

## **THE KAURI SUE HAMILTON SCHOOL REUNIFICATION PLAN AT THE SCHOOL (2026-2027)**

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**

- 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.
- Enter the lot from 2700 W., proceed to the west side of the building.
- Show your ID and state the student's name.
- 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.

**THE KAURI SUE HAMILTON SCHOOL**  
**REUNIFICATION PLAN IF WE HAVE TO MOVE LOCATIONS (2026-2027)**

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**

- In the event of reunification, parents will be notified promptly through ParentSquare.
  - Location of where to reunify

**Pick-up Locations**

- LDS Church on corner of 2700 West and 13400 South
- Oquirrh Hills Middle School

**Staff Assignments**

- Courtney, Sharra, Autumn, (2) Nurses - at incident command
  - Sharra and 1 Nurse will head to new location once settled
  - Take accountability
- Teri, Jessica S., Office Clerk - Lead at new location
  - Set up stations
  - Computers
  - Clipboards
- Taylor L. - Map the new location/Get to Teri
- Cammie - Runner (whatever supplies are needed)
- Nurses - set up location for student/staff needs
- Speech Team - Greeters (Check ID, give reunification card to parent/guardian)
- Runners - OT, Marti, Carrie, Korbi, APE
- Reunifiers - PT (get card/give student)
- Classroom staff will remain with students
- Behavior team available to help where needed
- Additional staff may be assigned to supervise parking lot entrances and escort students as needed

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- ID verification is required at pick-up.

**Pick-up Process for Adults**

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

Dear Parents/Guardians,

The safety and security of our students are our highest priorities. In preparation for potential emergencies, we have developed a comprehensive **Emergency Reunification Plan**. This plan will be implemented in the event that students cannot be transported home by bus and must instead be picked up by families at Kauri Sue Hamilton School or a designated alternate location.

To ensure you are prepared, please review the following materials included with this letter:

### 1. Reunification Procedures Handout

This one-page guide provides essential details regarding our emergency protocols:

- **Front Side:** Procedures for reunification at Kauri Sue Hamilton School.
- **Back Side:** Procedures for reunification at our designated alternate location.
- **Key Information:** Details on how the school will notify parents, specific pickup locations, staff responsibilities, and expectations for adults arriving to collect students.

### 2. Color-Coded Rearview Mirror Hanging Tag

Included is a colored hanging tag labeled with your student's name and bus area.

- **The Color System:** The color of your tag corresponds to a specific bus area.
- **Emergency Use:** In the event of an emergency at Kauri Sue, please display this tag on your rearview mirror. It will help staff direct you to the correct pickup zone quickly and efficiently.
- **Alternate Pick-up Locations:** Addresses on the back of hanging tag

We encourage you to keep these materials in a safe, accessible place—such as your vehicle's glove compartment—so they are available if needed.

If you have any questions regarding these procedures or the materials provided, please do not hesitate to contact the school's administrative team.

Sincerely,

Courtney Titus  
Principal, Kauri Sue Hamilton School

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### Parent/Guardian Reunification Information Receipt

*Please sign and return this portion in your child's backpack to confirm you have received and reviewed this information.*

**Student Name:** \_\_\_\_\_

**Parent/Guardian Name (Print):** \_\_\_\_\_

**Parent/Guardian Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_