



STANDARD REUNIFICATION METHOD™

STUDENT/PARENT REUNIFICATION

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

NOTIFICATION

Parents may be notified in a number of ways. The school or division may use its broadcast phone or text message system. In some cases, students may be asked to send a text message to their parents. A reunification text message from a student may look something like this:

“The school has closed, please pick me up at 3:25 at the main entrance. Bring your ID.”

PARENT/GUARDIAN EXPECTATIONS

If a parent or guardian is notified that a controlled release and reunification is needed, there are some expectations they should be aware of. First, bring identification. That will streamline things during reunification. Second, be patient. Reunification is a process that protects 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 as a student's emergency contact. Otherwise, the school will hold students until parents can pick up their student.

WHAT IF THE STUDENT DROVE TO SCHOOL?

There may be instances where a student is not allowed to remove a vehicle from the parking lot. In this case, parents are advised to recover the student. In some circumstances, high school students may be released on their own.

Reunification Information

(PLEASE PRINT CLEARLY)
Have photo identification out and ready to show school district personnel.

Student Name

Student Grade Student Cell Phone Number

Name of person picking up student

Signature

Phone number of person picking up student

Relationship to student being picked up

School personnel completes:
Photo identification matches name of person picking up student?
Yes or No

Parent/Guardian completes:

Print Student Name Again..... Student Grade

Teacher

Student Birthday

School personnel completes upon release of student

TIME INITIALS OTHER

HOW IT WORKS

Students may be asked to be orderly and quiet while waiting. They may be asked to text a message to their parents or guardians, and not to message anyone else. Keeping the cellular network usage at a minimum may be important during a reunification.

REUNIFICATION CARDS

For parents, there are a couple of steps. If a parent is driving to the school, greater awareness of traffic and emergency vehicles is advised. Parents should park where indicated and not abandon vehicles. Parents are asked to go to the Reunification “Check-In” area and form lines based on the first letter of their student's last name. While in line, parents are asked to fill out a reunification card. This card is perforated and will be separated during the process. Some of the same information is repeated on both the top and bottom of the card. Parents are asked to complete all parts of the card.

In the case of multiple students being reunited, a separate card for each student needs to be completed.

BRING ID TO CHECK-IN

During check-in, identification and custody rights are confirmed. The card is separated and the bottom half is given back to the parent.

From the “Check-in” area, parents are directed to the “Reunification” area. There, a runner will take the bottom half of the card to the Student Assembly Area to recover the student or students.

Parents should be aware that, in some cases, they may be invited into the building 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.



Virginia Department of Criminal Justice Services
Virginia Center for School and Campus Safety

