

SafeArrival is Red Hook’s newest way for parents/guardians to report student absences. It replaces having to submit handwritten notes or contact your child’s school attendance clerk. It is a one-stop method for you to report multiple day absences for your student(s) and report multiple students absent regardless of the building(s) they attend. There are three ways to access **SafeArrival**. The details for each method are listed in the table below.

| I am going to report absences: | How You Will Report Those Absences: | What You Will Need: | How the System Confirms That Absence You Reported: | What Happens if You Forget to Report an Absence: | System Settings: |
|---|---|--|--|---|---|
| Using the SchoolMessenger website portal for parents/guardians | https://go.schoolmessenger.com | Access to the internet on a device, and login credentials you create using the email address we have on file for you in our student management system. | You will receive a confirmation notification of the reported absence(s) If you did not report the absence and suspect someone not authorized to report absences has used your account, please contact Michelle Lowney at 845-758-2241 ext 59501 or mlowney@rhcsd.org for assistance. | You will be notified by SchoolMessenger that your student(s) has been marked absent, and that you need to verify that absence. | You can report absences up to 30 days in advance. You can also report late arrivals, early pick-ups, and early pick-ups/returns. |
| Using the SchoolMessenger App on a mobile device (Apple or Android) | Install the SchoolMessenger app (version with a blue icon) on your mobile device. Create a login ID AND enable a four-digit passcode (not required to report absences but strongly encouraged for additional security). | A login ID and PIN Code (optional). Use the email address we have on file for you when you create your account or the system won’t recognize you! | | If you attempt to report the absence AFTER the cut-off time for that day, you will need to contact your student(s) attendance clerk directly to report the absence. | You can report up to five consecutive days of absence for your student(s). *If you are reporting an early pick-up, you MUST contact the main office at your child’s school to inform them of WHO will be picking the child up and at WHAT time. This will need to be done directly with the office and not through SafeArrival. |
| Using the SchoolMessenger Toll Free Number for RHCS D | Call 1-866-352-0886 | Access to a phone, and a phone number you’ve provided to the school district (land line, cell phone, work phone) | | | |
| None of the above | Call your student’s attendance clerk and report the absence. Send in a written note explaining the absence when your child returns to school. | Access to a phone. | You will be notified by SchoolMessenger that your student(s) have been marked absent, and that you need to confirm that absence by calling the office and/or sending in a note. | | Not applicable. |

Where to go for help:

If you are having issues with your SchoolMessenger login ID, please email Michelle at mlowney@rhcsd.org or call her at 845-758-2241 ext. 59501. If you have questions about your student's absences, please contact the attendance clerk for your child's school: RHHS - Sheila Merrihew at ext. 15020; LAMS - Michelle Tovcimak at ext. 26010; Mill Road Intermediate School (grades 3-5) - Gerianne Carey at ext. 37000; and Mill Road Primary School (grades PK-2) - Peg Lewis at ext. 47000 or Dawn Rhea at ext. 47010.

Allowable Absence Reasons and Types in SafeArrival:

| Absence Reasons: | Absence Types: | | | | |
|------------------|----------------|----------------------|--------------|-----------------|----------------|
| | Full Day | Multiple Day (5 MAX) | Late Arrival | Early Departure | Leave & Return |
| Illness | X | X | X | X | |
| Appointment | X | X | X | X | X |
| Missed Bus | X | X | X | | |
| Bereavement | X | X | | X | |
| Religious | X | X | | | |
| Vacation | X | X | | X | |
| College Visit | X | X | | X | |

Attendance Matters!

The district recognizes the following absence reasons: Illness, Appointment, Missed Bus, Bereavement, Religious, Vacation, and College Visit. We encourage you to keep planned absences (appointments, college visits, vacation) to a minimum. The New York State Education Department considers students chronically absent if they miss more than 10 percent of school days (regardless of the reason). Research shows that regular school attendance is directly correlated to student academic success. Students who miss more than 18 days of the 180 days in our school year may experience academic difficulties when compared to peers who regularly attend school.

Keep in Mind

Only those adults identified as Guardian 1 or Guardian 2 on a student's profile in our management system will be able to report absences via **SafeArrival**. If changes need to be made in your parent/guardian profile, please contact Michelle Lowney at ext. 59501 to discuss those changes.

Highly Contagious Illnesses

Our school nurses keep track of student absences due to highly contagious illnesses (flu, strep, stomach bugs, etc.). This information is shared with our school custodians so that they can adjust their cleaning protocols if warranted, and to the local health departments. Parents are encouraged to continue to notify the school nurse directly of a suspected and/or confirmed case of a highly contagious illness experienced by their child(ren).