



Parent/Student Handbook  
2018-2019



## **WELCOME**

Welcome to Nellie N. Coffman Middle School (NNC). This handbook has been prepared to inform you of school policies and procedures and to assist you in having a safe and successful experience at NNC. Please read this information carefully. You will want to reference it throughout the school year.

The school administration and the staff are ready to assist you in every way! We welcome your participation and partnership in our endeavor to meet the challenge of the vision statement for every NNC student!

## **MISSION STATEMENT**

The parents, students, and staff of Nellie N. Coffman Middle School work together to create a safe, friendly, and academically challenging environment where students master the Common Core State Standards and fulfill their potential.

## **IMPORTANT SCHOOL INFORMATION**

**School Hours (Mon. Tues. Thurs. Fri.)**

**7:35 a.m. – 2:25 p.m.**

**Collaboration Day (Weds)**

**7:35 a.m. – 12:00 p.m.**

**Minimum Days**

**7:35 a.m. – 11:35 a.m.**

**Office Hours**

**7:00 a.m. – 3:30 p.m.**

**Phone Number**

**760 770-8617**

**Fax Number**

**760 770-8623**

**Attendance Number**

**760 770-8617**

**District Office**

**760 416-6000**

**First Student Bus Transportation**

**760 320-8822**

**School WEBSITE address**

**[ncms.psusd.us](http://ncms.psusd.us)**

**Principal**

**Carlos Flores**

**Principal's Secretary**

**Mary Franz**

**Assistant Principal**

**Lisa Todd**

**Assistant Principal**

**Salam Ramirez**

**Counselor**

**Linda Wilson**

**Counselor**

**Mark Butzko**

**Nurse**

**Mary Hoy**

**Office Specialist**

**Vacant**

**Office Specialist**

**Robert Soria**

**Office Specialist**

**April Murphy**

**Office Specialist**

**Cynthia Soria**

**School Psychologist**

**Theresa Cassar**

## BELL SCHEDULES

REGULAR DAY SCHEDULE  
MONDAY, TUESDAY, THURSDAY, FRIDAY

### 6<sup>th</sup> Grade Schedule:

WARNING BELL 7:30

Period	TIME	Minutes
1	7:35-8:36 AM	61
2	8:40-9:39 AM	59
3	9:43-10:42 AM	59
Lunch	10:46-11:16 AM	30
5	11:20-12:19 PM	59
6	12:23-1:22 PM	59
7	1:26-2:25 PM	59

### 7<sup>th</sup> Grade Schedule:

WARNING BELL 7:30

Period	TIME	Minutes
1	7:35-8:36 AM	61
2	8:40-9:39 AM	59
3	9:43-10:42 AM	59
4	10:46-11:45 AM	59
Lunch	11:49-12:19 PM	30
6	12:23-1:22 PM	59
7	1:26-2:25 PM	59

### 8<sup>th</sup> Grade Schedule:

WARNING BELL 7:30

Period	TIME	Minutes
1	7:35-8:36 AM	61
2	8:40-9:39 AM	59
3	9:43-10:42 AM	59
4	10:46-11:45 AM	59
5	11:49-12:48 PM	59
Lunch	12:52-1:22 PM	30
7	1:26-2:25 PM	59

**COLLABORATION DAY SCHEDULE  
WEDNESDAY**

**6<sup>th</sup> Grade Schedule:**

**WARNING BELL 7:30**

<b>Period</b>	<b>TIME</b>	<b>Minutes</b>
1	7:35-8:11 AM	36
2	8:15-8:50 AM	35
3	8:54-9:29 AM	35
7	9:33-10:08 AM	35
Lunch	10:12-10:42 AM	30
5	10:46-11:21 AM	35
6	11:25-12:00 PM	35

**7<sup>th</sup> Grade Schedule:**

**WARNING BELL 7:30**

<b>Period</b>	<b>TIME</b>	<b>Minutes</b>
1	7:35-8:11 AM	36
2	8:15-8:50 AM	35
3	8:54-9:29 AM	35
7	9:33-10:08 AM	35
4	10:12-10:47 AM	35
Lunch	10:51-11:21 AM	30
6	11:25-12:00 PM	35

**8<sup>th</sup> Grade Schedule:**

**WARNING BELL 7:30**

<b>Period</b>	<b>TIME</b>	<b>Minutes</b>
1	7:35-8:11 AM	36
2	8:15-8:50 AM	35
3	8:54-9:29 AM	35
7	9:33-10:08 AM	35
4	10:12-10:47 AM	35
5	10:51-11:26 AM	35
Lunch	11:30-12:00 PM	30

