

## Rilke Policy 005 – Parent/Guardian Notification

1. General Purpose
  - a. The APC places student safety and well-being as a paramount priority. Ensuring parents/guardians are fully informed and engaged with the Rilke staff during significant situations is the ultimate function of the school management team.
  - b. The purpose of this policy is to ensure timely and accurate notification to affected parents/guardians whenever a significant injury or disciplinary issue occurs at Rilke Schule.
  - c. An incident of significance is any such situation that warrants a student be seen by the principal, teacher-in-charge, and/or nurse.
2. Principal Responsibilities
  - a. Establish school-wide procedures to execute this policy.
  - b. Principal, teacher-in-charge, or nurse as applicable or designated by the principal, provide immediate notification after life and safety concerns are addressed. Within fifteen minutes of an incident, the appropriate Rilke staff member shall notify the affected parent/guardian.
    - i. Preferred notification is telephonic.
    - ii. If no parent/guardian is available, the Rilke staff member shall leave a voicemail, if possible, and provide a written email or memorandum to the parent/guardian outlining the major facts associated with the incident.
  - c. For purposes of notification, administrative assistants, secretarial staff, or other Rilke staff not specifically listed in the policy, do not meet the standard of notification set forth in this policy.
  - d. Provide a summary of trends and general nature of the incidents rising to the level of notification to the APC monthly via the written principal report to the APC.