

SCHOOL BOARD

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DIVISION SUPERINTENDENT
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ATTENDANCE POLICY NOTIFICATION

- Once daily attendance is taken, parents of absent students receive an all-call through our automated messaging system to notify them that their child has not arrived at school by 8:20 am.
- **If you are not receiving these calls, please update parent contact information in parent portal.**
- **Parents are REQUIRED to submit documentation for ALL ABSENCES to their child's respective school.**
 - **Excused absences include**
 - Medical excuses from Doctor's office—parent's responsibility to obtain from Dr.
 - Court appointments—parent's responsibility to obtain from the court
 - Death in the family—Parent must submit written note to front office
 - Religious activity—Parent must submit written note to front office
 - School Activity—Documented in system by school
 - Parent note and/or phone call that child was sick
 - NCS will accept up to 7 parent notes/school per year as excused
 - The 8th parent note and beyond will be considered unexcused
 - Family trips during school days must receive PRIOR ADMIN APPROVAL; family trips not receiving prior approval will be considered unexcused
 - Administration may excuse other absences due to extenuating circumstances for students considered in good standing academically and no excessive absences
 - **Unexcused absences include**
 - Any absence that was avoidable and/or unnecessary
 - Any absence with unsatisfactory documentation
 - Any absence that is not followed up with a note/documentation or parent phone call
 - School suspensions
 - Any absence beyond 7 without proper documentation
- **After 5 unexcused absences, the division Truancy Officer mails a letter to the parents at the mailing address provided by the parent.** This letter requests parents to call the Truancy Officer to discuss the student's attendance. Any communication is documented by the Truancy Officer. Returned letters due to incorrect mailing address supplied by the parent will be placed in the student's file and the Truancy Officer will proceed with the next steps, when attendance levels have been reached.
- **After 7 unexcused absences, the division Truancy Officer will schedule a conference with the parent and student that will take place on the date/time designated with or without the parent's presence, per NCS Attendance Policy.**
- **After 10 unexcused absences, the division can refer both the parent and student to the Juvenile and Domestic Relations Court for truancy proceedings.**
- Norton City School's Truancy Officer is Virginia Roberts who can be reached at 276-679-2330.