

# Student Release Protocol

- Student release protocol is a very stressful process.
- We are sharing this with school council and staff so you understand how it is done and why.

## ***A Note to Parents***



**In times of unexpected events, our top priority is keeping your children safe. That's why our emergency plan includes a crucial element – the controlled release of students.**

**Here's a few of the reasons why this process is vital:**

- ☑ By having a controlled release, we can track every student, guaranteeing that no child is left unaccounted for during the commotion of an emergency.
- ☑ It helps accommodate extenuating circumstances, e.g., a parent unable to get to the reunion center.
- ☑ Emergencies are hectic. Controlled release helps reduce the risk of mix-ups, ensuring each student is correctly and safely reunited with their custodial parent or authorized adult.
- ☑ We have specific safety protocols in place, and a controlled release helps ensure everyone follows the necessary measures to keep all parties safe – parents included.

Emergencies can be stressful. A controlled release brings order and reassurance – parents can trust that we have a well-thought-out plan to keep their children safe.

**Follow along in the story to see the steps to a controlled student release.**

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## Student Release Summary

Each school has specific procedures tailored to its individual needs. As a general overview, the process for controlled Student Release includes the following:

- **A Student Release location will be established.** Parents will be notified of its location at the time of the emergency. The location may not be at the school — the location will depend on the specific nature of the emergency.
- You **will need to fill out a Student Release Request Form.** This ensures that all students are accounted for and only released to authorized individuals.
- Students **will only be released to an individual designated as a legal guardian or emergency contact on the student's Emergency Card.** Parents must provide this information when registering for school. It is critical that you keep this information current with your school, as the school will only release a child to someone listed as an Emergency Contact — **no exceptions will be made.**



Some days things just don't seem to go right. In fact, on occasion you might say a day is just bad - yes, just an outright bad day.

In truth, it's usually not the whole day that is bad, but it happens. And when it happens, you might be at school, you might be at home or you might be riding your bike in a parade.

And if the day is REALLY bad and we are at school when it happens, it might mean that our parents have to come to pick us up: no walking home, no taking the bus, no riding our bikes.

It means our parents have to follow some very specific steps



When an emergency happens and Principal Penny, who is our school principal, decides it is better for us to have our parents pick us up, all the students in our school go to an area that is safe.

That could be an area in our school or at another building; we might even have to take a bus!

Our teacher or another staff member stays with us until our parents arrive to pick us up.

Sometimes we will get to see our parents quite quickly. And at other times it could take a whole lot longer before we get to see them, but that is just because our school is doing everything they can to make sure we stay safe.



Depending the emergency that we are dealing with, we will likely house our students in gym. We will have our parents enter in the grade one doors. And we will collect them and have them exit through the Front doors.

Likely calls will be made by a variety of staff. We will be equipped with a script. This will be an all hands on deck part of the process. Some staff will be with students. Likely we would ask teachers to call their own families. This will be the longest part of the process.



The school will call or text our parents to let them know where we are, and when they should pick us up.

It is important that parents remember to bring proper identification, like a driver's license, or something with their picture on it. Parents need to show their ID when they arrive, so the student release staff can be absolutely sure someone else is not pretending to be them!

Parents will come in through the grade one doors (imagine) We will have staff there to check ID. All ID's will be checked, regardless of if we know you are or not. There will be an administrator at this location. We will fill out paperwork and bring parents to the learning commons. We will send a runner to collect the student and bring them to the Learning Commons.

When our parents arrive at the building where we are located, they will be greeted by staff and provided with instructions on what they need to pick up their children.







The first thing my mom will have to do is fill out some information on a form. The form is simple and doesn't take long to complete.

It is the way our school keeps track of all of us - because it can get a little busy (and stressful) when bad days come along!

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Everyone will be ID'd, regardless of how well we know you. It is important for us to follow this procedure closely. This allows us to ensure student safety and student release to the appropriate people. Likely there will be either Rhonda or Michelle in this spot. They know most of the parents and will be able to ask for the ID's.

When my mom has finished filling out the form, she'll hand it to the staff at the **REQUEST GATE** and they will check to make sure all the information matches that on my Emergency Contact form.

**Staff will ask to see my mom's identification**, even if they know her from all the things she does for the school - it's part of the procedure. So she'll need to have it handy.



Next location... parents waiting area. Paperwork will be completed; ID's will be checked. Students will be brought from the gym to join their parents.



Once the **REQUEST GATE** staff have finished checking everything on the form and it is all okay, they will send someone to get me from the Student Assembly Area.

In the meantime, my mom will be asked to go to the Waiting Area until the staff at the next station, the **RELEASE GATE**, are ready for her.

One more ID check! We will soon be collecting kids for the parents. This seems like to will take a while, but the first couple will be tricky but as we figure out the process it will be seamless.

When I am ready to go, the staff at the **RELEASE GATE** will call my mom's name and ask her to come to the desk.

**They will want to check her ID one more time** – just to be very sure that I am going home with the right person.

Then she will sign that she has picked me up.





# Reunited and it feels so good!



Once that is all done, I can see my mom.

And we will be off home!