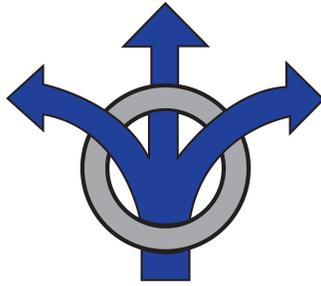


Options Charter Schools

(Noblesville/Carmel)

CORPORATE EMERGENCY PREPAREDNESS PLAN



Options Schools

BELONG. BELIEVE. ACHIEVE.

OPTIONS CHARTER SCHOOLS

Chief Executive Officer

Mike Gustin

The Emergency Preparedness Plan has been developed in accordance with the following Board Policies.

- G7 - Emergency Preparedness
- G1 - Anti Harassment Policy
- G2 - Drug and Smoke Free Workplace
- G3 - Firearms, Deadly Weapons, and Destructive Devices
- G4 - Technology, Acceptable Use
- P2 - Reporting Suspected Child Abuse and Neglect
- S1-S13 - Board Policies on Student Expectations

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Mission Statement

The Options Charter Schools provides a caring community to those students who seek an alternative to the traditional high school program. Our focus is on the educational success and health and wellness of each student. Our goal is to develop responsible individuals who are skilled problem solvers and caring, productive citizens.

Plan Introduction

Options Charter Schools is dedicated to safe, orderly learning environments in all of our schools. This plan is intended to be a practical guide that provides general procedures to follow in case of various emergencies. Staff is expected to know the specific plans and procedures that are created for the specific school in which they work.

School Violence is Mostly Preventable

Serious and dramatic incidents of violence seem frighteningly unpredictable, raising concerns about whether violence is indeed preventable. But prevention can make a difference. As an analogy, it is impossible to predict with certainty who will develop lung cancer but, on average, quitting smoking dramatically reduces the risk of lung cancer. In the same way, there is no guarantee that schools with the most comprehensive programs will be free of violence. On average, schools that implement more components of violence prevention will see fewer incidents of disruption, and probably lower their chances to serious violence.

There is No Single Quick-Fix

In the wake of the 1999 Columbine High School tragedy, some schools in Indiana and around the nation have turned to metal detectors or tough zero-tolerance suspension and expulsion policies, in the hope that a single strategy can protect schools from violence. Unfortunately, there is little or no data that any single strategy can keep our schools safe. Rather, the most effect programs are comprehensive, and apply an array of strategies to promote a safe school climate and respond to disruption.

Effective Prevention Requires Ongoing Planning and Commitment

School shootings throughout the country have provided a striking reminder that “it can happen here.” There can be no room for complacency in maintaining a high level of safety in our schools. Rather, effective programs promoting school safety require ongoing planning, commitment and collaboration on the part of school staff, parents and community members. If it takes a whole village to raise child, it takes a commitment on the part of the all villagers to plan in order to ensure the safety of that child.

Physical Environment

The Schools' Location and Physical Environment

Options-Noblesville and Options-Carmel are located in the area of Hamilton County, which has a low crime rate and a low poverty level. The immediate area around the Noblesville campus includes single-family dwellings, apartments, commercial buildings and parks. Present safety hazards include a dangerous intersection at Cumberland Road and Greenfield Avenue for the Noblesville campus. The immediate area around the Carmel campus includes commercial buildings, walking trails, apartment buildings and single-family dwellings. Present safety hazards include the ability to leave campus East bound on W. Carmel Drive, the shared parking lot and sharing a building with another business.

Description of School Grounds

The Noblesville campus occupies one building on Cumberland Pointe Boulevard. There are windows throughout the building that provide ample visual supervision of the grounds. There is an adequate number of marked parking spaces. The undeveloped lots surrounding the building will also be routinely patrolled by staff.

The Carmel campus occupies one building on W. Carmel Drive. The building has limited access points. There are limited parking spots due to a shared building and parking lot with another business. During the school day, staff members and administrators shall provide campus supervision.

Maintenance of School Buildings/Classrooms

The school's physical facility is well-maintained and generally looks neat and clean. Director of School Maintenance will periodically examine the school's physical facility and help eliminate obstacles to school safety. Additionally, health and fire department inspectors contribute to school safety.

The classrooms are monitored for safety and appearance by the administration and individual classroom teachers. Classrooms are equipped with locking doors and cameras. Pupils and staff take pride in the appearance and maintenance of our school.

Internal Security Procedures

Options Charter Schools has established procedures in the following areas: attendance, suspension and expulsion procedures, inventory system and involvement of law enforcement.

