

Bookcliff Middle School Reunification Plan Parent/Guardian Information

In the event that our campus must be completely evacuated to an alternate evacuation site **or** if a shelter-in-place occurs and lasts beyond the end of the regular school day, District 51 will notify the parents through the school telephone notification system and the district website as well as local television and radio stations. In the incident of a Parent-Student Reunification, staff and parents/guardians should follow the procedures below:

All students must be picked up by a parent/guardian. The only exception may be students that ride the school bus. The police will make the decision as to whether the buses will run. Only those persons listed on the student's emergency contact list will be allowed to pick up the student. Those persons picking up a student must have proper identification before a student will be released. This can be in the form of a valid driver's license, picture ID, or personal identification by school staff.

When arriving Bookcliff Middle School **or** the alternate evacuation site (*Nisley Elementary or Crossroads United Methodist Church), parents/guardians should:

- Park in the designated parent parking area being careful not to block bus access.
- Report to the Parent-Student Reunification tables; do not attempt to enter the main building. In the case of a shelter-in-place, the reunification tables will be located in the Bookcliff Middle School cafeteria and parents will enter through the outside cafeteria doors. In the event of an evacuation, the Parent-Student Reunification table location will be determined upon arrival at said site.
- Present the proper identification to the teachers/administrator in charge at the Parent-Student Reunification tables and inform them what student(s) they are there to pick-up.
- The teachers/administrator in charge will check the student's emergency contact list and verify the persons are authorized to pick up the student(s) and then send for the student(s).
- Parents/guardians will be asked to sign for the student on the student list and the student will be delivered to the parent/guardian.

We want to make certain that your student is released to you in a safe and timely manner. If you have questions regarding this process, please contact Alice Williams, Assistant Principal at 254-6220.

Thank you!