

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.