**MINIMUM DAY SCHEDULE**

**6<sup>th</sup> Grade Schedule:**

**WARNING BELL 7:30**

<b>Period</b>	<b>TIME</b>	<b>Minutes</b>
1	7:35-8:11 AM	36
2	8:15-8:45 AM	30
3	8:49-9:19 AM	30
7	9:23-9:53 AM	30
Lunch	9:57-10:27 AM	30
5	10:31-11:01 AM	30
6	11:05-11:35 AM	30

**7<sup>th</sup> Grade Schedule:**

**WARNING BELL 7:30**

<b>Period</b>	<b>TIME</b>	<b>Minutes</b>
1	7:35-8:11 AM	36
2	8:15-8:45 AM	30
3	8:49-9:19 AM	30
7	9:23-9:53 AM	30
4	9:57-10:27 AM	30
Lunch	10:31-11:01 AM	30
6	11:05-11:35 AM	30

**8<sup>th</sup> Grade Schedule:**

**WARNING BELL 7:30**

<b>Period</b>	<b>TIME</b>	<b>Minutes</b>
1	7:35-8:11 AM	36
2	8:15-8:45 AM	30
3	8:49-9:19 AM	30
7	9:23-9:53 AM	30
4	9:57-10:27 AM	30
5	10:31-11:01 AM	30
Lunch	11:05-11:35 AM	30

### **Minimum Days 2018-19**

- ❖ October 3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup>, 2018 (Parent Conferences)
- ❖ Jan. 30<sup>th</sup>, 31<sup>th</sup> & Feb. 1<sup>st</sup>, 2019 (Parent Conferences)
- ❖ June 7<sup>th</sup>, 2019 (Last Day of School)

### **Fall Break 2018-19**

- ❖ November 19<sup>th</sup> – 23<sup>rd</sup> 2018

### **Winter Break 2018-19**

- ❖ December 24<sup>th</sup>, 2018 – January 11<sup>th</sup>, 2019

### **Spring Break 2018-19**

- ❖ April 15<sup>th</sup> – April 26<sup>th</sup>, 2019

## GENERAL INFORMATION

### HOURS

School is in session from 7:35 a.m. to 2:25 p.m. Students are to arrive on campus only after 7:00 a.m. when supervision is available. Students should not be on campus after school unless they are involved in a supervised after school activity. Please do not leave your student unsupervised after school in front of the school. Office hours are from 7:00 a.m. until 3:30 p.m.

### ADDRESS AND/OR TELEPHONE CHANGES

It is extremely important that the school office be kept informed of all changes of address, telephone numbers, or emergency contacts. Please request a new Emergency Card from the office any time there is a change in address information or a change in emergency contacts authorized to make decisions in emergency situations.

## NCMS Attendance and Tardy Policy

### Positive Incentives

The staff at Nellie Coffman Middle School believe strongly in rewarding students for being on time to class daily and also being in school on a regular basis. Positive Incentives for regular attendance will be given periodically to those students who meet this criteria to continue rewarding those students and encouraging them to seek academic excellence.

### Tardiness

Tardy is any student who is not in his/her assigned class room or station when the bell rings. Students are expected to be on time for all classes in order to benefit from the instructional program. This also helps the student develop habits of punctuality, self-discipline, and responsibility. Students who are habitually tardy or truant are subject to site defined consequences as well as consequences through SART, SARB, and truancy fines.

### Attendance Policy and Procedure

**Attendance Phone Number: 760-770-8617**  
**a.m.**

**Call in absences before 9:00**

Attendance is the key to success in school. Punctuality and regular attendance are fundamental to good learning and good citizenship.

NCMS is required to verify all student absences. Please follow these steps

1. Parents should call the attendance office (760-770-8617) before 9:00 a.m. for each day the student is absent from school.
2. Upon students return to school the student may bring a written excuse from their parent or guardian to the Attendance Office. The note must include the following;
  - a. Students full name



- b. Reason for absence
- c. Date(s) of absence
- d. Signature of Parent/Guardian

**Excused**

Illness  
 Medical/Dental/Chiropractic/Optometry Appt  
 Funeral Service for Immediate Family member  
 Religious  
 Health Quarantine

**Unexcused**

Out of Town  
 Babysitting  
 Car Problems  
 Missing the bus  
 Lack of proper clothing  
 Family Emergency

**Students need to be in school every day. Student attendance full time is mandated by the State of California. Excused and Unexcused absences negatively affect academic achievement of a student. Parents are encouraged to monitor their students’ attendance through ParentVue.**

For a student who is ill more than three (3) consecutive days a doctor’s verification will be required to clear the absences. Parents may request homework from the Attendance Office for extended absences three (3) or more days. If student will be out of school more than five (5) consecutive days please advise the attendance office for alternative options.

