

Charter Arts Evacuation/Reunification Process

Student/Family Reunification

Circumstances may occur at the school that requires parent/guardian to pick up their child using an orderly and efficient process. This process is called reunification and may be necessary due to weather, a utility/power outage, or if an emergency/crisis occurs at the school. **The number one goal of this controlled process is to get your child safely to you.**

Family Expectations

If a parent/guardian is notified that a controlled release and reunification is necessary, there are some expectations that families should be aware of:

1. **Bring ID** - we will **NOT** release a student to an adult without identification
2. **Be patient** - this process provides the safe and accountable change of custody from the school to an authorized adult

Types of Reunification

On-Site: Reunification takes place at the school building. Parents/Guardians come to the school building at a specified time and entrance to be reunified with student

Off-Site: Reunification takes place at an offsite location. Parents/Guardians are notified of a specific off-site location and time to pick students up.

With both types of reunification, Charter Arts would announce information regarding bussing from various districts as it is received via One Call.

What if a Parent/Guardian Cannot pick a Student Up?

In the event of an off-site reunification, and you are unable to get to the reunification location, students will be released only to individuals that you have listed on your emergency contact form at the start of the school year to do so. Each student has a Student Release Form and these individuals are listed on this form. If at any time you need to change these individuals, please contact the school's Main Office. Otherwise, the school will hold these students until the parents/guardians can pick up their child.

Family Notification

Families will be notified using the school's automated call system. Families will be notified via text, phone, or email message. A reunification message may look/sound something like this: "Charter Arts has closed due to _____, Our off-site reunification site is _____, please pick your child up at this site. "

How it Works

- **For Families, there are some steps to follow:**
- Do not go to Charter Arts unless told via One Call to do so. You will not be allowed in the building.
- Once you are notified, please go directly to the reunification site. Please be more aware of traffic and emergency vehicles.
- Please park in the designated parking areas.
- In the event of an onsite reunification pick-up, please park in the designated family pick-up area at Charter Arts.
- As you enter the reunification site, you will be asked to review and fill out a Student Release Form. Please complete this form before getting in line.
- Once the form is complete, please go to the line based on your child's last name.
- You will need to show ID...Please have that ready to show school personnel.
- After confirmation from school personnel, you will be given the bottom portion of your Student Release Form and asked to go to the reunification location. Please keep the bottom portion of the form, as we need that when we reunite you with your child.
- A runner will go to the area where the students are safe and secure and retrieve your child for you.
- Once your child is with you, the runner will double-check the signatures on your form and that you are the authorized adult to pick up the student.
- We ask that you then exit the building after you have your student safely with you.

Who to contact

School Safety Committee leaders:

Jessica Diana, Specialized Services Administrator & School Safety & Security Coordinator

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Brian Filchner - Facilities Manager

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Christina Lincoln, Executive Director & CEO

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