#### **Student Services**

## SCHOOL'S IN – DON'T BE OUT!

Georgia's Compulsory Attendance Law

The goal of the Student Services Department is to ensure that every student attends school regularly. Student absences result in lack of instruction time and contribute to gaps in learning.

Parents please write a note and/or call the school if your child is sick. All excuses must be provided to the school within 5 days of your child's absence.

The Pickens County Parental Responsibility Act (Truancy Ordinance Section 42-7) allows for a child to miss (5) unexcused days.

**IMPORTANT NOTE:** All excuses, including medical and dental may be faxed directly to the District Attendance Office at (706) 253-1771, with the exception of PHS excuses.

If you have questions about school attendance, please contact the Student Services Dept.at (706)-253-1700.

• Whitney Carnes – School Social Worker - whitneycarnes@pickenscountyschools.org

• Kayla Kinser – School Social

Worker - kaylakinser@pickenscountyschools.org

• Cindy Pope - Student Services Administrative Assistant -

cindypope@pickenscountyschools.org • Rita Nolan- District Attendance

Clerk (HCES, JMS) – ritanolan@pickenscountyschools.org

• Becky Prescott- District Attendance

Clerk (TES, HES, PJHS) - beck-

yprescott@pickenscountyschools.org • Sharmon Martin – Pickens High School (706) 253-1800 - sharmonmartin@pickenscountyschools.org

### **Key Things To Remember**

• If your family is under an Attendance Support Team Contract, please remember it is enforced for one (1) full calendar year (from initial date signed). Medical or school nurse excuses must be provided.

• If your child is sick and you cannot get a doctor's appointment, you may bring your child to their school to be seen by the school nurse. Please do not put your sick child on the school bus.

• If your family is under an Attendance Support Team Contract and your child misses the bus (in the morning or afternoon), contact the Student Services department at (706) 253-1700 and emergency transportation will be provided. This is not to be used on a regular basis, in place of normal bus

transportation.

• Write a note if your family has an emergency or death in the family.

• Communication is key. Please call your child's school or the attendance office if they are going to be out for several consecutive days and send a note referencing the reason upon their return.

• Remind your child to turn notes in to the school, and check with the school employee in charge to verify the notes have been received.

• If you email your child's teacher about an absence, please send a note once the student returns to school (teachers are not responsible for printing emails to turn in to the front office).

### **Early Check-Outs**

<b>Elementary School</b>	Middle School	Pickens Jr High	High School
12:00 noon	12:00 noon	11:15	2 class periods

Georgia's compulsory attendance law (20-2-690) requires that all children under the age of 16 who are at least 6 years old must attend school (i.e. public, private, or home study). Any kindergarten student (age 5) who enters school and remains in school for 20 school days is subject to the Compulsory School Attendance Law.

Any parent, guardian, or other person residing in this state who has control or charge of a child or children and who shall violate this Code section (20-

#### **Changes** in address or phone number

• If you have a change of address or phone number, please notify the school immediately.

• Please access the online tool "Infinite Campus" to verify your family's contact information and communicate with your child's teacher:

• You will be given an ID by your child's school

• Go to pickenscountyschools.org

• Click on the "Parents & Students" tab for a drop-down menu to appear, select "Infinite Campus", and complete login. This will allow parent access to see grades and attendance.

2-690) shall be guilty of a misdemeanor and, upon conviction thereof, shall be subject to a fine not less than \$25.00 and not greater than \$100.00, impris-onment not to exceed 30 days, community service, or any combination of such penalties at the discretion of the court having jurisdiction.

#### **Viewing grades** and attendance

Please access the online tool "Infinite Campus" to verify your family's contact information and communicate with your child's teacher. You will be given an ID by your child's school.

Go to pickenscountyschools.org

• Click on the "Parents & Students" tab for a drop-down menu to appear and select "Infinite Campus" and complete login. This will allow parent access to see grades and attendance.

# Keep in mind

 The Student Services Department may ask for a physician's written explanation if persistent systematic patterns of absences has been established (e.g., absent every Monday, more than 10 absences were recorded the prior school year, etc.).

• If you check your child out early for • If your child remains in school for a medical appointment, you must pro- half the school day, he/she will be vide a medical excuse once your child counted present for the day. returns to school the next day.

