

Guidance Charter School is committed to providing a safe environment for students, staff, and visitors. We have developed a comprehensive plan to cover a wide variety of situations to help staff and our public safety partners respond swiftly should a crisis occur at our school.

How will my child's school handle an emergency?

The Guidance Charter School has an emergency preparedness plan to manage emergencies if they arise. The response to each situation will differ based on the emergency. The flexibility of the plan is key to the success of the response. Our school emergency plans are reviewed at the beginning of each school year and monthly training is conducted.

What is emergency preparedness?

The Guidance Charter School has taken steps to ensure your child's safety while in school. Emergency preparedness is the creation of the proper steps taken in the event of an emergency, such as contact information, communications, and evacuation plans and drills.

Where do I look for information and to stay informed?

Guidance has a number of different ways to get the message to parents. General information is placed on our website, which is updated immediately in the event of an emergency, or school cancellations. Additionally, Guidance works in partnership with the local public news outlets to assist in getting emergency information to the public.

Parents are encouraged to listen to the radio, watch television or go to the Guidance Website for the latest messages related to emergencies. Parents should not call the school during an emergency. The school needs to keep their lines open for communication with emergency responders.

What is a School Emergency Plan?

School emergency plans vary from school to school based on their location and facilities. Responses also vary depending on the situation, and plans need to be flexible to allow staff to respond based on the emergency. There are general components of each plan, which make up the essence of the required responses. There are procedures for evacuations, lock-downs and plans for heightened security situations. We do not release specific plans for security reasons, but if parents have a concern, they can call the schools principal to meet in person and review the security plans.

What is "heightened security"?

Parents may hear the term "heightened security" Our school has developed a crisis preparedness plan that outlines the steps to take in the event of emergency. Plans include on campus emergencies as well as ones near our campus. While the school system has security plans in effect every day at our school, different situations call for heightened security levels.

What is a lockdown?

An emergency may prevent the safe evacuation of our school and require steps to isolate students and faculty from danger by instituting a school lockdown. In a lockdown situation, all students are kept in classrooms or other designated locations that are away from the

danger. Faculty members are responsible for accounting for students and ensuring that no one leaves the safe area. School personnel will also secure building entrances, ensuring that no unauthorized individuals enter the campus. Lockdown procedures may be used to ensure the safety of students when an incident occurs in the community but does not directly involve the school. Parents are permitted access to the building and to their children when it is safe for them to do so depending on the situation.

What about my child's medications?

Parents should make sure that the school has at least two days' worth of medications in case of emergency. Parents of students with medical needs that are not known to the school, such as daily medicines or other medical conditions that require care should contact the school. All medical information and care is kept strictly confidential. In a heightened security event, security will make sure your child will receive the proper care.

Who can pick up my child?

Children will not be released to individuals who are not authorized on the student's emergency card or who do not have written parent authorization. The information form is completed by parents and guardians at the start of each school year. Parents and guardians are encouraged to update the student's emergency card as needed throughout the school year. Guidance also requires identification when the child is released by request.

How will I pick up my child in a time of emergency?

The Guidance Charter Schools primary responsibility is to keep children safe and secure during their attendance. Guidance Charter School does not aim to keep children from their parents if a crisis occurs during school hours or school activities. It is the schools intent to make sure that children are safe inside their schools until such a time that the threat has been reduced. Parents will be able to reunite with their children by following signage placed at the school or will be informed of a parent-student reunification location via the school system emergency messaging system and local media – if it is not the school site.

What is an evacuation reunification site?

If public safety officials require that our campus be evacuated, students and staff members will be safely transported by bus to a designated reunification site already prepared in the emergency plan. Parents will be informed of the reunification location via the schools emergency messaging system and by local media. At the reunification site, students will be released to their parents upon presentation of proper identification.

Can I contact my child?

Parents are asked not to call the school in emergencies so phone lines can remain accessible for the emergency. Parents will be kept informed via the phone messaging system, the Guidance Charter web site and emergency alerts through the local media outlets.

Is the school stockpiling food, water, and other emergency supplies?

Guidance Charter is taking action to make sure that our school would have the appropriate resources available including food and water and medical for a short-term event. In the event of a large-scale catastrophic event, the Guidance Charter School would rely on county and state authorities for assistance.