Chronic absence from school will result in the school reviewing the students file in the following: district SART (School Attendance Review Team) and the district SARB (School Attendance Review Board).

**ILLNESS AT SCHOOL**

When ill or in need of first aid, students must first obtain a pass from a teacher to go to the office. This should be done at the beginning of class, except in cases of emergency. If a student is too ill to remain at school, a parent or guardian will be called. **It is important to keep medical emergency cards up to date in case a parent or designated adult needs to be called.**

**Leaving Campus During School Hours**

In accordance with Board Policy, NNC is a **CLOSED CAMPUS**. Students must stay on the school grounds from the time of arrival, even if the first period has not yet started, until dismissal. Students are not to congregate before or after school on streets near the campus. Any student who leaves campus without permission and without clearing through the office will be considered truant from school. There will be a parent/student and assistant principal conference and possible disciplinary action or truancy citation issued.

If a student needs to leave campus early, for any reason (i.e. doctor or dentist appointment) a parent or guardian must come into the office to sign the student out. **The person escorting the student from school must be on the emergency card and must have valid identification.** Upon return, students must check in with attendance before going to class.

## **STUDENTS WILL NOT BE CALLED FROM CLASS 20 MINS PRIOR TO RELEASE WITHOUT ADMINISTRATION APPROVAL.**

School gates will be closed and locked at 3:00pm each day. Only students participating in extra-curricular activities, ASES, and tutorials are permitted on campus after 3:00pm. Please pick your students up on Victoria Street promptly. Students are not allowed to wait in the front office or on the Plumley side of the school.

## **WITHDRAWAL OR TRANSFER TO ANOTHER SCHOOL**

The office must be informed if a student will be changing schools. A transfer slip will be taken to each of the student's teachers, librarian, attendance clerk, and registrar. When complete this indicates that all books have been returned, any debts owed have been paid, and the student is cleared to transfer.

## **Short Term Independent Study**

Parents/guardians of students who must be out of school for five or more consecutive days due to vacation or other business must request short-term independent study to allow students to complete assignments and receive credit so as not to interrupt their academic program. Requests must be made through the Attendance Office at least one week in advance. Assignments must be completed and returned within the designated time period for students to receive credit.

## **INSURANCE**

The school has no liability for accidents. However, an optional student accident insurance plan is offered at the beginning of each school year. Premiums are paid by parents and students are covered against medical costs for accidents that occur at school or during a school sponsored activity. Forms and information are sent home with students during the first week of school.

## **STUDENT DRESS CODE**

All schools enforce the Palm Springs Unified School District's Dress Code Policy. Students will be required to follow the dress code listed below at all times. Students should come to school properly prepared for participation in the educational process. Questions regarding this policy should be directed to site administration. Appropriateness of any clothing item will be determined at the discretion of site administration. See PSUSD Dress Code for more information.

1. Shoes must be worn at all times. Sandals must have heel straps. Flip-flops, backless shoes, or sandals are not acceptable.
2. Clothing, jewelry, and personal items (backpacks, fanny packs, gym bags, water bottles etc.) shall be free of writing, pictures or any other insignia which are crude, vulgar, profane, or sexually suggestive, which bear drug, alcohol, or tobacco company advertising, promotions and likenesses, or which advocate racial, ethnic, or religious prejudice.
3. Hats, caps, and other head coverings shall not be worn indoors. At the elementary schools, plain caps may be worn correctly at recess to protect students from the sun. For middle and high schools, acceptable wear policies need to be verified with the school site. Hats are not to be worn inside any building on school grounds per PSUSD dress code. **Hat wearing privileges may be revoked for any student at any time at the discretion of site administration per Palm Springs Unified School District Board Policy 5132.**

4. Clothes shall be sufficient to conceal undergarments at all times. See-through or fishnet fabrics, halter tops, off-the-shoulder or low-cut tops, bare midriffs and skirts or shorts shorter than mid-thigh are prohibited.
5. Pajamas and swimsuits and excessively baggy pants are not permitted.
6. Glasses must be appropriate for the classroom setting; prescription sunglasses which are prescribed for indoor use may be worn in class. Other types of sunglasses may be worn on campus outside of class.
7. Do-rags, hairnets, and bandanas are not permitted.
8. Hair shall be clean and neatly groomed. Hair shall not be sprayed with a coloring that will drip when wet.

