

Santa Barbara County
Local School Attendance Review Board
BYLAWS

I. Name

The name of the organization shall be “The Santa Barbara County Local School Attendance Review Board” hereinafter referred to as the Local SARB, serving Carpinteria Unified School District, Cold Spring School District, Goleta Union School District, Hope School District, Montecito Union School District, and Santa Barbara Unified School District.

II. Intent, Goals and Responsibilities

A. Intent

The intent of the Local SARB is to provide intensive guidance and coordinated community services to meet the needs of pupils with school attendance problems as an attempt to avoid referral to the judicial system.

B. Goals

1. Diversion of pupils with serious attendance and behavior problems from the juvenile justice system by utilization of varied community counseling and guidance services.
2. Prevention of serious pupil problems by referral of pupils who are in danger of becoming truant, irregular in attendance, or disorderly to the appropriate counseling, guidance services and or educational services.

III. Responsibilities

A. The Local SARB shall carry out the responsibilities as authorized by statute, including Education Code sections 48321-48324 and Welfare and Institution Code sections 654, 601, 601.1, and 601.2, as those sections may hereafter be amended.

B. The Local SARB shall maintain pupil confidentiality in accordance with law.

IV. Membership

SARB membership may include representatives from the following:

- A. District Attorney’s Office
- B. County Welfare Department

- C. Law Enforcement Agency
- D. School Guidance Personnel
- E. Parent
- F. Community Based Youth Organization
- G. County Probation Department
- H. County Health Department
- I. County Superintendent of Schools
- J. School Districts
- K. Juvenile Justice / Delinquency Prevention Commission

V. Selection

The Local SARB representatives shall be nominated and selected by the District Superintendent, or delegate, of the participating school districts.

VI. Term

All representatives shall serve at the pleasure of their nominating or appointing officer or organization.

VII. Officers

A. Election

The Chairperson shall be elected annually at the first meeting of each school year.

B. The Chairperson shall be responsible for:

- Presiding at all meetings
- Arranging for necessary secretarial help
- Appointing committee chairpersons as needed
- Coordinating SARB services
- Preparing minutes of SARB meetings
- Reporting to the County Superintendent at the end of each school year

The Local SARB Chairperson will handle all correspondence, including gathering all necessary forms for referrals, supplying said forms, assisting as needed in their completion, and scheduling cases to be seen by the Local SARB. The Chairperson will prepare the agenda and packet of information for each meeting and forward to each member. The Chairperson will keep an accurate account of the Local SARB proceedings and perform other duties as may be assigned. Each school is responsible for preparing student information and forwarding this information to the Chairperson.

C. Absence of Chairperson

In the absence of the Chairperson, members present shall elect by a simple majority vote a temporary Chairperson.

D. Vacancies

Vacancy of a chairperson may be filled by a simple majority vote of the quorum present at the Local SARB meetings.

VIII. Meetings

A. All meetings shall be noticed and conducted in accordance with applicable requirements of the Brown Act (Gov. Code sec. 54950 *et seq.*)

B. Regular Meetings

Regular meetings shall be held at a neutral site at a time and place to be specified. Notice of the meeting shall be given and posted 72 hours in advance.

C. Special Meetings

Special meetings may be called at the discretion of the chairperson. Notice of the meeting shall be given and posted at 24 hours prior to such meeting.

D. Quorum

A simple majority of the representatives from membership categories listed in IV. A. through I., plus one or more district representatives, shall constitute a quorum at any meeting of SARB.

E. Voting

On all matters, including amendments to the bylaws and standing rules, the vote may be by a simple majority of the quorum.

F. Procedure

The Chairperson may, but is not required to, conduct meetings following Robert's Rules of Order, Newly Revised.

IX. Fiscal Policies

The fiscal year shall be from July 1 through June 30.

X. Standing Rules

A. Obligations of Representatives

1. Meetings

- a. Referring school must have an administrative representative present their referral to the Local SARB Board. Failure to have administrative representation will result in dismissal or continuation of referral.
- b. All representatives are expected to attend all regular and special meetings, or have their alternative representative, if any, attend.
- c. Representatives who must be absent from meetings shall notify the Chairperson prior to the meeting time 48 hours in advance.

B. Resignation

If a representative is unable to regularly attend the Local SARB meetings, he/she shall submit his/her resignation in writing to the Chairperson.

ADOPTED: _____
[date]

REVISED: _____
[date]