early intervention for students with attendance problems, giving schools a chance to address issues before they escalate to more serious consequences, like legal action through the School Attendance Review Board (SARB)



Department of Children and Family Services Involvement:

- Ask if there is any current or previous DCFS involvement.
- Clarify the reason for the case.
- Get the name and contact information of the Children's Social Worker (CSW) and have the parent/guardian complete a Release/Exchange of Information form.



Department of Probation Involvement:

- Inquire about any current or past involvement with the Department of Probation.
- Determine the reason for the case.
- Obtain the name and contact details of the Probation Officer, and have the parent/guardian complete a Release/Exchange of Information form.



CalWORKs Information (if applicable):

- Ask for the name and contact information of the CalWORKs eligibility worker.
- Have the parent/guardian complete a Release/Exchange of Information form.



Offer Resources to Address Identified Issues:

- Provide resources from the Community Resource Guide for relevant services (e.g., mental health, parenting, substance abuse counseling, mentoring, recreation, child care).
- Refer to school-based resources listed in the School Support Directory.
- Discuss alternative education options (adult school, independent study, home schooling).
- Document all referrals on the Community Resources Referral Form and retain a copy for your records.



Review the Contract

- Read the entire contract aloud to the family.
- Have the contract signed.
- Explain that continued unexcused absences will lead to a referral to SARB.
- Clarify that the contract will be placed in the student's cumulative record and will remain until they are 18 or graduate.
- Provide a copy of the contract to the parent/guardian and keep a copy for the school records.

After SART Meeting



Legal Documentation:

The records kept during the SART process can be used in court if the case escalates to SARB or if there is a need for legal action against the parents or guardians for non-compliance with compulsory attendance laws.

Document all interventions (e.g., phone calls, emails, parent meetings, mailed letters, referrals provided to the family) in the Contact Log or Record of Contacts. You may be building a case for court, so it is crucial that records are accurate and complete.

- Add the SART details to the student's Attendance Alert and place a copy in the cumulative folder.
- Send a copy of the SART contract to the schools of any siblings.
- If the family did not attend the SART meeting, try to contact them to reschedule. Make a home visit if needed.
- If there's no response, mail a copy of the contract, signed by those present, along with a "No Show to SART" letter. Mark the SART contract as "NO SHOW."
- If attendance does not improve, send a "SART Violation Letter" and schedule an appointment with the Resource Panel.



FOR SEVERE TRUANCY OR CHRONIC ABSENCE:

Referral to SARB

For students who continue demonstrating a pattern of chronic absence, truancy, or tardiness.

REQUIRED LETTER

[EC 48262]

after 5th occasion of
truancy.

Referral to SARB

Contact Information :

- Jose Espinoza, Coordinator III
☎ 661-636-4057 ✉ jespinoza@kern.org
- Jeff Hill, Prevention Services Facilitator
☎ 661-636-4056 ✉ jehill@kern.org
- Natalie Echeverria, Prevention Services Facilitator
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