

If we ever have to close school during school hours, as our neighboring school districts did recently due to the flooding, here is the plan Grandview will follow.



## **Grandview Elementary Standard Reunification Method**

### **Student/Parent Reunification**

Circumstances may occur at school that requires parents to pick up their students in a formalized, controlled release. The process of controlled release is called a reunification, and may be due to weather, a power outage, or a crisis at the school. This method is a protocol that makes the process more predictable and less chaotic for all involved.

Because a controlled release is not the typical end to a school day, a reunification may occur at a location other than at Grandview. The primary location for reunification for Grandview Families is here on our campus but in the event we need to relocate we will reunite students with families in the gym at Windsor High School.

### **Notification**

Parents may be notified in a number of ways. The school or district may use its broadcast message system, or you may receive a direct call from a staff member.

### **Parent/Guardian Expectations**

If a parent or guardian is notified of a controlled release and reunification is needed, there are some expectations that you should be aware of. First, bring identification. Second, be patient. This is a process that protects both the safety of the student and ensures an accountable change of custody from the school to a recognized parent, guardian or a predetermined emergency contact.

### **What if a parent can't pick up their child?**

When a parent cannot 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 a pick up can be arranged.

### **How it Works**

There are a couple of steps. Parents will be asked to form lines at a "check in" area and form lines by the grade level of the student. While in line, parents will complete a reunification information card. This card is perforated and will be separated during the process.

### **Bring ID to Check In**

Once all information has been reviewed and confirmed, the card will be separated at the perforation. Parents will be directed to the "Reunification Area". A staff member will take the bottom half of the card and retrieve the student from the "Student Assembly" area. The two halves of the card will be compared, and the student will be delivered into the custody of the parent or guardian.

### **Other Things to Know**

Parents are asked to have a greater awareness of emergency vehicles and traffic in the area. Park only in designated areas and do not abandon vehicles. Be orderly and safe, and follow the directions of the individuals there to assist you.

Be patient! While this process may take a bit longer than a normal check-out procedure, it is designed to ensure the utmost safety for your child.