Newcastle Board of Education Regular Meeting
August 13, 2024 6:00 PM
Administrative Office Board Room
101 North Main
Newcastle, OK 73065

1. Flag Salute
2. Call to Order and Roll Call of Members
3. Outstanding Service or Achievement Awards
4. Discussion and possible action on the Consent Agenda:
   A. Agenda of Regular Meeting of August 13, 2024
   B. Minutes of Special Meeting of August 2, 2024
   C. Minutes of Regular Meeting of July 16, 2024
   D. Brent Hodges' Surplus Items from Main Gym
   E. FY25 Textbook Surplus
   F. Middle School Library Surplus Books
   G. High School Library Surplus Books
   H. Resolution to Transcript Math, Science and Technology Classes Taught at Mid-America Technology Center
   I. Mr. Mike Crossley, Fastpitch Softball Coach requests permission to travel to Tulsa, OK for the Tulsa Lincoln Christian Fastpitch Tournament scheduled for September 5-7, 2024. The Booster Club will pay for the 2 lights lodging. They will have 3 Teacher/Coaches, as well as 5 chaperons for 23 students. This is an invitational tournament.
   J. Brandon Morgan, FFA Instructor requests permissions for an overnight trip to Broken Bow, Oklahoma for the FFA Oficer Training Retreat August 15th through the 18th. They will have 6 officers and 2 chaperones.
   K. Ms. Cindy Trent, Assistant Elementary Principal requests permission to take 1) 5th grade White Team (Ms. Patterson, Ms. Ward, Ms. Gillespie, and Mr. Hutcheson's classes) to Camp Goddard September 24-26, 2024 and 2) 5th grade Blue Team (Ms. McFarland, Ms. Kielich, Ms. Mathews and Mr. Oberlander's classes) to Camp Goddard Septemaber 17-19, 2024. This will be an overnight Field Trip.
   L. FY25 Newcastle ECC Handbook
   M. FY25 Newcastle Elementary Handbook
   N. FY25 Newcastle Middle School Handbook
   O. FY25 Newcastle High School Handbook
   P. FY25 THRIVE Handbook
   Q. Newcastle Racer Athletic Handbook
   R. Newcastle Racer Athletic Procedure Manuals
5. Public Input
6. Superintendent and Staff Updates:
   A. Dr. Cathy Walker, Superintendent

B. Brent Hodges, Athletic Director

7. Presentation by Shawnee George, from Convirgent, to discuss Metrasens weapons detectors
8. Discussion and possible action regarding Newcastle Public School District Policy Consent Agenda
   A. Policy CHC - Bids and Quotations
   B. Policy DHAC - Staff Members and Electronic or Digital Communications
   C. Policy EIEC - Released Time Courses
   D. Policy EMI - Voluntary Private Prayer and Moment of Silence
   E. Policy FNCD - Prohibiting Bullying (Regulation and Investigation Procedures)
9. Discussion and possible action regarding Extra Duty - Athletic and Non-Athletic Stipend Lists and Administration and Director Salary Scales
10. Discussion and possible action on the Contract Consent Agenda
    A. FY25 RAPTOR Technologies Service Agreement
    B. FY25 Noregon Systems, LLC Service Agreement
    C. FY25 Northwestern Oklahoma State University MOU
    D. OK Department of Career and Technology Education Programs for School Year 2024-2025
    E. FY25 Footworks Performance Arts Studio for Newcastle Public Schools POM
    F. FY25 Image Net Agreement
    G. FY25 Google Workspace for Education Plus Agreement
11. Discussion and possible action regarding Financial Consent Agenda
    A. General Fund 11 Encumbrances and Change Orders
    B. Building Fund 21 Encumbrances and Change Orders
    C. Bond Fund 32 Encumbrances and Change Orders
    D. Bond Fund 33 Encumbrances and Change Orders
    E. Bond Fund 39 Encumbrances and Change Orders
    F. Monthly payroll and extra duty disbursement
    G. Purpose of Activity Fund Accounts
    H. Revenue Analysis-General Fund
    I. Revenue Expenditure Summary-Athletic
    J. Revenue-Expenditure Summary-Non Athletic
    K. Treasurer’s Report
    L. Booster Club Sanctioning
        I. Newcastle Quarter Back Club
        II. Racers FastPitch Booster Club, Inc.
        III. Newcastle Golf Booster Club, Inc.
        IV. Newcastle Wrestling Booster Club, Inc.
        V. Newcastle High School Racer Pom
12. New Business
13. Proposed executive session to discuss employment of personnel, retirements, resignations, terminations, hiring of employees, employment, rehiring and changes to employment contracts of current and prospective district employees as outlined on attached Schedule A, and Superintendent's Evaluation, pursuant to 25 O.S. Section 307 (B)(1)
14. Vote to convene or not to convene in executive session

15. Return to Open Session
16. Discussion and possible action regarding employment of personnel, retirements, resignations, terminations, hiring of employees, employment, rehiring and changes to employment contracts of current and prospective district employees as outlined on attached Schedule A
17. Discussion and possible action regarding paying the planning periods of Mr. Brandon Morgan and Ms. Carol Craven for the 2024-2025 school year
18. Discussion and possible action regarding the attached FY25 Mentor List
19. Discussion and possible action regarding the attached FY25 Adjunct List
20. Adjournment

This agenda was posted at 5:00pm on the front door of the administration building on August 12, 2024, by Darla Allen

Newcastle Board of Education Special Meeting
August 2, 2024 8:00 AM
Administration Office Board Room
101 N Main St
Newcastle, Oklahoma 73065

Attendance Taken at 8:01 AM. Mr. Darrin Abel: Present, Ms. Valory Dalton: Present, Mr. Jeff Dingee: Present, Ms. Tiffany Elcyzyn: Present, Mr. Jeremy Gilbertson: Present.

1. Call to Order and Roll Call of Members.

2. Discussion and possible action regarding General Fund 11 Encumbrances as attached

Motion to approve General Fund 11 Encumbrances as attached passed with a motion by Mr. Darrin Abel and a second by Mr. Jeff Dingee.
Mr. Jeremy Gilbertson: Yea, Mr. Jeff Dingee: Yea, Ms. Valory Dalton: Yea, Mr. Darrin Abel: Yea, Ms. Tiffany Elcyzyn: Yea
Yea: 5, Nay: 0

3. Discussion and possible action regarding Bond Fund 39 Encumbrances as attached

Motion to approve Bond Fund 39 Encumbrances as attached passed with a motion by Mr. Darrin Abel and a second by Ms. Valory Dalton.
Mr. Jeremy Gilbertson: Yea, Mr. Jeff Dingee: Yea, Ms. Valory Dalton: Yea, Mr. Darrin Abel: Yea, Ms. Tiffany Elcyzyn: Yea
Yea: 5, Nay: 0

4. Discussion and possible action regarding the attached Purpose of Accounts

Motion to approve Purpose of Accounts as attached passed with a motion by Mr. Jeremy Gilbertson and a second by Mr. Darrin Abel.
Mr. Jeremy Gilbertson: Yea, Mr. Jeff Dingee: Yea, Ms. Valory Dalton: Yea, Mr. Darrin Abel: Yea, Ms. Tiffany Elcyzyn: Yea
Yea: 5, Nay: 0

5. Discussion and possible action to include Zoom Phone to the approved digital platforms for the 2024-2025 school year per new legislation

Motion to approve the addition of Zoom Phone to the approved digital platforms for the 2024-2025 school year passed with a motion by Mr. Jeff Dingee and a second by Ms. Valory Dalton.
Mr. Jeremy Gilbertson: Yea, Mr. Jeff Dingee: Yea, Ms. Valory Dalton: Yea, Mr. Darrin Abel: Yea, Ms. Tiffany Elcyzyn: Yea
Yea: 5, Nay: 0

6. Proposed executive session to discuss employment of personnel, retirements, resignations, terminations, hiring of employees, employment, rehiring and changes to employment contracts

of current and prospective district employees as outlined on attached Schedule A and Schedule B, pursuant to 25 O.S. Section 307 (B)(1)

Proposed executive session to discuss negotiations concerning employees and representatives of employee groups, pursuant to 25 O.S. Section 307 (B)(2)

7. Vote to convene or not to convene in executive session

Motion to convene in executive session at 8:06am passed with a motion by Mr. Darrin Abel and a second by Mr. Jeremy Gilbertson.
Mr. Jeremy Gilbertson: Yea, Mr. Jeff Dingee: Yea, Ms. Valory Dalton: Yea, Mr. Darrin Abel: Yea, Ms. Tiffany Elcyzyn: Yea
Yea: 5, Nay: 0

8. Return to open session

Board returned from executive session at 8:19am. Those present were Dr. Walker, Tiffany Elcyzyn, Darrin Abel, Jeff Dingee, Jeremy Gilbertson, Valory Dalton and no votes were taken.

9. Discussion and possible action regarding employment of personnel, retirements, resignations, terminations, hiring of employees, employment, rehiring and changes to employment contracts of current and prospective district employees as outlined on attached Schedule A and Schedule B

Motion to approve Schedule A and Schedule B as attached passed with a motion by Mr. Jeff Dingee and a second by Mr. Jeremy Gilbertson.
Mr. Jeremy Gilbertson: Yea, Mr. Jeff Dingee: Yea, Ms. Valory Dalton: Yea, Mr. Darrin Abel: Yea, Ms. Tiffany Elcyzyn: Yea
Yea: 5, Nay: 0

10. Discussion and possible action regarding Newcastle Association of Classroom Teachers FY25 Negotiated Agreement

Motion to approve the Newcastle Association of Classroom Teachers FY25 Negotiated Agreement passed with a motion by Ms. Valory Dalton and a second by Mr. Darrin Abel.
Mr. Jeremy Gilbertson: Yea, Mr. Jeff Dingee: Yea, Ms. Valory Dalton: Yea, Mr. Darrin Abel: Yea, Ms. Tiffany Elcyzyn: Yea
Yea: 5, Nay: 0

11. Discussion and possible action regarding Newcastle Association of Support Personnel FY25 Negotiated Agreement

Motion to approve Newcastle Association of Support Personnel FY25 Negotiated Agreement passed with a motion by Mr. Jeff Dingee and a second by Ms. Valory Dalton.
Mr. Jeremy Gilbertson: Yea, Mr. Jeff Dingee: Yea, Ms. Valory Dalton: Yea, Mr. Darrin Abel: Yea, Ms. Tiffany Elcyzyn: Yea
Yea: 5, Nay: 0

12. Adjournment.

Meeting adjourned at 8:21am by Ms. Tiffany Elcyzyn.

_____
President

_____
Vice President

_____
Clerk

_____
Deputy Clerk

_____
Member

Newcastle Board of Education Regular Meeting
July 16, 2024 6:00 PM
Administrative Office Board Room
101 North Main
Newcastle, OK 73065

Attendance Taken at 6:00 PM. Mr. Darrin Abel: Absent, Ms. Valory Dalton: Present, Mr. Jeff Dingee: Absent, Ms. Tiffany Elcyzyn: Present, Mr. Jeremy Gilbertson: Present.

1. Flag Salute

2. Call to Order and Roll Call of Members

3. Discussion and possible action on the Consent Agenda:

Motion to approve consent agenda passed with a motion by Ms. Valory Dalton and a second by Mr. Jeremy Gilbertson.
Mr. Darrin Abel: Absent, Mr. Jeff Dingee: Absent, Mr. Jeremy Gilbertson: Yea, Ms. Valory Dalton: Yea, Ms. Tiffany Elcyzyn: Yea
Yea: 3, Nay: 0, Absent: 2

A. Agenda of Regular Meeting of July 16, 2024

B. Minutes of Special Meeting of June 27, 2024

C. Minutes of Regular Meeting of June 11, 2024

D. NHS Library Surplus

4. Public Input

No Public Input

5. Superintendent and Staff Updates:

A. Dr. Cathy Walker, Superintendent

Dr. Walker updated that the Bond Projects are going well and the negotiations for support and certified are in progress. The school will be holding a welcome back assembly on the 1st.

6. Discussion and possible action to rent 1 of the Rolling Thrones 7 station restroom trailers for $2900.00 per month. The pumpout will be $200.00 per visit and we will start with a pumpout each week for a cost of $800.00 per month, bringing the total cost to $3,700.00 per month

Motion to approve renting a Rolling Thrones 7 station restroom trailer for a total cost of $3,700.00 per month passed with a motion by Mr. Jeremy Gilbertson and a second by Ms.

Valory Dalton.
Mr. Darrin Abel: Absent, Mr. Jeff Dingee: Absent, Mr. Jeremy Gilbertson: Yea, Ms. Valory Dalton: Yea, Ms. Tiffany Elcyzyn: Yea
Yea: 3, Nay: 0, Absent: 2

7. Discussion and possible action regarding the GMP #2 with Nabholz Construction Corporation, in the amount of $26,323,816. for the High School Addition project.

Motion to approve GMP #2 with Nabholz Construction Corporation in the amount of $26,323,816.00 for the High School Addition project. passed with a motion by Mr. Jeremy Gilbertson and a second by Ms. Valory Dalton.
Mr. Darrin Abel: Absent, Mr. Jeff Dingee: Absent, Mr. Jeremy Gilbertson: Yea, Ms. Valory Dalton: Yea, Ms. Tiffany Elcyzyn: Yea
Yea: 3, Nay: 0, Absent: 2

8. Discussion and possible action to approve the following digital platforms for the 2024-2025 school year per new legislation

- Google Education Suite (Gmail, Google Docs, Google Classroom, etc.)
- ClassDoJo (Text messaging)
- School Messenger (Automated Text, Voicemail, Email - sent through Infinite Campus)
- STOPIT (Bullying reporting)
- HUDL (Athletics only)
- Classlink
- LMS (Schoology)
- Edgenuity
- SNAP (Athletics)

Motion to approve the listed digital platforms for the 2024-2025 school year passed with a motion by Ms. Valory Dalton and a second by Mr. Jeremy Gilbertson.
Mr. Darrin Abel: Absent, Mr. Jeff Dingee: Absent, Mr. Jeremy Gilbertson: Yea, Ms. Valory Dalton: Yea, Ms. Tiffany Elcyzyn: Yea
Yea: 3, Nay: 0, Absent: 2

9. Discussion and possible action regarding Newcastle Public School District Policy DHAC-Staff Members and Electronic or Digital Communications

Motion to table Newcastle Public School District Policy DHAC-Staff Members and Electronic or Digital Communications passed with a motion by Ms. Valory Dalton and a second by Mr. Jeremy Gilbertson.
Mr. Darrin Abel: Absent, Mr. Jeff Dingee: Absent, Mr. Jeremy Gilbertson: Yea, Ms. Valory Dalton: Yea, Ms. Tiffany Elcyzyn: Yea
Yea: 3, Nay: 0, Absent: 2

10. Discussion and possible action to approve the purchase of weapon detectors

Motion to approve the purchase of weapon detectors passed with a motion by Mr. Jeremy Gilbertson and a second by Ms. Valory Dalton.
Mr. Darrin Abel: Absent, Mr. Jeff Dingee: Absent, Mr. Jeremy Gilbertson: Yea, Ms. Valory Dalton: Yea, Ms. Tiffany Elcyzyn: Abstain (With Conflict)
Yea: 2, Nay: 0, Absent: 2, Abstain (With Conflict): 1

11. Discussion and possible action regarding meal price increases for FY25. Adult Breakfast $2.70, Lunch $5.25. Student Breakfast $1.75, Elementary Lunch $3.10, and Secondary Lunch $3.35.

Motion to approve meal price increases for the FY25 as presented passed with a motion by Ms. Valory Dalton and a second by Mr. Jeremy Gilbertson.
Mr. Darrin Abel: Absent, Mr. Jeff Dingee: Absent, Mr. Jeremy Gilbertson: Yea, Ms. Valory Dalton: Yea, Ms. Tiffany Elcyzyn: Yea
Yea: 3, Nay: 0, Absent: 2

12. Discussion and possible action on the Contract Consent Agenda

Motion to approve the Contract Consent Agenda items A & B as presented passed with a motion by Mr. Jeremy Gilbertson and a second by Ms. Valory Dalton.
Mr. Darrin Abel: Absent, Mr. Jeff Dingee: Absent, Mr. Jeremy Gilbertson: Yea, Ms. Valory Dalton: Yea, Ms. Tiffany Elcyzyn: Yea
Yea: 3, Nay: 0, Absent: 2

A. School Resource Officer Mutual Cooperation Agreement with City of Newcastle

B. SNAP! MOBILE, INC.

13. Discussion and possible action regarding Financial Consent Agenda

Motion to approve the Financial Consent Agenda items A through N as presented passed with a motion by Ms. Valory Dalton and a second by Mr. Jeremy Gilbertson.
Mr. Darrin Abel: Absent, Mr. Jeff Dingee: Absent, Mr. Jeremy Gilbertson: Yea, Ms. Valory Dalton: Yea, Ms. Tiffany Elcyzyn: Yea
Yea: 3, Nay: 0, Absent: 2

A. FY24 General Fund 11 Encumbrances and Change Orders

B. FY24 Building Fund 21 Encumbrances and Change Orders

C. FY25 General Fund 11 Encumbrances and Change Orders

D. FY25 Building Fund 21 Encumbrances and Change Orders

E. FY25 Bond Fund 32 Encumbrances and Change Orders

F. FY25 Bond Fund 33 Encumbrances and Change Orders

G. FY25 Bond Fund 39 Encumbrances and Change Orders

H. Monthly payroll and extra duty disbursement

I. Purpose of Activity Fund Accounts

J. Revenue Analysis-General Fund

K. Revenue Expenditure Summary-Athletic

L. Revenue-Expenditure Summary-Non Athletic

M. Treasurer's Report

N. Booster Club Sanctioning

- Newcastle ECC PTO

14. New Business

No new Business

15. Proposed executive session to discuss employment of personnel, retirements, resignations, terminations, hiring of employees, employment, rehiring and changes to employment contracts of current and prospective district employees as outlined on attached Schedule A, pursuant to 25 O.S. Section 307 (B)(1)

Proposed executive session to discuss negotiations concerning employees and representatives of employee groups, pursuant to 25 O.S. Section 307 (B)(2)

16. Vote to convene or not to convene in executive session

Motion to convene in Executive Session at 7:21PM passed with a motion by Ms. Valory Dalton and a second by Mr. Jeremy Gilbertson.
Mr. Darrin Abel: Absent, Mr. Jeff Dingee: Absent, Mr. Jeremy Gilbertson: Yea, Ms. Valory Dalton: Yea, Ms. Tiffany Elcyzyn: Yea
Yea: 3, Nay: 0, Absent: 2

17. Return to Open Session

Returned to Open Session at 7:57PM, Dr. Walker, Valory Dalton, Jeremy Gilbertson and Tiffany Elcyzyn were in executive session and no votes were taken.

18. Discussion and possible action regarding employment of personnel, retirements, resignations, terminations, hiring of employees, employment, rehiring and changes to employment contracts of current and prospective district employees as outlined on attached Schedule A

Motion to approve Schedule A as attached passed with a motion by Mr. Jeremy Gilbertson and a second by Ms. Valory Dalton.

Mr. Darrin Abel: Absent, Mr. Jeff Dingee: Absent, Mr. Jeremy Gilbertson: Yea, Ms. Valory Dalton: Yea, Ms. Tiffany Elcyzyn: Yea
Yea: 3, Nay: 0, Absent: 2

19. Discussion and possible action regarding a Memorandum of Understanding with the NACT on Teachers Work Year, effective July 17, 2024, to July 31, 2024

Motion to approve the MOU with the NACT regarding Teachers Work Year, effective July 17, 2024 to July 31, 2024 passed with a motion by Ms. Valory Dalton and a second by Mr. Jeremy Gilbertson.
Mr. Darrin Abel: Absent, Mr. Jeff Dingee: Absent, Mr. Jeremy Gilbertson: Yea, Ms. Valory Dalton: Yea, Ms. Tiffany Elcyzyn: Yea
Yea: 3, Nay: 0, Absent: 2

20. Adjournment

Meeting adjourned at 7:59 by Valory Dalton.

_____
President

_____
Vice President

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Clerk

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Deputy Clerk

_____
Member

Surplus Items		
From the Main Gym - August 5th 2024		
Quanity	Item	Style/ Color
1	Shooting Gun	White w/ Blue Trim
74	Reversible Uniform Tops	Blue and White
13	Reversible Uniform Shorts	Blue and White
18	Nike White Stripe Uniform Top	Blue w White Stripe
18	Nike White Stripe Uniform Shorts	Blue w White Stripe
26	Nike White Stripe Uniform Top	White w Blue Stripe
33	Nike White Stripe Uniform Shorts	White w Blue Stripe
28	2-ply Reversible Uniform Tops	Blue and White
9	2-ply Reversible Uniform Shorts	Blue and White
28	BSN Reversible Uniform Tops	Blue and White
5	Champion Sports Reversible Uniform Tops	Blue and White
16	Powers Uniform Top	Black w White and Blue Trim
24	Dodger Reversible Uniform Top	Black and White

ECC Textbook Surplus

7/29/24

Publisher	Title	ISBN	Quantitiy			
Student Materials						
1st grade						
Savvas	Companion, grade 1	0 ISBN-10: 1-4182-6778-3	76			
Savvas	1st grade	8 ISBN-10 0-328-88708-0	141			
Savvas	1st Grade	9 ISBN-10 0-328-88714-5	186			
Kindergarten						
Savvas	Grade K	ISBN-13: 978--328-88707-1	320			
Savvas	Grade K	2 ISBN-10: 0-328-88713-7	479			
Savvas	Companion, grade K	3 ISBN-10: 1-4182-6777-5	562			
Savvas	Mats	3 ISBN-10: 0-328-89665-9	17 sets	1 open		
Teacher Materials						
1st Grade						
Savvas	Edition Volume 1 1st grade	0 ISBN-10 0-32888720-X	8			
Savvas	1st grade	2 ISBN-10 0-328-88726-9	7			
Savvas	Program Overview	ISBN-10 0-328-88958-X	6			
Savvas	Vol 1, grade 1	8 ISBN-10 0-328-89318-8	1			
Savvas	grade 1	4 ISBN-10 0-328-89329-3	1			
Savvas	Vol 2, grade 2	5	1			
Savvas	Activity Guide, grade 1	1 ISBN-10: 0-328-89672-1	1			
Savvas	grade 1	4 ISBN-10: 0-328-94972-8	1			
Savvas	Guide, grade 1	9 ISBN-10: 0-328-83706-7	1			
Savvas	Tabs	8 ISBN-10: 0-13-490056-1	4			
Savvas	Teacher Digital Resources cd	2 ISBN-10: 0-328-84951-0	2			
Savvas	edition grade 1	6 ISBN-10: 0-328-90611-5	2			
Savvas	Math Practices Posters	4 ISBN-10: 0-328-83376-2	2 sets	some loose posters, not sure if full sets		
Teacher Materials						
Kindergarten						
Savvas	Masters, grade K	7 ISBN-10: 0-328-94971-X	4			
Savvas	grade K	7 ISBN-10: 0-328-89328-5	8			
Savvas	Activity Guide	4 ISBN-10: 0-328-89671-3	8			
Savvas	Volume 1	4 ISBN-10: 0-328-89316-1	9			
Savvas	Guide	2 ISBN-10: 0-328-83705-9	4			
Savvas	Volume 2	1 ISBN-10: 0-328-89317-X	8			
Savvas	Teacher's Edition Volume 1	4 ISBN-10: 0-328-88719-6	7			
Savvas	Teacher's Edition Volume 2	5 ISBN-10: 0-328-88725-0	6			
Savvas	Overview	0 ISBN-10: 0-328-88957-1	8			
Savvas	Center Game labels	ISBN 13: 9780328787531	1			
Savvas	cd	8 ISBN-10: 0-328-90604-2	2			
Savvas	edition cd	9 ISBN-10: 0-328-90610-7	2			
Savvas	edition cd	1 ISBN-10: 0-328-90616-6	3			
Savvas	cd	5 ISBN-10: 0-328-84950-2	3			
Savvas	Tabs	1 ISBN-10: 0-13-490055-3	4			
Savvas	Math Practices Posters	7 ISBN-10: 0-328-83375-4	2 sets	Some loose posters, not sure if full set		
Savvas	ELL Toolkit	1 ISBN-10: 0-328-84817-4	5			
	Intervention System					
Savvas	Booklet A	1 ISBN-10: 0-328-86280-0	11			
Savvas	Booklet B	8 ISBN-10: 0-328-86281-9	9			
Savvas	Booklet C	5 ISBN-10: 0-328-86282-7	9			
Savvas	Booklet D	2 ISBN-10: 0-328-86283-5	9			
Savvas	Booklet E	9 ISBN-10: 0-328-84895-6	9			
Savvas	Diagnostic Tests	7 ISBN-10: 0-328-86288-6	9			
Savvas	Teacher's Guide	9 ISBN-10: 0-328-89663-2	10			
Macmillian McGraw Hill	Resources	MHID: 0-02-107316-3	1			
Macmillian McGraw Hill	Readers Teachers Guide	MHID: 0-02-107151-9	1			
Macmillian McGraw Hill	Impact Mathematics	MHID: 0-02-112823-5	1			
Macmillian McGraw Hill	Foldables Mathematics and	MHID: 0-02-108322-3	1			
Macmillian McGraw Hill	Tests	MHID: 0-07-888709-7	1			
Macmillian McGraw Hill	Chapter 1 Resource Masters	MHID: 0-02-107192-6	2			
Macmillian McGraw Hill	Chapter 3 Resource Masters	MHID: 0-02-107194-2	1			
Macmillian McGraw Hill	Chapter 4 Resource Masters	MHID: 0-02-107195-0	1			
Macmillian McGraw Hill	Chapter 5 Resource Masters	MHID: 0-02-107196-9	1			
Macmillian McGraw Hill	Chapter 6 Resource Masters	MHID: 0-02-107197-7	1			
Macmillian McGraw Hill	Chapter 7 Resource Masters	MHID: 0-02-107198-5	1			
Macmillian McGraw Hill	Chapter 8 Resource Masters	MHID: 0-02-107199-3	1			
Macmillian McGraw Hill	Chapter 9 Resrouce Masters	MHID: 0-02-107201-9	1			
Macmillian McGraw Hill	Chapter 10 Resource Masters	MHID: 0-02-107202-7	1			
Macmillian McGraw Hill	Chapter 11 Resource Masters	MHID: 0-02-107203-5	1			
Macmillian McGraw Hill	Chapter 12 Resource Masters	MHID: 0-02-107204-3	1			
Macmillan McGraw Hill	Student works cd	MHID: 0-02-101611-9	1			

Elementary

7/29/24

Publisher	Title	ISBN	ent BookQuan	er Edition Qua	Condition	Location	
Savvas	enVision Grade 1 workbooks	978-0-328-88708-8	4		New	Upper Elementary	Room 121A
savvas	Oklahoma Student Companion Grade 1	978-1-4182-6778-0	4		New	Upper Elementary	Room 121A
Savvas	enVision Grade 2 workbooks	978-0-328-88715-6	57		New	Upper Elementary	Room 121A
Savvas	enVision Grade 2 TE	978-0-328-88727-9		7	Good	Upper Elementary	Room 121A
Savvas	Teacher's Resource Masters Grade 2	978-0-328-89320-1		7	New	Upper Elementary	Room 121A
Savvas	Oklahoma Student Companion Grade 2	978-1-4182-6779-7	1		New	Upper Elementary	Room 121A
Savvas	Problem-Solving Reading Mats Grade 2	978-0-328-84844-7	9		New	Upper Elementary	Room 121A
Savvas	Math Practice Posters Grade 2	978-0-328-83633-8		4	New	Upper Elementary	Room 121A
Savvas	enVision Grade K-3 Intervention Kits	978-0-328-89648-6	1		New	Upper Elementary	Room 121A
Savvas	enVision Grade 3 workbooks	978-0-328-88710-1	242		New	Upper Elementary	Room 121A
Savvas	enVision Grade 3 TE	978-0-328-88722-4		6	Good	Upper Elementary	Room 121A
Savvas	Oklahoma Student Companion Grade 3	978-1-418-26780-3	121		New	Upper Elementary	Room 121A
Savvas	Teacher's Resource Masters Grade 3	978-0-328-89384-3		1	New	Upper Elementary	Room 121A
Savvas	Problem-Solving Reading Mats Grade 3	978-0-328-89668-4	7		New	Upper Elementary	Room 121A
Savvas	enVision Grade 4 workbooks	978-0-328-887170	80		New	Upper Elementary	Room 121A
Savvas	enVision Grade 4 TE	978-0-328-88723-1		6	Good	Upper Elementary	Room 121A
Savvas	enVision Teacher's Edition Program Overview	978-0-328-88961-7		5	Good	Upper Elementary	Room 121A
Savvas	Teacher's Resource Masters Grade 4	978-0-328-89385-0		3	New	Upper Elementary	Room 121A
Savvas	Teacher's Resource Masters Grade 4	978-0-328-89325-6		9	Fair	Upper Elementary	Room 121A
Savvas	Oklahoma Student Companion Grade 4	978-1-418-267810	80		New	Upper Elementary	Room 121A
Savvas	Problem-Solving Reading Mats Grade 4	978-0-328-89669-1	7		New	Upper Elementary	Room 121A
Savvas	enVision Grade 4-6 Intervention Kits	978-0-328-89649-3		7	Good	Upper Elementary	Room 121A
Savvas	enVision large workbook	978-0-328-88711-8	4		New	Upper Elementary	Room 121A
Savvas	ELL Toolkit	978-0-328-8417-1		6	Good	Upper Elementary	Room 121A
Savvas	enVision Enrichment Resources Masters Grade 4	978-0-328-9475-5		7	Good	Upper Elementary	Room 121A
Savvas	enVision Problem-Solving Reading Activity Guide Grade 4	978-0-328-89675-2		5	Good	Upper Elementary	Room 121A
Savvas	enVision Today's Challenge Teacher's Guide Grade 4	978-0-328-83709-0		8	Good	Upper Elementary	Room 121A
Savvas	enVision Assessment Sourcebook Grade 4	978-0-328-89332-4		5	Good	Upper Elementary	Room 121A
Savvas	Oklahoma Student Companion Grade 5	978-1-4182-6782-7	270		New	Upper Elementary	Room 121A
Savvas	enVision Grade 5 TE	978-0-328-88724-8		7	Good	Upper Elementary	Room 121A
Savvas	Problem-Solving Reading Mats Grade 5	978-0-3288-9670-7	23		New	Upper Elementary	Room 121A
Savvas	Math Practice Posters Grade 5	978-0-328-83636-9		2	New	Upper Elementary	Room 121A
Savvas	enVision Teacher's Resource Masters Grade 5	978-0-328-89326-3		10	Good	Upper Elementary	Room 121A
Savvas	enVision Grade 5 worksbooks	978-0-328-88718-7	72		New	Upper Elementary	Room 121A

Middle School Textbook Surplus

7/29/24

Publisher	Title	ISBN	ent BookQuan	er Edition Quantity
Glencoe Language Arts	Handbook Grade 6	0-07-825113-3	20	2
Glencoe Language Arts	Workbook (Consumable)	0-07-820539-5	15	1
Glencoe Language Arts	Workbook (Consumable)	0-07-826238-0	135	0
Glencoe	(Consumable)	0-07-861660-3	21	0
Houghton Mifflin	Write Source	0-669-50704-0-6	96	1
Holt	Homework and Practice	0-03-065804-7	14	0
Holt	Middle School Math Course 1	0-03-065789-9	120	0
Holt	Teacher's Edition	0-03-071132-0	0	1
Holt	Pre-Algebra	0-03-069609-7	1	0
Pearson	(Oklahoma)	978-0-13-324191-	33	0
Pearson	(Oklahoma)	978-0-13-324192-	35	1
			490	6

H/S Math Text Books Surplus 7/24/24

Quantity	Title	Publisher	ISBN	Textbook	Teacher Ed.	Workbook
133	Envision Algebra 1	Pearson	9.78033E+12	TRUE	FALSE	FALSE
47	Envision Algebra 1 Student Companion	Pearson	9.78033E+12	FALSE	FALSE	TRUE
2	Envision Algebra 1 TE Program Overview	Pearson	9.78175E+12	FALSE	TRUE	FALSE
3	Envision Algebra 1 TE V1	Pearson	9.78033E+12	FALSE	TRUE	FALSE
1	Envision Algebra 1 TE V2	Pearson	9.78033E+12	FALSE	TRUE	FALSE
149	Envision Algebra 2	Pearson	9.78033E+12	TRUE	FALSE	FALSE
40	Envision Algebra 2 Student Companion	Pearson	9.78033E+12	FALSE	FALSE	TRUE
1	Envision Algebra 2 Assessment Resources	Pearson	9.78033E+12	FALSE	TRUE	FALSE
2	Envision Algebra 2 TE #1	Pearson	9.78033E+12	FALSE	TRUE	FALSE
1	Envision Algebra 2 TE #2	Pearson	9.78033E+12	FALSE	TRUE	FALSE
2	Envision Algebra 2 TE Program Overview	Pearson	9.78142E+12	FALSE	TRUE	FALSE
133	Envision Geometry	Pearson	9.78033E+12	TRUE	FALSE	FALSE
18	Envision Geometry Student Companion	Pearson	9.78033E+12	FALSE	FALSE	TRUE
2	Envision Geometry TE V1	Pearson	9.78033E+12	FALSE	TRUE	FALSE
1	Envision Geometry TE V2	Pearson	9.78033E+12	FALSE	TRUE	FALSE
25	Precalculus	Pearson	9.78013E+12	TRUE	FALSE	FALSE

7/29/24

MS Library Surplus Books

24 Ath Ancient World
36 Missing May
33 Nothing But The Truth
26 The Red Scarf Girl
46 Religious Celebrations
25 Cezanne Pinto
26 The Summer of the Swans
23 Bearstone (ISBN 002818001-1
05 Bearstone (ISBN 003054596-X)
27 Across Five Aprils
21 The Yearling
40 Ben Franklin Is A Huge Pain in my @!#
31 The Glory Field
30 Homecoming
15 Treasure Island (ISBN 1-5631-2264-2)
26 Treasure Island (ISBN 0-03-054463-7)
01 True Confessions of Charlotte Doyle (ISBN 082191983-0)
32 True Confessions of Charlotte Doyle (ISBN 003054709-1)

Library Weeding Log

Newcastle High School Library

Removed From: 7/8/2024 Removed To: 8/9/2024

7/15/2024 - Copies Removed: 35

The ABC's of classroom management : an A-Z sampler for designing your lear (Removed: 1)

Author: Ertel, Pamela A Kramer, 1956- ISBN: 0-912099-43-7 Published: 2005

Call Number	Barcode	Price	Acquired	Removed By
PRO 371.102 KRA	T 107442	$25.00	1/20/2021	admin103

Sublocation	Reason	Funding Source	Last Circ.	Disposal Method
NHS	Outdated	Donated	1/20/2021	

Was Available -- Weeded -- Total Circulations: 1

Accomplished teaching : the key to National Board certification (Removed: 1)

Author: Jennings, Bess. ISBN: 978-0-7575-5188-8 Published: 2007

Call Number	Barcode	Price	Acquired	Removed By
PRO 371.1 JEN	T 109996	$60.00	9/23/2010	admin103

Sublocation	Reason	Funding Source	Last Circ.	Disposal Method
NHS	Outdated	2010-2011 Activity Fund	2/22/2011	

Was Available -- Weeded -- Total Circulations: 3

American Red Cross multimedia standard first aid (Removed: 1)

Author: American Red Cross ISBN: 0-86536-018-9 Published: 1987

Call Number	Barcode	Price	Acquired	Removed By
PRO 614.8 AME	T 105889	$15.00	12/18/2003	admin103

Sublocation	Reason	Funding Source	Last Circ.	Disposal Method
NHS	Outdated			

Was Available -- Weeded -- Total Circulations: 0

ASVAB educator and counselor guide (Removed: 1)

Author: [US Department of Defense] Published: 2002

Call Number	Barcode	Price	Acquired	Removed By
PRO 378.16 ASV	T 106504	$5.00	10/5/2004	admin103

Sublocation	Reason	Funding Source	Last Circ.	Disposal Method
NHS	Outdated	Donated 2004-2005	7/22/2013	

Was Available -- Weeded -- Total Circulations: 1

Brain compatible strategies (Removed: 1)

Author: Jensen, Eric. ISBN: 0-9637832-7-0 (pbk.) Published: 1997

Call Number	Barcode	Price	Acquired	Removed By
PRO 371.3 JEN	T 104468	$25.00	6/5/2014	admin103

Sublocation	Reason	Funding Source	Last Circ.	Disposal Method
NHS	Outdated	Donated 2013-2014	11/14/2014	

Was Available -- Weeded -- Total Circulations: 2

CliffsAP English language and composition (Removed: 1)

Author: Swovelin, Barbara V. ISBN: 978-0-471-93368-7 (pbk.) Published: 2006

Call Number	Barcode	Price	Acquired	Removed By
PRO 378.1 SWO	T 100224	$20.00	4/18/2012	admin103

Sublocation	Reason	Funding Source	Last Circ.	Disposal Method
NHS	Outdated	Donated 2011-2012	5/14/2012	

Was Available -- Weeded -- Total Circulations: 2

7/15/2024 - Copies Removed: 35

Creative writing anthology : 2005-2006 (Removed: 1)

Published: 2006

Call Number	Barcode	Price	Acquired	Removed By
PRO 811 CRE 2006	T 107624	$5.00	5/15/2006	admin103

Sublocation	Reason	Funding Source	Last Circ.	Disposal Method
NHS	Outdated	Donated 2005-2006		

Was Available -- Weeded -- Total Circulations: 0

Creative writing class anthology : 2009-2010. (Removed: 1)

Published: 2010

Call Number	Barcode	Price	Acquired	Removed By
PRO 811 CRE 2010	T 109798	$5.00	5/18/2010	admin103

Sublocation	Reason	Funding Source	Last Circ.	Disposal Method
NHS	Outdated	Donated 2009-2010		

Was Available -- Weeded -- Total Circulations: 0

Critical issues in education : dialogues and dialectics (Removed: 1)

Author: Nelson, Jack L. ISBN: 0-07-255511-4 (alk. paper) Published: 2004

Call Number	Barcode	Price	Acquired	Removed By
PRO 370 NEL	T 107449	$35.00	1/20/2021	admin103

Sublocation	Reason	Funding Source	Last Circ.	Disposal Method
NHS	Outdated	Donated	1/20/2021	

Was Available -- Weeded -- Total Circulations: 1

Dollars & sense : personal finance for the 21st century (Removed: 1)

Author: produced by Coast Learning Systems. Published: 1999

Call Number	Barcode	Price	Acquired	Removed By
TG PRO 332 DOL	T 106580	$15.00	11/10/2004	admin103

Sublocation	Reason	Funding Source	Last Circ.	Disposal Method
NHS	Outdated	2004-2005 State Allocation	9/23/2009	

Was Available -- Weeded -- Total Circulations: 5

Educator's Internet companion : Classroom connect's complete guide to educ (Removed: 1)

Author: by the staff of Classroom connect ; Christopher Mautner, writer, editorial consultant ; Tim McLain, writer ; Vince DiStefano, writer ; David Kershaw, ISBN: 0-932577-10-5 (pbk.) Published: 1999

Call Number	Barcode	Price	Acquired	Removed By
LIB 011 MAU	T 100607	$45.00	9/4/2001	admin103

Sublocation	Reason	Funding Source	Last Circ.	Disposal Method
NHS	Outdated		6/25/2013	

Was Available -- Weeded -- Total Circulations: 2

Engaging inquiry : research and writing in the disciplines (Removed: 1)

Author: Kirscht, Judy. ISBN: 0-13-011699-8 Published: 2002

7/15/2024 - Copies Removed: 35

Call Number	Barcode	Price	Acquired	Removed By
PRO 808.04 KIR	T 103716	$48.00	3/25/2019	admin103

Sublocation	Reason	Funding Source	Last Circ.	Disposal Method
NHS	Outdated	Donated 2018-2019	7/24/2020	

Was Available -- Weeded -- Total Circulations: 1

The essential 55 : an award-winning educator's rules for discovering the s (Removed: 1)

Author: Clark, Ron, 1971- ISBN: 1-41590026-4 Published: 2004

Call Number	Barcode	Price	Acquired	Removed By
PRO CD 371.1 CLA	T 108511	$45.00	1/10/2008	admin103

Sublocation	Reason	Funding Source	Last Circ.	Disposal Method
NHS	Outdated	2007-2008 Activity Fund		

Was Available -- Weeded -- Total Circulations: 0

Foundations in personal finance / (Removed: 1)

Author: Ramsey, Dave. ISBN: 978-1-936948-12-3 Published: 2014

Call Number	Barcode	Price	Acquired	Removed By
TEXT PFL RAMSEY TC#2	T 124800	$150.00	10/21/2020	admin103

Sublocation	Reason	Funding Source	Last Circ.	Disposal Method
NHS	Outdated		8/8/2022	

Was Available -- Weeded -- Total Circulations: 1

Helping the student with diabetes succeed : a guide for school personnel (Removed: 1)

Author: U.S. Department of Health and Human Services. Published: 2010

Call Number	Barcode	Price	Acquired	Removed By
PRO 371.33 HEL	T 101720	$20.00	1/21/2014	admin103

Sublocation	Reason	Funding Source	Last Circ.	Disposal Method
NHS	Outdated			

Was Available -- Weeded -- Total Circulations: 0

It's all in the details : creative writing class anthology 2004-2005 (Removed: 1)

Published: 2005

Call Number	Barcode	Price	Acquired	Removed By
PRO 811 ITS	T 107327	$5.00	11/16/2005	admin103

Sublocation	Reason	Funding Source	Last Circ.	Disposal Method
NHS	Outdated			

Was Available -- Weeded -- Total Circulations: 0

Leadership without easy answers (Removed: 1)

Author: Heifetz, Ronald A. (Ronald Abadian), 1951- ISBN: 0-674-51858-6 (acid-free paper) Published: 1994

Call Number	Barcode	Price	Acquired	Removed By
PRO 303.34 HEI	T 102014	$25.00	1/31/2014	admin103

Sublocation	Reason	Funding Source	Last Circ.	Disposal Method
NHS	Outdated	Donated 2012-2013		

Was Available -- Weeded -- Total Circulations: 0

7/15/2024 - Copies Removed: 35

Learning right from wrong in the digital age : an ethics guide for parents (Removed: 1)

Author: Johnson, Doug, 1952- ISBN: 1-58683-131-3 Published: 2003

Call Number	Barcode	Price	Acquired	Removed By
PRO 004.6 JOH	T 107185	$45.00	9/23/2005	admin103

Sublocation	Reason	Funding Source	Last Circ.	Disposal Method
NHS	Outdated	2005-2006 State Allocation	3/5/2007	

Was Available -- Weeded -- Total Circulations: 1

Library/media manual (Removed: 1)

Author: Spirt, Diana L. ISBN: 0-8242-0615-0 (manual) Published: 1979

Call Number	Barcode	Price	Acquired	Removed By
PRO 021 SPI	T 105838	$15.00	12/12/2003	admin103

Sublocation	Reason	Funding Source	Last Circ.	Disposal Method
NHS	Outdated			

Was Available -- Weeded -- Total Circulations: 0

MAX teaching with reading and writing : classroom activities for helping s (Removed: 1)

Author: Forget, Mark A. ISBN: 1-41200992-8 Published: 2004

Call Number	Barcode	Price	Acquired	Removed By
PRO 371.3 FOR	T 110444	$30.00	6/22/2011	admin103

Sublocation	Reason	Funding Source	Last Circ.	Disposal Method
NHS	Outdated	Donated 2010-2011	12/5/2018	

Was Available -- Weeded -- Total Circulations: 3

McClain County, Oklahoma, history and heritage (Removed: 1)

Author: Joyce Rex, editor. LCCN: 86-60599 Published: 1986

Call Number	Barcode	Price	Acquired	Removed By
PRO 976.6 REX BK#2	T 107994	$25.00	1/27/2021	admin103

Sublocation	Reason	Funding Source	Last Circ.	Disposal Method
NHS	Outdated	Donated		

Was Available -- Weeded -- Total Circulations: 0

Multiculturalism in mathematics, science, and technology readings and acti (Removed: 1)

Author: writers: Thom Acoze et al. ISBN: 0-201-29417-6 Published: 1993

Call Number	Barcode	Price	Acquired	Removed By
PRO 510 MUL	T 105891	$55.00	12/18/2003	admin103

Sublocation	Reason	Funding Source	Last Circ.	Disposal Method
NHS	Outdated			

Was Available -- Weeded -- Total Circulations: 0

Reading and writing sourcebook (Removed: 1)

Author: Pavlik, Robert A. ISBN: 0-669-47133-X Published: 2000

Call Number	Barcode	Price	Acquired	Removed By
PRO 372.6 PAV	T 105883	$15.00	12/16/2003	admin103

Sublocation	Reason	Funding Source	Last Circ.	Disposal Method
NHS	Outdated		11/15/2006	

Was Available -- Weeded -- Total Circulations: 1

7/15/2024 - Copies Removed: 35

Reference puzzles and word games for grades 7-12 (Removed: 1)

Author: Smallwood, Carol, 1939- ISBN: 0-89950-623-2 (sewn soft cover : 50# alk. paper) Published: 1991

Call Number	Barcode	Price	Acquired	Removed By
LIB 025.5 SMA	T 104368	$20.00	6/6/2014	admin103
Sublocation	**Reason**	**Funding Source**	**Last Circ.**	**Disposal Method**
NHS	Outdated	Donated 2013-2014		

Was Available -- Weeded -- Total Circulations: 0

Research paper handbook : your complete guide (Removed: 3)

Author: Lester, James D., 1959- ISBN: 978-1-59647-076-7 Published: 2005

Call Number	Barcode	Price	Acquired	Removed By
LIB 371.3 LES C#01	T 100819	$20.00	6/9/2014	admin103
Sublocation	**Reason**	**Funding Source**	**Last Circ.**	**Disposal Method**
NHS	Outdated	Donated 2013-2014		

Was Available -- Weeded -- Total Circulations: 0

Call Number	Barcode	Price	Acquired	Removed By
LIB 371.3 LES C#02	T 100820	$20.00	6/9/2014	admin103
Sublocation	**Reason**	**Funding Source**	**Last Circ.**	**Disposal Method**
NHS	Outdated	Donated 2013-2014		

Was Available -- Weeded -- Total Circulations: 0

Call Number	Barcode	Price	Acquired	Removed By
LIB 371.3 LES C#03	T 100821	$20.00	6/9/2014	admin103
Sublocation	**Reason**	**Funding Source**	**Last Circ.**	**Disposal Method**
NHS	Outdated	Donated 2013-2014		

Was Available -- Weeded -- Total Circulations: 0

Responding to hate at school : a guide for teachers, counselors and admini (Removed: 1)

Published: 1999

Call Number	Barcode	Price	Acquired	Removed By
PRO 370.11 RES	T 107351	$5.00	11/22/2005	admin103
Sublocation	**Reason**	**Funding Source**	**Last Circ.**	**Disposal Method**
NHS	Outdated	Donated 2005-2006		

Was Available -- Weeded -- Total Circulations: 0

Results that matter : 21st century skills and high school reform (Removed: 1)

Author: Partnership for 21st Century Skills. Published: 2006

Call Number	Barcode	Price	Acquired	Removed By
PRO 373.2 RES	T 107630	$5.00	5/23/2006	admin103
Sublocation	**Reason**	**Funding Source**	**Last Circ.**	**Disposal Method**
NHS	Outdated	Donated 2005-2006		

Was Available -- Weeded -- Total Circulations: 0

School libraries work! : research foundation paper (Removed: 1)

Author: Scholastic Reasearch & Results. Published: 2004

7/15/2024 - Copies Removed: 35

Call Number	Barcode	Price	Acquired	Removed By
PRO 025 SCH	T 106506	$5.00	10/5/2004	admin103

Sublocation	Reason	Funding Source	Last Circ.	Disposal Method
NHS	Outdated	Donated 2004-2005		

Was Available -- Weeded -- Total Circulations: 0

Stossel in the classroom. (Removed: 1)

Published: 2007

Call Number	Barcode	Price	Acquired	Removed By
TG PRO 336 STO	T 108268	$5.00	10/8/2007	admin103

Sublocation	Reason	Funding Source	Last Circ.	Disposal Method
NHS	Outdated	Donated 2006-2007	3/26/2009	

Was Available -- Weeded -- Total Circulations: 1

Using picture storybooks to teach literary devices : recommended books for (Removed: 1)

Author: Hall, Susan, 1940- ISBN: 0-89774-582-5 (v. 1) (pbk.) Published: 1990

Call Number	Barcode	Price	Acquired	Removed By
LIB 016 HAL	T 100915	$50.00	5/30/2018	admin103

Sublocation	Reason	Funding Source	Last Circ.	Disposal Method
NHS	Outdated	2017-2018 Activity Fund		

Was Available -- Weeded -- Total Circulations: 0

Where there's a will there's an ... A : how to get better grades in high s (Removed: 1)

Author: Olney, Claude W. Published: 1988

Call Number	Barcode	Price	Acquired	Removed By
TG PRO 371 WHE	T 106128	$10.00	3/31/2004	admin103

Sublocation	Reason	Funding Source	Last Circ.	Disposal Method
NHS	Outdated			

Was Available -- Weeded -- Total Circulations: 0

Work ethics and career clusters. (Removed: 1)

Published: 2004

Call Number	Barcode	Price	Acquired	Removed By
PRO 370.113 WOR	T 100004	$10.00	9/28/2005	admin103

Sublocation	Reason	Funding Source	Last Circ.	Disposal Method
NHS	Outdated	Donated		

Was Available -- Weeded -- Total Circulations: 0

A year of programs for teens (Removed: 1)

Author: Alessio, Amy J. ISBN: 978-0-8389-0903-4 Published: 2007

Call Number	Barcode	Price	Acquired	Removed By
LIB 027.62 ALE	T 109997	$45.00	9/24/2010	admin103

Sublocation	Reason	Funding Source	Last Circ.	Disposal Method
NHS	Outdated	2010-2011 Activity Fund	6/25/2013	

Was Available -- Weeded -- Total Circulations: 2

7/10/2024 - Copies Removed: 180

7/10/2024 - Copies Removed: 180

81 famous poems (Removed: 1)

Author: read by Alexander Scourby, Bramwell Fletcher and Nancy Wickwire. ISBN: 0-945353-82-0 Published: 1992

Call Number	Barcode	Price	Acquired	Removed By
CD 821 EIG	T 107426	$30.00	2/27/2006	admin103
Sublocation	**Reason**	**Funding Source**	**Last Circ.**	**Disposal Method**
NHS	Outdated	2005-2006 NEF Grant	4/24/2019	

Was Available -- Weeded -- Total Circulations: 2

1776 (Removed: 1)

Author: McCullough, David G. ISBN: 0-7435-4423-4 Published: 2005

Call Number	Barcode	Price	Acquired	Removed By
CD 973.3 MCC	T 107455	$55.00	3/1/2006	admin103
Sublocation	**Reason**	**Funding Source**	**Last Circ.**	**Disposal Method**
NHS	Outdated	2005-2006 NEF Grant	5/22/2007	

Was Available -- Weeded -- Total Circulations: 2

The adventures of Huck Finn (Removed: 1)

Author: Walt Disney Pictures ; producer, Laurence Mark ; screenplay, Stephen Sommers ; director, Stephen Sommers. ISBN: 0-7888-3101-1 Published: 2002

Call Number	Barcode	Price	Acquired	Removed By
DVD F ADV	T 106244	$20.00	5/4/2004	admin103
Sublocation	**Reason**	**Funding Source**	**Last Circ.**	**Disposal Method**
NHS	Outdated		5/10/2016	

Was Available -- Weeded -- Total Circulations: 22

Air pollution, smog, and acid rain (Removed: 1)

Published: 2005

Call Number	Barcode	Price	Acquired	Removed By
DVD 363.73 AIR	T 108233	$30.00	4/11/2007	admin103
Sublocation	**Reason**	**Funding Source**	**Last Circ.**	**Disposal Method**
NHS	Outdated	2006-2007 State Allocation		

Was Available -- Weeded -- Total Circulations: 0

Airborn (Removed: 1)

Author: Oppel, Kenneth, 1967- ISBN: 978-1-933322-54-4 Published: 2004

Call Number	Barcode	Price	Acquired	Removed By
CD F OPP	T 107883	$60.00	10/24/2006	admin103
Sublocation	**Reason**	**Funding Source**	**Last Circ.**	**Disposal Method**
NHS	Outdated	2006-2007 State Allocation	3/23/2022	

Was Available -- Weeded -- Total Circulations: 6

All N : 2011 Newcastle Racer football. (Removed: 1)

Published: 2011

Call Number	Barcode	Price	Acquired	Removed By
PRO 050 FOOT 2011	T 108565	$5.00	9/26/2011	admin103
Sublocation	**Reason**	**Funding Source**	**Last Circ.**	**Disposal Method**
NHS	Outdated	Donated 2011-2012		

7/10/2024 - Copies Removed: 180

Was Available -- Weeded -- Total Circulations: 0

Anthem (Removed: 1)

Author: Rand, Ayn. ISBN: 978-1-56511-548-4 Published: 2002

Call Number	Barcode	Price	Acquired	Removed By
CD F RAN	T 110432	$25.00	5/11/2011	admin103
Sublocation	**Reason**	**Funding Source**	**Last Circ.**	**Disposal Method**
NHS	Outdated	2010-2011 State Allocation	6/13/2014	

Was Available -- Weeded -- Total Circulations: 6

Arctic tale. (Removed: 1)

ISBN: 978-1-41573547-3 Published: 2007

Call Number	Barcode	Price	Acquired	Removed By
DVD 599.79 ARC	T 108782	$30.00	4/15/2008	admin103
Sublocation	**Reason**	**Funding Source**	**Last Circ.**	**Disposal Method**
NHS	Outdated	2007-2008 Activity Fund	2/4/2013	

Was Available -- Weeded -- Total Circulations: 12

The astronaut farmer. (Removed: 1)

ISBN: 1-41984427-X Published: 2007

Call Number	Barcode	Price	Acquired	Removed By
DVD F AST	T 108580	$20.00	2/18/2008	admin103
Sublocation	**Reason**	**Funding Source**	**Last Circ.**	**Disposal Method**
NHS	Outdated	2007-2008 State Allocation	4/6/2011	

Was Available -- Weeded -- Total Circulations: 11

Auschwitz if you cried, you died (Removed: 1)

Author: produced by: Impact America Foundation, Inc. Published: 2007

Call Number	Barcode	Price	Acquired	Removed By
DVD 940.53 AUS	T 108370	$20.00	12/18/2007	admin103
Sublocation	**Reason**	**Funding Source**	**Last Circ.**	**Disposal Method**
NHS	Outdated	Donated 2007-2008	3/25/2010	

Was Available -- Weeded -- Total Circulations: 2

Author Video Fall 2007. (Removed: 1)

Published: 2007

Call Number	Barcode	Price	Acquired	Removed By
DVD 920 AUT F07	T 108501	$5.00	10/11/2007	admin103
Sublocation	**Reason**	**Funding Source**	**Last Circ.**	**Disposal Method**
NHS	Outdated	Donated 2007-2008	8/25/2008	

Was Available -- Weeded -- Total Circulations: 1

Author Video Spring 2008. (Removed: 1)

Published: 2007

Call Number	Barcode	Price	Acquired	Removed By
DVD 920 AUT S08	T 108646	$5.00	3/12/2008	admin103
Sublocation	**Reason**	**Funding Source**	**Last Circ.**	**Disposal Method**
NHS	Outdated	Donated 2007-2008	5/13/2009	

7/10/2024 - Copies Removed: 180

Was Available -- Weeded -- Total Circulations: 3

Babysitting 101 : your complete guide to becoming the best babysitter! (Removed: 1)

Author: Production 101. ISBN: 0-9767765-0-2 Published: 2005

Call Number	Barcode	Price	Acquired	Removed By
DVD 649 BAB	T 107362	$20.00	11/29/2005	admin103

Sublocation	Reason	Funding Source	Last Circ.	Disposal Method
NHS	Outdated	2005-2006 State Allocation	2/13/2008	

Was Available -- Weeded -- Total Circulations: 2

Barack Obama. (Removed: 1)

ISBN: 1-42291328-7 Published: 2008

Call Number	Barcode	Price	Acquired	Removed By
DVD B OBA	T 108895	$20.00	9/23/2008	admin103

Sublocation	Reason	Funding Source	Last Circ.	Disposal Method
NHS	Outdated	2008-2009 State Allocation	10/21/2008	

Was Available -- Weeded -- Total Circulations: 1

Beauty queens (Removed: 1)

Author: Bray, Libba. ISBN: 978-0-545-31538-8 Published: 2011

Call Number	Barcode	Price	Acquired	Removed By
CD F BRA	T 101964	$40.00	1/10/2014	admin103

Sublocation	Reason	Funding Source	Last Circ.	Disposal Method
NHS	Outdated	2013-2014 Activity Fund		

Was Out for Repairs -- Weeded -- Total Circulations: 0

The Beginnings (Removed: 2)

Author: produced by Sigma Educational Media. LCCN: 89-709209 Published: 1986

Call Number	Barcode	Price	Acquired	Removed By
VC 976.6 OKL	T 100331	$50.00	9/10/2002	admin103

Sublocation	Reason	Funding Source	Last Circ.	Disposal Method
NHS	Outdated		5/5/2011	

Was Available -- Weeded -- Total Circulations: 8

Call Number	Barcode	Price	Acquired	Removed By
VC 976.6 OKL	T 100718	$10.00	9/25/2002	admin103

Sublocation	Reason	Funding Source	Last Circ.	Disposal Method
NHS	Outdated		1/13/2012	

Was Available -- Weeded -- Total Circulations: 4

Best of Discovery : volume 5. (Removed: 1)

Published: 2008

Call Number	Barcode	Price	Acquired	Removed By
DVD 500 DIS	T 103054	$25.00	10/3/2011	admin103

Sublocation	Reason	Funding Source	Last Circ.	Disposal Method
NHS	Outdated	2010-2011 Activity Fund		

Was Available -- Weeded -- Total Circulations: 0

7/10/2024 - Copies Removed: 180

Biodiversity : wild about life (Removed: 1)

Author: ConocoPhillips.

Call Number	Barcode	Price	Acquired	Removed By
DVD 577 BIO	T 109613	$25.00	4/1/2010	admin103

Sublocation	Reason	Funding Source	Last Circ.	Disposal Method
NHS	Outdated	Donated 2009-2010		

Was Available -- Weeded -- Total Circulations: 0

The biology of prenatal development (Removed: 1)

Author: The Endowment for Human Development (EHD).

Published: 2005

Call Number	Barcode	Price	Acquired	Removed By
DVD 612.6 BIO	T 107627	$30.00	5/17/2006	admin103

Sublocation	Reason	Funding Source	Last Circ.	Disposal Method
NHS	Outdated	Donated 2005-2006		

Was Available -- Weeded -- Total Circulations: 0

Bless me, Ultima (Removed: 1)

Author: Anaya, Rudolfo A. ISBN: 1-40258365-6 Published: 2004

Call Number	Barcode	Price	Acquired	Removed By
CD F ANA	T 108533	$30.00	1/29/2008	admin103

Sublocation	Reason	Funding Source	Last Circ.	Disposal Method
NHS	Outdated	Donated 2007-2008	5/22/2008	

Was Available -- Weeded -- Total Circulations: 2

Blue planet seas of life. (Removed: 1)

Published: 2007

Call Number	Barcode	Price	Acquired	Removed By
DVD 551.46 BLU	T 110777	$80.00	9/28/2011	admin103

Sublocation	Reason	Funding Source	Last Circ.	Disposal Method
NHS	Outdated	2010-2011 Activity Fund	5/18/2015	

Was Available -- Weeded -- Total Circulations: 3

Born to rock (Removed: 1)

Author: Korman, Gordon. ISBN: 978-1-42331197-3 Published: 2006

Call Number	Barcode	Price	Acquired	Removed By
MP3 F KOR	T 103048	$25.00	9/29/2011	admin103

Sublocation	Reason	Funding Source	Last Circ.	Disposal Method
NHS	Outdated	2010-2011 State Allocation		

Was Available -- Weeded -- Total Circulations: 0

Brian's song. (Removed: 1)

ISBN: 0-7678-8692-5 Published: 2007

Call Number	Barcode	Price	Acquired	Removed By
DVD 791.43 BRI	T 103413	$25.00	10/10/2011	admin103

Sublocation	Reason	Funding Source	Last Circ.	Disposal Method
NHS	Outdated	Donated 2010-2011	6/6/2013	

Was Available -- Weeded -- Total Circulations: 3

7/10/2024 - Copies Removed: 180

Bullied : a student, a school, and a case that made history. (Removed: 1)

Published: 2010

Call Number	Barcode	Price	Acquired	Removed By
DVD 302.3 BUL	T 110433	$20.00	5/17/2011	admin103

Sublocation	Reason	Funding Source	Last Circ.	Disposal Method
NHS	Outdated	Donated 2010-2011		

Was Available -- Weeded -- Total Circulations: 0

The cattle drives (Removed: 1)

Author: produced by Sigma Educational Media. LCCN: 89-709232 Published: 1986

Call Number	Barcode	Price	Acquired	Removed By
VC 976.6 OKL	T 100909	$10.00	9/26/2002	admin103

Sublocation	Reason	Funding Source	Last Circ.	Disposal Method
NHS	Outdated		12/9/2003	

Was Available -- Weeded -- Total Circulations: 2

Chemistry : great discoveries with Bill Nye (Removed: 1)

Author: Discovery School. ISBN: 1-59527-320-4 Published: 2005

Call Number	Barcode	Price	Acquired	Removed By
DVD 540 CHE	T 108623	$70.00	2/20/2008	admin103

Sublocation	Reason	Funding Source	Last Circ.	Disposal Method
NHS	Outdated	2007-2008 State Allocation	5/13/2019	

Was Available -- Weeded -- Total Circulations: 10

The chosen (Removed: 1)

Author: Potok, Chaim. ISBN: 1-41935017-X Published: 1967

Call Number	Barcode	Price	Acquired	Removed By
CD F POT	T 107448	$35.00	3/1/2006	admin103

Sublocation	Reason	Funding Source	Last Circ.	Disposal Method
NHS	Outdated	2005-2006 NEF Grant	2/17/2009	

Was Available -- Weeded -- Total Circulations: 4

The Civil War in Indian territory (Removed: 1)

Author: produced by Sigma Educational Media. LCCN: 89-709221 Published: 1986

Call Number	Barcode	Price	Acquired	Removed By
VC 976.6 OKL	T 100908	$10.00	9/26/2002	admin103

Sublocation	Reason	Funding Source	Last Circ.	Disposal Method
NHS	Outdated		5/5/2011	

Was Available -- Weeded -- Total Circulations: 4

The Civil War : the latter years (Removed: 2)

Author: produced by Sigma Educational Media. LCCN: 89-709224 Published: 1986

Call Number	Barcode	Price	Acquired	Removed By
VC 976.6 OKL	T 100736	$50.00	9/4/2001	admin103

Sublocation	Reason	Funding Source	Last Circ.	Disposal Method
NHS	Outdated		5/12/2011	

7/10/2024 - Copies Removed: 180

Was Available -- Weeded -- Total Circulations: 8

Call Number	Barcode	Price	Acquired	Removed By
VC 976.6 OKL	T 100906	$10.00	9/26/2002	admin103

Sublocation	Reason	Funding Source	Last Circ.	Disposal Method
NHS	Outdated		5/5/2011	

Was Available -- Weeded -- Total Circulations: 3

Cloud, wild stallion of the rockies : Cloud's legacy, the wild stallion re (Removed: 1)

Published: 2004

Call Number	Barcode	Price	Acquired	Removed By
DVD 599.665 CLO	T 105126	$25.00	1/17/2008	admin103

Sublocation	Reason	Funding Source	Last Circ.	Disposal Method
NHS	Outdated	Donated 2007-2008	3/11/2010	

Was Available -- Weeded -- Total Circulations: 4

The coming of the Indians (Removed: 2)

Author: produced by Sigma Educational Media. LCCN: 89-709215 Published: 1986

Call Number	Barcode	Price	Acquired	Removed By
VC 976.6 OKL	T 100742	$50.00	9/4/2001	admin103

Sublocation	Reason	Funding Source	Last Circ.	Disposal Method
NHS	Outdated		3/24/2011	

Was Available -- Weeded -- Total Circulations: 19

Call Number	Barcode	Price	Acquired	Removed By
VC 976.6 OKL	T 100884	$10.00	9/26/2002	admin103

Sublocation	Reason	Funding Source	Last Circ.	Disposal Method
NHS	Outdated		11/17/2005	

Was Available -- Weeded -- Total Circulations: 9

Complex evolution : original poetry & spoken word (Removed: 1)

Author: Richey, Will Published: 2004

Call Number	Barcode	Price	Acquired	Removed By
CD 811 RIC	T 107232	$10.00	10/19/2005	admin103

Sublocation	Reason	Funding Source	Last Circ.	Disposal Method
NHS	Outdated	2005-2006 Activity Fund	2/6/2015	

Was Available -- Weeded -- Total Circulations: 1

Computers (Removed: 1)

Author: The History Channel. ISBN: 0-7670-8531-0 Published: 2005

Call Number	Barcode	Price	Acquired	Removed By
DVD 004 COM	T 108048	$20.00	12/14/2006	admin103

Sublocation	Reason	Funding Source	Last Circ.	Disposal Method
NHS	Outdated	2006-2007 State Allocation	6/6/2012	

Was Available -- Weeded -- Total Circulations: 1

7/10/2024 - Copies Removed: 180

Constitution USA with Peter Sagal (Removed: 1)

ISBN: 978-1-60883-901-8 Published: 2013

Call Number	Barcode	Price	Acquired	Removed By
DVD 342 CON	T 105001	$20.00	11/14/2017	admin103

Sublocation	Reason	Funding Source	Last Circ.	Disposal Method
NHS	Outdated	2017-2018 Activity Fund	8/14/2023	

Was Available -- Weeded -- Total Circulations: 11

Controlling your financial future (Removed: 1)

Author: produced by Coast Learning Systems. Published: 1999

Call Number	Barcode	Price	Acquired	Removed By
DVD 332.024 CON V.6	T 110401	$60.00	11/10/2004	admin103

Sublocation	Reason	Funding Source	Last Circ.	Disposal Method
NHS	Outdated	2004-2005 State Allocation	9/23/2009	

Was Available -- Weeded -- Total Circulations: 1

Cross my heart and hope to spy (Removed: 1)

Author: Carter, Ally. ISBN: 978-1-42334034-8 Published: 2007

Call Number	Barcode	Price	Acquired	Removed By
MP3 F CAR	T 103530	$25.00	10/11/2011	admin103

Sublocation	Reason	Funding Source	Last Circ.	Disposal Method
NHS	Outdated	2010-2011 Activity Fund		

Was Available -- Weeded -- Total Circulations: 0

Dark Age England : a journey back in time (Removed: 1)

Call Number	Barcode	Price	Acquired	Removed By
DVD 940.1 DAR	T 108053	$20.00	12/15/2006	admin103

Sublocation	Reason	Funding Source	Last Circ.	Disposal Method
NHS	Outdated	2006-2007 State Allocation	9/14/2016	

Was Available -- Weeded -- Total Circulations: 7

The day the earth stood still. (Removed: 1)

Published: 2009

Call Number	Barcode	Price	Acquired	Removed By
DVD F DAY	T 103083	$50.00	10/3/2011	admin103

Sublocation	Reason	Funding Source	Last Circ.	Disposal Method
NHS	Outdated	Donated 2010-2011		

Was Available -- Weeded -- Total Circulations: 0

Dream no little dream : the legacy of Robert S. Kerr. (Removed: 1)

Published: 2007

Call Number	Barcode	Price	Acquired	Removed By
DVD B KER	T 104660	$15.00	2/23/2012	admin103

Sublocation	Reason	Funding Source	Last Circ.	Disposal Method
NHS	Outdated	Donated 2007-2008		

Was Available -- Weeded -- Total Circulations: 0

7/10/2024 - Copies Removed: 180

Dust, drifters and drought (Removed: 1)

Author: produced by Sigma Educational Media.

LCCN: 89-709232

Published: 1992

Call Number	Barcode	Price	Acquired	Removed By
VC 976.6 OKL	T 100763	$50.00	9/4/2001	admin103

Sublocation	Reason	Funding Source	Last Circ.	Disposal Method
NHS	Outdated		5/5/2006	

Was Available -- Weeded -- Total Circulations: 2

Dust, drifters and drought (Removed: 1)

Author: produced by Sigma Educational Media.

LCCN: 89-709232

Published: 1986

Call Number	Barcode	Price	Acquired	Removed By
VC 976.6 OKL	T 100868	$10.00	9/25/2002	admin103

Sublocation	Reason	Funding Source	Last Circ.	Disposal Method
NHS	Outdated		5/16/2005	

Was Available -- Weeded -- Total Circulations: 1

Effective note-taking (Removed: 1)

ISBN: 1-41710130-X

Published: 2005

Call Number	Barcode	Price	Acquired	Removed By
DVD 373.126 EFF	T 107869	$40.00	11/30/2010	admin103

Sublocation	Reason	Funding Source	Last Circ.	Disposal Method
NHS	Outdated	2009-2010 State Allocation	10/1/2012	

Was Available -- Weeded -- Total Circulations: 3

Einstein's messengers laser interferometer gravitational-wave observatory. (Removed: 1)

Published: 2007

Call Number	Barcode	Price	Acquired	Removed By
DVD 530 EIN	T 108797	$25.00	4/23/2008	admin103

Sublocation	Reason	Funding Source	Last Circ.	Disposal Method
NHS	Outdated	Donated 2007-2008		

Was Available -- Weeded -- Total Circulations: 0

The elegant universe (Removed: 1)

Author: a Nova production for WGBH/Boston and Channel 4 in association with David Hickman Films, Sveriges Television, and Norddeutscher Rundfunk ; writers, Ju

ISBN: 1-59375-006-4

Published: 2003

Call Number	Barcode	Price	Acquired	Removed By
DVD 539.7 ELE	T 107895	$20.00	10/26/2006	admin103

Sublocation	Reason	Funding Source	Last Circ.	Disposal Method
NHS	Outdated	2005-2006 State Allocation	11/19/2019	

Was Available -- Weeded -- Total Circulations: 7

Ellis Island (Removed: 1)

ISBN: 0-7670-4451-7

Published: 2001

7/10/2024 - Copies Removed: 180

Call Number	Barcode	Price	Acquired	Removed By
DVD 325.73 ELL	T 108619	$25.00	2/19/2008	admin103

Sublocation	Reason	Funding Source	Last Circ.	Disposal Method
NHS	Outdated	2007-2008 State Allocation	10/22/2020	

Was Available -- Weeded -- Total Circulations: 5

Energy & chemical reactions (Removed: 1)

Author: director, David H. Gluck ; producer, Deborah C. Hoard ; writer, Deborah C. Hoard ; PhotoSynthesis Productions, Inc.

ISBN: 1-41710735-9

Published: 2003

Call Number	Barcode	Price	Acquired	Removed By
DVD 541 ENE	T 109632	$30.00	4/8/2010	admin103

Sublocation	Reason	Funding Source	Last Circ.	Disposal Method
NHS	Outdated	2009-2010 State Allocation	4/30/2019	

Was Available -- Weeded -- Total Circulations: 11

Ever (Removed: 1)

Author: Levine, Gail Carson.

ISBN: 978-0-545-09320-0

Published: 2009

Call Number	Barcode	Price	Acquired	Removed By
CD F LEV	T 101688	$30.00	1/10/2014	admin103

Sublocation	Reason	Funding Source	Last Circ.	Disposal Method
	Outdated			

Was Out for Repairs -- Weeded -- Total Circulations: 0

The explorers (Removed: 2)

Author: produced by Sigma Educational Media.

LCCN: 89-709213

Published: 1986

Call Number	Barcode	Price	Acquired	Removed By
VC 976.6 OKL	T 100717	$10.00	9/25/2002	admin103

Sublocation	Reason	Funding Source	Last Circ.	Disposal Method
NHS	Outdated		1/13/2012	

Was Available -- Weeded -- Total Circulations: 5

Call Number	Barcode	Price	Acquired	Removed By
VC 976.6 OKL	T 100737	$50.00	9/4/2001	admin103

Sublocation	Reason	Funding Source	Last Circ.	Disposal Method
NHS	Outdated		5/25/2012	

Was Available -- Weeded -- Total Circulations: 14

Farther than the eye can see (Removed: 1)

Author: A film by Michael Brown.

Published: 2003

Call Number	Barcode	Price	Acquired	Removed By
DVD 796.52 FAR	T 105350	$25.00	1/17/2018	admin103

Sublocation	Reason	Funding Source	Last Circ.	Disposal Method
NHS	Outdated	Donated 2016-2017		

Was Available -- Weeded -- Total Circulations: 0

7/10/2024 - Copies Removed: 180

The farthest Voyager in space 12 billion miles and counting / Second Genes (Removed: 1)

Author: Tribeca Film Festival 2017. Published: 2017

Call Number	Barcode	Price	Acquired	Removed By
DVD 629.4 FAR	T 105186	$25.00	12/13/2017	admin103

Sublocation	Reason	Funding Source	Last Circ.	Disposal Method
NHS	Outdated	Donated 2017-2018		

Was Available -- Weeded -- Total Circulations: 0

The fault in our stars (Removed: 1)

Author: Green, John, 1977- ISBN: 978-1-45586988-6 Published: 2011

Call Number	Barcode	Price	Acquired	Removed By
MP3 F GRE	T 111131	$20.00	1/18/2012	admin103

Sublocation	Reason	Funding Source	Last Circ.	Disposal Method
NHS	Outdated	2011-2012 Activity Fund		

Was Available -- Weeded -- Total Circulations: 0

Fireworks! (Removed: 1)

Author: NOVA. ISBN: 1-59375-607-0 Published: 2002

Call Number	Barcode	Price	Acquired	Removed By
DVD 662 FIR	T 107880	$20.00	10/24/2006	admin103

Sublocation	Reason	Funding Source	Last Circ.	Disposal Method
NHS	Outdated	2006-2007 State Allocation	5/8/2017	

Was Available -- Weeded -- Total Circulations: 13

Frank Capra's Mr. Smith goes to Washington (Removed: 1)

Author: Columbia Pictures Corporation ; screen play by Sidney Buchman ; directed by Frank Capra. Published: 1999

Call Number	Barcode	Price	Acquired	Removed By
DVD F MRS	T 108074	$20.00	10/8/2007	admin103

Sublocation	Reason	Funding Source	Last Circ.	Disposal Method
NHS	Outdated	Donated 2006-2007	2/18/2015	

Was Available -- Weeded -- Total Circulations: 2

The ghost particle (Removed: 1)

Author: written and directed by David Sington ; a DOX production for Nova/WGBH and BBC ; WGBH Educational Foundation. ISBN: 978-1-59375-561-4 Published: 2006

Call Number	Barcode	Price	Acquired	Removed By
DVD 539.7 GHO	T 108773	$20.00	4/10/2008	admin103

Sublocation	Reason	Funding Source	Last Circ.	Disposal Method
NHS	Outdated	2007-2008 State Allocation	5/11/2011	

Was Available -- Weeded -- Total Circulations: 3

Girl, 15, charming but insane (Removed: 1)

Author: Limb, Sue. ISBN: 1-40009482-8 Published: 2004

7/10/2024 - Copies Removed: 180

Call Number	Barcode	Price	Acquired	Removed By
CD F LIM	T 108250	$35.00	8/20/2008	admin103

Sublocation	Reason	Funding Source	Last Circ.	Disposal Method
NHS	Outdated	2007-2008 Activity Fund	10/5/2011	

Was Available -- Weeded -- Total Circulations: 3

The goose girl (Removed: 1)

Author: Hale, Shannon. ISBN: 1-933322-34-9 Published: 2003

Call Number	Barcode	Price	Acquired	Removed By
CD F HAL	T 108123	$60.00	1/31/2007	admin103

Sublocation	Reason	Funding Source	Last Circ.	Disposal Method
NHS	Outdated	2006-2007 State Allocation		

Was Available -- Weeded -- Total Circulations: 0

Grammar tips for students : common usage errors [videorecording] (Removed: 1)

Author: production by Cubist Media Group. ISBN: 978-1-41710928-9 Published: 2008

Call Number	Barcode	Price	Acquired	Removed By
DVD 428.2 GRA	T 107875	$40.00	12/8/2010	admin103

Sublocation	Reason	Funding Source	Last Circ.	Disposal Method
NHS	Outdated	2009-2010 State Allocation	5/22/2013	

Was Available -- Weeded -- Total Circulations: 3

The guard experience : freedom isn't free (Removed: 1)

Call Number	Barcode	Price	Acquired	Removed By
DVD 355.2 GUA	T 107150	$5.00	9/8/2005	admin103

Sublocation	Reason	Funding Source	Last Circ.	Disposal Method
NHS	Outdated	Donated 2004-2005	9/8/2005	

Was Available -- Weeded -- Total Circulations: 1

Have space suit -- will travel (Removed: 1)

Author: Heinlein, Robert A. 1907- ISBN: 1-933322-16-0 Published: 1958

Call Number	Barcode	Price	Acquired	Removed By
CD F HEI	T 107820	$50.00	10/5/2006	admin103

Sublocation	Reason	Funding Source	Last Circ.	Disposal Method
NHS	Outdated	2006-2007 State Allocation	9/3/2019	

Was Available -- Weeded -- Total Circulations: 6

Head 'em to Kansas (Removed: 1)

Published: 2009

Call Number	Barcode	Price	Acquired	Removed By
DVD 976.6 HEA	T 103443	$25.00	3/2/2012	admin103

Sublocation	Reason	Funding Source	Last Circ.	Disposal Method
NHS	Outdated	Donated 2009-2010	10/22/2020	

Was Available -- Weeded -- Total Circulations: 2

7/10/2024 - Copies Removed: 180

Headjam (Removed: 1)

Author: ConocoPhillips.

Call Number	Barcode	Price	Acquired	Removed By
DVD 500 HEA	T 109545	$25.00	4/1/2010	admin103

Sublocation	Reason	Funding Source	Last Circ.	Disposal Method
NHS	Outdated	Donated 2009-2010		

Was Available -- Weeded -- Total Circulations: 0

The history of the periodic table (Removed: 1)

Author: director, Mykola Kulish ; writer, Frederick A. Senese ; NFL Films. ISBN: 978-1-57225-933-1 Published: 2004

Call Number	Barcode	Price	Acquired	Removed By
DVD 546 HIS	T 109540	$40.00	4/1/2010	admin103

Sublocation	Reason	Funding Source	Last Circ.	Disposal Method
NHS	Outdated	2009-2010 State Allocation	2/23/2017	

Was Available -- Weeded -- Total Circulations: 13

The hitchhiker's guide to the galaxy (Removed: 1)

Author: Adams, Douglas, 1952- ISBN: 1-41592255-1 Published: 2005

Call Number	Barcode	Price	Acquired	Removed By
CD F ADA HH#1	T 108382	$45.00	1/8/2008	admin103

Sublocation	Reason	Funding Source	Last Circ.	Disposal Method
NHS	Outdated	2007-2008 Activity Fund	11/16/2015	

Was Available -- Weeded -- Total Circulations: 2

Hitler youth : growing up in Hitler's shadow (Removed: 1)

Author: Bartoletti, Susan Campbell. ISBN: 0-7393-3677-0 Published: 2006

Call Number	Barcode	Price	Acquired	Removed By
CD 943.086 BAR	T 108385	$40.00	1/9/2008	admin103

Sublocation	Reason	Funding Source	Last Circ.	Disposal Method
NHS	Outdated	2007-2008 Activity Fund	10/7/2011	

Was Available -- Weeded -- Total Circulations: 1

Hoot (Removed: 1)

Author: Hiaasen, Carl. ISBN: 0-375-92181-8 (hc.) Published: 2002

Call Number	Barcode	Price	Acquired	Removed By
CD F HIA	T 109985	$40.00	4/1/2010	admin103

Sublocation	Reason	Funding Source	Last Circ.	Disposal Method
NHS	Outdated	Donated 2008-2009	3/26/2019	

Was Available -- Weeded -- Total Circulations: 2

The horse and his boy (Removed: 1)

Author: Lewis, C. S. 1898-1963. ISBN: 0-06-079326-0 Published: 2002

Call Number	Barcode	Price	Acquired	Removed By
CD F LEW N#5	T 107635	$35.00	5/23/2006	admin103

Sublocation	Reason	Funding Source	Last Circ.	Disposal Method
NHS	Outdated	2005-2006 NEF Grant	4/25/2022	

Was Available -- Weeded -- Total Circulations: 5

7/10/2024 - Copies Removed: 180

The house on Mango Street (Removed: 1)

Author: Cisneros, Sandra ISBN: 0-934770-20-4 Published: 1984

Call Number	Barcode	Price	Acquired	Removed By
CD F CIS	T 103119	$15.00	10/3/2011	admin103

Sublocation	Reason	Funding Source	Last Circ.	Disposal Method
NHS	Outdated	2009-2010 State Allocation	12/2/2014	

Was Available -- Weeded -- Total Circulations: 1

The human body DVD-ROM. (Removed: 1)

Author: Parker, Steve. ISBN: 0-7566-2865-2 Published: 2007

Call Number	Barcode	Price	Acquired	Removed By
DVD 612 PAR	T 108937	$10.00	9/29/2008	admin103

Sublocation	Reason	Funding Source	Last Circ.	Disposal Method
NHS	Outdated	Donated 2008-2009	9/3/2009	

Was Available -- Weeded -- Total Circulations: 1

The human body : pushing the limits ~ sight, strength. (Removed: 1)

Published: 2008

Call Number	Barcode	Price	Acquired	Removed By
DVD 612 HUM	T 107725	$20.00	9/29/2011	admin103

Sublocation	Reason	Funding Source	Last Circ.	Disposal Method
NHS	Outdated	Donated 2009-2010	3/7/2013	

Was Available -- Weeded -- Total Circulations: 1

Human genome (Removed: 1)

Author: Discovery School Science. ISBN: 1-59527-873-7 Published: 2006

Call Number	Barcode	Price	Acquired	Removed By
DVD 611 HUM	T 108689	$50.00	3/26/2008	admin103

Sublocation	Reason	Funding Source	Last Circ.	Disposal Method
NHS	Outdated	2007-2008 State Allocation	2/6/2013	

Was Available -- Weeded -- Total Circulations: 6

I, Witness a Holocaust remembrance documentary (Removed: 1)

Author: Jewish Federation of Greater Oklahoma City. Published: 2003

Call Number	Barcode	Price	Acquired	Removed By
DVD 940.5318 IWI	T 102874	$25.00	4/26/2017	admin103

Sublocation	Reason	Funding Source	Last Circ.	Disposal Method
NHS	Outdated	Donated 2016-2017		

Was Available -- Weeded -- Total Circulations: 0

Incantation (Removed: 1)

Author: Hoffman, Alice. ISBN: 978-1-42332361-7 Published: 2006

Call Number	Barcode	Price	Acquired	Removed By
MP3 F HOF	T 103057	$25.00	10/3/2011	admin103

Sublocation	Reason	Funding Source	Last Circ.	Disposal Method
NHS	Outdated	2010-2011 Activity Fund		

Was Available -- Weeded -- Total Circulations: 0

7/10/2024 - Copies Removed: 180

Indian territory (Removed: 2)

Author: produced by Sigma Educational Media. LCCN: 89-709220 Published: 1986

Call Number	Barcode	Price	Acquired	Removed By
VC 976.6 OKL	T 100879	$10.00	9/26/2002	admin103
Sublocation	**Reason**	**Funding Source**	**Last Circ.**	**Disposal Method**
NHS	Outdated		4/11/2005	

Was Available -- Weeded -- Total Circulations: 3

Call Number	Barcode	Price	Acquired	Removed By
VC 976.6 OKL	T 105412	$50.00	9/4/2001	admin103
Sublocation	**Reason**	**Funding Source**	**Last Circ.**	**Disposal Method**
NHS	Outdated		3/2/2012	

Was Available -- Weeded -- Total Circulations: 10

Insuring your resources (Removed: 1)

Author: produced by Coast Learning Systems. Published: 1999

Call Number	Barcode	Price	Acquired	Removed By
DVD 368 INS V.4	T 110406	$60.00	11/10/2004	admin103
Sublocation	**Reason**	**Funding Source**	**Last Circ.**	**Disposal Method**
NHS	Outdated	2004-2005 State Allocation	9/23/2009	

Was Available -- Weeded -- Total Circulations: 2

An introduction to Bless me, Ultima : by Rudolfo Anaya (Removed: 1)

Author: National Endowment for the Arts. Published: 2007

Call Number	Barcode	Price	Acquired	Removed By
CD 813 ANA	T 108644	$10.00	3/3/2008	admin103
Sublocation	**Reason**	**Funding Source**	**Last Circ.**	**Disposal Method**
NHS	Outdated	Donated 2007-2008		

Was Available -- Weeded -- Total Circulations: 0

Invest Ed : Investment Protection Presentation -- Anatomy of a Fraud: Catc (Removed: 1)

Call Number	Barcode	Price	Acquired	Removed By
DVD 364.16 INV	T 103216	$25.00	10/6/2010	admin103
Sublocation	**Reason**	**Funding Source**	**Last Circ.**	**Disposal Method**
NHS	Outdated	Donated 2010-2011		

Was Available -- Weeded -- Total Circulations: 0

Investing your resources (Removed: 1)

Author: produced by Coast Learning Systems. Published: 1999

Call Number	Barcode	Price	Acquired	Removed By
DVD 332.67 INV V.5	T 110404	$60.00	11/10/2004	admin103
Sublocation	**Reason**	**Funding Source**	**Last Circ.**	**Disposal Method**
NHS	Outdated	2004-2005 State Allocation	9/23/2009	

Was Available -- Weeded -- Total Circulations: 4

7/10/2024 - Copies Removed: 180

Jazz : an American story (Removed: 1)

Author: National Endowment for the Arts. Published: 2005

Call Number	Barcode	Price	Acquired	Removed By
KIT CD 781.65 JAZ	T 107560	$25.00	4/11/2006	admin103

Sublocation	Reason	Funding Source	Last Circ.	Disposal Method
NHS	Outdated	Donated 2005-2006	12/18/2008	

Was Available -- Weeded -- Total Circulations: 5

John McCain. (Removed: 1)

ISBN: 1-42291714-2 Published: 2008

Call Number	Barcode	Price	Acquired	Removed By
DVD B MCC	T 108896	$20.00	9/23/2008	admin103

Sublocation	Reason	Funding Source	Last Circ.	Disposal Method
NHS	Outdated	2008-2009 State Allocation	10/21/2008	

Was Available -- Weeded -- Total Circulations: 1

Lab safety / Lab safety (Removed: 1)

ISBN: 1-41710736-7 Published: 2006

Call Number	Barcode	Price	Acquired	Removed By
DVD 542 LAB	T 107910	$40.00	11/7/2006	admin103

Sublocation	Reason	Funding Source	Last Circ.	Disposal Method
NHS	Outdated	2006-2007 State Allocation	9/15/2016	

Was Available -- Weeded -- Total Circulations: 12

The land runs (Removed: 2)

Author: produced by Sigma Educational Media. LCCN: 89-709227 Published: 1986

Call Number	Barcode	Price	Acquired	Removed By
VC 976.6 OKL	T 100739	$50.00	9/4/2001	admin103

Sublocation	Reason	Funding Source	Last Circ.	Disposal Method
NHS	Outdated		5/16/2012	

Was Available -- Weeded -- Total Circulations: 11

Call Number	Barcode	Price	Acquired	Removed By
VC 976.6 OKL	T 100887	$10.00	9/26/2002	admin103

Sublocation	Reason	Funding Source	Last Circ.	Disposal Method
NHS	Outdated		4/24/2008	

Was Available -- Weeded -- Total Circulations: 4

The last battle (Removed: 1)

Author: Lewis, C. S. 1898-1963. ISBN: 0-06-079326-0 Published: 2004

Call Number	Barcode	Price	Acquired	Removed By
CD F LEW N#7	T 107637	$35.00	5/23/2006	admin103

Sublocation	Reason	Funding Source	Last Circ.	Disposal Method
NHS	Outdated	2005-2006 NEF Grant	6/2/2022	

Was Available -- Weeded -- Total Circulations: 7

7/10/2024 - Copies Removed: 180

Lighting! (Removed: 1)

ISBN: 1-59375-173-7 Published: 2004

Call Number	Barcode	Price	Acquired	Removed By
DVD 551.56 LIG	T 107977	$20.00	11/21/2006	admin103

Sublocation	Reason	Funding Source	Last Circ.	Disposal Method
NHS	Outdated	2006-2007 State Allocation	11/19/2019	

Was Available -- Weeded -- Total Circulations: 10

The lion, the witch and the wardrobe (Removed: 1)

Author: Lewis, C. S. (Clive Staples), 1898-1963. ISBN: 0-06-079326-0 Published: 2000

Call Number	Barcode	Price	Acquired	Removed By
CD F LEW N#1	T 107631	$35.00	5/23/2006	admin103

Sublocation	Reason	Funding Source	Last Circ.	Disposal Method
NHS	Outdated	2005-2006 NEF Grant	3/24/2022	

Was Available -- Weeded -- Total Circulations: 5

Lions make a difference : everyday ... everywhere (Removed: 1)

Author: Lions International.

Call Number	Barcode	Price	Acquired	Removed By
DVD 361.3 LIO	T 108044	$10.00	12/14/2006	admin103

Sublocation	Reason	Funding Source	Last Circ.	Disposal Method
NHS	Outdated	Donated 2006-2007		

Was Available -- Weeded -- Total Circulations: 0

Lucky smart beats lucky every time (Removed: 1)

Author: OERB.

Call Number	Barcode	Price	Acquired	Removed By
DVD 622 LUC	T 100696	$10.00	7/24/2013	admin103

Sublocation	Reason	Funding Source	Last Circ.	Disposal Method
NHS	Outdated	Donated 2012-2013	6/13/2014	

Was Available -- Weeded -- Total Circulations: 2

The magician's nephew (Removed: 1)

Author: Lewis, C. S. 1898-1963. ISBN: 0-06-079326-0 Published: 2001

Call Number	Barcode	Price	Acquired	Removed By
CD F LEW N#6	T 107636	$35.00	5/23/2006	admin103

Sublocation	Reason	Funding Source	Last Circ.	Disposal Method
NHS	Outdated	2005-2006 NEF Grant	3/23/2022	

Was Available -- Weeded -- Total Circulations: 5

Making your purchasing decisions (Removed: 1)

Author: produced by Coast Learning Systems. Published: 1999

Call Number	Barcode	Price	Acquired	Removed By
DVD 346.2 MAK V.3	T 110405	$60.00	11/10/2004	admin103

Sublocation	Reason	Funding Source	Last Circ.	Disposal Method
NHS	Outdated	2004-2005 State Allocation	9/23/2009	

7/10/2024 - Copies Removed: 180

Was Available -- Weeded -- Total Circulations: 2

Managing your personal finances (Removed: 1)

Author: produced by Coast Learning Systems.

Published: 1999

Call Number	Barcode	Price	Acquired	Removed By
DVD 332.024 MAN V.2	T 110402	$60.00	11/10/2004	admin103

Sublocation	Reason	Funding Source	Last Circ.	Disposal Method
NHS	Outdated	2004-2005 State Allocation	9/23/2009	

Was Available -- Weeded -- Total Circulations: 4

Mister Monday (Removed: 1)

Author: Nix, Garth. ISBN: 0-7393-3127-2 Published: 2003

Call Number	Barcode	Price	Acquired	Removed By
CD F NIX KK#1	T 108510	$55.00	1/10/2008	admin103

Sublocation	Reason	Funding Source	Last Circ.	Disposal Method
NHS	Outdated	2007-2008 Activity Fund	2/17/2009	

Was Available -- Weeded -- Total Circulations: 2

Mr. Smith goes to Washington the story of movies (Removed: 1)

Author: Columbia Pictures Corporation ; screen play by Sidney Buchman ; directed by Frank Capra.

Published: 2006

Call Number	Barcode	Price	Acquired	Removed By
TG DVD F MRS	T 108075	$20.00	10/8/2007	admin103

Sublocation	Reason	Funding Source	Last Circ.	Disposal Method
NHS	Outdated	Donated 2006-2007		

Was Available -- Weeded -- Total Circulations: 0

Mystery of the megaflood (Removed: 1)

Author: NOVA. ISBN: 1-59375-315-2 Published: 2005

Call Number	Barcode	Price	Acquired	Removed By
DVD 551.48 MYS	T 107978	$20.00	11/21/2006	admin103

Sublocation	Reason	Funding Source	Last Circ.	Disposal Method
NHS	Outdated	2006-2007 State Allocation	1/18/2011	

Was Available -- Weeded -- Total Circulations: 10

Never let me go (Removed: 1)

Author: Ishiguro, Kazuo, 1954- ISBN: 1-41591629-2 Published: 2005

Call Number	Barcode	Price	Acquired	Removed By
CD F ISH	T 108383	$75.00	1/8/2008	admin103

Sublocation	Reason	Funding Source	Last Circ.	Disposal Method
NHS	Outdated	2007-2008 Activity Fund	12/4/2015	

Was Available -- Weeded -- Total Circulations: 3

Newcastle Racers : football. (Removed: 1)

Published: 2010

7/10/2024 - Copies Removed: 180

Call Number	Barcode	Price	Acquired	Removed By
PRO 050 FOOT 2010	T 107726	$5.00	9/29/2011	admin103

Sublocation	Reason	Funding Source	Last Circ.	Disposal Method
NHS	Outdated	Donated 2010-2011		

Was Available -- Weeded -- Total Circulations: 0

Newcastle Racers football '88 : go big blue. (Removed: 1)

Published: 1988

Call Number	Barcode	Price	Acquired	Removed By
PRO 050 FOOT 1988	T 109664	$5.00	4/13/2010	admin103

Sublocation	Reason	Funding Source	Last Circ.	Disposal Method
NHS	Outdated	Donated 2009-2010		

Was Available -- Weeded -- Total Circulations: 0

Next generation - the guide to insuring your future : risky business (Removed: 1)

Author: Presented by Life and Health Insurance Foudation for Education.

Published: 2006

Call Number	Barcode	Price	Acquired	Removed By
VC 368 NEX	T 107583	$5.00	4/18/2006	admin103

Sublocation	Reason	Funding Source	Last Circ.	Disposal Method
NHS	Outdated	Donated 2005-2006		

Was Lost on 5/26/2016 -- Weeded -- Total Circulations: 0

NOAA at the poles : international polar year 2007-2008. (Removed: 1)

Published: 2007

Call Number	Barcode	Price	Acquired	Removed By
DVD 551 NOA	T 105682	$25.00	12/14/2011	admin103

Sublocation	Reason	Funding Source	Last Circ.	Disposal Method
NHS	Outdated	Donated 2010-2011		

Was Available -- Weeded -- Total Circulations: 0

Oil (Removed: 2)

Author: produced by Sigma Educational Media.

LCCN: 89-709232

Published: 1986

Call Number	Barcode	Price	Acquired	Removed By
VC 976.6 OKL	T 100759	$50.00	9/4/2001	admin103

Sublocation	Reason	Funding Source	Last Circ.	Disposal Method
NHS	Outdated		5/16/2005	

Was Available -- Weeded -- Total Circulations: 2

Call Number	Barcode	Price	Acquired	Removed By
VC 976.6 OKL	T 100919	$10.00	9/26/2002	admin103

Sublocation	Reason	Funding Source	Last Circ.	Disposal Method
NHS	Outdated		5/16/2005	

Was Available -- Weeded -- Total Circulations: 1

Oklahoma rising : The Oklahoma Centennial film. (Removed: 1)

Published: 2007

7/10/2024 - Copies Removed: 180

Call Number	Barcode	Price	Acquired	Removed By
DVD 976.6 OKL	T 110436	$25.00	5/31/2011	admin103

Sublocation	Reason	Funding Source	Last Circ.	Disposal Method
NHS	Outdated	Donated 2010-2011	10/22/2020	

Was Available -- Weeded -- Total Circulations: 2

Oklahoma water : a quality of life (Removed: 1)

Author: OWRB State of Oklahoma Water Resources Board.

Call Number	Barcode	Price	Acquired	Removed By
DVD 333.91 OKL	T 107350	$5.00	11/22/2005	admin103

Sublocation	Reason	Funding Source	Last Circ.	Disposal Method
NHS	Outdated	Donated 2004-2005	5/29/2012	

Was Available -- Weeded -- Total Circulations: 2

Oklahomans in space (Removed: 2)

Author: produced by Sigma Educational Media. LCCN: 89-709234 Published: 1986

Call Number	Barcode	Price	Acquired	Removed By
VC 976.6 OKL	T 100738	$50.00	9/4/2001	admin103

Sublocation	Reason	Funding Source	Last Circ.	Disposal Method
NHS	Outdated			

Was Available -- Weeded -- Total Circulations: 0

Call Number	Barcode	Price	Acquired	Removed By
VC 976.6 OKL	T 100875	$10.00	9/25/2002	admin103

Sublocation	Reason	Funding Source	Last Circ.	Disposal Method
NHS	Outdated		5/16/2005	

Was Available -- Weeded -- Total Circulations: 1

Open & operating : the Federal Reserve responds to September 11 (Removed: 1)

Author: Federal Reserve System. Published: 2005

Call Number	Barcode	Price	Acquired	Removed By
DVD 332.1 OPE	T 107530	$10.00	4/4/2006	admin103

Sublocation	Reason	Funding Source	Last Circ.	Disposal Method
NHS	Outdated	Donated 2005-2006	1/7/2009	

Was Lost on 7/24/2019 -- Weeded -- Total Circulations: 2

Outlaws and lawmen (Removed: 2)

Author: produced by Sigma Educational Media. LCCN: 89-709230 Published: 1986

Call Number	Barcode	Price	Acquired	Removed By
VC 976.6 OKL	T 100783	$50.00	9/4/2001	admin103

Sublocation	Reason	Funding Source	Last Circ.	Disposal Method
NHS	Outdated		5/13/2011	

Was Available -- Weeded -- Total Circulations: 3

7/10/2024 - Copies Removed: 180

Call Number	Barcode	Price	Acquired	Removed By
VC 976.6 OKL	T 100894	$10.00	9/26/2002	admin103

Sublocation	Reason	Funding Source	Last Circ.	Disposal Method
NHS	Outdated		5/4/2005	

Was Available -- Weeded -- Total Circulations: 1

The pain of depression a journey through the darkness. (Removed: 1)

Call Number	Barcode	Price	Acquired	Removed By
DVD 362.2 PAI	T 108784	$45.00	4/15/2008	admin103

Sublocation	Reason	Funding Source	Last Circ.	Disposal Method
NHS	Outdated	Donated 2007-2008	4/22/2008	

Was Available -- Weeded -- Total Circulations: 1

Patron saints of nothing (Removed: 2)

Author: Ribay, Randy. ISBN: 978-0-525-55491-2 Published: 2019

Call Number	Barcode	Price	Acquired	Removed By
F RIB	T 104102	$16.00	7/24/2020	admin103

Sublocation	Reason	Funding Source	Last Circ.	Disposal Method
NHS	Outdated	2019-2020 Activity Fund		

Was Available -- Weeded -- Total Circulations: 0

Call Number	Barcode	Price	Acquired	Removed By
F RIB	T 107431	$18.00	3/2/2022	admin103

Sublocation	Reason	Funding Source	Last Circ.	Disposal Method
NHS	Outdated	2021-2022 State Allocation		

Was In Processing -- Weeded -- Total Circulations: 0

The periodic table for students : atomic structure and the periodic table (Removed: 1)

Author: Schlessinger Media. ISBN: 1-57225-932-9 Published: 2004

Call Number	Barcode	Price	Acquired	Removed By
DVD 546 PER	T 108232	$40.00	4/11/2007	admin103

Sublocation	Reason	Funding Source	Last Circ.	Disposal Method
NHS	Outdated	2006-2007 State Allocation	4/30/2019	

Was Available -- Weeded -- Total Circulations: 18

Peter and the shadow thieves (Removed: 1)

Author: Barry, Dave. ISBN: 978-1-59737-461-3 Published: 2006

Call Number	Barcode	Price	Acquired	Removed By
MP3 F BAR SC#2	T 103061	$40.00	10/3/2011	admin103

Sublocation	Reason	Funding Source	Last Circ.	Disposal Method
NHS	Outdated	2010-2011 Activity Fund	10/7/2011	

Was Available -- Weeded -- Total Circulations: 1

Peter and the starcatchers (Removed: 1)

Author: Barry, Dave. ISBN: 1-59355-978-X Published: 2004

7/10/2024 - Copies Removed: 180

Call Number	Barcode	Price	Acquired	Removed By
CD F BAR SC#1	T 108241	$35.00	4/30/2007	admin103

Sublocation	Reason	Funding Source	Last Circ.	Disposal Method
NHS	Outdated	2006-2007 Book Fair	8/28/2018	

Was Available -- Weeded -- Total Circulations: 4

Physics (Removed: 1)

Author: Discovery Education ; producer and director, Michael F. Fountain ; writer, Tony Black ; produced by Thinkfilm, inc. for the Science Channel ; Discover

ISBN: 978-1-59527-318-5

Published: 2005

Call Number	Barcode	Price	Acquired	Removed By
DVD 530 PHY	T 108774	$70.00	4/10/2008	admin103

Sublocation	Reason	Funding Source	Last Circ.	Disposal Method
NHS	Outdated	2007-2008 State Allocation	3/11/2011	

Was Available -- Weeded -- Total Circulations: 4

The Plains Indians (Removed: 2)

Author: produced by Sigma Educational Media.

LCCN: 89-709228

Published: 1986

Call Number	Barcode	Price	Acquired	Removed By
VC 976.6 OKL	T 100758	$50.00	9/4/2001	admin103

Sublocation	Reason	Funding Source	Last Circ.	Disposal Method
NHS	Outdated		3/2/2012	

Was Available -- Weeded -- Total Circulations: 5

Call Number	Barcode	Price	Acquired	Removed By
VC 976.6 OKL	T 100885	$10.00	9/26/2002	admin103

Sublocation	Reason	Funding Source	Last Circ.	Disposal Method
NHS	Outdated		11/10/2005	

Was Available -- Weeded -- Total Circulations: 3

Planets (Removed: 1)

Author: director, Alex Hearle ; writer, David Stafford ; a BBC Scienceworld production for BBC Worldwide Americas, Dorling Kindersley Vision ; in association

ISBN: 1-41710100-8

Published: 1997

Call Number	Barcode	Price	Acquired	Removed By
DVD 523.4 PLA	T 109539	$20.00	4/1/2010	admin103

Sublocation	Reason	Funding Source	Last Circ.	Disposal Method
NHS	Outdated	2009-2010 State Allocation	10/3/2012	

Was Available -- Weeded -- Total Circulations: 1

Planning your personal finances (Removed: 1)

Author: produced by Coast Learning Systems.

Published: 1999

Call Number	Barcode	Price	Acquired	Removed By
DVD 332.024 PLA V.1	T 110403	$60.00	11/10/2004	admin103

Sublocation	Reason	Funding Source	Last Circ.	Disposal Method
NHS	Outdated	2004-2005 State Allocation	9/23/2009	

7/10/2024 - Copies Removed: 180

Was Available -- Weeded -- Total Circulations: 3

Portion size me, too (Removed: 1)

ISBN: 1-57175-248-X Published: 2006

Call Number	Barcode	Price	Acquired	Removed By
DVD 613.2 POR	T 108641	$50.00	2/27/2008	admin103

Sublocation	Reason	Funding Source	Last Circ.	Disposal Method
NHS	Outdated	2007-2008 State Allocation		

Was Available -- Weeded -- Total Circulations: 0

Power builders : leaders and cities [videorecording]. (Removed: 1)

ISBN: 1-58738-975-4 Published: 2004

Call Number	Barcode	Price	Acquired	Removed By
DVD 307.1 POW	T 109899	$60.00	5/26/2010	admin103

Sublocation	Reason	Funding Source	Last Circ.	Disposal Method
NHS	Outdated	2009-2010 State Allocation	5/27/2014	

Was Available -- Weeded -- Total Circulations: 2

The presidents (Removed: 3)

Author: produced by Greystone Communications, Inc. for History Television Network Productions ; A&E Television Networks.

