



DIEGO HILLS CENTRAL PUBLIC CHARTER SCHOOL

STUDENT PICK UP POLICY AND PROCEDURES

The objectives of this policy and procedures are to ensure the safety and well-being of students at Diego Hills Central. Every effort will be made by Diego Hills Central to ensure the fair and expedient implementation of these procedures. Parents and guardians of K-8 students at Diego Hills Central shall be notified of these procedures through receipt of a *Late Pick Up Notice*.

- A parent or other designated adult over 18 years of age is expected to pick up their K-8 student promptly at the end of the school at 3:00 p.m.
- The Teachers will ensure that all students are picked up by their designated parents/adults.

At 3:15 p.m., if students have not been picked up, the following procedures shall be followed:

1. The Teacher must notify Site Administration.
 - a. Site Administration will fill out the *Late Student Pick-Up Record* with all contact information for guardians and emergency contacts found in SIS.
 - b. The Teacher will attempt contact to all people on the form and enter their notes on the form.
 - i. If contact has been made and a time for pick-up has been relayed to the teacher, they will notate it on the form.
 - ii. School staff will verify the ID of the person scheduled to pick up the student, and require a signature of the person the student is being released to.
 - c. The form can then be left with the Site Administration.
2. If no successful contact has been made by the Teacher and the student has not been picked up within 30 minutes after, Site Administration will repeat contact.
 - a. If no successful contact has been made by the Site Administration and the student has not been picked up within 30 minutes after the second attempt, this will constitute an “emergency situation.” Site Administration will take steps to ensure the safety of the child which may include contact with Child Protective Services and/or the local police.
3. Site Administration will log all contacts in SIS in contact manager for the student.
4. Site Administration will mail a *Late Pick-Up Warning Letter* home.
5. After a third *Late Pick-Up Warning Letter* has been sent home, students may be subject to school disciplinary procedures.