

THE KAURI SUE HAMILTON SCHOOL REUNIFICATION PLAN AT THE SCHOOL (2025-2026)

All schools are required to have a Reunification Plan to ensure student safety if normal dismissal (such as buses) is disrupted. This plan is designed to keep students with familiar staff and classmates in secure, controlled environments.

Parent Notification Process

- Parents will receive notification of their child's designated bus area and color for reunification purposes. This color will remain the same throughout the year, regardless of bus changes.
- In the event of reunification, parents will be notified promptly through ParentSquare.

Pick-up Locations

- Five designated pick-up/bus areas:
 - Office
 - North
 - East
 - South/Seminary
 - West Atrium

Staff Assignments

- Licensed staff assigned as bus area leads (weekly bus duty) will report to their designated areas with radios and Reunification Clipboards.
 - Office: Speech
 - North: APE
 - East: PT
 - South/Seminary: Behavior
 - West Atrium: OT
- Principal and office staff will remain in the main office to coordinate and problem-solve.
- Assistant Principals and assigned staff will be stationed at the church parking lot to check IDs and direct adults.
- Classroom staff will remain with students in classrooms until called, then bring students to pick-up areas.
- Additional staff may be assigned to supervise parking lot entrances and escort students as needed.

Student Release

- Students will only be released to individuals listed on the student's registration card.
- ID verification is required at pick-up.

Pick-up Process for Adults

1. Line up in the church parking lot (corner of 13400 S. 2700 W.) in your child's designated bus area color. Remain in your vehicle.
2. Enter the lot from 2700 W., proceed to the west side of the building.
3. Show your ID and state the student's name.
4. Follow staff directions to drive to the designated pick-up area.

Staff Process at Pick-up Locations

- Greet each car.
- Use radios/runners to request the student from their classroom.
- Complete the purple Reunification form and obtain a signature before releasing the student.