

## **RMS Attendance Procedures**

### *School Hours*

School starts at 8:55 am and finishes at 3:09 pm. Some school activities such as sports teams and clubs begin before 8:00 am and the school is open for students at this time.

The school office is open from 8:00 am to 4:00 pm. The school building is closed at 4:30 pm except for those students involved in programs that are scheduled after hours such as practices/rehearsals.

### *Late Arrival Procedures*

Students who arrive late to school must report to the office to sign in and get a late slip. Students will be marked as an excused late if the parent provides a note or calls the school.

### *Leaving Early Procedures*

At times, students must leave school early due to illness or to attend an appointment. To ensure our students safety, we can only release a child early when the student:

- provides a signed note from a parent or guardian indicating the time the child may leave school and the reason for absence
- is picked up by a parent or guardian

If a student does not have a note and a person other than the parent or guardian arrives at the office wanting to pick-up the child, the parent or guardian will be contacted by the office to confirm the arrangement before the child is released.

### *Student Absence*

A parent or guardian should call the school at (250) 870-5109 and report a student absence.

When students are absent with no phone call or prior notice from parents excusing their absence, the school will phone to confirm the absence is excused.