Options Charter Schools maintains a copy of the corporation's sexual harassment policy in the main office and the policy is available on request. The corporation's Sexual Harassment Policy contains dissemination plans, applicable definitions, reporting requirements, investigation procedures, enforcement regulations and information related to suspensions and/or expulsion for sexual harassment of or by pupils. Additionally, a notice summarizing this sexual harassment policy appears in the Parent & Student Handbook. The parent student handbook is distributed at the beginning of each school year to all parents and students.

Included in the this Emergency Preparedness Plan is a school map established by the Director of School Safety, indicating safe entrance and exit areas for pupils, parents and school employees.

To ensure the safety of pupils and staff, all visitors to either campus, except pupils of the school and staff members, shall register and show photo ID immediately upon entering any school building or grounds when school is in session.

Discipline procedures shall focus on finding the cause of problems and working with all involved in order to reach the proper lawful solutions. The school's discipline plan begins at the classroom level. Teachers shall use a visible classroom management plan to communicate classroom rules, promote positive pupil conduct and reduce unacceptable conduct. Appropriate consequences are administered based on the seriousness of the pupil's misbehavior.

Pupil conduct standards and consequences for Options Charter Schools are specifically described in the Parent and Student Handbook including: (a) the adopted school discipline rules and procedures, (b) Corporation Disciplinary Guidelines and (c) the adopted school-wide dress code.

Pupils may be suspended or recommended for expulsion as a result of certain acts. For specific student violations, a mandatory expulsion recommendation shall be submitted by the administration of Options Charter Schools.

Site administrators contribute to a positive school climate, promote positive pupil behavior and help reduce inappropriate conduct. The principal/designee uses available corporation and other appropriate records to inform teachers of specific student concerns.

Law Enforcement is contacted and consulted to help maintain and promote a safe and orderly school environment. Options Charters Schools employees comply with all legal mandates, regulations, board policies and reporting requirements for all instances of suspected child abuse.

Additionally, internal security procedures affecting the integrity of the school facility include criminal background checks. Community involvement is encouraged to help increase school safety.

Schools' Social Environment

Leadership at Options Charter Schools is a shared process. A proactive role is assumed in the all the phases of the school operation. The current management team is committed to developing Options Charter Schools toward excellence in the areas of academic and social behavior.

The principal sets a positive tone for the school, guides the staff and works closely with them on curriculum and school safety issues. The school site's organizational structure is open and flexible, contributing to sensitivity to concerning school safety issues and promoting a safe, orderly school environment conducive to learning.

Disaster Procedures, Routines and Emergency

A contingency plan for emergencies is contained in the staff handbook, which has been made available to each staff member. Evacuation plans are posted throughout the building. The emergency preparedness plan is reviewed at the beginning of each school year.

Safety Strategies

Options Charter Schools is an orderly and purposeful place where students and staff are free to learn and teach without the threat of physical and psychological harm. Options Charter Schools promotes an educationally and psychologically healthy environment. Options Charter Schools recognizes there are comprehensive, broad factors directly related to a safe school environment such as the school facility, school programs, staff, parents and the community. Options Charter Schools further recognizes that safe school practices make major contributions to academic and school improvement efforts.

Although keeping children safe requires a community-wide effort, schools are an important piece of the undertaking to keep children safe. The efforts of Options Charter Schools are illustrated below, which broaden the safety planning and incorporate an expansive range of strategies and programs into the school safety plan.

School Safety Strategy #1 - Relationship Building

Positive pupil interpersonal relations are fostered by teaching social-personal skills, encouraging pupils to feel comfortable assisting others to get help when needed and teaching pupils alternative, socially-appropriate replacement responses to violence, including but not limited to problem-solving and anger-control skills. When appropriate, staff members shall make referrals to recognized community agencies and/or counseling and mental health intervention. The school uses a variety of methods to communicate to pupils, parents and the greater community that all children are valued and respected.

School Safety Strategy #2 - Diversity Awareness

Procedures, programs and strategies are used to help eliminate problems of bias or unfair treatment of pupils by staff and by peers because of ethnic group, gender, race, national origin, social class, religion, disability, relevant characteristics. The school provides a way for each pupil to safely report and be protected after reporting, troubling behaviors that the pupil thinks may lead to dangerous situations, such as potential school violence.

School Safety Strategy #3 - Early Warning Identification

Options Charter Schools administrators, teachers, families, pupil, support staff and community members recognize and make appropriate use of the early warning signs related to violence, substance abuse and other at-risk concerns.

School Safety Strategy #4 - Stakeholder Engagement

Intervention strategies are in place to identify isolated and at-risk students. These include mental health supports, small group mentorships and more. Communication with parents and guardians is strongly recommended to help foster strong relationships with students and bolster community involvement.

