



WILLOUGHBY-EASTLAKE Board of Education

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September 2017

Dear Willoughby-Eastlake School Parents and Guardians,

The safety of our students and staff is the highest priority of Willoughby-Eastlake City Schools. During the month of October, we will be conducting district-wide safety drills. As part of our Emergency Management Plan, we have developed a Student Reunification Procedure specific to each building. The plans are revised and updated each year with the assistance of district personnel, parents, and local safety forces.

The **Student Reunification Procedure** refers to the process used to reunite students and parents or guardians in the following instances:

- If a situation arises such as a power or water outage necessitating student pick up by a parent, guardian or parent designee before the end of the regularly scheduled school day
- If an emergency situation necessitates the evacuation of the school and students need to be picked up from the evacuation location by a parent, guardian or parent designee

Please note, the *only* person to whom a student will be released is a parent, guardian or a person listed as an emergency contact in the online forms that you complete at the beginning of the year. A photo ID of the parent/guardian/designee will be required for identification. If you have not completed your child's profile information in *InfoSnap*, please make sure you contact your school to complete this process immediately.

In the case of an emergency situation, we will use the School Messenger notification system to contact parents using voice, email and text messages.

Your cooperation in completing your child's emergency contact information will assist us in reuniting parents and children in a safe, smooth and timely manner. Please keep in mind that Emergency Management Plans are specific to types of events and the circumstances of each event dictate the protocol utilized.

If you have children at multiple schools, you may receive additional copies of this letter.

Sincerely,

Steven A. Nedlik

Director of Operations and Security