

IMPORTANT PROCEDURAL REMINDERS

Please help us to provide our students and staff with uninterrupted instruction time by following Roger Ludlowe's

ATTENDANCE PROCEDURES:

- 1. CALL THE ATTENDANCE RECORDING LINE (255-8403) TO REPORT ALL REASONS FOR STUDENT ABSENCES AS WELL AS AN ANTICIPATED LATE ARRIVAL AT SCHOOL.** Otherwise the student will be marked absent for the day and unnecessary calls will be made to your home and/or place of business.
- 2. STUDENTS NEEDING TO LEAVE SCHOOL BEFORE 2:50 P.M. MUST BRING A NOTE FROM HOME TO THE MAIN OFFICE BEFORE HOMEROOM ON THE MORNING OF THE EARLY DISMISSAL.** The student will "trade in" the early dismissal note from home for a pass from the attendance secretary in order to leave class and meet the parent in the main office at the designated time.
- 3. WHEN ITEMS ARE DELIVERED TO SCHOOL UPON THE REQUEST OF A STUDENT, THE STUDENT ASSUMES THE RESPONSIBILITY OF RETRIEVING THE ITEM IN THE MAIN OFFICE.** This procedure eliminates interrupting the classroom, however, consideration is always given in an emergency.
- 4. WHEN ITEMS ARE DELIVERED TO SCHOOL PRIOR TO LUNCH WITHOUT A STUDENT'S KNOWLEDGE,** THE ITEM WILL BE BROUGHT TO THE CAFETERIA FOR THE STUDENT TO PICK UP AT LUNCHTIME. WE ASK THAT ITEMS NOT BE BROUGHT IN AFTER 10:45 A.M.
 - **Change for the 2014-2015 school year.** Items that must be delivered to RLMS will be left on a covered cart outside of the main entrance doorway. Parents/guardians will be asked to leave the item with the student name and grade noted on the item. The cart is within eyesight of the main office and items will be collected throughout the day. It will be the student's responsibility to retrieve the item from the Main office.
- 5. STUDENTS ARE ENCOURAGED TO MAKE ALL AFTER-SCHOOL TRANSPORTATION ARRANGMENTS PRIOR TO ARRIVING AT SCHOOL IN THE MORNING.** Again, consideration is always given in emergency situations so that students will be able to use the office phone.
- 6. STUDENTS WHO ARRIVE TO SCHOOL LATE DUE TO A MORNING MEDICAL APPOINTMENT MUST BRING A NOTE FROM THE PHYSICIAN OR DENTIST** TO BE CONSIDERED "EXCUSED" however the "tardy" will still appear on the report card. Please try to avoid early morning appointments whenever possible. If you know in advance that your child will be tardy, please remember to notify the office by using our attendance line (255-8403) to report the anticipated late arrival (see #1 above.) **All other "TARDIES", other than medical, will be marked "UNEXCUSED" and noted accordingly. THANK YOU!**