

HABITUAL TRUANCY ADMINISTRATIVE PROCEDURE

Humboldt County School District • Policy & Implementation Flowchart

Board of Trustees Presentation

Ref: NRS 392.148 | 392.130 | 392.140

POLICY STATEMENT & PURPOSE

HCSD is committed to regular school attendance as essential to academic success. Pursuant to **NRS 392.148**, this visual guide outlines district procedures for investigating truant behavior, conducting administrative hearings, facilitating due process appeals, and enforcing administrative sanctions (including Nevada DMV driver's license restrictions).

1

Declaration of Habitual Truancy

NRS 392.140

A student is officially designated as a **Habitual Truant** upon accumulating **three (3) unexcused absences** within a single school year without an acceptable excuse submitted by a parent or legal guardian.



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Notice & Initial Investigation

NRS 392.148 & 392.130

1. Written Notification

Principal/Attendance Official issues formal written notice to parent/guardian of habitual truant status.

2. Investigation & TAB Referral

Administrator conducts investigation, reviews records/ explanations, and refers case to Truancy Advisory Board (TAB).



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Truancy Advisory Board (TAB) Administrative Hearing & Remediation

Site Level Review

- **Administrative Hearing:** Held with parent, student, site principal (or designee), and/or District Attendance Officer to evaluate mitigating factors.
- **Remediation & Monitoring:** TAB establishes a tailored remediation plan to remove barriers and monitors attendance progress for a prescribed evaluation period prior to sanction initiation.



4

Due Process Appeal Right (Board Designee Review)

30-Day Window

- **Right to Appeal:** Parent/guardian may request an appeal hearing before the designated Administrator of the Board of Trustees.
- **Timeline & Determination:** Hearing held within **30 days** of request. Board Designee issues a final written decision via **certified mail** within 30 days post-hearing.



5

Administrative Sanctions & Court Referral

NRS 392.148 Enforcement

If status is upheld post-hearing/appeal, District refers student to the **6th Judicial District Court** and reports to the **Nevada DMV**. SRO / District Officer confiscates driver's license where applicable:

1st Occurrence

DMV requested to suspend or delay driver's license / permit eligibility for **30 to 60 consecutive days**.

2nd & Subsequent Occurrences

DMV requested to suspend or delay driver's license / permit eligibility for **60 to 180 consecutive days**.



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Verification & Compliance Monitoring

DMV Form DMV-301

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

LEGAL ALIGNMENT

Fully compliant with NRS 392.148, 392.130, & 392.140 governing Nevada public schools.

INTERVENTION FIRST

Prioritizes barrier removal via Truancy Advisory Board prior to initiating DMV sanctions.

DUE PROCESS

Guarantees formal 30-day appeal window with written certified mail decisions for families.

IMPLEMENTATION

Superintendent is authorized to maintain procedural manuals to execute policy effectively.