

In some circumstances, Kent City Community Schools may require parents or guardians to pick up their students in a formalized, controlled and planned release. This process is called Reunification.

A Reunification may be necessary due to weather, a power outage, hazardous material spill or because a crisis occurred at the school. The Reunification process may occur at the school or at a designated site near the school. The following plan addresses what parents and guardians can expect when they arrive to pick up their student during Reunification.

Notification of a Reunification operation

Parents and guardians may be notified of a Reunification in a number of ways. KCCS uses a system called BrightArrow to send notifications to students, guardians, and our staff concerning emergency situations. BrightArrow uses the email account and phone number in PowerSchool to send an email, text message, and telephone call to the parent or guardian listed. In order to receive these notifications, guardians must ensure their contact information in [PowerSchool](#) is correct.

In addition to BrightArrow, we may post messages on the district website (kentcityschools.org) and the district social media platform, Facebook, depending on the circumstances of the incident.

Reunification at school

There are a variety of situations that may require students to be dismissed from school before the end of the school day. In most instances, parents/guardians will reunify with students at school after being notified via BrightArrow, and possibly the district website & Facebook page, where specifically they should report to pick up their student at the school.

Activation of a Reunification Site

Situations may arise in which reuniting parents/guardians with their students at the school is not a safe option. In these situations, parents and guardians will be directed to a Reunification Site near the school. Parents/guardians will be notified of this location via BrightArrow text, email and phone call. At the Reunification Site, KCCS will implement a formalized and controlled process of accounting for and releasing students.

At the Reunification Site

Please remain calm and patient. Incidents that lead to the activation of a Reunification are extremely stressful for everyone involved - students and staff alike - and your patience is important for maintaining a smooth operation.

There are three very important things for parents/guardians to remember:

1. Parents/guardians will be required to show picture identification in order to pick up their student;
2. Students will not be released to a person unless that person is listed as a "Parent/Guardian" or an "Emergency Contact" in PowerSchool; and
3. Parents/guardians will not be allowed inside the Reunification site for security reasons

Upon arrival at the Reunification Site expect these steps -

A KCCS staff member will approach the guardian's vehicle and ask to see a picture ID

1. The staff member will record your name, ensure you match the photo on the ID, and take down information on the vehicle you are driving
2. The staff member will ask you to relocate to a waiting area in the parking lot
3. The staff member will return to the building to retrieve your student who will be escorted to your vehicle in the waiting area
4. The staff member will once again check your ID to ensure you are the person pictured
5. The staff member will record your name and phone number on the Student Receipt Card and ask you to sign and date the card

Once this is complete, you are free to leave the Reunification Site with your student.

Delayed student release at Reunification

Some students may not be released to their parents/guardians immediately. Students who witnessed an incident may need to be interviewed by law enforcement officials, others may need time to speak with a school counselor and some may be receiving medical attention on site. All of these can take time and may delay the release of a student. In these instances, KCCS staff will inform and update guardians of the situation as appropriate.

If a parent/guardian cannot immediately pick up their student

If a guardian cannot go to the Reunification Site, their student will only be released to individuals previously identified as emergency contacts. If an emergency contact has not been designated, students will be held until their guardian can arrive at the Reunification Site.