



KAREN E. JEZ
SUPERINTENDENT

TITUSVILLE AREA SCHOOL DISTRICT

221 NORTH WASHINGTON STREET • TITUSVILLE, PENNSYLVANIA 16354-1785
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SAFE SCHOOLS STUDENT REUNIFICATION PROCEDURES

In the event of an incident which requires dismissal procedures that vary from the normal routine, Titusville Area School District has established reunification areas that are safe and secure for parents and or guardians to go to pick up their children. These areas will be away from the incident. Everyone's efforts and cooperation toward maintaining an orderly process will be needed. The following steps will be followed:

1. Parents/Guardians will be notified of the location of the reunification area as soon as possible after the incident.
2. Parents/Guardians will report to the designated area and give the name of their child.
3. **Photo identification will be required** to ensure the person requesting the child is a parent, legal guardian or approved emergency contact. Children will only be released to parents, legal guardians or approved emergency contacts.
4. PowerSchool is the system that houses the listing of parents, guardians and approved emergency contacts. Students will only be released to those individuals listed in these categories.
5. A runner will go to the student and staff assembly area and secure the child requested by the parent or guardian. The runner will escort the student back to the reunification area.
6. Parents/Guardians will be asked to sign a form indicating they picked up the child. The date and time will also be indicated on the release form.
7. If the child is in the first aid area, the parent/guardian will be escorted to that area for reunification with their child.
8. If the child is missing, the parent/guardian will be escorted to the area where crisis counselors are located.
9. Crisis counselors will be located close to the first aid area in the event they are needed.

"The mission of the Titusville Area School District, a partnership with parents and community members, is to ensure that all students are challenged by quality academic and social experiences to achieve their fullest potential as life-long learners."

An Equal Rights and Opportunities School District

Titusville Senior High School
302 East Walnut Street
Titusville, PA 16354

Titusville Middle School
415 Water Street
Titusville, PA 16354

Hydetown Elementary
12294 Gresham Road
Titusville, PA 16354

Main Street Elementary
117 West Main Street
Titusville, PA 16354

Pleasantville Elementary
374 North Main Street
Titusville, PA 16354

Early Childhood Learning Center
330 East Spruce Street
Titusville, PA 16354