

Emergency Procedures

NCS Emergency Procedures

The purpose of these procedures is to define various responses which schools may use in emergency situations. Possible events that could trigger these responses range from minor disruptions of school such as local power outages, storm warnings or a building system failure to a more serious event that would require immediate action such as a fire, hazardous material incident, major weather event with injury or damage, an accident involving students, or any serious threat to student or staff safety.

The District's and individual school's response to a situation will be determined by the Superintendent or designee with the goal of providing for the safety and reliable supervision of all students. All schools will practice safety procedures during the first month of school to ensure staff and students understand these emergency procedures. These responses may include any of the following:

Early dismissal – This option would be implemented if there is a need to clear buildings immediately while school is in session.

Shelter-in-place – This option protects students within the school. This is used when there is not an immediate threat to the structure of the facility or if the movement of students would expose them to more danger such as a hazardous material incident.

Lockdown – In a lockdown, students and staff are protected from internal or external threats by excluding or isolating the threat. This requires the staff to quickly secure all classrooms and exterior doors.

Evacuation – This is the relocation of all students from a specific area of the school. Several designated safe areas for each school are pre-established.

Drop Procedure – Also known as an earthquake emergency procedure. An activity whereby each student and staff member takes cover under a table or desk (if possible), dropping to his/her knees, with the head protected by the arms and the back to the windows.

Relocation – This moves students to a safe location away from school. Processes are in place to notify parents of relocation procedures.

PACT Addendum to NCS Emergency Procedures

There may come a time in the near future when you come on campus when an emergency drill (or possibly the real thing) is in progress. Please be aware of your surroundings whenever you come on campus and look for the red flag or a sign on the door that signals an emergency or drill in progress.

For example, if you come on campus when a "Lock Down" drill is in progress, you will notice that the windows will be covered and doors will be locked. The correct thing to do is to return to your vehicle and leave campus immediately. If your parent has already left and you have not entered the PACT building, seek shelter in the Transition's building.

If you arrive on campus during an evacuation drill, you may notice an empty building and classrooms with students, teachers, and staff gathered across the drive from the PACT (in front of Transition's building). All P.A.C.T. students and family members who arrive on campus when an evacuation drill is in progress should report to the group and stay there until the all clear signal is issued. Please discuss these procedures with your student so that he/she knows what to do in an emergency.

Quick Notes:

EVACUATIONS: Leave premises by evacuation route and meet in designated area

LOCKDOWN: Shelter in place with lights off, doors locked, blinds closed, gather quietly, away from windows & doors.

SHELTER IN PLACE: Blinds, curtains, & doors closed. Take protective position under desks/tables, away from and with backs to windows. **DROP DRILL:** Same as Shelter in place and include drop to knees, protect head by arms.

Update 1-27-11

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ACKNOWLEDGEMENT OF EMERGENCY PROCEDURES

Student's Name _____ / _____ / _____
Last First Month Day Year

I have received, read, understood, and will follow the Emergency Procedures outlined on this page.

_____/_____/_____
Parent/Guardian Signature Month Day Year

11-12 Natomas Charter School Registration — NCLB INFORMATION

Student is enrolling in (check one below):

- Performing and Fine Arts Academy
 Leading Edge
 P.A.C.T..
 I.L.P.

Student name:	Birth date: ____/____/____ Month Day Year	Grade:	Age:
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The information from this form will be used to determine if your child qualifies for any additional assistance under the No Child Left Behind Act of 2001.

Student Housing Survey

Is your child's primary night-time residence one of the following?

- | | | |
|---|--------------------------|--------------------------|
| | Yes | No |
| Living with another family in a house or apartment due to economic hardship | <input type="checkbox"/> | <input type="checkbox"/> |
| In a shelter or transitional housing program | <input type="checkbox"/> | <input type="checkbox"/> |
| In a motel/hotel | <input type="checkbox"/> | <input type="checkbox"/> |
| In an unsheltered setting (e.g., car, park, campground) | <input type="checkbox"/> | <input type="checkbox"/> |

Other: _____

Siblings (include children up to age 18)

Name	Age	School	Name	Age	School

_____ Parent/Guardian name (please print)
 _____/____/____ Month Day Year
 _____ Phone number

This Section for Office Use Only

Faxed with cover sheet (attn: Homeless Liaison) to 567-5678 on _____/____/____
 Month Day Year

Natomas Charter School Acceptable Use Policy

Network

1. The use of Natomas Charter School's Network is to promote the exchange of information to further education and research and is consistent with the mission of Natomas Charter School.
2. The network is not for private or commercial business use, political, or religious purposes.
3. Any use of the network for illegal activity is prohibited.
4. Any use of the network for purposes other than those set by faculty members is prohibited, including online games, chat (instant messaging), or browsing the Internet for any purpose other than school related.
5. Use of the network to access obscene, pornographic, hateful, or otherwise inappropriate material is prohibited.
6. Sending material likely to be offensive or objectionable to recipients is prohibited.
7. Using programs that harass network users or infiltrate a computing system and/or damage the software components is prohibited. (Including, but not limited to any type of hacking software).
8. Please make the most efficient use of network resources to minimize interference with others.
9. Any use of the network that accesses outside resources must conform to the "Acceptable Use Policy."
10. Subscriptions to email, listservs, bulletin boards and online services must be pre-approved by the Teacher and/or Technology Coordinator.
11. NCS has the right to review any material stored on any system provided by the school and to edit or remove any material. I hereby waive any right that I may otherwise have in and to such material.
12. No personal computers or laptops may be brought to school and connected to the Network for any purpose, including Internet Use without permission from the Technology Coordinator.