School Safety Strategy #5 - Love and Logic

Students are empowered to build problem solving skills to solve problems they may create for themselves or experience due to life situations through staff use of the *9 Essential Skills of Love and Logic*.

School Safety Strategy #6 - Safe Buildings

Options Charter Schools Director of Maintenance and Director of School Safety ensure the physical structure and safety mechanisms of the buildings maintain a safe environment.

Procedures to Ensure a Safe and Orderly Environment

Child Abuse Reporting Guidelines

All suspected cases of child abuse or neglect must be reported to The Office of Family and Children under Indiana State Law. Suspicion may be aroused through physical evidence, reports from the student, or direct/indirect reports from other students or members of the school community. All suspicions should be immediately reported to an administrator and the Chief Operations Officer. These individuals will assume responsibility for appropriate reporting.

Student/Parent Handbook

A student/parent handbook will be distributed to all families at the beginning of each school year. The handbook will include a student code of conduct, attendance policy, suspension and expulsion procedures, a human dignity policy, and other relevant information. This handbook will be updated as necessary.

Laboratory Safety

All students participating in science classes will be required to review and agree to a student safety contract prior to conducting lab experiments. This contract includes policies regarding equipment, chemicals, housekeeping, emergency procedures and other safety concerns.

Medication

All medications, prescriptions and non-prescription, must be kept in a locked area in the front office. A trained staff member will distribute medication. All prescription medication must be kept in original prescription bottles with labels intact.

First Aid

Staff members will be trained in basic first aid procedures. At any time that a staff member determines an injury to be beyond the scope of basic first aid, additional medical attention shall be sought immediately and the appropriate family member will be contacted.

