

## Non-Routine After School Pickup

### **When a learner is not picked up from school**

- 1) The school will contact all parents/guardians and emergency contacts listed in PowerSchool.
- 2) If the learner is not picked up within 30 minutes, the school will contact the School Resource Officer (SRO) and the learner will be turned over to the SRO.
- 3) The SRO will contact all parents/guardians in their records.
- 4) If the learner is not picked up within the timeframe dictated by the SRO, the SRO will engage with social services to ensure the learner is adequately cared for.

### **When a learner is not met at the bus stop\* and is returned to school**

- 1) The school will contact all parents/guardians and emergency contacts listed in PowerSchool.
- 2) If the learner is not picked up within 30 minutes, the school will contact the Police Department for assistance in locating an adult authorized to care for the learner.
- 3) The Police Department will contact all parents/guardians in their records.
- 4) If the learner is not picked up within the timeframe dictated by the Police Department, they will engage with social services to ensure the learner is adequately cared for.

*NOTE: Due to the late return of buses that service the Early Childhood Center (ECC), the Police Department will be the first contact for any learners from the ECC that are not met at the bus stop and are returned to school. This contact will be initiated by the Transportation Department, as school staff are typically gone for the day before ECC buses return.*

*\*Being met at the bus stop is not a requirement for all learners. Parents/guardians would be made aware by the school if that was the expectation with their learner.*