## **STUDENT IDENTIFICATION CARDS**

All students attending Cathedral City middle and high schools must be in possession of their school-issued student identification card at all times while they are on campus. Policies regarding the displaying of student identification cards are site specific. Please direct any questions regarding identification cards to the school site office.

Students are required to wear their official school ID card on a lanyard at all times to ensure a safe campus environment. ID cards will be provided to all students free of charge at the start of the school year. If a student shows up at school without an ID, a new one can be purchased for a small fee in the front office or the student can wear a green t-shirt that day.

## **CAFETERIA**

A la carte hot lunches and salads are available for students to purchase, or students may bring a sack lunch. Parents may drop off lunches or lunch money; however, students need to check in the office on their way to lunch. Passes will not be sent for students to receive lunches or lunch money. If lunch or money is delivered during a lunch period, you will be sent to the lunchroom to locate your child.

Drinks, snacks and other food items may be purchased. Students must have their I.D. to purchase items. Parents can view student food purchases on the ParentVue. During lunch students must be seated while eating and dispose of food and trash in the appropriate receptacle when finished. Eating or drinking in class, in the corridors, or outside the cafeteria is not permitted. Students may not leave campus during lunch without written permission and being signed out in the office. NNC does not have a lunch loan fund.

### **Lunch Room Behavior Expectations**

- Stay in the designated lunch area; remain seated while eating. Use proper table manners.
- Eat and drink only in the designated areas; clear tables before leaving.
- Raise hand to be dismissed when finished eating.
- Deposit trash, garbage, bottles and cans in designated containers and recycling bins.

## **GRADES**

**Progress Reports and Report Cards** are used to encourage academic achievement. Progress reports are sent mid-trimester as a courtesy to parents and students who are in danger of receiving a D or failing grade. Parents may initiate another type of Progress Report, which the student carries to his teachers for their weekly response concerning behavior or academic achievement. Parents request this Progress Report by contacting the counselor. Students must pick up the forms in the office on Thursday; have it signed by parent, then return on Friday to teachers to fill out. Grades are also accessible on the Internet through ParentVue. Parents must obtain a password and I.D. number through the office. Parents can also go to the NNC website ([ncms.psusd.us](http://ncms.psusd.us)) to access teacher blog spots for grades and other information. Final grade

report cards are distributed at parent conferences or mailed home at the end of each trimester. Letter grades of A, B, C, D, or F are given for each class. Families who do not have Internet access at home are welcome to use the NNC Parent Center in the Administration Building.

## **HOMEWORK**

Homework is defined as school related assignments by a teacher or through mutual agreement of the student and teacher, which requires time and effort outside of class to complete. Homework is required regularly in all classes. The purpose of homework is to provide the needed opportunity to practice the learned skills presented by teachers during the regular school day. Students are responsible to get assignments and turn them in on time. Students who are absent are responsible for getting missed assignments or homework upon their return to school. Mandatory tutorials will be assigned when students fail to complete classwork and/or homework. In order to get the maximum benefit from homework students need to:

- Listen carefully to all directions.
- Ask questions if the assignment is not clear.
- Keep a record of assignments in your Agenda.
- Have a set time and place for study, free from interruptions and supplied with materials.
- Expect one to two hours of homework each evening, Monday-Thursday.
- Utilize study skills in preparation of assignments and turn in assignments when they are due.
- Make use of such aids as dictionaries, libraries, maps, computers, and general reference materials. Consult with people who are authorities or who are experienced in various fields.
- Take the initiative to make up work missed because of absence.
- Get phone numbers from students in every class to call for help or missing assignments.
- Discuss homework assignments with parent(s) or guardian(s) or other family members.

## **INTERNET USE AND TRAINING**

Palm Springs Unified School District is on a Wide Area Network. All students have access to the Internet when they receive parent permission and school training. Enclosed in the student registration packet is an Internet Permission slip for students/parents to sign. Access to the Internet and on-line subscriptions will not be permitted unless the form is signed and returned. The Internet will be used school-wide as an important instructional tool and for research. There is blockage on the area network to inappropriate sites and policies and procedures are in place. Any student caught visiting inappropriate websites will be referred to the office for appropriate consequences which including loss of internet privileges, and possible suspension. All Staff will receive additional training throughout the school year, as safe use of the Internet is our primary goal. Parents are encouraged to use the Parent Center after school to access student information.