ISBN: 0-7670-7759-8 Published: 2005

Call Number	Barcode	Price	Acquired	Removed By
DVD 973 PRE	T 103520	$30.00	10/11/2011	admin103

Sublocation	Reason	Funding Source	Last Circ.	Disposal Method
NHS	Outdated	2010-2011 State Allocation	4/1/2024	

Was Available -- Weeded -- Total Circulations: 13

Call Number	Barcode	Price	Acquired	Removed By
DVD 973 PRE	T 103521	$30.00	10/11/2011	admin103

Sublocation	Reason	Funding Source	Last Circ.	Disposal Method
NHS	Outdated	2010-2011 State Allocation	4/1/2024	

Was Available -- Weeded -- Total Circulations: 13

Call Number	Barcode	Price	Acquired	Removed By
DVD 973 PRE	T 103522	$30.00	10/11/2011	admin103

Sublocation	Reason	Funding Source	Last Circ.	Disposal Method
NHS	Outdated	2010-2011 State Allocation	4/1/2024	

Was Available -- Weeded -- Total Circulations: 11

The price system (Removed: 1)

Author: In the Classroom Media. Published: 2005

Call Number	Barcode	Price	Acquired	Removed By
DVD 330 PRI	T 103208	$25.00	10/6/2008	admin103

Sublocation	Reason	Funding Source	Last Circ.	Disposal Method
NHS	Outdated	Donated 2008-2009		

Was Available -- Weeded -- Total Circulations: 0

7/10/2024 - Copies Removed: 180

Pride and prejudice (Removed: 1)

Author: Austen, Jane, 1775-1817. ISBN: 0-7861-7848-5 Published: 2005

Call Number	Barcode	Price	Acquired	Removed By
CD F AUS	T 107444	$35.00	2/28/2006	admin103

Sublocation	Reason	Funding Source	Last Circ.	Disposal Method
NHS	Outdated	2005-2006 NEF Grant	12/7/2015	

Was Available -- Weeded -- Total Circulations: 4

Prince Caspian (Removed: 1)

Author: Lewis, C. S. 1898-1963. ISBN: 0-06-079326-0 Published: 2003

Call Number	Barcode	Price	Acquired	Removed By
CD F LEW N#2	T 107632	$35.00	5/23/2006	admin103

Sublocation	Reason	Funding Source	Last Circ.	Disposal Method
NHS	Outdated	2005-2006 NEF Grant	5/2/2022	

Was Available -- Weeded -- Total Circulations: 5

Rabbit in the moon (Removed: 1)

Author: a Wabi-Sabi production ; a film by Emiko Omori. Published: 2004

Call Number	Barcode	Price	Acquired	Removed By
DVD 940.5308 RAB	T 107861	$40.00	10/9/2006	admin103

Sublocation	Reason	Funding Source	Last Circ.	Disposal Method
NHS	Outdated	2006-2007 State Allocation	2/7/2013	

Was Available -- Weeded -- Total Circulations: 4

Rainforest jungle (Removed: 1)

Author: director, Perry Miller ; writer, Brian Meehl ; a co-production of BBC Wildvision, BBC Lionheart Television, Dorling Kindersley Vision ; in association ISBN: 978-1-41710102-3 Published: 1994

Call Number	Barcode	Price	Acquired	Removed By
DVD 577.34 RAI	T 109544	$20.00	4/1/2010	admin103

Sublocation	Reason	Funding Source	Last Circ.	Disposal Method
NHS	Outdated	2009-2010 State Allocation	2/10/2015	

Was Available -- Weeded -- Total Circulations: 3

Romantic classics (Removed: 1)

Author: Madacy Entertainment Group Published: 1997

Call Number	Barcode	Price	Acquired	Removed By
CD 784 ROM	T 101164	$45.00	10/2/2002	admin103

Sublocation	Reason	Funding Source	Last Circ.	Disposal Method
NCHS	Outdated			

Was Available -- Weeded -- Total Circulations: 0

The scarlet letter (Removed: 1)

Author: Hawthorne, Nathaniel, 1804-1864. ISBN: 0-7366-1910-0 Published: 1991

7/10/2024 - Copies Removed: 180

Call Number	Barcode	Price	Acquired	Removed By
AC F HAW	T 108516	$65.00	1/14/2008	admin103

Sublocation	Reason	Funding Source	Last Circ.	Disposal Method
NHS	Outdated	2007-2008 Activity Fund	4/30/2012	

Was Available -- Weeded -- Total Circulations: 2

The secret life of bees (Removed: 1)

Author: Kidd, Sue Monk. ISBN: 0-7366-9951-1 Published: 2002

Call Number	Barcode	Price	Acquired	Removed By
CD F KID	T 108386	$80.00	1/10/2008	admin103

Sublocation	Reason	Funding Source	Last Circ.	Disposal Method
NHS	Outdated	2007-2008 Activity Fund		

Was Available -- Weeded -- Total Circulations: 0

Silas Marner (Removed: 1)

Author: Eliot, George, 1819-1880. ISBN: 1-57270-339-3

Call Number	Barcode	Price	Acquired	Removed By
CD F ELI	T 107439	$35.00	2/27/2006	admin103

Sublocation	Reason	Funding Source	Last Circ.	Disposal Method
NHS	Outdated	2005-2006 NEF Grant	2/25/2016	

Was Available -- Weeded -- Total Circulations: 1

The silver chair (Removed: 1)

Author: Lewis, C. S. 1898-1963. ISBN: 0-06-023496-2 (lib. bdg.) Published: 2004

Call Number	Barcode	Price	Acquired	Removed By
CD F LEW N#4	T 107634	$35.00	5/23/2006	admin103

Sublocation	Reason	Funding Source	Last Circ.	Disposal Method
NHS	Outdated	2005-2006 NEF Grant	5/23/2022	

Was Available -- Weeded -- Total Circulations: 5

The sisterhood of the traveling pants (Removed: 1)

Author: Brashares, Ann. ISBN: 0-307-24327-3 Published: 2001

Call Number	Barcode	Price	Acquired	Removed By
CD F BRA	T 107424	$35.00	2/27/2006	admin103

Sublocation	Reason	Funding Source	Last Circ.	Disposal Method
NHS	Outdated	2005-2006 NEF Grant	12/5/2007	

Was Available -- Weeded -- Total Circulations: 3

Skipping Christmas (Removed: 1)

Author: Grisham, John. ISBN: 0-553-71283-7 Published: 2001

Call Number	Barcode	Price	Acquired	Removed By
CD F GRI	T 107478	$30.00	3/8/2006	admin103

Sublocation	Reason	Funding Source	Last Circ.	Disposal Method
NHS	Outdated	2005-2006 MetroLibrarySale	8/12/2022	

Was Available -- Weeded -- Total Circulations: 3

7/10/2024 - Copies Removed: 180

Snow falling on cedars (Removed: 1)

Author: Guterson, David. ISBN: 0-7366-6168-9 Published: 1996

Call Number	Barcode	Price	Acquired	Removed By
CD F GUT	T 108528	$90.00	1/24/2008	admin103

Sublocation	Reason	Funding Source	Last Circ.	Disposal Method
NHS	Outdated	2007-2008 Activity Fund	12/7/2015	

Was Available -- Weeded -- Total Circulations: 2

Speak (Removed: 1)

Author: Anderson, Laurie Halse. ISBN: 1-59447-236-X Published: 2004

Call Number	Barcode	Price	Acquired	Removed By
DVD F SPE	T 107716	$20.00	11/22/2010	admin103

Sublocation	Reason	Funding Source	Last Circ.	Disposal Method
NHS	Outdated	2009-2010 State Allocation	5/17/2021	

Was Available -- Weeded -- Total Circulations: 2

Statehood (Removed: 2)

Author: produced by Sigma Educational Media. LCCN: 89-709232 Published: 1986

Call Number	Barcode	Price	Acquired	Removed By
VC 976.6 OKL	T 100764	$50.00	9/4/2001	admin103

Sublocation	Reason	Funding Source	Last Circ.	Disposal Method
NHS	Outdated		5/10/2011	

Was Available -- Weeded -- Total Circulations: 2

Call Number	Barcode	Price	Acquired	Removed By
VC 976.6 OKL	T 100870	$10.00	9/25/2002	admin103

Sublocation	Reason	Funding Source	Last Circ.	Disposal Method
NHS	Outdated			

Was Available -- Weeded -- Total Circulations: 0

The story of Oklahoma [disc 1/3] (Removed: 1)

Author: produced by Sigma Educational Media. LCCN: 89-709209 Published: 1986

Call Number	Barcode	Price	Acquired	Removed By
DVD 976.6 STO DISC-1	T 107750	$90.00	8/9/2011	admin103

Sublocation	Reason	Funding Source	Last Circ.	Disposal Method
NHS	Outdated	2010-2011 State Allocation	8/14/2019	

Was Available -- Weeded -- Total Circulations: 6

The story of Oklahoma [disc 2/3] (Removed: 1)

Author: produced by Sigma Educational Media. LCCN: 89-709209 Published: 1986

Call Number	Barcode	Price	Acquired	Removed By
DVD 976.6 STO DISC-2	T 107751	$90.00	8/9/2011	admin103

Sublocation	Reason	Funding Source	Last Circ.	Disposal Method
NHS	Outdated	2010-2011 State Allocation	1/5/2021	

Was Available -- Weeded -- Total Circulations: 7

7/10/2024 - Copies Removed: 180

The story of Oklahoma [disc 3/3] (Removed: 1)

Author: produced by Sigma Educational Media. LCCN: 89-709209 Published: 1986

Call Number	Barcode	Price	Acquired	Removed By
DVD 976.6 STO DISC-3	T 107752	$90.00	8/9/2011	admin103
Sublocation	**Reason**	**Funding Source**	**Last Circ.**	**Disposal Method**
NHS	Outdated	2010-2011 State Allocation	8/14/2019	

Was Available -- Weeded -- Total Circulations: 6

Stossel in the classroom (Removed: 1)

Published: 2007

Call Number	Barcode	Price	Acquired	Removed By
DVD 336 STO	T 108331	$10.00	10/8/2007	admin103
Sublocation	**Reason**	**Funding Source**	**Last Circ.**	**Disposal Method**
NHS	Outdated	Donated 2006-2007		

Was Available -- Weeded -- Total Circulations: 0

Strings attached (Removed: 1)

Author: Blundell, Judy. ISBN: 978-0-545-28291-8 Published: 2012

Call Number	Barcode	Price	Acquired	Removed By
CD F BLU	T 101942	$40.00	1/10/2014	admin103
Sublocation	**Reason**	**Funding Source**	**Last Circ.**	**Disposal Method**
NHS	Outdated	2013-2014 Activity Fund		

Was Out for Repairs -- Weeded -- Total Circulations: 0

Sustainability in the 21st century (Removed: 1)

Author: Schlessinger Media ; produced by JWM Productions ; series producer, Krista Adams. ISBN: 978-1-41710925-8 Published: 2008

Call Number	Barcode	Price	Acquired	Removed By
DVD 338.9 SUS	T 109541	$40.00	4/1/2010	admin103
Sublocation	**Reason**	**Funding Source**	**Last Circ.**	**Disposal Method**
NHS	Outdated	2009-2010 State Allocation		

Was Available -- Weeded -- Total Circulations: 0

Taking control of your credit. (Removed: 1)

Published: 2008

Call Number	Barcode	Price	Acquired	Removed By
DVD 332 .024 TAK	T 103313	$25.00	10/11/2011	admin103
Sublocation	**Reason**	**Funding Source**	**Last Circ.**	**Disposal Method**
NHS	Outdated	Donated 2010-2011		

Was Available -- Weeded -- Total Circulations: 0

A tale of two cities (Removed: 1)

Author: Dickens, Charles, 1812-1870. ISBN: 0-7861-8039-0 Published: 1859

7/10/2024 - Copies Removed: 180

Call Number	Barcode	Price	Acquired	Removed By
CD F DIC	T 107593	$35.00	5/3/2006	admin103

Sublocation	Reason	Funding Source	Last Circ.	Disposal Method
NHS	Outdated	2005-2006 NEF Grant	2/20/2014	

Was Available -- Weeded -- Total Circulations: 7

Teens & tanning. (Removed: 1)

ISBN: 1-57175-100-9 Published: 2005

Call Number	Barcode	Price	Acquired	Removed By
DVD 613 TEE	T 108642	$50.00	2/27/2008	admin103

Sublocation	Reason	Funding Source	Last Circ.	Disposal Method
NHS	Outdated	2007-2008 State Allocation		

Was Available -- Weeded -- Total Circulations: 0

Temple Grandin (Removed: 1)

ISBN: 0-7806-6133-8 Published: 2010

Call Number	Barcode	Price	Acquired	Removed By
DVD F TEM	T 105279	$15.00	1/11/2018	admin103

Sublocation	Reason	Funding Source	Last Circ.	Disposal Method
NHS	Outdated	2016-2017 Activity Fund		

Was Available -- Weeded -- Total Circulations: 0

The cattle drives (Removed: 1)

Author: produced by Sigma Educational Media. LCCN: 89-709232 Published: 1986

Call Number	Barcode	Price	Acquired	Removed By
VC 976.6 OKL	T 100734	$50.00	9/4/2001	admin103

Sublocation	Reason	Funding Source	Last Circ.	Disposal Method
NHS	Outdated		5/13/2011	

Was Available -- Weeded -- Total Circulations: 5

The fog of war : eleven lessons from the life of Robert S. McNamara (Removed: 1)

Author: Sony Pictures Classics presents @radical.media & SenArt Films production in association with the Globe Department Store ; producers, Michael Williams, ISBN: 1-40494166-5 Published: 2003

Call Number	Barcode	Price	Acquired	Removed By
DVD 973.92 FOG	T 106438	$25.00	9/17/2004	admin103

Sublocation	Reason	Funding Source	Last Circ.	Disposal Method
NHS	Outdated	2004-2005 Activity Fund	10/22/2020	

Was Available -- Weeded -- Total Circulations: 4

Theodore Roosevelt : Roughrider to Rushmore (Removed: 2)

Author: produced by Greystone Communications, Inc. for A&E Network ; produced by Arthur Drooker. ISBN: 1-56501-806-0 Published: 1996

Call Number	Barcode	Price	Acquired	Removed By
DVD B ROO	T 102613	$20.00	4/19/2017	admin103

Sublocation	Reason	Funding Source	Last Circ.	Disposal Method
NHS	Outdated	2016-2017 Activity Fund		

7/10/2024 - Copies Removed: 180

Was Available -- Weeded -- Total Circulations: 0

Call Number	Barcode	Price	Acquired	Removed By
VC B ROO	T 101864	$20.00	11/4/2002	admin103

Sublocation	Reason	Funding Source	Last Circ.	Disposal Method
NHS	Outdated		4/5/2017	

Was Available -- Weeded -- Total Circulations: 17

Thirteen days (Removed: 2)

Author: New Line Cinema presents in association with Beacon Pictures ; directed by Roger Donaldson ; produced by Armyan Bernstein ... [et al.] ; written by Da

ISBN: 0-7806-3411-X

Published: 2001

Call Number	Barcode	Price	Acquired	Removed By
DVD F THI	T 100697	$15.00	7/24/2013	admin103

Sublocation	Reason	Funding Source	Last Circ.	Disposal Method
NHS	Outdated	2012-2013 Activity Fund	4/1/2024	

Was Available -- Weeded -- Total Circulations: 8

Call Number	Barcode	Price	Acquired	Removed By
DVD F THI	T 108639	$15.00	2/26/2008	admin103

Sublocation	Reason	Funding Source	Last Circ.	Disposal Method
NHS	Outdated	2007-2008 State Allocation	3/24/2022	

Was Available -- Weeded -- Total Circulations: 8

The three branches of government How they function. (Removed: 1)

ISBN: 978-1-59163-376-1

Published: 2011

Call Number	Barcode	Price	Acquired	Removed By
DVD 320 THR	T 105331	$25.00	1/17/2018	admin103

Sublocation	Reason	Funding Source	Last Circ.	Disposal Method
NHS	Outdated	Donated 2016-2017		

Was Available -- Weeded -- Total Circulations: 0

To the moon (Removed: 1)

Author: NOVA.

Published: 2000

Call Number	Barcode	Price	Acquired	Removed By
DVD 629.45 TOT	T 107976	$20.00	11/21/2006	admin103

Sublocation	Reason	Funding Source	Last Circ.	Disposal Method
NHS	Outdated	2006-2007 State Allocation		

Was Available -- Weeded -- Total Circulations: 0

Trinity and beyond : the atomic bomb movie (Removed: 1)

Author: produced and directed by Peter Kuran ; producer, Alan Munro ; writers, Scott Narrie, Don Pugsley.

Published: 1999

Call Number	Barcode	Price	Acquired	Removed By
DVD 623.4 TRI	T 106895	$25.00	4/18/2005	admin103

Sublocation	Reason	Funding Source	Last Circ.	Disposal Method
NHS	Outdated	2004-2005 State Allocation	4/19/2012	

Was Available -- Weeded -- Total Circulations: 12

7/10/2024 - Copies Removed: 180

Tuck everlasting (Removed: 1)

Author: Babbitt, Natalie. ISBN: 1-40009910-2 Published: 1975

Call Number	Barcode	Price	Acquired	Removed By
CD F BAB	T 107447	$20.00	3/1/2006	admin103

Sublocation	Reason	Funding Source	Last Circ.	Disposal Method
NHS	Outdated	2005-2006 NEF Grant	10/9/2007	

Was Available -- Weeded -- Total Circulations: 6

Tuesdays with Morrie : an old man, a young man, and life's greatest lesson (Removed: 1)

Author: Albom, Mitch, 1958- ISBN: 0-7393-1112-3 Published: 2004

Call Number	Barcode	Price	Acquired	Removed By
CD 378.12 ALB	T 107438	$25.00	2/27/2006	admin103

Sublocation	Reason	Funding Source	Last Circ.	Disposal Method
NHS	Outdated	2005-2006 NEF Grant	10/20/2015	

Was Available -- Weeded -- Total Circulations: 5

Twin territories (Removed: 2)

Author: produced by Sigma Educational Media. LCCN: 89-709232 Published: 1986

Call Number	Barcode	Price	Acquired	Removed By
VC 976.6 OKL	T 100781	$50.00	9/4/2001	admin103

Sublocation	Reason	Funding Source	Last Circ.	Disposal Method
NHS	Outdated		5/4/2005	

Was Available -- Weeded -- Total Circulations: 2

Call Number	Barcode	Price	Acquired	Removed By
VC 976.6 OKL	T 100882	$10.00	9/26/2002	admin103

Sublocation	Reason	Funding Source	Last Circ.	Disposal Method
NHS	Outdated		5/4/2005	

Was Available -- Weeded -- Total Circulations: 2

Unstoppable solar cycles. (Removed: 1)

Published: 2008

Call Number	Barcode	Price	Acquired	Removed By
DVD 551.5 UNS	T 110426	$25.00	4/14/2011	admin103

Sublocation	Reason	Funding Source	Last Circ.	Disposal Method
NHS	Outdated	Donated 2010-2011		

Was Available -- Weeded -- Total Circulations: 0

Up from zero (Removed: 1)

Author: US Department of Labor. Published: 2003

Call Number	Barcode	Price	Acquired	Removed By
DVD 974.7 UPF	T 106731	$15.00	2/9/2005	admin103

Sublocation	Reason	Funding Source	Last Circ.	Disposal Method
NHS	Outdated	Donated 2004-2005	10/22/2020	

Was Available -- Weeded -- Total Circulations: 1

7/10/2024 - Copies Removed: 180

The Vikings (Removed: 1)

Author: NOVA. Published: 2000

Call Number	Barcode	Price	Acquired	Removed By
DVD 948 VIK	T 107881	$20.00	10/24/2006	admin103

Sublocation	Reason	Funding Source	Last Circ.	Disposal Method
NHS	Outdated	2006-2007 State Allocation	6/5/2024	

Was Available -- Weeded -- Total Circulations: 3

The voyage of the Dawn Treader (Removed: 1)

Author: Lewis, C. S. (Clive Staples), 1898-1963. ISBN: 0-06-079326-0 Published: 2003

Call Number	Barcode	Price	Acquired	Removed By
CD F LEW N#3	T 107633	$35.00	5/23/2006	admin103

Sublocation	Reason	Funding Source	Last Circ.	Disposal Method
NHS	Outdated	2005-2006 NEF Grant	5/23/2022	

Was Available -- Weeded -- Total Circulations: 6

Warriors. (Removed: 2)

Published: 2009

Call Number	Barcode	Price	Acquired	Removed By
DVD B WAR V.1	T 109522	$30.00	2/4/2010	admin103

Sublocation	Reason	Funding Source	Last Circ.	Disposal Method
NHS	Outdated	2009-2010 Activity Fund	3/11/2010	

Was Available -- Weeded -- Total Circulations: 1

Call Number	Barcode	Price	Acquired	Removed By
DVD B WAR V.2	T 109523	$30.00	2/4/2010	admin103

Sublocation	Reason	Funding Source	Last Circ.	Disposal Method
NHS	Outdated	2009-2010 Activity Fund	3/11/2010	

Was Available -- Weeded -- Total Circulations: 1

Water : water supply (Removed: 1)

ISBN: 978-1-41710353-9 Published: 2003

Call Number	Barcode	Price	Acquired	Removed By
DVD 553.7 WAT	T 108226	$30.00	4/10/2007	admin103

Sublocation	Reason	Funding Source	Last Circ.	Disposal Method
NHS	Outdated	2006-2007 State Allocation	5/7/2010	

Was Available -- Weeded -- Total Circulations: 2

The Wednesday wars (Removed: 1)

Author: Schmidt, Gary D. ISBN: 978-0-545-11409-7 Published: 2007

Call Number	Barcode	Price	Acquired	Removed By
MP3 F SCH	T 103288	$20.00	10/6/2011	admin103

Sublocation	Reason	Funding Source	Last Circ.	Disposal Method
NHS	Outdated	2010-2011 State Allocation	10/7/2011	

Was Available -- Weeded -- Total Circulations: 1

7/10/2024 - Copies Removed: 180

Whale talk (Removed: 1)

Author: Crutcher, Chris. ISBN: 0-8072-1778-6 Published: 2002

Call Number	Barcode	Price	Acquired	Removed By
CD F CRU	T 108387	$50.00	1/10/2008	admin103

Sublocation	Reason	Funding Source	Last Circ.	Disposal Method
NHS	Outdated	2007-2008 Activity Fund		

Was Available -- Weeded -- Total Circulations: 0

When we left earth : the NASA missions. (Removed: 1)

Published: 2008

Call Number	Barcode	Price	Acquired	Removed By
DVD 629.4 WHE	T 109232	$70.00	5/12/2009	admin103

Sublocation	Reason	Funding Source	Last Circ.	Disposal Method
NHS	Outdated	2008-2009 State Allocation	5/19/2010	

Was Available -- Weeded -- Total Circulations: 3

Who killed the electric car? (Removed: 1)

Author: Electric Entertainment presents. ISBN: 1-42481954-7 Published: 2006

Call Number	Barcode	Price	Acquired	Removed By
DVD 629.22 WHO	T 108881	$15.00	11/5/2008	admin103

Sublocation	Reason	Funding Source	Last Circ.	Disposal Method
NHS	Outdated	2008-2009 State Allocation	3/11/2010	

Was Available -- Weeded -- Total Circulations: 2

Wild magic (Removed: 1)

Author: Pierce, Tamora. ISBN: 1-933322-30-6 Published: 1992

Call Number	Barcode	Price	Acquired	Removed By
CD F PIE IMM#1	T 107821	$50.00	10/5/2006	admin103

Sublocation	Reason	Funding Source	Last Circ.	Disposal Method
NHS	Outdated	2006-2007 State Allocation	10/22/2018	

Was Available -- Weeded -- Total Circulations: 2

The world needs you : volunteer (Removed: 1)

Author: Lions Clubs International. Published: 2006

Call Number	Barcode	Price	Acquired	Removed By
DVD 361.3 WOR	T 107957	$10.00	11/14/2006	admin103

Sublocation	Reason	Funding Source	Last Circ.	Disposal Method
NHS	Outdated	Donated 2006-2007		

Was Available -- Weeded -- Total Circulations: 0

Deleted: 0, Transferred: 0, Weeded: 215

Resolution to Transcript
Math, Science and Technology Classes
Taught at Mid-America Technology Center

_____ Public Schools and Mid-America Technology Center enters into an agreement, pursuant to rules set forth by the Legislature and the State Department of Education, which relates to high school graduation requirements. Under these rules, mathematics and science courses may be taught at the Technology Center, by a certified instructor, and count toward the math and science competencies required for high school graduation. The attached list contains the Academic and Technology classes available at Mid-America Technology Center approved by the _____Board of Education.

Passed at a regular Board Meeting on _____.

Signed: Board President _____

Superintendent _____

Academic Classes

- Algebra II
- Algebra III
- Anatomy
- Physiology
- AP Calculus AB & BC
- Biology II
- Digital Electronics (Math Credit)
- Engineering Design & Development
- Fundamentals of Technology
- Introduction to Engineering Design (Computer Education Credit)
- Physics
- Principles of Engineering (Computer Education Credit)
- Trigonometry
- Trig/Pre-Calculus

Primary Career Majors – *in accordance with HB3278, may count as math and/or science credit with MATC and local board approval*

- Automotive Service Technician
- Broadband Installer
- Facilities Maintenance
- Business Office Assistant
- CADD
- CareerTech Explorer
- CNC Machinist
- Combination Collision Repair Technician
- Combination Welder/NCCER Level 2 Plus
- Cosmetologist
- Criminal Justice Officer
- Cyber Security
- Emergency Medical Technician
- Equine Production
- Graphic Design
- Health Careers Explorer
- Horticulture Technician
- Industrial Automation
- Medical Office Assistant
- Medium-Heavy Diesel Service Technician
- Multimedia Specialist
- Plumbing Assistant
- STEM Academy
- Advanced Nursing Services
- Residential Carpentry
- Residential/Commercial Electricians Assistant
- Residential HVAC Technician
- Therapeutic Health Services
- Veterinary Assistant

Newcastle Public Schools

101 N. Main
Newcastle, OK 73065
http://www.newcastle.k12.ok.us
(405) 387-2890

Board of Education Meeting Agenda Document Cover Sheet

Meeting Date: 8/13/2024

Agenda Item Subject: Overnight Stay

Submitted by: Mike Crossley

Description: Overnight Stay in Tulsa.
Fastpitch Softball team is attending
the Tulsa Lincoln Christian Fastpitch
Tournament scheduled Sept. 5-7, 2024

Mike Crossley
Signature

8/6/2024
Date

Agenda Item Request must be submitted prior to 12:00 pm the Thursday before Board Meeting
Submit to Darla Allen

Newcastle Public Schools

101 N. Main
Newcastle, OK 73065
http://www.newcastle.k12.ok.us
(405) 387-2890

Board of Education Trip Request Form

Name: Mike Crossley

Site: Newcastle High School

Grade/Class/Organization: High School Fastpitch Softball

No. of Students: 23

No. of Adults: 3

No. of Buses or Transportation: 1 Bus 1 Suburban

Date(s) of Trip: September 5, 6, and 7/2024

Destination: Tulsa

Purpose of Trip: Lincoln Christian Fastpitch Tourn.

Mike Crossley
8/6/2024
Signature Date

Principal or Supervisor Signature
Date

Superintendent Date

Trip Request must be submitted prior to 12:00 pm the Thursday before Board Meeting
Submit to Darla Allen

NEWCASTLE PUBLIC SCHOOLS

Board of Education Trip Request Form

Name: Brandon Morgan

Site: High School

Grade/Class/Organization: FFA

No. of Students: 6

No. of Adults: 2

No. of Buses or Transportation: 1

Date(s) of Trip: 8/15-8/18

Destination: Broken Bow, OK

Purpose of Trip: FFA Officer Training

Signature _____ Date _____

Principal or Supervisor Signature _____ Date 8/8/24

Superintendent _____ Date _____

Trip Request must be submitted prior to 12:00 pm the Thursday before Board Meeting
Submit to Darla Allen

101 N. Main
Newcastle, OK 73065
http://www.newcastle.k12.ok.us
(405) 387-2890

Newcastle Public Schools

Board of Education Trip Request Form

Name: Cindy Trent

Site: Elementary

Grade/Class/Organization: 5th grade Blue Team

No. of Students: 100

No. of Adults: 12

No. of Buses or Transportation: 3

Date(s) of Trip: September 17-19, 2024

Destination: Goddard Youth Camp
29164 Goddard Youth Camp Rd Sulphur, Ok. 73086

Purpose of Trip: Student exposure to Science
Camp with hiking, fossils, fishing, archery

Cindy Trent
Signature

8/8/24
Date

Bridget O'Connor
Principal or Supervisor Signature

8/8/24
Date

Superintendent

Date

Trip Request must be submitted prior to 12:00 pm the Thursday before Board Meeting
Submit to Darla Allen

Newcastle Public Schools

101 N. Main
Newcastle, OK 73065
http://www.newcastle.k12.ok.us
(405) 387-2890

Board of Education Trip Request Form

Name: Cindy Trent

Site: Elementary

Grade/Class/Organization: 5th grade White Team

No. of Students: 100

No. of Adults: 12

No. of Buses or Transportation: 3

Date(s) of Trip: September 24-26, 2024

Destination: Goddard Youth Camp
29164 Goddard Youth Camp Rd Sulphur, Ok 73086

Purpose of Trip: Student exposure to Science
Camp with hiking fossils, fishing, archery

Cindy Trent
Signature

8/8/24
Date

Bridget O'Connor
Principal or Supervisor Signature

8/8/24
Date

Superintendent

Date

Trip Request must be submitted prior to 12:00 pm the Thursday before Board Meeting
Submit to Darla Allen

Newcastle Early Childhood
Student Handbook
2024-2025

The Racer Creed

I am a Newcastle Racer.
I have great expectations for myself.
There is no limit to what I can achieve.
Today, I accept the challenge to be the best I can be.
I will encourage the learning and well-being of others.
I believe I can accomplish anything.
This is my time and my place.
RACERS!

R.A.C.E.R.

NEWCASTLE EARLY CHILDHOOD CENTER
Principal - Amanda Townley
Assistant Principal - Cathy Moore
251 NE 2nd
Newcastle, OK 73065
Phone: (405)387-6200
Fax- 405 387-3482
Website - newcastle.k12.ok.us

HANDBOOK VERIFICATION FORM

Please read and discuss the information contained in this handbook with your child. The handbook contains important information, rules, and regulations for students attending Newcastle Public Schools.
This verification form is to be returned by all students, complete with parent/guardian signatures. This signed form is an agreement, indicating that parents and students understand the rules and regulations printed in this handbook. Signed parent/student verifications are due by **August 29th, 2024,** or during your first week of school if you enroll after August 10th. If you have any questions after reading this handbook, please call the office and we will be glad to assist you.

Parent/Guardian Agreement

We have read and discussed the material in this handbook and agree to follow the guidelines therein:

_____ **Parent/Guardian Signature** **Student Signature (if able)** **Date**

Computer/INTERNET AGREEMENT

STUDENT AGREEMENT

I have read and understand Newcastle Public Schools' Internet Access and Acceptable Use Policy (located within the handbook). I understand that if I violate the rules, my account can be terminated, and I may face other disciplinary measures consistent with the present handbook policy.

_____
Student Signature (if able) **Date**

PARENT/GUARDIAN AGREEMENT

I have read and understand Newcastle Public School District's Internet Access and Acceptable Use Policy. I hereby release the district, its personnel, and any institutions with which it is affiliated from any and all claims and damages of any nature arising from my child's use of, or inability to use, Newcastle Public School District's Internet access system and other computerized resources. This includes, but is not limited to, claims that may arise from the unauthorized use of the Internet to purchase products or services.

_____ _____
Parent/Guardian Signature **Date**

If you wish to *NOT* have your child's picture in the yearbook and/or on ECC Social Media please sign below.

_____ _____
Parent/Guardian Signature **Date**

PERMISSION SLIP

The classes will be taking several trips during the school year. You will be notified of each trip in advance. If you do not want your child to go on a particular trip, please notify your child's teacher. NO CHILD will be allowed to attend any field trip without the signature below. (This is school policy.) The child must ride the bus to the trip to be counted present in the attendance system.

_____ _____
Parent/Guardian Signature **Date**

Please return this page with your signature on it to your child's teacher by Thursday, August 29th.

WELCOME

We would like to extend a warm welcome to all students and families of the Newcastle Early Childhood Center. The policies and information in this student handbook are an effort on behalf of the board, administration, and faculty to provide ECC students and their families with guidelines relating to school life. This information has been carefully prepared and presented in order to clarify rules as they apply to Early Childhood Center students and their families so that it will be of great value in helping you as a student/parent to adjust to our school and become an integral part of it. If you have any questions or would like to visit our school, you are always welcome.

NEWCASTLE BOARD OF EDUCATION	ADMINISTRATION
President - John Maker Vice President - Tiffany Elcyzyn Clerk - Darrin Able Deputy Clerk - Jeff Dingee Member - Valory Dalton	Superintendent - Dr. Cathy Walker Assistant Superintendent - Kristi Ferguson Human Resources - Jonathan Atchley High School Principal - Adam Hull High School Assistant Principal - Genevive Craig Middle School Principal - Wade Hampton Middle School Assistant Principal - Larry Morman Elementary Principal - Bridget O'Connor Elementary Assistant Principal - Cindy Trent Elementary Dean – Chelsea Queen Early Childhood Center Principal - AmandaTownley Early Childhood Center Assistant Principal- Cathy Moore Director of Special Education - Kiley Rios

NOTICE OF NON-DISCRIMINATION

Applicants for admission or employment, students, parents, employees, sources of referral of applicants for admission and employment, and all unions or professional organizations holding collective bargaining or professional agreements with the Newcastle Public School District are hereby notified that this District does not discriminate on the basis of race, color, national origin, sex, age, or disability in admission or access to, treatment or employment in its programs and activities. Any person having inquiries concerning Newcastle Public School District's compliance with the regulations is directed to contact Kiley Rios, 101 North Main, Newcastle, OK 73065. Telephone (405) 387-2890.

VISITORS TO CAMPUS

All visitors to campus must check in at the main office with a state issued ID. After you have registered your visit, you will be given a visitor's badge that will allow you to be easily visible to faculty and staff. Upon completion of your visit at the ECC, you will need to go back to the main office to check out. This process allows the school to monitor traffic and ensure the safety of students and staff. We work very hard to teach all that we can in the amount of time we have with your child. In order to protect instructional time, we ask that all classroom visits be pre-arranged with the teacher.

LEGAL CUSTODIANSHIP

We need copies of all legal documents regarding student guardianship. Special arrangements or concerns should be discussed with the principal and your child's teacher. A parent can only be held from their child with appropriate court-ordered documentation.

COMMUNICATION

Clear and consistent communication between parents/guardians and classroom teachers is important for students to reach their full learning potential. Newcastle ECC will use ClassDojo, school email, school phones, and Infinite Campus to communicate with parents and guardians. Parents/Guardians should contact their student's classroom teacher for ClassDojo information.

ARRIVAL AND DISMISSAL- all times are subject to change

Students may be dropped off in the car lines starting at 8:10 am. If you need an earlier drop-off time or after-school care, please enroll your child in the Kid Zone Program. You can reach Kid Zone for enrollment information at 405-387-6270 or email Ms. Pierce at lpierce@newcastle.k12.ok.us.

Start and End times

8:10 am – All students will go to their grade level pods unless a student is eating breakfast in the cafeteria
8:35 am – School starts
8:40 am – TARDY The only access to the buildings is through the main office.
3:40 pm – DISMISSAL

Drop Off and Pick Up Locations and specific directions for exiting/entering vehicle
Pre-K -main/front loop with passenger door facing the school and curb. **Students may only be let out curbside**.
Kindergarten/First- west side loop with the driver's side door facing the school and curb. **Students may only be let out curbside**.
Please do not allow your child to exit the car before getting to an adult to safely help them get out of the car. If your car seat is not curbside, please move it; this is to speed up our unloading process and for the safety of all staff and students. Students also should not be in the driver's lap; the highway patrol has pointed this out during safety walkthroughs. Students should be unbuckled and ready to exit the car when a staff member opens the door. We want to be as efficient as possible during dropoff and pickup. Please do not allow students to play outside of the vehicle prior to 8:10; students must remain in the vehicle until staff arrives at 8:10 to unload.
All students eating breakfast go straight to the cafeteria. All other students will be sitting in their grade level pod in a designated area; then the teachers will greet students at 8:20 and bring them into their rooms to begin class.

DROP-OFF
For the safety of students, please drop them off according to procedures. **Parents must stay in their vehicles**. In order to move traffic efficiently, have your student ready to depart the vehicle once it has come to a complete stop, and a staff member opens the car door for you. Please do not allow your student to exit the car until a staff member opens the door. If you plan to walk your student to the main entrance, you must park in a designated parking place, and you must walk them across the street. Please do not send your students across traffic alone; this is a safety hazard.

STUDENT CHECK-IN/OUT PROCEDURES
If a student arrives late, **parents must walk the student into the office and check him/her in** with the secretary before he/she proceeds to class. When checking a student out early, the Parent/Guardian (stated in file) will be required to provide identification before the student will be released. Remember- 3 early pick-ups and/or 3 tardies will equal one absence. Students will NOT be checked out after 3:30. If you arrive after this time, you will have to wait at the front doors until we finish dismissal at 3:55. This policy is in place for the safety of our students and staff. If you have an appointment, please arrive early in order to avoid the end of the day traffic. No students will be called out of a class prior to the arrival of the parent/guardian.

PICK-UP
Parents must stay in their vehicles. Display your school-issued ID tag prominently on your front window on your rear view mirror so that we can easily see the number to help us efficiently load the cars. If you do not have a tag, you will have to park, come to the front office, and show your identification to pick up your student. Please do not park at neighborhood businesses and walk across traffic to pick up your students; students won't be released to walk across the traffic line. Students will only be loaded at the curbs into cars. The outside duty teacher enters your car tag number into our system for your child before you reach the front of this line which will speed up the loading process. Once you are at the front of the line, the student will then be allowed to load with the assistance of staff. Students who are not picked up by 3:55 will be taken to the office to wait for their ride. These procedures will assist with safety and the flow of traffic into and out of the school. In the event of inclement weather, students will be kept inside until their vehicle reaches the front of the line. We do not have supervision available after 3:55, therefore, if you cannot pick up your child by 3:55, alternate plans will need to be made for after school care or for the student to become a bus rider.

PARKING
Please find a designated parking place any time you plan to exit your vehicle. Parking in non-designated spaces creates traffic flow issues. Please do not park at the curbs if you plan to go inside the building. During events, please do not park at local businesses; they will tow your vehicle.

CONSISTENCY OF TRANSPORTATION

Streamline your student's method of transportation as much as possible; it is difficult on students when their method of getting home changes throughout the week. This can sometimes lead to students missing a bus or having anxiety about the end of the day. Emergencies arise where transportation must be changed, but consistency helps with safety and routine.
Students can only be assigned to one designated bus. Each bus has a roster of students. As a growing community, we cannot assign students to multiple buses due to limited capacity. Families will need to make arrangements to pick children up at the assigned bus stop since they will not be dropped off at more than one location during the week. If an adult is not present for drop off at the stop, ECC students will be taken back to the bus barn at the end of the route, and a guardian will be asked to pick the student up there.

DESTINATION CHANGES
If a student is to go somewhere other than their normal destination at the end of the school day, please write a note in the agenda for the homeroom teacher; the agenda is the best way to do this. Teachers check agendas each day. Please refrain from calling to leave a voicemail about destination changes since the teacher may not get the message in time or there could be a substitute who does not have access to a teacher's personal voicemail. **In order to keep your child safe, we cannot take the word of the student for a destination change.**

IMPORTANT- We cannot guarantee to get your child to the requested destination if we do not hear from you before 2:00. Students will not be removed from a bus once buses are loaded and ready to pull out.

ENROLLMENT
All students entering Pre-K must be 4 years old on or before September 1st.
All students entering Kindergarten must be 5 years old on or before September 1st.
All students enrolling must provide a current shot record or exemption form, 2 proofs of residency (1 being current utility bill), and have enrolled online. Any student wishing to enroll who has been home-schooled will be evaluated for appropriate grade placement.

ATTENDANCE POLICY
Attendance at school is a very important issue for which our schools are held accountable. Our district loses state funding each time a child is absent. More importantly, any absence can cause a student to miss critical instruction. We all win if our children are in school!
A student may not have more than Four (4) absences each nine weeks. If a student is absent due to an illness, please turn in a doctor's note to the office upon return. By doing this, the absences will be marked excused but will still count in the total number of absences per nine weeks. Three tardies will constitute one absence. Three early pick-ups will count as one absence. Arriving two and a half hours after classes have begun counts as a ½ day absence. A check-out two and a half hours before classes release will also constitute a ½ day absence. (These can be excused with doctor's notes as well.)
All work missed during a period of absence must be made up. Students are responsible for requesting make-up assignments. They will have one day for each day missed to make up their work.
Any student who is absent more than 8 days of school during the semester (two 9 weeks equals one semester) shall receive a notation on the attendance section of their report card of "Inadequate attendance." **Students receiving an IA are subject to retention**. A student must be in attendance at least ninety (90%) percent (no more than 8 absences) to participate in school activities and be eligible to advance to the next grade level. Hospitalization, contagious diseases or illness, which requires direct medical care by a physician, will constitute an exception. Parents' notes or telephone calls will NOT excuse students from school absences or tardies. ONLY notes from a physician or court representative will excuse the absence or tardy. Students will have (5) five days after each semester to obtain a doctor's note or court representative's note to file in the registrar's office.
Attendance Review – Upon the 8th absence, parents will be notified and an Attendance Review Meeting will be held with the Principal (s), Teacher(s), and Counselor. The committee will make a decision as to whether the student receives a truancy ticket, passing grade and/or grade advancement. The parent will need to speak with the principal or counselor with each additional absence at which time the committee will determine whether or not it is an issue that requires a referral to the District Attorney. No communication at all from the parent may result in immediate referral to the District Attorney or a home visit from a resource officer/school representative.
Reporting Absences – If your child is going to be absent from school, please notify the school **by 9:00 a.m**. Please call the respective school office to report absences so that the reason for the absence can be recorded.
RECORDS REQUEST

For any requested school records: attendance, birth certificate, immunizations, transcripts, etc…, parents/guardians may fill out a form available in the office, and records will be ready for pick-up the following day.

BAD WEATHER / EMERGENCY SCHOOL CLOSINGS

School may be dismissed early or canceled due to bad weather conditions; **please do not call the school**. The school notification system will be activated as soon as the decision is made to close the school. We MUST keep our phone lines open for emergency communication. If possible, the decision to close will be made before 10 P.M. or before 7 A.M and will be sent out through the school notification system. It will also be reported to the local news channels for broadcast. The following TV and radio stations will announce school closings or delayed start times: KFOR (Ch. 4), KOCO (Ch. 5), KWTV (Ch. 9), KOKH (Channel 25), KTOK 1000 AM, KOMA 1520 AM, KKNG 93.3 FM, and KATT 100.5 FM.

TORNADO PROCEDURE

All students will be escorted to their designated safe room within the building. Further instructions will be given depending on the severity of the situation through social media/emails/texts.

COUNSELING SERVICES

Classroom Guidance Counseling – scheduled meetings with individual classrooms to teach relevant topics. Scheduled appointments with individuals to meet and deal with issues that may arise throughout the school year.
Small Group Counseling – these groups are arranged and scheduled as the need arises and may include divorce, friendship, grief, conflict-resolution, self-esteem groups.
Individual Counseling – may be arranged by students (through their teachers), teachers, and/or parents.
Parents are encouraged to communicate and seek additional help for their child by contacting the counselor and scheduling appointments through the office. All counseling is handled in a confidential environment.

PERSONALLY IDENTIFIABLE INFORMATION

Addressed in board Policy-EG Directory information www.newcastle.k12.ok.us
If you do not want Newcastle Public Schools to disclose any or all of the types of directory information from your child's education records without your prior written consent, you must notify Newcastle Public Schools by signing the Handbook Verification form at the beginning of this document.

CLASS PARTIES/DELIVERIES

The school cannot allow deliveries, such as balloons, flowers, etc. If a parent wishes to celebrate his/her child's birthday at school, the parent should first contact the child's teacher to make arrangements in advance. Birthday celebrations are to take place in the classroom only (no cafeteria parties). Please do not bring gifts for your child to open at school. **ALL party favors must fit into the child's backpack.**
If you would like to invite students to a birthday party outside of school, please send enough invitations for the entire class, or enough for all the girls or all the boys. Teachers will assist the students in passing out the invitations. We will not provide invitation deliveries to students in other classes.
FOOD FOR PARTIES/SNACKS ALL food for parties and snacks MUST be store purchased/packaged items. Home-made/baked goods will not be allowed.

GRADE PROMOTION AND RETENTION

Parent and teacher communication is critical to give the students the best possible learning environment. If at any time concerns arise regarding adequate progress, these will be communicated in writing. The teacher may note concerns in the agenda, through graded work sent home weekly, during parent conferences, and through the quarterly report card. At the first sign of an academic problem, the teacher will utilize the school's resources to intervene and make great efforts to bring your child up to grade level. If no progress is made, the recommendation may be retention. This is a decision that will not be made without considerable deliberation on the part of the Retention Committee. If a student has "Inadequate Attendance," (guidelines outlined) he/she also is a candidate for retention.
According to HB 1056, a parent may appeal to the Board of Education. This process is started by contacting the Board Secretary to request being added to the Board Agenda to appeal the retention. The decision of the Board is final.

Strong Readers Act

The purpose of the Strong Readers Act (SRA), formally known as Reading Sufficiency Act, is to ensure that all Oklahoma students are reading on grade level at the end of third grade (a critical juncture when students go from learning to read to reading to learn). SRA supports Oklahoma children in Kindergarten through third grade.

Each student enrolled in kindergarten in a public school shall be screened at the beginning, middle, and end of each school year for reading skills. Children at risk for reading difficulties at the beginning of the year will be monitored to measure mid-year and year-end reading progress. Kindergarten students who are not meeting grade-level targets by mid-year in reading shall be provided a program of reading instruction designed to enable the student to acquire the appropriate grade-level reading skills.

Any student enrolled in first, second, or third-grade shall be assessed at the beginning, middle and end of each school year using a screening instrument approved by the State Board of Education. The assessment shall determine the acquisition of reading skills including, but not limited to, phonemic awareness, phonics, reading fluency, vocabulary and comprehension. Any student who is assessed and who is not meeting grade-level targets in reading shall be provided a reading instruction program to help them acquire the appropriate grade level reading skills, as provided for by law. This program shall continue until the student is determined, through the results of approved reading assessments, to be meeting grade-level targets.

STUDENT PROGRESS

1 quarter = Nine Weeks - Two quarters = 18 weeks or one semester

Report Cards – these will be sent out at the end of each nine-week and semester grading period.
Agendas – students may write in their agendas to document daily assignments. The primary purpose of the agendas is to be used for communication between teachers and parents, as well as for students to develop responsibility and good school habits. Agendas will be sent home daily. Please initial and return each day.
Parent Portal: If you have any questions about the parent portal, email Melissa Newman at mnewman@newcastle.k12.ok.us. Please include the student's name, date of birth, and address in order to set up a Parent Portal account.

TEXTBOOKS/LIBRARY BOOKS

Students are assigned textbooks to use throughout the school year. They are also allowed to check out books from the library. The usual use of a book does cause some wear and tear, however, if a student damages or loses a book, he/she is responsible for its replacement.

SEARCHES

Students have no reasonable expectation of privacy in school lockers, desks, or any other school property—without notice or reason. School authorities may search a student, a student's cubby, a student's backpack, and desk under the circumstances outlined below, and may seize any illegal, unauthorized, or contraband materials discovered in the search. Student cubbies and desks are school property and remain under the control of the school district. Students assume full responsibility for items placed in school property and should not expect privacy, because school property is subject to search at any time by school officials without notice, student consent, or a search warrant. The following rules apply to the search of school property assigned to specific students (e.g., cubby, desks, etc.) and the seizure of items in their possession:

1. School authorities should have reasonable suspicion that the student has something in his/her possession that is evidence of a crime or rule violation.
2. General searches of school property may be conducted at any time.
3. Search of an area assigned to a student should be for a specific item and be in his/her presence in most situations.
4. Illegal items (e.g., firearms, knives, weapons, etc.) or other possessions determined to be a threat to safety and security of others may be seized by school authorities.
5. Items used to disrupt or interfere with the educational process may be temporarily confiscated.

School buildings/grounds/bus stops/field trips/home athletic events, and school-sponsored events are considered locations where school policies are expected and enforced.

CAFETERIA

Early Childhood Center - breakfast is served from 8:10-8:35 and will close promptly at 8:35. If you drop off your child(ren), please bring them early so they have time to eat and are not late to class.
Lunch is served by respective grades between 10:55 and 12:45.

FREE & REDUCED LUNCHES

Applications must be submitted each year for free and reduced lunches. Applications are online IN YOUR SCHOOL PORTAL to protect your privacy and ensure your comfort so if you need the help will apply for this program. If a new application is not submitted, students will be charged the normal price of breakfast and lunch. Please sign and return and note that you do not qualify if you know that you do not because these forms are VERY critical to our school funding.

MEAL PAYMENT POLICY

If for some reason you get behind on meal payment, our school district allows a student to charge up to $6.00. This is just over 2 days of meals at full price. **PAYMENTS MAY BE MADE ONLINE ON THE NEWCASTLE WEBSITE.**

JOINING YOUR CHILD FOR LUNCH

We will not allow visitors on non-event days for lunch due to capacity issues. Thank you for your cooperation and understanding. We have other opportunities to attend class parties and to volunteer in your child's classroom or other areas of the building.

ALL STUDENTS MUST FOLLOW THE CAFETERIA SCHOOL RULES

CAFETERIA RULES

1. The students will enter the cafeteria in a quiet and appropriate manner. Students are allowed to talk quietly to the students sitting around them.
2. Do not throw or play with food. If food is dropped, pick it up.
3. Students must raise their hand to ask a duty teacher for permission to leave their seats for any reason.
4. No food or drinks can leave the cafeteria.

Consequences for continued failure to follow cafeteria rules: The students may be removed from the group. Cafeteria clean-up duties may be assigned.

FIELD TRIPS

Transportation to and from field trips is provided by the school. Only students enrolled in our school are allowed to ride the buses to and from field trips. All students must be in class on the day of the field trip to participate. We lose school funding when a student goes directly to the site of a field trip. Therefore, they are counted absent if a parent chooses to take their students directly to the field trip site. If a student leaves early from the field trip, they must check out face to face with their teacher, not through a text message. If a student leaves with a third party, a form must be completed by the parent/guardian and turned in to their teacher before the class leaves on the field trip. The Third Party Student Transport Form needs to be printed and given to the teacher prior to the field trip.

BUS/TRANSPORTATION RULES

For the safety of everyone on the bus, students must abide by the rules on the NPS Bus Expectations webpage. **Riding the bus is a privilege; therefore, the consequences for misbehavior will be revocation of the privilege in order to keep the bus safe. Newcastle Public School Bus Expectations can be found at NPS Bus Expectations. Please read these rules carefully and review with your child(ren) prior to riding the bus.**

PLAYGROUND RULES

1. Play only on designated playground areas.
2. All students are expected to go outside to play during recess. If your child is not able to go outside due to health concerns, please contact the teacher to make arrangements.
3. Use playground equipment in the manner for which it was intended. Follow rules & take turns.
4. When the bell rings or whistle blows, stop playing at once, and line up.

TEMPERATURE

If the wind chill is below 32 degrees, or if the heat index is over 99 degrees, we will have indoor recess. We use the website www.kfor.com or www.newsok.com for our official temperature. No matter what the weather is like, please dress students appropriately.

PHYSICAL EDUCATION

State law mandates that all elementary students receive an average of 60 minutes per week of physical education. We can allow students to sit out with a parent's note for 2 days, however, any longer will require a doctor's note.
Attire for physical education- must have shoes that enable them to safely participate (tennis shoes are recommended). If a child wears flip-flops, snow boots, sandals, etc., it will inhibit their ability to participate safely and cannot be allowed. You will receive a schedule for PE days; please dress your child appropriately.

SCHOOL HEALTH
Regular attendance at school is important, and we urge parents to observe their children daily for signs of illness. In order to prevent contamination of other students and staff, we require that the following School Health Guidelines be observed:

Children who exhibit one or more of the symptoms listed below will be sent home. These students will be picked up in the nurse's office/front office. The nurse/office staff will contact the family and/or contacts listed on the child's records. Please note that if the nurse/office staff sends a student home, that day and the next will automatically be excused. The nurse/office staff will record the absence as excused in the student data management system.

1. Children who have a temperature of 100 or higher will be sent home. The child may return to school once they have been fever-free for 24 hours without the use of a fever reducing medication.
2. A rash or skin eruption (ringworms, scabies, impetigo, chickenpox).
3. Bodily fluids that cannot be contained/covered (nasal/ear drainage, open/weeping skin lesions, etc.) with/without a fever.
4. Excessive coughing.
5. Diarrhea/Vomiting- Various factors must be evaluated- However, if our health staff determines that the student should go home, this decision will stand. The student may return once they have been diarrhea/vomit-free for 24 hours.

PETS
Due to various individual allergies, we cannot allow pets without prior approval from the principal.

EMERGENCIES/FIRST AID
Minor cuts and abrasions will be cleaned with soap and water and covered with a bandage. We are not allowed to use any type of spray or ointment. In case of serious injury or illness/health emergency, we will make every effort to contact the parents or guardian, however, it is our school district's policy to first call paramedics. The district is not responsible for any transportation and/or medical costs associated with emergency care.

OTHER NURSE'S OFFICE REQUIREMENTS:
Contagious Disease- Any child having a contagious disease is prohibited from attending school according to State Law Title 63 Section 2601. Furthermore, the statute requires a written authorization from a health care provider that the child is no longer afflicted with a contagious disease before re-entry to school can occur.

EXEMPTION FROM PHYSICAL ACTIVITIES
If a child is to be excused from any school activities, such as physical education or recess, a note from the parent will be required. A physician's excuse is required if a child is to be excluded from physical activity for more than 2 days.

MEDICATION
It is recommended to give medications at home if possible. NPS will only accept medications that are to be administered during school hours. If it is necessary that a medication be administered by school personnel during school hours, the following procedure must be followed:

1. All medications must be brought to the office by the parents/guardians. Students are not allowed to carry medications on their person at any time. The only exceptions are emergency medications such as rescue inhalers, epi-pens, and insulin with the appropriate consent form on file.
2. A student who needs to take a prescription medication must have the appropriate medication consent form signed by the physician and parent before the medication can be brought to and kept at school.
3. The parent/guardian will promptly notify the school of any changes in the administration of this medication by providing the school with a new medication consent form with a physician's signature. Written or verbal changes from parent/guardian CANNOT be accepted.

4. Non-prescription medications brought from home and kept at school will also have to have a permission form signed by a parent or guardian. The school cannot accept out-of-date medication.
5. Medicine must be brought and left at school in original containers with all instructions and pharmacy labels clearly visible. The pharmacy will dispense an additional prescription label and bottle for school if requested by the parent/guardian. Medication cannot and will not be accepted in bags or envelopes.
6. Medication and medication forms must be kept in the office.
7. Asthma inhalers and Epi-pens must be kept in the office unless a form for "Self-Administering Asthma Inhalants" has been completed by all parties involved parents, physicians, and school nurses.
8. All medications must be picked up by the last day of school. If not, it will be destroyed.

IMMUNIZATIONS

State Law mandates that all students attending public schools must have current and up-to-date shot records, or State Waiver to be on file.

HEAD LICE - Newcastle Schools has a "No-Nit Policy"

Newcastle Public Schools have adopted the following regulations with regard to the effective treatment and prevention of head lice. Parents are advised that no treatment alone will rid a lice infestation and **the nits must be picked out one by one**. The absence of lice and nits will be proof of management and the child will be readmitted to school. WARNING—Even though a parent might think that the constant re-application of lice shampoos, etc. may end the infestation, they actually risk poisoning the child and serious medical repercussions. (Lice shampoo/treatments are pesticides.)

NOTE: You must follow this 3-step method to stop a lice infestation

1. Treat all family members with a lice shampoo- it kills the live bugs NOT the eggs (nits). 7 days later you can treat one more time to catch any bugs that you may have missed.
2. You MUST pluck each individual nit from the hair. There is no product that is effective in releasing the glue that holds them to the hair shaft.
3. You MUST treat all bedding, brushes, coats, jackets, etc. that may also be infested.

When a student is found to be infested with head lice and/or nits

1. Parents will be notified of the condition and the need for the child to be picked up from school. If parents cannot be reached the child will be placed in modified isolation and a letter sent with them at the end of the day.
2. The student's parents must accompany the child to the nurse's office for re-admission at which time the nurse or designee will inspect the child's head.
3. If no nits or lice are found, the child will be readmitted. If any nits or lice are found, the student is not readmitted and will be sent home with the parent. The parent must return with the child each day until cleared by the nurse or designee.

Cafeteria

Students are able to bring a packed lunch from home. Students will not have access to a microwave. Information about meals and pricing for cafeteria meals can be found at https://www.racercafe.org/

Food allergies should be entered in when online registration is completed. If a food allergy is identified after online enrollment is complete, please contact the office.

Newcastle Public Schools Meals Charge Policy

As stated in the Oklahoma State Department of Education Child Nutrition Programs School Food Service Compliance Documentation, section XVIII entitled, Student Issues, "The school district is not obligated to continue providing meals without receiving payment." Therefore, Newcastle Public School District shall recognize and adhere to the following charge policy:

- Maximum meal charges will be $ 10.00 per student.
- No A la carte items may be charged.
- Teachers will be allowed $5.25 (one lunch equivalent) in charges.

Low balance reminders will be sent out to parents daily. It is the responsibility of the parent(s)/guardian(s) to pay all charges promptly.

A new Meals Benefit Application needs to be filled out yearly to qualify for Free/Reduced meals for your student(s). Parents/Guardians can access and manage meal accounts and forms through the Infinite Campus Parent Portal.

SUSPECTED CHILD ABUSE

Oklahoma statutes define child abuse as harm or threatened harm to a child's health, safety, or welfare by a person responsible for the child. This includes non-accidental physical or mental injury, sexual abuse, or neglect (Title 10, Section 7102). Threats of suicide, self-harm, or evidence of self-harm are included in this category as well.

Furthermore, every person, private citizen or professional, who has reason to believe that a child has been abused, is **mandated** by law to report it to the Department of Human Services. Educators who do not report their concerns to DHS face the risk of losing their certification and having charges filed against them personally.

LIBRARY SERVICES

The library is open for drop-ins. Students are responsible for the care of materials they have checked out and must reimburse the school library for lost or damaged library books.

FERPA

The Family Educational Rights and Privacy Act (FERPA) grants parents and eligible students the following rights:

1. The right of a student's parent or an eligible student to inspect and review the student's educational records;
2. The right of a student's parents or an eligible student to seek to correct parts of the student's educational record which he/she believes to be inaccurate, misleading, or in violation of the student's rights. This right includes the right to a hearing to present evidence that the record would be changed if the District decides not to alter it according to the parent or eligible student's request;
3. The rights of any person to file a complaint with the Department of Education if the Newcastle School District violates FERPA;
4. The right to obtain a copy of the FERPA from the central office at the cost of 25 cents a page;
5. The intent of the Newcastle School District is to limit the disclosure of the information contained in the student's educational records except:
    1. by prior written consent of the student's parents or the eligible student;
    2. as directory information; or
    3. under certain limited circumstances as permitted by FERPA.
6. The District will arrange to provide translations of this notice to non-English speaking parents in their native language

Hatch Amendment

The School District is committed to enforcing the Protection of Pupil Rights Amendment (PPRA), 20 U.S.C 1232h, included in the Goals 2000 Educate America Act of 1994. PPRA applies to all funding provided by the United States Department of Education and seeks to protect the rights of parents to inspect or survey instructional materials if these materials or surveys are funded by the United States Department of Education.

With respect to survey activities, survey materials, evaluation materials, instructional materials used by students and funded by the United States Department of Education, the school district will:

1. Make such materials available for inspection by parents.
2. Obtain written parental consent if students are required to participate in a survey, analysis or evaluation that reveals information such as

- Political affiliation
- Mental and psychological problems potentially embarrassing to the student and his/her family
- Sexual behavior or attitudes
- Illegal or self-incriminating behavior (such as use or possession of tobacco, alcohol, or other drugs)
- Critical appraisals of other individuals with whom respondents have close family relationships
- Legally recognized privileged or analogous relationships, such as those of lawyers, doctors, and ministers.
- Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such programs).

PARENT BILL OF RIGHTS

The school district is in compliance with the Parents' Bill of Rights. Additional information is available for parents in the school policy manual on this subject. Parents may submit written requests to obtain the specific information listed in the Parents' Bill of

Rights law during regular school business hours by contacting the building principal or the superintendent. Additional information can be located in the Board of Education Policies (Newcastle.k12.ok.us) XX.

SPECIAL EDUCATION

This notice is to inform parents of the child identification, location, screening, and evaluation activities to be conducted throughout the year by the local school district in coordination with the Oklahoma State Department of Education. Personally identifiable information shall be collected and maintained in a confidential manner while carrying out the following activities:

Referral: Preschool children ages 3 through 5 and students enrolled in K-12 who are suspected of having disabilities that may require special and related services, may be referred for a screening evaluation through the local schools. Our local school district coordinates with the Sooner State Early Intervention Program in referrals for identification and evaluation of infants and toddlers who may be eligible for early intervention services from birth through 2 years of age, or for special education and related services beginning at 3 years of age. The Oklahoma Area-wide Service Information System (OASIS), through a toll-free number (1-800-42OASIS), also provides statewide information and referrals to local schools and other service providers.

Screening: Screening activities may include vision, hearing, and health. Other screening activities may include a review of records and educational history, interviews, observations, and specially developed readiness or educational screening instruments. The Regional Education Service Centers provide assistance and consultation to local schools in these efforts.

1. Readiness Screening: Personally identifiable information is collected on all kindergarten and first-grade students participating in school-wide readiness screenings to assess readiness for kindergarten and first grade. Results of the screening are made available to parents or legal guardians, teachers, and school administrators. No child shall be educationally screened for readiness or evaluated without notice to the child's parent or legal guardian.

2. Educational Screening: Educational screening includes procedures for the identification of children who may have special learning needs and may be eligible for special education and related services. Each school district in the state provides educational screening. The educational screening will not be administered to a student whose parent or legal guardian has filed a written objection with the local school district. All students shall be screened as needed or upon the request of the parent, legal guardian, or teacher. Students entering the school system from another state, a district within the state that has not provided a previous educational screening, or who have been homeschooled, shall be educationally screened within 6 months from the date of entry.

Evaluation: *Evaluation* means procedures used in accordance with federal laws and regulations to determine whether a child has a disability and the nature and extent of the special education and related services that the child needs. This may involve procedures being used selectively with an individual child and does not include basic tests administered or procedures used with all children in a school, grade, or class. The parent or legal guardian must provide written consent for evaluation. The consent form must be on file with the local district prior to any child receiving an initial evaluation for the purposes of special education and related services.

Collection of Personally Identifiable Information:

Educational records which contain personally identifiable information shall be collected by schools for identification, location, screening, and evaluation of children. These records shall be maintained in accordance with Family Educational Rights and Privacy Act and the *Policies and Procedures for Special Education in Oklahoma.* School districts shall develop and implement a local policy regarding the collection, storage, disclosure, and destruction of confidential student records. Parents may obtain a copy of the local policy from the District's administrator.

For further information, contact Kiley Rios at 101 N. Main St, Newcastle, OK 73065. Telephone (405) 387-6304.

INTERNET ACCESS AND ACCEPTABLE USE POLICY

General: The Internet is an electronic highway connecting a multitude of computers throughout the world. Through the Internet, students and employees have access to electronic mail (e-mail), news, databases, library resources, and a wide variety of other information sources. The District provides a wide variety of opportunities for students and employees to use the District's computers to access the Internet. Through the Internet, it is possible to access material that may contain illegal, defamatory, inaccurate, pornographic, and/or offensive content. Due to the nature of the Internet, the District cannot guarantee that students and employees will not access such material. However, the District is committed to enforcing a policy of Internet safety and monitoring the Internet activities of its students.

The District makes no warranties of any kind, either express or implied, regarding the Internet access being provided. The District shall not be responsible for any damages users suffer, including but not limited to loss of data resulting from delays or interruptions in service. Nor shall the District be liable for the accuracy, nature, or quality of information stored on District's

computer equipment or of information gathered through Internet access provided by the District. However, the Administration shall develop, implement, and maintain regulations and forms to restrict the use of the District's computers and Internet access to legitimate and acceptable purposes and to regulate students' and employees' privilege of access and use. The District shall install and operate computer software programs that restrict access to certain materials, such as material that depicts nudity, sex, sexual acts, excretion, and exhibition of genitals and which, taken as a whole, lacks serious literary, artistic, political, or scientific values. Students who are granted access to the Internet shall receive instruction regarding safety and security when using electronic mail, chat rooms, and other forms of direct electronic communications and the disclosure, use, or dissemination of personally identifiable information.

Acceptable Uses: The District's computers, equipment, and software are intended for administrative, educational, and research purposes only and shall be used only in accordance with Administrative Regulations. Acceptable uses of the District's computers and the Internet are activities that support learning and teaching or which promote the District's mission and goals.

Prohibited Uses: According to Administrative Regulations, the District's computers and Internet access (including e-mail) provided by the District shall not be used:

1. To violate an individual's right to privacy;
2. To access materials, information, or files of another person or organization without permission;
3. To violate the copyright laws or software licensing agreements;
4. To spread computer viruses;
5. To deliberately attempt to vandalize, damage, disable, or disrupt the District's property or the property of any other individual or organization;
6. To locate, receive, transmit, store, or print files or messages which are profane, obscene, or sexually explicit, or which use language that is offensive or degrading to others;
7. To distribute religious materials;
8. To campaign for or against any political candidate or ballot proposition or for political lobbying, except as authorized by law;
9. For any commercial purpose unless authorized by the Administration or Board; or
10. To engage in any illegal activity.

Consequences for Misuse: The use of the District's computers and the Internet access provided by the District is a privilege, not a right. Any student or employee who inappropriately uses the District's computers or the Internet may have the privilege of using the computers or the Internet denied, revoked, or suspended and may be subject to other disciplinary sanctions.

No Expectation of Privacy: No student or employee shall have any expectation of privacy in any electronic mail being sent or received by the District's computers or District-provided Internet access. The District's system operators may access any electronic mail and may delete any inappropriate materials from any electronic mail sent or received using the District's computers or District-provided Internet access.

Use of Software: Students are prohibited from installing, copying, or downloading any copyrighted material or software on District's computer hardware. Employees are prohibited from installing, copying, or downloading any copyrighted material or software on District's computer hardware without the express written consent of the copyright holder and the approval of the appropriate administrator or system operator.

Remote Internet-based Courses: The District may allow for students to complete required course work through remote Internet-based courses in accordance with the rules, regulations, and/or guidelines adopted by the State Board of Education.

VIRTUAL / DISTANCE LEARNING GUIDELINES

- **Please refer to the Distance Learning Resources page on Newcastle Public Schools website: https://www.newcastle.k12.ok.us/ContinuousLearningResources.aspx**

STUDENT CODE OF CONDUCT

All students are expected to behave in a manner acceptable to everyone concerned - other students, teachers, administrators, and society in general. All students are under the authority of the principal, teachers, bus drivers, and school personnel. **Students suspended or expelled from school are not allowed on school properties or to take part in any school-sponsored activities.** Expulsions may be for the current and following semesters.

Parents are crucial in the support given to their children and the school. It will be our aim to work with students and parents in a positive manner. It is of utmost importance for teachers and parents to communicate in order to work together for the best interest of students. Parents will be contacted by the school through notes home, mail, or by telephone concerning all disciplinary actions administered by school officials.

DISCIPLINE AND CONTROL POLICY

IMPLIED AUTHORITY - A school district may exercise those powers necessarily implied, or delegated by law to any other agency or official. (70 O.S.§ 5-117; S.L.O. § 68) The teacher or administrator shall have the same right as a parent or guardian to control and discipline a child while the child is in attendance in school, in school vehicles to or from the school, or while attending or participating in any school function authorized by the school district. All students enrolled in Newcastle Early Childhood Center will be expected to abide by the rules and regulations set forth by the administration, teachers, and the board of education while in attendance at school-sponsored activities, or while being transported to or from school or school-sponsored activities in district-owned transportation equipment. Any student who disobeys the rules or shows disrespect for any teacher and/or school property will be subject to disciplinary action. The disciplinary action taken will depend on the severity and frequency of the violation.

FIGHTING

Cases of assault, which is the violent and forceful physical or verbal attack of another student or school employee, will not be tolerated. **The district reserves the right to turn these cases over to law enforcement.**

First Offense: May result in (3) to ten (10) days suspension plus an evidentiary hearing, which could lead to suspension for up to one year.

BULLYING

Students are prohibited from harassing, intimidating, or bullying other students on the basis of race, national origin, religion, and all forms of sex discrimination.

Bullying acts by students have been described in several different categories.

a. Physical Bullying: includes harm or threatened harm to another's body or property, including, but not limited to, what would reasonably be foreseen as a serious expression of intent to inflict physical harm or property damage through verbal or written speech or gestures directed at the student-victim, when considering the factual circumstances in which the threat was made and the reaction of the intended victim. Common acts include tripping, hitting, pushing, pinching, pulling hair, kicking, biting, starting fights, daring others to fight, stealing or destroying property, extortion, assaults with a weapon, other violent acts, and homicide.

b. Emotional Bullying: includes the intentional infliction of harm to another's self-esteem, including, but not limited to, insulting or profane remarks, insulting or profane gestures, or harassing and frightening statement, when such events are considered in light of the surrounding facts, the history of the students involved, and age, maturity, and special characteristics of the students.

c. Social Bullying: includes harm to another's group acceptance, including, but not limited to, harm resulting from intentionally gossiping about another student or intentionally spreading negative rumors about another student that results in the victim being excluded from a school activity or student group; the intentional planning and/or implementation of acts or statements that inflict public humiliation upon a student; the intentional undermining of current relationships of the victim-student through the spreading of untrue gossip or rumors designed to humiliate or embarrass the student; the use of gossip, rumors, or humiliating acts designed to deprive the student of awards, recognition, or involvement in school activities; the false or malicious spreading of an untrue statement or statements about another student that exposes the victim to contempt or ridicule or deprives the victim of the confidence and respect of student peers; or the

making of false statements to others that the student has committed a crime, or has an infectious, contagious, or loathsome disease, or similar egregious representations.

d. Sexual Bullying: includes harm to another resulting from, but not limited to, making unwelcome sexual comments about the student; making vulgar, profane, or lewd comments or drawings or graffiti about the victim; directing vulgar, profane, or lewd gestures toward the victim; committing physical acts of a sexual nature at school, including the fondling or touching of private parts of the victim's body; participation in the gossiping or spreading of false rumors

about the student's sexual life; written or verbal statements directed at the victim that would reasonably be interpreted as a serious threat to force the victim to commit sexual acts or to sexually assault the victim when considering the factual circumstances in which the threat was made and the reaction of the intended victim; off-campus dating violence by a student that

adversely affects the victim's school performance or behavior, attendance, participation in school functions or extracurricular activities, or makes the victim fearful at school of the assaulting bully; or the commission of sexual assault, rape, or homicide. Such conduct may also constitute sexual harassment – also prohibited by Newcastle Public Schools.

2. "Electronic communication" means the communication of any written, verbal, or pictorial information or video content by means of an electronic device, including, but not limited to, a telephone, a mobile or cellular telephone or other wireless communication device, or a computer.

3. "Threatening behavior" means any pattern of behavior or isolated action, whether or not it is directed at another person, that a reasonable person would believe indicates potential for future harm to students, school personnel, or school property.

4. Harassment: The following actions may be considered "harassment"
a. Verbal, physical, or written harassment or abuse;
b. Repeated remarks of a demeaning nature;
c. Implied or explicit threats concerning one's grades, achievements. etc.;
d. Demeaning jokes, stories, or activities directed at the student;
e. Unwelcome physical contact.

Students are encouraged to inform school personnel if they are the victim of or a witness to acts of harassment, intimidation, or bullying (see examples in the section above). Reports can be made using STOP IT (9https://www.newcastle.k12.ok.us/STOPit.aspx), or telling a teacher or administrator at the school site.

Please contact our school counselor if you need additional resources and information about bullying.

For additional information, please refer to the district's policy FNCD which can be found on the district website.

The access code for the ECC is newcastleec6200. To make a StopIT report click on the following link.
https://appweb.stopitsolutions.com/login/newcastleec6200

DISRUPTION OF SCHOOL
A student shall not use violence, force, noise, coercion, threats, intimidation, fear, passive resistance, or any other conduct to intentionally disrupt or obstruct any lawful mission, process, or function of the school. A student who fails to comply with directions of teachers, student teachers, substitute teachers, teacher aides, principals, or other authorized school personnel during any time when he/she is under the authority of school personnel shall be in violation of school rules and regulations.

DRESS CODE
Unless designated by a special "Theme Day" at school the following dress code applies. Therefore, the following dress and personal appearance code has been developed and officially adopted by the Newcastle Board of Education. The following articles and types of apparel are not considered suitable for school purposes and **WILL NOT BE PERMITTED** unless authorized by the principal:

1. It is suggested that shorts or tights be worn under skirts or dresses;
2. No revealing tops off the shoulder, spaghetti straps;
3. No exposed skin when standing, sitting, or when arms are raised;
4. Apparel with reference to drugs, alcohol, tobacco, gestures or slogans that are vulgar, including any item, jewelry, or clothing that promotes or imitates sexual innuendos, wording, or content (Ex., Hooters, Big Johnson, Playboy, or any other sexual innuendo or implication.);
5. Pajamas, pajama pants, or house shoes (slippers);
6. Any article that disrupts the learning process;
7. Tennis shoe skates and cleats are not allowed.

DRUGS & ALCOHOL POLICY
Students shall not knowingly possess, use, transmit, sell, be under the influence of, show evidence of having used any steroid, narcotic or hallucinogenic drug, stimulant, counterfeit drug, amphetamine, barbiturate, marijuana, alcoholic beverage, low-point beer, or intoxicant of any kind while in any way connected with the school during regular hours, school activities, or going to and from school. Drug possession shall also include improper use of nonprescription and prescription medication.
Whenever a teacher recognizes that a student may be under the influence of alcoholic beverages, as defined in §2-101, Title 63 of the Oklahoma Statutes, he/she will notify the principal or his designee. The principal, or designee, then immediately notifies the superintendent, or designee, and a parent/guardian; as well as, law enforcement.
Students who violate this policy may expect the following consequences:

1. **First Offense**: Students may be suspended from school for the remainder of the semester and possibly the next semester.
2. For possession of drug paraphernalia, students may be suspended from school from ten (10) days up to one semester.
3. **Second Offense:** Students may be suspended for the remainder of the semester and possibly the succeeding semester.

MISINFORMATION

Willfully giving misinformation by commission (lying) or omission (misinforming by remaining silent) violates school rules.

TOBACCO & TOBACCO-RELATED PRODUCTS

Possession by students of tobacco or tobacco-related products is prohibited at school or school-sponsored activities. Possession of tobacco products by a minor is a misdemeanor and will be reported to law enforcement.

ELECTRONIC DEVICES

Students will be allowed to use electronic devices (cell phones, tablets, smartwatches, e-readers) as deemed appropriate by the classroom teacher. If a student brings such a device, the school **will not** be responsible for any loss, theft, or damage to the device. Electronic devices must stay put away at the end of the day until students reach the car/bus lines. Consequences for misuse may range from parents picking up the device from the office, loss of privileges, to possible suspension. Any and all electronic devices, including but not limited to cell phones, smartphones, tablets, laptops, or any other type of mobile electronic device, have a reduced expectation of privacy once they enter any school zone and may be subject to confiscation and/or search should a school violation be suspected. Possession and/or use of any personal electronic device is a privilege, not a right, that is extended to the student, which, at the discretion of the school, may be revoked should circumstances warrant.

PROFANITY / OBSCENITY / PORNOGRAPHY

The use of obscene language constitutes a serious offense and is in direct violation of school policy. A student who engages in such acts will receive severe discipline that could result in ISS, suspension, or expulsion from school. Pornography in any form is unacceptable. Students in possession of pornographic materials may be subjected to ISS, suspension, or expulsion from school. Parents will be contacted on the first offense.

PUBLIC DISPLAY OF AFFECTION (PDA)

Inappropriate physical contact, including, but not limited to, intimate touching, kissing, etc., at school or a school-sponsored activity is prohibited.

THREATS

No verbal or written threat will be tolerated. Verbal or written threats toward teachers, students, school personnel, or school property could result in short-term or long-term suspension, depending on the circumstances. All threats will be reported and evaluated by qualified threat assessment personnel.

SEXUAL HARASSMENT

Sexual harassment is defined as: (1) Unwelcome sexual advances; (2) Requests for sexual favors; or (3) Other verbal or physical conduct or communication of an intimidating, hostile, or offensive sexual nature. Forms of Sexual Harassment: (1) Verbal; (2) Non-verbal; (3) Physical. Sexual harassment of students, employees, or volunteers is unlawful under both Oklahoma and federal law. The school district will not tolerate sexual harassment, false reports of sexual harassment, or retaliation against persons reporting allegations of sexual harassment or cooperating in the investigation of such complaints. **SEXUAL HARASSMENT COULD RESULT IN SHORT-TERM OR LONG-TERM SUSPENSION.**

SEXUAL HARASSMENT COMPLAINT PROCEDURE

Students who believe they have been subjected to sexual harassment should promptly notify the building principal or guidance counselor. Complainants are encouraged to report any conduct, statements, or physical contact that makes them feel uncomfortable.

VANDALISM AND PROPERTY DAMAGE

Our school building and equipment cost the taxpayers to purchase, construct, and maintain. Students who destroy or vandalize school property (including textbooks) will be required to pay for losses or damages. If students willfully destroy school property, suspension and subsequent expulsion may be necessary. If students should happen to damage something by accident, they should immediately report it to a teacher or the office.

WEAPONS AND DANGEROUS INSTRUMENTS

A student shall not possess, handle, or transport any object that may be considered a weapon. The term, "dangerous weapon," shall mean pistol, revolver, any instrument or knife, sharpened metal file, a comb of any length with a pointed, sharpened

handle, Billy club, loaded cane or club, metal knuckles, razor, hand chain, or another offensive weapon. Each incident involving a weapon or facsimile thereof will be subject to the following appropriate Oklahoma Statutes.
A. Students who possess or use any firearms or dangerous weapons during school time, on school premises, on school buses, or during school-sponsored activities will be subject to suspension for up to one year and no less than one semester. Any decision otherwise must be approved by the Superintendent of Schools.
B. Students who possess or use any dangerous or annoying device or item that could be used as a weapon or other weapons used for assault during school time, on school premises, on school buses, or during school-sponsored activities may be expelled for up to one year and no less than one semester. Any decision otherwise must be approved by the Superintendent of Schools.
C. Any reported case of possession of a dangerous weapon will be turned over to the appropriate law enforcement agency for investigation.

STOPIT APP

Students and parents can report any unwanted behavior to the school administration using the StopIt app. See district website www.newcastle.k12.ok.us for more information.
ECC Code: NewcastleECC6200

DISCIPLINE

Students who violate school rules may be subject to but are not limited to the following consequences, at the discretion of the principal: verbal warning, removal of privileges, detention, bus suspension/removal, in-school detention, short-term suspension, long-term suspension, permanent expulsion, police involvement.

TRANSFERS-OPEN/EMERGENCY

A student whose parent(s) reside(s) outside the District must apply for a legal transfer to attend school in the District. The District reserves the right to determine an appropriate school site for any student granted a transfer, and the granting of a transfer into the District does not guarantee a transferred-student assignment to any particular school site. Assignments to a particular school site shall be made based upon available staff and space. Additional information can be located in the Board of Education Policies (Newcastle.k12.ok.us) EB.

ASBESTOS NOTIFICATION

In the past, asbestos was used extensively in building materials because of its insulating, sound-absorbing, and fire retarding capabilities. Virtually any building constructed before the late 1970s contained some asbestos. Intact and undisturbed asbestos materials generally do not pose a health risk. Asbestos materials, however, can become hazardous when, due to damage or deterioration over time, they release fibers. If the fibers are inhaled, they can lead to health problems, such as cancer and asbestosis.
In 1986, Congress passed the Asbestos Hazard Emergency Response Act (AHERA) which requires schools to be inspected to identify any asbestos containing building materials. Suspected asbestos-containing building materials were located, sampled (or assumed) and rated according to condition and potential hazard. Every three years, Newcastle Public Schools have conducted a re inspection to determine whether the condition of the known or assumed asbestos containing building materials (ACBM) has changed and to make recommendations on managing or removing the ACBM. At the last re-inspection conducted on September 12, 2012, ALL BUILDINGS within Newcastle Public School District were inspected and found to contain NO ASBESTOS BUILDING MATERIALS; therefore, no operations and maintenance programs or future inspections are required.

MODEL NOTIFICATION OF RIGHTS UNDER THE PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

Newcastle Public Schools has developed policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Newcastle Schools will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. Newcastle Schools will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parents to opt his or her child out of participation in the specific activity or survey. Newcastle Schools will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate date of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and survey listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

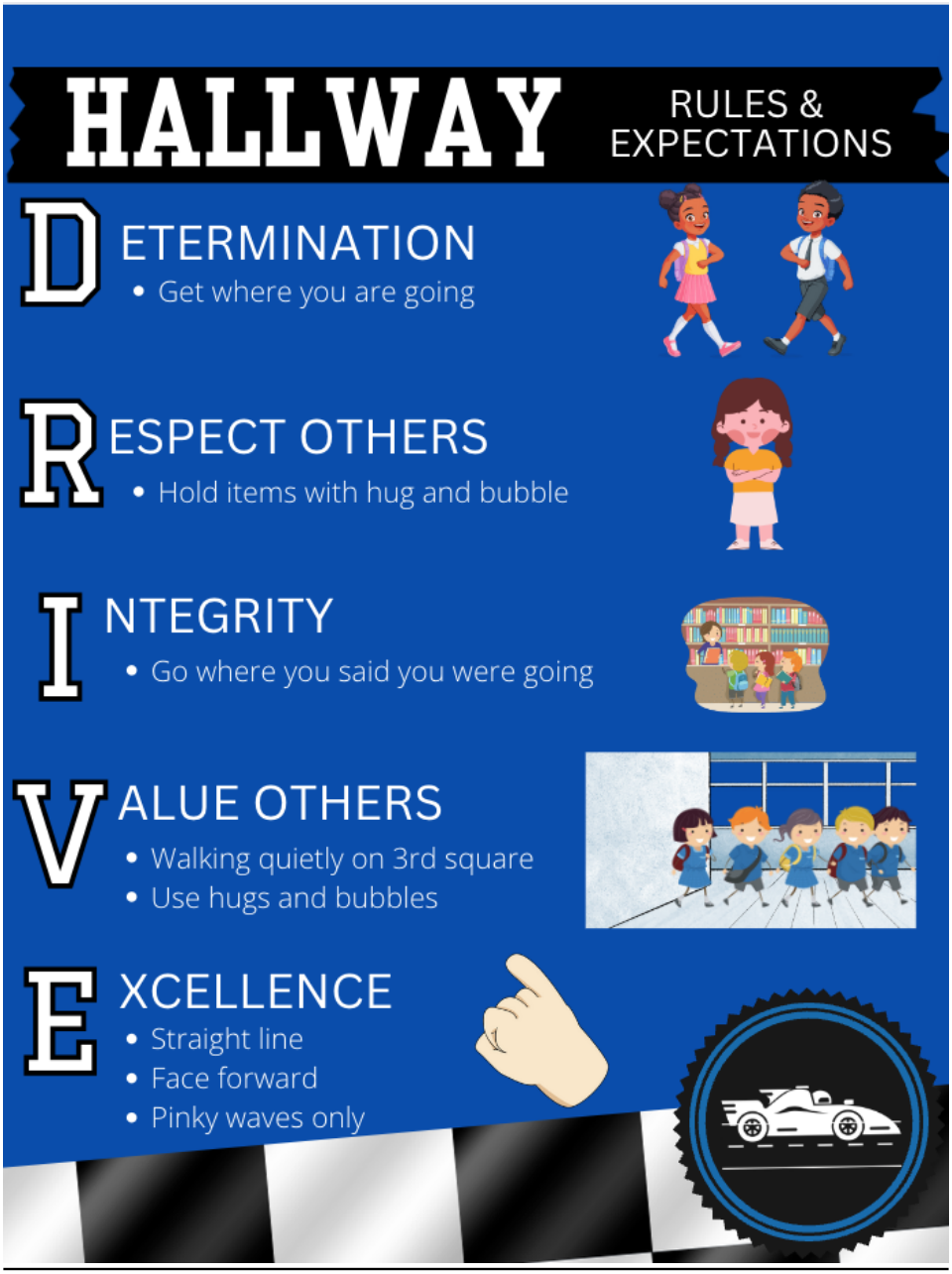
- Collection, disclosure, or use of personal information for marketing, sales, or other distribution
- Administration of any protected information survey not funded in whole or in part by ED
- Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with Family Policy Compliance Office
U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202

MCKINNEY-VENTO HOMELESS ASSISTANCE ACT

Under this law, your district's designated homeless student liaison must provide public notice of the education rights of homeless students. The district is required to disseminate the notices in places where homeless students receive services, such as schools, family shelters, and other programs that make food or meals available to the homeless population. You can find more information for parents and youth at http://ok.gov/sde/title-x-part-c and http://www.serve.org/nche.

Looks Like	Sounds Like
Students leave the building in an orderly manner. Immediately walk to your assigned bus. Enter the bus and quickly find your seat & slide over for others. Remain seated, facing forward, clear of the aisle. Keep your hands, feet and objects to yourself. Respectful towards the bus driver and monitor. Exit bus at your assigned bus stop according to your address.	Using appropriate inside voice. Using kind words at all times. Respectful towards bus driver and monitor.

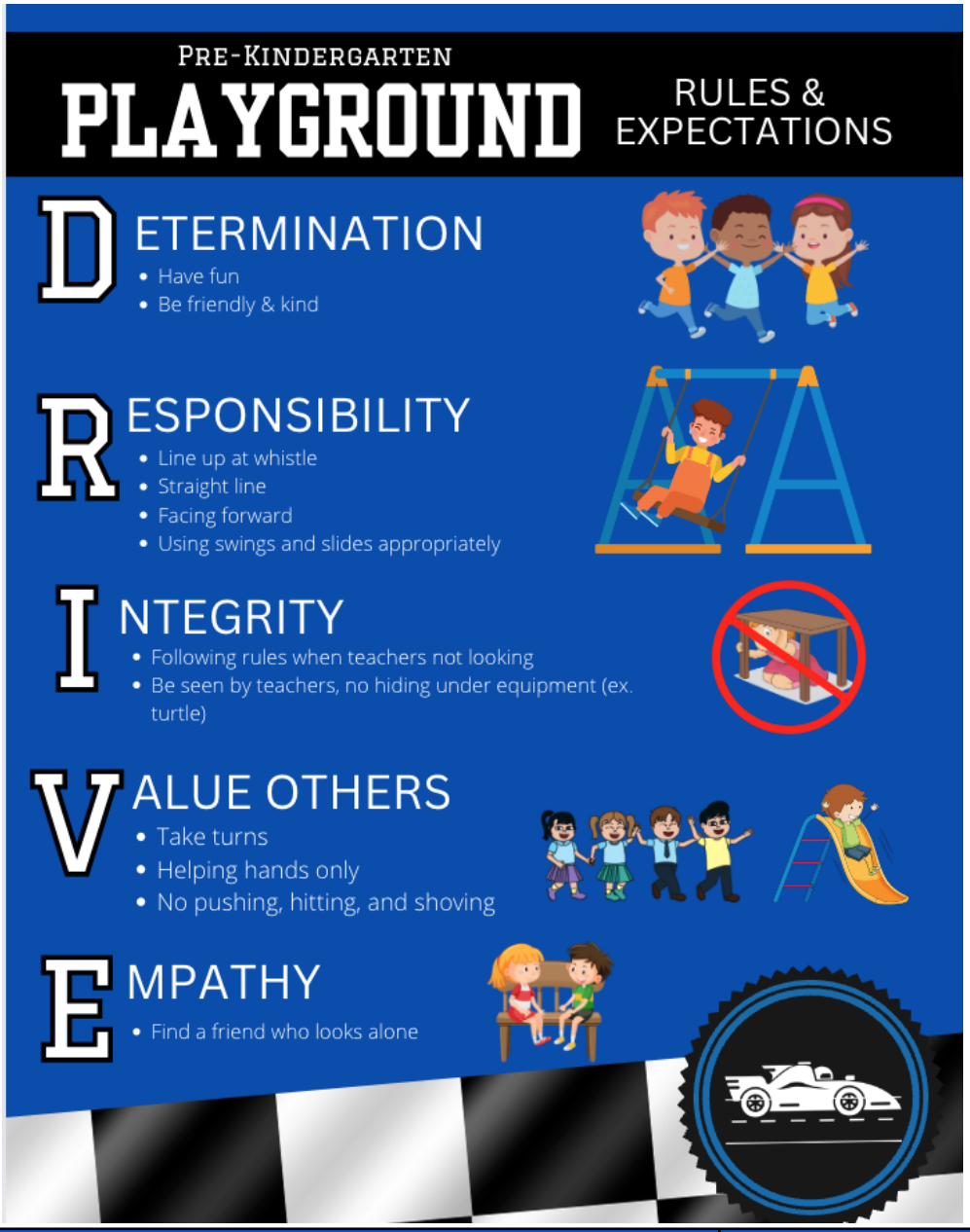


Looks Like	Sounds Like
Walk and keep to the right. Respect personal space. Keep hands and feet to self. Keep eyes looking forward. Work to keep gaps out of the line.	Quiet - Inside voices Ease of Movement “Hug and Bubble”

Looks Like	Sounds Like
If the stalls are full, wait outside the restroom. Keep your hands to yourself Respect Privacy Use the restroom for the intended purpose. Wash hands Flush the toilet after use Keep the restroom clean Do not write or draw on the bathroom walls	Inside voices only Talking only when help is needed.

Looks Like	Sounds Like
Follow the adult directions	Inside voices
Use kind, school appropriate language	Encouraging each other
Use school supplies correctly	Collaboration type communication
Prepared & ready to learn.	
Help keep the classroom clean & orderly	
Actively listening	
Raising hands, heads up & eyes on task	

Looks Like	Sounds Like
Students lined up in a single file line with an inside appropriate voice level ~ no horseplay in line. 3 Students at a time to receive food. After receiving food, students sit at the class's table. Students raise their hand and ask for permission to get up or go to the restroom. When students are finished eating, they move their tray to the correct end of the table for trash pickup. Students are dismissed by an adult at the end of lunch.	Inside quiet voices Requests for help opening containers/packages



Looks Like	Sounds Like
Go down the slides on our bottoms. Stay on the playground where my teacher can see me. Keep hands and feet to ourselves. Allow others to join in on our playing. Keep the area around swings clear. Line up when the whistle blows.	Kind words Respect for others

Potential Interventions		
provide proactive positive interventions	restorative practices	provide 2 different choices
Reminders of expectations	Modeling of expectations	Conversation with parents/guardians
Social Story/Modeling	Verbal Redirection	Relocate student to another place in classroom
sensory input/break	Counsel student through emotions	Suspension from transportation services
Discuss actions and natural consequences once crisis is over	provide with alternate task to re-engage the student	

NEWCASTLE ELEMENTARY SCHOOL

Newcastle Public Schools, as a caring community, guarantees
high quality educational opportunities for the whole student every day
and for the future.

The Racer Creed

I am a Newcastle Racer
I have great expectations for myself
There is no limit to what I can achieve
Today, I accept the challenge to be the best I can be
I will encourage the learning and well-being of others
I believe I can accomplish anything
This is my time and my place
RACERS

NEWCASTLE ELEMENTARY SCHOOL

Principal: Bridget O'Connor
Physical Address: LES 410 NW 10th
Phone: LES 405-387-6388
District Website: newcastle.k12.ok.us

Assistant Principal: Cindy Trent

Dean of Students: Chelsea Queen
Physical Address: UES 418 NW 10th
Phone: UES 405-387-6474
District Fax: 405- 387-3482

HANDBOOK VERIFICATION FORM

Please read and discuss the information contained in this handbook with your child. The handbook contains important information, rules and regulations for students attending Newcastle Elementary School. This verification form is to be returned by all students, complete with parent/guardian signatures. This signed form is an agreement, indicating that parents and students understand the rules and regulations printed in this handbook. Signed parent/student verifications are due by Thursday, August 29, 2024 or during your first week of school if you enroll after August 29th. Should you have any questions after reading this handbook, please reach out to your child's teacher and they will be glad to assist you.

Student's Grade: _____ Student's Teacher:_____

PARENT/GUARDIAN AGREEMENT:

We have read and discussed the material in this handbook and agree to follow the guidelines therein:

Parent/Guardian Signature: _____

Parent/Guardian Email Address: _____

Date: _____

STUDENT AGREEMENT:

My parent/guardian and I have read and discussed the material in this handbook and agree to follow the guidelines therein:

Student Signature:_____

Date: _____

Please complete the NES Student Handbook Verification Form

online (preferred method) or download pages 2-5

and return the completed copy to your child's teacher by

Thursday, August 29th, 2024.

or during your first week of school if you enroll after August 29th

COMPUTER /INTERNET AGREEMENT

STUDENT AGREEMENT:

I have read and understand Newcastle Public Schools' Internet Access and Acceptable Use Policy (located within the handbook). I understand that if I violate the rules, my account can be terminated, and I may face other disciplinary measures consistent with the present handbook.

_____ _____

Student Signature (2nd - 5th Grade) **Date**

PARENT/GUARDIAN AGREEMENT:

I have read and understand Newcastle Public School District's Internet Access and Acceptable Use Policy. I hereby release the district, its personnel, and any institutions with which it is affiliated from any and all claims and damages of any nature arising from my child's use of, or inability to use, Newcastle Public School District's Internet access system and other computerized resources. This includes, but is not limited to, claims that may arise from the unauthorized use of the Internet to purchase products or services.

_____ _____

Parent/Guardian Signature Date **Date**

FIELD TRIP PERMISSION SLIP

Classes will be taking several trips during the school year. You will be notified of each trip in advance. If you do not want your child to go on a particular trip, please notify your child's teacher. NO CHILD will be allowed to attend any field trip without the signature below. (This is school policy.) Also, the child must ride the bus to the trip to be counted present in the attendance system.

_____ _____

Parent/Guardian Signature Date **Date**

SOCIAL MEDIA / YEARBOOK PERMISSION

Your child will be photographed for the school yearbook and may be photographed or videotaped at various school-sponsored events and placed on school/class websites. If you wish to NOT have your child's picture in the yearbook and/or on social media, please send a letter for us to keep on file.

I give my permission for my child's picture to be placed in the yearbook. Yes No (circle one)

I give my permission for my child to be photographed or videotaped and placed on school/class websites. Yes No (circle one)

_____ _____

Parent/Guardian Signature Date **Date**

WELCOME

We would like to extend a warm welcome to all students and families of Newcastle Elementary School. The policies and information in this student handbook are an effort on behalf of the board, administration, and faculty to provide elementary students and their families with guidelines relating to school life. This information has been carefully prepared and presented in order to clarify rules as they apply to elementary students and their families, so that it will be of great value in helping you as a student/parent to adjust to our school and become an integral part of it. If you have any questions or would like to visit our school, you are always welcome. Remember, your success in school will be directly proportional to your efforts.

Newcastle Board Of Education Administration

Tiffany Elcyzyn	President	tiffany.elcyzyn@newcastle.k12.ok.us
Darrin Abel	Vice-President	darrin.abel@newcastle.k12.ok.us
Jeff Dingee	Clerk	darrin.abel@newcastle.k12.ok.us
Jeremy Gilbertson	Deputy Clerk	jeff.dingee@newcastle.k12.ok.us
Valory Dalton	Member	valory.dalton@newcastle.k12.ok.us

Superintendent	Dr. Cathy Walker
Assistant Superintendent	Kristi Ferguson
Executive Director of Academics	Jonathan Atchley
High School Principal	Adam Hull
High School Dean of Students	Dr. Genevieve Craig
Middle School Principal	Wade Hampton
Middle School Assistant Principal	Larry Morman
Elementary Principal	Bridget O'Connor
Elementary Assistant Principal	Cindy Trent
Elementary Dean of Students	Chelsea Queen
ECC Principal	Amanda Townley
ECC Assistant Principal	Cathy Moore
Special Services	Kiley Rios

NOTICE OF NON-DISCRIMINATION

Applicants for admission or employment, students, parents, employees, sources of referral of applicants for admission and employment, and all unions or professional organizations holding collective bargaining or professional agreements with the Newcastle Public School District are hereby notified that this District does not discriminate on the basis of race, color, national origin, sex, age, or disability in admission or access to, treatment or employment in its programs and activities. Any person having inquiries concerning Newcastle Public School District's compliance with the regulations is directed to contact Kylie Rios, 101 North Main, Newcastle, OK 73065. Telephone (405) 387-2890.

VISITORS TO CAMPUS

All visitors to campus must check in at the office. Ids are required for check in. After you have registered your visit, you will be given a visitor's badge that will allow you to be easily visible to faculty and staff. All classroom visits are pre-arranged with the teacher.

LEGAL CUSTODIANSHIP

We need copies of all legal documents regarding student guardianship. Special arrangements or concerns should be discussed with the principal and your child's teacher. A parent can only be held from their child with appropriate court ordered documentation.

ARRIVAL AND DISMISSAL

Students eating breakfast at school need to be dropped off in their appropriate grade level areas and walk to the school cafeteria to eat. 2nd/3rd grade students need to go to the appropriate hall in the lower building and sit with class until faculty pick them up to start class. 4th and 5th grade students need to go to the gym and sit with their homeroom until faculty pick them up to start class.

- 8:45 – TARDY BELL
- 3:50 - DISMISSAL BELL

DROP-OFF

For the safety of students, please drop-off according to procedures. Cars dropping off in the morning must **form a single file line and drop students off at the curb. Parents must stay in their vehicles**. In order to move traffic efficiently, have your student ready to depart the vehicle once it has come to a complete stop. If you plan to walk your student to the door or classroom, you must park in a designated parking place.

- **2nd Grade** students are dropped off in the 2nd grade loop at the curb in front of the lower elementary building.
- **3rd Grade** students are dropped off on the inside lane behind the school cafeteria.
- **4th Grade** students are dropped off on the outside lane on the east of the gym.
- **5th Grade** students are dropped off in front of the 5th grade building at the curb.

Please do not drop students off from the street or across the street in order to bypass the traffic in the loops. **Students eating breakfast must be dropped off at their appropriate grade level zones.**

PICK-UP

Parents must stay in their vehicles. Please do not park at neighborhood businesses and walk across traffic to pick up your students. Cars are subject to being towed. Students will only be loaded at the curbs. Display your school issued name tag prominently in your front window. The duty teacher can call for your child before you reach the front and this will speed up the loading. Once you are at the front of the line the student will then be allowed to load. Students will not be allowed to walk through traffic to reach a parent. Students not picked up by 4:05 through the line will be taken to the offices. Grades 2-3 in the Lower Office and grade 4-5 in the Upper Office. In the event of inclement weather, students will be kept inside the buildings until their parents move to the front of the line.

- **2nd Grade** - the 2nd grade loops in front of the lower elementary building
- **3rd Grade** - the 3rd grade in between the gym and cafeteria buildings.
- **4th Grade**- the 4th grade in between the gym and cafeteria buildings**.**
- **5th Grade** - front doors of 5th grade building

All car riders must be picked up through their grade level designated zones.

STUDENT CHECK-IN/OUT PROCEDURES

If a student arrives late (after 8:45), parents must walk the student into the office and check him/her in with the secretary before they proceed to class. When checking a student out early, the Parent/Guardian (stated in Infinite Campus) will be required to provide identification before the student will be released. All students must be checked out by 3:15 to avoid confusion and ensure a safe school environment. No students will be called out of class prior to the arrival of the parent/guardian.

CHECKING A STUDENT OUT DURING LUNCH/RECESS

For timely retrieval of your child, it is recommended that you check your child out 10 minutes before they leave for lunch/recess.

PARKING

Please find a designated parking place any time you plan to exit your vehicle. Parking in non-designated spaces creates traffic flow issues. Please do not park at the curbs if you plan to go inside the building.

DESTINATION CHANGES

If a student is to go somewhere other than their normal destination contact the office to let the school know. Transportation requests will not be made after 3:15pm. In order to keep your child safe, the destination change must be verified by the child's parent or guardian. Students will not be removed from a bus once buses are loaded.

ENROLLMENT

All students enrolling must provide a current shot record or exemption form, 2 proofs of residency (1 being current utility bill), and have enrolled online. Any student wishing to enroll who has been home-schooled, will be evaluated for appropriate grade placement.

ATTENDANCE POLICY

Attendance at school is a very important issue for which our schools are held accountable. Our district loses state funding each time a child is absent. More importantly, any absence can cause a student to miss critical instruction. We all win if our children are in school.

A student may not have more than four (4) absences each nine weeks. If a student is absent due to an illness, please turn in a doctor's note to the office upon return. By doing this the absences will be marked verified but will still count in the total number of absences per nine weeks. Three tardies will constitute one absence. Three early pick-ups will count as one absence. Arriving two and a half hours after classes have begun counts as a ½ day absence. A check-out two and a half hours before classes release will also constitute a ½ day absence. (These can be verified with doctor's notes as well.)

All work missed during a period of absence must be made up. Students or Parents/Guardians are responsible for requesting make-up assignments from their teachers. Students will have one day for each day missed to make up their work.

Any student who is absent more than 8 days of school during the semester (two 9 weeks equals one semester) shall receive a notation on the attendance section of their report card of "Inadequate attendance". Students receiving an IA are subject to retention. A student must be in attendance at least ninety percent (no more than 8 absences) to participate in school activities and be eligible to advance to

the next grade level. Parents' notes or telephone calls, notes from a physician or court representative will verify the absence or tardy. Students will have (5) five days after each semester to obtain a doctor's note or court representative's note to file in the registrar's office. Hospitalization, contagious diseases or illness, which requires direct medical care by a physician, will constitute an exception.

- **Attendance Review –** Upon the 8th absence, parents will be notified and an Attendance Review Meeting will be held with the Principal(s), Teacher(s), and Counselor. The committee will make a decision as to whether the student receives a passing grade and/or grade advancement. The parent will need to speak with the principal or counselor with each additional absence at which time the committee will determine whether or not it is an issue that requires a referral to the District Attorney. No communication at all from the parent may result in immediate referral to the District Attorney.
- **Reporting Absences** – If your child is going to be absent from school, please notify the school by 10:00 a.m. Please call the respective school office to report absences so they are not counted as truant.

RECORDS REQUEST

For any requested school records: attendance, birth certificate, immunizations, transcripts, etc…, parents/guardians email Candace Roberts, Registrar croberts@newcastle.k12.ok.us Records will be ready for pick-up the following day.

BAD WEATHER / EMERGENCY SCHOOL CLOSINGS

School may be dismissed early or canceled due to bad weather conditions. The school notification system will be activated as soon as the decision is made to close school. Please do not call the school. We MUST keep our phone lines open for emergency communication. If possible, the decision to close will be made as soon as it is appropriate and will be sent out through the school notification system. It will also be reported to the local news channels for broadcast.

TORNADO EVACUATION:

During severe weather conditions, our administrative staff is in constant contact with Emergency Management, as well as the Police and Fire Departments. When the decision is made to evacuate to the Tornado Shelter, we must do so very quickly to ensure student and staff safety. Therefore, students will not be checked out through the office once evacuation procedures have begun. Parents can meet students at the shelter to checkout once they are accounted for and at an appropriate time.

SCHOOL COUNSELING SERVICES

- Classroom Guidance Counseling – scheduled meetings with individual classrooms to teach relevant topics. Scheduled appointments with individual classes to meet and deal with issues that may arise throughout the school year. Small Group Counseling – these groups are arranged and scheduled as the need arises and may include divorce, friendship, grief, conflict-resolution, self-esteem groups.
- Individual Counseling – may be requested by students, school personnel, and/or parents/guardians. Parents are encouraged to communicate and seek additional help for their child by contacting the counselor and scheduling appointments through the elementary office. All counseling is handled in a confidential environment.

PERSONALLY IDENTIFIABLE INFORMATION

Addressed in school board Policy-EG Directory information, if you do not want Newcastle Public Schools to disclose any or all of the types of directory information from your child's education records without your prior written consent, you must notify Newcastle Public Schools in writing by September 1.

CLASS PARTIES/DELIVERIES

- Due to the overwhelming amount of deliveries that occur during Valentine's Day celebrations, the school cannot allow deliveries on this day.
- Birthdays – If a parent wishes to celebrate his/her child's birthday at school, the parent should first contact the child's teacher at least one day in advance. Birthday celebrations are to take place in the classroom only (no cafeteria parties). Please do not bring gifts for your child to open at school. Balloons and flower deliveries will not be accepted for birthdays. ALL party favors must fit into the child's backpack.
    - If you would like to invite students to a birthday party outside of school, please send enough invitations for the entire class, or enough for all the girls, or all the boys. Teachers will assist the students in passing out the invitations. We will not provide invitation deliveries to students in other classes.
- FOOD FOR PARTIES/SNACKS ALL food for parties and snacks MUST be store purchased/packaged. **Home-made/baked goods will not be allowed.**

PROMOTION AND RETENTION

Parent and teacher communication is critical to give the students the best possible learning environment. If at any time concerns arise regarding inadequate progress, it will be communicated either in writing, through graded work checked by the parent online, or with a phone call/conference. At the first sign of an academic problem, the teacher will utilize the school's resources to intervene and bring your child up to grade level. If no progress is made, the recommendation may be retention. This is a decision that will not be made without considerable deliberation on the part of the professional educator, administrator and the team of interventionists brought in to assist. If a student has "Inadequate Attendance," (guidelines outlined), he/she also is a candidate for retention.

According to state law, a parent may appeal to the Board of Education. This process is started by contacting the Board Secretary to request being added to the Board Agenda to appeal the retention. The decision of the Board is final.

STUDENT PROGRESS

One quarter: 9 Weeks

Two quarters: 18 weeks or one semester

Report Cards:

- Grades 2-3 will be sent out at the end of each nine weeks.
- Grades 4-5 nine weeks grades will be posted in Infinite Campus and semester grades will be printed and sent home for signatures.

Weekly folders:

- Folders will be sent home with the students weekly. Parents should carefully look through their child's folder, removing graded papers and reading enclosed notes from the school. The folder should be signed and returned to school the following day.

Parent Portal: Elementary parents email Candace Roberts at croberts@newcastle.k12.ok.us. Please include the student's name, date of birth, and address in order to set up a Parent Portal account.

Daily Progress- Parents of 4th & 5th grade students are able to access student grades at any time by visiting the parent portal at the following address: **https://www.newcastle.k12.ok.us**

TEXTBOOKS/LIBRARY BOOKS

Students are assigned textbooks to use throughout the school year. Textbooks are the responsibility of the student. Students must replace/pay for lost or damaged books.
Students in 2nd - 5th grade visit the library as a class during specials and may select a book to check out and read; the library is open at other times for drop-ins. Students are responsible for the care of materials they have checked out and must reimburse the school library for lost or damaged library books.

SEARCHES

Students have no reasonable expectation of privacy in school lockers, desks, or any other school property—without notice or reason. School authorities may search a student, a student's cubby, locker, and desks under the circumstances outlined below, and may seize any illegal, unauthorized, or contraband materials discovered in the search. Student cubbies, lockers, and desks are school property and remain under the control of the school district. Students assume full responsibility for items placed in school property and should not expect privacy, because school property is subject to search at any time by school officials without notice, student consent, or a search warrant. The following rules apply to the search of school property assigned to specific students (e.g., cubby, locker, desks, etc.) and the seizure of items in their possession:

1. School authorities should have reasonable suspicion that the student has something in his/her possession that is evidence of a crime or rule violation.
2. General searches of school property may be conducted at any time.
3. Search of an area assigned to a student should be for a specific item and be in his/her presence in most situations.
4. Illegal items (e.g., firearms, knives, weapons, etc.) or other possessions determined to be a threat to safety and security of others may be seized by school authorities.
5. Items used to disrupt or interfere with the educational process may be temporarily confiscated. School buildings/grounds/bus stops/field trips/home athletic events, and school sponsored events are considered locations where school policies are expected and enforced. Locks are not permitted to be used on school property, therefore students are responsible for their own property when storing items in their cubbies, lockers and desks.

CAFETERIA

Elementary- breakfast is served from 8:20 - 8:40 am. Lunch is served by respective grades between 11:00 am and 12:45 pm. Parents are welcome to check their child out for lunch but are not permitted to eat with their child in the cafeteria.

CAFETERIA RULES

1. The students will enter the cafeteria in a quiet and appropriate manner.
2. Students are allowed to talk quietly to the students sitting around them.
3. Do not throw or play with food. If food is dropped, pick it up.
4. Students must raise their hand to ask a duty teacher for permission to leave their seat for any reason.
5. No food or drinks can leave the cafeteria.

Consequences for continued failure to follow cafeteria rules:

- The students may be removed from the group, recess privilege may be removed and/or cafeteria

clean-up duties may be assigned.

BRING LUNCH TO YOUR STUDENT

Times and Places to deliver meals:

- **2nd Grade** - 11:40 to the Lower Elementary Office
- **3rd Grade** - 10:40 to the Lower Elementary Office
- **4th Grade -** 9:40 to the Upper Elementary Office (before specials, because they do not come back to their classrooms)
- **5th Grade** - 11:40 to the Upper Elementary Office

FREE & REDUCED LUNCHES

Applications must be submitted each year for free and reduced lunches. Starting this year, applications are online to protect the privacy of our families and ensure their comfort so our families that need the help will apply for this program. If a new application is not submitted, students will be charged the normal price of breakfast and lunch. Please at least sign, return and note that you do not qualify if you know that you do not, because these forms are VERY critical to our school funding.

MEAL PAYMENT POLICY

As stated in the Oklahoma State Department of Education Child Nutrition Programs School Food Service Compliance Documentation, section XVIII entitled, Student Issues, "The school district is not obligated to continue providing meals without receiving payment." Therefore, Newcastle Public School District shall recognize and adhere to the following charge policy:

- Maximum meal charges will be $ 10.00 per student.
- No A la carte items may be charged.
- Teachers will be allowed $5.25 (one lunch equivalent) in charges.

Low balance reminders will be sent out to parents daily. It is the responsibility of the parent(s)/guardian(s) to pay all charges promptly.

A new Meals Benefit Application needs to be filled out yearly to qualify for Free/Reduced meals for your student(s). Parents/Guardians can access and manage meal accounts and forms through the Infinite Campus Parent Portal.

FIELD TRIPS

Transportation to and from field trips is provided by the school. Only students enrolled in our school are allowed to ride the buses to and from field trips. All students must be in class the day of the field trip to participate. We lose school funding when a student goes directly to the site of a field trip. Therefore, if the students go directly to the field trip site, they will not be considered part of the school group and are counted absent. If a student leaves early from the field trip, they must check out face to face with their homeroom teacher, not through a text message. If a student leaves with a third party, please complete the Third Party Transfer Form: https://www.newcastle.k12.ok.us/Downloads/Third%20Party%20Student%20Transport_Fillable.pdf. This form must be completed by the parent/guardian and turned into their teacher before the class leaves on the field trip.

BUS/TRANSPORTATION RULES

Riding the bus is a privilege; therefore, the consequences for misbehavior will be revocation of the privilege in order to keep the bus safe. Click on the link below for our District Transportation expectations and discipline matrix NPS Bus Rider Expectations

PLAYGROUND RULES

1. Play only on designated playground areas.
2. All students are expected to go outside to play during recess. If your child is not able to go outside due to health concerns, please contact their homeroom teacher to make arrangements.
3. Use playground equipment in the manner for which it was intended. Follow rules & take turns.
4. No organized team sports are allowed (football, basketball, soccer, ect.) Catching and throwing games are allowed.
5. If a ball should be hit or kicked from the playground area, permission to retrieve it will be given by the teacher on duty.
6. When the bell rings or whistle blows, stop playing at once, and prepare to go inside.

TEMPERATURE

If the wind chill is below 32 degrees, or if the heat index is over 99 degrees, we will have indoor recess. We use the Perry Weather Platform for lightning, temperature, wind and severe weather. No matter what the weather is like, please dress students appropriately.

PHYSICAL EDUCATION

State law mandates that all elementary students receive an average of 60 minutes per week of physical education. We can allow students to sit out with a parent's note for 2 consecutive days, however, any longer than that will require a doctor's note.

Attire for physical education (PE and ABL) - must have shoes that enable them to safely participate (tennis shoes are recommended). If a child wears flip-flops, snow boots, sandals, etc., it will inhibit their ability to participate safely.

SCHOOL HEALTH

Regular attendance at school is important, and we urge parents to observe their children daily for signs of illness. In order to prevent contamination of other students and staff, we require that the following School Health Guidelines be observed:

Children who exhibit one or more of the following symptoms will be sent home. These students will be picked up in the nurse's office/front office. The nurse/office staff will contact the family and/or contacts listed on the child's records. Please note that if the nurse/office staff sends a student home, that day and the next will automatically be verified. The nurse/office staff will record the absence as verified in the student data management system.

1. Children who have a temperature of 100 or higher will be sent home. The child may return to school once they have been fever free for 24 hours without the use of a fever reducer.
2. A rash or skin eruptions (ringworms, scabies, impetigo, chickenpox).
3. Excessive nasal discharge with a fever.
4. Excessive coughing.
5. Diarrhea/Vomiting- Various factors must be evaluated- However, if our school's Registered Nurse makes the judgment that the student should go home, this decision will stand. The child may return once they have been diarrhea/vomit-free for 24 hours.

PETS

Due to various individual allergies, we cannot allow pets without prior approval of the principal.

EMERGENCIES/FIRST AID

Minor cuts and abrasions will be cleaned and covered with a bandage. We are not allowed to use any type

of spray or ointment. In case of serious injury or illness/health emergency, we will make every effort to contact the parents or guardian, however, it is our school district's policy to first call paramedics. The district is not responsible for any transportation and/or medical costs associated with emergency care.

NURSE'S OFFICE REQUIREMENTS

MEDICATION

It is recommended to give medications at home if possible. If it is necessary that a medication be administered by school personnel during school hours, the following procedure must be followed:

1. All medications must be brought to the office by the parents/guardians. Students are not allowed to carry medications on their person at any time. The only exceptions are emergency medications such as rescue inhalers, epi-pens and insulin with the appropriate consent form on file.
2. A student who needs to take a prescription medication must have the appropriate medication consent form signed by the physician and parent before the medication can be brought to and kept at school.
3. The parent/guardian will promptly notify the school of any changes in the administration of this medication by providing the school with a new medication consent form with physician signature. Written or verbal changes from parent/guardian CANNOT be accepted.
4. Non-prescription medications brought from home and kept at school will also have to have a permission form signed by parent or guardian. The school cannot accept out of date medication.
5. Medicine must be brought and left at school in original containers with all instructions and pharmacy labels clearly visible.
6. The pharmacy will dispense an additional prescription label and bottle for school if requested by the parent/guardian. Medication cannot and will not be accepted in bags or envelopes.
7. Medication and medication forms must be kept in the office.
8. Asthma inhalers and Epi-pens must be kept in the office unless a form for "Self-Administering Asthma Inhalants" has been completed by all parties involved parents, physicians, and school nurse.
9. All medications must be picked up by the last day of school. If not, it will be destroyed.

IMMUNIZATIONS

State Law mandates that all students attending public schools must have current and up-to-date shot records, or State Waiver to be on file.

HEAD LICE - Newcastle Schools has a "No-Nit Policy".

Newcastle Schools has adopted the following regulations with regard to the effective treatment and prevention of head lice. Parents are advised that no treatment alone will rid a lice infestation and the nits must be picked out one by one. Absence of lice and nits will be proof of management and the child will be readmitted to school. WARNING—Even though a parent might think that the constant re-application of lice shampoos, etc. may end the infestation, they actually risk poisoning the child and serious medical repercussions. (Lice shampoo/treatments are pesticides.)

NOTE: You must follow this 3-step method to stop a lice infestation.

1. Treat all family members with a lice shampoo- it kills the live bugs NOT the eggs (nits). 7 days later you can treat one more time to catch any bugs that you may have missed.
2. You MUST pluck each individual nit from the hair. There is no product that is effective in releasing the glue that holds them to the hair shaft.
3. You MUST treat all bedding, brushes, coats, jackets, etc. that may also be infested.

When a student is found to be infested with head lice and/or nits:

- Parents will be notified of the condition and the need for the child to be picked up from school. If parents cannot be reached the child will be placed in modified isolation and a letter sent with them at the end of the day.
- The student's parents must accompany the child to the nurse's office for re-admission at which time the nurse or designee will inspect the child's head.
- If no nits or lice are found, the child will be readmitted. If any nits or lice are found, the student is not readmitted and will be sent home with the parent. The parent must return with the child each day until cleared by the nurse or designee.

SUSPECTED CHILD ABUSE

Oklahoma statutes define child abuse as harm or threatened harm to a child's health, safety, or welfare by a person responsible for the child. This includes non-accidental physical or mental injury, sexual abuse, or neglect (Title 10, Section 7102). Threats of suicide, self-harm, or evidence of self-harm is included in this category as well. Furthermore, every person, private citizen or professional, who has reason to believe that a child has been abused, is **mandated** by law to report it to the Department of Human Services. Educators who do not report their concerns to DHS face the risk of losing their certification and having charges filed against them personally.

FERPA

The Family Educational Rights and Privacy Act (FERPA) grants parents and eligible students the following rights:

- The right of a student's parent or an eligible student to inspect and review the student's educational records;
- The right of a student's parents or an eligible student to seek to correct parts of the student's educational record which he/she believes to be inaccurate, misleading, or in violation of the student's rights. This right includes the right to a hearing to present evidence that the record would be changed if the District decides not to alter it according to the parent or eligible student's request;
- The rights of any person to file a complaint with the Department of Education if the Newcastle School District violates FERPA; The right to obtain a copy of the FERPA from the central office at the cost of 25 cents a page.

The intent of the Newcastle School District to limit the disclosure of the information contained in the student's educational records except:

- By prior written consent of the student's parents or the eligible student
- As directory information
- Under certain limited circumstances as permitted by FERPA.

The District will arrange to provide translations of this notice to non-English speaking parents in their native language.

Hatch Amendment

The School District is committed to enforcing the Protection of Pupil Rights Amendment (PPRA), 20 U.S.C 1232h, included in the Goals 2000 Educate America Act of 1994. PPRA applies to all funding provided by the United States Department of Education and seeks to protect the rights of parents to inspect or survey

instructional materials if these materials or surveys are funded by the United States Department of Education.

