



Chinquapin Elementary School

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Brittany Knowles, Principal
Jessica Whitman, Assistant Principal

Dear Parent or Guardian:

We would like to welcome you all back to a new school year. To ensure student success this year we will be focussing on keeping students in attendance as much as possible. School attendance and class participation are integral parts of academic achievement and the teaching-learning process. Through regular attendance, students develop patterns of behavior essential to professional and personal success in life. Regular attendance by every student is **mandatory**. The State of North Carolina requires that every child in the State between the ages of 7 (or younger if enrolled) and 16 attend school.

As stated in the 2023-2024 DCS Student and Parent Guide and Code of Conduct, when a student must be absent, he/she must bring a note back the following day explaining the absence. All notes must be turned in to the office, where they will be filed for future reference if an attendance appeal is needed. Although notes from home are acceptable, these notes may not be accepted **more than 3 days** after the student's return. Please make sure to include the student's full name and date of absence. The school's attendance committee also has the authority not to accept excessive notes from home.

Chinquapin Elementary's K-8 attendance policy will allow parents/guardians to send no more than **3 handwritten notes per semester** to excuse a student's absence.

There will be no more than **3 unexcused absences accepted per 9 weeks**. If a child exceeds these 3 unexcused absences, the parent can appeal these unexcused absences to an attendance committee. Parents will need to make a request to the front office if they would like to appeal any absences over 3. This committee will determine consequences for the excessive absenteeism from the following options: the student will not receive a passing grade for the grading period; the student's grade will be reduced; the student will receive the grade otherwise earned; or the student will be given additional time to complete the missed work outside of the instructional day and/or calendar year before a determination of the appropriate grade/promotion status is made.

If you have any questions or concerns, please do not hesitate to reach out at 910-285-3476

Sincerely,

Brittany Knowles

"Learning Today, Leading Tomorrow!"

The table below explains the attendance procedures that we will apply for unexcused absences:

Chinquapin Elementary K-8 Attendance Policy
Parents will be receiving a daily ConnectEd call with each absence.
3 Unexcused Absences - attendance letter sent home
6 Unexcused Absences - attendance letter sent home and parent contact by social worker
8 Unexcused Absences - parent conference with social worker and/or attendance committee
10 Unexcused Absences - attendance letter sent home, parent conference with social worker/administration-possible truancy mediation
10+ Unexcused Absences - possible truancy mediation/truancy court