Newcastle Board of Education Regular Meeting
July 21, 2026 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. Discussion and possible action on the Consent Agenda:
   A. Agenda of Regular Meeting of July 21, 2026
   B. Minutes of Regular Meeting of June 23, 2026
   C. Mr. Mike Crossley, NPS Fastpitch Coach, requests permission for the High School Fastpitch Team to travel to Broken Arrow, OK for a Fastpitch Tournament. They will be staying 2 nights, leaving on August 13 and returning on the 15th, and taking 1 bus and 1 suburban. He will be taking 26 students with 3 sponsors.
   D. Ms. Hannah Beeson, NHS Pom Coach, requests permission to take 12 POM students to Orlando, Florida to the Dance Team Union - National Championship on March 3, 2027, to March 9, 2027. They will be flying with 1 coach and several parent chaperons who will be attending the six night stay.
   E. E-Waste Surplus
   F. Miscellaneous Surplus Items
   G. Elementary Consumable Surplus Items
   H. FY27 Newcastle High School Handbook
   I. FY27 Newcastle Middle School Handbook
   J. FY27 Newcastle Elementary Handbook
   K. FY27 Newcastle Early Childhood Center Handbook
   L. FY27 THRIVE Handbook
   M. FY27 Mentor List
4. Public Input
5. Superintendent and Staff Updates:
   A. Dr. Cathy Walker will report on the upcoming bond election and the construction progress
   B. Ms. Kristi Ferguson and Mr. Marshall Bingham - Technology Information
6. Discussion and possible action regarding the GMP in the amount of $2,925,120.00 AIA Document A133-2019, Newcastle Public Schools - Baseball and Softball Complex Improvements from Nabholz Construction Corporation as attached
7. Discussion and possible action regarding the addition of 10 minutes to the end of the day for the elementary and ECC due to the new recess law
8. Discussion and possible action regarding the Teacher Empowerment Rubric for Newcastle Public Schools
9. Discussion and possible action to approve the addition of EKadence to the digital platforms for the 2026-2027 school year

10. Discussion and possible action on the Newcastle School District Policy Consent Agenda
    A. BAA Board of Education Powers and Duties
    B. BB-P Filling Board Vacancies (Procedure)
    C. BE- Board of Education Meetings and Notification Procedures
    D. BEA - School Board Meetings Agenda Preparation and Dissemination
    E. BEB - Quorum and Voting Board Meeting Procedure
    F. BEF - Board of Education Minutes
    G. BFA - Board Policies
    H. CKCA - Emergency School Closings
    I. DEC R6 - Military Leave (Regulations)
    J. DEC R7 - Maternity Leave
    K. DEC R8 - Association Officer Leave Certified Personnel (Regulations)
    L. DOB - Due Process for Administrators
    M. FNCD - Prohibiting Bullying (Regulation and Investigation Procedures)
    N. GBA - Open Records Act
11. Discussion and possible action on the Contract Consent Agenda
    A. FY26 CCOSA District Level Services Program
    B. FY26 Convergint-Metrasens Software Support & Service Agreement
    C. FY26 Red Rock Behavioral Health Services MOU
    D. FY26 THRIVE Learning Collaborative Agreement
    E. FY26 Gaggle Service Agreement
    F. FY27 Northwestern Oklahoma State University MOU
12. Discussion and possible action regarding Financial Consent Agenda
    A. FY26 General Fund 11 Encumbrances and Change Orders
    B. FY26 Building Fund 21 Encumbrances and Change Orders
    C. FY27 General Fund 11 Encumbrances and Change Orders
    D. FY27 General Fund 21 Encumbrances and Change Orders
    E. FY27 Bond Fund 32 Encumbrances and Change Orders
    F. FY27 Bond Fund 33 Encumbrances and Change Orders
    G. FY27 Bond Fund 39 Encumbrances and Change Orders
    H. Purpose of Activity Fund Accounts
    I. Revenue Analysis-General Fund
    J. Revenue Expenditure Summary-Athletic
    K. Revenue-Expenditure Summary-Non Athletic
    L. Treasurer's Report
13. New Business
14. Proposed executive session to discuss employment of personnel, resignations, 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)

    Proposed executive session to discuss student transfer appeal matters involving specific students whereby disclosure of any additional information would violate FERPA. 25 O.S. § 307(B)(7)

    Proposed executive session to discuss the purchase, acquisition, or appraisal of real

property by the public body, pursuant to 25 O.S. Section 307 (B)(3)

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

15. Vote to convene or not to convene in executive session
16. Return to Open Session
17. Discussion and possible action regarding employment of personnel, resignations, hiring of employees, employment, rehiring and changes to employment contracts of current and prospective district employees as outlined on attached Schedule A
18. Discussion and possible action regarding Transfer Appeal #1
19. Discussion and possible action regarding Transfer Appeal #2
20. Discussion and possible action regarding Transfer Appeal #3
21. Discussion and possible action regarding Memorandum of Understanding between Newcastle Public Schools and Newcastle Association of Classroom Teachers Article 39: Length of School Day as attached
22. Adjournment

This agenda was posted at 5:15pm on the front door of the administration building on July 20, 2026 by Darla Allen

Newcastle Board of Education Regular Meeting
June 23, 2026 6:00 PM
Administrative Office Board Room
101 North Main
Newcastle, OK 73065

Attendance Taken at 6:03 PM. Ms. Valory Dalton: Absent, Mr. Jeff Dingee: Present, Ms. Tiffany Elcyzyn: Present, Mr. Casey Kreger: Present, Ms. Cashlie White: Present.

1. Flag Salute

2. Call to Order and Roll Call of Members

3. Outstanding Service or Achievement Awards

Mr. Jeff Brickman presented Snow Enterprises with the Community Service Award for all of their help. Mr. Brandon Morgan presented Outback Steakhouse for their years of service and providing support to the FFA & 4-H programs.

4. Discussion and possible action on the Consent Agenda:

Motion to approve consent agenda Items A-F as presented passed with a motion by Mr. Jeff Dingee and a second by Mr. Casey Kreger.
Ms. Valory Dalton: Absent, Ms. Cashlie White: Yea, Mr. Casey Kreger: Yea, Mr. Jeff Dingee: Yea, Ms. Tiffany Elcyzyn: Yea
Yea: 4, Nay: 0, Absent: 1

A. Agenda of Regular Meeting of June 23, 2026

B. Minutes of Regular Meeting of June 9, 2026

C. Mr. Brandon Morgan, FFA Advisor, requests permission to travel to Tonkawa, OK (NOC), and Stillwater, OK (OSU) with overnight stays for Livestock Evaluation Contests on July 13-16 with approximately 10 students and 2 adult sponsors and 1 bus

D. Mr. Brandon Morgan, FFA Advisor, requests permission to travel to Wagoner, OK for the FFA Alumni Leadership Camp. They will be staying overnight from 6-28 to 7-1, 2026, with 6 students and 2 adults and taking 1 bus

E. Surplus List of June 15, 2026

F. E-Waste List June 22, 2026

5. Public Input

No Public Input

6. Superintendent and Staff Updates:

Mr. Brandon Morgan presented a slide show of the FFA achievements and activities over the year. Mr. Jeff Brickman reported on the achievements of the Athletic Department. Dr. Walker shared information on the bonds and construction projects.

7. Discussion and possible action to approve the following digital platforms for the 2026-2027 school year:

- Google Education Suite (Gmail, Google Docs, Google Classroom, etc.)
- ~~Class DoJo (Text messaging)~~
- School Messenger (Automated Text, Voicemail, Email - sent through Infinite Campus)
- STOPIT (Bullying reporting)
- HUDL (Athletics only)
- Claslink
- LMS (Schoology)
- Edgenuity
- SNAP (Athletics)
- SNAP!MOBILE!
- ZOOM Phone
- MINGA
- Parent Square

Motion to approve the list of digital platforms for the 2026-2027 school year with removing Class DoJo as presented passed with a motion by Mr. Jeff Dingee and a second by Ms. Cashlie White.
Ms. Valory Dalton: Absent, Ms. Cashlie White: Yea, Mr. Casey Kreger: Yea, Mr. Jeff Dingee: Yea, Ms. Tiffany Elcyzyn: Yea
Yea: 4, Nay: 0, Absent: 1

8. Discussion and possible action regarding the Kitchen Exhaust System Cleaning bids received after sending out the RFP

Motion to approve using Greasebusters as presented passed with a motion by Mr. Jeff Dingee and a second by Mr. Casey Kreger.
Ms. Valory Dalton: Absent, Ms. Cashlie White: Yea, Mr. Casey Kreger: Yea, Mr. Jeff Dingee: Yea, Ms. Tiffany Elcyzyn: Yea
Yea: 4, Nay: 0, Absent: 1

9. Discussion and possible action on the Contract Consent Agenda

Motion to approve the Contract Consent Agenda as presented items A-L passed with a motion by Mr. Jeff Dingee and a second by Ms. Cashlie White.
Ms. Valory Dalton: Absent, Ms. Cashlie White: Yea, Mr. Casey Kreger: Yea, Mr. Jeff Dingee: Yea, Ms. Tiffany Elcyzyn: Yea
Yea: 4, Nay: 0, Absent: 1

A. FY27 BancFirst Insurance Proposal: 1) FY27Oklahoma Schools Insurance Group; Property, Liability, Cyber, Auto; 2)FY27 LUBA; Workers Compensation

B. FY27 Sports Medicine and Athletic Training Services Subscription Agreement; Norman Regional Hospital Authority

C. FY27 MINGA Subscription Agreement

D. FY27 Melissa Sneed, Speech Language Pathologist

E. FY27 Infinite Campus End User License Agreement

F. FY27 KONE Care Maintenance Agreement

G. FY27 Premier Waste

H. FY27 Tactical Pest Solutions

I. FY27 ES2 Technical Software & Support Agreement

J. FY27 The Board of Regents of the University of Oklahoma, Health Sciences Center

K. FY27OKTLE Agreement

L. FY27 Danielle Torres, Psychological Services

10. Discussion and possible action regarding Financial Consent Agenda

Motion to approve the Financial Consent Agenda as presented items A-G passed with a motion by Mr. Jeff Dingee and a second by Mr. Casey Kreger.
Ms. Valory Dalton: Absent, Ms. Cashlie White: Yea, Mr. Casey Kreger: Yea, Mr. Jeff Dingee: Yea, Ms. Tiffany Elcyzyn: Yea
Yea: 4, Nay: 0, Absent: 1

A. FY26 General Fund 11 Encumbrances and Change Orders

B. FY26 Building Fund 21 Encumbrances and Change Orders

C. FY26 Bond Fund 32 Encumbrances and Change Orders

D. Bond Fund 39 Encumbrances and Change Orders

E. FY27 General Fund 11 Encumbrances

F. FY27 Building Fund 21 Encumbrances

G. Monthly payroll and extra duty disbursement

11. Discussion and possible action to approve the 2026-2027 appointments:

- Activity Fund Custodian: Shasta Smith
- Child Nutrition, Authorized Representatives: Kristi Ferguson, Tawna Bjork and Paulla Bowden
- Encumbrance Clerk: Shasta Smith

- Federal Programs, Authorized Representatives: Kristi Ferguson and Lynda Chmil
- Federal Program signers: Kristi Ferguson, Jonathan Atchley, and Lynda Chmil
- Minutes Clerk: Darla Allen
- Purchasing Agent: Catharine Walker; Kristi Ferguson up to and including $5,000.00
- Title VI, Civil Rights Coordinator; Kristi Ferguson
- Title IX, Co-Coordinators; Jonathan Atchley, Kiley Rios, Jeff Brickman
- Treasurer: Lynda Chmil
- Treasurer, Assistant: Darla Allen

Motion to approve the 2026-2027 listed appointments as presented passed with a motion by Mr. Jeff Dingee and a second by Ms. Cashlie White.
Ms. Valory Dalton: Absent, Ms. Cashlie White: Yea, Mr. Casey Kreger: Yea, Mr. Jeff Dingee: Yea, Ms. Tiffany Elcyzyn: Yea
Yea: 4, Nay: 0, Absent: 1

12. New Business

No 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, pursuant to 25 O.S. Section 307 (B)(1)

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

Motion to convene in Executive Session at 8:00pm passed with a motion by Mr. Jeff Dingee and a second by Ms. Cashlie White.
Ms. Valory Dalton: Absent, Ms. Cashlie White: Yea, Mr. Casey Kreger: Yea, Mr. Jeff Dingee: Yea, Ms. Tiffany Elcyzyn: Yea
Yea: 4, Nay: 0, Absent: 1

15. Return to Open Session

Returned to Open Session at 8:21pm. Dr. Walker, Ms.White, Mr. Kreger, Mr. Dingee and Ms. Elcyzyn were all in executive session and no votes were taken.

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

Motion to approve Schedule A as attached with naming Krista Cochran as Principal for THRIVE passed with a motion by Mr. Jeff Dingee and a second by Ms. Cashlie White.
Ms. Valory Dalton: Absent, Ms. Cashlie White: Yea, Mr. Casey Kreger: Yea, Mr. Jeff Dingee: Yea, Ms. Tiffany Elcyzyn: Yea
Yea: 4, Nay: 0, Absent: 1

17. Adjournment

Meeting adjourned at 8:22pm by Ms. Tiffany Elcyzyn.

_____
President

_____
Vice President

_____
Clerk

_____
Deputy Clerk

_____
Member

MEMO

To: Newcastle Schools Board of Education

From: Marshall Bingham, IT Director

Date: July 16, 2026

Re: Surplus of outdated/damaged technology and peripherals

I am requesting the following items be declared as surplus. The items listed are unusable due to either defect or age. The equipment will be collected and recycled by ECO Electronics per industry standard and at no cost to the district.

Chromebook Parts:

Part	Quantity
Keyboard	14
Battery	15
Screen	2
Top case	1
Bottom case	2

Laptops:

Asset ID	Brand	Model
3639	HP	
6013	HP	
4848	HP	
4851	HP	
	HP	RTL8821CE
	HP	3167NGW
	HP	3168NGW
	HP	3168NGW

	HP	3168NGW
	HP	3168NGW
	HP	3168NGW
	HP	3168NGW
1570	HP	
3283	HP	
5396	HP	
	HP	EliteBook 840
4079	HP	

Desktops:

Asset ID	**Brand**	**Model**
	Bytespeed	NUC6i5SYH
9295	Bytespeed	
3224	Bytespeed	
9316	Bytespeed	
3211	Bytespeed	
9248	Bytespeed	
3223	Bytespeed	
7884	Bytespeed	
	Bytespeed	NUC6i5SYH
	Bytespeed	NUC7i5BNH
3675	Bytespeed	
5366	Dell	
4858	Dell	

1048	Dell	
4993	Dell	
4511	Dell	
	Dell	D05D
	Dell	Optiplex 755
	Dell	Optiplex 755
5277	Apple	

Monitors:

Asset ID	**Brand**	**Model**
9367	Lg	
	Asus	VE248
	Dell	E173FPf
	Samsung	S23A550H
	Asus	VE248
9161	Dell	
4510	Dell	
4496	Dell	
4554	Dell	
4516	Dell	
4509	Dell	
4572	Dell	
	Dell	2407WFPb
	Dell	2406WFPb
	Acer	AL1717

	ELO	
	ELO	
	ELO	
	ELO	
	Bematech	LE1000
	Bematech	LE1000
	Dell	E178FPv

TVs:

Asset ID	**Brand**	**Model**
	Insignia	NS-L42Q-10A
	Insignia	NS-29LD120A13
	Emerson	LC320EM9
	Insignia	NS-L42Q-10A
9250	Samsung	
	Insignia	NS-L42Q-10A
	Insignia	NS-L42Q-10A

Printers:

Asset ID	**Brand**
7931	HP

Projectors:

Asset ID/SN	**Brand**	**Model**
N/A	EPSON	H855A
X4YJ8701373	EPSON	H855A

X4YJ8701374	Epson	H855A
X4YJ8Z01835	Epson	H855A
X4YJ8701183	EPSON	H855A
2022	NEC	N/A
VASK4Z00910	EPSON	VS330
X4YJ0700313	EPSON	H855A
4973	Epson	H855A
4417	EPSON	H855A
X4YJ8700166	EPSON	H855A
4418	Epson	H855A

Tablets:

Asset ID	Brand	Model
	RCA	W101SA23T1

Switches:

Asset ID	Brand
3542	Aerohive
3531	Aerohive
3540	Aerohive

Access Points:

Asset ID	Brand	Model
4208	Aerohive	AP650
4200	Aerohive	AP650

4202	Aerohive	AP650
4199	Aerohive	AP650

Newcastle Public Schools

Kristi Ferguson, Assistant Superintendent
101 North Main
Newcastle, OK 73065
(405) 387-6425

MEMO

To: Newcastle Board of Education
From: Kristi Ferguson, Assistant Superintendent
Date: July 21, 2026
Re: Surplus school equipment, furniture, misc. items

Please surplus the following items for sale or disposal:

2- L-Shaped Cherrywood desk
2-5’ Cherrywood desk
5’ Cherrywood desk
1-5’ Cherrywood credenza
1-5’ black metal desk
1-6’ all wood desk
3-brown top/metal leg computer tables
3-rolling library media carts
2-Shoot-A-Way

Doodle Scrub
SN/ 5D34955

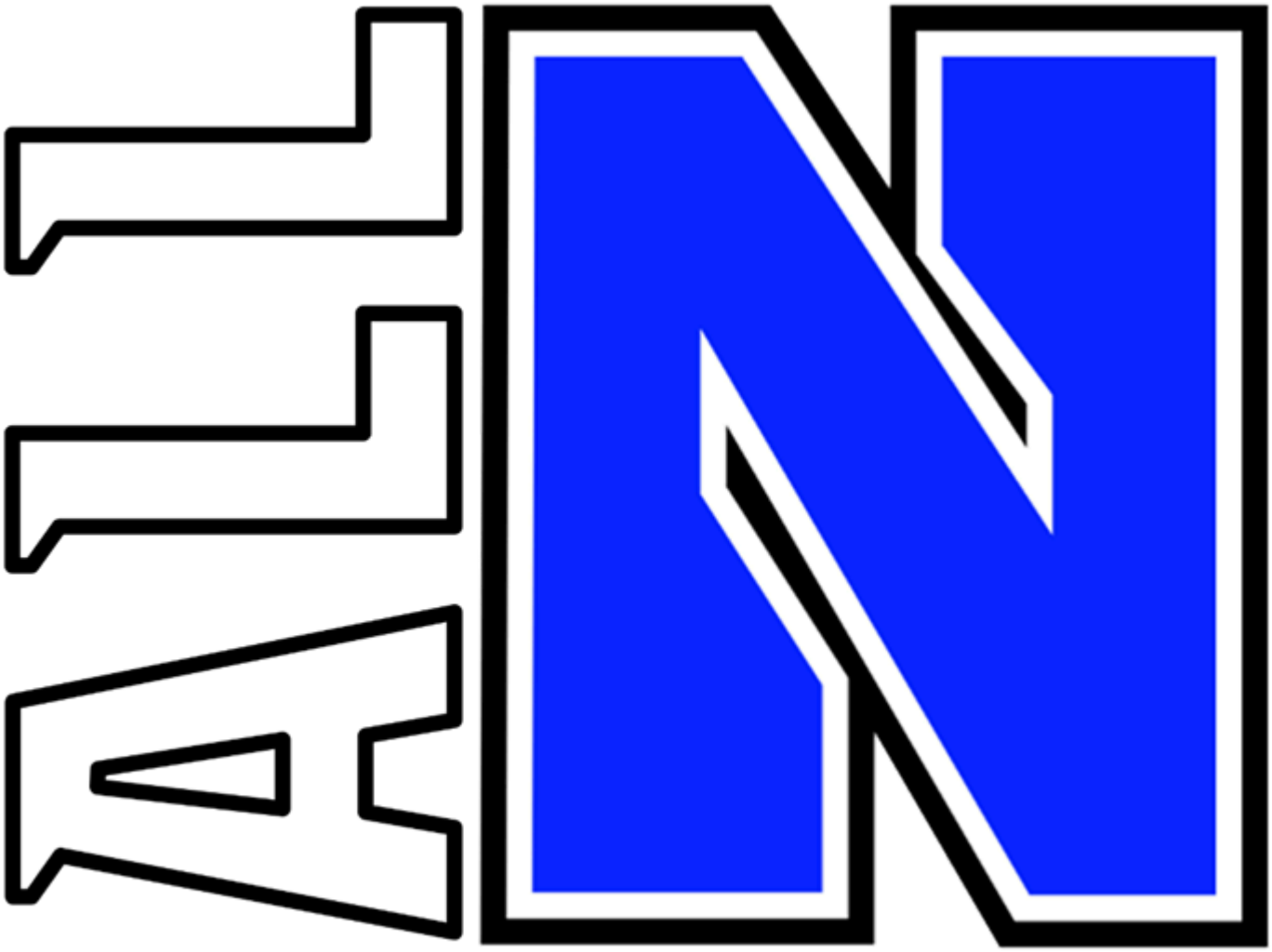
NuMatic TTV/300T (Zamboni)
SN/ 102521781

Elementary Surplus List - June 2026

Item Name	Quantity	ISBN Number	Condition
McGraw Hill Wonders Reading/Writing Companion Units 1-2 Grade 3	14	978-1-26-574898-2	New
McGraw Hill Wonders Reading/Writing Companion Units 3-4 Grade 3	1	978-1-26-575493-8	New
McGraw Hill Wonders Reading/Writing Companion Units 5-6 Grade 3	72	978-1-26-575693-2	New
McGraw Hill Wonders Reading/Writing Companion Units 1-2 Grade 4	28	978-1-26-575799-1	New
McGraw Hill Wonders Reading/Writing Companion Units 3-4 Grade 4	1	978-1-26-576121-9	New

Elementary Surplus List - June 2026

Item Name	Quantity	ISBN Number	Condition
McGraw Hill Wonders Reading/Writing Companion Units 5-6 Grade 4	104	978-1-26-576435-7	New
McGraw Hill Wonders Reading/Writing Companion Units 1-2 Grade 5	22	978-1-26-576729-7	New
McGraw Hill Wonders Reading/Writing Companion Units 3-4 Grade 5	61	978-1-26-577227-7	New
McGraw Hill Wonders Reading/Writing Companion Units 5-6 Grade 5	390	978-1-26-577518-6	New



Newcastle High School

Student Handbook 2026-2027

Newcastle Public School| www.newcastle.k12.ok.us

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
Ms. Kait Buchanan - Student Success
Mr. Jeff Brickman - Director of Athletics

Ms. Emily Summers - A - G Counselor
Ms. Charley Kopenski - H - P Counselor
Ms. Janette Nichols - Q - Z Counselor
Ms. Korbie Krase - Secretary
Mrs. Bryonna Vandover - Attendance Secretary
Mrs. Crystal Williams - Registrar
Ms. Leigh Heatly - Internship Coordinator
Ms. Krista Cochran - THRIVE Principal

District Administration

Dr. Cathy Walker - Superintendent
Kristi Ferguson - Assistant Superintendent
Jonathan Atchley - Executive Director

Academic Testing for Students in a school year

ACT Test- Juniors
April, 2027
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, 2027
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
October, 2026
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, VA or TRU. 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. Doctors notes will not be accepted after 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.

- 1st - 2nd Tardy: Warning verbal and Minga with attendance marked tardy in Infinite Campus
- 3rd Tardy: Detention

Additional tardies may result in progressive disciplinary action, including parent conferences, additional detention assignments, ISI placement, loss of privileges, or other administrative consequences.

Students who are excessively tardy may also be referred for attendance intervention services in accordance with district attendance procedures.

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. 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. 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.

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

See board policy FNCD

Personal Electronic Devices

Cell phone use is not permitted during the school day, from “Bell to Bell.” Per state law SB 139. Personal electronic devices must be put away and not used during the school day. Disciplinary action will be taken for any student violating this policy.

Chase Morris Act

See link - Newcastle High School Chase Morris Policy

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.

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

All grades will elect class officers for the following positions: President, Vice President, Secretary/Reporter. The responsibilities are as follows:

President - sets and creates agenda for one meeting per nine weeks; 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.

Vice President - takes direction from the President, forming and heading committees and organizing fundraisers. Acts as President when the President is unavailable. Represents the class at both school and community functions: be an active participant and promoter of all school functions.

Secretary/Reporter - takes notes at meetings, presents minutes from previous meetings. Prepares social media content for announcements and class related activities and events. Represents the class at both school and community functions: be an active participant and promoter of all school functions.

- Officers must help create a positive learning environment and collective culture at Newcastle High School.
- Officers must remain eligible throughout the school year.
- Officers will be elected by the class body.
- Officers must agree to all office duties and tasks assigned.
- Senior class officers will give a speak during the graduation.

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.

FFA - FFA is an intracurricular student organization for those interested in agriculture and leadership.

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.

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.

Dual Credit (Concurrent) Enrollment

Juniors and Seniors are eligible to attend dual credit courses.
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, or PM detention by teachers and administrators. AM Detention starts at 6:30 am and PM detention begins at 2:40pm. Both AM and PM detentions last 1 hour. No late admittance to detention will be permitted.

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

See Board Policy FL-E18

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 in length of forty five days. The suspension may be reduced to ten (10) days if the student and parent/guardian agree to a Student Assistance Program (SAP). All costs associated will not be covered by Newcastle Public Schools.
- Failure to complete required activities of the SAP 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.
- Out-of-school suspension in length of forty five days.

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

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.

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.

Graduation Requirements

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 , 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. 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).
- Students 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 expense

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

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.

Starting January 2027 campus will be closed during lunch for all students, and all students will be required to eat in the cafeteria.

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 EHBDBA.

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 $25 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 be searched. 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 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 9-12. 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.

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 building

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 exams each semester. Students will have the option to exempt two semester finals. The criteria to be eligible to exempt two semester exams is as follows:

Eligibility Criteria:

1. **Grade Requirements:**
    - Students must maintain a minimum grade of **B** (80% or higher) in the course throughout the semester.
    - The grade will be calculated based on all assessments and assignments up to the week before final exams.
2. **Attendance Requirements:**
    - Students must have no more than **3 absences** (verified or unverified) with an **A** per semester course.
    - Students must have no more than **2 absences** (verified or unverified) with a **B** per semester course.

Exemption Process:

1. One week before the final exam period, teachers will review student eligibility.
2. Eligible students will be notified of their exemption status.
3. Students must confirm their acceptance of the exemption within 48 hours of notification.

Additional Policies:

1. Exempted students will receive their current course grade as their final grade.
2. Students may choose to take the final exam even if exempt. The exam grade will only be counted if it improves the student's overall course grade.
3. Exemptions are determined on a course-by-course basis.
4. Students cannot be exempt from the same course in the fall semester and spring semester.

Exceptions:

1. State-mandated end-of-course exams cannot be exempted.
2. Students with any suspensions or serious disciplinary infractions during the semester are not eligible for exemptions.

Teacher Discretion:

Teachers reserve the right to require a student to take the final exam, even if the student meets the exemption criteria, if they believe it is in the best interest of the student's academic progress.

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 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.

The suspended student shall have the right to appeal the decision.

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.

*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

To be considered as VALEDICTORIAN OF CLASS the following requirements must be met:

Class of 2026, 2027, and 2028

Eligibility Criteria:

1. Grade Point Average (GPA)
    a. Candidates must have achieved a 4.0 unweighted GPA throughout their high school career
    b. GPA will be calculated based on all courses taken for high school credit.
2. Mathematics and Science Requirement
    a. Candidates must have successfully completed a minimum of 4 courses for each during their high school career
3. Advanced Coursework
    a. Candidates must have successfully completed at least 2 courses that are either:
        i. Advanced Placement (AP) courses, or
        ii. Dual Credit courses (college-level courses taken for both high school and college credit)
4. College Entrance Exam
    a. Candidates must score a 27 or higher on the ACT or SAT equivalent

All students meeting the above-mentioned criteria will be honored as Valedictorian and ranked number one. Newcastle High School uses the unweighted GPA to determine Valedictorian status and is the preferred calculation of local colleges and universities.

Beginning with the Class of 2029

1. Eligibility Criteria:
2. Grade Point Average (GPA):
    a. Candidates must have achieved a 4.0 unweighted GPA throughout their high school career.
    b. GPA will be calculated based on all courses taken for high school credit.
3. Mathematics, Science, History, English Requirement:
    a. Candidates must have successfully completed a minimum of 4 courses for each during their high school career.
4. Advanced Coursework:
    a. Candidates must have successfully completed at least 2 courses that are either:
        i. Advanced Placement (AP) courses, or
        ii. Concurrent enrollment courses (college-level courses taken for both high school and college credit)

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

Newcastle Middle School Handbook - 2026-2027

(405) 387 - 3139

611 E Fox Ln.
Newcastle, OK
www.newcastle.k12.ok.us

Home of the Racers

NMS General Information

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.

NPS School Board

Name	Position
Tiffany Elcyzyn	President
Jeff Dingee	Vice President
Valerie Dalton	Clerk
Casey Kreger	Member
Cashlie White	Member

Middle School Office Staff Directory

Name	Position	Email
Wade Hampton	Principal	whampton@newcastle.k12.ok.us
Larry Morman	Asst. Principal	lmorman@newcastle.k12.ok.us
Cathryn Longenbaugh	Principal's Secretary	clongenbaugh@newcastle.k12.ok.us
Maddy Shirley	Registrar	mshirley@newcastle.k12.ok.us

Christy Baldischwiler	Attendance Secretary	cbaldischwiler@newcastle.k12.ok.us
Natalie Heathcoat	Counselor	nheathcoat@newcastle.k12.ok.us
Abigail Bratcher	Counselor	abratcher@newcastle.k12.oks.us
Jessica Howsley	Instructional Coach	jhowsley@newcatle.k12.ok.us

How To Contact Staff / Teachers

We encourage you to reach out to the teacher of your child via email. Staff will return emails within 24 hours during regular school hours. Teachers will not be required to respond to emails outside of school hours. Please note that if you email in the afternoons on the last day of the school week teachers will not have a chance to respond until the next working school day.

We also encourage contact via phone call. 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 on school days. Calls made to teachers at the very end of the instructional week will be returned on the next regularly scheduled school day.

Should you need to contact a building principal please leave a message with the front office secretary. The secretary will deliver your message and the principal will call you when available. Parents are also welcome to email principals.

Principals are available to meet in person by appointment only. Walk-in visitors will be seen after all previous administrative appointments have been attended. Principals will not be available from 7:15 - 7:40am daily or after 3:00pm unless previous arrangements have been made.

Closed Campus

Students must adhere to a closed campus policy. **S**tudents 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, Checking out students over the phone during the lunch times is 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.

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.

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 for 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

Textbook Replacement

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.

NMS Faculty Directory

Name	Position	Email
Kassidy Abel	Science 6th	kabel@newcastle.k12.ok.us
Amanda Baker	Theater Art	abaker@newcastle.k12.ok.us
Carly Baker	Choir	cbaker@newcastle.k12.ok.us
Denise Barry	ELA 7th & 8th	dbarry@newcastle.k12.ok.us
Tabitha Bosch	Math 6th & 7th	tbosch@newcastle.k12.ok.us
Brett Brooks	Athletic Director, Strength & Conditioning/Health	bbrooks@newcastle.k12.ok.us
Jessica Cornelius	Art 6th, 7th & 8th,	jcornelius@newcastle.k12.ok.us
David Craig	Band 6th, 7th & 8th	dcraig@newcastle.k12.ok.us
Caden Elliott	Social Studies 6th & 7th	celliott@newcastle.k12.ok.us
Aubrie Floyd	ELA 7th	afloyd@newcastle.k12.ok.us
LeAnn Gentry	GT	lgentry@newcastle.k12.ok.us
Rebecca Grider	Math 7, Accel Math 6th	rgrider@newcastle.k12.ok.us
Jessie Hearn	ELA 6th	jhearn@newcastle.k12.ok.us

Emily Knowles	Strength & Conditioning, Leadership 7th, Athletics	eknowles@newcastle.k12.ok.us
Dee Koehn	Science 8th	dkoehn@newcastle.k12.ok.us
Angela Madden	Social Studies 6th	amadden@newcastle.k12.ok.us
Amber Mahaffey	Math 8th, Pre Alg, Alg 1	amahaffey@newcastle.k12.ok.us
Kelley McGehee	Math 6th	kmcgehee@newcastle.k12.ok.us
Eric Mowdy	Social Studies 8th	emowdy@newcastle.k12.ok.us
Stephanie Praxl	ELA 8th	spraxl@newcastle.k12.ok.us
Chance Scott	Yearbook, Fund of Tech	cscott@newcastle.k12.ok.us
Wes Southwell	Science 7th, Leadership 8th, Social Studies 7th	wsouthwell@newcastle.k12.ok.us
Glen Stallings	Science 7th, Athletics	gstallings@newcastle.k12.ok.us
Rachel Sweet	ELA 6th & 7th	rsweet@newcastle.k12.ok.us
Bryanna Tucker	Math 6th, 7th & 8th, Life & Leisure	btucker@newcastle.k12.ok.us
Tyler Warcup	Robotics, Tech 6th	twarcup@newcastle.k12.ok.us
Judd Wilson	PE 6th, Strength & Conditioning, Athletics	jwilson@newcastle.k12.ok.us
Michael Wilson	Social Studies 7th, Athletics	michael.wilson@newcastle.k12.ok.us
Macie Woody	Math 7th & 8th	mwoody@newcastle.k12.ok.us

Health and Safety Resources.

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

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.

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.

Self Administration of Medication

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.

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.

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.

Student Attendance

Residency Procedures - Choice of School - Board Policy FNCGA

It is the policy of the Newcastle Board of Education that the residence of any child for school purposes shall be the legal residence of the parents, guardian, or person having legal custody within the district as defined in 70 O.S. §1-113 (C). Provided that such parent, legal guardian, person, or institution having legal custody contributes in a major degree to the support of such child. Provided, further, that any child residing in the district who is entirely self-supporting shall be considered a resident of the school district if the child works and attends school in the school district. Questions concerning legal residence of children shall be determined pursuant to procedures utilized by the State Department of Education in accordance with 70 O.S. §1-113.

An adult who does not fall within the categories listed above, who holds legal residence in the district, and who has assumed permanent care and custody of the child may file an affidavit with the school district attesting that custody has been assumed. The affidavit must include the reasons for assuming custody. The residency officer shall consider the facts of each case and shall approve residency only if it is demonstrated that the custody arrangement is permanent and the adult contributes in a major degree to the support of the child.

The superintendent or designee may require the submission of evidence of residency in order to determine whether the student is eligible to attend the public schools or programs without payment of nonresident tuition. Such evidence may include, but is not necessarily limited to, the following:

1. Proof of payment of local personal income tax or ad valorem taxes;

2. Title to residential property in the district, or a valid unexpired lease agreement, or receipts for payment of rent on a district residence in which the applicant actually resides;

3. Proof of provisions of utilities;

4. A valid, unexpired motor vehicle operator's permit or motor vehicle registration;

5. Maintenance of voter registration;

6. Notarized affidavit verifying residency and that the affiant has assumed the permanent care and custody of the student. (The filing of a false affidavit shall be subject to punishment in accordance with 70 O.S. §1- 113(A)(1).)

Homeless Students
In accordance with the Federal McKinney Homeless Assistance Act, homeless children shall have access to the same free and appropriate public education as provided to other children. The board shall make reasonable efforts to identify homeless children within the district, encourage their enrollment, and eliminate existing barriers to their education that may exist in district policies or practices. No child or youth shall be discriminated against in this school district because of homelessness.

Children are deemed to be homeless under the following conditions:
1. A child who is lacking a fixed regular and adequate nighttime residence and who has a primary nighttime residence that is a publicly or privately operated shelter designed to provide temporary living accommodations, a temporary residence prior to institutionalization, or a place not designed or ordinarily used as a regular sleeping accommodation for human beings.

2. A child who is placed in a transitional or emergency shelter before placement in a foster home or home for neglected children.

3. A child who is temporarily living in a trailer park or camping area due to lack of adequate living accommodations.

4. A child who is living in doubled-up accommodations due to loss of housing or other similar situation.

5. A migratory child who is staying in accommodations not fit for habitation.

6. A child who has run away from home and lives in a runaway shelter, abandoned building, the street, or other inadequate accommodations.

7. A child who is placed in a state institution because s/he has no other place to live.

8. A child who has been abandoned by his/her family and who is staying in a hospital.

9. A child whose parents or guardian will not permit him/her to live at home and who lives on the street, in a shelter, or in other transitional or inadequate accommodation.

10.School-age unwed mothers or expectant mothers who are living in homes for unwed mothers because they have no other available living accommodations.

The district administration shall attempt to remove existing barriers to school attendance by children in foster care and homeless children:

1. Enrollment requirements that may constitute a barrier to the education of a child in foster care or the homeless child or youth shall be waived. If the district is unable to determine the student's grade level due to missing or incomplete records, the district shall administer tests or utilize other reasonable means to determine the appropriate grade level for the child.

2. Fees and charges that may present a barrier to the enrollment or transfer of a child in foster care or a homeless child or youth shall be waived.

3. Customary transportation policies and regulations shall be waived.

4. Official school records policies and regulations shall be waived.

5. The district shall make a reasonable effort to locate immunization records from information available or shall arrange for students to receive immunizations through health agencies and at district expense if no other recourse is available. Immunizations may, however, be waived for homeless youth only in accordance with provisions of board policy on immunizations. (See policy FFAB.)

6. Other barriers to school attendance by a child in foster care or a homeless youth shall be waived.

7. Information about a homeless child’s or youth’s living situation shall be treated as a student education record and shall not be deemed to be directory information under state or federal law.

The district will provide to each homeless child such school services that are comparable to services offered to other students in the district and that are determined to be in the child's best interest. Such services will include:

1. Public preschool programs;

2. Special education, Title I, and limited English proficiency programs for which they are eligible;

3. Vocational education programs;

4. Gifted and talented programs;

5. Before and after school programs;

6. School meal programs; and

7. Transportation services. Superintendent shall serve as the district residency officer. Correspondence may be directed to the Superintendent of Newcastle Public Schools at 101 N. Main, Newcastle, OK 73065

If the parent disagrees with the findings of the residency officer, the parent will notify the residency officer within three school days of the receipt of the decision. The residency officer will submit his/her findings and all documents reviewed to the board of education.

The board of education will review the decision and the documents submitted by both the residency officer and the student and render a decision at the next board meeting. The board's decision may be appealed only pursuant to procedures utilized by the State Department of Education.

The Superintendent will designate a Point of Contact (POC) to coordinate activities relating to the District's provision of services to children placed in foster care, including transportation services.

The District will collaborate with Child Welfare Agencies when transportation is required for children placed in foster care to attend the school of origin outside their usual attendance area or the district when in the best interest of the student. Under the supervision of the Superintendent/designee, the District POC will invite appropriate District officials, Child Welfare Agencies, and officials from other districts or agencies to consider how such transportation is to be promptly arranged and funded in a cost effective manner.

DEFINITIONS

"Foster Care" means 24-hour care and supportive services provided to children placed away from their parents, guardians, or person exercising custodial control or supervision and for whom the foster parent has placement care and responsibility.

"School of origin" means the school in which a child is enrolled at the time of placement in foster care.

"Best Interest" means a case -by-case determination of the appropriateness of the current educational setting and the proximity of placement as required by ESEA section 1111(g)(1)(E)(i). Factors be utilized in this determination include, but are certainly not limited to, the following:

STUDENT RESIDENCY (Cont.)

1. Safety considerations;

2. Proximity of the resource family home to the child's present school;

3. Age and grade level of the child as it relates to the other best interests factors;

4. Needs of the child, including social adjustment and well-being;

5. Child's performance, continuity of education and engagement in the school the child presently attends;

6. Child's special education programming if the child is classified;

7. Point of time in the school year;

8. Child's permanency goal and likelihood of reunification;

9. Anticipated duration of the placement;

10.Preferences of the child;

11.Preferences of the child's parent(s) or education decision maker(s)

12.The child's attachment to the school, including meaningful relationships with staff and peers;

13.Placement of the child's sibling(s);

14.Influence of the school climate on the child, including safety;

15.Availability and quality of the services in the school to meet the child's educational and socio-emotional needs;

16.History of school transfers and how they have impacted the child;

17.How the length of the commute would impact the child, based on the child's developmental stage;

18.Whether the child is a student with a disability under the IDEA who is receiving special education and related services or a student with a disability under Section 504 who is receiving special education or related aids and services and, if so, the availability of those required services in a school other than the school of origin; and

19.Whether the child is an EL and is receiving language services, and, if so, the availability of those required services in a school other than the school of origin, consistent with Title VI and the EEOA.

REFERENCE: 70 O.S. §1-113, §1-114 70 O.S. §18-111 42 U.S.C. § 11432 A POLICY ON THIS TOPIC IS REQUIRED BY LAW

Attendance Regulations / Codes

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 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 ~~s~~hould ask for a note to his/her next teacher so he/she will not be counted tardy.

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 or a designated administrative intern.

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.

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).**

Assignments 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 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.

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, Checking out students over the phone during the lunch times is prohibited.

Student Organizations, Extracurricular Activities, and Academic Organizations

Extracurricular Activities - Policy Required by Law:

B. Each board of education shall adopt policies and procedures to annually notify parents or guardians of students about clubs and organizations sponsored by or under the direction and control of the school. The annual notification about clubs and organizations shall be by means of the student handbook and by posting on the Internet website for the school district or if the school district does not have an Internet website by another appropriate method. The annual notification shall include, but is not limited to, the following information about each club or organization:

1. Name;
2. Mission or purpose; and
3. Name of the faculty advisor, if known.

Name of Club/Group	Mission	Name of Faculty Sponsor
NPS Volleyball	Culture, character, & accountability.	Aubrie Floyd
NMS Golf	Promote honesty, respect, and responsibility, Teach students the fundamentals of golf	Glenn Stallings
NMS Wrestling	Promote teamwork, discipline, and sportsmanship while striving for excellence in competition and personal growth.	Tyrone Lewis
NMS Cheerleading	To promote and uphold school spirit, to develop good sportsmanship among students, build leaders and positive role models within the school.	Kassidy Abel
NMS Track and Field	To focus on foundational skills as well as develop personal growth and building character, teamwork, and self confidence.	Brooke Heskew
NMS football	Provide a safe, energetic environment. Teaching fundamentals and developing future players for the high school teams.	Judd Wilson
NMS powerlifting girls	Developing work ethic, self confidence, and body awareness through lifting with proper technique and consistency.	Judd WIlson
NMS powerlifting BOYS	Empowering young athletes to maximize strength, and building a well rounded work ethic.With the understanding that Individual effort will equal team success in all sports and activities.	Judd Wilson
Gifted and Talented	Promote academic	LeAnn Gentry

	excellence through enrichment	
MS baseball	Develop fundamentals, and provide guidance to young athletes in how to prepare for competition, as well as conduct themselves as student/athletes	Judd Wilson
MS Girls Basketball	Developing fundamental skills in basketball to prepare them for the next level. Teaching young ladies the value of work ethic, responsibility, accountability, teamwork, and competition.	Leshia Brummell
NMS Fast Pitch Softball	Developing fundamental skills for softball, to prepare them for the next level. Instilling young ladies with the value of work ethic, responsibility, accountability, teamwork, and competition.	Chance Scott & Mike Wilson
NMS Business Professionals of America (BPA)	To develop and empower student leaders to discover their passion and change the world by creating unmatched opportunities in learning, professional growth, and service.	Chance Scott
NMS Boys Basketball	Developing fundamental basketball skills and game understanding, while building a strong foundation for future success. Instilling young athletes with the values of work ethic, responsibility, accountability, teamwork, and sportsmanship.	Ethan Conner
NMS Theater	Our mission is to reach and inspire students through theater and arts education, nurturing confidence and creativity, while also building	Quinn Baker

	a community of responsible young adults empowered with necessary soft skills for their future endeavors.	
NMS CROSS COUNTRY	We are committed to creating a culture of unity and acceptance where every athlete is valued. We pursue excellence not only in competition, but in character, integrity, and service to others. With perseverance and purpose, we run the race marked out for us.	Jerald Lewis & Colton Evans
NMS SOCCER	Our mission is to be a group that believes in teamwork, sportsmanship, and overall growth. We are committed to utilize our personal skills, support one another, and compete with integrity on and off the field.	Tobias Phifer
NMS CHOIR	Our mission is to cultivate confident, expressive young musicians by fostering excellence in vocal performance, nurturing creativity, and building an inclusive community where every voice is valued. We strive to inspire our school and enrich our wider community. Through dedication, teamwork, and a commitment to high artistic standards, we prepare students to grow as musicians, collaborators, and lifelong learners.	Carly Baker
NMS Unified Club	Promoting inclusion through shared activities and meaningful social interaction, while developing communication, social, and life skills. Instilling students with the values of	Ethan Conner

	acceptance, empathy, respect, teamwork, and a sense of belonging.	
NMS Band	The goal of the Newcastle Middle School Band is to develop students of character through the pursuit of musical excellence, responsible citizenship, and academic success. We are committed to creating an environment where every student grows as a musician, leader, learner, and member of the Newcastle community.	David Craig and Corey Hubbard

Academics and Eligibility

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.

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 of ice, on our district web-site at www.newcastle.k12.ok.us., and by contacting the school registrar.***

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.

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).

District Grading Policy

Newcastle Public Schools Grading Policy (Grades 4–12)

Helping Every Student Learn, Grow, and Succeed, One Step at a Time

Philosophy

The most key portions of this policy and suggested practices are that the grade reflects knowledge and mastery, even if it is eventual mastery. In the end, the grade should represent what a student knows, not how responsible or compliant they are. At Newcastle Public Schools, we believe grades should reflect what students know, not how fast they get it or how perfectly they perform the first time. Learning is a process, and it looks different for every student.

This policy is grounded in the work of educator Rick Wormeli, who reminds us that fairness in grading means giving students time, support, and multiple chances to succeed.

