INNOVATIONS
INTERNATIONAL CHARTER SCHOOL

Parent Notice Letter

Date: August 11, 2025

Dear Parent or Guardian:

We at Innovations International Charter School (IICSN) place a high priority on protecting the safety of our students and employees. In emergency situations, if everyone knows what to do, all involved can *Stay Calm and Stay Safe*. This letter will inform you of how you and your child can stay safe in an emergency.

The IICSN Crisis Response Plan includes the following elements:

- A detailed plan, coordinated with national, state and county emergency action plans, with detailed procedures for protecting the welfare of students during an emergency event
- School based and District-wide Crisis Teams, integrated with community emergency and mental health resources
- Site-Based Crisis Plans, including drills for Evacuation, Lockdown, Secure, Hold Lockdown, Shelter in-Place, Reverse Evacuation, and plans for other potential emergency situations
- School–based and District-wide Health Services, integrated with community health and medical resources
- A reunification site to reunite parents and students if off-school site evacuation is necessary. All community media outlets will communicate site of reunification immediately after confirmation of need for reunification off-site

As the parent or guardian of an Innovations International Charter School student, you are a vital part of our plans to protect your child. You can assist the various school police and fire personnel, or others engaged in the protection of your child and others by remaining calm and following the steps outlined below.

BEFORE A CRISIS

- Practice family crisis response at home: have a plan and supplies organized, and discuss remaining calm and asking for help when needed
- Make sure the school has updated information regarding your child, including contact names and numbers and your child's medical history
- Discuss with your child the school's rules during drills for fire and other emergencies. Be sure your child understands correct procedures and that they take the drills seriously
- Teach your child to stay with school staff and follow their directions
- Tell your child NOT to try to contact you by cellular phone or landline, thus allowing communication channels to remain open for emergency responders
- Tell your child that you will remain at work or home and watch for information from IICSN Media and Infinite Campus Parent Portal Link to where and when you and your child can reunite
- Assure your child that the school staff will follow procedures to keep them safe

DURING A CRISIS

- **Stay calm and do not come to the school** so emergency responders can complete their mission
- Keep phone lines free so school personnel and community responders can communicate with each other
- Listen for information from IICSN over TV, radio, ParentLink, or the internet as this information will help you reunite your child in an orderly and safe manner

Make sure you bring legal identification (driver's license or passport) to the designated reunification site (may be at a location other than the school).

For the safety of your child, students will not be released to anyone who is:

- ***Not listed*** on the enrollment form as a parent or guardian
- Who is on the enrollment form but has ***no identification***

WHEN YOU REUNITE WITH YOUR CHILD

- Be a model of Calm, Control, and Comfort: let your child know you will protect them
- Listen to your child and watch for temporary changes in behavior like being clingy or angry, having trouble sleeping, acting younger, or acting scared
- Seek assistance for negative behavior changes that persist after two weeks: you may need to contact your child's school, your family doctor, or community counselors or psychologists
- Keep in contact with your child's school and follow recommendations from IICSN and community experts

We at Innovations International Charter School take pride in responding to the needs of our students and employees. Training and awareness activities continue in all areas of crisis response and school safety in an effort to stay current with national, state and county response plans. We appreciate your efforts in doing all you can to help us protect your child in an emergency.

Sincerely,

Connie L. Malin, PhD
Superintendent