
VIOLATION OF SARB CONTRACT
(SFSS-P009)
Sacramento City Unified School District

1.0 SCOPE:

- 1.1 This procedure describes the process after a SARB Contractual Agreement has been violated

2.0 RESPONSIBILITY:

- 2.1 CWA Liaison, Student and Family Support Services

The on-line version of the procedure is official. Therefore, all printed versions are unofficial copies.

3.0 APPROVAL AUTHORITY:

- 3.1 Director III, Student and Family Support Services

Approved signature on file

4.0 DEFINITIONS:

- 4.1 CWA – Child Welfare and Attendance
- 4.2 SARB – School Attendance Review Board: A multi-disciplinary team which meets to provide support and interventions to meet the special needs of students with school attendance problems
- 4.3 SASI XP – The current Student Information System (SIS) software package used by the District
- 4.4 SIS – Student Information System: The state mandated and approved electronic software that compiles, sorts, and stores student person/demographic, attendance, enrollment, and academic history/data for district, state, and federal reporting purpose

5.0 PROCEDURE:

- 5.1 The CWA Liaisons conduct a case review
- 5.2 The CWA Liaison will present the violations to the team, using the Case Review form
- 5.3 The team determines the next action to be taken based on the severity of the absences, who is perpetrating the absences, and how the absences are affecting the student academically
- 5.4 The CWA Liaison records the team's directive/s and after the meeting, enters the directive/s into the appropriate database
- 5.5 CWA Liaisons returns the Violation of SARB form, with the new directives determined by the team, to the school site administrator
- 5.6 The CWA Liaison completes all necessary documents as a result of the case review

6.0 ASSOCIATED DOCUMENTS:

- 6.1 Case Review Form
- 6.2 Current Report Card
- 6.3 Intervention Checklist (SFSS-F002)
- 6.4 SASI Attendance printout (elementary ATD42, secondary ATP13)

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6.5 SFSS student file

6.6 Violation of SARB Form (SFSS-F044)

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
SARB status database	Computer (name of file i.e. home visit request on EXCEL)	Indefinitely	N/A	Password
Student file	File cabinets	Until student turns 18 years of age or 21 years of age if student receives Special Education Services	Shredding	Locked Interior doors

8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
05/15/07	A	Initial Release
08/27/07	B	<ul style="list-style-type: none"> • revised job title of Approval of Authority (section 3.0) from Director II to Director III • revised 5.1 to reflect CWA Liaisons and Director to conduct the case review instead of Coordinator
08/07/08	C	<ul style="list-style-type: none"> • remove "and Director" from 5.1

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