We are committed to building a grading system that encourages persistence, supports mastery, and gives families a clear and consistent picture of progress.

Key Components of the Grading Policy

1. Redos and Reassessments

- Students are allowed to redo any major assignment, quiz, or test for full credit through the eighth week of the quarter.

- Teachers will communicate clearly when redos are not available—for example, repeated missing work without effort or intentional misuse of the policy.
- School sites will determine parameters for expectations students should meet in order to redo an assignment.

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2. 50% Minimum Grade (The Grading Floor)

- The lowest score recorded for any assignment will be 50%, when a viable attempt has been made.

- This does not mean the work is optional; students are still expected to complete all assignments.

- The purpose is to prevent one low or missing grade from having an outsized impact that discourages students from trying again.

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3. Balanced Grading Categories

To give students a fair chance to show their learning in different ways, **no single category** (such as tests or homework) may count for **more than 40%** of the overall grade.

Each department will meet at the beginning of the year to set consistent **category weights** and **expectations** across all courses.

Summative is defined as:

Summative refers to student assessment that occurs at the **end of a learning period**. The primary purpose is to determine what a student has learned over the entirety of a unit. It should connect to **benchmarks**, **state standards**, and should "**sum up**" a student's knowledge of content that has been covered.

Examples include (but are not limited to):

- Projects
- Tests/Final exams
- Mid-term exams
- Portfolios
- Research papers
- Presentations

Quizzes can also be summative in certain circumstances—particularly when the assessment covers a **larger portion of content** that will also be connected to an eventual exam. *For example:* A teacher might cover multiple chapters in a unit, give quizzes at the end of each chapter, and then give an exam that connects them all. In this case, the quizzes would be considered summative.

Formative is defined as:

Formative refers to student learning that is **ongoing**. This occurs regularly and provides a **snapshot** of how learning is progressing in order to drive instruction.

Formative assessments should:

- Be low-stakes in nature
- Given and returned with timely, meaningful feedback
- Focus on **process and progress**

In this sense, a quiz used to guide instruction and provide feedback for improvement would be **formative**. It is designed to highlight where the student needs support and where instruction may need to shift. These assessments are typically **brief in nature**.

Example Breakdown:

- **Tests/Projects (Summative):** 30–40%
- **Quizzes (Can be Summative or Formative):** 20–30%
- **Homework/Practice Work (Formative):** 20–30%
- **Other (Formative):** 10–20%

This balance ensures that **grades represent a complete picture** of what students have learned—not just how they perform on one type of task.

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4. Consistent and Transparent Grade Reporting

- Teachers will enter at least two grades per week into the gradebook to help students and families monitor progress regularly.

Department Collaboration

Each academic department will:

- Meet at least once per semester to review grading practices and alignment.
- Analyze student performance data to ensure practices are effective, equitable, and supportive.

Final Thoughts

We know every student learns in their own way and on their own timeline. This policy is about making space for that learning. This also sends a clear message that effort, persistence, and growth matter.

Student Conduct

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.**~~

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.

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).
H. Students must cover the torso from the neck to the waistline.

Unacceptable Clothing and Accessories:

~~A. Low cut shirts or blouses; shirts which expose the midriff, partial or full back; and pants, skirts or other clothing which expose the midriff.~~
B. Any clothing that reveals undergarments.
C. Slacks, pants or shorts worn below the hip.
D. Caps, hats, hoods or other head covering in the building.
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. Blankets
H. Cleated shoes.
I. Sunglasses.
J. Any item that exposes the students private areas at any time.
K. Footwear with wheels.
L. 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.

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. Trip sponsors are required to obtain parent permission for students to leave campus during the day for the purpose of the trip.

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**.

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~~ could 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.

~~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).

Student Conduct - Board Policy FNC

Students shall adhere to all rules, regulations, and policies formulated by the Administration and the Board. Students shall at all times respect the rights of fellow students and of District personnel and shall not provoke any other individual or inflict physical harm upon another; courtesy and good manners should be the key to a student's conduct at school. The school is a community with rules and regulations. Those who enjoy the rights and privileges provided must also accept the responsibilities that membership demands, including respect for and adherence to school rules. A good attitude towards teachers, staff, and fellow students will make school enjoyable for all. Students shall respect District property and the property of others and may be required to pay for damages intentionally inflicted on District property or the property of others.

Students who engage in conduct or activities which are prohibited by this policy may be subjected to disciplinary action up to and including suspension from school. The disciplinary action taken shall depend upon the nature and severity of the violation and the students past record of violations, if any. While students are (a) in attendance at school or any function authorized or sponsored by the district; (b) in transit to or from school or any function authorized or sponsored by the district; or (c) on any property subject to the control and authority of the District, students are prohibited from engaging in the following conduct or activities:

1. Any conduct, the purpose of which is to obstruct, disrupt, or interfere with teaching, research, service, administrative or disciplinary functions, or any other activity sponsored or approved by the board of education.

2. Physical, emotional, or mental abuse of, or threat of harm to, any person on school owned or controlled property or at any school attended, sponsored, or supervised event or function. This includes antisemitism, which is a certain perception of Jews, which may be expressed as hatred toward Jews.

3. Use or possession of tobacco, tobacco products, vapor products/e-cigarettes, or other smoking paraphernalia;

4. 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;

5. 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.

6. Using, possessing, selling, transferring, distributing, or bartering any drug paraphernalia;

7. Using wireless telecommunication devices during school hours without the permission of the principal;

8. Possessing, using, transferring possession of, or aiding, accompanying, or assisting another student to use any type of weapon, which term includes but is not limited to: guns; rifles; pistols; shotguns; any device which throws, discharges, or fires objects, bullets, or shells; knives; explosive or incendiary devices, including fireworks; hand chains; metal knuckles; or any object that is used as a weapon or dangerous instrument, and any facsimile weapon;

9. 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;

10. Willful disobedience of a request of any school official. Disobeying, showing disrespect for,
defying the authority of, or being insubordinate to a teacher, administrator, or other District
employee, including bus drivers, secretaries, custodians, and cafeteria workers;

11. Leaving school grounds or activities at unauthorized times without permission;

12. Refusing to identify or falsely identifying one's self to District personnel;

13. Entering, without authority, into classrooms or other restricted school premises;

14. Engaging in hazing or conduct which endangers or jeopardizes the safety of other persons;

15. Engaging in bullying which is defined as any pattern of harassment, intimidation, threatening

behavior, physical acts, verbal or electronic communication directed toward a student or group of students or school personnel that results in or is reasonably perceived as being done with the intent to cause negative educational or physical results and is communicated in such a way as to disrupt or interfere with the school's educational mission or the education of any student;

A. Electronic Communication is defined as the communication of any written, verbal, 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.

16. Engaging in threatening or harassing behavior or any harassment based on national origin, color, age, religion, gender, gender expression or identity, sexual orientation, veteran status, or disability, including verbal or written, which is defined as 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;

17. Using profanity, vulgar language or expressions, or obscene gestures;

18. Committing acts of sexual harassment or sexual assaults;

19. Assaulting, battering, inflicting bodily injury on, or fighting with another person;

20. 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 or designee on a case-by-case basis.

21. Creating or attempting to create a classroom disturbance, acting in a disorderly manner, disturbing the peace, or inciting, encouraging, prompting, or participating in attempts to interfere with or disrupt the normal educational process, including making bomb threats or the abuse of fire alarms or safety equipment;

22. Showing disrespect, damaging, vandalizing, cutting, defacing, or destroying any real or personal property belonging to the district or any other person;

23. Engaging in extortion, theft, arson, gambling, immoral behavior, forgery, possession of stolen property, and cheating;

24. Violating the District's policies, Administrative Regulations, Student Handbook provisions, rules, practices, or state law, including in appropriate use of technology;

25. Possession/distribution of or engaging in the original or relayed transmission of obscene material or child pornography which includes but is not limited to the uncovered genitals, buttocks, or female breasts of persons under the age of 18, via electronic media in the form of digital images, videos, or other electronic images. This provision applies to those students that originate the transmission as well as those students who distribute or post it in any manner other than to submit it to appropriate school or law enforcement authorities. School officials will provide all such material to appropriate law enforcement authorities;

26. Making a materially false statement in bad faith against another student or faculty member;

Any student conduct or activity which does not a) occur on school property, b) while the student is in transit to or from school or a school function, or c) on any property subject to the control and authority of the District shall be prohibited if such conduct or activity a) is a continuation of activity which began on school property, b) adversely affects or poses a threat to the physical or emotional safety and well-being of other students, employees, or school property, or c) disrupts school operations.

In addition to disciplinary actions, the district, acting through the Superintendent or a principal, may refer matters to local law enforcement for investigation and prosecution and may pursue criminal complaints and/or charges when a student's actions are criminal in nature. There will be no tolerance for students or teachers who make false reports or claims concerning any of the previously listed offenses. The district will provide instruction and guidance to students and employees with respect to prevention and prohibition of improper conduct, including harassment and bullying, during the course of each year. To the extent feasible, District will implement suggestions of the Safe School Committee(s) in providing this instruction.

REFERENCE: 10 O.S. §7005-1.2
10 O.S. §7303-5.3
10 O.S. §7307-1.2
37 O.S. §163.2
70 O.S. §24-101.3, §24-102, §24-103, et seq.

THIS POLICY REQUIRED BY LAW.

Please see school board policy FOD for suspension regulations and appeal processes.

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.

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.

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.

Bullying Policy

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.

<u>Student Reporting</u>

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:

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 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.

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 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.

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

Drugs and Alcohol

~~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.~~

Internet Access and Acceptable Use

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.

Wireless Communication School Board Policy FNG

PERSONAL ELECTRONIC DEVICES It is the policy of the Board of Education that a student may possess a personal electronic 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 upon consent of both the student's parent or guardian, and the superintendent or the superintendent's designee. Students may be issued a device by the school district such as a laptop, tablet or other electronic device. School-issued devices or school-approved devices are exempt from the requirements of this policy and shall be utilized only for educational purposes by students. Students are prohibited from utilizing cell phones and personal electronic devices while on the campus of a public

school district from bell to bell. Exceptions may be made as follows: 1. Emergency use of cell phones or personal electronic devices by students during the school day. Emergency use includes situations where immediate communication is needed for safety or urgent personal matters. This includes, but is not limited to:
a. Medical Emergencies – Calling 911 or a parent if a student or someone nearby is having a severe health crisis (e.g., asthma attack, allergic reaction, seizure).; or b. Natural Disasters or Lockdowns – Communicating with law enforcement or family during events like tornados, fires, lockdowns, or other emergencies affecting the school; or 2. Use of cell phones or personal electronic devices by students who use them to monitor health issues. This includes, but is not limited to, glucose monitoring which may occur multiple times during the school day; or 3. Students with special needs may use cell phones or personal electronic devices during class time or during the school day if their IEP, Medical Plan, or 504 Plan explicitly requires it as assistive technology for medically or educationally necessary purposes. To qualify for this exception, the use must be listed as a documented accommodation necessary for instruction or communication within the student's IEP, Medical Plan, or 504 Plan. “Bell to bell” means the time between the first bell ringing at the start of the school day to begin instructional time until the dismissal bell at the end of the school day to end instructional time. “Personal electronic device” means a personal device capable of connecting to a smart phone, the Internet, or a cellular or Wi-Fi network, or directly connecting to another similar device. Personal electronic devices include, but are not limited to, smart watches, smart headphones, laptops, tablets, and smart glasses. Personal electronic devices shall not include school-issued or school approved devices that are specifically limited for use in classroom instruction. Students found to be using any personal electronic device for any illegal purpose, violation of privacy, or 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 may be confiscated by the administration of the school district. Any personal wireless communication device that is confiscated will be returned to the student at the end of the school day. Students violating this rule may be disallowed from carrying any wireless telecommunication device following the incident unless the device is utilized to monitor a health condition.

Students found to be in possession of or using a personal electronic device in violation of the rules shall be subject to disciplinary action under the student discipline policy. Punishment for violation will be determined by the administration on a case-by-case basis.

REFERENCE: 70 O.S. §1-126 70 O.S. §24-101.1, et seq. 70 O.S. §24-102
THIS POLICY REQUIRED BY LAW.

Telephone Usage

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.

Search of Students - School Board Policy FNF

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

Detention and ISI

Classroom Behavior Tracking and Consequence System (Minga)

Our school uses Minga to track student behavior, automate consequences, and maintain transparent communication with families. The process for managing recurring classroom disruptions is outlined below:

Behavior Escalation Steps

- **First Offense (Verbal Warning):** The classroom teacher will address the behavior directly with the student by giving a verbal warning.
- **Second Offense (Behavior Notice):** If disruptive behavior continues in that class, the teacher will log a Behavior Notice in Minga. Minga will automatically email the primary parent or guardian listed in our Student Information System. This email serves as a formal warning and includes a brief note from the teacher describing the incident.
- **Third Offense (Detention):** Should the disruptive behavior occur a third time in the same class, the teacher will log a second Behavior Notice. Minga will automatically

assign a detention. Parents will receive two separate emails: one confirming the assigned detention and another detailing the specific behavior that occurred.

- **Continued Offenses**: The result of these offenses will be either detention and/or In-School Intervention. A parent may be contacted by a school official to set up a meeting to discuss the recurring behaviors.

Detention Timeline & Escalation to In-School Intervention (ISI)

- **Serving Detention:** Students can serve the assigned detention the day it was assigned or in the following two days.
- **Failure to Serve:** If a student does not serve their detention within the required window, Minga will automatically escalate the consequence to an In-School Intervention (ISI).
- **Parent Notifications for ISI:** When an ISI is assigned, Minga sends notifications to the primary parent or guardian via email and, in some extreme cases, text message.

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.

Detention and/or ISI may be assigned for, but not limited to, the following reasons:

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

~~***Detention***~~

~~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. The restorative form is a reflective piece for the child that will be required to be completed at the beginning of detention in order for the detention to be served.~~

~~**Failure to attend detention at the appointed time may result in ISI.**~~

~~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 parent contact via phone or email.
Third Offense - Phone call home and detention will be assigned

In School Intervention

In School Intervention is assigned by a principal or ,designated administrative intern, or automation through the MINGA system 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.

Student Conduct and Suspension of Students - Policy FNG

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

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.

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.

Transportation

Bus Procedures

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 ********** 12

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.

Bus Riders Expectations and Consequence Rubric

You can find the NPS Bus Riders Expectations and consequences document here: NPS Bus Riders Expectations

Required Notices

Chase Morris Cardiac Arrest Plan

A cardiac emergency requires immediate action. Cardiac emergencies may arise because of a Sudden Cardiac Arrest (SCA) or a heart attack but can have other causes. SCA is the sudden loss of all heart activity due to an irregular heart rhythm. Without immediate treatment, it can lead to death.

Signs of Sudden Cardiac Arrest can include one or more of the following:

• Not moving, unresponsive or unconscious

• Not breathing normally (i.e., may have irregular breathing, gasping or gurgling or may not be breathing at all)

The Cardiac Emergency Response Plan should be as follows:

1. Cardiac Emergency Response Team (CERT)

a. The Cardiac Emergency Response Team should be composed of those individuals who have current CPR/AED certification.

b. All members of the Cardiac Emergency Response Team should receive and maintain nationally recognized training, which includes a certification card with an expiration date of not more than 2 years.

c. As many other staff members as reasonably practicable should receive training.

The members of our organization who are part of the Cardiac Emergency Response Team are listed here:

Cardiac Emergency Response Team

Name / CPR/AED Certification Expiration Date

1. Wade Hampton, Principal	9/30/26
2. Larry Morman, Assistant Principal	9/30/26
3. Brandon Jones, SRO	1/31/27
4. Julie Woods, Nursing Assistant	9/30/26
5. Heidi Furnish, BSN RN	9/30/26
6. Logan White, Paraprofessional	11/30/26
7. Ethan Conner, Teacher	10/16/25
8. Stephanie Young, Teacher	9/30/26
9. Christina Canary, Paraprofessional	9/30/26
10. Callyssa Boomgarden, Paraprofessional	9/30/26

2. Activation of Cardiac Emergency Response Team during an identified cardiac emergency:

a. The members of the Cardiac Emergency Response Team should be notified immediately when a cardiac emergency is suspected. They will be notified by: **RAVE App and GroupMe**
Perimeter Lock down (stay in rooms, continue teaching).

b. The steps for responding to a cardiac emergency are described below.

i. Recognize sudden cardiac arrest

- Unconscious and unresponsive
- Not breathing or not breathing normally

ii. Call 9-1-1

1. Provide organization address
2. Explain patient condition
3. Listen to the dispatcher

4. Answer questions

5. Notify other members of Cardiac Emergency Response Team

iii. Send someone to get the AED

• The closest member of the CERT should get the AED

• Bring AED supplies such as scissors, razor, towel, wipes, and gloves, if available.

iv. If there are enough people, send someone outside to wave down the ambulance.

v. Start CPR

• 100-120 compressions per minute

• Use 2 hands: The heel of one hand and the other hand on top (or one hand for children under 8 years old), pushing to a depth of 2 inches (or 1/3rd the depth of the chest for children under 8 years old)

• Follow the 9-1-1 dispatcher's instructions, if provided

vi. Use the AED as soon as it arrives

1. Turn it on

2. Place the pads as shown in the diagram on the pads

3. Follow the AED audio and visual (if available) instructions *Note: The AED will only deliver shocks if needed; if no shock is needed, no shock will be delivered.*

vii. Transition care to EMS:

• Transition care to EMS upon arrival so that they can provide advanced life support.

viii. Other Action to be taken by Staff:

• Confirm the exact location and the condition of the patient.

• Activate the Cardiac Emergency Response Team and give the exact location if not already done.

• Confirm that the Cardiac Emergency Response Team has responded.

• Confirm that 9-1-1 was called. If not, call 9-1-1 immediately.

• Assign a staff member to direct EMS to the scene.

• Perform “Crowd Control” – directing others away from the scene.

• Designate people to cover the duties of the CPR responders.

• Copy the patient’s emergency information for EMS.

• Notify the patient’s emergency contact (parent/guardian, spouse, etc.).

3. Automated external defibrillators (AEDs) – placement and maintenance

a. Minimum recommended number of AEDs for Newcastle Middle School

Inside office buildings – The number of AEDs should be sufficient to enable employees to retrieve an AED and deliver it to any location within the building within 3 minutes of being notified of a possible cardiac emergency.

i. Number of AEDS located at Newcastle Middle School: 3

b. Newcastle Middle School will regularly check and maintain each AED in accordance with the AED’s user manual. (See AED Maintenance Team table below for person(s) responsible for checking AEDs)

i. AEDs will be checked monthly.

ii. The person checking the AEDs should answer the following questions:

• Is the Active Status Indicator light on your AED flashing green?

• Are the AED pads plugged in and ready for use?

• Does the AED appear to be undamaged and ready for use?

• Is the AED free of chirping and warning notifications?

• Are the AED pads within their usable date?

• Is the AED battery within its usable date?

iii. If the person checking the AEDS answers no to any of these questions, they should call the AED manufacturer or distributor that sold the AED immediately.

iv. The person checking the AED should log the monthly checks into Newcastle Public School’s HeartSmartPro.com AED management program account.

AED Maintenance Team

Name	AED Location
Julie Woods NA	Central Hallway North Wall
Amanda Mars MA	8th Grade Hallway
Heidi Furnish BSN, RN	Gym

c. Additional Resuscitation Equipment: A resuscitation kit should be connected to the AED carry case. The kit should contain latex-free gloves, razor, scissors, towel, antiseptic wipes and a CPR barrier mask.

d. AEDs should **not** be locked in an office or stored in a location that is not easily and quickly accessible at all times.

e. AEDs should be readily accessible for use in responding to a cardiac emergency, during both office hours and after office hours, in accordance with this Plan. Each AED should have one set of defibrillator electrodes connected to the device. All AEDs should have clear AED signage so as to be easily identified.

4. Communication of this Plan

a. The Cardiac Emergency Response Protocol should be distributed to:

i. All employees at the start of each year, with updates distributed as made.

ii. Local emergency medical services

Person Responsible for Distribution: Heidi Furnish BSN, RN

5. Training in Cardiopulmonary Resuscitation (CPR) and AED Use

a. Employee Training:

i. A sufficient number of staff should be trained in cardiopulmonary resuscitation (CPR) and in the use of an AED to enable Newcastle Middle School to carry out this plan. Training should be renewed at least every two years. Newcastle Middle School should designate the person responsible for coordinating staff training.

CPR/AED Certification Training Coordinator: Heidi Furnish BSN, RN

ii. Training should be provided by an instructor currently certified by a nationally recognized organization to conform to current guidelines for teaching First Aid, CPR and/or Emergency Cardiac Care (ECC).

iii. Training may be traditional classroom, on-line or blended instruction but should include cognitive learning and hands-on practice.

6. Conduct Practice Drills

The site should perform at least one successful drill each year with the participation of staff, safety officials and other targeted responders. When possible, invite local EMS to the drills. They can provide meaningful feedback and information about realistic situations.

7. Annual review and evaluation of the Plan

Newcastle Middle School should conduct an annual internal review of the company's plan. The annual review should focus on ways to improve the company's response process, to include:

A post-event *review* following an event. This includes review of existing company based documentation for any identified cardiac emergency that occurred on company grounds. Newcastle Middle School should designate the person who will be responsible for establishing the documentation process. Post-event documentation and action should include the following:

a. A contact list of individuals to be notified in case of a cardiac emergency.

b. Determine the procedures for the release of information regarding the cardiac emergency.

c. Date, time and location of the cardiac emergency and the steps taken to respond to the cardiac emergency.

d. The identification of the person(s) who responded to the emergency

e. The outcome of the cardiac emergency. This should include but not be limited to a summary of the presumed medical condition of the person who experienced the cardiac emergency to the extent that the information is publicly available. Personal identifiers should not be collected unless the information is publicly available.

f. An evaluation of whether the plan was sufficient to enable an appropriate response to the specific cardiac emergency. The review should include recommendations for improvements in the plan and in its implementation if the plan was not optimally suited for the specific incident. The post-event review may include discussions with medical personnel to help in the debriefing process and to address any concerns regarding on-site medical management and coordination.

g. An evaluation of the debriefing process for responders and post-event support.

h. A determination, at least annually, as to whether or not additions, changes or modifications to the plan are needed. Reasons for a change in the plan may result from a change in established guidelines, an internal review following an actual cardiac emergency, or from changes in facilities, equipment, processes, technology, or personnel.

Building Location Information

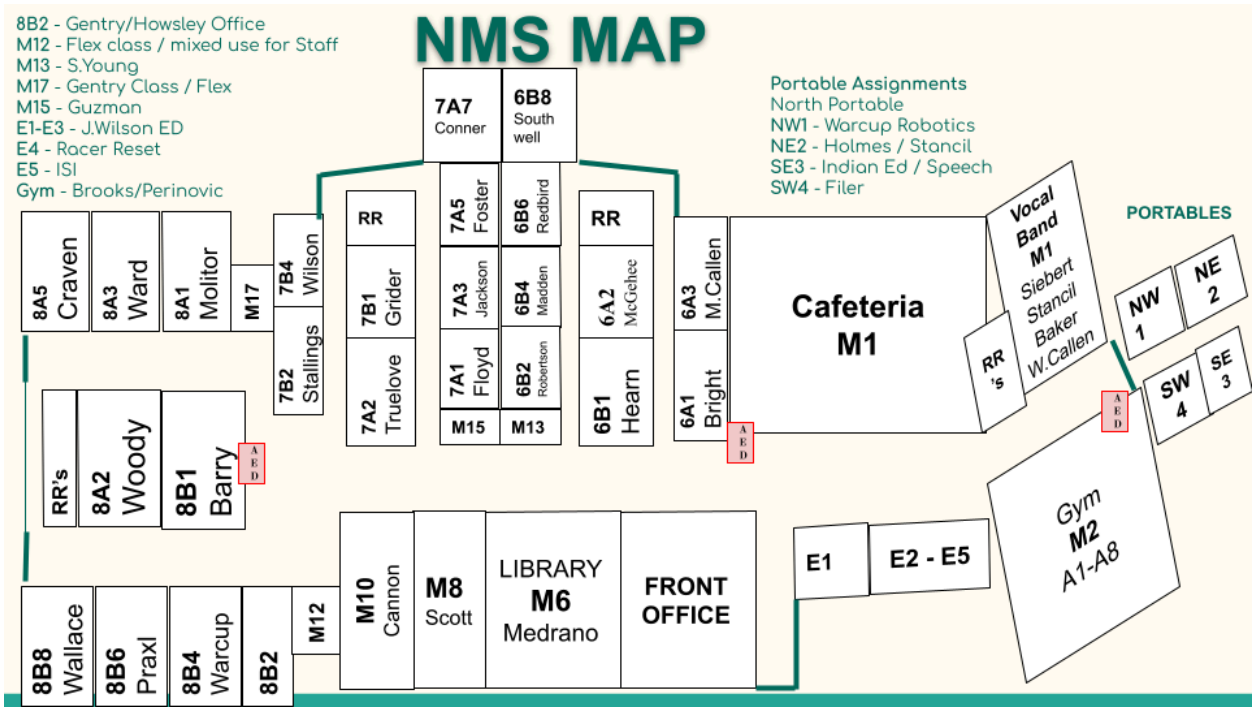
Organization Name: Newcastle Middle School

Organization Address: 611 East Fox Lane, Newcastle OK 73065

AED Location: Central Hallway North Wall

8th Grade Hallway

Gym



FERPA Rights Notification

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

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.

Notice of Nondiscrimination

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.

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.

Notification of Rights Under PPRA

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

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.

Visitation

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.

HB 1175 - Critical Race Theory

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 surveys or 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, and instructional materials used by students and funded by the United StatesDepartment 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 affiliations
• 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)

Parents 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.

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: Ashley Riley
Physical Address: LES 410 NW 10th
Phone: LES 405-387-6388
District Website: newcastle.k12.ok.us

Assistant Principals: Jackie Stewart and 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 27, 2026 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

And return to your child's teacher.

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
Jeff Dingee	Vice-President	jeff.dingee@newcastle.k12.ok.us
Valory Dalton	Deputy Clerk	valory.dalton@newcastle.k12.ok.us
Casey Kreger	Member	casey.kreger@newcastle.k12.ok.us
Cashlie White	Member	cashlie.white@newcatle.k12.ok.us

Superintendent	Dr. Cathy Walker
Assistant Superintendent	Kristi Ferguson
Executive Director of Academics	Jonathan Atchley
High School Principal	Adam Hull
High School Assistant Principal	Dr. Genevieve Craig
Middle School Principal	Wade Hampton
Middle School Assistant Principal	Larry Morman
Elementary Principal	Ashley Riley
Elementary Assistant Principal	Jackie Stewart
Elementary Assistant Principal	Chelsea Queen
ECC Principal	Amanda Townley
ECC Assistant Principal	Cindy Trent
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 appropriate hall in the upper building and sit with class until faculty pick them up to start class

- 8:45 – TARDY BELL
- 4:00 - 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

Places to deliver meals: Times to be delivered will be communicated by the classroom teacher

- **2nd/3rd Grade** - Lower Elementary Office
- **4th/5th Grade -**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.

Chase Morris- Cardiac Arrest Emergency Action Plan
Cardiac Arrest Emergency Action Plan

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 are prohibited from utilizing cell phones and personal electronic devices while on the campus of a public school district from bell to bell. 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. 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 Cell Phone Policy

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.

CITATION/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 possessions/use, alcohol, drugs, profanity, assault, fighting, harassment and creating a disturbance among other rule(s) violations.

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.

Changes made to the ECC Handbook

Updated names of PTO, School board members, registrar, admin and nurse assistant
Updated start and stop times
Updated dismissal locations and procedures
Updated discipline and Suspension policy– referenced to district FO and FNC
Updated Personal technology device policy– Cell phone policy to align with district policy
Updated the Lice policy to align with updated district policy
Updated Cardiac Plan names and committee

Newcastle Early Childhood Student Handbook 2026-2027

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 EARLY CHILDHOOD CENTER
Principal - Amanda Townley
Assistant Principal - Cindy Trent
Address: 251 NE 2nd
Newcastle, OK 73065
Phone: (405)387-6200
Website - newcastle.k12.ok.us

NEWCASTLE EARLY CHILDHOOD CENTER STUDENT HANDBOOK
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 27th, 2026,** 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 27th.

WELCOME

We would like to extend a warm welcome to all students and families of the Newcastle Early Childhood Center, ECC. 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 - Tiffany Elcyzyn Vice President - Jeff Dingee Clerk -Valory Dalton Member- Casey Kreger Member - Cashlie White	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 - Ashley Riley Elementary Assistant Principal - Chelsea Queen Elementary Assistant Principal - Jackie Stewart Early Childhood Center Principal - AmandaTownley Early Childhood Center Assistant Principal - Cindy Trent 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 state issued ID using the Raptor Kiosk. 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. Pick-up time starts at 3:50 p.m. If you need an earlier drop-off time or later pick-up time, please contact Kid Zone Program 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.

3:50 pm – DISMISSAL

Drop-Off and Pick-Up Locations and specific directions for exiting/entering vehicle

Pre-K and 1st grade - **EAST** side with passenger door facing the school and curb. **Students may only be let out curbside with an adult**.

Kindergarten- **WEST** side loop with the driver's side door facing the school and curb. **Students may only be let out curbside with an adult**. 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 drop-off and pick-up. 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 8:25 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 bus lane. 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 legal Parent/Guardian (stated in Infinite Campus) 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 3:25. 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. Students will not be released to adults that walk up to the pick up lanes. All walk ups must go to the office and present a photo ID. 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 4:00pm 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 4:00pm, therefore, if you cannot pick-up your child by 4:00pm, 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 to the classroom teacher or send a Parent Square message by 1:00pm. 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 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 1:00pm. 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.

Direct all enrollment questions to Alisha DeBose.

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. They will have one day for each day missed to make up their work.

Any student who is absent more than 4 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" as well as a letter requesting an Attendance Review Meeting. **Students receiving an IA are subject to retention**. A student must be in attendance at least ninety (90%) percent (no more than 8 absences per semester) 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 however the absence will be classified as verified. 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 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 school 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.** Parents will not be allowed to attend the birthday celebrations in the classroom.
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. The teacher may communicate 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 or limited 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, 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). The Strong Readers Act 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 for Kindergarten and 1st Grade students. PreKindergarten students will receive report cards at the end of each semester. Specials' grades will be given for all students each semester.

Parent Portal: If you have any questions about the parent portal, email Alisha Debose. 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 consumable 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 8:40. 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.

Students are able to bring a packed lunch from home. Students will not have access to a microwave. Students are not allowed to share food with another student in the cafeteria.
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.

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.

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. Paper applications are available in the school office. If a new application is not submitted, students will be charged the normal price of breakfast and lunch. Information for the lunch application can be found here– https://www.newcastle.k12.ok.us/ChildNutrition.aspx. 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.

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
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. For questions regarding transportation please email bus@newcastle.k12.ok.us.

TEMPERATURE
If the wind chill is below 32 degrees, or if the heat index is over 99 degrees, recess will be indoors. Newcastle Public Schools use the Perry Weather app to determine if the temperature is safe and if lightning is close by so we can monitor the local weather and keep all of our students safe. 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 should include students having 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.

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.

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.
6. Head Lice. (Board Policy FFAA)

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.

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.

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 and local law enforcement. 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) EHBDBA.

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.

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. Refer to Board of Education Policy FNC.

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. Refer to Board of Education Policy FO.

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 (1) to ten (10) days suspension plus an evidentiary hearing, which could lead to suspension for up to one year.

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

1. *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 thatadversely 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 (https://www.newcastle.k12.ok.us/STOPit.aspx), or telling a teacher, staff member or administrator at the school site.

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: Newcastleec6200. To make a StopIT report click on the following link.
https://appweb.stopitsolutions.com/login/newcastleec6200

Please contact our school counselor, Shannon Ruger if you need additional resources and information about bullying.

For additional information, please refer to the district's policy Prohibiting Bullying, FNCD.

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 her/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.

PERSONAL TECHNOLOGY DEVICES/ BELL TO BELL NO CELLPHONE

Students are prohibited from utilizing cell phones and personal electronic devices while on the campus of a public school district from bell to bell. Exceptions may be made as follows:

1. Emergency use of cell phones or personal electronic devices by students during the school day. Emergency use includes situations where immediate communication is needed for safety or urgent personal matters.This includes, but is not limited to:
    a. Medical Emergencies – Calling 911 or a parent if a student or someone nearby is having a severe health crisis (e.g., asthma attack, allergic reaction, seizure).; or
    b. b. Natural Disasters or Lockdowns – Communicating with law enforcement or family during events like tornados, fires, lockdowns, or other emergencies affecting the school; or
2. Use of cell phones or personal electronic devices by students who use them to monitor health issues. This includes, but is not limited to, glucose monitoring which may occur multiple times during the school day; or
3. Students with special needs may use cell phones or personal electronic devices during class time or during the school day if their IEP, Medical Plan, or 504 Plan explicitly requires it as assistive technology for medically or educationally necessary purposes. To qualify for this exception, the use must be listed as a documented accommodation necessary for instruction or communication within the student's IEP, Medical Plan, or 504 Plan.

"Bell to bell" means the time between the first bell ringing at the start of the school day to begin instructional time until the dismissal bell at the end of the school day to end instructional time.

"Personal electronic device" means a personal device capable of connecting to a smart phone, the Internet, or a cellular or Wi-Fi network, or directly connecting to another similar device. Personal electronic devices include, but are not limited to smart watches, smart headphones, laptops, tablets, and smart glasses. Personal electronic devices shall not include school-issued or school approved devices that are specifically limited for use in classroom Instruction.

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. Behavioral Threat Assessment policy can be found in Board Policy CKAK.

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.

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:

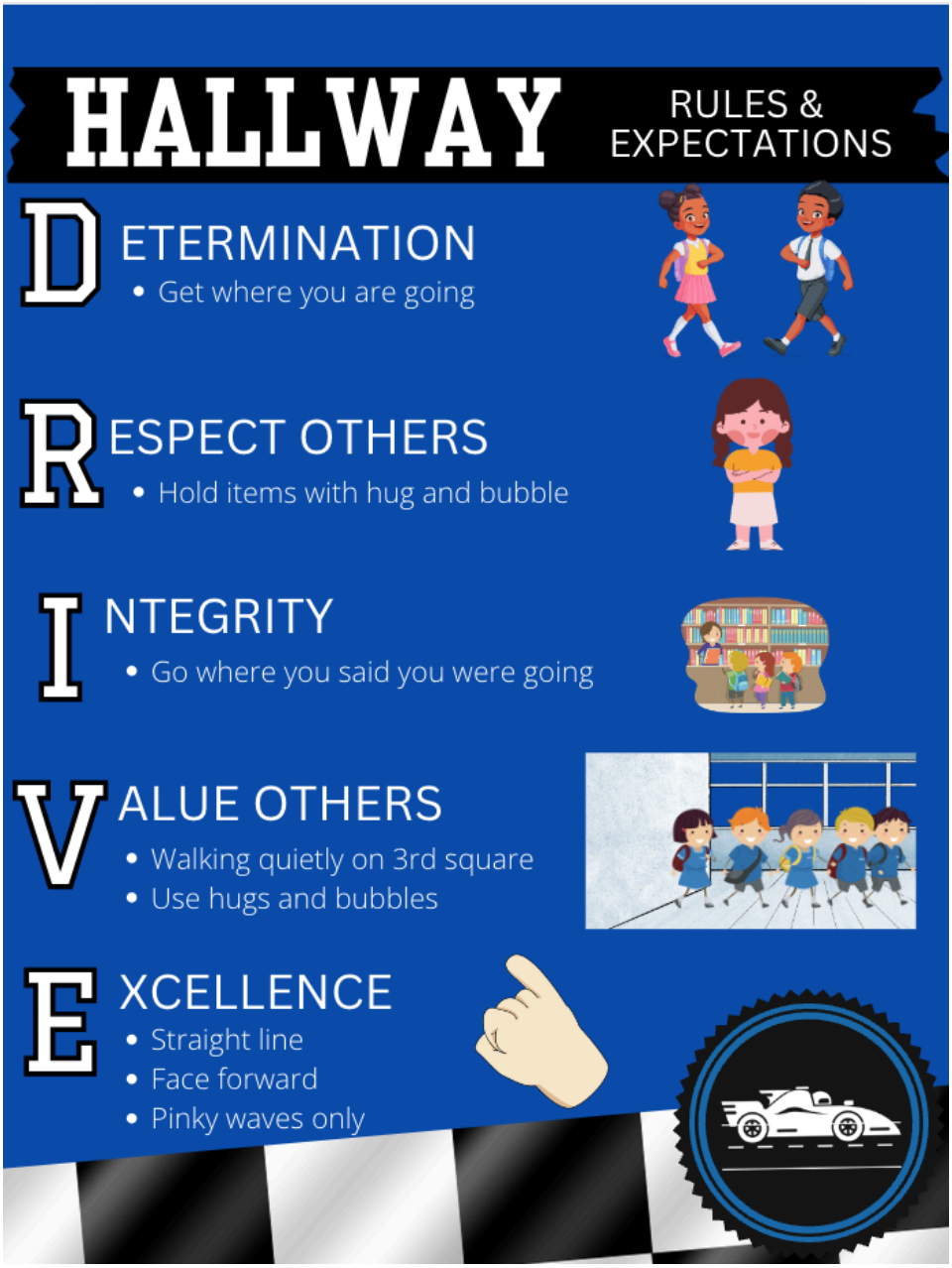
- Collection, disclosure, or use of personal information for marketing, sales, or other distribution
- Administration of any protected information survey not funded in whole or in part by ED
- Any non-emergency, invasive physical examination or screening as described above.

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.

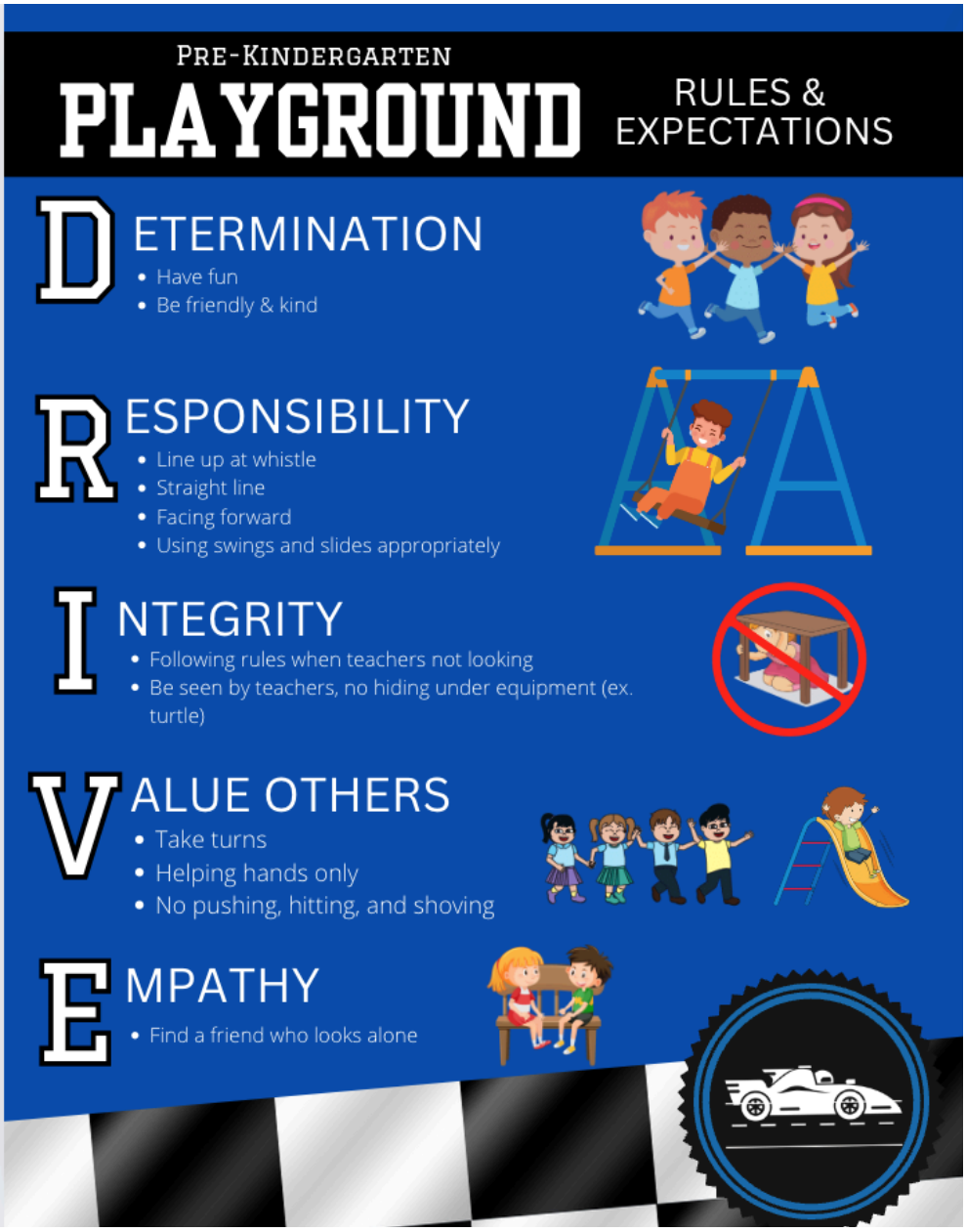


Looks Like	Sounds Like
Walk and keep to the right. Respect personal space. Keep hands and feet to self. Keep eyes looking forward. Work to keep gaps out of the line.	Quiet - Inside voices Ease of Movement “Hug and Bubble”

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 Use kind, school appropriate language Use school supplies correctly Prepared & ready to learn. Help keep the classroom clean & orderly Actively listening Raising hands, heads up & eyes on task	Inside voices Encouraging each other Collaboration type communication

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

Newcastle Public Schools

This Cardiac Arrest Emergency Action Plan is adopted by

Newcastle Early Childhood Center

Effective 1/31/2025

A cardiac emergency requires immediate action. Cardiac emergencies may arise because of a Sudden Cardiac Arrest (SCA) or a heart attack but can have other causes. SCA is the sudden loss of all heart activity due to an irregular heart rhythm. Without immediate treatment, it can lead to death.

Signs of Sudden Cardiac Arrest can include one or more of the following:

• Not moving, unresponsive or unconscious

• Not breathing normally (i.e., may have irregular breathing, gasping or gurgling or may not be breathing at all)

The Cardiac Emergency Response Plan should be as follows:

1. Cardiac Emergency Response Team (CERT)

a. The Cardiac Emergency Response Team should be composed of those individuals who have current CPR/AED certification.

b. All members of the Cardiac Emergency Response Team should receive and maintain nationally recognized training, which includes a certification card with an expiration date of not more than 2 years.

c. As many other staff members as reasonably practicable should receive training.

The members of our organization who are part of the Cardiac Emergency Response Team are listed here:

Cardiac Emergency Response Team

Name / CPR/AED Certification Expiration Date

1. Amanda Townley, Principal	1/31/27
2. Micah McNew, SRO	12/31/26
3. Julie Bond, Paraprofessional *	10/31/25
4. Hayli Snider, Paraprofessional *	9/30/26
5. Ally Ellsworth, Teacher *	3/31/25
6. Marlene Caudle, Teacher Assistant *	3/31/25
7. Christy Brown, Paraprofessional *	4/12/25

* Denotes backup

2. Activation of Cardiac Emergency Response Team during an identified cardiac emergency:

a. The members of the Cardiac Emergency Response Team should be notified immediately when a cardiac emergency is suspected. They will be notified by: **Walkie Talkie Radio with a Perimeter Lock down (stay in rooms, continue teaching)**

b. The steps for responding to a cardiac emergency are described below.

i. Recognize sudden cardiac arrest

- Unconscious and unresponsive
- Not breathing or not breathing normally

ii. Call 9-1-1

1. Provide organization address
2. Explain patient condition
3. Listen to the dispatcher
4. Answer questions
5. Notify other members of Cardiac Emergency Response Team

iii. Send someone to get the AED

- The closest member of the CERT should get the AED
- Bring AED supplies such as scissors, razor, towel, wipes, and gloves, if available.

iv. If there are enough people, send someone outside to wave down the ambulance.

v. Start CPR

- 100-120 compressions per minute
- Use 2 hands: The heel of one hand and the other hand on top (or one hand for children under 8 years old), pushing to a depth of 2 inches (or 1/3rd the depth of the chest for children under 8 years old)
- Follow the 9-1-1 dispatcher's instructions, if provided

vi. Use the AED as soon as it arrives

1. Turn it on
2. Place the pads as shown in the diagram on the pads
3. Follow the AED audio and visual (if available) instructions *Note: The AED will only deliver shocks if needed; if no shock is needed, no shock will be delivered.*

vii. Transition care to EMS:

• Transition care to EMS upon arrival so that they can provide advanced life support.

viii. Other Action to be taken by Staff:

• Confirm the exact location and the condition of the patient.

• Activate the Cardiac Emergency Response Team and give the exact location if not already done.

• Confirm that the Cardiac Emergency Response Team has responded.

• Confirm that 9-1-1 was called. If not, call 9-1-1 immediately.

• Assign a staff member to direct EMS to the scene.

• Perform “Crowd Control” – directing others away from the scene.

• Designate people to cover the duties of the CPR responders.

• Copy the patient’s emergency information for EMS.

• Notify the patient’s emergency contact (parent/guardian, spouse, etc.).

