

# STANDARD™ REUNIFICATION METHOD OSMOND ELEMENTARY

## STUDENT/PARENT REUNIFICATION

Circumstances may occur at the school that require parents to pick up their students in a formalized, controlled release. This process is called a Reunification and may be necessary due to weather, a power outage, hazmat 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 reunification is not a typical end of school day event, a reunification may occur at a different location than the school a student is attending. If this location is another school, then those students may be subject to a controlled release as well.

## NOTIFICATION

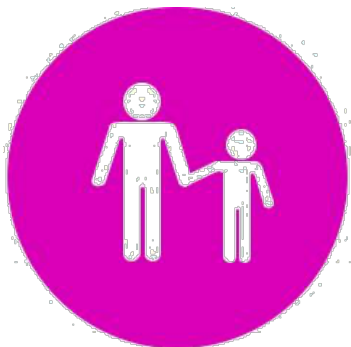
The school district will use its emergency notification system through Infinite Campus to reach parents/guardians via phone, text, and email. This necessitates accurate contact information in Infinite Campus. Parents are advised to keep this information up to date.

## PARENT/GUARDIAN EXPECTATIONS

If a parent or guardian is notified that a 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 on the reunification form. Otherwise, the school will hold students until parents can pick up their student.



**Reunification Information** (Please print clearly)

Student Name \_\_\_\_\_

Student Grade and Teacher \_\_\_\_\_

Parent/Guardian Name (s) \_\_\_\_\_

Cell phone # and relationship to student \_\_\_\_\_

Name of alternate (1) person picking up student \_\_\_\_\_

Cell phone # and relationship of alternate (1) picking up student \_\_\_\_\_

Name of alternate (2) person picking up student \_\_\_\_\_

Cell phone # and relationship of alternate (2) picking up student \_\_\_\_\_

I verify the above individuals may pick up my student for Reunification \_\_\_\_\_

Signature of person picking up student \_\_\_\_\_

School Personnel completes upon release of student

Photo ID matches name of person picking up student?	Y or N	Vehicle description
Date:	Time of pickup:	Initials:

\*\*Osmond Parents and Families – please note that in the event we have a reunification with students, anyone picking up students will be asked to show photo ID. Students will not be released if we cannot confirm the identity of those that are picking students up. Please plan accordingly and come prepared with proper identification. Thank you!\*\*

## REUNIFICATION FORMS

Parents are asked to fill out a reunification form at the start of each school year. The information collected on this form includes all persons the parent/guardian designates as someone who can pick up their child in the event a reunification is required. This information will be used at the reunification site to ensure that each child arrives safely home with a person authorized by the child's parent or legal guardian.

## STUDENTS

Students are asked to be orderly and quiet while waiting with their teachers and other school staff in the Student Assembly Area. Teachers will do their best to keep students engaged in activities and discussions to help keep them calmly occupied.

## PARENTS

In order to maintain order and efficiency, parents will remain in their vehicles during the entire reunification process. Parents will follow the flow of traffic as directed by school personnel and law enforcement. Remaining calm and being patient is critical for children to be safely reunited with their parents/guardians. Greater awareness of traffic and emergency vehicles is advised. Parents should not park and/or abandon vehicles.

## BRING ID TO CHECK IN

"Check In" occurs at the first post when arriving at the reunification site. During check in, identification and custody rights are confirmed. The child's reunification form is pulled by a "runner" which begins the process of retrieving students from the Student Assembly Area to be reunited with their parents/guardians. After driving through the "Check In" area, parents follow the flow of traffic to the "Reunification" area where students will be reunited with parents/guardians. Parents should be aware that in some cases, they may be invited to pull into the Parent Support Zone 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. Counseling services will also be made available for students with immediate needs.