

# PARENT LOCKDOWN & REUNIFICATION INSTRUCTIONS

IN THE EVENT OF A MAJOR INCIDENT AT YOUR CHILD'S SCHOOL WE MAY HAVE TO INITIATE A LOCKDOWN AND/OR OUR REUNIFICATION PROCESS. IF THIS IS THE CASE, YOU WILL RECEIVE NOTICE OF THE EVENT FROM OUR DISTRICT "NOTIFY ME" SYSTEM. PLEASE SIGN UP FOR "NOTIFY ME" IN YOUR PARENT PORTAL.

**DURING A SCHOOL LOCKDOWN:**

**HERE'S WHAT YOU DO:**

- ✓ STAY HOME UNTIL INSTRUCTIONS ARE PROVIDED
- ✓ STAY INFORMED. WATCH AND LISTEN FOR INFORMATION
- ✓ ASSURE YOUR PARENT PORTAL CONTACT INFORMATION IS UPDATED
- ✓ FOLLOW DISTRICT INSTRUCTIONS AS COMMUNICATED
- ✓ STAY CALM AND BE PATIENT

**HERE'S WHAT NOT TO DO:**

- ✓ DO NOT GO TO YOUR CHILD'S SCHOOL
- ✓ DO NOT ATTEMPT TO PICK YOUR CHILD UP AT THE SCHOOL
- ✓ DO NOT CALL THE SCHOOL
- ✓ DO NOT PANIC OR GET UPSET AT STAFF

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**TO BE REUNIFIED WITH YOUR CHILD AT OUR REUNIFICATION SITE:**

**HERE'S WHAT YOU DO:**

- ✓ STAY HOME UNTIL INSTRUCTIONS ARE PROVIDED
- ✓ STAY INFORMED. WATCH AND LISTEN FOR INFORMATION
- ✓ ASSURE YOUR PARENT PORTAL CONTACT INFORMATION IS UPDATED
- ✓ HELP WITH CONGESTION BY HAVING ONLY ONE PARENT/GUARDIAN COME TO THE SITE
- ✓ BRING YOUR PICTURE IDENTIFICATION TO REUNIFICATION SITE
- ✓ FILL OUT REUNIFICATION CARD AT THE SITE
- ✓ STAY CALM AND BE PATIENT

**HERE'S WHAT NOT TO DO:**

- ✓ DO NOT GO TO YOUR CHILD'S SCHOOL
- ✓ DO NOT SEND SOMEONE TO PICK UP YOUR CHILD WHO IS NOT LISTED AS A PRIORITY EMERGENCY CONTACT IN PARENT PORTAL
- ✓ DO NOT PANIC OR GET UPSET AT STAFF-WE ALL HAVE THE SAME GOAL

**\*WE ALL SHARE THE COMMON GOAL OF SAFELY REUNIFYING STUDENTS WITH PARENTS\***

FOR MORE INFORMATION ON THE PARENT REUNIFICATION PROCESS PLEASE VISIT OUR SAFETY LINK AT [WWW.CANONCITYSCHOOLS.ORG](http://WWW.CANONCITYSCHOOLS.ORG) OR CALL 719-276-5715.