3. Automated external defibrillators (AEDs) – placement and maintenance

a. Minimum recommended number of AEDs for Newcastle Early Childhood Center

Inside office buildings – The number of AEDs should be sufficient to enable employees to retrieve an AED and deliver it to any location within the building within 3 minutes of being notified of a possible cardiac emergency.

i. Number of AEDS located at Newcastle Early Childhood Center: 1

b. Newcastle Early Childhood Center will regularly check and maintain each AED in accordance with the AED’s user manual. (See AED Maintenance Team table below for person(s) responsible for checking AEDs)

i. AEDs will be checked monthly.

ii. The person checking the AEDs should answer the following questions:

• Is the Active Status Indicator light on your AED flashing green?

• Are the AED pads plugged in and ready for use?

• Does the AED appear to be undamaged and ready for use?

• Is the AED free of chirping and warning notifications?

• Are the AED pads within their usable date?

• Is the AED battery within its usable date?

iii. If the person checking the AEDS answers no to any of these questions, they should call the AED manufacturer or distributor that sold the AED immediately.

iv. The person checking the AED should log the monthly checks into Newcastle Public School's HeartSmartPro.com AED management program account.

AED Maintenance Team

Name	**AED Location**
Amy Lester	ECC Cafeteria
District Nurse	

c. Additional Resuscitation Equipment: A resuscitation kit should be connected to the AED carry case. The kit should contain latex-free gloves, razor, scissors, towel, antiseptic wipes and a CPR barrier mask.

d. AEDs should **not** be locked in an office or stored in a location that is not easily and quickly accessible at all times.

e. AEDs should be readily accessible for use in responding to a cardiac emergency, during both office hours and after office hours, in accordance with this Plan. Each AED should have one set of defibrillator electrodes connected to the device. All AEDs should have clear AED signage so as to be easily identified.

4. Communication of this Plan

a. The Cardiac Emergency Response Protocol should be distributed to:

i. All employees at the start of each year, with updates distributed as made.

ii. Local emergency medical services

Person Responsible for Distribution: District Nurse

5. Training in Cardiopulmonary Resuscitation (CPR) and AED Use

a. Employee Training:

i. A sufficient number of staff should be trained in cardiopulmonary resuscitation (CPR) and in the use of an AED to enable Newcastle Early Childhood Center to carry out this plan. Training should be renewed at least every two years. Newcastle Early Childhood Center should designate the person responsible for coordinating staff training.

CPR/AED Certification Training Coordinator: District Nurse

ii. Training should be provided by an instructor currently certified by a nationally recognized organization to conform to current guidelines for teaching First Aid, CPR and/or Emergency Cardiac Care (ECC).

iii. Training may be traditional classroom, on-line or blended instruction but should include cognitive learning and hands-on practice.

6. Conduct Practice Drills

The site should perform at least one successful drill each year with the participation of staff, safety officials and other targeted responders. When possible, invite local EMS to the drills. They can provide meaningful feedback and information about realistic situations.

7. Annual review and evaluation of the Plan

Newcastle Early Childhood Center should conduct an annual internal review of the company's plan. The annual review should focus on ways to improve the company's response process, to include:

A post-event *review* following an event. This includes review of existing company based documentation for any identified cardiac emergency that occurred on company grounds. Newcastle Early Childhood Center should designate the person who will be responsible for establishing the documentation process. Post-event documentation and action should include the following:

a. A contact list of individuals to be notified in case of a cardiac emergency.

b. Determine the procedures for the release of information regarding the cardiac emergency.

c. Date, time and location of the cardiac emergency and the steps taken to respond to the cardiac emergency.

d. The identification of the person(s) who responded to the emergency

e. The outcome of the cardiac emergency. This should include but not be limited to a summary of the presumed medical condition of the person who experienced the cardiac emergency to the extent that the information is publicly available. Personal identifiers should not be collected unless the information is publicly available.

f. An evaluation of whether the plan was sufficient to enable an appropriate response to the specific cardiac emergency. The review should include recommendations for improvements in the plan and in its implementation if the plan was not optimally suited for the specific incident. The post-event review may include discussions with medical personnel to help in the debriefing process and to address any concerns regarding on-site medical management and coordination.

g. An evaluation of the debriefing process for responders and post-event support.

h. A determination, at least annually, as to whether or not additions, changes or modifications to the plan are needed. Reasons for a change in the plan may result from a change in established guidelines, an internal

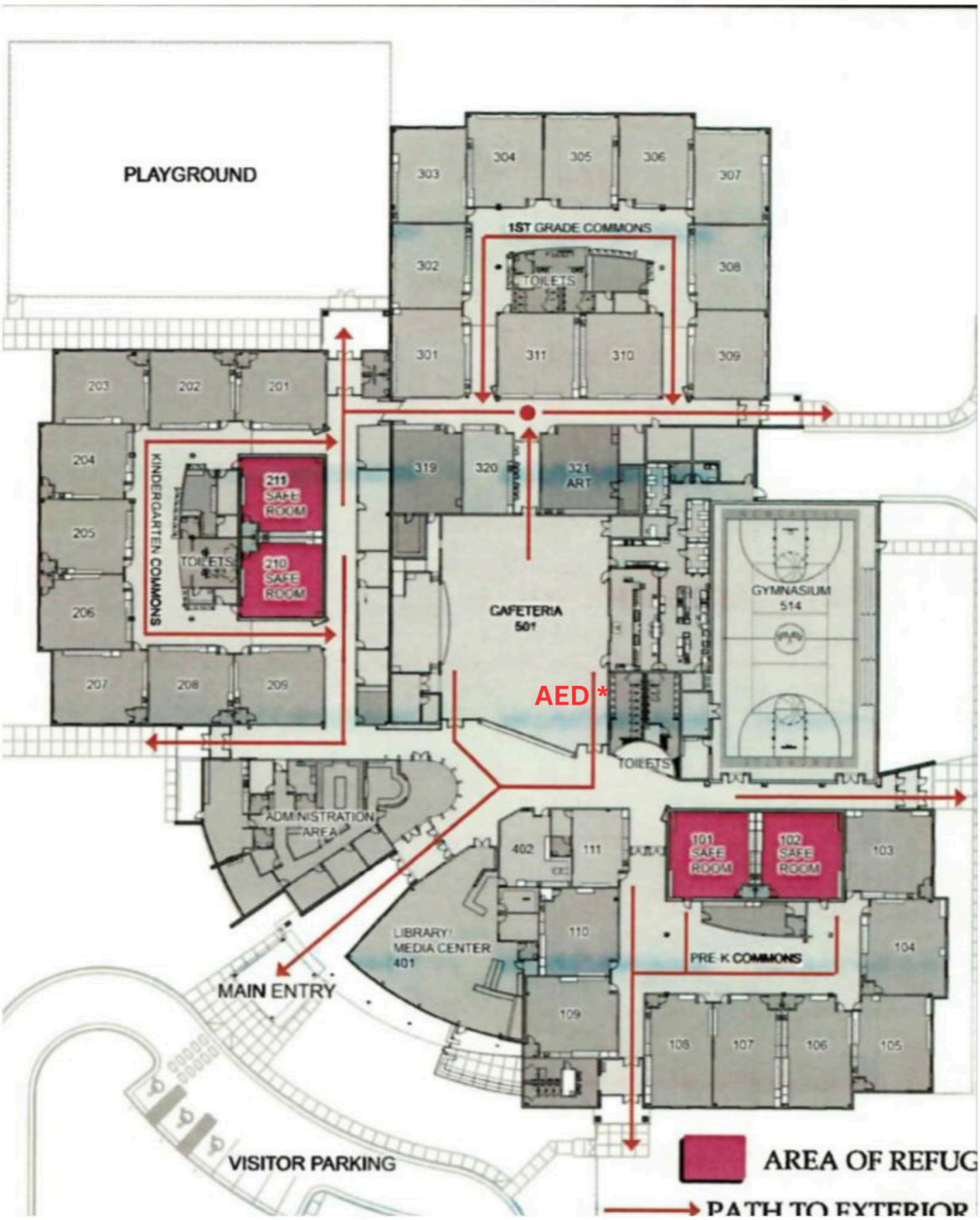
review following an actual cardiac emergency, or from changes in facilities, equipment, processes, technology, or personnel.

Building Location Information

Organization Name: Newcastle Early Childhood Center

Organization Address: 251 NE 2nd Street, Newcastle OK 73065

AED Location: Cafeteria


PLAYGROUND
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TOILETS
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KINDERGARTEN COMMONS
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CAFETERIA
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AED *
GYMNASIUM
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TOILETS
ADMINISTRATION
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SAFE
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SAFE
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LIBRARY/
MEDIA CENTER
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PRE-K COMMONS
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MAIN ENTRY
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VISITOR PARKING
AREA OF REFUG
PATH TO EXTERIOR

www.thrivelearningcollab.org

THRIVE
Learning Collaborative

STUDENT/PARENT
HANDBOOK

2026-2027

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Welcome to THRIVE!

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. We truly believe that EVERY student deserves to THRIVE!

Krista Cochran

Krista Cochran
THRIVE Director

EVERY student deserves to THRIVE!

About THRIVE

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.

EVERY student deserves to THRIVE!

THRIVE
Learning Collaborative

2026-2027 IMPORTANT DATES

FALL 2026	TRADITIONAL VIRTUAL/HYBRID	EXPAND/CREDIT RECOVERY
Courses Begin	August 13th	August 24th
Open Enrollment/Drop Deadline	September 4th	October 14th
Courses End	December 17th	December 16th
Final Grades Released	January 5th	January 5th

SPRING 2027	TRADITIONAL VIRTUAL/HYBRID	EXPAND/CREDIT RECOVERY
Courses Begin	January 5th	January 19th
Open Enrollment/Drop Deadline	January 22nd	March 11th
Courses End	May 19th	May 20th
Final Grades Released	May 25th	May 25th

SUMMER 2027	
Courses Begin	June 1st
Courses End	July 23rd
Final Grades Released	July 27th

Any student wishing to enroll outside of the 26-27 dates must have approval from their home district principal and the principal must communicate that approval with THRIVE before a student may be enrolled.

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 Director and Director of Student Services to determine eligibility.

STUDENT PLACEMENT GUIDE

SYNC

STUDENT WILL TAKE ALL OR MOST COURSES WITH THRIVE AND IN THE VIRTUAL ENVIRONMENT (FULL-TIME/BLENDED STUDENTS)

***REQUIRES DAILY CLASS SESSIONS WTH TEACHERS AND ASSIGNED A SUCCESS COACH FOR ADDITIONAL SUPPORTS**

PARENT COMPLETES ENROLLMENT PROCESS ON THRIVE WEBSITE *WWW.THRIVELEARNINGCOLLAB.ORG*
**SITE ADMIN. APPROVAL REQUIRED AFTER DEADLINE*

THRIVE ADDS STUDENT TO COURSE REQUEST FORM FOR COUNSELORS TO COMPLETE (MS/HS)

DISTRICT ADDS COURSES REQUIRED TO COURSE ENROLLMENT FORM
*COLLABORATE WITH THRIVE STUDENT SERVICES AS NEEDED

THRIVE CREATES STUDENT ACCOUNTS AND ENROLLS INTO COURSES

WELCOME LETTER WITH NECESSARY INFORMATION EMAILED TO STUDENT AND PARENT TO BEGIN COURSES

EXPAND

STUDENT RECIEVES A FULL SCHEDULE ON CAMPUS BUT TAKES AN ADDITIONAL 1-2 COURSES PER SEMESTER TO FILL CREDIT NEEDS (INITIAL CREDIT OR CREDIT RECOVERY)

***INDEPENDENTLY COMPLETED WITH ACCESS TO TEACHERS**

DISTRICT NOTIFIES STUDENT/PARENT ABOUT COURSE(S) NEEEDED AND THEY WILL BE COMPLETED WITH THRIVE

DISTRICT ADDS STUDENT AND COURSES NEEDED TO EXPAND ENROLLMENT FORM
*COLLABORATE WITH THRIVE STUDENT SERVICES AS NEEDED

THRIVE CREATES STUDENT ACCOUNTS AND ENROLLS INTO COURSE(S)

WELCOME LETTER WITH NECESSARY INFORMATION EMAILED TO STUDENT, PARENT, AND DISTRICT COUNSELOR TO BEGIN COURSE(S)

THRIVE
Learning Collaborative

FLEX

STUDENT AT RISK OF NOT GRADUATING WITH COHORT (VIRTUAL ALTERNATIVE EDUCATION)
***LIMITED SPOTS AVAILABLE**

PARENT COMPLETES ENROLLMENT PROCESS ON THRIVE WEBSITE *WWW.THRIVELEARNINGCOLLAB.ORG*
**SITE ADMIN. APPROVAL REQUIRED AFTER DEADLINE*

THRIVE ADDS STUDENT TO COURSE REQUEST FORM FOR COUNSELORS TO COMPLETE (MS/HS)

DISTRICT DETERMINES THE NEED FOR FLEX PROGRAM AND COLLABORATES WITH THRIVE STUDENT SERVICES TO COMPLETE REQUIRED FLEX FORMS

THRIVE CREATES STUDENT ACCOUNTS AND ENROLLS INTO COURSES

WELCOME LETTER WITH NECESSARY INFORMATION EMAILED TO STUDENT AND PARENT TO BEGIN COURSES AND A STUDENT/PARENT MEETING SCHEDULED TO DISCUSS FLEX REQUIREMENTS

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 Process can be found on our website, www.thrivelearningcollab.org. Please allow for 48 hours for processing.

03 Complete Onboarding Sessions

All parents and students must complete New Student Orientation before beginning coursework with THRIVE. This is to ensure students and parents have a full understanding of how to be successful in virtual learning. New Student Orientation information will be sent via email before session begins.

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

Parents Become 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 THRIVE teachers and staff regularly

PARENTS IN THE KNOW

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 ekadence 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

!

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 juniors and seniors with LIVE Session conflicts due to concurrent enrollment, on campus courses, career tech or a full-time job. Students must apply for AYSNC and provide documentation to be considered.

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 a THRIVE Intervention status until academics return to required target
  - Progress will be reviewed in 2 week increments and notice sent via email to student and parent
- Parent/Student conference with the THRIVE and/or district 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 remain in the Tier 4 Status without regaining progress.

ACADEMIC INTEGRITY: HOW TO WRITE RESPONSIBLY

THRIVE Learning Collaborative

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! Our special services team will:

- Act as the liaison between THRIVE and each district's special services department
- Ensure accommodations and modifications have been implemented
- Collaborate to schedule IEP/504 meetings and ensure THRIVE staff are in attendance (virtually)
- Provide a list of available accommodations/modifications and services available within THRIVE
- Hold additional weekly tutoring sessions for struggling students
- Be a resource for students and families

Case managers: All IEP's and 504 Plans will continue to be managed by the participating district. THRIVE will work in *collaboration* with district special services to become another member of the student's team and to ensure all students are receiving the proper supports.

IEP/504 PLAN AMENDMENTS

Accommodations, modifications and services from a traditional learning environment are not all always conducive to the online environment, therefore the district team should ALWAYS review and amend the IEP/504 Plan before transitioning a student to THRIVE and make necessary adjustments and indicate change of placement on the proper documents. This lies within the responsibility of the participating district.

SERVICES

Academic Services: THRIVE does not have direct services available at this time. All students attending THRIVE should have IEP's amended to indicate "monitor only" for academics.

Related services: Related services will continue to be provided by the participating district when appropriate. The district will work with the families on scheduling and adjustments to those services.

ASSESSMENTS

All assessments required for special service identification, continuation, and yearly data collection are to be completed by the participating district. THRIVE will collaborate and/or assist in the process when appropriate, however the responsibility will remain with the district.

QUESTIONS ABOUT SPECIAL SERVICES?

BROOKE HESKEW
THRIVE SPECIAL SERVICES
bheskew@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 and must be approved by the students home district administrator before additional courses can be assigned.

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

Multi-Tiered System of Support (MTSS)

At THRIVE Learning Collaborative, we are committed to supporting the academic, social-emotional, and engagement needs of all our students through a Multi-Tiered System of Support (MTSS). As part of this framework, we monitor student progress and provide targeted interventions to ensure every learner has the opportunity to succeed. Notice will be sent to parents when their child has been placed in a Tiered Intervention Status and steps to take to provide opportunities for success.

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 will take place on the students home district campus. The student must participate on the date set forth by the home district, however 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.

New Student Orientation

New student orientation will be included during “Welcome Week” via LIVE sessions. It will also be available upon initial login to THRIVE website. Details will be provided upon enrollment.

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

405-267-0414

EVERY student deserves to *THRIVE!*

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	**Josalyn Wallace**	Caroline Stalsworth		
	Paige Stokes	Makesey Saldana		
	Leslie Arriaga	Cathy Taylor		
	Meagan Coffey	Christina Edwards		
	Elizabeth Bishop	Megan Bortell		
NES	**Emma Allen**	Courtney Parsons		
	Heather Abbott	Heather Wiebe		
	Halley Terrell	Holly Mowat		
	Ashley Corter	Amy Roush		
	Haley Knoettgen	Kim Ward		
	Chelsey Hamilton	Tina Martin		
NMS	**Abigail Bratcher**	Emily Summers		
	Jessica Cornelius	Denise Barry		
	Caden Elliott	Michael Wilson		
	Zach Rosson	Dee Koehn		
	Bryanna Tucker	Amber Mahaffey		
	Josh Longest	Kelly McGehee		
	New 6th Science	Glenn Stallings		
	New SPED ELA 1	Jessie Hearn		
	New SPED ELA 2			
NHS	**Charley Simonton**	Janette Nichols		
	Amy Shedrick	Audrey Mitchell		
	Jacob Quinten	Colton Evans		
THRIVE	**We do not have any first time teachers**			

AIA® Document A133® – 2019 Exhibit A

Guaranteed Maximum Price Amendment

This Amendment dated the 15th day of July in the year 2026, is incorporated into the accompanying AIA Document A133™–2019, Standard Form of Agreement Between Owner and Construction Manager as Constructor where the basis of payment is the Cost of the Work Plus a Fee with a Guaranteed Maximum Price dated the 11th day of October in the year 2022 (the "Agreement")
(In words, indicate day, month, and year.)

for the following **PROJECT:**
(Name and address or location)

Newcastle HS Baseball and Softball Complex Improvements
710 NW 10th St.
Newcastle, Oklahoma 73065

THE OWNER:
(Name, legal status, and address)

Newcastle Public Schools
101 N. Main Street
Newcastle, Oklahoma 73065

THE CONSTRUCTION MANAGER:
(Name, legal status, and address)

Nabholz Construction Corporation
301 NW 13th Street
Suite 104
Oklahoma City, OK 73103

ADDITIONS AND DELETIONS:
The author of this document has added information needed for its completion. The author may also have revised the text of the original AIA standard form. An *Additions and Deletions Report* that notes added information as well as revisions to the standard form text is available from the author and should be reviewed. A vertical line in the left margin of this document indicates where the author has added necessary information and where the author has added to or deleted from the original AIA text.

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

AIA Document A201™–2017, General Conditions of the Contract for Construction, is adopted in this document by reference. Do not use with other general conditions unless this document is modified.

TABLE OF ARTICLES

A.1 GUARANTEED MAXIMUM PRICE

A.2 DATE OF COMMENCEMENT AND SUBSTANTIAL COMPLETION

A.3 INFORMATION UPON WHICH AMENDMENT IS BASED

A.4 CONSTRUCTION MANAGER'S CONSULTANTS, CONTRACTORS, DESIGN PROFESSIONALS, AND SUPPLIERS

ARTICLE A.1 GUARANTEED MAXIMUM PRICE

§ A.1.1 Guaranteed Maximum Price

Pursuant to Section 3.2.6 of the Agreement, the Owner and Construction Manager hereby amend the Agreement to establish a Guaranteed Maximum Price. As agreed by the Owner and Construction Manager, the Guaranteed Maximum Price is an amount that the Contract Sum shall not exceed. The Contract Sum consists of the Construction Manager's Fee plus the Cost of the Work, as that term is defined in Article 6 of the Agreement.

§ A.1.1.1 The Contract Sum is guaranteed by the Construction Manager not to exceed, Two Million Nine Hundred Twenty-Five One Hundred Twenty Dollars ($ 2,925,120.00),

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User Notes: (1114984244)

subject to additions and deductions by Change Order as provided in the Contract Documents.

§ A.1.1.2 Itemized Statement of the Guaranteed Maximum Price. Provided below is an itemized statement of the Guaranteed Maximum Price organized by trade categories, including allowances; the Construction Manager's contingency; alternates; the Construction Manager's Fee; and other items that comprise the Guaranteed Maximum Price as defined in Section 3.2.1 of the Agreement.
(Provide itemized statement below or reference an attachment.)

Base Bid: $2,764,493.00
Alt 1: $ 74,190.00
Alt 2: $86,437.00

Total GMP: $2,925,120.00

See Attached Exhibit A1

§ A.1.1.3 The Construction Manager's Fee is set forth in Section 6.1.2 of the Agreement.

§ A.1.1.4 The method of adjustment of the Construction Manager's Fee for changes in the Work is set forth in Section 6.1.3 of the Agreement.

§ A.1.1.5 Alternates
§ A.1.1.5.1 Alternates, if any, included in the Guaranteed Maximum Price:

Item	Price
Alt l	$74,190.00
Alt 2	$ 86,437.00

§ A.1.1.5.2 Subject to the conditions noted below, the following alternates may be accepted by the Owner following execution of this Exhibit A. Upon acceptance, the Owner shall issue a Modification to the Agreement.
(Insert below each alternate and the conditions that must be met for the Owner to accept the alternate.)

Item	Price	Conditions for Acceptance
N/A		

§ A.1.1.6 Unit prices, if any:
(Identify the item and state the unit price and quantity limitations, if any, to which the unit price will be applicable.)

Item	Units and Limitations	Price per Unit ($0.00)
(NO UNIT PRICES INCLUDED)		

ARTICLE A.2 DATE OF COMMENCEMENT AND SUBSTANTIAL COMPLETION
§ A.2.1 The date of commencement of the Work shall be:
(Check one of the following boxes.)

[ ] The date of execution of this Amendment.

[X] Established as follows:
(Insert a date or a means to determine the date of commencement of the Work.)

Date of Execution of this agreement shall constitute start of Contracting/Procurement phase of project. Commencement of the Work Shall be September 14th, 2026.

If a date of commencement of the Work is not selected, then the date of commencement shall be the date of execution of this Amendment.

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§ A.2.2 Unless otherwise provided, the Contract Time is the period of time, including authorized adjustments, allotted in the Contract Documents for Substantial Completion of the Work. The Contract Time shall be measured from the date of commencement of the Work.

§ A.2.3 Substantial Completion

§ A.2.3.1 Subject to adjustments of the Contract Time as provided in the Contract Documents, the Construction Manager shall achieve Substantial Completion of the entire Work:
(Check one of the following boxes and complete the necessary information.)

[X] Not later than (247) calendar days from the date of commencement of the Work.

[ ] By the following date

§ A.2.3.2 Subject to adjustments of the Contract Time as provided in the Contract Documents, if portions of the Work are to be completed prior to Substantial Completion of the entire Work, the Construction Manager shall achieve Substantial Completion of such portions by the following dates:

Portion of Work	Substantial Completion Date
N/A	N/A

§ A.2.3.3 If the Construction Manager fails to achieve Substantial Completion as provided in this Section A.2.3, liquidated damages, if any, shall be assessed as set forth in Section 6.1.6 of the Agreement.

ARTICLE A.3 INFORMATION UPON WHICH AMENDMENT IS BASED

§ A.3.1 The Guaranteed Maximum Price and Contract Time set forth in this Amendment are based on the Contract Documents and the following:

§ A.3.1.1 The following Supplementary and other Conditions of the Contract:

Document	Title	Date	Pages
NONE			

§ A.3.1.2 The following Specifications:
(Either list the Specifications here, or refer to an exhibit attached to this Amendment.)

See Exhibit A2 – List of Contract Documents

Section	Title	Date	Pages

§ A.3.1.3 The following Drawings:
(Either list the Drawings here, or refer to an exhibit attached to this Amendment.)

See Exhibit A2 – List of Contract Documents

Number	Title	Date

§ A.3.1.4 The Sustainability Plan, if any:
(If the Owner identified a Sustainable Objective in the Owner's Criteria, identify the document or documents that comprise the Sustainability Plan by title, date and number of pages, and include other identifying information. The Sustainability Plan identifies and describes the Sustainable Objective; the targeted Sustainable Measures; implementation strategies selected to achieve the Sustainable Measures; the Owner's and Construction Manager's roles and responsibilities associated with achieving the Sustainable Measures; the specific details about design reviews, testing or metrics to verify achievement of each Sustainable Measure; and the Sustainability Documentation required for the Project, as those terms are defined in Exhibit C to the Agreement.)

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Title	Date	Pages
N/A		

Other identifying information:

§ A.3.1.5 Allowances, if any, included in the Guaranteed Maximum Price:
(Identify each allowance.)

Item	Price
See Exhibit A1	

§ A.3.1.6 Assumptions and clarifications, if any, upon which the Guaranteed Maximum Price is based:
(Identify each assumption and clarification.)

See Exhibit A3 Clarification

§ A.3.1.7 The Guaranteed Maximum Price is based upon the following other documents and information:
(List any other documents or information here, or refer to an exhibit attached to this Amendment.)

NONE

ARTICLE A.4 CONSTRUCTION MANAGER'S CONSULTANTS, CONTRACTORS, DESIGN PROFESSIONALS, AND SUPPLIERS

§ A.4.1 The Construction Manager shall retain the consultants, contractors, design professionals, and suppliers, identified below:
(List name, discipline, address, and other information.)

N/A

This Amendment to the Agreement entered into as of the day and year first written above.

OWNER *(Signature)*	**CONSTRUCTION MANAGER** *(Signature)*
Cathy Walker, ED.D. Superintendent	Eric Schiess – Project Executive
(Printed name and title)	*(Printed name and title)*

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Additions and Deletions Report for

AIA® Document A133® – 2019 Exhibit A

This Additions and Deletions Report, as defined on page 1 of the associated document, reproduces below all text the author has added to the standard form AIA document in order to complete it, as well as any text the author may have added to or deleted from the original AIA text. Added text is shown underlined. Deleted text is indicated with a horizontal line through the original AIA text.

Note: This Additions and Deletions Report is provided for information purposes only and is not incorporated into or constitute any part of the associated AIA document. This Additions and Deletions Report and its associated document were generated simultaneously by AIA software at 10:35:32 ET on 07/15/2026.

PAGE 1

This Amendment dated the 15th day of July in the year ~~,~~ 2026, is incorporated into the accompanying AIA Document A133™–2019, Standard Form of Agreement Between Owner and Construction Manager as Constructor where the basis of payment is the Cost of the Work Plus a Fee with a Guaranteed Maximum Price dated the 11th day of October in the year 2022 (the "Agreement")

...

Newcastle HS Baseball and Softball Complex Improvements
710 NW 10th St.
Newcastle, Oklahoma 73065

...

Newcastle Public Schools
101 N. Main Street
Newcastle, Oklahoma 73065

...

(Name, legal status, and address)

Nabholz Construction Corporation
301 NW 13th Street
Suite 104
Oklahoma City, OK 73103

...

§ A.1.1.1 The Contract Sum is guaranteed by the Construction Manager not to ~~exceed ($),~~ exceed, Two Million Nine Hundred Twenty-Five One Hundred Twenty Dollars ($ 2,925,120.00), subject to additions and deductions by Change Order as provided in the Contract Documents.

PAGE 2

Base Bid: $2,764,493.00
Alt 1: $ 74,190.00
Alt 2: $86,437.00

Total GMP: $2,925,120.00

See Attached Exhibit A1

...

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Alt 1	$74,190.00
Alt 2	$ 86,437.00

...

N/A

...

(NO UNIT PRICES INCLUDED)

...

[X] Established as follows:

...

Date of Execution of this agreement shall constitute start of Contracting/Procurement phase of project. Commencement of the Work Shall be September 14th, 2026.

PAGE 3

[X] Not later than ~~(—)~~ (247) calendar days from the date of commencement of the Work.

[ ] By the following ~~date: —~~ date

...

N/A	N/A

...

NONE

...

See Exhibit A2 – List of Contract Documents

...

See Exhibit A2 – List of Contract Documents

PAGE 4

N/A

...

See Exhibit A1

...

See Exhibit A3 Clarification

...

NONE

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...

N/A

...

Cathy Walker, ED.D. Superintendent

Eric Schiess – Project Executive

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I, David Monson, hereby certify, to the best of my knowledge, information and belief, that I created the attached final document simultaneously with its associated Additions and Deletions Report and this certification at 10:35:32 ET on 07/15/2026 under Order No. 2114446684 from AIA Contract Documents software and that in preparing the attached final document I made no changes to the original text of AIA® Document A133™ – 2019 Exhibit A, Guaranteed Maximum Price Amendment, other than those additions and deletions shown in the associated Additions and Deletions Report.

_____

(Signed)

_____

(Title)

_____

(Dated)

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Exhibit A1: GMP Summary

Project name	Newcastle HS BB/SB Improvements - GMP

Trade Pkg	Description	Takeoff Quantity	GCs & GRs/Unit	Allowances/Unit	Sub Cost/Unit	Total Amount
00.0	**General Conditions & General Requirements**					
	General Conditions & General Requirements	6.00 mo	61,687.17 /mo			**370,123**
	00.0 General Conditions & General Requirements					**370,123**
	01 GCs & GRs					**370,123**
00.1	**Allowances**					
	Re-Bid Allowance - HVAC/Plumbing	1.00 ls			569,420.00 /ls	**569,420**
	Re-Bid Allowance - Canopies	1.00 ls			41,187.00 /ls	**41,187**
	Re-Bid Allowance - Lockers	1.00 ls			109,000.00 /ls	**109,000**
	Survery Crew	1.00 ls			5,000.00 /ls	**5,000**
	Traffic & Pedestrian Control	1.00 ls			5,000.00 /ls	**5,000**
	Private Locates & Utility Repairs	1.00 ls			10,000.00 /ls	**10,000**
	Temporary Weather Barriers	1.00 ls			5,000.00 /ls	**5,000**
	SWPPP Maintenance	1.00 ls			5,000.00 /ls	**5,000**
	Site Repairs & Misc. Demo	1.00 ls			20,000.00 /ls	**20,000**
	Sod & Seed	1.00 ls			7,500.00 /ls	**7,500**
	Final Clean & Paint Touch-Up	1.00 ls			7,500.00 /ls	**7,500**
	00.1 Allowances					**784,607**
	02 Allowances					**784,607**
02.0	**Demolition**					
	MIDWEST WRECKING	1.00 ls			18,940.00 /ls	**18,940**
	02.0 Demolition					**18,940**
03.0	**Building Concrete**					
	4G CONCRETE	1.00 ls			48,800.00 /ls	**48,800**
	03.0 Building Concrete					**48,800**
04.0	**Masonry**					
	C&N MASONRY	1.00 ls			229,600.00 /ls	**229,600**
	04.0 Masonry					**229,600**
05.2	**Structural & Misc. Steel (Supply & Install)**					
	AFR FABRICATION	1.00 ls			49,875.00 /ls	**49,875**
	05.2 Structural & Misc. Steel (Supply & Install)					**49,875**
07.1	**Waterproofing & Joint Sealants**					
	GDA CONTRACTORS	1.00 ls			24,349.00 /ls	**24,349**
	07.1 Waterproofing & Joint Sealants					**24,349**
07.3	**Roofing, Sheet Metal, & Wall Panels**					
	NATIVE ROOFING	1.00 ls			67,191.00 /ls	**67,191**
	07.3 Roofing, Sheet Metal, & Wall Panels					**67,191**
08.0	**Doors, Frames, & Hardware (Supply)**					
	WOODARD BUILDERS SUPPLY	1.00 ls			43,070.00 /ls	**43,070**
	08.0 Doors, Frames, & Hardware (Supply)					**43,070**
08.2	**Coiling Doors & Service Doors**					
	CCM OVERHEAD DOORS	1.00 ls			22,000.00 /ls	**22,000**
	08.2 Coiling Doors & Service Doors					**22,000**
08.3	**Storefront, Glass, & Glazing**					
	BINSWANGER GLASS	1.00 ls			7,600.00 /ls	**7,600**

Trade Pkg	Description	Takeoff Quantity	GCs & GRs/Unit	Allowances/Unit	Sub Cost/Unit	Total Amount
	08.3 Storefront, Glass, & Glazing					**7,600**
09.0	**Metal Framing, Drywall, Acoustical, & Specialties**					
	MITCHELL ACOUSTICS	1.00 ls			96,690.00 /ls	**96,690**
	09.0 Metal Framing, Drywall, Acoustical, & Specialties					**96,690**
09.2	**Commercial Flooring**					
	MILLCREEK COMMERCIAL	1.00 ls			36,633.00 /ls	**36,633**
	09.2 Commercial Flooring					**36,633**
09.4	**Painting & Wallcovering**					
	DRL COATINGS	1.00 ls			33,350.00 /ls	**33,350**
	09.4 Painting & Wallcovering					**33,350**
10.0	**Building Specialties (Supply)**					
	ACO	1.00 ls			16,623.00 /ls	**16,623**
	10.0 Building Specialties (Supply)					**16,623**
10.3	**Signage (Supply & Install)**					
	SIGN INNOVATIONS	1.00 ls			33,194.00 /ls	**33,194**
	10.3 Signage (Supply & Install)					**33,194**
26.1	**Electrical, Low Voltage, & Fire Alarm**					
	KING ELECTRIC	1.00 ls			276,900.00 /ls	**276,900**
	26.1 Electrical, Low Voltage, & Fire Alarm					**276,900**
	03 Building					**1,004,815**
31.1	**Earthwork**					
	HAMMER CONSTRUCTION	1.00 ls			74,956.00 /ls	**74,956**
	31.1 Earthwork					**74,956**
31.2	**Site Utilities**					
	D OWENS	1.00 ls			15,800.00 /ls	**15,800**
	31.2 Site Utilities					**15,800**
32.1	**Asphalt Paving & Site Concrete**					
	TURNING POINT INDUSTRIES	1.00 ls			247,100.00 /ls	**247,100**
	32.1 Asphalt Paving & Site Concrete					**247,100**
32.5	**Fencing**					
	COOKS FENCE	1.00 ls			3,635.00 /ls	**3,635**
	32.5 Fencing					**3,635**
	04 Site					**341,491**
	Base Bid					**2,501,036**

Estimate Totals

Description	Amount	Totals	Rate			Cost per Unit	
General Conditions & General Requirements	370,123					112.43	/sf
Allowances							
Subcontract	2,130,913					647.30	/sf
Cost of Work	**2,501,036**	**2,501,036**				**759.73**	**/sf**
Building Permit							
Permits and Fees		**2,501,036**				**759.73**	**/sf**
General Liability	26,263		9.50	$ /	1,000	7.98	/sf
Builder's Risk Duration	2,212		8.00	$ /	1	0.67	/sf
Insurance	**28,475**	**2,529,511**				**768.38**	**/sf**
Bonds		**2,529,511**				**768.38**	**/sf**
Owner Contingency	55,290		2.00	%		16.80	/sf
CM Contingency	82,935		3.00	%		25.19	/sf
Contingency	**138,225**	**2,667,736**				**810.37**	**/sf**
Project Fee	96,757		3.50	%		29.39	/sf
Contractors Fee	**96,757**	**2,764,493**				**839.76**	**/sf**
Total		***2,764,493***				***839.76***	***/sf***

Exhibit A1: GMP Summary

Project name	Newcastle HS BB/SB Improvements - GMP
Alternates	Alternate 1

Trade Pkg	Description	Takeoff Quantity	GCs & GRs/Unit	Allowances/Unit	Sub Cost/Unit	Total Amount
03.0	**Building Concrete**					
	4G CONCRETE	1.00 ls			1,000.00 /ls	**1,000**
	03.0 Building Concrete					**1,000**
04.0	**Masonry**					
	C&N MASONRY	1.00 ls			7,200.00 /ls	**7,200**
	04.0 Masonry					**7,200**
07.0	**Canopies**					
	Plug	1.00 ls			50,000.00 /ls	**50,000**
	07.0 Canopies					**50,000**
07.3	**Roofing, Sheet Metal, & Wall Panels**					
	NATIVE ROOFING	1.00 ls			1,000.00 /ls	**1,000**
	07.3 Roofing, Sheet Metal, & Wall Panels					**1,000**
09.4	**Painting & Wallcovering**					
	DRL COATINGS	1.00 ls			800.00 /ls	**800**
	09.4 Painting & Wallcovering					**800**
10.3	**Signage (Supply & Install)**					
	SIGN INNOVATIONS	1.00 ls			3,954.00 /ls	**3,954**
	10.3 Signage (Supply & Install)					**3,954**
	03 Building					**63,954**
32.5	**Fencing**					
	COOKS FENCE	1.00 ls			3,165.00 /ls	**3,165**
	32.5 Fencing					**3,165**
	04 Site					**3,165**
	Alternate 1					**67,119**

Estimate Totals

Description	Amount	Totals	Rate			Cost per Unit	
General Conditions & General Requirements							
Allowances							
Subcontract	67,119					20.39	/sf
Cost of Work	**67,119**	**67,119**				**20.39**	**/sf**
Building Permit							
Permits and Fees		**67,119**				**20.39**	**/sf**
General Liability	705		9.50	$ /	1,000	0.21	/sf
Builder's Risk Duration	59		8.00	$ /	1	0.02	/sf
Insurance	**764**	**67,883**				**20.62**	**/sf**
Bonds		**67,883**				**20.62**	**/sf**
Owner Contingency	1,484		2.00	%		0.45	/sf
CM Contingency	2,226		3.00	%		0.68	/sf
Contingency	**3,710**	**71,593**				**21.75**	**/sf**
Project Fee	2,597		3.50	%		0.79	/sf
Contractors Fee	**2,597**	**74,190**				**22.54**	**/sf**
Total		***74,190***				***22.54***	***/sf***

Exhibit A1: GMP Summary

Project name	Newcastle HS BB/SB Improvements - GMP
Alternates	Alternate 2

Trade Pkg	Description	Takeoff Quantity	GCs & GRs/Unit	Allowances/Unit	Sub Cost/Unit	Total Amount
00.1	**Allowances**					
	Remove/Reinstall Exterior Wall-Mounted Items	1.00 ls			5,000.00 /ls	**5,000**
	00.1 Allowances					**5,000**
	02 Allowances					**5,000**
07.3	**Roofing, Sheet Metal, & Wall Panels**					
	NATIVE ROOFING	1.00 ls			73,200.00 /ls	**73,200**
	07.3 Roofing, Sheet Metal, & Wall Panels					**73,200**
	03 Building					**73,200**
	Alternate 2					**78,200**

Exhibit A1: GMP Summary

Estimate Totals

Description	Amount	Totals	Rate			Cost per Unit	
General Conditions & General Requirements							
Allowances							
Subcontract	78,200					23.75	/sf
Cost of Work	**78,200**	**78,200**				**23.75**	**/sf**
Building Permit							
Permits and Fees		**78,200**				**23.75**	**/sf**
General Liability	821		9.50	$ /	1,000	0.25	/sf
Builder's Risk Duration	69		8.00	$ /	1	0.02	/sf
Insurance	**890**	**79,090**				**24.02**	**/sf**
Bonds		**79,090**				**24.02**	**/sf**
Owner Contingency	1,729		2.00	%		0.53	/sf
CM Contingency	2,593		3.00	%		0.79	/sf
Contingency	**4,322**	**83,412**				**25.34**	**/sf**
Project Fee	3,025		3.50	%		0.92	/sf
Contractors Fee	**3,025**	**86,437**				**26.26**	**/sf**
Total		***86,437***				***26.26***	***/sf***

Newcastle HS Baseball and Softball Complex Improvements

Listing of Drawings, Specifications, Addenda, and other Conditions of the Contract.