### **Communicating with Teachers**

- Teachers are always glad to talk with parents regarding their child's academic progress and behavior. We encourage all parents to meet and stay in contact with their child's teachers. To arrange a teacher or team conference, you may call the teacher, counselor, or an administrator.
- Emailing a teacher is another option. You can email any NNC staff member by visiting our website at: [psusd.us/schools/NNC](http://psusd.us/schools/NNC)
- Student Agendas are also a means of communicating with your student's teacher.

## **Student Agendas**

The Pupil Agenda or Student Daily Calendar is mandatory. The Agenda is used in all classes. All students receive a free Agenda, replacement Agendas are available for \$2.50. Students create a record of assignments and due dates that parents are encouraged to check daily. There is also a section for teachers/parents to make comments. Parents can also check assignments on ParentVue, teacher blog spots, or the NNC website.

## **COUNSELING AND GUIDANCE**

At NNC, support services have been developed to help our students deal with their problems. Services are offered individually and in groups. Some areas in which the Counselor, Assistant Principal, or Principal might help are: personal problems which may affect school activities; course selections; test interpretations; vocational information; educational opportunities; and conflict resolution.

Individual, limited, short-term counseling is also offered through the Counseling Office. Any parent or student desiring more information concerning these groups or additional outside services should contact the school counselor for further information.

### **Student Requests for Appointments with the Counselors/Assistant Principals**

Student requests to see the counselor must be made in the front office. There are yellow request forms available in the front office. Students will be sent for at the first available time. Students may request to see an administrator in the same way. Students may also contact the counselors or assistant principals before/after school, or during lunch.

## **LOST AND FOUND**

Items of value that are lost will be held in the main office. Textbooks may be retrieved in the Library before or after school, P.E. clothes will be held in the locker rooms. Three times per year, unclaimed articles will be given to charitable groups designated by the administration. To avoid this make sure items are marked so they can be returned when/if found.

## **MEDICATION**

Students are not to have any medication in their possession, including aspirin, nasal sprays etc. Inhalers are to be stored in the office with physician instructions or students may carry their inhaler after having appropriate school district forms filled out by Physician and parent. If it is necessary for a student to take medication during school hours, it must be prescribed by a physician, administered by office staff, and follow the procedures listed below.

### **Palm Springs Unified School District Regulation for Administering Medication:**

Administration of medication to students shall be done only in exceptional circumstances wherein the student's health may be jeopardized without it; when medication cannot be adjusted so that all doses are given at home; and only when such administration has been requested and approved by the student's parent/guardian and physician.

- Parent authorization forms must be obtained in the health office, filled out, and returned. This request must be made on a yearly basis.
- Medication must be brought to school by an adult and in a prescription bottle labeled with student's name, physician's name, method, amount of medication, and time.
- Any special instructions for storage or likely side effects must be noted.

- The student should be instructed to report to the office to take the medication at the appropriate time.
- A logbook of students needing medication during school hours, including type of medication dosage, and time to be given shall be maintained and kept in the office.
- School personnel are never allowed to provide aspirin or any other medicine to students.

## **PHYSICAL EDUCATION LOCKERS/UNIFORMS**

P.E. lockers used on a period by period basis and are located in the boys and girls locker rooms. All students are required to have gym clothes and tennis shoes for P.E. Uniforms can be purchased during schedule pick up in the multipurpose room and throughout the year in the office. Students should not share lockers, combinations, clothing or shoes. Only students in P.E. classes will be allowed in the locker or locker room areas during that time. All items should be locked securely in lockers. **NNC and Palm Springs Unified School District are not responsible for any lost or stolen items.**

P.E. lockers are the property of Palm Springs Unified School District, and at no time does the school district relinquish its exclusive control of lockers provided for the convenience of students. Periodic general inspections of lockers and their contents may be conducted by school authorities, with or without cause, at any time without notice and without student consent.

