



Dear Parents/Guardians,

Please see the [attendance procedures for Lordship Elementary School](#). If you have any questions, please contact Ms. Murphy or Mrs. Doerr. This is how teachers will be taking attendance and the expectation for all student learners. Students working from home must complete all work and participate in lessons just like they would be expected to in-person. If work is not completed and arrangements have not been discussed with administration and your child's teacher, this will be reflected on your child's report card.

### Attendance Guidelines:

- **In-Person Learners** must arrive by 8:45am. If your child is absent you must call the main office to notify of the absence. If you forget to call, your child will be marked absent and the school nurse, Mrs. Papin, will call every number on the emergency form, until we are able to reach someone to ensure your child is safe. If your child arrives past 8:45am they will be marked as tardy.
- **Distance Learners and Cohort Students Online From Home** must log on to their google meet/zoom meeting or on to their google classroom to answer the question of the day by 9:15am (\*this will depend on what the teacher has set up). If this does not occur, your child will be marked absent. If your child doesn't engage by 9:15am, they will be marked absent and the school nurse, Mrs. Papin, will call every number on the emergency form, until we are able to reach someone to ensure your child is safe. If your child engages after 9:15am they will be marked as tardy. Please contact the main office if special arrangements need to be made. School administration and teachers will then create a specific plan for your child.

*Kate Murphy*  
Ms. Kate Murphy  
Principal

*Kristen Doerr*  
Mrs. Kristen Doerr  
Assistant Principal