Specifications (by MA+ Architecture):

(See EXHIBIT A2: LIST OF SPECIFICATIONS)

Drawings (by MA+ Architecture):

(See EXHIBIT A2: LIST OF DRAWINGS)

Addenda (by MA+ Architecture):

Addendum #1: June 4th, 2026

Addendum #2: June 18th, 2026

CM Manual (by Nabholz):

CM Manual: June 3rd, 2026

CM Manual Clarifications (by Nabholz):

CM Clarification #1: June 8th, 2026

CM Clarification #2: June 11, 2026

CM Clarification #3: June 22nd, 2026

CM Clarification #4: June 22nd, 2026

CM Clarification #5: June 24th, 2026

Exhibit A2: List of Drawings

Nabholz Construction - Oklahoma City

Printed on Tue Jul 14, 2026 at 04:40 pm CDT

Job #: 03-26-2471 NPS BBSB LOCKER ROOM
710 NW 10TH ST.
NEWCASTLE, Oklahoma 73065

Current Drawings

Drawing No.	Drawing Title	Revision	Drawing Date	Received Date	Set
General					
G001	COVER	1	07/10/2026	07/10/2026	ADDENDUM 03 (07/10/26)
G101	CODE REVIEW	0	05/08/2026	05/13/2026	100% Construction Drawings (05/08/26)
G300	STANDARD LAYOUTS AND MOUNTING HEIGHTS	0	05/08/2026	05/13/2026	100% Construction Drawings (05/08/26)
Civil					
C100	SURVEY	0	05/08/2026	05/13/2026	100% Construction Drawings (05/08/26)
C200	SITE DEMOLITION PLAN	0	05/08/2026	05/13/2026	100% Construction Drawings (05/08/26)
C300	SITE PLAN	0	05/08/2026	05/13/2026	100% Construction Drawings (05/08/26)
C301	SITE CONSTRUCTION DETAILS	0	05/08/2026	05/13/2026	100% Construction Drawings (05/08/26)
C302	SITE CONSTRUCTION DETAILS	0	05/08/2026	05/13/2026	100% Construction Drawings (05/08/26)
C400	GRADING PLAN	0	05/08/2026	05/13/2026	100% Construction Drawings (05/08/26)
C500	SITE UTILITY PLAN	0	05/08/2026	05/13/2026	100% Construction Drawings (05/08/26)
C600	EROSION CONTROL PLAN	0	05/08/2026	05/13/2026	100% Construction Drawings (05/08/26)
C601	EROSION CONTROL DETAILS	0	05/08/2026	05/13/2026	100% Construction Drawings (05/08/26)
Structural					
S100	GENERAL NOTES	0	05/08/2026	05/13/2026	100% Construction Drawings (05/08/26)
S101	GENERAL NOTES	0	05/08/2026	05/13/2026	100% Construction Drawings (05/08/26)

Exhibit A2: List of Drawings

Printed on Tue Jul 14, 2026 at 04:40 pm CDT

Job #: 03-26-2471 NPS BBSB LOCKER ROOM
710 NW 10TH ST.
NEWCASTLE, Oklahoma 73065

Nabholz Construction - Oklahoma City

Drawing No.	Drawing Title	Revision	Drawing Date	Received Date	Set
S102	GENERAL NOTES	0	05/08/2026	05/13/2026	100% Construction Drawings (05/08/26)
S103	GENERAL NOTES	0	05/08/2026	05/13/2026	100% Construction Drawings (05/08/26)
S104	SPECIAL INSPECTIONS	0	05/08/2026	05/13/2026	100% Construction Drawings (05/08/26)
S105	TYPICAL FOUNDATION DETAILS	0	05/08/2026	05/13/2026	100% Construction Drawings (05/08/26)
S106	TYPICAL FOUNDATION DETAILS	0	05/08/2026	05/13/2026	100% Construction Drawings (05/08/26)
S107	TYPICAL CMU DETAILS	0	05/08/2026	05/13/2026	100% Construction Drawings (05/08/26)
S108	TYPICAL CMU DETAILS	0	05/08/2026	05/13/2026	100% Construction Drawings (05/08/26)
S109	TYPICAL CMU DETAILS	0	05/08/2026	05/13/2026	100% Construction Drawings (05/08/26)
S110	TYPICAL STEEL JOIST DETAILS	0	05/08/2026	05/13/2026	100% Construction Drawings (05/08/26)
S111	LOADING PLAN	0	05/08/2026	05/13/2026	100% Construction Drawings (05/08/26)
S200	FOUNDATION PLAN	0	05/08/2026	05/13/2026	100% Construction Drawings (05/08/26)
S300	FRAMING PLAN	0	05/08/2026	05/13/2026	100% Construction Drawings (05/08/26)
S500	FOUNDATION SECTIONS AND DETAILS	0	05/08/2026	05/13/2026	100% Construction Drawings (05/08/26)
S600	FRAMING SECTIONS AND DETAILS	0	05/08/2026	05/13/2026	100% Construction Drawings (05/08/26)
Demolition					
D101	DEMOLITION	1	06/04/2026	06/05/2026	ADDENDUM 01 (06/04/26)
Architectural					
A101	SITE PLANS	0	05/08/2026	05/13/2026	100% Construction Drawings (05/08/26)
A111	FLOOR PLANS	2	07/10/2026	07/10/2026	ADDENDUM 03 (07/10/26)

Exhibit A2: List of Drawings

Printed on Tue Jul 14, 2026 at 04:40 pm CDT

Job #: 03-26-2471 NPS BBSB LOCKER ROOM
710 NW 10TH ST.
NEWCASTLE, Oklahoma 73065

Nabholz Construction - Oklahoma City

Drawing No.	Drawing Title	Revision	Drawing Date	Received Date	Set
A121	REFLECTED CEILING PLAN	1	06/04/2026	06/05/2026	ADDENDUM 01 (06/04/26)
A131	FINISH & SIGNAGE PLAN & FINISH SCHEDULE	3	07/10/2026	07/10/2026	ADDENDUM 03 (07/10/26)
A141	ROOF PLANS	1	06/04/2026	06/05/2026	ADDENDUM 01 (06/04/26)
A201	EXTERIOR ELEVATIONS	0	05/08/2026	05/13/2026	100% Construction Drawings (05/08/26)
A211	INTERIOR ELEVATIONS	1	06/18/2026	06/19/2026	ADDENDUM 02 (06/18/26)
A212	INTERIOR ELEVATIONS	1	06/04/2026	06/05/2026	ADDENDUM 01 (06/04/26)
A301	BUILDING SECTIONS	0	05/08/2026	05/13/2026	100% Construction Drawings (05/08/26)
A302	BUILDING SECTIONS	0	05/08/2026	05/13/2026	100% Construction Drawings (05/08/26)
A311	WALL SECTIONS	0	05/08/2026	05/13/2026	100% Construction Drawings (05/08/26)
A312	WALL SECTIONS	0	05/08/2026	05/13/2026	100% Construction Drawings (05/08/26)
A401	ENLARGED PLANS	1	06/04/2026	06/05/2026	ADDENDUM 01 (06/04/26)
A501	ENLARGED DETAILS/SECTION DETAILS	1	06/04/2026	06/05/2026	ADDENDUM 01 (06/04/26)
A502	ENLARGED DETAILS/SECTION DETAILS	0	05/08/2026	05/13/2026	100% Construction Drawings (05/08/26)
A511	FRAME DETAILS (WINDOWS/DOORS)	1	06/04/2026	06/05/2026	ADDENDUM 01 (06/04/26)
A601	SCHEDULES AND TYPES	1	06/04/2026	06/05/2026	ADDENDUM 01 (06/04/26)
A801	ALTERNATE PLANS	1	06/04/2026	06/05/2026	ADDENDUM 01 (06/04/26)
Mechanical					
M100	MECHANICAL LEGEND & ABBREVIATIONS	0	05/08/2026	05/13/2026	100% Construction Drawings (05/08/26)
M200	PLUMBING DEMOLITION PLAN	0	05/08/2026	05/13/2026	100% Construction Drawings (05/08/26)

Exhibit A2: List of Drawings

Printed on Tue Jul 14, 2026 at 04:40 pm CDT

Job #: 03-26-2471 NPS BBSB LOCKER ROOM
710 NW 10TH ST.
NEWCASTLE, Oklahoma 73065

Nabholz Construction - Oklahoma City

Drawing No.	Drawing Title	Revision	Drawing Date	Received Date	Set
M201	MECHANICAL DEMOLITION PLAN	0	05/08/2026	05/13/2026	100% Construction Drawings (05/08/26)
M300	UNDERFLOOR PLUMBING PLAN	2	07/10/2026	07/10/2026	ADDENDUM 03 (07/10/26)
M301	ABOVEFLOOR PLUMBING PLAN	1	06/04/2026	06/05/2026	ADDENDUM 01 (06/04/26)
M302	ENLARGED PLUMBING PLANS & ISOMETRICS	1	07/10/2026	07/10/2026	ADDENDUM 03 (07/10/26)
M400	MECHANICAL PLAN	1	06/04/2026	06/05/2026	ADDENDUM 01 (06/04/26)
M401	MECHANICAL ROOF PLAN	0	05/08/2026	05/13/2026	100% Construction Drawings (05/08/26)
M500	MECHANICAL SCHEDULES	1	07/10/2026	07/10/2026	ADDENDUM 03 (07/10/26)
M501	MECHANICAL SCHEDULES	1	06/04/2026	06/05/2026	ADDENDUM 01 (06/04/26)
M600	MECHANICAL DETAILS	0	05/08/2026	05/13/2026	100% Construction Drawings (05/08/26)
M601	MECHANICAL DETAILS	0	05/08/2026	05/13/2026	100% Construction Drawings (05/08/26)
M602	MECHANICAL DETAILS	0	05/08/2026	05/13/2026	100% Construction Drawings (05/08/26)
M700	CONTROLS & SEQUENCES	0	05/08/2026	05/13/2026	100% Construction Drawings (05/08/26)
M701	CONTROLS & SEQUENCES	0	05/08/2026	05/13/2026	100% Construction Drawings (05/08/26)
Electrical					
E000	ELECTRICAL LEGEND	0	05/08/2026	05/13/2026	100% Construction Drawings (05/08/26)
E010	DEMOLITION PLAN	0	05/08/2026	05/13/2026	100% Construction Drawings (05/08/26)
E100	SITE PLAN	0	05/08/2026	05/13/2026	100% Construction Drawings (05/08/26)
E200	LIGHTING PLAN & DETAILS	1	06/04/2026	06/05/2026	ADDENDUM 01 (06/04/26)
E300	POWER PLAN & DETAILS	1	06/04/2026	06/05/2026	ADDENDUM 01 (06/04/26)

Exhibit A2: List of Drawings s

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Job #: 03-26-2471 NPS BBSB LOCKER ROOM
710 NW 10TH ST.
NEWCASTLE, Oklahoma 73065

Nabholz Construction - Oklahoma City

Drawing No.	Drawing Title	Revision	Drawing Date	Received Date	Set
E400	SYSTEMS PLAN	1	06/04/2026	06/05/2026	ADDENDUM 01 (06/04/26)
E401	ROOF PLAN	0	05/08/2026	05/13/2026	100% Construction Drawings (05/08/26)
E402	SYSTEM DETAILS	0	05/08/2026	05/13/2026	100% Construction Drawings (05/08/26)
E500	ELECTRICAL RISER DIAGRAM & PANEL SCHEDULE	1	06/04/2026	06/05/2026	ADDENDUM 01 (06/04/26)

Exhibit A2: List of Specifications

Nabholz Construction - Oklahoma City

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Job #: 03-26-2471 NPS BBSB LOCKER ROOM
710 NW 10TH ST.
NEWCASTLE, Oklahoma 73065

Current Specifications

Number	Description	Revision	Issued Date	Received Date	Set
00 - Procurement and Contracting Requirements					
00 00 01	Cover Sheet	0	05/08/26	05/13/26	100% Specifications
00 00 03	AIA Document	0	05/08/26	05/13/26	100% Specifications
00 01 10	Table of Contents	0	05/08/26	05/13/26	100% Specifications
00 01 10.04	Site Construction	0	05/08/26	05/13/26	100% Specifications
00 80 00	SUPPLEMENTARY GENERAL CONDITIONS	0	05/08/26	05/13/26	100% Specifications
01 - General Requirements					
01 10 00	Summary	0	05/08/26	05/13/26	100% Specifications
01 20 00	Price and Payment Procedures	0	05/08/26	05/13/26	100% Specifications
01 23 00	Alternates	0	05/08/26	05/13/26	100% Specifications
01 30 00	Administrative Requirements	0	05/08/26	05/13/26	100% Specifications
01 32 16	Construction Progress Schedule	0	05/08/26	05/13/26	100% Specifications
01 35 53	Security Procedures	0	05/08/26	05/13/26	100% Specifications
01 40 00	Quality Requirements	0	05/08/26	05/13/26	100% Specifications
01 41 00	Regulatory Requirements	0	05/08/26	05/13/26	100% Specifications
01 42 16	Definitions	0	05/08/26	05/13/26	100% Specifications
01 50 00	Temporary Facilities and Controls	0	05/08/26	05/13/26	100% Specifications
01 52 00	Student and Site Safety Program	0	05/08/26	05/13/26	100% Specifications
01 52 13	Field Offices and Sheds	0	05/08/26	05/13/26	100% Specifications
01 57 13	Temporary Erosion and Sediment Control	0	05/08/26	05/13/26	100% Specifications
01 60 00	Product Requirements	0	05/08/26	05/13/26	100% Specifications
01 70 00	Execution and Closeout Requirements	0	05/08/26	05/13/26	100% Specifications
01 71 23	Contractor Construction Staking	0	05/08/26	05/13/26	100% Specifications
01 78 00	Closeout Submittals	0	05/08/26	05/13/26	100% Specifications
01 79 00	Demonstration and Training	0	05/08/26	05/13/26	100% Specifications
02 - Existing Conditions					
02 41 00	DEMOLITION	0	05/08/26	05/13/26	100% Specifications
02 41 19	SELECTIVE STRUCTURE DEMOLITION	0	05/08/26	05/13/26	100% Specifications
03 - Concrete					
03 30 00	CAST-IN-PLACE CONCRETE	0	05/08/26	05/13/26	100% Specifications
04 - Masonry					
04 20 00	UNIT MASONRY	0	05/08/26	05/13/26	100% Specifications
05 - Metals					
05 12 00	STRUCTURAL STEEL FRAMING	0	05/08/26	05/13/26	100% Specifications
05 21 00	STEEL JOIST FRAMING	0	05/08/26	05/13/26	100% Specifications
05 31 00	STEEL DECKING	0	05/08/26	05/13/26	100% Specifications
05 40 00	COLD-FORMED METAL FRAMING	0	05/08/26	05/13/26	100% Specifications

Exhibit A2: List of Specifications

Nabholz Construction - Oklahoma City

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Job #: 03-26-2471 NPS BBSB LOCKER ROOM
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Number	Description	Revision	Issued Date	Received Date	Set
05 50 00	METAL FABRICATIONS	0	05/08/26	05/13/26	100% Specifications
05 51 33	METAL LADDERS	0	05/08/26	05/13/26	100% Specifications
06 - Wood, Plastics, and Composites					
06 10 00	ROUGH CARPENTRY	0	05/08/26	05/13/26	100% Specifications
06 83 16	FIBERGLASS REINFORCED PANELING	0	05/08/26	05/13/26	100% Specifications
07 - Thermal and Moisture Protection					
07 05 53	Fire and Smoke Assembly Identification	0	05/08/26	05/13/26	100% Specifications
07 19 00	WATER REPELLENTS	0	05/08/26	05/13/26	100% Specifications
07 21 00	THERMAL INSULATION	0	05/08/26	05/13/26	100% Specifications
07 21 19	FOAMED-IN-PLACE INSULATION	0	05/08/26	05/13/26	100% Specifications
07 42 13	Metal Wall Panels	0	05/08/26	05/13/26	100% Specifications
07 54 19	Polyvinyl-Chloride Membrane Roofing	0	05/08/26	05/13/26	100% Specifications
07 62 00	Sheet Metal Flashing and Trim	0	05/08/26	05/13/26	100% Specifications
07 71 00	Roof Specialties	0	05/08/26	05/13/26	100% Specifications
07 72 00	Roof Accessories	0	05/08/26	05/13/26	100% Specifications
07 84 00	Firestopping	0	05/08/26	05/13/26	100% Specifications
07 92 00	Joint Sealers	0	05/08/26	05/13/26	100% Specifications
07 95 13	Expansion Joint Cover Assemblies	0	05/08/26	05/13/26	100% Specifications
08 - Openings					
08 11 13	HOLLOW METAL DOORS AND FRAMES	0	05/08/26	05/13/26	100% Specifications
08 31 00	ACCESS DOORS AND PANELS	0	05/08/26	05/13/26	100% Specifications
08 33 23	OVERHEAD COILING DOORS	0	05/08/26	05/13/26	100% Specifications
08 56 59	SERVICE AND TELLER WINDOW UNITS	0	05/08/26	05/13/26	100% Specifications
08 71 00	Door Hardware	0	06/04/26	06/05/26	Addendum 1
08 80 00	GLAZING	0	05/08/26	05/13/26	100% Specifications
08 83 00	MIRRORS	0	05/08/26	05/13/26	100% Specifications
09 - Finishes					
09 21 16	GYPSUM BOARD ASSEMBLIES	0	05/08/26	05/13/26	100% Specifications
09 51 00	ACOUSTICAL CEILINGS	0	05/08/26	05/13/26	100% Specifications
09 65 00	RESILIENT FLOORING	0	05/08/26	05/13/26	100% Specifications
09 65 66	RESILIENT ATHLETIC FLOORING	0	05/08/26	05/13/26	100% Specifications
09 68 13	TILE CARPETING	0	05/08/26	05/13/26	100% Specifications
09 72 00	WALL COVERINGS	0	05/08/26	05/13/26	100% Specifications
09 78 00	INTERIOR WALL PANELING	0	05/08/26	05/13/26	100% Specifications
09 91 13	EXTERIOR PAINTING	0	05/08/26	05/13/26	100% Specifications
09 91 23	INTERIOR PAINTING	0	05/08/26	05/13/26	100% Specifications
10 - Specialties					
10 00 05	Miscellaneous Specialties	0	05/08/26	05/13/26	100% Specifications
10 11 00	Visual Display Units	0	05/08/26	05/13/26	100% Specifications
10 14 16	Plaques	0	05/08/26	05/13/26	100% Specifications
10 14 19	Dimensional Letter Signage	0	05/08/26	05/13/26	100% Specifications

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10 14 23	Panel Signage	0	05/08/26	05/13/26	100% Specifications
10 21 13.19	Plastic Toilet Compartments	0	05/08/26	05/13/26	100% Specifications
10 28 00	Toilet, Bath, and Laundry Accessories	0	05/08/26	05/13/26	100% Specifications
10 44 00	Fire Protection Specialties	0	05/08/26	05/13/26	100% Specifications
10 51 26	HDPE Lockers	0	05/08/26	05/13/26	100% Specifications
10 56 13	Metal Storage Shelving	0	05/08/26	05/13/26	100% Specifications
10 73 16.13	Metal Canopies	0	05/08/26	05/13/26	100% Specifications
12 - Furnishings					
12 36 00	COUNTERTOPS	0	05/08/26	05/13/26	100% Specifications
22 - Plumbing					
22 0000	BASIC PLUMBING REQUIREMENTS	0	05/08/26	05/13/26	100% Specifications
22 00 00.1	Mechanical Specifications	0	05/08/26	05/13/26	100% Specifications
22 0500	COMMON WORK RESULTS FOR PLUMBING	0	05/08/26	05/13/26	100% Specifications
22 0523	GENERAL-DUTY VALVES FOR PLUMBING PIPING	0	05/08/26	05/13/26	100% Specifications
22 0529	HANGERS AND SUPPORTS FOR PLUMBING PIPING AND EQUIPMENT	0	05/08/26	05/13/26	100% Specifications
22 0553	IDENTIFICATION FOR PLUMBING PIPING AND EQUIPMENT	0	05/08/26	05/13/26	100% Specifications
22 0719	PLUMBING PIPING INSULATION	0	05/08/26	05/13/26	100% Specifications
22 1116	DOMESTIC WATER PIPING	0	05/08/26	05/13/26	100% Specifications
22 1119	Domestic Water Piping Specialties	0	05/08/26	05/13/26	100% Specifications
22 1123	Domestic Water Pumps	0	05/08/26	05/13/26	100% Specifications
22 1316	Sanitary Waste and Vent Piping	0	05/08/26	05/13/26	100% Specifications
22 1319	Sanitary Waste Piping Specialties	0	05/08/26	05/13/26	100% Specifications
22 1423	Storm Drainage Piping Specialties	0	05/08/26	05/13/26	100% Specifications
22 3300	Electric Domestic Water Heaters	0	05/08/26	05/13/26	100% Specifications
22 4213	Commercial Plumbing Fixtures	0	05/08/26	05/13/26	100% Specifications
22 4716	Pressure Water Coolers	0	05/08/26	05/13/26	100% Specifications
23 - Heating, Ventilating, and Air Conditioning (HVAC)					
23 0000	BASIC MECHANICAL REQUIREMENTS	0	05/08/26	05/13/26	100% Specifications
23 0001	TEMPORARY USE OF MECHANICAL EQUIPMENT FOR CONSTRUCTION	0	05/08/26	05/13/26	100% Specifications
23 0010	COMMON WORK RESULTS FOR MECHANICAL	0	05/08/26	05/13/26	100% Specifications
23 0529	HANGERS AND SUPPORTS FOR HVAC PIPING AND EQUIPMENT	0	05/08/26	05/13/26	100% Specifications
23 0553	IDENTIFICATION FOR HVAC PIPING AND EQUIPMENT	0	05/08/26	05/13/26	100% Specifications
23 0593	TESTING, ADJUSTING, AND BALANCING FOR HVAC	0	05/08/26	05/13/26	100% Specifications
23 0713	DUCT INSULATION	0	05/08/26	05/13/26	100% Specifications
23 0719	HVAC PIPING INSULATION	0	05/08/26	05/13/26	100% Specifications
23 0900	INSTRUMENTATION AND CONTROL FOR HVAC	0	05/08/26	05/13/26	100% Specifications
23 1123	FACILITY NATURAL-GAS PIPING	0	05/08/26	05/13/26	100% Specifications
23 2113	HYDRONIC PIPING	0	05/08/26	05/13/26	100% Specifications
23 2300	REFRIGERANT PIPING	0	05/08/26	05/13/26	100% Specifications
23 3113	Metal Ducts	0	05/08/26	05/13/26	100% Specifications
23 3300	AIR DUCT ACCESSORIES	0	05/08/26	05/13/26	100% Specifications

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Number	Description	Revision	Issued Date	Received Date	Set
23 3423	HVAC POWER VENTILATORS	0	05/08/26	05/13/26	100% Specifications
23 3713	DIFFUSERS, REGISTERS, AND GRILLES	0	05/08/26	05/13/26	100% Specifications
23 3723	HVAC GRAVITY VENTILATORS	0	05/08/26	05/13/26	100% Specifications
23 5100	Breechings, Chimneys, and Stacks	0	05/08/26	05/13/26	100% Specifications
23 5533	FUEL-FIRED UNIT HEATERS	0	05/08/26	05/13/26	100% Specifications
23 7413	PACKAGED, OUTDOOR, CENTRAL-STATION AIR-HANDLING UNITS	0	05/08/26	05/13/26	100% Specifications
23 8127	MINI-SPLIT AIR CONDITIONERS	0	05/08/26	05/13/26	100% Specifications
23 8239.16	Electric Unit Heaters	0	05/08/26	05/13/26	100% Specifications
26 - Electrical					
26 0000.1	Electrical Specifications	0	05/08/26	05/13/26	100% Specifications
26 0500	BASIC ELECTRICAL REQUIREMENTS	0	05/08/26	05/13/26	100% Specifications
26 0501	ELECTRICAL TEMPORARY FACILITIES	0	05/08/26	05/13/26	100% Specifications
26 0502	ELECTRICAL DEMOLITION	0	05/08/26	05/13/26	100% Specifications
26 0504	CLEANING, INSPECTION, AND TESTING OF ELECTRICAL EQUIPMENT	0	05/08/26	05/13/26	100% Specifications
26 0519	LOW-VOLTAGE ELECTRICAL POWER CONDUCTORS AND CABLES	0	05/08/26	05/13/26	100% Specifications
26 0526	Electrical Grounding	0	05/08/26	05/13/26	100% Specifications
26 0529	HANGERS AND SUPPORTS FOR ELECTRICAL SYSTEMS	0	05/08/26	05/13/26	100% Specifications
26 0533	ELECTRICAL RACEWAYS	0	05/08/26	05/13/26	100% Specifications
26 0534	ELECTRICAL BOXES AND FITTINGS	0	05/08/26	05/13/26	100% Specifications
26 0535	COMMUNICATIONS RACEWAY SYSTEM	0	05/08/26	05/13/26	100% Specifications
26 0553	IDENTIFICATION FOR ELECTRICAL SYSTEMS	0	05/08/26	05/13/26	100% Specifications
26 0573	SHORT CIRCUIT/COORDINATION STUDY AND ARC FLASH HAZARD STUDY	0	05/08/26	05/13/26	100% Specifications
26 0923	LIGHTING CONTROL DEVICES	0	05/08/26	05/13/26	100% Specifications
26 2416	PANELBOARDS	0	05/08/26	05/13/26	100% Specifications
26 2702	EQUIPMENT WIRING SYSTEMS	0	05/08/26	05/13/26	100% Specifications
26 2726	WIRING DEVICES	0	05/08/26	05/13/26	100% Specifications
26 4313	SURGE PROTECTIVE DEVICES	0	05/08/26	05/13/26	100% Specifications
26 5115	LOW VOLTAGE LIGHTING CONTROL	0	05/08/26	05/13/26	100% Specifications
26 5119	LED INTERIOR LIGHTING	0	05/08/26	05/13/26	100% Specifications
27 - Communications					
27 0500	COMMON WORK RESULTS FOR COMMUNICATIONS	0	05/08/26	05/13/26	100% Specifications
27 0553	Identification for Communications Systems	0	05/08/26	05/13/26	100% Specifications
27 1500	Communications Copper Horizontal Cabling	0	05/08/26	05/13/26	100% Specifications
28 - Electronic Safety and Security					
28 3111	DIGITAL, ADDRESSABLE FIRE-ALARM SYSTEM	0	05/08/26	05/13/26	100% Specifications
31 - Earthwork					
31 10 00	SITE CLEARING	0	05/08/26	05/13/26	100% Specifications
31 20 00	EARTH MOVING	0	05/08/26	05/13/26	100% Specifications
31 23 20	TRENCHING AND BACKFILLING FOR UTILITIES	0	05/08/26	05/13/26	100% Specifications
31 25 00	EROSION CONTROL	0	05/08/26	05/13/26	100% Specifications
31 31 16	TERMITE CONTROL	0	05/08/26	05/13/26	100% Specifications

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Number	Description	Revision	Issued Date	Received Date	Set
32 - Exterior Improvements					
32 12 14	COMPACTED AGGREGATE BASE	0	05/08/26	05/13/26	100% Specifications
32 12 16	ASPHALT CONCRETE PAVING	0	05/08/26	05/13/26	100% Specifications
32 13 13	PORTLAND CEMENT CONCRETE PAVING	0	05/08/26	05/13/26	100% Specifications
32 13 14	CONCRETE SIDEWALKS, CURB AND GUTTERS	0	05/08/26	05/13/26	100% Specifications
32 13 17	PAVEMENT MARKING	0	05/08/26	05/13/26	100% Specifications
32 13 18	TRAFFICE AND HANDICAP PARKING SIGNS	0	05/08/26	05/13/26	100% Specifications
32 31 13	CHAIN LINK FENCES AND GATES	0	05/08/26	05/13/26	100% Specifications
32 31 19	DECORATIVE METAL FENCES AND GATES	0	05/08/26	05/13/26	100% Specifications
33 - Utilities					
33 41 01	WATER DISTRIBUTION SYSTEM	0	05/08/26	05/13/26	100% Specifications
33 41 03	SANITARY SEWERAGE SYSTEM	0	05/08/26	05/13/26	100% Specifications
Ap - Unknown					
Appendix A	GEOTECH REPORT	0	05/08/26	05/13/26	100% Specifications

NPS HS Baseball and Softball Complex Improvements

GMP #1 Clarifications

1. The GMP is established using subcontractor/supplier bids received on June 25th, 2026, listed in Exhibit A1.
2. GMP and proposed overall schedule (8 months) assume award and Notice to Proceed within 14 days, Upon approval by Newcastle School Board by July 21st, 2026. Any delays in Notice to Proceed are subject to potential changes in Contract Time and Contract Sum
3. P&P bonds are EXCLUDED for Nabholz.
4. P&P bonds are only included for all subcontractors holding contracts over $50,000.
5. GMP is based on Normal Weekday Work hours (M-F, 7A-5P).
6. GMP excludes all sales tax. Newcastle Public Schools shall issue appropriate authorization naming Nabholz and subcontractors as "buyers on behalf".
7. Allowances are not guaranteed values. Should the actual cost of work exceed the respective allowance amount, the contract shall be adjusted accordingly, via Change Order. Likewise, should any portion of an allowance not be used, remaining portion of allowance shall be returned to Owner at end of project, via a deductive Change Order.
8. Any unused portions of Contingencies shall be returned to Owner at end of project, via a deductive Change Order.
9. Any rock, substructure, utilities (Public or Private) or other unsuitable materials found below current subgrade, shall be considered unforeseen conditions unless otherwise specified within the Geotechnical Report or Contract Documents and shall be subject to potential changes in Contract Time and Contract Sum.
10. This GMP excludes the following:
    a. Design/Consulting Fees, even if specifically called for in the Plans and/or Specifications.
    b. Abatement of Hazardous Materials at Existing Conditions.
    c. Furniture, Fixtures, and Equipment.
    d. 3rd Party Testing/Inspections.
    e. Cost for Electrical, Gas, and Internet Service.
    f. Items called out as "by Owner", "by Other", or similar callout.
11. Where in conflict, terms of Agreement between Newcastle Public Schools and Nabholz, dated October 11, 2022, shall take precedent over requirements of Construction Documents.
12. CM is not responsible for regular maintenance and upkeep of areas beyond its control.
13. GMP assumes free use of available electricity, water, and sewer on site for construction.
14. Excludes any costs related to unsuitable soils.
15. GMP does not account for any cost savings associated with the Value Engineering (VE) exercise that is currently pending.
16. Newcastle Public Schools agrees to make the necessary design and/or scope revisions to achieve $200,000 to $450,000 reduction to the GMP.
17. Nabholz cannot guarantee any amount of VE savings at this time, as the final amount cannot be determined until the plans and specifications sufficiently reflect the requested revisions.
18. ALL savings realized through VE will be returned to Newcastle Public Schools.

BOARD OF EDUCATION POWERS AND DUTIES

The general functions of the Newcastle Board of Education are the powers delegated to the board by the State Legislature. Included in those powers is the authority to perform all functions necessary to the administration of the school district as specified in the Oklahoma School Code and, additionally the powers necessarily implied but not delegated by law to another agency or official. These policies and decisions are made according to state and federal laws, State Board of Education regulations, court decisions, and negotiated agreements with employee bargaining units.

All of the powers of the Board lie in its action as a group; therefore, individual Board members exercise their authority over District affairs only as they vote to take action at a legal meeting of the Board. No individual member of the Board including the President, shall have the power and/or the authority to act individually on behalf of the District or to bind the District unless the Board, pursuant to a vote, has delegated such authority to the individual Board member. The District's employees and the public at large shall take notice that the District can only be bound by Board action or through authority specifically delegated by the Board.

The Newcastle Board of Education shall have the power to:

1. Elect its own officers: President, Vice-President, Clerk, and shall appoint an Encumbrance Clerk and a Minutes Clerk and in its discretion, a Deputy Clerk. The board may appoint one person as Encumbrance/Minutes Clerk.

2. Make rules and regulations, not inconsistent with the law or rules and regulations of the State Board of Education, governing the board and the school system of this district.

3. Maintain and operate a complete public school system of such character as the board of education shall deem best suited to the needs of the school district.

4. Designate the schools to be attended by the children of the district.

5. Provide informational material concerning school bond elections and millage elections.

6. Purchase, construct or rent, and operate and maintain classrooms, libraries, auditoriums, gymnasiums, stadiums, recreation places and playgrounds, teacherages, school bus garages, laboratories, administration buildings and other school buildings, and acquire sites and equipment therefor.

7. Have school district property insured.

8. Lease real or personal district property to the state or any political subdivision thereof for nominal cash consideration for so long as the use of the property by the lessee substantially benefits, in whole or in part, the same public served by the school district.

9. Dispose of property no longer needed by the district by sale, exchange, lease, lease-purchase, and partial lease back, or otherwise as prescribed by state law.

10. Purchase necessary property, equipment, furniture, and supplies necessary to carry out and fulfill all powers granted by law.

11. Incur expenses necessary to carry out and fulfill all powers granted by law, subject to the following limitations: The board of education shall not vote to contract with or purchase materials or supplies from a

BOARD OF EDUCATION POWERS AND DUTIES (cont.)

business employing a member of the board of education or the spouse of the member owning an interest in the business of more than 5%.

12. Contract with and fix the duties and compensation of regular physicians or surgeons, dentists, optometrists, and other recognized and legally licensed practitioners, nurses, attorneys, superintendents, principals, teachers, bus drivers, custodians, and other necessary employees of this district.

13. The board of education shall establish a written policy for reimbursement of necessary travel expenses of employees and members of the board of education. The policy may include in-district travel from the site of employment assignment, which is necessary in the performance of employment duties. The written policy shall specify procedures, contain documentation requirements, and may include payment of meal expenses during authorized travel on a per diem allowance basis rather than itemized documentation. Per diem meal reimbursement may not exceed the amounts authorized for state employees in 74 O.S. §500.8, but such reimbursement shall be available for necessary travel that does not require overnight stays. The board shall designate the funds from which reimbursement is to be made.

14. Pay necessary itemized and documented travel expenses and other related expenses of prospective employees for sponsored visits to the school district as per district policy.

15. Provide for employees' leaves of absence without pay.

16. Exercise sole control over all of the schools and property of this district subject to provisions of the Oklahoma School Code.

17. Allow district-owned school buses to be used for transportation of students from other districts or educational institutions while within the district on educational tours. This shall not restrict the authority of the board to authorize any other use of such buses which may now be permitted by law or rule of the State Board of Education.

18. Enter into contractual agreements with the board of trustees of a multicounty library system, a city-county library commission, or a rural single county library system, as defined by state law, on such terms as may be mutually agreed, except no district board of education may enter into any agreement under which the library services for the school would be provided at any site other than the school site or which would result in library services that do not meet accreditation standards as required by law or rule.

19. Perform all functions necessary to the administration of a school district in Oklahoma as specified in the Oklahoma School Code, in addition to those powers necessarily implied but not delegated by law to any other agency or official.

20. Prepare and distribute at the expense of the school district any and all material which has the purpose of informing the public about district activities.

21. Solicit and accept any gift, grant, or donation of money or property for the use of the school district. Any gift, grant, or donation of money for noncapital expenses may be deposited in the general fund or building fund of the school district. Gifts, grants, or donations for purposes of capital expenses must be placed in the building fund.

BOARD OF EDUCATION POWERS AND DUTIES (cont.)

22. Pay necessary meal and lodging expenses of school district students and sponsors involved in authorized school-sponsored cocurricular activities. The board shall establish a written policy for reimbursement of necessary meal and lodging expenses of school district students and sponsors. The written policy shall specify procedures, contain documentation requirements, and designate the funds from which reimbursement may be made. Reimbursement may be made from the general fund.

23. Provide for an appropriate personnel policy and sick leave policy for all teachers employed.

24. Exercise complete control over all funds on hand or hereafter received or collected from all school activities conducted in this school district.

25. Provide for an annual audit of all such school activity funds. The original reports of such audit shall be delivered to the board, and a copy thereof shall be furnished to the treasurer of the school district.

26. Rent the facilities such as gymnasium, auditorium, or cafeteria.

27. Cause all school funds to be audited annually.

28. An educational function not specifically delegated to the State Board of Education, the State Department of Education or the State Board of Career and Technology Education is reserved and may be performed by the local district.

REFERENCE: 21 O.S. §355
26 O.S. §13A-105
62 O.S. §371
70 O.S. §1-117, §5-105, §5-107B, §5-117, §5-119, §5-124, §5-134

FILLING BOARD VACANCIES
(PROCEDURE)

The board may fill a vacancy on the board by appointment or by special election. The Attorney General has ruled that a school board may interview candidates for appointment in executive session (AG Op. No. 92-23). The following suggested agenda language does not represent approval or disapproval of any action that may be taken by the board of education:

Proposed executive session to interview candidates and to discuss appointment of a volunteer to the Newcastle Board of Education. 25 O.S. §307(B)(1) and 70 O.S. § 5-118.

Vote to convene or not to convene in executive session.

Vote to return to open session.

Executive session minutes compliance announcement.

Vote to appoint or not to appoint a volunteer to the position of board member of the Newcastle Board of Education.

If the filing period has closed for an open position on the school board and no candidate has filed resulting in a vacancy, the board may appoint to fill the vacancy. In this very limited circumstance, the board may determine that the person appointed does not have to reside in the board election ward. The person appointed would have to fulfill all other requirements as set forth in law for school board candidates. Any person appointed who does not reside in the board election ward may only serve the appointed term of office and would not be eligible to refile for that board seat.

If the board cannot reach a decision with regard to appointing an individual to fill the position within 60 days, the board is required to call a special election. (See BBB-E1 for a sample resolution calling for a special election.) The resolution calling for a special election must be delivered to the secretary of the county election board no fewer than 60 days preceding the election. However, the board is not required to wait until the next date the county is holding an election. It is at the discretion of the board as to when the election will be held, as long as the resolution is provided to the secretary of the county election board no fewer than 60 days prior to the date requested for the election. Individuals elected to fill a vacancy serve for the remainder of the unexpired term

If an individual is appointed to the seat, the appointee shall serve until the next regular election if the person is appointed to fill such vacancy in the first half of the term of office for the board position. If the person is appointed to fill such vacancy after the first half of the term of office for the board position, then the appointee shall serve for the balance of the unexpired term.

REFERENCE: **26 O.S. §13A-110**

BOARD OF EDUCATION MEETINGS AND NOTIFICATION PROCEDURES

The Newcastle Board of Education shall transact all business at official meetings of the board. A "meeting" is defined as the gathering of a majority of members of a public body to discuss school business. Board meetings shall be regarded as public meetings. No meetings will be held by teleconference. These may be either regular, special, or emergency meetings, defined as follows:

Regular Meeting - the usual, official legal action meeting held regularly.

The regular meeting of the Newcastle Board of Education shall be the second, Tuesday of each month at 6:00pm in the Administration Building, unless otherwise scheduled.

Continued or Reconvened Meeting – A meeting assembled for the purpose of finishing business appearing on an agenda of a previous meeting.

Special Meeting - an official legal action meeting called between scheduled regular meetings to consider specific topics as listed on the agenda.

Special meetings of the board may be called by the Superintendent or the Board President at any time as authorized by law. In addition, a special meeting shall be called whenever requested by 3 members of the board.

Emergency Meeting - an official legal action meeting held only for dealing with situations involving either injury to persons or damage to public or personal property or an immediate financial loss so severe that the 48-hour notice period of a special meeting would be impractical and increase the likelihood of injury or damage or immediate financial loss.

All regular, special and emergency meetings of the board shall be held in accordance with the Oklahoma Open Meeting Act. Board discussions on certain issues specified by law may be held in executive session. No votes will be taken in executive session.

All regular, special, and emergency meetings of the board of education shall be open to the public. Any regular meeting shall include an opportunity for members of the public to address the board.

A majority of the board membership shall constitute a quorum for the transaction of business. Each member, including each officer, of the board shall have one vote. All votes shall be taken by an audible roll call vote.

Board members shall have the authority of the board only when acting as a member of the board in a legal session.

Notification of Meetings

Notice of all meetings of the board of education shall be made in accordance with the Oklahoma Open Meeting Law except that federal confidentiality laws take precedence and except that a board of education is not considered a public body and is not subject to the Oklahoma Open Meeting Law when the board meets for the sole purpose of considering recommendations of a multidisciplinary team and deciding the placement of any child who is the subject of such recommendations. Otherwise, a written notice of the date, time and place of the meeting will be mailed and delivered to each person, newspaper, wire service, radio station, and television station that has filed a written request for such notice. Procedures for insuring proper notice, preparing agendas, etc., are as follows:

1. Prior to December 15 each year, the board of education shall provide the county clerk a listing of the time, date, and place of all regular meetings for the coming calendar year.

2. Any change in the date, time, or place of a regular meeting shall be provided in writing to the county clerk at least ten days prior to implementing the change.

3. All meetings shall be held at specified times and places and shall be preceded by public notice of the meeting in the form of a posted agenda specifying the date, time and place of the meeting as well as the subject matter or matters to be considered. Such agenda shall be posted at least twenty-four hours before the meeting (excluding Saturday, Sunday, and holidays). Such notice shall be posted in prominent public view at the office of the school district.

4. Public notice of special meetings shall be given at least forty-eight (48) hours prior to the meeting and shall be given in writing or in person to the county clerk and to any press representative that has filed a written request for such notice. Such public notice shall be posted at least twenty-four (24) hours before the meeting in the same manner as that of a regular meeting. Boards of districts with websites must provide a schedule and information about the regularly scheduled meetings, including the date, time, place, and agenda of each meeting.

5. In the event of an emergency, an emergency meeting may be held without the public notice required for other meetings, but as much advance public notice as is reasonable and possible will be provided in person, email or by fax. Also, when reasonably possible, public bodies shall provide information about the time, date, and place and the agenda of any special or emergency meetings.

6. Any person, newspaper, wire service, radio station, and/or television station may file a written request with the board clerk to receive written notice of regular business meetings of the board of education. Such requests must be renewed annually. Persons or entities requesting written notification will not be charged a notification fee.

REFERENCE: 70 O.S. §5-118
25 O.S. §302, §303, §304, §307.1, §311

SCHOOL BOARD MEETINGS
AGENDA PREPARATION AND DISSEMINATION

As executive officer of the Newcastle Board of Education, the superintendent of schools, in consultation with the president and other members of the board, is responsible for the preparation of the agenda for board meetings. Items for the agenda may be suggested by board members or staff members. The inclusion of items suggested by staff members will be at the discretion of the superintendent and must be turned in at least 48 hours before the time of posting.

If the item "new business" is on the regular meeting agenda, matters that qualify as "new business", because they were not known or could not have been reasonably known 24 business hours prior to the meeting, may be considered and may be acted upon.

Proposals for executive sessions will be included on the agenda, including a reference to the specific section of the Oklahoma Statutes which authorizes an executive session for the proposed item. The proposal must contain sufficient information to advise the public that an executive session will be proposed, what matters are proposed to be discussed, the names of school employees (if any) to be discussed, and what action, if any, is contemplated. Executive sessions must be authorized by a vote of the majority of members in attendance.

The agenda and any supporting material will be distributed to members of the board as far in advance of the meeting date as possible. Copies of the agenda will be made available to the media and the public upon request. The school district will offer and consistently maintain an email system for distribution of the agenda and a process for people to obtain a copy of the agenda at the school district during normal business hours at least twenty-four hours prior to the meeting. Those interested in receiving a copy of the agenda via email should contact the business office of the school district during normal business hours. In addition, a copy of the agenda will be posted on the school district's Internet website.

REFERENCE: **25 O.S. §311**
74 O.S. §3106.2

QUORUM AND VOTING BOARD MEETING PROCEDURE

A quorum, consisting of a majority of the board membership, shall be necessary to conduct business at a meeting of the Newcastle Board of Education. Decisions approved by a majority of a quorum of the board, acting in a legal meeting of the board, shall be considered legal board decisions. In the event that a quorum is not present and a regularly scheduled board meeting cannot be convened, the meeting shall be canceled. If a regularly scheduled board meeting is canceled due to lack of a quorum, a notice of such cancellation shall be immediately prepared and posted with the original agenda of the canceled meeting. A special meeting may then be called with the appropriate minimum of 48 hours' notice to the county clerk. The agenda for the special meeting shall include all of the items listed on the agenda of the regular meeting.

If a quorum is present but the meeting needs to be relocated due to lack of space, building problem, etc., a motion to reconvene the meeting at another place may be made and voted upon. If the board decides to reconvene the meeting, the decision will be announced, and a written notice will be posted with the original agenda showing the date, time, and place of the reconvened meeting. The minutes of the original meeting will reflect the decision to reconvene and the full announcement.

Each member shall have one (1) vote, and all votes shall be publicly cast and recorded. All motions shall be carried by a majority of the members present or as otherwise required by law. An abstention from voting by a member present at a meeting shall be deemed a "no" vote for purposes of determining a majority vote.

REFERENCE: **70 O.S. §5-118**
25 O.S. §311

BOARD OF EDUCATION MINUTES

The Newcastle Board of Education recognizes that the board speaks through its board meeting minutes. The minutes clerk shall record the minutes of each board meeting. The approved minutes are public records and may be examined by any citizen of the district upon proper request except for minutes of executive sessions.

The school district may utilize audio recordings of board meetings to prepare the formal minutes of the meeting. These audio recordings are only available until such time as the minutes for the meeting are prepared and approved by the Board. At that time the audio recording will be destroyed, and the minutes themselves become the public record of the proceedings.

Local Newspapers are entitled to tentative minutes of school board meetings. Upon written request, the school district will provide tentative minutes to the requester within four (4) business days of the conclusion of the meeting. Business days will not include Saturday, Sunday, or holidays legally declared by the State of Oklahoma. Tentative minutes shall carry a "Draft" watermark.

In order to protect the school board and to maintain the integrity of executive session, upon the return of the board to open session, an announcement should be made stating:

1. Names of those present and absent during the executive session;
2. All matters considered and that no other matters were discussed; and
3. The fact that no action was taken.

These items recorded in the minutes constitute executive session minutes. Generally, a verbatim transcript of what is said during an executive session is not information that is available for public redord due to the inherent confidentiality of the information.

In the interest of maintaining confidentiality of the information discussed during executive sessions, under no circumstances will audio/video recording or pictures of executive sessions be permitted.

REFERENCE: **25 O.S. §115 & 312**
70 O.S. §5-119

BOARD POLICIES

The Newcastle Board of Education believes that the formulation of school policy is its primary function and responsibility. School policies are statements that set forth the goals of the community and the board of education. School policies serve as guidelines for the successful and efficient functioning of the school system. They create a framework within which the administrative staff can successfully discharge its responsibilities in organizing and carrying out a sound educational program for all students.

The board recognizes that no collections of policies can cover every potential scenario, nor is that our intent. The Constitution and appropriate laws of the United States, the Constitution and laws of Oklahoma and regulations of the State Board of Education govern the Newcastle Board of Education. These policies are an extension of those laws and regulations and have been established by the board for Newcastle Public Schools.

Policies may be cooperatively formulated by the board of education working with students, staff, parents or legal guardians of students and stakeholders, but the final authority rests solely with the board. The implementation of school policy is the responsibility of the superintendent and the administrative staff.

The policies of the Newcastle Board of Education may be reviewed annually. Changes, additions, or deletions may be made subsequent to this annual review. However, requests for the board to consider changes in policies may be made at any time. Suggestions should be submitted in writing to the superintendent or the president of the board.

Addition, modification, or deletion of board policies may appear on any board meeting agenda. A board policy statement may be added, or an existing policy statement may be changed or deleted at any board meeting by the approval of a majority of the membership, provided such action is properly announced by the agenda of that meeting.

Board policy regulations guidelines, and exhibits are to be presented to the board for approval prior to distribution.

The board of education is aware that board action, in and of itself may be interpreted as establishment of policy.

REFERENCE: 70 O.S. §5-105, et seq.

EMERGENCY SCHOOL CLOSINGS

The Superintendent or designee is authorized to suspend normal school activities or close school buildings when abnormal conditions exist that threaten the safety, welfare, or health of students and employees. These conditions include, but are not limited to:

a. Inclement Weather (e.g., ice, snow, or severe storms).
b. Natural Disasters or severe weather events requiring SRP "Shelter" actions.
c. Utility Failures (e.g., power outages, gas leaks, or water supply disruption).
d. Environmental Hazards requiring SRP "Evacuate" or "Shelter" actions.
e. Other Emergencies as determined by the Superintendent in coordination with local emergency management.

Authority and Communication

1. Decision Authority: The Superintendent or designee has the sole responsibility to determine whether to continue, delay, or suspend normal school activities.
2. Notification Time: A decision to close or delay school will be announced, whenever possible, by 6:30 a.m. on the day involved.
3. Communication Channels: Once a decision is made, it will be communicated via:
    a. Official District communication tools (SMS alerts, mobile app, website, and social media).
    b. Local commercial broadcasting media (Radio and TV) serving the Newcastle area.
4. Presumption of Operation: In the absence of a publicized decision to close or delay, all staff and students should interpret the situation as a decision to continue normal operations.

Emergency Actions During the School Day

1. If an emergency occurs after the school day has begun:

    a. Continuance: Every effort will be made to continue school until the regular dismissal hour unless safety concerns dictate otherwise.
    b. Standard Response Protocol (SRP): If the emergency requires immediate protective action, the District will use SRP "Terms of Art"
    c. "EVACUATE!" (Used for gas leaks, fire, or structural issues). If the building cannot be re-occupied, the Superintendent will initiate early dismissal or relocation.
    d. "SHELTER!" (Used for severe weather/tornado). School activities are suspended until an "All Clear" is given.
    e. Early Dismissal: If early dismissal is required, notification will be sent immediately through District communication tools and local media outlets. The Director of Transportation will be notified to coordinate safe bus routes.

EMERGENCY SCHOOL CLOSINGS (Cont.)

Personnel and Expectations

1. 12-Month Employees: All 12-month employees are expected to report for duty when school activities are suspended unless otherwise directed. If an employee cannot report due to safety conditions, they must follow standard procedures for individual consideration/leave.
2. Building Principals: Principals remain responsible for their buildings during emergencies and should be available to handle unanticipated situations.
3. Compensatory Time: Additional pay or compensatory time is not authorized for services performed during a suspension of activities.

Calendar and Makeup Days

1. The 166-Day Rule: If the total number of teaching days falls below 166 days (or the state-required equivalent hours) due to emergency closings, the lost time must be made up as directed by the Superintendent.
    a. If the district remains at or above the 180-day requirement after deductions for closings, students will not be required to make up the lost days.
2. Professional Days: If makeup days are required to meet state requirements for professional/planning days, all certified and assigned personnel must report for regular hours on those designated days.

MILITARY LEAVE
(REGULATIONS)

The board shall provide leave to qualified employees who are members of any component of the Armed Forces of the United States (Army, Navy, Marine Corps, Air Force, Coast Guard), including members of the Army and Air National Guard and the Reserve Forces and the commissioned corps of the Public Health Service, when the employee meets the requirements set forth below and the Uniformed Services Employment and Re-employment Rights Act of 1994 (USERRA). A leave of absence for the period of active service shall be without loss of status or efficiency rating and without loss of pay during the first 30 days of such leave.

Reemployment Rights

In order to qualify for reemployment rights, the employee must be or must have been employed on a regular basis. Employees who are employed as temporary employees for a definite, nonrecurring period of time are not eligible. In order to qualify for reemployment rights, employees must be qualified as set forth in these regulations and in The Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA).

Employees must provide advance notice of military service unless military necessity prevents such notice or unless notice is otherwise impossible or unreasonable. Such oral or written notice must be provided by the employee or by an appropriate officer of the service branch. In order to qualify for reemployment, the employee cannot be absent for a period greater than five years unless the employee qualifies for an exception as set forth below. The employee must be or have been separated from the service under honorable conditions.

If the service is less than 31 days or is for the purpose of taking a fitness-for-duty examination, the employee must report for reemployment at the beginning of the first full regularly scheduled working period on the first calendar day following completion of service plus additional time for safe travel back to the employee's residence plus eight hours.

