

Mr. Rummelhoff's Division

Expectations for the 2011 and 2012 school year

The division is the student's home base of operation. Students are expected to be in their divisions on time at the beginning of each day and remain for the entire division period. This is where the public address announcements are, LTLBTV is broadcast, and the Warrior and other publications are distributed. Students are to remain in their assigned seats for the entire division. Students are to be silent during all announcements. Students are to participate in all counselor directed advisories. Each division is under the leadership of a teacher and counselor. These individuals are your FIRST source of information for guidance with any school or personal problem. Please feel free to consult your division teacher or counselor for help.

Parents

Each day your child is absent or tardy past 15 minutes the school must be notified before 7:40am the morning of the absence or tardy.

Contact Teacher for Division 458

Paul Rummelhoff

Parummelhoff@cps.edu

773-534-5644

Please leave a message with the student's full name and reason for absence or tardy. If you would like a call back please leave any other pertinent information.

If the parent of a student who has been absent does not contact Mr. Rummelhoff, the student will be considered truant until confirmation and explanation of absent from the parent is received. Mr. Rummelhoff will attempt to contact the parent from the phone numbers obtained from the parent contact form and CPS emergency record card.

1. The student must, upon return, present to all of his or her teachers a note signed by a parent. This note must include the student's full name, division code, dates and cause of absence, and a phone number where a parent can be reached during the day.
2. This note will then serve as the student's admit to all classes. The student should ask each of his or her teachers to sign the note and return the note to the division teacher.
3. A student who is absent because of a contagious disease or another major medical reason **MUST** present a medical statement from a duly licensed physician upon his or her return. This medical statement is given to the nurse in Room 116 or attendance office 205 who will issue an official reinstatement to school.
4. **If a student will be absent three or more days, the parent should contact the counselor to obtain class work and notify the Attendance Office of the number of days the student will be out.**
5. **When a student is absent three or more consecutive days, the student must report to the Attendance Office with a parent and documentation of the reason for the absences.**

Contact Counselor for Division 458

Ben Fraga

bffraga@cps.edu

773-534-5423