

Norfolk Public Schools
Excessive Absence Procedures

It shall be the procedure of the building administrator to report to the Director of Student Services and to parents/guardians, any student enrolled in the district for excessive absenteeism on the part of each student. For purposes of this procedure, such reporting shall not be required of any student who is at least 16 years of age at the time excessive absenteeism occurs. The term “excessive absenteeism”, used herein, shall mean verified and unexcused absences exceeding 5 days per quarter or the hourly equivalent, or when the number of verified and unexcused absences exceeds 20 days cumulatively per school year or the hourly equivalent.

The building principal shall investigate factors involved in any case of excessive absenteeism. In the event that the building principal determines that such absences are not justified, he/she may determine such student to be truant. All required procedures of the Norfolk Public School Truancy Policy #501.21 shall then be followed. This may be true even if some or all of the student’s absences have been excused by the student’s parents/guardians, and the building principal determines such excessive absences are detrimental to the child’s educational performance. Specific procedures and consequences for students reported for either excessive absence or truancy are listed in the student handbook for each building.