

Los Alamitos Unified School District



Rossmoor Elementary School

3272 Shakespeare Drive • Los Alamitos, California 90720-3842

(562) 799-4520 • Fax (562) 799-4530

Sherry Kropp, Ed. D.
Superintendent

A National Blue Ribbon School
A California Distinguished School

Kiva Spiratos
Principal

2013-2014 Office & Health Office Procedures KEEP THIS MEMO FOR REFERENCE

School Office: **ATTENDANCE 562-799-4520 EXT 75201**

- Call the attendance line before 8:00 am and report the absence as well as the **reason for the absence**. If student is absent subsequent days, call the attendance line each day of absence. *If no reason is given, an automated phone call and email will be sent.*
- Tardy students should be signed in at the office **by a parent**.
- Absence or tardy due to a Doctor or Dental appointment requires a Physician's note to clear the absence/tardy (absence or tardy due to a sibling or parent medical appointment is *not excused*).
- "Unverified" absence is the same as unexcused. ***It is the responsibility of parents to contact the school office when students are absent. Notifying the teacher will not verify the absence.***
- The following reasons for absence are excused:
 - Student Illness
 - Student has a Medical/Dental appointment (note required)
 - Death of a family member/Attending Funeral
 - Court – If student is ordered to appear (proof required)

Absence for reasons other than the above listed are UNEXCUSED. Three unexcused absences or unexcused tardies in excess of 30 minutes will result in your child being reported as truant

Health Office: **562-799-4520 EXT 75204**

Health Clerk - Mrs. Hall; Hours - 10:15-1:15

- Students with a temperature over 100 must be fever free for 24 hours before returning to school.
- All medications to be dispensed at school (PRESCRIBED AND NON-PRESCRIBED) require the following:
 - ✓ LAUSD **REQUEST FOR ADMINISTRATION OF MEDICATION** form (available on line at www.losal.org) completed by both parent and doctor.
 - ✓ The medication must be in the original package (with prescription label, if prescribed) dosage on the medication label must match the Physicians orders.
 - ✓ Dosage must be in milligrams (mg).
 - ✓ First Aid products such as non-medicated lozenges, contact lens solution and sun-block lotion do not require physician orders but do require a signed parent request. Forms available in the office and on the District Website www.losal.org
 - ✓ LAUSD PROTOCOLS REQUIRE ALL MEDICATION TO BE KEPT IN THE HEALTH OFFICE (This includes the above mentioned first aid products).

LAUSD Board Policy requires a physician's note after the 3rd day of absence .

- **All visitors/volunteers must sign in and wear a badge while on campus during school hours**
- **All deliveries/messages must be left with the office.**
- **Requests for homework require 24 hours notice.**