

ALEXANDRIA CITY PUBLIC SCHOOLS
Alexandria, Virginia

Administrative Directives
2018-2019 Series
No. 16
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TO: Administrative/Supervisory Staff Members
Building Principals

FROM: Gregory C. Hutchings, Jr., Ed.D.
Superintendent of Schools

TOPIC: **Documenting Contact with Families Concerning Serious Incidents**

PURPOSES:

1. To establish standard procedures for documenting contacts with families in the event of serious incidents.
2. To reinforce requirements of ACPS policies.

PROCESS:

1. Several ACPS policies and good practice require that schools attempt to contact the families of students in the event of incidents that involve the student. All contact and attempts to contact must be documented.
2. Among the policies and regulations that require family contact are [Policy JM](#) **Management of Student Behaviors in Emergency Situations** which provides that “a parent/guardian or responsible family member shall be notified in writing by close of business on the day of the incident after any use of ...physical restraint or...seclusion resulting in observed physical injury to the student.” The policy also requires that “attempts to contact the parent or guardian must occur within one hour of the incident by phone if physical injury occurs or no later than close of business on the day of the incident if no physical injury occurs. The staff member who utilizes restraint or seclusion will be responsible for making a record of information using the Seclusion or Emergency Restraint Report Form.”
3. In addition, [Policy KNAJ](#) on **Relations with Law Enforcement Authorities** provides that “when it becomes necessary for any law enforcement officer to interrogate a student on school premises, the school principal shall be contacted immediately. The principal or his/her designee shall make a reasonable effort to contact the parent or guardian and have the parent or guardian in attendance for the conference. If the parent or guardian cannot be present for the conference, then the principal or his/her designee shall be present throughout the interrogation.” All contact and attempts to contact must be documented.

FOR ADDITIONAL INFORMATION CONTACT: Dr. Julie Crawford, Chief Student Services Officer
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