



NICOLET HIGH SCHOOL REUNIFICATION PROCESS

Nicolet Reunification Site:
Glen Hills Middle School,
2600 W Mill Road, Glendale 53209

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 of this controlled process is to get your child(ren) safely to you.

Parent/Guardian Expectations

If a parent or guardian is notified that a controlled release and 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?

If you are unable to get to the reunification site, students will be released only to individuals that you have authorized to do so. Those names should be in our student records. Otherwise, the school will hold students until parents can pick up their child(ren). Parents will be notified if a modified bus route has been arranged.

Parent Notification

Parents will be notified using Skyward Family Access by text, email or phone. An example of a reunification message may read like this: "Nicolet High School has closed due to _____, please pick up your child at the reunification site."

How It Works

For parents, these are the steps to follow:

1. Do not go to Nicolet as you will not be allowed in the building.
2. Once you are notified, please go directly to the reunification site. Please be aware of traffic and emergency vehicles.
3. Please park in the designated parking for parents.
4. As you enter the reunification site, you will be asked to fill out a Reunification Information form. Please fill out completely before getting in line.
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 ID...please have that ready to show school personnel.
7. After confirmation from school district personnel, you will be given the bottom portion of the information form you completed and will be asked to go to the reunification location. It's imperative that you keep that bottom portion as we will need that when we give your child(ren) to you.
8. A runner will go to the area where the children are safe and secure and retrieve your child(ren) for you.
9. Once the child(ren) are with you, the runner will double check the signatures 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 to their parent/guardian safely.

Thank you for your patience and understanding.

Reunification Information (Please print clearly)

Have Photo ID out and ready to show school district personnel.

Student Name	Teacher	Relationship to Student <small>Are you authorized to pick up this student?</small>

Name of person picking up student(s) _____

Signature _____

Photo ID matches the person picking up student? Yes or No

Instructions

1. Please complete the information above.
2. Prepare ID (If you don't have ID with you, please move to the side of the line, it may take longer to verify your identity)
3. Select the check in line based on your child's last name
4. After check in, staff will split this card and a runner will be sent to retrieve the student(s). Please step over to the Reunification Location.
5. If there has been an injury or other concerns, you may be asked to meet with school personnel.
6. Most importantly, please be patient as the goal of all involved is to get your child(ren) safely to you.

Parent/Guardian Sign Off

I have read and understand these instructions.

Print Your Name _____

Signature _____