



## Kingsview Middle School Parent-Child Reunification Plan 2020-2021



The Parent-Child Reunification (PCR) process has been developed to unite parents/guardians with their children during a crisis or emergency situation. It is important that parents/guardians, students and staff work together to ensure that students are safe and protected from harm. When the school administrator determines that the PCR team needs to move into action, the Office of School Support and Improvement (OSSI) must be notified immediately. The PCR coordinator, or designee, will make an announcement for all team members to report immediately to the Media Center. All teachers will escort their students to the Kingsview Middle School gymnasium, community center gymnasium, or all-purpose room. The location of each grade level will be determined and communicated to staff based on the time the plan is implemented. All PCR team members have responsibilities that must be followed, as noted below, in order to ensure a smooth reunification process. However, in order for the process to be effective, all staff, parents/guardians and students must familiarize themselves with the plan and adhere to the specifications.

The PCR process will be activated under certain conditions of a Shelter Alert. These are the specific steps in the process:

1. An announcement will be made for the PCR team to report to the Media Center. Staff members with a planning period at that time will also be instructed to report to the Media Center. Teachers will be told which of the three designated waiting areas to take their grade level classes. The PCR Coordinator will direct two staff members to stand at the main entrance to direct parents/guardians entering and exiting the building. Staff will be stationed at the pick-up area to assist with connecting students and parents/guardians. The remaining staff members will be stationed at various doors in the building, will assist with crowd control, and will assist the PCR Coordinator as needed.
2. The locations for each grade level to wait for parent pick-up will be determined on the day the plan is implemented. The three designated areas for grade level waiting will be the Kingsview Middle School gymnasium, Community Center gymnasium, and the All Purpose Room. The PCR checkpoint area for parents/guardians will be at the end of the eighth grade hallway.
3. All exterior doors will be locked. The main office entrance will be the only point of entry. Parents/guardians and students will exit out the door in the music hallway. Security team members will be posted at the main entrance and will assist with traffic control and parents/guardians entering and exiting the building.
4. Prepared signs will be posted throughout the building to direct parents/guardians to the PCR checkpoint. These signs are kept in the PCR emergency box that is maintained in the Counseling Office by the Registrar. Available staff will post the signs throughout the building and make sure the PCR box is taken to the checkpoint area. The Registrar will bring the emergency cards, reunification forms, and schedule cards that are kept in the Counseling Office to the PCR check-in table.
5. The building service manager will instruct his/her staff to immediately set-up 3 tables with 2 chairs per table at the check-in area. They should also set up a table for security individuals at the main entrance.
6. The staff members posted at the check-in area will direct parents/guardians to check in with staff seated at the tables for verification of identity and/or address.
7. At each grade level table, staff will have release authorization information, emergency cards, and student schedules.
8. Parents/guardians must show photo ID upon entrance into the building and again at the checkpoint area. Once verification is made, staff will enter the required information in the

process log and issue the parent/guardian the student's schedule. This schedule is used to indicate that individuals are authorized to pick up the identified student(s) at the designated grade level pick-up areas. Staff members will then assist parents/guardians to the pick-up area located at the end of the hallway near Stairway 1 and the school store. Parents/guardians will wait there until students are brought to them by a staff member.

9. Once the parent/guardian has connected with the student, they will then exit the building through the music hallway. When exiting the building, the parent/guardian should show the student schedule (with student picture included) to the security officer posted at the exit door. This indicates proper reunification and permission to leave the premises.

**ITEMS IN THE PCR BOX INCLUDE:**

Reunification forms/Emergency Forms/Student Schedules/PCR Process Log

Megaphone/Direction Signs

Clipboards/Pens/Tape

Flashlight/Batteries

**Kingsview Middle School  
Parent-Child Reunification  
Staff Responsibilities  
2020-2021**

**Name(s)**

**Title/Responsibility**

Dyan Harrison, Principal: Responsible for the security and overall safety of staff and students. Gives authorization to move into a Shelter Alert mode and for the PCR team to move into action.

Heather Cohen, PCR Coordinator/Resource Counselor: Develops, plans and organizes the PCR process. Meets with the PCR team members to review the procedures and oversees the implementation of the process during a Shelter Alert. Reports directly to the Principal.

Jason Godfroy, Media Specialist: PCR Assistant Coordinators/Media Center Specialist: Assists PCR Coordinator with overseeing the implementation process.

Catharine Hocker, Registrar and Counseling Secretary: Brings the PCR box, schedule cards, emergency cards, and reunification forms to the check-in area.

Daphne McKay, Staff Development Teacher: Oversee posting of signs directing parents to the reunification location and work at one of the check-in tables.

Catharine Hocker, Jason Godfroy, Christine McDermott, Verification Team: Manages the PCR verification pick up table. Confirms using the photo ID that the parent is on the emergency card and reunification form. Then designated staff members escort the parent to the pick-up area.

Vonda Johnson, Building Service Manager: Organizes table and chair set-up in the APR, two gymnasiums, and in front of the Main Office.

Katie Mendelson, Janet Moore, Kelli Shelhorse, Counselors: Stationed in the designated grade level waiting areas and oversees the release of students.

Robert Tyler and Felicia Jackson, Security Assistants: Posts necessary signs and monitors traffic entering and exiting the building.

Staff Off with Planning Period During a PCR: Report to the reunification location (Media Center) to assist as directed by the PCR coordinator or the PCR assistant coordinator.

**Kingsview Middle School  
Parent-Child Reunification  
PARENT/GUARDIAN INFORMATION  
2020-2021**

The Parent Child Reunification (PCR) Process has been developed to unite parents/guardians with their children in an orderly fashion during a crisis or emergency situation. It is important that parents/guardians, students and staff work together to ensure that students are safe and protected from harm. In order for the process to be effective, all staff, parents and students must familiarize themselves with their responsibilities and adhere to the specifications. Staff members have been informed and are aware of their duties. Parents/guardians should make note of the following:

- All exterior doors will be locked. The main office entrance will be the only point of entry. One security team member will be posted at the main entrance and one will assist with traffic control. Parents/guardians are asked to assist in our efforts to maintain an orderly process and follow the directions of all staff members.
- Signs will be posted directing parents/guardians to the PCR location check in area.
- The Kingsview staff members posted at the entrance will direct parents/guardians to the check-in area. **Parents/guardians must have photo identification to be shown for entrance into the building and at the check-in area. Students will not be released to individuals not listed on the emergency yellow card or the authorization to release form.** Staff will verify the identity of parents/guardians and provide clearance at the check-in area.
- After verifying information from parents/guardians, check-in staff will provide parents/guardians with a student schedule that contains the student's picture. Parents will then be escorted to the pick-up area and wait for staff to bring the student to the parent.
- When exiting the building, the parent/guardian should show the schedule with picture ID to the security team member posted at the exit door. The pass indicates proper reunification and permission to leave the premises.

By following these guidelines, the parent-child reunification process should be smooth and orderly. If you have any questions or concerns, please contact any member of the administrative team for clarification at (301) 601-4611.