

Circumstances may occur at the school that require parents to pick up their students in a formalized, controlled release. The process of controlled release is called a reunification and may be necessary due to weather, a power outage, hazmat event, danger outside the school or if a crisis occurs at the school. The Standard Reunification Method is a protocol that makes this process more predictable and less chaotic for all involved.

Because a controlled release is not a typical end of school day event, a reunification may occur at a different location than the school a student attends. If this location is another school, then those students may be subject to a controlled release as well.

### NOTIFICATION

Parents may be notified in a number of ways. The school or district may use its broadcast phone or text message system. In some cases, students may be asked to send a text message to their parents. A reunification text message from a student may look something like this: *"The school has closed, please pick me up at 3:25 at the main entrance. Bring your ID."* 

### PARENT/GUARDIAN EXPECTATIONS

If a parent or guardian is notified that a controlled release and reunification is needed, there are some expectations that parents or guardians should be aware of. First, bring identification. That will streamline things during reunification. Second, be patient. Reunification is a process that protects both the safety of the student and provides for an accountable change of custody from the school to a recognized custodial parent or guardian.

## WHAT IF A PARENT CAN'T PICK UP THEIR STUDENT?

When a parent can't immediately go to the reunification site, students will only be released to individuals previously identified as a student's emergency contact. Otherwise, the school will hold students until parents can pick up their student.

# WHAT IF THE STUDENT DROVE TO SCHOOL?

There may be instances where a student may not be allowed to remove a vehicle from the parking lot. In this case, parents are advised to recover the student. In some circumstances, high school students may be released on their own.

	-	school district perso		
Student Name				
Student Grade Stud	ent Cell Phone Number			
Name of person picking up student				
Signature				
Phone number of person picking up student	umber of person picking up student		School personnel completes: Photo identification matches name of person picking up student?	
elationship to student being picked up		Yes or No	Yes or No	
Parent/Guardian completes:				
Print Student Name Again	Coherland	onnel completes upon releas		
Teacher	School pers	onnel completes upon releasi	e of student	
	TIME	INITIALS	OTHER	

нч	Signature	
For	Pare Date	Ind
qui	Parent/cuardian Sign Off I have read and understand these instructions.	
me	ssage to their parents or guardians. Students are als	0
ask	ed not to send other text messages either in or out o	of
the	<ol> <li>Please don't shout at school or district staff. We'll get through this as quickly as possible.</li> </ol>	1
not	<ol><li>If there has been injury or other concerns, you may be asked to meet with a counselor.</li></ol>	L.

If there has been injury or other concerns, you may be asked to meet with a counselor.	·9	h
Reunification Location.		r i
After check-in, staff will split this card and a runner will be sent to recover your student. Please step over to the	.4.	
Select the check-in line based on either student last name or student grade.	3.	
verify your identity.)		
Prepare identification (If you don't have ID with you, please move to the side of the line, it may take a little longer to	5.	
Please complete the information on the other side of this card.	٦L	
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occurred at the school that mandates we personally reunite you with your child.	) sey	
they you and your student back together as quickly as possible. The reason we're going through this is that an event	Getti	1
. we want to thank you for your patience during this remaining the share the same goal during this process.	teria	
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indicated and not abandon venicies. Farents are asked to go to the Reunification "Check In" area and form lines based on the first letter of their student's last name. While in line, parents are asked to fill out a reunification card. This card is perforated and will be separated during the process. Some of the same information is repeated on both the top and separated bottom of the card. Parents are asked to complete all parts of the card.

In the case of multiple students being reunified, a separate card for each student needs to be completed.

### **BRING ID TO CHECK-IN**

During check-in, identification and custody rights are confirmed. The card is separated and the bottom half given back to the parent.

From the "Check In" area parents are directed to the "Reunification" area. There, a Runner will bring the bottom half of the card to the Student Assembly Area to recover the student or students.

Parents should be aware that in some cases, they may be invited into the building for further information.

### INTERVIEWS AND COUNSELING

In some cases, parents may be advised that a law enforcement investigation is underway and may be advised that interviews are necessary. In extreme cases, parents may be pulled aside for emergency or medical information.





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