



Early Release/Reunification Process

Admin:

Team will evaluate the situation and make the early release decision.
Pam Magee will be the Lead/IC for non-emergency process & communication

Teachers:

Once an early closure has been called please –

- Stay in/return to your classroom – All students will be send back to class for the release process – you are still personally liable
 - **Take roll**
 - **do not dismiss until indicated to do so**
- Report to PSA (covered eating area) if you have a conference period
- Listen to PA/Intercom announcements
- Release students with self-checkout privileges (they will have a special ID) enter picture of ID. If they do not have their ID, check IC, a flag will appear on your section rosters and Infinite Campus accounts
- If possible, show students their set of instructions (below) to ensure the process goes smoothly, either by printing copies or showing it on your overhead/board
- Hold all other students in your classrooms until you get notified by Pali Staff via phone, intercom or runner to release a specific student.
- Students will need to report to Mercer Hall to be reunited with their Parent/Guardian
- Limit the use of Hall passes to emergencies only

Staff:

All staff members without SERT assignments need to report to PSA (Amy and Siquia) by the covered eating area for assignments (greeters, phones, infinite campus checking, runners, etc).



Parents:

Starting with the 2017-18 school year Pali will provide you with a self-release option for your student.

In the case of an early school closure due to an unforeseen event (i.e. Inclement Weather, Loss of Utilities) you will be notified by one or all of the following methods: email, Schoology, text, and/or phone call.

- If you checked the self-checkout box on the school emergency card, your student will be released on their own recognizance at the early release time determined by administration
- If you checked “hold my student on campus”, your student will be held until the normal release/dismissal time
 - Or you or one of the person(s) authorized by you on your student emergency card will need to report to the school main entrance (flag pole) with a government issues picture ID (driver’s license, Passport, Military ID, etc.)
 - *School-coordinated transportation and school bus schedules may be affected depending on the situation – more information will be provided on that day

Process:

- Report to main entrance by the flag pole with your ID
- Greeters will direct you to the right place to start the reunification process
- At the tables set up at the front of the school we will verify that you are authorized to pick up the student(s) you are requesting (tables are set up in alphabetical order by students’ last names) and hand you the claim ticket.
 - Do not lose this claim ticket. After you and your student(s) are reunited they will have a carbon copy of the one(s) you have and we will collect them as you leave to keep track of who left with whom
- You will be asked to move to reunion gate (Mercer Hall side exit) to wait for your student
- Last step – once your students arrives at the reunion gate you will be called to be reunited and staff will check and collect your tickets.



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This process may seem onerous, but it exists to ensure we are not releasing students to people who are not authorized per the emergency card. We thank you in advance for your patience should we have to go through with this process.

Students:

In an early release event, you will report to all your classes as usual until the release process begins, failure to do so will result in disciplinary action. Security will continue checking for hall passes for students out of class.

1. Once release begins, your teacher will check all students' IDs or Infinite Campus accounts to determine who can leave on their own.
2. If your parent asked that we not release you on your own, you will wait in class until regular release or until your parent(s) check you out. *
3. You will be given a reunification slip that needs to be matched with your parent or guardians' slip in order for you all to be allowed to leave
4. If you do not have your slip, you will be redirected to the ID station to be verified. This is for your safety so that someone who is not on your emergency card does not take you.
5. *School-coordinated transportation and school bus schedules may be affected depending on the situation – more information will be provided on that day

Internal Procedures:

As we prepare for parent arrival (steps 1 – 3 in the following section) students whose parents allow for their child/children to leave on their own (as indicated on the emergency card) are processed at one of two checkpoints.

1. We rely on teachers to check IDs (and infinite campus for students without their IDs) to ensure the student is indeed allowed to leave.
 - a. A flag/system to allow this to happen will be created
2. Students then proceed to either the pool or the Gilbert Hall side parking lot where security checks IDs to make sure they are allowed to leave

Processing of parents/students who are picking up/being picked up



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1. Students not released by parents on their emergency card and awaiting pick up are held in their classrooms.
2. Folding tables will be set up between Mercer Hall and the A building, from these tables we will both check parents' IDs and create a physical barrier to help maintain control of campus.
3. Greeters will hand parents reunification slips (2 per students, connected to form an original and a carbon copy). Greeters ask how many students they are picking up and give them one set of slips per student.
 - a. Greeters direct parents to fill out just the student's name (legibly in print) on the forms and to get their IDs out to be checked at ID check tables
4. Tables are labeled alphabetically (A-G, H-P, for example) by STUDENTS' last name
5. At these tables, using binders and/or laptops, we are checking parent IDs to ensure they are the parent of the student they are claiming and that they are authorized to take these students.
6. Parents are sent to Mercer Hall (outside or inside depending on weather) to wait for their students
 - a. If inside, tables will be set up as a barrier to prevent students, parents from leaving without being checked
7. Meanwhile: original slips with student name on them are sent to the A building where we are checking Infinite campus for the students' location
8. Runner sent or phone call made to classroom to retrieve student
 - a. If runner: runner gives slip to student, and tells them to keep it because they need it to be allowed to leave
 - b. If phone/other: student slips are run to mercer and students held at covered eating area to get slip before being sent through mercer
9. Student and parents reunite at Mercer Hall
10. As they leave we take both slips to ensure they match before they leave
11. We staple slips back together to keep for records

Students whose parents elected not to come pick them up or release them will be held until the normal time either for pick up or for the buses to take them home.

Depending on the situation evening activities or sports may or may not be cancelled.



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We need:

- Updated emergency cards with the checkbox
- Updated IDs with some indication of if they are allowed to leave on their own
- Alpha Signage for the tables/mercer
- Enough binders/laptops for those checking names/infinite campus
- Folding tables

