



August 2021

Dear Parents/Guardians:

Student safety is one of our primary concerns in the Rice Lake School District. The purpose of this communication is to provide you with details about our Parent-Child Reunification Plan. Our Parent-Child Reunification Plan will be used if it becomes necessary to relocate an entire school population to an alternate site. Such a move would take place when school officials and/or emergency responders determine that keeping our students in the school would be hazardous. Examples of when we might relocate include, but are not limited to: a chemical spill, a fire, a power outage, etc.

Please read our **Parent-Child Reunification Plan** located below. Should an emergency occur this year, we will release students only to parents/guardians or emergency contacts you have identified on the student's record in the school's student information system (Skyward/Family Access). When arriving to pick up a student, proper identification must be presented to release the student.

Parents/guardians can view and/or update your chosen emergency contacts by logging into your secure Family Access account and choosing "Student Info", then "Request Changes for (student name)" – make desired changes and save. If you have questions or need assistance, please call 715-234-9007.

We appreciate your support and assistance in this important matter. Please call with any questions or concerns you may have in regard to our emergency planning procedures.

Sincerely,

Randy Drost  
District Administrator  
Rice Lake Area School District

## **Rice Lake Area School District Parent-Child Reunification Plan**

**In the event of an emergency, parents/guardians are encouraged NOT to initially respond to the school during a crisis.** This will allow emergency responders and school officials to assess the situation and activate the appropriate emergency response plan.

Should there be an emergency, parents are asked to adhere to these procedures:

- Cooperate with emergency responders and school officials.
  
- Wait for notification of how, when, and where to respond. This notification will be sent via the district website at <http://www.ricelake.k12.wi.us>, local radio and TV stations, and the district emergency notification system sent to phones and/or emails.
  
- Do not park in the main access area to the school or the fire lanes.
  
- Upon arrival at the alternate site to pick up your child, follow these procedures:
  - Report to the station that has the ***first letter of your child's last name.***
  - Give the station worker your child's name.
  - Present proper identification.
  - Wait for your child(ren) to be brought to you.

Please note that only parents/guardians and emergency contacts listed on the student's record in the school's student information system (Skyward/Family Access) will be allowed to pick up your child at any time, including emergency situations.

For security reasons, no phone authorizations will be accepted.

Thank you in advance for your cooperation and support.