

**BOARD OF TRUSTEES
HUMBOLDT COUNTY SCHOOL DISTRICT**

**POLICY 5031
HABITUAL TRUANCY ADMINISTRATION**

Legal Reference: NRS 392.148, NRS 392.130, NRS 392.140

1. Purpose

The HCSD Board of Trustees is committed to promoting regular school attendance as essential to student academic success. In accordance with NRS 392.148, this policy establishes district procedures for investigating truant behavior, holding administrative hearings, and applying administrative sanctions—including driver's license suspensions or delays—to address habitual truancy.

2. Declaration of Habitual Truancy

A student is designated as a habitual truant pursuant to NRS 392.140 when they have three (3) unexcused absences in a single school year without an acceptable excuse provided by a parent or legal guardian.

3. Notice and Investigation

Prior to imposing administrative sanctions under NRS 392.148:

- **Notification:** The principal or designated attendance official shall issue written notice to the student's parent or legal guardian stating that the student has reached habitual truant status.
- **Investigation:** The administrator shall conduct an investigation into the circumstances of the absences, including reviewing attendance records and any written explanations submitted by the parent/guardian.

4. Administrative Hearing at Truancy Advisory Board

- The District shall provide the parent/guardian and student an opportunity to attend an administrative hearing at the Truancy Advisory Board with the site principal (or designee) and/or district attendance officer.
- The purpose of the hearing is to review attendance records, evaluate mitigating factors, and determine whether administrative sanctions are warranted.

5. Right to an appeal hearing before Board designated Administrator

- The District shall provide the parent/guardian with the opportunity to have an appeal hearing before the Designee of the Board of Trustees within 30 days.
- No later than 30 days after the hearing, the Board Designee will issue a decision in writing via certified mail to the parent or guardian.

6. Administrative Sanctions (DMV Driver's License Restrictions)

If a student is declared a habitual truant following the investigation and hearing process, the District shall report the determination to the Nevada Department of Motor Vehicles (DMV) pursuant to NRS 392.148:

- **First Occurrence:** The District attendance officer (School Resource Officer or HCSD designee) shall confiscate the driver's license to the extent possible, and request the DMV to suspend the student's driver's license (or delay eligibility to apply for a driver's license/permit) for 30 to 60 consecutive days.
- **Second or Subsequent Occurrence:** The District attendance officer (School Resource Officer or HCSD designee) shall confiscate the driver's license to the extent possible, and request a suspension or delay of eligibility for 60 to 180 consecutive days.

6. Verification and Compliance (DMV-301)

- The District shall issue or withhold Nevada DMV Form DMV-301 (Certification of Attendance) based on the student's compliance with attendance requirements.

7. Adoption and Implementation

The Superintendent is authorized to establish administrative regulations and procedural manuals necessary to execute this policy in full compliance with state law.

Adopted: 8/25/2026