If the service is for a period greater than 31 days but less than 181 days, the employee must submit an application for reemployment no later than 14 days following completion of service.

If the service is for a period greater than 181 days, the employee must submit an application for reemployment no later than 90 days following completion of service.

These time limits may be extended up to two years if the employee is hospitalized or is convalescing from an injury or illness caused by the military service. The two-year extension may be further extended if reporting is impossible or unreasonable due to circumstances beyond the employee's control.

An employee with less than 91 days of service will be immediately re-employed in the position the employee would have attained had the employee not been absent if all qualifications for the position are met. If the employee is not or cannot reasonably become qualified for the advanced position, reemployment will be offered in the same position held prior to military service if qualified. If the employee is not and cannot become reasonably qualified for the same position, a position of lesser status and pay will be offered.

An employee who is absent for more than 91 days will be offered reemployment under the same conditions as above except that a different position with equivalent pay, status, and seniority may be offered.

Refresher training or "update" training will be provided if appropriate and necessary.

MILITARY LEAVE, REGULATIONS (Cont.)

If a qualified employee applies for reemployment and has a service-related disability, reasonable accommodations will be made if possible. If reasonable accommodations cannot be made, a position providing equivalent seniority, pay and status will be offered. If neither of these options is possible because of the disability, a position as nearly equivalent as possible in seniority, pay and status will be offered.

Employees who are reemployed under these regulations are entitled to participate in any benefits available to employees on nonmilitary leaves of absence but must pay any employee participation costs that other employees pay.

An employee who is reemployed under these regulations will not be considered as having a break in service for purposes of any applicable pension plan and the military service time will be considered for benefit vesting and accrual consistent with any state regulations or law.

Health Insurance Coverage

If requested, the school district will maintain health insurance coverage on the employee (and the employee's family) for the first 30 days of military service regardless of whether the employee is called to active duty for more or less than 30 days. However, the employee must pay any employee participation costs that other employees pay. If the employee is called to active duty for more than 30 days, the military medical benefit will provide coverage. If the employee wishes to maintain private insurance after the first 30 days (for up to 18 months), the employee must pay the full cost of the premium.

The employee (and the employee's family) may choose to go back on the district health plan immediately upon return to district employment. There will be no waiting period and no exclusion of pre-existing conditions, other than for VA-determined service-connected conditions.

REFERENCE: 40 O.S. §209
70 O.S. §6-105
USERRA, 1994 as amended

MATERNITY LEAVE
(REGULATIONS)

The board of education shall provide maternity leave to all full-time employees of the school district who have been employed by the district for at least one year and have worked at least one thousand two hundred fifty (1,250) hours during the preceding twelve ~~12~~-month period. Eligible employees shall be entitled to six (6) weeks of paid maternity leave following the birth or adoption of the employee's child, provided that the child is under four (4) years of age. The six (6) weeks of paid maternity leave shall be used immediately following the birth or adoption of the employee's child. The six (6) weeks of maternity leave shall be in addition to and not in place of sick leave due to pregnancy pursuant to 70 O.S. § 6-104.

A district employee taking maternity leave pursuant to the new law shall not be deprived of any compensation or other benefits to which the employee is otherwise entitled.

The district shall file claims with the State Board of Education for reimbursement of expenses related to providing eligible employees with paid maternity leave.

With regard to any shared sick leave program which is currently offered, or which may be offered in the future by the district, provided maternity leave must be used prior to any shared sick leave available under the district's program.

Employees who qualify for state paid-maternity leave are entitled to extend the duration of their maternity leave beyond the six (6) weeks provided by this policy if they have sufficient sick leave available to cover the extended duration. Such sick leave may be used for recovery from childbirth, bonding with a newborn, or caring for a newborn. Extended sick leave shall not exceed six (6) weeks unless a licensed medical professional provides written certification recommending additional leave for medical necessity related to the employee's recovery from childbirth or for the care of the newborn to achieve a combined twelve (12) weeks of leave as addressed in the Family Medical Leave Act (FMLA). FMLA leave shall run concurrently with maternity leave and the paid sick leave extended duration.

Any employee who intends to utilize available sick leave to extend the duration of maternity leave must notify the administration of the school district.

REFERENCE: 70 O.S. §6-104.8

ASSOCIATION OFFICER LEAVE
CERTIFIED PERSONNEL
(REGULATIONS)

The board of education may approve a request from a school district employee for an unpaid leave of absence to hold office as an officer, director, trustee, or agent of a national, statewide, or school district employee association. The employee requesting leave shall provide the superintendent with:

1. Certification by the national, statewide, or school district employee association of the date of the election and the results of the election;
2. The definitive beginning and ending dates of the leave.

The employee shall not be entitled to maintain any benefits granted by the school district regardless of whether the benefit is paid by the employee on leave or the association for which the person is serving as an officer, director, trustee, or agent.

During the leave period, the employee's position will be maintained without advancement on the salary schedule. No sick leave, personal business leave or personal leave shall accrue during this leave of absence. The employee on leave shall not accumulate service credit within the Teachers' Retirement System of Oklahoma.

The employee shall be prohibited from accessing school district office space during the leave of absence.

When the employee returns to work following this leave, the employee may return to his or her former position or a comparable position as determined by the Superintendent.

REFERENCE: New law at 70 O.S. § 2358

DUE PROCESS FOR ADMINISTRATORS

Pursuant to a proposed recommendation that a full-time certified administrator be dismissed or non-reemployed from an administrative position within the school district, the board will follow this procedure:

1. A written statement must be submitted to the administrator prior to any decision regarding dismissal or non-reemployment. This statement shall outline the proposed action and provide specific supporting reasons, including, but not limited to, relevant facts such as dates, incidents, and documented performance deficiencies. The employee shall also be informed of their right to request a hearing before the board. Any such request must be submitted within ten (10) days of receipt of the written statement of dismissal or non-reemployment.

2. A hearing by the board will be granted upon the administrator's request before the board takes action on the proposal. Such request for a hearing must be submitted to the board by certified mail or email. The request should state the purpose of the administrator's intent in requesting due process and provide copies of documentation, evaluations or other evidence-based documents to support this request.

3. Upon receipt of the administrator's request for a hearing, the board will conduct such hearing at its next regularly scheduled meeting or at a special meeting. The failure of the administrator to request a hearing within ten (10) days after being properly notified will be deemed a waiver of the right to a hearing and the decision of the board will be final.

4. Pending final determination of an administrator's dismissal or non-reemployment, the board or superintendent may suspend the administrator if it believes that the immediate suspension is in the best interest of the school district. Such suspension will not deprive the administrator of any compensation or benefits to which the administrator may be entitled. However, if the offense or rationale present an egregious nature that is otherwise harmful to the school district, it may be deemed necessary that compensation either ceases or pauses while the suspension is active. The board will initiate dismissal action within ten days from the effective date of suspension. However, in cases involving a criminal charge or indictment, the suspension may extend to such time as the administrator's case is finally adjudicated at trial.

After full implementation of the Oklahoma Teacher and Leader Effectiveness Evaluation System (TLE) as set forth in Section 6-101.10 of this title, a principal who has received a rating determined to be unsatisfactory as measured pursuant to the TLE as set forth in Section 6-101.16 of this title for two (2) consecutive school years, shall not be reemployed by the school district, subject to the due process procedures of this section.

REFERENCE: 70 O.S. §6-101.13

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. Isolated action does not meet the state's definition of bullying. However, the administration will investigate isolated incidents or actions and apply appropriate discipline under the student discipline code. This policy addresses bullying which, ~~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

Prohibiting Bullying (Reg and Investigation Procedures) (cont.)

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 will receive annual training regarding identifying, preventing, addressing, and reporting incidents of bullying via educational programs. These programs may include, but are not limited to, classroom discussions, assemblies, multimedia and presentations. The purpose of the educational programs are to assist students in the identification of bullying behaviors, reporting procedures and the consequences for violation of school policy.

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 from our website.

Staff Reporting

All school employees at each school site shall be required to complete professional development training in school bullying prevention, identification, response and reporting that meets the requirements of Oklahoma law and shall include recommendations from each school site's Safe Schools Committee.

Prohibiting Bullying (Reg and Investigation Procedures) (cont.)

All employees must report all incidents of harassment, intimidation, or bullying on the basis of a protected characteristic that are directly disclosed to them, that they overhear or observe, or that they otherwise learn about indirectly

District

The district will implement a research-based educational program as designed and developed by the Oklahoma State Department of Education for students and parents to prevent, identify, respond to and report bullying.

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, who will serve as the site district bullying incident coordinator 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.

Prohibiting Bullying (Reg and Investigation Procedures) (cont.)

Students who report bullying or other inappropriate behavior in good faith, or who participate as witnesses in an investigation, are protected from retaliation. Retaliation of any kind – including threats, intimidation, exclusion, harassment, cyberbullying, spreading rumors, or any other adverse treatment intended to discourage or punish a student for reporting a concern – is strictly prohibited. Any student found to have engaged in retaliatory behavior will be subject to appropriate disciplinary action in accordance with school policy. Students who believe they have experienced retaliation should report it immediately to a teacher, school counselor, administrator, or other trusted school employee so that the matter can be promptly investigated and addressed. If an employee of the district is found to have engaged in retaliatory action against a student who has reported bullying, appropriate disciplinary action will be taken which could include termination of employment.

Any person who knowingly makes a false report shall receive disciplinary consequences and any accusations found to be false will be removed from the falsely accused student's records.

The Superintendent shall be responsible for enforcing this policy. The building principal should inform Mr. Atchley, the district compliance officer (jatchley@newcastle.k12.ok.us) within 24 hours of any report of bullying. ~~with any report of bullying~~. Upon completion of an investigation, the building principal and the compliance officer shall 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.

Prohibiting Bullying (Reg and Investigation Procedures) (cont.)

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 and at each school site 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

OPEN RECORDS ACT

It is the policy of the Newcastle Board of Education to recognize and facilitate the public's right of access to and review of public records. The district is not required to release information contained in its education records except in conformity with the provisions of the Open Records Act, Title 51, Oklahoma Statutes, Section 24 A.l. and only to the extent that said act does not violate federal law. (See GBA-R.)

The superintendent's administrative assistant shall be the district's custodian of public records and shall be responsible for the preservation and care of those public records. At least one person shall be available at all times to release records during the regular business hours of the school district. Additionally, the superintendent may establish reasonable rules of procedure by which public records may be inspected.

The superintendent shall charge a fee to recover the reasonable direct costs of copying district records. The superintendent shall also charge a fee for the direct costs of searching for district records sought for solely commercial purposes or for searches that cause excessive disruption to the district's essential functions. In no case shall a search fee be charged for records sought in the public interest including, but not limited to, releases to the news media, scholars, authors, and taxpayers seeking to determine whether officials of the district are honestly, faithfully, and competently performing their duties as public servants. Fees for copies shall be paid in advance before the copies are made. A deposit may be required for search fees. The fee schedule for searching for and copying of district records shall be as follows:

Copies:			
8 1/2" X 11"	$.25 per copy	Research	$25.00 per hour
8 1/2" x 14"	$.50 per copy	Scanning/Uploading	$25.00 per hour
11" x 17" ledger	$.50 per copy		
Certified copy	$1.00 per page		

All confidential student records as defined by state and federal law shall remain confidential and accessible only to authorized personnel. The district may make requested records available online at the school district's website to comply with the obligation of providing prompt, reasonable access to records.

REFERENCE: 51 O.S. §24 A.l, et seq.

NOTE: If regular business hours are not maintained, the school district is required by law to post and maintain a written notice at the main office of the school district and with the county clerk, which notice shall include the following: (1) the hours records are available for inspecting, copying, and reproduction; (2) the name, address, and telephone number of the individual in charge of the records; and (3) detailed procedures for obtaining access to the records at least two days of the week, excluding Sunday

CCOSA
The Cooperative Council for
Oklahoma School Administration

2901 North Lincoln Boulevard
Oklahoma City, OK 73105
405-524-1191 office
405-524-1196 fax
www.ccosa.org

CCOSA's District Level Services (DLS) Program
(Agreement 2026-2027)

This letter sets out the Agreement between the Cooperative Council for Oklahoma School Administration (CCOSA) and Newcastle School District No. 1 of McClain County, Oklahoma (District) concerning the District's participation in **CCOSA's District Level Services Program** (Program) for the fiscal year ending June 30, 2027.

For participating Oklahoma cooperatives, interlocals, and technology centers, the cost of participation will be determined based upon the total 2025-26 ADM for your district.

P.O. CALCULATION GRID

County Name: McClain County Number: 47

District Name: Newcastle District Number: 1

P.O. CALCULATION GRID

ADM	COST
25,000 plus	$ 4,000
10,000 to 24,999	$ 3,000
5,000 to 9,999	$ 2,500
1,500 to 4,999	$ 2,000
500 to 1,499	$ 1,800
499 or less	$ 1,500

ADM (2025-26)	TOTAL COST
2600	2000.00

Purchase Order Number: PO #11-7

Purchase Order Amount: $2000 –

Please attach a copy of the purchase order when submitting completed forms

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Superintendent Certification of Participation

I certify that on the 21st day of July 2026, the Board of Education of Newcastle Public Schools voted to allow our school district to participate in the CCOSA District Level Services Program. The Newcastle Board of Education has encumbered $ 2000- for the purpose of participating in the CCOSA District Level Services Program. The Board of Education acknowledges that participation in the Program will result in the provision of **advisory services** to designated administrators with Newcastle Public Schools.

Signature of Superintendent

7/21/26
Date

The District understands that CCOSA's District Level Services Program emphasizes assistance in areas that help to create high-quality schools based on the research: Leadership and Governance: Culture and Climate; Mentoring and Coaching; Teaching and Learning; Assessing and Using Data for Learning; and Financial Resources.

If consultation and/or professional learning is in the school district, the school district would agree to pay travel expenses that would not be a part of this agreement.

The District understands that CCOSA and/or its partners will be unable to provide assistance in some areas and with some issues. The District understands that, in those situations, CCOSA and/or its partners may recommend that the District seek advice, assistance, and services beyond those offered by this Program, which may cause the District to incur expenses that are not covered by this Program. **This Program is ADVISORY ONLY and CCOSA and/or its partners do not warrant or guarantee any specific outcome related to the advisory services provided. CCOSA reserves the right to refuse participation to school districts and to remove school districts from participation in the Program.**

The term of this Agreement begins on the date it is approved by the District's Board of Education and ends on June 30, 2027. Either the District or CCOSA may terminate this Agreement upon notice in writing to the other party. However, a delay in contract approval could result in your district missing valued services and workshops!

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CCOSA's District Level Services (DLS) Program

Designated Administrator Contact Form 2026-2027

While all of your district leaders have full access by phone, email, or in person, we need you to designate district administrators who serve as your main contacts to share information from CCOSA and its partners. **These designated administrators will need to commit to forwarding Professional Learning opportunities to your other district and/or school team members to ensure that all of your leaders get maximum benefit from the program.** Districts with an ADM of 10,000 and above may designate three district administrators. The District may include additional school personnel at no additional cost in conference calls, on-site visits, and training sessions.

Designated Administrators
(based upon each district's size in ADM for the 2025-26 school year)

ADM	# of eligible administrators
10,000 +	3
1 to 9,999	2

ADMINISTRATOR	PHONE NUMBER	EMAIL ADDRESS
Dr. Cathy Walker	405-387-2890	cwalker@newcastle.k12.ok.us
Kristi Ferguson	405-387-2890	kferguson@newcastle.k12.ok.us
*		

*only if ADM exceeds 10,000

Please scan and send a copy of the completed forms to Jen Knight (jennifer@ccosa.org) or fax to 405.524.1196 (ATTN: Jen Knight). Keep one copy for your records.

CCOSA

District Level Services

School Year 2026-2027

Services and Benefits for DLS Districts

Advisory Consultation with CCOSA Attorney and Directors for ALL School Leaders and Their Teams - Side by Side Consultation and District Support:

- School Finance: Budget Development and State Aid Projections
- Federal Programs and McKinney Vento
- Education Policy and Research
- Special Education Law and Issues
- Blended and Virtual Learning
- School Leadership
- Superintendent Contract
- School Climate and Culture
- Indian Education
- English Learners
- Literacy for School Leaders and Teams
- Gifted and Talented
- Instructional Coaching
- Student Accounting/ Data
- Accountability
- Accreditation
- Literacy Initiatives

Annual Mandated State and Federally Required Professional Development - Website Access for ALL DLS District Staff:

- Alcohol & Drug Awareness
- Autism
- Awareness and Reporting
- Bloodborne Pathogens
- Bullying Prevention
- Child Abuse and Neglect; Child Sexual Abuse
- Digital Teaching and Learning
- Dyslexia and Dysgraphia
- *New FY26* Epinephrine training
- *New FY27* Fentanyl Abuse Prevention
- FERPA
- Hazardous Communications
- Student Mental Health Needs
- Suicide Awareness
- Title IX: McKinney Vento and Homeless Assistance
- Workplace Safety

Professional Development (Free registrations for up to 5 people per district):

- **Legislative Conference in January**
- **School Law for Administrators (Fall)**
- **School Budget Development & Training:**
  - One-on-One Consulting for Budget Preparation, Estimate of Needs, and School District Budget
  - Budget Bootcamp 1 (Basics of Oklahoma School Finance and Building a Professional Budget)
  - Budget Bootcamp 2 (Advanced Schools Finance Topics Plus Planning for Next Year's Budget)
  - Budget Bootcamp 3 (More Advanced School Finance Topics Plus Planning for Next Year's Budget)
- **OASA State Revenue Report**
- **Energy Efficient Schools**
- **Federal Programs Bootcamps – 3 Bootcamps; 13 sessions**
  - Monitoring for Federal Programs and English Learner Programs
  - Federal Fiscal Fitness and Compliance in Federal Programs
  - Federal Personnel: SPR, TRS, Certification, Time and Effort
- *New FY27* **Winning Strategies 2.0: Leading Quick Wins and Proven Strategies that Deliver Results** - 4 sessions focused on effective leadership
  - Clear Communication
  - Positive School Culture and Expectations
  - Staff Collaboration and Using Data to Monitor Progress and Adjust Instruction
  - Targeted Professional Development
- **Instructional Coaching: Leaders of Learning** - at least 4 sessions of instructional leadership led by CCOSA staff and CCOSA member district teams

6101 W. Reno Suite 200, Oklahoma City, Oklahoma 73127
Phone (405)546-5708 Mobile (405)479-4351
jen.querry@convergint.com

June 9, 2026

Newcastle Public Schools
Newcastle PS
101 N. Main St. Newcastle, Oklahoma 73065
Attention: Jonathan Atchley

Quotation: JQ01950977P
RFP#:
License/Cert OK Lic-1750

Reference: Metrasens Software Support & Service Agreement Renewal 2026

On behalf of Convergint's global network of colleagues, I would like to personally thank you for providing Convergint with the opportunity to present this proposal addressing your electronic security needs.

Convergint's reputation for service excellence is backed by a foundational commitment to our core value of service, and we have been recognized as the #1 Systems Integrator by SDM Magazine. This recognition reflects the strong relationships Convergint has developed with the industry's top technology manufacturers, and our history of success with providing exceptional service to our customers.

Our guiding principle has always been to be our customers' best service provider. Our dedicated and certified team of professionals strives to uphold our customer-focused, service-based mission to make a daily difference for our customers. After achieving a successful on-time and on-budget project installation, Convergint will provide you with the industry's best ongoing service, including our 24/7 customer portal iCare, designed to track service work orders, project progress, and provide you with detailed metric reporting for continuous improvement.

The following security proposal is specifically designed to meet your needs. As your single point of contact, please feel free to contact me with any additional questions you may have. Thank you again for trusting Convergint as your partner.

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Scope of Work

This proposal is for Convergint's Service Agreement (1 year), which includes services such as product testing, preventative maintenance (including system verification and validation), and software updates for products and system detailed in this proposal.

Proposed contract renewal/expiration dates: 8/1/2026 – 7/31/2027.

- The primary objectives of this Service Agreement are as follows:
  - Provide proactive maintenance to minimize system downtime and maximize system performance.
  - Facilitate compliance with security regulations and standards governing metal detection systems in educational institutions.
  - Foster a collaborative partnership between Newcastle Public Schools and Convergint Technologies for ongoing support of the metal detection systems.
- Convergint Technologies will provide the following services as part of the Service Agreement:
  - Management of 4 x Metrasens Ultra Support 1-year licenses as part of a yearly subscription service provided by Metrasens.
  - Bi-annual preventative maintenance for each device.
  - System verification and validation to confirm the proper operation and alignment of the metal detection systems.
  - Software updates for products and systems detailed in this proposal to ensure they are up to date with the latest features and security patches.
  - Documentation of product testing results, including any recommendations for improvements or adjustments.
  - Records of preventative maintenance activities performed, including system verification and validation reports.
- Newcastle Public Schools will undertake the following responsibilities:
  - Provide access to the Metrasens Detection Systems for testing, maintenance, and updates.
  - Collaborate with Convergint Technologies in scheduling preventative maintenance activities and access to school premises.
  - Notify Convergint promptly of any issues or concerns regarding the metal detection systems.
  - Ensure compliance with security regulations and standards related to metal

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Device Hardening (reduce cyber risk)

Convergint may provide Device Hardening services for certain qualifying and scoped equipment. Services may include disabling unused & non-essential device features, disabling unused network comms (e.g., services, ports), changing default passwords, and updating firmware. The hardening services provided will depend on the equipment being installed, equipment capabilities, and manufacturer-provided permissions and recommendations. Not all equipment may receive hardening. Ask your Convergint contact for details on qualifying equipment and the hardening services being provided.

These are one-time services — ask your Convergint contact for information on how Convergint can provide ongoing support.

Convergint cannot guarantee the security of the devices it installs or of Customer's IT environment, no networked system is completely secure, and Customer remains ultimately responsible for its IT environment.

Materials

Line	Qty	Part	Description	Unit Price	Extended Price
1	4.00	09-29-01-01	Metrasens Ultra Platinum Support (1 year) - Software updates, software upgrades, battery/charger replacement (up to once per year), unlimited telephone support, priority response to service calls & repairs, quick turn shipping & handling, discount on repairs due to accidental damage.	$ 1,950.00	$ 7,800.00

Equipment Total	$ 7,800.00
Total Labor/Other Costs	$ 960.00
Freight/Warranty	$ 0.00
Tax if Applicable	$ 0.00
Total Project Price	$ 8,760.00

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Clarifications and Exclusion

1. All work proposed herein, shall be performed during normal business hours Monday through Friday 8:00 am - 5:00 pm.
2. Low voltage wiring shall be installed via open air code approved methods.
3. Provision or installation of conduit, wire, boxes, fittings or other electrical installation materials unless specifically listed under Inclusions or Bill of Materials.
4. Permits or associated fees are not included.
5. Customer to provide static IP addresses and network connections at panel locations.
6. Customer to provide a secured staging & storage area for project related materials.
7. Pricing assumes that electronic Auto CAD files are available from customer for our use in creating submittal drawings.
8. Fifty percent (50%) of the proposed sell price shall be payable to Convergint for project mobilization. Mobilization shall be invoiced and due upon customer acceptance of this proposal.
9. Proposal does not include sales tax unless otherwise noted.
10. Anything in the Contract Documents notwithstanding, in no event shall either Contractor or Subcontractor be liable for special, indirect, incidental or consequential damages, including commercial loss, loss of use, or lost profits, even if either party has been advised of the possibility of such damages.
11. Convergint reserves the right to negotiate mutually acceptable contract terms and conditions with customer by making mutually agreeable changes to the formal contract included in the Bid Documents.
12. Supply Chain Delays & Price Adjustments: Customer acknowledges that supply chain disruptions and shipping delays may occur for reasons beyond Convergint's reasonable control and agrees to grant reasonable extensions for such delays. Pricing is based on current market conditions and excludes increases due to tariffs, duties, manufacturer-imposed surcharges, or other cost increases arising from trade policy, regulatory actions, or external factors beyond Convergint's control. If such cost increases arise, Convergint will submit a formal change order, and Customer agrees to approve reasonable adjustments. Convergint will use commercially reasonable efforts to minimize such increases.

REVIEW IMPORTANT PRODUCT SAFETY AND SERVICE INFORMATION PRIOR TO USING A CONVERGINT-INSTALLED SYSTEM: See the "IMPORTANT PRODUCT SAFETY AND SERVICE INFORMATION" documentation, available at convergint.com/terms.

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IMPORTANT NOTICE

You requested that Convergint provide you with certain security and safety products and services.

By using these products and services, you acknowledge that:

- **Under no circumstances should Convergint-provided products and services be your sole method of security or safety.** Effective security and safety require a multi-layered approach involving people, processes, and technologies. Convergint-provided products and services do not guarantee security or safety, will not detect or prevent all threats or risks all the time (including threats they are designed to detect), and will not ensure overall safety and security. You are ultimately responsible for your people, premises, and property, including for maintaining an effective response plan and promptly implementing your response plan in response to alarms or threats.
- **All security products and services have limitations.** No product or service can guarantee safety or security. It is your responsibility to ensure you are informed about product or service limitations and that you regularly test and validate the products and safety plans. Reach out to your Convergint account executive to learn how our support services can help. And if you have a service plan, you are responsible for promptly notifying Convergint in the event of any defect, malfunction, or performance issue with the products and services.
- **Various factors can impact product performance.** Selecting products and settings may involve tradeoffs between the level of security and safety on the one hand and speed, convenience, and cost on the other hand. Convergint can give you guidance, but you are ultimately responsible for selecting products and settings based on your organization's risk profile and tolerance.
- **The products are made by third-party manufacturers, not Convergint.** You are bound by and must use, test, and maintain the products in accordance with the manufacturer's terms and instructions. Convergint does not independently validate the accuracy of claims or statements made by manufacturers, and makes no assurances regarding their accuracy. You are responsible for using the products and services in compliance with laws and regulations applicable to you or as permitted in your jurisdiction.
- **All products and services are governed exclusively by a final agreement.** No advertisement, literature, brochure, website, or statements made during the sale process or otherwise (whether orally or in writing) should be interpreted as a promise, warranty, or other assurance.
- **You have reviewed the "IMPORTANT PRODUCT SAFETY AND SERVICE INFORMATION" documentation, available at convergint.com/terms.**

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Performance Items

Items Included	
Items Excluded	
120 VAC Power and Fused Disconnect Switch	120 VAC Power Receptacles
Additional Lighting Requirements for Cameras	Applicable Taxes
Attend General Contractor Project Meetings	Attend Owner Project Meetings
Authority having Jurisdiction permit drawing (requires customer CAD)	Cable
Ceiling Tiles and Ceiling Grid Repairs	Connection to Building Fire Alarm Panel
Correction of Wiring Faults Caused by Others	Door wiring typical connections
Electrical Installation Permit	Electrified Door Locking Hardware
Engineering and Drawings	Equipment rack layout drawing
FA Permit and Plan Review Fees	Fire Stopping (Excludes Existing Penetrations)
Fire Watch	Floor Coverings for Lifts
Floor plan with device placement and numbering (requires customer CAD)	Freight (prepaid)
Horizontal Core Drilling	Installation of Bridle Rings
Installation of CCTV Cameras	Installation of Conduit, Boxes and Fittings
Installation of Control Equipment Enclosures	Installation of Control Panels
Installation of Intercom Systems	Installation of Intrusion Panels
Installation of Low Voltage Wire	Installation of Network Cabling to Card Readers
Installation of Network Cabling to IP Cameras	Installation of Network Cabling to IP Intercoms
Installation of Specialty Backboxes	Installation of Terminal Cabinets
Installation of Video Recorders (DVR/NVR)	Installation of Wire and Cable
Installation of Wire Hangars	Lifts
Loading Software on Customer Provided Computer	Low Voltage Permits
Material (listed in the BOM)	Mounting/Termination of Proposed Devices
On-Site Lockable Storage Facility	One-Year Warranty on Labor
One-Year Warranty on Parts	Operations & Maintenance Manuals
Owner to Provide DHCP Lease Reservations for Network Connected Devices	Owner to Provide Static IP Addresses
Owner Training	Panel Wall Elevation drawing (may require customer CAD)
Panel wiring with point to point connections	Patch and Paint
Payment & Performance Bonds	Project Management
Record Documentation (As-Built)	Riser drawing with home run wiring
Servers by Convergint	Servers by Others
Specialty Backboxes	Submittal Drawings
System Engineering	System is Design-Build
System Meets Plans/Drawings	System Programming
Terminal Cabinets	Termination of Control Equipment Enclosures
Testing of all Proposed Devices	Vertical Core Drilling
Wire	Workstations by Convergint
Workstations by Others	

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Total Project Investment: **$ 8,760.00**

Thank you for considering for your Security needs. If you have any questions or would like additional information, please don't hesitate to contact me immediately. If you would like to proceed with the scope of work as outlined in this proposal, please sign below and return to my attention.

Sincerely,

Jen Querry
Convergint
Jen Querry

By signing below or accepting the services described in this proposal, Customer accepts and agrees to this proposal, including the enclosed Terms and Conditions, along with any addendums or exhibits that may be attached or referenced therein. Any additional or contrary terms, including on a Customer PO, are expressly rejected. By signing, you represent and warrant that you have authority to accept this proposal on behalf of Customer.

Jonathan Atchley	June 9, 2026
Customer Name (Printed)	Date
Authorized Signature	Title

1.0 INTRODUCTION AND DEFINITIONS

Throughout the attached document, including these Terms and Conditions and any attachments (together, the "Agreement"), the term "Convergint" refers to the Convergint affiliate operating in the state or province in which the Deliverables are performed. The term "Customer" refers to the contracting entity identified in the signature block. This Agreement is intended to establish a clear, cooperative foundation between Convergint and Customer. Convergint values transparent communication, mutual respect, and shared responsibility to ensure that each project and service engagement proceeds safely, efficiently, and to the parties' mutual satisfaction.

Important Notice: Products and services provided by Convergint are intended to help reduce risks to security and safety but cannot guarantee security or safety. Customer remains responsible for the overall security and safety of people and premises, and shall comply with all applicable laws, rules, regulations, and usage instructions in its use of the products and services. Convergint provides additional product safety and service information at https://www.convergint.com/terms/ (see "IMPORTANT PRODUCT SAFETY AND SERVICE INFORMATION"), which Customer acknowledges that it has read and understood.

1.1 "Installation Work" means the installation, configuration, programming, commissioning, or integration activities performed by Convergint under this Agreement and described in the attached document. The Work includes furnishing and installing materials, equipment, and systems, and performing all related labor and documentation necessary to complete the installation.

1.2 "Support Services" means the recurring, periodic, or as-needed maintenance, inspection, testing, support, or repair activities performed by Convergint under this Agreement and described in the Service Agreement. Support Services are intended to sustain, tune, repair, update, patch, or restore systems after installation and may include remote support, scheduled visits, break/fix, and other agreed maintenance tasks.

1.3 "Deliverables" means collectively the Installation Work and the Support Services, together with Convergint's other obligations expressly set forth in this Agreement, but excluding Third Party Products.

1.4 "Third Party Products" means software, hardware, services, or equipment for which Convergint is a distributor/reseller and not the manufacturer or developer ("OEM"). Third Party Products are governed solely by the OEM's applicable end-user license or other terms and conditions ("Third Party Terms"), including those available under "Third Party Terms" at convergint.com/terms. Customer's use of Third Party Products constitutes acceptance of the Third Party Terms, which apply directly between Customer and the OEM and are separate from, and do not merge with or modify, this Agreement. Convergint provides no warranties or guarantees for Third Party Products and is not responsible or liable for any defects, losses, damages, performance, security, compliance, or other issues arising from them.

PART A – INSTALLATION AND TIME AND MATERIALS

A1. **Scope of Work**. Convergint will perform the Installation Work described in the attached document in accordance with the agreed schedule and specifications.

A2. **Customer will perform the following, and delays caused by Customer's failure to perform these responsibilities will entitle Convergint to an equitable adjustment to schedule and pricing**:

a. Provide site access and reasonable working conditions;
b. Approve submittals promptly;
c. Supply required electrical service;
d. Remove obstacles and safety hazards; and
e. Participate in testing and project closeout.

A3. **Invoicing**.

a. **Installation Mobilization Payment**. Unless expressly stated otherwise in this Agreement or in a mutually executed written agreement referenced in this document, fifty percent (50%) of the total Installation Work contract value shall be invoiced upon the Customer's written acceptance of this proposal. Such invoice represents a mobilization payment to cover initial project costs, including but not limited to procurement, scheduling, resource allocation, and project initiation activities. Payment shall be due in accordance with the agreed payment terms set forth in this Agreement.
b. **Progress Invoicing**. Convergint will issue monthly progress invoices for Installation Work completed or a final invoice upon completion.

A4. **Change Orders.** Either party may request changes to the Installation Work by written change order. Adjustments to schedule, cost, or scope will be made equitably. Convergint has no obligation to proceed until the parties mutually agree.

A5. **Termination for Convenience – Installation Work**

Either party may terminate Installation Work for convenience upon thirty (30) days' written notice.

Upon such termination, Customer shall pay Convergint:

1. All unpaid charges for Installation Work performed (whether invoiced or not);
2. All material costs incurred through the termination date;
3. All reasonable non-cancelable obligations (including ordered materials) incurred prior to Convergint's receipt of termination notice; and
4. All pass-through expenses, including restocking fees, without markup unless otherwise stated in this Agreement.

All such charges shall be invoiced as though the Installation Work was completed as of the termination date. Compensation for materials supplied but not installed shall include Convergint's standard sales markup. Convergint shall not recover lost profits on unperformed Installation Work.

PART B –SERVICES AGREEMENT

B1. **Scope and Term** Convergint will provide Support Services beginning on the Start Date and continuing through the Initial Term set forth therein. In the event of a conflict between Part B and Part C, Part B controls for Support Services.

B2. **Acceptance Testing**. If the systems or Third Party Products covered by the Support Services are altered by others, Convergint may require reacceptance testing, remove affected systems from coverage, or terminate this Agreement upon thirty (30) days' notice. Customer is responsible for any additional costs resulting from such alterations.

B3. **Annual Service Fee Invoicing**. Service invoices will be issued monthly, quarterly, or annually, as indicated in the attached document. Unless expressly stated otherwise in this Agreement or in a mutually executed written agreement referenced in this document, the full contract value for the first year of Support Services shall be invoiced upon the Customer's written acceptance of this proposal. Each subsequent contract year shall be invoiced for its full annual value thirty (30) days prior to the applicable renewal date. Payment shall be due in accordance with the agreed payment terms set forth in this Agreement.

B4. **Changes**. Either party may request changes to the Support Services by written change order. Equitable adjustments to schedule, frequency, or pricing will be made as necessary. Convergint has no obligation to proceed until mutually agreed.

B5. **Renewal**. Service Agreements may automatically renew for successive one-year terms at the then-current pricing unless either party gives at least thirty (30) days' written notice prior to expiration of the current term.

B6. **Cancellation**. Customer may terminate a Support Services Agreement for convenience upon thirty (30) days' written notice. Such termination shall be subject to the applicable Early Termination Charge below.

(a) **One-year Agreement**. If the Agreement is one (1) year in duration, all remaining payment obligations for the first-year term shall be accelerated and become immediately due as an agreed early termination charge ("One-Year Early Termination Charge").
(b) **Multi-Year Agreement**. If the Agreement is more than one (1) year in duration, all remaining payment obligations for the then-current contract year shall be accelerated, plus a termination fee equal to fifty percent (50%) of the remaining fees for the balance of the term (the "Multi-Year Early Termination Charge").

Each of the foregoing, as applicable, is an "Early Termination Charge."

The parties agree that the applicable Early Termination Charge constitutes a reasonable estimate of damages and is not a penalty. The applicable Early Termination Charge shall be paid in full within thirty (30) days after the effective date of termination. Customer shall have no right of setoff against any Early Termination Charge. All prepaid fees are non-refundable.

PART C – GENERAL TERMS (APPLICABLE TO ALL DELIVERABLES)

C1. **Payment Terms**. All invoices are due within thirty (30) days of the invoice date. Late payments accrue interest at 1.5% per month (or the maximum rate permitted by law). Convergint may suspend Support Services and Installation Work without liability for non-payment. If suspension or demobilization occurs due to Customer's non-payment, Customer will reimburse Convergint for all reasonable demobilization and remobilization costs, including labor, travel, equipment, and schedule recovery expense

C2. **Pricing**. Prices are for only those items included in the attached document and exclude unforeseen or unknown conditions. Convergint pricing is based on the then-current price list. Convergint may adjust pricing annually for multi-year Support Services Agreements and multi-year Installation Work, as applicable, based on rate schedules, unit rates, or time-and-materials. Any such adjustment shall apply prospectively upon notice. Fixed-price, lump-sum Installation Work shall not be subject to annual adjustment except by written change order. If a Force Majeure event directly increases Convergint's documented costs of performance, the parties shall execute an equitable change order reflecting the actual, reasonable cost impact.

C3. **Taxes**. Unless expressly stated otherwise in this Agreement or in a mutually executed written agreement referenced in this document, all prices are exclusive of all applicable federal, state, provincial, local, or foreign taxes, including, without limitation, sales, use, excise, value-added, gross receipts, or similar transaction taxes. All such taxes shall be added to the invoice and are the sole responsibility of the Customer. Any tax amounts referenced in this document are estimates provided for informational purposes only and are not binding. The actual taxes assessed will be determined in accordance with applicable laws and regulations in effect at the time of invoicing and will be calculated based on the final contract value and the jurisdiction(s) governing the transaction. The Customer shall pay all taxes as invoiced unless a valid tax exemption certificate is provided in advance of billing.

C4. **Compliance with Law, Safety, and Site Conditions**. Each party will comply with applicable laws and regulations. Convergint will follow Customer's safety program if provided prior to commencing Deliverables.

C5. **Monitoring Services**. These Terms and Conditions apply to Installation and Support Services only. These Terms and Conditions do not apply to Monitoring Services, which are governed exclusively by the Monitoring Services Terms and Conditions available at https://www.convergint.com/terms/. Customer's acceptance of this proposal constitutes acceptance of the Monitoring Services Terms and Conditions.

C6. **Weapons Detection**. If Convergint provides Weapons Detection Systems or Services, such Systems and Services are further governed by the Weapons Detection Addendum available at https://www.convergint.com/terms,

which is incorporated herein by reference in its entirety and shall control in the event of a conflict with this Agreement. "Weapons Detection Systems or Services" means any "Systems" and/or "Services" as each are defined in the Weapons Detection Addendum.

C7. **Hazardous Materials**. If hazardous materials or unsafe conditions are discovered that were not caused by Convergint, Convergint may stop working until it determines that it is safe to resume. Customer shall indemnify Convergint for losses resulting from undisclosed hazardous materials or unsafe conditions.

C8. **Insurance**. Convergint will maintain the following minimum coverages during the term of this Agreement: Workers' Compensation: Statutory limits Employer's Liability: $1,000,000 per occurrence/aggregate | Commercial General Liability: $1,000,000 per occurrence / $2,000,000 aggregate | Automobile Liability: $1,000,000 per occurrence/aggregate | Excess/Umbrella Liability: $5,000,000 per occurrence/aggregate.

C9. **Indemnification**. To the fullest extent permitted by law, Convergint shall indemnify, defend, and hold Customer harmless from third-party claims for bodily injury or property damage to the extent caused by Convergint's negligence.

C10. **Special Offerings**. If Deliverables include intrusion detection, detection of specific threats to people or property (including gunshot, shooter, or explosives detection), drones, robotics, mass notification, or ballistics or explosives protection ("Special Offerings"), then to the fullest extent allowed by law, Convergint's indemnification, defense, and hold harmless obligations do not apply to the Special Offerings, and Customer shall notwithstanding anything else in this Agreement (including any limitations, exclusions, or caps on liability or damages of any kind) fully indemnify, defend, and hold Convergint harmless from and against all third party claims, demands, allegations, liabilities, damages, or costs (including reasonable attorneys' fees) arising from or related to Special Offerings except to the extent of Convergint's gross negligence integrating the Third Party Products.

C11. **Limitation of Liability**. EXCEPT AS EXPRESSLY STATED HEREIN, TO THE FULLEST EXTENT ALLOWED BY LAW NEITHER PARTY SHALL BE LIABLE FOR INDIRECT, INCIDENTAL, CONSEQUENTIAL, PUNITIVE, OR SPECIAL DAMAGES, INCLUDING LOSS OF USE OR PROFIT. TO THE FULLEST EXTENT ALLOWED BY LAW, THE AGGREGATE LIABILITY OF CONVERGINT ARISING FROM OR RELATED TO THE DELIVERABLES SHALL NOT EXCEED THE TOTAL AMOUNT PAID BY CUSTOMER DURING THE TWELVE (12) MONTHS PRECEDING THE EVENT GIVING RISE TO THE CLAIM. THESE LIMITS APPLY REGARDLESS OF THE THEORY OF LIABILITY. THESE LIMITATIONS SURVIVE AND APPLY EVEN IF ANY REMEDY FAILS ITS ESSENTIAL PURPOSE.

C12. **Warranty**. Warranties for Convergint's Deliverables are described in the Limited Warranty for Products and Services available at https://www.convergint.com/terms/, which is in effect as of the effective date of this Agreement and is incorporated by reference as if set forth herein in full.

C13. **Personal Data and Security**. Convergint's responsibilities for privacy and information security exclude Third Party Products, except to the extent of information processing performed directly by its personnel or subcontractors. Processing by third-party manufacturers or OEMs is governed by Third Party Terms, and OEMs are not Convergint's subcontractors or subprocessors. Customer remains responsible for its data compliance and system security. If required to deliver the requested services, Convergint may access the Customer's information systems. Convergint is not responsible for losses or harm resulting from following the Customer's instructions or from the use of Customer-specified or third-party remote access tools.

C14. **Intellectual Property**. Convergint retains ownership of all intellectual property in its drawings, technical documentation, and related materials ("Documentation"). OEMs retain ownership of all rights in Third Party Products. Customer's use of any Documentation or Third Party Product is limited to the purposes of this Agreement.

C15. **Termination for Cause**. Subject to the terms of this Agreement, either party may terminate this Agreement for material breach after giving written notice and at least thirty (30) days to cure. If the breach is not cured, termination may occur after fifteen (15) days' additional written notice. Convergint may suspend performance during any cure period for Customer's breach without liability.

C16. **Governing Law and Dispute Resolution**. This Agreement is governed by the laws of the state or province where the Deliverables are provided ("Venue"). Any disputes that cannot be resolved through management-level discussions shall be settled by binding arbitration in accordance with the Commercial Arbitration Rules of the American Arbitration Association, if Venue is in the U.S. or the ADR Institute of Canada, if Venue is in Canada. The prevailing party is entitled to recover reasonable attorney fees and costs. The award of the arbitrator(s) shall be enforceable in any court having jurisdiction.

C17. **Force Majeure**. Neither party shall be liable for delays or failures due to causes beyond reasonable control, including but not limited to natural disasters, labor disputes, tariffs, supply shortages, acts of government, or other events of force majeure. Time for performance shall be extended as reasonably necessary.

C18. **Miscellaneous** This Agreement, together with the attached document and any referenced addenda, represents the entire understanding between Convergint and Customer regarding the Deliverables. It supersedes all prior or contemporaneous discussions, proposals, negotiations, or agreements, whether written or oral, relating to the same subject matter. This Agreement may only be modified in writing signed by both parties. If any provision is held invalid, the remaining provisions remain in effect. Neither party may assign this Agreement without written consent, except that a party may assign to an affiliate or successor without consent. The parties are independent contractors. Notices must be in writing and are effective upon receipt. An Email to legal.notices@convergint.com shall suffice for Convergint. The sections on payment, warranty, indemnity, limitation of liability, and disputes survive termination. The parties require that this Agreement be written in English. Les parties ont requis que cette convention soit rédigée en anglaise. The parties acknowledge that they have read and understood this Agreement and agree to be bound by its terms.

Newcastle Public Schools MOU 2026

Red Rock Behavioral Health Services	Newcastle Public Schools
Company address 4400 N Lincoln Blvd Oklahoma City, OK 73105	Company address 101 North Main St. Newcastle, OK 73065
Company ID no. -	Company ID no. -
Hereinafter referred to as Agency	Hereinafter referred to as District

Memorandum of Understanding (MOU)
Private Mental Health Services for Students in the School Setting

This Memorandum of Understanding (MOU) is entered as of signature date below, by and between Newcastle Public Schools, hereinafter referred to as "District," and Red Rock Behavioral Health Services, an Oklahoma corporation.

WHEREAS, the District and Red Rock Behavioral Health Services desires to enter into a Memorandum of Understanding advantageous to both parties.

WHEREAS, Red Rock Behavioral Health Services desires to provide mental health and school social work services under the terms and conditions of this MOU.

NOW, THEREFORE, the parties agree as follows:

1. **Responsibilities of Red Rock**

- With respect to the students receiving private mental health services in the school setting, Red Rock Behavioral Health Services shall provide an employee to deliver mental health services to students at the assigned school;

- Serve as the centralized access point for individuals and families seeking crisis services and support along with additional outpatient behavioral health services;

- Conduct standardized initial screenings and assessments for youth needing services;

- Work with school administration and the student's legal guardian(s) to ensure coordination of higher levels of care;

- Provide school-based services to clients actively enrolled in outpatient behavioral health services, as capacity allows;

- Provide the school with initial information as to if the student sought services;

- Provide behavioral health training and consultation as agreed upon by Agency administration, which may include information on services and accessing crisis services through 988 or virtual crisis response;

- Communicate and collaborate with partner agencies; and

- Protect the privacy of student information, educational, and health records in accordance with the Family Educational Rights and Privacy Act of 1974, as amended (FERPA), HIPAA, 42 CFR Part 2, 43A O.S. § 1-109, and all other applicable Oklahoma Law.