With respect to survey activities, survey materials, evaluation materials, instructional materials used by students and funded by the United States Department of Education, the school district will:

1. Make such materials available for inspection by parents.
2. Obtain written parental consent if students are required to participate in a survey, analysis or evaluation that reveals information such as:
    a. Political affiliation
    b. Mental and psychological problems potentially embarrassing to the student and his/her family
    c. Sexual behavior or attitudes
    d. Illegal or self-incriminating behavior (such as use or possession of tobacco, alcohol, or other drugs)
    e. Critical appraisals of other individuals with whom respondents have close family relationships
    f. Legally recognized privileged or analogous relationships, such as those of lawyers, doctors, and ministers.
    g. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such programs).

BILL OF RIGHTS

The school district is in compliance with the Parents' Bill of Rights. Additional information is available for parents in the school policy manual on this subject. Parents may submit written requests to obtain the specific information listed in the Parents' Bill of Rights law during regular school business hours by contacting the building principal or the superintendent. Additional information can be located in the Board of Education Policies (Newcastle.k12.ok.us)

SPECIAL EDUCATION

This notice is to inform parents of the child identification, location, screening, and evaluation activities to be conducted throughout the year by the local school district in coordination with the Oklahoma State Department of Education. Personally identifiable information shall be collected and maintained in a confidential manner while carrying out the following activities:

- **Referral:** Preschool children ages 3 through 5 and students enrolled in K-12 who are suspected of having disabilities which may require special and related services, may be referred for a screening evaluation through the local schools. Our local school district coordinates with the Sooner State Early Intervention Program in referrals for identification and evaluation of infants and toddlers who may be eligible for early intervention services from birth through 2 years of age, or for special education and related services beginning at 3 years of age. The Oklahoma Area-wide Service Information System (OASIS), through a toll free number (1-800-42OASIS), also provides statewide information and referrals to local schools and other service providers.
- **Screening:** Screening activities may include vision, hearing, and health. Other screening activities may include review of records and educational history, interviews, observations, and specially developed readiness or educational screening instruments. The Regional Education Service Centers provide assistance and consultation to local schools in these efforts.
    - **Readiness Screening:** Personally identifiable information is collected on all kindergarten and first grade students participating in school- wide readiness screenings to assess readiness for kindergarten and first grade. Results of the screening are made available to parents or legal

guardians, teachers, and school administrators. No child shall be educationally screened for readiness or evaluated without notice to the child's parent or legal guardian.

- **Educational Screening:** Educational screening includes procedures for the identification of children who may have special learning needs and may be eligible for special education and related services. Each school district in the state provides educational screening. Educational screening will not be administered to a student whose parent or legal guardian has filed a written objection with the local school district. All students shall be screened as needed or upon the request of the parent, legal guardian, or teacher. Students entering the school system from another state, a district within the state that has not provided a previous educational screening, or who have been homeschooled, shall be educationally screened within 6 months from the date of entry.

- **Evaluation:** *Evaluation* means procedures used in accordance with federal laws and regulations to determine whether a child has a disability and the nature and extent of the special education and related services that the child needs. This may involve procedures being used selectively with an individual child and does not include basic tests administered or procedures used with all children in a school, grade, or class. The parent or legal guardian must provide written consent for evaluation. The consent form must be on file with the local district prior to any child receiving an initial evaluation for the purposes of special education and related services.

- **Collection of Personally Identifiable Information:** Educational records which contain personally identifiable information shall be collected by schools for identification, location, screening, and evaluation of children. These records shall be maintained in accordance with Family Educational Rights and Privacy Act and the *Policies and Procedures for Special Education in Oklahoma.* School districts shall develop and implement a local policy regarding the collection, storage, disclosure, and destruction of confidential student records. Parents may obtain a copy of the local policy from the District's administrator. For further information, contact Angela Green, at 101 N. Main St, Newcastle, OK 73065. Telephone (405) 387-6304

INTERNET ACCESS AND ACCEPTABLE USE POLICY

General: The Internet is an electronic highway connecting a multitude of computers throughout the world. Through the Internet, students and employees have access to electronic mail (e-mail), news, databases, library resources, and a wide variety of other information sources. The District provides a wide variety of opportunities for students and employees to use the District's computers to access the Internet. Through the Internet, it is possible to access material which may contain illegal, defamatory, inaccurate, pornographic, and/or offensive content. Due to the nature of the Internet, the District cannot guarantee that students and employees will not access such material. However, the District is committed to enforcing a policy of Internet safety and monitoring the Internet activities of its students. The District makes no warranties of any kind, either express or implied, regarding the Internet access being provided. The District shall not be responsible for any damages users suffer, including but not limited to loss of data resulting from delays or interruptions in service. Nor shall the District be liable for the accuracy, nature, or quality of information stored on District's computer equipment or of information gathered through Internet access provided by the District. However, the Administration shall develop, implement, and maintain regulations and forms to restrict the use of the District's computers and Internet access to legitimate and acceptable purposes and to regulate students' and employees' privilege of access and use. The District shall install and operate computer software programs which restrict access to certain materials, such as material which depicts nudity, sex, sexual acts, excretion, and exhibition of genitals and which, taken as a whole, lacks serious literary, artistic, political, or scientific values. Students who are granted access to the Internet shall

receive instruction regarding safety and security when using electronic mail, chat rooms, and other forms of direct electronic communications and the disclosure, use, or dissemination of personally identifiable information.

Acceptable Uses: The District's computers, equipment, and software are intended for administrative, educational, and research purposes only and shall be used only in accordance with Administrative Regulations. Acceptable uses of the District's computers and the Internet are activities which support learning and teaching or which promote the District's mission and goals.

Prohibited Uses: According to Administrative Regulations, the District's computers and Internet access (including e-mail) provided by the District shall not be used:

- To violate an individual's right to privacy;
- To access materials, information, or files of another person or organization without permission;
- To violate the copyright laws or software licensing agreements;
- To spread computer viruses;
- To deliberately attempt to vandalize, damage, disable, or disrupt the District's property or the property of any other individual or organization;
- To locate, receive, transmit, store, or print files or messages which are profane, obscene, or sexually explicit, or which use language that is offensive or degrading to others;
- To distribute religious materials;
- To campaign for or against any political candidate or ballot proposition or for political lobbying, except as authorized by law;
- For any commercial purpose unless authorized by the Administration or Board; or
- To engage in any illegal activity.

Consequences for Misuse: The use of the District's computers and the Internet access provided by the District is a privilege, not a right. Any student or employee who inappropriately uses the District's computers or the Internet may have the privilege of using the computers or the Internet denied, revoked, or suspended and may be subject to other disciplinary sanctions.

No Expectation of Privacy: No student or employee shall have any expectation of privacy in any electronic mail being sent or received by the District's computers or District-provided Internet access. The District's system operators may access any electronic mail and may delete any inappropriate materials from any electronic mail sent or received using the District's computers or District-provided Internet access.

Use of Software: Students are prohibited from installing, copying, or downloading any copyrighted material or software on District's computer hardware. Employees are prohibited from installing, copying, or downloading any copyrighted material or software on District's computer hardware without the express written consent of the copyright holder and the approval of the appropriate administrator or system operator.

Remote Internet-based Courses: The District may allow for students to complete required course work through remote Internet-based courses in accordance with the rules, regulations, and/or guidelines adopted by the State Board of Education.

VIRTUAL / DISTANCE LEARNING GUIDELINES

Please refer to the Distance Learning Resources page on Newcastle Public Schools website:
https://www.newcastle.k12.ok.us/ContinuousLearningResources.aspx
Virtual/Distance Learning attendance will be determined based on contact with school staff on a virtual day. Work assigned on Virtual/Distance Learning days will count towards overall student progress.

STUDENT CODE OF CONDUCT

All students are expected to behave in a manner acceptable to everyone concerned - other students, teachers, administrators, and society in general. All students are under the authority of the principal, teachers, bus drivers, and school personnel. Students suspended or expelled from school are not allowed on school properties or to take part in any school sponsored activities. Expulsions may be for the current and following semesters. Parents are crucial in the support given to their children and the school. It will be our aim to work with students and parents in a positive manner. It is of utmost importance for teachers and parents to communicate in order to work together for the best interest of students. Parents will be contacted by the school through notes home, mail or by telephone concerning all disciplinary actions administered by school officials. Click here for our school board policy.

DISCIPLINE AND CONTROL POLICY

IMPLIED AUTHORITY - A school district . . . may exercise those powers necessarily implied, or delegated by law to any other agency or official. (70 O.S.§ 5-117; S.L.O. § 68) The teacher or administrator shall have the same right as a parent or guardian to control and discipline a child while the child is in attendance in school, in school vehicles to or from the school, or while attending or participating in any school function authorized by the school district. All students enrolled in Newcastle Elementary will be expected to abide by the rules and regulations set forth by the administration, teachers, and the board of education while in attendance at school-sponsored activities, or while being transported to or from school or school-sponsored activities in district-owned transportation equipment. Any student who disobeys the rules or shows disrespect for any teacher and/or school property will be subject to disciplinary action. The disciplinary action taken will depend on the severity and frequency of the violation.

FIGHTING

Cases of assault, which is the violent and forceful physical or verbal attack of another student or school employee, will not be tolerated. The district reserves the right to turn these cases over to law enforcement. First Offense: May result in (3) three to ten (10) days suspension plus an evidentiary hearing, which could lead to suspension for up to one year.

BICYCLE / SKATEBOARDS, ETC.

Skateboards are prohibited at Newcastle Elementary School. Newcastle Schools are not responsible for bicycles or other equipment brought on campus. Students are only allowed to ride bikes on campus to and from school during hours of operation. Failure to follow this rule will result in losing this privilege. Helmets are recommended when using bicycles.

BULLYING

Students are prohibited from harassing, intimidating, or bullying other students on the basis of race, national origin, religion, and all forms of sex discrimination.
Bullying acts by students have been described in several different categories.

a. Physical Bullying: includes harm or threatened harm to another's body or property, including, but not limited to, what would reasonably be foreseen as a serious expression of intent to inflict physical harm or property damage through verbal or written speech or gestures directed at the student-victim, when considering the factual circumstances in which the threat was made and the reaction of the intended victim. Common acts include tripping, hitting, pushing, pinching, pulling hair, kicking, biting, starting fights, daring others to fight, stealing or destroying property, extortion, assaults with a weapon, other violent acts, and homicide.

b. Emotional Bullying: includes the intentional infliction of harm to another's self-esteem, including, but not limited to, insulting or profane remarks, insulting or profane gestures, or harassing and frightening statement, when such events are considered in light of the surrounding facts, the history of the students involved, and age, maturity, and special characteristics of the students.

c. Social Bullying: includes harm to another's group acceptance, including, but not limited to, harm resulting from intentionally gossiping about another student or intentionally spreading negative rumors about another student that results in the victim being excluded from a school activity or student group; the intentional planning and/or implementation of acts or statements that inflict public humiliation upon a student; the intentional undermining of current relationships of the victim-student through the spreading of untrue gossip or rumors designed to humiliate or embarrass the student; the use of gossip, rumors, or humiliating acts designed to deprive the student of awards, recognition, or involvement in school activities; the false or malicious spreading of an untrue statement or statements about another student that exposes the victim to contempt or ridicule or deprives the victim of the confidence and respect of student peers; or the making of false statements to others that the student has committed a crime, or has an infectious, contagious, or loathsome disease, or similar egregious representations.

d. Sexual Bullying: includes harm to another resulting from, but not limited to, making unwelcome sexual comments about the student; making vulgar, profane, or lewd comments or drawings or graffiti about the victim; directing vulgar, profane, or lewd gestures toward the victim; committing physical acts of a sexual nature at school, including the fondling or touching of private parts of the victim's body; participation in the gossiping or spreading of false rumors about the student's sexual life; written or verbal statements directed at the victim that would reasonably be interpreted as a serious threat to force the victim to commit sexual acts or to sexually assault the victim when considering the factual circumstances in which the threat was made and the reaction of the intended victim; off-campus dating violence by a student that adversely affects the victim's school performance or behavior, attendance, participation in school functions or extracurricular activities, or makes the victim fearful at school of the assaulting bully; or the commission of sexual assault, rape, or homicide. Such conduct may also constitute sexual harassment – also prohibited by Newcastle Public Schools.

2. "Electronic communication" means the communication of any written, verbal, or pictorial information or video content by means of an electronic device, including, but not limited to, a telephone, a mobile or cellular telephone or other wireless communication device, or a computer.

3. "Threatening behavior" means any pattern of behavior or isolated action, whether or not it is directed at another person, that a reasonable person would believe indicates potential for future harm to students, school personnel, or school property.

4. Harassment: The following actions may be considered "harassment"

a. Verbal, physical, or written harassment or abuse;

b. Repeated remarks of a demeaning nature;
c. Implied or explicit threats concerning one's grades, achievements. etc.;
d. Demeaning jokes, stories, or activities directed at the student;
e. Unwelcome physical contact.

Students are encouraged to inform school personnel if they are the victim of or a witness to acts of harassment, intimidation, or bullying (see examples in the section above). Reports can be made using STOP IT (9https://www.newcastle.k12.ok.us/STOPit.aspx), or telling a teacher or administrator at the school site.

Please contact our school counselor if you need additional resources and information about bullying.

For additional information, please refer to the district's policy FNCD which can be found on the district website.

StopIt App
Students and Parents can report any unwanted behavior to school administration using the Stopit app. See district website www.newcastle.k12.ok.us for more information.
Elementary: NewcastleEL6388

CHEATING / PLAGIARISM
A grade of zero (0) will be given for all work resulting from the cheating/plagiarism of the student and any student who assisted the student to cheat. More severe punishment may be enacted based upon individual circumstances.

DISRUPTION OF SCHOOL
A student shall not use violence, force, noise, coercion, threats, intimidation, fear, passive resistance, or any other conduct to intentionally disrupt or obstruct any lawful mission, process, or function of the school. A student who fails to comply with directions of teachers, student teachers, substitute teachers, teacher aides, principals, or other authorized school personnel during any time when he/she is under the authority of school personnel shall be in violation of school rules and regulations.

DRESS CODE
The district dress code has been developed and officially adopted by the Newcastle Board of Education. Newcastle Elementary School follows our board dress policy and listed below is our site specific dress code:

1. No Ball caps, hoodies, beanies
2. No Writing on self or each other's bodies or clothing at school.
3. No Tennis shoe skates (heelys) and cleats.

A student who violates the dress code will be required to change or cover the article of clothing. The violation will be documented and the parent notified. Future dress code violations may result in additional consequences up to possible out-of-school suspension.

TOYS AND FIDGETS
Students are not allowed to bring toys or fidgets to school without permission from their classroom teacher(s) and/or administration.

DRUGS & ALCOHOL POLICY

Students shall not knowingly possess, use, transmit, sell, be under the influence of, show evidence of having used any steroid, narcotic or hallucinogenic drug, stimulant, counterfeit drug, amphetamine, barbiturate, marijuana, alcoholic beverage, low-point beer, or intoxicant of any kind while in any way connected with the school during regular hours, school activities, or going to and from school. Drug possession shall also include improper use of nonprescription and prescription medication.

Whenever a teacher recognizes that a student may be under the influence of alcoholic beverages, as defined in §2-101, Title 63 of the Oklahoma Statutes, he/she will notify the principal or his designee. The principal, or designee, then immediately notifies the superintendent, or designee, and a parent/guardian; as well as, law enforcement. Students who violate this policy may be subject to suspension or expulsion based upon the severity. See District Policy *FNCE: Reporting Students Under the Influence of or Possessing Alcoholic Beverages of Controlled Dangerous Substances.*

TOBACCO & TOBACCO RELATED PRODUCTS

Oklahoma law requires that schools be tobacco free 24 hours a day, 7 days a week. This law **prohibits the use of tobacco** in any form, by anyone, at any place, and at any time while on school grounds and during any school sponsored functions held off campus, including school vehicles and school-sponsored activities. See School Board Policy FNC.

ELECTRONIC DEVICES

Students will be allowed to use electronic devices as deemed appropriate by the classroom teacher. If a student brings a device from home, the school will not be responsible for any loss, theft or damage to the device. Electronic devices must stay put away throughout the day until students are loaded in their transportation. Electronic devices can be used as permitted through Administration's discretion and teacher permission. Consequences for misuse may range from parents picking up the device from the office, loss of privileges, to possible suspension. Any and all electronic devices, including but not limited to cell phones, smart phones, tablets, laptops, smart watches, or any other type of mobile electronic device, have a reduced expectation of privacy once they enter any school zone and may be subject to confiscation and/or search should a school violation be suspected. Possession and/or use of any personal electronic device is a privilege, not a right, that is extended to the student, which, at the discretion of the school, may be revoked should circumstances warrant. See school board policy FNG

PROFANITY / OBSCENITY / PORNOGRAPHY

The use of obscene language constitutes a serious offense and is in direct violation of school policy. A student who engages in such acts will receive severe discipline that could result in In-School suspension, suspension, or expulsion from school. Pornography in any form is unacceptable. Students in possession of pornographic materials may be subjected to ISS, suspension, or expulsion from school. The principal, or designee, then immediately notifies the superintendent, or designee, and a parent/guardian; as well as, law enforcement. See District Policy FNC.

PUBLIC DISPLAY OF AFFECTION (PDA)

Inappropriate physical contact, including, but not limited to, intimate touching, kissing, etc., at school or a school-sponsored activity is prohibited.

THREATS

No verbal or written threat will be tolerated. Verbal or written threats toward teachers, students, school personnel, or school property could result in short-term or long-term suspension, depending on the circumstances. All threats will be reported and evaluated by qualified threat assessment personnel. See School Board Policy FNC.

SEXUAL HARASSMENT

Sexual harassment is defined as:

- Unwelcome sexual advances
- Requests for sexual favors
- Other verbal or physical conduct or communication of an intimidating, hostile, or offensive sexual nature.

Forms of Sexual Harassment:

- Verbal
- Non-verbal
- Physical

Sexual harassment of students, employees, or volunteers is unlawful under both Oklahoma and federal law. The school district will not tolerate sexual harassment, false reports of sexual harassment, or retaliation against persons reporting allegations of sexual harassment or cooperating in the investigation of such complaints. SEXUAL HARASSMENT COULD RESULT IN SHORT-TERM OR LONG-TERM SUSPENSION. See District Policy FB.

SEXUAL HARASSMENT COMPLAINT PROCEDURE

Students who believe they have been subjected to sexual harassment should promptly notify the building principal or guidance counselor. Complainants are encouraged to report any conduct, statements, or physical contact that makes them feel uncomfortable.

VANDALISM AND PROPERTY DAMAGE

Our school building and equipment cost the taxpayers to purchase, construct, and maintain. Students who destroy or vandalize school property (including textbooks) will be required to pay for losses or damages. If students willfully destroy school property, suspension and subsequent expulsion may be necessary. If students should happen to damage something by accident, they should immediately report it to a teacher or the office. See District Policy FNC Student Conduct

WEAPONS AND DANGEROUS INSTRUMENTS

A student shall not possess, handle, or transport any object that may be considered a weapon. The term, "dangerous weapon," shall mean pistol, revolver, any instrument or knife, sharpened metal file, comb of any length with a pointed, sharpened handle, Billy club, loaded cane or club, metal knuckles, razor, hand chain, or other offensive weapon. Each incident involving a weapon or facsimile thereof will be subject to the following appropriate Oklahoma Statutes.

A. Students who possess or use any firearms or dangerous weapons during school time, on school premises, on school buses, or during school-sponsored activities will be subject to suspension for up to one year and no less than one semester. Any decision otherwise must be approved by the Superintendent of Schools.
B. Students who possess or use any dangerous or annoying device or item that could be used as a

weapon or other weapons used for assault during school time, on school premises, on school buses, or during school-sponsored activities may be expelled for up to one year and no less than one semester. Any decision otherwise must be approved by the Superintendent of Schools.

C. Any reported case of possession of a dangerous weapon will be turned over to the appropriate law enforcement agency for investigation. See District Policy FNCGA.

DISCIPLINE

Students who violate school rules may be subject to, but are not limited to the following consequences, at the discretion of the principal : verbal warning, loss of privileges, detention, bus suspension/removal, in-school detention, short-term suspension, long-term suspension, permanent expulsion, police involvement. See school board policy FO.

TRANSFERS-OPEN/EMERGENCY

Information can be located on the district's website www.newcastle.12.ok.us in the Board of Education Policies (Newcastle.k12.ok.us) FE.

ASBESTOS NOTIFICATION

In the past, asbestos was used extensively in building materials because of its insulating, sound absorbing, and fire retarding capabilities. Virtually any building constructed before the late 1970s contained some asbestos. Intact and undisturbed asbestos materials generally do not pose a health risk. Asbestos materials, however, can become hazardous when, due to damage or deterioration over time, they release fibers. If the fibers are inhaled, they can lead to health problems, such as cancer and asbestosis.

In 1986, Congress passed the Asbestos Hazard Emergency Response Act (AHERA) which requires schools to be inspected to identify any asbestos containing building materials. Suspected asbestos-containing building materials were located, sampled (or assumed) and rated according to condition and potential hazard. Every three years, Newcastle Public Schools have conducted a re inspection to determine whether the condition of the known or assumed asbestos containing building materials (ACBM) has changed and to make recommendations on managing or removing the ACBM. At the last re-inspection conducted on September 12, 2012, ALL BUILDINGS within Newcastle Public School District were inspected and found to contain NO ASBESTOS BUILDING MATERIALS; therefore, no operations and maintenance programs or future inspections are required.

MODEL NOTIFICATION OF RIGHTS UNDER THE PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

Newcastle Public Schools has developed policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Newcastle Schools will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. Newcastle Schools will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parents to opt his or her child out of participation in the specific activity or survey. Newcastle Schools will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate date of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and survey listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales, or other distribution.
- Administration of any protected information survey not funded in whole or in part by the Department of Education.
- Any non-emergency, invasive physical examination or screening as described above.
- Parents who believe their rights have been violated may file a complaint with: Family Policy Compliance Office U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202

MCKINNEY-VENTO HOMELESS ASSISTANCE ACT

Under this law, your district's designated homeless student liaison must provide public notice of the education rights of homeless students. The district is required to disseminate the notices in places where homeless students receive services, such as school, family shelters and other programs that make food or meals available to the homeless population. You can find more information for parents and youth at http://ok.gov/sde/title-x-part-c, and http://www.serve.org/nche. See District Policy EP.

NMS Handbook Changes Guide

PAGE NUMBER	CHANGE	RATIONALE
1,2	**School Board Members**	Updated to reflect new board members and roles.
5	**Early Dismissal/Late Arrival** Students arriving to ~~class~~ school later than 10 min are to report to the attendance office, sign in with a parent, and receive a pass to class.	Change made to ensure parents are aware their student is showing up late. We have had instances where the parent drops the student off but the student leaves campus and comes back late.
6	**Tardiness** Any student who arrives late to school must report to the office with a parent for admission. All other tardiness would be classified as an unexcused tardy.	"With a parent" added to reflect change to Early Dismissal/Late Arrival section.
6	~~**Start On Time**~~	This section was eliminated due to tardy procedure explained prior in the handbook. Redundancy.
7	**Assignments Missed Due to a VERIFIED Absence(s)** Students will be granted one school day for each school day missed. Students are responsible for acquiring, completing, and turning in any work missed to the teacher within the determined time period. Any student who chooses not to complete missed assignments within ~~four days of~~ policy mandated time frame of returning to school will receive a score of "0" for those assignments.	Our committee thought the original 4 days was misleading since district policy mandates 1 day for each day the student is absent to turn in missing work. This could extend beyond 4 days.
7 - 12	~~**BULLYING**~~	Deleted old language and added Board Policy FNCD and language to be compliant with DOJ agreement.
13 - 15	~~**CELL PHONES/WIRELESS DEVICES**~~	Replaced this section with Board Policy FNG. In addition the committee added: Students at the middle school must adhere to the policy above. Students are not allowed to use phones in the hallways, restrooms, or

		cafeteria without permission from a principal.
15 - 16	**CHEATING/ACADEMIC DISHONESTY** • Plagiarism- using another person's or entity's ideas, expressions, AI generated materials, or words as your own without giving the original author credit.	Added AI generated materials for clarity.
16	**CHECK OUT PROCEDURES** No student will be allowed to leave school unless a parent has been contacted. Also, during the lunch times, a **student's parent** must be the one to physically check the student out in the office, ~~unless it can be verified the student is leaving for the rest of the day or attending a doctor or other legal appointment.~~ Checking out students over the phone during the lunch times is ~~otherwise~~ prohibited.	Deleted red section. We want parents to physically check students out to ensure their safety.
16	**CLOSED CAMPUS** **During the lunch times, a student's parent must be the one to physically check the student out in the office, ~~unless it can be verified the student is leaving for the rest of the day or attending a doctor or other legal appointment~~. Checking out students over the phone during the lunch times is ~~otherwise~~ prohibited.**	Deleted red section. We want parents to physically check students out to ensure their safety.
18 - 19	**DETENTION**	Split the detention - in school intervention into two separate parts. Added procedure for teacher assigned detention. Reduced detention time to 30 minutes to be served before or after school in order to be more convenient for the parent and student.

19	**ISI** In School Intervention is assigned by a principal regarding more serious behaviors. Students assigned to ISI will be unable to participate in extracurricular activities or attend school functions on any day in which they are in ISI. This includes the weekend, should a student be in ISI on the last day of the school week continuing to the first day of the next week.	Shortened description for ISI. Added "unable to participate in extracurricular activities" to be in line with board policy.
20	**DRESS CODE** **Unacceptable Clothing and Accessories:** A. S~~paghetti straps and shirts that do not cover the tops of the shoulders.~~	Deleted
20	**DRESS CODE** **Unacceptable Clothing and Accessories:** ~~A. Bedroom attire (pajamas, lounge pants, blankets, etc.)~~ Blankets	Deleted language about bedroom attire in item A and replaced with blankets. Committee felt this section was no longer necessary.
21	**GRADE REPORTING** Parents are strongly encouraged to keep up with their child's academic progress through our online grading program. ***Application forms for access rights are available in the office, on our district web-site at www.newcastle.k12.ok.us., and by contacting the school*** ~~***counselor.***~~***registrar.***	Changed to reflect current practice.
24	**ITEMS PROHIBITED AT SCHOOL** - Miscellaneous items, such as, but not limited to: Liquid Paper, Slime, Whoopie cushions, Prank items, Inappropriate Magazines, Noisemakers of any type, Water Balloons, Invisible ink, trading	Added trading cards due to the uptick in theft of Pokemon and other trading cards. This item also accounts for any new distracting or dangerous items that pop up during the year.

	cards, or other items deemed a nuisance, distraction or danger to the school setting etc.	
26	**NOTICE OF NON-DISCRIMINATION** ~~**Ms. Angie Green**~~ **Kylie Rios** **101 North Main** **Newcastle, OK 73065** **(405) 387-6304**	Changed to reflect current staff.
28 - 30	~~**SEARCHES INVOLVING STUDENTS**~~	Deleted this section and replaced with Board policies FNF and FNF-R.
30 - 31	~~**SUSPENSIONS**~~	Replaced this section with Board policy FOD.
34	**Faculty/Staff Contact List**	Updated with new staff members each year.

Mr. Hampton and Mr. Morman are available to Central Office Administration and the Board of Education upon request to discuss or edit any changes.

Thank you for your support and consideration.

Newcastle Middle School
Student Handbook 24/25

(405) 387- 3139
611 E. Fox Ln.
Newcastle, OK
www.newcastle.k12.ok.us

Home of the Racers

School Colors
Royal Blue and White
Mascot
Racers

School Board Members

Commented [1]: Update List

President	Tiffany Elcyzyn
Vice President	Darrin Abel
Clerk	Jeff Dingee
Deputy Clerk	Jeremy Gilbert
Member	Valory Dalton

Superintendent	Dr. Cathy Walker
MS Principal	Wade Hampton
MS Assistant Principal	Larry Morman
MS Counselor	Toni Kammerlocher
MS Counselor	Elaine Rabalais
Instructional Coach	Jessica Howsley
Athletic Director	Brent Hodges
MS Secretary	Emily Carter
MS Secretary	Tearsa Roddy
MS Registrar	Erica Lain

ACTIVITY ELIGIBILITY AND REGULATIONS

A student must be maintaining a "passing grade" in all classes in order to participate in an activity. Effective January 1, 1989 scholastic eligibility will be determined by the regulations listed at the end of this section. These regulations conform to Rules of the Oklahoma Secondary School Activities Association (OSSAA).

A student must be present in all classes the day an activity is scheduled; or if the activity is scheduled on a weekend or holiday, or is an all-day activity, a student must have been present the preceding school day. Any exceptions to this policy must be approved by the building principal.

The board of education shall appoint, at the beginning of the school year, an Internal Activities Review Committee. This committee shall be responsible for reviewing and recommending any deviation of the activities policy to the local board of education. Any deviation from the ten (10) days absence rule shall not exceed five (5) days.

A student must be maintaining a "passing grade" in classes to be missed while participating in an activity during the school day. A weekly eligibility list of students will be made available at the end of each week through the registrar's office.

*Regulations of OSSAA Rule 3– Scholastic Eligibility

Section 1 – Semester Grades

- A student must have received a passing grade in any five (5) subjects counted for graduation in which he/she was enrolled during the last semester he/she attended fifteen (15) or more days.
- If a student does not meet the minimum scholastic standard, he/she will not be eligible to participate during the first six (6) weeks of the next semester he/she attends.
- A student who does not meet the above minimum scholastic standard may regain his/her eligibility by achieving passing grades in all subjects in which he/she is enrolled at the end of a six (6) week period.

Section 2 – Student Eligibility
During a Semester

- Scholastic eligibility for students will be checked at the end of the third week (during the fourth week) of a semester and each succeeding week thereafter.
- A student must be passing in all subjects in which he/she is enrolled during a semester. If a student is not passing all subjects in which he/she is enrolled at the end of the week, he/she will be placed on probation for the next one (1) week period. If a student is still failing one or more classes at the end of his/her probationary one (1) week period, he/she will be ineligible to participate during the next one (1) week period. The ineligibility periods will begin on Monday and end on Sunday.

- A student who has lost eligibility under this provision must regain passing grades in all of his/her classes in order to regain eligibility. A student regains eligibility under Rule 3 with the first class of the new one (1) week period (Monday through Sunday).

Section 3 – Special Provisions

- An ineligible student who changes schools during a semester will not be eligible at the new school for a minimum period of three (3) weeks. A student may regain his/her eligibility by achieving the scholastic standard in Rule 3, Section 2-b at the end of a three (3) week period.
- Incomplete grades will be considered to be the same as failing grades in determining scholastic eligibility. School administrators are authorized to make an exception to this provision (Rule 3, Section 3-c) if the incomplete grade was caused by an unanticipated hardship. (Examples of such hardships would be illness, injury, death in family and natural disaster) OSSAA Board policy allows a maximum of two (2) weeks to apply for this exception.
- One summer school credit earned in an Oklahoma State Department of Education accredited program may be used to meet the requirements of Rule 3, Section 1a for the end of the spring semester.
- NMS will run eligibility checks on Thursday at 4:00 p.m. The period of ineligibility will always begin the Monday following the day eligibility is checked.

ACTIVITY TRIPS

Activity trips are an extension of the school program and school day. All rules and standards of Newcastle Public Schools are applicable during activity trips. Behavior must be exemplary on all trips. It is important that you represent your school, your family, and most importantly, yourself, in a positive way! Students should make every effort to collect and complete assignments before leaving for an activity trip. In the event that this does not happen, students should check with their teacher the following day to make arrangements to complete all missing work.

AIDES (TEACHER/OFFICE/LIBRARY)

A student may qualify for being an aide if he/she meets the following criteria:

1. The student must have a minimum 2.50 weighted grade-point average and be approved by the receiving supervisor as well as the building principal.
2. The student must have no serious disciplinary action on his record, i.e. ISD or OSS. (Being placed in ISI or being suspended out of school may be grounds for being removed from the aide position and being placed in an alternate setting.)
3. The student must agree to follow directions and abide by the school tardy and attendance policy.
4. Students will receive a grade for serving as an office aide.
5. A student may serve as an aide only one period during the school day.
6. The grade will be based largely on effort, attitude, attendance, punctuality, and the ability to follow school policies and procedures.

ASBESTOS NOTIFICATION

In the past, asbestos was used extensively in building materials because of its insulating, sound absorbing, and fire retarding capabilities. Virtually any building constructed before the late 1970s contained some asbestos. Intact and undisturbed asbestos materials generally do not pose a health risk. Asbestos materials, however, can become hazardous when, due to damage or deterioration over time, they release fibers. If the fibers are inhaled, they can lead to health problems, such as cancer and asbestosis.

In 1986, Congress passed the Asbestos Hazard Emergency Response Act (AHERA) which requires schools to be inspected to identify any asbestos containing building materials. Suspected asbestos-containing building materials were located, sampled (or assumed) and rated according to condition and potential hazard. Every three years, Newcastle Public Schools has conducted a re-inspection to determine whether the condition of the known or assumed asbestos containing building materials (ACBM) has changed and to make recommendations on

managing or removing the ACBM. At the last inspection conducted on September 12, 2012, ALL BUILDINGS within Newcastle Public School District were inspected and found to contain NO ASBESTOS BUILDING MATERIALS; therefore, no operations and maintenance programs or future inspections are required.

Sincerely,

Tony O'Brien
Superintendent

ASSAULT OR BATTERY OF SCHOOL PERSONNEL

Any student who commits assault, battery, or assault and battery on any school personnel who is in the performance of assigned duties including extra-curricular activities, shall be removed from the personnel's assigned duty area, classroom and/or extra-curricular activity pending investigation by certified administrative personnel. Any student with a current IEP shall begin the procedure with a placement committee meeting.

A. A student so removed shall not be readmitted until the investigation is concluded.
B. A student so removed shall not be readmitted to the teacher's class and/or extra-curricular activity without a conference between the school personnel, parent or guardian and the administrative personnel doing the investigation.
C. When battery or assault on school personnel has been substantiated the student shall not be readmitted to the area where the incident occurred, and/or the extra-curricular assignment without the consent of the administration and the personnel involved.
D. When the investigative administrative personnel have determined that a student is guilty of a battery or assault and battery on school personnel that student shall be suspended from the school for the remainder of the school year. Suspension will be no less than 40 school days.

ATTENDANCE

According to the Oklahoma School Code, any person having control of a child between five (5) and eighteen (18) years of age is required to compel that child to attend school. Failure to do so may result in fines and/or imprisonment. Attendance is important. Newcastle Public Schools are required by state law to keep an accurate record of attendance and reasons for absence. Attendance records are updated daily.

Middle School times are 7:35 AM - 2:40 PM. Doors open for student drop off at 7:20 AM.

Attendance Reporting Procedure

Parents/legal guardians are asked to call the attendance office whenever their son/daughter is absent to verify the absence. Attendance office phones have 24-hour voice mail. If a call is impossible, a note should be sent with the student upon his/her return to school and given to the attendance secretary upon the student's arrival on campus or the parent/guardian should contact the attendance secretary through email.

If a parent/guardian contact is not received within 48 hours of the absence, the absence will be considered unverified.

Attendance Codes

The following codes may appear on a printout of your student's attendance or when you access your student's information online:

Unverified Absence Codes:
UVA (unverified absence)
TRU (Truant)

Verified Absence Codes:

VA (verified absence); AM (verified absence with medical documentation); AA (activity); FT (field trip); LG (legal); TST (testing); CV (college visit); ISI (in school intervention); OFF (office); HB (homebound); QA (absence due to a state qualifying event); FUN (funeral).

Tardy Codes:
TU (unverified tardy); TE (verified tardy)

Activity Absence

Refer to "Activity Eligibility and Regulation Section" in this handbook.

Activity Absence for Spectators at Eliminating State Tournament Rounds

A. Only activities that are eliminating state final rounds can qualify for a spectator school activity absence.
B. Parents can call to check out their students with a verified absence.
C. Students must arrive at the event prior to the start time of the game or activity.
D. Students must sign-in with the acting administrator at the activity before the activity begins and sign out after the game (if required by acting administrator).
E. Students must stay the entire length of the activity.
F. The day following the eliminating event, the acting administrator will turn in the sign in sheet from the activity, and the verified absence will be changed to a school activity for the hours (classes) that have been verified to have been missed due to the activity.
G. Students must be passing all classes and be in good standing with attendance (may not be in a no credit situation.).
H. All activity requirements must be met to qualify for the activity absence.

Early Dismissal/Late Arrival

According to state law, students shall not be excused from school once they have arrived unless parent permission is granted. Contact by parent/guardian to the attendance office is required prior to early dismissal. An electronic message from a parent/guardian to a student does not constitute permission to leave a classroom for early dismissal. Early dismissals will be sent to the classroom except for certain circumstances (example: exam days, assemblies). The dismissal slip will allow the student to leave class at the time requested. Before leaving the building, the student must sign out through the attendance office or main office. If students return to school during the day, they must sign in and have the dismissal slip signed by the attendance secretary. Students arriving to ~~class~~ school later than 10 min are to report to the attendance office, sign in with a parent, and receive a pass to class. Parents are encouraged to contact the attendance office. A student who does not check out (which includes prior parental permission AND signing out in the office) prior to leaving school anytime during the school day will be disciplined for truancy.

Loss of Credit Due to Lack of Attendance

A student will NOT receive credit for a course if he/she is in excess of eight (8) absences coded as UVA and/or VA. If a student exceeds the eight (8) absences per class, a No Credit (NC) may be posted in place of a letter grade.

A written appeal concerning attendance must be made to the Appeal Committee within four (4) days prior to the end of the current semester. The appeal form is located on the Middle School website. Instructions for the process of submitting the form to the Appeal Committee is located on the form. Doctors' notes should be submitted to the attendance office throughout the semester. Original doctor's notes or other documentation should be kept for your own records. An appeal committee consisting of an administrator, teacher(s), and counselor will review the merits of the appeal and submit a final decision to the site principal. The decision of the committee is final.

Verified Absence with Medical Documentation (AM)
The AM code will be used for the following reasons:

- A doctor's note was provided to the attendance office.
- The absence was related to a student's medical disability as documented on the students 504 plan or IEP. It is the responsibility of the parent/guardian to communicate the reason for the absence to the attendance office.

Tardiness

Being late to class is disruptive to the educational process. Students are expected to be in their assigned classroom or location when the tardy bell rings.

Any student who arrives late to school must report to the office with a parent for admission. All other tardiness would be classified as an unexcused tardy. Any student who is detained by the office should ask for a note to his/her next teacher so he/she will not be counted tardy.

~~Unexcused student tardiness will be calculated weekly. Students totaling 1-2 tardies per week will be given a warning from an administrator. Students totaling 3-4 tardies per week will be assigned 1 after school detention. Students totaling 5 plus tardies per week will be assigned ISI. Students who are chronically tardy will receive more severe consequences at the administration's discretion.~~

At the teacher's discretion, students may be referred for discipline consequences if tardies become excessive for any class period.
Teachers will inform students each time they are late to class and record the unverified tardy in Infinite Campus. Tardies will be cumulative for each semester. Teachers will assign consequences for tardies.

- 1st Tardy: Warning
- 2nd Tardy: Warning and parent contact
- 3rd Tardy: Detention assigned by teacher and parent contact.
- Further tardies: Every 3 tardies will be an additional detention assigned. This will continue to the end of the semester.
- Failure to arrive to detention will result in further intervention from administration.

~~Start On Time~~

~~NMS will be implementing the Start on Time initiative. Teachers will immediately lock their doors and take attendance during bellwork when the tardy bell rings. Any students not in class will be first marked as "Absent." Teachers and administrators will conduct tardy sweeps as soon as the tardy bell rings. Students found tardy in the hallways must sign in with an administrator giving their name and reason for being tardy. This form will be delivered to the attendance clerk who will change the "Absent" mark for the student to "Tardy Unexcused." Parents are encouraged to track the attendance of their student(s) through Infinite Campus.~~

Unverified Absences

Educational programs are built on the foundation of continuity of instruction and participation in the classroom setting. Consistent classroom attendance can lead to the development of strong work habits, responsibility, and self-discipline. Because attendance also has a definite correlation to academic performance, the quality of a student's education suffers when he/she is absent from class. Students are encouraged to maintain regular attendance. A truancy occurs when a student is absent from class and no verified excuse has been provided by a parent or guardian as to the student's whereabouts. An unverified absence (UVA) is considered a truancy. Examples are as follows:

- Leaving campus after having once arrived without properly signing out in the attendance office.
- Failure of parents to notify school official of a student's absence.
- Leaving class without permission.
- Leaving class and not reporting to designated place.
- Erroneous phone calls to have a student dismissed from class.
- Other fraudulent attempts to be absent from school not covered in this definition.

Violators may be referred to the site administrator for disciplinary action. Any student or students participating in an unauthorized skip day or walk out will be subject to the regulation covering truancy and/or referred to the district attorney.

If a child is absent without valid excuse four (4) or more days or parts of days within a nine-week period or is absent without valid excuse for eight (8) or more days or parts of days within a semester, the attendance officer shall notify the parent, guardian, or custodian of the child and immediately report such absences to the McClain County District Attorney for juvenile proceedings pursuant to Title 10 of the Oklahoma Statutes.

ASSIGNMENTS MISSED DURING ABSENCE

Assignments Missed Due to a VERIFIED Absence(s)
Students are encouraged to make up any work missed due to an absence. Students will be granted one school day for each school day missed. Students are responsible for acquiring, completing, and turning in any work missed to the teacher within the determined time period. Any student who chooses not to complete missed assignments within ~~four days of~~ policy mandated time frame of returning to school will receive a score of "0" for those assignments. Projects, reports, and tests which are known prior to an absence are expected to be turned in and/or taken upon the student's return to school. Exceptions may be granted due to the extent and/or nature of the absence or the specific classwork missed. Students are encouraged to talk with their teachers.

Assignments Missed Due to an Extended Absence
If students anticipate their absence will go beyond **FOUR** school days, they may request missed work through the Main Office. Requests for homework assignments should be made by 8:30 a.m. and will be available for pick up the following day. Any student who chooses not to complete missed assignments within five days of returning to school will receive a score of "0" for those assignments. Exceptions may be granted due to the extent and/or nature of the absence or the specific classwork missed.

Assignments Missed Due to a School Activity Absence
Students should make every effort to complete work in advance; however, time given to make up this work should not exceed the corresponding time the student was gone. Assignments should be completed following the same guidelines as verified absences.

ASSEMBLIES

Assemblies provide Newcastle students with opportunities to demonstrate the **courtesy, cooperation and consideration that they have been taught at school and at home.** There are always outside visitors at our assembly programs, and it is a credit to the student body when they are able to comment on the courtesy of the students toward speakers, performers and visitors. **Students acting disrespectfully or inappropriately will be removed from an assembly and will be subject to disciplinary action.** All assemblies will be either educational or to help develop school pride and spirit. Therefore**, all students and teachers are required to attend**.

STUDENT CONDUCT

~~BULLYING~~

~~Students are prohibited from bullying, harassing, threatening, or intimidating other students or school personnel. Bullying, harassment, threatening, or intimidation includes any gesture, written or verbal expression, electronic communication, or physical act that a reasonable person should know will harm another person, damage another's property, place a student in~~

~~reasonable fear of harm, or insult or demean another in such a way as to disrupt or interfere with the District's educational mission or the education of students. With respect to electronic communications, students are specifically prohibited from bullying, harassing, threatening, or intimidating other students or school personnel whether or not the electronic communications originated at school or with school equipment.~~

~~The following steps shall apply to the investigation of reported incidents of harassment, intimidation, bullying, or threatening behavior:~~

- ~~If any person is aware of, observes, or is a victim of bullying, harassing, threatening, or intimidating behavior or communications from a student, such person must report the behavior or communication to the principal of the school on the appropriate form.~~
- ~~The principal will gather the information the principal deems necessary and evaluate the incident to determine the severity of the incident and the potential for future violence.~~
- ~~After completing any necessary investigation, the principal shall determine if the student accused of bullying, harassing, threatening, or intimidating behavior or communications engaged in prohibited conduct and, if so, shall determine the appropriate discipline.~~
- ~~During the pendency of the investigation, the principal may take appropriate action to ensure the safety of all students or school personnel involved.~~
- ~~If warranted, the principal shall notify law enforcement of the reported incident and cooperate with any law enforcement investigation.~~
- ~~If the student's actions are determined to constitute prohibited harassing, intimidating, threatening, hazing, or bullying behavior or communications, the principal may, as a condition and part of any disciplinary action that is taken, recommend that available community mental health care options be provided to the student.~~

PROHIBITING BULLYING - Board Policy FNCD
(REGULATION AND INVESTIGATION PROCEDURES)

Students are prohibited from bullying, harassing, threatening, or intimidating other students or school personnel. Bullying, harassment, threatening, or intimidation includes any gesture, written or verbal expression, electronic communication, or physical act that a reasonable person should know will harm another person, damage another's property, place a student in reasonable fear of harm, or insult or demean another in such a way as to disrupt or interfere with the district's educational mission or the education of students. Bullying of students by electronic communication is prohibited whether or not such communication originated at school or with school equipment, if the communication is specifically directed at students or school personnel and concerns harassment, intimidation, or bullying at school.

Definitions:

1. Bullying: As used in the School Safety and Bullying Prevention Act, "bullying" means any pattern of harassment, intimidation, threatening behavior, physical acts, verbal or electronic communication directed toward a student or group of students that results in or is reasonably perceived as being done with the intent to cause negative educational or physical results for the targeted individual or group and is communicated in such a way as to disrupt or interfere with the school's educational mission or the education of any student. Such behavior is specifically prohibited. Bullying acts by students have been described in several different categories.
    a. Physical Bullying: includes harm or threatened harm to another's body or property, including, but not limited to, what would reasonably be foreseen as a serious expression of intent to inflict physical harm or property damage through verbal or written speech or gestures directed at the student-victim, when considering the factual circumstances in which the threat was made and the reaction of the intended victim. Common acts include tripping, hitting, pushing, pinching, pulling hair, kicking, biting, starting fights, daring others to fight, stealing or destroying property,

extortion, assaults with a weapon, other violent acts, and homicide.

b. Emotional Bullying: includes the intentional infliction of harm to another's self-esteem, including, but not limited to, insulting or profane remarks, insulting or profane gestures, or harassing and frightening statement, when such events are considered in light of the surrounding facts, the history of the students involved, and age, maturity, and special characteristics of the students.

c. Social Bullying: includes harm to another's group acceptance, including, but not limited to, harm resulting from intentionally gossiping about another student or intentionally spreading negative rumors about another student that results in the victim being excluded from a school activity or student group; the intentional planning and/or implementation of acts or statements that inflict public humiliation upon a student; the intentional undermining of current relationships of the victim-student through the spreading of untrue gossip or rumors designed to humiliate or embarrass the student; the use of gossip, rumors, or humiliating acts designed to deprive the student of awards, recognition, or involvement in school activities; the false or malicious spreading of an untrue statement or statements about another student that exposes the victim to contempt or ridicule or deprives the victim of the confidence and respect of student peers; or the making of false statements to others that the student has committed a crime, or has an infectious, contagious, or loathsome disease, or similar egregious representations.

d. Sexual Bullying: includes harm to another resulting from, but not limited to, making unwelcome sexual comments about the student; making vulgar, profane, or lewd comments or drawings or graffiti about the victim; directing vulgar, profane, or lewd gestures toward the victim; committing physical acts of a sexual nature at school, including the fondling or touching of private parts of the victim's body; participation in the gossiping or spreading of false rumors about the student's sexual life; written or verbal statements directed at the victim that would reasonably be interpreted as a serious threat to force the victim to commit sexual acts or to sexually assault the victim when considering the factual circumstances in which the threat was made and the reaction of the intended victim; off-campus dating violence by a student that adversely affects the victim's school performance or behavior, attendance, participation in school functions or extracurricular activities, or makes the victim fearful at school of the assaulting bully; or the commission of sexual assault, rape, or homicide. Such conduct may also constitute sexual harassment – also prohibited by Newcastle Public Schools.

2. "Electronic communication" means the communication of any written, verbal, or pictorial information or video content by means of an electronic device, including, but not limited to, a telephone, a mobile or cellular telephone or other wireless communication device, or a computer.

3. "Threatening behavior" means any pattern of behavior or isolated action, whether or not it is directed at another person, that a reasonable person would believe indicates potential for future harm to students, school personnel, or school property.

4. Harassment: The following actions may be considered "harassment"

a. Verbal, physical, or written harassment or abuse;
b. Repeated remarks of a demeaning nature;
c. Implied or explicit threats concerning one's grades, achievements. etc.;
d. Demeaning jokes, stories, or activities directed at the student;
e. Unwelcome physical contact.

Student Reporting

Students are encouraged to inform school personnel if they are the victim of or a witness to acts of harassment,

intimidation, or bullying. Reports can be made using STOP IT(https://www.newcastle.k12.ok.us/STOPit.aspx)

Staff Reporting

An important duty of the staff is to report acts or behavior that the employee witnesses that appears to constitute harassing, intimidating, or bullying. Employees, whether certified or noncertified, shall encourage students who tell them about acts that may constitute intimidation, harassment, or bullying to complete a report form. For young students, staff members given that information will need to provide direct assistance to the student.

Staff members who hear of incidents that may, in the staff member's judgment, constitute harassment, intimidation, or bullying, are to report all relevant information to the building principal, superintendent or his/her designee.

Procedures
The procedure for investigating reported incidents of harassment, intimidation, bullying, or threatening behavior:

a. If any person is aware of, observes, or is a victim of bullying, harassing, threatening, or intimidating behavior or communications from a student, such person must report the behavior or communication to the principal of the school on the appropriate form.
b. The administrator will gather the information and evaluate the incident to determine the severity of the incident and the potential for future violence.
c. After completing the investigation, the administrator shall determine if the student accused of bullying, harassing, threatening, or intimidating behavior or communications engaged in prohibited conduct and, if so, shall determine the appropriate discipline. If the student's actions are determined to constitute prohibited harassing, intimidating, threatening, hazing, or bullying behavior or communications, the principal may, as a condition and part of any disciplinary action that is taken, recommend that available community mental health care options be provided to the student.
d. During the investigation, the principal may take appropriate action to ensure the safety of all students or school personnel involved.
e. If warranted, the administrator shall notify law enforcement of the reported incident and cooperate with any law enforcement investigation.
f. The administrator may also require that the student and the student's parent or guardian meet with the principal, a school counselor, and other appropriate school personnel before being allowed to return to school.
g. Upon completion of the investigation, a written resolution will be provided to the parents. The resolution should be provided within 10 days of the conclusion of the investigation.

Reports may be made anonymously. However, no formal disciplinary action shall be based solely on the basis of an anonymous report. Reports shall be made immediately to the building principal by any school employee that has reliable information that would lead a reasonable person to suspect that a person is a target of bullying.

The Superintendent shall be responsible for enforcing this policy. The building principal should notify the superintendent with any report of bullying. Upon completion of an investigation, the building principal should notify the superintendent of the findings of the investigation. Documentation should also be provided to the superintendent to establish that timely notification was provided to the parents of the victim and the parents of the perpetrator.

Parental Responsibilities

Parents/guardians will be informed in writing of the district's program to stop bullying. An administrative response to bullying may involve certain actions to be taken by parents. Parents will be informed of the program and the means for students to report bullying acts toward them or other students. They will also be told that to help prevent bullying at school they should encourage their children to:

1. Report bullying when it occurs;
2. Take advantage of opportunities to talk to their children about bullying;
3. Inform the school immediately if they think their child is being bullied or is bullying other students;
4. Watch for symptoms that their child may be a victim of bullying and report those symptoms; and
5. Cooperate fully with school personnel in identifying and resolving incidents.

Publication of Policy
Annual written notice of this policy will be provided to parents, guardians, staff, volunteers, and students with age-appropriate language for students. Notice of the policy will be posted at various locations within each school site, including but not limited to, cafeterias, school bulletin boards, and administrative offices. The policy will be posted on the school district's website at (newcastle.k12.ok.us) and at each school site that has an Internet website. The policy will be included in all student and staff handbooks.

REFERENCE: 21 O.S. §850.0
70 O.S. §24-100.2
THIS POLICY IS REQUIRED BY LAW

Students are prohibited from harassing, intimidating, or bullying other students on the basis of race, national origin, religion, and all forms of sex discrimination. Bullying acts by students have been described in several different categories.

a. Physical Bullying: includes harm or threatened harm to another's body or property, including, but not limited to, what would reasonably be foreseen as a serious expression of intent to inflict physical harm or property damage through verbal or written speech or gestures directed at the student-victim, when considering the factual circumstances in which the threat was made and the reaction of the intended victim. Common acts include tripping, hitting, pushing, pinching, pulling hair, kicking, biting, starting fights, daring others to fight, stealing or destroying property, extortion, assaults with a weapon, other violent acts, and homicide.

b. Emotional Bullying: includes the intentional infliction of harm to another's self-esteem, including, but not limited to, insulting or profane remarks, insulting or profane gestures, or harassing and frightening statement, when such events are considered in light of the surrounding facts, the history of the students involved, and age, maturity, and special characteristics of the students.

c. Social Bullying: includes harm to another's group acceptance, including, but not limited to, harm resulting from intentionally gossiping about another student or intentionally spreading negative rumors about another student that results in the victim being excluded from a school activity or student group; the intentional planning and/or implementation of acts or statements that inflict public humiliation upon a student; the intentional undermining of current relationships of the victim-student through the spreading of untrue gossip or rumors designed to humiliate or embarrass the student; the use of gossip, rumors, or humiliating acts designed to deprive the student of awards, recognition, or involvement in school activities; the false or malicious spreading of an untrue statement or statements about another student that exposes the victim to contempt or ridicule or

deprives the victim of the confidence and respect of student peers; or the making of false statements to others that the student has committed a crime, or has an infectious, contagious, or loathsome disease, or similar egregious representations.

d. Sexual Bullying: includes harm to another resulting from, but not limited to, making unwelcome sexual comments about the student; making vulgar, profane, or lewd comments or drawings or graffiti about the victim; directing vulgar, profane, or lewd gestures toward the victim; committing physical acts of a sexual nature at school, including the fondling or touching of private parts of the victim's body; participation in the gossiping or spreading of false rumors about the student's sexual life; written or verbal statements directed at the victim that would reasonably be interpreted as a serious threat to force the victim to commit sexual acts or to sexually assault the victim when considering the factual circumstances in which the threat was made and the reaction of the intended victim; off-campus dating violence by a student that adversely affects the victim's school performance or behavior, attendance, participation in school functions or extracurricular activities, or makes the victim fearful at school of the assaulting bully; or the commission of sexual assault, rape, or homicide. Such conduct may also constitute sexual harassment – also prohibited by Newcastle Public Schools.

2. "Electronic communication" means the communication of any written, verbal, or pictorial information or video content by means of an electronic device, including, but not limited to, a telephone, a mobile or cellular telephone or other wireless communication device, or a computer.

3. "Threatening behavior" means any pattern of behavior or isolated action, whether or not it is directed at another person, that a reasonable person would believe indicates potential for future harm to students, school personnel, or school property.

4. Harassment: The following actions may be considered "harassment"
a. Verbal, physical, or written harassment or abuse;
b. Repeated remarks of a demeaning nature;
c. Implied or explicit threats concerning one's grades, achievements. etc.;
d. Demeaning jokes, stories, or activities directed at the student;
e. Unwelcome physical contact.

Students are encouraged to inform school personnel if they are the victim of or a witness to acts of harassment, intimidation, or bullying (see examples in the section above). Reports can be made using STOP IT (9https://www.newcastle.k12.ok.us/STOPit.aspx), or telling a teacher or administrator at the school site.

Please contact our school counselor if you need additional resources and information about bullying.

For additional information, please refer to the district's policy FNCD which can be found on the district website.

BUS PROCEDURES

School bus transportation is a privilege that may be withdrawn for inappropriate behavior. A student is to ride the bus to which he/she is assigned. Students will be allowed off the bus only at school, home, and locations requested in writing by parents. **The bus driver is in complete charge of the bus and its occupants at all times.** Students riding the bus **MUST** comply with the request of the driver. Please review the bus procedures listed below:

I. Prior to Loading (on the road and at school)
- A. Be on time at the designated school bus stops – keep the bus on schedule.
- B. Stay off the road at all times while waiting for the bus.
- C. Bus riders conduct themselves in a safe manner while waiting.
- D. Wait until the bus comes to a complete stop before attempting to enter.
- E. Be careful in approaching bus stops.
- F. Bus riders are not permitted to move toward the bus at the school loading zone until the bus has been brought to a complete stop.

II. While on the Bus
- A. Keep hands and head inside the bus at all times after entering and until leaving the bus.
- B. Assist in keeping the bus safe and sanitary at all times.
- C. Avoid any loud noise that diverts the driver's attention and may result in a serious accident.
- D. Treat bus equipment as you would valuable furniture in your own home. Damage to seats, etc., must be paid for by the offender.
- E. Bus riders should never tamper with the bus or any of its equipment.
- F. Leave no books, lunches, or other articles on bus.
- G. Keep books, packages, coats, and all other objects out of the aisles.
- H. Help look after the safety and comfort of small children.
- I. Do not throw anything out of the bus window.
- J. Bus riders are not permitted to leave their seats while the bus is in motion.
- K. Horse-play is not permitted around or on the school bus.
- L. Bus riders are expected to be courteous to fellow pupils, the bus driver, and the patrol officers or driver's assistants.
- M. Keep quiet when approaching a railroad-crossing stop.
- N. In case of a road emergency, children are to remain in the bus, unless instructed by the driver to exit the bus.
- O. All rules of the regular school day apply to the bus.

III. After Leaving the Bus
- A. When crossing the road, go at least ten feet in front of the bus, stop, check traffic, and watch for bus driver's signal, then cross the road.
- B. Students living on right side of the road, should immediately leave bus and stay clear of traffic
- C. Help look after the safety of small children
- D. The driver will not discharge riders at places other than the regular bus stop, except, by proper authorization from the parent or school official.

IV. Extra-Curricular Trips
- A. The above rules and regulations will apply to any trip under school sponsorship.
- B. Pupils *will* respect *a chaperone* appointed by the school officials.

V. Consequences for Misbehavior on the Bus - See Bus Matrix **********

Severe Violations: Students who severely misbehave, directly jeopardize the safe operation of the school bus, or directly challenge the authority of the driver or other school official will lose their riding privileges without receiving warnings. Vandalism, fighting, failure to cooperate with the driver, abusive language or gestures directed toward school personnel, possession or use of drugs, alcohol or weapons, or any other violations that affect safety will be dealt with as severe violations.

~~CELL PHONES/WIRELESS DEVICES~~

~~Newcastle Middle School promotes an environment for instructional learning that is safe and secure. Students are urged to practice mature and responsible cell phone usage. Phones are to remain on "Silent" mode and stored in the student's bag/backpack throughout the school day. Parents wishing to contact their student(s) may call and leave a message in the~~

~~school office. Students wishing to contact parents may either use the phone in the main office with permission, or may use their cell phone in the main office with permission. Students causing a disruption by using their cell phones and/or other wireless devices inappropriately may be subject to a referral to the appropriate administrator. Newcastle Middle School is not responsible for lost, stolen, or damaged personal devices. At no time will a student be allowed to record~~

BOARD POLICY FNG - WIRELESS TELECOMMUNICATION DEVICES

It is the policy of the Newcastle Board of Education that a student may possess a wireless telecommunication device while on school premises, or while in transit under the authority of the school, or while attending any function sponsored or authorized by the school.

Students found to be using any wireless telecommunications device for any illegal purpose, violation of privacy, videoing teachers or students without consent, or to in any way send or receive personal messages, data, or information that would contribute to or constitute cheating on tests or examinations shall be subject to discipline and the device shall be confiscated and not returned until a parent conference has been held.

Students found to be in possession of or using a wireless telecommunications device in violation of the rules shall be subject to disciplinary action under the student discipline policy, including, but not limited to parent/guardian conference, detention, or suspension. Punishment for violation will be determined by the administration on a case-by-case basis. Where appropriate, police authorities may be contacted.
Expectations for bringing a cell phone to school:

1. **With the guidance and approval of administration, it is the expectation that student cell phones will remain on silent and be put away or stored and not used during class time.**
2. The use of cell phones will only be allowed in special circumstances, for specific learning activities, and at the direction of the teacher.
3. Cell phones must be on silent upon entering the site building, unless directed by the teacher, and remain on silent through the remainder of the class day.
4. Cell phone cameras and audio recorders may be only used for specific educational benefit and only with prior permission of the teacher or administrator.
5. Considerable leniency for cell phone use will be allowed in emergency situations. However, cell phone use should not interfere with the student's ability to follow directions or adhere to safety advisement from school personnel.
6. Cell phones may be used in other areas within the school, on school grounds, and on school transportation as designated by the administration. Designated areas may vary from school to school with the district.
7. Students who choose to bring cell phones to school do so at their own risk. The school district assumes NO LIABILITY for lost or stolen cell phones.
8. Watches that possess activated functionality as a cellular device (cell phone) will fall under the

provisions of this policy.

Student use of cell phones at Newcastle Public Schools is a privilege - not a right. Failure to adhere to established guidelines will result in consequences similar to the consequences levied for other disruptions to the educational process including the confiscation or banning of cell phones.

Students at the middle school must adhere to the policy above. Students are not allowed to use phones in the hallways, restrooms, or cafeteria without permission from a principal.

CHEATING/ACADEMIC DISHONESTY

In an academic institution, dishonesty serves to undermine the academic and intellectual integrity of the school and everything education stands for. Cheating will be considered the act or intent of gaining or giving knowledge or information for an assignment or test answer by fraudulent means. Examples of cheating and academic dishonesty may include, but are certainly not limited to, the following:

- Presenting the work of any other entity as your own.
- Copying information from another student's test, examination, theme, book report, homework, notebook, etc., unless specifically given permission by the teacher to do so. Teachers should provide clear guidance in regards to their expectations for group work and group projects.
- Plagiarism- using another person's or entity's ideas, expressions, AI generated materials, or words as your own without giving the original author credit.
- Preparing to cheat- Examples of this may include: having in your possession a copy of a test or assignment to be given or having been given by a teacher, using a textbook notes or other materials without permission during a test or examination, and talking during a quiz, test, or examination.
- Not following test procedures or instructions given by your teacher or test administrator
- Providing another student with information that allows them to cheat, or otherwise provides an unfair advantage over other students (Example: Picture taking with cell phones)

The penalty for cheating on an assignment or test will be as follows:

- The teacher will inform the student of the incident, and the student may earn zeros for all work related to the cheating incident. Parent will be contacted by the teacher.
- All instances of Academic Dishonesty/Cheating will result in a discipline referral to the appropriate administrator.

It is important to also note that some school organizations may have additional consequences for cheating, depending on their constitution or bylaws.

CHECK OUT PROCEDURES

No student may leave school except at regular dismissal time without checking out through the office. If the student knows in advance that they need to leave school, a parent must phone or come by the office to check out the student. **A student who does not check out (which includes prior parental permission AND signing out in the office) prior to leaving school anytime during the school day will be disciplined for truancy**. No student will be allowed to leave school unless a parent has been contacted. Also, during the lunch times, a **student's parent** must be the one to physically check the student out in the office, ~~unless it can be verified the student is leaving for the rest of the day or attending a doctor or other legal appointment.~~ Checking out students over the phone during the lunch times is ~~otherwise~~ prohibited.

CLOSED CAMPUS

Students must adhere to a closed campus policy. **Students are not allowed to leave without properly checking out in the office. Checking out includes both signing out and the office being made aware by the parent/guardian, in advance, of the need for the student to check out. During the lunch times, a student's parent must be the one to physically check the student out in the office, ~~unless it can be verified the student is leaving for the rest of the day or attending a doctor or other legal appointment~~. Checking out students over the phone during the lunch times is ~~otherwise~~ prohibited.**

CHILD NUTRITION

A. Breakfast is served beginning at 7:20 in the school cafeteria. There is a grab-and-go breakfast served between 1st and 2nd hours for 1st hour athletic students and students who have received permission from the office.

B. There are 3 lunch times and students will generally eat lunch with their grade level.

C. See https://www.racercafe.org/ for information on school menus, meal pricing, and any additional information.

D. Money may be added to a student's account by check/cash in the cafeteria or online through the gradebook portal.

E. Students that do not have adequate funds for a meal that day will be provided a substitute meal.

F. If a student was on free or reduced lunches last year, a new application must be filled out and submitted to maintain free and reduced status. Applications may be submitted at any time during the school year.

G. Food and/or drinks are not allowed to leave the cafeteria.

DELIVERIES

NMS will not accept deliveries from outside businesses on behalf of students. This includes but is not limited to DoorDash/GrubHub etc., pizza places, other food vendors, Amazon, flowers, cards, etc. Parents may bring their student necessary items by checking in with front office staff. The front office staff will provide information on where to leave items.

CITIZENSHIP

It is each student's responsibility to display qualities of good citizenship. Your best conduct is expected everywhere you go. Newcastle Public Schools promote the application of the concepts of honesty, morality, and courtesy. The values, history and traditions, and the applications of the United States and the Oklahoma Constitutions will be taught and practiced.

CONDUCT AND COURTESY

Courtesy and good manners should be the key to a student's conduct at school. A good attitude toward teachers and fellow students will make school enjoyable for all.

Students are expected to have respect for school property and to take good care of books, desks, and other furniture and equipment. **Students/parents will reimburse the School for any damages caused by a student.**

CITATIONS/TICKETS

When school officials and/or law enforcement authorities deem necessary, a student may be issued a municipal or county citation. Citations could be issued for trespassing, truancy, tobacco, vape possession/use, alcohol, drugs, profanity, assault, fighting, harassment and creating a disturbance among other rule(s) violations. While this is certainly a last resort, it is important to know that this is an option, should it be deemed necessary.

CLUBS AND ORGANIZATIONS

Newcastle Public Schools offer a variety of clubs, both curricular and extracurricular. According to HB 1826, it is the responsibility of the parent to notify the school in writing if he or she wishes for their child to NOT participate in any of the clubs associated with our schools. Please visit our website and social media for a current list of clubs/activities.

STUDENT CONDUCT AND DISCIPLINE

Implied Authority, as defined by state law, allows a school district to exercise those powers necessarily implied, or delegated by law to any other agency or official. The teacher or administrator shall have the same right as a parent or guardian to control and discipline a child while the child is in attendance in school, in school vehicles to or from the school, or while attending or participating in any school function authorized by the school district. This may include the right to apply necessary and reasonable force when students, staff, or administration are faced with possible personal or property injury.

All students enrolled in Newcastle Public Schools will be expected to abide by the rules and regulations set forth by the administration, teachers and the board of education while in attendance at school-sponsored activities, or while being transported to or from school or school-sponsored activities in district-owned transportation equipment. Any student who disobeys the rules or shows disrespect for any teacher and/or school property will be subject to disciplinary action. The disciplinary action taken will depend on the severity of the violation and the number of violations.

The school district, in order to provide quality education for all of its students, will not tolerate disruptive acts that would interfere with the learning environment of the school or the safety of its students. Furthermore, damaging of school property will not be tolerated. Students, while enrolled in this district, shall be under the supervision of and accountable to school personnel. The supervision shall include:

- going directly to and from school
- attendance of a school sponsored activity in the district or involving the district's schools (away from the district)
- going to and from district activity
- in-transit time to activities on school transportation

Consideration will be given to alternative methods of punishment or consequences to ensure the most effective discipline is administered in each case. In all disciplinary action, the administration shall be mindful of the fact that we are dealing with individual personalities. The administration shall consider consultation with parents on discipline measures that might prove the most effective in particular circumstances.

DISRUPTIVE OR INTERFERING BEHAVIOR

A disruptive or interfering act shall be defined as, but not limited to, inciting, encouraging, promoting, or participating in activities, which interfere with the due process of the educational program of the school. The following are examples of behavior that will constitute disruptive activities:

A. demonstrations
B. sit-ins
C. walk-outs
D. blockages
E. group violence
F. disrespect or disobedience to school personnel
G. **harassing, hazing, threatening, intimidating, bullying, or verbally abusing another person, including any gesture, written or verbal expression, or physical act that a reasonable person should know will harm another person, damage another's property, or insult or demean another in such a way as to disrupt or interfere with the District's educational mission**
H. the use of obscene, lewd or profane language (visual and/or auditory)
I. fighting
J. disruptive publications and/or social media posts
K. theft or inappropriate use of personal or school property

L. possession or use of drugs, alcohol or weapons
M. possession or use of tobacco, vapes, and vape products by minors
N. failure to make reasonable attempt at course work
O. assault and battery.

Administrative response to student misconduct is a matter directly influencing the morale of the entire student body. As such, all student discipline will be based on a careful assessment of the circumstances surrounding each infraction (i.e. the student's attitude, the seriousness of the offense, and its potential effect on other students).

DETENTION - ~~IN SCHOOL INTERVENTION~~

Teachers use detention as a disciplinary action. This is a mandatory study time; therefore, all students must bring homework and study materials detention. There may be a restorative assignment added upon their arrival.

~~Principals and teachers use detention as a disciplinary action. This is a mandatory STUDY TIME; therefore, all students must bring homework or study materials to detention. Students will be asked to do additional assignments as well.~~
Failure to attend detention at the appointed time may result in ISI. The student will also be required to fulfill their original detention obligation after the completion of the ISI

Detention and/or ISI may be assigned for, but not limited to, the following reasons:

~~A. Tardiness to school or class.~~
~~B. Failure to report to assigned class.~~
~~C. Truancy.~~
~~D. Behavior which interrupts the education process of other students.~~
~~E. Miscellaneous offenses handled by the principal.~~
~~F. Incomplete work.~~
~~G. Lack of motivation or effort shown in the classroom.~~
~~H. Talking in the cafeteria line.~~
~~I. ss.Failure to have needed materials for class~~

A. Tardiness to school or class (3 tardies is a detention)
B. Behavior which interrupts the educational process of other students.
C. Disruptive behavior on other school grounds (i.e. cafeteria, athletic events, playground, restroom)
D. Cell Phone Violations
E. Public Displays of Affection
F. Teasing or rude behavior toward other students or staff
G. Insubordination / Non-compliance
H. Extreme Profanity / Inappropriate Comments

Violation of any of the items A through H above will result in a "first offense," and a violation of any of the above items will result in a "second offense" and so forth.

First Offense - Conversation and notice from the teacher.
Second Offense - Conversation and/or warning from teacher and phone call home
Third Offense - Phone call home and detention will be assigned

Detention Procedure: When a student is assigned detention, they will report to the assigned detention room before (7:00 - 7:30 am) or after (2:45 to 3:15 pm) school. The student will have that day that they were assigned detention plus two days to serve the detention. Failure to show up for detention may result in further disciplinary action.

ISI

In School Intervention is assigned by a principal regarding more serious behaviors. Students assigned to ISI will be unable to participate in extracurricular activities or attend school functions on any day in which they are in ISI. This includes the weekend, should a student be in ISI on the last day of the school week continuing to the first day of the next week.

~~**Students assigned to ISI will not be allowed to participate in any extra-curricular activities or attend school related functions on any day in which they are in ISI**. This includes the weekend, should a student be in ISI on a consecutive Friday and Monday. on the last day of the school week continuing to the first day of the next week.~~

~~**Teachers are permitted to assign lunch detention for the following reasons:** ******~~

~~1. Class disruption~~
~~2. Cell phone/electronic device violations~~
~~3. Failure to serve lunch detention~~
~~4. Public display of affection~~

DIRECTORY INFORMATION UNDER FERPA

See Newcastle Board of Education policies for details concerning directory information.

DISTRIBUTION OF MATERIALS ON CAMPUS

Distribution of materials of any kind (other than those being distributed by the school) are not to disrupt the educational process in any way and must meet the guidelines as established by the state and federal court system. All posted items must be approved in advance by the building administration.

DRESS CODE

Standards of Dress: The following standards of dress are required of all students while attending school or participating in school activities. It is hoped that a minimum amount of time and effort is spent on enforcement; however, it is the responsibility of the student and the parent to adhere to these guidelines. Exceptions to this policy are at the discretion of the building principal. There may be clothing, hairstyles, and/or accessories not specifically addressed herein that might be so disruptive to the education process that the building principal may need to take immediate corrective action. In those cases requiring such action, the building principal may act immediately.

General Guidelines:

A. Modesty will be the dominant feature in all clothing.
B. Clothing must be clean and safe.
C. Clothing, hairstyles and/or accessories must not be revealing, disruptive or distract from the educational process in any way.
D. Clothing must not be derogatory to any individual, group, or institution, including hate-group messages.
E. All students are required to wear clothing including shoes which are safe and appropriate for school activities.
F. Hair is to be well-groomed and clean.
G. Shorts, dresses or skirts shall not expose any portion of the student backside, undergarments, or private area (no tears, cuts or holes in garments above mid thigh are acceptable).

Unacceptable Clothing and Accessories:

A. S~~paghetti straps and shirts that do not cover the tops of the shoulders.~~

B. Low-cut shirts or blouses; shirts which expose the midriff, partial or full back; and pants, skirts or other clothing which expose the midriff.
C. Any clothing that reveals undergarments.
D. Slacks, pants or shorts worn below the hip.
E. Caps, hats, hoods or other head covering in the building.
F. Clothing, tattoos, and or accessories which carry messages either written or suggesting the promotion of illegal substances including but not limited to, drugs, alcohol, tobacco products; vulgar language, sex, violence, gang-related affiliation or other symbols that detract from the learning environment.
G. Gang-related attire.
~~H. Bedroom attire (pajamas, lounge pants, blankets, etc.)~~ Blankets
I. Cleated shoes.
J. Sunglasses.
K. Any item that exposes the students private areas at any time.
L. Footwear with wheels.
M. Any other clothing/accessory that are deemed unsafe or otherwise distracting by school personnel.

Any student deemed in violation of the dress code will be required to find clothing that meets the code or will be sent home to correct the situation and will be considered absent. Failure to comply will be grounds for disciplinary action.

DRUG AND ALCOHOL POLICY

Students are prohibited from engaging in the following conduct or activities:

- Smoking, using, and/or possessing tobacco, including vapes and vaping liquid;
- Using, consuming, possessing, or being under the influence of, selling, transferring, distributing, or bartering any alcoholic beverage or low-point beer as defined by state law;
- Using, consuming, possessing or being under the influence of, selling, transferring, distributing, or bartering any narcotic drug, stimulant, barbiturate, depressant, hallucinogenic, opiate, inhalant, counterfeit drug, or any other controlled dangerous substance which is capable of being ingested, inhaled, or absorbed into the body and affecting the central nervous system, vision, hearing, or other sensory or motor function;
- Using, possessing, selling, transferring, distributing, or bartering any drug paraphernalia.

"Presenting" a substance as an illegal or prohibited substance will also be considered a violation of this policy. Violation of the above policy is likely to result in disciplinary action, to include, but not limited to, out of school suspension and the involvement of law enforcement personnel.

FERPA RIGHTS NOTIFICATION

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

(1) The right to inspect and review the student's education records within 45 days of the day Newcastle Schools receives a request for access. The Parents or eligible students should submit to the School Principal a written request that identifies the record(s) they wish to inspect. The Principal will make arrangements for access and notify the parents or eligible student of the time and place where the records may be inspected.

(2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask Newcastle Schools to amend a record that they believe is inaccurate or misleading. They should write the School Principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the School decides not to amend the record as requested by the parent or eligible student, Newcastle Schools will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by Newcastle Schools as an administrator, supervisor, instructor, or support staff member including health or medical staff and law enforcement unit personnel; a person serving on the Newcastle School Board; or a person or company with whom Newcastle Schools has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist). A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, Newcastle School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

(4) The right to file a complaint with the U. S. Department of Education concerning alleged failures by Newcastle Schools to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U. S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

GRADE REPORTING

Report cards can be viewed electronically through Infinite Campus at the end of each semester. Print copies can be requested through the office.

Parents are strongly encouraged to keep up with their child's academic progress through our online grading program. ***Application forms for access rights are available in the office, on our district web-site at www.newcastle.k12.ok.us., and by contacting the school ~~counselor.~~registrar.***

GUIDANCE COUNSELOR

Guidance services are available for every student in the school. These services include assistance with educational planning, interpretation of test scores, career information, study tips, help with home, school and/or social concerns, or any question the student may feel he would like to discuss with the counselor. Appointments can be made by contacting the counseling office.

Please visit the following site for continually updated graduation requirements: http://ok.gov/sde/oklahoma-high-school-graduation-requirements

GYMNASIUM CARE

NO food or drinks are allowed on the gym floor and only gym shoes may be worn on the floor.

HONOR ROLL

Students with all A's will qualify for the Superintendent's Honor Roll. Students with all A's and B's will qualify for the principal's honor roll. This honor is based on semester grades only.

IMMUNIZATIONS, ILLNESS AND ACCIDENTS

Oklahoma law requires students meet certain immunization requirements to be eligible to attend school. If these requirements are not met, the student will not be allowed to attend school. If the student develops an illness after reaching school, an attempt will be made to notify the parent. The school does not diagnose diseases and gives no internal medicine, including aspirin. In case of severe injury or broken bones, parents or a doctor will be notified immediately. The school will administer only emergency first aid in case of injury. Based on the severity of the injury, 911 will be called without parent approval.

Title 70, Section 1210.191, Oklahoma Statutes, 1970 requires that parents or guardians of all minor children in grades kindergarten through the twelfth grade for all public, parochial, or private schools in the State of Oklahoma, present a certified copy of required immunizations upon school entry. To be in compliance with this law, students must present proof of (5) doses DPT/DTaP/Td/Tdap, (4) doses Polio, (2) doses of MMR, a (2 or 3) dose series of Hepatitis B vaccine, (2) dose series of Hepatitis A, and (1) dose of Varicella. No minor child shall be admitted to any public, private, or parochial school operating in Oklahoma unless the parent or guardian can present to the appropriate school authorities certification from a licensed physician or the appropriate public health authorities that such child has received or is in the process of receiving immunizations required for school entry. For more information, visit http://imm.health.ok.gov.

INFORMATION CHANGES

If any information concerning your child's enrollment changes during the school year, let us know immediately. It is imperative that we be able to reach you in case of emergency. Parents, please make sure that the contact information that we have on file is current and correct. Having the correct information also improves our ability to communicate with you through mailings, phone calls, and emails. Staff members are not responsible for lack of communication due to lack of current and accurate parent contact information. Every effort will be made by office staff to contact parents when the school receives information that their contact information is not up to date.

INTERNET ACCESS AND ACCEPTABLE USE POLICY

General: The Internet is an electronic highway connecting a multitude of computers throughout the world. Through the Internet, students and employees have access to electronic mail (e-mail), news, databases, library resources, and a wide variety of other information sources. The District provides a wide variety of opportunities for students and employees to use the District's computers to access the Internet. Through the Internet, it is possible to access material which may contain illegal, defamatory, inaccurate, pornographic, and/or offensive content. Due to the nature of the Internet, the District cannot guarantee that students and employees will not access such material. However, the District is committed to enforcing a policy of Internet safety and monitoring the Internet activities of its students.

The District makes no warranties of any kind, either express or implied, regarding the Internet access being provided. The District shall not be responsible for any damages users suffer, including but not limited to loss of data resulting from delays or interruptions in service. Nor shall the District be liable for the accuracy, nature, or quality of information stored on District's computer equipment or of information gathered through Internet access provided by the District. However, the Administration shall develop, implement, and maintain regulations and forms to restrict the use of the District's computers and Internet access to legitimate and acceptable purposes and to regulate students' and employees' privilege of access and use. The District shall install and operate computer software programs which restrict access to certain materials, such as material which depicts nudity, sex, sexual acts, excretion, and exhibition of genitals and which, taken as a whole, lacks serious literary, artistic, political, or scientific values. Students who are granted access to the Internet shall receive instruction regarding safety and security when using electronic mail, chat rooms, and other forms of direct electronic communications and the disclosure, use, or dissemination of personally identifiable information.

Acceptable Uses: The District's computers, equipment, and software are intended for administrative, educational, and research purposes only and shall be used only in accordance with Administrative Regulations. Acceptable uses of the District's computers and the Internet are activities which support learning and teaching or which promote the District's mission and goals.

Prohibited Uses: According to Administrative Regulations, the District's computers and the Internet access (including e-mail) provided by the District shall not be used:

- To violate an individual's right to privacy;
- To access materials, information, or files of another person or organization without permission;
- To violate the copyright laws or software licensing agreements;
- To spread computer viruses;
- To deliberately attempt to vandalize, damage, disable, or disrupt the District's property or the property of any other individual or organization
- To locate, receive, transmit, store, or print files or messages which are profane, obscene, or sexually explicit, or which use language that is offensive or degrading to others;

- To distribute religious materials;
- To campaign for or against any political candidate or ballot proposition or for political lobbying, except as authorized by law;
- For any commercial purpose unless authorized by the Administration or Board; or
- To engage in any illegal activity.

Consequences for Misuse: The use of the District's computers and the Internet access provided by the District is a privilege, not a right. Any student or employee who inappropriately uses the District's computers or the Internet may have the privilege of using the computers or the Internet denied, revoked, or suspended and may be subject to other disciplinary sanctions.

No Expectation of Privacy: No student or employee shall have any expectation of privacy in any electronic mail being sent or received by the District's computers or District-provided Internet access. The District's system operators may access any electronic mail and may delete any inappropriate material from any electronic mail sent or received using the District's computers or District-provided Internet access.

Use of Software: Students are prohibited from installing, copying, or downloading any copyrighted material or software on District's computer hardware. Employees are prohibited from installing, copying, or downloading any copyrighted material or software on District's computer hardware without the express written consent of the copyright holder and the approval of the appropriate administrator or system operator.

Internet-based Instruction: The District may allow students to complete required course work through Internet-based courses in accordance with Oklahoma law, the rules, regulations, and/or guidelines adopted by the State Board of Education, and this policy. Students enrolled in Internet-based courses must participate in the Oklahoma School Testing Program. Test results for students enrolled in Internet-based courses must be disaggregated and reported.

The District authorizes any full-time student of the District to enroll in an approved Internet-based course offered by the District provided the course is determined to be appropriate for the student. The following criteria will be used to determine the appropriateness of Internet-based course work for a particular student:

1. Recommendation by the student's teacher(s) that the student possesses the ability to work on his/her own;
2. The student has completed all prerequisites for the course as if it were offered through the District's traditional class offerings;
3. The course will provide a means for the student to advance but is not a means for acceleration of a student's graduation date; and
4. The student is either suspended out-of-school or is in need of remediation.

All Internet-based courses must be approved by the Board prior to enrollment by students. The District shall use the following criteria to determine whether an Internet-based courses is approved for enrollment of students:

1. Teacher is certified to teach the course and trained in methodology and technical aspects of Internet-based instruction;
2. The course is aligned with Priority Academic Student Skills/ Common Core requirements;
3. A plan for monitoring and reporting student progress by the course instructor to the principal or principal's designee at least monthly with the final grade reported in time for inclusion on report cards/transcripts;
4. A course grading system that is compatible with the District's grading system and criteria;
5. Completion of the course must be within the school semester; and
6. The proposed Internet-based course is not duplicative of a course offered by the District.

Internet-based courses are not a means for students educated or enrolled elsewhere to enroll part-time in the District in order to take an Internet-based course. However, the District is authorized to enroll on a part-time basis for the purpose of utilizing Internet-base instruction students who have dropped out of school or who are or have been suspended. To be eligible, the student must have been enrolled in a public school in the state any time during the previous three (3) years.

Internet-based courses offered by a technology center and taught by a certified teacher and aligned with the appropriate Priority Academic Student Skills may be counted toward meeting the state graduation requirements with prior approval of the State Department of Education and the Board. Internet-based courses which contain integrated or embedded skills for which no Priority Academic Student Skills have been adopted may be approved by the Board if such courses incorporate national standards and are taught by certified teachers.

Remote Internet-based Courses: The District may allow for students to complete required course work through remote Internet-based courses in accordance with the rules, regulations, and/or guidelines adopted by the State Board of Education and this policy. However, students participating in remote Internet-based instruction will be required to provide their own equipment and Internet access and pay any associated fees, tuition, and/or expenses.

ITEMS PROHIBITED AT SCHOOL

The following items are considered dangerous and strictly prohibited from school. Possession, sale, transmission, and/or use of these items may result in discipline, to include out of school suspension, depending on the severity and nature of the offense. Examples of these items include, but are not limited to:

- Firecrackers
- Stink, smoke, or snap bombs
- Matches or lighters
- Weapons of any type
- Firearms (including replicas, ammunition, paint balls or guns, projectiles, etc.)
- Incendiary or explosive devices
- Any objects used or portrayed in a violent manner
- Mace or Pepper Spray
- Vapes, vaping liquids, or e-cigarettes
- Any device that is capable of reading, storing, emulating, or overriding any RF code or signal.
- Video game controllers and systems
- Aerosol cans of any kind (aerosol deodorant, perfume/cologne, air freshener, etc.)
- Energy Drinks and Powders

Other prohibited items include:

- Toys
- Skateboards / Roller Skates for use in the building. These must be checked in at the office upon arrival.
- Toy Guns or weapons
- Water Guns
- Sling Shot
- Laser pens or Laser Lights of any kind
- Miscellaneous items, such as, but not limited to: Liquid Paper, Slime, Whoopie cushions, Prank items, Inappropriate Magazines, Noisemakers of any type, Water Balloons, Invisible ink, trading cards, or other items deemed a nuisance, distraction or danger to the school setting etc.

*No student may sell any item (candy or etc.) unless it is from an approved school fund-raising project for the middle school. No other school fund-raising projects are allowed. Disciplinary actions may result from sales which are not approved. If brought to school, such items will be impounded.

LIBRARY PROCEDURES

The library will be opened at 7:35 am and remain open throughout the day, as well as after school for a short amount of time. Students are encouraged to use the library as much as possible. The library also has a webpage that can be accessed from our district website. Should a student need to visit the library during class time, the student should be given a hall pass from their current teacher. Upon arriving in the library, the student should check in immediately with the librarian to inform her of his or her particular needs. At no time is a student allowed to miss class and go to the library without

permission and a pass from his or her current teacher. Students are responsible for all materials they check out from the library, and will be required to pay for materials that have been damaged or lost.

MEDICAL TREATMENT

Medication may be administered to students as prescribed by law. For the purpose of this policy, medication or medicine includes prescription medication as well as over-the-counter medicines. Students may not retain possession of or self-administer any medication unless written permission is granted by the District as set forth below.

A student who has a legitimate health need for a medicine shall deliver the medicine to the school principal, or his designee, in its original container with written authorization of the student's parent or guardian for the administration of the medicine. The parent's authorization must identify the student, the medicine, and include or refer to the label for instructions on administration of the medicine. The medicine will be administered to the student only by the school principal or designee pursuant to the parent's instruction and the directions for use on the label or in the physician's prescription. **Forms for parental authorization of administration of medicines are available in the office of the building principal and on the school webpage.**

The school shall keep a record of the students to whom medicine is administered, the date of administration, the person who administered the medicine, and the name or type of medicine administered.

Minor cuts and abrasions will be cleaned and covered with a band-aid. **We are not allowed to use any type of spray or ointment. In case of serious injury or illness, we will make every effort to contact the parent or guardian.** We may also make the determination to call 911, should the situation warrant. The District is not responsible for any transportation and/or medical costs associated with emergency care.

ALL MEDICATIONS, BOTH PRESCRIPTION AND OVER THE COUNTER, MUST BE BROUGHT TO THE OFFICE. We will keep it on file for your student.

MEDICATION, SELF-ADMINISTRATION

Pursuant to Oklahoma law, students may be allowed to carry and self-administer prescribed inhaled asthma medications and prescribed anaphylaxis medications according to the provisions of this policy. The District shall not incur any liability as a result of any injury arising from the self-administration of asthma or anaphylaxis medication by the student. If the requirements of this policy are fulfilled, a student diagnosed with asthma or anaphylaxis may possess and use his or her labeled asthma or anaphylaxis medication at all times. The student's parent or guardian shall:

- Provide the school with a written statement on the form prescribed by the Board of Education authorizing the self-administration of inhaled asthma of anaphylaxis medication.
- Provide the school with a written statement from the student's treating physician containing the following information:
  - That the student has asthma or anaphylaxis;
  - That the student is capable of and has been instructed in the proper method of self-administration of the student's asthma of anaphylaxis medication;
  - The name and purpose of the asthma of anaphylaxis medication;
  - The prescribed dosage;
  - The time or times at which and special circumstances, if any, under which the asthma or anaphylaxis medication is to be administered.
- Provide the school with an emergency supply of the student's asthma or anaphylaxis medication(s) to be administered pursuant to Oklahoma law by a school nurse or other authorized personnel.
- Provide the asthma or anaphylaxis medication to be carried by the student which is appropriately labeled, with a prescription label reflecting the following:
  - Student's name;
  - Prescription number;
  - Asthma or anaphylaxis medication name and dosage;

- Method of administration and dosage;
- Date of prescription and refill;
- Licensed prescriber's name;
- Pharmacy name, address and telephone number;
- Name of pharmacist.

The authorization for self-administration of asthma and anaphylaxis medications from the parent or guardian and from the physician shall be kept on file in the office at the school site where the student is enrolled. The authorization for self-administration of asthma and anaphylaxis medication shall be effective only for the school year in which the authorization is submitted by the parent or guardian.

For the purpose of this policy, "asthma medication" and "anaphylaxis medication" shall mean a metered dose inhaler or a dry powder inhaler to alleviate asthmatic symptoms, prescribed by a physician and having an individual label, or an anaphylaxis medication used to treat anaphylaxis, including but not limited to Epinephrine injectors, prescribed by a physician and having an individual label. "Self-administration" shall mean a student's use of asthma or anaphylaxis medication pursuant to a prescription or written direction from a physician.

NOTICE OF NON-DISCRIMINATION

Applicants for admission or employment, students, parents, employees, sources of referral of applicants for admission and employment, and all unions or professional organizations holding collective bargaining or professional agreements with the Newcastle School District are hereby notified that this District does not discriminate on the basis of race, color, national origin, sex, age, or disability in admission or access to, or treatment or employment in, its programs and activities. Any person having inquiries concerning Newcastle School's District compliance with the regulations is directed to contact.

~~Ms. Angie Green~~ Kylie Rios
101 North Main
Newcastle, OK 73065
(405) 387-6304

This person has been designated as the Section 504 and Civil Rights Compliance Coordinator.

Screening

Screening activities may include vision, hearing, and health. Other screening activities may include: review of records and educational history; interviews; observations' and specially developed readiness or educational screening instruments. The Regional Education Service Centers provide assistance and consultation to local schools in these efforts

(1) Educational Screening

Educational screening includes procedures for the identification of children who may have special learning needs and may be eligible for special educational and related services. Each school district in the State provides educational screening. No child shall be educationally screened whose parent or legal guardian has filed written objection with the local school district.

- Educational screening is implemented for all first grade students each school year.
- Second through twelfth grade students shall be screened as needed or upon request of the parent, legal guardian, or teacher.
- Students entering the public school system from another state or from within the state without previous educational screening, shall be educationally screened within 6 months from the date of such entry.

Evaluation

Evaluation means procedures used in accordance with Federal laws and regulations to determine whether a child has a disability and the nature and extent of the special education and related services that the child needs. The term means procedures used selectively with an individual child and does not include basic tests administered or procedures used with all children in a school, grade, or class. Written consent of the parent or legal guardian for such evaluation must be on file with the local school district prior to any child receiving an initial evaluation for special education and related services purposes.

NOTIFICATION OF RIGHTS UNDER THE PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

Newcastle Public Schools has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Newcastle Public Schools will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. Newcastle Public Schools will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. Newcastle Public Schools will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

*Collection, disclosure, or use of personal information for marketing, sales, or other distribution.

*Administration of any protected information survey not funded in whole or in part by ED.

*Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue, SW

Washington, D.C. 20202

PARENT/TEACHER CONFERENCES

Every parent is encouraged to know about their child's classroom performance and to become acquainted with his or her teachers. We urge you to contact your child's teacher and schedule a conference at a mutually convenient time. Teachers will **NOT** be pulled away from their teaching responsibilities for an unscheduled conference.

Parent-Teacher conference days are listed on the school calendar. Please try to take advantage of this opportunity.

PUBLIC DISPLAY OF AFFECTION

No inappropriate displays are permitted. School is not the time or place to engage in activity that might otherwise distract the students involved, or student witnesses, from our mission of excellence in education. Greetings and interactions should be respectful and professional in nature.

SAFE SCHOOLS HOTLINE

It is the desire of Newcastle Middle School and the State of Oklahoma that each school be a safe place for all students. We need your help. You can help by notifying an adult in the building or by calling the Safe Call Hotline at 1-877-723-3225, extension 651, when you have knowledge of drugs, weapons or violent acts in our schools, or other schools. **The call is completely anonymous**. We simply receive a fax in our central office and we are required to take action on the information we are given.

SCHEDULE CHANGES

Schedule changes will only be considered for legitimate reasons, such as a schedule conflict, meeting graduation requirements, or inappropriate placement as determined and recommended by a teacher or counselor with administrative approval. Students will not be moved to a class considered to be 'below' the intellectual capability of that student. Also, schedule changes will not be permitted after the 8th day of school each year, unless determined by the principal that it is in the best interest of **all** parties involved. Student schedule change requests due to not having interest in or not liking the subject matter, not receiving the course requested, or not choosing the course will only be accepted for the first 8 days of the semester. Parents and students do not have the option of choosing teacher preferences.

Schedules may be adjusted if any of the following criteria exist and space is available:

A. Incomplete schedules or computer errors.
B. Duplication of courses.
C. The student does not meet prerequisites.
D. Acceptance to a special program (co-op work experience, Mid-America Career Tech Program, etc.).
E. Enrolled in a course that an administrator and/or counselor deems detrimental to student progress.
F. Dropping PE for band or team sports. (Not applicable to 6th grade students)
G. Dropping a course taken during previous summer or night school.
H. Taking a more challenging course (no reversal at a later date).

SCHOOL SAFETY

Students and faculty will participate in fire drills, tornado drills, and lockdown/ intruder drills throughout the year. Each classroom is equipped with written procedures to follow during these situations. Teachers are responsible for conveying this information to students. Students are responsible for knowing this information and following the procedures in a **very disciplined manner**, whether it be a drill or a true emergency. Faculty are responsible for ensuring evacuation maps and tornado maps are posted in their classrooms.

~~SEARCHES INVOLVING STUDENTS~~

~~In accordance with NPS Board Policy the Administration reserves the right to search student's personal belongings, lockers, vehicles and person as allowed by federal and state law. Students and parents need to be aware that students themselves, their personal belongings, lockers, and vehicles will be searched in the event the Administration suspects the unauthorized use of tobacco, alcohol, drugs, weapons, etc. We also cooperate with the Newcastle Police Department as they occasionally help us with random searches. The following paragraphs are excerpts from statute that further outline student privacy and student searches:~~

~~"The superintendent, principal, teacher, or security personnel of any public school in the State of Oklahoma, upon reasonable suspicion, shall have the authority to detain and search or authorize the search, of any pupil or property in the possession of the pupil when said pupil is on any school premise or while in transit under the authority of the school, or while attending any function sponsored or authorized by the school. The principal, teacher, or security personnel searching or authorizing the search shall have authority to detain the pupil to be searched and to preserve any dangerous weapons or controlled dangerous substances, intoxicating beverages, non-intoxicating beverages, or missing or stolen property that might be in their possession including the authority to authorize any other persons they deem necessary to restrain such pupil or to preserve any dangerous weapons or controlled dangerous substances, intoxicating beverages, non-intoxicating beverages, or missing or stolen property."~~

~~"Any pupil found to be in possession of dangerous weapons, or controlled dangerous substances, intoxicating beverages, non-intoxicating beverages, or missing or stolen property may be suspended by the superintendent or principal for a period not to exceed the current school semester and the succeeding semester. Any such suspension may be appealed to the board of education of the school district by the pupil suspended under this section."~~

~~"Pupils shall not have any reasonable expectation of privacy towards school administrators or teachers in the contents of a school locker, desk, or other school property. School personnel shall have access to school lockers, desks, and other school property in order to properly supervise the welfare of pupils. School lockers, desks, and other areas of school~~

~~facilities may be opened and examined by school officials at any time and no reason shall be necessary for such search.~~ **~~Schools shall inform pupils in the student discipline code that they have no reasonable expectation of privacy rights towards school officials in school lockers, desks, or other school property."~~** ~~(70-24-102)~~

SEARCH OF STUDENTS - Board Policy FNF

The Newcastle Board of Education believes that all students should be free from unreasonable search and seizure by school officials. However, it shall be the policy of the board that the superintendent, principal, teacher, and security personnel shall have the authority to search a student and a student's property when there is reasonable suspicion for such searches. The superintendent is instructed to establish a regulation for board approval that supports this policy.

SEARCH OF STUDENTS
(REGULATION) Board Policy FNF-R

In accordance with the policy of the board of education, searches of students shall be conducted under the following circumstances:

The superintendent, principal, teacher, or security personnel of this school (authorized personnel) may detain and search any student or students on the premises of the public schools, or while attending, or while in transit to, any event or function sponsored or authorized by the school only under the following conditions:

1. When any authorized person has reasonable suspicion that the student may have on the student's person or property alcoholic beverages as defined in the Oklahoma Alcoholic Beverages Act, dangerous weapons, controlled dangerous substances as defined by law, stolen property if the property in question is reasonably suspected to have been taken from a student, a school employee, or the school during school activities, or any other items which have been or may reasonably be disruptive of school operations or in violation of student discipline rules.
2. School lockers and school desks are the property of the school, not the student. Students have no expectation of privacy concerning lockers, desks, or other school property. The users of lockers, desks, and other storage areas or compartments have no reasonable expectation of privacy from school employees as to the contents of those areas. Lockers, desks, and other storage areas or compartments may be subjected to searches at any time with or without reasonable suspicion. Students are not to use any school area or property to contain any item that should not be at school. Students shall not exchange lockers or desks or use any lockers or desks other than those assigned to them by the principal.
3. Authorized personnel may search a student, within the limits of state and federal law (or this policy), whenever the student consents to such a search. However, consent obtained through threats or coercion is not considered to be freely and voluntarily given.
4. Authorized personnel conducting a search shall have authority to detain the student or students and to preserve any contraband seized.
5. Any searches of students as outlined herein will be conducted by an authorized person who is the same sex as the person being searched and shall be witnessed by at least one other authorized person who is of the same sex as the person being searched.
6. Strip searches are forbidden. No clothing except cold weather outer garments, shoes, hand coverings, and head coverings, except religious head coverings, will be removed before or during a search.
7. Items that may be seized during a lawful search - in addition to those mentioned in paragraph 1 above - shall include, but not be limited to, any item, object, instrument, or material commonly recognized as unlawful or prohibited. For example: prescription or nonprescription medicines, switchblade knives, brass knuckles, billy clubs, and pornographic literature are commonly recognizable as unlawful or prohibited items. Such items, or any other items which may pose a threat to a student, the student body, or other school personnel, shall be seized, identified as to ownership if possible, and held for release to proper authority.
8. In conducting any search authorized by this policy, the district may utilize trained dogs to detect prohibited items. If a dog alerts to a student's locker or vehicle or to a classroom or common area, the area may be searched. If a dog alerts to a locked student vehicle, the student shall be requested to unlock the vehicle's doors and trunk. If the student is under 18 years of age and the student refuses, the student's parent or guardian shall be notified and requested to unlock the vehicle. If the student or the student's

parent or guardian refuses to unlock the vehicle, the district may contact appropriate law enforcement personnel to respond to the issue.

9. Any student found to be in possession of dangerous weapons, controlled dangerous substances, or other unlawful or prohibited items may be suspended for a period not to exceed the current school semester and the succeeding semester. Such suspension may be in addition to any civil or criminal liability.

10. The superintendent may designate personnel to transport items that are removed from a student to a centralized location within the school district or to local law enforcement offices for lawful disposal. While in transport, the designated school personnel shall carry their school identification and a letter from the superintendent confirming their authority to transport the items for disposal. All items transported for disposal shall be transported in a located container.

11. The student checklist to be used in conjunction with a student search incident can be found in the administrator handbook.

REFERENCE: 70 O.S. §24-102
70 O.S. §24-101.3

SEMESTER TEST POLICY

In recognition of the importance of preparing our students for the next level of their education, semester testing provides a tool to assist teachers in working with students to prepare for and be successful on cumulative exams and proficiency tests. Developing semester tests also challenges our teachers to begin with the end in mind when planning for the semester and to also provide multiple and ongoing exposure to the most critical concepts throughout the semester. Semester exams account for 10% of the semester grade.

STOPIT APP

STOPit! is an online reporting tool designed to deter and mitigate bullying and cyber abuse, consisting of an app and a back-end incident management system for school administrators. Students and Parents can download the StopIt App for Apple and Android phones. Please see the district website for links and additional information.

~~SUSPENSIONS~~

~~Suspensions will vary in length due to the seriousness of the offense and the number of previous suspensions. A suspended student is suspended to the custody of the student's parents **and is not allowed to be on or near school premises or attend any school activity while the student is suspended.** To do so will result in further disciplinary action and/or suspension.~~

~~Any student who is guilty of the following acts while in attendance at school or in transit by school transportation or under school supervision to or from school or at any school function when present on any facility under the control of the school district may face possible suspension. A more detailed description of suspendable offenses is outlined in Board Policy E1.~~

~~A. Conduct which jeopardizes the safety of others~~
~~B. Possession, threat or use of a dangerous weapon~~
~~C. Using, selling, passing, being under the influence of, buying or in any way possessing any narcotic drug, stimulant, barbiturate or alcohol~~
~~D. Fighting, assault and battery~~
~~E. Immorality or profanity~~
~~F. Theft or possession of stolen property~~
~~G. Destroying or defacing school property~~
~~H. Truancy~~
~~I. Showing disrespect to faculty, staff or other school employees~~
~~J. Conduct which disrupts the normal educational process~~
~~K. Violation of school rules, regulations or policies~~

~~A student who is suspended for five days or less may not be allowed to make up his or her work for credit. Students suspended for six days or more will be provided with an educational plan that will address academic credit in the core areas. Students suspended for possession of a weapon or a firearm or possession of a controlled dangerous substance shall not be provided an educational plan and shall not receive credit during the suspension. A student on long term suspension may be referred to alternative school, if appropriate.~~

SUSPENSION OF STUDENTS Board Policy FOD

In accordance with the policy of the board of education, the following regulation shall govern the suspension of students from school.

The authority to suspend a student from a school in the school district is delegated to the respective building principals.

Any student may be suspended for:

- Violations of policy or regulations
- Possession of an intoxicating beverage (See policy FNCE)
- Possession of missing or stolen property if the property is reasonably suspected to have been taken from a student, a school employee, or the school during school activities.
- Possession of a dangerous weapon or a controlled dangerous substance while on or within two thousand (2,000) feet of public-school property, or at a school event (Uniform Controlled Dangerous Substances Act) (See policies FNCE and FNCGA)
- Possession of a firearm shall result in out-of-school suspension of not less than one year (See policy FNCGA) This may be modified by the administration on a case-by-case basis.
- Any act which disrupts the academic atmosphere of the school, endangers, or threatens fellow students, teachers, or officials, or damages property.
- Students in grades six through twelve found to have assaulted, attempted to cause physical bodily injury, or acted in a manner that could reasonably cause bodily injury to a school employee or person volunteering for a school shall be suspended for the remainder of the current semester and the next consecutive semester. The term of the suspension may be modified by the school district superintendent on a case-by-case basis.

2. A full suspension shall not extend beyond the present semester and the succeeding semester except for violations of the Gun-Free Schools Act which provides suspensions for up to one calendar year. (See policy FNCGA.)
3. Except under circumstances that require the immediate removal of a student or students, the parent(s) or legal guardian(s) shall be informed before a student is released from school.
4. Any student who has been adjudicated as a delinquent and has been removed from a public or private school in this state or any other state for such an act, will not be enrolled in a regular classroom setting in the district but may be provided an alternative education solution until such time as that student no longer poses a threat to self, other students, or faculty.
5. Students suspended out-of-school who are on an individualized education plan ("IEP") pursuant to IDEA, P.L. No. 101-476 shall be provided the education and related services in accordance with the student's IEP.
6. A student who has been suspended for a violent offense that is directed towards a classroom teacher shall not be allowed to return to that teacher's classroom without the approval of that teacher.

Procedural Steps to Suspension

Before a student can be deprived by way of suspension of the student's right to an education, the student has the right to notice of the alleged misconduct and an opportunity to respond to the allegations. The appropriate administrator shall have a conference with the student and shall provide the student with notice of the alleged misconduct and an opportunity to respond to the allegations. The administrator shall keep written records of each suspension conference identifying the date of the conference, the names of the persons present, the duration of the conference, and a summary of the statements of the persons present. When determining whether cause exists for suspension or determining the length of a suspension, the student's prior history of disciplinary infractions during the current school year may be considered, particularly when similar infractions have occurred, and other forms of

discipline have not deterred such behavior. The administrator shall consider and apply, if appropriate, alternative in-school placement options that are not to be considered suspension, such as placement in an alternative school setting, reassignment to another classroom, or in-school detention. Except for suspensions for possession of a firearm which may be for a period of one (1) year, no suspension shall be longer than the remainder of the current semester and the succeeding semester.

Out-of-school suspension

A. Both the student and the parent(s) shall be notified of the suspension, the grounds therefor,and the right to appeal the suspension. A student suspended out-of-school will be placed in a supervised, structured environment in either a home-based schoolwork assignment setting or another appropriate setting.

B. If a student is suspended out-of-school for five (5) days or less, the district may provide an education plan. If a student is suspended for more than five (5) days and is found guilty of acts as described above, the school administration shall provide the student with an education plan designed for the eventual reintegration of the student into school which provides for the core units in which the student is enrolled. The minimum core units shall consist of English, mathematics, science, social studies, and art. The plan shall set out the procedure for education and shall address academic credit for work satisfactorily completed. A copy of the plan shall be provided to the student's parents or guardian, and the parents or guardian shall be responsible for the provision of a supervised, structured environment in which the parent or guardian shall place the student and bear responsibility for monitoring the student's educational progress until the student is readmitted to school.

For suspension appeal information see NPS Board Policy FOD on the district website.

TELEPHONE

It is impossible to permit unlimited use of the school telephone. Students are allowed to use the phone **only** when it is absolutely necessary. Students will not be allowed to use the phone to make arrangements to go home with another student. **Please communicate with your child before he/she leaves for school so that both of you will know what he/she is to do when school is dismissed for the day.** Also, please limit the number of calls you make to the school to give your child a message regarding after-school instructions. Getting messages to students late in the day can be difficult and also disrupts the entire classroom.

If parents call for a teacher during the school day, please understand that we will not transfer a call to a teacher or a teacher's classroom during a teaching period. We will take a message and get it to that teacher so they can return your call within 24 hours.

TEXTBOOKS

In case of gross neglect or loss of a book, the student will be expected to replace it. State adopted textbooks range from $40.00 to $100.00+ each. Students are responsible for books checked out to them.

TRESPASSING

The superintendent or principal of any secondary, middle or elementary school shall have the authority to order any person out of the school buildings and off the school property when it appears that the presence of such person is a threat to the peaceful conduct of school business and school classes. Any person who refuses to leave the school building or grounds after being ordered to do so by the superintendent or principal, shall be guilty of a misdemeanor and upon conviction thereof shall be punished by a fine of not more than Five Hundred ($500.00) or by imprisonment in the county jail for not more than ninety (90) days, or by both such fine and imprisonment. (70-24-131). Any student who knowingly invites or facilitates the presence of a visitor on campus without permission will be subject to disciplinary consequences.

TRUANCY

An Unverified Absence (AA) is considered a truancy. Truancy is a very serious matter. A student is truant from school when he or she is absent from school without permission from either the parent/guardian and/or the school. Truancy may also be further defined as any time a student is not where he or she is supposed to be. Excessive absences may result in

serious consequences for the student. **The McClain County District Attorney will be notified in cases of excessive unverified absences (truancy).**

VISITATION

It is the policy for all visitors to report to the office, state the nature of their business, present a valid ID for quick background check, present a company ID if the reason for visit is for completing work for the school, and obtain a visitor's pass before proceeding to any other section of the building. This lets us know that a visitor has checked in through the office. This policy is for the safety and protection of our students, as well as instructional time. Visitors with school related business are always welcome after check in at the office.

We do not allow student visitation, except under very special circumstances (e.g. an older sibling on leave from the military). Former students wishing to visit teachers should call in advance to make an appointment with the particular teacher.

Racers Fight Song
(Ohio State Fight Song Tune)

Fight the team across the field
Show them Racers are here.
Send the earth rejuvenating,
With a mighty cheer.
Go! Fight! Win!

Hit 'em hard and see how they fall,
Never let that team get the ball.
Hail, Hail the Racers are here.
So let's beat the …..,
GO!

Faculty/Staff Contact List

Commented [2]: Update List of Staff as needed.

