

CA Elementary Safety & Security Update

Dear Parents,

CA Elementary School will be performing an unusual task on Wednesday, April 14. We will be doing a mock reunification scenario. The Collegedale Academy (CA) Safety Advisory Committee has developed a school-wide reunification initiative. In some situations, for the safety of students, it may be necessary for the student body to be relocated to an off-site location for student and parents to be reunited in a controlled and methodical format. A Reunification Team developed CA's protocols in the event an off-site reunification is necessary. Both our CA Middle and High Schools have practiced this and it is now CA Elementary School's turn.

On Wednesday, April 14, the CA Elementary School student body will be relocated to the Collegedale SDA Church to practice our reunification procedures. Student pickup will not be at CA Elementary School, but will be at the Collegedale SDA Church instead.

If a catastrophic event were to happen and relocation of students was necessary, we would ask two things from parents. For the purposes of this drill on Wednesday, April 14th we are asking the same as well.

1. Bring a photo ID – Driver's license, state ID, etc.
2. Be patient – If there any issues, we want to resolve them before an actual emergency.

As a parent, if you cannot pick up your student due to work etc. please have someone on your student's emergency contact list pick up your student. On the other hand, if this were an actual emergency event, students would be released to custodial parents only.

We will begin the dismissal/reunification process at 2:15pm when students will take their needed belongings from the elementary school to the church. Students, other than those going back for After Care, will not be allowed back into the school building.

Any student not picked up by 3:30 will be escorted back to the school for After Care.

What to expect for our Reunification Drill on Wednesday, April 14, 2021:

- The CA Elementary student body will be relocated to the Collegedale SDA Church at 2:15pm.
- To pick up your student, you will need to present a photo ID at the parent check-in desk (main church entrance off the upper parking lot), fill out a Reunification Card (given to you upon arrival) and turn it at the parent check-in desk. Pickup will begin around 2:30 pm. You will park, get out of your car, and take your ID to the main church entrance.
- A designated staff member will bring your student to you at a pre-determined location and then you are free to leave.
- Any student not picked up at the church will be escorted back to After Care at 3:30pm.
- Teachers will not be able to receive and/or respond to texts during this time.

On behalf of the CA Safety Advisory Team and the school administration, thank you in advance for your cooperation.