

## Truancy Procedure

Children between the ages of seven and sixteen who do not have an excused absence from school (including public, private or home school) during times when school is in session are considered truant.

The Parma Public Library does not encourage or condone truancy, but it is the responsibility of parents and police to enforce truancy ordinances.

Children who use the Parma Public Library may attend their school or be schooled at home. Children may be suspended or have excused absence from school so it cannot be assumed that children in the library during public school hours are truant. Children who have no visible reason to be at the library or have been at the library during school hours can be suspected of truancy.

The following procedures have been established for handling suspected truancy violations.

1. Staff should try to learn the students' name, it is permissible to ask for the student's ID. First and last name is best, but first name can help to begin the procedure.
2. When a student who is at the Parma Public Library during regular school hours and is suspected of being truant, staff should contact the high school attendance office at 392-1000 X2246, or Merton Williams attendance office at 392-1000 x3151 and let them know the student is suspected of truancy and give them as much information as possible on the student's name and description.
3. Assistant Principal Mark Demeco at the high school and Ashley Sceola at Merton Williams will then help the attendance office to try to determine the student's identity and send a security officer to the library if the individual should be at school.