

Administrative Regulation Topic	Adoption Date	Rescinds/Amends
TRUANCY	7/12/99	

It shall be the policy of Madison County School District No. 2, also known as Norfolk Public Schools, to report as truant any student enrolled in the District for truancy on the part of such student. For purposes of this Policy, such reporting shall not be required of any student who is at least 16 years of age at the time truancy occurs. The term “truancy”, as used herein, shall mean unverified absences exceeding 5 days per quarter or the hourly equivalent or when the number of unverified absences exceeds 20 days cumulatively per school year or the hourly equivalent.

For any quarter in which the number of unverified absences exceeds 5 days or its hourly equivalent, the Superintendent or his/her designee shall see that services which shall include, but need not be limited to, the following are provided to the student and his/her parent or guardian:

1. One or more contacts between a school attendance officer, school social worker or other person designated by the school administration if such school does not have a school social worker, the student’s parent or guardian, and the student, if necessary, to report and to attempt to solve the truancy problem, unless the officer or worker has documented the refusal of the parent or guardian to participate in such meetings;
2. Educational counseling to determine whether curriculum changes, including, but not limited to, enrolling the student in an alternative education program that meets the specific education and behavioral needs of the student, would help solve the truancy problem;
3. Educational evaluation, which may include a psychological evaluation, to assist in determining the specific efforts by the school to help remedy any condition diagnosed; and
4. Investigation of the truancy problem by the school social worker, or if such school does not have a school social worker, by another person designated by the administration, to identify conditions which may be contributing to the truancy problem. If services for the student and his/her family are determined to be needed, the school social worker or other person performing the investigation shall meet with the parent or guardian and the student to discuss any referral to appropriate community agencies for economic services, family or individual counseling, or other services required to remedy the conditions that are contributing to the truancy problem.

If the student in question continues to be or becomes habitually truant, the attendance officer for the District, or the Superintendent or his/her designee, shall serve a written notice to the student violating Section 79-201 warning him/her to comply with its provisions. If, within one week after the time such notice is given, such student is still violating the Section, the attendance officer or Superintendent or his/her designee shall make reasonable efforts to report by phone the continuing habitual truancy of the student. If after such notice has been sent to the parents, the student again violates the attendance requirements of this policy, no written notice is required and a complaint may be filed with the County Attorney immediately.

At any time during the school year when a student shall have been absent more than 20 days cumulatively, or a like amount of time on an hourly equivalency, the attendance officer or the Superintendent or his/her designee shall report that fact to the County Attorney in the county in which the student resides. In addition to notifying the County Attorney of such fact in writing, reasonable efforts to inform the County Attorney by phone, as well, shall be made. If the County Attorney requests or requires any other reporting forms, the school attendance officer or the Superintendent or his/her designee shall complete such forms for reporting such excessive absenteeism or habitual truancy as described by this Policy and as defined by statute.

For the purposes of this policy, students will be considered truant if they:

- a) Fail to report to school and do not have an excuse from parents or guardians within 24 hours.
- b) Leave the building without checking out with the main office or school nurse and/or fail to have a parent call before leaving school.
- c) Are not in their assigned class, but remain in the school building without permission.

Refer to student handbooks for respective buildings to determine specific procedures and grade reductions that apply to truant students.