2. **Responsibilities of District**

- Support efforts to centralize access for individuals and families seeking crisis services and support; and additional behavioral health services;

- Contact Agency personnel any time a student is experiencing a mental health or substance related crisis;

- Ensure a confidential location where the student can receive crisis screening and assessment;

- Notify the student's legal guardian(s) that a crisis screening is/was provided and the rationale for why the screening was necessary;

- Work with Agency and the student's legal guardian(s) to ensure coordination of higher levels of care;

- Provide Agency staff access to students actively enrolled in outpatient behavioral health services through the partnering Agency;

- Promote parental involvement in collaboration with Agency;

- Protect the privacy of student information, educational, and health records in accordance with the Family Educational Rights and Privacy Act of 1974, as amended (FERPA), HIPAA, 42 CFR Part 2, 43A O.S. § 1-109, and all other applicable Oklahoma Law;

- Communicate with Red Rock staff regarding Services; and

- Demonstrate "good faith" efforts to improve cross-system collaboration and sustain inter- agency cooperation through in-service training and consultation.

3. In the event that a Red Rock Behavioral Health Services employee providing services under this MOU is not providing services in accordance with the stated direction provided by the District, the designated Red Rock Behavioral Health Services administrative representative will be contacted. In the event that said issues are not resolved, Red Rock Behavioral Health Services will, upon written request by the District, remove said personnel immediately from the program.

4. All wages, taxes, benefits and other employment-related expenses and duties associated with the Red Rock Behavioral Health Services Employees are the sole responsibility of Red Rock Behavioral Health Services.

5. The District agrees to provide adequate space determined by the site principal or designee. Schedules for the students receiving services will be set accordingly to have the least impact on the student's instructional day.

6. Red Rock Behavioral Health Services will maintain all records, logs and documentation, including progress notes, prepared by the Red Rock Behavioral Health Services Employees concerning students in the Program in compliance with the Family Educational Rights and Privacy Act.

7. Red Rock Behavioral Health Services shall act as the Medicaid Provider for all services provided under this MOU and will promptly bill Medicaid for all services provided to District students who are Medicaid eligible pursuant to the fee schedule set forth in federal and state law. Red Rock Behavioral Health Services will comply with the requirements of state and federal law and regulations in seeking Medicaid reimbursement for these services. Red Rock Behavioral Health Services is solely responsible for the proper billing of Medicaid-covered services under this MOU. Further, if Red Rock Behavioral Health Services employs a staff member under this contract who is ineligible to bill Medicaid, Red

Rock Behavioral Health Services shall bear the full cost of such person's services when provided to any Medicaid eligible student.

8. Red Rock Behavioral Health Services agrees to a mutual indemnification with the District, wherein both parties shall defend, indemnify, and hold each other harmless from and against any and all liability, loss or expense, including reasonable attorney's fees, or claims for injury or damages that are caused by or result from the negligent or intentional acts or omissions of either party, its officers, agents, employees, or contractors.

9. Red Rock Behavioral Health Services agrees that prior to entering into this Agreement Red Rock Behavioral Health Services has obtained a Commercial General Liability ("CGL") insurance policy, Professional Liability insurance policy ("PL") and Directors and Officers Liability insurance, each insuring Red Rock Behavioral Health Services an amount not less than $125,000.00 for personal injury to or death of any individual, and $1,000,000.00 in the aggregate for personal injury or death. Red Rock Behavioral Health Services agrees that it will furnish the District with verification of the insurance policies required by this Agreement. If any of the required insurance policies is canceled during this school year, Red Rock Behavioral Health Services must immediately notify the District.

10. Further, Red Rock Behavioral Health Services affirms that its employees and any subcontractor who will be on District property and acting on behalf of Red Rock Behavioral Health Services in performance of this Agreement are covered by Workers Compensation Insurance and shall in no event be entitled to any such coverage from the District.

11. The Red Rock Behavioral Health Services Employees will operate in accordance with applicable federal and state laws and regulations and District policies, rules, regulations and guidance applicable to the Program.

12. The District and Red Rock Behavioral Health Services agree that student safety is a top priority. In an effort to protect student safety, Red Rock Behavioral Health Services agrees that it will not hire any individual whose job duties include working in the District's schools, whether as an officer, agent, employee, or contractor, who has been convicted of a felony or who has been convicted of any crime involving moral turpitude. Red Rock Behavioral Health Services also declares that none of its employees working on school premises is currently registered or required to register under the provisions of the Oklahoma Sex Offenders Registration Act or the Mary Rippy Violent Crime Offenders Registration Act.

13. All Red Rock Behavioral Health Services employees must have in their possession, at all times, a current photo ID which identifies them as a staff member of Red Rock Behavioral Health Services.

14. Term. The initial term of this Agreement shall commence on the date of execution by both parties and will remain in effect on a yearly basis unless otherwise terminated by either party, with or without cause, by providing 60 days written notice to the other party. The Agreement may only be modified by the mutual consent of both parties in writing.

15. Notices. Any communications concerning Red Rock Behavioral Health Services regarding the content of this MOU shall be directed to Red Rock's General Counsel, Rachel Shephard at rshephard@red-rock.com.

WHEREOF, the District and Red Rock Behavioral Health Services have executed this MOU on the day and year first above written.

Full name
Rachel Shephard (General Counsel)

On behalf of
Red Rock Behavioral Health Services

Email
rshephard@red-rock.com

IP Address
156.110.214.208

Signed digitally
11 June 2026, 19:57:30 UTC

Full name
Jonathan Atchley (Executive Director of Academics)

On behalf of
Newcastle Public Schools

Email
jatchley@newcastle.k12.ok.us

IP Address
-

Signature will appear here

DOCUMENT TITLE:

Newcastle Public Schools MOU 2026

What?	Who?	When?
Signed & sent	rshephard@red-rock.com	11 Jun 2026 19:57:30 UTC

THRIVE Learning Collaborative Agreement

This Agreement of the THRIVE Learning Collaborative ("THRIVE") is entered into by Independent School District No. 01 of McClain County, Oklahoma, a/k/a Newcastle Public Schools ("Newcastle"), and the Member School Districts identified below ("Members") (all of which are collectively referred to as "Participating Districts"), effective July 1, 2026.

WHEREAS, Participating Districts desire to develop and participate in a cooperative to provide virtual education services and other services benefiting virtual and blended learning to the Participating Districts and their students; and

WHEREAS, it is the intent of the Participating Districts to provide the authority to Newcastle to direct the operations of THRIVE as its local education agency ("LEA");

THEREFORE, the parties agree as follows:

1. LEA: Newcastle will serve as the LEA for THRIVE. If Newcastle resigns as LEA effective at the end of any fiscal year, THRIVE will only continue in existence if another Participating District agrees to assume the functions of LEA. Newcastle will give written notice to the Members of its intent to resign as LEA prior to March 15 of the then-current fiscal year.

2. TERM: This Agreement will be in full force and effect for the period July 1, 2026 to June 30, 2027. Each member will renew its membership in THRIVE for each subsequent fiscal year unless it gives written notice of its intent to withdraw prior to March 15 of the then-current fiscal year to the LEA. Members may terminate this Agreement in whole or in part at any time by a unanimous vote of the Participating Districts, provided that the LEA will be held harmless by the Members for expenses it incurs beyond its reasonable proportion thereof upon termination.

3. FISCAL YEAR: Except for the initial term of this Agreement as described in the first sentence of Paragraph 2, above, the fiscal year for THRIVE will commence on July 1 and continue to June 30 of the subsequent calendar year.

4. MEMBERS: The initial Members of THRIVE are: Blanchard Public Schools, Bridge Creek Public Schools, Newcastle Public Schools and Tuttle Public Schools. Affiliate members are: Alex Public Schools, Amber-Pocasset Public Schools, Cache Public Schools, Calumet Public Schools, Cordell Public Schools, Coyle Public Schools, Davis Public Schools, Dibble Public Schools, Duncan Public Schools, Durant Public Schools, Empire Public Schools, Kingfisher Pubic Schools, Marlow Public Schools, Maud Public Schools, Ninnekah Public Schools, Ruch Springs Public Schools, Sulphur Public Schools, Verden Public Schools and Washington Public Schools. Additional public school districts can become affiliate members with the written consent of the LEA and a majority of Members.

5. SERVICES: During the term of this Agreement, LEA will work with Members to make the THRIVE Learning Collaborative operational for students for the 2026-27 school year by hiring staff and taking other actions the LEA deems necessary.

6. FACILITIES: Virtual education services and counseling will be provided to students enrolled in THRIVE at either their resident school district or LEA's facilities. It is the parties' intent that students access learning labs, child nutrition and extracurricular activities at their home school sites. The LEA will provide appropriate office space for a virtual coordinator and the coordinator's assistant/clerk in LEA's facilities. Participating Districts will provide appropriate teaching and counseling space for use by certified teaching staff and counseling staff who are providing THRIVE services in Participating Districts' facilities.

7. EQUIPMENT AND SUPPLIES: Participating Districts will provide all supplies and equipment required to support the services provided at their facilities.

8. STAFF: LEA will employ and provide staff, including a virtual coordinator, coordinator's assistant/clerk, certified teaching staff and counseling staff to provide the services required by the terms of this Agreement.

9. GRADUATION: Each student enrolled in THRIVE who is eligible for graduation will receive a diploma and will graduate from the student's resident school district.

10. ALLOCATION OF FUNDING: Each Participating District will be assessed an administrative assessment determined by that district's ADM in comparison to all schools ADM in THRIVE. This assessment will cover all administrative costs, dedicated THRIVE staff costs, curriculum and equipment. This assessment will cover a proportionate number of virtual course slots for students from each school. If a participating school exceeds those course slot allotments the LEA will assess the district based on per pupil weighted average daily membership for the number of its students enrolled in THRIVE Learning Collaborative. LEA will submit a billing to Members each semester showing the amount owed, along with attendance records for their resident students enrolled in THRIVE Learning Collaborative. Additionally, there is a 2.0% indirect cost fee applied to each invoice. Members will pay the invoice in full within 30 days, with all payments made payable to Newcastle Public Schools. Members will make all payments pursuant to this Agreement by the last day of the fiscal year.

11. TRANSPORTATION: The Participating Districts are responsible for arranging and providing transportation required by their resident students to access services provided by THRIVE. The LEA will not provide reimbursement to Members for the cost of such transportation services.

12. LITIGATION AND DUE PROCESS: Each Participating District shall bear the responsibility for providing a free appropriate public education in the least restrictive environment to all of its students with disabilities who are residents of that school district. THRIVE shall not be designated as the local education agency for purposes of providing a free appropriate public education or for any due process purposes under the Individuals with Disabilities Education Act (IDEA), Section 504 of the Rehabilitation Act of 1973, or Title II of the Americans with Disabilities Act. Any costs associated with litigation, including due process hearings, shall be the responsibility of the Participating District where the student who brings due process or litigation resides.

13. OBLIGATIONS OF MEMBERS:

a. Each Member will gather appropriate student information, conduct any necessary assessment and obtain parent consent, as needed, regarding each of their students who seek to enroll in THRIVE.

b. Each Member will maintain student education records for each participating student at its site and will make available to THRIVE copies of the relevant records of each such student. THRIVE will maintain the student education records of participating students on THRIVE's site and be responsible to make available copies of the records of each student to the Member. The Participating Districts will comply with applicable federal and state laws and regulations concerning the student education records of students participating in THRIVE services.

c. If a Member determines that an LEA staff member is needed to participate in an Individualized Education Program or Section 504 Team meeting for a student participating in THRIVE services, Member will notify the LEA sufficiently in advance of the meeting to enable LEA to arrange the staff member's participation.

d. For students with disabilities participating in THRIVE services, it is the responsibility of the Member in which the student resides to promptly provide the appropriate LEA staff members with the necessary information from the student's IEP or Section 504 Plan and to promptly make Member staff available as needed to answer questions about and explain the responsibilities of LEA staff under the IEP or Section 504 Plan.

14. SERVICES AVAILABLE OUTSIDE THE REGULAR SCHOOL YEAR: Except as otherwise agreed to by the Participating Districts, all THRIVE services will be provided during LEA's regular school day and year.

15. ADDITIONAL THRIVE SERVICES: The need for additional THRIVE services will be evaluated annually. Additional THRIVE services will be added with the written consent of the LEA and a majority of Members if sufficient funding and appropriate staff are available.

16. THRIVE Board: The THRIVE Board consists of representatives from Blanchard Public Schools, Bridge Creek Public Schools, Dibble Public Schools, Newcastle Public Schools (LEA), and Tuttle Public Schools. The board approves hiring teachers and any other decision concerning the function of THRIVE.

IN WITNESS WHEREOF, the parties execute this Agreement, which shall remain in full force and effect until terminated in accordance with the terms of this Agreement.

Independent School District No. 01 of McClain County, Oklahoma a/k/a **Newcastle Public School District**

THRIVE BOARD:
Blanchard Public Schools

Bridge Creek Public Schools
Dibble Public Schools
Newcastle Public Schools
Tuttle Public Schools

Affiliate Member Districts:
Alex Public Schools
Amber-Pocasset Public Schools
Cache Public Schools
Calumet Public Schools
Clinton Public Schools
Cordell Public Schools
Coyle Public Schools
Davis Public Schools
Duncan Public Schools
Durant Public Schools
Empire Public Schools
Kingfisher Public Schools

Affiliate Member Districts (cont.):

Marlow Public Schools

Maud Public Schools
Ninnekah Public Schools
Rush Springs Public Schools
Sulphur Public Schools
Verden Public Schools
Washington Public Schools

_____
President, Board of Education

_____ _____
Date Clerk, Board of Education

Docusign Envelope ID: ED06DB4C-A4D1-8667-8196-4A8947D596B4

Gaggle.Net, Inc.
8770 West Bryn Mawr Avenue, Suite 1300
Chicago, IL 60631-3515
800-288-7750
www.gaggle.net

CONTRACT FOR SERVICES

Contract Number: Q-125652

This contract by and between Gaggle.Net, Inc. (Gaggle), a Delaware Corporation with its principal place of business at 8770 West Bryn Mawr Avenue, Suite 1300, Chicago, IL 60631-3515 and Newcastle Public Schools - Newcastle OK (Customer) for good and valuable consideration as set forth hereby agree and contract as follows:

1. Services Provided by Gaggle
Gaggle shall provide the Customer with services pursuant to the purchasing arrangement for the duration of the contract term. This agreement may include any combination of, but is not limited to, Safety Solutions on School Provided Technology, Mental Health Services, or Archiving and Backup Solutions. In the event of a change in the services provided, the terms of this agreement shall remain in effect; however, pricing may vary. Gaggle will notify the Customer in advance of any changes in pricing resulting from a service change.

2. Contract Term Service
Commencement Date: 7/1/2026
Service End Date: 6/30/2027
Contract End Date: 6/30/2027

3. Services and Payment
Full payment is due and payable upon receipt of invoice. Invoices outstanding for over 60 days are subject to a 1% late payment penalty and interest charges or the maximum rate permitted by law. Customer is responsible for any and all taxes associated with services. If Customer wishes to begin installation or provisioning of services before the contract term commencement date, Customer may be required to pay a pro-rated cost for early started services. Gaggle will notify the Customer of any charges prior to the early commencement of services.

The parties acknowledge that the scope of services, including the number of participants, accounts, or the volume of data, may vary during the contract term. Pricing adjustments shall only occur if the number of participants, accounts, or data requirements change by more than 10% from the original agreement.

Pricing described in this contract may be reviewed and adjusted annually to reflect changes in the Producer Price Index published by the United States Bureau of Labor Statistics.

4. Third Party Services
Certain Services provided under this Agreement may include third-party products or services (for example, classroom management tools such as H#para) made available by Gaggle as a reseller or integration partner (“Third-Party Services”). Gaggle does not develop or operate such Third-Party Services and makes them available to Customer for convenience as part of the Services. Customer acknowledges that use of any Third-Party Services is subject to additional terms and conditions as set forth in Gaggle’s Terms and Conditions or as otherwise provided by the applicable third-party provider.

5. Incorporation by Reference
Upon commencement of service, Gaggle’s applicable Invoice, Terms and Conditions, Service Level Agreement, Student & Staff Data Privacy Notice, and Website Privacy Policy, as well as any future engagements, additional products, or service renewals, are hereby acknowledged and incorporated into this agreement by reference.

6. Sales Tax Exemption Certificate
If applicable, please provide Gaggle with your Sales Tax Exemption Certificate.
We respectfully require a signed contract on file before the start of any services.

NOTE:

Authorized Representative of Gaggle	Date
Authorized Representative for Newcastle Public Schools - Newcastle OK	Date

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Gaggle Quote Number: Q-125652

DESCRIPTION	NOTES	QUANTITY	UNIT PRICE	DISCOUNT	NET UNIT PRICE	NET TOTAL
Gaggle Safety Management - Google - Student	Email and Drive	2,170	$7.00	$0.00	$7.00	$15,190.00
Learn More: https://www.gaggle.net/safety-management						
Gaggle Safety Management: Web Activity Monitor - Chrome	Extension	2,170	$0.00	$0.00	$0.00	$0.00
Learn More: https://news.gaggle.net/web-activity-monitoring						
SpeakUp for Safety - Google		2,170	$1.00	$1.00	$0.00	$0.00
Learn More: https://www.gaggle.net/product/safetytipline/						
Archiving Email - Google - Staff		515	$10.00	$0.00	$10.00	$5,150.00
Learn More: https://www.gaggle.net/archiving						
Archive Warehouse Account - Staff	Inactive Accounts	775	$4.00	$0.00	$4.00	$3,100.00
Learn More: https://www.gaggle.net/archiving						
					TOTAL:	$23,440.00

Docusign Envelope ID: ED06DB4C-A4D1-8667-8196-4A8947D596B4

www.gaggle.net | P 800-288-7750 | F 309-665-0171
8770 West Bryn Mawr Avenue, Suite 1300, Chicago, IL 60631-3515

Terms and Conditions

1. AGREEMENT

This Agreement ("Agreement") is entered into by and between Gaggle.Net, Inc., a Delaware corporation with its operational office located at 8770 West Bryn Mawr Avenue, Suite 1300, Chicago, IL 60631-3515 ("Gaggle"), and the entity identified as the customer in the applicable Contract for Services ("Customer"). Gaggle and Customer are collectively referred to as the "Parties."

This Agreement governs the terms and conditions under which Gaggle provides Customer access to certain software products, services, and related support as described in the applicable Contract for Services (the "Services"). The Services may include, without limitation, subscriptions to Gaggle's cloud-based software, mental health services, crisis support, and any associated mobile applications or other access interfaces, associated updates and documentation.

Gaggle shall provide Customer with the necessary credentials, including usernames and passwords, to enable access to the Services. These credentials are for use by individuals authorized by the Customer, including employees, agents, independent contractors, students, and parents or guardians (collectively, "Authorized Users"). The Customer is responsible for ensuring compliance with this Agreement by all Authorized Users.

Gaggle reserves the right to modify or update this Agreement or any features of the Services at its sole discretion and without prior notice. In the event of material changes to this Agreement, Gaggle shall (a) Publish the updated Agreement on its website and (b) Notify the Customer via email to the primary address on file.

This Agreement, together with the Contract for Services, Service Level Agreement, Student and Staff Data Privacy Notice, and Website Privacy Policy, constitutes the entire agreement between the Parties with respect to the subject matter and supersedes all prior understandings, agreements, or representations.

In the event of a conflict between the terms of this Agreement and the provisions of a separately executed written agreement between the Parties that specifies Customer's unique requirements (the "Customer Terms"), this Agreement shall control.

2. ACCEPTANCE OF TERMS

These Terms and Conditions (the "Terms") establish the agreement under which Gaggle.Net, Inc. ("Gaggle") will provide services ("Services") to you, the customer ("Customer"). The compensation for Services shall be determined based on the rates and terms outlined in the applicable Gaggle invoice and Gaggle Contract.

By completing the registration process and providing Gaggle with accurate, current, and complete information, the Customer agrees to be bound by these Terms. If the Customer does not agree to any changes to the Terms, the Customer's sole remedy is to terminate the Services in accordance with the provisions of Sections 9, 10, and 11.

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8770 West Bryn Mawr Avenue, Suite 1300, Chicago, IL 60631-3515

3. UNAUTHORIZED ACCESS, PASSWORD-PROTECTED, AND SECURED AREAS

Users of Gaggle Services ("Users") are responsible for all activities conducted through their usernames and passwords, including any unauthorized access. To enhance security, Gaggle recommends that Users periodically update their passwords. Access to and use of Gaggle's password-protected or secured Services is strictly limited to authorized Users.

As part of the registration process for Gaggle Services, Users must provide accurate, current, and complete information. Users are solely responsible for maintaining the confidentiality of their usernames and passwords, whether chosen by the User or assigned by a third party on their behalf. Users agree to the following:

(a) Not to misuse or share their usernames or passwords;

(b) Not to misrepresent their identity or affiliation with any entity;

(c) Not to impersonate any person or entity; and

(d) Not to misstate or falsify the origin of any materials accessed through Gaggle Services.

Violating these obligations may result in suspension or termination of access to the Services and may subject Users to civil liability or criminal prosecution.

Users must promptly notify Gaggle and any applicable administrator of any unauthorized use of their account or any known or suspected security breach.

4. PRIVACY AND SECURITY

Gaggle employs various measures to protect the security and privacy of its users. However, Users acknowledge that Gaggle cannot guarantee the absolute security or confidentiality of its Services. Gaggle disclaims any liability for harm caused directly or indirectly by the use of its Services.

Users should be aware that communications through third-party email services, such as those provided by Google Inc. and Microsoft Corporation, are not private. While Gaggle is not obligated to monitor User communications or content, it reserves the right to do so, including but not limited to:

(a) Fulfilling contractual obligations;

(b) Backing up or reviewing communications to identify network issues; or

(c) Determining compliance with these Terms and Conditions, Service Level Agreements, Student and Staff Data Privacy Notice, and Website Privacy Policy.

At its sole discretion, Gaggle may disclose or provide access to content or communications to authorized personnel, the National Center for Missing and Exploited Children ("NCMEC"), and/or law enforcement agencies, as required by law or as deemed necessary.

For additional information regarding data security and privacy, please refer to Gaggle's Data Privacy Policy.

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5. GEOGRAPHIC SCOPE AND DATA PROCESSING

Gaggle Services are hosted in the United States and may be accessed by Customer from locations outside the United States. By using the Services, Customer acknowledges and agrees that Customer Data will be transferred to and processed in the United States.

Customer is responsible for ensuring that its use of the Services complies with applicable local laws and regulations in its jurisdiction.

6. CONFIDENTIALITY POLICY

As used in this Agreement, “Confidential Information” refers to proprietary information or materials disclosed by one party (“Disclosing Party”) to the other party (“Receiving Party”) as a result of this Agreement. This includes, but is not limited to, research data, methodologies, products, services, processes, formulas, technologies, or other business information disclosed directly or indirectly, whether in writing, orally, or by other means.

Confidential Information does not include information that: (a) Was known to the Receiving Party at the time of disclosure, without a duty of confidentiality, as evidenced by written records; (b) Is or becomes publicly available through no wrongful act or omission by the Receiving Party or anyone bound by confidentiality obligations to the Disclosing Party; or (c) Is lawfully obtained by the Receiving Party from a third party without breaching confidentiality obligations to the Disclosing Party.

Each party agrees to the following obligations regarding the other party’s Confidential Information during the term of this Agreement and thereafter:

The Receiving Party shall maintain the confidentiality of the Confidential Information with at least the same degree of care it uses to protect its own confidential information of a similar nature, but no less than a reasonable degree of care.

The Receiving Party shall not disclose the Confidential Information to any individual, entity, or third party except as expressly permitted under this Agreement or as required by applicable law, regulation, court order, legal process, or governmental, judicial, regulatory, or self-regulatory authority.

In the event disclosure is required by law or deemed advisable by legal counsel, the Receiving Party shall, to the extent permissible, promptly notify the Disclosing Party to allow for protective measures or other appropriate action.

7. FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. §1232g; 34 CFR Part 99) is a federal law that protects the privacy of student education records. You are required to comply with FERPA and its applicable regulations. Gaggle shall not disclose any student’s education records, personally identifiable information, or other related records monitored, maintained, and retained by Gaggle and/or other Services provided by Gaggle to any third party (other than your school organization) without prior authority. Gaggle shall maintain the privacy and confidentiality of all student education records and shall make available to your school organization the right to inspect

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and review the student education records upon request. Gaggle shall not disclose or transmit student education records or information to any unauthorized party without the prior consent of the student, guardian, and/or your school organization or by court order, administrative order, or subpoena. Notwithstanding the foregoing, to protect your school or district against the risks involved in handling explicit content involving minors, Gaggle registers incidents containing pornographic videos and images of possible minors with the CyberTipline at the National Center for Missing and Exploited Children ("NCMEC"). It is NCMEC's mission to prevent the spread of these materials, as well as to prevent the sexual exploitation of children. For more information, consult Gaggle's Data Privacy Policy.

Nomi™ conversations are subject to monitoring by Gaggle crisis counselors for the purposes of student safety and escalation. Customer consents to the collection and review of Nomi™ interaction data for the limited purpose of safety monitoring, escalation, and service improvement, consistent with FERPA and applicable state law.

8. SUPPORT

Gaggle maintains a comprehensive case management system to address all Customer issues efficiently. Standard customer service is available during the following hours: Monday through Friday: 6:00 AM to 6:00 PM Central Time (CT).

Customers may contact Gaggle via: Email: support@gaggle.net; Telephone: 800-288-7750; or Live Chat: Accessible within the Gaggle interface or on the Gaggle website.

For after-hours assistance, Gaggle monitors a dedicated email account at support@gaggle.net.

Gaggle offers additional technical support 24 hours a day, seven days a week. Response times vary based on the severity of the issue:

- Critical Issues: Response within six (6) hours.
- Informational Requests: Response within twenty-four (24) hours.

This structured approach ensures timely and effective support for all Customer needs.

9. ASSIGNMENT

Neither party may assign or transfer any rights or obligations under this Agreement without the prior written consent of the other party. Such consent may only be granted if: (a) The assignee agrees in writing to be bound by the terms of this Agreement and (b) The assigning party remains liable for all obligations incurred under this Agreement prior to the assignment.

Any attempted assignment or transfer in violation of this section shall be null and void.

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10. TERM OF AGREEMENT

This agreement commences with the start of Services and continues until otherwise terminated, by written agreement of the parties, in accordance with Section 11 or upon the expiration of the last Service Term or Renewal thereof.

11. AUTOMATIC RENEWAL OF SERVICES

Except as otherwise specified, Services shall automatically renew for successive one-year periods, unless and until terminated by either party in accordance herewith or unless either party provides written notice of non-renewal to the other party prior to the end of the then-current Services Term. Gaggle may increase pricing applicable to the renewal of any then-current Services Term by providing Customer with notice thereof, including by email, at least 30 days prior to the end of such term.

12. TERMINATION

Customer may terminate the Services under this Agreement at the end of any contract by providing thirty (30) days written notice of the intent to terminate. Gaggle may also terminate or suspend Services if you breach the conditions of this Agreement, the Gaggle Service Level Agreement (SLA), or your Gaggle Contract.

You can cancel your Services by sending your cancellation notice to Gaggle, 8770 West Bryn Mawr Avenue, Suite 1300, Chicago, IL 60631-3515; sending email to support@gaggle.net; or by fax to 309-665-0171.

Gaggle can, at any time, modify or discontinue any of its Services without liability to any user or third party.

13. REPRESENTATIONS AND WARRANTIES

Each party represents, covenants, and warrants to the other that no applicable law, regulation, rule, or governmental requirement exists that (i) restricts or limits the party's ability to fully perform and comply with all obligations under this Agreement or (ii) impairs the rights of the other party as provided in this Agreement.

Gaggle represents, covenants, and warrants that it will provide the Services: (i) in all material respects, as described in the applicable end user documentation (if any); (ii) in a professional manner and in accordance with generally accepted industry practices; and (iii) in compliance with all applicable laws and regulations.

If the Services provided to Customer fail to meet the warranties described above, the Customer agrees to promptly notify Gaggle in writing of the deficiency.

Gaggle represents, covenants, and warrants that the Services will not (i) infringe any copyright, trademark, or patent rights or (ii) misappropriate any trade secret. If the Customer's use of the Services is restricted as the result of a claim of infringement, Gaggle will do one of the following: (i) substitute another equally suitable product or service; (ii) modify the allegedly infringing Service to avoid the infringement; or (iii) procure for the Customer the right to continue to use the Service free of the restrictions caused by the infringement.

The Customer represents, covenants, and warrants that it will: (i) use the Services only in compliance with this

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Agreement and all applicable laws and regulations; (ii) ensure that its content does not (A) infringe any copyright, trademark, or patent rights; (B) misappropriate any trade secret; (C) be deceptive, libelous, obscene, pornographic, or unlawful; (D) contain viruses, worms, or other malicious software intended to damage the Company's systems or data; or (E) violate the privacy or other rights of any third party.

While Gaggle is not obligated to monitor the Customer's use of the Services, it may do so and may prohibit any use of the Services that it reasonably believes violates this Agreement or applicable laws and regulations.

If the Customer is a government entity, agency, organization, or party (including a school or school district), the Customer represents, warrants, and covenants that it has taken all necessary actions, complied with all requirements, and obtained all consents and reviews to enter into and perform this Agreement in accordance with its terms and conditions.

The Customer represents, covenants, and warrants that the software provided under this Agreement will be treated as "commercial computer software" and "commercial computer software documentation" under applicable governmental laws, regulations, or rules.

14. ACCESS METHODS

The Services may be accessed via web browsers, mobile applications, or other supported interfaces. Functionality, monitoring, and alerting are governed by this Agreement and the Service Level Agreement, regardless of the access method used.

15. DISCLAIMERS AND EXCLUSIVE REMEDIES

Gaggle provides Services to your organization to assist it in protecting and promoting the well-being of your students and your organization. Gaggle shall undertake every commercially reasonable effort to update its Services to maximize the detection of unsafe, graphic, and/or obscene communications. Gaggle does not warrant, represent, and/or guarantee that all unsafe communications can or will be detected while monitoring your student's online communications and content and other digital activities without limitation.

Your organization is responsible for reviewing all Gaggle communications and taking all reasonable and precautionary actions required by your organization to protect the interests of students, including, but not limited to, notifying applicable governmental agencies and/or bureaus, such as child protection services pursuant to the Family Educational Rights and Privacy Act (FERPA) and other applicable laws and regulations. Customer is responsible for maintaining accurate and available escalation contacts and for ensuring timely review and response to alerts generated by the Services.

Gaggle does not guarantee that (i) the Services will be performed error-free or (ii) the Services will operate in combination with Customer's content, applications, or any other hardware, software, systems, services, or data not provided by Gaggle. Gaggle is not legally obligated to adhere to any specific response timeline or window for addressing communications or incidents. The Customer acknowledges that any timelines provided by Gaggle are estimations and not binding commitments.

The Customer acknowledges that Gaggle does not control the transfer of data over communication facilities,

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including the Internet, and that the Services may be subject to limitations, delays, and other problems inherent in the use of such communication facilities. Gaggle is not responsible for any issues arising from the performance, operation, or security of the Services that are caused by Customer's content or applications or third-party content (including publicly available data or other third-party data) or services, and Gaggle disclaims all liabilities related to third-party content or services.

Notwithstanding any other provision in this Agreement, Gaggle does not guarantee or warrant: (i) that the Services will function with 100% precision to prevent harm, self-harm, or exposure to inappropriate, harmful, unsafe, or obscene content for minors; (ii) that the Services will fulfill Customer's obligations, if any, under the Children's Internet Protection Act (CIPA); (iii) that the Services will prevent or otherwise discourage cyberbullying or harm or self-harm by students; (iv) that the Services will detect all instances of cyberbullying and self-harm by students; (v) that all social media sites, streaming media, web-based email services, cloud storage sites, or other internet sites (including inappropriate sites for minors, such as pornographic, gambling, or other restricted sites) will be blocked or monitored; (vi) the accuracy or reliability of any information obtained through the Services, including but not limited to third-party data, or the results of any queries or searches submitted by Customer for screening visitors; or (vii) that the Services will detect or prevent the entry of unauthorized individuals onto Customer's premises in violation of applicable laws or Customer policies.

In the event of a breach of the Services warranty, Customer's exclusive remedy and Gaggle's entire liability shall be: (i) the correction of the deficient Services that caused the breach, or (ii) if Gaggle cannot substantially correct the deficiency in a commercially reasonable manner (as determined solely by Gaggle), Customer may terminate the Services. In this case, Gaggle will refund the Customer the fees for the terminated Services that were pre-paid for the period following the effective date of termination. Gaggle will also make commercially reasonable efforts to provide Customer with a reasonable opportunity to access the Services for the purpose of securing and backing up Customer's user data.

The tele-therapy and crisis support services provided by Gaggle aim to support the emotional and mental well-being of students. Tele-therapy and crisis support are not replacements for in-person therapy, medical treatment, or emergency services. If a student is experiencing a crisis or an immediate threat to safety, contact emergency services by dialing 911 or visit the nearest emergency facility.

Information shared during tele-therapy or crisis support will not be disclosed without your permission, except as required by law. Gaggle complies with mandated reporting laws, including reporting threats of harm to self or others or suspicion of abuse or neglect. Gaggle does not guarantee specific outcomes from tele-therapy or crisis support services. Progress and results may vary based on individual circumstances and participation. Tele-therapy services are delivered through virtual platforms that may carry inherent risks, including technical issues, potential data breaches, or unauthorized access. Gaggle takes reasonable precautions to ensure the security of virtual communications but is not liable for breaches outside its control. Accessing tele-therapy requires reliable internet connectivity and compatible devices.

Crisis support services are intended to provide immediate, short-term assistance and guidance during moments of distress. These services are not designed for ongoing therapy or long-term counseling. Crisis support via telephone may be limited in its ability to fully assess or address a student's situation. Crisis support is not an emergency response service. While trained professionals will provide support and resources, they are

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not equipped to dispatch emergency services directly.

When Gaggle, its employees, agents, or contractors initiate contact with law enforcement, emergency services, or other third parties in response to a perceived life-threatening situation, such action is undertaken solely as a precautionary measure based on available information at the time. Gaggle does not guarantee, and expressly disclaims, any responsibility or liability for the actions, inactions, or outcomes resulting from the involvement of such third parties, including but not limited to law enforcement, emergency responders, or mental health professionals. The Customer acknowledges and agrees that Gaggle's role is limited to making such contacts in good faith and in accordance with applicable laws and contractual obligations.

Customer acknowledges that Nomi™ utilizes artificial intelligence to facilitate student conversations. While Nomi™ is monitored by trained crisis counselors, the AI may not always interpret student input accurately or provide clinically appropriate responses. Nomi™ is not a substitute for professional therapy, medical treatment, or emergency services. In the event of a crisis, Customers remain responsible for following their own safety and reporting obligations.

Guardian and Portal Disclaimer. Customer acknowledges and agrees that Gaggle's role is limited to providing monitoring, alerting, and reporting services as described in this Agreement. Compliance with any federal, state, or local laws requiring direct notification of parents, guardians, or custodians — including but not limited to Ohio Revised Code §3313.668 and similar laws — is the sole responsibility of the Customer. Gaggle shall have no obligation to provide such notifications and disclaims any liability arising from the Customer's failure to do so.

Gaggle further makes no warranties, representations, or guarantees regarding the accuracy, completeness, or reliability of any information made available through the Parent/Guardian/Custodian Portal ("Portal"). Customer and Portal Users acknowledge that Portal information is provided "as is" and agree that Gaggle shall not be liable for any decisions, actions, or outcomes arising from the use or misuse of such information.

16. LIMITATION OF LIABILITY, STATUTE OF LIMITATIONS

Gaggle may make available certain third-party products, services, or applications ("Third-Party Services") as part of or in connection with the Services, including as a reseller or integration partner. Third-Party Services are provided by their respective third-party providers and not by Gaggle.

(a) **No Control or Responsibility.** Gaggle does not control, operate, or maintain Third-Party Services and makes no representations or warranties regarding their functionality, availability, security, or performance.

(b) **Third-Party Terms.** Customer's use of any Third-Party Services may be subject to additional terms and conditions imposed by the applicable third-party provider. Customer agrees to comply with such terms.

(c) **Data Sharing.** To the extent necessary to provide the Services, Customer authorizes Gaggle to share Customer Data with third-party providers of Third-Party Services. Such data will be handled in accordance with Gaggle's obligations under this Agreement; however, once shared with a third-party provider, it will be subject to that provider's applicable terms and policies.

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(d) **Support.** Unless otherwise expressly stated in an Order Form or Service description, Gaggle is not responsible for providing support, maintenance, or updates for Third-Party Services.

(e) **Limitation of Liability.** Gaggle shall not be liable for any damages, losses, or claims arising from or related to Customer's use of or inability to use any Third-Party Services.

17. LIMITATION OF LIABILITY, STATUTE OF LIMITATIONS

In no event shall Gaggle be liable with respect to Services (i) for any amount in the aggregate in excess of the fees paid by you or (ii) for any indirect, incidental, punitive, or consequential damages of any kind whatsoever. Some states do not allow the exclusion or limitation of incidental or consequential damages, so the above limitations and exclusions may not apply to you. You agree that regardless of any statute or law to the contrary, any claim or cause of action against Gaggle arising out of or related to the use of Services or the terms of use must be filed within one (1) year after such claim or cause of action arose or be forever barred.

You assume total responsibility for the use of Gaggle Services and use these Services at your own risk. Gaggle exercises no control over and has no responsibility whatsoever for actions taken on the internet, and Gaggle expressly disclaims any responsibility for such actions. You acknowledge to Gaggle, and for Gaggle's benefit and the benefit of its directors, employees, licensors, and agents, that the Services may contain bugs and are not designed or intended for use in mission-critical environments requiring fail-safe performance.

Without limiting the foregoing, Gaggle shall not be liable for (i) any errors, omissions, or misinterpretations made by the Nomi™ AI system, or (ii) any decisions, actions, or inactions by Customer, students, parents, or guardians based on Nomi™ interactions.

18. NO THIRD-PARTY BENEFICIARIES

Nothing in this Agreement shall be construed to create any third-party beneficiaries, nor shall it confer any rights or claims upon any third party against either party to this Agreement.

Students who interact with Nomi™ are not parties to this Agreement and shall have no rights or remedies hereunder.

19. MESSAGE STORAGE, CONTENT STORAGE, AND OTHER LIMITATIONS

The amount of email and content storage available for each user is subject to limitations based on the terms specified in your Gaggle Contract. These limitations may vary depending on the specific plan or service level agreed upon.

20. COMMUNICATIONS

Except for any disclosure by you for technical support purposes or as specified in the Gaggle Privacy Policy, all communications from you will be considered non-confidential and non-proprietary. You agree that any and all comments, information, feedback, and ideas that you communicate to Gaggle will be deemed, at the time of

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the communication, the property of Gaggle, and Gaggle shall be entitled to full rights of ownership, including without limitation, unrestricted right to delete, use, or disclose such communication in any form, medium, or technology now known or later developed, and for any purpose, commercial or otherwise, without compensation to you. You are solely responsible for the content of your communications and their legality under all laws and regulations. You agree not to use Gaggle Services to distribute, link to, or solicit content that is defamatory, harassing, unlawful, libelous, harmful to minors, threatening, obscene, false, misleading, or infringing a third-party intellectual property or privacy rights.

21. MISCELLANEOUS

Gaggle provides Services to your organization to assist it in the protection of your students and your organization. Gaggle shall undertake every commercially reasonable effort to update its Services to maximize the detection of unsafe, graphic, and/or obscene communications. Gaggle does not warrant, represent, and/or guarantee that all unsafe communications can or will be detected while monitoring your student communications or website content.

Your organization is responsible for reviewing all Gaggle communications and taking all reasonable and precautionary actions required by your organization to protect the interests of students, including, but not limited to, notifying applicable governmental agencies and/or bureaus, such as child protection services pursuant to the Family Educational Rights and Privacy Act (FERPA) and other applicable laws and regulations.

22. NOTICES

Unless specified otherwise herein: (a) all notices must be in writing and addressed to the attention of the other party's legal department, and primary point of contact; and (b) notice will be deemed given: (i) when verified by written receipt if sent by personal courier, overnight courier, or when received if sent by mail without verification of receipt; or (ii) when verified by automated receipt or electronic logs if sent by facsimile or email.

23. INDEMNIFICATION

To the extent permitted by federal and state laws, Customer agrees to indemnify, defend, and hold harmless Gaggle from any and all claims, losses, damages, liabilities, costs, and expenses (including reasonable attorneys' fees) arising out of or relating to: (a) any breach of this Agreement by Customer, (b) any gross negligence or willful misconduct by Customer, (c) Customer's violation of law, (d) any third-party claims arising from Customer's use of the services provided by Gaggle, except to the extent that such claims arise from Gaggle's breach of contract, gross negligence, or willful misconduct, (e) any claims, losses, damages, liabilities, costs, or expenses arising out of or relating to the Parent/Guardian/Custodian Portal or any information accessed, used, disclosed, or relied upon by Portal Users, or (g) any failure by Customer to comply with federal, state, or local laws requiring notification of parents, guardians, or custodians, including but not limited to Ohio Revised Code §3313.668.

To the extent permitted by federal and state laws, Gaggle agrees to indemnify, defend, and hold harmless Customer from any and all claims, losses, damages, liabilities, costs, and expenses (including reasonable attorneys' fees) arising out of or relating to: (a) any breach of this Agreement by Gaggle, or (b) any gross negligence or willful misconduct by Gaggle in the performance of the services under this Agreement.

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Notwithstanding the foregoing, Gaggle's indemnification obligations shall be limited to the extent that such claims or demands result from Customer's breach of contract, gross negligence, or willful misconduct. Gaggle shall have no indemnification obligation for damages resulting from the breach of contract, gross negligence, or willful misconduct of Customer, its officers, employees, agents, or assigns.

Gaggle shall not be liable for any third-party claims, losses, damages, liabilities, costs, and expenses (including reasonable attorneys' fees) arising out of or relating to (a) any actions or omissions of third parties over which Gaggle has no control, or (b) any professional services provided by Gaggle in a competent and professional manner in accordance with industry standards.

24. TAXES

All fees set forth in this Agreement and any invoices shall include all applicable taxes, except for "Transaction Taxes," which Gaggle is required by law to invoice and collect from Customer. Transaction Taxes, if applicable, will be separately stated on the invoice and must be paid by Customer to Gaggle unless Customer provides an exemption certificate to Gaggle or the transaction is statutorily exempt from Transaction Taxes.

Gaggle shall be solely responsible for the timely remittance of all Transaction Taxes to the applicable governmental authority. Gaggle shall pay (without reimbursement by Customer) and shall hold Customer harmless against any penalties, interest, or additional taxes that may be levied or assessed as a result of Gaggle's failure to invoice or delay in paying any such taxes.

"Transaction Taxes" means sales and use taxes, value-added taxes, goods and services taxes, gross receipts taxes, and excise taxes, but excludes any tax on income, real or personal property taxes, or payroll taxes.

25. TRADEMARKS

The trademarks, service marks, logos, slogans, and product designations of Gaggle ("Trademarks") are the exclusive property of Gaggle.Net, Inc., and/or their respective owners. You do not have any right to use these Trademarks. Nothing in the Gaggle Services grants you a license or any other right, whether by implication, waiver, estoppel, or otherwise, to use any of the Trademarks, except with the prior written consent of Gaggle or the respective owner.

26. ACKNOWLEDGMENT OF OWNERSHIP RIGHTS AND DISCLOSURE OF DELIVERABLES

Gaggle retains full ownership of all rights, title, and interest worldwide, in and to: (i) any intellectual property or related rights owned or licensed by Gaggle and used in the provision of its services under this Agreement, including Gaggle's Confidential Information; and (ii) any frameworks, methodologies, processes, inventions, analytical tools, and industry data or insights developed or utilized by Gaggle in providing such services, along with all associated intellectual property rights (collectively, "Gaggle IP"). The Customer acknowledges that no ownership rights are transferred to it under this Agreement.

27. FORCE MAJEURE

Except for payment obligations already due and owing, any delay or failure in performance by a party under

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this Agreement will not be considered a breach and will be excused to the extent caused by events beyond the reasonable control of the affected party. The affected party must promptly notify the other party of the force majeure event, use its reasonable commercial efforts to promptly correct such failure or delay in performance, and resume performance as soon as practicable once the event has subsided. If the event continues for thirty (30) days or more, the non-affected party may terminate this Agreement immediately by providing written notice to the non-performing party. Events beyond a party's reasonable control include, without limitation, acts and omissions of that party's service providers.

If Customer terminates the Agreement due to force majeure, Gaggle shall refund any pre-paid fees for the terminated services, covering the period after the effective termination date. Gaggle shall also make commercially reasonable efforts to provide Customer with access to the Services for retrieving User Data. In all other instances of delay or failure under this Section, where Customer does not or cannot terminate the Agreement, Customer shall not be entitled to any service credit or refund.

28. USE OF INDEPENDENT CONTRACTORS

In providing services under this Agreement, Gaggle reserves the right to engage independent contractors, subcontractors, or other third parties (collectively, "Independent Contractors") as deemed necessary to fulfill the obligations of this Agreement. Gaggle shall remain fully responsible for the performance of all services provided, regardless of whether they are performed directly by Gaggle or by Independent Contractors.

The engagement of Independent Contractors will not alter or diminish any warranties, representations, or obligations set forth in this Agreement. Gaggle ensures that all Independent Contractors are qualified and capable of performing their assigned duties in accordance with the standards agreed upon in this Agreement.

This provision allows Gaggle to efficiently allocate resources and expertise to deliver the highest level of service while maintaining accountability for all aspects of service delivery.

