

## ATTENDANCE COOPERATION PROCESS

When it is determined that a student in grades K-12 is in violation of the school district attendance policy and procedures, the school official will refer the student to the School Attendance Review Board (SARB).

The parents will be contacted to participate in the process. The school official may also invite juvenile court officers, the county attorney, other school officials and others deemed appropriate. If others are invited who don't have access to the student's records either by law or a Juvenile Justice Agency Information Sharing Agreement, parental consent is needed for them to participate in the SARB hearing.

The purpose of the SARB is to determine the cause of the student's nonattendance, get the parties to agree to solutions addressing the nonattendance and initiate referrals to any other services that may be necessary. The agreement is then written. The agreement is to include all terms agreed to and future responsibilities of all parties. All parties must sign the agreement and failure to sign by the parents is considered a violation of the process and initiates the next level.

If the parents do not participate in the SARB or violate the terms of an agreement, the student is deemed truant.

ADOPTED: 6/3/04

Reviewed: 6/3/04, 3/5/09, 6/9/14