## **SPORTS**

The NNC Intramural Sports Program has been designed to provide opportunities for all students, including those in after-school intervention programs, to participate in after school sports. Our goal is to reach all students. Different sports activities are offered each trimester and students may participate in one or all three trimesters. Typically, activities include: football, volleyball, basketball, soccer, and dodge ball. Activity days are usually three times per week for eight weeks. Information is communicated through morning announcements flyers, Teleparent and our website. **Be a player, join NNC Intramurals!**

## **SUPPLIES**

Students are expected to be prepared for school daily. The following supplies are suggested: a 2.5" to 3" three-ring loose leaf notebook, seven subject dividers, paper, a plastic pouch with at least two pencils and two pens (blue or black ink), their Agenda, P.E. uniform, combination (MASTER) lock, tennis shoes, and socks. Notebooks are not to be defaced at any time or in any way (writing, drawing, graffiti) or they must be replaced. Teachers will inform students if additional supplies are necessary.

## **TELEPHONE**

**The office telephone is for school business and it may be used only in case of emergency with permission of a secretary.** Students must first obtain a pass from their teacher to go to the office. Telephone messages are not taken for, nor delivered to students unless it is an emergency. Plans and arrangements need to be made before a student comes to school. Cellular phones are not to be used on campus and when found will be confiscated and returned to parents. Disciplinary action will be taken.

## **TEXTBOOKS**

Textbooks are loaned to students who must take full responsibility for their care and condition. All books have a barcode I.D. number and their physical condition is recorded. All textbooks must be covered until each book is officially returned. Worn covers must be replaced to protect the

books and are available in the Media Center. Adhesive covers are not allowed as the adhesive damages the book's cover. Students will be required to pay for damage, graffiti, unusual wear, or missing textbooks. Replacement textbooks will be given only when payment for lost or stolen texts is made. Please contact school librarian for damage cost details.

**Students will be placed on the exclusion list if books are not returned or fines are not paid.**

## **WILLIAMS UNIFORM COMPLAINT PROCEDURES**

### **NOTICE TO PARENTS/GUARDIANS:**

#### **COMPLIANT RIGHTS**

Education Code 35186 requires that the following notice be posted in your child's classroom:

1. There should be sufficient textbooks and instructional materials. For there to be sufficient textbooks and instructional materials, each student, including English learners, must have a textbook or instructional material, or both, to use in class and to take home to complete required homework assignments.
2. School facilities must be clean, safe, and maintained in good repair. Good repair means that the facility is maintained in a manner that assures that it is clean, safe and functional as determined by the Office of Public School Construction.
3. To file a complaint regarding the above matters, complaint forms can be obtained at the principal's office, district office, or can be downloaded from the school district's or California Department of Education's website.
  - a. Palm Springs Unified School District – <http://www.psusd.us>
  - b. California Department of Education – <http://www.cde.ca.gov/>

## **VISITORS**

*Parents are always welcome to visit school and are encouraged to do so.* Only parents, guardians, or other appropriate adults will be allowed to visit school. An appointment is not necessary; however, as a courtesy to our teachers and staff we would appreciate advance notice of your visitation. Upon arriving at school, visitors **must** report to the office to sign in and get a visitor badge. A secretary will direct the visitor to the classroom or lunch area. The least disruption will result when the visitor enters without knocking, takes an available seat, observes, and leaves. All volunteers from the community are to report first to the office before entering classrooms and sign out when they leave. Students from other schools are not permitted to visit classrooms during the school day, nor are they allowed to attend school dances.

## **EMERGENCY DRILLS**

In the event of an emergency, your response could save your life or the lives of others. It is extremely important that practice drills be taken seriously. Be certain you know what to do and where to go. **Remember, absolutely no talking during drills.** In an emergency, students will report to a designated safety area. In severe situations, it is possible that students could be at school for up to 72 hours. Parents should have an emergency plan for family members. Students will only be released to a parent/guardian, or person listed on their emergency card. There will be a central release area where parents may check out their student.

**Earthquake Drills** will commence with a warbling tone. Students should get under their desk immediately, duck and cover, and wait for instructions from their teacher to evacuate the building. Students then report to their designated area. In the event of a real earthquake, do not wait for the tone, immediately follow the directions above.

**Fire Drills** will commence with several short bells. Please evacuate the classroom by the designated door and report to the designated class area.

**Lock Down Drills** will commence with an announcement from the office when possible. It could also be announced by Security or Administration verbally, depending on the circumstances. During lock down drills, the office will be locked, and phones will not be answered for a brief time.

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NNC Staff has put all these procedures in place to aide your child's education. Feel free to call (760) 770-8617 with any concerns or additional information. We would like to welcome you and your child to a new successful school year.