Security

1. You will respect the rights and property of others and will not improperly access, misappropriate or misuse the files, data, or information of others.
2. You may not share your account with anyone or leave the account open or unattended.
3. You will keep all accounts and passwords confidential and not accessible to others.
4. You are responsible for making back-up copies of the documents critical to you.

Hardware

1. All pieces of technology must be returned to their original state before a student is excused to leave the classroom or complete the activity.
2. Students must notify their teacher or the technology coordinator immediately if damage is discovered or caused to any piece of technology, including computers, printers, cameras, scanners, etc.
3. Any defacing or damage caused to a piece of technology may result in restitution and the loss of technology use privileges.
4. Students must closely follow classroom procedures when using technology, and must remain on the assigned task.
5. Students may never use technology without the knowledge and approval of a faculty or staff member.

Software

1. You are responsible to take precautions to prevent viruses on your own equipment and on Natomas Charter School's equipment.
2. The illegal installation of copyrighted software or files for use on school computers is prohibited.
3. Please contact the school's Technology Coordinator to install any software on school computers.

Digital Citizenship Code of Honor

I understand that being a student at Natomas Charter School means that I will be a responsible digital citizen at all times.

1. I understand that technology is a tool to help me in my education, and I will use it responsibly.
2. I will respect others in all of my digital communications.
3. I will not give out any private information online that jeopardizes my safety and security.
4. I will respect the intellectual property rights of others and give credit to the authors.
5. I will remind my fellow students of their online responsibilities if I see them making poor decisions.

Violation of any condition of use described herein, will be cause for disciplinary action, and removal of a student's privilege to use technology at Natomas Charter School.

Major violations of the Acceptable Use Policy, such as the willful tampering or destruction of other students' computer files or folders, or the use of school computers to access or distribute obscene or objectionable materials, will result in the immediate loss of all school computer privileges for the rest of the school year, and the student will be placed on technology probation for the following school year.

NOTE: Interpretation, application, and modification of this Acceptable Use Policy is within the sole discretion of Natomas Charter School. Any questions or issues regarding this policy should be directed to Natomas Charter School's Technology Coordinator.

Sign and return the attached Access Release and Authorization Form
KEEP THIS PAGE FOR YOUR RECORDS.

Acceptable Use Policy Agreement Access Release and Authorization Form

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As a condition of using NCS's network, I understand the use of the network and access to public networks, ie. the Internet, is a privilege, and agree to the following:

1. I will abide by such Policies and Regulations as adopted by Natomas Charter School.
2. NCS has the right to review any material stored on any system provided by the school and to edit or remove any material. I hereby waive any right which I may otherwise have in and to such material.
3. All information and services available on the Internet and school network are placed there for informational purposes. I use the school network at my own risk.
4. NCS does not warrant the function of the network or any of it accessible through the network to meet specific requirements I may have, or that the network will be error free or uninterrupted.
5. In consideration for using the Internet and having access to public network, I hereby release NCS and its officers, employees and agents from any claims and damage arising from my use, or inability to use the network.
6. I have read and agree to comply with the Acceptable Use Policy. I understand that any violation of the regulations is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked and appropriate disciplinary action will be taken.

USER NAME (PRINT)

USER SIGNATURE

DATE

As the parent or guardian of this student, I have read the Acceptable Use Policy and Access Release and Authorization Form. I understand that this access is designed for educational purposes. I also recognize it is impossible for NCS to restrict access to all controversial materials and I will not hold them responsible for materials acquired on the network. Further, I accept full responsibility for supervision if and when my child's use is not in a school setting. I hereby give permission to issue an account for my child and certify that the information on this form is correct.

PARENT OR GUARDIAN'S NAME (PRINT)

PARENT/GUARDIAN SIGNATURE

DATE

PHOTO RELEASE CONSENT

Please sign and return this page to school

TO BE COMPLETED BY STUDENT IF 18 YEARS OR OLDER

I hereby warrant that I am of legal age in California and competent to contract in my own name.

I have read this release, authorization and agreement, before affixing my signature below, and warrant that I fully understand the contents thereof.

Print Name: _____

Signature: _____ Date: _____

Address: _____

TO BE COMPLETED BY PARENT IF STUDENT IS YOUNGER THAN 18 YEARS

I hereby certify that I am the parent and/or legal guardian of:

(Student's Name): _____

I have read this release, authorization and agreement, before affixing my signature below, and warrant that I fully understand the contents thereof.

I hereby consent that any photographs in Natomas Unified School District's possession may be used by Natomas Unified School District for the purpose set forth in the above release.

Print Name: _____

Signature: _____ Date: _____

Address: _____

TO BE COMPLETED IF YOU DECLINE THE USE OF PHOTOS

I **do not** give my consent to Natomas Unified School District to use photographs of my student.

Print Name: _____

Signature: _____ Date: _____

Address: _____