**PARENT REUNIFICATION PLAN**

Dear Parents:

Our parent/student reunification plan is used if it becomes necessary to relocate the entire school population to either of our two alternative sites. Such a move will take place when it is determined by school administration that keeping students in the school would be hazardous to them and staff. We have two alternative sites. The first is the Lusher Freret Street campus. In the event that the Freret campus is unavailable or unsafe, students will be transported to Tulane University. When you are notified of the activation of our parent/student reunification plan, you will be told where the students have been transported.

If it becomes necessary to activate our parent reunification plan, parents will receive a text message and/or email with information and directions. It is critically important that our office staff have all current phone numbers and email addresses so that we are able to contact you at any time during the school day in the event of an emergency.

When you arrive at the alternative site to pick up your child, there will be five stations: A-C, D-G, H-L, M-R, and S-Z. **Please report to the station that has the first letter of your student’s last name.** Give the station worker your child’s name and present a picture I.D. that is a match to a name on the emergency release card.\* Once you have been identified, your child will be brought to you at the station.

**\*All individuals picking up students must provide valid identification and be positively identified by our staff. Unless a person’s name is on our emergency card list as having your permission to pick up your child, we will not release your child to them.**

Student safety is the primary concern at Lusher. We appreciate your support and assistance in this important matter.

Sincerely,

Sheila Nelson, Principal

**WE HIGHLY SUGGEST THAT YOU DOWNLOAD THIS LETTER AND DISPLAY IT IN A HIGHLY VISIBLE PLACE IN YOUR HOME SO THAT YOU CAN EASILY ACCESS IT IF IT BECOMES NECESSARY TO IMPLEMENT THIS PLAN.**