Teacher Name	Position	Email
Amanda Baker	Theater Arts	abaker@newcastle.k12.ok.us
Denise Barry	ELA - 7th and 8th	dbarry@newcastle.k12.ok.us
Brett Brooks	PE/Health	bbrooks@newcastle.k12.ok.us
Autumn Bright	Science 6	abright@newcastle.k12.ok.us
Kathy Cannon	Art	kcannon@newcastle.k12.ok.us
Megan Callen	ELA - 6th and 7th	mcallen@newcastle.k12.ok.us
Whitney Callen	Band	wcallen@newcastle.k12.ok.us
Ethan Conner	SPED/Athletics	econner@newcastle.k12.ok.us
Carol Craven	Science 8th/Athletics	ccraven@newcastle.k12.ok.us
Ashley Filer	Leadership/Athletics	afiler@newcastle.k12.ok.us
Aubrie Floyd	ELA/Athletics	afloyd@newcastle.k12.ok.us

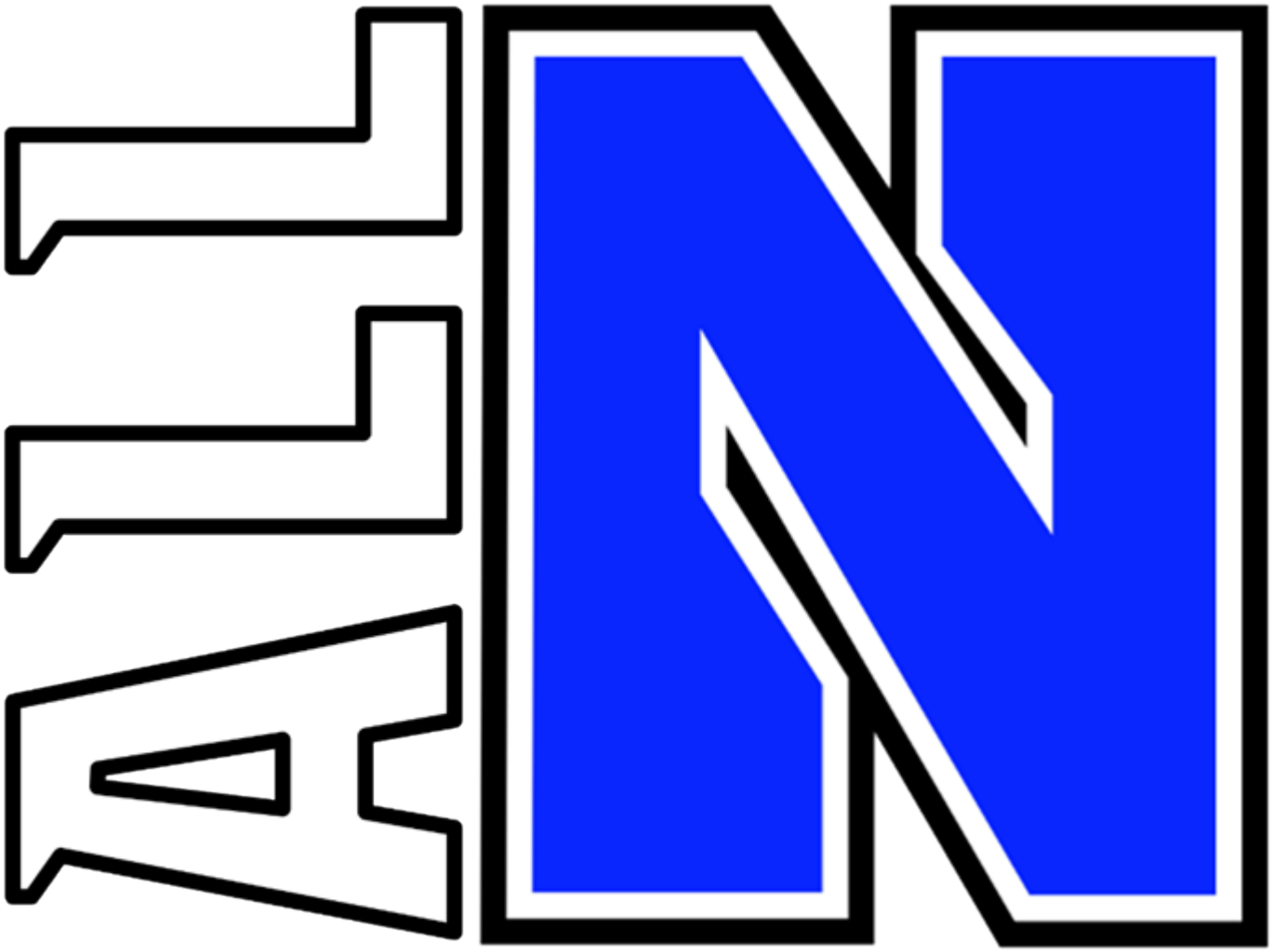
Brenda Foster	SPED ELA	bfoster@newcastle.k12.ok.us
LeAnn Gentry	GT Coordinator	lgentry@newcastle.k12.ok.us
Rebecca Grider	Math-6th and 7th	rgrider@newcastle.k12.ok.us
Jorge Guzman-Moctezuma	Sped Math	jguzman@newcastle.k12.ok.us
Jessie Hearn	ELA 6th	jhearn@newcastle.k12.ok.us
Angela Madden	SS -6th	amadden@newcastle.k12.ok.us
Kelley McGehee	Math – 6th	kmcgeehee@newcastle.k12.ok.us
Diane Medrano	Librarian	dmedrano@newcastle.k12.ok.us
Justin Molitor	Science 6th and 8th	jmolitor@newcastle.k12.ok.us
James Perinovic	Strength/Conditioning-PE-Athletic	jperinovic@newcastle.k12.ok.us
Stephanie Praxl	ELA - 8th	spraxl@newcastle.k12.ok.us
Karla Redbird	SPED - ELA/SS 6th	kredbird@newcastle.k12.ok.us
Ryan Robertson	Math 6th and 7th/Athletics	rrobertson@newcastle.k12.ok.us
Chance Scott	Yearbook/Fund of Tech/Athletics	cscott@newcastle.k12.ok.us
Ryan Siebert	Band	rsiebert@newcastle.k12.ok.us
Wes Southwell	Science – 6th and 7th	wsouthwell@newcastle.k12.ok.us
Glenn Stallings	Science – 7th - Athletics	gstallings@newcastle.k12.ok.us
Sarah Stancil	Choir/Digital Media	sstancil@newcastle.k12.ok.us
Matt Truelove	Geography 7th/Athletics	mtruelove@newcastle.k12.ok.us
Tyler Warcup	Computer Science/Tech	twarcup@newcastle.k12.ok.us
Robert Ward	Math – 7th and 8th	rward@newcastle.k12.ok.us
Tanner Wallace	SS 8th	twallace@newcastle.k12.ok.us
Judd Wilson	Resource/Athletics	jwilson@newcastle.k12.ok.us
Michael Wilson	Geography 7th/Athletics	michael.wilson@newcastle.k12.ok.us
Macy Woody	Math 7th and 8th	mwoody@newcastle.k12.ok.us
Stephanie Young	Middle School Special Ed Resource Director	syoung@newcastle.k12.ok.us
Admin and Office Staff		
Wade Hampton	Principal	whampton@newcastle.k12.ok.us
Larry Morman	Assistant Principal	lmorman@newcastle.k12.ok.us
Toni Kammerlocher	Counselor	tkammerlocher@newcastle.k12.ok.us
Elaine Rabalais	Counselor	erabalais@newcastle.k12.ok.us
Jessica Howsley	Instructional Coach	jhowsley@newcastle.k12.ok.us
Erica Lain	Registrar	elain@newcastle.k12.ok.us
Emily Carter	Secretary	ecarter@newcastle.k12.ok.us
Tearsa Roddy	Secretary	troddy@newcastle.k12.ok.us
Paula Bowden	Child Nutrition	pbowden@newcastle.k12.ok.us

DISTRICT MISSON STATEMENT

Newcastle Public Schools, as a caring community, guarantees high quality educational opportunities for the whole student every day and for the future.

DISTRICT VISION STATEMENT

Newcastle Schools envisions a team of educators and community partners working together to establish excellence in our student learning through a system of traditional core values, inspired teaching, purposeful learning, rigorous academics, and relevant life experiences. The attainment of excellence requires a shared and collaborative commitment, all individuals and groups within the Newcastle School District, to set and achieve high expectations



Newcastle High School

Student Handbook 2024-2025

Newcastle Public School| www.newcastle.k12.ok.us

DISTRICT MISSION STATEMENT

The Mission of Newcastle Public Schools is to provide through shared responsibility, a safe and secure environment that assures educational opportunities for the intellectual, social, physical, and character development appropriate for contributing members of tomorrow's society.

DISTRICT VISION STATEMENT

Newcastle Schools envisions a team of educators and community partners working together to establish excellence in our student learning through a system of traditional core values, inspired teaching, purposeful learning, rigorous academics, and relevant life experiences. The attainment of excellence requires a shared and collaborative commitment, all individuals and groups within the Newcastle School District, to set and achieve high expectations.

Notice

All students are responsible for the information and regulations included in this handbook and are subject to all rules and regulations set forth by the Newcastle Board of Education, State Department of Education, Oklahoma Secondary School Activities Association, and North Central Accreditation Association. All personnel hired by the Newcastle Board of Education are required to enforce these regulations. This handbook is prepared as a tool to assist students and parents in understanding the scope, mission, goals, and policies of Newcastle High School. Its contents are based on Newcastle Board of Education and State Department of Education policies and the laws of the state of Oklahoma. Any typographical errors or omissions are accidental and will not supersede actual policy or law.

High School Directory

Mr. Adam Hull - Principal
Dr. Genevieve Craig - Assistant Principal
Mr. Brent Hodges - Director of Athletics
Ms. Emily Summers - 9th Grade Counselor
Ms. Kathy Ralson - A-K 10 - 12 Grade Counselor
Ms. Sunny Batschelett L-Z 10 - 12 Grade Counselor
Mrs. Kyndal Wilmot - Attendance Secretary
Mrs. Crystal Williams - Registrar
Ms. Nikki Gayler - College/Career/Internship Coordinator
Mrs. Kaisha Mathis - THRIVE Academy Principal
Mrs.Adrienne Rainey- Instructional Coach

District Administration

Dr. Cathy Walker - Superintendent
Kristi Ferguson - Assistant Superintendent
Jonathan Atchley - Executive Director of Academics

Academics

Academic Testing for Students in a school year

ACT Test- Juniors

April, 2025

The Spring ACT assessment is funded by the Oklahoma State Department of Education for Juniors in all Oklahoma schools. The high school building test coordinator will register all 11th grade students. Newcastle High School has selected the ACT as the College and Career Readiness Assessment (CCRA).

ACT National Testing Dates

National test dates are set on Saturdays. Students may go to www.act.org for dates and information. Students taking residual tests at college sites on school days will have that day counted towards total absences for the semester unless used as one of the allowed college visitation days.

ASVAB- Sophomores, Juniors, Seniors

The ASVAB is a timed, multi-aptitude test, and is developed and maintained by the Defense Department (DoD). The ASVAB helps the DoD not just determine whether you are a good fit to join the service, but also which service branch you might be best for and even what military jobs you can hold after you finish basic training or boot camp. All students in grades 10th-12th are required to take the assessment.

Naturalization Assessment- completed before high school graduation

House Bill 2030 requires high school graduates in Oklahoma to pass a citizenship test before they can receive their diploma. Newcastle High School will provide the assessment as part of the required US History course. Students enrolled concurrently in US History will be assessed before the end of their Junior year. Students are required to correctly answer 60 out of 100 questions found on the United States naturalization test.

OSTP Science- Juniors

April, 2025

All Juniors are required to take an assessment in Science.

OSTP U.S. History- Juniors

All Juniors are required to take an assessment in U.S. History.

Proficiency Based Test

Contact the building test coordinator for more information.

PSAT/NMSQT Test- Juniors

Juniors are encouraged to take the PSAT/NMSQT which is the qualifying assessment for consideration for National Merit honors..

Activity Trips/AthleticTrips/Field Trips

Activity trips are an extension of the school program and school day. All rules and standards of Newcastle Public Schools are applicable during activity trips. Misconduct on activity trips may result in disciplinary consequences. A student must maintain a passing grade in all classes to be missed while participating in an activity during the school day unless the activity is considered an academic field trip and is tied to a specific OAS standard.

Accelerated Courses

AP and Pre-AP courses are designed for students who are academically motivated and want to be challenged. Accelerated and Pre-AP classes require more of a student which may include time commitment. The Advanced Placement curriculum is designed to prepare our students for post-secondary education.
Students who are not making satisfactory progress (maintaining a C average or better) at a progress report time may be placed in an on-level class.
All courses designated as Pre-AP or AP level courses are weighted on a 5.0 grading scale.

Announcements

The Pledge of Allegiance and Moment of Silence are led daily during the 1st hour. Announcements are delivered to students through their Infinite Campus Student Portal. Announcements and updates are released in the Racer Review newsletter as well. Please, be sure all emails and contacts are up-to-date in IC to receive all other updates.

Articles Prohibited in School - MAY BE CONFISCATED

Problems arise when students bring articles that are hazardous to the safety of others or interfere in some way with the school learning environment. Prohibited items include but are not limited to (unless approved within a classroom by a teacher): radios, headphones, skateboards (unless in a secure location such as a locker), handheld computer games, roller blades/skates, and cell phones if not turned off during class, Bluetooth speakers and/or boom boxes. These items will be taken from a student and released (upon request) to the custodial parent or guardian. The school will not be responsible for any confiscated item that is lost or stolen.

Asbestos Notification

The Asbestos Hazard Emergency Response Act of 1986 (AHERA) requires the inspection of all school buildings for asbestos. NPS has complied with this act. At the last re-inspection conducted on September 12, 2012, ALL BUILDINGS within Newcastle Public School District were inspected and found to contain NO ASBESTOS BUILDING MATERIALS; therefore, no operations and maintenance programs or future inspections are required.

Assault or Battery of School Personnel

Any student who commits assault, battery, or assault and battery on any school personnel who is in the performance of assigned duties including extra-curricular activities, shall be removed from the personnel's assigned duty area, classroom and/or extra-curricular activity pending investigation by certified administrative personnel. A student so removed shall not be readmitted to school until the investigation is concluded. A student so removed shall not be readmitted to the teacher's class and/or extra-curricular activity without a conference between the school personnel, parent or guardian and the administrative personnel doing the investigation. When battery or assault on school personnel has been substantiated the student shall not be readmitted to the area where the incident occurred, and/or the extra-curricular assignment without the consent of the administration and the personnel involved. When the investigative administrative personnel has determined that a student is guilty of a battery or assault and battery on school personnel that student shall be suspended from the school for not less than 10 school days and not more than one calendar year.

Assemblies/Dances/Other School Activities

Assemblies/programs are held for several purposes - to teach, to entertain, to honor, to display school spirit, etc. Students are expected to exhibit good behavior and to act responsibly and respectfully as an audience member.

- Attendance at assemblies/programs is required unless nonattendance is approved in advance by the building administrator for compelling reasons, i.e. religious reasons, etc. *Failure to report to your assigned seating area or assigned area will result in a truancy and possible disciplinary action.*
- Additionally, these are expected behaviors:
- Follow assembly instructions given by the teacher/administrator
- Sit where you are assigned.
- Avoid talking, clapping, yelling, or indicating your approval or disapproval when it is inappropriate to do so, i.e. a National Honor Society induction requires silence; pep rallies require audience participation. [Even pep rallies have a time for listening/cheering. Know when those times are and respect them.]
- You are responsible for the way you treat other people.
- Honor and respect the dignity of the program.

It is the intention of the school that dances are pleasant and safe events; therefore, the following guidelines are to be followed:

- All students, including guests, must have a photo ID to enter the dances.
- Any student or guest with an odor of alcohol on them or showing signs of drugs, i.e. slurring speech or unusual eye appearance or movement, will be cited by the security officers and suspended from school according to policy. Additionally, anyone suspended from a dance for use of drugs or alcohol will be prohibited from attending all school activities for the remainder of the school year, including prom.
- Disrespectful attitudes or behavior directed towards parents or school officials who are supervising the dances will not be tolerated and could result in removal and/or suspension from school.
- Fighting or any disruptive behavior that would create a need for intervention by school officials or security will be cause for removal from the dances. School policies will be in effect, and appropriate action will be taken in determining consequences for the disruptive behavior.
- Public display of affection or sexually suggestive dancing is considered inappropriate behavior for school dances. Students who persist in those kinds of behaviors will be removed from the dances.
- No re-entry to dances will be allowed.

Disciplinary action will be taken for those students who are disruptive or uncooperative. Assemblies, pep rallies, etc. may be discontinued in any given year if behavior continues to be inappropriate.
These expectations apply to all school sponsored events/activities away and at home including athletic contests.

Attendance Procedures

According to the Oklahoma School Code, any person having control of a child between five (5) and eighteen (18) years of age is required to compel that child to attend school. Failure to do so may result in fines and/or imprisonment. Attendance is important. Newcastle Public Schools are required by state law to keep an accurate record of attendance and reasons for absence. Attendance records are updated daily.

Attendance Reporting Procedure

Parents/legal guardians are asked to call or email the attendance office whenever their student is absent to verify the absence. If a parent/guardian contact is not received within 4 days of the absence, the absence will be changed from unverified to truant.

Verified/Unverified Absence/Tardy Codes:

The following codes may appear on a printout of your student's attendance or when you access your student's information online:
VA (verified absence); AM (verified absence with medical documentation); AMC (absent medical condition); AA (activity); FT (field trip); LG (legal); TST (testing); CV (college visit); ISI (in school intervention); OFF (office); HB (homebound); QA (absence due to a state qualifying event); FNL (funeral). UVA (unverified absent)
TRU (Truant). Tardy Codes: TU (unverified tardy); TE (verified tardy).

College Visits

College Visits: Students in 9th and 10th grade will be allowed one (1) college visit per year (1 day total); students in 11th and 12th grade will be allowed two (2) college visits per year (2 days total). These days will be counted as activity absences and will not be counted toward exemptions or attendance. Students should provide documentation of the visit upon return to school.

Activity Absence

Students are not allowed to exceed 10 Activity Absences during a school year. The board of education shall appoint, at the beginning of the school year, an Internal Activities Review Committee. This committee shall be responsible for reviewing and recommending any deviation of the activities policy to the local board of education. Any deviation from the ten (10) days absence rule shall not exceed five (5) days.

Activity Absence for Spectators at Eliminating State Tournament Rounds

1. Only activities that are eliminating state final rounds can qualify for a spectator school activity absence.
2. Parents can call to check out their students with a verified absence.
3. Students must arrive at the event prior to the start time of the game or activity.
4. Students must sign-in with the acting administrator at the activity before the activity begins and sign out after the game (if required by the acting administrator).
5. Students must stay the entire length of the activity.
6. The day following the eliminating event, the acting administrator will turn in the sign in sheet from the activity, and the verified absence will be changed to a school activity for the hours (classes) that have been verified to have been missed due to the activity.
7. Students must be passing all classes and be in good standing with attendance (may not be in a no credit situation.).
8. All activity requirements must be met to qualify for the activity absence

Early Dismissal/Late Arrival

According to state law, students shall not be excused from school once they have arrived unless parent permission is granted. Contact by parent/guardian to the attendance office is required prior to early dismissal. An electronic message from a parent/guardian to a student does not constitute permission to leave a classroom for early dismissal. Early dismissals will be sent to the classroom except for certain circumstances (example: exam days, assemblies). The dismissal slip will allow the student to leave class at the time requested. Before leaving the building, the student must sign out through the attendance office or main office. If a student checks out early from a class period, the student will be counted absent if he or she misses more than half of the class period.

Penalty for Excessive Absences (Loss of Credit)

A student will NOT receive credit for a course if he/she is in excess of eight (8) absences coded as UVA or VA. If a student exceeds the eight (8) absences per class, a No Credit (NC) will be posted in place of a letter grade. The Assistant Principal will inform the student when they exceed eight (8) absences.

Verified Absence with Medical Documentation (AM) or (AMC)

AM- The code will be used when a doctor's note is provided to the attendance office. Doctor's notes must be provided within 4 days of the absence.

AMC-The absence was related to a student's medical disability as documented on the student's 504 plan or IEP. It is the responsibility of the parent/guardian to communicate the reason for the absence to the attendance office at the time of the absence.

Second Semester Senior Attendance

Seniors who exceed the eight (8) absence limit will be penalized according to the attendance policy. NHS offers many activities designed just for seniors the days leading up to graduation. Seniors must be in attendance at the designated activity or attend their regularly scheduled class. Seniors must sign-in with the class sponsor or designated sponsor at the activity before the activity begins. Students must stay the entire length of the activity. The day following the activity, the sponsor will turn in the sign in sheet from the activity, and the absence will be changed to a school activity for the hours (classes) that have been verified to have been missed due to the activity.

Tardiness

Being late to class is disruptive to the educational process. Students are expected to be in their assigned classroom or location when the tardy bell rings. When students are marked tardy, they will be able to access their number of tardies in Infinite Campus. At the teacher's discretion, students may be referred for discipline consequences if tardies become excessive for any class period.

Teachers will inform students each time they are late to class and record the unverified tardy in Infinite Campus. Tardies will be cumulative for each semester. Teachers will assign consequences for tardies.

- 1st Tardy: Warning
- 2nd Tardy: 1 PM Detention
- 3rd Tardy: 2 PM Detentions parent contact by teacher
- 4th and each successive tardy: student is referred to the appropriate administrator.
- Failure to show for an assigned detention will result in an extra day of detention. Failure to show again for an assigned detention will result in the student being sent to the appropriate administrator.

Unverified Absences

Educational programs are built on the foundation of continuity of instruction and participation in the classroom setting. Consistent classroom attendance can lead to the development of strong work habits, responsibility, and self-discipline. Because attendance also has a definite correlation to academic performance, the quality of a student's education suffers when he/she is absent from class. Students are encouraged to maintain regular attendance. A truancy occurs when a student is absent from class and no verified excuse has been provided by a parent or guardian as to the student's whereabouts. An unverified absence (UVA) is considered a truancy. Examples are as follows:

- Leaving campus after having once arrived without properly signing out in the attendance office.
- Failure of parents to notify school officials of a student's absence.
- Leaving class without permission.
- Leaving class and not reporting to a designated place.
- Erroneous phone calls to have a student dismissed from class.
- Other fraudulent attempts to be absent from school are not covered in this definition.

Violators may be referred to the site administrator for disciplinary action that may include detention, suspension or other consequences. Any student or students participating in an unauthorized skip day or walk out will be subject to the regulation covering truancy and/or referred to the district attorney.

Non-Attendance Notification

Parents/guardians will receive notification from the high school when a student misses four (4) days and eight (8) days in a semester regardless of the reason. If a child is absent without valid excuse for nine (9) or more days or parts of days within a semester, the attendance officer shall notify the parent, guardian, or custodian of the child and immediately report such absences to the McClain County District Attorney for juvenile proceedings pursuant to Title 10 of the Oklahoma Statutes.

Assignments Missed Due to a VERIFIED or UNVERIFIED Absence(s)

Students are encouraged to make up any work missed due to an absence. In general, students will be granted one school day for each school day missed. Students are responsible for acquiring, completing, and turning in any work missed to the teacher within the determined time period. Any student who chooses not to complete missed assignments within five days of returning to school will receive a score of “0” for those assignments. Projects, reports, and tests which are known prior to an absence are expected to be turned in and/or taken upon the student’s return to school. Exceptions may be granted by the teacher due to the extent and/or nature of the absence or the specific classwork missed. Students are encouraged to talk with their teachers. While absent, students should regularly check their school email, Google Classroom, and Infinite Campus for any assignments or changes to the assignments.

Assignments Missed Due to an Extended Absence

If students anticipate their absence will go beyond FOUR school days, students should request assignments by emailing the teacher. Any student who chooses not to complete missed assignments within five days of returning to school will receive a score of “0” for those assignments. Exceptions may be granted by the teacher due to the extent and/or nature of the absence or the specific classwork missed.

Assignments Missed Due to a School Activity Absence

Students should make every effort to complete work in advance; however, time given to make up this work should not exceed the corresponding time the student was gone. Assignments should be completed following the same guidelines as verified absences.

Late Work

Late work will not be accepted after the 5th school day of the assignment’s due date and assignment will be recorded as a zero (0). Exceptions may be granted by the teacher. Please refer to the teacher’s course syllabus for additional information.

Check Out Procedures

For safety purposes, students will only be released to adults listed in Infinite Campus. The adult must show photo identification before the student will be released to their custody. It is the responsibility of the parent to keep contacts up-to-date at all times

Bullying, Intimidation, Harassment

Students are prohibited from harassing, intimidating, or bullying other students on the basis of race, national origin, religion, and all forms of sex discrimination.

Bullying acts by students have been described in several different categories.

a. Physical Bullying: includes harm or threatened harm to another's body or property, including, but not limited to, what would reasonably be foreseen as a serious expression of intent to inflict physical harm or property damage through verbal or written speech or gestures directed at the student-victim, when considering the factual circumstances in which the threat was made and the reaction of the intended victim. Common acts include tripping, hitting, pushing, pinching, pulling hair, kicking, biting, starting fights, daring others to fight, stealing or destroying property, extortion, assaults with a weapon, other violent acts, and homicide.

b. Emotional Bullying: includes the intentional infliction of harm to another's self-esteem, including, but not limited to, insulting or profane remarks, insulting or profane gestures, or harassing and frightening statement, when such events are considered in light of the surrounding facts, the history of the students involved, and age, maturity, and special characteristics of the students.

c. Social Bullying: includes harm to another's group acceptance, including, but not limited to, harm resulting from intentionally gossiping about another student or intentionally spreading negative rumors about another student that results in the victim being excluded from a school activity or student group; the intentional planning and/or implementation of acts or statements that inflict public humiliation upon a student; the intentional undermining of current relationships of the victim-student through the spreading of untrue gossip or rumors designed to humiliate or embarrass the student; the use of gossip, rumors, or humiliating acts designed to deprive the student of awards, recognition, or involvement in school activities; the false or malicious spreading of an untrue statement or statements about another student that exposes the victim to contempt or ridicule or deprives the victim of the confidence and respect of student peers; or the making of false statements to others that the student has committed a crime, or has an infectious, contagious, or loathsome disease, or similar egregious representations.

d. Sexual Bullying: includes harm to another resulting from, but not limited to, making unwelcome sexual comments about the student; making vulgar, profane, or lewd comments or drawings or graffiti about the victim; directing vulgar, profane, or lewd gestures toward the victim; committing physical acts of a sexual nature at school, including the fondling or touching of private parts of the victim's body; participation in the gossiping or spreading of false rumors about the student's sexual life; written or verbal statements directed at the victim that would reasonably be interpreted as a serious threat to force the victim to commit sexual acts or to sexually assault the victim when considering the factual circumstances in which the threat was made and the reaction of the intended victim; off-campus dating violence by a student that adversely affects the victim's school performance or behavior, attendance, participation in school functions or extracurricular activities, or makes the victim fearful at school of the assaulting bully; or the commission of sexual assault, rape, or homicide. Such conduct may also constitute sexual harassment – also prohibited by Newcastle Public Schools.

2. “Electronic communication” means the communication of any written, verbal, or pictorial information or video content by means of an electronic device, including, but not limited to, a telephone, a mobile or cellular telephone or other wireless communication device, or a computer.

3. “Threatening behavior” means any pattern of behavior or isolated action, whether or not it is directed at another person, that a reasonable person would believe indicates potential for future harm to students, school personnel, or school property.

4. Harassment: The following actions may be considered “harassment”

a. Verbal, physical, or written harassment or abuse;

b. Repeated remarks of a demeaning nature;

c. Implied or explicit threats concerning one’s grades, achievements. etc.;

d. Demeaning jokes, stories, or activities directed at the student;

e. Unwelcome physical contact.

Students are encouraged to inform school personnel if they are the victim of or a witness to acts of harassment, intimidation, or bullying (see examples in the section above). Reports can be made using STOP IT (9https://www.newcastle.k12.ok.us/STOPit.aspx), or telling a teacher or administrator at the school site.

Please contact our school counselor if you need additional resources and information about bullying.

For additional information, please refer to the district's policy FNCD which can be found on the district website.

Cell Phones

Cell phone use is permitted before school, after school, during passing periods, and during lunch. In order to promote student focus on learning, cell phones must be SILENT AND AWAY UNTIL THE DISMISSAL BELL during the class period. Cell phone use during instructional time will be subject to assigned discipline.

Cheating/Academic Dishonesty

Dishonesty serves to undermine the academic and intellectual integrity of the school. Cheating will be considered the act or intent of gaining or giving knowledge for an assignment or test answer by fraudulent means. More specifically, cheating involves, but is not limited to the following actions:

- To use the work of another person as your own.
- To copy any information from another student (unless allowed to do so by a teacher).
- To plagiarize- plagiarism means using another person's idea, expression of words without giving the original author credit.
- To prepare for the cheating in advance. Such action involves (1) having in your possession a copy of a test or assignment to be given or having been given by a teacher, (2) using the textbook or notes during a test or exam, (3) talking while taking quizzes, tests, etc., (4) looking over and copying work during tests, etc.
- To fail to follow test procedures or instructions announced by the teacher (do not turn around in your seat, etc.)
- To furnish another student information which can be used to cheat.
- To use any form of Artificial Intelligence (A.I.) to complete any or all of an assignment, project, or assessment.

Academic Dishonesty is a serious offense. If caught cheating, the student(s) may be given a grade of zero for the assignment or exam. The offending student(s) is/are also subject to disciplinary action. Students should be aware that many school organizations have additional consequences for cheating

Bus Procedures

School bus transportation is a privilege that may be withdrawn for inappropriate behavior. A student is to ride the bus to which he/she is assigned. Students will be allowed off the bus only at school, home, and locations requested in writing by parents. The bus driver is in complete charge of the bus and its occupants at all times. Students riding the bus MUST comply with the request of the driver. Please review the bus procedures listed below:

Previous to Loading (on the road and at school)

- Be on time at the designated school bus stops – keep the bus on schedule.
- Stay off the road at all times while waiting for the bus.
- Bus riders conduct themselves in a safe manner while waiting.
- Wait until the bus comes to a complete stop before attempting to enter.
- Be careful in approaching bus stops.
- Bus riders are not permitted to move toward the bus at the school loading zone until the bus has been brought to a complete stop.

While on the Bus

- Keep hands and head inside the bus at all times after entering and until leaving the bus.
- Assist in keeping the bus safe and sanitary at all times.
- Avoid loud talking and laughing or unnecessary confusion diverts the driver's attention and may result in a serious accident.
- Treat bus equipment as you would valuable furniture in your own home. Damage to seats, etc., must be paid for by the offender.
- Bus riders should never tamper with the bus or any of its equipment.
- Leave no books, lunches, or other articles on bus.
- Keep books, packages, coats, and all other objects out of the aisles.
- Help look after the safety and comfort of small children.
- Do not throw anything out of the bus window.
- Bus riders are not permitted to leave their seats while the bus is in motion.
- Horse-play is not permitted around or on the school bus.
- Bus riders are expected to be courteous to fellow pupils, the bus driver, and the patrol officers or driver's assistants.
- Keep quiet when approaching a railroad-crossing stop.
- In case of a road emergency, children are to remain in the bus, unless instructed by the driver to exit the bus.
- All rules of the regular school day apply to the bus.

After Leaving the Bus

- When crossing the road, go at least ten feet in front of the bus, stop, check traffic, and watch for bus driver's signal, then cross the road.
- Students living on right side of the road, should immediately leave bus and stay clear of traffic
- Help look after the safety of small children
- The driver will not discharge riders at places other than the regular bus stop, except, by proper authorization from the parent or school official.

Extra-Curricular Trips

The above rules and regulations will apply to any trip under school sponsorship.

Consequences for Misbehavior on the Bus

1st Bus referral - School based punishment, parent contact, and assigned seat at the driver's discretion.
2nd Bus referral - 4 Days of bus suspension.
3rd Bus referral - 8 Days of bus suspension
4th Bus referral - Suspension for the remainder of the semester or longer as deemed necessary by administration.
Severe Violations: Students who severely misbehave, directly jeopardize the safe operation of the school bus, or directly challenge the authority of the driver or other school official will lose their riding privileges without receiving warnings. Vandalism, fighting, failure to cooperate with the driver, abusive language or gestures directed toward school personnel, possession or use of drugs, alcohol or weapons, or any other violations that affect safety will be dealt with as severe violations.

Citations/Tickets/Contraband

When school officials and/or law enforcement authorities deem necessary, a student may be issued a municipal citation. Citations could be issued for trespassing, truancy, tobacco, alcohol, drugs, profanity, assault, fighting, vandalism, destruction of school property or equipment, harassment or creating a disturbance (among other rule violations). Any student driving a car onto school property is to ensure that vehicle does not contain alcohol, controlled substances, weapons, or any other item(s) banned from school. Students who drive the vehicle to school will be held responsible for the vehicle. All vehicles are subject to random searches. Violations will result in disciplinary action and possible police referral.

Class Officers

The Junior and Senior class will elect class officers for the following positions: President, Vice President, Secretary/Reporter. The responsibilities of each position are as follows:

President: Sets and creates agenda for one meeting per semester; calls meetings to order and presides over meetings; represents the class at both school and community functions; be an active participant and promoter of all school functions; designs the class T-shirt; makes decisions regarding the creation of committees, etc. Organizes fundraisers and charitable activities for officers and class members. *The Senior Class President is responsible for a speech to the class at graduation.

Vice President: Takes direction from the president in forming and heading committees and organizing fundraisers; acts as president when president is unavailable; creates and distributes agendas and assists in collection of questions from student body and other members; represents the class at both school and community functions; be an active participant and promoter of all school functions; assists the president with the class T-shirt design; should the President not be able to fulfill his/her office, the vice president will move up to the office of President.

Secretary/Reporter: Takes notes at meetings; presents previous meeting minutes during current meetings; represents the class at both school and community functions; be an active participant and promoter of all school functions; assists the president with the class T-shirt design; prepares announcements using social media to communicate to the student body under the directions of the Leadership staff members; should the vice president move up to become president, the secretary/reporter will have the opportunity to move up as the vice president or remain as the secretary/reporter. Whichever office creates a vacancy; a new election will be held for the vacancy.

- Class officers play a major role in the culture of Newcastle High School and are given opportunities to lead and represent NHS in both the school and the community. To be considered for a class officer, all students:
- Must enroll in the Leadership Class.
- Students must have and maintain a 3.0 GPA or higher. Students must not have been suspended (ISD/ISR or OSS) in grades 8-12 and must maintain said status throughout the tenure of the office, or students will be subject to removal. *(This policy applies to the Class of 2023 and beyond.)*
- Must give a speech, 3 minutes or less, to your class. Speeches and applications are due to either the main office or the attendance office three days prior to voting.
- Must agree to all office duties and tasks.

Students who do not meet the GPA or behavior requirement may submit written documentation that includes an explanation of their situation and the reason why they believe they should be allowed to serve as an officer. The written documentation must be attached to the class officer application. An appeal committee consisting of the class sponsor, teacher, and site administrator will review the documentation. The decision of the committee is final.

Clubs and Organizations

Academic Team - Academic teaming is a daily instructional model which involves students organized into small, diverse teams with clear protocols for engaging in standards-based academic work.

Art Club - The Art Club is a place for practicing artists to hone in on their skills, develop their techniques and portfolios, collaborate with other artists like themselves, create bonds with the community through the arts.

BPA - Business Professionals of America is the premier CTSO for students pursuing careers in business management, information technology, finance, office administration, health administration, and other related career fields.

Book Club - A reading group, usually consisting of a number of people who read and talk about books based on a topic or an agreed-upon reading list.

Color Guard - The purpose of the color guard is to interpret the music that the marching band or drum and bugle corps are playing via the synchronized work of flags, rifles, the air blade, and through dance.

Creative Writing/Poetry Club - A place where students can share their own ideas in the form of poems, stories, narratives, or spoken words. We meet to share our writing and give support to each other as writers. We also host contests, enter regional contests, and do service projects such as book drives.

FCCLA - Family, Career And Community Leaders of America is a national CTSO for young men and women in FCS education in public and private schools through grade 12. To strengthen the function of the family as a basic unit of society.

FCA - FAITH + SPORT = FCA. Unite your two passions, faith, and athletics, to impact the world for Jesus Christ. We've been on one mission for over 60 years.

FFA - FFA is an intracurricular student organization for those interested in agriculture and leadership.

SOARR - The Multicultural Club is created to educate students and increase cultural awareness. Multicultural-of, relating to or constituting several cultural or ethnic groups within a society.

National Honor Society - Elevates the school’s commitment to the values of scholarship, service, leadership, and character. Open to Sophomores, Juniors, and Seniors who have a GPA of 3.5 or higher.

Robotics/TSA - Robotics club is a gathering of students who are interested in learning about and working with robots.

Science Club - Science club is an organization, which helps in the development of scientific attitude and develop a genuine interest in science and scientific activities, supplements the work of the classroom and the laboratory, and parts the syllabus on a practical basis.

Spanish Club - The purpose of the Spanish Club is to foster interest in the Hispanic culture and to provide an opportunity to speak Spanish in an informal setting and to learn more about the Hispanic world.

Student Council - A group of students who are elected by other students to represent them in school government and to help plan activities for the students.

Commencement

As a graduating senior, students must comply with the guidelines provided herein in order to participate in the graduation ceremony. The official ceremony is a formal school event and participation in this event is a privilege, not a right. Participation in the commencement ceremony shall be governed by the Site Administrators.

Guidelines for the commencement ceremony include the following: A student can participate in Newcastle High School Commencement Ceremonies when the student is in good standing, has been enrolled in at least one semester for course credit during the current school year, and has successfully completed the minimum number of credits established by the district for graduation.

A student participating in commencement exercises will be required to abide by the school discipline and dress code as outlined in the Student/Parent Procedures Manual.

Students who do not have 18 credits of coursework required at the beginning of the second semester of their 12th grade year shall not be permitted to participate in graduation exercises for that year.

A student will not engage in any disruptive activity which interferes with the graduation process or infringes on the rights of other graduates, program participants, or audience members. The administration shall have the power to impose discipline on any student who engages in such activity.

Dress Code for Commencement

In order to preserve the unity of the class at the event, students are required to wear caps and gowns during the entirety of the ceremony. Students may not wear any designs, decorations, or attachments of any kind with or on their cap and gown. The only exception will be for approved cords.

Concurrent Enrollment

Juniors and Seniors are eligible to attend Concurrent courses. For eligibility purposes, students enrolled in concurrent classes are required to submit their college grades to their counselor weekly. Students who fail to report grades will receive a grade of an F for the course for the purposes of weekly eligibility.
Please refer to the Newcastle High School Course Guide for more detailed information.

Conduct at ExtraCurricular Activities

During the school year, students will have many opportunities for involvement in extra activities. Students are representing the Newcastle School District during the school day and during school sponsored activities. Acceptable behavior is required during on and off campus events and is subject to the authority of school officials [21 O.S. § 643, 21 O.S. § 650 and 650.1, 21 O.S. § 844, 21 O.S. § 1363, 70 O.S. § 24-101]. School personnel are an important part of any decision concerning student involvement. Personnel will always consider grades, attitude, and behavior. This applies to all related activities. Studies have shown the most successful students are those who remain active. We encourage our entire student body to find their niche and to get involved.

Students engaged in extracurricular activities are representing the Newcastle Public School District and often serve as role models for others. The District desires to educate and protect students from activity which may negatively impact the student and/or District. Incriminating photos or statements depicting hazing, sexual harassment, vandalism, stalking, underage drinking, illegal drug use or other inappropriate behavior will be subject to disciplinary action up to and including being removed from the team/organization by the head coach/sponsor and/or the Director of Athletics or the principal.

Derogatory Language/Symbols

Derogatory racial, ethnic, profane, obscene, indecent, or sexual language, verbal or nonverbal, intended to offend or abuse or not is not allowed and subject to disciplinary action.

Detention

Students may be assigned Morning, Lunch, or PM detention by teachers and administrators. Administrators can assign In School Intervention as a consequence to behavior, etc.

Digital Citizenship (Cyber Bullying/Sexting)

Any electronic resources provided to or owned by students will be used in accordance with NPS District Policy. This includes but is not limited to any device that can electronically receive or capture text, audio, or images and/or electronically transmit text, audio, images, the internet, online bulletin boards and blogs.
When using an electronic resource, students should not participate in the following:

- Disclose any sensitive, proprietary, confidential (including names) information about other students.
- Should never be discourteous or impolite.
- Post any material including photos, videos, and texts that are obscene, demeaning, defamatory, profane, libelous, threatening, harassing, abusive, hateful, or embarrassing to another person or any other person or entity.
- Violate copyright, trademark, and fair use laws
- Access web sites and/or download any text, picture, or online conferring that includes material that is considered to be obscene, derogatory, libelous, indecent, vulgar, profane, lewd, or advertises any product or service to minors prohibited by law; presents a clear and present danger or will cause the commission of unlawful acts or the violation of lawful school regulations.
- **All posts should be factual and in good taste. Everything a student posts online stays online forever.**

Activities commonly associated with computer hacking are not allowed and are subject to staff interpretation and disciplinary consequences. Neither the school's network nor the broader Internet (whether accessed on campus or off campus, either during or after school hours) may be used for the purpose of harassment. All forms of harassment in cyberspace often called cyberbullying are unacceptable.

Sexting is the sending, forwarding, displaying, posting, storing, or receiving of sexually explicit or sexually suggestive images or video via chat. Not only is sexting socially inappropriate, it could result in disciplinary action.

Disruptive or Interfering Behavior

A disruptive or interfering act shall be defined as, but not limited to, inciting, encouraging, promoting, or participating in activities, which interfere with the due process of the educational program of the school.

Administrative response to student misconduct is a matter directly influencing the morale of the entire student body. As such, all student discipline will be based on a careful assessment of the circumstances surrounding each infraction (i.e. the student's attitude, the seriousness of the offense, and its potential effect on other students).

Discipline and Student Behavior

Implied Authority, as defined by state law, allows a school district to exercise those powers necessarily implied, or delegated by law to any other agency or official. The teacher or administrator shall have the same right as a parent or guardian to control and discipline a child while the child is in attendance in school, in school vehicles to or from the school, or while attending or participating in any school function authorized by the school district. This may include the right to apply necessary and reasonable force when students, staff, or administration are faced with possible personal or property injury.

All students enrolled in Newcastle Public Schools will be expected to abide by the rules and regulations set forth by the administration, teachers and the board of education while in attendance at school-sponsored activities, or while being transported to or from school or school-sponsored activities in district-owned transportation equipment. Any student who disobeys the rules or shows disrespect for any teacher, administrator, and/or school property will be subject to disciplinary action. The disciplinary action taken will depend on the severity of the violation and the number of violations.

The school district, in order to provide quality education for all of its students, will not tolerate disruptive acts that would interfere with the learning environment of the school or the safety of its students. Furthermore, damaging of school property will not be tolerated. Students, while enrolled in this district, shall be under the supervision of and accountable to school personnel. The supervision shall include:

- Going directly to and from school
- Attendance of a school sponsored activity in the district or involving the district's schools (away from the district)
- Going to and from district activity
- In-transit time to activities on school transportation

Consideration will be given to alternative methods of punishment or consequences to ensure the most effective discipline is administered in each case. In all disciplinary actions, the administration shall be mindful of the fact that we are dealing with individual personalities. The administration shall consider consultation with parents on discipline measures that might prove the most effective in particular circumstances.

Directory Information

Refer to Board Policy.

Military recruiters are provided access to student records under section 9528 of the Elementary and Secondary Education Act (No Child Left Behind). Records include student's names, phone numbers, and home addresses.

Distribution of Materials on Campus

Distribution of materials of any kind including fliers and posters (other than those being distributed by the school) is not allowed without permission from NPS Superintendent.

Dress Code

Standards of Dress: The following standards of dress are required of all students while attending school or participating in school activities. It is hoped that a minimum amount of time and effort is spent on enforcement; however, it is the responsibility of the student and the parent to adhere to these guidelines. Exceptions to this policy are at the discretion of the building principal. There may be clothing, hairstyles, and/or accessories not specifically addressed herein that might be so disruptive to the education process that the building principal may need to take immediate corrective action. In those cases requiring such action, the building principal may act immediately.

General Guidelines:

A. Modesty will be the dominant feature in all clothing.
B. Clothing must be clean and safe.
C. Clothing, hairstyles and/or accessories must not be revealing, disruptive or distract from the educational process in any way.
D. Clothing must not be derogatory to any individual, group, or institution, including hate-group messages.
E. All students are required to wear clothing including shoes which are safe and appropriate for school activities.
F. Students may wear caps, hats or hoodies with the understanding that they must be removed when asked.

Unacceptable Clothing and Accessories:

A. Dresses, shirts or blouses must be the width of three fingers across the shoulder.
B. Tears, cuts or holes in garments should be below the bottom of the pocket.

C. Low-cut shirts or blouses; shirts which expose the midriff, partial or full back or full shoulder; and pants, skirts or other clothing which expose the midriff.

D. Any clothing that reveals undergarments.
E. Clothing, tattoos, and or accessories which carry messages either written or suggesting the promotion of illegal substances including but not limited to, drugs, alcohol, tobacco products; vulgar language, sex, violence, gang-related affiliation or other symbols that detract from the learning environment.
F. Gang-related attire.
G. Bedroom attire (pajamas, lounge pants, slippers, blankets, etc.)
H. Shoes with cleats or spurs or shoe skates
I. Sunglasses

Any student deemed in violation of the dress code will be required to find clothing that meets the code or will be sent home to correct the situation and will be considered absent. Students in violation of the dress code will be issued the following consequences:

1st Offense: Warning
2nd Offense: 1 Detention
3rd Offense: 2 Detentions
4th and each successive violation referral to administrator

(Failure to show for an assigned detention will result in an extra day of detention. Failure to show again for an assigned detention will result in the student being sent to the appropriate administrator.)

Drugs and Alcohol Policy

While on school property or at school sponsored events, students are forbidden to possess, use, share, deliver, assist in or participate in the transfer or sale, or be under the influence of alcoholic beverages; illicit drugs; illegal, controlled, addictive, or harmful substances (including over-the-counter substances that can have a stimulating or depressing effect, and synthetic marijuana known as K2 or spice); items represented to be any of the above substances; and/or drug paraphernalia.

Illicit drug definition is as follows

Any controlled dangerous substance as defined in the *Uniform Controlled Dangerous Substances Act Oklahoma Statute-Title 63*

Any prescription drug possessed in violation of school policy

Any nonprescription drug possessed in violation of school
policy

Any substance which is represented to be a prescription or nonprescription drug.

Any inhalant.

Any other chemical, synthetic, or natural substance which is capable of producing injury and is misused by a student

Anabolic steroids

Alcohol Definition

Any intoxicating beverages as defined by Oklahoma law

Any low-point beer as defined by Oklahoma law

Any non-intoxicating beverage as defined by Oklahoma law

Drug Paraphernalia Definition

All equipment, products, and materials of any kind which are used or intended for use in planting, propagating, cultivating, growing, harvesting, manufacturing, compounding, converting, producing, processing, preparing, testing, analyzing, packaging, repackaging,
storing, containing, concealing, injecting, ingesting, inhaling, or otherwise introducing into the human body a controlled dangerous substance in violation of the *Uniform Controlled Dangerous Substances Act Oklahoma Statute-Title 63.*

Use or Possession or Illicit Substances on School Property during the School Day or School Sponsored Activity

Students using, in possession of, or after having controlled illicit substances, illegal drugs, wine, beer, intoxicating beverages, non-intoxicating beverages, and/or intoxicating substances during school, while attending a school sponsored/sanctioned activity, while on school premises or when being transported, will be suspended.

First Offense

- Parents will be contacted.
- Law enforcement will be contacted if, in the opinion of the administration, circumstances warrant involvement.
- Out-of-school suspension ninety days or one full semester, whichever is longer. The suspension may be reduced to ten (10) days if the student and parent/guardian agree to sign a Student Assistance Program (SAP) Contract within five (5) days of the offense unless there are extreme circumstances as determined by each case.
- All costs associated will not be covered by Newcastle Public Schools.
- Failure to complete required activities of the SAP Contract within the prescribed time will result in reinstatement of the full suspension.

Second Offense

- Parents will be contacted.
- Law enforcement will be contacted if, in the opinion of the administration, circumstances warrant involvement.
- If the second offense occurs within twelve (12) calendar months of the first offense, out-of-school suspension for not less than two (2) semesters.
- If the second offense occurs after twelve (12) calendar months of the first offense, students will be given the option to sign a second SAP Contract.
- All costs associated will not be covered by Newcastle Public Schools.
- Failure to complete required activities of the SAP Contract within the prescribed time will result in reinstatement of the full suspension.

Reasonable Suspicion

If a student exhibits and/or appears to be under the influence of alcohol, illicit drugs, or over-the-counter medication at school or at a school sponsored event; the parent/guardian of such student will be notified immediately so that medical attention may be obtained if necessary. Any teacher, who has reasonable cause to suspect a student may be under the influence of or has possession of non-intoxicating beverages (beer, etc.), alcoholic beverages, or an illicit drug as defined herein, shall immediately notify a site administrator.

Sale or Distribution

Any student who sells, distributes, or assists in the sale or distribution of alcohol, illicit drug, controlled, illegal, addictive, or harmful substances (including over-the- counter substances which have a stimulating or depressing effect); or items represented as any of these substances, will be suspended for two (2) semesters without a reinstatement option.

Drug Testing

In an effort to protect the health and safety of its students from illegal and/or performance enhancing drug use and abuse, the Newcastle Board of Education has implemented a policy for drug testing of students who participate in competitive extra-curricular activities as well as any other student who voluntarily wishes to be tested. The sanctions imposed for violations of this policy by an Activity Student will be limited to the opportunity of such student to exercise the privilege of participating in competitive extra-curricular activities. No suspensions from school or academic sanctions will be imposed for violations of this policy.

In addition to students involved in competitive extracurricular activities, any student may voluntarily consent to being tested on a random and a reasonable suspicion basis, with permission of a parent, legal guardian, or legal custodian. This allows parents and guardians to be notified as to a potential drug problem and enables them to seek help.

Parents and students should request a copy of Board Policy EN from the office if they wish to learn more about our student drug testing policy.

Early Graduation

REQUIREMENTS FOR SIX (6) SEMESTER EARLY GRADUATION

- The student shall declare by the end of the sophomore year complete required form
- English III shall be successfully completed before the end of the first semester of the senior year
- Credits may be earned through proficiency testing with 90% accuracy, Concurrent courses, and/or online course through Newcastle Public Schools
- Credits earned through high school summer school will not be accepted for early graduation
- Parent conference is required

Graduates must have eighteen (18) credits completed by the end of the 5th semester; the unweighted GPA of those eighteen (18) credits are used for valedictorian determination.

REQUIREMENTS FOR SEVEN (7) SEMESTER EARLY GRADUATION

- The student shall declare by the end of the junior year and complete required form
- English IV second semester course work must be completed by the end of the first nine (9) weeks of the senior year. Until the grade is received, the student will be enrolled in 2nd semester classes
- Credit may be earned through the proficiency testing with 90% accuracy, correspondence courses, and/or online course through Newcastle Public Schools
- Credits earned through high school summer school will not be accepted for early graduation
- Parent conference is required

Electronic Devices

Newcastle High School promotes an environment for instructional learning that is safe and secure. Students are urged to practice mature and responsible cell phone usage. Students causing a disruption by using their cell phones and/or other wireless devices inappropriately may be subject to a referral to the appropriate administrator. Violations of the electronic device policy may not be disputed by students.

Any and all electronic devices, including but not limited to cell phones, smart phones, tablets, laptops, MP3 players, or any other type of mobile electronic device, have a reduced expectation of privacy once they enter any school zone and may be subject to confiscation and/or search should a school violation be suspected. Possession and/or use of any personal electronic device is a privilege, not a right, that is extended to the student, which, at the discretion of the school, may be revoked should circumstances warrant.

Emergency Drills and Procedures

Emergency/disaster drills are conducted on a regular basis to assure that everyone is familiar with emergency procedures should a true emergency arise. For that reason:
Directions and maps are posted in the classrooms and throughout the building.
Students and staff should familiarize themselves with the procedures in each room in which they have classes.
Each student is expected to participate and cooperate during emergency procedures.

Emergency School Closing

School may be dismissed early or canceled due to bad weather conditions. If possible, the decision to close will be made before 10 P.M. or before 7 A.M and will be sent out through the school notification system. It will also be reported to the local news channels and radio stations for broadcast.

Equal Opportunity--Title IX Policy Notification

It is the policy of the District to provide equal opportunities to otherwise qualified handicapped individuals and to all individuals without regard to race, color, national origin, disability, sexual orientation or age. This includes, but is not limited to, admissions, access to and treatment in educational services, financial aid and employment. Inquiries concerning the application of this policy may be referred to the Director of Special Services.

Activities: No person shall, on the basis of gender, be excluded from participation in, be denied benefits of, or be treated differently from another person in any interscholastic club or intramural athletics offered by a school. This regulation shall not apply to those activities where performance skills are the primary criteria for selection. Separate teams may be operated where and when: 1) Selection for such teams is based on competitive skill; and 2) The activity involved is a contact sport (including, but not limited to, wrestling, football, soccer, baseball and basketball). Programs and activities provide equal access to Boy Scouts and other designated youth groups. Please contact the Compliance Officer(s) with inquiries regarding nondiscrimination policies. The contact information is listed below.

Grievance Procedure: The District complies with the Civil Rights Laws (Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Title II of the Americans with Disabilities Act, the Age Discrimination in Employment Act, and Section 504 of the Rehabilitation Act of 1973) in assuring the students, parents, and employees of the District that the District does not discriminate on the basis of race, color, sex, national origin, disability, religion, or age. The Superintendent is designated by the Board to coordinate the District's efforts to comply with this assurance. **The Director of Special Education and the Director of Athletics are designated as the Compliance Officers.**

Pre-filing Procedures: Prior to the filing of a written complaint, the Complainant is encouraged to visit with the Compliance Officer to make a reasonable effort to informally resolve the problem or complaint.

Food and Drink in Classrooms

Teachers decide if they will allow snacks and drinks in their classrooms and let students know as a part of the class rules.

Foreign Exchange Students

Foreign Exchange Students (FXS) are accepted as guests of the district, and every effort is made to provide a well-rounded experience in high school. These students must be affiliated with the legitimate exchange agent who accepts ultimate responsibility for the individual while in school. FXS are given credit for the work completed at NHS and an official transcript is available upon request. However, FXS are not issued a Newcastle High School diploma even though they are invited to participate in the commencement exercises at the end of the school year. FXS students may be denied enrollment based on space, available resources, and site principal's discretion.

Fundraising

No student may sell any item (candy or etc.) unless it is from an approved school fund-raising project for the high school. No other school fund-raising projects are allowed. Disciplinary actions may result from sales which are not approved.

FERPA

NOTIFICATION OF RIGHTS UNDER FERPA

for Elementary and Secondary Schools

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students ") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days after the day Newcastle High School receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the school to amend a record should write to the school principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to provide written consent before the school discloses personally identifiable information (P11) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of P11 from educational records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility.

Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Newcastle Public Schools to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue, SW

Washington, DC 20202

See the list below of the disclosures that elementary and secondary schools may make without consent.

FERPA permits the disclosure of P11 from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, §99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures.

The Uninterrupted Scholars Act Public Law 112-278, allows schools to disclose P11 from the education records of a student without obtaining prior written consent of the parents or the eligible student. This includes P11 from records of students in foster care placement, an agency caseworker, or other representative of local child welfare agency or tribal organization when such agency is legally responsible for the care and protection of the student.

To other school officials, including teachers, within the educational agency or institution that the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1)(a)(l)(i)(B)(2) are met. [(§99.31(a)(1)]

- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student’s enrollment or transfer, subject to the requirements of §99.34. [§99.31(a)(2)]
- To authorized representatives of the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency in the parent or eligible student's State (SEA). Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal or State supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§99.31(a)(3) and 99.35)

- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. [(§99.31(a)(4)]
- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve , prior to adjudication, the student whose records were released, subject to §99.38. [(§99.31(a)(5)]
- To organizations conducting studies for, or on behalf of the school in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. [(§99.31(a)(6)]

NOTIFICATION OF RIGHTS UNDER THE PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- Consent before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)-
    1. Political affiliations or beliefs of the student or student’s parent;
    2. Mental or psychological problems of the student or student’s family;
    3. Sex behavior or attitudes;
    4. Illegal, antisocial, self-incriminating, or demeaning behavior;
    5. Critical appraisals of others with whom respondents have close family relationships;
    6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
    7. Religious practices, affiliations, or beliefs of the student or parents; or
    8. Income, other than as required by law to determine program eligibility.

- Receive notice and an opportunity to opt a student out of -
    1. Any other protected information survey, regardless of funding;
    2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
    3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

- Inspect, upon request and before administration or use -
    1. Protected information surveys of students;
    2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
    3. Instructional material used as part of the education curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State Law.

Newcastle School District has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Newcastle School District will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. Surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales, or other distribution.
- Administration of any protected information survey not funded in whole or in part by the Department of Education.
- Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

Grading Policy

Grades 9-12 Traditional Report Card

A - 90-100

B - 80-89

C - 70-79

D - 60-69

F - 59 and lower

Semester grades are transcripted grades for courses and will be listed as letter grades. Most courses use a four point (4.0) grading scale.

Grades for Accelerated classes will be calculated using a five point (5.0) grading scale. High school transcripts will show both the unweighted (4.0) and weighted (5.0) grade point average. The unweighted grade point will be used for class rank.

Groups and Organizations

Newcastle Public Schools offer a variety of clubs, both curricular and extracurricular.

Formation of Student Groups

Once a student or group of students determine(s) the type of organization they want to form, the first step is to confirm that an organization of such nature does not already exist by checking with the building principal who will either approve or disprove formation of the group or organization.

Once formation of a group or organization has been approved by the building principal, the following steps should be taken:

- Contact the building principal about registering the group or organization with the school.
- Define the Organization's purposes and goals. Draft a Constitution and Bylaws for the organization.
- A Constitution will define the group's fundamental principles, purposes and structure.
- Bylaws will include specific rules of procedure by which the group will be governed.
- Secure at least one (1) faculty advisory and a total of at least five (5) members. Establish who the initial officers will be and determine the process for the election or appointment of future officers.
- Create a calendar of meeting dates and times and submit to the building principal. Choose a location for the meetings.

The building principal will need to approve the Bylaws, Constitution, and meeting calendar/location before the group or organization can become official.

Once all of the steps above have been completed, members may begin disseminating information about the club or organization in accordance with District policy and regulation.

No person shall be unlawfully subjected to discrimination in, excluded from participation, or denied the benefits of a student group or organization on the basis of race, color, national origin, religion, sex, sexual orientation, gender identity, age, disability, or veteran status.

Graduation Requirements

In accordance with state law, ALL students entering 9th grade will be enrolled in the college preparatory curriculum. Prior to entering the 10th grade, students will have the option to "opt out" of the college preparatory curriculum with the parent/guardian's approval.

In order to receive a high school diploma from Newcastle Public Schools, the student must complete required courses, plus 6 units of electives for College Prep Curriculum or 8 for Core Curriculum. In accordance with H.B. 3218, all students graduating in the year 2016 and beyond will participate in the Oklahoma State School Testing Program.

See course description guide.

School Counselor

The school counseling program is an integral part of a school's total educational program. It is a systematic process designed to aid and prepare students to make appropriate life choices, plans, and adjustments as related to their academic, emotional, and social development. While school counselors are not private therapists, they are specifically credentialed professionals who work in school settings with students, parents, other educators, and community agencies to help students acquire skills in the social, personal, educational, and career/vocational areas necessary for living in a multicultural society. They accomplish this by emphasizing such interventions as: counseling students individually or in small groups, providing information, contributing to the development of effective learning environments, and serving as student advocates. Students are assigned alphabetically. To see a counselor, students should schedule an appointment in the appropriate office before school, during lunch, or after school. Counselors will send for the student at the determined time. This process helps keep students from missing valuable class time while waiting for a counselor to become available. Students who have an emergency or crisis situation should report directly to the counseling or administrator's office for assistance.

Hall Passes

No hall passes will be issued the first 10 minutes or last 10 minutes of class. Students needing to leave a class must be wearing a student ID around their neck on , must obtain permission from their teacher, and collect their pass. Leaving class without permission will be considered insubordination. Students are required to have a valid pass whenever they are in the halls during class time. Passes are to be visible at all times and shown upon request. Any student in the hall without a pass may be referred to the administrator for disciplinary action.

Any student who is given a hall pass is expected to report immediately to his/her destination using the most direct route.

Hatch Amendment

The School District is committed to enforcing the Protection of Pupil Rights Amendment (PPRA), 20 U.S.C 1232h, included in the Goals 2000 Educate America Act of 1994. PPRA applies to all funding provided by the United States Department of Education and seeks to protect the rights of parents to inspect or survey instructional materials if these materials or surveys are funded by the United States Department of Education.

With respect to survey activities, survey materials, evaluation materials, instructional materials used by students and funded by the United States Department of Education, the school district will:

- Make such materials available for inspection by parents
- Obtain written parental consent if students are required to participate in a survey, analysis or evaluation that reveals information such as
- Political affiliation
- Mental and psychological problems potentially embarrassing to the student and his/her family
- Sexual behavior or attitudes

- Illegal or self-incriminating behavior (such as use or possession of tobacco, alcohol, or other drugs)
- Critical appraisals of other individuals with whom respondents have close family relationships
- Legally recognized privileged or analogous relationships, such as those of lawyers, doctors, and ministers
- Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such programs)

Homebound Program

Newcastle High School offers a homebound program through the special services department. The eligibility criteria are listed as follows:

- A student must be unable to attend regular classes for a minimum period of two weeks because of illness.
- The attending physician must complete the State Department Physician Report stating diagnosis and estimated time to be missed.
- The Director of Special Services and Building Principal must approve the request.
- A student who is absent from school occasionally or because of minor illness and who is not in any danger of having to repeat a grade should not be considered an eligible candidate for the homebound teaching program. This student should be encouraged by teachers to keep up with the class assignments.

Procedures

- Contact the student's assigned special education caseload teacher to obtain appropriate forms.
- Upon completion of this form by a medical doctor, return the form to the assigned special education caseload teacher.
- Once all required forms are completed the student's absences will be coded as Homebound (HB).
- Student's are responsible for completing assignments while homebound.
- In some cases, students will be provided a certified homebound teacher to provide instruction for a maximum of three hours per week by the homebound teacher. Scheduling of the instruction is to be determined by the assigned homebound teacher and student/parents.
- A doctor’s statement and additional permission from the Director of Special Education will be required for any extension to the homebound application.

Parent Responsibilities

- Secure physician form and return completed form to the Special Education Director promptly.
- Make arrangements with the homebound teacher for schedule. If changes arise, notify the teacher in a prompt manner.
- Be present at all sessions and provide an appropriate atmosphere for learning.
- Notify the assigned special education caseload teacher when the student will be returning to school and dropping homebound instruction.

Honor Cords

Organizations must submit a written request to the building principal. The request should include all important information and must include academic or service requirements for earning the cord through the organization. The deadline for submission is the end of the first semester for the current graduation year. Approval will be granted by the High School Principal. The following organizations have been approved to distribute honor cords:

- Armed Forces: Air Force, Army, Coast Guard, Marines, Navy, National Guard
- FCCLA
- Fine Arts
- FFA
- JOM
- Leadership
- Spanish Club
- National Honor Society
- National Technical Honor Society
- Oklahoma Blood Institute
- Quill and Scroll International Honor Society for High School Journalists
- Robotics
- Yearbook--Senior Editors

Identification Cards

Students are required to wear a student ID created and issued by Newcastle High School. One ID card and lanyard will be provided free of charge.The ID also serves as a key to exterior doors and is required to enter our school buildings. All students are required to wear a lanyard around their neck with their ID on it at all times . For safety and security purposes, students must wear their ID cards at all times during the school day. The card must be prominently displayed by wearing it around the neck and on the outside of all clothing.

ID checks will take place every day, all day. Students who are not properly wearing their student ID will be issued detention. Repeated offenses may result in further disciplinary action.

In the event a card is lost, stolen, or damaged, it is the student’s responsibility to replace it through the main office within one school day.

Infinite Campus Parent Portal

Student attendance and grades may be accessed online through Newcastle Public Schools Parent Portal. To obtain access, please contact the site Registrar. Infinite Campus is an important means of staying up to date with your student's progress.

Internet Access and Acceptable Use Policy

General: The Internet is an electronic highway connecting a multitude of computers throughout the world. Through the Internet, students and employees have access to electronic mail (e-mail), news, databases, library resources, and a wide variety of other information sources. The District provides a wide variety of opportunities for students and employees to use the District's computers to access the Internet. Through the Internet, it is possible to access material which may contain illegal, defamatory, inaccurate, pornographic, and/or offensive content. Due to the nature of the Internet, the District cannot guarantee that students and employees will not access such material. However, the District is committed to enforcing a policy of Internet safety and monitoring the Internet activities of its students.

The District makes no warranties of any kind, either express or implied, regarding the Internet access being provided. The District shall not be responsible for any damages users suffer, including but not limited to loss of data resulting from delays or interruptions in service. Nor shall the District be liable for the accuracy, nature, or quality of information stored on District's computer equipment or of information gathered through Internet access provided by the District. However, the Administration shall develop, implement, and maintain regulations and forms to restrict the use of the District's computers and Internet access to legitimate and acceptable purposes and to regulate students' and employees' privilege of access and use. The District shall install and operate computer software programs which restrict access to certain materials, such as material which depicts nudity, sex, sexual acts, excretion, and exhibition of genitals and which, taken as a whole, lacks serious literary, artistic, political, or scientific values. Students who are granted access to the Internet shall receive instruction regarding safety and security when using electronic mail, chat rooms, and other forms of direct electronic communications and the disclosure, use, or dissemination of personally identifiable information.

Acceptable Uses: The District's computers, equipment, and software are intended for administrative, educational, and research purposes only and shall be used only in accordance with Administrative Regulations. Acceptable uses of the District's computers and the Internet are activities which support learning and teaching or which promote the District's mission and goals.

Prohibited Uses: According to Administrative Regulations, the District's computers and the Internet access

(including e-mail) provided by the District shall not be used:

- To violate an individual's right to privacy;
- To access materials, information, or files of another person or organization without permission;
- To violate the copyright laws or software licensing agreements;
- To spread computer viruses;
- To deliberately attempt to vandalize, damage, disable, or disrupt the District's property or the property of any other individual or organization;
- To locate, receive, transmit, store, or print files or messages which are profane, obscene, or sexually explicit, or which use language that is offensive or degrading to others;
- To distribute religious materials;
- To campaign for or against any political candidate or ballot proposition or for political lobbying, except as authorized by law;
- For any commercial purpose unless authorized by the Administration or Board; or
- To engage in any illegal activity.

Consequences for Misuse: The use of the District's computers and the Internet access provided by the District is a privilege, not a right. Any student or employee who inappropriately uses the District's computers or the Internet may have the privilege of using the computers or the Internet denied, revoked, or suspended and may be subject to other disciplinary sanctions.

No Expectation of Privacy: No student or employee shall have any expectation of privacy in any electronic mail being sent or received by the District's computers or District-provided Internet access. The District's system operators may access any electronic mail and may delete any inappropriate material from any electronic mail sent or received using the District's computers or District-provided Internet access.

Use of Software: Students are prohibited from installing, copying, or downloading any copyrighted material or software on District's computer hardware. Employees are prohibited from installing, copying, or downloading any copyrighted material or software on District's computer hardware without the express written consent of the copyright holder and the approval of the appropriate administrator or system operator.

Internet-based Instruction: The District may allow students to complete required course work through Internet-based courses in accordance with Oklahoma law, the rules, regulations, and/or guidelines adopted by the State Board of Education, and this policy. Students enrolled in Internet-based courses must participate in the Oklahoma School Testing Program. Test results for students enrolled in Internet-based courses must be disaggregated and reported.

The District authorizes any full-time student of the District to enroll in an approved Internet-based course offered by the District provided the course is determined to be appropriate for the student. The following criteria will be

used to determine the appropriateness of Internet-based course work for a particular student:
Recommendation by the student's teacher(s) that the student possesses the ability to work on his/her own;

- The student has completed all prerequisites for the course as if it were offered through the District's traditional class offerings;
- The course will provide a means for the student to advance but is not a means for acceleration of a student's graduation date; and
- The student is either suspended out-of-school or is in need of remediation.
- All Internet-based courses must be approved by the Board prior to enrollment by students.
- The District shall use the following criteria to determine whether an Internet-based courses is approved for enrollment of students:
- Teacher is certified to teach the course and trained in methodology and technical aspects of Internet-based instruction;
- The course is aligned with the Oklahoma Academic Standards.
- A plan for monitoring and reporting student progress by the course instructor to the principal or principal's designee at least monthly with the final grade reported in time for inclusion on report cards/transcripts;
- A course grading system that is compatible with the District's grading system and criteria;
- Completion of the course must be within the school semester; and the proposed Internet-based course is not duplicative of a course offered by the District.

Internet-based courses are not a means for students educated or enrolled elsewhere to enroll part-time in the District in order to take an Internet-based course. However, the District is authorized to enroll on a part-time basis for the purpose of utilizing Internet-based instruction students who have dropped out of school or who are or have been suspended. To be eligible, the student must have been enrolled in a public school in the state any time during the previous three (3) years.
Internet-based courses offered by a technology center and taught by a certified teacher and aligned with the appropriate Oklahoma Academic Standards may be counted toward meeting the state graduation requirements with prior approval of the State Department of Education and the Board. Internet-based courses which contain integrated or embedded skills for which no Oklahoma Academic Standards have been adopted may be approved by the Board if such courses incorporate national standards and are taught by certified teachers.

Remote Internet-based Courses: The District may allow for students to complete required course work through remote Internet-based courses in accordance with the rules, regulations, and/or guidelines adopted by the State Board of Education and this policy. However, students participating in remote Internet-based instruction will be required to provide their own equipment and Internet access and pay any associated fees, tuition, and/or expenses.

Items Prohibited at School

The following items are considered dangerous and strictly prohibited from school. Possession, sale, transmission, and/or use of these items may result in discipline, to include out of school suspension, depending on the severity and nature of the offense. Examples of these items include, but are not limited to:

- Vapes
- Juuls
- Tobacco
- Tobacco Related Paraphernalia
- CBD
- Firecrackers
- Stink, smoke, or snap bombs
- Matches or lighters
- Weapons of any type
- Firearms (including replicas, ammunition, paint balls or guns, projectiles, etc.)
- Incendiary or explosive devices
- Any objects used or portrayed in a violent manner
- Mace or Pepper Spray
- Skateboards / Roller Skates
- Toy Guns or weapons
- Laser pens or Laser Lights of any kind
- Pets
- Any items disruptive to the educational environment

Length of School Day

All Students must be enrolled in 6 academic periods

Lockers

Lockers are provided to students who request a locker. Lockers are assigned by the attendance secretary. Students are to use only the locker assigned to them. All students are responsible for the condition, as well as the contents, of their lockers. Students are not allowed to share lockers. Students are strongly encouraged to purchase a combination lock for their own security. The school is not responsible for lost or stolen items. Student lockers are subject to search at any time.

Lunch

Freshmen students are required to eat lunch on campus. Freshmen students cannot be checked out by telephone to leave campus for lunch. Students must be checked out by a parent, guardian or emergency contact, in person, only after showing proper identification.

Sophomores, Juniors and Seniors are permitted to leave for lunch. Off-Campus lunch for Sophomores, Juniors and Seniors is a privilege, and the privilege can be revoked at any time.

Freshmen students who leave campus during lunch will be referred to an administrator and will be assigned a consequence.

Food is not allowed to be ordered and delivered to students through any means during the school day.

McKinney-Vento Homeless Assistance Act

Under this law, your district's designated homeless student liaison must provide public notice of the education rights of homeless students. The district is required to disseminate the notices in places where homeless students receive services, such as school, family shelters and other programs that make food or meals available to the homeless population. You can find more information for parents and youth at http://ok.gov/sde/title-x-part-c, and http://www.serve.org/nche.

Medical Marijuana and Related Items

Medical marijuana is not permitted on school grounds, in school vehicles or buses or at school-related activities except as stated in this policy.

Students are not allowed to possess medical marijuana during the school day, on school grounds, in school vehicles or buses, at school-related activities. At no time will marijuana be grown or stored on school premises. School employees will not under any circumstances:

- Assist students in obtaining or using medical marijuana;
- Store medical marijuana for students;
- Take and/or use a student's medical marijuana;
- Serve as a student's designated legal guardian or caregiver, unless the student is the child or in the legal custody of the employee.

The district reserves the right to discipline employees or students who fail to adhere to Oklahoma law and/or the requirements of this policy. Such disciplinary action will be addressed in accordance with the student discipline code and/or the standards of conduct for employees. Employees may be subject to termination or non-reemployment.

If a student has specific procedures regarding medical marijuana that are written into the student's Individualized Education Program (IEP) and such procedures are consistent with state and federal law, those provisions will take precedence over this policy. Situations involving students on IEPs will be handled on a case-by-case basis, consistent with state and federal law.

Marijuana-related products including cannabidiol (CBD)

For purposes of this policy, the term "marijuana-related product" includes any product or substance referred to in state law, Title 63 O.S. §2-101 (23) (a)-(f)), but excluded from the definition of marijuana in state law. The term "marijuana-related product" includes cannabidiol (CBD).

During the school day, or on school grounds, in school vehicles or buses, or at school-related activities, students may not possess or be under the influence of any marijuana-related product.

Any student who violates this policy is subject to discipline as permitted by district policy and regulation. Situations involving students on IEPs will be handled on a case-by-case basis, consistent with state and federal law.

OSSAA Scholastic Eligibility and Regulations

A student must be maintaining a passing grade in all classes in order to participate in an activity. These regulations conform to Rules of the Oklahoma Secondary School Activities Association (OSSAA).

Parents Bill of Rights

Refer to Board Policy XX.

Parent/Student Portal

Newcastle Public Schools is able to provide parents the opportunity to view their child's school information via the web. The program that allows this is called Infinite Campus. This password protected website will allow parents to view their child's grades, assignments, school information and attendance. All a parent needs to gain access to the Newcastle Public Schools Parent Portal is a connection to the Internet.

Parking Lot/Student Vehicles

Driving onto campus is a privilege and should be treated as such. For the safety of students and staff, all vehicles must be registered with the school. Parking permits must be purchased annually for $20 in the main office. Parking permits should be affixed to the top right side of the back window of the vehicle. Students who have vehicles on the school grounds without a parking permit will be issued a fine, may have driving privileges revoked and/or vehicle impounded.

The following are basic parking guidelines:

- Always be a courteous and defensive driver while on campus.
- Only licensed and insured drivers with a parking permit will be allowed to park in the school parking lot and take only a single space.
- Students are not to park in staff parking. Designated staff parking areas are labeled.
- The speed limit in all areas of the parking lot is 10 mph.
- No parking on grass.
- No parking on curbs or no parking zones as indicated by diagonal lines, etc.
- Students and faculty should park in designated areas only.
- Handicap parking is available. Parking illegally in handicapped spaces will be monitored and will be subject to a fine.
- Parking permits should be affixed to the top right side of the back window of the vehicle.
- The parking lot will be monitored by SRO and administration.
- The school district assumes no liability for cars parked on school grounds at any time.

Upon arriving on campus, all students are to vacate vehicles. Failure to do so could result in disciplinary action. No students will be permitted to remain in vehicles for any reason. This includes waiting for rides or riders for Mid

America Technology Center.

All vehicles brought onto NPS campuses are subject to random searches. Students are responsible for any contraband that may be found in their vehicles and will be disciplined accordingly. [Section 1031, School Laws of Oklahoma]

Proficiency Based Testing

Upon the request of a student, parent or guardian, a student will be given the opportunity to demonstrate proficiency in one or more areas of the core curriculum.

Proficiency will be demonstrated by assessment or evaluation appropriate to the curriculum area. Students who are legally enrolled in Newcastle Public Schools and who have not previously received instruction in the requested course/grade level will qualify to request proficiency based promotion.

Proficiency for advancing to the next level of study will be indicated by a 90 percent or comparable performance on an assessment or demonstration. The opportunity for proficiency assessment will be provided at least twice each school year in August and April. Application for testing must be made at least fourteen (14) days prior to the testing date.

Students shall have the opportunity to demonstrate proficiency in the following core areas as identified in 70 O.S.11-103.6:

- Mathematics: Algebra I, II, Geometry
- Science: Physical Science, Biology, Chemistry
- Language Arts: English I, II, III, IV
- Social Studies: Oklahoma History, Government, US History, World History
- Languages: Spanish I, II
- The Arts: Art History

Students demonstrating proficiency in a core curriculum area will be given credit for their learning and will be allowed to advance to the next grade/level of study. The school will confer with parents in making promotion/acceleration decisions. Students must progress through a curriculum area in a sequential manner.

If proficiency is demonstrated, the notation to be placed on the student's permanent record/transcript will be a letter grade of an "A." The credit(s) shall count toward meeting the requirements for the high school diploma. Students who do not demonstrate proficiency will be allowed to request testing during the next assessment period. Failure to demonstrate proficiency will not be noted on the student's transcript.

Application forms, testing dates and other information are available from the school counselor.

Prom

The Prom is held each year for Newcastle students and their dates. Dates for prom must be classified as sophomores, juniors or seniors, or approved graduates. **NO FRESHMAN MAY ATTEND.**

Public Display of Affection

Couples must conduct themselves in such a fashion that the attention of others is not attracted to their behavior. No public display of affection should occur during school time. Offending students will have the necessary disciplinary action taken.

Phone and Address Changes

Address and contact information can be updated at any time via your Infinite Campus Parent Portal account. Updates via this method will automatically be sent to the attention of the site registrar for review and updated across our systems. You may also contact the Registrar immediately if there is a change in your address, telephone number, babysitter, or person to contact in an emergency. This information is very important in case your child becomes ill or is injured at school. House Bill 2518 amends law to allow surgery to be performed on a minor if parents cannot be reached (Effective 11/1/16).

Records Request

Student transcripts are only available through Parchment and can be downloaded, mailed or sent to a third party. Current students are provided transcripts at no charge. Other records such as birth certificates, shot records, proof of enrollment verification, etc. must be requested by emailing hsrecords@newcastle.k12.ok.us. Please allow at least 24 hours for processing.

Schedules & Schedule Changes

Changes will only be considered for legitimate reasons, such as a schedule conflict, meeting graduation requirements, or inappropriate placement as determined and recommended by a teacher or counselor with administrative approval. Computer errors, failure to be accepted into a program (MATC), incomplete schedules, duplication of courses, and failing to have met a prerequisite are all reasons for schedule changes. There will be no changes solely for the purpose of changing lunch times.

School Hours

The normal school day is from 7:35a.m.-2:40p.m; however, students have the option to select a flex schedule. Athletics are offered from 2:40p.m.-3:40p.m. or until practice is over. Coaches may cancel practices due to meetings, inclement weather, or other events, and the information will be communicated directly to the student athletes. Students not having practice are expected to leave campus promptly after the 2:40 p.m. dismissal.

Only students enrolled in a teacher's section are allowed to be in the class during the instructional time.

Students who have a study hour and elect to stay on campus must study in the Media Center or College

and Career Center.

Students who do not have a 7th hour are expected to leave campus at 2:40 p.m.

School Health

Regular attendance at school is important, and we urge parents to observe their children daily for signs of illness. In order to prevent contamination of other students and staff, we require that the following School Health Guidelines be observed:

Children who exhibit one or more of the following symptoms will be sent home. These students will be picked up in the nurse's office/front office. The nurse/office staff will contact the family and/or contacts listed on the child's records. Please note that if the nurse/office staff sends a student home, that day and the next will automatically be excused. The nurse/office staff will record the absence as excused in the student data management system.

- Children who have a temperature of 100 or higher will be sent home. The child may return to school once they have been fever free for 24 hours without the use of a fever reducer.
- A rash or skin eruptions (ringworms, scabies, impetigo, chickenpox).
- Excessive nasal discharge with a fever.
- Excessive coughing.
- Diarrhea/Vomiting- Various factors must be evaluated- However, if our school's Registered Nurse makes the judgment that the student should go home, this decision will stand. The child may return once they have been diarrhea/vomit-free for 24 hours.

Emergencies/First Aid

Minor cuts and abrasions will be cleaned and covered with a bandage. We are not allowed to use any type of spray or ointment. In case of serious injury or illness/health emergency, we will make every effort to contact the parents or guardian, however, it is our school district's policy to first call paramedics. The district is not responsible for any transportation and/or medical costs associated with emergency care.

Exemption from Physical Activities

If a child is to be excused from any school activities, such as physical education or recess, a note from the parent will be required. A physician's excuse is required if a child is to be excluded from physical activity for more than 2 days.

Medication Policies

It is recommended to give medications at home if possible. If it is necessary that a medication be administered by school personnel during school hours, the following procedure must be followed:

- All medications must be brought to the office by the parents/guardians. Students are not allowed to carry medications on their person at any time. The only exceptions are emergency medications such as rescue inhalers, epi-pens and insulin with the appropriate consent form on file.

- A student who needs to take a prescription medication must have the appropriate medication consent form signed by the physician and parent before the medication can be brought to and kept at school.
- The parent/guardian will promptly notify the school of any changes in the administration of this medication by providing the school with a new medication consent form with physician signature. Written or verbal changes from parent/guardian CANNOT be accepted.
- Non-prescription medications brought from home and kept at school will also have to have a permission form signed by parent or guardian. The school cannot accept out of date medication.
- Medicine must be brought and left at school in original containers with all instructions and pharmacy labels clearly visible. The pharmacy will dispense an additional prescription label and bottle for school if requested by parent/guardian. Medication cannot and will not be accepted in bags or envelopes.
- Medication and medication forms must be kept in the office.
- Asthma inhalers and Epi-pens must be kept in the office unless a form for "Self-Administering Asthma Inhalants" has been completed by all parties involved parents, physicians, and school nurse.
- All medications must be picked up by the last day of school. If not, they will be destroyed.

Immunizations

State Law mandates that all students attending public schools must have current and up-to-date shot records, or State Waiver to be on file.

Head Lice – Newcastle Schools has a "No-Nit Policy"

Newcastle Schools has adopted the following regulations with regard to the effective treatment and prevention of head lice. Parents are advised that no treatment alone will rid a lice infestation and the nits must be picked out one by one. Absence of lice and nits will be proof of management and the child will be readmitted to school. WARNING—Even though a parent might think that the constant re-application of lice shampoos, etc. may end the infestation, they actually risk poisoning the child and serious medical repercussions. (Lice shampoo/treatments are pesticides.)

NOTE: You must follow this 3-step method to stop a lice infestation!

1. Treat all family members with a lice shampoo- it kills the live bugs NOT the eggs (nits). 7 days later you can treat one more time to catch any bugs that you may have missed.
2. You MUST pluck each individual nit from the hair. There is no product that is effective in releasing the glue that holds them to the hair shaft.
3. You MUST treat all bedding, brushes, coats, jackets, etc. that may also be infested.

When a student is found to be infested with head lice and/or nits:

1. Parents will be notified of the condition and the need for the child to be picked up from school. If parents cannot be reached the child will be placed in modified isolation and a letter sent with them at the end of the day.
2. The student's parents must accompany the child to the nurse's office for re-admission at which time the nurse or designee will inspect the child's head.

If no nits or lice are found, the child will be readmitted. If any nits or lice are found, the student is not readmitted

and will be sent home with the parent. The parent must return with the child each day until cleared by the nurse or designee.

School Owned Devices

Newcastle Public School provides devices for all students in grades 6-12. Students will use the same device until graduation. The devices are used to access textbooks, assignments, projects ,etc. Students are required to have a device daily in their classes. Students have the option to purchase a yearly insurance plan.

Students are allowed to bring their own device but will need to check out a district owned device during state assessment tests and classroom assessments.

If a student leaves the district and does not return the device, the district reserves the right to pursue legal action.

School Visitors

All visitors will be required to check in through the main office. We utilize the School Safe ID program and all visitors must provide a State issued ID or other acceptable forms of ID before being granted permission to enter further onto school grounds. Parents/guardians are always welcome.

Visitation by non-enrolled children is prohibited. The principal of the building shall have the authority and power to direct any person to leave the campus if they are interfering with the peaceful conduct of activities, commit an act that interferes with peaceful conduct of activities, and/or enters the institution for the purpose of committing an act that interferes with the safety, routine, and security of staff or students.

A person directed to leave campus for the above mentioned reasons will not be allowed back on campus within the next six months without contacting in writing within five (5) days of the incident and obtaining permission from Superintendent. [21 O.S. § §1375, 1376]

Bringing pets on campus is prohibited; only service animals as defined by federal law and following NPS District Board Policy will be allowed on school premises and in school buildings.

See Something/Say Something

It is the desire of Newcastle High School and the State of Oklahoma that each school be a safe place for all students. We need your help. Students who see something unusual or out of the ordinary are required to say something. Confidential incident forms can be completed in any administrative or counseling office.

Students can also report incidents by using STOPit which is an online and app-based system to empower students, teachers and others to anonymously report anything of concern to school officials – from cyber-bullying to threats of violence or self-harm. Parents and students can download the app from the App store or Google play or utilize the web based version at this address:

https://appweb.stopitsolutions.com/login.

The access code for the high school is:

Newcastlehs6322

Searches Involving Students

The School Board and Administration reserve the right to search student's personal belongings, lockers, vehicles and persons as allowed by federal and state law. Students and parents need to be aware that students themselves, their personal belongings, lockers, and vehicles will be searched in the event the Administration suspects the unauthorized use of tobacco, alcohol, drugs, weapons, etc. We also cooperate with the Newcastle Police Department as they occasionally help us with random searches. The following paragraphs are excerpts from statute that further outline student privacy and student searches:

"The superintendent, principal, teacher, or security personnel of any public school in the State of Oklahoma, upon reasonable suspicion, shall have the authority to detain and search or authorize the search, of any pupil or property in the possession of the pupil when said pupil is on any school premise or while in transit under the authority of the school, or while attending any function sponsored or authorized by the school. The principal, teacher, or security personnel searching or authorizing the search shall have authority to detain the pupil to be searched and to preserve any dangerous weapons or controlled dangerous substances, intoxicating beverages, non-intoxicating beverages, or missing or stolen property that might be in their possession including the authority to authorize any other persons they deem necessary to restrain such pupil or to preserve any dangerous weapons or controlled dangerous substances, intoxicating beverages, non-intoxicating beverages, or missing or stolen property."

"Any pupil found to be in possession of dangerous weapons, or controlled dangerous substances, intoxicating beverages, non-intoxicating beverages, or missing or stolen property may be suspended by the superintendent or principal for a period not to exceed the current school semester and the succeeding semester. Any such

suspension may be appealed to the board of education of the school district by the pupil suspended under this section."

"Pupils shall not have any reasonable expectation of privacy towards school administrators or teachers in the contents of a school locker, desk, or other school property. School personnel shall have access to school lockers, desks, and other school property in order to properly supervise the welfare of pupils. School lockers, desks, and other areas of school facilities may be opened and examined by school officials at any time and no reason shall be necessary for such search. Schools shall inform pupils in the student discipline code that they have no reasonable expectation of privacy rights towards school officials in school lockers, desks, or other school property." (70-24-102)

Semester Exam Policy

All high school students are required to take comprehensive semester exams in all courses each semester. Semester tests will count 10% of the semester grade.

Sexual Harassment

Newcastle High School will not tolerate sexual harassment by any of its employees or students. This policy applies to non-employee volunteers whose work is subject to the control of school personnel.

Specific prohibitions which are unwelcome conduct of a sexual nature

Conduct of a sexual nature may include verbal or physical sexual advances, including subtle pressure for sexual activity; touching, pinching, patting, or brushing against; comments regarding physical or personality characteristics of a sexual nature; and sexually-oriented "kidding", "teasing", double meanings, and jokes.
Verbal or physical conduct of a sexual nature may constitute sexual harassment when the allegedly harassed person has indicated it is unwelcomed.

For the purpose of this policy, unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment if:
Submission to or rejection of the conduct is used as a basis for a decision affecting the harassed student
The conduct substantially interferes with a student's school performance or creates an intimidating, hostile, or offensive environment
A person uses his/her authority to solicit sexual favors or attention from a student when the student's failure to submit will result in adverse treatment, or when the student's acquiescence will result in preferential treatment, or
A student subjects another student to any unwelcome conduct of a sexual nature.

Report, Investigation, and Sanctions

It is the expressed protocol of Newcastle High School to encourage victims of sexual harassment to come forward with such claims.

Students are urged to immediately report any unwelcome conduct of a sexual nature if such conduct interferes with the student's work performance or creates a hostile or offensive working or educational environment. Confidentiality will be maintained and no reprisals or retaliation will be allowed to occur as a result of the good faith reporting of charges of sexual harassment.

In determining whether the alleged conduct constitutes sexual harassment, the totality of the circumstances, the nature of the conduct and the context in which the alleged conduct occurred will be investigated. Any student found to have been engaged in sexual harassment shall be subject to sanctions including, but not limited to warning or suspension.

Special Education

This notice is to inform parents of the child identification, location, screening, and evaluation activities to be conducted throughout the year by the local school district in coordination with Oklahoma State Department of Education. Personally identifiable information shall be collected and maintained in a confidential manner while carrying out the following activities:

Referral: Preschool children ages 3 through 5 and students enrolled in K-12 who are suspected of having disabilities which may require special and related services, may be referred for a screening evaluation through the local schools. Our local school district coordinates with the Sooner State Early Intervention Program in referrals for identification and evaluation of infants and toddlers who may be eligible for early intervention services from birth through 2 years of age, or for special education and related services beginning at 3 years of age. The Oklahoma Area-wide Service Information System (OASIS), through a toll free number (1-800-42OASIS), also provides statewide information and referrals to local schools and other service providers.

Screening: Screening activities may include vision, hearing, and health. Other screening activities may include review of records and educational history, interviews, observations, and specially developed readiness or educational screening instruments. The Regional Education Service Centers provide assistance and consultation to local schools in these efforts.

Readiness Screening: Personally identifiable information is collected on all kindergarten and first grade students participating in school- wide readiness screenings to assess readiness for kindergarten and first grade. Results of the screening are made available to parents or legal guardians, teachers, and school administrators. No child shall be educationally screened for readiness or evaluated without notice to the child's parent or legal guardian.

Educational Screening: Educational screening includes procedures for the identification of children who may have special learning needs and may be eligible for special education and related services. Each school district in the state provides educational screening. Educational screening will not be administered to a student whose parent or legal guardian has filed a written objection with the local school district. All students shall be screened as needed or upon the request of the parent, legal guardian, or teacher. Students entering the school system from another state, a district within the state that has not provided a previous educational screening, or who have

been home schooled, shall be educationally screened within 6 months from the date of entry.

Evaluation: *Evaluation* means procedures used in accordance with federal laws and regulations to determine whether a child has a disability and the nature and extent of the special education and related services that the child needs. This may involve procedures being used selectively with an individual child and does not include basic tests administered or procedures used with all children in a school, grade, or class. The parent or legal guardian must provide written consent for evaluation. The consent form must be on file with the local district prior to any child receiving an initial evaluation for the purposes of special education and related services.

Collection of Personally Identifiable Information:

Educational records which contain personally identifiable information shall be collected by schools for identification, location, screening, and evaluation of children. These records shall be maintained in accordance with Family Educational Rights and Privacy Act and the *Policies and Procedures for Special Education in Oklahoma.* School districts shall develop and implement a local policy regarding the collection, storage, disclosure, and destruction of confidential student records. Parents may obtain a copy of the local policy from the District's administrator.

Student Code of Conduct

A primary responsibility of schools in Oklahoma and their professional staff is the development of an understanding and appreciation of our representative form of government, the rights and responsibilities of the individual, and the legal processes whereby necessary changes are brought about.

The school is a community. Rules and regulations of a school are the laws of that community. All those enjoying the rights of citizenship in the school community must also accept the responsibilities of that citizenship. A basic responsibility of those who enjoy the rights of citizenship is to respect and live within the laws of the community.

The Board of Education, administration, faculty, and staff of the Newcastle School District recognize that the parents of Newcastle students share a major responsibility in the well-being of the students of the school.

Cooperative supervision of the students by the school faculty and parents is the key factor in determining the level of success achieved by the student.

Parents should be aware of school policies such as seeing that the child is in school regularly and on time; going through the proper channels when the child is absent; and in general, aiding the school in every way possible. School policies and procedures are formulated for the purpose of benefiting the child. Parents must realize the value of cooperative effort and that honesty is the best policy. If it is honestly felt that a policy is unfair or that a student has been treated unjustly, we request that parents contact the school and try to resolve the problem through discussion with all of those involved.

Students also have a definite responsibility to the school, to their parents, and to themselves. There are several concepts which young people should acquire through their relationships with teachers and other authority figures. They must learn to be sensitive to the needs of others and be willing to accept responsibility for both social and household duties. Teenagers should be developing mature, sensitive ways of dealing with people. With the proper guidance from the school and the home collectively, it is the responsibility of students to see that these mature concepts are developed.

The Newcastle School District has the responsibility to assist each individual in developing their capabilities so that students may become effective and productive citizens. Students can expect to be treated fairly and equally by school personnel. Students can expect a safe and productive environment that fosters learning. More importantly, students and parents alike can expect courteous and accountable behavior in their association with the Newcastle School District.

Assuming the responsibility granted to it by laws, the Newcastle Board of Education has established the following categories of misconduct as those which may result in temporary separation, suspension, or exclusion from the Newcastle Public School District. These categories are general in nature and are not to be held all-inclusive.

Age of Majority

The guidelines and regulations are written for and apply to all students of Newcastle High School regardless of age, during school hours, and at school events. They are designated to establish and maintain a safe, secure, and positive learning environment.

The authority of administrators to suspend or otherwise discipline a student is not limited to the student's on-campus conduct. Students may be suspended out-of-school or otherwise disciplined for off-campus conduct which is contrary to law or which has an adverse impact on good order, discipline or the learning environment at the school.

Students Who Pose a Threat to School

School districts do not have to provide educational services in a regular setting to students who have been removed from school (in any state) by a judge or administrative proceeding for threatening school staff and students. Students will be provided services in an alternative education setting which may include virtual school.

Suicide Prevention

According to HB 1623, teachers, counselors, principals, administrators, or other school personnel upon determining that a student is at risk of attempting suicide, shall notify the parents or legal guardians immediately upon determining that such risk exists. For resources visit: http://sde.ok.gov/sde/suicide-prevention

Suspected Child Abuse

Oklahoma statutes define child abuse as harm or threatened harm to a child's health, safety, or welfare by a person responsible for the child. This includes non-accidental physical or mental injury, sexual abuse, or neglect (Title 10, Section 7102). Threats of suicide, self-harm, or evidence of self-harm is included in this category as well. Furthermore, every person, private citizen or professional, who has reason to believe that a child has been abused, is mandated by law to report it to the Department of Human Services. Educators who do not report their concerns to DHS face the risk of losing their certification and having charges filed against them personally.

Suspensions

IN SCHOOL INTERVENTION (ISI)

The objective of this program is to provide an alternative to out-of-school suspension for those students who fail to function acceptably in the education setting. ISI is in lieu of the regular day. For a student to be placed in ISI, parental contact will be made. The student will sign a procedural contract so there is no misunderstanding about the intent of the ISI Program and its policies/ procedures. Failure to follow the policies of ISI will result in immediate out-of-school suspension. **Any student placed in ISI will not be allowed to participate in any school activity including practice until their consequence has been fully served.**

Out of School Suspension (OSS)

Suspensions will vary in length due to the seriousness of the offense and the number of previous suspensions. A suspended student is suspended to the custody of the student's parents and is not allowed to be on or near school premises or attend any school activity while the student is suspended. To do so will result in further disciplinary action and/or suspension.

Any student who is guilty of the following acts while in attendance at school or in transit by school transportation or under school supervision to or from school or at any school function when present on any facility under the control of the school district may face possible suspension.

- Conduct which jeopardizes the safety of others
- Possession, threat or use of a dangerous weapon
- Using, selling, passing, being under the influence of, buying or in any way possessing any narcotic drug, stimulant, barbiturate or alcohol
- Fighting, assault and battery
- Immorality or profanity
- Theft or possession of stolen property
- Destroying or defacing school property
- Truancy
- Showing disrespect to faculty, staff or other school employees
- Conduct which disrupts the normal educational process
- Violation of school rules, regulations or policies

Note: This list is not meant to be all inclusive.

Students who are suspended will be provided work missed during their suspension. Students suspended for possession of a weapon or a firearm or possession of a controlled dangerous substance shall not be provided an educational plan and shall not receive credit during the suspension.

The suspended student shall have the right to appeal the decision. The appeal process can be found in Board Policy EK.

Textbooks, Library Books & Technology

Hardcover textbooks are available for some courses and can be checked out by the student in the Media Center; however, the majority of textbooks can be accessed online. In the event a textbook, library book or technology is lost, stolen, or damaged; the student will be assessed a fee. The school is authorized to withhold transcripts or other records if a textbook including technology is not returned. [70 O.S. § 16-121]

Threatening Behavior

No verbal or written threat will be tolerated. Verbal or written threats toward teachers, students, school personnel, or school property could result in short-term or long-term suspension, depending on the circumstances.

A parent, patron or student shall be reported to local law enforcement and DHS if threatening behavior (verbal or act) is deemed to reasonably have the potential to endanger students, school personnel or school property. This is in accordance with state law.

Tobacco

State law [63 O.S. § 1-1523] and the board policy prohibit the use and possession of tobacco and or e-cigarettes on the school campus or school grounds. Students and/or patrons are not permitted to use, sell or have in their possession tobacco in any form while on school grounds or at school activities.

This includes but is not limited to - cigarettes, vapor-atomizers, e-juice, “trippy stix”, dip, cigars, and nicotine oil. Students in violation of this policy will be dealt within the following manner:

- 1st Offense - 3 days ISI, a citation and parental contact*
- 2nd Offense - 5 days ISI, a citation and parental contact*
- 3rd Offense - Out of School Suspension, a citation and parental contact*

*Law enforcement will be contacted if circumstances warrant and a citation is issued.

Tornado Evacuation

During severe weather conditions, our administrative staff is in constant contact with Emergency Management, as well as the Police and Fire Departments. When the decision is made to evacuate to the Tornado Shelter we must do so very quickly to ensure student and staff safety. Therefore, students will not be able to be checked out through the office once evacuation procedures have begun.

Transcripts

To receive a copy of a high school transcript, students must: Go to the Newcastle High School webpage and locate the Request Transcript link. Students will request their transcript through Parchment. We're offering this service to make ordering transcripts easier for you. It's also more efficient for your school and will deliver your transcripts to the colleges you choose in the format they prefer. There is a charge to process an official transcript. NOTE: STUDENTS BECOME RESPONSIBLE FOR THEIR RECORDS WHEN THEY REACH 18 YEARS OF AGE. SIGNED PERMISSION IS REQUIRED FOR PARENTS TO PICK UP DIPLOMAS AND/OR TRANSCRIPTS.

Trespassing

The superintendent or principal of any secondary, middle or elementary school shall have the authority to order any person out of the school buildings and off the school property when it appears that the presence of such person is a threat to the peaceful conduct of school business and school classes. Any person who refuses to leave the school building or grounds after being ordered to do so by the superintendent or principal, shall be guilty of a misdemeanor and upon conviction thereof shall be punished by a fine of not more than Five Hundred ($500.00) or by imprisonment in the county jail for not more than ninety (90) days, or by both such fine and imprisonment. (70-24-131). Any student who knowingly invites or facilitates the presence of a visitor on campus without permission will be subject to disciplinary consequences.

Valedictorian/Class Rank

The criteria to be honored as a Valedictorian of Newcastle High School is as follows:

Students must take 4 Math courses and 4 Science courses, 2 AP or 2 Concurrent courses, score a 27 or higher on the ACT or SAT equivalent, and maintain a 4.0 unweighted GPA.

All students meeting the above mentioned criteria will be honored as Valedictorian and ranked number one. There will be no Salutatorian. During the graduation ceremony, providing all other graduation requirements are met, each Valedictorian will be allowed to present a speech during the ceremony. A total of 20 minutes will be allotted for speeches each year. This time allotment will be equally distributed between the Valedictorians (e.g. If there are 5 Valedictorians, each will be given 4 minutes to speak). The speeches must be submitted to the senior class sponsor and building principal for approval at least one week prior to the graduation ceremony. Determination of Valedictorian is based on the seven semester transcript.

Newcastle High School uses the unweighted GPA to determine valedictorian status and is the preferred calculation of local colleges and universities.

Early Graduates must have eighteen (18) credits completed by the end of the 5th semester; the unweighted GPA of those eighteen (18) credits are used for valedictorian determination.

Vandalism and Property Damage

Our school building and equipment cost the taxpayers to purchase, construct, and maintain. Students who destroy or vandalize school property (including textbooks) will be required to pay for losses or damages. If students willfully destroy school property or create a mess even if it is a result of a “SENIOR PRANK”, disciplinary action may be issued. If students should happen to damage something by accident, they should immediately report it to a building administrator.

Virtual/Distance Learning Guidance

Please refer to the Distance Learning Resources page on Newcastle Public Schools website : https://www.newcastle.k12.ok.us/ContinuousLearningResources.aspx

Weapons

The possession of dangerous instruments or weapons on school property or other property adjacent to school property, at school functions or while in any bus or vehicle used by the school for transportation of students or teachers is forbidden. Dangerous instruments or weapons include, but are not limited to, firearms (guns), fireworks, explosives, knives, including automatic opening or switch blades, razors, clubs, chains, ammunition, sharps/shafts/points capable of skin penetration, or other instruments used for assault or injury is grounds for out of school suspension. Possession of a firearm will result in one full calendar year suspension

www.thrivelearningcollab.org

THRIVE
Learning Collaborative

STUDENT/PARENT HANDBOOK

2024-2025

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Welcome to TCLA!

Welcome to THRIVE Learning Collaborative! Oklahoma's ONLY pubic virtual school cooperative that serves students in a number of school districts for a variety of learning opportunities! Our Oklahoma certified teachers working in specialized content areas, daily LIVE class sessions and the ability for students to remain a member of their home district and community are what sets us apart from other online programs in the state. We work ***alongside*** school districts to provide opportunities for students that they may not otherwise be able to receive.

THRIVE, formerly Tri-City Learning Academy, was founded upon the belief that students should have the opportunity to learn in the environment that allows them to be the most successful without sacrificing their academic opportunities, supports, resources and connections with others. At THRIVE Learning Collaborative, we strive to ensure that all students are supported throughout their learning journey.

Our hope at THRIVE is that all students and families feel supported. Our team works tirelessly to ensure we provide top-notch education while nurturing the student as a whole. STUDENT'S FIRST!

Kaisha Mathis

Kaisha Mathis
THRIVE Executive Director

About THRIVE

Participating Districts

- Alex
- Blanchard
- Bridge Creek
- Cache
- Cordell
- Davis
- Dibble
- Newcastle
- Ninnikah
- Rush Springs
- Sulphur
- Tuttle
- Washington

THRIVE is a public virtual school designed to serve students in participating districts so students can remain apart of their home district and community. THRIVE utilizes Oklahoma Certified teachers working within their subject area. The best of a traditional education experience, coupled with the flexibility of an online program that can be accessed from anywhere, at any time. All THRIVE students remain a member of their home district with the ability to participate in athletics, clubs, organizations, events and more! All students will graduate from their home district as well as we partner with school districts to provide required credits in a virtual manner.

Our Vision

THRIVE Learning Collaborative strives to provide quality, innovative learning experiences that encompass a positive culture, while expanding resources and supports for all students and families.

The Mission

THRIVE Learning Collaborative mission is to provide opportunities for success through various connections, supports and resources that allow all students to reach their full academic potential.

THRIVE
Learning Collaborative

2024-2025 IMPORTANT DATES

FALL 2024	TRADITIONAL VIRTUAL/HYBRID	EXPAND/CREDIT RECOVERY
Courses Begin	August 12th	August 19th
Enrollment/Drop Deadline	August 29th	September 30th *NCAA students by August 29th
Courses End	December 19th	December 16th
Final Grades Released	January 3rd	January 3rd

SPRING 2025	TRADITIONAL VIRTUAL/HYBRID	EXPAND/CREDIT RECOVERY
Courses Begin	January 6th	January 13th
Enrollment/Drop Deadline	January 30th	February 27th *NCAA students by January 31st
Courses End	May 15th	May 12th
Final Grades Released	May 20th	May 20th

SUMMER 2025	
Courses Begin	June 2nd
Courses End	July 25th
Final Grades Released	July 30th

Any student wishing to enroll outside of the 24-25 dates must contact their home district administration

Enrollment Types

01 Full-Time (K-12)

Full-time virtual enrollment is when a student takes all courses in the virtual environment and no courses on the home district campus. All courses will be provided through THRIVE.

02 Blended (6-12)

Blended enrollment is when a student participates in one or more courses on campus, at the local career-tech or concurrently with a local college, in addition to courses through THRIVE. Blended is only for students in grades 6th - 12th.

03 EXPAND/Credit Recovery (9-12)

EXPAND enrollment is when a student receives a full schedule on campus but takes an ***additional*** course(s) through THRIVE at the same time. EXPAND is typically for students who have scheduling conflicts on campus or who are recovering failed credits. Enrollment for this program must be completed through your home district counselor.

04 *FLEX* Alternative Programing (9-12)

THRIVE *FLEX* Alternative Programing provides high school students who are at-risk of not graduating with their cohort a non-traditional structure and opportunities to help them be successful. Students are able to retake courses and receive additional supports to assist with the completion of all high school credits and other areas of need. To join this pathway, a recommendation from the student's home district counselor is required, in addition to a meeting with the student, parent/guardian, THRIVE Executive Director and Director of Student Services to determine eligibility.

Advanced Placement Courses (AP)

Courses Offered:

AP Calculus
AP Environmental Science
AP US History
AP English Language Composition

THRIVE Learning Collaborative, partnered with Imagine Edgenuity, will offer Advanced Placement (AP) courses as part of our curriculum. Students taking AP courses will have access to College Board approved curriculum, as well as a certified THRIVE teacher to support them throughout the course. Once students complete their assigned AP course, grades will be sent to the students home district and added to the students transcript.

Are Courses Certified?	Yes. Imagine Edgenuity's AP courses have been authorized by the College Board. Each district will apply the THRIVE AP courses to their school's AP listings.
Are Textbooks Required?	Most courses require a textbook for course completion. THRIVE will ensure that each student has access to the text that is required. If a physical textbook is checkout to a student, a rental agreement must be signed by the parent.
Are Hands-on Labs Required for Science Courses?	All AP Science courses offered by THRIVE have a a College Board approved virtual labs available to students.

It is important to remember that AP programs are rigorous, college-level courses. As such, they require college-level texts, coursework, and participation. While these courses are primarily online, students will be required to meet with their certified teacher via zoom at least once per week. Meetings will be scheduled in coordination with the students on-campus schedule when possible.

Alternative Programming

THRIVE Learning Collaborative Alternative Programming, THRIVE *FLEX*, provides high school students with non-traditional learning opportunities to help them be successful. THRIVE has created a program for students that have additional challenges in addition to the traditional high school student to ensure that they are successful and earn all credits for graduation.

Within THRIVE *Flex*, students are able to take courses to earn required credits, as well as retake courses previously failed while working at their own pace within graduation timelines.

Identify
- **Significantly Credit Deficient**
- **Risk of Drop-Out/Outlying Factors**

*Must be referred by home district counselor

Collaborate
- **Intake with Flex Team**
- **Review of expectations**

Enroll
- **Individualized Scheduling**
- **Essential courses only**

Support
- **Weekly mtg with counselor**
- **Weekly progress/grade tracking**
- **1:1 tutoring and interventions**

INDIVIDUALIZED SUPPORT FOR THOSE WHO NEED IT MOST

Before a student may join the THRIVE *Flex* programming, the following must be complete:

- **Referral from the student's home district counselor**
- **Intake meeting with THRIVE Flex team to determine eligibility and supports needed for success**
- **Complete THRIVE *Flex* Agreement, which includes the guarantee of a weekly meeting with the THRIVE Director of Students Services and additional expectations for student success.**

Questions about THRIVE FLEX? Email thrivelearningcollab@newcastle.k12.ok.us

Enrollment and Admission Procedures

01 Enroll in a Participating District

All students who attend THRIVE must be enrolled in one of our participating districts. Full enrollment requirements for your district must be complete before beginning coursework with THRIVE.

02 Complete THRIVE Enrollment Agreement

The THRIVE Enrollment Agreement can be found on our website, www.tricitylearning.org or by clicking the following link.

TCLA Enrollment Agreement

03 Complete Onboarding Sessions

All parents and students must complete onboarding before beginning coursework with THRIVE. This is to ensure students and parents have a full understanding of how to be successful in virtual learning. Onboarding information will be sent via email after enrollment is complete.

Students who enroll with THRIVE Learning Collaborative will be committing to a full semester of enrollment. There will be an enrollment cutoff date for each semester. No enrollments or adjustments will be accepted after those dates. There will be no exceptions to this policy unless the home district deems the situation an emergency.

THRIVE
Learning Collaborative

THE ROAD TO STUDENT SUCCESS!

Expectations of a THRIVE Student

CLASS SESSION EXPECTATIONS

- Be on time
- Use first and last name on Zoom profile
- Mute your mic when not speaking to avoid background noise/feedback
- Camera is turned on at all times with student in view (unless otherwise noted by your instructor)
- Ensure camera background does not cause distractions to the learning environment
- Appearance , language and behaviors in class sessions must follow the same rules as the traditional environment

ATTEND DAILY CLASS SESSIONS

Class sessions take place Monday-Thursday, meet via Zoom and follow a consistent schedule with typically one session per day. Attendance is in class sessions are required and count towards attendance.
**Working/CareerTech students with conflicting schedules may request an alternative attendance requirement.*

MEET WEEKLY COURSEWORK REQUIREMENTS

Students have 7 days to complete weekly assigned coursework (Monday - Sunday). If coursework is not complete, the student may be marked absent.

TEACHER COMMUNICATION

Communication with teachers through the various THRIVE platforms, attend tutoring sessions (if applicable), and communication in class sessions are necessary for student success.

Parent/Guardian Responsibility

Assign a Learning Coach

Virtual learning is a home-based learning opportunity and parents/guardians take on the role of the Learning Coach. This gives parents additional responsibilities, such as providing instructional support, monitoring student engagement and progress, and communicating with teachers consistently.

A student's learning coach must be responsible for:

- Maintaining access to a working computer and internet
- Establish an environment that is supportive to student learning
- Support and guide your student throughout the semester
- Know and follow the Academic and Attendance Policies
- Communicate and respond to TCLA teachers and staff regularly

Parent Portal and Schoology

THRIVE Learning Collaborative utilizes the Edgenuity Parent Portal. This is a tool to allow parents to have quick, easy, and up to date access to their students academic progress. Parents are encouraged to check their students portal at least once per week to best support their student.

Parents will also have access to a Schoology account. This will allow you to receive notifications on attendance, monitor class meetings and schedules, communicate with teachers, as well as have access to a variety of THRIVE resources to support your student. Don't forget to download the Schoology App!

Visit our website for directions on utilizing Schoology!

Attendance and Academic Policies

Attendance

LIVE Virtual Sessions

- It is required for all THRIVE students to attend the scheduled virtual class meetings with their core teachers each week.
  - Activities, reviews, practice, instruction, opportunities for student questions and clarification and more will take place at this time.
- Accommodations may be made for those students with LIVE Session conflicts due to concurrent enrollment, on campus courses, career tech or a full-time job. Arrangements must be made with the THRIVE Director of Student Services.

Attendance in Coursework

- The student must complete all 5 days of their assigned coursework within the 7-day time period to receive full attendance for that week (Monday-Sunday).
- If a student becomes more than 10% behind in a course, they will be counted absent.
- A student should plan for, but not limited to 45 minutes per course, per day.

Academics

All students are required to maintain the set target progress in all courses by the end of each week to avoid intervention requirements and absences.

To support students, THRIVE provides:

- Weekly and semester assignment calendars are provided
- A color-coded progress bar for easy interpretation and guidance
- 7 days to complete the weeks assigned tasks in each course (Monday – Sunday)
- Tutoring sessions with teachers
- Guided Notes for core content
- Additional resources for difficult lessons

Failure to Meet Progress

Students who become more than 10% behind in a course will be counted absent until target progress is under 10%.

Students with an IEP may have an altered timeline to allow the IEP team to convene prior to probation/removal from THRIVE.

Grades and progress reports are sent to home districts each week for eligibility

Students that do not adhere to the policies set forth by THRIVE, the following will take place:

- Student will be placed on THRIVE probation until academics return to required target
  - THRIVE probation will be ran in 2 week increments and notice sent via email to student and parent
- Parent/Student conference with the THRIVE administration as deemed necessary
- Truancy policy set forth by the home district's Board of Education will be followed
- Revocation of admission to THRIVE Learning Collaborative for remainder of the year for students who are on academic probation 3 or more times per semester.

ACADEMIC INTEGRITY: HOW TO WRITE RESPONSIBLY

What is Academic Integrity?

- Your work on each assignment is completely your own
- You will not practice plagiarism in any form
- You will not allow others to copy your work
- You will not utilize an AI resource to complete your assignments

TIPS FOR WRITING RESPONSIBLY

Simply, use your own words

Stay away from AI generators.

Do not use the copy and paste feature from ANY source into Edgenuity

Trust yourself! YOUR words are important to us, not a computer generated response.

Ask your teacher for help. They are happy to help you!

Use the internet responsibly by using appropriate sites for research and writing help, however what you turn in must be your own words.

WHAT HAPPENS IF I PLAGIARIZE?

<u>You will likely be caught.</u>

Teachers have multiple resources to check for academic integrity, including Artificial Intelligence detection. You will have an opportunity to redo the assignment utilizing your own work, however multiple detections of plagiarism will result in automatic zeros and no additional attempts will be allowed.

SPECIAL SERVICES

STUDENTS WITH IEP/504 PLANS

Students with an IEP or 504 Plan are welcomed to enroll into THRIVE! We have a special education teacher on staff to handle all paperwork required, as well as be a resource for our families and students as they work through their courses. Each participating home district works with the THRIVE Special Education Teacher to ensure access to all IEP/504 Plans and collaborate when necessary to review the course plan, special services and accommodations/modifications for each student.

