



Please read this page, complete the information requested on the attached page, and return at registration or after to the school office.

Bayside Middle School Reunification Process

Student/Parent Reunification

Circumstances may occur at the school that require parents to pick up their child(ren) in an orderly and efficient process. The process is called a **reunification** and may be necessary due to weather, a power outage, or if an emergency/crisis occurs at the school. The number one goal in this controlled process is to get your child(ren) safely to you.

Parent/Guardian Expectations

If a parent or guardian is notified that an evacuation/controlled release and off-site reunification is necessary, there are some expectations that parents 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.

What if a Parent Can't Pick Up Their Child When the Reunification Occurs?

If you are unable to get to the reunification site, students will be released only to individuals that you have authorized to do so or will take the bus home if indicated as a parent preference on the pre-approval form. Approved names of individuals who may pick-up will be on the form you have completed.

Parent Notification

Parents will be notified using the school district's automated Blackboard Connect system. Parents will be notified via text, email, and/or phone message. A reunification message may look something like this: "Bayside Middle School has closed due to _____, please pick up your child at the named reunification site."

How It Works

For parents, there are some steps to follow:

1. Do not go to Bayside Middle School as you will not be allowed in the building.
2. Once you are notified, please go directly to the reunification site. Please be more aware of traffic and emergency vehicles.
3. Please park in the designated parking for parents at the reunification site.
4. As you enter the reunification site, you will be asked to fill out a brief Reunification Information Form. Please fill out completely before getting in line to retrieve your child.
5. Once the form is filled out, please go to the line based on your child's last name.
6. You will need to show photo ID. Please have that ready to show school personnel.
7. After confirmation from school district personnel, you will be given the top portion of the information form you filled out and will be asked to go the reunification location. It's imperative that you keep that top portion as we will need that from you when we give your child(ren) to you.
8. A runner will go to the secured area where the children are safely waiting and retrieve your child(ren) for you.
9. Once the child(ren) are with you, the runner will double check signatures on the forms to make sure they match and that you are the authorized adult to pick up those students.
10. We ask that you exit the building after you have your child(ren) and not stay to socialize. It will help as we continue to make sure all children are returned safely and expeditiously to their parent/guardian.

Thank you for your patience and understanding.

**Bayside Middle School-Reunification Child Pick-up Authorization Form
School Year 2015-2016**

Child(ren)'s Name(s)	Grade	Advisor

Parent Name(s) [please print]: _____

Phone Numbers for Parents: (Please make sure to print clearly)

1st Parent contact #: _____

2nd Parent contact #: _____

3rd Parent contact#: _____

Other possible contact number(s) for parents: _____

In case the school needs to go to reunification, we need the names of other individuals (over 16 years of age) that you (the parent) have spoken to and give permission to pick up your child(ren) in case you are unable to be there yourself. Please be specific as we will be asking to see this person's ID when picking up your child(ren). We will not allow your child(ren) to go with an adult whose name is not on the list below. Thank you for your cooperation and understanding.

Name of individuals approved to pick-up your child(ren) during a reunification drill:	Two Working Phone Numbers Per Adult(s) Listed Please:	Please put a check-mark here to confirm he/she has agreed to pick up your child(ren):

I have spoken to the adults listed, and I give them authorization to pick up my child(ren) from the reunification site in the event that I am unable to be there.

Parent Signature: _____ Date: _____