

Parental Student Release Directions For Web Site

When the school is placed into a lockdown, or an event occurs that would cause the evacuation of the school, certain procedures needed to be put in place to ensure the safe transfer of each child from the custody of the school, to the custody of a parent or guardian. To safely accomplish this a form has been prepared, and is attached here to titled "Student Release Form". This form would need to be completed by a parent/guardian and returned by email, dropping it off at your child's school, returning it to the school with your child, or mailing it to your child's school or schools if you have children in more than one school in the district.

By completing this form and returning it to the school you will expedite the time it will take to pick up your child should an incident occur. Due to liability issues, and numerous situations where court orders may be in place barring a parent from custody, without this form on file there will be an extended wait to properly determine if the child can legally be released to whomever arrives to pick up the child. Child custody issues change on a day to day basis and the district cannot assume that if a parent had a legal right to take custody today, that the custody situation has not changed since then. We would encourage you to supply a copy of any court orders involving the custody of your child(ren), as well as supplying any new orders, or orders amending custody issues. We would have no way of quickly verifying that a parent no longer had a legal right to take custody of a child without having been made aware in advance of these issues or changes.

When picking up a child, the person who arrives MUST have proper identification with them. If the person cannot produce proper identification, then the child will not be released by the school, and it may require the intervention of police to ensure the child's safe release. We also encourage you to bring with you copies of any previously mentioned court orders if possible.

To avoid as much confusion as possible should you ever need to pick up your child under these circumstances, here is a brief explanation of the procedure so you will have some advanced knowledge of what to expect when you arrive. The Global Connect Message which is sent out will explain where your child is being assembled in the event that the information listed below should be changed. Always follow the information in the Global Connect Message if it differs from the information below.

- For the Haddon Heights Junior and Senior High Schools:
 - In the event of a lockdown of the school, where the students will remain in the school, parents will be directed to the "Parental Check In Staging Area" which will be through the main school entrance located on Garden Street.
 - If the school is evacuated, and students are moved out of the building, but still on school grounds, they will be assembled on the hockey field which is the furthest field from the school, on the opposite side of the football field. The "Parental Check In Staging Area" will be set up and there will be signs or staff directing you to that area. (Depending on the situation this will either be the gate on Second Avenue by the school leading to the bleacher area, or the gate on First Avenue behind the softball backstop.)
 - If the school is evacuated to a remote location away from the school this would normally be done by moving the students to the Baptist High School Church located at the corner of 3rd Ave. and Station Ave. Parents will be directed by signs or staff to the "Parental Check In Staging Area".

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➤ For Atlantic Avenue Elementary School:

- In the event of a lockdown of the school, where the students will remain in the school, parents will be directed to the "Parental Check In Staging Area" which will be determined based on the incident at the time. There will be signs or staff to direct you to that area.
- If the school is evacuated, and students are moved out of the building, but still on school grounds, they will be assembled in the school yard behind the school. The "Parental Check In Staging Area" will be determined based on the incident at the time. There will be signs or staff to direct you to that area.
- If the school is evacuated to a remote location away from the school, this would normally be done by moving the students to the Stanfill Tower located at 117 E. Atlantic Ave. approximately a block away from the school. Parents will be directed by signs or staff to the "Parental Check In Staging Area" at Stanfill Tower.

➤ For Seventh Avenue School

- In the event of a lockdown of the school, where the students will remain in the school, parents will be directed to the "Parental Check In Staging Area" which will be determined based on the incident at the time. There will be signs or staff to direct you to that area.
- If the school is evacuated, and students are moved out of the building, but still on school grounds, they will be assembled in the school yard behind the school. The "Parental Check In Staging Area" will be determined based on the incident at the time. There will be signs or staff to direct you to that area.
- If the school is evacuated to a remote location away from the school, this would normally be done by moving the students to The First United Methodist Church located at 704 Garden Street on the corner of Seventh Avenue and Garden Street approximately a block away from the school. Parents will be directed by signs or staff to the "Parental Check In Staging Area" at The First United Methodist Church.

➤ For Glenview Avenue School

- In the event of a lockdown of the school, where the students will remain in the school, parents will be directed to the "Parental Check In Staging Area" which will be determined based on the incident at the time. There will be signs or staff to direct you to that area.
- If the school is evacuated, and students are moved out of the building, but still on school grounds, they will be assembled in the school yard behind the school. The "Parental Check In Staging Area" will be determined based on the incident at the time. There will be signs or staff to direct you to that area.

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- If the school is evacuated to a remote location away from the school, this would normally be done by moving the students to the Bethany Presbyterian Church located at 1701 Sycamore Street across the street from the school on the corner of Sycamore Street and Glenview Avenue. Parents will be directed by signs or staff to the "Parental Check In Staging Area" at Bethany Presbyterian Church.

Once at the "Parental Check In Staging Area" you will be required to produce your proper identification (i.e. driver's license) and identify the student(s) you are there to pick up.

After this procedure is complete your student will be sent for and you will be directed to the "Student Release Area".

Once your student(s) arrives at the "Student Release Area" you will AGAIN be required to produce your proper identification and complete a portion of the "Student Request Form" titled "To Be Completed By Parent/Guardian At Release Location".

- A line on this area of the form inquires where you intend to take your student upon release. This is requested so we know if you intend to take your student somewhere to be medically evaluated, or if you only intend to take the student home. This would allow us to check on the status of your student later in the event we need to document any issues that were not apparent, or obvious, at the time your student was released.

Note: The staff has been advised that their personal knowledge of any parent or guardian is **NOT** an acceptable form of identification. A physical form of identification must be produced **and documented**. The lack of identification will only delay the release of your child(ren) to you.

We appreciate your assistance and understanding, and we are attempting to ensure that this is as easy of a process as possible based on the obvious concerns and stress that would be associated with having to deal with a situation of this nature.

If you have any questions, or need further clarification as to these procedures, please feel free to contact the Haddon Heights School District's School Supportive Assistant, SLEO David E. Bauman at (856) 547-1920 ext. 1038.