

Bakersfield City School District
SARB Strategies
November 30, 2007

1. Follow the law – This is fairly self-explanatory. It is very important that the SARB coordinator understand the California law regarding school truancy and attendance.
2. Hold a conference – The Ed. Code requires that a conference be held/offered with the parent/guardian before the child can be classified as a “habitual truant.”
3. Automated Letters – We are a big district, this may not be possible for some of the smaller districts. We have an automated computer generated letter system. Our schools are notified daily of truant students and school staff can print out the first, second and third letters to notify their parents of their children’s attendance and meet legal requirements.
4. Legal Guardian – All too often, students that come to SARB meetings are accompanied by relatives/ “guardians” that are not actually legal guardians.
5. Complete Referral Packets – SARB packets should include all of the information necessary to give panel members the most complete “picture” possible of the student’s performance. We ask for school site SARB representatives to bring current attendance records, lifetime attendance records, discipline history and grade reports.
6. Have an Opening Script – We have a script that we use which states the law explaining to the parent/guardian why they are at the SARB meeting and gives them an overview of the procedures we will follow during the meeting. Part of our opening script includes having all of the panel members introduce themselves.
7. Role-play – Our SARB includes representatives from BPD, Probation, DHS, CPS Kern Mental Health, District Attorney and school officials. We all allow each other to offer information and ask questions related to their expertise.
8. Offer help – It is important to be familiar with as many of the different local agencies/collaboratives to refer families to for assistance.