Related services will be provided for students who qualify and have them implemented into the IEP, however, home districts will provide those services and work with the families on scheduling times for them to take place.

IEP/504 Plans may be managed by the home district or THRIVE, however appropriate THRIVE teachers and administration will be in attendance in all meetings and be an important part of the IEP/504 team to ensure students are receiving the proper supports.

INTERVENTIONS AND SUPPORTS

THRIVE is able to offer a variety of interventions and supports to enable students with an IEP or 504 Plan to experience successful learning. Some examples include, but are not limited to:

- One-on-one access to general education teachers
- Daily monitoring of student progress by teachers, parents and home district
- Individualized feedback on student work
- Opportunities for differentiated/personalized instruction
- Access to special education teacher for additional tutoring
- Printed guides/written supports for most core courses
- Daily class sessions

Please keep in mind that accommodations, modifications and direct services from a traditional learning environment are not all always conducive to the online environment, therefore careful review and possible amendments to the IEP/504 team should take place and adjustments made if necessary.

QUESTIONS ABOUT SPECIAL SERVICES?

PATRICIA SKINNER
THRIVE SPECIAL EDUCATION
pskinner@newcastle.k12.ok.us

KAISHA MATHIS
THRIVE EXECUTIVE DIRECTOR
kmathis@newcastle.k12.ok.us

College and Career Services

Graduation Requirements

THRIVE Learning Collaborative students must complete the required graduation requirements set forth by their home districts. Each district meets the required minimum requirements set forth by the Oklahoma State Department of Education. THRIVE staff coordinates with each district to ensure students are enrolled appropriately. Early graduation is addressed within each individual home district.

Concurrent Enrollment

Students may earn credit for high school graduation and college credit at the same time. Please contact your home district counselor or administrator for more information on concurrent procedures.

Technology Centers

Juniors and Seniors are able to enroll in one of the many programs offered at their districts partnering technology center. Interested students should contact their high school counselor for admission criteria and forms, transportation and additional requirements.

Individual Career Academic Plan (ICAP)

THRIVE students in grades 6-12 will work on fulfilling their ICAP requirements and activities with THRIVE teachers and staff partnered with the student's home district. ICAP activities are a requirement of the Oklahoma State Department of Education for graduation.

Important Information

Success Coach

Students and families will be assigned a Success Coach. This THRIVE staff member will be the primary contact for students and families should they have general questions, need updates, or have concerns. The Success Coach will also be a source of encouragement and motivation for your student as they walk through their year. Students are required to meet with their Success Coach at least one time per month.

Oklahoma/District Testing Requirements

All students who attend THRIVE Learning Collaborative will be required to participate in all Oklahoma state assessments at their home district, as well as any other assessments deemed necessary by district or law. These assessments are not optional and the student must participate on the date set forth by the home district. Adequate notice and necessary information will be given to ensure the process goes smoothly.

Technology

Students may request to checkout a device from their home district. Students must follow the home districts policies for that checkout process. Students will return the device to their home district at the end of the school year or when student unenrolls from their district.
*Phones and tablets do not work well with the curriculum, as many of the capabilities are restricted. A student must use a computer for full curriculum benefits.

School Closing Announcements

Follow THRIVE Facebook and Instagram pages and website, www.thrivelearningcollab.org for school closing announcements.

Important Information

At Home Materials and Resources

THRIVE Learning Collaborative students have access to workbooks (K-5) and note-taking guides (6-12) for core courses. These are provided to all students digitally through the courseware, however if paper copies are desired, students may request them through their teachers.

Behavior Expectations

All students are to maintain their best behavior when conducting school online. This means that students are expected to always be respectful of the THRIVE teachers and staff, as well as other students. This includes interaction via email, THRIVE applications, phone calls, text messages, approved messaging apps, in-person sessions, and virtual class meetings.
All students are expected to follow the home districts on campus rules while on a virtual session or on any site campus. Students that fail to follow behavior expectations will result in revocation of privileges.

Suspected Child Abuse

Oklahoma statutes define child abuse as harm or threatened harm to a child's health, safety, or welfare by a person responsible for the child. This includes non-accidental physical or mental injury, sexual abuse, or neglect (Title 10, Section 7102). Threats of suicide, self-harm, or evidence of self-harm is included in this category as well.

Furthermore, every person, private citizen or professional, who has reason to believe that a child has been abused, is mandated by law to report it to the Department of Human Services. Educators who do not report their concerns to DHS face the risk of losing their certification and having charges filed against them personally.

Important Information

Threatening Behavior and Weapons

No verbal or written threat will be tolerated. Verbal or written threats toward teachers, students, self, school personnel, or school property could result in short-term or long-term suspension, depending on the circumstances.

The possession of dangerous instruments or weapons on virtual sessions, on school property or at school functions or while in any bus or vehicle used by the school for transportation of students or teachers is forbidden. Dangerous instruments or weapons include, but are not limited to, firearms (guns), fireworks, explosives, knives, including automatic opening or switch blades, razors, clubs, chains, ammunition, sharps/shafts/points capable of skin penetration, or other instruments used for assault or injury is grounds for out of school suspension. Possession of a firearm will result in one full calendar year suspension from any session that involves other students, virtual or otherwise.

A parent, patron or student shall be reported to local law enforcement and DHS if threatening behavior (verbal or act) is deemed to reasonably have the potential to endanger students, school personnel or school property. This is in accordance with state law.

THRIVE Learning Collaborative Notice

Students are required to follow these policies and procedures in regards to courses taken with THRIVE Learning Collaborative. These policies are in addition to the student's home district policies and procedures that students must follow. To access the student handbooks for your home district, please visit www.thrivelearningcollab.org or your home district's web page.

THRIVE

Learning Collaborative

WELCOME!

www.thrivelearningcollab.org

thrivelearningcollab@newcastle.k12.ok.us

405-387-6376

NEWCASTLE PUBLIC SCHOOLS

2024-2025

ATHLETIC DEPARTMENT HANDBOOK

EMPATHY, GRATITUDE, HUMILITY, INTEGRITY, RESPECT, SPORTSMANSHIP, TRUSTWORTHINESS

WE DON'T JUST COACH SPORTS. ***WE coach people. WE coach choices.***

WE coach consequences. WE coach respect. ***WE COACH LIFE!!!***

www.newcastleathletics.org

NEWCASTLE ATHLETIC DEPARTMENT
101 NORTH MAIN, NEWCASTLE, OK 73065
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NEWCASTLE PUBLIC SCHOOLS

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Mission Statement

With an emphasis on athletic, academic, personal, professional and social development excellence, the Athletic Department is committed to providing support, environment and infrastructure to promote the Vision and Mission of Newcastle Public Schools.

GENERAL POLICY STATEMENT

The Newcastle Public Schools Athletic Program operates under the compliance of the Board of Education and the Oklahoma Secondary Schools Activities Association.

Athletics in Newcastle Public Schools have tremendous potential for meeting the needs of the youth in our community. Competition, cooperation, confidence, and self-discipline are vital ingredients for a successful life. No student is obligated to participate in athletics. However, Newcastle Public Schools will extend the privilege to all boys and girls that desire to be a part of our programs, with the understanding that ***athletics is a privilege and not a right.*** The coaches, under the supervision of the director of athletics, shall have the authority to revoke the privilege of participation when rules are not followed. This handbook establishes procedures and guidelines for the Newcastle Public Schools Athletic Department. It should act as a convenient reference for coaches and other personnel concerning policies and procedures of Newcastle's Athletic Department.

District Policies in Athletics Dept Handbook

District Policy	Policy Letter	District Policy	Policy Letter
Non-Discrimination	AB	Attendance Policy (Regulation)	FDC-RI
Safety Programs	BC	Student Transfers	FE
Travel and Reimbursement Policy	CF	Student Activities	EE
Donations/Gifts to the		Student Discipline	FO

District			
Alcohol and Drug Free Workplace, Drug Testing,	DG	Sexual Harassment of Students	FB
Concussion/Head injury Info Sheet	EE-F1	Admission, Residency, Placement & Withdrawal	EB
School Activity Funds	CD	Pre-Olympic Athletes	EE-O
Gate Receipts and Admissions		Prohibiting Bullying(Regulation & Investigation Procedures	FNCD
Purchasing and Vendor Regulations		OSSAA Compliance with Professional Standards & Procedures	
School Activity Funds	CD	OSSAA Standards of Conduct for Athletic Events	
Policies for use of School Facilities	BB-R & BB-F	Eligibility for Participation in Activities	
Extra Duty Assignments	DJ	Student Out of State Trips	
Search of Student Regulation	FNFR		

CODE OF ETHICS

The Code of Ethics is intended to establish principles and expectations that are in the best interest of the athletic program. The Code of Ethics is to clarify and distinguish the ethical and professional practices expected of coaches, and which shall not be misrepresented in any manner. These ethics standardize the character and values in which the public expects of the athletic programs. The conformity of these principles and standards emphasized in the Code of Ethics are dependent on compliance of coaches and other representatives of the Newcastle Public School's athletics department.

Newcastle Coaches Code of Ethics

Newcastle coaches have exhibited team morale, superior athletic knowledge and exemplary sportsmanship. These principles instill confidence in athletes to develop physical skills and collective pride. Newcastle coaches must champion and positively influence students who enter college or the workplace and become future leaders.

- Exemplify the highest moral character, behavior, and leadership.
- Respect the integrity and personality of the individual athlete.
- Abide by the rules of the game in letter and in spirit.
- Respect the integrity and judgment of sports officials.
- Demonstrate a mastery of and continuing interest in coaching principles and techniques through professional development.
- Encourage respect for all athletics and their values.
- Display modesty in victory and graciousness in defeat.
- Promote ethical relationships among coaches.
- Fulfill responsibilities to provide health services and an environment free of safety hazards.
- Encourage the highest standards of conduct and scholastic achievement among all student-athletes.
- Seek to instill good health habits, including the establishment of sound training rules.
- Strive to develop qualities of leadership, initiative, and good judgment in each athlete.
- Communicate effectively across all parties-administration, board of education, athletic department, faculty, fellow coaches, opposing coaches, student-athletes, parents, guardians, and the media.
- Set a good example for the student-athletes and mitigate situations as they arise.

TOTAL RESPONSIBILITY

All coaches assume certain obligations and responsibilities to student-athletes, fellow coaches and the sport. It is essential for each member of the athletic staff to be aware of these obligations and responsibilities, and conduct themselves in such a manner as to maintain the dignity and decency of the coaching profession.

An active coach is involved in certain areas of relationships which entails certain obligations for which some definite standard of conduct may be described. These areas include the following: athletes, students, co-workers, administration, parents, community, game officials, and media representatives.

Coaches should be aware of the influence of his/her professional relationship with each player. Parents entrust their child(ren) a coach's charge, and it is the responsibility of the coach to serve as an example to each athlete. The coach should never place the value of victory above that of instilling the highest desirable ideals and character traits in his/her players. The safety and welfare of the athletes should always be uppermost in the coach's minds, and athletes must never be sacrificed for personal prestige or glory. Coaches must comply with rules intended to protect players and the integrity of the sport. Any coach guilty of such teaching does not have the right to call himself/herself a coach. The coach should set the example of winning without boasting and of losing without bitterness.

Coaches serve as an extension of the district, therefore are expected to conduct themselves in a way that maintains the principles of integrity and dignity of Newcastle Public Schools. The coach should remember that other members of the faculty also have an interest in the school and in the students, and his/her conduct must be such that no criticism arises concerning his/her efforts to develop the common interest and the purpose of his/her school.

Communication with members of the media should not be used to express animosity toward other coaches, players, officials or competing schools-conduct conversations as if always on the record.

Additionally, reporters have an interest in the district's athletic program and should be treated with respect and honesty.

Officials are an essential part of the sport and athletic program, and should be treated with dignity and respect. And, just as coaches can make mistakes, so can officials. It is important that their efforts to secure perfection in performance be highly respected by coaches.

It should be assumed that all members of the coaching profession intend to follow the precepts set forth in the Code of Ethics. Any evidence of unethical conduct should be brought openly to the proper authority through the prescribed channels.

It is only through such conduct that the athletic profession can earn and maintain its rightful place in the educational program and make its full contribution to the school and community.

Coaches whose conduct reflects honesty and integrity will bring credit to the coaching profession, to the teams they coach, to their school and to themselves. It is only through such conduct that the athletic profession can earn and maintain its rightful place in the educational program and make its full contribution to the school and community.

RESPONSIBILITY TO THE SCHOOL

1. The function of the coach is to educate student-athletes through participation in the game under his/her direction. The primary and basic functions must never be disregarded.
2. Coaches should adhere to the administration policies, rules and regulations. Differences of opinion must be discussed at the highest level of professionalism and confidentiality.
3. A harmonious relationship should exist between the coach and the administration. Controversial matters should be discussed on a friendly basis. Once final decisions have been reached, they would be accepted and supported by the coach.

RESPONSIBILITY TO THE PLAYER

1. Diagnosis and prescription of treatment in injuries are strictly medical problems and should under no circumstances be considered a responsibility of the coach. The coach should ensure the injured player(s) are given prompt and competent medical attention and to see that the most detailed instructions of the medical care provider are carried out.

2. Coaches are an exemplary model to the athlete, therefore their actions and behaviors should reflect as such.

3. The coach's conduct during the game should be exemplary. For example:
    a. Opposing coaches should meet and exchange friendly greetings before and after a game.
    b. Coaches should be as inconspicuous as possible.
    c. Coaches are to demonstrate respect towards players.
    d. The attitude of coaches toward officials during the game should be respectful.
    e. After-game visitors should not be permitted in a team's dressing room until coaches have had sufficient time to complete all of their post-game responsibilities, including evaluation for injuries.

- Exemplify the highest moral character, behavior, and leadership.
- Respect the integrity and personality of the individual athlete.
- Abide by the rules of the game in letter and in spirit.
- Respect the integrity and judgment of sports officials.
- Demonstrate a mastery of and continuing interest in coaching principles and techniques through professional development.
- Encourage a respect for all athletics and their values.
- Display modesty in victory and graciousness in defeat.
- Promote ethical relationships among coaches.
- Fulfill responsibilities to provide health services and an environment free of safety hazards.
- Encourage the highest standards of conduct and scholastic achievement among all student-athletes.
- Seek to instill good health habits, including the establishment of sound training rules.
- Strive to develop in each athlete the qualities of leadership, initiative, and good judgment.
- Communicate with people (administration, board of education, athletic department, faculty, fellow coaches, opposing coaches, student-athletes, parents, guardians, and the media).
- Set a good example for the student-athletes and try to resolve problems before they become serious.

RULES OF THE GAME

1. The coach should be thoroughly acquainted with the rules of the game. Official rulebooks should be studied, and frequently reviewed. The coach is primarily responsible for teaching and interpreting the rules to his/her players. 2.

2. The letter and the spirit of the rules must be respected and adhered to by the coach. Rules are made for the protection of the players and for the best interest of the game. It is the coach's responsibility to see that they are observed.
3. Disregarding the rules brands a coach or a player as a person unfit to be associated with the athletic program. It is especially important that coaches stress those rules which involve bodily contact. If the rules permit the use of hands and arms, it is the coach's responsibility to see that hands and arms are used legally. It is not the purpose of any game to hurt on injure an opponent by legal or illegal methods.
4. Good sportsmanship begins on the practice field, and if it becomes a habit, none of us will have to worry about unsportsmanlike tactics being used in any game.

COACHES AND OFFICIALS

1. Officials must have the respect and support of the coaches and players if they are to do their job efficiently. On and off the record criticism of officials and players or the public shall be considered unethical.
2. A cooperative relationship should exist between coaches and officials' associations with frequent interchange of ideas and suggestions. Coaches should attend all OSSAA sponsored / required officials rules meetings. Also, coaches should extend to officials invitations to discuss rule interpretations with squads and coaches meeting as a group.
3. Officials should always be treated in a courteous manner. Procedures set up by the OSSAA shall govern all practices and treatment of officials.
4. Participation in inter school athletics is based on the individual pupil's observance of established rules and regulations. Every coach should be thoroughly acquainted with these rules and regulations. Matters of eligibility should be constantly monitored.
5. One of the coach's fundamental responsibilities must be to inspire his/her players to achieve academic success – not only to make good grades, but also to secure a well-rounded education and graduate with honor.

PUBLIC RELATIONS

1. The responsibility of coaches to accredited writers, radio and television commentators are to provide news about the teams and players. The press should be treated with courtesy, honesty and respect. Misleading statements should be avoided. Statements concerning athletic policy should be issued only by the athletic director. Direct questions should be answered honestly or not at all. If good judgment indicates that an honest answer to a question would be detrimental to the best interest of the game or program, good ethics demands that the question not be answered. In such cases, "No comment" is entirely justifiable. Coaches should stress the importance of ethical procedures in teaching their players how to conduct themselves on and off the field as well as on trips.
2. It should be questionable practice for coaches to stress player injuries, disciplinary measures, academic difficulties or eligibility problems to the press, radio and television. Disciplinary problems should be a 'family affair' to be solved between the coach and the players involved. Eligibility is a matter for administration. Injuries are a matter for the medical care providers. No good purpose can be served by emphasizing these problems.

3. Booster club organizations can be of value to the school and athletic programs if they have the proper objectives. It shall be unethical for coaches to use such groups to attempt to defeat or obstruct administrative or school athletic controls or to encourage violation of established rules and regulation in order to strengthen any part of the athletic program. It shall, likewise, be unethical for coaches to make demands, financial or otherwise, upon such groups when the demands are not in keeping with the letter and spirit of existing controls. Any form of misuse of such strength and power is a violation of accepted rules and regulations.

Newcastle Coaches Code of Behavior

On the athletic field, court, or venue Newcastle coaches must represent themselves and Newcastle in the most professional manner at all times. Behavior, dress and demeanor must be consistent with the values and philosophy of Newcastle Public Schools. If a coach's habit or conduct either in or out of school are such as to make the coach unworthy to represent the values, principles and standards of Newcastle Public Schools, he/she will be removed from his/her coaching responsibilities. The Oklahoma Secondary School Activities Association (OSSAA) Coaches' Ethics and Professional Standards must be followed by all Newcastle Public School Coaches.

- Be an outstanding teacher in the classroom and the sport you are coaching.
- Have a great knowledge of the sport.
- Provide a safe environment.
- Be prepared and organized.
- Communicate effectively.
- Develop a student-athlete's skills and talents.
- Teach morals, ethics, sportsmanship, and a team concept.
- Discipline student-athletes fairly and consistently.
- Empathize with a student-athlete's problems.
- Reflect a positive, enthusiastic attitude.
- Establish a good rapport with student-athletes and other coaches.
- Be patient and understanding.
- Develop school and team spirit.
- Remain committed and dedicated to the TEAM.
- Strive to be successful and competitive.

Playing time

In no way is participating in a sport or trying out for a team a guarantee of playing time. Playing time will be determined by the Head coach and staff. The evaluations need to be held in practices and tryouts. If there is a question of playing time that should be addressed with the coach.

JOB DESCRIPTIONS

HEAD COACH

Qualifications:

- Possesses a valid Oklahoma teacher certification (certification is desired).
- Possesses all qualifications and criteria by the State Board of Education.
- Have taken the course Care and Prevention of Athletic Injuries.
- Has the ability to organize and supervise a total sports program.
- Has previous successful coaching experience in assigned sport.
- Has substantial knowledge of the technical aspects of the sport and also continues to examine new theories and procedures pertinent to the sport.
- Has the ability to communicate effectively with people.
- Possesses and maintains a moral character that is compatible with the expectations of Newcastle Public Schools.

Reports to:
The head coach will be directly responsible to the Director of Athletics for coaching responsibilities and to the principal for teaching responsibilities.

Supervises:
The head coach must advise, coordinate, and support a staff of assistant coaches and adjunct coaches in conjunction with the Athletic Director.

Job Goal:

- To organize and supervise a total sports program.
- To instruct athletes in the fundamental skills, strategy, and physical training necessary to realize a degree of individual and team success.
- To assist the student to receive instruction that will lead to the formation of the moral values, pride of accomplishment, acceptable behavior, self-discipline, and self-confidence.

The success of the athletic program has a strong influence on the community's perception of the entire school system. Public exposure is a considerable responsibility and community/parent pressure for winning performance is taxing but must not override the objectives of good sportsmanship and good mental health.

It is the express intent of this job description to give sufficient guidance to function as head coach. In cases not specifically covered, it shall be assumed that a coach shall exercise common sense and good judgment.

Duties and Responsibilities:

- Has knowledge of the rules and regulations set forth by Newcastle Public Schools and the Oklahoma Secondary Schools Activities Association.
- Understands the proper administrative line of command and refers all questions and grievances through the proper channels.
- Attends all school/staff/departmental meetings that require attendance.
- Makes necessary plans and preparations to have well organized practices and events.
- Maintains accurate records of injuries by filling out an Injury Report and reports all necessary injuries to the Athletic Trainer.
- Responsible to providing a safe environment by demonstrating proper facility/equipment use and by having plenty of planned rest/water breaks for events and practices. If coaching an outdoor sport, suspend or terminate any practice or event in the occurrence of lightning.

Staff Responsibilities:

- Establish the fundamental philosophy, skills, and techniques to be taught by his/her staff.
- Design clinics and staff meetings to insure staff awareness, objectives, and goals of the overall program.
- Train and inform staff and encourage professional growth.
- Delegate specific duties, supervise implementation and at season's end, analyze staff effectiveness. Evaluate all assistants.
- Maintain discipline and work to increase morale and cooperation.
- Monitor locker room or assign assistants to monitor locker room, equipment room and coaches' offices.
- Perform other duties which may be assigned by the Athletic Directors or Principals.

Administrative Duties:

- Responsible for scheduling and planning of tournaments or regular season schedules and turning this information into the athletic department.
- Prepare for events or practices and adhere to scheduled facility times.
- Coordinate program with maintenance and school employees.
- Collect, organize, and maintain records of all OSSAA and Newcastle Public School paperwork for each athlete.
- Responsible for checking the eligibility of each athlete and notifying parents when a student becomes ineligible or on probation.
- Request a substitute in a timely manner when absent for athletic contests.
- Communicate early dismissals with athletic director and attendance personnel in a timely manner.
- Turn in transportation requests and shuttle requests at the beginning of your season and communicate any changes throughout the year.
- Submit purchase requests to the Athletic Directors for approval (uniforms, equipment, etc.).
- Provide beginning and end of the season reports to the Athletic Directors at assigned times.
- Evaluate total program and make recommendations to the Athletic Directors.
- Evaluate and rate officials.
- Provide atmosphere conducive to good sportsmanship and assist visiting teams, coaches, and officials upon arrival at an event.
- Keep accurate team and individual records and statistics.
- Responsible for issuing awards, letters, and participation certificates to deserving team members.
- Schedule end-of-year evaluation with the Athletic Directors.
- Follow the athletic department guidelines for making a purchase.
- Be responsible for operating within budget appropriations.
- Be accountable for all equipment and collect the cost of any equipment lost or not returned by properly marking and identifying all equipment before issuing and storing.
- Be responsible for cleanliness and maintenance of specific sport equipment.
- Secure all doors, lights, windows, and locks before leaving the building.

Responsibilities to Students:

- Hold pre-season meetings with students and parent/guardians to hand out event and practice schedules, discuss philosophy of the program and inform them of responsibilities, rules, and regulations.

- Give continual attention and support to a student athlete's grade and conduct.
- Provide assistance, guidance, and safeguards for each participant by being present at all practices, events, and while traveling.
- Direct student managers, assistants, and statisticians.
- Determine discipline and outline procedures concerning due process when the enforcement of discipline is necessary.
- Contact any parents/guardians when a student is ineligible.
- Contact any parents/guardians when a student is dropped from the sport/class.
- Assist athletes in their college or future careers.
- Teach sportsmanship and set a good example of good moral behavior.
- Insure supervision for all activities related to the sport.
- Always remain or assign an assistant to remain until all students have left the building or area.
- Assume responsibility for conduct and well-being of all team members

Public Relations:

- Promote the sport within the school and outside the school through news media and relay information concerning schedules, tournaments, and results.
- When possible, attend the events of other sport programs within the school district.
- Be responsible for maintaining good communication with media, boosters, parents, officials, and fans.

Evaluation:

- Evaluation will be conducted by the Director of Athletic at the End of Season Meeting.

ASSISTANT COACH

Qualifications:

- Possesses a valid Oklahoma teacher certification (certification is desired).
- Possesses all qualifications and criteria by the State Board of Education.
- Have taken the course Care and Prevention of Athletic Injuries.
- Has knowledge and background in assigned sport.

- Has the ability to communicate and work effectively with people.
- Possesses and maintains a moral character that is compatible with the expectations of Newcastle Public Schools.

Reports to:
The head coach, in conjunction with the Director of Athletics, for coaching responsibilities and to the principal for teaching responsibilities.

Supervises:
Assumes supervising control over all athletes in the program when such control is needed.

Job Goal:

- To carry out the goals and objectives of the sports program, as outlined by the head coach.
- To instruct athletes in individual and team fundamentals, strategy, physical training, and good sportsmanship to aid in individual and team success.
- Assist the head coach in ways that will benefit the total program.

Duties and Responsibilities:

- Has knowledge of the rules and regulations set forth by Newcastle Public Schools and the Oklahoma Secondary Schools Activities Association.
- Understands the proper administrative line of command and refers all questions and grievances through the proper channels.
- Attends all school/staff/departmental meetings that require attendance.
- Helps maintain accurate records of injuries and reports all necessary injuries to the Athletic Trainer.
- Responsible to providing a safe environment by demonstrating proper facility/equipment use and by having plenty of planned rest/water breaks for events and practices. If coaching an outdoor sport, suspend or terminate any practice or event in the occurrence of lightning.

Administrative Duties:

- Assists the head coach with his/her responsibilities including but not limited to: scheduling and planning of tournaments or regular season schedules, preparing for events or practices, collecting, organizing, and maintaining records of all OSSAA and Newcastle Public School

paperwork for each athlete, checking the eligibility of each athlete, communicating early dismissals with attendance personnel in a timely manner, turning in transportation requests,

communicating any changes throughout the year, keeping accurate team and individual records and statistics, being accountable for all equipment and collect the cost of any equipment lost or not returned by properly marking and identifying all equipment before issuing and storing, being responsible for issuing awards, letters, and participation certificates to deserving team members, and being responsible for cleanliness and maintenance of specific sport equipment.

- Request a substitute in a timely manner when absent for athletic contests.
- Provide atmosphere conducive to good sportsmanship and assist visiting teams, coaches, and officials upon arrival at an event.
- Secure all doors, lights, windows, and locks before leaving the building.

Responsibilities to Students:

- Assists the head coach with his/her responsibilities including but not limited to: providing assistance, guidance, and safeguards for each participant by being present at all practices, events, and while traveling, directing student managers, assistants, and statisticians, insuring supervision for all activities related to the sport, assuming responsibility for conduct and well-being of all team members.
- Teach sportsmanship and set a good example of good moral behavior.

Program Responsibilities:

- Assist the head coach in carrying out his/her responsibilities.
- Work within the basic framework and philosophy of the sport head coach.
- Attend required sport staff meetings.
- Arrive before and stay after athletes in order to assist with staff discussions.
- Help in the planning of in-season and off-season programs.
- Never criticize head coach or staff member in view of players or parents.
- When possible, attend the events of other sport programs within the school.
- Show respect for officials, media, opposing coaches, parents, fans, athletes, fellow coaches, and teachers.

It is the express intent of this job description to give sufficient guidance to function as an assistant coach. In cases not specifically covered, it shall be assumed that a coach shall exercise common sense and good judgment.

Evaluation:

- Evaluations will be completed by the Head Coach upon completion of the season.

ADJUNCT/VOLUNTEER COACH

Qualifications:

- College degree is desired.
- Has obtained a background check through Newcastle Public Schools.
- Have taken the course Care and Prevention of Athletic Injuries.
- Have taken the Course Fundamentals of Coaching as required by the OSSAA.
- Has knowledge and background in assigned sport.
- Has the ability to communicate and work effectively with people.
- Possesses and maintains a moral character that is compatible with the expectations of Newcastle Public Schools.

Reports to:
The head coach, in conjunction with the Director of Athletics, for coaching responsibilities.

Supervises:
Assumes supervising control over all athletes in the program when such control is needed.

Job Goal:

- To carry out the goals and objectives of the sports program, as outlined by the head coach.
- To instruct athletes in individual and team fundamentals, strategy, physical training, and good sportsmanship to aid in individual and team success.
- Assist the head coach in ways that will benefit the total program.

Duties and Responsibilities:

- Has knowledge of the rules and regulations set forth by Newcastle Public Schools and the Oklahoma Secondary Schools Activities Association
- Understands the proper administrative line of command and refers all questions and grievances through the proper channels.
- Attends all school/staff/departmental meetings that require attendance.
- Helps maintain accurate records of injuries and reports all necessary injuries to the Head Athletic Trainer.

- Responsible to providing a safe environment by demonstrating proper facility/equipment use and by having plenty of planned rest/water breaks for events and practices. If coaching an outdoor sport, suspend or terminate any practice or event in the occurrence of lightning.
- Responsible for keeping track of hours on the job and submitting these in timely manner to the Athletic Department.

Administrative Duties:

- Assists the head coach with his/her responsibilities including but not limited to: scheduling and planning of tournaments or regular season schedules, preparing for events or practices, collecting, organizing, and maintaining records of all OSSAA and Newcastle Public School paperwork for each athlete, checking the eligibility of each athlete, communicating early dismissals with attendance personnel in a timely manner, turning in transportation requests, communicating any changes throughout the year, keeping accurate team and individual records and statistics, being accountable for all equipment and collect the cost of any equipment lost or not returned by properly marking and identifying all equipment before issuing and storing, being responsible for issuing awards, letters, and participation certificates to deserving team members, and being responsible for cleanliness and maintenance of specific sport equipment.
- Provide atmosphere conducive to good sportsmanship and assist visiting teams, coaches, and officials upon arrival at an event.
- Secure all doors, lights, windows, and locks before leaving the building.

Responsibilities to Students:

- Assists the head coach with his/her responsibilities including but not limited to: providing assistance, guidance, and safeguards for each participant by being present at all practices, events, and while traveling, directing student managers, assistants, and statisticians, insuring supervision for all activities related to the sport, assuming responsibility for conduct and well-being of all team members.
- Teach sportsmanship and set a good example of good moral behavior.

Program Responsibilities:

- Assist the head coach in carrying out his/her responsibilities.
- Work within the basic framework and philosophy of the sport head coach.
- Attend required sport staff meetings.
- Arrive before and stay after athletes in order to assist with staff discussions.
- Help in the planning of in-season and off-season programs.
- Never criticize head coach or staff member in view of players or parents.

- Show respect for officials, media, opposing coaches, parents, fans, athletes, fellow coaches, and teachers.

It is the express intent of this job description to give sufficient guidance to function as an adjunct coach. In cases not specifically covered, it shall be assumed that a coach shall exercise common sense and good judgment.

Evaluation:

- Evaluations will be completed by the Head Coach upon completion of the season

Oklahoma Coaches Association (OCA)

The Oklahoma Coaches Association is an organization of coaches in Oklahoma. For most sports, the All-State teams and games are determined through the OCA. In addition, the OCA provides scholarships and coaches achievement awards throughout each Region. Newcastle Public Schools is in Region 5.

OCA Deadlines

Coaches should be aware of all OCA deadlines for their sport and ensure that they meet those deadlines. This includes but is not limited to All-State nominations.

Oklahoma Secondary School Activities Association (OSSAA)

The Oklahoma Secondary Schools Activities Association is the state governing body of high school sports and activities. Newcastle Public Schools is a member of the OSSAA. More specifically, the OSSAA provides effective coordination, leadership, supervision, and regulation for secondary school activities including the program of interscholastic activities and contests in which its member schools may participate. The OSSAA will serve member schools by providing leadership in the development, supervision, and conduct of co-curricular activities, which enrich the educational experiences of high school students. It will provide for equitable participation opportunities and positive recognition to students as a whole, while working cooperatively with schools to enhance the achievement of desired educational goals.

OSSAA Rules, Regulations and Eligibility

All OSSAA rules, regulations and eligibility can be found on the official website of the OSSAA www.ossaa.com Please refer to the website for questions regarding rules, regulations or eligibility. Please maintain a copy of your sport specific manuals with your person at all times. If you have any problems with the interpretations, please contact the Director of Athletics for clarification.

OSSAA Rules Meetings

- All Head coaches are expected to attend their sports specific rules meeting. If you choose to not attend this meeting, the OSSAA will put the coach on suspension for all interscholastic competitions until he or she comes into compliance.

OSSAA Deadlines

- Coaches should be aware of all OSSAA deadlines for their respective sport and ensure that they meet those deadlines. Copies of these deadlines are available online on the OSSAA website

OSSAA Ranking Program

- The OSSAA ranking program is used as a tool in recognizing strength as determined by coaches in their respective activities. It is mandatory that results from each regular season contest in the activities of baseball, basketball, football, soccer, softball, volleyball, wrestling (match scores and tournament placement) and golf (team scores) be entered into the ranking program within 24 hours from conclusion of contest throughout the season. *(Penalty – Any coach failing to report the score within 24 hours from the conclusion of a contest will initially be notified in writing of his or her failure to comply by OSSAA Staff. A copy of that correspondence will be sent to school administration as well. A second incident of failure to report will result in the coach being placed on warning for a period of one year. A third and each subsequent failure to report a score will result in the suspension of the coach for the next contest).*

OSSAA Academic Achievement Awards

Head Coaches should be aware of the OSSAA Academic Achievement deadlines and submit their rosters to the Athletic Director at least one week in advance of deadline. Forms can be located on each activity specific page of the OSSAA website.

REQUIRED COACHING COURSES

Care and Prevention: must be taken only (1) one time (OSSAA Policy)

- ✓ Contact our Athletic Trainer for more information
- ✓ Required for **all** coaches; certified, non-certified, adjunct, and volunteer
- ✓ If taken in college, transcript must say "Care and Prevention of Athletic Injuries"

Concussion in Sports: must be taken annually

- ✓ FREE and required course by the OSSAA
- ✓ Go to www.nfhslearn.com Concussion in Sports
- ✓ Click on Order Now and follow the prompts

Heat Illness Prevention: must be taken annually

- ✓ FREE and required course by the OSSAA
- ✓ Go to www.nfhslearn.com Heat Illness Prevention
- ✓ Click on Order Now and follow the prompts

Sudden Cardiac Arrest: must be taken annually

- ✓ FREE and required course by the OSSAA
- ✓ Go to www.nfhslearn.com Sudden Cardiac Arrest
- ✓ Click on Order Now and follow the prompts

Cheer and Dance Safety Certification

- ✓ $85.00 – Four year certification
- ✓ Required for all cheer coaches
- ✓ To take the class online, go to www.nfhslearn.com or www.AACCA.org

ACADEMIC ELIGIBILITY

RULE 3 - SCHOLASTIC ELIGIBILITY

Please refer to **OSSAA.COM**

PARTICIPATION IN CAMPS, CLINICS, SUMMER PRACTICES, LEAGUES, AND TOURNAMENTS

Athletics

Please refer to **OSSAA.COM**

Summertime Dead Period

Please refer to **OSSAA.COM**

RECRUITING

OSSAA RULE 9 - PROHIBITION ON RECRUITING OR INFLUENCING FOR ATHLETIC PURPOSES

Please refer to ossaa.com

GUIDELINES REGARDING NAME, IMAGE, AND LIKENESS (NIL)

The OSSAA does not specifically prohibit students from engaging in certain commercial activities as an individual. These activities, commonly referred to as name, image, and likeness (NIL) will not put a student's amateur status in compliance with Rule 5, and there is no violation of rules prohibiting influencing a student to attend or remain at a member school. (Rule 9)

A student may earn compensation from the use of their name, image and likeness (NIL) in compliance with Rule 5, and Rule 9 provided:

- The compensation is not contingent on specific athletic performance or achievement.
- The compensation is not provided as an incentive to enroll or remain enrolled at a specific school.

- The compensation is not provided by the school or any person acting as an agent for the school. In seeking compensation for name, image, and likeness:
- No "marks" may be used, including but not limited to school logos, school name, school mascot, or any trademarked OSSAA logo or acronyms.
- No school apparel or equipment shall be worn which includes school name, school logo, school mascot, or any apparel displaying trademarked OSSAA logos or acronyms.
- No member school facility may be used for the purpose of name, image and likeness compensation.
- No activities in conflict with a member school's local school district policy may be endorsed. Examples include but are not limited to tobacco or alcohol products.
- Collegiate level associations should be contacted for any rules regarding name, image and likeness for students participating beyond the high school level.

TITLE IX

What is Title IX?

Title IX of the Education Amendment Act of 1972 is a federal law that states, "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance…"

To whom does it apply?

All educational institutions, public and private, that receive federal funds.

How is it applied to athletics?

There are three basic parts that apply to athletics.

- Participation: requires that women and men be provided equal opportunities to participate in sports.
- Scholarships: requires the female and male student-athlete receive scholarships dollars proportional to their participation.
- Treatment: requires equal treatment of female and male student-athletes in the provisions of equipment, supplies, travel, and training facilities.

Newcastle Public Schools and the athletic department is proactive in its efforts to comply on every level of the Title IX Education Amendment Act. The athletic department administers a survey every three to four years to measure the student population's interests. Data results from these surveys help the district to make decisions on athletic opportunities.

DISCRIMINATION/HARASSMENT/HAZING

Board Policy AB – Nondiscrimination

The District is committed to the policy that no person shall be unlawfully subjected to discrimination in, excluded from participation I, or denied the benefits of any educational program, extracurricular activity, or employment in the District on the basis of race, color, national origin, religion, sex, age, disability, or veteran status. The District provides equal access to the Boy Scouts and other designated youth groups. All complaints and inquiries regarding the non- discrimination policies must follow the complaint and/or grievance procedures described in BI – Civil Rights.

Board Policy EI – R1

Students are prohibited bullying, harassing, threatening, or intimidating other students or school personnel. Bullying, harassment, threatening, or intimidation includes any gesture, written or verbal expression, electronic communication, or physical act that a reasonable person should know will harm another person, damage another's property, place a student in reasonable fear of harm, or insult or demean another in such a way as to disrupt or interfere with the District's educational mission or the education of students. With respect to electronic communications, students are specifically prohibited from bullying, harassing, threatening, or intimidating other students or school personnel whether or not the electronic communications originated at school or with school equipment.

ANTI-HAZING POLICY

Newcastle Public Schools is a zero tolerance school district on the matter of hazing. It is the responsibility of the head coach, through proper education and supervision, to make sure hazing does not under any circumstances happen in his/her program.

State of Oklahoma Anti-Hazing Statute:

(Title 21, Section 1190, Subsection 3) No student organization or any person associated with any organization or any person associated by the governing board of any public or private school or institution of higher education in this state shall engage or participate in hazing.

Definition of Hazing:

Hazing occurs when an act (physical or mental) is committed against a student or a student is coerced into committing an act that creates a substantial risk of harm to the student or to any third party in order for the student to be initiated into or affiliated with any school group, club, athletic team, grade level, activity or organization.

Hazing may even be done through cell phones, text messages, e-mails, websites (My-Space, Twitter, Facebook, etc.)

SOCIAL NETWORKING POLICY – STUDENTS & COACHES:

Students engaged in extracurricular activities are representing the Newcastle School District and often serve as role models for others. The district desires to educate and protect students from activity which may negatively impact the student and/or the district. Incriminating photos or statements depicting hazing, sexual harassment, vandalism, stalking, underage drinking, illegal drug use or other

inappropriate behavior will be subject to disciplinary action up to and including the possibility of removal from the team by the head coach and/or the director of athletics and principal. Coaches should only use social networking for school related announcements and information. No personal information should be used at any time on social networks to students from coaches.

Board Policy BB – Smoke Free Environment/Tobacco Use Policy/Alcoholic Beverages

Please refer to board policy

COMMUNICATION

Racer Athletics Chain of Communication

- **Head Coach**
- **Director of Athletics**
- **Building Principal**
- **Superintendent is the last stop**

The success of any group or team hinges on the individuals' commitment to communicate openly and regularly with each other. The goal of the Athletic Director and coaches is to promote this standard.

Communication with the Athletic Department

- Attend athletic department meetings called by the Athletic Director (beginning and end of the year coaches' meetings, attend two out of three OCA meetings per year, end of the year evaluation with the Athletic Director, and all other meetings deemed necessary by the Athletic Director.)
- Discuss concerns with the Athletic Director.
- Coaches should submit schedules, tournaments, and travel plans to the Athletic Director and communicate any changes to these events.
- Email game results to the Athletic Director no later than the morning following any event.
- Notify the Athletic Director of any special honors you or your student athletes receive.
- Communicate with the Athletic Director budget and financial needs.

Communication with Parents and Athletes

- Coaches should provide in writing, policies that relate to their coaching philosophy, team management, and team rules and communicate this with the athletes and their parents at a **"Meet the Team"** event at the beginning of the season.
- Create an open line of communication with parents and when necessary, meet with parent and athlete to discuss issues as needed. If a resolution is not met, the athletic director can meet with the parent, athlete, and coach.
- Provide great details such as practice and game locations, times, and transportation plans to help avoid confusion for parents.

Communication with the Media

- Turn in scores to local media immediately at the conclusion of each game.
- Be consistent and turn in your results, win or lose. The media should not have to call the Athletic Director for this information.
- Remember: The parents and athletes want to see their name in the paper. Be diligent in getting this information in on time.
- Do not expect favorable press coverage without doing your part to promote your sport, your team and your student athletes.

Topics Appropriate for Coaches to Discuss with Parents

- The treatment of their child physically or mentally.
- Ways to help their child improve individually and as a team member.
- Concerns about their child's behavior or academic status.

Topics Not Appropriate for Coaches to Discuss with Parents

- Other Student-Athletes

MANDATORY PRE-SEASON PARENT / GUARDIAN MEETING

All head coaches are required to hold a mandatory player/guardian meeting prior to the start of their season. A parent packet must be given out at this meeting and also be on file in the athletic office. It needs to include, but not limited to, the following:

- Parent Letter
- Coaching Staff Contact Information
- Rule and Regulations / Expectations
- Practice Schedule
- Game Schedule
- Lettering Policy

SCHEDULING FOR ATHLETIC EVENTS

HIGH SCHOOL CONTEST

Head coaches of each sport will secure opponents to complete their non-district schedule. District games will be determined by the OSSAA. All schedules must be consistent with OSSAA and Newcastle Public Schools guidelines. OSSAA guidelines in relation to the number of contest and tournaments must also be followed. Visit the OSSAA's website for the official guideline on maximum number of contest/tournaments. All schedules will be submitted to the director of athletics and the campus principal for final approval. If a contest requires OSSAA approval, the head coach is responsible for submitting a formal request to the athletic director for review prior to submission to the OSSAA.

Once approved, head coaches are responsible for uploading the sport schedules onto the athletic website.

MIDDLE SCHOOL CONTEST

The middle school head coaches will develop schedules for the middle school contests. These schedules will be consistent with the OSSAA rules and regulations and the Newcastle Public Schools local policies. Tentative schedules will be sent to the athletic director and campus principal for final approval. If a contest requires OSSAA approval, the head middle school coach is responsible for submitting a formal request to the athletic director for review prior to submission to the OSSAA. Once approved, head coaches are responsible for uploading the sport schedule onto the athletic website.

ATTENDANCE:

- By school rule, a student must be in attendance all day on game/meet/match days to participate.
- Principals may waive the attendance rule for emergencies containing proper documentation.

Excused List/Early Dismissals

Student Athletic/Activity Events Approval Form sent to the athletic office at least two weeks before the event; we will forward it on to the appropriate offices. Tournaments are the only exception. (Form is located in GoogleDocs)

PLEASE DO NOT WAIT UNTIL THE DAY OF THE EVENT!!

The Excused list should have the students name in alphabetical order by grade. Do not mix all grades together.

Students should not be taken out of class in the middle of a class period. Make your request for dismissals in between class periods.

Students should not be released more than one hour before the bus leaves for an event. If you feel you need more time, you must get approval from the athletic director.

If student-athletes need to miss class due to an on-campus event, please complete the single day release form located in GoogleDocs.

SCHEDULING RESTRICTIONS

- No athletic functions will be scheduled on Wednesday unless approval is secured by the director of athletics and campus principal.
- All coaches should abide by district policy regarding testing when scheduling contests.

SCHEDULING OF TOURNAMENTS AND MEETS

All tournaments and meets hosted in Newcastle Public Schools athletic facilities must have the Department of Athletics approval prior to scheduling. This also includes any tournaments hosted by booster clubs. Use of Facility request will need to be done for outside entities.

CANCELLATION / POSTPONEMENT OF ATHLETIC EVENT

In the event that an athletic contest is canceled or postponed, please contact the following list of people / departments below in the order they are listed.

1. Athletic Department (website & social media notifications will be sent)
2. Athletic Trainer
3. Spirit Groups
4. Officials/Referees
5. Visiting Schools
6. Any workers you as the head coach may have scheduled (Concession, etc.)
7. Transportation Department (If you are traveling)
8. Appropriate Campus Building (High School, Middle Schools, etc.)

Please make sure and re-contact all of the above parties if the athletic event is re-scheduled.

BAD WEATHER DAYS

Any time school is out due to bad weather conditions, all athletic events are to be cancelled. If school was canceled due to impending weather, administration will make the final decision on whether or not a team may participate. Use good judgment regarding practices. Practices cannot be mandatory.

ENTRY FEE REQUEST

All entry fee requests should be filled out on the appropriate purchase order request form with a copy of the receiving school's information. (If a PO has not been requested and approved prior to the competition, your booster club will be responsible for payment.) A letter or flyer should be in the financial office **NO LATER THAN 1 WEEK** after you have attended the event.

Fall- All request in by Aug 10, 2024
Winter All request in by Nov 10th, 2024
Spring Sports all request turned in by Feb 10, 2025

Each sport will have a limit on what the Athletic Department pays for entry fees. That will be in line with how many contests or tournaments you are allowed by OSSAA.

All request are turned in to the Athletic Secretary by these dates for entry fees. If you don't turn them in by that date, you need to complete those yourself.

***The financial office would prefer you turn in all requests prior to your competition season.**

Gate fees for Home Contest

Newcastle Public Schools will use traditional cash options and GoFan online options.

Passes accepted: OCA pass, OSSAA Online Pass, Newcastle Public School Employee ID and plus 1, Military ID, OSSAA retired pass, Season Passes on GoFan by NPS

*Any season tickets purchased for reserved seating will be any charge for reserved seating

Football: $7 for all attendees online $10 cash gate (anyone attending must pay, any age)

All other sports: Students $3 online/Adults $7online/$10 Cash gate (3 and under are free)

OSSAA Playoff Events: $7 for all attendees online $10 cash gate (anyone attending must pay, any age)

GAMEDAY ENTRY POLICIES

OFFICIALS - REFEREES

The head coach working through the director of athletics will be responsible for securing their game/match officials.

Head coaches are responsible for calling and confirming officials at least 1-DAY IN ADVANCE. Nothing is more embarrassing than to have a problem with officials when we host an event.

The School does not pay for scrimmage officials or officials for summer league games, that is on the program or booster club to pay those.

RANKONE

Each head coach is required to set up and maintain an accurate roster in RankOne. All necessary documents are uploaded in RankOne and each head coach is responsible for ensuring all required forms are completed by athletes. No athlete is cleared to participate until they are green in RankOne.

TRANSPORTATION

- All Coaches need to pursue and obtain a CDL. Medical exceptions will need to be submitted.

- Coaches are responsible for scheduling in appropriate time for transportation.
- Teams that do not have a driver for a bus will be financially responsible from their individual sport or from their booster to pay for drivers
- Coaches that drive a bus (not minibus) will be compensated $30 for driving each game. Coaches or employees driving another sport will be paid $18 per hour, if you have to use a driver from transportation it will be the rate of that driver.
- Coaches should never transport players in their own personal vehicle.
- The school will provide vehicles to out-of-town games.
- The athletic department will not provide money for individual necessities.
- Team members will travel to events in school transportation. Athletes may return home with their parent(s) only when the parents/guardians sign the student athlete out with the coach.
- If players wish to return with their parent or guardian, coaches must have a check-out sheet and parent or guardian must sign that.
- There will be no gambling, use of tobacco, use of drugs or alcoholic beverages or any other illegal activities on any school trip.
- Coaches must pick up his/her bus at the designated time. If a problem arises that prevents the coach from picking up a bus at the appointed time, the transportation office should be notified immediately.
- Coaches must see that teams return to school as soon as possible after a game-especially on school nights. Parents should be told when to expect the team home.
- Players should pick up trash after every trip. Coaches are responsible for ensuring the bus is clean. When possible, the bus and driver will stay with the team throughout the athletic event. The driver is under the direction of the head coach.

COMMERCIAL DRIVERS LICENSE (CDL)

All coaches are encouraged to get their commercial driver's license (CDL) which would allow them to drive a school bus to activities when needed. For any athletic event that begins before 4:00 p.m., a school provided bus driver will not be available due to regular routes; therefore, it is the responsibility of

the coach to secure a driver. If you need help finding a driver, please contact the Athletic Office, as soon as you know you need a driver, so that we can help with this process. Having your CDL will help alleviate any possible cancellations due to not having a bus driver for an event. In addition, coaches who drive a team to an away event are compensated monetarily for their services. Coaches who are interested in getting their CDL should contact the transportation department for further assistance.

Anyone with their CDL will be subject to random drug tests throughout the year and must complete a physical annually.

MAINTENANCE OF ATHLETIC FACILITIES

Each head coach should ensure that all athletic facilities are clean, safe and in good repair at all times.

Each head coach should do a "walk-through" and check his/her facilities each scheduled game day before noon just in case there is some type of problem.

A ***Racer Request*** needs to be complete for all maintenance, repair, etc. of any athletic facilities as soon as they are noticed. Any emergency repair on game days need to be called into maintenance by noon on game day.

ATHLETIC FACILITIES RENTAL

Please refer to District Policy number BB-R; and BB-F Policies for use of School Facility

NCAA ELIGIBILITY REQUIREMENTS

Please click on the link below to access the NCAA Eligibility Guidelines

https://www.ncsasports.org/ncaa-eligibility-center/eligibility-requirements

LETTER OF INTENT SIGNING PROCEDURES

When the head coach has a Letter of Intent signing for his/her program, please use the following procedures:

1) Contact the athlete with all information. (Name & College/University)
2) Contact the family with time and location
3) Contact all coaches involved for the picture

There are three signing dates annually. (November, February, and April). All signings will occur in the high school gymnasium or auditorium during Racer Refuel.

***Only Students who are allowed to sign are students that are receiving an athletic scholarship.**

Lettering in an individual sport and All-State Jackets

1) Lettering in a sport will be left up to the individual sport discretion.
2) All lettering policies will be approved by the AD and HS Principal
3) Lettering policy needs to be communicated to parents and players prior to season
4) Any student making all state will be on the All State board in the lobby of gym
5) All State Jackets will be purchased by the school when they make the OCA All-State team. Individual sport all-state gifts can be purchased by the booster or programs school account.

CHANGING SPORTS

From the time a team plays its first contest, a student cannot quit that team and join another team until the first team's season is complete.

Exceptions to this rule may be made under the following conditions:

- If the athlete has a doctor's statement recommending that he/she drop the first sport for medical reasons and permits participation in the second sport.
- If a student is changing sports after the completion of one sport, the Changing Sport form needs to be completed and a change must occur within the counseling office.

QUITTING A TEAM

When a player wants to quit a team, every effort should be made by the coaching staff to encourage the player to finish the season. If a player quits a team, they are not allowed to start practicing/participate with the next sport until the current sport season is completed.

- If a player decides to quit the team, coaches should take the following steps:
- Notify parent or guardian
- Collect all equipment
- Inform counselor's office that a schedule change needs to be made
- Keep the student on your roll and check attendance daily until change becomes official

DISMISSAL FROM A TEAM

Coaches have the responsibility of providing an atmosphere that is conductive to teaching and learning. Therefore, athletes who may become disruptive to the program should be dealt with in a firm, fair and consistent manner. The coach should try to resolve any problems before dismissing an athlete.

BSN SPORTS/Varsity Brands

BSN/Varsity brands is the exclusive partner for NPS and its athletic dept. All uniforms must be purchased through them and all Varsity teams must be in NIKE uniforms for the 24-25 school year. Any other gear or materials purchased needs to go through BSN, if you are purchasing from another vendor, you must have quotes and written statements on requesting another vendor

PURCHASING EQUIPMENT AND SUPPLIES

- Each sport will have a budget to operate a program. Head coaches will adhere to that budget. The athletic director will approve all budgets and make necessary adjustments to keep individual sports budgets within the total budget of the department and to assure all sports receive fair appropriation.
- No equipment or supplies will be purchased without the pre-approval of the athletic director. The athletic department can only pay bills for a pre-approved purchase order. Bills received without a pre-approved purchase order number or encumbered before ordering any items from vendors.
- The athletic facilitator/coordinator or coach may order the equipment and supplies after the above procedures are followed.

- Upon receiving equipment, the invoice must be checked to determine if the order is complete. The athletic department must be notified if an order is not complete. Once the entire order has been received, the original invoice should be sent to the Athletic Department so the bill can be paid in a timely manner.
- The district is currently under contract with BSN Sporting Goods and is our preferred vendor. If purchasing with BSN other bids or price quotes are not required.

EQUIPMENT

- Each head coach is to inventory his/her equipment and supplies and turn the inventory into the athletic director no later than two weeks after the close of his/her regular season.
- Each head coach is responsible for developing and supervising sound policies for the care, maintenance, and storage for equipment and supplies within their sport.
- Athletes are responsible for equipment checked out to them. Coaches must inform athletes that they must pay for lost equipment.
- The athletic director, facilitator, and coach must assess equipment that is obsolete and requires disposal.

ATHLETIC PURCHASING AND FINANCIAL PROCEDURES

You must have a purchase order number before you can order anything. If you make any purchase without a purchase order, you will be responsible for any payment associated with said purchase.

To obtain a purchase order number, please use the following procedure(s):

Purchasing Items Within Your Budget

- Make sure the company you are ordering from is an approved vendor in the system. If they are not an approved vendor, ask the company to complete the New Vendor Paperwork.
- Once a vendor is approved and in the system, you may obtain a written quote from the vendor if the purchase amount is under $10,000.
- If the purchase amount is over $10,000 you must obtain written bids from three different companies.
- Turn in written quote/bids to the athletic director.
- The athletic secretary will produce a Requisition (RQ) and send it to the finance department to become a Purchase Order (PO).
- Once an RQ becomes a PO, the accounting department will send the PO to the vendor to process the order.

- Once the order has been shipped, merchandise will be received and delivered to the athletic department.
- Coaches should check and make sure all merchandise is received and in good condition.
- Coaches should report any missing items or damaged goods to the athletic secretary.

Purchasing Items Outside Your Budget

- Coaches must request approval from the Athletic Director to order any item outside of their budgets.
- The Athletic Director will determine which account, if any, can be used.
- If approved, the coach may follow the purchasing instructions outlined above to make the purchase.

Booster Clubs

- The head varsity coach is responsible for controlling and advising his/her booster club. Boosters are generally non-school personnel, who donate their time and energy on behalf of the athletic program. All booster clubs must be sanctioned annually with the finance office of Newcastle Public Schools. If booster clubs are not sanctioned, they are not allowed to completed business on school property until it is done and board approved.

Advertising in Sports Venues:

-Newcastle Public Schools will not endorse or allow advertising on school property with drug, alcohol or gambling.

-Newcastle Athletics will work with booster clubs for advertising space in each venue. It is up to the AD for layout of advertising banners and signs.

-All advertising over the sound system at events/music are controlled by the Athletic Dept, not individuals. All announcers must go through NFHS training before being behind a mic.

Tournament Entry Fees

- Before your season begins, turn in a list of those tournaments your team(s) will be attending to the athletic secretary.
- Be sure your list includes – Host school name, date(s), amount of entry fee, number of Newcastle teams attending, and level of competition (varsity, Junior varsity, girls, boys, etc.
- The athletic secretary will then submit RQ's for these events

- Once the RQ's become purchase orders (PO), the coach may take a copy of the PO to the tournament if necessary.
- After participating in the tournament, call the athletic secretary to confirm attendance and payment will be mailed to the host school.
- If Newcastle is the host school for the tournament, turn in a list showing the date, location, time, teams participating, and the amount of the entry fee.
- The athletic secretary will invoice the schools.
- If you attend a tournament without a PO, you will be responsible for the payment incurred.

Fall- All request in by Aug 10, 2024
Winter All request in by Nov 10th, 2024
Spring Sports all request turned in by Feb 10, 2025

Hotel Reservations/Purchasing Procedures

- Coaches must request approval from the athletic department to pay for hotel expenses.
- Coaches must complete the out of town and out of state or overnight forms and must be signed by AD and principal before going to the board for approval.
- After you have received approval, select a hotel for your stay. Make sure the hotel accepts Purchase Orders.
- If the hotel is not an approved vendor in the system, have the company complete the New Vendor Paperwork.
- Coaches are then responsible to make reservations for the hotel.
- Once the reservation is made, turn in the hotel information to the athletic secretary. The information to be submitted should include: hotel name, phone number, address, date(s) of stay, number of rooms, cost per room, number of girls rooms, number of boys rooms, and number of coaches rooms.
- The finance department will issue a PO for you to take with you to give to the hotel so they can bill Newcastle Public Schools directly.
- Please provide an itemized invoice from the hotel upon returning from the tournament.
- If you stay at a hotel without a purchase order number, you will be responsible for the payment of that purchase.

Restaurant Reservation/Purchasing Procedures

- Coaches must request approval for the athletic department to pay for meal expenses.
- Meal expenses will only be paid for overnight trips.
- After you have received approval, select a restaurant. Make sure the restaurant accepts Purchase Orders.
- If the restaurant is not an approved vendor in the system, ask the restaurant to complete the New Vendor Paperwork.
- Coaches are responsible to make the reservation for the restaurant.
- Once the reservation is made, turn in the restaurant information to the financial secretary. The information should include: the restaurant name, phone number, address, date(s), total estimated cost of meal, number of girls, number of boys, and number of coaches.
- The finance department will issue a purchase order for you to take with you to the restaurant so they can bill Newcastle Public Schools directly.
- Obtain an itemized invoice from the restaurant and turn it in to the athletic secretary upon return from the tournament.
- If the restaurant does not accept Purchase Orders, contact the athletic secretary for an alternate procedure regarding reimbursement options.

ATHLETIC TRAINERS

- Athletic Trainer(s) are highly qualified, nationally certified and state licensed, sports medicine professionals who are trained in the prevention, recognition, evaluation, management and rehabilitation of sports related injuries and illnesses.
- The Athletic Trainer(s) at Newcastle Public Schools are responsible for the athletic health and well-being of all junior high and high school level athletes, who are participating in sports that are sanctioned by the district, As such, the Athletic Trainer(s) on staff will follow all state laws, district policies, and best-practices set forth by the National Athletic Trainer's Association, when evaluating and treating injured athletes.
- All injuries, no matter how minor they may be perceived by the coaching staff, must be reported to the Athletic Trainer(s) immediately.
- The Athletic Trainer(s) are responsible for beginning and ending the sports med process when an athlete is injured; if the Athletic Trainer(s) do not have clearance from another qualified medical professional to permit an injured/ill athlete to return to sports, it is at the Athletic Trainer(s) discretion to permit them.
- Newcastle Public Schools recognized Certified and Licensed Athletic Trainers, MDs, DOs, Nurse Practitioners, and Physicians Assistants as qualified medical professionals who are able to

medically release and permit athletes to participate in athletics; and to assess, evaluate, diagnose and release an athlete from an injury or illness.

Student Athletes

- Athletes who quit or who are dismissed from a sport will not be allowed to practice with another sport until the current sport is over. It is the coach's responsibility to make this rule known to his/her players. The only exception to this rule is by mutual consent of both coaches involved. This rule applies to the current school year and the current sports season.
- All athletes will be encouraged to participate in all sports in which they show any interest. They will not be restricted in any way to any one sport by a coach.
- Profanity by players and coaches is inconsistent with athletics' philosophy and will not be tolerated.
- All discipline problems will be firmly and consistently dealt with.
- If a student loses his/her equipment he/she must pay for it.
- Newcastle Public Schools promotes and encourages athletes to pursue multiple sports. Should an athlete face disciplinary action that results in removal from a team, that discipline is for the current school year shall not affect the succeeding school year. However, coaches have the liberty with the site athletic director and building principal to put stipulations on the athlete returning to a sport or program, These conditions will be presented to the parent/guardian and athlete in writing.
- The number of days allowed to miss school for extra-curricular activities is ten (10). This does not include qualified OSSAA play-off events.
- All Student Athletes are expected to follow District and OSSAA rules and regulations.
- Eligibility:
    1. All eligibility questions need to be referred to the site athletic facilitator and/or the district athletic director.
    2. High school students must pass five (5) classes that count toward graduation to be eligible from semester to semester.
    3. Jr High students must pass five (5) classes each semester. Students who do not meet this requirement must sit out the first six (6) weeks of the following semester.
    4. Transfer students must sit out per OSSAA and local regulations before participating unless they are approved otherwise and new OSSAA guidelines.
- There is no tolerance for hazing and/or initiations.
- There will be no tolerance for any type of harassment.
- All participants must have a current physical which is good for one (1) school year. Physical must be dated no earlier than May 1st of the preceding year in which the student is to participate and

before the first day of practice in the participating sport. The High school trainers will arrange physical dates for each season.

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- Social Media is a very popular form of communication. Students engaged in extracurricular activities represent Newcastle Public Schools. Inappropriate photos or statements depicting hazing, sexual harassment, vandalism, stalking, underage drinking, illegal drug use or other inappropriate behavior will be subject to disciplinary action up to and including the possibility of dismissal from the team by the Head Coach or Director of Athletics.

Supervision

Supervision

- All school athletic activities must be supervised by a coach employed by Newcastle Public Schools. Below are some reminders when it comes to supervising athletes.
- A coach must supervise athletes at all times, in the locker room, hallways, fields, courts, before and after practice, on the bus, etc.
- Individuals are not to be given permission to use school facilities without proper supervision.
- Students should not be in or around the school building at any time unless they are supervised.
- When practice is concluded, a coach must stay until the last athlete has left. Coaches then should secure the building by locking the doors and turning out the lights.
- Coaches must supervise students while on school buses. All students should travel to and from athletic contests with their coach and team. Players may leave the competition site with their parents/guardians but cannot leave with any other athlete's parents unless prior written permission is on file with the coach.
- If there is a supervision problem, a coach should contact the athletic director immediately.

Avoiding Litigation

Coaches can help protect themselves, reduce the potential for a lawsuit, and avoid a claim of negligence if they:

- Show the accident was unavoidable.
- Distribute in writing sound policies and procedures, especially with regards to emergency medical situations.
- Allow students to compete only when all necessary forms have been completed, signed by parents/guardians, are turned in and on file.
- Supervise athletes at all times.

- Instruct athletes effectively in proper sport techniques.
- Provide the proper equipment and document safety and maintenance checks.
- Replace damaged and worn uniforms.
- Teach athletes and parents about the protective limitations of equipment.
- When possible, have an athletic trainer monitor practices and competitions.
- Have well organized conditioning programs that prepare athletes for competitions.

- Have a medical emergency procedure and access to first aid equipment.
- Give immediate attention to injuries and use caution as to when to allow the athlete to return from an injury.
- Maintain precise and complete written records of equipment defects, health and injury records.
- Provide a safe environment. Plan for rest and water breaks and beware of bad weather conditions.

IMPORTANT FORMS AND INFORMATION

Students and parents MUST fill out the following forms to participate in athletics:

1. All forms will be completed by the student-athlete and parent online via RankOne, link is https://newcastleathletics.rankonesport.com
2. Pre-Participation Physical Exam Form (Sports Physical).
   Athletes are still required to submit a copy of their sports physical to the coach. The coach must submit all copies to the Athletic Trainer, where the physical will be uploaded to RankOne and added to the athlete's profile.

Coaches will have to fill out the following forms annually or periodically throughout the year:

1. Accident/Incident Report Form
2. Student Athletic or Activity Events Approval Packet
3. OSSAA Verification or Acknowledgement of Rule 9-Prohibition on Recruiting or Influencing for Athletic Purposes

4. Newcastle Public Schools Out-of-State Travel Approval Form

5. Application to State Association (OSSAA) for Sanction of Athletic Event
6. Application form for Sanction of Summer Athletic Camps

The forms are described in detail in the following pages and the actual forms can be found in the back of the coaches' manual. Important information, such as what to do with the original copy, how many copies to make, etc. can be found in this section as well.

Physical Exam Form (Sports Physical)

Every athlete must have a sports physical on file prior to tryouts or the beginning of practice for the athletic season. Physical must be dated after May 1, 2024. **There will be no exceptions.**

- Athlete keeps a copy and uploads that to rankone
- All other forms must be completed before participating in any sport/activity

Accident/Incident Report Form:

If an accident occurs during a practice or a game where the athletic trainer is not present, the coach should fill out an Athletics Injury Report and submit to the athletic trainer.

- Original Copy-Coach keeps on file
- One Copy-Athletic Trainer

Newcastle Public Schools Overnight/Out-of-State Travel Approval Form:

Any time a team goes overnight/out of state for camp, competition, or a tournament, an overnight/out-of-state travel approval form must be completed. Before that goes to the board, the out of town/overnight/out of state form must be completed and signed by the AD building principal. Then it can be submitted to the board for approval

I

- Original Copy – Athletic Director

Newcastle Public Schools – Work Request:

It is each coach's responsibility to check scoreboards, equipment, lighting, etc. prior to the season beginning. If there is work needed by the Operations Department (moving, replace light bulbs, fix scoreboard, etc.) please email the athletic director and put in a Racer Request.

OSSAA Verification of Acknowledgement of Rule 9-Prohibition on Recruiting or Influencing for Athletic Purposes:

The Head Coach of each sport is responsible for familiarizing all coaches, parents, and booster club officers of the OSSAA Rule 9 by having them read the actual rule (See OSSAA Rule 9 section of this handbook) and signing the verification acknowledging understanding of this rule.

- Original Copy-Send to Athletic Director with all appropriate signatures

Application to State Association (OSSAA) for Sanction of Athletic Event:

All OSSAA meets or tournaments where there are three or more schools participating must be approved by the OSSAA before member schools may enter.

Whether you are hosting an event with only Oklahoma teams participating or hosing an athletic event with teams from out of state, you must complete a sanctioning form that is to be sent to the OSSAA. Application to State Association for Sanction of Athletic Contest forms can be found at the end of this section.

Interstate competition occurs when either teams or individuals who represent their schools travel across state lines to participate in competitive sporting events.

If your team is planning on competing out of state, you must follow the procedures for out-of- state travel found on the Newcastle Public Schools Overnight/Out-of-State Travel Approval Form section.

Reminder: All out-of-state travel costs must be paid for by the parents or through the Booster Club. This includes hotel, transportation, meals, entry fees, etc.

- Original Copy – Send to the Athletic Director and OSSAA
- One copy – Keep for your records

Application for Sanction of Summer Athletic Camps:

Fill out the OSSAA Application for Sanction of Summer Athletic Camps from and turn into the Athletic Director and OSSAA.

Student Athletic or Activity Events Approval Packet:

Athletics

Fill out the Student Athletic or Activity Events Approval Packet when your students are missing instructional time. These forms need to be completed two weeks prior to departure and can be found online in GoogleDocs. Tournaments are the only exception, but need to be completed as soon as game times are posted.

Original Copy – Send to the Athletic Director for approval

Western Conference

Anadarko Public Schools
Director of Athletics: Kent Jackson
Cell: 405-933-2245
kjackson@apswarriors.com

Bethany Public Schools
Director of Athletics: Brandon Nyberg
Cell: 580-216-7228
bnyberg@bethanyschools.com

Blanchard Public Schools
Director of Athletics: Jeff Craig
Cell: 405-627-5000
jcraig@blanchard.k12.ok.us

Cache Public Schools
Director of Athletics: Lisa Okelley
Cell: 903-915-0519
lisa.okelley@cacheps.org

Chickasha Public Schools
Director of Athletics: Jerry Bray
Cell: 405-401-3975
jbray@chickasha.k12.ok.us

Clinton Public Schools
Director of Athletics: Eugene Jefferson
Cell: 580-331-7806
eugene.jefferson@clintonokschools.org

Elgin Public Schools
Director of Athletics: Damon Hitt
Cell: (580) 678-8607
dhitt@elginps.net

Kingfisher Public Schools
Director of Athletics: Stuart Purintun
Cell: 580-302-0822
spurintun@kingfisher.k12.ok.us

Newcastle Public Schools
Director of Athletics: Brent Hodges
Cell: 405-503-8945
brent.hodges@newcastle.k12.ok.us

Elk City Public Schools
Director of Athletics: Brian Hunt
Cell: 405-545-0975
hunt.brian@elkcityschools.com

Tuttle Public Schools
Director of Athletics: Sean Brooks
Cell: 405-609-7134
sbrooks@tuttleschools.info

Weatherford Public Schools
Director of Athletics: Kyle Null
Cell: 405-816-9444
knull@wpsok.org

Woodward Public Schools
Director of Athletics: David Norton

Department of Athletics **Newcastle**
Athletics
Cell: 580-273-5002
david.norton@woodwardps.net

REQUEST FOR EXTRA ACTIVITIES AT SPORTING EVENTS

SPORTING EVENT(S) : _____

DATE(S) OF EVENT:
_____

CONTACT PERSON:_____

DAYTIME PHONE :_____

Department of Athletics **Newcastle Athletics**

DESCRIPTION OF REQUEST: (Give full details as to what you want to do)

_____

_____

_____

_____

_____

_____

I understand that my organization will be responsible for all set-up and clean-up of the area that we may use. I also understand that Newcastle Public Schools or the Athletic Office is not liable in any way for our activity. We agree to follow all rules and regulations for the use of school facilities as established in Adopted Board policy.

SIGNED:_____ DATE:_____

APPROVED:_____ DATE:_____
Athletic Administrator

Department of Athletics **Newcastle Athletics**

OUT-OF-STATE TRIPS FOR STUDENT ACTIVITIES

School:_____ Organization:_____Sponsors:_____
Trip Dates:_____ Destination:_____# of School Days Missed:_____
Purpose of the Trip & Benefit to the Students & Program_____
_____
How were you selected, or did you qualify?_____

# of Students attending?_____ Approximate cost per student:_____
List all planned activities during the trip:_____

How will the trip be funded for students ? Proj # Percent Amount	How will the trip be funded for sponsors? Proj# Percent Amount
General Fund % $	General Fund % $
Activity Fund % $	Activity Fund % $
Other % $	Other % $
Total % $	Total % $
Estimated Total Expenses (any expenses not requested on this form will be disallowed): Individual Cost Qty Total Cost	**Estimated Total Expenses(any expenses not requested on this form will be disallowed) :** Individual Cost Qty Total Cost
Registration Fees x =$	Registration Fees x =$
Lodging x =$	Lodging x =$
Incidentals x =$	Incidentals x =$
Transportation x =$	Transportation x =$
Per Diem x =$	Per Diem x =$
1. Parking, tolls, shuttles 2. Airfare, personal care, school vehicle, rental vehicle Note: No payment will be made for unauthorized expenses.	1. Parking, tolls, shuttles 2. Airfare, personal care, school vehicle, rental vehicle Note: No payment will be made for unauthorized expenses.

Teacher/Sponsor(s) attending(list names) _____
Other Chaperones attending (list name)_____

_____Sponsor/Chaperone to student ratio_____

Note:At least two(2) weeks prior to the trip, the sponsor/site principal must provide written verification that the chaperone/sponsor orientation has been conducted. Such verification must be submitted to the Director of Elementary/Secondary Education or the District Athletic Director(if the trip is for an athletic event).
List out-state trips the organization has taken the past 3 years_____
_____

List anticipated trips planned for the upcoming 3 years _____
_____

Signatures: Date	Date

Sponsor	Date	Purchasing Agent (if applicable)	Date
Athletic Facilitator(if applicable)	Date	Superintendent	Date
Principal	Date	Board of Education	Date
Athletic Dir or Exec Dir Elem/Sec			

Department of Athletics **Newcastle Athletics**

APPLICATION FOR SANCTION OF SUMMER ATHLETIC CAMPS

(Non-school individuals or non-school groups must supply a certificate of insurance and be co-sponsored by a school or an approved organization in order to be considered for sanctioning.)

Name of Camp Sponsor_____
(Organization or Individual)

Mailing Address_____
(City and State) (Zip Code)

Sport_____Grades_____Dates to be Held_____

Individual Camp/Clinic Definition
A summer athletic training camp/clinic is defined as a training session for a certain period of time for any participant in which supervision, direction, instruction, techniques, and skills are given in a sport which are designated to enhance the knowledge of a participant in that sport.
Team Camp/Clinic Definition
A team camp/clinic is defined as three or more schools where five or more basketball players or seven or more football players attend a camp/clinic and the players are kept together as a team during instruction, scrimmages, and/or games.

1. Any session of any summer athletic training camp/clinic involving student athletes in grades 7-12, cannot be held before the school year concludes for the participant's school district nor after the first full week in August. During the school year, participants cannot attend basketball and football camps/clinics and will be subject to penalty.
2. No football camps (individual or team) will be allowed after July 15 using OSSAA member school facilities of sponsored by OSSAA member school football coaches.
3. A student athlete shall be permitted to attend any number of summer athletic training camps/clinics for basketball and football,except they are limited to two team camps/clinics. Each student athlete is also limited to two summer-time tournaments. Each team camp/clinic cannot exceed seven days in length and no student athlete can attend team camp/clinic two consecutive weeks. Summer-time tournaments cannot exceed three days in length. Note: It is not required to sanction summer league or tournaments.
4. No session of any summer training camp/clinic will be approved for more than two consecutive weeks.
5. An individual camp/clinic fee (Oklahoma average or normal tuition) shall be charged and shall be paid by the student athlete or his/her parents without concession.
6. No awards other than trophies, medals, plaques, etc.,shall be offered or given to student athletes. T-shirts may be given as long as the T-shirt cost is included in the camp/clinic fee.
7. Upon request, the summer training camp/clinic director shall submit to the Activities Association office a roster of those student athletes in attendance at the respective camp/clinic.
8. Only inter-camp practice sessions are permitted.

Attach an outline of camp program and return with this form at least sixty days in advance of the date of the camp to:

Oklahoma Secondary School Activities Association
P. O. Box 14590 Oklahoma City, Oklahoma 73113-0590

Signed:_____ Position:_____

Following approval by the Board of Directors, notice of sanction from the Activities Association will be sent to you.

TO BE FILLED OUT BY OSSAA

Application is approved_____ not approved_____

Comments: _____

_____

_____

Date:_____ Approved by :_____

Newcastle Public Schools Athletic Department

Athletic Camp Guidelines

1. All camps conducted by Newcastle Public Schools' coaches are a representation of their particular school and sport. No personal camps or lessons will be permitted.
2. All camps must be OSSAA sanctioned.
3. All camps must be approved by the site principal, site athletic director, and district athletic director.
4. A camp operating cost form must be filled out and approved along with the permission form.
5. All monies received through camps must be receipted and reconciled through the athletic department.
6. All camps will follow the below guideline for money disbursement:

   10% To the district for facility use and utilities

   20% To the school/sport program

   70% Operating costs (t-shirts, food, coaching disbursements)

Verification of Acknowledgement of Rule 9
Prohibition on Recruiting or Influencing for Athletic Purposes
Please copy form as needed

Each coach or volunteer providing instruction, assistance, or supervision in an athletic activity for a member school must sign this form certifying that the coach or volunteer is familiar with the Rule.

The head coach in each athletic activity for each member school must sign this form certifying that students participating in an activity have been informed about the Rule, that the school may be sanctioned for violations of this Rule, and that student athletes may be subject to sanction, including the loss of eligibility. If you have enrolled at or transferred to a school that has engaged in recruiting, or allowed its employees or representatives to recruit in violation of the Rule, or if they participate in recruiting other student athletes to enroll in or transfer to the school.

All officers, administrators, supervisors, and sponsors of any club or organization supporting any athletic activity at a member school must sign this form certifying that they are familiar with the Rule, and that the members of the club or organization have been informed about this rule.

I hereby verify by signing below that I have read and acknowledge OSSAA Rule 9 in its entirety and agree to abide by the Rule as stated.

_____	_____
(signature)	(title or position)
_____	_____
(signature)	(title or position)
_____	_____
(signature)	(title or position)
_____	_____
(signature)	(title or position)
_____	_____
(signature)	(title or position)
_____	_____
(signature)	(title or position)
_____	_____
(signature)	(title or position)
_____	_____
(signature)	(title or position)
_____	_____
(signature)	(title or position)
_____	_____
(signature)	(title or position)

Department of Athletics **Newcastle Athletics**

ATHLETE RELEASE FORM

(THE ATHLETE IS NOT CONSIDERED RELEASED UNTIL ALL SIGNATURES ON THIS FORM ARE COMPLETED)

ATHLETE :_____

CLASSIFICATION:_____ DEPARTING GRADE:_____

SPORT FROM :_____ DEPARTING ABSENCES :_____

THE ABOVE NAMED ATHLETE IS LEAVING THE ABOVE NAMED SPORT FOR THE FOLLOWING REASON(S):

(PLEASE CHECK ALL THAT APPLY)

_____ END OF SEASON

_____COACHES REMOVAL

_____ INJURY

_____PLAYER OR PARENT DECISION

_____OTHER; PLEASE EXPLAIN

_____

_____

_____

PLEASE LIST ANY OBLIGATIONS THAT ARE STILL REQUIRED:

SENDING COACH SIGNATURE _____ DATE:_____

RECEIVING COACH SIGNATURE _____ DATE:_____

ATHLETIC DIRECTOR SIGNATURE_____DATE:_____

COUNSELOR SIGNATURE _____DATE:_____

EVENT MANAGEMENT/FACILITIES/EQUIPMENT

1. School athletic equipment will not be given out during the summer without the athletic director's approval. Equipment is not to be used by outside groups.
2. All coaches will be responsible for athletic facilities throughout the district. We must work together to protect our facilities.
3. Coaches should always arrive before their players at practice sessions and games; and should not leave until all players are gone. Coaches should make sure all facilities are locked and that all lights are turned out prior to leaving.
4. Keys to athletic facilities are not to be given to students or unauthorized personnel.
5. If a student loses his/her equipment he/she must pay for it.
6. Gym Rental: Refer to Policies for use of School Facility BB-R; BB-F
7. Facilitators/coordinators are responsible for consulting with officials and head coaches to make the proper decision in severe weather. Special attention will be paid to lightning and severe weather.
8. Emergency Procedures: Coaches and Athletic Facilitators should be familiar with all emergency procedures at their site.

NEWCASTLE PUBLIC SCHOOLS ATHLETIC DEPARTMENT ATHLETIC CAMP GUIDELINES

Please refer to (link address) for Summer Camp Guidelines

OKLAHOMA SECONDARY SCHOOLS ACTIVITY ASSOCIATION

Newcastle Public School District is a member of the Oklahoma Secondary School Activities Association. All participants in the athletic program will strictly adhere to the rules and regulations of this association. Please click the link below to view the 2024-2025 OSSAA Rules:

http://www.ossaa.com/Manual_BoardPolicies.aspx

http://www.ossaa.com/Manual_Rules.aspx

http://www.ossaa.com/Manual_Constitution.aspx

Department of Athletics **Newcastle Athletics**

Student Accident/Injury Report

Student	Location(School & Site)	Date Reported	
Date of Incident	Date of Birth Grade	Phone	Student Address
Did you witness Incident Yes___ No___	Parent Notified Yes___ No__ By Whom: (Name and position) Parent Comments:		Location Of Incident
Loss Of Blood Yes___ No___	Was Student Treated by a Medical Professional Yes___ No___ If Yes: Student Nurse_____ Medical Doctor/Facility		Time of Day_____ Sport, if any

Area of Injury

	Cut
	Bruise/Scrape
	Puncture
	Foreign Body
	Broken
	Dislocated
	Burn
	Strain/Sprain
	Amputation
	Rupture
	Other

	Head
	Face
	Eye Right Left
	Ear Right Left
	Teeth/Mouth
	Shoulder Right Left
	Arm Right Left
	Elbow Right Left
	Forearm Right Left
	Wrist Right Left
	Hand Right Left
	Finger/Thumb Right Left

	Neck
	Back
	Chest
	Abdomen
	Giroin
	Hip R L
	Thigh R L
	Knee R L
	Leg R L
	Ankle R L
	Foot R L
	Toe R L

Type of Incident

	Struck Agent
	Struck By
	Caught Between
	Trip & Fall
	Slip & Fall
	Trip or Slip
	Inhale/Swallow
	Heat/Electricity/Flash
	Chemical (Identify Below)
	Other

Where and How Did Incident Happen?(BE SPECIFIC AND MAY INCLUDE FURTHER DESCRIPTION OF INJURY)

What were the instructions given by the parent or guardian:		
Who was in charge when accident occured:(name and position) Witnesses involved, if any:		
Describe what action was immediately taken:		
Employee Signature(Print)	Employee Signature	Date
Supervisor Name(Print)	Supervisor Signature	Date

ADVERTISING AND SPONSORSHIPS OPPORTUNITIES
NEWCASTLE ATHLETICS

Any Emerald,Platinum or Gold Sponsorship, 10% will go back to the program of the sponsors choosing.

EMERALD PACKAGE $7,000 PER YEAR

BUSINESS LOGO ON BASKETBALL COURT, WRESTLING MAT AND SIGNAGE AT BASEBALL, SOFTBALL AND SOCCER.

Football- 2-3 fifteen second or less commercials on our video board during home football games, 4 season tickets, 2 parking passes, text read over PA 2-4 times during game and access to the hospitality room, 4 passes (This includes all JV, 9th grade and Middle School Games). Logo Permanently displayed on the board.

Basketball- 2 season tickets, 1 parking pass, text read over PA 2-4 times per game on your logo will be displayed on our entrance board and our video board throughout the game, access to the hospitality(4 passes) room for games and Sweet Pea Tournament.

Wrestling/ Volleyball- text commercials read over PA 2-4 times per game and your logo will be displayed on our entrance scroll board

Softball- Text commercials read over PA-2-4 times per varsity home game.

Baseball- Text commercials read over PA-2-4 times per varsity game.

2-Game ball sponsorship of your choosing any sport

Signage on the Fence off of the football field and baseball field 365 days

Signage at the Concession Stand and at Ticket Booths (Stadium and Gym)

Floor ads (home side) in gym for Basketball, volleyball and wrestling

2 Social Media Post a Week with your logo on the graphic

Sideline Passes (2) for Football Games

Add in Digital Gameday Guide

30% off of any Specialty Sponsorship (Excludes Sweet Pea)

4-Athletic pass to all home sporting events (excludes OSSAA Playoffs)

Platinum $5000 per year

Football- 1-2 video commercials during football games, 4 season tickets, 2 parking passes, text read over PA 2-4 times during game and access to the hospitality room 4 passes (This includes all JV, 9th grade and Middle School Games).Logo Permanently displayed on the board.

Basketball- 2 season tickets, 1 parking pass, text read over PA 2-4 times on your logo will be displayed on our entrance board and our video board throughout the game, access to hospitality room for games and Sweet Pea Tournament.

Wrestling/ Volleyball- text commercials read over PA 2-4 times per game and your logo will be displayed on our entrance scroll board as well as our video board throughout the match.

Softball- Text commercials read over PA-2-4 times per varsity home game.

1-Game ball sponsorship of your choosing

Baseball- Text commercials read over PA-2-4 times per varsity game.

Signage on the Fence off of the football field 365 days

Add in Digital Gameday Guide

1 Social Media Post a Week with your logo on the graphic

20% off of any Specialty Sponsorship (Excludes Sweet Pea)

Floor ads (home side) in gym for Basketball, volleyball and wrestling

4-Athletic pass to all home sporting events (excludes OSSAA Playoffs)

Gold $3000 per year

Football- 4 season tickets, 2 parking passes, text read over PA 1-2 times during game and access to the hospitality room 4 passes (This includes all JV, 9th grade and Middle School Games).Logo Permanently displayed on the board. (if space is available)

Basketball 2 season tickets, 1 parking pass, text read over PA 1-2 times per game on your logo will be displayed on our entrance board and access to the hospitality room for games and Sweet Pea Tournament.

Wrestling/ Volleyball- text commercials read over PA 1-2 times per game and your logo will be displayed on our entrance scroll board as well as our video board throughout the match. 1-2 15 second commercials played each night.

Softball- Text commercials read over PA-1-2 times per varsity home game.

1-Game ball sponsorship of your choosing

Baseball- Text commercials read over PA-1-2 times per varsity game.

Signage on the Fence off of the football field 365 days

Add in Digital Gameday Guide

15% off of any Specialty Sponsorship (Excludes Sweet Pea)

Floor ads (home side) in gym for Basketball, volleyball and wrestling

4-Athletic pass to all home sporting events (excludes OSSAA Playoffs

Silver 2,000 Sponsor:

Banner Hung on the fence line or walls at all Sporting events. (Football,basketball, wrestling, volleyball, softball, baseball and soccer)

Specialty Sponsorships

Football

$1,000-Play Clock Sponsorship- Logo Displayed on the play clock.

$750- Football Coin toss sponsor/Logo displayed on board while coin toss commences. Text commercial for you company during the toss

$2,500 First Down Sponsor, ever Racer First down “and thats a _____ first down”/logo on board during game

$1,000 Kickoff Sponsor 10-15 Second text commercial before every kickoff

$500 Scoring Drive Sponsor- “that’s a racer scoring drive re cap brought to you by 10-15 second text read)

$1000 Red Zone Sponsor Signage on the field on each side at the 20 yard line. 1 text read per game

$1000 Teacher of the Game Sponsor- We will have a teacher of the game at all Varsity games. Your company will be recognized and present the teacher a basket that your company is responsible for.

$500 Cheer/Pom Performance Sponsor Anytime these groups perform, company text read

Basketball-

1,000 Starting Line-Up sponsor, your ad on the board while starting line-up video is played. Text read before line-ups

$500 30 Second Time-out sponsor text read

$500 60 second timeout sponsor, text read

$500 Quarter Break Sponsor, text read

Sweet Pea Tournament:

$5000 Sweet Pea Title Sponsor

$1500 Sweet Pea T-Shirt Sponsor

Soccer

1,000 Starting Line-Up sponsor, your ad on the board while starting line-up video is played. Text read before line-ups

$500- Goal Sponsor- After a newcastle Goal your 15 second commercial is played

$500-Corner Kick -Sponsor on screen and “that's a your business corner kick. “

Baseball/Softball

$750 Starting Line-Up sponsor, your ad while starting line-up is. Text read before line-ups. (District and Playoff games)

$500- Home Run Sponsor your ad read for 10-15 second after each HR. (District and Playoff Games)

$250- 7th Inning Stretch- your ad read after take me out to the ballgame (District and Playoff games)

Volleyball

$1,000 Starting Line-Up sponsor, your ad on the board while starting line-up video is played. Text read before line-ups

$500- Set sponsor you add read before each set, Will take up to 3.

Wrestling

$1,000 Starting Line-Up sponsor, your ad on the board while starting line-up video is played. Text read before line-ups

$500-Pin Sponsor your ad or commercial after a Racer Pin

THIS AGREEMENT made this _____day of _____,_____, by and between _____(the “Business”) and **NEWCASTLE PUBLIC SCHOOLS ATHLETIC DEPARTMENT** (“NPS”).

RECITALS: Sponsorship Package
Business, as a supporter of NPS, has agreed to provide a financial sponsorship commitment to NPS in consideration of the marketing and recognition to be provided to the Business in consideration of the terms of this Agreement. NPS has agreed to provide the marketing opportunity and Business name recognition in connection with its sports facilities and events as described in this Agreement in consideration of the financial commitment provided by Business herein.

NOW, THEREFORE, the parties agree as follows:

1. In consideration of the rights, naming recognition, services, and products described below, Business agrees to pay NPS Athletic Department the sum of $_____per year for the school years _____through _____(the “Business Payment”).

2. In consideration of the Business Payment, NPS, through Newcastle High School, will provide Business the following advertising and marketing opportunities and recognition of the period of _____,_____,_____, through _____,_____,_____,)the “Term”).

   Please select one of the sponsorship opportunities below:

☐ Emerald RACER PACKAGE: $7,000 per year

☐ Platinum RACER PACKAGE $5,000 per year

☐ Gold RACER PACKAGE $3,000 per year

☐ Silver RACER PACKAGE $2,000 per year

3. NPS represents and acknowledges that the foregoing Agreement has been properly agreed on behalf of NPS and represents the binding agreement of the parties.
4. NPS reserves the right to approve the form and content of all signs and advertising messages, such approval not to be unreasonably withheld, conditioned, or delayed.

IN WITNESS WHEREOF, the parties have executed the Agreement the date first above written.

_____

Business

_____

Director of Athletics

_____

Superintendent,

NEWCASTLE PUBLIC SCHOOLS EMERGENCY ACTION PLAN

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- COMPONENTS OF EMERGENCY ACTION PLAN (3)
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    - MIDDLE SCHOOL GYM (28)
    - CHEER/POM ROOM & WRESTLING ROOM (29)

Emergency situations may arise anytime during athletic events. Expedient action must be taken in order to provide the best possible care to the sport participant in emergency and/or life threatening conditions. The development and implementation of an emergency plan will help ensure that the best care will be provided. As emergencies may occur at any time during an activity, the Sports Medicine Department and Athletic Staff must be prepared. Athletic Organizations have a duty to develop an emergency plan that may be implemented immediately when necessary and to provide appropriate standards of emergency care to all sports participants. As athletic injuries occur at any time and during any activity, the Sports Medicine Team must be prepared. This preparation involves formulation of an emergency plan, proper coverage of events, maintenance of appropriate medical emergency equipment and supplies, utilization of appropriate medical emergency personnel, and continuing education in the area of emergency medicine and planning. Hopefully, through careful preparticipation of physical screenings, adequate medical coverage, safe practice and training techniques, and other safety avenues, some potential emergencies may be averted. However, accidents and injuries are inherent with sports participation, and proper preparation on the part of the Sports Medicine Team should enable each emergency situation to be managed appropriately.

Components of the Emergency Action Plan

1. Emergency Personnel
2. Roles of First Responder and Emergency Personnel
3. Scene Safety & Immediate Medical Care
4. Emergency Communication
5. Emergency Equipment
6. Life Threatening Emergencies
7. Guidelines for Players/Spectators for on field injuries
8. Emergency Transportation
9. Catastrophic Event, Multiple Victims

Emergency Personnel

During typical athletic practice or competition, the first responder to an emergency is typically a member of the Sports Medicine Staff, most commonly a Certified Athletic Trainer. A team physician may not always be present at every organized practice or competition. The type and degree of sports medicine coverage for an athletic event may vary widely based on such factors as the sport or activity, the setting, the type of training or competition. The first responder in some situations may be a coach or other institutional personnel.

- Head Athletic Trainer - Dalayna Newberry
  - 580-478-3027
- District / High School Athletic Director - Brent Hodges
  - 405-503-8945
- Middle School Athletic Director - Brett Brooks
  - 405-517-1652
- Team Physician - Dr. Aaron Smathers
  - 405-210-0424
- Local EMS - McClain County
  - 405-485-2000
- High School Head Principal - Adam Hull
  - Adam Hull: (616) 915-2343
- Middle School Head Principal - Wade Hampton
  - (806) 274-0157

Roles of Emergency Personnel

The following individuals may be directly involved with an emergency involving an athlete, coach, spectator, administrator, or official and should be competent in the responsibilities of the first responder.

Athletic Trainer:

1. Notify immediately in the event an athletic emergency arises on campus.
2. Responsibilities:
   - Make presence known to the opposing team's coaching staff
   - Evaluate scene and provide appropriate care in the event of an emergency
   - Activate EMS by calling 9-1-1
     - May delegate if needed
   - Maintain and provide proper medical care until EMS arrives on the scene.

Athletic Director:

1. Notify immediately in the event an emergency arises on campus.
2. Responsibilities:
   - Open appropriate entrances and meet emergency personnel arriving on campus.
     - May delegate if needed to better assist with managing situation
   - Direct emergency personnel to the emergency location.
     - May delegate if needed to better assist with managing situation
   - Assist athletic personnel as needed in an emergency.

Coaches:

1. Responsibilities:
- Act as First Responder when Athletic Trainer is not present or currently available.
- If acting at the First Responder, call 9-1-1 if the Athletic Trainer is not readily available.
- Assign an Assistant Coach or other adult (if present) to notify Athletic Trainer and Athletic Director.
- Assist in an emergency by keeping the players and surrounding bystanders a significant distance from the scene of the injury.
- Assist Athletic Trainer as instructed.

Emergency Communication

Scene Safety & Immediate Medical Care:
Establishing safety of the scene and immediate care of the athlete is paramount. The most qualified individual (according to the chain of command) on the scene should provide acute care in an emergency. In many situations, the Certified Athletic Trainer will assume this role, although if the school physician is present, he/she may be called in to assume the lead role.

Calling Emergency Medical Services:
Activating EMS is paramount in situations where there is no emergency transportation currently on site. Contacting EMS should be done the moment that a situation is deemed to be an emergency and has the potential to be life threatening. This process needs to move quickly and efficiently. Activating the EMS system may be done by anyone on the emergency team, however, the person chosen for this duty should be calm under pressure and communicates well over the phone.This person should also be familiar with the location and address of the sporting event. Typically, a school administrator is the best choice to fulfill this role. A mobile cellular device is the most convenient, however, an alternate plan must be in place if access to a mobile device is not possible.

Equipment Retrieval:
Retrieval of additional medical equipment may be done by anyone on the emergency team who is familiar with the location of the specific equipment needed.

Directing EMS:
One member of the emergency team should be responsible for meeting EMS as they arrive. Depending on ease of access, this person should have keys to locked gates/doors that may slow the arrival of medical personnel. School Security, Administrators, or Coaches may be appropriate for this role.

Activating the EMS System

Making the Call:
- Call 911
- After calling 911 notify the athletic trainer and district athletic director if they are not present

Providing the Following Information:
- Address of emergency (see venue specific maps and addresses below)
- Name and telephone number of the caller
- Nature of emergency
    - Gender/age of athlete

    - Type of injury
    - Number of athletes injured
- Condition of athletes
    - Breathing or not breathing
    - Pulse or no pulse
    - Bleeding
    - Conscious or unconscious
- First Aid treatment initiated by first responder
- Specific directions as needed to location of injured athlete (see individual sport EAP)
- Other information requested by dispatcher

Emergency Equipment

All necessary emergency equipment should be at the site and quickly accessible. The most knowledgeable and trained staff member should make a detailed list determining what equipment is needed for each practice or event.

Administrators, coaches, or other non-medical personnel should rely on emergency medical services for all necessary equipment. Personnel should however be familiar with the function, operation, and location of each type of emergency equipment that could be needed in any given situation. Emergency equipment should be checked (NPS provides yearly AED service) on a regular basis. It is important to know the proper way to care for and store the equipment as well. Equipment should be stored in a clean and environmentally controlled area. It should be readily available when an emergency arises.

EMERGENCY EQUIPMENT LOCATIONS

High School Campus Automated External Defibrillator (AED)

- Field House
    - Downstairs:
        - Inside the athletic training room by the door that leads to the field.
    - Upstairs:
        - By the athletics office door. Turn right from the elevator to the west wall. Directly in front of the west stairwell.
- Softball/Baseball Field House
    - In the coaches office, by the door leading to the field.
- New Gymnasium
    - In the lobby directly in front of the south (main) entry door.
- Old Gymnasium
    - In the entryway of the “new” HS gym.
- Wrestling Room
    - In the entryway of the “new” HS gym.
- Cheer & Pom Room
    - By the coach’s office door.

Middle School Campus Automated External Defibrillator (AED)

- MS Gymnasium

    - In the main entryway to the school.
- Track
    - In the entryway of the middle school.

Life Threatening Emergencies

A life-threatening emergency is one in which the individuals' life is in immediate danger or there is an immediate risk of permanent disability. The following are examples of life-threatening injuries. EMS should be activated in the situation that these occur.

1. Sudden Cardiac Arrest
2. Suspected Neck and Spine Injury
3. Loss of Consciousness (LOC)
4. Difficulty Breathing or Complete Stoppage of Breathing
5. Heat Stroke/Illness
6. Uncontrollable Bleeding
7. Traumatic Brain Injury (TBI) and its corresponding symptoms
    a. Worsening symptoms
    b. Loss of Consciousness
    c. Persistent nausea or vomiting
    d. Neurological changes
    e. Seizures

*Athletic Trainer and Athletic Director must be notified after EMS or 911 is called.
*There should be no music, cheering, or any form of entertainment when a player is down for injury. This does not include emergency or necessary PA announcements.

Guidelines for Players/Spectators for on field injuries

1. Players and coaches must remain on the sidelines once medical assistance arrives.
2. If possible, medical staff needs to be able to adequately communicate with one another. To do this, it is asked that non-authorized personnel remain at a distance to limit excess noise.
3. Players, parents, and non-authorized personnel should be kept a significant distance away from the seriously injured player or players.
4. Players and non-medical personnel should not touch, move, or roll an injured athlete.
5. Once the medical staff begins to work on an injured player, they should be allowed to perform services without interruption or interference.
6. Players and coaches should avoid dictating medical services and attend to the other athletes in a form of distraction to continue to allow medical professionals to work in a timely manner.

Emergency Transportation

In the event of a life threatening emergency, EMS will be called. A designated staff member will meet EMS at the location specified on each sport's EMS map.

Hospitals

Level 1 Trauma	**Level 2 Trauma**	**Level 3 Trauma**	**Level 3 Trauma, Cardiac**
OU Children's Hospital 1200 N Children's Ave. Oklahoma City, Ok 73104 405-271-4700 OU Trauma/Medical Center 700 NE 13th street Oklahoma City, OK 73104 405-271-4700	Integris Southwest Medical Center 4401 S Western Ave Oklahoma City, OK 73109 405-231-0400	Integris Deaconess Hospital 5501 N Portland Oklahoma City, OK 73112 405-604-6000	13500 S. Tulsa Oklahoma City, Ok 73170 405-815-6500
Level 2 Trauma Rotation	**Level 2 Trauma Rotation**	**Level 3 Trauma**	**Level 4 Trauma**
Integris Baptist Medical Center 3300 NW Expressway Oklahoma City, OK 73112 405-949-3011	SSM Health St Anthony's Hospital 1000 N. Lee Oklahoma City, Ok 73102 405-272-7000	Norman Regional Porter 901 N. Porter Norman, OK 73169 405-307-1000	Norman Regional Hospital Moore 700 S Telephone Rd. Moore, Ok 73160 405-793-9355
Level 2 Trauma Rotation, Burn Unit		**Level 3 Trauma**	**Level 4 Trauma**
Mercy Hospital 4300 W. Memorial Rd. Oklahoma City, Ok 73120 405-755-1515		Norman Regional Healthplex 3301 Healthplex Pkwy Norman, Ok 73172 405-515-1000	Oklahoma Heart Hospital South Campus 5200 E I-240 Service Rd. Oklahoma City, Ok 73135 405-628-6000

Catastrophic Event, Multiple Victims

If a catastrophic event that involves multiple victims occurs, such as a bleacher collapse, the scene must be quickly assessed and triaged. Follow the same chain of command for any serious injury. When speaking to 911 dispatchers, give location and estimated number of victims. Victims that can walk should be led away from the scene, triaging other victims. Those with life threatening injuries will be given priority and should be moved from their current position if their current position further places their lives in danger.

1. Call 911
2. Contact Head Athletic Trainer
    a. Dalayna Newberry 580-478-3027
3. Contact District Athletic Director
    a. Brent Hodges 405-503-8945
4. Contact Head Principals
    a. High School - Adam Hull 616-915-2343
    b. Middle School - Wade Hampton 806-274-0157

Inclement Weather

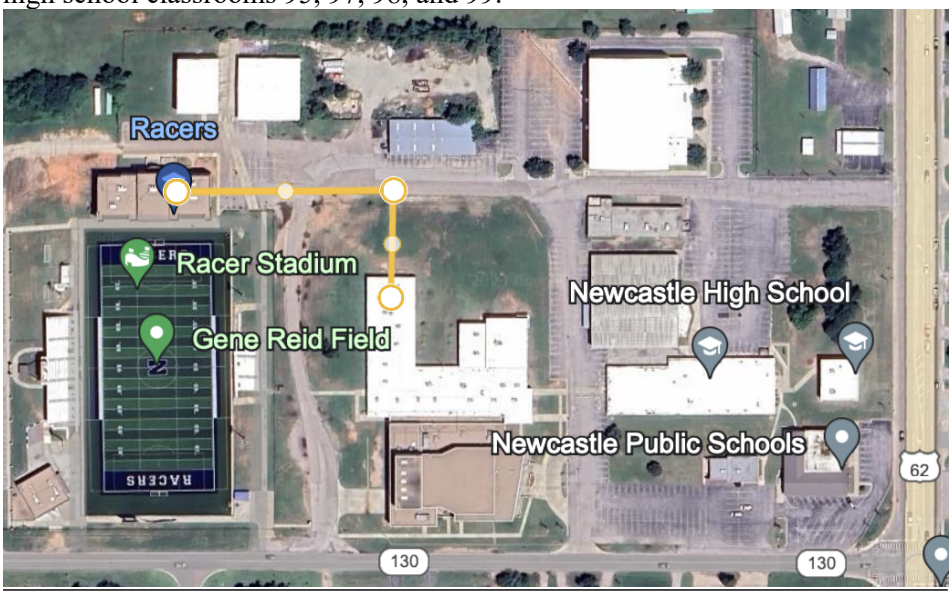
In the case of inclement weather (i.e. Thunderstorms/Lightning, Hail, Tornado), it will be under the direct discretion of the on-site Certified Athletic Trainer and/or Athletic Facilitator to determine if the practice/game/competition venues should be evacuated.

Tornado Policy

SOFTBALL/BASEBALL COMPLEX - Evacuate to the community shelter (located between the Police and Fire Headquarters on North Carr Drive).

NEWCASTLE TRACK & NEWCASTLE MIDDLE SCHOOL - Evacuate to the middle school classrooms 106, 107, 206, and 207.

RACER STADIUM/FIELDHOUSE (aka Gene Reid Field) - Evacuate to the safe rooms located in the high school classrooms 95, 97, 98, and 99.



CHEER FACILITY - Evacuate to the safe rooms located in the high school classrooms 95, 97, 98, and 99.

NEW GYMNASIUM - Evacuate to the safe rooms located in the high school classrooms 95, 97, 98, and 99.

OLD GYMNASIUM & WRESTLING ROOM - Evacuate to the safe rooms located in the high school classrooms 95, 97, 98, and 99.

Lightning Policy

The Newcastle Public Schools Athletic Department currently utilizes a lightning policy that aims to minimize the risk of injury from lightning strikes, should severe weather develop. This policy consists of being proactive to storms containing lightning and beginning the stoppage of activity to allow for evacuation before lightning is within range. In the case that an approaching storm contains lightning, Newcastle Public School will utilize Perry Weather and the accompanying siren as our method of notification to halt practice/events and to seek shelter. If you hear the siren sound, all students, spectators, and coaches should immediately seek shelter.

In the event that a notification siren is not available, all activity should be suspended and all athletes, coaches, and spectators should begin safety procedures upon the first observable lightning strike OR sound of thunder.

Heads Up - Lightning within 20 miles
Begin Safety Procedures (move inside) - Lightning within 10 miles

Announcement of Suspension of Activity

Once it is determined there is danger of a lightning strike, the certified athletic trainer or athletic director will notify the head coach and/or officials and subsequently summon athletes from the playing surface.

Evacuation of the Playing Field

Immediately following the announcement of activity suspension, all athletes, coaches, officials and support personnel are to evacuate to a fully-enclosed structure. Athletes, coaches, and officials are not permitted to remain in any open-air structure such as dugouts, open garages, bleachers, golf carts, etc.

- Racer Stadium (aka Gene Reid Field):
    - Evacuate to the field house
- Softball & Baseball Fields:
    - Evacuate to the locker rooms or indoor batting cages

- Track:
    - Evacuate to the middle school or automobiles

Evacuation of the Stands
Once the officials signal to suspend activity, an announcement will be made via the PA stating:

- Racer Stadium (aka Gene Reid Field):
    - Evacuate to your automobiles
- Softball & Baseball Fields:
    - Evacuate to your automobiles

Resumption of Activity
Activity may resume once the Certified Athletic Trainer or Athletic Director gives permission. Activity may resume 30 minutes after the last sound of thunder/observable flash of lightning. The 30-minute clock restarts EVERY TIME A NEW LIGHTNING FLASH OR THUNDER SOUND IS HEARD.

Exertional Heat Illness Prevention Policy

This policy applies to all staff members (including both lay and volunteer coaches) who are associated with activities where heat illness poses a risk, including but not limited to, outdoor and indoor activities where high temperature and specifically high humidity environmental risks are present (athletics, intramurals, course instruction, marching band, etc).

Activity in hot or humid environments can easily cause a number of heat related illnesses. Heat illness can occur to anyone at any time. The signs and symptoms below usually do not occur in a stepwise manner and can change rapidly depending on the person, situation, and activity. All signs and symptoms should be treated as serious and help sought in a timely manner.

Definitions

- **Acclimatization** – The process of gradually increasing the intensity of activity in a progressive manner that improves the body's ability to adapt to and tolerate exercise in the heat.
- **Wet Bulb Globe Temperature** – The WBGT is a measurement tool that uses ambient temperature, relative humidity, wind, and solar radiation from the sun to get a comprehensive measure that can be used to monitor environmental conditions during exercise. WBGT is different than heat index, as it is a more comprehensive measurement of environmental heat stress on the body.
- **Rest Breaks** – This period of time occurs during practice, and is a non-activity time that is in a 'cool zone' out of direct sunlight.
- **Cooling Zone** – An area out of direct sunlight with adequate air flow to assist in cooling. A cold-water or ice tub and ice towels should be available to immerse or soak a patient with suspected heat illness This may be outdoors or indoors depending on proximity to the field.

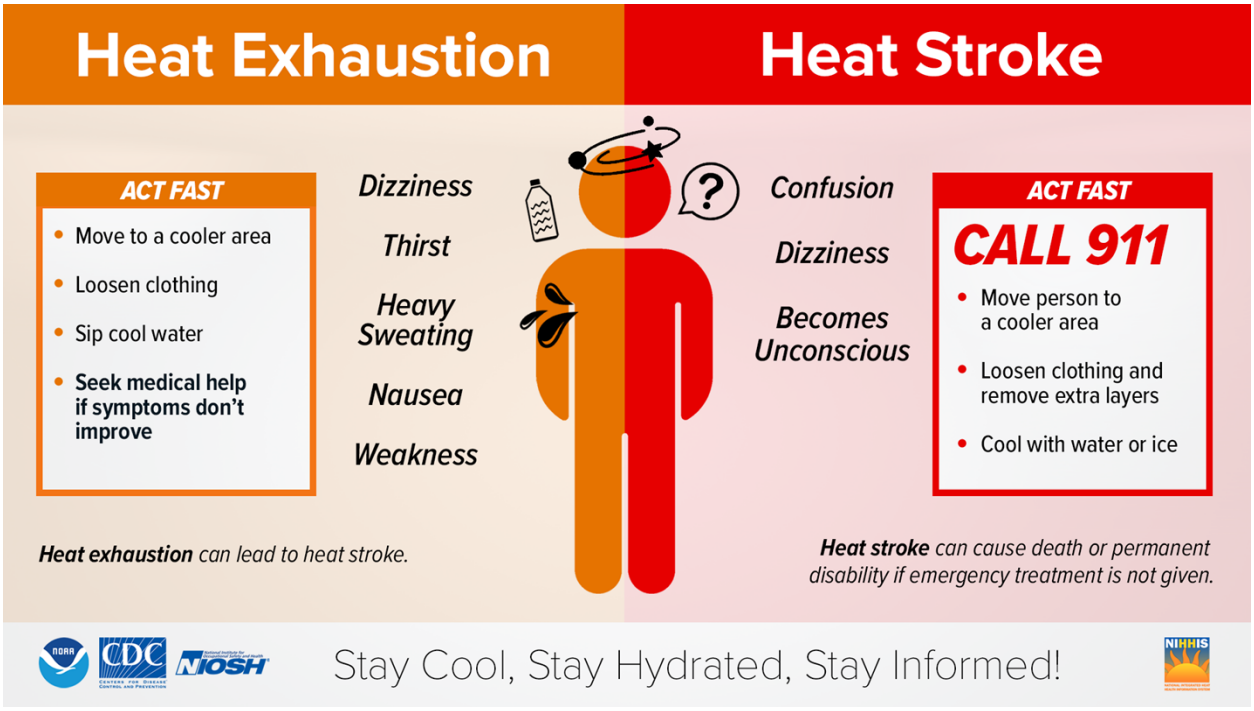
- **Hypohydration** – (reduced hydration status) is a deficit of body water that is caused by acute or chronic dehydration.
- **Central Nervous System dysfunction** – includes any sign or symptom that the central nervous system is not working properly, including: dizziness, drowsiness, irrational behavior, confusion, irritability, emotional instability, hysteria, apathy, aggressiveness, delirium, disorientation, staggering, seizures, loss of consciousness, coma, etc.

Information Regarding Heat Illnesses:

	Definition:	**Signs & Symptoms:**	**What You Need to Do:**
Heat Cramps	Painful spasms usually in the muscles of legs and abdomen, accompanied by heavy sweating.	Painful muscle cramping. The athlete will be sweating and thirsty.	• Stop activity and move to a cool location • Drink water/sports drink • Gently massage and stretch spasming muscles
Heat Syncope	A fainting episode that someone can experience in high environmental temperatures, usually during the initial days of heat exposure. Heat syncope occurs when an individual in a hot environment does not have adequate blood flow to the brain, causing the person to lose consciousness.	Dizziness (vertigo) or lightheadedness, loss of consciousness, pale or sweaty skin, weakness, tunnel vision, decreased or weak pulse.	• Stop activity and move to a cool location • Elevate legs above head • Monitor vital signs • Contact EMS is unconscious • Rehydrate if conscious
Heat Exhaustion	Heat exhaustion is one of the heat-related syndromes. Symptoms range in	Fatigue, weakness, nausea/vomiting, chills, dehydration, pale, heavy sweating,	• Stop activity and move to a cool location • Remove

	severity from mild heat cramps to heat exhaustion to potentially life-threatening heatstroke. Heat exhaustion can begin sudden	headache, decreased muscle coordination, hyperventilation, fainting, dizziness/light-headedness, irritability, decreased blood pressure. **Core body temp between 96.9-103.9 degrees F**	excess clothing ● Elevate legs above head ● Cool the athlete with fans, ice towels, ice bags, cold tub, etc. ● Monitor cognitive and vital functions ● Rehydrate ● Activate EMS if recovery is not rapid and uneventful
Heat Stroke	A severe heat illness that results in body temperature greater than 104 degrees F. Heat stroke is life threatening due to the potential for multi-organ dysfunction with typical complications including seizures, rhabdomyolysis, or kidney failure. Sweating is generally present in exertional heatstroke, but not in classic heatstroke. The start of heat stroke can be sudden or gradual.	**Rectal temperature >104°F (40°C)** immediately post collapse and central nervous system (CNS) dysfunction	● Remove excess clothing and equipment ● Immediately immerse athlete in a cold water tub (water 35-58 degrees F) ● If immersion is not possible, take the athlete to a shaded, cool area and use rotating cold, wet towels to cover as much of the body surface as possible. ● Activate EMS ● Monitor vital signs and

			CNS status. ● If rectal temperature is not available, DO NOT USE AN ALTERNATE METHOD These devices are not accurate and should never be used to assess an athlete exercising in the heat. ● Cease cooling when rectal temperature reaches 102°F
Hyponatremia	Low concentration of sodium in the blood. Hyponatremia is mainly caused by hyperhydration, but can also be caused by intake of hypotonic fluids (including sport drinks) that exceed sweat and urine output, excessive sodium losses, or other hormonal dysfunctions that affect the maintenance of sodium stores in the body.	Nausea/vomiting, sweating of hands & feet, headache, confusion, apathy & lethargy, altered consciousness. In severe cases, seizures, pulmonary edema, and coma may occur.	● Assess/differentiate between hyponatremia and heatstroke. ● Activate EMS immediately. ● Do not administer fluids until a physician is consulted.