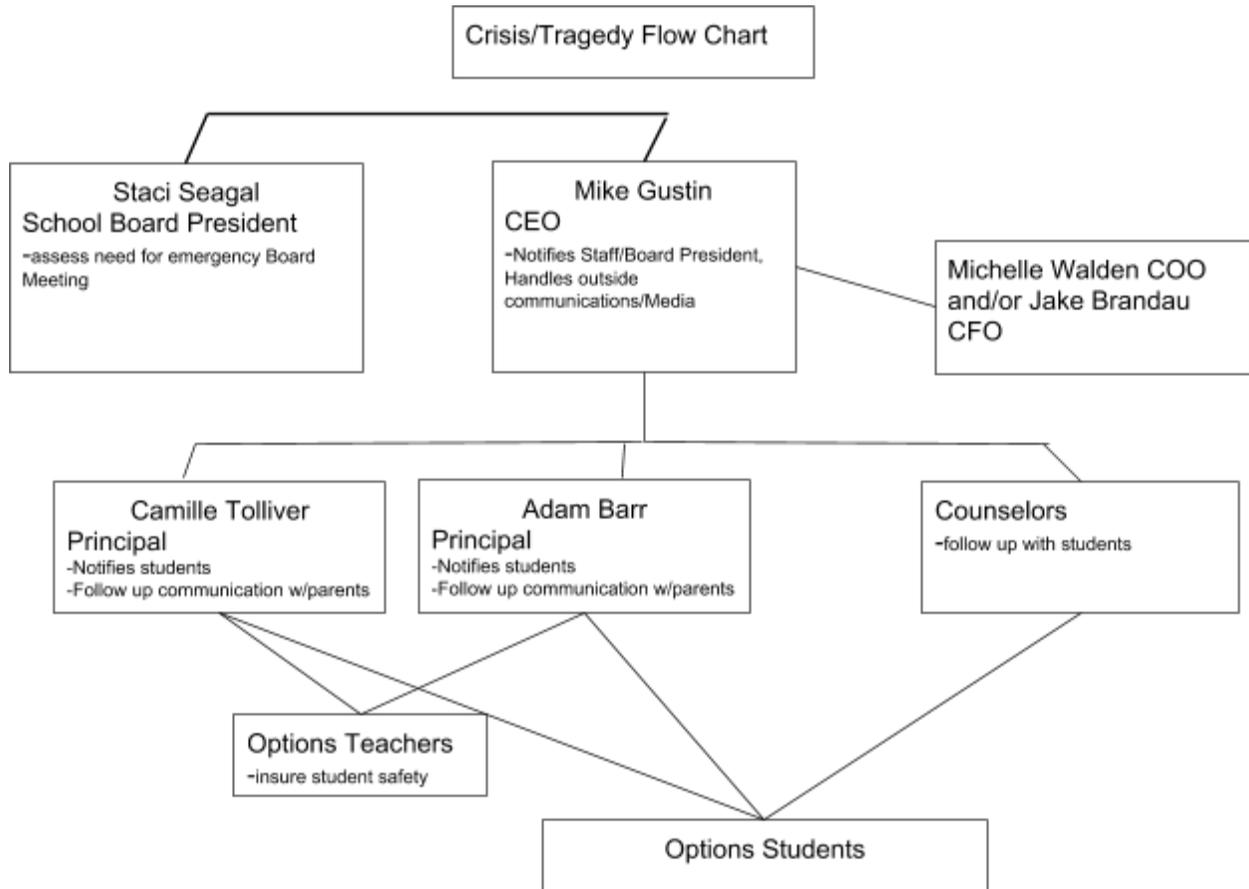
Parking

Staff and visitors will park in the appropriately-marked areas. All student drivers will be required to have a driving waiver on file. Student driving privileges may be suspended for unsafe driving behavior or other violations.

Off Campus Activities

Students will be involved in a variety of off campus activities including community service projects and internships. Students are expected to follow all school rules while participating in these activities. Students will be responsible to a staff member while off campus and will be expected to check in before, during and after the activity. Students who do not observe an appropriate code of conduct while in the community will be disciplined appropriately, including suspension or expulsion if warranted.

Crisis and Emergency Procedures



Chain of Command Procedure

Mike Gustin (CEO) will determine the need for crisis response. In the event of his absence, if there is not time to notify him, Michelle Walden (COO) will assume his role as well as her own. On the rare instance when Mike Gustin and Michelle Walden are both unavailable, Jake Brandau (CFO) will assume the lead role(s).

Crisis Response Plan

It is understood that no crisis response plan can predict either the exact nature of the crisis or the best response for the types of tragedy that may be included in this plan. These guidelines are an aid to the response to be consulted. Variations from this plan, omissions, and additions may be necessary to ensure the best crisis response. These plans are meant only to assist in these unusual situations.

Fire Safety

All staff will be trained with regard to fire prevention, safety and evacuation plans. All students will be trained with regard to emergency and evacuation procedures within the first week of school.

Tornado Safety

All staff and students will be trained in the appropriate safety procedures in the event of a tornado.

Lockdown Procedures

In the event of a serious risk to the health and well-being of students and staff, a lockdown order may be issued by school administration and/or local law enforcement.

Safe Zone

In case of an emergency that would require evacuation of the building, designated safe zones have been selected near each campus. Employees of these safe zones are aware of our emergency procedures. It is the duty of the Director of School Safety to ensure Safe Zone locations and contacts are in place and updated annually in this manual.

Reunification Site

In some emergency situations, it could be determined to be best to relocate to a secondary location. Reunification sites have been selected for each campus along with a plan for transportation. It is the duty of the Director of School Safety to ensure reunification sites, transportation plans and communication plans for these types of emergencies are in place and updated annually in this manual.

GUIDELINES and STAFF RESPONSIBILITIES DURING EMERGENCIES

The first obligation of all staff is the safety of our children; therefore, these guidelines are meant to provide suggestions for how to proceed before and/or during very difficult emergency situations, which demand a high degree of attention to safety. During a disaster, crisis or other emergency it is possible that circumstances will dictate additional, different or unforeseen responsibilities for school staff. Staff should take whatever action is necessary, given these circumstances, to meet our first obligation.

A. Building Administration

Advance Planning

1. Establish a safety zone outside the building where students/staff can gather during an evacuation.
2. Ensure all staff members are briefed about emergencies/disasters/drills with the start of each new school year; review the school specific emergency guidelines.
3. Ensure that all staff understands their responsibilities during any emergency; special attention to administrative team and non-teaching staff.
4. Set up and review plans to address the unique emergency needs of students with disabilities or other special needs in the school. Review with the Director of Special Education at the start of each school year.
5. Set up a check-out system and designated location for students in the aftermath of any disaster.

During a disaster/emergency

1. Implement emergency guidelines, depending on the emergency or disaster that arises
2. Maintain communication within the school and with outside agencies and personnel:
 - a. Call 911
 - b. Call President (Mike Gustin) of School Corporation.
3. Oversee evacuation (if necessary) and ensure that injured staff/student are being tended to.
4. Oversee safety zone (if evacuation occurs); ensure that an emergency treatment center is operational if needed.
5. Cooperate with and provide assistance to police and emergency personnel.

- B. Non-Teaching staff members (as directed by building administration, take an active role in)
1. Communications; maintain contact, alert appropriate agencies and school personnel.
 2. Information; provide information to staff as directed; ensure that enrollment/emergency information is available to proper school officials or rescue personnel.
 3. Assistance; help teacher or other colleagues as directed.
 4. Check-out/Safety Zone Office; establish and implement a procedure for checking-out students to parents/guardians/adults who come to school to take students home; also set up an “office” in the safety zone if this area is activated.