29. SEVERABILITY

If any provision of this Agreement is determined by a court of competent jurisdiction to be invalid or unenforceable, that provision shall be deemed to be severed and this Agreement shall remain in full force and effect with that provision severed or as modified by court order provided that said provision determined invalid does not substantially impair the intent or substance of this Agreement so that the purposes of this Agreement are not fulfilled and the benefits to the parties hereto are not realized. If said provision does substantially impair the intent or substance, the parties shall attempt to agree on an amendment to this Agreement to address the changes necessary because of the court determination. If the parties are unsuccessful in negotiating an amendment, this Agreement shall terminate.

30. CHOICE OF LAW

This Agreement, and any actions arising out of or in connection with it, shall be governed by, construed, and enforced in accordance with the laws of the state or jurisdiction in which the Customer is established, without regard to its conflicts of law principles. Should Gaggle need to enforce the terms of this Agreement, Gaggle shall be entitled to any and all attorneys' fees and costs incurred, along with any damages to which it may be entitled.

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31. VIOLATIONS

If you become aware of any violations of these Terms & Conditions, please report them to Gaggle's Customer Service department by calling 800-288-7750, emailing support@gaggle.net, or faxing 309-665-0171.

32. PARENT/GUARDIAN/CUSTODIAN PORTAL

(a) Access and Credentials. Gaggle provides access to the Parent/Guardian/Custodian Portal ("Portal") solely as a convenience to Customers for the benefit of parents, guardians, or custodians ("Portal Users"). Portal access is initiated by the Customer, and Portal Users are credentialed by Gaggle only after receiving an invitation from the Customer and completing the registration process, which includes verification via confirmation and validation code.

(b) Use of Portal Information. Gaggle disclaims all responsibility and liability for the manner in which Portal Users access, interpret, disclose, or use information made available through the Portal. Portal Users are solely responsible for their reliance on Portal content and any actions taken as a result of reviewing such content.

(c) Release and Waiver. As a condition of Portal registration, Portal Users must agree to a release of liability in favor of Gaggle, its officers, employees, contractors, and affiliates from any claims, damages, or liabilities arising out of or relating to the Portal or Portal content. Gaggle shall not be responsible for monitoring, verifying, or controlling the use of Portal data by Portal Users.

(d) Customer Responsibility. Customer acknowledges and agrees that it is solely responsible for: (i) determining which parents, guardians, or custodians are invited to register for the Portal; (ii) ensuring compliance with applicable federal, state, and local laws regarding parental, guardian, or custodian access; and (iii) handling any disputes, complaints, or requests arising from Portal Users.

33. GENERAL QUESTIONS

For any questions regarding these Terms & Conditions, please contact Gaggle's Customer Service department at 800-288-7750, email support@gaggle.net, or fax 309-665-0171.

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Service Level Agreement

This Service Level Agreement ("SLA") is entered into by and between Gaggle.Net, Inc., a Delaware corporation with its operational office located at 8770 West Bryn Mawr Avenue, Suite 1300, Chicago, IL 60631-3515 ("Gaggle"), and the entity identified as the customer in the applicable Contract for Services ("Customer"). Gaggle and Customer are collectively referred to as the "Parties." This SLA governs the provision of Gaggle Solutions (the "Services") as specified in the applicable Gaggle invoice and Gaggle Contract. The Services described in this SLA, which may be purchased individually or collectively and without limitation, only apply to Customers who have purchased those specific Services as outlined in their agreement with Gaggle.

This Service Level Agreement (SLA) sets forth the mutual understanding and expectations regarding Gaggle's commitment to delivering the purchased Services with maximum performance and uptime. The fees, terms, and conditions applicable to the Services are additionally outlined in the corresponding Gaggle invoice, Gaggle Contract, Terms and Conditions, Student and Staff Data Privacy Notice, and Website Privacy Policy, all of which are incorporated by reference.

1. Descriptions of Services

Safety Solutions on School-Provided Technology

Gaggle provides comprehensive safety monitoring for students across district-issued devices and accounts, identifying students in crisis through advanced monitoring and alerting systems. Gaggle does not guarantee immediate intervention or real-time response. At the core is a sophisticated machine learning model that analyzes student-generated content for keywords, tone, context, and sentiment, with human review to ensure accuracy. The system adapts to evolving student communication styles and addresses a broad range of risks, including self-harm, bullying, suicide, abuse, drugs, sexual content, and more. Gaggle also features a Quarantine function that removes sexually explicit material involving minors and all pornography from district Google Drive and Microsoft OneDrive accounts. This protects students by removing access to harmful content and shields districts from liability. Gaggle's cloud-based, device-agnostic solution requires no additional hardware and offers protection whenever students log into their district accounts. Accessing the Services via mobile applications or notifications does not modify or expand Gaggle's service commitments or response obligations under this SLA.

Safety Management

Gaggle shall monitor email, message communications, documents, and other file types subject to certain file size limitations within third-party services including, but not limited to, those from Google Inc. and Microsoft Corporation.

Gaggle shall not make Safety Management available to Customers until they have provided Gaggle with designated emergency contact information. "Designated emergency contact" means the individual(s)

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designated by you to receive and act upon Gaggle notifications. If applicable, the Customer must also provide access to student information system (SIS) data. The effectiveness and timeliness of incident response depend on Customer maintaining valid, reachable escalation contacts (including phone and/or email) and ensuring appropriate personnel are available to act on alerts.

If there is a change in any designated emergency contact and/or emergency contact information, you must immediately make the appropriate changes to the affected user profile in the Gaggle Portal, and notify Gaggle of all applicable changes. Your failure to update and notify Gaggle of any changes to the designated emergency contact information will result in the delay or inability of Gaggle to properly send notifications to your organization.

The appropriate Gaggle incident response rubric will be shared with designated emergency contacts upon assignment and remains available upon request at any time. As the safety landscape evolves, the rubric is periodically reviewed and updated.

Web Activity Monitor (WAM)

Gaggle's Web Browser Extensions are an additional safety layer. The extensions monitor student activity on school-provided devices or, in certain optional cases, when students log in via their school-issued accounts on non-school computers. The extension is a lightweight add-on that does not interfere with or block activity on the device. The extension monitors content entered into the browser. This includes internet searches, text entered into emails, forms, social media sites, chat boxes, websites, geolocation, and more. Customers will receive a screen capture from the student browser for user-created incidents. Activity that indicates bullying, suicide ideation, self-harm, and/or threats of violence will result in email notifications and immediate emergency phone calls when warranted.

Web Filter

Web Filter monitors and blocks access to inappropriate websites and content based on predefined policies set by the Customer. Customers can customize policies to align with their specific needs and guidelines, ensuring a safe and appropriate online environment for students.

After Hours

Possible Student Situation (PSS) incidents occurring after hours, overnight, on weekends, or during school breaks will be addressed by Gaggle. In such cases, Gaggle Safety Team Members and/or trained Crisis Counselors will alert designated local authorities and may contact registered parents, guardians, or other designated emergency contacts via phone, text, or other approved communication methods to provide immediate support and help coordinate necessary interventions.

To facilitate this process, Gaggle may access and use relevant contact and demographic information from the district’s Student Information System (SIS) in accordance with applicable privacy laws.

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SpeakUp for Safety Tipline

Gaggle SpeakUp for Safety Tip Line is a one-way, anonymous reporting tool that empowers students, staff, and parents to report safety concerns confidentially. This service fosters a culture of safety by addressing issues such as bullying, threats, suicidal ideation, self-harm, and other risks to student well-being.

Gaggle's Safety Team monitors submissions 24/7/365, filtering non-actionable tips and notifying designated district staff of concerns via email for non-emergencies. In urgent situations, the team contacts school officials directly and can initiate wellness checks if necessary.

The service includes an automated acknowledgment of submitted tips, a dedicated phone number for text and call reports and regular reminders to students about the tip line.

Student Information System (SIS) Integration

Gaggle's Student Information System (SIS) integration services streamline the process of syncing critical student data with Gaggle's safety solutions. By integrating with a district's SIS, Gaggle can access up-to-date student records, such as contact information, grade levels, and school assignments, to enhance the accuracy and efficiency of incident response. This integration ensures that alerts and notifications are directed to the appropriate personnel and that any necessary follow-up, such as wellness checks, includes accurate and relevant student details. The value of this integration lies in its ability to improve response times, reduce manual data management, and provide contextually rich information to school administrators and emergency contacts. This enables more informed decisions and better support for student safety and well-being. Gaggle only shares information necessary to initiate a wellness check, such as student and guardian contact information.

Safety Net

Gaggle's Safety Net service provides additional support to ensure that students receive the attention they need following a concerning alert. Safety Net steps in by having Gaggle's counselors follow up with students after an alert is triggered. Using messaging tools like SMS text, web chat, Google Chat, or Microsoft Teams, Gaggle's counselors reach out to offer support and ensure that critical situations are addressed. Weekly updates are provided to keep school teams informed on which students need further assistance and which are doing well. While designated emergency contacts still handle the primary alerts, Safety Net acts as an extra layer of support.

Applicable Safety Solutions Subscription Services May Include but are not limited to:

- Automated analysis of student-generated content on school-issued accounts and devices, with human review to identify potential risks such as self-harm, bullying, violence, drug use, and explicit content.
- Real-time alerts sent to designated emergency contacts for urgent concerns, with immediate escalation to law enforcement when warranted.

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- Identification and removal of sexually explicit material and other harmful content from district cloud storage (e.g., Google Drive, Microsoft OneDrive).
- Monitoring of student web activity via browser extensions, capturing search queries, online interactions, and user-created incidents.
- 24/7 monitoring of safety tips submitted by students, staff, and parents, with appropriate filtering and escalation.
- Wellness checks and emergency outreach facilitated in partnership with local authorities for critical incidents occurring outside school hours.
- Secure data integration to enhance accuracy and efficiency in incident response.

Gaggle's solutions are cloud-based and device-agnostic, ensuring continuous protection whenever students use their school-provided accounts.

Billing and Subscription Information

- The Customer agrees to the standardized subscription rate for Gaggle's Safety Management Services, as outlined in the Gaggle invoice.
- Subscription fees may be supplemented by grants, district funding, or third-party resources.
- Service activation requires an initial subscription payment, with renewal terms as specified in the agreement.
- The subscription term begins with the Service Start Date.

Mutual Obligations

Customer Agrees To:

- Maintain confidentiality of all student safety alerts and reports in accordance with applicable privacy laws and policies.
- Provide accurate and up-to-date designated emergency contact information in the Gaggle Portal.
- Secure appropriate parental consent where necessary for the monitoring of student accounts and communications.
- Ensure school personnel take appropriate action upon receiving alerts from Gaggle's Safety Management system.
- Provide a minimum of 30 days' notice for contract termination to allow for proper transition planning.

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Gaggle Agrees To:

- Provide continuous 24/7/365 monitoring of student activity on district-provided technology.
- Notify designated emergency contacts promptly regarding student safety concerns.
- Ensure all activities, including monitoring and alerting procedures, comply with state and federal privacy laws (e.g., FERPA, COPPA).
- Provide school districts with a secure Reporting Dashboard to track incidents and trends.
- Maintain professional liability coverage and data security measures to protect student information.
- In cases where a student is at immediate risk of harm (e.g., self-harm, violence), Gaggle will initiate emergency protocols, which may include contacting district personnel, emergency responders, or designated local authorities.
- Continuously update machine learning models and incident response protocols to reflect evolving student communication patterns and emerging risks.

Gaggle is committed to supporting schools in maintaining a safe and secure digital environment for students while ensuring compliance with all applicable privacy regulations.

Mental Health Services

Gaggle's mental health services provide accessible, professional support to help students and staff address underlying challenges and build resilience, creating pathways to long-term well-being. They also provide students with instant, 24/7 access to support when they need it most, fostering a sense of connection and security.

Gaggle Therapy

Gaggle shall provide outpatient individual, group, and family tele-therapy and/or coaching services to address a variety of experiences, symptoms, and disorders. Students may participate in ongoing video sessions for a duration determined by clinical need, provider judgment, and the Therapy Service model selected by Customer. Sessions may be scheduled at convenient times for students, including evenings and weekends.

All Gaggle Therapy Services and activities comply with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and the Family Educational Rights and Privacy Act (FERPA). Services shall be provided in a manner consistent with the Individuals with Disabilities Education Act (IDEA), to the extent applicable and solely as expressly set forth in this Agreement.

Applicable Therapy Services May Include but are not limited to:

- Video conference mental health therapy and coaching services, consultation, collaboration with school staff, documentation and planning, parent contact, and service coordination.

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- Clinical intake, progress monitoring, and outcome assessments (including pre- and post-assessments) used to inform therapeutic services. Such assessments are not intended to serve as psycho-educational evaluations, IDEA eligibility determinations, or evaluations for special education services unless expressly agreed to in writing by the parties.

- Review of Records / Parent & Teacher Interviews, e.g., a cumulative file review for a student, including medical, educational, and social development histories, plus current parent and teacher interviews. All such services are billed at the same rate as clinical sessions, as a Coordinated Care session.

  This Agreement also governs Customer's use of Licensed Mental Health professionals to provide Services.

  Nothing in this Agreement shall be construed to designate Gaggle, to assign responsibility for the provision of a Free Appropriate Public Education (FAPE), or to require Gaggle to develop, manage, or implement Individualized Education Programs (IEPs), unless expressly agreed to in writing.

Session Types and Model-Specific Treatment

Therapy services provided under this Agreement may include a variety of session types, all of which require licensed clinician time and professional judgment. Session types may include, but are not limited to:

- **Individual Sessions** (student and clinician)
- **Group Sessions** (multiple students and clinician)
- **Family Sessions** (student, family member(s), and clinician)
- **Staff Sessions** (consultation or collaboration with school staff)
- **Coordinated Care Sessions**, including record review, parent or teacher interviews, care coordination, consultation, documentation, and planning activities conducted without the student present

  How these session types are counted, billed, or governed depends on the Therapy Service model selected by Customer.

Unlimited Therapy Services

Under Unlimited Therapy Services, the above session types may be delivered as clinically appropriate and are governed by access, prioritization, and utilization oversight rather than per-session billing. Session types may be flexibly scheduled and delivered based on clinical need, risk level, and service availability. Utilization across session types may be reviewed in the aggregate and may result in workflow, scheduling, or prioritization adjustments as described elsewhere in this Agreement.

Standard Therapy Services

Under Standard Therapy Services, session types are subject to overall utilization limits and capacity

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management. Individual, group, family, staff, and coordinated care sessions may be counted toward utilization thresholds or treated as utilized capacity where clinician time is reserved and cannot be reassigned.

Retainer Therapy Services

Under Retainer Therapy Services, Customer acknowledges that fees reflect the reservation of dedicated clinician capacity. All session types, including individual, group, family, staff, and coordinated care sessions, consume reserved clinician time and are counted against the applicable retainer. Differences in session format do not alter the fact that clinician time has been reserved and compensated.

Usage-Based Therapy Services

Under Usage-Based Therapy Services, individual, group, family, staff, and coordinated care sessions may be billed on a per-session basis as specified in the applicable invoice. Sessions requiring clinician time, including non-student-facing services, may be treated as billable services where applicable.

The clinical appropriateness, scheduling, and mix of session types are determined by Gaggle in accordance with professional standards, applicable law, and the Therapy Service model selected by Customer.

Therapy Service Models & Utilization Framework

Customer may purchase one or more of the following Therapy Service models, as specified in the applicable Gaggle invoice.

Utilization limits, caps, or thresholds applicable to any Therapy Service model are commercial terms and may vary by Customer, and are governed by the applicable Gaggle invoice unless expressly stated otherwise in this Agreement.

Therapy Services are intended to supplement, not replace, the Customer’s existing mental health resources unless otherwise expressly agreed in writing.

Across all Therapy Service models, the underlying therapy services provided by Gaggle are materially consistent in scope, modality, and clinical standards. Differences between Therapy Service models relate to pricing structure, access mechanics, utilization governance, and administrative handling, and not to the fundamental nature or quality of therapy services delivered.

For clarity, references to “Unlimited” reflect availability of access to services, not unlimited volume, duration, or intensity of clinical treatment.

Unlimited Therapy Services

Unlimited Therapy Services provide district-wide access to licensed therapy services for enrolled students and are designed to support short-term, goal-oriented therapeutic services addressing mild to moderate clinical needs and promoting timely support when concerns arise.

Unlimited Therapy Services are not intended to function as long-term, intensive, or open-ended clinical

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treatment and do not replace services requiring a higher level of clinical intensity, frequency, or duration unless expressly agreed to in writing.

Unlimited Therapy Services may supplement or coordinate with intensive or long-term services provided by the Customer or third-party providers, but do not assume responsibility for the delivery or management of such services unless expressly agreed to in writing.

In the event utilization under Unlimited Therapy Services approaches or exceeds levels that challenge service sustainability, Gaggle and Customer will work collaboratively to prioritize access based on clinical acuity, presenting needs, and risk indicators, with the goal of ensuring timely support for students with the greatest need while maintaining overall service quality.

Unlimited Therapy Services are available only to Customers with an enrolled student population of fewer than twenty thousand (20,000) students, unless expressly agreed to in writing by Gaggle and identified in the applicable invoice.

Standard Therapy Services

Standard Therapy Services provide access to licensed mental health professionals for eligible students on a structured and capacity-managed basis and are designed to support early identification, short-term therapy, and moderate-acuity clinical needs.

Standard Therapy Services are subject to utilization limits and capacity parameters as specified in the applicable Gaggle invoice. Utilization beyond the agreed-upon limits is outside the scope of Standard Therapy Services unless otherwise agreed to in writing.

Retainer Therapy Services

Retainer Therapy Services may be offered only where expressly identified in the applicable invoice as a legacy or exception-based service model.

Retainer Therapy Services are offered only where expressly identified in the applicable invoice and are intended for use in circumstances where a fixed allocation of clinician capacity is desired based on Customer-specific needs or constraints.

Usage-Based Therapy Services

Usage-Based Therapy Services may be offered only where expressly identified in the applicable Gaggle invoice as an exception-based or supplemental service model.

Usage-Based Therapy Services may be offered as an exception-based or supplemental service model where therapy utilization is expected to be limited, variable, or episodic, as specified in the applicable Gaggle invoice.

Under the Usage-Based Therapy Services model, Customer shall be billed based on actual therapy sessions delivered during the applicable billing period.

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Usage-Based Therapy Services are subject to a premium rate equal to ten percent (10%) above Gaggle's standard per-session pricing, reflecting the additional administrative, operational, scheduling, and clinical coordination requirements associated with non-subscription service delivery.

Gaggle reserves the right to review utilization patterns under the Usage-Based Therapy Services model and, upon reasonable notice, recommend transition to an Unlimited Therapy Services or Standard Therapy Services model if utilization levels indicate ongoing or sustained need.

Utilization Review & Service Adjustments

Utilization review and service adjustments are most relevant to Unlimited Therapy Services, where access is broadly available across the student population and utilization levels may fluctuate based on demand.

Gaggle reserves the right to conduct utilization and clinical reviews as reasonably necessary to ensure clinical appropriateness, equitable access across the student population, and service sustainability.

Following such review, and in good-faith collaboration with Customer, Gaggle may:

- Prioritize or adjust access to services based on clinical acuity, presenting needs, and risk level;
- Modify referral, intake, or scheduling workflows; and/or
- Propose revised commercial terms, including transition between Therapy Service models or fee adjustments at renewal.

No FAPE / IDEA Assumption

Nothing in this Agreement shall be construed to assign Gaggle responsibility for the provision of a Free Appropriate Public Education (FAPE), or to require Gaggle to develop, manage, or implement Individualized Education Programs (IEPs), unless expressly agreed to in writing.

Billing and Subscription Information

Therapy Services shall be billed in accordance with the Therapy Service model selected by Customer and identified in the applicable Gaggle invoice, which may include Unlimited Therapy Services, Standard Therapy Services, Retainer Therapy Services, or Usage-Based Therapy Services, as further described in the Therapy Service Models & Utilization Framework section of this Agreement.

Unlimited Therapy Services – Billing

Unlimited Therapy Services are billed on a subscription basis, providing broad access to therapy services across the Customer's enrolled student population subject to the clinical scope, prioritization, and utilization governance described in this Agreement.

Pricing for Unlimited Therapy Services reflects anticipated utilization across the contract term and may be reviewed and adjusted at renewal based on historical utilization patterns, service mix, clinical acuity trends, and overall service sustainability.

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Availability of Unlimited Therapy Services is subject to the eligibility limitations set forth in the Therapy Service Models & Utilization Framework section of this Agreement.

Standard Therapy Services – Billing

Standard Therapy Services are billed in accordance with the pricing and service parameters specified in the applicable invoice.

Standard Therapy Services are subject to utilization limits and service parameters as set forth in the applicable Gaggle invoice. Utilization beyond such limits may require service throttling, reprioritization, or transition to a different Therapy Service model or pricing arrangement, as agreed by the parties.

Retainer Therapy Services – Billing

Where expressly identified in the applicable invoice, Therapy Services may be billed using a retainer-based model as a legacy or exception-based service arrangement.

Where expressly identified in the applicable invoice, Therapy Services may be billed using a retainer-based model as a legacy or exception-based service arrangement, subject to the terms of this Agreement and the applicable invoice.

Where Therapy Services are provided under a retainer-based model as expressly identified in the applicable Gaggle invoice, the following additional terms apply:

- **Rates.** Customer agrees to the standardized hourly or session-based rates for Gaggle Mental Health Services as set forth in the applicable invoice.
- **Third-Party Funding.** Costs for Therapy Services may be supplemented by Medicaid, private insurance, grants, or other third-party funding sources where applicable.
- **Initial Retainer.** Customer agrees to secure Therapy Services with an initial retainer, as outlined in the applicable invoice. The parties acknowledge that retainer utilization may vary over the contract term, and that an additional retainer may be required to continue services.
- **Retainer Term and Extension.** Retainer balances expire twelve (12) months from the Service Start Date. Any unused retainer amount may be extended for one additional twelve (12) month period.
- **Therapist Retention Fee.**
    - If unused retainer amounts are carried over beyond the initial twelve (12) month term, a ten percent (10%) therapist retention fee shall apply to the unused balance.
    - For grant-funded retainers, if forty percent (40%) or more of the retainer remains unused at the end of the initial twelve (12) month term, a ten percent (10%) therapist retention fee shall apply to the remaining balance.

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- **Extended Rollover After Twenty-Four (24) Months.**
  If, twenty-four (24) months after the original Service Start Date, Customer has an unused portion of its retainer, Gaggle may permit rollover of the remaining balance into a subsequent agreement, subject to the following conditions:

  - **Renewal Requirement.** Customer must enter into a new agreement for Therapy Services prior to expiration of the existing agreement, with a minimum retainer amount equal to one and one-half (1.5x) times the remaining retainer balance.

  - **Rollover Usage Period.** Any rolled-over balance must be used within one hundred twenty (120) days of the commencement date of the renewed agreement.

  - **Non-Transferability.** Rolled-over retainer balances may not be transferred to other services, agreements, or entities and must be used solely for Therapy Services under the renewed agreement.

- **No-Shows.** An unplanned student absence includes cancellations with less than twenty-four (24) hours' notice or failure to attend a scheduled session. In such cases, Customer agrees that the applicable rate may be charged to account for reserved clinician time, consistent with the *Cancellations, No-Shows, and Reserved Clinician Time* section of this Agreement.

Retainer amounts are due and payable upon receipt of invoice. Retainer balances, rollover terms, therapist retention fees, and other retainer-specific conditions shall apply only where the retainer model is expressly selected and shall be governed by the terms set forth in the applicable invoice and this Agreement.

Usage-Based Therapy Services – Billing

Where selected by Customer and expressly identified in the applicable invoice, Usage-Based Therapy Services shall be billed on a per-session basis at the applicable premium rate.

Usage-Based Therapy Services pricing includes a ten percent (10%) administrative and operational markup above standard per-session pricing and is not subject to subscription-based discounts.

Charges for Usage-Based Therapy Services shall be invoiced in arrears based on services delivered during the applicable billing period unless otherwise agreed to in writing.

General Billing Terms

Subscription fees may be supplemented by Medicaid, private insurance, grants, district funding, or other third-party funding sources where applicable.

Service activation requires payment in accordance with the applicable invoice. The subscription term begins on the Service Start Date.

Pricing described in this Agreement may be reviewed and adjusted annually or at renewal to reflect changes in utilization, service mix, clinical acuity, workforce availability, or other factors impacting service sustainability.

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Cancellations, No-Shows, and Reserved Clinician Time

Therapy services require the advance scheduling and reservation of licensed clinician time. Because reserved clinician time cannot always be reassigned on short notice, cancellations, reschedules, or no-shows may be treated as utilized or billable services depending on the Therapy Service model selected.

Unlimited Therapy Services.
Under Unlimited Therapy Services, individual session cancellations or missed appointments are not subject to per-session cancellation fees. However, repeated late cancellations or no-shows may be considered as part of overall utilization patterns and may result in adjustments to scheduling workflows, access prioritization, or other utilization governance measures as described in this Agreement.

Standard Therapy Services.
Under Standard Therapy Services, sessions canceled or missed without required advance notice may be counted toward utilization limits or treated as utilized capacity, as clinician time was reserved and may not be recoverable.

Retainer Therapy Services.
Under Retainer Therapy Services, Customer acknowledges that fees reflect the reservation of dedicated clinician capacity. Accordingly, cancellations, reschedules, no-shows, or unused reserved time do not reduce retainer obligations, regardless of whether individual therapy sessions occur, unless expressly agreed to in writing.

Usage-Based Therapy Services.
Under Usage-Based Therapy Services, sessions canceled or missed without required advance notice may be billed as completed sessions, as clinician time has been reserved and associated administrative and clinical coordination costs have been incurred.

Notice requirements, cancellation windows, and operational scheduling policies may be communicated separately and updated from time to time consistent with standard clinical practice.

Mutual Obligations

Customer agrees To:

- To maintain the confidentiality of professional reports as required by state law or professional standards.
- To provide any necessary information for each student referred to Gaggle Mental Health Services.
- To secure informed consent from students and families prior to referring students to Gaggle Mental Health Services.
- To provide a suitable, legally-compliant area to administer mental health services if a student is otherwise unable to secure a private or appropriate location.

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- To retain sole responsibility for compliance with IDEA requirements, including but not limited to student evaluations, eligibility determinations, procedural safeguards, and the development, implementation, and monitoring of Individualized Education Programs (IEPs).
- To provide a minimum of 30 days' notice if canceling services to ensure sufficient time for transitioning clients who are currently receiving services.

Gaggle Therapy agrees to:

- To provide licensed mental health professionals that may include counselors, therapists or therapist associates under clinical supervision that have passed a background check and screening in accordance with applicable state law.
- Mental Health providers licensed in other states may also be used, and such licenses shall be provided, upon request, to the Customer.
- To provide the school district with account statements reflecting the services provided and the current retainer balance.
- To ensure all providers are covered by professional liability insurance and maintain bodily injury coverage.
- To provide access to the district Reporting Dashboard for monitoring the progress of clients.
- To maintain the confidentiality of student records as required by FERPA and applicable state law or professional standards and to honor any previously signed Data Privacy Agreement and Student & Staff Data Privacy Notice.
- To provide virtual mental health services in compliance with applicable federal and state laws, including IDEA, solely to the extent applicable to the services provided under this Agreement and not as special education or related services unless expressly agreed in writing.
- In the event a client presents as suicidal, homicidal, or other behaviors that would cause the client or any other person immediate danger of harm, the provider will ask the client to speak to parent/guardian (in-home session) or district personnel (in- school session) located nearest to the client's current location. If they cannot or will not comply, the provider will contact their local police/EMS dispatch and make every effort to keep the client engaged when emergency personnel arrive.
- If a provider has concerns regarding the welfare of a client, the provider will contact the appropriate authorities in the state where the client resides.
- To maintain the confidentiality of student and staff safety management information as outlined in our Student & Staff Data Privacy Notice.
- To maintain the confidentiality of student and staff Gaggle therapy information.

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ReachOut and ReachOut Proactive

Gaggle will provide crisis response and de-escalation for students 24x7 via call, text, web chat, Google Chat, or Microsoft Teams. Gaggle will provide each customer with a specific local number to connect with a ReachOut crisis counselor. ReachOut is staffed with trained crisis counselors to address youth crisis situations. ReachOut can include proactive check-ins with students. Crisis response will involve local authorities if a student is deemed to be in a harmful and imminent situation. ReachOut is designed for in-the-moment response and not to be used as ongoing therapy or counseling services.

Applicable ReachOut and ReachOut Proactive Subscription Services May Include but are not limited to:

- Crisis response via call, text, or web chat, providing active listening and de-escalation for students 24x7. Crisis response will involve local authorities if a student is deemed to be in a harmful and imminent situation.
- Collect as much relevant information from the student related to the situation, such as name, location, school, and involved parties to pass along to district partners and/or local authorities in efforts to provide additional support to the students using ReachOut.
- Follow up with customers and/or local authorities on student conversations based on the severity of the specific situation and include any relevant data collected.
- Provide reports to customers detailing the volume and details of the held conversations.
- Proactive communication with students as well-being check-ins and/or reminders of service.

Billing and Subscription Information

- The Customer agrees to the standardized subscription rate for Gaggle's ReachOut and ReachOut Proactive Services, as outlined in the Gaggle invoice.
- Subscription fees may be supplemented by grants, district funding, or third-party resources.
- Service activation requires an initial subscription payment, with renewal terms as specified in the agreement.
- The subscription term begins with the Service Start Date.

Mutual Obligations

Customer Agrees To :

- To provide Gaggle with appropriate contact information for local authorities and local resources to refer students who need additional support.

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- To promote the ReachOut services to the district by regularly advertising the provided number and web chat widget.
- To maintain the web chat widget on a district website accessible to students.
- Gaggle ReachOut and ReachOut Proactive are not to be used for ongoing therapy or counseling services.
- Enable appropriate communication tools to allow proactive contact with students.

Gaggle Agrees To:

- To provide 24/7 access to communication with trained crisis counselors via call, text, or chat.
- Ensure that all crisis counselors have been adequately trained in de-escalation techniques and have passed a background check and screening in accordance with applicable state law.
- To provide a specific local number for the customer that can be used for both calling or texting to connect to a trained crisis counselor.
- To provide materials to promote the crisis number to their school community.
- To provide a regular report and summary of communications received through the system.
- To maintain the confidentiality of student records as required by FERPA, state law or professional standards, and to honor any previously signed Data Privacy Agreement.
- To maintain the confidentiality of student and staff safety management information as outlined in our Privacy Policy.
- To provide crisis support services in compliance with applicable federal and state laws, including the Individuals with Disabilities Education Act (IDEA), to the extent applicable to the services provided under this Agreement.
- To maintain confidentiality of student and staff information.

ReachOut AI™ – Emotional AI Support with Human Oversight

Gaggle will provide ReachOut AI™, an emotional support service that offers students an empathetic AI-driven conversational experience while ensuring interactions are overseen in the background by trained crisis counselors who may intervene in real time when concerning or crisis situations arise. ReachOut AI™ may be purchased as a standalone service or in combination with other Gaggle mental health or safety services, as specified in the applicable Gaggle invoice. Applicable ReachOut AI™ Subscription Services May Include but are not limited to:

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- Providing students with 24/7 access to empathetic AI-driven conversations for emotional support, stress management, and day-to-day challenges.
- Oversight of conversations by trained crisis counselors, with escalation to human intervention when risk factors (e.g., self-harm, abuse, violence, threats) are detected.
- Integration with existing ReachOut and ReachOut Proactive workflows, including escalation to district personnel and/or local authorities when warranted.
- Documentation and reporting of escalations consistent with ReachOut standards.
- Availability through smartphone or Chrome extension for student access.

Gaggle Agrees To:

- Provide 24/7 access for students to engage with ReachOut AI™.
- Ensure that conversations are overseen in the background by trained crisis counselors, with real-time escalation when necessary.
- Maintain the confidentiality of student records and interactions as required by FERPA, state law, and Gaggle's Student & Staff Data Privacy Notice.
- Provide periodic reporting to Customers summarizing usage, escalations, and outcomes.
- Continuously improve ReachOut AI™'s AI interaction models to reflect evolving student needs and communication styles.

Archiving Solutions for School Data Compliance and Security

Gaggle's archiving and backup services provide secure, cloud-based storage for critical school data, ensuring long-term retention, compliance, and easy access. Archive focuses on preserving important records for legal and regulatory requirements, while Backup enables quick recovery in case of accidental loss or system failure. These services eliminate reliance on on-premises hardware, offering a scalable and efficient data management solution.

Archiving Services

Gaggle shall retain and securely store Customer email messages up to 50 megabytes (MB) in size and cloud-based (Drive) files up to 300 megabytes (MB) in size.

This service includes:

- Full-text indexing for easy retrieval of archived content.
- Tiered administrator access permissions to control data visibility and security.

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- Granular litigation management tools for legal and compliance needs.
- Audit logs tracking access and activity for transparency.
- Policy-based data retention ensuring compliance with regulatory and district-specific requirements.
- Advanced search, data recovery, and export options for streamlined data management.

Upon request, for an additional charge, all email content and cloud-based files archived by Gaggle may be delivered to the Customer.

Applicable Archiving and Backup Subscription Services May Include but Are Not Limited To:

- Secure, long-term retention of email communications and cloud-based documents.
- Full-text search and advanced filtering to locate archived content quickly.
- Litigation hold and legal discovery tools to meet compliance requirements.
- Automated backup and recovery to prevent data loss.
- Integration with district data retention policies for seamless compliance.

Billing and Subscription Information

- The Customer agrees to the standardized subscription rate for Gaggle's Archiving and Backup Services, as outlined in the Gaggle invoice.
- Subscription fees may be supplemented by district funding, grants, or third-party resources.
- Service activation requires an initial subscription payment, with renewal terms specified in the agreement.
- The subscription term begins with the Service Start Date.

Mutual Obligations

Customer Agrees To:

- Maintain confidentiality of all archived data in accordance with applicable privacy laws and policies.
- Ensure compliance with district data retention policies when utilizing Gaggle's Archiving services.
- Secure appropriate access controls and permissions for designated personnel managing archived data.
- Provide a minimum of 30 days' notice for contract termination to allow for proper transition planning.

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Gaggle Agrees To:

- Provide secure, cloud-based archiving and backup solutions with continuous availability.
- Ensure all archiving and backup processes comply with state and federal privacy laws (e.g., FERPA, COPPA).
- Offer administrator access controls, search functionality, and data recovery tools.
- Maintain audit logs to track access and modifications to archived data.
- Deliver archived data upon Customer request, subject to additional fees where applicable.

2. Service Standards

Gaggle shall regularly maintain and update, as needed, all Services. General maintenance typically shall not result in an interruption of Services (Downtime) except for Scheduled Downtime or Emergency Downtime, which is outside the control of Gaggle.

Gaggle guarantees that its Services shall be available 99.5% of the time in a given month, excluding Scheduled Downtime for maintenance and Emergency Downtime. Downtime exists when a particular Customer is unable to send or receive data from Gaggle servers, and the failure is resolvable by Gaggle, and such failure has been clearly and fully communicated in writing to the Gaggle technical support team. Downtime shall be applicable until the server is able to send and receive data, as confirmed by Gaggle's monitoring systems. Maintenance and updates to Services, which may require an interruption of Services, shall be scheduled by Gaggle through notice to Customer of the Scheduled Downtime. Gaggle shall undertake commercially reasonable efforts to arrange Scheduled Downtime for maintenance and updates to be performed during off-peak hours.

When third-party applications are used within Gaggle Services, Gaggle does not have control over these applications. Downtime of these applications is specifically excluded from this SLA.

Gaggle will fulfill its obligations and deliver services in accordance with the service-specific response rubric provided to and reviewed with the customer. This rubric defines the expected incident response actions corresponding to each incident severity level. Gaggle reserves the right to update the rubric at any time to ensure it remains aligned with evolving best practices and the specific needs of the customer.

3. Limitations

This SLA and any applicable Services do not apply to any of the following:

Issues that are due to factors outside of Gaggle's control include but are not limited to, natural acts of God, acts of any governmental body, war, insurrection, sabotage, armed conflict, embargo, fire, flood, strike or other labor disturbance, interruption of or delay in transportation, unavailability of or interruption or delay in telecommunications or third-party services, virus attacks or hackers, failure of third-party software, or inability to obtain raw materials, supplies, or power used in or equipment needed for the provision of this SLA.

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Interruptions that result from Customer and/or third-party hardware or software and that are not within the primary control of Gaggle.

Issues that result from outages between Gaggle's Internet Service Provider and Gaggle servers.

Interruptions relating to Domain Name Server ("DNS") issues outside the control of Gaggle, including DNS propagation or any delays in the registration or transfer of domain names and browser or DNS caching that may make Customer Site appear inaccessible when others can still access Customer Site.

Scheduled Downtime, including upgrades and Emergency Downtime, as described in Section 2.

Customer acts or omissions (or acts or omissions of others engaged or authorized by Customer) including, without limitation, custom scripting or coding and any unauthorized, unlawful email practices.

Issues due to any negligence, willful misconduct, or use of the Services in breach of this SLA, Terms and Conditions, and other related documents.

4. Duration

This SLA shall commence on the Service Start (Commencement) Date and end on the earlier of the Service End (Expiration) Date or at the time of termination in accordance with Section 7.

5. Roles and Responsibilities

The Services under this SLA are provided to Customer pursuant to Tiered Administrator Access Permissions, which Customer will select and assign to its users based on the access and security needs of the Customer's organization. Users shall only be allowed to access and utilize the Services based on the designated Administrator Access Permission. The Customer is responsible for communicating all usernames and passwords to its users. The Customer shall control all Customer Tiered Administrator Access Permissions and any changes to those Permissions.

Use of accounts shall be limited to those individuals granted access by the Customer, who is solely responsible for the assignment of accounts and the enforcement of user access security. Gaggle shall use commercially reasonable efforts to advise Customer in identifying any known security breach, but Gaggle shall not be liable to Customer or any user for any inability, failure, or mistake in connection with such assistance. The Customer is responsible, at its own cost and expense, for maintaining all Customer (Client) Software and Hardware Configurations recommended by Gaggle, which may be updated from time to time. The Customer shall report to Gaggle any changes to its Customer (Client) Software and Hardware Configurations.

The Customer shall be responsible for monitoring and reporting any problems with its Customer (Client) Software and Hardware Configurations to Gaggle in written or digital format. All Gaggle Services shall only be used in a manner consistent with the appropriate uses associated with the operations and functions of Customer's organization and shall not be contrary to public policy, the law, and commercially acceptable online etiquette. Failure to comply with these limitations may result in Gaggle suspending or terminating the Services of the violating user or all Customer accounts without notice. Gaggle maintains a ticket system to manage all

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Customer issues. Gaggle provides customer service between the hours of 6:00 AM and 6:00 PM CT, Monday through Friday.

Customers can reach our Customer Service team by email (support@gaggle.net), telephone (800-288-7750), or by accessing a live chat feature within the Gaggle interface and on the Gaggle website. After-hours support is provided through a monitored email account at support@gaggle.net. Gaggle provides additional technical support twenty-four (24) hours per day, seven (7) days per week. Response time commitments are made based on the severity of the issue, ranging from six (6) hours for critical issues to twenty-four (24) hours for informational requests.

6. SLA Claim

If Customer believes Gaggle is in violation of this SLA, Customer should send an email to Gaggle at support@gaggle.net indicating the day(s) and time(s) in which the unavailability of Services occurred. Gaggle will review each claim and respond to the sender of the email within one (1) full business day.

7. Termination

Gaggle may also terminate or suspend any and all Services immediately, without prior notice or liability, if Customer breaches any conditions set forth in this SLA or in the Terms and Conditions. Gaggle can, at any time, modify or discontinue any of its Services without liability to any user or third party.

8. Notifications

Unless specified otherwise herein: (a) all notices must be in writing and addressed to the attention of the other party's legal department, and primary point of contact; and (b) notice will be deemed given: (i) when verified by written receipt if sent by personal courier, overnight courier, or when received if sent by mail without verification of receipt; or (ii) when verified by automated receipt or electronic logs if sent by facsimile or email.

9. Assignment

Neither party may assign or transfer any part of this SLA without the written consent of the other party, but only if: (a) the assignee agrees in writing to be bound by the terms of this Agreement; and (b) the assigning party remains liable for obligations incurred under the Agreement prior to the assignment. Any other attempt to transfer or assign is void.

10. Severability

If any provision of this Agreement is determined by a court of competent jurisdiction to be invalid or unenforceable, that provision shall be deemed to be severed and this Agreement shall remain in full force and effect with that provision severed or as modified by court order provided that said provision determined invalid does not substantially impair the intent or substance of this Agreement so that the purposes of this Agreement are not fulfilled and the benefits to the parties hereto are not realized. If said provision does substantially impair the intent or substance, the parties shall attempt to agree on an amendment to this Agreement to address the changes necessary because of the court determination. If the parties are unsuccessful in negotiating an amendment, this Agreement shall terminate.

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Student and Staff Privacy Notice

Gaggle.Net, Inc. (Gaggle) has been working with K-12 schools and school districts since 1998 and has always maintained clear terms regarding how we treat student and staff data. We reinforce our commitment through participation in the Software & Information Industry Association (SIIA) to advance data privacy protection regarding the collection, maintenance, and use of personal information.

We will:

- Safeguard the privacy of student and staff information.
- Ensure that the only authorized channel for private student or staff information is through the school district.
- Not sell or rent student or staff information.
- Not behaviorally target advertising or show advertising to any user.
- Use data for authorized education purposes only.
- Enforce strict limits on data retention.
- Support parental access to and correction of errors in their children's information.
- Provide comprehensive security standards.
- Be transparent about the collection and use of data.

Definition of Data

Data includes all personally identifiable information (PII), or material or information that is linked to PII, and other non-public information. Data includes, but is not limited to, student data, staff data, metadata, and user content. See the Data Collection section for specific data types.

Scope of Policy

This Policy describes the types of information we may collect or that you may provide when registering with, accessing, or using Gaggle solutions. This Policy does not apply to information we collect offline or on Gaggle websites (such as our company website) or to information that you may provide to, or is collected by third parties. This Notice is designed to align with U.S. student data privacy laws (including FERPA) and applies to international users to the extent consistent with applicable law.

Purpose of Data Collection and Ownership

We consider all school and district data to be confidential and do not use such data for any purpose other than to provide services on your behalf and as outlined in your service level agreement or contract. Student data is

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the property of the school or district and remains in the school or district's control throughout the duration of any agreement/contract.

Role of School and School Officials

Although this Policy will focus mainly on what we do, and what we confirm we will not do, with student and staff data, we believe that schools and school officials are critical partners in our collective efforts to protect and ensure only appropriate use of student-related information entrusted to them and us. In that regard, schools and school officials using Gaggle solutions should be mindful that in granting or allowing access to Gaggle solutions, they are controlling who has access to student and staff information. When we reference "granting or allowing access," we are referring to both intentional actions, such as an administrator authorizing a Gaggle account for a teacher, as well as unintentional actions and consequences that may flow from, for example, a school's failure to maintain sufficient data governance or security practices.

In cases where the Family Educational Rights and Privacy Act (FERPA) applies, or other applicable state student record laws, access to certain student information remains the legal responsibility of the applicable school. In all situations, it is incumbent upon our customers to make an affirmative determination before furnishing access to anyone that the party has a legitimate need for access to Gaggle Solutions and the sensitive information that may be accessible to that party through Gaggle Solutions.

Information About Students

FERPA and Education Records

Although FERPA was enacted decades ago, and certainly well before internet-based services became ubiquitous in academic settings, one of its core tenets was and remains the protection of the privacy of PII in students' education records. As defined in FERPA, "education records" are "those records, files, documents, and other materials which (i) contain information directly related to a student; and (ii) are maintained by an educational agency or institution or by a person acting for such agency or institution." PII from education records includes information such as a student's name or identification number, which can be used to distinguish or trace an individual's identity, either directly or indirectly, through linkages with other information.

FERPA requires that educational institutions and agencies that receive certain federal funds (for example, public schools) obtain prior consent from a parent or legal guardian before disclosing any education records regarding that student to a third party. Consequently, before you enter, upload, or access any data concerning a minor student, you must confirm that your agency or institution has (1) obtained appropriate consent from the parent or guardian of that student or (2) determined that one of the limited exceptions to the consent requirement applies.

Gaggle only uses PII from students' education records to enable the use of Gaggle Solutions to promote school safety and the physical security of students. Unless a school official expressly instructs otherwise, we will not share or reuse PII from education records for any other purpose. While we think those statements are clear, **to avoid any doubt, we will not use student PII to target students or their families for advertising or marketing efforts or sell or rent rosters of student PII to third parties.**

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FERPA (§ 99.31(a)(1)(i)(B)) permits schools to outsource institutional services or functions that involve the disclosure of education records to contractors, consultants, volunteers, or other third parties provided that the outside party: Performs an institutional service or function for which the agency or institution would otherwise use employees; Is under the direct control of the agency or institution with respect to the use and maintenance of education records; Is subject to the requirements in § 99.33(a) that the personally identifiable information (PII) from education records may be used only for the purposes for which the disclosure was made, e.g., to promote school safety and the physical security of students, and governing the redisclosure of PII from education records; and Meets the criteria specified in the school or local educational agency's (LEA's) annual notification of FERPA rights for being a school official with a legitimate educational interest in the education records. Here, Gaggle is acting as a school official with legitimate educational interest; is performing an institutional service or function for which the educational institution would otherwise use its own employees; is under the direct control of the educational institution with respect to the use and maintenance of student data, and is using student data only for an authorized purpose and in furtherance of such legitimate educational interest.

COPPA and Children Under the Age of 13

The Children's Online Privacy Protection Act (COPPA) is a federal law designed to protect the privacy of children under 13 years old.