COOL FIRST, THEN TRANSPORT

Prevention

1. A thorough medical history will be gathered (history of heat illness, sickle cell trait/disease, etc.) via the pre-participation physical exam. The pre-participation physical exam must be submitted to the certified athletic trainer before any athletic participation.
    a. A qualified physician, physician's assistant, or an advanced practice nurse covered by professional liability insurance shall give the physical examinations.
    b. All physicals for participation must be given no earlier than May 1 of the preceding year in which the students are to participate and before the first day of practice in that student's particular activity.
2. As necessary, coaches are notified of individuals at higher risk.

Preventing Heat Illness is a Team Responsibility

Athletes - Must have a current physical on file. Focus on proper nutrition and hydration. Get adequate rest and adequate acclimatization. Be aware of how they are feeling while participating in hot environments and communicate their feelings to the certified athletic trainer and/or coaching staff.

Coaches - design workouts to acclimative athletes property so that their bodies can handle the demands of performing in hot environments. Constantly monitor athletes during all athletic

activity, including practices, games, conditioning, weight lifting, etc. Provide open and adequate water breaks. **Water/water breaks may not be withheld for any reason.** Do not practice in environments that put athletes at a greater risk for experiencing heat-related illnesses. Refer to the certified athletic trainer or athletic department administration for recommendations on adjusting practices/game times. Remember that heat illness is 100% preventable.

Certified Athletic Trainer - will monitor the environmental conditions and make activity recommendations/restrictions so that teams can avoid greater risk of heat illness.

Return to Activity - Athletes who have suffered an exertional heat illness must complete a rest period and may be required to obtain clearance from a physician before beginning a progression of physical activity under the supervision of a qualified medical professional.

Daily Monitoring of Environmental Conditions:

1. Environmental conditions at practice/game sites will be monitored using a Wet Bulb Globe Temperature (WBGT) device (such as a Kestrel Wet Bulb Globe Thermometer) and/or PerryWeather software.
2. Environmental monitoring will occur any time it is warm outside (i.e. over 70F).
3. Environmental monitoring and activity modifications may also be necessary for certain types of indoor facilities that are not climate controlled or poorly climate controlled.
4. Thirty (30) minutes prior to the start of activity, and at 20 minute intervals throughout, environmental readings of WBGT will be assessed.
5. Modifications will be made in accordance with the best practice guidelines for our region. We are in **Category 3**, therefore we will follow the activity guidelines for that region.
6. All rest breaks will be in shaded locations.
7. Modifications are meant to be fluid, meaning if the environment gets more oppressive, the modifications get stricter. However, if environmental conditions improve, the modifications will be in line with the new environmental conditions.

Cat 3	Cat 2	Cat 1	Activity Guidelines
< 82.0°F <27.8°C	< 79.7°F <26.5°C	< 76.1°F <24.5°C	Normal Activities – Provide at least three separate rest breaks each hour with a minimum duration of 3 min each during the workout.
82.2 - 86.9°F 27.9-30.5°C	79.9 - 84.6°F 26.6-29.2°C	76.3 - 81.0°F 24.6-27.2°C	Use discretion for intense or prolonged exercise; Provide at least three separate rest breaks each hour with a minimum duration of 4 min each.
87.1 - 90.0°F 30.6-32.2°C	84.7 - 87.6°F 29.3-30.9°C	81.1 - 84.0°F 27.3-28.9°C	Maximum practice time is 2 h. For Football: players are restricted to helmet, shoulder pads, and shorts during practice. If the WBGT rises to this level during practice, players may continue to work out wearing football pants without changing to shorts. For All Sports: Provide at least four separate rest breaks each hour with a minimum duration of 4 min each.
90.1 - 91.9°F 32.2-33.3°C	87.8 - 89.6°F 31.0-32.0°C	84.2 - 86.0°F 29.0-30.0°C	Maximum practice time is 1 h. For Football: No protective equipment may be worn during practice, and there may be no conditioning activities. For All Sports: There must be 20 min of rest breaks distributed throughout the hour of practice.
≥ 92.1°F ≥ 33.4°C	≥ 89.8°F ≥32.1°C	≥ 86.2°F ≥30.1°C	**No outdoor workouts. Delay practice until a cooler WBGT is reached.**

Fig. 2. Heat safety regions.

Cold Weather Guidelines

Guidelines for outdoor sports practices in cold weather:

1. **All ATHLETES AND COACHES MUST BE PROPERLY DRESSED FOR THE WEATHER CONDITIONS**.
2. If air temperatures range from 40 to 30 degrees, with wind speeds between 10-20mph (normal for our area) (or greater), fatigue & frostnip are possible with prolonged exposure.
    a. Players will be given 5–10-minute breaks at 30–40-minute intervals during practice to warm up.
3. Air temps between 30 and 20 degrees, with wind speeds between 10-20mph (or greater), frost nip & frost bite are possible. Practice should be moved indoors.
4. Air temps below 20 degrees, with wind speeds between 10-20mph (or greater), practice must be moved indoors or postponed until warmer weather conditions permit.

Guidelines for outdoor sports GAMES in cold weather:

1. **All ATHLETES AND COACHES MUST BE PROPERLY DRESSED FOR THE WEATHER CONDITIONS.**
2. If air temperatures range from 50 to 40 degrees, with wind speeds between 10-20mph (normal for our area) (or greater), players should be given at least 5-10 minute breaks in a warm area at 30-40 minute intervals during games.
3. Air temps between 40 and 35 degrees, with wind speeds between 10-20mph (or greater), players should be given a 10–15-minute breaks in a warm area, at 30 minute intervals during games.
4. Air temps below 35 degrees, with wind speeds between 10-20mph (or greater), games should be postponed until warmer weather conditions permit.

NWS Windchill Chart

Wind (mph) \ Temperature (°F)	Calm	40	35	30	25	20	15	10	5	0	-5	-10	-15	-20	-25	-30	-35	-40	-45
5		36	31	25	19	13	7	1	-5	-11	-16	-22	-28	-34	-40	-46	-52	-57	-63
10		34	27	21	15	9	3	-4	-10	-16	-22	-28	-35	-41	-47	-53	-59	-66	-72
15		32	25	19	13	6	0	-7	-13	-19	-26	-32	-39	-45	-51	-58	-64	-71	-77
20		30	24	17	11	4	-2	-9	-15	-22	-29	-35	-42	-48	-55	-61	-68	-74	-81
25		29	23	16	9	3	-4	-11	-17	-24	-31	-37	-44	-51	-58	-64	-71	-78	-84
30		28	22	15	8	1	-5	-12	-19	-26	-33	-39	-46	-53	-60	-67	-73	-80	-87
35		28	21	14	7	0	-7	-14	-21	-27	-34	-41	-48	-55	-62	-69	-76	-82	-89
40		27	20	13	6	-1	-8	-15	-22	-29	-36	-43	-50	-57	-64	-71	-78	-84	-91
45		26	19	12	5	-2	-9	-16	-23	-30	-37	-44	-51	-58	-65	-72	-79	-86	-93
50		26	19	12	4	-3	-10	-17	-24	-31	-38	-45	-52	-60	-67	-74	-81	-88	-95
55		25	18	11	4	-3	-11	-18	-25	-32	-39	-46	-54	-61	-68	-75	-82	-89	-97
60		25	17	10	3	-4	-11	-19	-26	-33	-40	-48	-55	-62	-69	-76	-84	-91	-98

Frostbite Times: 30 minutes | 10 minutes | 5 minutes

Wind Chill (°F) = $35.74 + 0.6215T - 35.75(V^{0.16}) + 0.4275T(V^{0.16})$

Where, T= Air Temperature (°F) V= Wind Speed (mph)

Effective 11/01/01

Active Shooter

In the event of an active shooter, we will follow the advice of the Department of Homeland Security's advice. See HERE.

1. Call 911 when safe to do so

RUN, HIDE, FIGHT

Run:

- If there is an accessible escape path, attempt to evacuate the premises. Be sure to:
- Have an escape route and plan in mind
- Evacuate regardless of whether others agree to follow
- Leave your belongings behind
- Help others escape, if possible
- Prevent individuals from entering an area where the active shooter may be
- Keep your hands visible
- Follow the instructions of any police officers
- Do not attempt to move wounded people
- Call 911 when you are safe

Hide:

- If evacuation is not possible, find a place to hide where the active shooter is less likely
- to find you.
- Your hiding place should:
    - Be out of the active shooter's view
    - Provide protection if shots are fired in your direction (i.e., an office with a closed and locked door)
    - Not trap you or restrict your options for movement
- To prevent an active shooter from entering your hiding place:
    - Lock the door
    - Blockade the door with heavy furniture
- If the active shooter is nearby:
    - Lock the door
    - Silence your cell phone and/or pager
    - Turn off any source of noise (i.e., radios, televisions)
    - Hide behind large items (i.e., cabinets, desks)
    - Remain quiet
- If evacuation and hiding out are not possible:
    - Remain calm
    - Dial 911, if possible, to alert police to the active shooter's location
    - If you cannot speak, leave the line open and allow the dispatcher to listen

Fight:

- Take action against the active shooter

- As a last resort, and only when your life is in imminent danger, attempt to
- disrupt and/or incapacitate the active shooter by:
- Acting as aggressively as possible against him/her
- Throwing items and improvising weapons
- Yelling
- Committing to your actions

Mental Health Emergencies

Mental health issues in secondary schools are a growing concern. In the event of a psychological or mental health crisis on campus, safety is the highest priority. Whenever possible, defer to school personnel (i.e. school counselor/nurse, school administrator, etc.) in such an emergency.

Emergency Situation - Potential Violence

Recognition: Any 'yes' answer should be considered an emergency:

- Am I concerned the student-athlete may harm himself/herself?
- Am I concerned the student-athlete may harm others?
- Am I concerned the student-athlete is being harmed by someone else?
- Did the student-athlete make verbal or physical threats?
- Is the student-athlete exhibiting unusual ideation or thought disturbance that may or may not
  be due to substance use?
- Does the student-athlete have access to a weapon?
- Is there potential for danger or harm in the future?

Management: If immediate risk to safety:

- Remain calm - maintain calm body language and tone of voice.
- Listen to the athlete. Allow him/her to express his/her thoughts. Provide him/her the opportunity to be heard. It's OK to have a moment of silence between you and the athlete.
- Avoid judging the athlete; provide positive support.
- Keep yourself safe - do not attempt to intervene if there is an imminent threat of harm or violence.
- Keep others safe - try to keep a safe distance between the athlete in distress and others in the area.
- Alert designated school officials (district athletic director, certified athletic trainer, building principal, student's counselor)
    - Have the school contact the student-athlete's parents or emergency contact.

- If the athlete seems volatile or disruptive, get help from a co-worker or other adult. Do not leave the athlete alone, but do not put yourself in harm's way if he/she tries to leave.
- Follow campus and department protocols and policies.
- If you call 911, provide the following information:
    - Athlete's name and contact information.
    - Physical description of the athlete (i.e. height, weight, hair and eye color, clothing, etc.).
    - Description of the situation and assistance needed.
    - Exact location of the student-athlete.
    - If the athlete leaves the area or refuses assistance, note the direction in which he/she leaves.

Emergency Situation - Non-Violent

- Offer a quiet and secure place to talk
- Show your genuine concern.
- Avoid judging the athlete; provide positive support.
- Provide support and a positive tone. Do not try to solve his or her problem.
- Help the athlete understand that he or she is not alone - others have been through this too.
- Listen to the athlete. Allow him/her to express his/her thoughts. Provide him/her the opportunity to be heard. It's OK to have a moment of silence between you and the athlete.
- Ask questions that encourage conversation. Asking these important questions will NOT plant the idea in his/her head:
    - Can you tell me what is troubling you?
    - Are you thinking of hurting yourself?
    - Is someone hurting you?
- If the athlete is expressing suicidal ideation:
    - Determine if he or she has formulated a plan
    - Emphasize ensuring the athlete's safety, while being aware of your own.
    - Do NOT leave the person alone.
- Alert designated school officials (building principal, student's counselor, district athletic director, certified athletic trainer)
- You may offer a positive reinforcement, such as: "It took courage for you to disclose this information to me. And, by telling me, it says you want to do something about what is going on. Let's get you in contact with someone who specializes in this type of situation, so you can get the care you need."
- Document and communicate your concerns, and refer to the school counselor. School staff may be aware of past or current circumstances that you are not privy to, including abusive home environment, emerging psychological condition/mental illness, etc.

Counseling Staff Information

High School

	Last Name	Counselor
9th Grade	A - Z	Emily Summers
10th, 11th and 12th Grades	A - K	Kathy Ralson
	L - Z	Sunny Batschelett

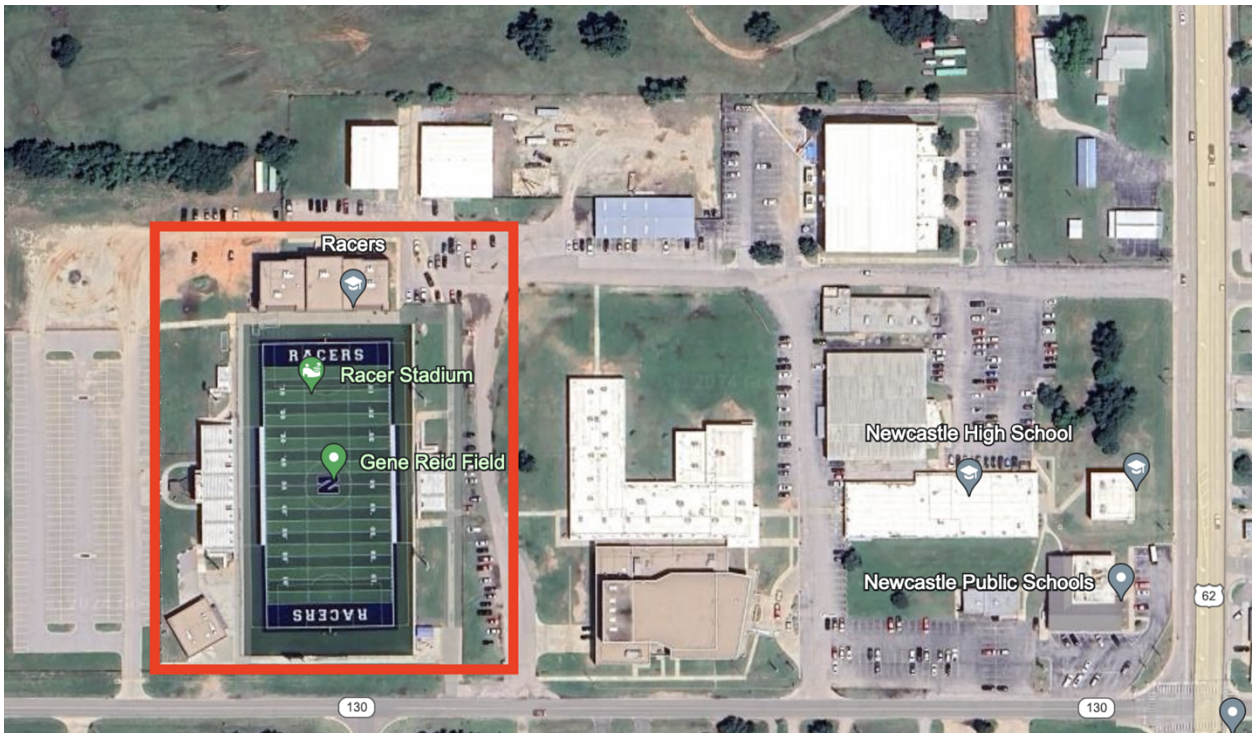
Middle School

	Counselor
6th Grade	Elaine Rabalais
7th and 8th Grades	Toni Kammerlocher

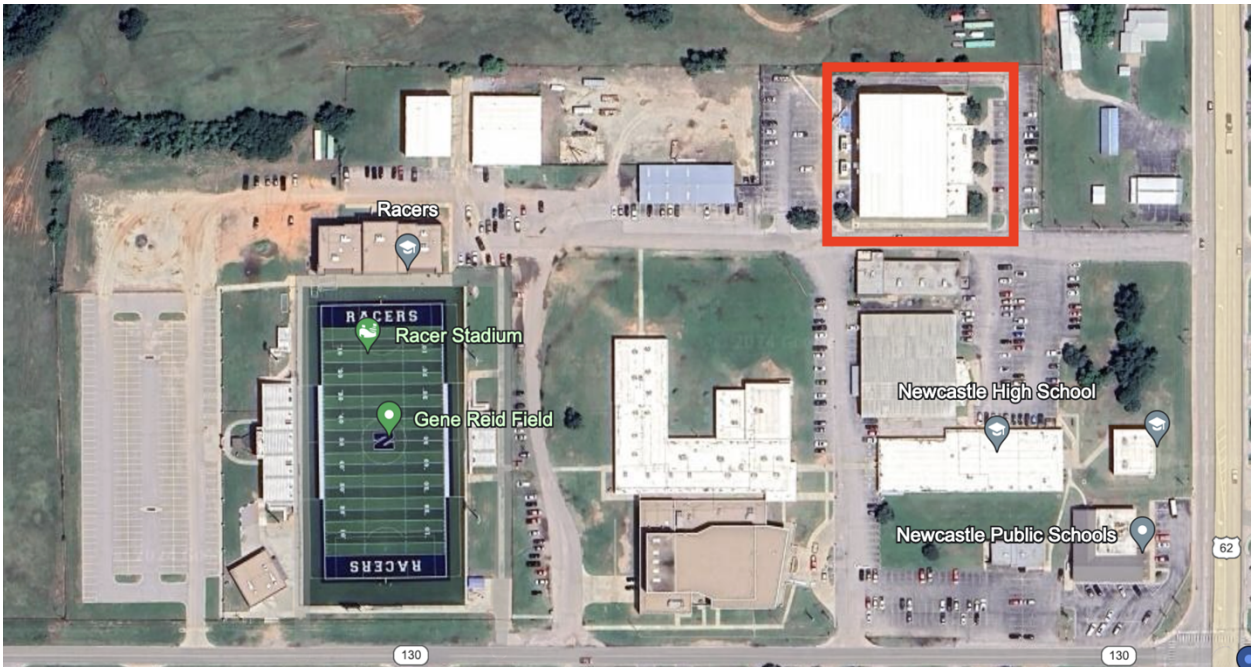
Venue Specific Maps & Addresses

BASEBALL AND SOFTBALL COMPLEX - 710 NW Tenth St, Newcastle, OK 73065

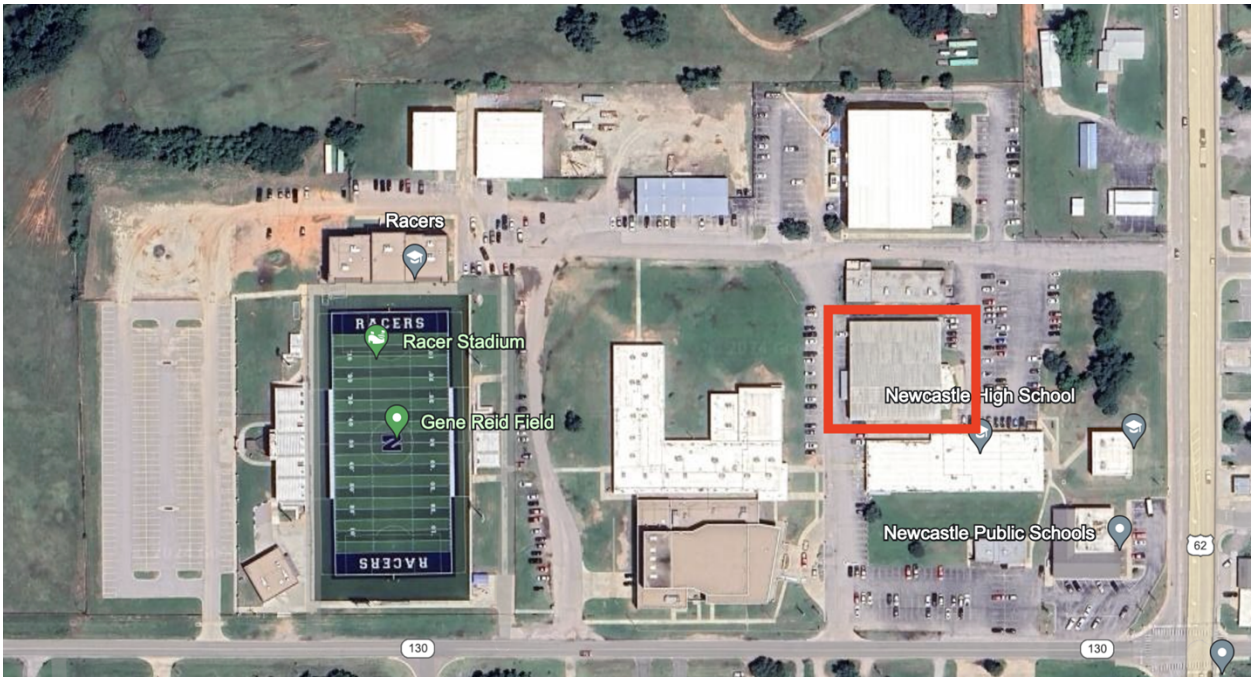
RACER STADIUM & FIELD HOUSE (AKA Gene Reid Field) - 101 N Main Street, Newcastle, OK 73065



NEW GYMNASIUM - 101 N Main Street, Newcastle, OK 73065



OLD GYMNASIUM - 101 N Main Street, Newcastle, OK 73065



NEWCASTLE TRACK - 611 E Fox Lane, Newcastle, OK 73065

MIDDLE SCHOOL GYM - 611 E Fox Lane, Newcastle, OK 73065

WRESTLING ROOM - 101 N Main Street, Newcastle, OK 73065

CHEER ROOM - 101 N Main Street, Newcastle, OK 73065

NEWCASTLE PUBLIC SCHOOLS

NEWCASTLE ATHLETICS SPECTATOR GUIDELINES/EXPECTATIONS

- Everyone will entering the facility will go through weapons detectors
- There will be no re-entry once a spectator/fan has exited the facility
- Gates will open 90 minutes prior to gametime
- The following items are prohibited (including, but not limited to):
  - No weapons (including guns, and knives) are allowed on NPS property. This includes concealed carry weapons even if a person has a license.
  - All bags must be clear
  - No Backpacks, purses, oversized bags or drawstring bags
  - Sporting equipment such as balls or basketballs
  - Outside food or beverage (Clear water bottles allowed, water only)
  - Tobacco, Alcohol, Vapes OR Drugs of any type
  - Pets (with the exception of service animals and documentation)
  - Ice chest, coolers, containers,
  - External sound systems, speakers etc.

- Loitering will not be tolerated: Students/Children are to sit in the stands
- Students will be restricted to their (home or visitor) side of the arena.
- Failure to meet these expectations will result in the removal from the event and future events.
- Bags necessary for approved medical equipment are permitted.
- IF You See Something Say Something

Commented [1]: vapes?

Commented [2]: Must be with an adult to attend? Parent/Guardian? I know Norman went to this last year.

Newcastle Athletics Ticketing Policies

For the 24-25 School year we will utilize GoFan for ticketing with one cash option for everyone.

Football Only:
$7-Online on GoFan (All)
$10-Cash

All Other Sports:
$3-Student (Pre-K-Adult) Online On GoFan
$5-Senior Citizen Online on GoFan (65 and up)
$7- Adult Online on GoFan
$10-Cash

Reserved Seat Season Tickets: Sold on GoFan
Football (Varsity)- $65
Football (MS and JV) $45
Basketball (JV & Varsity Only) $80

Fall/Winter/Spring Season Pass Sold on GoFan
Fall: Football, Softball, Volleyball
Student- $80

Winter: Basketball/Wrestling
Student- $60

Spring: Baseball & Soccer
Student: $50

All facilities will now be taking cards at the entry gate.

Passes Taken:
Oklahoma Coaches Association Card (Lime Green), OSSAA GoFan Pass, OSSAA Retiree Pass, Newcastle Employee ID + 1 guest only, Military ID.

Senior Citizens Pass:
Any Senior Citizen with proof of residency can claim a pass at the Athletic Office. Residents must be 65 years of age or older and a resident of Newcastle Public Schools. These can only be redeemed at the Athletic Offices.

NEWCASTLE PUBLIC SCHOOLS SPORTS MEDICINE POLICIES

PRE-PARTICIPATION PHYSICAL EXAM

- No student may participate in athletics or marching band until there is an approved pre-participation physical exam on file.
- A copy of the pre-participation physical exam must be uploaded by the parent/guardian to the student's RankOne account.
    - The upload must contain clear images of each page that can be easily read.
- Coaches and other school personnel are unable to accept any paper copies of the pre-participation physical exam.

OSSAA GUIDELINES FOR THE PRE-PARTICIPATION PHYSICAL EXAM

All physicals for OSSAA participation must be given no earlier than May 1 of the preceding year in which the students are to participate and before the first day of practice in that student's particular activity. The physical will be valid from the date of the physical given until the next required physical. Parent(s) or guardian(s) must sign the parental consent form each year before the student participates in any organized athletic practice session including contest participation.

The pre-participation evaluation form is designed to identify risk factors prior to participation by way of a thorough medical history and physical examination. A qualified physician, physician's assistant, or an advanced practice nurse covered by professional liability insurance shall give the physical examinations.

1. The most current version of the OSSAA PPE form should be used; any other form used must contain a minimum of the information requested on the OSSAA PPE form.
    a. Form may be found HERE
2. The PPE Form must be signed and completed in its entirety. No pre-signed or pre-stamped forms will be accepted.
3. SIGNATURES
    a. The person administering the PPE's signature must be hand-written and dated. No signature stamps will be accepted.
    b. The parent/guardian signatures must be hand-written and dated.
    c. The student-athlete signature must be hand-written and dated.

ADDITIONAL PAPERWORK REQUIREMENTS ON RANKONE

- No student may participate in athletics until all their online RankOne paperwork has been completed.
- All forms must be submitted yearly along with a new pre-participation physical exam.
- Forms may be accessed HERE.
- All athletes must be in GREEN on RankOne before participating in athletics.

INFINITE CAMPUS AND RANKONE ROSTERS

Coaches must ensure that all rosters in RankOne match rosters in Infinite Campus; if an athlete is on a sport's IC roster, but not RankOne, make sure they are added ASAP so that you can make sure that all your athletes have the correct paperwork on file.

REQUIRED COURSEWORK FOR ALL COACHES

HEAT ILLNESS PREVENTION, CONCUSSION IN SPORTS, & SUDDEN CARDIAC ARREST COURSES: On an annual basis, all athletic coaches are required to complete the online Heat Illness Prevention, Concussion in Sports, and Sudden Cardiac Arrest courses at www.NFHSLearn.com. A certificate of completion shall be kept on file for each coach.

CARE AND PREVENTION OF ATHLETIC INJURIES (OAC 210:35-9-44; OAC 210:35-5-45; OAC 210: 35-7-44)

As required by Oklahoma State Department of Education rules, a course in the care and prevention of athletic injuries is required for all coaches.

Course Availability - The course is currently available through some Universities, a Certified Athletic Trainer licensed by the Oklahoma State board of Medical Examiners, or through an online course at NFHSLearn.com. The approved course is not intended to satisfy the annual requirement for athletic coaches to undergo concussion training provided by the CDC, the NFHS or a comparable program or resource, as required by 70 O.S. § 24-155. Further, the course described herein is not intended to satisfy the annual requirements of the Chase Morris Sudden Cardiac Arrest Prevention Act, at 70 O.S. § 24-156. EMT training / certification will not suffice for meeting this requirement. Medical Doctoral Degree / Licensure will suffice for meeting this requirement.

If taken online at NFHSLearn.com, the course must be completed and a score of 80% or greater achieved on the certification exam. Should less than 80% be achieved, the coach will be directed to a results page for continued review. Certification will not be granted until a score 80% or better is attained.

Refresher Course - Coaches will be required to take the Care & Prevention refresher course every 3 years as ongoing medical research provides new information that leads to new guidelines.

ADDITIONAL REQUIREMENTS FOR FIRST YEAR AND VOLUNTEER COACHES - The OSSAA Board of Directors authorized the implementation of a Coaches Education Program. All first-year athletic coaches and any adjunct/volunteer athletic personnel will be required to complete the NFHS Fundamentals of Coaching course prior to their participation as a coach in any OSSAA regular season contest. The course is available online at www.NFHSLearn.com.

REQUIRED COURSEWORK FOR CHEER AND POM COACHES - All cheer and pom coaches will be required to complete the Cheer and Dance Safety course. The course is available online at www.NFHSLearn.com. On an annual basis, all cheer coaches are also required to complete Heat Illness Prevention, Concussion in Sports, and Sudden Cardiac Arrest courses online at www.NFHSLearn.com. A certificate of completion shall be kept on file for each coach at the member school.

CERTIFIED ATHLETIC TRAINERS

1. Athletic Trainers are highly qualified, nationally certified and state licensed, sports medicine professionals who are trained in the prevention, recognition, evaluation, management and rehabilitation of sports related injuries and illnesses.
2. The Athletic Trainer(s) at Newcastle Public Schools are responsible for the athletic health and well-being of all junior high and high school level athletes, who are participating in sports that are sanctioned by the district. As such, the Athletic Trainer(s) on staff will follow all state laws, district policies, and best-practices set forth by the National Athletic Trainer's Association, when evaluating and treating injured athletes.
3. The Athletic Trainer(s) are responsible for beginning and ending the sports med process when an athlete is injured; if the Athletic Trainer(s) do not have clearance from another qualified medical professional to permit an injured/ill athlete to return to sports, it is at the Athletic Trainer(s) discretion to permit them.

ATHLETIC TRAINING STUDENT AIDES

Student aides must be under the direct visual supervision of a licensed/certified Athletic Trainer when assisting with any athletic training services. Coaches must not allow or expect student aides to act independently with regards to the evaluation, assessment, treatment and rehabilitation of injuries. Additionally, it is paramount that student aides should never make any "return to play" decisions. Specifically, **student aides may not:**

1. Perform any injury evaluation
2. Perform any injury treatment or rehab without the certified athletic trainer present
3. Perform any "recovery treatments" without the certified athletic trainer present
4. Make decisions about treatments, procedures, or return to play
5. Independently provide athletic training services during team travel

Student aides may:

1. Maintenance of the hydration stations (ie. Filling coolers and water bottles with ice and water, and cleaning of the equipment after use)
2. Basic wound care
3. Assistance with emergency response as directed by the certified athletic trainer
4. Basic taping techniques
5. Assisting with rehabilitation exercises as directed by the certified athletic trainer

Please note that these duties and skills can only be completed and utilized if under the DIRECT SUPERVISION of the Certified Athletic Trainer and only if the Athletic Trainer deems them ready to utilize these skills.

PREVENTION OF INJURIES

1. Coaches will stress to their athletes the importance of safety and the potential for injuries if techniques, skills, etc. are not performed properly.
2. Coaches should supervise dressing/shower facilities to prevent unnecessary injury due to horse play; Coaches will not give permission to athletes to use any facilities without supervision.

GUIDELINES FOR REPORTING INJURIES

- All injuries, no matter how minor they may be perceived by the coaching staff, must be reported to the Athletic Trainer immediately.
- The Athletic Trainer will contact the parent(s)/guardian(s) of that athlete and will be the contact person for the athlete, parent(s)/guardian(s) throughout the recovery process.
- Athletic Trainer will assess injuries no matter how slight; A member of the coaching staff will accompany the athlete to the Athletic Training Room for all initial injury assessments; coaches will not assess injuries.
- The coaching staff will stress to parents the importance of consulting the Athletic Trainer before sending an athlete to the doctor; unless it is an emergency.
- If an Athletic Trainer is not present at the time of injury, the coach will complete an accident report on all injuries and submit it to the Athletic Trainer and their site Athletic Director, so that it can be added to the athlete's RankOne profile and kept on file for one year.
- If an Athletic Trainer is present at the time of injury, an injury report will be submitted via RankOne.

DOCTOR'S NOTES

- Any student who goes to the doctor must provide a clearance note releasing them to return to athletics, regardless of how minor the injury is.
    - Students who fail to provide a note will not be permitted to participate in any athletic activity until the note is received by the certified athletic trainer.

- Any student who undergoes any medical procedure or dental surgery (such as wisdom tooth removal) must provide a clearance note from the physician or dentist releasing them to return to athletics.
- Doctor's notes will be uploaded to the student's RankOne account
- Newcastle Public Schools recognizes Certified and Licensed Athletic Trainers, MDs, DOs, Nurse Practitioners, and Physicians Assistants as qualified medical professionals who are able to medically release and permit athletes to participate in athletics; and to assess, evaluate, diagnose and release an athlete from an injury or illness.
    - Notes from chiropractors, physical therapists, etc. will not be accepted.

ATHLETIC TRAINING ROOM GUIDELINES

1. Injured athletes are expected to report to the Athletic Training Room to complete treatment/rehab when scheduled & are expected to attend practice daily, while injured.
2. Only NPS student-athletes and staff are permitted in the athletic training room.
3. Students should come dressed appropriately for treatment or rehabilitation.
4. Athletes MUST sign in before receiving treatment.
5. No shoes on the treatment tables.
6. Any student-athlete with a new injury or illness must notify the athletic trainer immediately.
7. Students are not permitted to treat themselves. All treatment is done under the supervision of a certified athletic trainer.
8. DO NOT remove equipment or supplies without permission from the athletic trainer.
9. DO NOT use the athletic training room equipment or supplies without permission.
10. No loitering, inappropriate language, or disrespectful behavior.
11. Athletes should return all equipment and supplies (wraps, crutches, etc.) as soon as they no longer need to use them. Athletes may be charged for equipment and supplies that have not been returned.
12. If a student-athlete is not adhering to the rules and policies of the athletic training room, he or she can lose privileges to the facility. Coaches will be notified of any student athlete who is not compliant.

PRECAUTIONS AGAINST TRANSMISSION OF BLOOD-BORNE PATHOGENS

The proper handling of body fluid spills should be a concern of teachers, coaches, officials and student-athletes. All concerned individuals must be aware that any time there is blood and/or

other body fluids present, there is the possibility of an infectious disease being transmitted. **The following universal precautions should be observed:**

1. The use of barrier precautions to prevent skin and mucous membrane exposure when contact with bodily fluids are anticipated.Gloves are to be worn when treating, or when in contact with any blood, body fluid, or mucous membrane
2. Gloves are to be worn when handling items or surfaces that have come in contact with blood or body fluids
3. Hands and all skin surfaces that come into contact with blood or other body fluids should be washed thoroughly. Hands should also be washed after glove removal.
4. Precautions should be taken to prevent injuries caused by needles, scalpels, or other sharp instruments. Needles should not be recapped, broken, or bent by hand.
5. Surfaces contaminated with blood or body fluids should be cleaned with a solution made to kill bacteria, fungus and viruses- including HIV
6. Although saliva has not been implicated in HIV transmission, to minimize the need for emergency mouth-to-mouth resuscitation; mouthpieces, resuscitation bags, or other ventilation devices should be available for use.
7. Blood or body fluid soiled linens should be bagged and washed in hot water and detergent

INCLEMENT WEATHER

The NPS Exertional Heat Illness Prevention Policy, Tornado Policy, Lightning Policy, and Cold Weather Guidelines may be found in the NPS Emergency Action Plan document.

It is the responsibility of each member of the athletic department to have a functional, working knowledge of these policies. The Sports Medicine Policies are written in compliance with Oklahoma State Laws, OSSAA Rules, NFHS rules/guidelines, and with NATA best practices in mind.

Head Coaches are to ensure that the Athletic Training staff is able to speak at parent information meetings, and booster club meetings; so that all parents and athletes are able to meet and ask questions of the Athletic Training staff.

CONCUSSION POLICY - RETURN TO PLAY (RTP)

If an athlete is removed from practice or competition the athlete shall not, on the same day the athlete is removed, be permitted to return to that practice or competition or to participate in any other practice or competition, unless deemed eligible pursuant to the following provisions:

- An athlete who has been removed from participation may not participate until the athlete is evaluated by a health care provider and receives written clearance to return to participation from that health care provider.
    - Newcastle Public Schools recognizes Certified and Licensed Athletic Trainers, MDs, DOs, Nurse Practitioners, and Physicians Assistants as qualified medical professionals who are able to diagnose, treat, and medically release athletes to participate in athletics following a concussion.

After a student sustains a concussion, they must go through a graduated five step return to play progression. Each step takes at least 24 hours, but may take longer depending on individual characteristics.

CONCUSSION POLICY - RETURN TO ACADEMICS

A student's best chance of full recovery from a concussion involves two critical components: *cognitive and physical rest*. Continued research has focused on the fact that cognitive rest is essential to the quick resolution of concussion symptoms.

Cognitive stimulation can include: driving, playing video games, using computers and other electronic devices, text messaging, cell phone use, loud and/or bright environments, watching television, reading and studying. All these activities must be limited, and in most cases, completely avoided.

Physical activity such as physical education, sports activities, and strength and/or cardiovascular conditioning must be regulated and/or avoided while recovering from a concussion.

Each student’s journey through the Return to Academics (RTA) and Return to Play (RTP) protocols is individualized. Not all diagnosed concussions require academic accommodations. RTA and RTP may run in collaboration with each other, but each should be considered independent of each other and designed specifically for the injured party.

Points of Emphasis:

It is important to note that recovery from a concussion is a very individualized process. Caution

must be taken not to compare students with concussions as they progress through the recovery process. The information below is provided to teachers, parents, and students as a guide to assist with concussion recovery.

- For the academic protocol to be initiated, the student must be evaluated by a qualified medical professional (MD, DO, ATC) and documentation must be provided to the school.
- It is important that once the student has returned to school, they report to the athletic trainer daily, in order to monitor symptoms as well as to determine progression to the next stage with the return to academic guidelines.
- For every day the student is within stages 1-3 (see stages below), it is recommended that they be granted the same number of days to complete missed academic work.
- The student should be granted adequate time to complete missed academic work based upon the amount of time needed for complete recovery.
- As the student's recovery progresses through stages 1-3, teachers should be prepared to apply "mastery learning" criteria with their subject matter. By identifying essential academic work, the student's recovery will be aided by reducing workloads, which in turn will help to reduce anxiety levels related to the perceived volume of work that will be required once they are medically cleared to resume a full academic load.
- In reference to eligibility, a student athlete will keep the same status as before the concussive event until protocol is complete.
- If the student cannot complete all, or an agreed upon portion of missed assignments (homework, quizzes, tests, or projects), the teacher has the right to assign the student a grade of incomplete (I) for the nine weeks, semester, or final grade.

If the student is evaluated by a personal physician, please share this information with the physician during the initial visit.

Stage 1: No school attendance, emphasize cognitive and physical rest

<u>Characteristics</u>

- Severe symptoms at rest
- Abnormal diagnostic test results
- Symptoms may include but are not limited to:
    - Headache, dizziness, nausea, trouble remembering, feeling like they're in a fog
- Students may be sensitive to light and noise
- Students may complain of intense and continuous/frequent headaches ● Students may not be able to read for more than 10 minutes without an increase in symptoms

- Provide students with copies of class notes (teacher or student generated) ● No tests, quizzes, or homework
- Grades will be frozen; all assignments missed will be entered as EXEMPT (X) while on Stage 1
- Parents reporting athlete's symptoms to site Certified Athletic Trainer (ATC) daily, via email

Progress to stage 2 when:

- Student has returned to school
- Decreased sensitivity to light or noise
- Decreased intensity and frequency of headaches

***If the student remains in Stage 1 longer than 1 week, it may be necessary to schedule a conference with all teachers, the counselor, and the student's parents in order to discuss impact on school performance. The student will need to be referred to an MD or DO specializing in concussion management if not already under the care of one.**

*It is important that once the student has returned to school that they report to the athletic trainer daily in order to monitor symptoms, as well as to determine progression to the next stage within the return to academics guidelines.

Stage 2: Option for modified daily class schedule

Characteristics

- Mild symptoms at rest, possibly increasing with physical and mental activity
- Abnormal diagnostic testing scores
- Athlete reporting to the site Certified Athletic Trainer daily for evaluations

Example 1: First day might be afternoon class attendance, with the next day being morning class attendance, repeat as symptoms warrant.

Example 2: First half of each class, with the final half of each class period spent in the counselor's office, so that the athlete may relax and recover before their next class.

- Option: Reduce weight of backpack or provide second set of textbooks (arranged by counselor)
- Option: Obtain a "five-minute pass" in order to avoid noisy, crowded hallways between class periods

- Wear sunglasses when viewing Smart Boards (as needed) or in classrooms that are brightly lit.
- No tests, quizzes, daily work, or homework; very limited in-class work, with assistance from the teacher or a classmate, may be assigned so long as it doesn't cause symptoms to increase.
- Provide student with copies of class notes (teacher or student generated)
- Grades will be entered as EXEMPT (X) while on Stage 2, unless able to complete very limited in-class work with the assistance from the teacher or a classmate; grades entered during this stage should not negatively affect the athlete's overall grade in the class.
- Excused from physical education classes and sports activities; this includes but isn't limited to non- school related sports activities
- Report daily to athletic trainer

Progress to stage 3 when:

- Each of the student's classes have been attended at least once
- School activity does not increase symptoms
- Overall symptoms continue to decrease

*If the student is not able to progress to stage 3 after an extended period of time, where is it unlikely the student will be able to makeup required work, the principal and counselor will discuss with the student and their parent(s)/guardian(s), possible class withdrawal, homebound, class load modification, and/or a 504 plan.

Stage 3: Full day of school

Characteristics:

- Symptom free at rest; mild-to-moderate symptoms with mental and physical activity
- Student athlete should be taking notes on their own at this point and may participate in group projects (with accommodations if needed)
- Normal levels of classwork permitted with limited assistance from teachers or classmates. Athlete may begin to use class time to make up any missed work from previous stages with assistance from teachers or classmates if needed.
- Limited to normal levels of homework may be assigned with open-ended due dates; teacher/classmate assistance if needed
- Limited quizzes may be taken over the course of several class periods with no time limit for completion; quizzes may also be sent home to be completed over the course of several days, and/or a weekend at the discretion of the teacher, counselor, and principal.
- Very limited tests may be taken over the course of several class periods with no time limit for completion; athletes may also be given time to take those very limited tests in the

testing center, or Counselor's Office, over the course of several class periods,with the tests broken into small portions.
- Assignments may be graded at this point, but they should not negatively affect the athlete's grade; if the graded assignment does have a negative impact, the athlete will be permitted to make up the assignment(s) in question.
- Sporting activity monitored by athletic trainer
- Report daily to athletic trainer

Progress to stage 4 when:

- Symptom free with mental and physical activity
- Student should report any return of symptoms with mental or physical activity
- Diagnostic test scores have normalized and/or symptoms have resolved completely

*If the student is not able to progress to stage 3 after an extended period of time, where it is unlikely the student will be able to makeup required work, the principal and counselor will discuss with the student and their parent(s)/guardian(s), possible class withdrawal, homebound, class load modification, and/or a 504 plan.

Stage 4: Full academic load

- Resumption of current academic responsibilities once diagnostic testing scores have normalized and/or symptoms have resolved completely as determined by the appropriate health care professional
- In cooperation with counselors and teachers, create a plan for possible modification and the gradual completion of any missed tests, quizzes, and homework that the athlete was unable to make up during stage 3.
- The teacher has the discretion to apply "mastery learning" criteria for their subject matter; meaning that they may choose the most important portions of an assignment then allow the athlete to make up only that portion of the assignment and receive full credit.
- Students are not required to make up missed physical education classes due to a concussion
- Students are not required to make up missed practices or workouts due to a concussion

***Students who are unable to complete stage 4 after an extended period of time and are unable to make up required work (either all or an agreed upon portion of missed assignments) may be assigned a grade of INCOMPLETE (I) by their teacher.

***In the event of an INCOMPLETE grade, the teacher will communicate with the student, their parent(s)/ guardian(s), the student's counselor, **and** principal, regarding the incomplete grade for the nine weeks, semester, or final grade.

If you have questions, please contact the student's counselor, principal, or the athletic trainer.

CONCUSSIONS - REMOVAL AND DISCIPLINE

The Newcastle Public School Board of Education recognizes that concussions and head injuries are commonly reported injuries in contact sports, while sudden cardiac arrest (SCA) is the #1 cause of death for student athletes.

Concussions are serious injuries with negative outcomes that can affect an individual physically, emotionally, behaviorally, and/or cognitively, with the potential for long-term impacts on brain development. While concussions have many causes, these brain injuries are commonly sustained by youth participating in athletics or other recreational activities. The purpose of this policy is to maximize safety with respect to sports and recreation-related concussions by educating staff, team and game officials, athletes, and parents/guardians about concussions; providing guidance on how to prevent and manage concussions; and supporting youth returning to activities after a concussion, in accordance with Oklahoma state law (70 O.S. § 24-155). This policy will be reviewed on an annual basis. The athletic director and school nurse will be responsible for reviewing requirements of state law against this concussion policy and for seeking any technical assistance needed for policy review and revision. The athletic trainers, coaches, and school nurse will be responsible for implementation of this policy.

On an annual basis, a concussion/ head injury and a sudden cardiac information sheet will be completed and returned to the school district by the youth athlete and the youth athlete's parent or guardian prior to the youth athlete's participation in practice or competition. In addition, on an annual basis, each coach must complete a concussion and a sudden cardiac arrest (SCA) training course by a provider approved by the Oklahoma State Department of Health. The athletic director shall provide written instructions to all coaches to ensure that no youth athletes participate in practice or competition prior to the receipt of a concussion/ head injury and sudden cardiac arrest information sheet. Any coach or staff allowing a youth athlete to participate in practice or competition prior to the receipt of a signed concussion/ head injury and sudden cardiac arrest information sheet shall be disciplined and could possibly result in removal of all coaching responsibilities.

- A youth athlete/student who is suspected of sustaining a concussion or head injury during a practice or game or school activity shall be removed from participation at that time. Any youth athlete/student removed from participation shall not be allowed to participate until the athlete/student is evaluated by a licensed health care provider trained in the

evaluation and management of concussion and receives written clearance to return to participation from that health care provider.

- Any student who collapses or faints without a concurrent head injury while participating in an athletic activity or other school activity shall be removed by the coach or teacher from participation at that time. Any student who is removed or prevented from participating in an athletic activity or other school activity shall not return to participation until the student is evaluated and cleared for return to participation in writing by a healthcare provider.
- Health care provider is defined as a physician (MD or DO), physician assistant (PA-C), advanced practice nurse (APRN) , or athletic trainer (ATC) who is licensed, certified, or otherwise authorized by the laws of the state to practice healthcare.
- The athletic trainer or school nurse (if non-athletic) will be responsible for initial and follow-up communication with district staff and the athlete's/student's parent/guardian, documenting injury circumstances and follow-up, and, when appropriate, enacting the Emergency Action Plan.

All paperwork related to head injuries, concussion injuries, or sudden cardiac arrest will be kept on file within the following offices:

- Athletic Director and/or Athletic Trainer
- School Nurse (if non-athletic)

Failure to remove an athlete from the field of play who is suspected of having a possible concussion will result in disciplinary action as required by Oklahoma Statute 70 O.S. 2011, Section 24-155.

- **1st Violation** – Required completion of additional concussion recognition and management of concussion education up to the removal of all coaching responsibilities. The Governing Board will make a recommendation of action/penalty to the District Administration.
- **2nd Violation** – Suspension of the sport or activity until appearance in front of the Governing Board. The Governing Board will make a recommendation of action/penalty to the District Administration that could possibly result in the removal of all coaching responsibilities.
- The Governing Board will consist of the Athletic Director, Head Principal, and the Head Athletic Trainer.

All school personnel must follow all return to school and return to play instructions given by the health provider. An athlete or student participant (if non-athletic) parent/guardian is not eligible to give consent for the athlete/student to return to activities. Verbal clearance is not acceptable.

The athletic trainer or school nurse (if non-athletic) will be responsible for collecting records of written clearance, maintaining records, and involving necessary personnel to coordinate appropriate support(s) for an athlete/student (if non-athletic) to return to activities.

REFERENCE: 70 O.S. §24-155, SB 239; Developing Concussion Policies: A Guide for School Districts, Oklahoma State Department of Health.

Newcastle High School Spirit

NHS SPIRIT BYLAWS 2024-2025

The purpose of the Newcastle Public School cheer and pom squads is to provide competitive athletes an avenue to learn and grow in their sport, the opportunity to promote school spirit, and the opportunity to support various organized activities. Members of the Cheer and Pom squads are to serve as student leaders within their school and represent the school and district throughout the year. Candidates wishing to try out for cheer or pom and his/her parents must read all of the following rules and regulations. After reading and being in full agreement, both student-athlete and parent signatures are required indicating that, if selected, all agree to abide by the rules and regulations governing the cheer and pom program.

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Newcastle High School Cheer

TRYOUTS

A. Students trying out for the 2024-2025 squad must meet the residency requirements established by the Newcastle School District along with the following criteria:

1. High School students must have passed five (5) classes the previous semester that the Newcastle High School District offers for graduation credit. Middle School students must have passed any (5) classes the previous semester.
2. Students entering grades 8-12 wishing to try out for a cheer or pom position must have a cumulative grade point average of 2.0 to include the first-semester preceding tryouts. The grade point average is rounded to the nearest hundredth. Sixth-grade students wishing to try out for a middle school cheer squad must have a 2.0 grade point average based on the combined average of the first and second nine weeks of the 6th-grade year.
3. Special circumstances for grades may be taken into consideration at the site level. The information must be presented on time and must include the following material: a full completed packet, written reasoning for consideration, current semester grade check signed by all teachers, and a principal signature on the grade check from the school the athlete is currently attending. The process may include an interview with the student and the parent.
4. A student new to the school where they wish to try out must comply with the same requirements as currently enrolled students. The passing grades required for the preceding semester should be obtained from the records at the school attended.
5. All scores are “official” after the judges’ decisions have been sent to tabulations.
6. Any student who has resigned or has been dismissed (except for medical reasons documented by a physician’s statement) from any previous cheer or pom squad is eligible to try out for the following year’s cheer squad. In this case, if the athlete wants to try out they must schedule a meeting with the cheer coach, spirit coordinator, and athletic director in order to receive

permission to try out. This final decision must be approved by all parties before permission to try out is granted.

7. Candidates trying out for any squad must do so in person except in the case of a medical hardship or other activity approved by the coach.
8. Any injuries that occur after the physical obtained for tryouts has been turned in must be reported to the cheer coach and the participant must supply a new written release from his/her doctor 24 hours prior to tryouts.
9. A student who has been a member of his/her current Newcastle cheer or pom squad but has sustained an injury that prevents him/her from trying out to be a member of the SAME middle school or high school squad may be considered for placement on the same squad as an injured member if he or she meets the following criteria:
    a. The hardship athlete must have been a member in good standing on the previous squad.
    b. The hardship athlete must maintain treatment and therapy with the training staff until released to work out with the team.
    c. The hardship athlete must meet all other eligibility requirements as outlined for those trying out to be a member of the squad.
    d. The hardship athlete must provide the school coach, at the time all packets are due to be turned in, a physician's letter in which the physician specifically states the injured athlete is physically unable to participate in tryouts due to the injury. **In detail, the medical diagnosis, the treatment being administered, and the prognosis for recovery. The letter must also state whether the injury is acute or a condition that is chronic, and the doctor must provide the anticipated release date with no restrictions. If the athlete can complete the cheer or dance during the tryout, the doctor must state that in the note.** THE FULL RELEASE DATE MUST NOT BE LATER THAN AUGUST 8th OF THE UPCOMING SCHOOL YEAR!
    e. The hardship athlete must complete the form entitled, Request for Cheer Medical Hardship, which may be obtained from the NPS spirit coordinator. Both the school coach and the athletic director will review the physician's letter **AND** completed form for content and compliance with the criteria necessary to meet the requirements for medical hardship placement. **The completed Request for Cheer and Pom Medical Hardship form and detailed physician's letter will then be forwarded by the coach to the Spirit Coordinator, Athletic Director, and Principal for final approval.**

If it is determined that the injured athlete does not meet part or all of the criteria for consideration of placement on the squad due to an injury that results in him/her from participating in tryouts, the injured athlete will be notified both verbally and in writing and given the reasons for the denial.

If it is determined that the hardship athlete meets all the requirements for placement on the squad as outlined above, he or she may then be placed on the school practice squad and allowed to complete tryout for placement once he or she is released, in writing, by the attending physician. Any middle school athlete with a hardship trying out for high school will be placed on the JV practice squad, if applicable

If by August 1, the hardship athlete has not submitted a physician's letter stating that the athlete is released with no restrictions from the injury which precluded him/her from trying out, he/she will forfeit his/her membership on the squad.

Hardship athletes are required to pay the required $200 uniform rental Fee. If the athlete is not released by August 8th, they will not receive a refund for the uniform rental fee. Uniforms will not be passed out until the athlete is released to participate.

The position(s) filled by the hardship athlete(s) will not subtract from the number of squad members, including alternates.

In addition above criteria, the candidate must meet the residency requirements established by the Newcastle School District before trying out.

B. **Tryout-related information:**

1. A student who is currently enrolled and lives in the Newcastle School District may try out for cheer/pom. This student must be enrolled in NHS prior to the deadline when tryout packets are due.
2. Additions for any reason and for all emergency situations must be agreed on by the coach, spirit coordinator, and athletic director.
3. Students trying out for a squad must attend the mandatory clinic held prior to the tryout date unless prior arrangements have been approved by the coach and spirt coordinator or athletic director.
4. Clinics will be directed by the cheer/pom coach and assisted by the senior cheer/pom members.
5. It is the responsibility of the candidate to learn the required material.

6. **Absolutely NO VIDEOTAPING DEVICES OTHER THAN THOSE USED BY SCHOOL PERSONNEL ARE ALLOWED DURING CLINICS, AT THE CLINIC SITE, OR DURING TRYOUTS. CHEER CLINICS ARE OPEN TO TRYOUT PARTICIPANTS ONLY.**
7. Tryouts will be held in the NHS cheer building or HS gym. Tryouts are closed and only athletes trying out along with coaches, judges and administration will be allowed in the tryout room.
8. Three qualified judges will be scoring the contestants. The three outside judges will be selected by the cheer/pom coach, spirit coordinator or the athletic director and will not be knowingly related to any tryout participant. The three judges' scores will be averaged. Judges must not have a financial interest in any district cheer program other than the district-paid fee for their judging services. In the case of a tie, the athletic director/ spirit coordinator and the cheer/pom coaches will determine the athletes' team selection. The squad will be determined by a clean point break according to the rubric. This applies to Varsity teams. There will also be a second break to determine the JV squad. There is no minimum points for the Middle School teams.
9. Students must try out each year for a position on the squad.
10. Starting over or pausing will be reflected in the judging component entitled "Memory."
11. All cheer candidates must adhere to the following dress codes for tryouts: white t-shirt, and black shorts. Shorts may have a logo on them provided it is small and does not distract from the tryout process. Candidates trying out for cheer must wear appropriate tennis shoes/jazz shoes. No logos on anything other than shorts. Wear solid white or no-show socks. No ribbons or bows in the hair. Use clips and pins to secure hair. Failure to adhere to the dress code will result in disqualification. Wear shorts and t-shirts to the clinic.
12. **ALL JUDGE'S DECISIONS ARE FINAL.**

ELIGIBILITY/GRADES

The cheer/pom squad in Newcastle Public Schools is governed by the rules and regulations of the OSSAA's minimum criteria and may exceed these criteria. Scholastic eligibility for students will be checked at the end of the third week of the first semester and each succeeding week thereafter. In addition to the scholastic requirements outlined by OSSAA, the following regulations will be followed:

1. Cheer and pom athletes in grades 7-12 must pass an eligibility check each week. Squad members cannot participate the next week if they have received an "F" for two consecutive weeks. The school will run eligibility checks on Thursday of each week. The period of ineligibility will always begin the Sunday following the day eligibility is checked.
2. A student who has lost eligibility under this provision must pass all subjects in order to regain eligibility. A student regains eligibility under Rule 3, Section 1 of the OSSAA handbook with the first class of the new one-week period. (Monday through Sunday.)
3. If a student does not meet the minimum semester scholastic standard, according to OSSAA rules, he/she will not be eligible to participate during the first 6 weeks of the next semester. One credit may be made up during summer school.
4. "Passing Grade" means work of such character that credit would be entered on the records where the semester closed at that time.
5. A 12th-grade student may maintain eligibility if he/she is passing the classes required for graduation. The number of classes can be no less than six. This includes a 12th-grade student who is concurrently enrolled in high school and will collect six equivalent high school units that are accepted by the Oklahoma State Department of Education.
6. No credit or incomplete grades will be considered the same as failing grades in determining scholastic eligibility. School administrators are authorized to make an exception to this provision (Rule 3, Section 3 (c)- OSSAA Handbook) if the incomplete grade was caused by an unavoidable hardship. Examples of such hardships would be illness, injury, death in the family, or natural disaster. Board policy allows a maximum of two weeks to apply for this exception.
7. One summer school credit earned in an Oklahoma State Department of Education accredited program may be used to meet the requirements of Rule 3, Section 1 (a) of the OSSAA Handbook for the end of the spring semester.
8. Ineligible students or students on probation will report to the coach each day of ineligibility. Failure to report may result in demerits being given for middle school or a 0 in the grade book for high school students.

9. Any cheer or pom member, grades 7-8 who have been ineligible because of grades for four (4) consecutive weeks or five (5) non-consecutive weeks will be dismissed from the squad for the remainder of the school year. **Any cheer or pom member, grades 9-12, who have been ineligible because of grades for three (3) consecutive weeks or four (4) non-consecutive weeks may be dismissed from the squad for the remainder of the school year.**
10. A squad member who has been suspended from school may be dismissed from the squad.
11. At the high school level, a grade will be given for each semester that the coach can document 60 hours of participation.

Academically ineligible students cannot wear their uniform but may travel with the squad during the period of ineligibility. An ineligible student must attend games/functions but he/she must sit with the coach during games.

PHYSICAL/MEDICAL ELIGIBILITY

1. No student shall be eligible to try out or represent his/her school as a cheerleader or pom athlete until there is, on file with the school trainer, a physical examination and parental consent certificate on a form prescribed by the OSSAA, on which the examining physician shall certify that the student is physically fit at the time to participate in the various athletic sports for the current school year. After May 1 and prior to the beginning of practice, each member must have a current physical on file. (Physicals are valid from May 1 through April 30).
2. If a member is unable to practice the week of an event, then he/she may not be eligible to participate and must sit out with the coach during the event in attire that conforms to the district's student dress code policy.
3. Any injuries that occur after the physical has been turned in must be reported to the coach and school trainer. The participant must supply a new written release form from their doctor 24 hours prior to tryouts.

MEMBERSHIP

1. The Middle School squads will consist of up to 20 members from grades 7-8. All members will be selected and placed based on the highest overall totals per squad. Identification numbers of those making a squad will be posted on the door of the cheer/gym building one hour after tryouts are completed.
2. The high school varsity cheer and pom squad will consist of no more than 25 members on Varsity and up to 20 on Junior Varsity. The top scorers, grades 9-12 will comprise each squad. The coach may pull up a junior varsity member as needed throughout the year. Junior Varsity will not perform or compete on Varsity night unless they are pulled up by the coach.
3. The high school junior varsity cheer and pom squads will consist of no more than 20 members on each squad. After the varsity squads are chosen, the next highest scores from those trying out will complete the junior varsity squad.
4. The high school junior varsity must have five (5) members who meet the minimum scoring criteria at tryouts to form a JV squad. If five (5) members do not meet this standard or if numbers do not allow for the minimum to be reached, a junior varsity squad will not be formed for the upcoming year. The coach has the option to have two alternates in this situation.
5. A committee composed of the Spirit Coordinator, Athletic Director, and the coach will look at the number of members for the high school cheer and pom squad and the number of members for the following school year. The coach will have the final decision on squad numbers.
6. The mascots are under the direction of the Coach at both middle school and high school.
7. Squads will be coached by an NPS employee appointed by the Principal, Athletic Director, and Spirit Coordinator.
8. The school coach or certified employee designated by the Principal and Athletic Director will accompany squad members on all school-sanctioned trips.
9. If a captain/co-captains is/are selected, the selections will be made by a vote of the team. The captains will not put any information out until it is approved by the coaches.
10. High school junior varsity or varsity vacancies occurring before summer camp may be filled by the contestant/contestants who made the next highest scores in the preceding spring tryouts. The Coach will have the discretion of offering the vacancy/vacancies occurring after summer camp to the contestant/ contestants who made the next highest score in the preceding spring tryouts.
11. Any cheer squad member who repeatedly violates school regulations is subject to punishment ranging from sitting out at an event to being dismissed from the squad.

12 Fundraisers for squads will be determined by board policy governing such items.
13 If a member commits a felony or misdemeanor, he/she will be dismissed from the squad. The Principal, Athletic Director, Spirit Coordinator, and coach will determine appropriate disciplinary action on issues that are not specifically addressed in this document. The disciplinary action may include demerit or if deemed appropriate, removal from the squad.

ATTENDANCE

1. Members will attend all regularly scheduled practices, required camps and clinics, and local and national competitions as designated by the coach.
2. Should a squad member choose not to attend or to just partially attend summer camp practices, competition practices, competitions, or performances, unless excused by the coach before the event, that member shall forfeit his/her position on the squad for the remainder of the year.
3. Each cheer or pom member is required to perform at all required activities and events unless excused by the coach **PRIOR TO THE EVENT.**
4. Attendance is **MANDATORY** at all school practices, performances, competitions, and events. Everything must be approved by the coach and time missed must be made up. It is always preferred that you attend and watch a practice even if you are not able to participate. If absences are abused and documentation is continuously not provided before the absences, the squad member will forfeit their spot on the team.
5. Dismissal will be determined by the coaches and Athletic Director.
6. Squad members must travel together to and from out-of-district activities and away games together as a team.
7. Squad members are expected to stay together and to leave only with the express permission of the coach.
8. When a squad member is absent from practice, it is his/her responsibility to learn what was missed prior to the next scheduled practice.
9. Squad members will be on time for all events. Times will be set by the coach.
10 All squad members are to attend required camps and competitions as determined by the coach. If a coach resigns prior to the summer camp/competition, the principal or athletic director will appoint a certified employee to accompany and supervise the squad at the summer camp/competition. Squad members who are faced with conflicts relative to attendance at a camp or a competition are responsible for attempting to work out arrangements with the school coach prior to missing the event by submitting a **written request** to the coach well in advance of The required event. The coach shall respond to the request in writing, as soon as

possible, before the camp or competition date. In no instance should the coaches written response be later than one month from the date of the member's written request to miss the camp or competition. Members that do not work out arrangements prior to missing an event or do not comply with the coaches will be penalized and could be dismissed from the squad.

PRACTICES

1. Practice times for high school will be first hour. Extra practice dates will be decided by the coach. The coach must be present at all practices. Coaches will determine the practice calendar. Athletes and parents will be given a monthly calendar at least two weeks before the beginning of a new month to permit scheduling for work, club, or other activities. *Playoff games and other events that do not allow for two-week notice are mandatory participation, as directed by the Coach*.
2. Practices are scheduled after school for middle school squads. Practices for high school squads will be during school hours and before and/or after the school day. Coaches will maintain an attendance record of those present. FOR HIGH SCHOOL ONLY: a total of 60 hours is required for a grade; only (1) hour per day may count towards the 60 hours, and ONLY one event a day may be counted for the one hour. Practices that occur before school starts and summer camp **DO NOT** count toward the 60 hours.
3. Cheer and pom members are required to attend, be on time for, and to stay the entire length of the designated practice time unless excused by the coach.
4. Some late or weekend practices may be required during competition season.
5. In order to prepare for summer camp and for the new school year, practices will be scheduled in April and May. Summer practices will be scheduled by the coach. Attendance at these practices is mandatory. Only the coach may excuse absences from these practices.
6. Summer practices are at the discretion of the coach. Each member will be given two (2) to four(4) consecutive week breaks during the summer. These weeks will be decided by the coach depending on the camp the coach chooses to attend. Camp dates will be announced as soon as possible. Coaches will make every effort to select camp dates that will not conflict with the consecutive weeks off during the summer. All additional absences that are used outside these weeks are subject to being demerited at the MS level and could reflect on the competition status for an athlete for HS teams. **The 2-4 week break must include the Summertime Dead Period, under the OSSAA guidelines:**
    i. Summertime Dead Period, per OSSAA: The dead period will occur during the week in July that includes the 4th of July year. The dead period will be nine (9) days in length and begin

the weekend preceding or including the 4th of July and the weekend following the 4th of July.

7. No friends/parents/ significant others may attend practices unless it is an exhibition practice set by the coach (which must not occur more than one time each month).
8. All music, chants, cheers, or routines are subject to the approval of the coach.
9 . Proper practice attire (shorts/leggings and t-shirts) and cheer/jazz shoes are required.
10. Athletes must know the routine to perfection before a performance or game or they will sit out that performance or game. Athletes must know band chants and changes to perfection and must pass chant checks as given by the coach to participate in games and events where they will be performed. Performance decisions will be made by the coach.

COMPETITIONS

All school-sponsored out-of-state trips must have board approval.

1. Skill Coaches and Choreographers hired for the squad or for squad competitions (including summer camp) will be compensated/ paid by the cheer program through fundraising and choreography fees.
    a. Additional compensation provided by NHS to assist with compensation and or other expenses to benefit the team as need arises and will be discussed by the coach, athletic director and the spirit coordinator.
    b. Additional services of the skill coach and choreographer may be included in the skill coach/choreographer contract.
    c. Parents may submit resumes of skill coaches or choreographers for consideration to the school coach. The coach will determine the final selection of the skill coach/choreographer. The junior high skill coach/choreographer will be selected by the feeder high school head coach and middle school coach. Due to the availability of cheer and pom coaches. School coaches must be timely in selecting a skill coach/choreographer. It is suggested that a skill coach/choreographer for the next school year be selected by the school coach after national competitions are completed each year.
    d. The skill coach/choreographer will fall under the requirements of Board Policy and will pass background check and fingerprinting, and will serve under the direction and supervision of the school coach.
    e. There must be an NPS Skill Coach/Choreogrpaher contract (per each skill coach/choreographer) on file with the NPS district spirit coordinator prio to parents/legal guardians requried to fulfill first payment for the skill coach’s

/choreographer's services. The school coach will consider the cost of the outside coach, if applicable when determining season length.

2. High school cheer squads must attend regionals and/or state to register for and attend a National Competition.
3. The OSSAA and OSDTDA entry fee for Regional and State competitions will be paid by the district.
4. The use of alternates or JV squad members at any competition will be the decision of the school coaches.
5. Coaches and skill coaches/choreographers are required to keep all certifications valid. The National Federation of State High School Associations and Official High School Spirit Rules Book" is the safety guide for NHS Cheer and POM squad. It is also the guide for high school Regional and State Competitions. Each coach is also required to attend one of the annual OSSAA cheer and pom rules meetings. Each coach must have completed the college course of "Care and Prevention of Athletic Injuries.". All coaches must complete the OSSAA cardiac, heat, and concussion training yearly. Additionally, all Cheer coaches must be AACCA certified every 4 years to be eligible to coach.
6. Although participation in all-star and competitive squads is beneficial for maintaining and developing new skills, squad members must give their school squads the highest priority when preparing and participating in any competition. Students who are members of an outside, independent, All-star Cheer and Pom squad may compete at an event in which their squad is participating **ONLY If** such participation does not disrupt, infringe upon, interrupt, or deter from the school squad's practices, team meetings, team activities, curfews, timelines, competitions, and/or awards presentations. It is the responsibility of the squad member to present the all-star competition itinerary to the coach for review and approval as soon as possible. If the all-star and school squad's itineraries conflict, it is the responsibility of the all-star organization to resolve the conflict.
7. Middle School squads will alternate cheering between 7th and 8th-grade sporting events or will cheer from the 7th-grade ½ time to 8th-grade ½ time. The games and the final decision will be pre-determined by the coach, athletic director, and principal. Middle school will be cheering at football, basketball, and wrestling, and will be limited to home and intradistrict events.
8. High School Junior Varsity Cheer Squad members will cheer at **non-varsity** games. These squads will be cheering between 9th grade and JV sporting events or will cheer from 9th grade and JV will cheer for JV games. The games and the final decision will be pre-determined by the coach, athletic director, spirit coordinator and principal.

9. High School Varsity squad will cheer at varsity games. In order to reduce overall time at events per student-athlete. IF FEASIBLE, squads will be split to efficiently cover events throughout the school year.

10 The Head Coach will have the final decision on individuals that are in any performances. The selection will be based on the squad member's skills, technique, and performance throughout the year. Varsity squads attending competitions may consist of Varsity and Junior Varsity squad members. This item pertains to any and all performances.

CONDUCT AND EXPECTATIONS

The school and competition coach will set squad expectations and use rules and regulations of Newcastle Public Schools and OSSAA concerning behavior during games, practices, assemblies, school functions and/or any other time in school uniform. All athletes and parents will be provided with a copy of the coach's expectations for the year.

INVOLVEMENT IN OTHER EXTRACURRICULAR ACTIVITIES

1. The selection of cheer and pom squads is a voluntary, audition process; therefore, students selected must realize that being on a squad is a top-priority extracurricular activity for them and must act accordingly. Occasionally a student may desire to participate in another activity. Students participating in two or more school-coached activities will have conflicts from time to time with contests scheduled at the same time. The following policies will be followed to settle those conflicts:
    a. Conference, district or state contests that are OSSAA-coached events or Coach approved events will prevail in all conflicts and the school activity coach and school activity coach shall get together to work this out.
    b. If there is a conflict in the above policy, the Athletic Director, Principal, or spirit coordinator and student will try to come to an agreement (that would be in the best interest of the student involved) acceptable to all. If an agreement cannot be reached, the student must make the decision, and the bylaws followed regarding that decision.

UNIFORMS

1. All uniforms are owned by the Newcastle Public Schools that are bought with school funds are owned by the school. If uniforms are purchased with cheer fees they belong to the cheerleader but if the uniform is lost or destroyed during the season the squad member is responsible for replacement during the season.

2. Upon dismissal or resignation from a squad for any reason, the member must turn in ALL uniforms owned by the school cleaned and in good condition within two (2) days of the dismissal or resignation.
3. Uniforms must be worn all day on game days, to pep assemblies, and at other designated times during the school year.
4. It is each athlete's responsibility to care for his/her uniforms.
5. Each member is responsible for replacing lost or damaged uniforms and any other school-owned equipment.
6. The coach and captains will determine which uniform is to be worn for a particular performance.
7. A uniform is defined as being one (1) top and one (1) bottom of outside wearing apparel.
8. All other items such as shoes, jackets, socks, tights, turtlenecks, etc. must be worn by the member.
9. The Coach must approve all alterations. All alterations must be paid for by the squad member and must be taken to the approved site only! The coach will provide you with a list of approved alteration locations.
10. All uniforms must be returned by all squad members cleaned and in good condition. The Coach will be responsible for determining if replacement or repairs must be made.
11. When ineligible, a squad member will not wear the uniform to school or to the event for which he/she is ineligible.
12. With the exception of Cheer/Pom squad jackets and official letter jackets, school uniforms may not be altered by wearing outer garments that cover the school emblem or the name of the school. *Example: No OU/OSU hoodie or sweat bottoms with the uniform.*
13. At no time should a member ever loan out uniforms, jackets, or anything related to the NHS cheer program to an outside member, friend, etc. If at any point the team member realizes they have misplaced an item or that it is missing, the coach must be notified immediately.
14. Uniforms will not be issued until all financial obligations have been met to that point.
15. Once uniforms are ordered, no money will be refunded for any reason.

FINANCES

1. Students who have any outstanding Cheer fees before, during, or after the current school year may be held out of competition performances and WILL NOT be allowed to participate on the current year's squad and or be able to try out for any of the next year's squads. This decision must be determined by the Head Coach and Athletic Director.
2. Any athlete that has unpaid balances for coaching and/or competition fees may be benched until **all** fees are paid. There will be a reminder/warning by the Coach. If the balance goes unpaid for more than a month, the athlete may continue to be benched and excluded from practice and performances or even dismissed from the team.

Each squad member will be handed a receipt when they make a payment
Each squad member will be given a monthly invoice by the first Friday of the month.

DRUG AND ALCOHOL ABUSE POLICY

Newcastle Public School Board Policy prohibits

1. Use or possession of tobacco, tobacco products, vapor products/e-cigarettes, or other smoking paraphernalia;
2. Using, consuming, possessing, or being under the influence of, selling, transferring, distributing, or bartering any alcoholic beverage or low-point beer as defined by state law;
3. Using, consuming, possessing, or being under the influence of, selling, transferring, distributing, or bartering any narcotic drug, stimulant, barbiturate, depressant, hallucinogenic, opiate, inhalant, counterfeit drug, or any other controlled dangerous substance as defined by federal or state law or regulation including any substance which is capable of being ingested, inhaled, or absorbed into the body and affecting the central nervous system, vision, hearing, or other sensory or motor function.
4. Using, possessing, selling, transferring, distributing, or bartering any drug paraphernalia*;*

Squad members may be suspended from school and/or suspended or dismissed from the squad for violation of this policy while on school grounds, school buses, or at school activities.

TRANSPORTATION

1. Squad members will go to out-of-town events on school transportation. Members may, at the Coach's discretion, return home with his/her parents ONLY when the parent(s) personally asks the Coach for permission. If granted, parents must sign out their students with the Coach at the event.
2. Special arrangements will be made for travel to National Competitions. All members will be required to travel with the team unless special arrangements are made. Arrangements must be approved by the Head Coach and Athletic Director before the request for travel is submitted to the Newcastle Public School Board for approval.

GRADED COURSE: HIGH SCHOOL

Not only will High School teams be using the merits/demerits system, but due to Cheer being 1st hour a grade will also be given in the class. The high school athletes will be given a syllabus with the requirements as in every other class. The details of the grading system for the Cheer or Pom program will be provided by the

coach in the syllabus. A high school squad member may have three unexcused absences from games and/or required events. The fourth absence may result in dismissal from the high school squad unless excused by the Coach PRIOR to the event.

MERITS/DEMERITS: MIDDLE SCHOOL AND HIGH SCHOOL

Coaches will develop merit/demerit standards for their program and will communicate that information to the squad and each parent/parent representative at the first meeting. The Middle School team will be using the merit/demerit system also.

A middle school squad member may have three (3) unexcused absences from games and/or required events. The fourth (4th) absence will result in dismissal from the junior high squad unless excused by the school coach PRIOR to the event.

Demerits
Once a squad member reaches 5 demerits will be dismissed from the squad.

Unexcused Tardies
Practice: ¼ demerit and disciplinary action by coach (laps, sit-ups, etc.)
Games/Events/Bus: ¼ demerit and disciplinary action
Quarter/Halftime: ¼ demerit and disciplinary action
Pickup from events/practices: every 15 minutes late will equal ¼ demerit

**Tardies in excess of 15 minutes will be counted as an absence

Unexcused Absences
Practice: ½ demerit and disciplinary action by coach (laps, sit-ups, etc.)
Games/Events: 1 demerit

***A doctor's note, with a return to activity date, or documentation of other extenuating circumstances that apply to the family that has been approved by the coach beforehand must accompany an excused absence such as: major family event (funeral, wedding, surgery, etc.). **The parent/guardian must call the school and coach IN ADVANCE to inform them of the absence.**

Dress Code
¼ demerit for all infractions during practices/events/games or when in school uniforms. Examples: sweats under uniforms, jewelry, nail length, etc.

Required Items
¼ demerit for all infractions. Includes failure to bring or leave items at practices, meetings, games, competitions, or other required activities. Examples: poms, notebooks, bags, money dues, etc.

Fundraising
½ demerit for failure to participate in any mandatory team fundraising activities.

Posters
¼ demerit for failure to make and put up required posters

National Anthem
¼ demerit for failure to give full attention to the National Anthem.

Gum
¼ demerit for chewing gum at any activity, practice, game, or location that the Coach deems inappropriate.

Cell Phones & Electronic Devices
½ demerit for any cell phone and/or electronic device that is not turned off or on silent during any practice, game, or event. Cell phone and/or electronic device activity, including text messaging, will not occur during any activity. The devices must be put away for the entire duration of practice, event, game, or any activity.

Behavior
½ demerit and higher (possibly including dismissal) for any of the following infractions: defiance of authority, talking back to the coach, inappropriate language, public display of affection, arguing or fighting with a coach or another squad member, talking excessively, not yelling at games, not smiling, not putting forth the full effort, not standing properly, paying attention to individuals in the crowd instead of full attention on the activity, inappropriate use or involvement with social media, and any other conduct or behavior that does not promote school spirit, does not represent the school admirably and does not exemplify loyalty, cooperation, and a positive attitude.

Violation of School Policies and Rules & In-School Suspension
Any form of Suspension for ANY reason may be cause for dismissal from the squad.

ID Policy
½ demerit per school suspension for failure to wear the designated ID to school. Students will not be able to participate in practice or any event on the day the suspension occurs. On the third (3rd) ID policy violation, the student may be dismissed from the team.

***** PARENTS WILL BE NOTIFIED EVERYTIME A FULL DEMERIT IS RECEIVED*****

If conflicts arise concerning competing on an all-star team and the school team, and they are not resolved, two (2) demerits will be given if a squad member participates on an all-star squad at the same competition where the school squad is competing, along with being benched at the next game.

Merits

Merits will be given for the semester GPA (Unweighted) as follows:
4.0 and above = 1 merit
3.6-3.9 = ¾ merit
3.0-3.5 = ½ merit

Squad members will be given at least two opportunities to earn two full merits per semester. The second semester's opportunity must be afforded prior to the next year's tryouts. The School Coach will determine opportunities to earn merits and the merit value of each opportunity. Merit opportunities must be school or community service-related.

CHANGES TO BYLAWS

1. To gain input relative to the Cheerleading programs at the middle and high school levels, parents/guardians of current squad members will be provided the opportunity to propose suggestions for next year's bylaws relative to improving the cheer program for Newcastle Public Schools. Suggested revisions must be submitted to the Coach by the deadline provided.

2. All proposals for revisions will be presented to the Bylaws Committee. The committee will be led by the Athletic Director and Coach. All items will be discussed, suggested changes proposed with all final revisions approved by a majority vote by the committee. A majority vote would only be overridden by the Superintendent, legal counsel, or another member of the Newcastle Public Schools superintendent's administration. The committee will also review proposed revisions for compliance with board policy, the potential financial impact on the district, and the impact on the cheer program. The entire process will be completed by February 15th.

DISCLAIMER

ALL EXCEPTIONS MUST BE PRESENTED IN WRITING TO THE PRINCIPAL OF THE SCHOOL AND WILL BE HANDLED ON AN INDIVIDUAL BASIS. All cheer members are trained and managed according to rules and regulations decided upon by Coaches, Athletic Director, Administration, OSSAA guidelines, and district policies and procedures. Board Policy will be followed to resolve written complaints relative to the district's cheer program.

Additional Information

Only the coach can assign demerits/merits. Any infraction reported by another squad member or individual must be observed by the sponsor before demerits are given.

All rides to and from a practice, game, or event should be arranged beforehand. Because middle school and some high school students cannot drive, they depend on the help of their parents. Cheerleaders must be dropped off and picked up at the designated places and designated times.

A student must be in school all day on the day of the activity to be eligible for participation. If a member is not at school, he/she cannot practice. If an activity falls on a non-school day, a student must have been in school all day on the last school day prior to the activity. The only exceptions to this rule are as follows

1. Attendance at any event that is approved as a school activity.
2. Any medical treatment that is substantiated by a physician's written statement.
3. Any day a student serves as a page for the State or National Legislature.
4. A court subpoena.
5. Religious holiday or activity.
6. Bereavement.

The principal and athletic director will make the final decision concerning any unusual circumstances.

Should health permit, a squad member is required to attend the event in town and sit with the Coach (unless prohibited by a physician).

Dental and doctor appointments should be scheduled around required practice times if at all possible. All other work schedules, appointments, etc., unless classified as an emergency, must be scheduled around required practice times, games, and events.

A member may be benched and/or demerits issued by the Head Coach at any time or place if the squad member is in violation of the behavior guidelines, above, or in violation of the Cheer Bylaws or school policies and procedures.

Squad members who become defiant or disrespectful to the Coaches will face disciplinary action which may include demerits, discipline referrals, suspension from cheer duties, or dismissal from the squad.

A squad member will be notified when demerits are given, at which time he/she will initial his/her tally sheet. The Coach should notify a participant's parent/guardian when he/she reaches -1½ demerits and keep them informed of any demerits given past that point; however, this does not relieve the student's responsibility of sharing demerit information with his/her parent or guardian.

CONDUCT AND EXPECTATIONS

GAMES, PRACTICES, PEP ASSEMBLIES, SCHOOL FUNCTIONS, AND/OR ANY TIME IN UNIFORM

This is a list of general expectations. Disregarding the rules may result in the athlete being benched (having to attend all practices and required meetings and sitting with the Coach, but not performing) or the assignment of demerits.

1. Squad members must abide by the rules and regulations of Newcastle Public Schools and OSSAA.
2. Squad members who become defiant or disrespectful to the coach will be dismissed from the squad as agreed upon by the Head Coach, and Athletic Director
3. Boyfriends/girlfriends will not be allowed to sit with squad members who are not performing. Squad members who are not performing due to ineligibility of any kind will be required to sit with the School Coach
4. No profanity will be allowed.
5. Board policy, Drug and Alcohol Abuse Policy, will be followed concerning the use, transmission, or sale of drugs and/or alcohol.
6. Do not use excessive make-up.
7. No gum chewing.
8. Hair is to be worn neatly and in uniform as directed by the coach.
9. No jewelry of any kind (watches, necklaces, rings, earrings, etc.) is allowed while performing or practicing. (OSSAA Regulation IV, Section H) Jewelry includes piercings.
10. Fingernails, including artificial nails, shall be kept at a length appropriate for safe participation. The appropriate length means the nails are not visible beyond the end of the fingers when viewed from the palm side of the hands.
11. Focus attention on the game at all times.
12. Stand in your designated place during the event.
13. Be on time for all events. Time will be determined by the coach.
14. Be at the designated meeting place on time for all away games.
15. During the National Anthem, Cheer and pom athletes must be in formation with no talking or disrespectful action.
16. No public displays of affection.
17. All tattoos must be covered while in uniform and/or representing your team.

BIDS AND QUOTATIONS

No expenditure involving an amount greater than $500.00 shall be made except in accordance with the provisions of a written contract or purchase order, and no contract involving an expenditure of more than $100,000 for the purpose of erecting a building or making any improvements on school buildings or construction trade contracts or subcontracts exceeding $50,000 shall be made except upon sealed proposals and to the lowest or best responsible bidder. This does not prohibit the district from erecting a building or making improvements on a force account basis.

Public construction contracts equal to $50,000 but less than $100,000 shall be let and awarded to the lowest responsible bidder by receipt of written bids or awarded on the basis of competitive quotes to the lowest responsible qualified contractor. Public construction contracts for less than $25,000 may be negotiated with a qualified contractor. Public construction contracts are any contract for the purpose of making any public improvements or constructing any public building or making repairs to or performing maintenance on any school-owned building.

If a public construction contract for minor maintenance or minor repair work to district property is less than $25,000, a contract may be negotiated with a qualified contractor. No work shall be commenced until a written contract is executed and proof of insurance has been provided by the contractor to the school district's business office.

The school board may provide for a local bid preference of not more than five percent of the bid price if the board determines that there is an economic benefit to the local area or economy. The determination as to whether there is an economic benefit to the local area or economy will be based upon whether the local bidder employs residents of the school district as employees or independent contractors and whether such employment will benefit the school district.
The local bidder must be the second lowest qualified bid on the contract and must agree to perform the contract for the same price and terms as the bid proposed by the nonlocal bidder or contractor. Within the bid specifications the district must clearly state that the bid is subject to a local bidder preference law.

"Local bidder" means the bidding person is authorized to transact business in Oklahoma and maintains a bone fide establishment for transacting business within the state.

The term "force account" means the purchase of necessary materials, and the employment of necessary workmen, by the school district itself, rather than entering into a contract with a building or other contractor to construct the building or other improvement. No contract involving sums in excess of $100,000 shall be split into partial contracts involving sums below $100,000 for the purpose of avoiding the requirements of the Public Competitive Bidding Act.

For the purposes of this policy, the term "improvements on school buildings" shall not include any of the following:

1. Portable, or otherwise moveable, buildings and structures;
2. Prefabricated metal buildings and structures, along with necessary utility services for such buildings or structures;
3. Roofs placed over existing roof structures;
4. Other structures that can be disassembled after installation and removed without permanent damage to existing property.

For the purposes of the Public Competitive Bidding Act, where total payments of principal and interest are anticipated to exceed 100,000 the lease purchase of items pursuant to paragraphs numbered 2 and 3 above must be competitively bid.

Quotation Requirements

1. The solicitation for quotes and proposals shall be conducted in accordance with the provision of the policy, regulation and procedures.
2. Unless, otherwise exempted herein, the following quotation limits shall be followed for the purchase of all goods and services procured with all funds:

BIDS AND QUOTATIONS (Cont.)

a.	$5000 and above	Three written/fax/phone/mail or electronic mail quotations are required
b.	0-$4,999.99	Quotes are recommended and can be asked for upon request

Exemption from Quotation Requirements

Due to the unique nature of some good and services, the items listed below shall be exempted from the quotation requirements:

a. Professional services
   - Legal Services
   - Insurance Services
   - Professional Consultation Services
   - Services of Independent Contractors

b. Utilities (gas, electricity, etc.)
c. Textbooks, library/media books, educational videos
d. Software upgrades and specialized source software (excludes off the shelf software)
e. Internet services
f. Leased cable lines
g. Unique custom artwork
h. Travel Services (airfare, hotel accommodations)
i. Goods purchased for School Activity fundraisers
j. Repairs to damaged vehicles, buses or tractors, and lawn equipment
k. Replacement repair parts purchased from original manufacturer
l. Testing and evaluation services;
m. Used vehicles, equipment, and fuel for transportation;
n. Services, supplies, and equipment from vendors holding state-wide contracts issued by the Oklahoma Department of Central Services, and
o. Items provided only by a single vendor.

REFERENCE: **61 O.S. §102, §103, §107, §131**
62 O.S. §430.1
70 O.S. §5-123

STAFF MEMBERS AND ELECTRONIC OR DIGITAL COMMUNICATIONS

The Superintendent and the School Principals will annually remind staff members and orient new staff members concerning the importance of maintaining proper decorum in the on-line, digital world as well as in person. Employees must conduct themselves in ways that do not distract from or disrupt the educational process. The orientation and reminders will give special emphasis to the following prohibited behaviors:

1. Improper fraternization with students using electronic or digital communication.

    a. Teachers may not list current students as "friends" on networking sites.
    b. All e-contacts with students should be through the district's school-approved platform(s).
    c. Improper contact via electronic or digital communication is prohibited.

2. Inappropriateness of posting items with sexual content

3. Inappropriateness of posting items exhibiting or advocating use of drugs and alcohol

4. Monitoring and penalties for improper use of district computers and technology

    As per state law, employees are discouraged from sharing content or comments containing the following when directed at a citizen of the State of Oklahoma:

    1) Obscene sexual content or links to obscene sexual content;
    2) Abusive behavior and bullying language or tone;
    3) Conduct or encouragement of illegal activity; and
    4) Disclosure of any information required to be maintained as confidential by law, regulation, or internal policy.

"Electronic or digital communication" includes, but is not limited to, emails, text messages, instant messages, direct messages, social media messages, messages sent through software applications, and any other electronic or digital means of communication.

"Social networking or "social media" means interaction with external websites or services based upon participant contributions to the content. Types of social media include social and professional networks, blogs, micro blogs, video or phone sharing and social bookmarking; and

"Comment" means a response to an article or social media content submitted by a commenter.

The Superintendent or designee(s) will periodically conduct internet searches to see if teachers have posted inappropriate materials on-line. When inappropriate use of computers and websites is discovered, the School Principals and Superintendent will download the offensive material and promptly bring that misconduct to the attention of the school district's legal counsel for review.

The board of education shall designate school-approved platforms. The administration shall publish school-approved platforms on the district's website and in student or staff handbooks.

School personnel engaging in electronic or digital communication with an individual student shall include the student's parent or guardian in any electronic or digital communication, unless such communication is on a school-approved platform and related to school and academic communications. The only exception to this requirement may be made in case of an emergency, subject to subsequent notification to the parent or guardian. School employees shall make reasonable efforts to use school-approved platforms, systems, or applications that allow automatic inclusion of parents or guardians in communications with students.

School employees reported to have engaged in electronic or digital communications that would violate this policy and state law shall be placed on administrative leave while the school district investigates the incident. If the investigation finds that no misconduct occurred, the school employee shall be reinstated, and the incident noted in the personnel file.

Employees who engage in any of the above-referenced prohibited behaviors are subject to the possibility of penalties, including termination of employment, for failure to exercise good judgment. Incidents will be reported in compliance with district policy FFG and state law

REFERENCE: **74 O.S. § 840-8.1**
70 O.S. § 6-401.

***A copy of this policy shall be distributed to each affected employee by email.**

RELEASED TIME COURSES

The board of education will approve released time courses for elective credit. A released time course is defined by law as a period of time during which a student is excused from school to attend a course in religious or moral instruction taught by an independent entity off school property. Any independent entity that would like to offer a course to be considered for elective credit shall discuss the proposal with the superintendent or superintendent's designee. The proposal shall include a course syllabus, a calendar of when the course will be offered, the methods of assessment utilized in the course, the qualifications of the course instructor, and a template written consent form that will be provided by the independent entity to parents or legal guardians for student's enrollment in the released time program. The school superintendent, principal for the school site where the student is enrolled, or their designees shall have reasonable discretion over the scheduling and timing of released time courses.

The superintendent shall then present the item to the board of education to consider at a lawfully convened meeting under an appropriately worded agenda item.

At the board meeting, the board of education will evaluate the course in a neutral and secular manner that does not involve any test for religious content or denominational affiliation. The secular criteria utilized to evaluate the released time course is limited to:

1. The amount of classroom instructional time.
2. The course syllabus which reflects requirements and materials utilized in the course.
3. Methods of assessment that will be utilized in the course.
4. The qualifications of the course instructor.

If a course is approved for elective credit, students may be excused from school to attend the released time course for no more than three class periods per week or a maximum of 125 class periods per school year. In order for the student to be eligible to participate in the released time program and receive an excused absence, the following must occur:

1. The student's parent or legal guardian must provide written consent prior to the student's participation in the released time course.
2. No school funds may be expended, and no school district personnel, equipment or resources may be involved in providing the instruction.
3. The independent entity must maintain attendance records for students and make them available to the school district and board of education.
4. Transportation provided to and from the place of instruction is the sole responsibility of the independent entity, the student, or the student's parent or legal guardian.

5. The independent entity or the student's parent or legal guardian indemnifies the school district and holds it harmless with regard to any conduct that does not occur on school property under the control or supervision of the school district and the independent entity maintains adequate insurance for that purpose.

6. The student assumes responsibility for any missed schoolwork as a result of the excused absence.

7. The student may not be excused to participate in a released time course during any class in which the subject matter being taught is subject to state assessments.

Students who participate in released time courses are considered in attendance in the school district and the time is calculated as a part of the school day. Upon successful completion of the course elective credit will be provided to students when the work completed is substantiated by a transcript from the independent entity providing the course.

The school district, board of education and school employees shall not be liable for any claim arising or occurring as a result of a student's participation in a released time program when the student is not under the control or supervision of the school district.

Legal Reference: 70 O.S. Section 11-101.3

VOLUNTARY PRIVATE PRAYER AND MOMENT OF SILENCE

It shall be the policy of the Newcastle Board of Education that no sectarian or religious doctrine shall be taught or inculcated into the curriculum or activities of the school. However, those students who wish to do so may participate in voluntary prayer so long as it is during non instructional time and does not interfere with the rights of other students.

School employees are free to engage in private religious prayer during school events, including sporting events and graduation ceremonies when employees are free to attend briefly to personal matters and students are engaged in other activities in accordance with the holding in *Kennedy v. Bremerton School District.,* 142 S.Ct. 2407 (2022).

Each school site within the district shall observe one minute of silence each day for the purpose of allowing each student to meditate, pray, or engage in any other silent activity that does not interfere with, distract, or impede other students in the exercise of their choice. All school personnel are to afford these options to all students, who will individually make the selection as to which of these behaviors they will engage in during the moment of silence. Students or staff shall not coerce or attempt to coerce any person to engage in any particular activity during the minute of silence.

The minute of silence shall be announced over the public address system as follows: "We now pause for a minute of silence in which students may reflect, meditate, pray, or engage in any other silent activity that does not interfere with, distract, or impede other students in the exercise of their individual choices"

If the district or a school employee is sued for providing a moment of silence to students, the district must notify the Attorney General within five (5) days. The Attorney General will provide legal representation to the district or employee named as a defendant in an action related to this statutory requirement.

Individuals who wish to file a complaint regarding a violation of 70 O.S. §11-101.1 or §11-101.2 should notify the building principal in writing of the specific issue that has occurred. The building principal will notify the superintendent that a complaint has been received. The building principal shall investigate the issue and determine whether a violation of the law has occurred. If the law has been violated, a plan of corrective action should be taken to address the issue.

REFERENCE: **70 O.S. §11-101.1**
70 O.S. §11-101.2
Accreditation Standard 210:35-3-251
Accreditation Standard 210:35-3-252
Kennedy v. Bremerton School Dist., 142 S. Ct. 2407 (2022)

A POLICY ON THIS TOPIC IS REQUIRED BY THE REFERENCED RULES EFFECTIVE 2024

PROHIBITING BULLYING
(REGULATION AND INVESTIGATION PROCEDURES)

Students are prohibited from bullying, harassing, threatening, or intimidating other students or school personnel on the basis of protected characteristics, including race, national origin, religion, and all forms of sex discrimination. Bullying, harassment, threatening, or intimidation includes any gesture, written or verbal expression, electronic communication, or physical act that a reasonable person should know will harm another person, damage another's property, place a student in reasonable fear of harm, or insult or demean another in such a way as to disrupt or interfere with the district's educational mission or the education of students. Bullying of students by electronic communication is prohibited whether or not such communication originated at school or with school equipment, if the communication is specifically directed at students or school personnel and concerns harassment, intimidation, or bullying at school.

Definitions

1. Bullying: As used in the School Safety and Bullying Prevention Act, "bullying" means any pattern of harassment, intimidation, threatening behavior, physical acts, verbal or electronic communication directed toward a student or group of students that results in or is reasonably perceived as being done with the intent to cause negative educational or physical results for the targeted individual or group and is communicated in such a way as to disrupt or interfere with the school's educational mission or the education of any student. Such behavior is specifically prohibited. Bullying acts by students have been described in several different categories.
    a. Physical Bullying: includes harm or threatened harm to another's body or property, including, but not limited to, what would reasonably be foreseen as a serious expression of intent to inflict physical harm or property damage through verbal or written speech or gestures directed at the student-victim, when considering the factual circumstances in which the threat was made and the reaction of the intended victim. Common acts include tripping, hitting, pushing, pinching, pulling hair, kicking, biting, starting fights, daring others to fight, stealing or destroying property, extortion, assaults with a weapon, other violent acts, and homicide.
    b. Emotional Bullying: includes the intentional infliction of harm to another's self-esteem, including, but not limited to, insulting or profane remarks, insulting or profane gestures, or harassing and frightening statement, when such events are considered in light of the surrounding facts, the history of the students involved, and age, maturity, and special characteristics of the students.
    c. Social Bullying: includes harm to another's group acceptance, including, but not limited to, harm resulting from intentionally gossiping about another student or intentionally spreading negative rumors about another student that results in the victim being excluded from a school activity or student group; the intentional planning and/or implementation of acts or statements that inflict public humiliation upon a student; the intentional undermining of current relationships of the victim-student through the spreading of untrue gossip or rumors designed to humiliate or embarrass the student; the use of gossip, rumors, or humiliating acts designed to deprive the student of awards, recognition, or involvement in school activities; the false or malicious spreading of an untrue statement or statements about another student that exposes the victim to contempt or ridicule or deprives the victim of the confidence and respect of student peers; or the making of false statements to others that the student has committed a crime, or has an infectious, contagious, or loathsome disease, or similar egregious representations.

d. Sexual Bullying: includes harm to another resulting from, but not limited to, making unwelcome sexual comments about the student; making vulgar, profane, or lewd comments or drawings or graffiti about the victim; directing vulgar, profane, or lewd gestures toward the victim; committing physical acts of a sexual nature at school, including the fondling or touching of private parts of the victim's body; participation in the gossiping or spreading of false rumors about the student's sexual life; written or verbal statements directed at the victim that would reasonably be interpreted as a serious threat to force the victim to commit sexual acts or to sexually assault the victim when considering the factual circumstances in which the threat was made and the reaction of the intended victim; off-campus dating violence by a student that adversely affects the victim's school performance or behavior, attendance, participation in school functions or extracurricular activities, or makes the victim fearful at school of the assaulting bully; or the commission of sexual assault, rape, or homicide. Such conduct may also constitute sexual harassment – also prohibited by Newcastle Public Schools.

2. "Electronic communication" means the communication of any written, verbal, or pictorial information or video content by means of an electronic device, including, but not limited to, a telephone, a mobile or cellular telephone or other wireless communication device, or a computer.

3. "Threatening behavior" means any pattern of behavior or isolated action, whether or not it is directed at another person, that a reasonable person would believe indicates potential for future harm to students, school personnel, or school property.

4. Harassment: The following actions may be considered "harassment"
   a. Verbal, physical, or written harassment or abuse;
   b. Repeated remarks of a demeaning nature;
   c. Implied or explicit threats concerning one's grades, achievements. etc.;
   d. Demeaning jokes, stories, or activities directed at the student;
   e. Unwelcome physical contact.

Student Reporting

Students are encouraged to inform school personnel if they are the victim of or a witness to acts of harassment, intimidation, or bullying. Reports can be made using STOP IT(https://www.newcastle.k12.ok.us/STOPit.aspx)

Staff Reporting

~~An important duty of the staff is to report acts or behavior that the employee witnesses that appear to constitute harassing, intimidating, or bullying.~~ All employees must report all incidents of harassment, intimidation, or bullying on the basis of a protected class that are directly disclosed to them, that they overhear or observe, or that they otherwise learn about indirectly. ~~Employees, whether certified or noncertified, shall encourage students who tell them about acts that may constitute intimidation, harassment, or bullying to complete a report form. For young students, staff members given that information will need to provide direct assistance to the student.~~

~~Staff members who hear of incidents that may, in the staff member's judgment, constitute harassment, intimidation, or bullying, are to report all relevant information to the building principal, superintendent or his/her designee.~~

Procedures

The procedure for investigating reported incidents of harassment, intimidation, bullying, or threatening behavior:

1. If any person is aware of, observes, or is a victim of bullying, harassing, threatening, or intimidating behavior or communications from a student, such person must report the behavior or communication to the principal of the school on the appropriate form.

2. The administrator will gather the information and evaluate the incident to determine the severity of the incident and the potential for future violence.

3. After completing the investigation, the administrator shall determine if the student accused of bullying, harassing, threatening, or intimidating behavior or communications engaged in prohibited conduct and, if so, shall determine the appropriate discipline. If the student's actions are determined to constitute prohibited harassing, intimidating, threatening, hazing, or bullying behavior or communications, the principal may, as a condition and part of any disciplinary action that is taken, recommend that available community mental health care options be provided to the student.

4. During the investigation, the principal may take appropriate action to ensure the safety of all students or school personnel involved.

5. If warranted, the administrator shall notify law enforcement of the reported incident and cooperate with any law enforcement investigation.

6. The administrator may also require that the student and the student's parent or guardian meet with the principal, a school counselor, and other appropriate school personnel before being allowed to return to school.

7. Upon completion of the investigation, a written resolution will be provided to the parents. The resolution should be provided within 10 days of the conclusion of the investigation.

Reports may be made anonymously. However, no formal disciplinary action shall be based solely on the basis of an anonymous report. Reports shall be made immediately to the building principal by any school employee that has reliable information that would lead a reasonable person to suspect that a person is a target of bullying.

The Superintendent shall be responsible for enforcing this policy. The building principal should notify ~~the superintendent~~ Mr. Atchley, the district compliance officer (jatchley@newcastle.k12.ok.us) with any report of bullying. Upon completion of an investigation, the building principal and the compliance officer shall ~~should~~ notify the superintendent of the findings of the investigation. Documentation should also be provided to the superintendent to establish that timely notification was provided to the parents of the victim and the parents of the perpetrator.

Timeline For Investigation:

- After an administrator or the compliance officer receives a report, Initial contact (via phone or email) will be made with the victim (when appropriate and possible) and his/her parent or guardian within 48 school hours of the original receipt.

- When anonymous reports are made, the reporting party will not be contacted unless deemed appropriate by the administrator or compliance coordinator and if feasible means of contact are left. Further, if the victim is not the reporting party, the victim will only be contacted when necessary or if the report has been corroborated.
- Once the investigation is concluded, the parent or guardian of the victim will be contacted within ten days of the initial report, except where extenuating circumstances exist.
- The offender will be contacted in the same timeline and will have the right to appeal any suspension as it applies to policies FO and FOD.

Parental Responsibilities

Parents/guardians will be informed in writing of the district's program to stop bullying. An administrative response to bullying may involve certain actions to be taken by parents. Parents will be informed of the program and the means for students to report bullying acts toward them or other students. They will also be told that to help prevent bullying at school they should encourage their children to:

1. Report bullying when it occurs;
2. Take advantage of opportunities to talk to their children about bullying;
3. Inform the school immediately if they think their child is being bullied or is bullying other students;
4. Watch for symptoms that their child may be a victim of bullying and report those symptoms; and
5. Cooperate fully with school personnel in identifying and resolving incidents.
6. Incidents that occur outside the school day and do not occur at a school event need to be reported to the police department.

Publication of Policy

Annual written notice of this policy will be provided to parents, guardians, staff, volunteers, and students with age-appropriate language for students. Notice of the policy will be posted at various locations within each school site, including but not limited to, cafeterias, school bulletin boards, and administrative offices. The policy will be posted on the school district's website at (newcastle.k12.ok.us) and at each school site that has an Internet website. The policy will be included in all student and staff handbooks.

