

**Hancock County Schools**  
**Truancy Prevention Procedures**  
**2023-2024 School Year**

*Schools will contact Parent/Guardian for **ALL** unknown absences. Direct phone calls are the most effective means of communication. Documentation of communications and attempted communications will be conducted via the student intervention tab in Infinite Campus. Schools may also commit to additional documentation methods as they see fit.*

**Protocols and Procedures for Unexcused Absences**

1. **Two (2) Unexcused Absence Events**
  - a. School sends a letter to Parent/Guardian defining Habitual Truancy
  - b. The Attendance Clerk will enter documentation of the letter into the Intervention Tab in IC
2. **Four (4) Unexcused Absence Events**
  - a. The Student Services Department will send a letter (*Initial Notice Truancy*) to the Parent/Guardian.
  - b. Notification letter is entered into IC via Student Intervention Tab.
  - c. Student will be added to Truancy Diversion List for possible meetings/actions
3. **Five (5) Unexcused Absence Events**
  - a. School Administration will need to conduct a conference/meeting with student and parent/guardian.
  - b. Conference/Meeting will be documented in IC Intervention Tab
4. **Six (6) Unexcused Absence Events**
  - a. The Student Services Department will be notified and a certified letter (*Final Notice*) will be sent and documented in Infinite Campus.
5. **Seven (7) or More Unexcused Events**
  - a. A Home Visit will be conducted by the Student Services Department in conjunction with administration from the student's school.
  - b. HCHS and HCMS students may be referred to HCAP

**\*\*Home visits can be conducted at any time by school administration when deemed necessary.\*\***