
Important Notification Policy Update

When the school contacts a parent/guardian regarding their student, there will be a **20minute response window for EMERGENCY SITUATIONS** and a **60-minute response window for NON-EMERGENCY SITUATIONS.**

The following steps will be taken:

For EMERGENCY SITUATIONS

- After **10 minutes** of no response, we will begin contacting the alternate individuals listed on the student's emergency contact card.
- After **20 minutes** without a response from any listed contact, the school may notify local law enforcement to ensure the student's safety.

For NON-EMERGENCY SITUATIONS

- After **30 minutes** of no response, we will begin contacting the alternate individuals listed on the student's emergency contact card.
- After **60 minutes** without a response from any listed contact, the school may notify local law enforcement to ensure the student's safety.

Please note: **Repeated failure to respond in a timely manner may result in the student being subject to dismissal from the school.**

It is crucial that all contact information, including emergency contacts, is kept current and that calls from the school are answered promptly.

Thank you for your attention and cooperation.

Parent/Guardian Signature

Parent/Guardian Name (PRINT)

Date: