

During the course of the school year, circumstances may occur that require parents pick up their students in a manner that is different from the normal daily process. Situations such as weather, a power outage, hazmat, or a crises occurring at the school can require students be released in a formalized, controlled release outside of the norm. This process is called a Reunification and it is important that parents/guardians are aware of this possibility and what it will involve if it occurs. The Standard Reunification Method is a protocol that makes this process more predictable and less chaotic for all involved. Please review the SRM so you will be familiar with the procedures and expectations.

Please know that if a Reunification is needed, you will receive a notification through our School Messenger system in the form of an email, text, and/or phone call. The message will tell you where to report as it may occur at a different location than the campus your student attends. If you are not able to pick up your student, please know that the individuals previously identified as your student's emergency contact will be the only other people your student will be released to in this situation. Therefore it is critical that you list at least one emergency contact on your child's registration paperwork. If your emergency contact is not available, the school will hold your student until you can pick up your student. In some circumstances, high school students who drove to school may be released to drive home. In other cases, they will be required to be picked up as well.

When you arrive to pick up your student in a Reunification situation, you will be asked to go to the "Check In" area and form lines based on the first letter of your student's last name. While in line, you will be asked to completely fill out a reunification card which a greeter will hand to you. If you have multiple students to pick up, a separate card for each student needs to be completed. During check in, identification and custody rights are confirmed. Be certain you bring your valid ID with you as this will be critical. Once this is completed, the bottom half of the form will be given back to you and you will be directed to go to the "Reunification" area. There a runner will take the bottom half of the card and take it to the Student Assembly Area to retrieve your student. Once you have been reunited with your student, you will be asked to leave the area so others may be similarly served. A copy of the Standard Reunification Method parent information sheet as well as a copy of the Reunification Information card are

included for your review. Please take a few minutes to read and review the information. The most important factor to remember is that the safe return of your student to your custody is our focus. Remaining calm, courteous, and patient will produce the best results for everyone. Working together we can produce a safe and efficient system for Reunification.