REFERENCE: 21 O.S. §850.0
70 O.S. §24-100.2

THIS POLICY IS REQUIRED BY LAW

NEWCASTLE PUBLIC SCHOOLS

Extra Duty Stipend, Athletics

Sport	Site	Gender	Coaching Position		Salary
Athletic Director Asst.					$3,000.00
Baseball	HS	Boys	Head Coach		$8,000.00
			Assistant Coach	X2	$3,500.00
Baseball	MS	Boys	Head Coach		$2,900.00
			Assistant Coach		$1,550.00
Basketball Varsity/JV	HS	Boys	Head Coach		$10,000.00
			Assistant Coach	X2	$3,500.00
Basketball 7th / 8th	MS	Boys	Head Coach		$4,000.00
			Assistant Coach	X2	$2,000.00
Basketball Varsity / JV	HS	Girls	Head Coach		$10,000.00
			Assistant Coach	X2	$3,500.00
Basketball 7th / 8th	MS	Girls	Head Coach		$4,000.00
		Girls	Assistant Coach	X2	$2,000.00
Cheer/Stunt Varsity	HS	Boys & Girls	Head Sponsor / Spirit Cord		$8,000.00
			Assistant Coach		$3,600.00
			Competition		$8,000.00
Cheer	JV/9th	Boys & Girls	Head Coach		$2,500.00
			Assistant Coach		$1,550.00
Cheer	MS	Boys & Girls	Head Coach		$3,200.00
			Assistant Coach		$1,550.00
Fastpitch Varsity	HS	Girls	Head Coach		$8,000.00
			Assistant Coach	X2	$3,500.00
Fastpitch	MS	Girls	Head Coach		$2,900.00
			Asst. MS Fastpitch		$1,550.00

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Extra Duty Stipends, Athletic

Sport	Site	Gender	Coaching Position		Salary
Field Maintenance			Football		$2,000.00
			Softball		$2,000.00
Football-Varsity / JV	HS	Boys	Head Coach		$12,550.00
			Assistant Coach	X6	$3,500.00
			Assistant Coach-HUDL		$3,500.00
			Defensive Coordinator		$6,800.00
			Offensive Coordinator		$6,800.00
Football 8th	MS	Boys	Head Coach		$2,500.00
			Assistant Coach	X4	$1,550.00
Football 7th	MS	Boys	Head Coach		$2,500.00
			Assistant Coach	X4	$1,550.00
			Assistant Coach	X2	$3,500.00
Golf Varsity	HS	Boys	Head Coach		$3,000.00
Golf Varsity	HS	Boys & Girls	Assistant Coach		$1,000.00
Golf	MS	Boys	Head Coach		$1,500.00
Golf Varsity	HS	Girls	Head Coach		$3,000.00
Golf	MS	Girls	Head Coach		$1,500.00
Pom	HS	Boys & Girls	Head Coach		$5,000.00
			Assistant Coach		$3,000.00
Strength/Condition Summer			Head Coach		$1,300.00
Soccer-Varsity	HS	Boys	Head Coach		$8,000.00
			Assistant Coach		$2,700.00
Soccer	MS	Boys	Head Coach		$2,000.00
Soccer	HS	Girls	Head Coach		$8,000.00
			Assistant Coach		$2,700.00

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NEWCASTLE PUBLIC SCHOOLS

Extra Duty Stipend, Athletics

Sport	Site	Gender	Coaching Position		Salary
Soccer	MS	Girls	Head Coach		$2,000.00
Swimming	HS	Boys & Girls	Head Coach		$1,200.00
Tennis	HS	Boys & Girls	Head Coach		$2,000.00
Track-Varsity	HS	Boys & Girls	Head Coach		$7,000.00
			Assistant Coach	X4	$2,700.00
Track	MS	Boys & Girls	Head Coach		$3,000.00
Track			Assistant Coach	X3	$2,325.00
Volleyball-Varsity / JV	HS	Girls	Head Coach		$8,000.00
			Assistant Coach	X2	$3,500.00
Volleyball	MS	Girls	Head Coach		$2,000.00
			Assistant Coach	X2	$1,550.00
Wrestling-Varsity	HS	Boys	Head Coach		$8,000.00
		Boys	Assistant Coach		$3,500.00
		Girls	Assistant Coach		$3,500.00
		Boys / Girls	Assistant Coach		$3,500.00
Wrestling	MS	Boys	Head Coach		$2,500.00
			Assistant Coach		$1,550.00
		Girls	Assistant Coach		$1,550.00
X Country-Varsity	HS	Boys & Girls	Head Coach		$4,000.00
			Assistant Coach		$2,700.00
X Country	MS	Boys & Girls	Head Coach		$1,800.00
			Assistant Coach		$1,550.00
Training	HS & MS	Boys & Girls	Summer Pride Coordinator		
			charge a fee/distribute the proceeds/ no more than $25/hour		

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Newcastle Public Schools

Extra Duty Stipend, Non Athletic

Description	Annual Salary
ACADEMIC COACH MIDDLE SCHOOL	$500.00
ACADEMIC COACH HIGH SCHOOL	$500.00
AG FFA SPONSOR	$1,000.00
AG	$5,412.00
ASST HOMECOMING SPONSOR	$500.00
AUDITORUM SOUND	$500.00
BAND ASSISTANT SPONSOR	$6,500.00
BAND SPONSOR	$8,000.00
BPA SPONSOR	$250.00
CAREER TECH SCIENCE ENG MATH- 411	$2,200.00
CAREER TECH-BUSINESS-411	$2,200.00
CLASS SPONSOR, 9th	$250.00
CLASS SPONSOR, 10th	$300.00
CLASS SPONSOR, JUNIOR	$1,000.00
CLASS SPONSOR, SENIOR	$1,250.00
CLUB SPONSOR	$500.00
COUNSELING STIPEND	$1,500.00
DEAN OF STUDENTS STIPEND	$4,000.00
DRAMA	$2,500.00
ELECTIVE DEPARTMENT CHAIR	$250.00
E-SPORTS	$250.00
FCCLA	$1,000.00
GIFTED & TALENTED COORDINATOR	$500.00
INSTRUCTIONAL COACH STIPEND	$3,000.00
MENTOR STIPEND 2 SEMESTERS	$500.00
NATIONAL JUNIOR HONOR SOCIETY	$500.00
NATIONAL HONOR SOCIETY	$500.00
OUTDOOR COORDINATOR-MS	$1,000.00
OUTDOOR COORDINATOR-HS	$1,500.00
ROBOTICS - HS	$6,500.00
ROBOTICS - MS	$1,500.00
ROBOTICS - ES	$500.00
RSA COORDINATOR	$750.00
SHOOTING SPORTS	$1,000.00
SPECIAL OLYMPICS	$500.00
STUDENT COUNCIL HIGHSCHOOL	$1,000.00
STUDENT COUNCIL MIDDLE SCHOOL	$500.00
VOCAL MUSIC SPONSOR	$4,500.00
VOCAL SHOW	$500.00
WEB PAGE	$250.00
YEARBOOK - ECC/ES/MS	$1,000.00
YEARBOOK HIGHSCHOOL	$3,000.00

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Newcastle Public Schools

Principal Salaries

YEARS		HS Principal	HS Assistant Principal	MS Principal	MS Assistant Principal	ES Principal	ES Assistant Principal	ECC Principal	ECC Assistant Principal
0		$77,317.60	$63,585.00	$71,663.00	$59,546.00	$63,585.00	$55,507.00	$63,585.00	$55,507.00
1		$78,116.16	$64,236.00	$72,400.80	$60,153.60	$64,236.00	$56,071.20	$64,236.00	$56,071.20
2		$78,914.72	$64,887.00	$73,138.60	$60,761.20	$64,887.00	$56,635.40	$64,887.00	$56,635.40
3		$79,715.12	$65,539.50	$73,878.10	$61,370.20	$65,539.50	$57,200.90	$65,539.50	$57,200.90
4		$80,513.68	$66,190.50	$74,615.90	$61,977.80	$66,190.50	$57,765.10	$66,190.50	$57,765.10
5		$82,382.16	$67,898.50	$76,418.30	$63,638.60	$67,898.50	$59,378.70	$67,898.50	$59,378.70
6		$83,234.08	$68,593.00	$77,205.40	$64,286.80	$68,593.00	$59,980.60	$68,593.00	$59,980.60
7		$84,087.84	$69,289.00	$77,994.20	$64,936.40	$69,289.00	$60,583.80	$69,289.00	$60,583.80
8		$84,939.76	$69,983.50	$78,781.30	$65,584.60	$69,983.50	$61,185.70	$69,983.50	$61,185.70
9		$85,793.52	$70,679.50	$79,570.10	$66,234.20	$70,679.50	$61,788.90	$70,679.50	$61,788.90
10		$89,579.28	$73,950.50	$83,143.90	$69,353.80	$73,950.50	$64,757.10	$73,950.50	$64,757.10
11		$90,486.40	$74,690.00	$83,982.00	$70,044.00	$74,690.00	$65,398.00	$74,690.00	$65,398.00
12		$91,393.52	$75,429.50	$84,820.10	$70,734.20	$75,429.50	$66,038.90	$75,429.50	$66,038.90
13		$92,300.64	$76,169.00	$85,658.20	$71,424.40	$76,169.00	$66,679.80	$76,169.00	$66,679.80
14		$93,205.92	$76,907.00	$86,494.60	$72,113.20	$76,907.00	$67,319.40	$76,907.00	$67,319.40
15		$95,149.84	$78,676.50	$88,366.70	$73,831.40	$78,676.50	$68,986.30	$78,676.50	$68,986.30
16		$96,056.96	$79,416.00	$89,204.80	$74,521.60	$79,416.00	$69,627.20	$79,416.00	$69,627.20
17		$96,964.08	$80,155.50	$90,042.90	$75,211.80	$80,155.50	$70,268.10	$80,155.50	$70,268.10
18		$97,871.20	$80,895.00	$90,881.00	$75,902.00	$80,895.00	$70,909.00	$80,895.00	$70,909.00
19		$98,778.32	$81,634.50	$91,719.10	$76,592.20	$81,634.50	$71,549.90	$81,634.50	$71,549.90
20		$99,724.08	$82,405.50	$92,592.90	$77,311.80	$82,405.50	$72,218.10	$82,405.50	$72,218.10
21		$100,631.20	$83,145.00	$93,431.00	$78,002.00	$83,145.00	$72,859.00	$83,145.00	$72,859.00
22		$101,538.32	$83,884.50	$94,269.10	$78,692.20	$83,884.50	$73,499.90	$83,884.50	$73,499.90
23		$102,447.28	$84,625.50	$95,108.90	$79,383.80	$84,625.50	$74,142.10	$84,625.50	$74,142.10
24		$103,354.40	$85,365.00	$95,947.00	$80,074.00	$85,365.00	$74,783.00	$85,365.00	$74,783.00
25		$106,040.80	$87,555.00	$98,429.00	$82,118.00	$87,555.00	$76,681.00	$87,555.00	$76,681.00
26		$106,960.80	$88,305.00	$99,279.00	$82,818.00	$88,305.00	$77,331.00	$88,305.00	$77,331.00
27		$108,064.80	$89,205.00	$100,299.00	$83,658.00	$89,205.00	$78,111.00	$89,205.00	$78,111.00
28		$109,168.80	$90,105.00	$101,319.00	$84,498.00	$90,105.00	$78,891.00	$90,105.00	$78,891.00
29		$110,272.80	$91,005.00	$102,339.00	$85,338.00	$91,005.00	$79,671.00	$91,005.00	$79,671.00
30		$111,376.80	$91,905.00	$103,359.00	$86,178.00	$91,905.00	$80,451.00	$91,905.00	$80,451.00

Newcastle Public Schools

Principal Salaries / Doctorate

YEARS	Doctorate		HS Principal	HS Assistant Principal	MS Principal	MS Assistant Principal	ES Principal	ES Assistant Principal	ECC Principal	ECC Assistant Principal
0	$41,780.00		$79,875.20	$65,670.00	$74,026.00	$61,492.00	$65,670.00	$57,314.00	$65,670.00	$57,314.00
1	$42,214.00		$80,673.76	$66,321.00	$74,763.80	$62,099.60	$66,321.00	$57,878.20	$66,321.00	$57,878.20
2	$42,648.00		$81,472.32	$66,972.00	$75,501.60	$62,707.20	$66,972.00	$58,442.40	$66,972.00	$58,442.40
3	$43,083.00		$82,272.72	$67,624.50	$76,241.10	$63,316.20	$67,624.50	$59,007.90	$67,624.50	$59,007.90
4	$43,517.00		$83,071.28	$68,275.50	$76,978.90	$63,923.80	$68,275.50	$59,572.10	$68,275.50	$59,572.10
5	$43,989.00		$84,939.76	$69,983.50	$78,781.30	$65,584.60	$69,983.50	$61,185.70	$69,983.50	$61,185.70
6	$44,453.00		$85,793.52	$70,679.50	$79,570.10	$66,234.20	$70,679.50	$61,788.90	$70,679.50	$61,788.90
7	$44,916.00		$86,645.44	$71,374.00	$80,357.20	$66,882.40	$71,374.00	$62,390.80	$71,374.00	$62,390.80
8	$45,379.00		$87,497.36	$72,068.50	$81,144.30	$67,530.60	$72,068.50	$62,992.70	$72,068.50	$62,992.70
9	$45,843.00		$88,351.12	$72,764.50	$81,933.10	$68,180.20	$72,764.50	$63,595.90	$72,764.50	$63,595.90
10	$48,344.00		$93,952.96	$77,516.00	$87,184.80	$72,681.60	$77,516.00	$67,847.20	$77,516.00	$67,847.20
11	$48,837.00		$94,860.08	$78,255.50	$88,022.90	$73,371.80	$78,255.50	$68,488.10	$78,255.50	$68,488.10
12	$49,330.00		$95,767.20	$78,995.00	$88,861.00	$74,062.00	$78,995.00	$69,129.00	$78,995.00	$69,129.00
13	$49,823.00		$96,674.32	$79,734.50	$89,699.10	$74,752.20	$79,734.50	$69,769.90	$79,734.50	$69,769.90
14	$50,315.00		$97,579.60	$80,472.50	$90,535.50	$75,441.00	$80,472.50	$70,409.50	$80,472.50	$70,409.50
15	$50,829.00		$99,525.36	$82,243.50	$92,409.30	$77,160.60	$82,243.50	$72,077.70	$82,243.50	$72,077.70
16	$51,322.00		$100,432.48	$82,983.00	$93,247.40	$77,850.80	$82,983.00	$72,718.60	$82,983.00	$72,718.60
17	$51,815.00		$101,339.60	$83,722.50	$94,085.50	$78,541.00	$83,722.50	$73,359.50	$83,722.50	$73,359.50
18	$52,308.00		$102,246.72	$84,462.00	$94,923.60	$79,231.20	$84,462.00	$74,000.40	$84,462.00	$74,000.40
19	$52,801.00		$103,153.84	$85,201.50	$95,761.70	$79,921.40	$85,201.50	$74,641.30	$85,201.50	$74,641.30
20	$53,316.00		$104,101.44	$85,974.00	$96,637.20	$80,642.40	$85,974.00	$75,310.80	$85,974.00	$75,310.80
21	$53,809.00		$105,008.56	$86,713.50	$97,475.30	$81,332.60	$86,713.50	$75,951.70	$86,713.50	$75,951.70
22	$54,302.00		$105,915.68	$87,453.00	$98,313.40	$82,022.80	$87,453.00	$76,592.60	$87,453.00	$76,592.60
23	$54,796.00		$106,824.64	$88,194.00	$99,153.20	$82,714.40	$88,194.00	$77,234.80	$88,194.00	$77,234.80
24	$55,289.00		$107,731.76	$88,933.50	$99,991.30	$83,404.60	$88,933.50	$77,875.70	$88,933.50	$77,875.70
25	$56,794.00		$110,500.96	$91,191.00	$102,549.80	$85,511.60	$91,191.00	$79,832.20	$91,191.00	$79,832.20
26	$57,294.00		$111,420.96	$91,941.00	$103,399.80	$86,211.60	$91,941.00	$80,482.20	$91,941.00	$80,482.20
27	$57,894.00		$112,524.96	$92,841.00	$104,419.80	$87,051.60	$92,841.00	$81,262.20	$92,841.00	$81,262.20
28	$58,494.00		$113,628.96	$93,741.00	$105,439.80	$87,891.60	$93,741.00	$82,042.20	$93,741.00	$82,042.20
29	$59,094.00		$114,732.96	$94,641.00	$106,459.80	$88,731.60	$94,641.00	$82,822.20	$94,641.00	$82,822.20
30	$59,694.00		$115,836.96	$95,541.00	$107,479.80	$89,571.60	$95,541.00	$83,602.20	$95,541.00	$83,602.20

Newcastle Public Schools

YEARS	MASTERS	MASTERS	THRIVE
	Athletic Director	SPED Director	Principal
0	$66,008.40	$68,201.58	$63,585.00
1	$66,685.44	$68,902.18	$64,236.00
2	$67,362.48	$69,602.79	$64,887.00
3	$68,041.08	$70,305.01	$65,539.50
4	$68,718.12	$71,005.62	$66,190.50
5	$70,454.44	$72,767.57	$67,898.50
6	$71,176.72	$73,514.99	$68,593.00
7	$71,900.56	$74,264.02	$69,289.00
8	$72,622.84	$75,011.44	$69,983.50
9	$73,346.68	$75,760.48	$70,679.50
10	$76,708.52	$79,204.53	$73,950.50
11	$77,477.60	$80,000.38	$74,690.00
12	$78,246.68	$80,796.23	$75,429.50
13	$79,015.76	$81,592.08	$76,169.00
14	$79,783.28	$82,386.31	$76,907.00
15	$81,583.56	$84,214.45	$78,676.50
16	$82,352.64	$85,010.30	$79,416.00
17	$83,121.72	$85,806.15	$80,155.50
18	$83,890.80	$86,602.00	$80,895.00
19	$84,659.88	$87,397.85	$81,634.50
20	$85,461.72	$88,227.60	$82,405.50
21	$86,230.80	$89,023.45	$83,145.00
22	$86,999.88	$89,819.30	$83,884.50
23	$87,770.52	$90,616.76	$84,625.50
24	$88,539.60	$91,412.61	$85,365.00
25	$90,817.20	$93,769.49	$87,555.00
26	$91,597.20	$94,576.64	$88,305.00
27	$92,533.20	$95,545.22	$89,205.00
28	$93,469.20	$96,513.80	$90,105.00
29	$94,405.20	$97,482.38	$91,005.00
30	$95,341.20	$98,450.96	$91,905.00

Newcastle Public Schools

Coordinator / Career Pathway

YEARS	BACHELORS	MASTERS	BACHELORS	MASTERS
	PD/IC/Curriculum Coordinator WITH TRS	PD/IC/Curriculum Coordinator WITH TRS	Career Pathway WITH TRS	Career Pathway WITH TRS
0	$51,240.00	$52,935.80	$46,200.00	$47,729.00
1	$51,769.48	$53,465.28	$46,677.40	$48,206.40
2	$52,298.96	$53,994.76	$47,154.80	$48,683.80
3	$52,829.66	$54,525.46	$47,633.30	$49,162.30
4	$53,359.14	$55,054.94	$48,110.70	$49,639.70
5	$55,154.98	$56,850.78	$49,729.90	$51,214.90
6	$55,719.84	$57,415.64	$50,239.20	$51,768.20
7	$56,285.92	$57,981.72	$50,749.60	$52,278.60
8	$56,850.78	$58,546.58	$51,258.90	$52,787.90
9	$57,415.64	$59,112.66	$51,768.20	$53,298.30
10	$59,881.26	$62,179.74	$53,991.30	$56,063.70
11	$72,682.72	$62,781.20	$65,533.60	$56,606.00
12	$61,084.18	$63,382.66	$55,075.90	$57,038.30
13	$61,684.42	$63,984.12	$55,617.10	$57,690.60
14	$62,285.88	$64,584.36	$56,159.40	$58,231.80
15	$64,130.52	$66,430.22	$57,822.60	$59,896.10
16	$64,731.98	$67,031.68	$58,364.90	$60,438.40
17	$65,296.84	$67,633.14	$58,874.20	$60,980.70
18	$65,934.90	$68,234.60	$59,449.50	$61,523.00
19	$66,536.36	$68,836.06	$59,991.80	$62,065.30
20	$67,162.22	$69,463.14	$60,556.10	$62,630.70
21	$67,763.68	$70,064.60	$61,098.40	$63,173.00
22	$68,366.36	$70,666.06	$61,641.80	$63,715.30
23	$68,967.82	$71,268.74	$62,184.10	$64,258.70
24	$69,569.28	$71,870.20	$62,726.40	$64,801.00
25	$71,350.48	$73,651.40	$64,292.80	$66,407.00
26	$71,916.56	$74,261.40	$64,842.80	$66,957.00
27	$72,648.56	$74,993.40	$65,502.80	$67,617.00
28	$73,380.56	$75,725.40	$66,162.80	$68,277.00
29	$74,112.56	$76,457.40	$66,822.80	$68,937.00
30	$74,844.56	$77,189.40	$67,482.80	$69,597.00
31	$75,576.56	$77,921.40	$68,142.80	$70,257.00
32	$76,308.56	$78,653.40	$68,802.80	$70,917.00
33	$77,040.56	$79,385.40	$69,462.80	$71,577.00
34	$77,772.56	$80,117.40	$70,122.80	$72,237.00

Newcastle Public Schools

Director's Salaries

YEARS					
	Finance Director	IT Director	Maintenance Director	Transportation Director	CN Director
0	$72,675.00	$70,000.00	$60,350.00	$50,450.00	$43,365.00
1	$73,450.00	$70,775.00	$61,125.00	$51,225.00	$44,140.00
2	$74,225.00	$71,550.00	$61,900.00	$52,000.00	$44,915.00
3	$75,000.00	$72,325.00	$62,675.00	$52,775.00	$45,690.00
4	$75,775.00	$73,100.00	$63,450.00	$53,550.00	$46,465.00
5	$76,550.00	$73,875.00	$64,225.00	$54,325.00	$47,240.00
6	$77,325.00	$74,650.00	$65,000.00	$55,100.00	$48,015.00
7	$78,100.00	$75,425.00	$65,775.00	$55,875.00	$48,790.00
8	$78,875.00	$76,200.00	$66,550.00	$56,650.00	$49,565.00
9	$79,650.00	$76,975.00	$67,325.00	$57,425.00	$50,340.00
10	$80,425.00	$77,750.00	$68,100.00	$58,200.00	$51,115.00
11	$81,200.00	$78,525.00	$68,875.00	$58,975.00	$51,890.00
12	$81,975.00	$79,300.00	$69,650.00	$59,750.00	$52,665.00
13	$82,750.00	$80,075.00	$70,425.00	$60,525.00	$53,440.00
14	$83,525.00	$80,850.00	$71,200.00	$61,300.00	$54,215.00
15	$84,300.00	$81,625.00	$71,975.00	$62,075.00	$54,990.00
16	$85,075.00	$82,400.00	$72,750.00	$62,850.00	$55,765.00
17	$85,850.00	$83,175.00	$73,525.00	$63,625.00	$56,540.00
18	$86,625.00	$83,950.00	$74,300.00	$64,400.00	$57,315.00
19	$87,400.00	$84,725.00	$75,075.00	$65,175.00	$58,090.00
20	$88,175.00	$85,500.00	$75,850.00	$65,950.00	$58,865.00
21	$88,950.00	$86,275.00	$76,625.00	$66,725.00	$59,640.00
22	$89,725.00	$87,050.00	$77,400.00	$67,500.00	$60,415.00
23	$90,500.00	$87,825.00	$78,175.00	$68,275.00	$61,190.00
24	$91,275.00	$88,600.00	$78,950.00	$69,050.00	$61,965.00
25	$92,050.00	$89,375.00	$79,725.00	$69,825.00	$62,740.00
26	$92,825.00	$90,150.00	$80,500.00	$70,600.00	$63,515.00
27	$93,600.00	$90,925.00	$81,275.00	$71,375.00	$64,290.00
28	$94,375.00	$91,700.00	$82,050.00	$72,150.00	$65,065.00
29	$95,150.00	$92,475.00	$82,825.00	$72,925.00	$65,840.00
30	$95,925.00	$93,250.00	$83,600.00	$73,700.00	$66,615.00

Newcastle Public Schools

Support Salaries

	HVAC	Technology Coordinator	Technology Assistant	Superintendent Secretary	KidZone Manager
0	$47,530.00	$45,300.00	$29,200.00	$38,313.00	$37,780.00
1	$47,930.00	$45,700.00	$29,600.00	$38,713.00	$38,180.00
2	$48,330.00	$46,100.00	$30,000.00	$39,113.00	$38,580.00
3	$48,730.00	$46,500.00	$30,400.00	$39,513.00	$38,980.00
4	$49,130.00	$46,900.00	$30,800.00	$39,913.00	$39,380.00
5	$49,530.00	$47,300.00	$31,200.00	$40,313.00	$39,780.00
6	$49,930.00	$47,700.00	$31,600.00	$40,713.00	$40,180.00
7	$50,330.00	$48,100.00	$32,000.00	$41,113.00	$40,580.00
8	$50,730.00	$48,500.00	$32,400.00	$41,513.00	$40,980.00
9	$51,130.00	$48,900.00	$32,800.00	$41,913.00	$41,380.00
10	$51,530.00	$49,300.00	$33,200.00	$42,313.00	$41,780.00
11	$51,930.00	$49,700.00	$33,600.00	$42,713.00	$42,180.00
12	$52,330.00	$50,100.00	$34,000.00	$43,113.00	$42,580.00
13	$52,730.00	$50,500.00	$34,400.00	$43,513.00	$42,980.00
14	$53,130.00	$50,900.00	$34,800.00	$43,913.00	$43,380.00
15	$53,530.00	$51,300.00	$35,200.00	$44,313.00	$43,780.00
16	$53,930.00	$51,700.00	$35,600.00	$44,713.00	$44,180.00
17	$54,330.00	$52,100.00	$36,000.00	$45,113.00	$44,580.00
18	$54,730.00	$52,500.00	$36,400.00	$45,513.00	$44,980.00
19	$55,130.00	$52,900.00	$36,800.00	$45,913.00	$45,380.00
20	$55,530.00	$53,300.00	$37,200.00	$46,313.00	$45,780.00
21	$55,930.00	$53,700.00	$37,600.00	$46,713.00	$46,180.00
22	$56,330.00	$54,100.00	$38,000.00	$47,113.00	$46,580.00
23	$56,730.00	$54,500.00	$38,400.00	$47,513.00	$46,980.00
24	$57,130.00	$54,900.00	$38,800.00	$47,913.00	$47,380.00
25	$57,530.00	$55,300.00	$39,200.00	$48,313.00	$47,780.00
26	$57,930.00	$55,700.00	$39,600.00	$48,713.00	$48,180.00
27	$58,330.00	$56,100.00	$40,000.00	$49,113.00	$48,580.00
28	$58,730.00	$56,500.00	$40,400.00	$49,513.00	$48,980.00
29	$59,130.00	$56,900.00	$40,800.00	$49,913.00	$49,380.00
30	$59,530.00	$57,300.00	$41,200.00	$50,313.00	$49,780.00

RAPTOR™
TECHNOLOGIES

PURCHASE AND SUBSCRIPTION SERVICES AGREEMENT
EFFECTIVE DATE: 07/01/2024
RENEWAL TERM: [12] Months (07/01/2024 – 06/30/2025)

THIS PURCHASE AND SUBSCRIPTION SERVICES AGREEMENT (the "Subscription Agreement") is made effective as of the date set forth above and is by and between Raptor Technologies, LLC, having offices at 2900 North Loop West, Suite 900, Houston, Texas 77092 or the Raptor Affiliate (LobbyGuard Solutions, LLC and/or SchoolPass, Inc.) designated on the applicable quote (hereinafter "Raptor"), and Newcastle Public Schools having an office at 101 North Main, Newcastle, OK 73065 (hereinafter "Customer"). Each Raptor and Customer are referred to as a "Party" and collectively as the "Parties." The agreement between the Parties (the "Agreement") consists of this Subscription Agreement, the Terms (defined below), all Invoices, and all other exhibits, schedules and documentation referenced by or in this Subscription Agreement and the Terms. Unless otherwise specified, capitalized terms in this Subscription Agreement have the same meanings as set forth in the Terms. In consideration of the mutual covenants and conditions set forth below, Raptor and Customer agree as follows:

"Terms" means the following documents in effect as of the Effective Date of this Agreement.

(i) Raptor Technologies, LLC General Terms and Conditions ("Terms and Conditions") and, if applicable;
(ii) SchoolPass Addendum – ("SchoolPass Addendum");
(iii) SchoolPass Hardware Policy – ("SchoolPass Hardware Policy"); and
(iv) Alertus® Terms and Conditions – ("Alertus Terms and Conditions")

Access Grant to Raptor Services. Subject to Customer's compliance with the terms and conditions contained in this Agreement, Raptor grants to Customer a non-exclusive, non-transferable, non-sublicensable, revocable right to allow Customer to access and use the Raptor Platform and Annual Subscription Services during the Term (as defined in Section 5.2 (Renewal Terms) of the Terms) as set forth in attached quote.

Fees. Customer will pay Raptor the fees which may include the Annual Software Access Fee and Annual Subscription Services Fees ("Annual Subscription Fee(s)") and one-time purchases of equipment, supplies, and services, in each case as set forth in the Quote attached hereto as Appendix A and in any Invoice during the Term. Unless otherwise specified in the Quote, for an annual subscription billing during the Term, the Annual Subscription Fee(s) may be increased from the previous annual period by the higher of the change in the CPI Index for the preceding 12 months or five percent (5%). This transaction is not a GSA Schedule unless otherwise specified in the Quote or on the Invoice.

Payment Terms. Fees are due and payable within 30 (thirty) days of Customer's receipt of the applicable Invoice. All amounts payable by Customer to Raptor hereunder are exclusive of any sales, use and other taxes or duties, however designated (collectively "Taxes"). Customer will be solely responsible for payment of any Taxes, except for those taxes based on the income of Raptor. Customer will provide Raptor its state-issued Direct Pay Exemption Certificate (or equivalent certificate), if applicable, upon execution of this Subscription Agreement. In the event an applicable taxing authority, as a result of an audit or otherwise, assesses additional Taxes at any time, Customer and not Raptor will be solely responsible for payment of such additional Taxes and all costs associated with such assessment, including without limitation, interest, penalties and attorney's fees. Customer will not withhold any Taxes from any amounts due Raptor. Should Customer be required under any applicable law or regulation, to withhold or deduct any portion of the payments due to Raptor hereunder, then the sum due to Raptor will be increased by the amount necessary to yield to Raptor an amount equal to the sum Raptor would have received had no withholdings or deductions been made.

Customer acknowledges and agrees that it has reviewed the Agreement, including without limitation, the Terms, prior to the execution of this Subscription Agreement.

SIGNATURES ON THE NEXT PAGE

BY SIGNING BELOW, EACH PARTY REPRESENTS IT HAS READ AND AGREES TO BE BOUND BY THESE TERMS AND CONDITIONS.

RAPTOR TECHNOLOGIES, LLC		**NEWCASTLE PUBLIC SCHOOLS**	
Signed:	_____	Signed:	_____
Name:	_____	Name:	_____
Title:	_____	Title:	_____
Date:	_____	Date:	_____

APPENDIX A

RAPTOR® TECHNOLOGIES

Renewal Notice

Date	5/1/2024
Renewal #	79111
Start Date	7/1/2024
End Date	6/30/2025

"Protect Every Child, Every School, Every Day"

Bill To:
Newcastle Public Schools
Accounts Payable
101 North Main
Newcastle OK 73065

Ordered By:
Newcastle School District 1

Terms
RN N60

Description	Qty	Price	Amount
One (1) Emergency Management Software License	4	$508.00	$2,032.00
Raptor Visitor Management Annual Access Fee	5	$660.00	$3,300.00

Subtotal	$5,332.00
Tax Total	$0.00
Total	$5,332.00

Click Here for Inquiries or to Send Purchase Orders

Remit Checks to:

Raptor Technologies, LLC
Dept 141
PO Box 4458
Houston, TX 77210-4458

Please reference invoice number(s) on all check payments.

SO79111

Technician Service Agreement

This Technician Service Agreement (the "Agreement") is made and entered on August 1, 2024 (the "Effective Date"), by and between Noregon Systems, LLC ("Noregon") and Newcastle Public Schools ("Client") (collectively referred to as the "Parties" and individually as a "Party"). Pursuant to this Agreement, Noregon will provide Client with certain Diagnostic and Repair Services (the "Services") as described in the payment schedule executed by the Parties of even date herewith, the terms of which are incorporated herein by reference (the "Payment Schedule"), and Client shall have the right to use the Services in accordance with this Agreement.

Client hereby agree as follows:

1. **Term:** The term of this Agreement will begin on the Effective Date, unless otherwise indicated on the Payment Schedule, and will continue for a period of twelve (12) months (the "Initial Term") and shall thereafter renew automatically for successive twelve (12) month renewal terms (each a "Renewal Term") unless either Party gives notice to the other Party, at least thirty (30) days prior to end of the Initial Term or any Renewal Term, of its election not to renew the Term. "Term" shall mean the Initial Term and any and all Renewal Terms. Notwithstanding the above, Noregon may terminate this Agreement prior to the expiration of the Term for any reason, including breach of this Agreement, default by Client, or breach of the Payment Schedule.

2. **Pricing; Payment:** Client shall pay Noregon in accordance with the pricing and payment terms set forth on the Payment Schedule, the terms of which are incorporated herein by reference.

3. **Defaults:** If Client fails to perform or fulfill any obligation under this Agreement or under any other agreement incorporating this Agreement or involving the Services, Client shall be in default of this Agreement. If Client fails to pay any amounts due in breach of terms of the Payment Schedule or any other agreement or contract governing the relationship between the Parties as it relates to the Services, within ten (10) days after the same is due and payable, or if Client fails to observe, keep or perform any other provision of this Agreement, and Client fails to cure such failure within ten (10) days after receipt of written notice thereof from Noregon, Noregon shall have the right to exercise any one or more of the following remedies: (a) declare all amounts due hereunder immediately due and payable as to the Services, (b) terminate the provision of the Services to client, and/or (c) pursue any other remedy at law or in equity. Notwithstanding payment or any other action which Noregon may take, Client shall be andremain liable for the full performance of all obligations on the part of Client to be performed under this Agreement. Each of Noregon's remedies are cumulative and may be pursued concurrently or separately.

4. **Use:** Client represents and warrants that it's use of the Services will be in full compliance with all laws, rules, ordinances, statutes and orders applicable to the use of the Services. Client's use of the Services is conditioned on Client's continued licensing of one or more licenses of JPRO from Noregon. In the event Client's JPRO license lapses or Client does not have a valid license to JPRO, Noregon will have no obligation to provide Services under this Agreement.

5. **Unauthorized Modifications and Software Use by Client/End User.** Client understands that if Client and/or End User make unauthorized modifications to a vehicle, and/or make modifications, alterations, or deletions to a vehicle that result in illegal or unauthorized changes to the vehicle, uses pirated or illegally copied software, or otherwise modifies the vehicle safety systems or components, the Services will not be provided for such systems or components. Client acknowledges that the modification, alteration or deletion of safety systems or components will result in the Services for such components or system not being provided under this Agreement.

6. **Vehicle Inspection and Maintenance by Client/End User.** THE SERVICES ARE NOT A SUBSTITUTE FOR CAREFUL INSPECTION AND MAINTENANCE OF VEHICLES BY PROPERLY TRAINED REPAIR TECHNICIANS OR MECHANICS. AS THERE IS A LIMIT TO THE DEGREE OF ACCURACY AND SERVICE THAT A REMOTE TECHNICIAN CAN PROVIDE, DO NOT OVERLY RELY ON THE SERVICES. ALL INFORMATION OR RECOMMENDED ACTIONS COMMUNICATED THROUGH THE SERVICES SHOULD BE INDEPENDENTLY VERIFIED AND AUTHENTICATED BY A CERTIFIED TECHNICIAN OR MECHANIC. THE CLIENT IS ALWAYS RESPONSIBLE FOR INSPECTION, MAINTENANCE AND REPAIR. AS THE USER OF THE SERVICES, CLIENT AND ITS END USERS ARE RESPONSIBLE FOR EXERCISING THEIR OWN CARE, SKILL, ASSESSMENT AND JUDGMENT AS TO THE MECHANICAL CONDITION OF VEHICLES AND THE INTERPRETATION OF ANY INFORMATION, ANALYTICS DATA OR RECOMMENDED ACTIONS COMMUNICATED THROUGH THE SERVICES. CLIENT HEREBY COVENANTS AND AGREES TO INFORM EACH OF ITS END USERS OF THEIR DUTY TO INSPECT THE ACCURACY AND EFFECTIVENESS OF THE SERVICES PROVIDED.

7. **Limited Liability.** NOREGON'S CUMULATIVE LIABILITY TO CLIENT OR ANY OTHER PARTY FOR ANY LOSS OR DAMAGES RESULTING FROM ANY CLAIMS, DEMANDS, OR ACTIONS ARISING OUT OF OR RELATING TO THIS AGREEMENT AND/OR USE OF THE SERVICES SHALL NOT EXCEED THE FEES PAID TO NOREGON FOR THE SERVICES IN THE MONTH PRIOR TO THE INCIDENT GIVING RISE TO SUCH CLAIM. IN NO EVENT SHALL NOREGON BE LIABLE FOR ANY INDIRECT, INCIDENTAL, CONSEQUENTIAL, SPECIAL, OR EXEMPLARY DAMAGES OR LOST PROFITS, EVEN IF IT HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. SOME STATES DO NOT ALLOW THE LIMITATION OR EXCLUSION OF LIABILITY FOR INCIDENTAL OR CONSEQUENTIAL DAMAGES, SO THE ABOVE LIMITATION OR EXCLUSION MAY NOT APPLY TO CLIENT.

8. **Disclaimer of Warranty.** THE SERVICES, ARE PROVIDED "AS IS," AND NOREGON DISCLAIMS ANY AND ALL WARRANTIES, WHETHER ORAL OR WRITTEN, EXPRESS OR IMPLIED, ARISING FROM COURSE OF DEALING, COURSE OF PERFORMANCE, USAGE IN TRADE, OR OTHERWISE, INCLUDING, WITHOUT LIMITATION, ANY IMPLIED WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE, NON-INFRINGEMENT, OR OTHERWISE, WITH RESPECT TO THE SERVICES OR THE ACCURACY OR COMPLETENESS OF ANY INFORMATION OR RECOMMENDED ACTIONS COMMUNICATED THROUGH THE SERVICES. CLIENT AND END USERS OF THE SERVICES BEAR THE RISK OF USING THE SERVICES PROVIDED, AND BEAR THE RISK OF RELYING OR NOT RELYING ON ANY ANALYTICS DATA OR RECOMMENDATIONS PROVIDED THROUGH THE SERVICES. NOREGON GIVES NO GUARANTEES OR WARRANTIES TO CLIENTS OR END USERS. NOREGON MAKES NO WARRANTY, REPRESENTATION OR GUARANTEE AS TO THE SERVICES USE OR PERFORMANCE AND DOES NOT WARRANT, REPRESENT OR GUARANTEE THAT THE USE OF THE SERVICES WILL BE FAIL-SAFE, UNINTERRUPTED, OR FREE FROM ERRORS OR DEFECTS.

9. **Indemnification:** Client will indemnify and hold Noregon, and its respective officers, directors, employees, agents, successors and permitted assigns from, any and all losses, claims, actions, suits, proceedings, costs, expenses, damages and liabilities, actions, judgments, settlements, interest, awards, penalties, or fines of whatever kind, including reasonable attorneys' fees and the costs of enforcing any right to indemnification hereunder, connected with, or resulting from Client's use of the Services or from the acts or omissions of any person or persons, including Client, using the Services with Client's express or implied consent. This provision shall survive the expiration of the Term of this Agreement.

10. **Miscellaneous:** (i) If any part of this Agreement shall be held unenforceable for any reason, the remainder of this Agreement shall continue in full force and effect. If any provision of this Agreement is deemed invalid or unenforceable by any court of competent jurisdiction, and if limiting such provision would make the provision valid, then such provision shall be deemed to be construed as so limited. (ii) Neither this Agreement nor Client's rights hereunder are assignable except with Noregon's prior, written consent. The covenants and conditions contained in the Agreement shall apply to and bind the Parties and their legal representatives, successors and permitted assigns. (iii) This Agreement shall be governed by and construed in accordance with the laws of the State of North Carolina. (iv) Any notice required or otherwise given pursuant to this Agreement shall be in writing and mailed certified return receipt requested, postage prepaid, or delivered by overnight delivery service to the addresses of the Parties as setforth on the Payment Schedule. (v) This Agreement constitutes the entire agreement between the Parties as to the Services and supersedes any prior understanding or representation of any kind preceding the date of this Agreement. This Agreement may onlybe modified in writing which must be signed by both Parties. (vi) The failure of either Party to enforce any provisions of this Agreement shall not be deemed a waiver or limitation of that Party's rights to subsequently enforce and compel strict compliancewith every provision of this Agreement. (vii) All agreements, covenants, representations and warranties of the Parties made in thisAgreement shall be in full force and effect until the expiration or termination of this Agreement except with respect to those agreements, covenants, representations and warranties which are intended by their terms to survive such expiration or termination,including, but not limited to, agreements regarding indemnification. (viii) Noregon shall be excused from performing its obligations under this Agreement if its performance is delayed or prevented by any event beyond Noregon's reasonable control and without its fault or negligence, including but not limited to: acts of God, acts of the public enemy, pandemic or epidemic, insurrections, riots, embargoes, labor disputes, including strikes, lockouts, job actions or boycotts, fires, explosions or floods. (ix)In the event litigation shall be necessary to enforce the provisions of this Agreement or any related matter, the prevailing party shall be entitled to recover from the adverse party, in addition to any other relief, the prevailing party's reasonable attorneys' feesfor services before trial, at trial, and on any subsequent appeal by the adverse party. (x) Client's use of any Noregon software products in connection with the Services shall be governed by an End-Use License Agreement (EULA).

IN WITNESS WHEREOF, Client has caused this Agreement to be executed the day and year first above written.

Client: Newcastle Public Schools

By: _____

Name: Yolanda Wilson

Title: Transportation Manager

Memorandum of Understanding

between

Northwestern Oklahoma State University

and

Newcastle High School

This Memorandum of Understanding (MOU) sets forth the terms and understanding between Northwestern Oklahoma State University and Newcastle High School to provide concurrent enrollment courses for students at Newcastle High School.

Background

At their May 26, 2017 meeting, the Oklahoma State Regents for Higher Education approved a stand-alone *Concurrent Enrollment* policy. This policy was updated in 2022 and provides a framework for State System institutions to offer concurrent enrollment to eligible high school juniors and seniors, specifying that institutions and participating high schools must enter into a memorandum of understanding (MOU) articulating the details of concurrent enrollment activity at the high school.

Purpose

Section 3.10.6.A.6 of the 2022 Concurrent Enrollment policy reads as follows: "A state system institution shall create a memorandum of understanding (MOU) with each off-campus location it utilizes to offer a concurrent enrollment course. The MOU shall detail the various expectations, obligations, and responsibilities of both the off-campus entity and the sponsoring higher education institution. A senior level administrator from the off-campus entity and sponsoring higher education institution shall sign the MOU and each entity shall retain a copy of it for record keeping purposes."

The purpose of this document is to communicate the university resources available to students and school personnel involved in concurrent education and clarify the expectations of participating high schools.

Expectations of Northwestern

Northwestern Oklahoma State University will offer tuition-free courses for eligible high school juniors (up to 12 hours) and seniors (up to 18 hours), for a total of up to 30 credit hours per student. All students will be required to pay applicable university and course fees.

- The university will continue to upgrade and maintain technology, such as ITV capability, to ensure the university's capacity to provide a quality distance-learning experience.

- The university will provide students access to grades and university information through Self Service as well as access to course-specific information and communication through the Blackboard classroom management system.
- Because university email is the official means of classroom communication, students receive a Northwestern email account when they are enrolled in concurrent courses.
- Finally, students will have electronic access to university library resources and may use library services such as interlibrary loan for research.

The following university personnel are available to help with any concerns or questions that may arise.

Staff Member	Area of expertise	Phone number	Email address
Rebecca Hicks, ITV Coordinator	ITV Services	(580) 213-3155	RAHicks@nwosu.edu
Craig Ricke, IT Director	Access to Self Service	(580) 327-8602	CARicke@nwosu.edu
Shannon Leaper, Library Services Director	Off-campus library access	(580) 327-8570	SELeaper@nwosu.edu
Jake Boedecker, Online Learning Coordinator	Blackboard CMS	(580) 327-8180	JGBoedecker@nwosu.edu

Expectations of Participating High School

In order to make the university experience productive and positive for concurrently enrolled students, the university has the following expectations of participating high schools:

- The school will maintain adequate technology to receive courses and will designate an employee to address any ITV connectivity problems that may occur.
- The school will ensure that students have access to Blackboard and Self Service through school computers and will designate an employee to address any system connectivity problems that may occur. Students who are unable to access these resources because of school district filters or other limitations will not able to participate fully in class, reducing the likelihood of successfully completing the course(s).
- The school will ensure that students are able to attend classes and gain access to an ITV classroom at scheduled class meeting times, including on days when the high school is not in session.
- The school will reinforce to students their responsibility to adhere to the university's semester schedule—which may vary from the high school semester schedule—and to communicate to university faculty information about classes missed for extracurricular events and other absences. Students should be made aware that syllabus policies on due dates, missed classwork, exam dates and procedures, and absences will be consistently enforced.

- While the university will verify faculty qualifications of instructors for classes that originate on the university campus, any classes that originate on a high school campus and are taught by high school teachers for concurrent credit will require the same university verification. Requirements from the Higher Learning Commission, our accrediting body, stipulate that a faculty member must have a master's degree and at least 18 hours in the discipline of instruction to be qualified. (This is a change from previous policy, which designated a master's degree in any field and significant undergraduate hours in the discipline as adequate preparation.)

Reporting
The university and high school representatives listed below will evaluate adherence to the terms of this MOU in June of each academic year and make any necessary modifications to processes and the MOU at that time.

Duration
This MOU is at-will and may be modified by mutual consent of authorized officials from Northwestern Oklahoma State University and Newcastle High School. This MOU shall become effective upon signature by the authorized officials from Northwestern Oklahoma State University and Newcastle High School and will remain in effect until June 1, 2025. As long as it is agreeable, both parties will seek to continue the partnership and when possible, do so before May 1 of each year, while continuing to review the agreement annually.

Contact Information
Northwestern Oklahoma State University
Dr. Steven Maier
Dean of Faculty
709 Oklahoma Boulevard
Alva, Oklahoma 73717
Phone: (580) 327-8590
Fax: (580) 327-8514
SJMaier@nwosu.edu

Signature: _____ Date: _____

Jonathan Atchley, Executive Director of Academics
101 N Main St, Newcastle, OK 73065
jatchley@newcastle.k12.ok.us

Signature: _____ Date: _____

OKLAHOMA DEPARTMENT OF CAREER AND TECHNOLOGY EDUCATION
CONTRACT FOR SECONDARY CAREER AND TECHNOLOGY EDUCATION PROGRAM(S) FOR SCHOOL YEAR 2024-2025

It is understood and agreed that Oklahoma Career and Technology Education funds will be used to assist in the development and maintenance of a Career and Technology Education program that meets the standards, provisions, and requirements contained in the State Plan for Career and Technology Education, the CareerTech state rules and regulations, and policies pertaining to Career and Technology Education, state laws, and federal policies pertaining to Career and Technology Education. The aforementioned district will provide the funds necessary for quality programs and report such expenditures to the Oklahoma Department of Career and Technology Education (ODCTE). All programs supported under this contract have been coordinated with other training agencies and institutions in the area.

It is also understood and agreed that necessary records shall be kept, and all reports required by the State Board shall be submitted to the appropriate area of ODCTE by the established due date. The Salary and Teaching Schedule, **due by September 30, 2024** is one of these reports and is considered a part of this contract in addition to CESI Enrollment and Follow-Up reports. Those programs delinquent in submitting accurate reports are subject to having reimbursement withheld or withdrawn by ODCTE.

The program(s) on the listed attachment shall have an established local advisory committee to assist in their development and/or direction.

The teacher(s) of the program(s) listed herein shall have a valid teaching certificate in the specific subject matter area. Other Career and Technology Education personnel involved in the delivery of the programs listed shall meet the minimum requirements for the duties and responsibilities for which funds are requested.

It is understood that program(s) provided for in this contract, as indicated on the list of programs included with this contract, and the Salary and Teaching Schedule, shall be operated for ten or twelve calendar months. Ag Education is a twelve (12) month program. All other CTE programs follow the school calendar. Should any program(s) not be operational for the entire period and led by a certified instructor(s) as indicated on this contract, it is understood that funding will be reduced proportionately.

Program assistance funds received from ODCTE shall be spent on CareerTech programs and will be coded to 412. Salary supplement received from ODCTE shall be coded to 411.

Furthermore, the aforementioned school district certifies that all such program(s) listed in this contract are open with respect to equal access to males and females and that disabled students who, under the direction of a planning committee apply for admission, are provided Career and Technology Education as specified in the Individual Education Plan (IEP) as appropriate.

This contract, once signed and completed, should be returned to renae.burke@careertech.ok.gov **no later than September 30, 2024.**

Approved:

President, Board of Education	**Date**
Superintendent of Schools	**Date**
Brent Haken, State Director	**Date**
Newcastle School System	
District Name (please print)	

OKLAHOMA DEPARTMENT OF CAREER AND TECHNOLOGY EDUCATION
NOTICE OF ALLOCATION
OF STATE PROGRAM ASSISTANCE & SALARY SUPPLEMENTS FOR FY 25

SUPERINTENDENT
NEWCASTLE SCHOOL SYSTEM
101 N. MAIN STREET
NEWCASTLE, OK, 73065

TYPE OF AID	Project Code	Revenue Code	Amount
Program Assistance	412	3812	
1.00 AG EDUCATION			$13,000.00
2.00 BUS & INFO TECH ED			$26,000.00
1.00 FAM AND CONSUMER SCIENCES			$8,000.00
2.00 SCIENCE TECHNOLOGY ENGINEERING AND MATH			$19,000.00
Summer Salary	411	3811	
1.00 AG EDUCATION			$7,920.00
State Teacher Supplement	411	3811	
1.00 AG EDUCATION			$2,600.00
2.00 BUS & INFO TECH ED			$4,400.00
1.00 FAM AND CONSUMER SCIENCES			$2,200.00
2.00 SCIENCE TECHNOLOGY ENGINEERING AND MATH			$4,400.00
		Total:	$87,520.00

NOTE: Please provide a copy of this report to your business manager, local director, person responsible for OCAS coding and school principal where these programs are located

Questions regarding this Notice of Allocation should be directed to Valerie McBane at 405-743-5458

I hereby certify that the above allocations are made in accordance with the Oklahoma School Code.

Danielle Kipp, 7/18/2024 2:38 PM
Finance Manager Date
Oklahoma Department of Career and Technology Education

Facilities Use Agreement

This agreement by Footworks Performance Arts Studio 81NE 12th, Newcastle, Oklanoma 73165 and Newcastle High School Varsity Pom Squad and Newcastle Public Schools 101 North Main, Newcastle, Oklahoma 73165 will take effect on the 7th day of August 2024 and will continue until the 31st day of December 2024. WHEREAS, Owner owns premises located at 81 NE 12th Newcastle, Oklahoma 73165 which is usually used for dance classes, and WHEREAS, User desires to use the dance studio facility for the purpose of Newcastle High School Varsity Pom practice, and WHEREAS, Owner has agreed to allow User to use facilities that the following terms and conditions are met.

IT IS THEREFORE AGREED BY AND BETWEEN THE PARTIES:

1. Owner agrees to let the User use the above described premises for the above described purpose on Monday through Thursday 7:00-8:10 am and Fridays 8:00-10:00 am August 7th through December 31st, 2024. Lezlea Herrin 3164 Golden Pond Dr. Norman, Oklahoma 73072 is the contact person and Owner and Madison Rider 101 North Main, Newcastle, Oklahoma 73165 is the contact person for the User to coordinate details of usage.
2. Fee Agreement. User agrees to pay Owner $0.00 for the use of the premises. Non-Fee Agreement. In consideration for the benefit of using Owner's facilities, User agrees to abide by all the terms and conditions of use described in this agreement.
3. User agrees that it will not use the premises for any unlawful purposes, and will obey all laws, rules, and regulations of all govermental authorities while using the above described facilities.
4. User agrees that it will not use the premises for any purpose that is contrary to the mission, purpose, and belief of the Owner.
5. User agrees to abide by any rules or regulations for the use of the premises that are attached to this agreement.
6. User agrees that it is solely responsible to implement appropriate supervision to protect any minors in the facility.

7. User promises and warrants that it carries liability insurance in case of any injury that may accor in the facility as a direct result from Users use of the facility.
8. User agrees to hold harmless, indemnify, and defend Owner (including Owners agents, employees, and represenatives) from any and all liability from injury or damage including, but not limited to, illness, exposure to infectious/communicable disease, bodily injury, personal injury, emotional injury, or property damage which may result from any person using the above described premises, its entrances and exits,and surrounding areas, for User's purposes, regardless of wether such injuryor damage results from the negligence of the Owner (including the Owner;s agents, empoyees, and represenatives) or otherwise.
9. User will agree to not letting anyone in the Studio III/ tumbling room without a proper adult supervision as to prevent any activity that may cause harm to an individual.
10. User agrees to inform Owner of any schedule changes and arrange other acceptable times if a schedule change is needed.

Dated this 6th day of August 2024

OWNER USER

Lezlea Herrin _____

_____ _____

Position with Owner Position with User

Nextgen Order # 429812 Sales Order # 429812

Purchase Agreement

Bill To	Ship To
Company Name: NEWCASTLE PUBLIC SCHOOL-ADMINISTRATION	Company Name: NEWCASTLE PUBLIC SCHOOL-ADMINISTRATION
Address 1: 101 N MAIN ST	Address 1: 101 N MAIN ST
Address 2:	Address 2:
City, State, Zip: NEWCASTLE, OK, 73065	City, State, Zip: NEWCASTLE, OK, 73065
Contact: Accounts Payable	Contact: Marshall Bingham
Phone: 4053876425	Phone: 405 3874304

Item #	Serial #	Description	Qty	Price	Total
MPS SOFTWARE		MPS SOFTWARE INSTALLATION	1	$ 2,475.00	$ 2,475.00
PCMF-MIGRATE-KYOC		PAPERCUT MFB EMB, KYOCERA, LICENSE MIC	22	$ 155.00	$ 3,410.00
PR-AMSPLUS-1		ACDI advanced software M&S 1 year	1	$ 2,266.24	$ 2,266.24
T4BT-FB2BAC6-PI		TWN4 MultiTech2, iClass non BLE - PI, 2 meter (lo	22	$ 240.00	$ 5,280.00

Purchase Amount* not including applicable sales tax.	$ 13,431.24

Payment Information

Service Information

Will equipment being purchased include a service agreement? Yes [ ] No [X]

If "Yes" please refer to the Service Agreement for specific information regarding the terms and conditions .

Terms and Acceptance

Payment is due within ten (10) days of invoice date. If payment is not received when due we may assess an administrative charge to offset our collection expenses, an amount calculated at the rate of ten cents per one dollar as listed above “Total Purchase Amount” . Payment by credit card may incur a non-refundable convenience fee. If payment is not received within the specified payment terms above, we may take immediate possession of the Equipment and charge a restocking fee of no more than twenty five percent (25%) of the original purchase price. Such an addition to any other remedies provided for by law and may be, to the extent permitted by law, exercised either concurrently or separately. No failure on our part to exercise any right or remedy and no delay in exercising any right or remedy shall operate as a waiver of any right or remedy or to modify the terms of this Agreement . A waiver of default shall not be construed as a waiver of any other subsequent default.

ImageNet Consulting, LLC Account Representative Signature:	Client Authorized Signature:
X Date: 8-8-2024	X Date:

PO NUMBER TO REFERENCE: _____

+ImageNet Consulting

Lease Agreement

APPLICATION NO.	AGREEMENT NO.

913 North Broadway Oklahoma City, Ok 73102 Phone 405.232.1264 Fax 405.236.3334

The words "**Lessee**," "**you**" and "**your**" refer to **Customer**. The words "**Lessor**," "**we**," "**us**" and "**our**" refer to **ImageNet Consulting, LLC**.

CUSTOMER INFORMATION

FULL LEGAL NAME			STREET ADDRESS	
NEWCASTLE PUBLIC SCHOOL-ADMINISTRATION			101 N MAIN ST	
CITY	**STATE**	**ZIP**	**PHONE**	**FAX**
NEWCASTLE	OK	73065	405.387.6425	
BILLING NAME (IF DIFFERENT FROM ABOVE)			**BILLING STREET ADDRESS**	
NEWCASTLE PUBLIC SCHOOL-ADMINISTRATION				
CITY	**STATE**	**ZIP**	**E-MAIL**	invoices@newcastle.k12.ok.us

EQUIPMENT LOCATION (IF DIFFERENT FROM ABOVE)

EQUIPMENT DESCRIPTION

See Attached Schedule A

TERM AND PAYMENT INFORMATION

60 Payments* of $ $2,701.06 *If you are exempt from sales tax, attach your certificate.* **plus applicable taxes*

The payment ("Payment") period is monthly unless otherwise indicated.

END OF TERM OPTIONS

You may choose one of the following options, which you may exercise at the end of the term, provided that no event of default under this Agreement has occurred and is continuing. If no box is checked and initialed, Fair Market Value will be your end of term option. Fair Market Value means the value of the Equipment in continued use.

[X] Purchase all of the Equipment for its Fair Market Value, renew this Agreement, or return the Equipment. ____ Customer's Initials

[ ] Purchase all of the Equipment for $1.00. ____ Customer's Initials

Upon acceptance of the Equipment, THIS AGREEMENT IS NONCANCELABLE, IRREVOCABLE AND CANNOT BE TERMINATED.

LESSOR ACCEPTANCE

ImageNet Consulting, LLC		ACCOUNT MANAGER	8-8-24
LESSOR	SIGNATURE	TITLE	DATED

CUSTOMER ACCEPTANCE

BY SIGNING BELOW OR AUTHENTICATING AN ELECTRONIC RECORD HEREOF, YOU CERTIFY THAT YOU HAVE REVIEWED AND DO AGREE TO ALL TERMS AND CONDITIONS OF THIS AGREEMENT ON THIS PAGE AND ON PAGE 2 ATTACHED HERETO.

NEWCASTLE PUBLIC SCHOOL-ADMINISTRATI	X		
CUSTOMER (as referenced above)	SIGNATURE	TITLE	DATED
FEDERAL TAX I.D. # 730983395	PRINT NAME		

DELIVERY & ACCEPTANCE CERTIFICATE

You certify and acknowledge that all of the Equipment listed above: 1) has been received, installed and inspected; and 2) is fully operational and unconditionally accepted.

NEWCASTLE PUBLIC SCHOOL-ADMINISTRATI	X		
CUSTOMER (as referenced above)	SIGNATURE	TITLE	ACCEPTANCE DATE

TERMS AND CONDITIONS *(Continued on Page 2)*

1. **AGREEMENT**: You agree to lease from us the goods, together with all replacements, parts, repairs, additions, and accessions incorporated therein or attached thereto and any and all proceeds of the foregoing, including, without limitation, insurance recoveries ("Equipment") and, if applicable, finance certain software, software license(s), software components and/or professional services in connection with software (collectively, the "Financed Items," which are included in the word "Equipment" unless separately stated) from software licensor(s) and/or supplier(s) (collectively, the "Supplier"), all as described in this Agreement and in any attached schedule, addendum or amendment hereto ("Agreement"). You represent and warrant that you will use the Equipment for business purposes only. You agree to all of the terms and conditions contained in this Agreement, which, with the acceptance certification, is the entire agreement between you and us regarding the Equipment and which supersedes all prior agreements, including any purchase order, invoice, request for proposal, response or other related document. This Agreement becomes valid upon execution by us. The term shall start on the date we pay Supplier. The first Payment is due 30 days after the start of this Agreement and each Payment thereafter shall be due on the same day of each month (the "Scheduled Due Date") unless a different due date is mutually agreed to by us and you. If the parties agree to adjust the Payment due date (an "Adjusted Due Date"), in addition to all Payments and other amounts due hereunder, you will pay an interim payment in an amount equal to 1/30th of the Payment, multiplied by the number of days between the Scheduled Due Date and the Adjusted Due Date. If any provision of this Agreement is declared unenforceable, the other provisions herein shall remain in full force and effect to the fullest extent permitted by law.

2. **OWNERSHIP; PAYMENTS; TAXES AND FEES**: We own the Equipment, excluding any Financed Items. Ownership of any Financed Items shall remain with Supplier thereof. You will pay all Payments, as adjusted, when due, without notice or demand and without abatement, set-off, counterclaim or deduction of any amount whatsoever. If any part of a Payment is more than 5 days late, we may, at our sole discretion, charge you one of the following amounts (and you agree to pay such amount): a) a late charge equal to the higher of 10% of the Payment which is late or $26.00; or b) interest on the past due amount at the rate of one- and one-half percent (1.5%) per month; or c) if less, the maximum late charge/interest rate, as the case may be, allowed by law. The Payment may be adjusted proportionately upward or downward: (i) if the shipping charges or taxes differ from the estimate given to you; and/or (ii) to comply with the tax laws of the state in which the Equipment is located. You shall pay all applicable sale and use taxes, personal property taxes, and all other taxes and charges including assessments and penalties related to this Agreement, whether levied or assessed on this Agreement, on us (except on our income) or you, or on the Equipment, its lease, sale, ownership, possession, use or operation. If we pay any taxes or other expenses that are owed hereunder, you agree to reimburse us when we request, which may include a fee for the administrative fee for the collecting and administering any taxes, assessments or fees and remittance of the same to the appropriate authorities. You will indemnify us on an after-tax basis against the loss of any tax benefits anticipated at the commencement of this Agreement arising out of your acts or omissions. You agree to pay us a yearly processing fee of up to $125 per asset for personal property taxes we pay related to the Equipment. You agree to pay us an origination fee of $175 for all closing costs. We may apply all sums received from you to any amounts due and owed to us under the terms of this Agreement. If for any reason your check is returned for insufficient funds, you will pay us a service charge of $30 or, if less, the maximum charge allowed by law. We may make a profit on any fees, estimated tax payments and other charges paid under this Agreement.

3. **EQUIPMENT; SECURITY INTEREST:** At your expense, you shall keep the Equipment: (i) in good repair, condition and working order, in compliance with applicable laws, ordinances and manufacturers' and regulatory standards; (ii) free and clear of all liens and claims; and (iii) at your address shown on page 1, and you agree not to move it unless we agree in writing. You grant us a security interest in the Equipment to secure all amounts you owe us under this Agreement or any other equipment lease or equipment loan agreement with us. You authorize and ratify our filing of any financing statement(s) to show our interest. You will not change your name, state of organization, headquarters or residence without providing prior written notice to us. You will notify us within 30 days if your state of organization revokes or terminates your existence.

4. **INSURANCE; COLLATERAL PROTECTION; INDEMNITY; LOSS OR DAMAGE:** You agree to keep the Equipment fully insured against all risk, with us named as lender's loss payee, in an amount not less than the full replacement value of the Equipment until this Agreement is terminated. You also agree to maintain commercial general liability insurance with such coverage and from such insurance carrier as shall be satisfactory to us and to include us as an additional insured on the policy. You will provide written notice to us within 10 days of any modification or cancellation of your insurance policy(s). You agree to provide us certificates or other evidence of insurance acceptable to us. If you do not provide us with acceptable evidence of property insurance within 30 days after the start of this Agreement, we may, at our sole discretion, do as provided in either (A) or (B) below: (A) We may secure property loss insurance on the Equipment from a carrier of our choosing in such forms and amounts as we deem reasonable to protect our interests. If we secure insurance on the Equipment, we will not name you as an insured party, your interests may not be fully protected, and you will reimburse us the premium which may be higher than the premium you would pay if you obtained insurance, and which may result in a profit to us through an investment in reinsurance. In addition, you agree to pay us our standard fees in connection with obtaining such insurance. If you are current in all of your obligations under the Agreement at the time of loss, any insurance proceeds received will be applied, at our option, to repair or replace the Equipment, or to pay us the remaining payments due or to become due under this Agreement, plus our booked residual, both discounted at 6% per annum. (B) We charge you a monthly property damage surcharge of up to .0035 of the Equipment cost as a result of our credit risk and administrative and other costs, as would be further described on a letter from us to you. We may make a profit on this program. NOTHING IN THIS PARAGRAPH WILL RELIEVE YOU OF RESPONSIBILITY FOR LIABILITY INSURANCE ON THE EQUIPMENT. We are not responsible for, and you agree to hold us harmless and reimburse us for and to defend on our behalf against, any claim for any loss, expense, liability or injury caused by or in any way related to delivery, installation, possession, ownership, leasing, manufacture, use, condition, inspection, removal, return or storage of the Equipment. All indemnities will survive the expiration or termination of this Agreement. You are responsible for any loss, theft, destruction or damage to the Equipment ("Loss"), regardless of cause, whether or not insured. You agree to promptly notify us in writing of any Loss. If a Loss occurs and we have not otherwise agreed in writing, you will promptly pay to us the unpaid balance of this Agreement, including any future Payments to the end of the term plus the anticipated residual value of the Equipment, both discounted to present value at 6%. Any proceeds of insurance will be paid to us and credited against the Loss. You authorize us to sign on your behalf and appoint us as your attorney-in-fact to endorse in your name any insurance drafts or checks issued due to a Loss.

5. **ASSIGNMENT: YOU SHALL NOT SELL, TRANSFER, ASSIGN, ENCUMBER, PLEDGE OR SUBLEASE THE EQUIPMENT OR THIS AGREEMENT, without our prior written consent.** You shall not consolidate or merge with or into any other entity, distribute, sell or dispose of all or any substantial portion of your assets other than in the ordinary course of business, without our prior written consent, and the surviving, or successor entity or the transferee of such assets, as the case may be, shall assume all of your obligations under this Agreement by a written instrument acceptable to us. No event shall occur which causes or results in a transfer of majority ownership of you while any obligations are outstanding hereunder. We may sell, assign, or transfer this Agreement without notice to or consent from you. You agree that if we sell, assign or transfer this Agreement, our assignee will have the same rights and benefits that we have now and will not have to perform any of our obligations. **You agree that our assignee will not be subject to any claims, defenses, or offsets that you may have against us.** This Agreement shall be binding on and inure to the benefit of the parties hereto and their respective successors and assigns.

6. **DEFAULT AND REMEDIES:** You will be in default if: (i) you do not pay any Payment or other sum due to us or you fail to perform in accordance with the covenants, terms and conditions of this Agreement or any other agreement with us or any of our affiliates or fail to perform or pay under any material agreement with any other entity; (ii) you make or have made any false statement or misrepresentation to us; (iii) you or any guarantor dies, dissolves, liquidates, terminates existence or is in bankruptcy; (iv) you or any guarantor suffers a material adverse change in its financial, business or operating condition; or (v) any guarantor defaults under any guaranty for this Agreement. If you are ever in default, at our option, we can cancel this Agreement and require that you pay the unpaid balance of this Agreement, including any future Payments to the end of term plus the anticipated residual value of the Equipment, both discounted to present value at 6%. We may recover default interest on any unpaid amount at the rate of 12% per year. Concurrently and cumulatively, we may also use any remedies available to us under the UCC and any other law and we may require that you immediately stop using any Financed Items. If we take possession of the Equipment, you agree to pay the costs of repossession, moving, storage, repair and sale. The net proceeds of the sale of any Equipment will be credited against what you owe us under this Agreement and you will be responsible for any deficiency. In the event of any dispute or enforcement of our rights under this Agreement or any related agreement, you agree to pay our reasonable attorneys' fees (including any incurred before or at trial, on appeal or in any other proceeding), actual court costs and any other collection costs, including any collection agency fee. WE SHALL NOT BE RESPONSIBLE TO PAY YOU ANY CONSEQUENTIAL, INDIRECT OR INCIDENTAL DAMAGES FOR ANY DEFAULT, ACT OR OMISSION BY ANYONE. Any delay or failure to enforce our rights under this Agreement will not prevent us from enforcing any rights at a later time. You agree that this Agreement is a "Finance Lease" as defined by Article 2A of the UCC and your rights and remedies are governed exclusively by this Agreement. You waive all rights under sections 2A-508 through 522 of the UCC. If interest is charged or collected in excess of the maximum lawful rate, we will refund such excess to you, which will be your sole remedy.

7. **INSPECTIONS AND REPORTS:** We have the right, at any reasonable time, to inspect the Equipment and any documents relating to its installation, use, maintenance and repair. Within 30 days after our request (or such longer period as provided herein), you will deliver all requested information (including tax returns) which we deem reasonably necessary to determine your current financial condition and faithful performance of the terms hereof. This may include: (i) compiled, reviewed or audited annual financial statements (including, without limitation, a balance sheet, a statement of income, a statement of cash flow, a statement of changes in equity and notes to financial statements) within 120 days after your fiscal year end, and (ii) management-prepared interim financial statements within 45 days after the requested reporting period(s). Annual statements shall set forth the corresponding figures for the prior fiscal year in comparative form, all in reasonable detail without any qualification or exception deemed material by us. Unless otherwise accepted by us, each financial statement shall be prepared in accordance with generally accepted accounting principles consistently applied and shall fairly and accurately present your financial condition and results of operations for the period to which it pertains. You authorize us to obtain credit bureau reports for credit and collection purposes and to share them with our affiliates and agents.

8. **END OF TERM:** Unless the purchase option is $1.00, at the end of the initial term, this Agreement shall renew for successive month-to-month renewal term(s) under the same terms hereof unless you send us written notice between 90 and 150 days before the end of the initial term or at least 30 days before the end of any renewal term that you want to purchase or return the Equipment, and you timely purchase or return the Equipment. You shall continue making Payments and paying all other amounts due after the end of the initial term until the Equipment is purchased or returned in accordance with the terms of this Agreement. As long as you have given us the required written notice, if you do not purchase the Equipment, you will return all of the Equipment to a location we specify, at your expense, in retail re-saleable condition, full working order and complete repair. YOU ARE SOLELY RESPONSIBLE FOR REMOVING ANY DATA THAT MAY RESIDE IN THE EQUIPMENT, INCLUDING BUT NOT LIMITED TO HARD DRIVES, DISK DRIVES OR ANY OTHER FORM OF MEMORY. You cannot pay off this Agreement or return the Equipment prior to the end of the initial term without our consent. If we consent, we may charge you, in addition to other amounts owed, an early termination fee equal to 5% of the price of the Equipment.

9. **USA PATRIOT ACT NOTICE; ANTI-TERRORISM AND ANTI-CORRUPTION COMPLIANCE:** To help the government fight the funding of terrorism and money laundering activities, federal law requires all financial institutions to obtain, verify, and record information that identifies each customer who opens an account. When you enter into a transaction with us, we ask for your business name, address and other information that will allow us to identify you. We may also ask to see other documents that substantiate your business identity. You and any other person who you control, own a controlling interest in, or who owns a controlling interest in or otherwise controls you in any manner ("Representatives") are and will remain in full compliance with all laws, regulations and government guidance concerning foreign asset control, trade sanctions, embargoes, and the prevention and detection of money laundering, bribery, corruption, and terrorism, and neither you nor any of your Representatives is or will be listed in any Sanctions-related list of designated persons maintained by the U.S. Department of Treasury's Office of Foreign Assets Control or successor or the U.S. Department of State. You shall, and shall cause any Representative to, provide such information and take such actions as are reasonably requested by us in order to assist us in maintaining compliance with anti-money laundering laws and regulations.

10. **MISCELLANEOUS:** Unless otherwise stated in an addendum hereto, the parties agree that this Agreement may be executed in counterparts and any facsimile, photographic or other electronic transmission and/or electronic signing of this Agreement by you when (i) manually or electronically countersigned by us or attached to our original signature counterpart and (ii) in our possession or control shall constitute the sole original chattel paper as defined in the UCC for all purposes and will be admissible as legal evidence thereof. At our option, we may require a manual signature. To the extent this Agreement constitutes chattel paper, a security interest may only be created in the sole original. You agree not to raise as a defense to the enforcement of this Agreement or any related documents that you or we executed or authenticated such documents by electronic or digital means or that you used facsimile or other electronic means to transmit your signature on such documents. Notwithstanding anything to the contrary herein, we reserve the right to require you to sign this Agreement or any related documents hereto manually and to send to us the manually signed, duly executed documents via overnight courier on the same day that you send us the facsimile, scanned or electronic transmission of the documents. You agree to execute any further documents that we may request to carry out the intents and purposes of this Agreement. Whenever our consent is required, we may withhold or condition such consent in our sole discretion, except as otherwise expressly stated herein. From time to time, Supplier may extend to us payment terms for Equipment financed under this Agreement that are more favorable than what has been quoted to you or the general public, and we may provide Supplier information regarding this Agreement if Supplier has assigned or referred it to us. All notices shall be mailed or delivered by facsimile transmission or overnight courier to the respective parties at the addresses shown on this Agreement or such other address as a party may provide in writing from time to time. By providing us with a telephone number for a cellular phone or other wireless device, including a number that you later convert to a cellular number, you are expressly consenting to receiving communications, including but not limited to prerecorded or artificial voice message calls, text messages, and calls made by an automatic telephone dialing system, from us and our affiliates and agents at that number. This express consent applies to each such telephone number that you provide to us now or in the future and permits such calls for non-marketing purposes. Calls and messages may incur access fees from your cellular provider. You authorize us to make non-material amendments (including completing and conforming the description of the Equipment) on any document in connection with this Agreement. Unless stated otherwise herein, all other modifications to this Agreement must be in writing and signed by each party or in a duly authenticated electronic record. This Agreement may not be modified by course of performance.

11. **WARRANTY DISCLAIMERS:** WE ARE LEASING THE EQUIPMENT TO YOU "AS-IS." YOU HAVE SELECTED SUPPLIER AND THE EQUIPMENT BASED UPON YOUR OWN JUDGMENT. IN THE EVENT WE ASSIGN THIS AGREEMENT, OUR ASSIGNEE DOES NOT TAKE RESPONSIBILITIES FOR THE INSTALLATION OR PERFORMANCE OF THE EQUIPMENT. SUPPLIER IS NOT AN AGENT OF OURS AND WE ARE NOT AN AGENT OF SUPPLIER, AND NOTHING SUPPLIER STATES OR DOES CAN AFFECT YOUR OBLIGATIONS HEREUNDER. **YOU WILL MAKE ALL PAYMENTS UNDER THIS AGREEMENT REGARDLESS OF ANY CLAIM OR COMPLAINT AGAINST ANY SUPPLIER, LICENSOR OR MANUFACTURER, AND ANY FAILURE OF A SERVICE PROVIDER TO PROVIDE SERVICES WILL NOT EXCUSE YOUR OBLIGATIONS TO US UNDER THIS AGREEMENT. WE MAKE NO WARRANTIES, EXPRESS OR IMPLIED, OF, AND TAKE ABSOLUTELY NO RESPONSIBILITY FOR, MERCHANTABILITY, FITNESS FOR ANY PARTICULAR PURPOSE, CONDITION, QUALITY, ADEQUACY, TITLE, DATA ACCURACY, SYSTEM INTEGRATION, FUNCTION, DEFECTS, INFRINGEMENT OR ANY OTHER ISSUE IN REGARD TO THE EQUIPMENT, ANY ASSOCIATED SOFTWARE AND ANY FINANCED ITEMS.** SO LONG AS YOU ARE NOT IN DEFAULT UNDER THIS AGREEMENT, WE ASSIGN TO YOU ANY WARRANTIES IN THE EQUIPMENT GIVEN TO US.

12. **LAW; JURY WAIVER:** This Agreement will be governed by and construed in accordance with the law of the principal place of business of Lessor or, if assigned, its assignee. You consent to jurisdiction and venue of any state or federal court in the state of Lessor or, if assigned, its assignee has its principal place of business and waive the defense of inconvenient forum. For any action arising out of or relating to this Agreement or the Equipment, **BOTH PARTIES WAIVE ALL RIGHTS TO A TRIAL BY JURY**.

+ImageNet Consulting

Scheduled "A"

APPLICATION NO.	AGREEMENT NO.

This Schedule "A" is to be attached to and becomes part of the above-referenced Agreement by and between the undersigned and **ImageNet Consulting, LLC.**

CUSTOMER ACCEPTANCE

This Schedule "A" and the below information is hereby verified as correct by the undersigned Customer.

NEWCASTLE PUBLIC SCHOOL-ADMINISTRATION X

CUSTOMER (as referenced above) SIGNATURE TITLE DATED

TERM AND PAYMENT INFORMATION

60 Payments* of $ $2,701.06

If you are exempt from sales tax, attach your certificate. *plus applicable taxes

The payment ("Payment") period is monthly unless otherwise indicated.

EQUIPMENT DESCRIPTION Lease Agreement

Equipment Location NEWCASTLE PUBLIC SCHOOL-ADMINISTRATION - 101 N MAIN ST NEWCASTLE, OK 73065

Make	Model	Serial	Location	Phone	Email
Kyocera	KYOCERA TASKalfa 4054ci		HS West Office	405.387.6425	rkowals@newcastle.k12.ok.us
Kyocera	KYOCERA TASKalfa 4054ci		fieldhouse	405.387.6425	rkowals@newcastle.k12.ok.us
Kyocera	KYOCERA TASKalfa 4054ci		Transportation	405.387.6425	rkowals@newcastle.k12.ok.us
Kyocera	KYOCERA TASKalfa 4054ci		ECC Office	405.387.6425	rkowals@newcastle.k12.ok.us
Kyocera	KYOCERA TASKalfa 4054ci		ES 5th Grade Office	405.387.6425	rkowals@newcastle.k12.ok.us
Kyocera	KYOCERA TASKalfa 4054ci		ES Lower Office	405.387.6425	rkowals@newcastle.k12.ok.us
Kyocera	KYOCERA TASKalfa 4054ci		MS Office	405.387.6425	rkowals@newcastle.k12.ok.us
Kyocera	KYOCERA TASKalfa 4054ci		Admin	405.387.6425	rkowals@newcastle.k12.ok.us
Kyocera	KYOCERA TASKALFA 4004i		HS West Office	405.387.6425	rkowals@newcastle.k12.ok.us
Kyocera	KYOCERA TASKALFA 4004i		HS E Workroom	405.387.6425	rkowals@newcastle.k12.ok.us
Kyocera	KYOCERA TASKALFA 4004i		HS Library	405.387.6425	rkowals@newcastle.k12.ok.us
Kyocera	KYOCERA TASKALFA 4004i		ES 4th Grade	405.387.6425	rkowals@newcastle.k12.ok.us
Kyocera	KYOCERA TASKALFA 4004i		ES 5th Grade	405.387.6425	rkowals@newcastle.k12.ok.us
Kyocera	KYOCERA TASKALFA 4004i		MS 6th Grade	405.387.6425	rkowals@newcastle.k12.ok.us
Kyocera	KYOCERA TASKALFA 4004i		MS 7TH GRADE	405.387.6425	rkowals@newcastle.k12.ok.us
Kyocera	KYOCERA TASKALFA 4004i		MS 8th Grade	405.387.6425	rkowals@newcastle.k12.ok.us
Kyocera	KYOCERA TASKALFA 4004i		HS W Workroom	405.387.6425	rkowals@newcastle.k12.ok.us
Kyocera	KYOCERA TASKALFA 4004i		ECC 1st Grade	405.387.6425	rkowals@newcastle.k12.ok.us
Kyocera	KYOCERA TASKALFA 4004i		ECC Kindergarten	405.387.6425	rkowals@newcastle.k12.ok.us
Kyocera	KYOCERA TASKALFA 4004i		ECC PreK	405.387.6425	rkowals@newcastle.k12.ok.us
Kyocera	KYOCERA TASKALFA 4004i		ES 2nd Grade	405.387.6425	rkowals@newcastle.k12.ok.us
Kyocera	KYOCERA TASKALFA 4004i		ES 3rd Grade	405.387.6425	rkowals@newcastle.k12.ok.us

OKLAHOMA FISCAL FUNDING ADDENDUM

This Addendum to that certain LEASE Agreement (together with all Exhibits and this Addendum, the "Agreement") dated as of AUGUST 8, 2024, between **IMAGENET CONSULTING, LLC.** (together with its successors and assigns, "Lessor"), and **NEWCASTLE SCHOOL DISTRICT I-1** (together with its successors and assigns, "Lessee"), is incorporated in and is hereby made a part of the Agreement.

Lessor and Lessee hereby agree that capitalized terms used herein and not otherwise defined herein shall have the terms assigned to such terms in the Agreement and that the following changes and additions shall be made to the Agreement:

New Unnumbered Section - Lease of Equipment. Lessor hereby demises, leases and lets the equipment / system (the "Equipment") to Lessee, and Lessee rents, leases and hires the Equipment from Lessor, in accordance with the provisions of this Agreement, on a monthly basis for the Lease Term. The Original Term of this Agreement shall commence on the Commencement Date and, unless earlier terminated as expressly herein provided, shall terminate on the last day of Lessee's current fiscal year. The Lease Term may be continued by mutual ratification of Lessee and Lessor, at the end of the Original Term or any Renewal Term for an additional Renewal Term up to the Maximum Lease Term. The Maximum Lease Term is defined as the Original Term and all Renewal Terms through the Renewal Term which includes the last payment date as set forth on the payment schedule of the Agreement (the "Payment Schedule"). This Agreement shall terminate at the end of the then current Original Term or Renewal Term unless this Agreement is renewed by mutual ratification of Lessee and Lessor in accordance with the provisions of 62 O.S. Section 430.1 and, if Lessee is a school district, 70 O.S. Section 5-117(B). Lessee shall deliver written notice to Lessor of its ratification of or failure to ratify this Agreement at least ninety (90) days prior to the end of each Renewal Term. Lessor hereby ratifies the continuation of this Agreement through the Maximum Lease Term. The terms and conditions during any Renewal Term shall be the same as the terms and conditions during the Original Term, except that the payments ("Payments") shall be as provided in the Payment Schedule.

New Unnumbered Section - Termination of Lease Term. The Lease Term shall terminate upon the earliest of any of the following events:

(a) the expiration of the Original Term or any Renewal Term of this Agreement in the event of nonratification;
(b) the exercise by Lessee of the option to purchase the Equipment as set forth in the Agreement and payment of all amounts payable in connection therewith;
(c) an Event of Default by Lessee and Lessor's election to terminate this Agreement;
(d) the payment by Lessee of all Payments authorized or required to be paid by Lessee during the Maximum Lease Term; or
(e) the governing body of Lessee certifies that the continuance of this Agreement is unnecessary and contrary to the public interest.

New Unnumbered Section - Continuation of Lease Term. Lessee currently intends, subject to nonratification, to continue the Lease Term through the Original Term and all of the Renewal Terms and to pay the Rental Payments hereunder. Lessee reasonably believes that legally available funds in an amount sufficient to make all Payments during the Original Term and each of the Renewal Terms can be obtained. Notwithstanding the foregoing, the decision whether or not to budget or appropriate funds or to ratify this Agreement for any Renewal Term is solely within the discretion of the then current governing body of Lessee.

New Unnumbered Section - Nonratification. Lessee is obligated only to pay such Rental Payments under this Agreement as may lawfully be made from funds budgeted and appropriated for that purpose during Lessee's then current fiscal year. Should Lessee fail to ratify this Agreement for the Renewal Term following the then current Original Term or Renewal Term, this Agreement shall be deemed terminated at the end of the then current Original Term or Renewal Term. Lessee agrees to deliver notice to Lessor of its ratification or termination of this Agreement at least ninety (90) days prior to the end of the then current Original Term or Renewal Term. Failure to give notice of such termination will not extend the Lease Term beyond such Original Term or Renewal Term. If this Agreement is terminated in accordance with this Section, Lessee agrees, at Lessee's cost and expense, to peaceably deliver the Equipment to Lessor at the location or locations to be specified by Lessor.

New Unnumbered Section - Representations and Covenants of Lessee. Lessee further represents, warrants and covenants for the benefit of Lessor that:

(a) Lessee is a municipal corporation and political subdivision duly organized and existing under the constitution and laws of the State.
(b) Lessee is authorized under the constitution and laws of the State, and has been duly authorized to enter into the Agreement and the transaction contemplated hereby and to perform all of its obligations thereunder.
(c) The Agreement constitutes the legal, valid and binding obligation of Lessee enforceable in accordance with its terms, except to the extent limited by applicable bankruptcy, insolvency, reorganization or other laws affecting creditors' rights generally.
(d) Lessee has complied with such public bidding requirements as may be applicable to the Agreement.
(e) The Equipment/System described in the Agreement is essential to the function of Lessee or to the service Lessee provides to its citizens. Lessee has an immediate need for, and expects to make immediate use of, substantially all the Equipment/System, which need is not temporary or expected to diminish in the foreseeable future.
(f) Lessee has never failed to appropriate or otherwise make available funds sufficient to pay rental or other payments coming due under any lease, lease purchase, installment sale or other similar agreement.

LESSEE AGREES THAT A FACSIMILE COPY OR OTHER ELECTRONIC TRANSMISSION OF THIS DOCUMENT WITH FACSIMILE AND/OR ELECTRONIC SIGNATURES MAY BE TREATED AS AN ORIGINAL AND WILL BE ADMISSIBLE AS EVIDENCE IN A COURT OF LAW.

Except as specifically set forth in this Addendum, all terms and conditions contained in the Agreement remain in full force and effect and are hereby ratified and confirmed.

IMAGENET CONSULTING, LLC
(LESSOR)

By _____
Title: ACCOUNT MANAGER

Lease Number: _____
Date: 8-8-2024

NEWCASTLE SCHOOL DISTRICT I-1
(LESSEE)

By _____
Title: _____

(SEAL)

ATTEST:

_____
Title: _____
Date: _____

Customer Information									
Client Legal Name	NEWCASTLE PUBLIC SCHOOL-ADMINISTRATION								
Billing Address	101 N MAIN ST								
City	NEWCASTLE		State	OK	Zip	73065	Main Phone #	4053876425	
Sales Contact	MARSHALL BINGHAM	E-Mail	MBINGHAM@newcastle.k12.ok.us			Phone	4053876425	Ext	
Payables Contact	AP CONTACT	E-Mail	invoices@newcastle.k12.ok.us			Phone	4053876425	Ext	

Equipment Schedule

Please refer to "Pricing and Schedule of Equipment," attached and made part of this Agreement for specific equipment and pricing.

Customer Authorized Signature:	ImageNet Consulting, LLC Authorized Signature:
X	X
Accepted by: Title: Date:	Accepted by: CORY WOOD Title: ACCT MANAGER Date: 8/8/2024

The words YOU and YOUR refer to the Client listed above and the words OUR, WE and US refer to ImageNet Consulting, LLC, separately a "Party" and together the "Parties".

PO NUMBER TO REFERENCE: _____

1. **General**:
   a. In accordance with the selected "Service Plan" listed in the attached Pricing and Schedule of Equipment (the "Schedule"), we may provide service and all maintenance including unlimited service calls, parts (as classified by the manufacturers) and consumable supplies, including maintenance kits, transfer kits, fuser kits, process kits, developer and imaging drums and toner on the equipment listed in the attached Schedule (the "Equipment") for the term outlined. The terms and conditions outlined herein, combined with the Schedule, constitute the entire agreement between the parties (the "Agreement").
   b. Standard service rates are formulated using the manufacturer's suggested yield for toner and a six percent (6%) coverage for black and white prints and twenty-four percent (24%) coverage for color prints. Upon request, we will supply the manufacturer's suggested yield for supplies to be provided under this Agreement. If the total yield of supplies provided to you ("Pages Shipped") exceeds the total reported volume of printing ("Pages Billed") by more than twenty percent (20%) we may assess a surcharge equal to the manufacturer's suggested retail price ("MSRP") of the additional usage. Upon receipt of supplies, you shall be responsible for their safekeeping and shall reimburse us the MSRP of any supplies that are lost, damaged, stolen or used in equipment not supported under this Agreement.
   c. We may reset supply items (i.e. fuser and maintenance kits) in lieu of replacement so long as print quality is not affected. The term "supply" or "supplies" includes toner, developer, fuser, maintenance kits, drums and supply modules as specified by the manufacturer.
   d. We will not be obligated to provide service on Equipment where you use (a) supplies; (b) printer parts; or (c) paper that does not meet manufacturer's specifications and/or you use supplies or spare parts not obtained through us. We may charge our standard hourly rates to repair Equipment with service problems as a result of your misuse of these items.
   e. In lieu of scheduled preventative maintenance, we will perform a "Total Call" that will cover any service required, including, but not limited to, the original service issue requested. The Total Call will include, (1) communication with you of the call status, if requested, (2) identification of problem source and what is needed to affect repairs, (3) Equipment inspection for high mortality areas to proactively avoid future service issues, (4) technician compliance through field audits and quality checks, (5) exterior and interior cleaning of Equipment and surrounding area, and (6) an explanation of repairs to you, if requested.
   f. If the Equipment is modified, altered, or serviced by personnel other than our representative, we may charge you for any damage resulting from such modification, alteration, or improper service.
   g. We will not be responsible for delays, inability to provide service calls due to strikes, riots, civil insurrections, acts of terrorism, accidents, acts of God, or any other event beyond its control. All Service under this agreement will be rendered during normal working hours of 8:00am to 5:00pm Monday through Friday unless otherwise agreed upon in writing by both parties.
   h. Each impression on ledger (11x17) paper will be counted as two images.
   i. In the event a manufacturer discontinues parts or supplies for a specific device, the unused portion of this Agreement can be transferred to a new machine purchased through us.
   j. In the event of rising fuel costs, we reserve the right to add a fuel charge to the monthly, quarterly or annual invoice.
   k. If applicable, you may request the right to adjust the "Base Charge" and "images included" by up to 10%. An adjustment request of a greater percentage will require that this agreement be terminated and new agreement signed with new billing rates.
   l. We provide standard web-based support services including, but not limited to, service call dispatch, supply ordering, and current meter input available at www.imagenetconsulting.com.
2. **Equipment Guidelines**: All equipment covered under this Agreement must adhere to the following guidelines:
   a. Equipment must be placed in a normal office setting with sufficient space for access, free from excessive dust, humidity, temperature and ammonia or other corrosive fumes.
   b. Equipment must always be operated on an electrical circuit, with proper current, voltage and type of outlets as specified by the original equipment manufacturer. Moreover, if stipulated by the manufacturer, Equipment must be operated on an isolated electrical line.
   c. Equipment must be operated within the specified operational (including usage) specifications.
   d. Only our furnished supplies and parts may be used on the Equipment.
   e. Our supplies and parts found in equipment not covered within this agreement will be invoiced at the manufacturer's suggested

MSRP.

f. Equipment will be utilized at, and will not be removed from, the "Location Address" specified in the Schedule unless you get our written permission in advance to move it.

3. **Coverage Excluded**: This Agreement excludes the following unless otherwise specified:
   a. _____ Paper and staples;
   b. _____ Any, and all, equipment not listed on the Schedule attached to this Agreement, external cards, hard drives or supplemental hardware; and software;
   c. _____ Network Connected Equipment: Network connected equipment will be covered up to the network connection of the Printer/Multi-Function Printer ("MFP"). Issues relating to software and/or connectivity after ninety (90) days of installation will require a new scope of work at your request and does not affect this Agreement.
   d. _____ Items damaged by you, including but not limited to, doors, paper trays and covers. Replacement of these items will be charged to you at our current rates.
   e. _____ It is your responsibility to ensure that any connected device meets with your network security policy, included but not limited to any malware protection.
4. **Meter Reading**:
   a. _____ **Monitoring**: We will install, activate, and utilize software, at no cost to you, to provide monitoring, support and reporting services for networked equipment. If you choose not to utilize our monitoring software, we reserve the right to charge $5.00 per machine per month to offset our cost of manual meter collection, including onsite, phone and personal email requests for networked and non-networked Equipment.
   b. _____ **Estimated Meters**: In the event we are not able to obtain Equipment meter readings from you, we will utilize past meters to estimate a current meter in order to process billing. Overages may apply during the proceeding billing cycle if estimates are lower than actual volume. Invoice credits will not be issued for estimated meter readings.
   c. _____ **Stale Meters**: If we are unable to obtain meter readings for Equipment in three (3) consecutive reporting periods, we may require a usage/configuration page prior to placing any supply order. If no usage/configuration page is provided, we may (i) bill you for requested supplies at MSRP, (ii) remove the non-reporting Equipment from service coverage under this Agreement, (iii) suspend invoicing until a meter reading is reported, at which time all usage will be billable in arrears, (iv) continue to bill base charges based on the minimum usage commitment, or (v) dispatch a service technician to obtain a current meter reading and bill you our current hourly labor charge.
   d. _____ **Contact**: You agree to make available and designate a key contact for general administration of this Agreement, including troubleshooting of monitoring software or providing meter readings to us, as necessary. If the employment status of the key contact changes and affects the contact's availability to perform this assignment, you shall promptly inform us and provide a new key contact.
5. **Quality Assurance**: We will ensure reasonable Equipment uptime through our performance management and reporting tools. Performance reviews may be scheduled at your request.
6. **Additional Equipment**: You shall notify us promptly upon installing any additional equipment not purchased and/or leased from ImageNet Consulting, LLC ("Additional Equipment") at your site capable of using our provided Supplies. If the Additional Equipment is of the same model or utilizes the same specific supplies as any of the Equipment serviced by us under this Agreement then, upon installation, such Additional Equipment shall automatically be covered at the already established rates and considered Equipment under the terms of this Agreement. If the Additional Equipment is not of the same model as any of the Equipment serviced by us then we shall have the right to add it to this Agreement per a mutually agreed upon price evidenced by an amendment to the Equipment Schedule and executed by both parties.
7. **Implementation**: We will inspect any existing equipment currently located at your site that is to be covered under this Agreement to determine that it is in good mechanical condition prior to this Agreement's Effective Date. Should the equipment require significant repair or overhaul, such repairs may be charged to you at our current hourly rates. Such repairs will be performed and charged only upon agreement of both parties. Should you elect not to have equipment repaired, we will tag the equipment as Do Not Repair ("DNR") and will provide you with a revised Schedule to include the equipment identified as DNR. Any new equipment to be installed by us as part of this Agreement will be covered upon installation and execution of this Agreement.
8. **Back Orders**: Unless otherwise noted within this agreement, we may provide to customer compatible supplies if unable to receive supplies from the manufacturer due to back orders.
9. **Term**: Unless terminated in accordance with Section 10, this Agreement will begin upon delivery of Equipment and continue for a term designated in the Schedule attached to this Agreement or, if Equipment is leased, the term of this Agreement shall mirror the term of the lease (the "Initial Term"). This Agreement will be automatically extended upon expiration of the Initial Term for an additional 12 months (the "Renewal Term") unless you provide written notice to us of your intent to cancel the Agreement at least thirty (30) days prior to the last day of the Initial Term. Either party may cancel this Agreement at the end of the Initial Term or any Renewal Term with at least thirty (30) day written notice. If you cancel this Agreement, you must return any unused supplies we provided to you as part of this Agreement and, if you do not, we reserve the right to charge MSRP for any unused supplies. We reserve the right to increase contract rates annually, not to exceed 15% of the previous Base and Overage rates.
10. **Termination**: You may terminate this Agreement for cause, without penalty, at any time during the Initial Term or any Renewal Term for the following reasons with thirty (30) day written notice to us:
    a. Breach: In the event of a breach of this Agreement by us, you may give written notice of the breach and request corrective action. If we have not either taken the requested action or begun a diligent prosecution thereof within thirty (30) days from

receipt of your request, then you may, at your option, send us written notice of termination for cause; or

b. Service Expectation Shortfall: You may determine, based upon measurements made against reasonable requirements, that we are not performing to your reasonable expectations and requirements and may provide written notice to us that outlines any performance shortfalls. We shall have ten (10) business days from receipt of your notification to resolve the shortfall issue(s) to your complete satisfaction or you may, at your option, send us written notice of termination for cause; or

c. Insolvency: Upon our voluntary or involuntary bankruptcy or insolvency; or

d. Fraud: Upon our fraud, misrepresentation, misappropriation, or willful misconduct; or

e. Breach of Confidentiality: Upon your reasonable determination that we have violated the Confidentiality requirements outlined in this Agreement.

We may, at our sole discretion, terminate coverage on any specific Equipment that exceeds one hundred and fifty percent (150%) of its engine life or exceeds seven (7) years since the Equipment model was introduced to the market by the manufacturer by providing you thirty (30) day written notice.

11. **Payment**: Payment is due ten (10) days from date of invoice. Payment by credit card may incur a non-refundable convenience fee. Delinquent amounts will accrue interest at a rate of one and one-half percent (1.5%) of the past due amount per month (or, if lower, the maximum rate of interest chargeable under applicable law). You will pay all federal, state and local sales, use property, excise or other taxes imposed with respect to the equipment listed on this Agreement. We will provide electronic copies of invoices via email to you on a monthly, quarterly, or annual basis. Should you elect to have invoices mailed to you, we will charge you $3.00 per invoice as an administration fee to print, package, and mail requested invoices.

12. **Indemnification**: Each party agrees to hold harmless, defend, and indemnify the other party against any liability, demand, claim or cause of action for personal injury or property damage due to or arising out of the acts of that party, its agents and employees. You agree to defend us, at your sole expense, against all suits, action or proceedings in which we are made a defendant for actual or alleged infringement of any intellectual rights. However, each party shall have no obligation to hold harmless, defend or indemnify the other from or for liability arising from the other's own intentional or negligent acts. In no event will we either party be liable to the other for consequential damages due to non-performance, any breach of this Agreement, or any act of its employees or agents.

13. **Assignment**: Neither party may sell or assign, by operation of law or otherwise, any, or all, of its responsibilities hereunder or attempt to transfer any, or all, of its interest in this Agreement without written consent of the other party, such consent not to be unreasonably withheld. Any attempt to sell, assign, or transfer this Agreement in violation of this paragraph shall be void. You agree that if we sell, assign or transfer this Agreement, the new owner will have the same rights and benefits that we now have. You agree that the right of the new owner will not be subject to any claims, defenses, or set offs that you may have against us. In the event of a sale, assignment or transfer, we agree to remain responsible for our obligations hereunder.

14. **Miscellaneous**: This Agreement supersedes all prior discussions or understandings between the parties. This Agreement cannot be changed or terminated orally. No modification of this Agreement shall be binding unless signed by both parties. If any provision of this Agreement is held to be invalid or unenforceable, the remainder of the Agreement shall still be construed as valid and enforceable. No waiver shall be deemed to be made by any party of any of its rights hereunder unless, the same shall be in writing signed by the waiving party and any waiver shall be a waiver only with respect to the specific instance involved and shall in no way impair the rights or obligations of any party in any respect at any other time.

15. **Breach or Default**: If you do not pay all charges for services as provided hereunder, promptly when due: (1) we may (a) refuse to provide service or supplies for the Equipment or (b) furnish service and supplies on a C.O.D. (cash on deliver) "Per Call" basis at published rates and (2) you agree to pay us all costs and expenses of collection including the reasonable attorney's fee permitted by law in addition to all other rights and remedies available to us.

16. **Confidentiality**: In the process of performance under this Agreement, the Parties may provide each other certain confidential or proprietary information regarding their business operations (collectively, the "Confidential Information"). Such Confidential Information, whether provided directly or indirectly, in oral, written, graphic or any other form, will be deemed confidential and subject to restricted use and limited distribution, regardless of whether it is identified as being confidential or proprietary at the time of disclosure. The receiving Party will (a) hold the Confidential Information in confidence and protect it with at least the same degree of care with which it protects its own information of a similar nature, but in any event not less than reasonable care; (b) only use the Confidential Information for the purpose of performing its obligations hereunder; (c) not copy or duplicate such Confidential Information without the disclosing Party's prior written approval; (d) restrict disclosure of such Confidential Information to only those employees, consultants and contractors with a need to know; (e) ensure employees or others given access to the Confidential Information agree to maintain the confidentiality thereof; (f) promptly notify the disclosing Party in the event that the receiving Party becomes legally compelled in a judicial, administrative or governmental proceeding to disclose any of the Confidential Information, so that the disclosing Party may seek an order protecting the Confidential Information from public disclosure; and (g) advise the disclosing Party promptly upon becoming aware of any loss, disclosure, or duplication of the Confidential Information or breach of the confidentiality of the Confidential Information. The obligations in this section will not apply to information which (a) is already known to the receiving Party as evidenced by a writing dated prior to the date of disclosure; (b) is or becomes generally known to the public through no wrongful act of the receiving Party; (c) is received from an unaffiliated third Party without either an obligation of non-disclosure or breach of an obligation of confidentiality in the third Party's receipt or transmission of the Confidential Information; (d) is independently developed by it or its affiliates without use of or reference to the Confidential Information; or (e) is required by law to be disclosed by the receiving Party, provided that the receiving Party gives the disclosing Party prompt written notice of such requirement prior to such disclosure and reasonably assists the disclosing Party in obtaining an order protecting the Confidential Information from public disclosure. Upon request of the disclosing Party, the receiving Party will immediately return any and all Confidential Information and any copies thereof, and will destroy all notes, or other documents

involving the Confidential Information, or certify to the destruction of the Confidential Information in a form reasonably satisfactory to the disclosing Party.

17. **Correspondence**: All correspondence relating to the notifications within this Agreement are to be sent via registered letter to ImageNet Consulting, LLC, Attn: Contracts Department, 913 N. Broadway, Oklahoma City, OK 73102 or emailed to contracts@imagenet.com. We will send correspondence to you at the appropriate "bill to" address, physical or electronic mail, listed on your account.
18. **Connectivity and Security**: We will connect up to four (4) workstations during initial installation; additional workstations will be subject to additional charges. We will provide you a Connectivity Information Sheet ("CIS") prior to installation of any equipment that requires software or connectivity. The CIS form may require an additional scope of work ("SOW") to be performed during the initial set up of the equipment. At your request, we will provide a new scope of work related to any issues that arise after ninety (90) days of the initial install. It is your responsibility to provide adequate and secure connectivity to enable the Equipment to perform to your satisfaction. You acknowledge and agree that we do not guarantee or warrant the quality, speed, security or uninterrupted availability of the Equipment as it relates to the connectivity provided by you. You acknowledge that the communications lines used to access the Equipment are provided by a third party public utility or by private companies over which we have no control, and the security of data transmission over such lines to provide the Equipment is not our responsibility. Accordingly, we will have no liability to you arising from or related to the transmission or lack of transmission of data over the communications lines used to access the Equipment, or for any attempted or actual access, modification, damage, loss, deletion, misappropriation, or compromise of any data in connection with the Equipment. You agree to refrain from any act or omission which disrupts, inhibits or prevents the effectiveness, or operation of the Equipment provided by us and our partners, including without limitation, virus protection, data backup and IT managed services.
19. **Your Data**: You acknowledge and agree that the responsibility of acquiring and implementing tools for managing, storing, backing up, purging and/or securing data is within the owner of such data. You acknowledge and understand that data may be stored on hard drives inside the Equipment and you agree that it is your responsibility to manage this data in accordance with any federal compliance laws, including but not limited to, HIPAA. Furthermore, you acknowledge and agree that in the use of the Equipment, including but not limited to the transmission and storage of data, that despite every effort by you and us, there remains a risk that your data may be accessed, modified, damaged, lost, deleted, misappropriated, or compromised by willful attack or otherwise and perhaps not be recoverable ("Data Breach"). To that end, in the event of any Data Breach, you acknowledge and agree that we will have no liability to you related to any such Data Breach but will endeavor to assist you in the recovery and restoration of such data at your sole cost.
20. **Data Backup**: We may install and/or configure the Equipment to work with your existing hardware and software on your computer(s), computer network and/or other office equipment and you acknowledge that it is advisable for you to back up all data on your computer equipment that you deem necessary prior to our installation and/or configuration of any Equipment to work with your hardware and software, and on a regular basis thereafter. You acknowledge that such backup procedures should be performed on at least a daily basis.
21. **Data Removal**: Upon expiration or termination of this Agreement, Equipment that is subject to this Agreement may contain your data ("Stored Data"). The extent that you fail to remove and delete any of the Stored Data, you hereby authorize us to remove and delete the Stored Data at an additional cost but acknowledge and agree that we have no obligation to do so. All hard drives and other data retention devices in the Equipment must function in the same manner following removal and deletion of the Stored Data. You assume liability for and agree to indemnify, defend and hold us harmless from and against all claims, losses, costs, expenses, damages, penalties and liabilities arising from or pertaining to your failure to remove such Stored Data from the Equipment. In the event we temporarily loan Equipment to you, it is subject to this Agreement.
22. **Subscription License Grant**: In connection with the provision of the Services, we may provide you with access to certain software-as-a-service online applications ("Software") and certain proprietary content development, information and materials including, without limitation, custom software development, custom content development, user manuals, technical manuals, standard and customized forms, reports, software, courses, modules, assessment questions, and other content ("Provided Materials") on a limited, worldwide, non-exclusive, non-transferable, and revocable basis. Subject to your compliance with this Agreement, we hereby grant you, during the Term, a limited, worldwide, non-exclusive, non-transferable license to access and use the Software and Provided Materials solely in connection with the Services and for your internal use. The Software and Provided Materials are licensed and are not sold and, as between the parties hereto, you will at no time obtain title to the Software or Provided Materials. You will further ensure that any individual leaving your organization will be prohibited from accessing, copying or utilizing the Software or Provided Materials, and upon this Agreement's termination, you will return or destroy all Provided Materials.
23. OTHER THAN THE OBLIGATIONS SET FORTH HEREIN, WE DISCLAIM ALL WARRANTIES, EXPRESSED OR IMPLIED, INCLUDING ANY IMPLIED WARRANTIES OR MERCHANTABILITY FOR USE OR FITNESS FOR A PARTICULAR PURPOSE. IN NO EVENT WILL EITHER PARTY BE RESPONSIBLE FOR DIRECT, INCIDENTAL, OR CONSEQUENTIAL DAMAGES, INCLUDING BUT NOT LIMITED TO, DAMAGES ARISING OUT OF THE PERFORMANCE OF THE EQUIPMENT, INABILITY TO USE ANY SOFTWARE LICENSED BY US, OR THE LOSS OF THE USE OF THE EQUIPMENT, EVEN IF ADVISED OF THE POSSIBILITY OF SUCH DAMAGES, AND YOU HEREBY WAIVE ANY CLAIMS RELATED THERETO.
24. **Jurisdiction**: This Agreement will be construed, performed, and enforced in accordance with, and governed by, the laws of the State of Oklahoma (excluding its conflict of laws provision). Both parties consent to the exclusive jurisdiction of any claims related to this Agreement in the state or federal courts of Oklahoma, and each party irrevocably waives any objection, including any objection of laying venue, which it may have, or hereafter have, to the bringing of any action or proceeding in any such court in respect of this Agreement. BOTH PARTIES WAIVE ANY RIGHT TO TRIAL BY JURY OF ANY DISPUTE ARISING OUT OF, OR RELATING TO, THIS AGREEMENT.
25. **Signer Authority**: Each person signing this Agreement represents and warrants that he or she is duly authorized and has legal capacity to execute and deliver this Agreement. Each party represents and warrants to the other that the execution and delivery of the Agreement

and the performance of such party's obligations hereunder have been duly authorized and that the Agreement is a valid and legal agreement binding on such party and enforceable in accordance with its terms.

26. **Entire Agreement**: This Agreement constitutes the entire agreement between parties and may not be modified except in writing signed by duly authorized officers of both parties.

Pricing and Schedule of Equipment

Base charge	$-	MONTHLY	for	60	months			
Start Date	09/07/2024	End Date	09/07/2029					
BW images included	0	overages billed @	$ 0.006600	MONTHLY				
CLR images included	0	overages billed @	$ -	MONTHLY				
Service Plan	PARTS, LABOR & TONER	OEM Supplies	Supplies Provided by ImageNet – Auto Supplies					
Address of Equipment	101 N MAIN ST NEWCASTLE, OK 73065							

Make	Model	Serial	Location	Meter Contact	Phone	DCA	Email
Kyocera	KYOCERA TASKALFA 4004i		HS West Office	RICK	405-387-6327	Y	rkowals@newcastle.k12.ok.us

Base charge	$-	MONTHLY	for	60	months			
Start Date	09/07/2024	End Date	09/07/2029					
BW images included	0	overages billed @	$ 0.006600	MONTHLY				
CLR images included	0	overages billed @	$ -	MONTHLY				
Service Plan	PARTS, LABOR & TONER	OEM Supplies	Supplies Provided by ImageNet – Auto Supplies					
Address of Equipment	101 N MAIN ST NEWCASTLE, OK 73065							

Make	Model	Serial	Location	Meter Contact	Phone	DCA	Email
Kyocera	KYOCERA TASKALFA 4004i		HS E Workroom	RICK	405-387-6327	Y	rkowals@newcastle.k12.ok.us

Base charge	$-	MONTHLY	for	60	months			
Start Date	09/07/2024	End Date	09/07/2029					
BW images included	0	overages billed @	$ 0.006600	MONTHLY				
CLR images included	0	overages billed @	$ -	MONTHLY				
Service Plan	PARTS, LABOR & TONER	OEM Supplies	Supplies Provided by ImageNet – Auto Supplies					
Address of Equipment	101 N MAIN ST NEWCASTLE, OK 73065							

Make	Model	Serial	Location	Meter Contact	Phone	DCA	Email
Kyocera	KYOCERA TASKALFA 4004i		HS Library	RICK	405-387-6327	Y	rkowals@newcastle.k12.ok.us

Base charge	$-	MONTHLY	for	60	months			
Start Date	09/07/2024	End Date	09/07/2029					
BW images included	0	overages billed @	$ 0.006600	MONTHLY				
CLR images included	0	overages billed @	$ -	MONTHLY				
Service Plan	PARTS, LABOR & TONER	OEM Supplies	Supplies Provided by ImageNet – Auto Supplies					
Address of Equipment	101 N MAIN ST NEWCASTLE, OK 73065							

Make	Model	Serial	Location	Meter Contact	Phone	DCA	Email
Kyocera	KYOCERA TASKALFA 4004i		HS W Workroom	RICK	405-387-6327	Y	rkowals@newcastle.k12.ok.us

Base charge	$-	MONTHLY	for	60	months			
Start Date	09/07/2024	End Date	09/07/2029					
BW images included	0	overages billed @	$ 0.006600	MONTHLY				
CLR images included	0	overages billed @	$ -	MONTHLY				
Service Plan	PARTS, LABOR & TONER	OEM Supplies	Supplies Provided by ImageNet – Auto Supplies					
Address of Equipment	101 N MAIN ST NEWCASTLE, OK 73065							

Make	Model	Serial	Location	Meter Contact	Phone	DCA	Email
Kyocera	KYOCERA TASKALFA 4004i		ECC 1st Grade	RICK	405-387-6327	Y	rkowals@newcastle.k12.ok.us

Base charge	$-	MONTHLY	for	60	months			
Start Date	09/07/2024	End Date	09/07/2029					
BW images included	0	overages billed @	$ 0.006600	MONTHLY				
CLR images included	0	overages billed @	$ -	MONTHLY				
Service Plan	PARTS, LABOR & TONER	OEM Supplies	Supplies Provided by ImageNet – Auto Supplies					
Address of Equipment	101 N MAIN ST NEWCASTLE, OK 73065							

Pricing and Schedule of Equipment

Make	Model	Serial	Location	Meter Contact	Phone	DCA	Email
Kyocera	KYOCERA TASKALFA 4004i		ECC Kindergarten	RICK	405-387-6327	Y	rkowals@newcastle.k12.ok.us

Base charge	$-	MONTHLY	for	60	months
Start Date	09/07/2024	End Date	09/07/2029		
BW images included	0	overages billed @	$ 0.006600		MONTHLY
CLR images included	0	overages billed @	$ -		MONTHLY
Service Plan	PARTS, LABOR & TONER	OEM Supplies	Supplies Provided by ImageNet – Auto Supplies		
Address of Equipment	101 N MAIN ST NEWCASTLE, OK 73065				

Make	Model	Serial	Location	Meter Contact	Phone	DCA	Email
Kyocera	KYOCERA TASKALFA 4004i		ECC PreK	RICK	405-387-6327	Y	rkowals@newcastle.k12.ok.us

Base charge	$-	MONTHLY	for	60	months
Start Date	09/07/2024	End Date	09/07/2029		
BW images included	0	overages billed @	$ 0.006600		MONTHLY
CLR images included	0	overages billed @	$ -		MONTHLY
Service Plan	PARTS, LABOR & TONER	OEM Supplies	Supplies Provided by ImageNet – Auto Supplies		
Address of Equipment	101 N MAIN ST NEWCASTLE, OK 73065				

Make	Model	Serial	Location	Meter Contact	Phone	DCA	Email
Kyocera	KYOCERA TASKALFA 4004i		ES 2nd Grade	RICK	405-387-6327	Y	rkowals@newcastle.k12.ok.us

Base charge	$-	MONTHLY	for	60	months
Start Date	09/07/2024	End Date	09/07/2029		
BW images included	0	overages billed @	$ 0.006600		MONTHLY
CLR images included	0	overages billed @	$ -		MONTHLY
Service Plan	PARTS, LABOR & TONER	OEM Supplies	Supplies Provided by ImageNet – Auto Supplies		
Address of Equipment	101 N MAIN ST NEWCASTLE, OK 73065				

Make	Model	Serial	Location	Meter Contact	Phone	DCA	Email
Kyocera	KYOCERA TASKALFA 4004i		ES 3rd Grade	RICK	405-387-6327	Y	rkowals@newcastle.k12.ok.us

Base charge	$-	MONTHLY	for	60	months
Start Date	09/07/2024	End Date	09/07/2029		
BW images included	0	overages billed @	$ 0.006600		MONTHLY
CLR images included	0	overages billed @	$ -		MONTHLY
Service Plan	PARTS, LABOR & TONER	OEM Supplies	Supplies Provided by ImageNet – Auto Supplies		
Address of Equipment	101 N MAIN ST NEWCASTLE, OK 73065				

Make	Model	Serial	Location	Meter Contact	Phone	DCA	Email
Kyocera	KYOCERA TASKALFA 4004i		ES 4th Grade	RICK	405-387-6327	Y	rkowals@newcastle.k12.ok.us

Base charge	$-	MONTHLY	for	60	months
Start Date	09/07/2024	End Date	09/07/2029		
BW images included	0	overages billed @	$ 0.006600		MONTHLY
CLR images included	0	overages billed @	$ -		MONTHLY
Service Plan	PARTS, LABOR & TONER	OEM Supplies	Supplies Provided by ImageNet – Auto Supplies		
Address of Equipment	101 N MAIN ST NEWCASTLE, OK 73065				

Make	Model	Serial	Location	Meter Contact	Phone	DCA	Email
Kyocera	KYOCERA TASKALFA 4004i		ES 5th Grade	RICK	405-387-6327	Y	rkowals@newcastle.k12.ok.us

Base charge	$-	MONTHLY	for	60	months
Start Date	09/07/2024	End Date	09/07/2029		
BW images included	0	overages billed @	$ 0.006600		MONTHLY
CLR images included	0	overages billed @	$ -		MONTHLY

Pricing and Schedule of Equipment

Service Plan	PARTS, LABOR & TONER	OEM Supplies	Supplies Provided by ImageNet – Auto Supplies
Address of Equipment	101 N MAIN ST NEWCASTLE, OK 73065		

Make	Model	Serial	Location	Meter Contact	Phone	DCA	Email
Kyocera	KYOCERA TASKALFA 4004i		MS 6th Grade	RICK	405-387-6327	Y	rkowals@newcastle.k12.ok.us

Base charge	$-	MONTHLY	for	60	months	
Start Date	09/07/2024	End Date		09/07/2029		
BW images included	0	overages billed @		$ 0.006600		MONTHLY
CLR images included	0	overages billed @		$ -		MONTHLY

Service Plan	PARTS, LABOR & TONER	OEM Supplies	Supplies Provided by ImageNet – Auto Supplies
Address of Equipment	101 N MAIN ST NEWCASTLE, OK 73065		

Make	Model	Serial	Location	Meter Contact	Phone	DCA	Email
Kyocera	KYOCERA TASKALFA 4004i		MS 7TH GRADE	RICK	405-387-6327	Y	rkowals@newcastle.k12.ok.us

Base charge	$-	MONTHLY	for	60	months	
Start Date	09/07/2024	End Date		09/07/2029		
BW images included	0	overages billed @		$ 0.006600		MONTHLY
CLR images included	0	overages billed @		$ -		MONTHLY

Service Plan	PARTS, LABOR & TONER	OEM Supplies	Supplies Provided by ImageNet – Auto Supplies
Address of Equipment	101 N MAIN ST NEWCASTLE, OK 73065		

Make	Model	Serial	Location	Meter Contact	Phone	DCA	Email
Kyocera	KYOCERA TASKALFA 4004i		MS 8th Grade	RICK	405-387-6327	Y	rkowals@newcastle.k12.ok.us

Base charge	$-	MONTHLY	for	60	months	
Start Date	09/07/2024	End Date		09/07/2029		
BW images included	0	overages billed @		$ 0.066000		MONTHLY
CLR images included	0	overages billed @		$ -		MONTHLY

Service Plan	PARTS, LABOR & TONER	OEM Supplies	Supplies Provided by ImageNet – Auto Supplies
Address of Equipment	101 N MAIN ST NEWCASTLE, OK 73065		

Make	Model	Serial	Location	Meter Contact	Phone	DCA	Email
Kyocera	KYOCERA TASKalfa 4054ci		HS West Office	RICK	405-387-6327	Y	rkowals@newcastle.k12.ok.us

Base charge	$-	MONTHLY	for	60	months	
Start Date	09/07/2024	End Date		09/07/2029		
BW images included	0	overages billed @		$ 0.066000		MONTHLY
CLR images included	0	overages billed @	tier1: $.013 tier 2 $.021 tier 3 $.03512			MONTHLY

Service Plan	PARTS, LABOR & TONER	OEM Supplies	Supplies Provided by ImageNet – Auto Supplies
Address of Equipment	101 N MAIN ST NEWCASTLE, OK 73065		

Make	Model	Serial	Location	Meter Contact	Phone	DCA	Email
Kyocera	KYOCERA TASKalfa 4054ci		fieldhouse	RICK	405-387-6327	Y	rkowals@newcastle.k12.ok.us

Base charge	$-	MONTHLY	for	60	months	
Start Date	09/07/2024	End Date		09/07/2029		
BW images included	0	overages billed @		$ 0.066000		MONTHLY
CLR images included	0	overages billed @	tier1: $.013 tier 2 $.021 tier 3 $.03512			MONTHLY

Service Plan	PARTS, LABOR & TONER	OEM Supplies	Supplies Provided by ImageNet – Auto Supplies
Address of Equipment	101 N MAIN ST NEWCASTLE, OK 73065		

Make	Model	Serial	Location	Meter Contact	Phone	DCA	Email
Kyocera	KYOCERA TASKalfa 4054ci		Transportation	RICK	405-387-6327	Y	rkowals@newcastle.k12.ok.us

Base charge	$-	MONTHLY	for	60	months	
Start Date	09/07/2024	End Date		09/07/2029		

Pricing and Schedule of Equipment

BW images included	0	overages billed @	$ 0.066000	MONTHLY	
CLR images included	0	overages billed @	tier1: $.013 tier 2 $.021 tier 3 $.03512	MONTHLY	
Service Plan	PARTS, LABOR & TONER	OEM Supplies	Supplies Provided by ImageNet – Auto Supplies		
Address of Equipment	101 N MAIN ST NEWCASTLE, OK 73065				

Make	Model	Serial	Location	Meter Contact	Phone	DCA	Email
Kyocera	KYOCERA TASKalfa 4054ci		ECC Office	RICK	405-387-6327	Y	rkowals@newcastle.k12.ok.us

Base charge	$-	MONTHLY	for	60	months
Start Date	09/07/2024	End Date	09/07/2029		

BW images included	0	overages billed @	$ 0.066000	MONTHLY	
CLR images included	0	overages billed @	tier1: $.013 tier 2 $.021 tier 3 $.03512	MONTHLY	
Service Plan	PARTS, LABOR & TONER	OEM Supplies	Supplies Provided by ImageNet – Auto Supplies		
Address of Equipment	101 N MAIN ST NEWCASTLE, OK 73065				

Make	Model	Serial	Location	Meter Contact	Phone	DCA	Email
Kyocera	KYOCERA TASKalfa 4054ci		ES 5th Grade Office	RICK	405-387-6327	Y	rkowals@newcastle.k12.ok.us

Base charge	$-	MONTHLY	for	60	months
Start Date	09/07/2024	End Date	09/07/2029		

BW images included	0	overages billed @	$ 0.066000	MONTHLY	
CLR images included	0	overages billed @	tier1: $.013 tier 2 $.021 tier 3 $.03512	MONTHLY	
Service Plan	PARTS, LABOR & TONER	OEM Supplies	Supplies Provided by ImageNet – Auto Supplies		
Address of Equipment	101 N MAIN ST NEWCASTLE, OK 73065				

Make	Model	Serial	Location	Meter Contact	Phone	DCA	Email
Kyocera	KYOCERA TASKalfa 4054ci		ES Lower Office	RICK	405-387-6327	Y	rkowals@newcastle.k12.ok.us

Base charge	$-	MONTHLY	for	60	months
Start Date	09/07/2024	End Date	09/07/2029		

BW images included	0	overages billed @	$ 0.066000	MONTHLY	
CLR images included	0	overages billed @	tier1: $.013 tier 2 $.021 tier 3 $.03512	MONTHLY	
Service Plan	PARTS, LABOR & TONER	OEM Supplies	Supplies Provided by ImageNet – Auto Supplies		
Address of Equipment	101 N MAIN ST NEWCASTLE, OK 73065				

Make	Model	Serial	Location	Meter Contact	Phone	DCA	Email
Kyocera	KYOCERA TASKalfa 4054ci		MS Office	RICK	405-387-6327	Y	rkowals@newcastle.k12.ok.us

Base charge	$-	MONTHLY	for	60	months
Start Date	09/07/2024	End Date	09/07/2029		

BW images included	0	overages billed @	$ 0.066000	MONTHLY	
CLR images included	0	overages billed @	tier1: $.013 tier 2 $.021 tier 3 $.03512	MONTHLY	
Service Plan	PARTS, LABOR & TONER	OEM Supplies	Supplies Provided by ImageNet – Auto Supplies		
Address of Equipment	101 N MAIN ST NEWCASTLE, OK 73065				

Make	Model	Serial	Location	Meter Contact	Phone	DCA	Email
Kyocera	KYOCERA TASKalfa 4054ci		Admin	RICK	405-387-6327	Y	rkowals@newcastle.k12.ok.us

There are two portions to this document:

- The Customer Service Order (CSO), and
- Google's Student Enrollment Verification Letter

Please make sure to complete both parts of the document in order to expedite processing.

