



Dr. A. R. Lord Elementary School

“Create Peace: Be Kind, Be Safe, Respectful, Be Responsible”

IMPORTANT NOTICE:

NEW PROCEDURES for Safe Arrival and Sign-Out

1. Reporting Student Absences:

Student safety is of paramount importance at the Vancouver School District. Ensuring student safety is a shared responsibility. In order to assist schools, we ask parents to notify schools of student absences. If your child will be absent from school, please phone the school to report this absence as early as possible. Parents should leave a message on a dedicated answering service by calling **(604)713-5159**. This will prompt you to enter our school's 2-digit extension number which is **#47**. Messages will be received before the office is open. School offices are busy places: consistently notifying the school in advance of your child's absence will significantly improve the efficiency and effectiveness of the Safe Arrival Morning Routine.

To Report Your Child's Absence – Please Call the number above prior to 9 am on the first day of the absence.

Students are encouraged to be at school and ready to learn by 9:00 am on school days. However, if they arrive late please follow these actions:

- **before 9:15am, students should report directly to their Teacher**
- **after 9:15am, please report to the office**

*******Please note that if the office is not notified of an absence we will need to follow up with a phone call to families. *******

2. Student Sign-Out Procedure:

When you pick up your child during the school day, please ensure that you sign them out at the school office. If you do not sign out your child, they will be unaccounted for, and the school will identify your child as a 'missing' student and will commence a search of school grounds. If the school staff do not locate the child, and are unable to reach a parent promptly, the school will call the Vancouver Police Department. Therefore, clear communication is essential for ensuring the safety of your child and to prevent unnecessary searches.

It is also important to sign your child back in at the office if they are returning back to school after an appointment.

We thank you for your cooperation and help in keeping all our students safe.

A.R. Lord Staff