



Bellevue School District

BSD Reunification Process

Student/Family 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 or if a crisis occurs at the school. The Standard Reunification Process is a protocol that makes this process more predicable and less chaotic for all involved.

Based on the event, a reunification may occur at a different location than the school your student attends. If this location is another school, then those students may be subject to a controlled release as well.

None of this can happen without correct information for your student!

Notification


Parents/guardians may be notified in a number of ways. The school or district may use School Messenger, district websites, and/or social media outlets. In some cases, students may be asked to send a text message to their parents/guardians. A reunification text from a student may look like this: "The school has closed, please pick me up at 3:25 at the main entrance. Bring your ID." *For your safety, please do not respond to the school or reunification site until instructed.*

Parent/Guardian Expectations

If a parent/guardian is notified that a reunification is needed, there are expectations of which parents/guardians should be aware. First, bring identification. This will streamline the reunification process. Second, be patient. Reunification is a process that protects both the safety of the student and provides for an accountable change in custody from the school to a recognized custodial parent/guardian.

What if a Parent Can't Pick-up Their Student?

When a parent/guardian can't immediately go to the reunification site, students will only be released to individuals previously identified as one of the student's emergency contacts. Otherwise, the school will hold students until parents/guardians can pick up their student. You may add or change emergency contacts at any time via [ParentVue](#).

 Reunification Information Have photo identification out and ready to show school district personnel. <small>(PLEASE PRINT CLEARLY)</small>	
Student Name _____	
Student Grade _____	Student Cell Phone Number: _____
Name of Person Picking Up Student _____	
Signature _____	Date: _____
Phone Number of Person Picking Up Student _____	
Relationship to Student Being Picked Up _____	
Location You Are Taking Student _____	
School Personnel Completes: <small>DOES ID MATCH AUTHORIZED EMERGENCY CONTACT</small> LIST: Y OR N DATE: _____ TIME: _____	
Parent Completes: Print Student Name Again: _____ Student Grade: _____ Student Birthday: _____	
School Personnel Completes Upon Release of Student: TIME: _____ INITIALS: _____ OTHER: _____	

What if the Student Drove to School?

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

How it Works

For students, the school asks that the students be orderly and quiet while waiting. Students may be asked to text a message to their parent/guardian. Students are also asked not to send other text messages either in or out of the school or reunification areas. Keeping the cellular network usage at a minimum may be important during a reunification.

Reunification Cards

For parents/guardians, there are a couple of steps. If a parent/guardian is driving to the reunification site, greater awareness of traffic and emergency vehicles is advised. Parents/guardians should park where indicated and not abandon vehicles. Parents/guardians are asked to go to the "Check-in" area. Lines may be formed based on last name or by grade level. While in line, parents/guardians are asked to fill out a reunification card. Please complete all parts of the card. In the case of multiple students being reunified, a separate card for each student needs to be completed.

Bring ID to Check In

Identification and custody rights are confirmed at the "Check-in" gate. Once verified, a runner will take a copy of the card to the Student Care Area to retrieve the student(s). During this process, parents/guardians will be instructed to go to the "Check-out" gate to meet their student(s). ID will be verified again at the "Check-out" gate before the release of the student(s). Please be aware that in some cases, parents/guardians may be invited to meet for further information.

Interviews and Counseling

In some cases, parents/guardians may be advised that a law enforcement investigation is underway and may be advised that interviews are necessary. In extreme cases, parents/guardians may be pulled aside for emergency or medical information.



Reunification Information

Have photo identification out and ready to show school district personnel.

(PLEASE PRINT CLEARLY)

Student Name

Student Grade Student Cell Phone Number.....

Name of Person Picking Up Student

Signature..... Date.....

Phone Number of Person Picking Up Student

Relationship to Student Being Picked Up

Location You Are Taking Student.....

School Personnel Completes:

DOES ID MATCH AUTHORIZED EMERGENCY CONTACT

LIST? Y OR N

DATE: TIME:

Parent Completes:

Print Student Name Again

Student Grade.....

Student Birthday.....

School Personnel Completes Upon Release of Student:

TIME INITIALS OTHER

Reunification

First, we want to thank you for your patience during this reunification. We share the same goal during this process: getting you and your student back together as quickly as possible. The reason we're going through this is that an event has occurred at the school that mandates we personally reunite you with your child.

Instructions

1. Please complete the information on the other side of this card.
2. Prepare your photo identification (ID). If you don't have ID with you, please move to the side of the line. It may take a little longer to verify your identity.
3. Select the check-in line based on student last name.
4. After check-in, staff will split this card and a runner will be sent to retrieve your student. After handing in your card, please step over to the Release Gate.
5. If staff have concerns regarding your student, you may be asked to meet with a counselor.
6. Please don't shout at school or district staff. We'll get through this as quickly as possible.

We thank you for your patience during this stressful time.

Parent Guardian Sign Off

I have read and understand these instructions.

Print Your Name.....Date.....

Signature.....