CDW Customer Service Order Form
Google Workspace for Education

Seller	CDW Government LLC
Seller Address	200 N. Milwaukee Avenue, Vernon Hills, IL 60061
Customer	Newcastle School District
Subscription Term Start Date	Upon Service Activation

NAME	PRICE	QTY	SUBTOTAL
Google Workspace for Education Plus	$5.00	2200	$11,000.00
Google Workspace for Education Plus	$0.00	550	$0.00
		Total	**$11,000.00**

Google Workspace Add-On Products/Services	Licensed Quantity	Subscription Term	Monthly Service Fee Per User	Total Monthly Service Fee*
		Monthly	$	$

Google Voice Specific Estimated Monthly Telecom Taxes and Regulatory Fees** $ _____

*The Total Monthly Service Fee for Google Voice is an estimate only and is based on the licensed quantity set forth in the table above. Seller will invoice Customer based on the actual quantity of licenses used in the month at the Monthly Service Fee Per User rate specified above.

**These are estimate monthly taxes and fees only. These taxes and fees may vary based on Customer's geographic location. Seller will pass thru and bill Customer for actual telecom taxes and regulatory fees as calculated by Google.

Customer Technical Contact	mbingham@newcastle.k12.ok.us
Phone Number	
Email address	mbingham@newcastle.k12.ok.us
Off-Domain Email Address	
Google App Domain	newcastle.k12.ok.us
NCES ID (If applicable)	4021510
Order Type (If applicable)	

Subscription Term Fee Total: $11000

Terms:

1. TERMS AND CONDITIONS - Customer's obligations under this Customer Service Order Form, including its payment obligations are subject to the current Third Party Cloud Services Terms and Conditions on Seller's website at Third Party Cloud Services Terms and Conditions, unless Customer has entered into a written agreement with Seller covering Customer's purchase of products and services from Seller ("Existing Customer Agreement"), in which case Customer's obligations shall be subject to the terms of such Existing Customer Agreement, which shall be identified on Sellers' ordering documents.

2. PAYMENT – Customer will pay all Fees (as defined herein), including regulatory fees and taxes, for the use of the Google Workspace for Education as set forth in Seller's invoice, within 30 days after the date of the invoice, or in accordance with such other payment terms that may have been negotiated between Customer and Seller. In addition to the Service Fee for the Google Workspace for Education, Customer will also be responsible for all additional fees for any subscription renewals and extensions, metered usage components consumed by Customer, and other subscriptions, features, products, services, or add-ons that Customer uses within the Google Workspace for Education. Seller will invoice Customer in advance for the monthly or prepaid charges due for the Google Workspace for Education purchased. Seller will invoice Customer in arrears for any metered usage or overage components (e.g., capacity overages, third party content, etc.). The Service Fee for the Google Workspace for Education and all additional fees due hereunder are collectively referred to as "Fees".

3. ADD-ON ORDERS - Any orders submitted by Customer to Seller for Google Workspace for Education over the next twelve (12) months (the "Add-On Order(s)") will be governed by the terms and conditions of this Customer Service Order Form. All Add-On Order(s) must include the name of the applicable Google Workspace for Education, the Licensed User Quantity and the length of the initial term (e.g., 1, 2, or 3 years). The Initial Subscription Term for any Add-On Order(s) will commence on the date Seller provisions the new Google Workspace for Education on behalf of Customer.

4. SERVICE SUSPENSION – In addition to any other rights Seller may have, Seller may suspend or terminate the Google Workspace for Education if Customer fails to pay any Fees within ten (10) business days after the applicable due date.

5. CANCELLATION POLICY FOR GOOGLE VOICE – To cancel the Google Voice services Customer must fill out and submit the form at Google Voice Cancellation Form sixty (60) days prior to service cancellation. Customer will be responsible for all Google Voice service fees incurred up through the effective date of termination, including any applicable taxes and regulatory fees.

6. NON-CANCELLABLE/NON-REFUNDABLE – Except as set forth above for the Google Voice services, the Google Workspace for Education purchased under this Customer Service Order Form are non-cancellable and all Fees paid to Seller are non-refundable.

7. GOOGLE REQUIRED TERMS:

(a) Seller, Google, and Customer are independent contractors with respect to the resale of the Google Workspace for Education.

(b) Customer will either accept the Google TOS prior to accessing or using the Google Workspace for Education, or hereby expressly authorizes Seller to accept the Google TOS on Customer's behalf.

(c) Customer acknowledges and agrees that Seller is the processor of any personal data processed by it on Customer's behalf, and Customer is the controller of any such data, as the terms "controller", "processed", "processor" and "personal data" are defined in the EU Directive;

(d) Customer is responsible for obtaining and maintaining any consents required from End Users to allow Seller to perform its obligations under this Agreement;

(e) If Google fails to comply with the SLAs, Customer will only be eligible to receive those remedies set out under the Google TOS and must request such remedies directly from Seller; and

(f) Google will only provide customer support to Customers in accordance with the Google TOS.

BY SIGNING BELOW, Customer acknowledges and agrees that it is receiving the Google Workspace for Education directly from Google, Inc. ("Google") pursuant to Google's standard terms and conditions or such other terms as agreed upon by Customer and Google. Customer further acknowledges that Google and not Seller will be responsible for performance of the Google Workspace for Education.

CUSTOMER AUTHORIZED REPRESENTATIVE

(If not signing electronically, please sign, print your name and date below)

Google for Education

Google Workspace for Education
Education Standard & Education Plus
License Seat Verification Letter

Student Enrollment Verification Letters are required for all Education Standard and Education Plus orders.

This approach allows customers to act as the source of truth for current information and partners to license according to the institution's accurate full-time student enrollment numbers.

This product is licensed on a per-user basis, and thus every user needs a license to ensure full functionality. If customers intend to purchase more student licenses than enrolled students (to provide a buffer throughout the subscription term), please use that total number in the letter below.

Receive 1 free faculty license for every 4 paid student licenses you purchase.

There are two options for creating this letter and sending it back to us:

Option A:

1. Confirm all pre-filled information on the next page is accurate. Please contact Matt Heyse at matt.heyse@amplifiedit.cdw.com if you need to make changes.
2. Type your name and title, then print out, sign it, and put this on your district's letterhead. You can print the next page using the **Other Actions** menu above.
3. DO NOT click "Finish" until after you complete the next step.
4. Make a PDF copy of your signed document, and return to this document and upload below.

IMPORTANT - Do not click "Finish" until you come back and upload your PDF document.

Option B:

If it is easier for you, can also find a copy of the letter here. Follow the instructions on that document to place the letter on your organization's letterhead.

You can email me a copy of the completed PDF - matt.heyse@amplifiedit.cdw.com or use the **Upload PDF** option below.

CDW PEOPLE WHO GET IT

Newcastle School District

08-06-2024

Our institution would like to purchase Education Plus , and our primary Google Workspace for Education Domain is newcastle.k12.ok.us.

This letter is to verify the purchase of 2200 **student** licenses, which is equal to or greater than our current full-time student enrollment of .

We understand that:

- This product is licensed on a per user basis, meaning that student and staff licenses will need to be assigned to individual users in the Google domain.
- Our institution will receive 1 free faculty license for every 4 paid student licenses.
- If the 1:4 ratio above doesn't meet our needs, additional licenses can be purchased to provide a buffer for changes in enrollment or for part-time students, alumni, or others.
- We may add student licenses at any time during the subscription term by purchasing more through our reseller.

Sincerely,

Signature:

Newcastle Public Schools

Encumbrance Register

Options: Year: 2024-2025, Date Range: 7/15/2024 - 8/8/2024, PO Range: 121 - 9999, Fund Codes: 11

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	121	07/18/2024	80957	STACEY GRAY	District Psych	50,000.00
District Psych			000-2120-337-239-0000-000-105		07/18/2024	50,000.00
11	122	07/18/2024	5124	April Nikki Keck	Vision Therapy Services	6,000.00
Vision Therapy Specialist			000-2180-336-239-0000-000-105		07/18/2024	6,000.00
11	123	07/18/2024	80764	KRISTI SLAWSON STANDIFER	ESY- SLP	1,000.00
ESY- Speech Language Pathologist			000-2152-336-239-0000-000-105		07/18/2024	1,000.00
11	124	07/18/2024	80764	KRISTI SLAWSON STANDIFER	Speech Language Pathologist	93,000.00
Speech Language Pathologist-Elementary			000-2152-336-239-0000-000-105		07/18/2024	93,000.00
11	125	07/18/2024	8368	Tyler Garling	(621) ESY- Occupational Therapist	1,000.00
(621) ESY- Occupational Therapist			621-2135-336-239-0000-000-105		07/18/2024	1,000.00
11	126	07/18/2024	8368	Tyler Garling	(621) Occupational Therapist	53,000.00
(621) Occupational Therapist- District			621-2135-336-239-0000-000-105		07/18/2024	53,000.00
11	127	07/18/2024	1282	Carla D. Garling	(621) ESY- Physical Therapist	1,000.00
(621) Physical Therapist- ESY			621-2170-336-239-0000-000-105		07/18/2024	1,000.00
11	128	07/18/2024	5014	ASSOC FOR CAREER & TECHNICAL ED	(412-Buchanan) Affiliation Fee	80.00
(412-Buchanan) Affiliation fee			412-1000-810-314-8400-000-705		07/18/2024	80.00
11	129	07/18/2024	4993	OKACTE	(412) CTE Summit Registration Fee and Affiliation	210.00
(412-Buchanan) Summit Registration and Affiliation Fee			412-2213-860-314-8400-000-705		07/18/2024	210.00
11	130	07/18/2024	51821	Arvest Bank Operations Inc	(412) Career Tech Summit Conference	400.00
(412-Buchanan) Lodging, parking, and food at conference			412-2213-810-314-8400-000-705		07/18/2024	400.00
11	131	07/18/2024	51741	Reese A Wulf-Davis	Contract SLP	50,000.00
Contracted Speech Language Pathologist Elementary SY 24/25			000-2152-336-239-0000-000-105		07/18/2024	50,000.00
11	132	07/18/2024	51882	Girard Investments	Activity Bus Wraps	20,000.00
2 Activity Bus Wraps			009-2740-439-000-0000-000-050		07/18/2024	20,000.00
11	133	07/18/2024	51821	Arvest Bank Operations Inc	(561) Registration for NJOM Conference	850.00
(561) Registration for Aly Ellsworth to attend NJOM Conference, September 9-11, 2024 at Durant Oklahoma			561-2213-860-000-0000-000-110		07/18/2024	850.00
11	134	07/18/2024	2105	Lowe's Business Account	Parking Lot Reserved Space Numbers	133.96
Painting supplies - rollers and paint tray			021-2620-618-000-0000-000-705		07/18/2024	20.00
Stencil Ease - 6in			021-2620-618-000-0000-000-705		07/18/2024	78.98
Valspar Zone Yellow Latex Marking Paint - 1-Gallon			021-2620-618-000-0000-000-705		07/18/2024	34.98
11	135	07/22/2024	1067	Rosenstein, Fist & Ringold	Policy Pack	1,500.00
Policy Packets			000-2317-354-000-0000-000-050		07/22/2024	1,500.00
11	136	07/24/2024	51597	Okla Society for Tech in Edu Inc	OKSTE Annual Membership	500.00
OKSTE Annual Membership			000-2511-810-000-0000-000-050		07/24/2024	500.00

Encumbrance Register

Options: Year: 2024-2025, Date Range: 7/15/2024 - 8/8/2024, PO Range: 121 - 9999, Fund Codes: 11

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	137	07/24/2024	4813	RENAISSANCE LEARNING	Renaissance Assessment System	85,693.71
Renaissance Assessment System FY25			000-1000-653-100-0000-000-105		07/24/2024	35,209.41
			000-1000-653-100-0000-000-110		07/24/2024	17,744.90
			000-1000-653-100-0000-000-505		07/24/2024	19,385.90
			000-1000-653-100-0000-000-705		07/24/2024	9,403.17
			518-1000-653-429-0000-000-505		07/24/2024	1,684.86
			518-1000-653-429-0000-000-705		07/24/2024	2,265.47
11	138	07/25/2024	51644	Shasta Smith	Parking for Catalyst Conference in OKC	20.00
Parking for Catalyst Conference in OKC July 25 & 26			082-2575-810-000-0000-000-050		07/25/2024	20.00
11	139	07/25/2024	47944	Amazon	Brummell/HS English/classroom items	110.00
Brummell/HS English/classroom items			031-1000-619-100-0000-000-705		07/25/2024	110.00
11	140	07/25/2024	2766	CDW LLC	TV for Transportation/Maintenance Building	813.75
70"TV for Transportation/Maintenance Building			009-2740-653-000-0000-000-050		07/25/2024	813.75
11	141	07/25/2024	51821	Arvest Bank Operations Inc	Dues	165.00
OkACTE $60.00ACTE $80.00BMITE/State $25.00			000-1000-653-316-8100-000-505		07/25/2024	165.00
11	142	07/25/2024	51821	Arvest Bank Operations Inc	OK Summit Registration	115.00
Conf. Registration $100.00BMITE Conf. Reg. $15.00			412-1000-860-316-8100-000-505		07/25/2024	115.00
11	143	07/25/2024	51821	Arvest Bank Operations Inc	Hotel, parking, meals, incidentals, mileage	1,250.00
Hotel $350, Parking $200, Meals $300, Inc $200, Mileage $200			412-1000-860-314-8400-000-705		07/25/2024	1,250.00
11	144	07/25/2024	1911	DAKTRONICS, INC.	Service/Parts HS Scoreboard	9,705.00
Service and Parts for football field scoreboardEstimated 8 hours of labor			000-2199-653-000-0000-000-705		07/25/2024	7,000.00
Increase to PO 2025-11-144			000-2199-653-000-0000-000-705		08/01/2024	2,705.00
11	145	07/25/2024	51821	Arvest Bank Operations Inc	OKACTE Dues	165.00
OkACTE $60.00ACTE $80.00BMITE/State $25.00			000-1000-653-314-8400-000-705		07/25/2024	165.00
11	146	07/25/2024	51821	Arvest Bank Operations Inc	Summit Registration	115.00
Conf. Registration $100BMITE Conf. Reg. $15.00extended price $115			412-1000-860-314-8400-000-705		07/25/2024	115.00
11	147	07/25/2024	2858	Capital One/Walmart	Classroom allowance	119.41
Classroom allowance- storage bins and cubbies			031-1000-619-100-0000-000-105		08/08/2024	119.41
11	148	07/25/2024	51812	Haddock Corporation	pro board & rollers	3,500.00
pro board and rollers for Football, approved by Dr. Walker and Marshall			019-2199-683-000-0000-000-705		07/25/2024	3,500.00
11	149	07/25/2024	51821	Arvest Bank Operations Inc	ipad and card readers for sporting events	1,500.00
i pad and card readers for gameday operations at box office. Approved from Marshall, approved for sports, prom tickets, all concerts, musicals, plays and any other usage for gofan for cards in person			019-2199-653-000-0000-000-050		07/25/2024	1,500.00

Encumbrance Register

Options: Year: 2024-2025, Date Range: 7/15/2024 - 8/8/2024, PO Range: 121 - 9999, Fund Codes: 11

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	150	07/27/2024	51821	Arvest Bank Operations Inc	(082) Cybersecurity Conference Registration	45.00
Cybersecurity Conference (IWS) Registration			082-2573-860-000-0000-000-050		07/27/2024	45.00
11	151	07/27/2024	51756	Varsity Tutors for Schools LLC	(561) Online Tutoring Program	6,625.00
(561) Online Tutoring Program for Native Students			561-1000-653-100-0000-000-705		07/27/2024	6,625.00
11	152	07/30/2024	51821	Arvest Bank Operations Inc	Mats for cheer form great mats	7,900.00
Mats for cheer form great mats			000-2199-619-000-0000-000-705		07/30/2024	7,900.00
11	153	07/30/2024	51562	Midwest Bus Sales Inc	Parts for Bus	689.96
Parts for N38			009-2740-612-000-0000-000-050		07/30/2024	689.96
11	154	07/30/2024	51476	New Teraco, Inc.	Addition Geography Textbooks	1,125.34
Additional Geography Textbooks7th Grade			333-1000-643-100-2300-000-505		07/30/2024	1,071.75
Shipping and Handling			333-1000-643-100-2300-000-505		07/30/2024	53.59
11	155	07/30/2024	789	COLLEGE BOARD PUBLICATIONS	SpringBoard PreAP Licenses	1,309.00
Springboard ELA Grade 9Digital Access-2021			000-1000-653-252-4000-000-705		07/30/2024	654.50
SpringBoard ELA Grade 10Digital Access-2021			000-1000-653-252-4000-000-705		07/30/2024	654.50
11	156	07/31/2024	8262	NATIONAL ASSOC OF SCHOOL NURSES	Annual Membership	140.00
Annual Membership			000-2575-810-000-0000-000-050		07/31/2024	140.00
11	157	07/31/2024	51821	Arvest Bank Operations Inc	Soccer Team Photos and Banners	925.00
Soccer Team Photos and Banners			000-2199-682-000-0000-000-705		07/31/2024	925.00
11	158	07/31/2024	51821	Arvest Bank Operations Inc	Oklahoma Summit Meals and Lodging	500.00
Oklahoma Summit Meals and LodgingJuly 31-Aug 2, 2024			412-1000-810-311-8000-000-705		07/31/2024	500.00
11	159	07/31/2024	47944	Amazon	Classroom Allowance	110.00
Pencils x 300Dry erase boards x 30Dry erase markers x 36			031-1000-619-100-0000-000-705		07/31/2024	110.00
11	160	08/02/2024	51821	Arvest Bank Operations Inc	Filing Bond info for Notary	11.00
Filing fee for Bond info for Notary			000-2511-810-000-0000-000-050		08/02/2024	11.00
11	161	08/02/2024	47944	Amazon	Classroom Allowance	110.00
Calendar, Wireless Presenter, Washi Tape, Supply Organizer, Paper, Cardstock, Tape Desp. Astro Bright			031-1000-619-100-0000-000-505		08/02/2024	110.00
11	162	08/02/2024	1217	MARDEL EDUCATIONAL SUPPLY	classroom allowance	110.00
Classroom Allowance- Classroom supplies			031-1000-619-100-0000-000-105		08/02/2024	110.00
11	163	08/02/2024	47944	Amazon	Classroom Allowance	110.00
Classroom Allowance - prize chest items, d20 for vocabulary quizzes			031-1000-619-100-0000-000-105		08/02/2024	110.00
11	164	08/02/2024	50378	Dick Blick Holdings, Inc.	Art Materials for Elem. Specials Class	675.00
Art Materials for Elem. Specials Class			023-1000-619-100-0000-000-105		08/02/2024	675.00
11	165	08/02/2024	47944	Amazon	Classroom Allowance	110.00
Classroom Allowance			031-1000-619-100-0000-000-505		08/02/2024	110.00
11	166	08/02/2024	47944	Amazon	AP Textbooks	600.00
Textbooks for AP courses2 Calculus and 2 Eng Lang Comp			035-1000-641-100-0000-000-705		08/02/2024	600.00

Encumbrance Register

Options: Year: 2024-2025, Date Range: 7/15/2024 - 8/8/2024, PO Range: 121 - 9999, Fund Codes: 11

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	167	08/02/2024	47944	Amazon	Classroom allowance	109.54
Pilot G2 Blue Ink Refills			031-1000-619-100-0000-000-505		08/02/2024	8.60
Pilot G2 Red Ink Refill			031-1000-619-100-0000-000-505		08/02/2024	7.19
Post-It Sticky Notes			031-1000-619-100-0000-000-505		08/02/2024	12.12
At-A-Glance Desk Calender			031-1000-619-100-0000-000-505		08/02/2024	13.00
Pentel Lead Refill, 0.5mm			031-1000-619-100-0000-000-505		08/02/2024	4.99
Pentel Lead Refill, 0.7mm			031-1000-619-100-0000-000-505		08/02/2024	4.22
Amazon Basics File Folders			031-1000-619-100-0000-000-505		08/02/2024	13.48
Whaley Gradebook			031-1000-619-100-0000-000-505		08/02/2024	18.95
Madisi Wood Pencils, 350			031-1000-619-100-0000-000-505		08/02/2024	26.99
11	168	08/05/2024	51821	Arvest Bank Operations Inc	classroom allowance	110.00
classroom allowance three pillows			031-1000-619-100-0000-000-105		08/05/2024	110.00
11	169	08/06/2024	82177	KIMBERLY WARD	Reimbursement for Certification	75.00
Reimbursement for Certification			023-2575-930-000-0000-000-105		08/06/2024	75.00
11	170	08/06/2024	51893	Soundtrap US Inc	Music Software	718.00
Soundtrap Music Software105 Seats			000-1000-619-100-3000-000-705		08/06/2024	718.00
11	171	08/07/2024	51821	Arvest Bank Operations Inc	Classroom Allowance	110.00
150 folders, 6 packages of astrobright colored paper, 4 packs of skin tone colored crayons/colored pencils			031-1000-619-100-0000-000-505		08/07/2024	110.00
11	172	08/07/2024	47944	Amazon	Classroom Allowance	100.00
Classroom Allowance like pencils, paper, and dry erase markers.			031-1000-619-100-0000-000-705		08/07/2024	100.00
11	173	08/07/2024	1492	The Parent Institute	(511) Parents Make a Difference Newsletters	1,246.00
(511) Parents Make a Difference Newletters			000-2194-619-429-0000-000-505		08/07/2024	199.00
			000-2194-619-429-0000-000-705		08/07/2024	649.00
			511-2194-619-429-0000-000-105		08/07/2024	199.00
			511-2194-619-429-0000-000-110		08/07/2024	199.00
11	174	08/08/2024	50392	CHICKASAW	Airtime fee for bus radios	5,500.00
Airtime for Bus radio's on Chickasaw Telecom WAN22 buses			376-2670-653-000-0000-000-050		08/08/2024	5,500.00
11	175	08/08/2024	4813	RENAISSANCE LEARNING	DnA Software License	16,960.54
DnA Software License			000-1000-653-100-0000-000-105		08/08/2024	4,240.14
			000-1000-653-100-0000-000-110		08/08/2024	4,240.13
			000-1000-653-100-0000-000-505		08/08/2024	4,240.13
			000-1000-653-100-0000-000-705		08/08/2024	4,240.14
11	176	08/08/2024	51821	Arvest Bank Operations Inc	(412-Heatly) Aviation symposium registration fee	500.00
(412-Heatly) AOPA Symposium registration fee (reimbursed through CTE 412 funds)			412-2213-860-318-5010-000-705		08/08/2024	500.00
11	177	08/08/2024	51821	Arvest Bank Operations Inc	Travel: Aviation Symposium Atlanta Nov17-20	1,700.00
Travel and hotel to Atlanta Nov 16-20 (Reimbursed by ODAA)Southwest airlines FLT 670 and 1326/1931 =$400Hotel at symposium block room 4 nights =$1200			409-2213-580-318-5010-000-705		08/08/2024	1,700.00
11	178	08/08/2024	344	CCOSA	Bridget O'Connor McRel	200.00
Bridget O'Conner McRel			082-2573-860-000-0000-000-105		08/08/2024	200.00

Newcastle Public Schools

Encumbrance Register

Options: Year: 2024-2025, Date Range: 7/15/2024 - 8/8/2024, PO Range: 121 - 9999, Fund Codes: 11

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	179	08/08/2024	344	CCOSA	Principal TLE Re-Certification	75.00
Principal TLE Re-Certification			082-2573-860-000-0000-000-505		08/08/2024	75.00
11	180	08/08/2024	344	CCOSA	Bridget O'Connor TLE	150.00
Bridget O'Connor TLE			082-2573-860-000-0000-000-105		08/08/2024	150.00
11	181	08/08/2024	191	Okla State School Boards Assoc Inc	August 22-25 Education Leadership Conference	3,000.00
Registration for OSSBA EDUCATION LEADERSHIP CONFERENCE			082-2573-860-000-0000-000-050		08/08/2024	3,000.00
11	182	08/08/2024	51821	Arvest Bank Operations Inc	Pioneer athletics windscreens for Stadium	3,500.00
Pioneer Athletics			019-2630-618-000-0000-000-705		08/08/2024	3,500.00
11	183	08/08/2024	47944	Amazon	White Board Classroom	350.00
Whiteboard for Classroom			022-1000-619-100-0000-000-505		08/08/2024	350.00

Non-Payroll Total:	**$437,445.21**
Payroll Total:	**$0.00**
Balance Forward:	**$205,000.00**
Report Total:	**$642,445.21**

Newcastle Public Schools

Change Order Listing

Options: Fund: General Fund, Year: 2024-2025, ReferenceDate: PO Date, Date Range: 7/15/2024 - 8/8/2024, PO Range: 1 - 120, Include Negative Changes: True

PO No	Date	Vendor No	Vendor	Description		Amount
34	07/01/2024	191	Okla State School Boards Assoc Inc	Policy Service		200.00
Increase PO # 11-34		000-2319-810-000-0000-000-050		07/16/2024		200.00
35	07/01/2024	191	Okla State School Boards Assoc Inc	Supt. Evaluation		50.00
Increase PO # 11-35		000-2319-810-000-0000-000-050		07/16/2024		50.00
71	07/01/2024	33315	J & W Tire	Tires		500.00
New Tires for FFA Trailer 16ft bumper pull elite		009-2740-612-000-0000-000-050		07/15/2024		500.00
74	07/01/2024	47944	Amazon	Tools and Supplies for Transportation		252.45
Increase PO # 11-74		009-2740-612-000-0000-000-050		07/29/2024		252.45
102	07/08/2024	51371	Spotify USA Inc	Music Tech Curriculum		-349.00
Soundtrap for EducationMusic Tech Curriculum50 Seats/12 Months		000-1000-619-100-3000-000-705		07/08/2024	07/27/2024	-349.00
108	07/10/2024	51821	Arvest Bank Operations Inc	Ankle Braces for athletes for AT room		150.00
Increase PO 108 for shipping		019-1000-616-803-0000-000-705		07/30/2024		150.00

Non-Payroll Total:	**$803.45**
Payroll Total:	**$0.00**
Report Total:	**$803.45**

Project Totals

000	NON-CATEGORICAL	-99.00
009	Transportation - Yolanda	752.45
019	Athletics GF Expenses	150.00

Unit Totals

050	DISTRICTWIDE	1,002.45
705	HIGH SCHOOL	-199.00

Newcastle Public Schools

Encumbrance Register

Options: Year: 2024-2025, Date Range: 7/15/2024 - 8/8/2024, PO Range: 57 - 9999, Fund Codes: 21

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
21	57	07/18/2024	5742	ES2, Inc.	Contract For District HVAC Management System	8,600.00
Annual service contract for district HVAC building management system			010-2620-433-000-0000-000-050		07/18/2024	8,600.00
21	58	07/22/2024	33315	J & W Tire	Tires/Repairs	150.00
Tires/Repairs			011-2640-618-000-0000-000-050		07/22/2024	150.00
21	59	07/22/2024	51885	D. Owen Construction	Gravel parking lot	42,130.00
Gravel Parking Lot			011-2630-420-000-0000-000-050		07/22/2024	42,130.00
21	60	07/24/2024	1655	BAKER AUTOMOTIVE	Pickup repair	1,000.00
Pickup repairs			011-2650-439-000-0000-000-050		07/24/2024	1,000.00
21	61	07/24/2024	51888	The Landscape Partners LLC	Flower beds	5,682.59
Flower Beds			011-2630-438-000-0000-000-050		07/24/2024	5,682.59
21	62	07/30/2024	51892	Taylor Doctorman	Pressure Washing	7,500.00
Pressure Washing Football Stadium/ Softball and Baseball Dugouts and Seating			011-2630-420-000-0000-000-050		07/30/2024	7,500.00
21	63	07/31/2024	2105	Lowe's Business Account	Window A/C for Baseball Concession	159.00
Window air conditioner (LG LW5024) for Baseball Concession			010-2620-731-000-0000-000-705		07/31/2024	159.00
21	64	07/31/2024	141	One Gas, Inc	Relocate gas lines HS	2,415.00
Relocate gas lines for HS construction			000-2620-410-000-0000-000-705		07/31/2024	2,415.00
21	65	07/31/2024	51890	MWP LLC	Paint Elementary Playground/Middle School	4,500.00
Painting ofElementary Playground /Middle School			011-2630-420-000-0000-000-105		07/31/2024	4,500.00
21	66	08/07/2024	51890	MWP LLC	Painting at Admin. Building	10,750.00
Painting at Admin. Building			011-2620-438-000-0000-000-050		08/07/2024	10,750.00
21	67	08/08/2024	5742	ES2, Inc.	HS West Router Re-Location	448.00
Service to relocate AUTOMATED LOGIC router from High School West Library to Electrical Closet in Auditorium Lobby			010-2620-434-000-0000-000-705		08/08/2024	448.00
21	68	08/08/2024	51768	Keanon Simon	baseball field seed and dirt	6,200.00
baseball dirt and seed			000-2630-420-000-0000-000-705		08/08/2024	6,200.00

Non-Payroll Total:	**$89,534.59**
Payroll Total:	**$0.00**
Balance Forward:	**$0.00**
Report Total:	**$89,534.59**

Newcastle Public Schools

Change Order Listing

Options: Fund: Building Fund, Year: 2024-2025, ReferenceDate: PO Date, Date Range: 7/15/2024 - 8/8/2024, PO Range: 1 - 56, Include Negative Changes: True

PO No	Date	Vendor No	Vendor	Description	Amount
22	07/01/2024	5751	Terrell Refrigeration	Blanket PO for district refrigeration	2,000.00
Increase PO#2025-21-22 by $2,000 to cover emergency service for district walk-In freezers or coolers				010-2620-618-000-0000-000-050 08/08/2024	2,000.00

Non-Payroll Total:	**$2,000.00**
Payroll Total:	**$0.00**
Report Total:	**$2,000.00**

Project Totals

010	HVAC - Scott	2,000.00

Unit Totals

050	DISTRICTWIDE	2,000.00

Newcastle Public Schools

Encumbrance Register

Options: Year: 2024-2025, Date Range: 7/15/2024 - 8/8/2024, PO Range: 3 - 9999, Fund Codes: 32

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
32	3	07/18/2024	51749	Superior Fence Construction Inc	Fence Repair	6,800.00
Fence Repair			011-2630-438-000-0000-000-050		07/18/2024	6,800.00
32	4	07/22/2024	5742	ES2, Inc.	Install Fan Sensors for ECC, RTU'S 1-4	850.00
Service & parts to install eight supply & exhaust fan sensors for RTU's 1-4 at the ECC			010-2620-451-000-0000-000-110		07/22/2024	850.00
32	5	07/30/2024	4809	Locke Supply	Dehumidifiers For Middle School Portables	3,000.00
Eight(8) portable dehumidifiers (FRIEDRICH D35B1B) for Middle School portable classrooms			010-2620-651-000-0000-000-505		07/30/2024	3,000.00
32	6	07/30/2024	51749	Superior Fence Construction Inc	Replace Fence At Elementary By ADA Playground	2,900.00
Replace Fence At Elementary By A.D.A. Playground			011-2630-438-000-0000-000-105		07/30/2024	2,900.00
32	7	08/08/2024	8267	COMFORTWORKS, INC.	Service Geo-Thermal System at ECC	1,000.00
Service/parts to clean & flush geo-thermal pumps and system for the ECC			010-2620-433-000-0000-000-110		08/08/2024	1,000.00

Non-Payroll Total:	**$14,550.00**
Payroll Total:	**$0.00**
Balance Forward:	**$0.00**
Report Total:	**$14,550.00**

Newcastle Public Schools

Encumbrance Register

Options: Year: 2024-2025, Date Range: 7/15/2024 - 8/8/2024, PO Range: 2 - 9999, Fund Codes: 33

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
33	2	07/31/2024	51891	Noregon Systems Inc	Diagnostic Equipment for Transportation Dept.	3,831.42
Diagnostic Equipment for Transportation Department		000-2740-653-000-0000-000-050			07/31/2024	3,831.42
33	3	08/08/2024	51562	Midwest Bus Sales Inc	2025 Saf-T Liner Bus (71 passenger)	130,559.00
2025 Saf-T Liner Thomas 71 passenger bus		000-2720-760-000-0000-000-050			08/08/2024	130,559.00

Non-Payroll Total:	**$134,390.42**
Payroll Total:	**$0.00**
Balance Forward:	**$0.00**
Report Total:	**$134,390.42**

Newcastle Public Schools

Encumbrance Register

Options: Year: 2024-2025, Date Range: 7/15/2024 - 8/8/2024, PO Range: 28 - 9999, Fund Codes: 39

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
39	28	07/30/2024	51641	KnowBe4 Inc	KnowBe4 PhishER	1,476.30
KnowBe4 PhishER Security add-on for Phishing Testing and Cyber Training			000-2230-653-000-0000-000-050		07/30/2024	1,476.30
39	29	07/31/2024	51891	Noregon Systems Inc	Diagnostic System for Transportation Dept.	5,800.00
Diagnostic System for Transportation Department			000-2740-653-000-0000-000-050		07/31/2024	5,800.00
39	30	08/02/2024	9179	BOK Financial Securities, Inc.	Bond Management Fee for GO Bldg Bond	12,365.05
Bond Management Fee for the General Obligation Building Bond			000-2314-310-000-0000-000-050		08/02/2024	12,365.05
39	31	08/02/2024	9179	BOK Financial Securities, Inc.	Bond Management Fee for GO Combined Purpose Bond	25,364.62
Bond Management fee for GO Combined Purpose Bond			000-2314-310-000-0000-000-050		08/02/2024	25,364.62
39	32	08/05/2024	2766	CDW LLC	Google Workspace for Education Plus	11,000.00
Google Workspace for Education Plus Licensing2200 - Students (ES,MS,HS) 550 - Staff			000-2230-653-000-0000-000-105		08/05/2024	3,937.50
			000-2230-653-000-0000-000-505		08/05/2024	3,125.00
			000-2230-653-000-0000-000-705		08/05/2024	3,937.50

Non-Payroll Total:	**$56,005.97**
Payroll Total:	**$0.00**
Balance Forward:	**$0.00**
Report Total:	**$56,005.97**

Newcastle Public Schools
Payroll Summary
August 13th, 2024

Monthly Payroll FY24 (07/25/2024)	$1,300,055.84
Monthly Payroll FY25 (06/27/2024)	$198,580.44
Extra Duty Payroll (08/15/2024)	$31,505.14

NEWCASTLE PUBLIC SCHOOLS

Purpose of Activity Fund Account

☑ Original
☐ Amended

Account Name: Boys Basketball Account #: 811 Site #: HS

Scheduled Fundraising Events:

Description	*Month Planned*
Snap fundraiser	October
Shirt Fundraiser/apparell	November
Blue and Gold	February

General Revenue: ***(Indicate Amended Items with an "*")***

Donations are automatically approved. List other methods of generating revenue:

Shirt sales, food sales, events, ticket sales, tournament, Board Approved Fundraisers

Expenditures: (How the revenue will be spent) ***(Indicate Amended items with a "*")***

tournaments, gear, uniforms, meals, banquet

Jessie Brown
Sponsor Name

8/8/24
Date Submitted

2024-2025
School Year

Sponsor Signature

Shasta Smith
Activity Fund Custodian Signature

Supervisor Signature if Applicable
(Principal or Athletic Director)

Chief Financial Officer Signature

Date Approved by Board of Education

NEWCASTLE PUBLIC SCHOOLS

Purpose of Activity Fund Account

☐ Original
☐ Amended

Account Name: MS Girls Basketball Account #: 812 Site #: 505

Scheduled Fundraising Events:

Description	*Month Planned*
Donations	

General Revenue: ***(Indicate Amended Items with an "*")***

Donations are automatically approved. List other methods of generating revenue:

Sales of apparel, calendars, working at Sonic, car wash, other Board-approved fundraisers

Expenditures: (How the revenue will be spent) ***(Indicate Amended items with a "*")***

uniforms, practice gear, shooting shirts, travel gear, meals, snacks, etc.

Leshia Brummell
Sponsor Name

8-7-2024 2024-25
Date Submitted School Year

Leshia Brummell
Sponsor Signature

Shasta Smith
Activity Fund Custodian Signature

Supervisor Signature if Applicable
(Principal or Athletic Director)

Dr. Cathy Walker
Chief Financial Officer Signature

Date Approved by Board of Education

NEWCASTLE PUBLIC SCHOOLS

Purpose of Activity Fund Account

☑ Original
☐ Amended

Account Name: Girls Varsity Basketball Account #: 812 Site #: 705

Scheduled Fundraising Events:

Description	*Month Planned*
Lady Racers Basketball Camp	July
T-Shirt/ Towel Sales	August/ September
Calendar Sales	September

General Revenue: ***(Indicate Amended Items with an "*")***

Donations are automatically approved. List other methods of generating revenue:

Donations, Board Approved Fundraisers.

Expenditures: (How the revenue will be spent) ***(Indicate Amended items with a "*")***

Warm up shirts, Travel expenses, Meals, Team Gear, Camp Expenses, Equipment, Seasonal operation expenses.

Jim Perinovic
Sponsor Name

Jim Perinovic
Sponsor Signature

Supervisor Signature if Applicable
(Principal or Athletic Director)

8/7/2024 Date Submitted

2024-25 School Year

Shasta Smith
Activity Fund Custodian Signature

Chief Financial Officer Signature

Date Approved by Board of Education

NEWCASTLE PUBLIC SCHOOLS

Purpose of Activity Fund Account

☐ Original
☒ Amended

Account Name: Kid Zone Account #: 905 Site #: ECC

Scheduled Fundraising Events:

Description	*Month Planned*

General Revenue: ***(Indicate Amended Items with an "*")***

Donations are automatically approved. List other methods of generating revenue:

Expenditures: (How the revenue will be spent) ***(Indicate Amended items with a "*")***

"other fees for classes".

Leigh-Ann Pierce
Sponsor Name

Leigh-Ann Pierce
Sponsor Signature

Supervisor Signature if Applicable
(Principal or Athletic Director)

8/8/2024
Date Submitted

2024-2025
School Year

Shasta Smith
Activity Fund Custodian Signature

Chief Financial Officer Signature

Date Approved by Board of Education

NEWCASTLE PUBLIC SCHOOLS

Purpose of Activity Fund Account

☑ Original
☐ Amended

Account Name: Physical Education Account #: 936 Site #: 110

Scheduled Fundraising Events:

Description	*Month Planned*
Super Kids Day Shirts	April-May

General Revenue: ***(Indicate Amended Items with an "*")***

Donations are automatically approved. List other methods of generating revenue:

Family sports, staff sports, shirts for students, shirts for staff, community business partnerships, Board approved fundraisers.

Expenditures: (How the revenue will be spent) ***(Indicate Amended items with a "*")***

Super kids day, supplies for the gym

Hayden Rider
Sponsor Name

7/29/2024
Date Submitted

2024-2025
School Year

H Rider
Sponsor Signature

Shasta Smith
Activity Fund Custodian Signature

Amanda Lowry
Supervisor Signature if Applicable
(Principal or Athletic Director)

Dr Cathy Wacker
Chief Financial Officer Signature

Date Approved by Board of Education

NEWCASTLE PUBLIC SCHOOLS

Purpose of Activity Fund Account

☐ Original
☐ Amended

Account Name: Boys Golf Account #: 817 Site #: 705

Scheduled Fundraising Events:

Description	*Month Planned*
car wash, bake sales, candy/candle	

General Revenue: ***(Indicate Amended Items with an "*")***

Donations are automatically approved. List other methods of generating revenue:

Board approved fundraisers.

Expenditures: (How the revenue will be spent) ***(Indicate Amended items with a "*")***

Touraments, gear, food, banquet, plaques, golf + green fees

Carol Craven
Sponsor Name

Carol Craven
Sponsor Signature

Supervisor Signature if Applicable
(Principal or Athletic Director)

8-9-24
Date Submitted

24-25
School Year

Shasta Smith
Activity Fund Custodian Signature

Chief Financial Officer Signature

Date Approved by Board of Education

NEWCASTLE PUBLIC SCHOOLS

Purpose of Activity Fund Account

☐ Original
☐ Amended

Account Name: Girls Golf Account #: 818 Site #: 705

Scheduled Fundraising Events:

Description	*Month Planned*
car wash, bake sales, candy/candle	

General Revenue: ***(Indicate Amended Items with an "*")***

Donations are automatically approved. List other methods of generating revenue:

Board approved fundraisers.

Expenditures: (How the revenue will be spent) ***(Indicate Amended items with a "*")***

Touraments, gear, food, banquet, placques, ~~golf~~ golf + green fees, cc.

Carol Craven
Sponsor Name

Carol Craven
Sponsor Signature

Supervisor Signature if Applicable
(Principal or Athletic Director)

8-9-2024
Date Submitted

24-25
School Year

Shasta Smith
Activity Fund Custodian Signature

Chief Financial Officer Signature

Date Approved by Board of Education

NEWCASTLE PUBLIC SCHOOLS

Purpose of Activity Fund Account

[X] Original
[ ] Amended

Account Name: Newcastle High School Pom Account #: 826 Site #: 705

Scheduled Fundraising Events:

Description	*Month Planned*
Little Pom Clinic (football and basketball)	Sept & Feb
Middle School Pom Prep Class	Feb/March

General Revenue: ***(Indicate Amended Items with an "*")***

Donations are automatically approved. List other methods of generating revenue:

Hosted Events, Donations, Pom Fees, Sponsorships, Car Wash, Sponsor Tees, Clothing Sales, Food Sales, Spirit Wear, Booster Club Donations, Restaurant Givebacks, Firework Sales, Parent Nights Out, Raffle Tickets, Pork Dinner, Kendra Scott Give Back, Newcastle King Pageant, Board Approved Fundraisers, Flag my Yard, Board Approved Fundraisers

Expenditures: (How the revenue will be spent) ***(Indicate Amended items with a "*")***

Uniforms, Performance Accessories, Judges Fees, Tryout Fees, Tryout Expenses, Camp Expenses, Team Bonding Activities, Competitions, Raffle Prizes, Dinner Supplies, Newcastle King Pageant tickets and supplies, Racer flags

Madison Rider
Sponsor Name

Madison Rider
Sponsor Signature

Supervisor Signature if Applicable
(Principal or Athletic Director)

05/23/2024
Date Submitted

2024-2025
School Year

Shasta Smith
Activity Fund Custodian Signature

Chief Financial Officer Signature

Date Approved by Board of Education

NEWCASTLE PUBLIC SCHOOLS

Purpose of Activity Fund Account

☐ Original
☑ Amended

Account Name: HS Fast Pitch Softball Account #: 815 Site #: 705

Scheduled Fundraising Events:

Description	*Month Planned*
Seasonal sales events, snap, logo,	August - June
advertising, apparel sale	

General Revenue: ***(Indicate Amended Items with an "*")***

Donations are automatically approved. List other methods of generating revenue:

Advertising sales, event hosting, racer logo sales, dinners, concessions, food sales, snap raise online, banner sales, apparel sale, Board Approved Fundraisers

Expenditures: (How the revenue will be spent) ***(Indicate Amended items with a "*")***

Equipment, uniforms, meals, awards, advertising, cleaning, hospitality, banners, first aid supplies, all-state jackets, rings, banquets, participation fees, facility upgrades, printing, misc fees, gifts, operation costs.

Amended to add: travel expenses

Mike Crossley
Sponsor Name

8/9/2024
Date Submitted

2024-2025
School Year

Mike Crossley
Sponsor Signature

Shaster Smith
Activity Fund Custodian Signature

Supervisor Signature if Applicable
(Principal or Athletic Director)

Chief Financial Officer Signature

Date Approved by Board of Education

NEWCASTLE PUBLIC SCHOOLS

Purpose of Activity Fund Account

☒ Original
☐ Amended

Account Name: Middle School Cross Country Account #: 814 Site #: 505

Scheduled Fundraising Events:

Description	*Month Planned*
Cross Country Meet	September
Donations	Year Round
Clothing Sales	Year Round

General Revenue: ***(Indicate Amended Items with an "*")***

Donations are automatically approved. List other methods of generating revenue:

BSN, Ok Apparel, Board Approved Fundraisers

Expenditures: (How the revenue will be spent) ***(Indicate Amended items with a "*")***

Uniforms, plaques, medals, food, paper goods, canopies, flags, ice chests, banquet

Brooke Heskew
Sponsor Name

Sponsor Signature

Supervisor Signature if Applicable
(Principal or Athletic Director)

8/9/24
Date Submitted

24/25
School Year

Activity Fund Custodian Signature

Chief Financial Officer Signature

Date Approved by Board of Education

NEWCASTLE PUBLIC SCHOOLS

Purpose of Activity Fund Account

☑ Original
☐ Amended

Account Name: Newcastle Middle School Ch Account #: 813/505 Site #: MS

Scheduled Fundraising Events:

Description	*Month Planned*
Crock Stars	July/ October
Clothing Sales	November
Little Cheer Clinic Football and Basketball	September/February

General Revenue: ***(Indicate Amended Items with an "*")***

Donations are automatically approved. List other methods of generating revenue:

Cheer fees, catalog sales, racer card sales, car wash, sponsor tee, clothing sales, scholarships for cheerleaders, donations, food sales, Rustic Cuff Sales, spirit wear, Kendra Scott Gives Back, bake sales, booster club donations, restaurant givebacks, firework donation, banquet sales, concession stands, parent out nights, Board Approved Fundraisers

Expenditures: (How the revenue will be spent) ***(Indicate Amended items with a "*")***

Event Judges/fees, Cheer camp, choreography coaching, state coaching, uniforms, shoes, poms, signs, donations, Game Day Registration, Stunt Registration, USA Cheer registration, clothing, cheer building expenses, cheer team clothing, celebration expenses, banquet expenses, state gifts, paint, paper, game expenses, old uniform/clothing sale. transportation expenses, and music lisensing expenses, permits for booths

Jordan Banfield
Sponsor Name

Jordan Banfield
Sponsor Signature

Supervisor Signature if Applicable
(Principal or Athletic Director)

8/9/2024
Date Submitted

24/25
School Year

Shasta Smith
Activity Fund Custodian Signature

Chief Financial Officer Signature

Date Approved by Board of Education

Newcastle Public Schools

Revenue Analysis

Options: Type of Revenue: Estimated, As Of Date: 6/30/2024

	Estimated Revenue	Revenue Collected	Revenue Receivable	Unappropriated Receipts	% Rev Collected	Current Month
Fund - 11 General Fund						
Series - 1000						
Source - 1110 Ad Valorem (Current)	$0.00	$6,032,800.57	$0.00	$6,032,800.57	N/A	$16,864.40
Source - 1120 Ad Valorem (Prior Years)	$0.00	$174,142.51	$0.00	$174,142.51	N/A	$2,761.71
Source - 1130 Revenue in Lieu of Taxes	$0.00	$60,148.84	$0.00	$60,148.84	N/A	$2,755.75
Source - 1310 Interest Earnings	$0.00	$531,878.01	$0.00	$531,878.01	N/A	$61,480.09
Source - 1352 Interest on Unapportioned Tax	$0.00	$1,601.89	$0.00	$1,601.89	N/A	$113.90
Source - 1390 OTHER EARNINGS ON INVESTMENTS	$0.00	$1,163.09	$0.00	$1,163.09	N/A	$220.71
Source - 1410 Rental - School Facilties	$0.00	$2,046.75	$0.00	$2,046.75	N/A	$0.00
Source - 1420 RENTAL NOT SCHOOL FACILITIES	$0.00	$11,865.00	$0.00	$11,865.00	N/A	$0.00
Source - 1440 SALES OF EQUIP,SERV,& MATERIAL	$0.00	$21,740.00	$0.00	$21,740.00	N/A	$0.00
Source - 1510 INSURANCE LOSS RECOVERIES	$0.00	$26,051.56	$0.00	$26,051.56	N/A	$5,118.85
Source - 1550 WORKER'S COMPENSATION	$0.00	$4,577.50	$0.00	$4,577.50	N/A	$0.00
Source - 1590 MISCELLANEOUS REIMBURSEMENTS	$0.00	$571,865.48	$0.00	$571,865.48	N/A	$262,368.85
Source - 1660 Mineral Royalties / Lease Revenue	$0.00	$707.77	$0.00	$707.77	N/A	$0.00
Source - 1690 Misc Revenue District Sources	$0.00	$0.00	$0.00	$0.00	N/A	$0.00
Source - 1692 MISC REVENUE	$0.00	$4,005.01	$0.00	$4,005.01	N/A	$0.00
Source - 1710 CNP / Student Meals	$0.00	$0.00	$0.00	$0.00	N/A	$0.00
Source - 1720 CNP / A La Carte or Catering	$0.00	$0.00	$0.00	$0.00	N/A	$0.00
Source - 1730 CNP / Adult Meals	$0.00	$0.00	$0.00	$0.00	N/A	$0.00
Source - 1790 CNP / Other District Revenue	$0.00	$20,000.00	$0.00	$20,000.00	N/A	$0.00
Series - 1000 Total	**$0.00**	**$7,464,593.98**	**$0.00**	**$7,464,593.98**	**N/A**	**$351,684.26**
Series - 2000						
Source - 2100 County 4 Mil	$0.00	$589,047.96	$0.00	$589,047.96	N/A	$6,450.05
Source - 2200 County Mortgage	$0.00	$124,117.67	$0.00	$124,117.67	N/A	$10,363.83
Series - 2000 Total	**$0.00**	**$713,165.63**	**$0.00**	**$713,165.63**	**N/A**	**$16,813.88**
Series - 3000						
Source - 3110 Gross Production	$0.00	$975,651.92	$0.00	$975,651.92	N/A	$106,228.70
Source - 3120 Motor Vehicle	$0.00	$1,115,396.97	$0.00	$1,115,396.97	N/A	$108,283.45
Source - 3130 Rural Electric	$0.00	$284,642.36	$0.00	$284,642.36	N/A	$21,506.63
Source - 3140 School Land	$0.00	$441,188.81	$0.00	$441,188.81	N/A	$64,970.12
Source - 3150 Vehicle Tax	$0.00	$3,833.72	$0.00	$3,833.72	N/A	$364.83
Source - 3210 State Aid	$0.00	$7,327,060.90	$0.00	$7,327,060.90	N/A	$708,986.98
Source - 3250 Flex Benefit Allowance	$0.00	$1,949,681.24	$0.00	$1,949,681.24	N/A	$175,471.31
Source - 3310 Alternative Education	$0.00	$20,044.12	$0.00	$20,044.12	N/A	$0.00
Source - 3412 National Board Cert Teacher	$0.00	$5,000.00	$0.00	$5,000.00	N/A	$0.00
Source - 3415 READING SUFFICIENCY	$0.00	$28,441.60	$0.00	$28,441.60	N/A	$0.00
Source - 3420 State Textbook	$0.00	$172,497.86	$0.00	$172,497.86	N/A	$0.00
Source - 3435 REDBUD SCHOOL FUNDING ACT	$0.00	$0.00	$0.00	$0.00	N/A	$0.00
Source - 3436 School Resource Officer Program	$0.00	$33,685.00	$0.00	$33,685.00	N/A	$0.00
Source - 3620 STATE LAND REIMBURSEMENT	$0.00	$9.57	$0.00	$9.57	N/A	$0.00
Source - 3690 MISC. SOURCES OF STATE REVENUE	$0.00	$21,003.30	$0.00	$21,003.30	N/A	$3,500.00
Source - 3720 STATE MATCHING	$0.00	$10,041.76	$0.00	$10,041.76	N/A	$0.00

Newcastle Public Schools

Revenue Analysis

Options: Type of Revenue: Estimated, As Of Date: 6/30/2024

	Estimated Revenue	Revenue Collected	Revenue Receivable	Unappropriated Receipts	% Rev Collected	Current Month
Source - 3811 Career Tech Salary	$0.00	$19,320.00	$0.00	$19,320.00	N/A	$0.00
Source - 3812 Career Tech Program	$0.00	$61,500.00	$0.00	$61,500.00	N/A	$0.00
Source - 3892 Lottery Grants	$0.00	$22,281.96	$0.00	$22,281.96	N/A	$0.00
Series - 3000 Total	**$0.00**	**$12,491,281.09**	**$0.00**	**$12,491,281.09**	**N/A**	**$1,189,312.02**
Series - 4000						
Source - 4140 Title V - Indian Ed	$0.00	$88,647.61	$0.00	$88,647.61	N/A	$15,423.63
Source - 4210 Title I - Part A	$0.00	$258,253.80	$0.00	$258,253.80	N/A	$61,980.29
Source - 4271 Title II - Part A	$0.00	$33,883.18	$0.00	$33,883.18	N/A	$2,135.67
Source - 4310 IDEA - Part B Flowthrough	$0.00	$429,221.18	$0.00	$429,221.18	N/A	$1,072.55
Source - 4442 Title IV - Part A - SSAE	$0.00	$8,420.87	$0.00	$8,420.87	N/A	$2,537.81
Source - 4470 Title V - RLIS	$0.00	$45,154.53	$0.00	$45,154.53	N/A	$4,858.70
Source - 4550 Johnson O'Malley	$0.00	$15,556.87	$0.00	$15,556.87	N/A	$1,582.60
Source - 4689 OTHER FEDERAL GRANTS	$0.00	$928,642.58	$0.00	$928,642.58	N/A	$139,260.89
Source - 4705 CNP Emergency Operational Costs	$0.00	$64,882.10	$0.00	$64,882.10	N/A	$0.00
Source - 4710 CNP Federal Lunch	$0.00	$443,399.65	$0.00	$443,399.65	N/A	$41,911.13
Source - 4720 CNP Federal Breakfast	$0.00	$146,857.28	$0.00	$146,857.28	N/A	$13,784.47
Source - 4821 Carl Perkins Grant	$0.00	$21,629.52	$0.00	$21,629.52	N/A	$0.00
Series - 4000 Total	**$0.00**	**$2,484,549.17**	**$0.00**	**$2,484,549.17**	**N/A**	**$284,547.74**
Series - 5000						
Source - 5160 Activity Fund Collections	$0.00	$24,090.11	$0.00	$24,090.11	N/A	$2,877.22
Source - 5190 MISC.REVENUE TRANSFER	$0.00	$645,124.29	$0.00	$645,124.29	N/A	$645,124.29
Source - 5600 Correcting Entries	$0.00	$2,848.04	$0.00	$2,848.04	N/A	$1,976.53
Series - 5000 Total	**$0.00**	**$672,062.44**	**$0.00**	**$672,062.44**	**N/A**	**$649,978.04**
Series - 6000						
Source - 6110 Fund Balance	$0.00	$3,901,095.46	$0.00	$3,901,095.46	N/A	$0.00
Series - 6000 Total	**$0.00**	**$3,901,095.46**	**$0.00**	**$3,901,095.46**	**N/A**	**$0.00**
Fund - 11 General Fund Total	**$0.00**	**$27,726,747.77**	**$0.00**	**$27,726,747.77**	**N/A**	**$2,492,335.94**
Report Total	**$0.00**	**$27,726,747.77**	**$0.00**	**$27,726,747.77**	**N/A**	**$2,492,335.94**

Newcastle Public Schools

Revenue/Expenditure Summary

Activity Fund Athletics

Options: Fund: 60, Date Range: 6/1/2024 - 6/30/2024

	Begin Balance	Receipts	Adjusting Entries	Payments	Cash End Balance	Unpaid POs	End Balance
Project - 801 ATHLETICS-GENERAL							
Program - 801 ATHLETIC-GENERAL							
050 DISTRICTWIDE	$8,000.00	$0.00	$0.00	$0.00	$8,000.00	$0.00	$8,000.00
705 HIGH SCHOOL	$45,297.17	$5,770.50	$0.00	$325.00	$50,742.67	$0.00	$50,742.67
Total Program - 801 ATHLETIC-GENERAL	**$53,297.17**	**$5,770.50**	**$0.00**	**$325.00**	**$58,742.67**	**$0.00**	**$58,742.67**
Program - 802 ATHLETIC-GATE							
705 HIGH SCHOOL	($1,787.03)	$0.00	$0.00	$0.00	($1,787.03)	$0.00	($1,787.03)
Total Program - 802 ATHLETIC-GATE	**($1,787.03)**	**$0.00**	**$0.00**	**$0.00**	**($1,787.03)**	**$0.00**	**($1,787.03)**
Program - 804 Sweet Pea Tournament							
705 HIGH SCHOOL	($110.00)	$0.00	$0.00	$0.00	($110.00)	$0.00	($110.00)
Total Program - 804 Sweet Pea Tournament	**($110.00)**	**$0.00**	**$0.00**	**$0.00**	**($110.00)**	**$0.00**	**($110.00)**
Program - 810 BASEBALL							
705 HIGH SCHOOL	($1,506.42)	$0.00	$0.00	$0.00	($1,506.42)	$0.00	($1,506.42)
Total Program - 810 BASEBALL	**($1,506.42)**	**$0.00**	**$0.00**	**$0.00**	**($1,506.42)**	**$0.00**	**($1,506.42)**
Program - 811 BASKETBALL-BOYS							
505 MIDDLE SCHOOL	($425.00)	$0.00	$0.00	$0.00	($425.00)	$0.00	($425.00)
705 HIGH SCHOOL	($7,505.69)	$0.00	$0.00	$0.00	($7,505.69)	$0.00	($7,505.69)
Total Program - 811 BASKETBALL-BOYS	**($7,930.69)**	**$0.00**	**$0.00**	**$0.00**	**($7,930.69)**	**$0.00**	**($7,930.69)**
Program - 812 BASKETBALL-GIRLS							
705 HIGH SCHOOL	($5,723.44)	$0.00	$0.00	$0.00	($5,723.44)	$0.00	($5,723.44)
Total Program - 812 BASKETBALL-GIRLS	**($5,723.44)**	**$0.00**	**$0.00**	**$0.00**	**($5,723.44)**	**$0.00**	**($5,723.44)**
Program - 813 CHEER							
505 MIDDLE SCHOOL	($560.00)	$0.00	$0.00	$0.00	($560.00)	$0.00	($560.00)
705 HIGH SCHOOL	($2,017.99)	$0.00	$0.00	$0.00	($2,017.99)	$0.00	($2,017.99)
Total Program - 813 CHEER	**($2,577.99)**	**$0.00**	**$0.00**	**$0.00**	**($2,577.99)**	**$0.00**	**($2,577.99)**
Program - 814 CROSS COUNTRY							
705 HIGH SCHOOL	($40.57)	$0.00	$0.00	$0.00	($40.57)	$0.00	($40.57)
Total Program - 814 CROSS COUNTRY	**($40.57)**	**$0.00**	**$0.00**	**$0.00**	**($40.57)**	**$0.00**	**($40.57)**
Program - 815 FAST PITCH							
705 HIGH SCHOOL	($3,350.49)	$0.00	$0.00	$0.00	($3,350.49)	$0.00	($3,350.49)
Total Program - 815 FAST PITCH	**($3,350.49)**	**$0.00**	**$0.00**	**$0.00**	**($3,350.49)**	**$0.00**	**($3,350.49)**
Program - 816 FOOTBALL							
505 MIDDLE SCHOOL	($1,115.95)	$0.00	$0.00	$0.00	($1,115.95)	$0.00	($1,115.95)
705 HIGH SCHOOL	($6,335.80)	$0.00	$0.00	$0.00	($6,335.80)	$0.00	($6,335.80)
Total Program - 816 FOOTBALL	**($7,451.75)**	**$0.00**	**$0.00**	**$0.00**	**($7,451.75)**	**$0.00**	**($7,451.75)**
Program - 817 GOLF-BOYS							
705 HIGH SCHOOL	($175.00)	$0.00	$0.00	$0.00	($175.00)	$0.00	($175.00)
Total Program - 817 GOLF-BOYS	**($175.00)**	**$0.00**	**$0.00**	**$0.00**	**($175.00)**	**$0.00**	**($175.00)**
Program - 818 GIRLS-GOLF							
705 HIGH SCHOOL	($545.00)	$0.00	$0.00	$0.00	($545.00)	$0.00	($545.00)
Total Program - 818 GIRLS-GOLF	**($545.00)**	**$0.00**	**$0.00**	**$0.00**	**($545.00)**	**$0.00**	**($545.00)**
Program - 819 SLOW PITCH							
505 MIDDLE SCHOOL	($505.97)	$0.00	$0.00	$0.00	($505.97)	$0.00	($505.97)
705 HIGH SCHOOL	($310.96)	$0.00	$0.00	$0.00	($310.96)	$0.00	($310.96)
Total Program - 819 SLOW PITCH	**($816.93)**	**$0.00**	**$0.00**	**$0.00**	**($816.93)**	**$0.00**	**($816.93)**
Program - 822 SWIMMING							
705 HIGH SCHOOL	($365.50)	$0.00	$0.00	$424.90	($790.40)	$0.00	($790.40)
Total Program - 822 SWIMMING	**($365.50)**	**$0.00**	**$0.00**	**$424.90**	**($790.40)**	**$0.00**	**($790.40)**
Program - 823 TRACK							
705 HIGH SCHOOL	($1,066.33)	$0.00	$0.00	$0.00	($1,066.33)	$0.00	($1,066.33)
Total Program - 823 TRACK	**($1,066.33)**	**$0.00**	**$0.00**	**$0.00**	**($1,066.33)**	**$0.00**	**($1,066.33)**
Program - 824 VOLLEYBALL							
505 MIDDLE SCHOOL	$450.00	$0.00	$0.00	$0.00	$450.00	$0.00	$450.00
705 HIGH SCHOOL	($125.00)	$0.00	$0.00	$0.00	($125.00)	$0.00	($125.00)
Total Program - 824 VOLLEYBALL	**$325.00**	**$0.00**	**$0.00**	**$0.00**	**$325.00**	**$0.00**	**$325.00**
Program - 825 WRESTLING							
505 MIDDLE SCHOOL	$1,200.00	$0.00	$0.00	$0.00	$1,200.00	$0.00	$1,200.00

Newcastle Public Schools

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Options: Fund: 60, Date Range: 6/1/2024 - 6/30/2024

	Begin Balance	Receipts	Adjusting Entries	Payments	Cash End Balance	Unpaid POs	End Balance
Project - 801 ATHLETICS-GENERAL							
Program - 825 WRESTLING							
705 HIGH SCHOOL	($1,352.00)	$0.00	$0.00	$0.00	($1,352.00)	$0.00	($1,352.00)
Total Program - 825 WRESTLING	**($152.00)**	**$0.00**	**$0.00**	**$0.00**	**($152.00)**	**$0.00**	**($152.00)**
Total Project - 801 ATHLETICS-GENERAL	**$20,023.03**	**$5,770.50**	**$0.00**	**$749.90**	**$25,043.63**	**$0.00**	**$25,043.63**
Project - 802 ATHLETIC-GATE							
Program - 801 ATHLETIC-GENERAL							
705 HIGH SCHOOL	($105.00)	$0.00	$0.00	$0.00	($105.00)	$0.00	($105.00)
Total Program - 801 ATHLETIC-GENERAL	**($105.00)**	**$0.00**	**$0.00**	**$0.00**	**($105.00)**	**$0.00**	**($105.00)**
Program - 802 ATHLETIC-GATE							
505 MIDDLE SCHOOL	$325.00	$0.00	$0.00	$0.00	$325.00	$0.00	$325.00
705 HIGH SCHOOL	$34,807.63	$0.00	$0.00	$0.00	$34,807.63	$0.00	$34,807.63
Total Program - 802 ATHLETIC-GATE	**$35,132.63**	**$0.00**	**$0.00**	**$0.00**	**$35,132.63**	**$0.00**	**$35,132.63**
Program - 804 Sweet Pea Tournament							
705 HIGH SCHOOL	($457.14)	$0.00	$0.00	$0.00	($457.14)	$0.00	($457.14)
Total Program - 804 Sweet Pea Tournament	**($457.14)**	**$0.00**	**$0.00**	**$0.00**	**($457.14)**	**$0.00**	**($457.14)**
Program - 810 BASEBALL							
505 MIDDLE SCHOOL	$769.33	$0.00	$0.00	$300.00	$469.33	$0.00	$469.33
705 HIGH SCHOOL	$945.42	$0.00	$0.00	$800.00	$145.42	$0.00	$145.42
Total Program - 810 BASEBALL	**$1,714.75**	**$0.00**	**$0.00**	**$1,100.00**	**$614.75**	**$0.00**	**$614.75**
Program - 811 BASKETBALL-BOYS							
505 MIDDLE SCHOOL	($305.61)	$0.00	$0.00	$0.00	($305.61)	$0.00	($305.61)
705 HIGH SCHOOL	$824.54	$0.00	$0.00	$898.48	($73.94)	$0.00	($73.94)
Total Program - 811 BASKETBALL-BOYS	**$518.93**	**$0.00**	**$0.00**	**$898.48**	**($379.55)**	**$0.00**	**($379.55)**
Program - 812 BASKETBALL-GIRLS							
505 MIDDLE SCHOOL	($3,501.15)	$0.00	$0.00	$0.00	($3,501.15)	$0.00	($3,501.15)
705 HIGH SCHOOL	$1,927.93	$0.00	$0.00	$0.00	$1,927.93	$0.00	$1,927.93
Total Program - 812 BASKETBALL-GIRLS	**($1,573.22)**	**$0.00**	**$0.00**	**$0.00**	**($1,573.22)**	**$0.00**	**($1,573.22)**
Program - 813 CHEER							
705 HIGH SCHOOL	($810.50)	$0.00	$0.00	$0.00	($810.50)	$0.00	($810.50)
Total Program - 813 CHEER	**($810.50)**	**$0.00**	**$0.00**	**$0.00**	**($810.50)**	**$0.00**	**($810.50)**
Program - 814 CROSS COUNTRY							
505 MIDDLE SCHOOL	($745.00)	$0.00	$0.00	$0.00	($745.00)	$0.00	($745.00)
705 HIGH SCHOOL	($2,035.67)	$0.00	$0.00	$0.00	($2,035.67)	$0.00	($2,035.67)
Total Program - 814 CROSS COUNTRY	**($2,780.67)**	**$0.00**	**$0.00**	**$0.00**	**($2,780.67)**	**$0.00**	**($2,780.67)**
Program - 815 FAST PITCH							
505 MIDDLE SCHOOL	$1,007.00	$0.00	$0.00	$0.00	$1,007.00	$0.00	$1,007.00
705 HIGH SCHOOL	($5,548.20)	$0.00	$0.00	$200.00	($5,748.20)	$0.00	($5,748.20)
Total Program - 815 FAST PITCH	**($4,541.20)**	**$0.00**	**$0.00**	**$200.00**	**($4,741.20)**	**$0.00**	**($4,741.20)**
Program - 816 FOOTBALL							
505 MIDDLE SCHOOL	$10,806.50	$0.00	$0.00	$0.00	$10,806.50	$0.00	$10,806.50
705 HIGH SCHOOL	$587.35	$0.00	$0.00	$0.00	$587.35	$0.00	$587.35
Total Program - 816 FOOTBALL	**$11,393.85**	**$0.00**	**$0.00**	**$0.00**	**$11,393.85**	**$0.00**	**$11,393.85**
Program - 817 GOLF-BOYS							
505 MIDDLE SCHOOL	($445.00)	$0.00	$0.00	$0.00	($445.00)	$0.00	($445.00)
705 HIGH SCHOOL	($2,935.00)	$0.00	$0.00	$0.00	($2,935.00)	$0.00	($2,935.00)
Total Program - 817 GOLF-BOYS	**($3,380.00)**	**$0.00**	**$0.00**	**$0.00**	**($3,380.00)**	**$0.00**	**($3,380.00)**
Program - 818 GIRLS-GOLF							
505 MIDDLE SCHOOL	($445.00)	$0.00	$0.00	$0.00	($445.00)	$0.00	($445.00)
705 HIGH SCHOOL	($1,658.82)	$0.00	$0.00	$0.00	($1,658.82)	$0.00	($1,658.82)
Total Program - 818 GIRLS-GOLF	**($2,103.82)**	**$0.00**	**$0.00**	**$0.00**	**($2,103.82)**	**$0.00**	**($2,103.82)**
Program - 819 SLOW PITCH							
505 MIDDLE SCHOOL	($208.16)	$0.00	$0.00	$140.00	($348.16)	$0.00	($348.16)
705 HIGH SCHOOL	$101.83	$0.00	$0.00	$160.00	($58.17)	$0.00	($58.17)
Total Program - 819 SLOW PITCH	**($106.33)**	**$0.00**	**$0.00**	**$300.00**	**($406.33)**	**$0.00**	**($406.33)**
Program - 820 SOCCER-BOYS							
505 MIDDLE SCHOOL	$1,189.75	$0.00	$0.00	$232.38	$957.37	$0.00	$957.37

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	Begin Balance	Receipts	Adjusting Entries	Payments	Cash End Balance	Unpaid POs	End Balance
Project - 802 ATHLETIC-GATE							
Program - 820 SOCCER-BOYS							
705 HIGH SCHOOL	$1,684.75	$0.00	$0.00	$346.36	$1,338.39	$0.00	$1,338.39
Total Program - 820 SOCCER-BOYS	**$2,874.50**	**$0.00**	**$0.00**	**$578.74**	**$2,295.76**	**$0.00**	**$2,295.76**
Program - 821 SOCCER-GIRLS							
505 MIDDLE SCHOOL	$639.75	$0.00	$0.00	$0.00	$639.75	$0.00	$639.75
705 HIGH SCHOOL	$1,429.75	$0.00	$0.00	$0.00	$1,429.75	$0.00	$1,429.75
Total Program - 821 SOCCER-GIRLS	**$2,069.50**	**$0.00**	**$0.00**	**$0.00**	**$2,069.50**	**$0.00**	**$2,069.50**
Program - 823 TRACK							
505 MIDDLE SCHOOL	($1,370.00)	$0.00	$0.00	$0.00	($1,370.00)	$0.00	($1,370.00)
705 HIGH SCHOOL	($2,656.19)	$0.00	$0.00	$0.00	($2,656.19)	$0.00	($2,656.19)
Total Program - 823 TRACK	**($4,026.19)**	**$0.00**	**$0.00**	**$0.00**	**($4,026.19)**	**$0.00**	**($4,026.19)**
Program - 824 VOLLEYBALL							
505 MIDDLE SCHOOL	$4,334.00	$0.00	$0.00	$0.00	$4,334.00	$0.00	$4,334.00
705 HIGH SCHOOL	($86.15)	$0.00	$0.00	$0.00	($86.15)	$0.00	($86.15)
Total Program - 824 VOLLEYBALL	**$4,247.85**	**$0.00**	**$0.00**	**$0.00**	**$4,247.85**	**$0.00**	**$4,247.85**
Program - 825 WRESTLING							
505 MIDDLE SCHOOL	($973.13)	$0.00	$0.00	$0.00	($973.13)	$0.00	($973.13)
705 HIGH SCHOOL	($1,411.66)	$0.00	$0.00	$0.00	($1,411.66)	$0.00	($1,411.66)
Total Program - 825 WRESTLING	**($2,384.79)**	**$0.00**	**$0.00**	**$0.00**	**($2,384.79)**	**$0.00**	**($2,384.79)**
Program - 826 HS Pom							
705 HIGH SCHOOL	$0.00	$0.00	$0.00	$1,999.80	($1,999.80)	$0.00	($1,999.80)
Total Program - 826 HS Pom	**$0.00**	**$0.00**	**$0.00**	**$1,999.80**	**($1,999.80)**	**$0.00**	**($1,999.80)**
Total Project - 802 ATHLETIC-GATE	**$35,683.15**	**$0.00**	**$0.00**	**$5,077.02**	**$30,606.13**	**$0.00**	**$30,606.13**
Project - 803 ATHLETICS-TRAINER							
Program - 803 ATHLETIC-TRAINER							
705 HIGH SCHOOL	$2,862.50	$0.00	$0.00	$0.00	$2,862.50	$0.00	$2,862.50
Total Program - 803 ATHLETIC-TRAINER	**$2,862.50**	**$0.00**	**$0.00**	**$0.00**	**$2,862.50**	**$0.00**	**$2,862.50**
Total Project - 803 ATHLETICS-TRAINER	**$2,862.50**	**$0.00**	**$0.00**	**$0.00**	**$2,862.50**	**$0.00**	**$2,862.50**
Project - 804 Sweet Pea Tournament							
Program - 804 Sweet Pea Tournament							
705 HIGH SCHOOL	$158.92	$0.00	$0.00	$0.00	$158.92	$0.00	$158.92
Total Program - 804 Sweet Pea Tournament	**$158.92**	**$0.00**	**$0.00**	**$0.00**	**$158.92**	**$0.00**	**$158.92**
Program - 811 BASKETBALL-BOYS							
705 HIGH SCHOOL	($75.00)	$0.00	$0.00	$0.00	($75.00)	$0.00	($75.00)
Total Program - 811 BASKETBALL-BOYS	**($75.00)**	**$0.00**	**$0.00**	**$0.00**	**($75.00)**	**$0.00**	**($75.00)**
Program - 812 BASKETBALL-GIRLS							
705 HIGH SCHOOL	($75.00)	$0.00	$0.00	$0.00	($75.00)	$0.00	($75.00)
Total Program - 812 BASKETBALL-GIRLS	**($75.00)**	**$0.00**	**$0.00**	**$0.00**	**($75.00)**	**$0.00**	**($75.00)**
Total Project - 804 Sweet Pea Tournament	**$8.92**	**$0.00**	**$0.00**	**$0.00**	**$8.92**	**$0.00**	**$8.92**
Project - 810 BASEBALL							
Program - 810 BASEBALL							
705 HIGH SCHOOL	$639.36	$0.00	$0.00	$0.00	$639.36	$0.00	$639.36
Total Program - 810 BASEBALL	**$639.36**	**$0.00**	**$0.00**	**$0.00**	**$639.36**	**$0.00**	**$639.36**
Total Project - 810 BASEBALL	**$639.36**	**$0.00**	**$0.00**	**$0.00**	**$639.36**	**$0.00**	**$639.36**
Project - 811 BASKETBALL-BOYS							
Program - 811 BASKETBALL-BOYS							
705 HIGH SCHOOL	$3,227.55	$0.00	$0.00	$0.00	$3,227.55	$0.00	$3,227.55
Total Program - 811 BASKETBALL-BOYS	**$3,227.55**	**$0.00**	**$0.00**	**$0.00**	**$3,227.55**	**$0.00**	**$3,227.55**
Total Project - 811 BASKETBALL-BOYS	**$3,227.55**	**$0.00**	**$0.00**	**$0.00**	**$3,227.55**	**$0.00**	**$3,227.55**
Project - 812 BASKETBALL-GIRLS							
Program - 812 BASKETBALL-GIRLS							
505 MIDDLE SCHOOL	$3,409.45	$0.00	$0.00	$0.00	$3,409.45	$0.00	$3,409.45
705 HIGH SCHOOL	$8,793.13	$0.00	$0.00	$0.00	$8,793.13	$0.00	$8,793.13
Total Program - 812 BASKETBALL-GIRLS	**$12,202.58**	**$0.00**	**$0.00**	**$0.00**	**$12,202.58**	**$0.00**	**$12,202.58**
Total Project - 812 BASKETBALL-GIRLS	**$12,202.58**	**$0.00**	**$0.00**	**$0.00**	**$12,202.58**	**$0.00**	**$12,202.58**
Project - 813 CHEER							

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	Begin Balance	Receipts	Adjusting Entries	Payments	Cash End Balance	Unpaid POs	End Balance
Project - 813 CHEER							
Program - 813 CHEER							
505 MIDDLE SCHOOL	$23,014.95	$1,445.00	$0.00	$3,698.67	$20,761.28	$0.00	$20,761.28
705 HIGH SCHOOL	$35,026.92	$3,135.00	$0.00	$14,497.60	$23,664.32	$0.00	$23,664.32
Total Program - 813 CHEER	**$58,041.87**	**$4,580.00**	**$0.00**	**$18,196.27**	**$44,425.60**	**$0.00**	**$44,425.60**
Total Project - 813 CHEER	**$58,041.87**	**$4,580.00**	**$0.00**	**$18,196.27**	**$44,425.60**	**$0.00**	**$44,425.60**
Project - 814 CROSS COUNTRY							
Program - 814 CROSS COUNTRY							
705 HIGH SCHOOL	$7,250.56	$0.00	$0.00	$0.00	$7,250.56	$0.00	$7,250.56
Total Program - 814 CROSS COUNTRY	**$7,250.56**	**$0.00**	**$0.00**	**$0.00**	**$7,250.56**	**$0.00**	**$7,250.56**
Total Project - 814 CROSS COUNTRY	**$7,250.56**	**$0.00**	**$0.00**	**$0.00**	**$7,250.56**	**$0.00**	**$7,250.56**
Project - 815 FAST PITCH							
Program - 815 FAST PITCH							
705 HIGH SCHOOL	$762.06	$0.00	$0.00	$0.00	$762.06	$0.00	$762.06
Total Program - 815 FAST PITCH	**$762.06**	**$0.00**	**$0.00**	**$0.00**	**$762.06**	**$0.00**	**$762.06**
Total Project - 815 FAST PITCH	**$762.06**	**$0.00**	**$0.00**	**$0.00**	**$762.06**	**$0.00**	**$762.06**
Project - 816 FOOTBALL							
Program - 816 FOOTBALL							
505 MIDDLE SCHOOL	$300.32	$0.00	$0.00	$0.00	$300.32	$0.00	$300.32
705 HIGH SCHOOL	$20,755.96	$24,399.15	$0.00	$0.00	$45,155.11	$0.00	$45,155.11
Total Program - 816 FOOTBALL	**$21,056.28**	**$24,399.15**	**$0.00**	**$0.00**	**$45,455.43**	**$0.00**	**$45,455.43**
Total Project - 816 FOOTBALL	**$21,056.28**	**$24,399.15**	**$0.00**	**$0.00**	**$45,455.43**	**$0.00**	**$45,455.43**
Project - 817 GOLF-BOYS							
Program - 817 GOLF-BOYS							
705 HIGH SCHOOL	$118.71	$0.00	$0.00	$0.00	$118.71	$0.00	$118.71
Total Program - 817 GOLF-BOYS	**$118.71**	**$0.00**	**$0.00**	**$0.00**	**$118.71**	**$0.00**	**$118.71**
Total Project - 817 GOLF-BOYS	**$118.71**	**$0.00**	**$0.00**	**$0.00**	**$118.71**	**$0.00**	**$118.71**
Project - 818 GOLF-GIRLS							
Program - 818 GIRLS-GOLF							
505 MIDDLE SCHOOL	$74.43	$0.00	$0.00	$0.00	$74.43	$0.00	$74.43
705 HIGH SCHOOL	$1,196.99	$0.00	$0.00	$0.00	$1,196.99	$0.00	$1,196.99
Total Program - 818 GIRLS-GOLF	**$1,271.42**	**$0.00**	**$0.00**	**$0.00**	**$1,271.42**	**$0.00**	**$1,271.42**
Total Project - 818 GOLF-GIRLS	**$1,271.42**	**$0.00**	**$0.00**	**$0.00**	**$1,271.42**	**$0.00**	**$1,271.42**
Project - 820 SOCCER-BOYS							
Program - 820 SOCCER-BOYS							
505 MIDDLE SCHOOL	$47.50	$0.00	$0.00	$0.00	$47.50	$0.00	$47.50
705 HIGH SCHOOL	$2,244.06	$0.00	$0.00	$0.00	$2,244.06	$0.00	$2,244.06
Total Program - 820 SOCCER-BOYS	**$2,291.56**	**$0.00**	**$0.00**	**$0.00**	**$2,291.56**	**$0.00**	**$2,291.56**
Total Project - 820 SOCCER-BOYS	**$2,291.56**	**$0.00**	**$0.00**	**$0.00**	**$2,291.56**	**$0.00**	**$2,291.56**
Project - 821 SOCCER-GIRLS							
Program - 821 SOCCER-GIRLS							
505 MIDDLE SCHOOL	$47.50	$0.00	$0.00	$0.00	$47.50	$0.00	$47.50
705 HIGH SCHOOL	$2,780.96	$0.00	$0.00	$0.00	$2,780.96	$0.00	$2,780.96
Total Program - 821 SOCCER-GIRLS	**$2,828.46**	**$0.00**	**$0.00**	**$0.00**	**$2,828.46**	**$0.00**	**$2,828.46**
Total Project - 821 SOCCER-GIRLS	**$2,828.46**	**$0.00**	**$0.00**	**$0.00**	**$2,828.46**	**$0.00**	**$2,828.46**
Project - 823 TRACK							
Program - 823 TRACK							
505 MIDDLE SCHOOL	$457.50	$0.00	$0.00	$0.00	$457.50	$0.00	$457.50
705 HIGH SCHOOL	$4,385.44	$0.00	$0.00	$1,344.00	$3,041.44	$0.00	$3,041.44
Total Program - 823 TRACK	**$4,842.94**	**$0.00**	**$0.00**	**$1,344.00**	**$3,498.94**	**$0.00**	**$3,498.94**
Total Project - 823 TRACK	**$4,842.94**	**$0.00**	**$0.00**	**$1,344.00**	**$3,498.94**	**$0.00**	**$3,498.94**
Project - 824 VOLLEYBALL							
Program - 000 NON-PROGRAM							
705 HIGH SCHOOL	$614.00	$0.00	$0.00	$0.00	$614.00	$0.00	$614.00
Total Program - 000 NON-PROGRAM	**$614.00**	**$0.00**	**$0.00**	**$0.00**	**$614.00**	**$0.00**	**$614.00**
Program - 824 VOLLEYBALL							
505 MIDDLE SCHOOL	$175.00	$0.00	$0.00	$0.00	$175.00	$0.00	$175.00

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	Begin Balance	Receipts	Adjusting Entries	Payments	Cash End Balance	Unpaid POs	End Balance
Project - 824 VOLLEYBALL							
Program - 824 VOLLEYBALL							
705 HIGH SCHOOL	($336.10)	$0.00	$0.00	$0.00	($336.10)	$0.00	($336.10)
Total Program - 824 VOLLEYBALL	**($161.10)**	**$0.00**	**$0.00**	**$0.00**	**($161.10)**	**$0.00**	**($161.10)**
Total Project - 824 VOLLEYBALL	**$452.90**	**$0.00**	**$0.00**	**$0.00**	**$452.90**	**$0.00**	**$452.90**
Project - 825 WRESTLING							
Program - 825 WRESTLING							
505 MIDDLE SCHOOL	$39.00	$0.00	$0.00	$0.00	$39.00	$0.00	$39.00
705 HIGH SCHOOL	$634.73	$0.00	$0.00	$0.00	$634.73	$0.00	$634.73
Total Program - 825 WRESTLING	**$673.73**	**$0.00**	**$0.00**	**$0.00**	**$673.73**	**$0.00**	**$673.73**
Total Project - 825 WRESTLING	**$673.73**	**$0.00**	**$0.00**	**$0.00**	**$673.73**	**$0.00**	**$673.73**
Project - 826 HS Pom							
Program - 826 HS Pom							
705 HIGH SCHOOL	$4,041.00	$1,698.00	$0.00	$0.00	$5,739.00	$0.00	$5,739.00
Total Program - 826 HS Pom	**$4,041.00**	**$1,698.00**	**$0.00**	**$0.00**	**$5,739.00**	**$0.00**	**$5,739.00**
Total Project - 826 HS Pom	**$4,041.00**	**$1,698.00**	**$0.00**	**$0.00**	**$5,739.00**	**$0.00**	**$5,739.00**
Total	**$178,278.58**	**$36,447.65**	**$0.00**	**$25,367.19**	**$189,359.04**	**$0.00**	**$189,359.04**

Newcastle Public Schools

Revenue/Expenditure Summary

Activity Fund Non-Athletics

Options: Fund: 60, Date Range: 6/1/2024 - 6/30/2024

	Begin Balance	Receipts	Adjusting Entries	Payments	Cash End Balance	Unpaid POs	End Balance
Project - 100 CAFETERIA							
700 CHILD NUTRITION PROGRAM	$489,424.56	$1,010.67	$0.00	$490,435.23	$0.00	$0.00	$0.00
Total Project - 100 CAFETERIA	**$489,424.56**	**$1,010.67**	**$0.00**	**$490,435.23**	**$0.00**	**$0.00**	**$0.00**
Project - 901 ACTIVITY FEES							
900 NON ATHLETIC PROG	$31,946.79	$140.00	$0.00	$1,623.75	$30,463.04	$0.00	$30,463.04
Total Project - 901 ACTIVITY FEES	**$31,946.79**	**$140.00**	**$0.00**	**$1,623.75**	**$30,463.04**	**$0.00**	**$30,463.04**
Project - 902 ADMINISTRATION							
000 NON-PROGRAM	$0.00	$0.00	($454.19)	$0.00	($454.19)	$0.00	($454.19)
822 SWIMMING	$0.00	$0.00	$0.00	$75.00	($75.00)	$0.00	($75.00)
900 NON ATHLETIC PROG	$182,946.59	$5,237.46	$0.00	$2,237.19	$185,946.86	$0.00	$185,946.86
Total Project - 902 ADMINISTRATION	**$182,946.59**	**$5,237.46**	**($454.19)**	**$2,312.19**	**$185,417.67**	**$0.00**	**$185,417.67**
Project - 903 GFUND COLLECTIONS							
900 NON ATHLETIC PROG	$225.00	$0.00	$0.00	$225.00	$0.00	$0.00	$0.00
Total Project - 903 GFUND COLLECTIONS	**$225.00**	**$0.00**	**$0.00**	**$225.00**	**$0.00**	**$0.00**	**$0.00**
Project - 904 DAMAGE DEPOSIT							
900 NON ATHLETIC PROG	$800.00	$0.00	$0.00	$0.00	$800.00	$0.00	$800.00
Total Project - 904 DAMAGE DEPOSIT	**$800.00**	**$0.00**	**$0.00**	**$0.00**	**$800.00**	**$0.00**	**$800.00**
Project - 905 RACER KID ZONE							
900 NON ATHLETIC PROG	$164,979.67	$17,727.80	$0.00	$154,979.67	$27,727.80	$0.00	$27,727.80
Total Project - 905 RACER KID ZONE	**$164,979.67**	**$17,727.80**	**$0.00**	**$154,979.67**	**$27,727.80**	**$0.00**	**$27,727.80**
Project - 906 Tri-City Learning Academy							
900 NON ATHLETIC PROG	$16,037.87	$21,100.00	$0.00	$0.00	$37,137.87	$0.00	$37,137.87
Total Project - 906 Tri-City Learning Academy	**$16,037.87**	**$21,100.00**	**$0.00**	**$0.00**	**$37,137.87**	**$0.00**	**$37,137.87**
Project - 910 ART							
900 NON ATHLETIC PROG	$2,106.50	$0.00	$0.00	$0.00	$2,106.50	$0.00	$2,106.50
Total Project - 910 ART	**$2,106.50**	**$0.00**	**$0.00**	**$0.00**	**$2,106.50**	**$0.00**	**$2,106.50**
Project - 911 BAND							
900 NON ATHLETIC PROG	$63.70	$0.00	$0.00	$0.00	$63.70	$0.00	$63.70
Total Project - 911 BAND	**$63.70**	**$0.00**	**$0.00**	**$0.00**	**$63.70**	**$0.00**	**$63.70**
Project - 913 CLUB-BPA							
900 NON ATHLETIC PROG	$2,782.79	$0.00	$0.00	$1,400.00	$1,382.79	$0.00	$1,382.79
Total Project - 913 CLUB-BPA	**$2,782.79**	**$0.00**	**$0.00**	**$1,400.00**	**$1,382.79**	**$0.00**	**$1,382.79**
Project - 915 CLUB-FCCLA							
900 NON ATHLETIC PROG	$3,992.90	$0.00	$0.00	$0.00	$3,992.90	$0.00	$3,992.90
Total Project - 915 CLUB-FCCLA	**$3,992.90**	**$0.00**	**$0.00**	**$0.00**	**$3,992.90**	**$0.00**	**$3,992.90**
Project - 916 CLUB-FFA							
900 NON ATHLETIC PROG	$7,521.01	$0.00	$0.00	$3,100.00	$4,421.01	$0.00	$4,421.01
Total Project - 916 CLUB-FFA	**$7,521.01**	**$0.00**	**$0.00**	**$3,100.00**	**$4,421.01**	**$0.00**	**$4,421.01**
Project - 917 CLUB-SCIENCE							
900 NON ATHLETIC PROG	$881.15	$0.00	$0.00	$0.00	$881.15	$0.00	$881.15
Total Project - 917 CLUB-SCIENCE	**$881.15**	**$0.00**	**$0.00**	**$0.00**	**$881.15**	**$0.00**	**$881.15**
Project - 918 CLUB-SPANISH							
900 NON ATHLETIC PROG	$1,221.70	$0.00	$0.00	$0.00	$1,221.70	$0.00	$1,221.70
Total Project - 918 CLUB-SPANISH	**$1,221.70**	**$0.00**	**$0.00**	**$0.00**	**$1,221.70**	**$0.00**	**$1,221.70**
Project - 919 DRAMA							
900 NON ATHLETIC PROG	$3,706.96	$0.00	$0.00	$0.00	$3,706.96	$0.00	$3,706.96
Total Project - 919 DRAMA	**$3,706.96**	**$0.00**	**$0.00**	**$0.00**	**$3,706.96**	**$0.00**	**$3,706.96**
Project - 920 ES-ACADEM OUTREACH							
900 NON ATHLETIC PROG	$2,357.50	$0.00	$0.00	$0.00	$2,357.50	$0.00	$2,357.50
Total Project - 920 ES-ACADEM OUTREACH	**$2,357.50**	**$0.00**	**$0.00**	**$0.00**	**$2,357.50**	**$0.00**	**$2,357.50**
Project - 921 ES-BEAUTIFICATION							
900 NON ATHLETIC PROG	$4,804.22	$0.00	$0.00	$0.00	$4,804.22	$0.00	$4,804.22
Total Project - 921 ES-BEAUTIFICATION	**$4,804.22**	**$0.00**	**$0.00**	**$0.00**	**$4,804.22**	**$0.00**	**$4,804.22**
Project - 922 ES-CAMP GODDARD							
900 NON ATHLETIC PROG	$4,594.36	$0.00	$0.00	$0.00	$4,594.36	$0.00	$4,594.36
Total Project - 922 ES-CAMP GODDARD	**$4,594.36**	**$0.00**	**$0.00**	**$0.00**	**$4,594.36**	**$0.00**	**$4,594.36**
Project - 923 ES-FUNDRAISER							

Newcastle Public Schools

Revenue/Expenditure Summary

Options: Fund: 60, Date Range: 6/1/2024 - 6/30/2024

	Begin Balance	Receipts	Adjusting Entries	Payments	Cash End Balance	Unpaid POs	End Balance
Project - 923 ES-FUNDRAISER							
900 NON ATHLETIC PROG	$28,125.56	$0.00	$0.00	$0.00	$28,125.56	$0.00	$28,125.56
Total Project - 923 ES-FUNDRAISER	**$28,125.56**	**$0.00**	**$0.00**	**$0.00**	**$28,125.56**	**$0.00**	**$28,125.56**
Project - 924 ES-LITERACY							
900 NON ATHLETIC PROG	$506.36	$0.00	$0.00	$0.00	$506.36	$0.00	$506.36
Total Project - 924 ES-LITERACY	**$506.36**	**$0.00**	**$0.00**	**$0.00**	**$506.36**	**$0.00**	**$506.36**
Project - 925 DISTRICT SPECIAL OLYMPICS							
239 ALL SP ED-DISTR WD	($1,805.21)	$0.00	$0.00	$315.66	($2,120.87)	$0.00	($2,120.87)
900 NON ATHLETIC PROG	$7,843.95	$0.00	$0.00	$603.36	$7,240.59	$0.00	$7,240.59
Total Project - 925 DISTRICT SPECIAL OLYMPICS	**$6,038.74**	**$0.00**	**$0.00**	**$919.02**	**$5,119.72**	**$0.00**	**$5,119.72**
Project - 926 GIFTED TALENTED							
900 NON ATHLETIC PROG	$176.36	$0.00	$0.00	$0.00	$176.36	$0.00	$176.36
Total Project - 926 GIFTED TALENTED	**$176.36**	**$0.00**	**$0.00**	**$0.00**	**$176.36**	**$0.00**	**$176.36**
Project - 927 HONOR SOCIETY							
900 NON ATHLETIC PROG	$4,214.80	$105.00	$0.00	$0.00	$4,319.80	$0.00	$4,319.80
Total Project - 927 HONOR SOCIETY	**$4,214.80**	**$105.00**	**$0.00**	**$0.00**	**$4,319.80**	**$0.00**	**$4,319.80**
Project - 928 HOSPITALITY							
900 NON ATHLETIC PROG	$257.07	$0.00	$0.00	$0.00	$257.07	$0.00	$257.07
Total Project - 928 HOSPITALITY	**$257.07**	**$0.00**	**$0.00**	**$0.00**	**$257.07**	**$0.00**	**$257.07**
Project - 929 HS-TESTING							
900 NON ATHLETIC PROG	$2,569.43	$0.00	$0.00	$0.00	$2,569.43	$0.00	$2,569.43
Total Project - 929 HS-TESTING	**$2,569.43**	**$0.00**	**$0.00**	**$0.00**	**$2,569.43**	**$0.00**	**$2,569.43**
Project - 931 LIBRARY							
900 NON ATHLETIC PROG	$12,659.42	$10.00	$0.00	$0.00	$12,669.42	$0.00	$12,669.42
Total Project - 931 LIBRARY	**$12,659.42**	**$10.00**	**$0.00**	**$0.00**	**$12,669.42**	**$0.00**	**$12,669.42**
Project - 934 MS-STUDENT STORE							
900 NON ATHLETIC PROG	$8,458.58	$0.00	$0.00	$0.00	$8,458.58	$0.00	$8,458.58
Total Project - 934 MS-STUDENT STORE	**$8,458.58**	**$0.00**	**$0.00**	**$0.00**	**$8,458.58**	**$0.00**	**$8,458.58**
Project - 935 NATIVE ED ENRICHMENT							
900 NON ATHLETIC PROG	$1,399.64	$0.00	$0.00	$0.00	$1,399.64	$0.00	$1,399.64
Total Project - 935 NATIVE ED ENRICHMENT	**$1,399.64**	**$0.00**	**$0.00**	**$0.00**	**$1,399.64**	**$0.00**	**$1,399.64**
Project - 936 PE							
900 NON ATHLETIC PROG	$14,677.32	$0.00	$0.00	$0.00	$14,677.32	$0.00	$14,677.32
Total Project - 936 PE	**$14,677.32**	**$0.00**	**$0.00**	**$0.00**	**$14,677.32**	**$0.00**	**$14,677.32**
Project - 939 PRINCIPALS							
900 NON ATHLETIC PROG	$37,241.87	$3,822.00	$0.00	$4,084.95	$36,978.92	$0.00	$36,978.92
Total Project - 939 PRINCIPALS	**$37,241.87**	**$3,822.00**	**$0.00**	**$4,084.95**	**$36,978.92**	**$0.00**	**$36,978.92**
Project - 942 STUCO							
900 NON ATHLETIC PROG	$24,845.22	$0.00	$0.00	$2,432.00	$22,413.22	$0.00	$22,413.22
Total Project - 942 STUCO	**$24,845.22**	**$0.00**	**$0.00**	**$2,432.00**	**$22,413.22**	**$0.00**	**$22,413.22**
Project - 943 TECHNOLOGY							
900 NON ATHLETIC PROG	$1,214.54	$0.00	$0.00	$0.00	$1,214.54	$0.00	$1,214.54
Total Project - 943 TECHNOLOGY	**$1,214.54**	**$0.00**	**$0.00**	**$0.00**	**$1,214.54**	**$0.00**	**$1,214.54**
Project - 944 VOCAL MUSIC							
900 NON ATHLETIC PROG	$18,212.59	$0.00	$0.00	$0.00	$18,212.59	$0.00	$18,212.59
Total Project - 944 VOCAL MUSIC	**$18,212.59**	**$0.00**	**$0.00**	**$0.00**	**$18,212.59**	**$0.00**	**$18,212.59**
Project - 945 YEARBOOK							
900 NON ATHLETIC PROG	$37,457.05	$80.00	$0.00	$9,370.48	$28,166.57	$0.00	$28,166.57
Total Project - 945 YEARBOOK	**$37,457.05**	**$80.00**	**$0.00**	**$9,370.48**	**$28,166.57**	**$0.00**	**$28,166.57**
Project - 946 ROBOTICS							
900 NON ATHLETIC PROG	$16,115.36	$0.00	$0.00	$0.00	$16,115.36	$0.00	$16,115.36
Total Project - 946 ROBOTICS	**$16,115.36**	**$0.00**	**$0.00**	**$0.00**	**$16,115.36**	**$0.00**	**$16,115.36**
Project - 947 Club-SOAAR (Multicultural Club)							
900 NON ATHLETIC PROG	$534.81	$0.00	$0.00	$0.00	$534.81	$0.00	$534.81
Total Project - 947 Club-SOAAR (Multicultural Club)	**$534.81**	**$0.00**	**$0.00**	**$0.00**	**$534.81**	**$0.00**	**$534.81**
Project - 948 MS Broadcasting							

Newcastle Public Schools

Revenue/Expenditure Summary

Options: Fund: 60, Date Range: 6/1/2024 - 6/30/2024

	Begin Balance	Receipts	Adjusting Entries	Payments	Cash End Balance	Unpaid POs	End Balance
Project - 948 MS Broadcasting							
900 NON ATHLETIC PROG	$707.93	$0.00	$0.00	$0.00	$707.93	$0.00	$707.93
Total Project - 948 MS Broadcasting	**$707.93**	**$0.00**	**$0.00**	**$0.00**	**$707.93**	**$0.00**	**$707.93**
Project - 949 STRUT Week							
900 NON ATHLETIC PROG	$14,281.74	$990.19	$0.00	$0.00	$15,271.93	$0.00	$15,271.93
Total Project - 949 STRUT Week	**$14,281.74**	**$990.19**	**$0.00**	**$0.00**	**$15,271.93**	**$0.00**	**$15,271.93**
Project - 950 District SPED Activity Fund							
900 NON ATHLETIC PROG	$73.00	$0.00	$0.00	$0.00	$73.00	$0.00	$73.00
Total Project - 950 District SPED Activity Fund	**$73.00**	**$0.00**	**$0.00**	**$0.00**	**$73.00**	**$0.00**	**$73.00**
Project - 951 Internships							
900 NON ATHLETIC PROG	$100.00	$0.00	$0.00	$0.00	$100.00	$0.00	$100.00
Total Project - 951 Internships	**$100.00**	**$0.00**	**$0.00**	**$0.00**	**$100.00**	**$0.00**	**$100.00**
Project - 954 Justin Case Closet							
900 NON ATHLETIC PROG	$270.00	$0.00	$0.00	$0.00	$270.00	$0.00	$270.00
Total Project - 954 Justin Case Closet	**$270.00**	**$0.00**	**$0.00**	**$0.00**	**$270.00**	**$0.00**	**$270.00**
Project - 974 Class 2024-PROM							
900 NON ATHLETIC PROG	$22,385.25	$0.00	$0.00	$0.00	$22,385.25	$0.00	$22,385.25
Total Project - 974 Class 2024-PROM	**$22,385.25**	**$0.00**	**$0.00**	**$0.00**	**$22,385.25**	**$0.00**	**$22,385.25**
Project - 975 CLASS 2025							
900 NON ATHLETIC PROG	$1,089.29	$0.00	$0.00	$0.00	$1,089.29	$0.00	$1,089.29
Total Project - 975 CLASS 2025	**$1,089.29**	**$0.00**	**$0.00**	**$0.00**	**$1,089.29**	**$0.00**	**$1,089.29**
Project - 977 CLASS 2027							
900 NON ATHLETIC PROG	$491.19	$0.00	$0.00	$0.00	$491.19	$0.00	$491.19
Total Project - 977 CLASS 2027	**$491.19**	**$0.00**	**$0.00**	**$0.00**	**$491.19**	**$0.00**	**$491.19**
Project - 978 CLASS 2028							
900 NON ATHLETIC PROG	$117.88	$0.00	$0.00	$0.00	$117.88	$0.00	$117.88
Total Project - 978 CLASS 2028	**$117.88**	**$0.00**	**$0.00**	**$0.00**	**$117.88**	**$0.00**	**$117.88**
Project - 979 CLASS 2029							
900 NON ATHLETIC PROG	$1,133.73	$0.00	$0.00	$0.00	$1,133.73	$0.00	$1,133.73
Total Project - 979 CLASS 2029	**$1,133.73**	**$0.00**	**$0.00**	**$0.00**	**$1,133.73**	**$0.00**	**$1,133.73**
Project - 980 CLASS 2030							
900 NON ATHLETIC PROG	$1,365.10	$0.00	$0.00	$0.00	$1,365.10	$0.00	$1,365.10
Total Project - 980 CLASS 2030	**$1,365.10**	**$0.00**	**$0.00**	**$0.00**	**$1,365.10**	**$0.00**	**$1,365.10**
Project - 981 CLASS 2031							
900 NON ATHLETIC PROG	$2,900.80	$0.00	$0.00	$0.00	$2,900.80	$0.00	$2,900.80
Total Project - 981 CLASS 2031	**$2,900.80**	**$0.00**	**$0.00**	**$0.00**	**$2,900.80**	**$0.00**	**$2,900.80**
Project - 982 CLASS 2032							
900 NON ATHLETIC PROG	$80.05	$0.00	$0.00	$0.00	$80.05	$0.00	$80.05
Total Project - 982 CLASS 2032	**$80.05**	**$0.00**	**$0.00**	**$0.00**	**$80.05**	**$0.00**	**$80.05**
Project - 983 CLASS 2033							
900 NON ATHLETIC PROG	$433.10	$0.00	$0.00	$0.00	$433.10	$0.00	$433.10
Total Project - 983 CLASS 2033	**$433.10**	**$0.00**	**$0.00**	**$0.00**	**$433.10**	**$0.00**	**$433.10**
Project - 984 CLASS 2034							
900 NON ATHLETIC PROG	$1,452.00	$0.00	$0.00	$0.00	$1,452.00	$0.00	$1,452.00
Total Project - 984 CLASS 2034	**$1,452.00**	**$0.00**	**$0.00**	**$0.00**	**$1,452.00**	**$0.00**	**$1,452.00**
Project - 985 CLASS 2035							
900 NON ATHLETIC PROG	$213.01	$0.00	$0.00	$0.00	$213.01	$0.00	$213.01
Total Project - 985 CLASS 2035	**$213.01**	**$0.00**	**$0.00**	**$0.00**	**$213.01**	**$0.00**	**$213.01**
Project - 986 CLASS 2036							
900 NON ATHLETIC PROG	$1,390.34	$32.99	$0.00	$0.00	$1,423.33	$0.00	$1,423.33
Total Project - 986 CLASS 2036	**$1,390.34**	**$32.99**	**$0.00**	**$0.00**	**$1,423.33**	**$0.00**	**$1,423.33**
Project - 987 CLASS 2037							
900 NON ATHLETIC PROG	$880.37	$65.98	$0.00	$0.00	$946.35	$0.00	$946.35
Total Project - 987 CLASS 2037	**$880.37**	**$65.98**	**$0.00**	**$0.00**	**$946.35**	**$0.00**	**$946.35**
Total	**$1,184,462.77**	**$50,322.09**	**($454.19)**	**$670,882.29**	**$563,448.38**	**$0.00**	**$563,448.38**

NEWCASTLE SCHOOLS - TREASURER'S REPORT
As Of June 30th, 2024

GOVERNMENTAL FUNDS			
Bank Statements			
	Checking Account 6633		$10.00
	SuperNow Account 9996		$9,707,834.27
	Federated Sweep 0001		$8,901.85
Total - Bank Statements			$9,716,746.12
Accounting Program			
	Cash Balance		$9,717,899.54
	Wire Fee		-$8.00
	OCAS		$0.09
	Check will clear next month		-$1,145.51
Adjusted Cash Balance			**$9,716,746.12**
Difference Between Bank and			$0.00
Outstanding Warrants:			$265,661.27
Available Cash:			$9,451,084.85
Cash Balance by Fund:			
	11	General Fund	$6,840,074.26
	21	Building Fund	$1,032,862.91
	32	Bond Fund 2022	$724,027.74
	33	Transportaion Fund 2022	$0.00
	38	Transportation Fund	$0.00
	39	Technology Fund	$678,222.74
	41	Sinking Fund	$442,711.89
		Total:	**$9,717,899.54**
ACTIVITY FUNDS			
Bank Statements			
	Checking Account 6082		$10.00
	Federated Sweep 0002		$778,175.51
Total - Bank Statements			**$778,185.51**
Accounting Program			
	Cash Balance		$752,807.42
	Adjustments:		
		Outstanding Warrants	$25,398.23
		Amazon	-$20.14
Adjusted Cash Balance			**$778,185.51**
Difference Between Bank and			$0.00
ELECTRONIC FUND TRANSFER ACCOUNTS			
	EFT Payments 5844		$221,667.94
	Payrix Deposits 6093		$100.00
	MySchoolBucks Deposit 6907		$0.00
INVESTMENT ACCOUNTS			
	Horizon Finacial Services (401A)		$4,367.87

EMPLOYMENT SCHEDULE "A"

August 13th, 2024

EMPLOYMENT				
Last Name	**First Name**	**New / Replacement**	**Site / Assignment**	**Effective**
		Replacement	MS / Para	8/14/2024
		Replacement	ECC/Spec ED Para	8/2/2024
		Replacement	ECC / Para	8/5/2024
		Replacement	ECC/ Para	8/2/2024
		Replacement	MS / Teacher	8/14/2024
		Replacement	Thrive / MS ELA & SS	8/5/2024
		Replacement	HS / ISI	8/5/2024
		Replacement	ECC / Para	8/7/2024
LAY COACHES / HOURLY				
Last Name	**First Name**	**Assignment**	**Site**	**Effective**
		Non CDL Driver	District	8/6/2024
		Assistant Football Coach	MS	8/7/2024
		Monitor	District	8/1/2024
		Assistant Wrestling Coach	HS	8/7/2024
		Monitor	District	8/6/2024
REASSIGNMENTS				
Last Name	**First Name**	**Prior Assignment**	**New Assignment**	**Effective**
Lozano	Gracie	Admin Secretary	Payroll / Personnel	8/12/2024
Roberts	Kennedie	TA	Teacher	8/1/2024
Schmidt	Jennifer	TA	Teacher	8/1/2024
Woods	Julie	ISI	Nurse Assistant	8/26/2024
RESIGNATIONS				
Last Name	**First Name**	**Assignment**	**Site**	**Effective**
Lain	Dakota	Teacher	MS	7/24/2024
Maci	Johnny	Lay Coach	HS	8/5/2024
Shepherd	Teresa	TA	HS	8/5/2024
Skinner	Patricia	Teacher	Thrive	7/29/2024
West	Destiny	Payroll / Personnel	District	8/2/2024
EXTRA DUTY / STIPENDS / LAY COACHES				
Last Name	**First Name**	**Assignment**	**Site**	**Effective**
RESCINDED EMPLOYMENT / TERMINATIONS				
Last Name	**First Name**	**Assignment**	**Site**	**Effective**

Site	Mentee	Mentor		***This is a paid position. Please make sure the mentor consents to participating. Mentors must have three years of expereince. This is only for rookie teachers, we will not extend it to anyone else.
ECC	**Jerrika Shepard**	Danielle Blank		
	Kennedie Roberts	Laramie Ball		
	Jordan Banfield	Sarah Tauscher	Only until January Started in February	
	Brooklynn Hoehne	April Williams		
NES	**Hannah Beason**	Holly Mowat		
	Mindy Griffith	Amy Roush		
	Melody Stowe	Courtney Parsons	Only until December; Started in January 2024	
NMS	**Tanner Wallace**	Angela Madden	Until December; began in January 2024	
	Macie Woody	Rebecca Grider		
	Justin Molitor	Glen Stallings		
	Ethan Conner	Karla Redbird		
	Jorge Guzman-Moctezum	Stephanie Young		
	Jim Perinovic	Brett Brooks		
	Diane Medrano	Kori Maple		
NHS	**Sunny Batschelett**	Emily Summers		
	Jennifer Schmidt	Andrea Thomas		
	Joshua Lewis	Kevin Sheets		
	Kari Joyner	Stacy Deskin		

Bryan Kauk	NHS	General Science, Physical Science, Science Mid School, Earth Science, Biology, Phys. Ed/Health/Safety, Math 7-8, MS Math, Intermediate Math	6, 7, 8, 9, 10, 11, 12	this is an adjunct request*	Mr. Kauk holds a bachelor's degree in education from SWOSU. Although he possesses many certification areas in Science and math, we would like to adjunct him to teach Chemistry and Physics to students in grades 9-12 for the 2024-2025 school year at Newcastle High School."
Mariah McElhaney	NHS	English 5-8	9, 10, 11, 12	this is an adjunct request*	Mrs. McElhaney holds a bachelor's degree in education from USAO. Although she possesses certification in English, we would like to adjunct her to teach Art History, Introduction to Art, Psychology, and Sociology to students in grades 9-12 for the 2024-2025 school year at Newcastle High School."