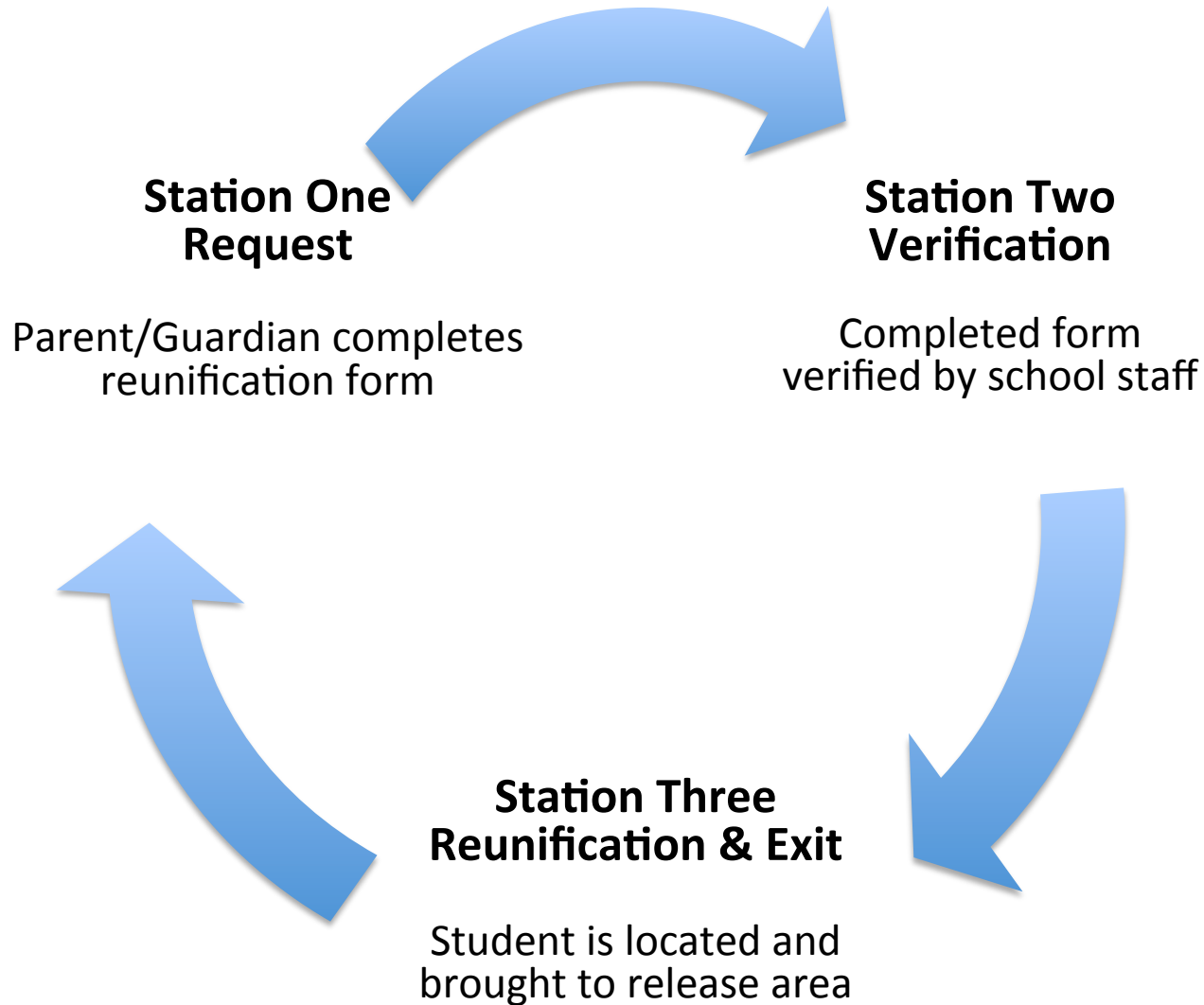


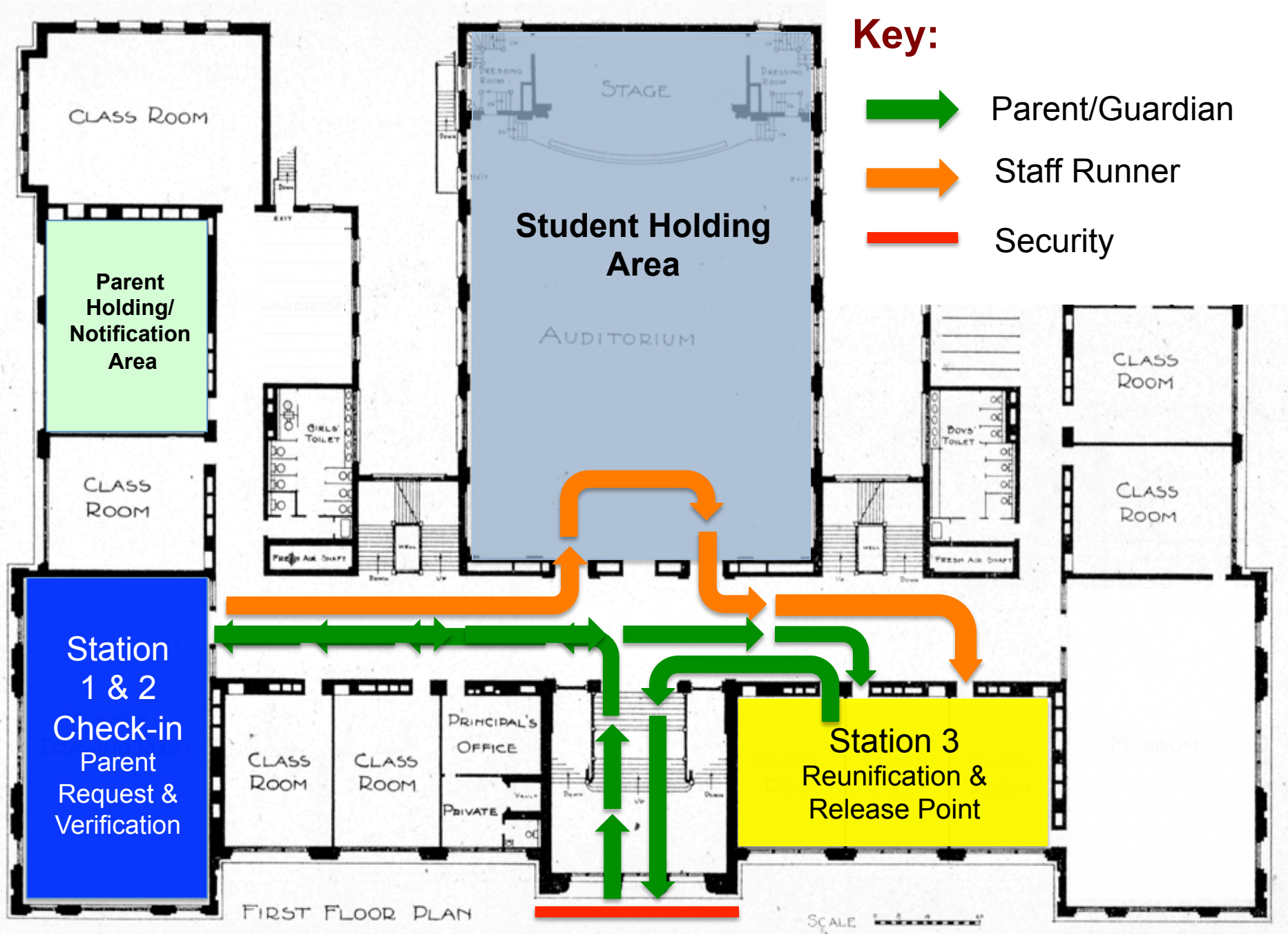


Parent-Student Reunification




- Process is a “controlled release”
- Protects safety of student and provides for an accountable change of custody from the school to the parent/guardian

Parent-Student Reunification





Key:

-  Parent/Guardian
-  Staff Runner
-  Security

CLASS ROOM

Parent Holding/ Notification Area

CLASS ROOM

STUDENT Holding Area

AUDITORIUM

STAGE

DRESSING ROOM

DRESSING ROOM

GIRLS' TOILET

BOYS' TOILET

CLASS ROOM

CLASS ROOM

Station 1 & 2
Check-in
Parent Request & Verification

Station 3
Reunification & Release Point

FIRST FLOOR PLAN

SCALE 1" = 10'

Student-Parent Reunification

Important Points – Students/Staff

- Designate a Reunification Site Commander/Chief
- Assign all staff with non-student supervisory responsibility to assist in controlled release process
- Assign each class a location at reunification site; teachers report any missing students
- Assign crisis intervention team to student & parent holding area; offer assistance as needed
- Students expected to be orderly & quiet; stay off cell phones unless otherwise instructed to send message to parents (reduces strain on cellular network)

Student-Parent Reunification

Important Points – Students/Staff

- Check-in Area: Tables for each grade level with student rosters in alphabetical order
- Student rosters should be used by both the Verification Team and Release Team
- Classroom teachers should make notation on their class list when a student is taken from their supervision
- Emotions will run very high; model calm behavior & exceptional customer service

Student-Parent Reunification

Important Points – Parents/Guardians

- Communicate process to parents **before** incident
- Notify parents site of reunification; remind them to bring ID
- Upon arrival, provide parents with a document explaining how the process will work &
- Ask parents to refrain from texting, calling their child's cell phone for updates
- Reassure, reassure & reassure some more