Attachment 6: A Parent's Guide to Student Reunification

A Parent's Guide to Student Reunification

In the event a campus closes prematurely, parents will be notified of the reason for the closure (severe weather, fire, power failure, chemical spill, etc.). To ensure the efficient reunification of students with parents, guardians or authorized adults, the following procedures will be utilized:

- Parents, guardians, or authorized adults must complete a Reunification Card upon arriving at the reunification location. The reunification location is subject to change depending on the situation, please monitor all district messaging.
- Students will not be allowed to leave with a non-custodial person (babysitter, relative or neighbor), unless the campus has prior written authorization on file. Please ensure your child's emergency contact information is accurate and current.
- Students will only be released to a parent, guardian or authorized adult who presents photo identification at the Parent Check-In Area. Please remain calm and cooperative.
- Students will not be transported to the location of the parent, guardian, or authorized adult.
- Roads near the campus may be closed except for emergency vehicles. If you normally drive to campus, park near campus, or if you live within walking distance, leave your car at home. Always follow the instructions of law enforcement.
- The campus will care for students until they are picked up. If necessary, the district will relocate remaining students to another facility for continued care. Should relocation be necessary, all information will be conveyed to parents through individual contact and official messaging.
- As a reminder, the information posted on unofficial social media sites may be inaccurate. Please follow official district messaging before attempting to locate your child.
- Please do not call the campus, this includes calling teachers, secretaries, principals, or other campus staff, as the reunification process requires their full attention.
- Each teacher or staff member is assigned a specific role to ensure the efficient reunification of students occurs quickly. In some instances, your child's teacher may have a much larger responsibility than monitoring his/her classroom. In such cases, an authorized staff member will be assigned responsibility for the class.
- Please follow the Student/Parent Reunification Expectations to ensure we can effectively and efficiently reunite every family.

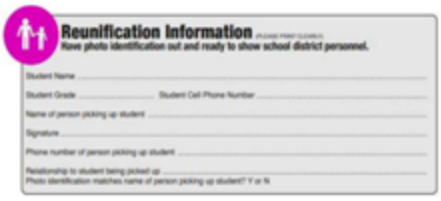
Parent/Student Reunification Expectations

- Student will be released to the Parent, Guardian or Authorized Adult **only.**
- Parent, Guardian or Authorized Adult must wait for their student(s) to be brought to the release area
- Parent, Guardian or Authorized Adult are **not** allowed into staging areas, classrooms, command post or other secure areas.

Arrive at the Reunification Site

Greeting Area

Greeters will provide you a Reunification Card to complete for your student(s).



Parent Check-in Area

Be prepared to show a valid ID.

You will receive the bottom portion of your Reunification Card.



Parent Assembly Area

Provide the bottom portion of your Reunification Card to staff and wait patiently for your student(s).

Parent/Student Reunification Area

Reunite with your student(s) then following the designated path to exit the Reunification Site.

Exit the Reunification Site

Note: Law Enforcement reserves the right to check all vehicles and individuals entering and exiting the reunification area.