



Solana Beach School District

Solana Pacific School

3901 Townsgate Dr.

San Diego, CA 92130 • (858) 794-4500

Safety Procedures

Solana Pacific School Community prides itself in the importance it puts on student and staff safety. Procedures are in place to accommodate current conditions. They are amplified when the need arises and are always under scrutiny for improvement. Solana Pacific begins adult supervision at 8:25 a.m., 20 minutes prior to the beginning of school. The Drop Off Procedures are part of the Annual Notification you review each Fall. In the event of inclement weather, classrooms are opened by teachers at 8:25 a.m.

Solana Pacific front office staff make daily phone calls **confirming absences** reported to the office.

Specific zones are identified for supervision at **recess and lunch**. Classified aides supervise each morning recess and each lunch recess at a ratio of approximately 1:50. To ensure immediate access to the front office, the supervising aides carry a walkie talkie, monitored by the school secretary. Potential problems are brought to the attention of the Principal by the supervising classified aides.

At the **conclusion of school**, certificated teachers assume predetermined supervision posts. Students are supervised as they wait in loading/parent pick up area. Close communication exists between the C.D.C. personnel and the school office personnel in the event of a change of plans for a student.

Classroom teachers review the **Schoolwide Behavior Expectations** on a regular basis. Monthly **fire drills and quarterly disaster preparedness drills** are held. A complete **Emergency Preparedness Plan** is in effect at Solana Pacific.

Extenuating circumstances:

In the event that a student is **not picked up on time after school**, the student is to wait in the school office foyer under adult supervision. Office personnel attempt to contact the parent or adult to whom the student is to be released. **A student is never allowed to be unsupervised after school.** In the event that a student is reported **missing after school** the school office personnel, working with the classroom teacher and parent, attempt to find where the student may have gone by mistake. All names listed on the emergency card are contacted as well as any of the student's good friends. In the event that a student is not found within 30 minutes, assistance is requested from the San Diego Police Department.

Students are **only allowed to be released** to an adult whose name is listed on the child's emergency card. Verbal phone confirmation with the parents is not acceptable. A fax is acceptable. The school fax number is (858) 794-4550.

In the event that a student is reported **missing during the school day** the classroom teacher will check the restrooms and the office will make an all call for the student to report to the office immediately. If the student is not found within 15 minutes, assistance is requested of the San Diego Police Department.