Gaggle's services are in compliance with the Children's Online Privacy Protection Act of 1998. Gaggle Services participates in the iKeepSafe Safe Harbor program. If you have any questions or need to file a complaint related to our privacy policy and practices, please do not hesitate to contact the iKeepSafe Safe Harbor program at COPPAprivacy@ikeepsafe.org

1. Individual children are not allowed to sign up for any Gaggle solutions. **The only way a child may obtain access to a Gaggle solution is through their school.**

2. Each school is responsible for creating student accounts for any Gaggle solution. For example, schools may choose to list students' full names, grade levels, and ID numbers in the record for each user. Entering data in these fields is optional and is intended for administrative purposes only.

3. The schoolwide data collected by Gaggle is the school's address, grade levels, and other aggregate information about the school's internet connection, computers, and the likelihood of students having devices such as smartphones or tablets.

Disclosure and Retention of PII

Gaggle will not distribute to third parties any staff data or student data without the consent of either a parent/guardian or a qualified educational institution except in cases of **Possible Student Situations (PSS),** which may be reported to law enforcement.

To protect your students, the school, or the district against the risks involved in handling sexually explicit content involving minors, **Gaggle registers incidents containing explicit videos and images of possible minors with the CyberTipline at the National Center for Missing and Exploited Children (NCMEC).** It is

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NCMEC's mission to prevent the spread of these materials, as well as to prevent the sexual exploitation of children.

We may also disclose student or staff data to comply with a court order, law, or legal process (including a government or regulatory request), but before doing so, we will provide the applicable school with notice of the requirement so that, if the school so chooses, it could seek a protective order or another remedy. If, after providing that notice, we remain obligated to disclose the demanded student or staff data, we will disclose no more than that portion of data which, on the advice of our legal counsel, the order, law, or process specifically requires us to disclose.

If a third party purchases all or most of our ownership interests or assets, or we merge with another organization, it is possible that we would need to disclose data to the other organization following the transaction; for example, were we to integrate Gaggle with the other organization's product offerings. To the extent any such transaction would alter our practices relative to this Policy, we will give schools or school districts notice of those changes and any choices they may have regarding student or staff data. Notwithstanding the foregoing, in the event of a merger, acquisition, or substantial transfer of assets, we will provide you with notice within thirty (30) days following the completion of such a transaction by posting on our homepage and by email to your email address that you provided to us. If you do not consent to the use of your information by such a successor company, subject to applicable law, you may request its deletion from the company.

Finally, although we outlined earlier in this Policy what constitutes student or staff data, we also want to be clear about what information is not student or staff data or PII. Once PII, whether relating to a school or district employee or student, has been de-identified, that information is no longer PII. PII may be de-identified through aggregation or various other means. The U.S. Department of Education has issued guidance on de-identifying PII in education records. In order to allow us to proactively address customer needs, we anticipate using de-identified information to improve Gaggle solutions and services in accordance with FERPA. That said, we would use reasonable de-identification approaches to ensure that, in doing so, we are not compromising the privacy or security of the PII you entrust to us. **We will not attempt to re-identify de-identified data and will not transfer de-identified data to any party unless that party agrees not to attempt re-identification.**

Data Security and Protection of Data, Including PII

We have implemented measures designed to secure PII from accidental loss and unauthorized access, use, alteration, and disclosure. Among other things, PII is encrypted in transit to and from Gaggle using TLS technology. In addition, all PII is stored in multiple databases with extensive redundancy and failover maintained at data centers located in two geographically dispersed states, consistent with guidance from the U.S. Department of Education that storing sensitive education records within the United States is a "best practice." That said, unfortunately, the transmission of information via the internet is not completely secure and although we do our best to protect PII, neither we nor any other hosted service provider can guarantee the security of all personally identifiable information.

Data integrity and accuracy are achieved through strict restrictions on how data may be accessed and by whom. Audit logs are kept to be able to track data modification. Additional security measures are in place to prevent and identify data tampering. In the extremely rare case of a data breach, we will immediately notify all

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customers affected using the primary email address specified in their accounts. It is the responsibility of our customers to contact parents or legal guardians regarding a data breach.

Gaggle, undergoes rigorous annual audits to ensure data security and privacy. These include a SOC 2 Type 2 audit, demonstrating adherence to security, availability, and privacy standards with no reported deficiencies. Penetration testing proactively identifies and addresses system vulnerabilities. Furthermore, Gaggle successfully completed the systematic iKeepSafe Technical Vulnerability Assessment (TVA), a specialized foundational security evaluation with tests across 10 critical domains, confirming that essential security measures are properly configured to protect students and their data. These measures collectively highlight Gaggle's strong commitment to data protection.

Expiration of Agreement and Disposal of Data, Including PII

Upon the expiration or termination of any agreement/contract between a school or school district and Gaggle, we keep customer data for up to 30 days except in cases where state laws require a specific shorter or longer duration.

Any retained data will, of course, remain subject to the restrictions on disclosure and use outlined in this policy for as long as it resides with us.

Correction of Data

We only accept requests to change data from main contacts and administrators. Parents or legal guardians who request changes to student data should go through a school- or district-authorized main contact or administrator.

Focused Collection

- Gaggle does not collect biometric data.
- No sensitive data is intentionally collected.

Data Collection

- Types of Data we can collect: Student first and last name, Student Physical Address, Student ID, Parent/Guardian First and last name, Parent/Guardian Physical address, Parent/Guardian Phone/Mobile Number, Parent/Guardian Email Address. While Gaggle can collect this data if provided by the district, the student email is the only required data point for Gaggle Services to be enabled.
- The approximate location of a student will be collected through the Gaggle browser extension. This information will be included in incident alerts and will only be accessible to users with full access to Incident Workflow.
- Gaggle does not combine personally identifiable information except for data produced by the school or district.

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- All data collected will be used solely for the stated purpose of ensuring student safety as required by the product. All data is used only for the purpose for which it was collected for product requirements to ensure student safety.
- No user personal information is acquired from third parties.
- The product does not provide any links to external websites.
- Third parties are not allowed to access user information.

Data Sharing

- No data is shared with unrelated third parties unless requested by a customer or as required by law.
- All data collected will be used solely for the stated purpose of ensuring student safety as required by the product.
- Data is never shared with unrelated third parties for research, although de-identified data is used to improve the product.

Data Storage

- Student data is processed and stored in the United States, subject to appropriate safeguards.
- **Third-Party Subprocessors**
    - **AWS (Amazon Web Services)** - for providing servers, databases and network infrastructure for storage, service delivery and other related services.
    - **CoreSite** - Physical Data Center that houses IT infrastructure for delivering applications and services. This location/Infrastructure is also used as a failsafe to provide 24/7 security and access control to our services.

Data Security

- User identity is not linked to other sources, except student information systems as provided by the school or district.
- Gaggle, along with its technology subprocessors AWS and CoreSite, perform yearly SOC 2 Type 2 audits. These audits verify the security, availability, and privacy of their services and systems, ensuring adherence to established trust principles. The annual nature of the audits highlights a continuous commitment to maintaining robust security practices. This process aims to provide assurance to clients regarding the trustworthiness of Gaggle's data handling and infrastructure.

Data Rights

- Schools and districts operating in loco parentis control all student information and privacy settings.
- Users do not create or upload data on Gaggle but may do so via the platforms being monitored.
- Schools and districts may download data from the system.

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Data Sold

- **No user data is ever sold or rented to third parties. As such, an opt out is unnecessary.**
- User information is never transferred to a third party.
- Data is not shared with third parties for research or product improvement.

Data Safety

- Users cannot communicate with untrusted users via Gaggle. No communication via Gaggle is enabled for Gaggle Safety Management.
- **Users do not create profiles on Gaggle, nor do they engage in social interactions in the safety management system.**
- No personal information is displayed publicly.
- All user-created data is content filtered and none is displayed publicly.
- All interactions between users, social or otherwise, and administrator activities are logged.
- Users can report abuse or cyberbullying either directly in content, via the SpeakUp for Safety tipline, or by contacting Customer Support.

Ads & Tracking

- No marketing messages are ever sent to end users.
- Gaggle does not engage in sweepstakes, contests, or surveys with end users.
- **Gaggle does not engage in contextual or behavioral marketing with students.**

Parental Consent

- Gaggle is only provided to schools and districts operating in loco parentis. Students are subject to the school's acceptable use policy.
- COPPA parental consent is provided via the school or district operating in **loco parentis.**
- Parental consent with respect to third parties does not apply as there are no third-party relationships and **consent is provided by the school or district.**
- Parental consent can be withdrawn via arrangements with the school or district.
- **Parental consent notice and submission methods are provided via the school or the district.**

School Purpose

- Gaggle is designed and built for K-12 students, schools, and districts but is not marketed to students.
- Gaggle does not publish or disclose directory information.

Changes to This Policy

We may update this Policy from time to time. If we make material changes, we will post the updated policy on this page (with a notice that the policy has been updated) and notify all customers within 30 days by email using the primary email address specified in their accounts.

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Contact Information

You can, and should, ask questions about this Policy and our privacy practices. You should always feel free to contact us at:

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8770 West Bryn Mawr Avenue

Suite 1300

Chicago, IL 60631-3515
Phone: (800) 288-7750
Email: support@gaggle.net

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Website Privacy Policy

Welcome to the company website of Gaggle.Net, Inc. (Gaggle).

This policy describes the types of information we may collect from you or that you may provide when you visit http://www.gaggle.net (the “Company Site”) and our practices for collecting, using, maintaining, protecting, and disclosing that information. Please note: The information herein represents only the Company Site at https://www.gaggle.net and not Gaggle.Net, Inc. (“Gaggle”) Solutions (“Services”).

The Company Site is intended for a general audience. Although we may permit educators and parents to access Gaggle solutions through links provided on the Company Site, access to and use of Gaggle solutions is governed by separate agreements with customers and authorized users, including our Student and Staff Data Privacy Notice, Terms and Conditions, and Service Level Agreement. In addition, this policy does not apply to information collected by us offline or through any other means or by any third party, including through application or content (including advertising) that may link to or be accessible from or on the Company Site.

Please read this policy carefully to understand our policies and practices regarding your information and how we will treat it. If you do not agree with our policies and practices, your choice is not to use the Company Site. By accessing or using the Company Site, you agree to this privacy policy. This policy may change from time to time (see "Changes to this Privacy Policy"). Your continued use of the Company Site after we make changes is deemed to be acceptance of those changes, so please check the policy periodically for updates.

Children Under the Age of 13 and Student Education Records

The Company Site is not intended for children under 13 years of age or for use in connection with student education records. We do not knowingly collect personal information from children under 13, or information that may comprise student education records, through the Company Site. If you are under 13, do not use or provide any information on the Company Site or on or through any of its features. In addition, regardless of age, you should never provide student education records on or through the Company Site. If we learn we have collected or received personal information from a child under 13 without verification of parental consent or any education records of a minor student through the Company Site, we will delete that information.

To learn more about our practices with respect to student information entered into Gaggle solutions, please refer to our Student Data Privacy Notice.

Information We Collect About You and How We Collect It

We collect several types of information from, and about, users of the Company Site, including information:

- By which you may be personally identified, such as name, employer, job title, postal address, email

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Docusign Envelope ID: ED06DB4C-A4D1-8667-8196-4A8947D596B4

address, state, country, and telephone number (“personal information”)

- About your internet connection (IP address, browser type, operating system, and browsing behavior), traffic data and location data (Log files, page interactions, and navigation patterns), and other data provided by tracking technologies (cookies and web beacons - see below for further details).

Tracking Technologies - Cookies & Web Beacons

The Company Site uses cookies and similar tracking technologies to enhance user experience, analyze site traffic, and personalize content. The types of cookies we deploy are:

- Essential Cookies: Required for website functionality
- Analytics Cookies: Used for site performance analysis (e.g., Google Analytics)
- Advertising & Third-Party Cookies: Used for marketing and retargeting

You may manage or disable cookies through your browser settings. However, restricting cookies may impact site functionality.

Web Beacons: Pages of our Company Site and our emails may contain small electronic files known as web beacons (also referred to as clear gifs, pixel tags, and single-pixel gifs) that permit us, for example, to count users who have visited those pages or opened an email and for other related website statistics (for example, recording the popularity of certain website content and verifying system and server integrity).

Third-Party Use of Tracking Technologies

The Company Site works with third parties when you use the Company Site and to perform services on our behalf. We do not control these third parties’ tracking technologies or how they may be used. If you have any questions, you should contact the responsible provider directly.

- **Act-On** allows us to track the activity of anonymous and known prospects coming to the Company Site.
- **AddThis** is a social bookmarking service integrated into the Company Site through the use of a web widget to allow visitors to easily share content.
- **Disqus** is a networked community platform that allows the Company Site to gain a feature-rich comment system complete with social network integration, advanced administration and moderation options, and other extensive community functions.
- **Google Analytics** is a web analysis service provided by Google Inc. (“Google”). Google utilizes the data collected to track and examine the use of the Company Site, prepare reports on its activities, and share them with other Google services.
- **Service Cloud** is a customer service platform that allows the Company Site to create customer relationships that are meaningful, personal, and productive through the use of live chat.

How We Use Your Information

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We use information that we collect about you, or that you provide to us while visiting the Company Site, including any personal information:

- To present the Company Site and its contents to you
- To provide you with information about solutions or services that you request from us or that may be relevant to you
- To fulfill any other purpose for which you provide it
- To carry out our obligations and enforce our rights arising from any contracts entered into between you and us, including for billing and collection
- To notify you about changes to the Company Site or any of our solutions or services
- In any other way that we may describe when you provide the information
- For any other purpose with your consent

Disclosure of Your Information

We may disclose aggregated information about our visitors to the Company Site, and information that does not identify any individual, without restriction. Unless otherwise stated herein, we will not disclose to any third party personal information that we collect or that you provide unless you provide consent to do so. We may disclose your personal information:

- To a buyer or other successor in the event of a merger, divestiture, restructuring, reorganization, dissolution, or other sale or transfer of some or all of the Company's assets
- To comply with any court order, law, or legal process, including responding to any government or regulatory request
- To enforce or apply our Terms and Conditions, Service Level Agreement, or Student and Staff Data Privacy Notice.
- If we believe disclosure is necessary or appropriate to protect the rights, property, or safety of our company, our customers, or others

Choice/Opt Out

The Company Site gives users the following options for removing their information from our database to not receive future communications or to no longer receive our service:

- You can send an email to support@gaggle.net
- You can send mail to the following postal address: 8770 West Bryn Mawr Avenue, Suite 1300, Chicago, IL 60631-3515

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- You can call the following telephone number: 800-288-7750

Correcting and Updating Information

The Company Site gives users the following options for changing and modifying information previously provided:

- You can send an email to support@gaggle.net
- You can send mail to the following postal address: 8770 West Bryn Mawr Avenue, Suite 1300, Chicago, IL 60631-3515
- You can call the following telephone number: 800-288-7750

Telephone Calls

Telephone calls to and from Gaggle may be recorded for training or monitoring purposes only.

Trademarks

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The company, solutions, and service names used on this website are for identification purposes only. All trademarks and registered trademarks are the properties of their respective owners.

Changes to This Policy

It is our policy to post any changes we make to our privacy policy on this page. If we make material changes to how we treat our users’ personal information, we will notify you via a notice on the Company Site home page. The date the privacy policy was last revised is identified at the top of the page. You are responsible for periodically visiting the Company Site and this privacy policy to check for any changes.

Contact Information

You can, and should, ask questions about this policy and our privacy practices, or feel free to report complaints. You should always feel free to contact us at:

Gaggle.net, Inc.
8770 West Bryn Mawr Avenue
Suite 1300
Chicago, IL 60631-3515
Phone: (800) 288-7750
Email: support@gaggle.net

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Northwestern™
OKLAHOMA STATE UNIVERSITY
709 Oklahoma Boulevard • Alva, Oklahoma 73717-2799 • Phone: (580) 327-1700

July 13, 2026

Dear Dr. Walker,

We have been checking through MOUs in the Dean of Faculty's Office and I have found that the document between Northwestern Oklahoma State University and Newcastle High School needs to be updated. The most recent document ended this past June.

I am enclosing a copy of this document for you to review and sign. If you would be so kind to return the original to me, I would appreciate that so much.

If you have any questions, please don't hesitate to contact me or the Dean of Faculty, Dr. Roxie James, at 580-327-8590 or rjjames@nwosu.edu.

Thank you for your assistance.

Sincerely,

Angelia Case

Angelia Case
Academic Projects Assistant/Media Specialist
Assistant to the Dean of Faculty
Ryerson Hall 211
Campus Cabinet Food Pantry coordinator
Northwestern Oklahoma State University
709 Oklahoma Blvd
Alva, OK 73717
arcase@nwosu.edu
580.327.8577

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 modified or terminated by any one of the partners by mutual consent. In the absence of mutual agreement by the authorized officials from Northwestern Oklahoma State University and Newcastle High School, this MOU shall end on June 1, 2028.

Contact Information

Northwestern Oklahoma State University
Dr. Roxie James
Dean of Faculty
709 Oklahoma Boulevard
Alva, Oklahoma 73717
Phone: (580) 327-8590
rjjames@nwosu.edu

Signature: Roxie James Date: 7/9/26

Dr. Cathy Walker, Superintendent
Newcastle High School
101 N. Main St.
Newcastle, Oklahoma 73065
(405) 386-2890
cwalker@newcastle.k12.ok.us

Signature: _____ Date: _____

Newcastle Public Schools

Encumbrance Register

Options: Year: 2025-2026, Date Range: 6/17/2026 - 6/30/2026, PO Range: 691 - 9999, Fund(s): General Fund

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	691	06/23/2026	142	Pioneer Telephone Co.	Clocks for Auditorium Lobby	2,500.00
Adding 2 new clocks for the lobby of the Auditorium to match what is in the rest of the building.			11-021-2620-619-000-0000-000-705		06/23/2026	2,500.00
11	692	06/23/2026	51821	Arvest Bank Operations Inc	Shipping equipment for repair	150.00
Shipping equipment to vendor for repair (auditorium lighting board)			11-013-2620-530-000-0000-000-050		06/23/2026	150.00
11	693	06/23/2026	51841	AGiRepair, Inc	(901) HP Chromebook Keyboards	847.25
Chromebook Replacement Parts			11-013-2199-653-000-0000-000-050		06/23/2026	847.25
11	694	06/29/2026	52048	CH&W LLC	New Tire	278.83
New Tire for T2(Basketball Arkansas)			11-009-2740-612-000-0000-000-050		06/29/2026	278.83
11	695	06/29/2026	51776	Cardio Partners Inc	AED Batteries	942.00
replacing AED Batteries and pads that have expired			11-017-2199-616-000-0000-000-705		06/29/2026	942.00
11	696	06/29/2026	47944	Amazon	Camera for Public Information Officer	849.99
Camera for the Public Information Officer			11-000-2323-653-000-0000-000-050		06/29/2026	0.99
			11-000-2323-653-000-0000-000-050		06/30/2026	849.00
11	697	06/29/2026	80589	DARLA ALLEN	Flyers for New Bond for Red White & Blue Fest	120.00
300 flyers for the Red, White & Blue Fest from Outpost			11-000-2314-540-000-0000-000-050		06/29/2026	120.00
11	698	06/30/2026	2766	CDW LLC	TVs for HS Classrooms	12,541.05
TVs for HS Classrooms - Replace Smartboards			11-000-1000-733-100-0000-000-705		06/30/2026	12,541.05
11	699	06/30/2026	47944	Amazon	Chromebook charging stations	3,000.00
Chromebook countertop charging stations.			11-000-2620-653-000-0000-000-050		06/30/2026	3,000.00
11	700	06/30/2026	603	Treat's Janitorial Supply	Equipment for Maint / Custodian	30,000.00
Equipment for Maint / Custodian			11-011-2620-736-000-0000-000-050		06/30/2026	30,000.00

Non-Payroll Total:	**$51,229.12**
Payroll Total:	**$0.00**
Balance Forward:	**$0.00**
Report Total:	**$51,229.12**

Newcastle Public Schools

Change Order Listing

Options: Fund(s): General Fund, Year: 2025-2026, ReferenceDate: PO Date, Date Range: 6/17/2026 - 6/30/2026, PO Range: 1 - 690, Include Negative Changes: True

PO No	Date	Vendor No	Vendor	Description		Amount
1	07/01/2025	47944	Amazon	General Supplies		997.34
Increase PO #1 for office furniture		11-000-2511-651-000-0000-000-050		06/30/2026		674.05
		11-000-2511-651-000-0000-000-050		06/30/2026		323.29
8	07/01/2025	9234	City of Newcastle	School Resource Officer contract		-1,226.00
Increase PO # 11-8 to finish out remainder of the school year.		11-000-2660-344-000-0000-000-050		03/05/2026	06/22/2026	-1,226.00
51	07/01/2025	296	Ross Transportation, Inc.	Parts for Transportation		-8,978.70
Parts for Transportation		11-009-2740-612-000-0000-000-050		07/01/2025	06/30/2026	-8,978.70
52	07/01/2025	296	Ross Transportation, Inc.	Transportation Services		-5,000.00
Transportation Services		11-009-2740-430-000-0000-000-050		07/01/2025	06/30/2026	-5,000.00
54	07/01/2025	1084	Thomas Branton Maloy	Vinyl Seat Repair		-398.50
Vinyl Seat Repair		11-009-2740-439-000-0000-000-050		07/01/2025	06/30/2026	-398.50
63	07/01/2025	1696	Coca-Cola Southwest Beverages LLC	Cafeteria Ala Carte Beverage Purchases		-2.18
Increase to PO #11-63 to cover purchases for SY2025-26.		11-000-3150-630-700-0000-000-705		05/13/2026	06/30/2026	-2.18
68	07/01/2025	8394	US Foods	Cafeteria Food Purchases		-991.62
Cafeteria Food/ Food Prep Purchases		11-000-3150-630-700-0000-000-705		07/01/2025	06/30/2026	-991.62
72	07/01/2025	51821	Arvest Bank Operations Inc	Cafeteria Micro Purchases for Emergency Purchases		-98.38
Cafeteria Micro Purchases		11-000-3140-617-700-0000-000-050		07/01/2025	06/30/2026	-98.38
75	07/01/2025	1722	Midstate Traffic Control, Inc.	School zone lights		-1,000.00
School zone lights		11-011-2660-431-000-0000-000-705		07/01/2025	06/30/2026	-1,000.00
77	07/01/2025	51272	BadgePass, Inc.	District license		-1,200.00
District license		11-012-2580-432-000-0000-000-050		07/01/2025	06/30/2026	-1,200.00
94	07/15/2025	51995	Motor Mouth Therapy LLC	MS & HS SLP Services SY 25/26		-19,818.75
Motor Mouth TherapySpeech		11-621-2152-336-239-0000-000-505		07/15/2025	06/17/2026	-9,909.38
Pathologist ContractMiddle & High School		11-621-2152-336-239-0000-000-705		07/15/2025	06/17/2026	-9,909.37
117	07/23/2025	2170	SCOTT WESTIN	Laminating machine repairs		-2,960.00
Laminating machine repairs		11-000-2620-436-000-0000-000-105		07/23/2025	06/30/2026	-1,000.00
		11-000-2620-436-000-0000-000-505		07/23/2025	06/30/2026	-1,000.00
		11-000-2620-436-000-0000-000-705		07/23/2025	06/30/2026	-960.00
135	08/04/2025	415	MID-AMERICA VO-TECH	CDL CLASS		-265.00
CDL Class Erica Sebring		11-009-2573-860-000-0000-000-050		08/04/2025	06/24/2026	-265.00
167	08/11/2025	51821	Arvest Bank Operations Inc	Tulsa State Fair Room and Meals		-215.74
Tulsa State Fair Meals and LodgingSep 25-Oct 6		11-412-1000-580-311-8000-000-705		08/11/2025	06/30/2026	-215.74
187	08/19/2025	51821	Arvest Bank Operations Inc	Vista Print business cards		-95.11
Business Cards		11-000-2511-550-000-0000-000-050		08/19/2025	06/30/2026	-95.11
215	09/02/2025	51821	Arvest Bank Operations Inc	Special Ed Food (Pearson)		-5.49
Special Ed Food (Pearson)		11-000-1000-619-239-0000-000-105		09/02/2025	06/24/2026	-5.49
224	09/05/2025	52053	Brady Industries of Kansas, LLC	Cafeteria Supplies- dish machines		-1,539.31
Ecolab chemicals / disposable products for child nutrition.		11-018-3140-617-700-0000-000-050		09/05/2025	06/29/2026	-1,539.31
260	09/29/2025	51562	Midwest Bus Sales Inc	N39 Paint and Body Repair - Insurance		-1,467.00
N39 Paint and Body RepairInsurance		11-009-2740-439-000-0000-000-050		09/29/2025	06/30/2026	-1,467.00
277	10/06/2025	415	MID-AMERICA VO-TECH	CDL School Bus Driving Class		-525.00
Bus Driving Class for a CDL Holder		11-009-2740-860-000-0000-000-050		10/06/2025	06/30/2026	-525.00

Change Order Listing

Options: Fund(s): General Fund, Year: 2025-2026, ReferenceDate: PO Date, Date Range: 6/17/2026 - 6/30/2026, PO Range: 1 - 690, Include Negative Changes: True

PO No	Date	Vendor No	Vendor	Description		Amount
311	11/04/2025	2600	CEV Multimedia, Ltd.	Curriculum Update		-125.00
Curriculum		11-412-1000-500-311-8000-000-705		11/04/2025	06/30/2026	-125.00
340	12/01/2025	50412	SOUTHWESTERN OK STATE UNIVERSITY	Career fair registration		-25.00
Registration for career fair.		11-000-2571-860-000-0000-000-050		12/01/2025	06/29/2026	-25.00
354	12/04/2025	33892	Oklahoma Schools Insurance Group	Deductible for Nov. 24, 2025 Accident		-1,000.00
Deductible for 11/24/25 Ag Truck Accident		11-009-2720-524-000-0000-000-050		12/04/2025	06/30/2026	-1,000.00
411	01/23/2026	1899	FSS Software Topco LP	library digital catalog to include AR information		-213.93
library digital catalog to include AR information		11-073-2220-653-000-0000-000-505		01/23/2026	06/24/2026	-213.93
494	03/02/2026	51821	Arvest Bank Operations Inc	OYE Meals and Lodging		-273.18
OYE Meals and Lodging 3/15-3/20		11-412-1000-580-311-8000-000-705		03/02/2026	06/30/2026	-273.18
524	03/03/2026	47944	Amazon	classroom allowance		-56.07
classroom allowance		11-031-1000-619-100-0000-000-110		03/03/2026	06/30/2026	-56.07
529	03/05/2026	51821	Arvest Bank Operations Inc	Contest Registration		-750.00
Contest and Interscholastic Fees		11-412-1000-810-311-8000-000-705		03/05/2026	06/30/2026	-750.00
542	03/23/2026	47944	Amazon	Title IV Stem Materials		-153.62
STEM Materials		11-552-1000-619-496-0000-000-105		03/23/2026	06/30/2026	-153.62
565	04/08/2026	51821	Arvest Bank Operations Inc	BPA National Leadership Conference, Nashville		-414.60
BPA National Leadership Conference, Nashville $1000 - Shared room with another school chapter$600 - Airfare/luggage fee$400 - Food$100 - Rideshare/airport travel$200 - Registration These amounts are inflated due to possible increase. 412 Funds to be used.		11-412-1000-580-316-8100-000-705		04/08/2026	06/24/2026	-414.60
571	04/15/2026	8325	OK STATE REGENTS FOR HIGHER ED	Counselor's Summer Institute		-85.00
Oklahoma Regents of Higher Education summer institute for counselors.		11-021-2573-860-000-0000-000-705		04/15/2026	06/24/2026	-85.00
578	04/16/2026	51821	Arvest Bank Operations Inc	Lodging and Meals		-89.92
Lodging and Meals for Project PurchasesApril 17-19		11-412-1000-580-311-8000-000-705		04/16/2026	06/30/2026	-89.92
605	05/06/2026	8597	INFINITE CAMPUS, INC.	Back end Email Configuration/Change		-500.00
Back end Email Configuration/Change		11-013-2580-432-000-0000-000-050		05/06/2026	06/30/2026	-500.00
610	05/06/2026	51821	Arvest Bank Operations Inc	New Teacher Summit		-708.00
New teacher summit, use 412 funds		11-412-2213-860-314-8400-000-705		05/06/2026	06/30/2026	-708.00
619	05/13/2026	51821	Arvest Bank Operations Inc	Graduation Supplies		-722.89
Supplies for graduation		11-033-1000-619-100-0000-000-705		05/13/2026	06/24/2026	-722.89
620	05/13/2026	1053	NEWCASTLE POLICE DEPT.	Graduation		-975.00
Police for Graduation		11-033-2660-344-000-0000-000-705		05/13/2026	06/24/2026	-975.00
624	05/20/2026	5686	Dean Codner	Paint outside columns at MS		-47.32
Paint outside columns at MS		11-000-2620-438-000-0000-000-505		05/20/2026	06/30/2026	-47.32
625	05/20/2026	52171	Brianna Duncan	Reimb for Travel Exp for PLC Conference		-40.59
Reimb for Travel Exp for PLC Conference		11-000-2213-580-000-0000-000-705		05/20/2026	06/24/2026	-40.59

Change Order Listing

Options: Fund(s): General Fund, Year: 2025-2026, ReferenceDate: PO Date, Date Range: 6/17/2026 - 6/30/2026, PO Range: 1 - 690, Include Negative Changes: True

PO No	Date	Vendor No	Vendor	Description	Amount
628	05/20/2026	51415	Sarah Wilson	Reimb for Travel Exp for PLC Conference	-59.14
Reimb for Travel Exp for PLC Conference	11-000-2213-580-000-0000-000-705			05/20/2026 06/24/2026	-59.14
629	05/20/2026	52169	Darian Jackson	Reimb for Travel Exp for PLC Conference	-20.62
Reimb for Travel Exp for PLC Conference	11-000-2213-580-000-0000-000-705			05/20/2026 06/24/2026	-20.62
630	05/20/2026	51911	Amanda Q. Baker	Reimb for Travel Exp for PLC Conference	-50.09
Reimb for Travel Exp for PLC Conference	11-000-2213-580-000-0000-000-705			05/20/2026 06/24/2026	-50.09
631	05/20/2026	52166	Jenna Bryans	Reimb for Travel Exp for PLC Conference	-22.33
Reimb for Travel Exp for PLC Conference	11-000-2213-580-000-0000-000-705			05/20/2026 06/24/2026	-22.33
632	05/20/2026	52165	Kaitlyn Buchanan	Reimb for Travel Exp for PLC Conference	-24.60
Reimb for Travel Exp for PLC Conference	11-000-2213-580-000-0000-000-705			05/20/2026 06/24/2026	-24.60
634	05/20/2026	52140	Rachel Sweet	Reimb for Travel Exp for PLC Conference	-75.99
Reimb for Travel Exp for PLC Conference	11-000-2213-580-000-0000-000-505			05/20/2026 06/24/2026	-75.99
635	05/20/2026	52162	Jessica Howsley	Reimb for Travel Exp for PLC Conference	-103.00
Reimb for Travel Exp for PLC Conference	11-000-2213-580-000-0000-000-505			05/20/2026 06/29/2026	-103.00
636	05/20/2026	52161	Lorie Gray	Reimb for Travel Exp for PLC Conference	-21.18
Reimb for Travel Exp for PLC Conference	11-000-2213-580-000-0000-000-105			05/20/2026 06/24/2026	-21.18
637	05/20/2026	52159	Colleen Brumley	Reimb for Travel Exp for PLC Conference	-28.62
Reimb for Travel Exp for PLC Conference	11-000-2213-580-000-0000-000-105			05/20/2026 06/24/2026	-28.62
638	05/20/2026	52158	Courtney Parsons	Reimb for Travel Exp for PLC Conference	-30.25
Reimb for Travel Exp for PLC Conference	11-000-2213-580-000-0000-000-105			05/20/2026 06/24/2026	-30.25
639	05/20/2026	52156	Kaytlyn Wood	Reimb for Travel Exp for PLC Conference	-46.18
Reimb for Travel Exp for PLC Conference	11-000-2213-580-000-0000-000-105			05/20/2026 06/24/2026	-46.18
641	05/20/2026	52154	Abigail Morgan	Reimb for Travel Exp for PLC Conference	-103.00
Reimb for Travel Exp for PLC Conference	11-000-2213-580-000-0000-000-110			05/20/2026 06/29/2026	-103.00
642	05/20/2026	52153	Josalyn Wallace	Reimb for Travel Exp for PLC Conference	-24.91
Reimb for Travel Exp for PLC Conference	11-000-2213-580-000-0000-000-110			05/20/2026 06/24/2026	-24.91
643	05/20/2026	52152	Rebecca Coyne	Reimb for Travel Exp for PLC Conference	-18.46

Change Order Listing

Options: Fund(s): General Fund, Year: 2025-2026, ReferenceDate: PO Date, Date Range: 6/17/2026 - 6/30/2026, PO Range: 1 - 690, Include Negative Changes: True

PO No	Date	Vendor No	Vendor	Description		Amount
Reimb for Travel Exp for PLC Conference		11-000-2213-580-000-0000-000-110		05/20/2026	06/24/2026	-18.46
645	05/20/2026	52150	Krista Thompson	Reimb for Travel Exp for PLC Conference		-0.79
Reimb for Travel Exp for PLC Conference		11-000-2213-580-000-0000-000-110		05/20/2026	06/24/2026	-0.79
646	05/20/2026	52149	Cathy Taylor	Reimb for Travel Exp for PLC Conference		-9.52
Reimb for Travel Exp for PLC Conference		11-000-2213-580-000-0000-000-110		05/20/2026	06/24/2026	-9.52
648	05/20/2026	52147	Ashly Meget	Reimb for Travel Exp for PLC Conference		-35.41
Reimb for Travel Exp for PLC Conference		11-000-2213-580-000-0000-000-110		05/20/2026	06/24/2026	-35.41
649	05/20/2026	52146	April Williams	Reimb for Travel Exp for PLC Conference		-7.72
Reimb for Travel Exp for PLC Conference		11-000-2213-580-000-0000-000-110		05/20/2026	06/24/2026	-7.72
650	05/20/2026	52145	Tammy Truelove Bolles	Reimb for Travel Exp for PLC Conference		-12.86
Increase to PO 2026-11-650		11-000-2213-580-000-0000-000-050		06/03/2026	06/24/2026	-12.86
651	05/21/2026	52168	Sadie Everett	Reimb for Travel Exp for PLC Conference		-8.62
Reimb for Travel Exp for PLC Conference		11-000-2213-580-000-0000-000-705		05/21/2026	06/24/2026	-8.62
652	05/21/2026	52167	Jennifer Schmidt	Reimb for Travel Exp for PLC Conference		-43.29
Reimb for Travel Exp for PLC Conference		11-000-2213-580-000-0000-000-705		05/21/2026	06/24/2026	-43.29
653	05/21/2026	52164	Amber Mahaffey	Reimb for Travel Exp for PLC Conference		-103.00
Reimb for Travel Exp for PLC Conference		11-000-2213-580-000-0000-000-505		05/21/2026	06/29/2026	-103.00
654	05/21/2026	52160	Kenzie Scott	Reimb for Travel Exp for PLC Conference		-20.08
Reimb for Travel Exp for PLC Conference		11-000-2213-580-000-0000-000-105		05/21/2026	06/24/2026	-20.08
655	05/21/2026	52157	Heather Wiebe	Reimb for Travel Exp for PLC Conference		-103.00
Reimb for Travel Exp for PLC Conference		11-000-2213-580-000-0000-000-105		05/21/2026	06/29/2026	-103.00
664	05/26/2026	52174	Ryan Ritter	Reimbursement Travel Expenses for PLC Conference		-103.00
Reimbursement for Travel Expenses to Attend PLC Institute		11-000-2213-580-000-0000-000-105		05/26/2026	06/29/2026	-103.00

Non-Payroll Total:	**($52,045.22)**
Payroll Total:	**$0.00**
Report Total:	**($52,045.22)**

Project Totals

000	NON-CATEGORICAL	-5,570.01
009	Transportation - Yolanda	-17,634.20
011	Maintenance - General	-1,000.00

Newcastle Public Schools

Change Order Listing

Options: Fund(s): General Fund, Year: 2025-2026, ReferenceDate: PO Date, Date Range: 6/17/2026 - 6/30/2026, PO Range: 1 - 690, Include Negative Changes: True

012	Fire/ Safety/ Security - Joe	-1,200.00
013	Technology	-500.00
018	Child Nutrition Project Tracking	-1,539.31
021	HS BUDGET	-85.00
031	CLASSROOM ALLOWANCE	-56.07
033	HS GRADUATION	-1,697.89
073	MS Library Budget	-213.93
412	VOCATIONAL ASSISTANCE GRANT	-2,576.44
552	Part A Student Support/Acad Enrich Formula Grants	-153.62
621	FLOW THRU CURRENT YR	-19,818.75

Unit Totals

050	DISTRICTWIDE	-21,333.52
105	ELEMENTARY SCHOOL	-1,511.42
110	EARLY CHILDHOOD	-255.88
505	MIDDLE SCHOOL	-11,452.62
705	HIGH SCHOOL	-17,491.78

Newcastle Public Schools

Encumbrance Register

Options: Year: 2025-2026, Date Range: 6/17/2026 - 6/30/2026, PO Range: 184 - 9999, Fund(s): Building Fund

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
21	184	06/23/2026	5730	eei Group LLC	Reheat Valve For HS Fieldhouse RTU 6	683.32
Reheat valve for High School Field House, RTU 6		21-010-2620-618-000-0000-000-705			06/23/2026	683.32
21	185	06/23/2026	52141	KB Electric	Increase PO 21-160	1,500.00
Increase PO 21-60 Light serveice repair		21-011-2620-433-000-0000-000-705			06/23/2026	1,500.00
21	187	06/29/2026	51958	Next Phase Roofing and Construction	Roof Leak	2,000.00
Roof Leaf at MS		21-011-2620-458-000-0000-000-105			06/29/2026	2,000.00
21	188	06/29/2026	52177	Jeffery D. Bittle	Cabinet at HS Gym Hospitality Room	1,445.00
HS Gym Hospitality Room Cabinet Repair		21-011-2620-438-000-0000-000-705			06/29/2026	1,445.00
21	189	06/29/2026	52177	Jeffery D. Bittle	Paint at ECC	1,710.00
Paint at ECC		21-011-2620-438-000-0000-000-110			06/29/2026	1,710.00

Non-Payroll Total:	**$7,338.32**
Payroll Total:	**$0.00**
Balance Forward:	**$0.00**
Report Total:	**$7,338.32**

Newcastle Public Schools

Change Order Listing

Options: Fund(s): Building Fund, Year: 2025-2026, ReferenceDate: PO Date, Date Range: 6/17/2026 - 6/30/2026, PO Range: 1 - 183, Include Negative Changes: True

PO No	Date	Vendor No	Vendor	Description	Amount
168	05/21/2026	51778	Shain A. Brown	Removal of dead tree at Admin	2,400.00
Increase PO #168-Remove tree at HS		21-011-2620-714-000-0000-000-705		06/18/2026	1,200.00
Increase PO 21-168 Several more trees down at the ES from storm		21-011-2620-714-000-0000-000-105		06/24/2026	600.00
		21-011-2620-714-000-0000-000-105		06/24/2026	600.00
176	06/04/2026	51958	Next Phase Roofing and Construction	Repairs Wellness Center	4,000.00
Increase PO #21-176 Additional roof repair Wellness Center due to recent storms		21-000-2620-438-000-0000-000-705		06/29/2026	4,000.00

Non-Payroll Total:	**$6,400.00**
Payroll Total:	**$0.00**
Report Total:	**$6,400.00**

Project Totals

000	NON-CATEGORICAL	4,000.00
011	Maintenance - General	2,400.00

Unit Totals

105	ELEMENTARY SCHOOL	1,200.00
705	HIGH SCHOOL	5,200.00

Newcastle Public Schools

Encumbrance Register

Options: Year: 2026-2027, Date Range: 7/1/2026 - 7/16/2026, PO Range: 73 - 9999, Fund(s): General Fund

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	73	07/01/2026	344	CCOSA	TLE Training	150.00
TLE certification training for Jackie Stewart			11-000-2573-860-497-0000-000-105		07/02/2026	150.00
11	74	07/01/2026	52186	Florida Virtual School	K-5 Curriculum Package	10,161.00
K-5 Curriculum Package 26/27			11-035-1000-644-100-1050-000-105		07/01/2026	10,161.00
11	75	07/02/2026	52188	Robin Hoodz LLC	Commercial Hood Vent Services	2,450.00
Child Nutrition -Commercial Kitchen Hood Vent Inspection and Cleaning Services.			11-018-3140-429-700-0000-000-050		07/02/2026	2,450.00
11	76	07/02/2026	51960	Minga Solutions US Inc	Minga for MS / HS	23,940.00
Minga for both middle school and high school			11-000-1000-653-100-0000-000-505		07/02/2026	11,970.00
			11-000-1000-653-100-0000-000-705		07/02/2026	11,970.00
11	77	07/02/2026	344	CCOSA	Registration for Atchley, Rios CCOSA conferences	519.00
Registration for Atchley for OASSP conference at $269, registration for Rios for Trauma conference at $250			11-541-2573-860-000-0000-000-050		07/02/2026	269.00
			11-541-2573-860-000-0000-000-050		07/02/2026	250.00
11	78	07/02/2026	2766	CDW LLC	Dell Chromebook 3120- Incentive Prizes for CN	639.66
Child Nutrition Incentive Prize-Chromebook for MS & HS sites.			11-018-3140-682-700-0000-000-050		07/02/2026	639.66
11	79	07/02/2026	51821	Arvest Bank Operations Inc	WalMart Purchase-CN Incentive Prizes -ECC & Elem	300.00
Child Nutrition Incentive Prizes -ECC & Elem - 1 Bike per site.			11-018-3140-682-700-0000-000-050		07/02/2026	300.00
11	80	07/06/2026	33892	Oklahoma Schools Insurance Group	Deductible for March 31, 2026 Bus accident	1,000.00
Deductible for March 31, 2026 bus accident			11-009-2740-612-000-0000-000-050		07/06/2026	1,000.00
11	81	07/06/2026	51272	BadgePass, Inc.	Badgepass support and licenses	1,150.00
Badgepass support and licenses			11-012-2580-432-000-0000-000-050		07/06/2026	1,150.00
11	82	07/06/2026	344	CCOSA	Oklahoma Principal Leadership Institute	1,199.00
Oklahoma Principal Leadership Institute training for 2026/2027 for Amanda Townley			11-082-2573-860-000-0000-000-110		07/06/2026	1,199.00
11	83	07/08/2026	52179	LKHG Painting LLC	Painting additional door jams at Elementary	1,000.00
Painting additional door jams at Elementary			11-000-2620-438-000-0000-000-105		07/08/2026	1,000.00
11	84	07/08/2026	8599	OKLA CENTER FOR COMMUNICATION &	Media Services	3,600.00
Media Services			11-000-2560-337-000-0000-000-050		07/08/2026	3,600.00
11	85	07/08/2026	8349	All Players Network Inc.	'26-'27 Rank One Digital File System	1,000.00
Annual Activities and Logistics Management Software Subscription for 2026/2027School Year			11-019-1000-653-801-0000-000-705		07/08/2026	1,000.00
11	86	07/08/2026	51821	Arvest Bank Operations Inc	Teacher travel for FFA trip	500.00
Travel for OSU Animal Science Field DaysJuly 14-16			11-412-1000-500-311-8000-000-705		07/08/2026	500.00

Encumbrance Register

Options: Year: 2026-2027, Date Range: 7/1/2026 - 7/16/2026, PO Range: 73 - 9999, Fund(s): General Fund

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	87	07/08/2026	51950	CuraLinc LLC	EAP for July	900.24
This is to cover the cost of the employee assistance program for the July invoice.			11-000-2574-336-000-0000-000-050		07/08/2026	900.24
11	88	07/08/2026	2766	CDW LLC	Support Hours (Domain Change)	650.00
Support hours w/ CDW Amplified to assist with domain name change			11-013-2730-653-000-0000-000-050		07/08/2026	650.00
11	89	07/08/2026	47944	Amazon	High Road to Leadership Books	146.72
Books for Directors for Leadership Training - High Road to Leadership.			11-000-2573-641-000-0000-000-050		07/08/2026	146.72
11	90	07/08/2026	50678	STARFALL EDUCATION	Starfall Subscription	355.00
Starfall SubscriptionOne Year School Level			11-367-1000-653-427-1050-000-110		07/08/2026	355.00
11	91	07/08/2026	8954	Studies Weekly Inc	ES Social Studies Curriculum	8,639.34
Studies WeeklyES Social Studies Curriculum			11-000-1000-648-100-1050-000-105		07/08/2026	8,639.34
11	92	07/08/2026	51476	New Teraco, Inc.	HMH Social Studies Digital Licenses	27,436.75
HMH Social StudiesOne-Year Licenses for Adoption Gap Year			11-000-1000-643-100-5400-000-505		07/08/2026	11,553.75
			11-000-1000-643-100-5400-000-705		07/08/2026	15,883.00
11	93	07/08/2026	50392	CHICKASAW	Airtime Fee for Bus Radios	6,000.00
Airtime Fee for bus radios on Chickasaw Telecom WAN (24 buses)			11-000-2670-346-000-0000-000-050		07/08/2026	6,000.00
11	94	07/08/2026	2017	Marianne's Rentals for Spec Events	Graduation	7,000.00
Chairs and stage for graduation			11-033-2490-449-000-0000-000-705		07/08/2026	7,000.00
11	95	07/09/2026	51771	Titan Audio Visual LLC	Audio Visual for Graduation 2027	15,000.00
Audio visual equipment for graduation			11-033-2199-441-000-0000-000-705		07/09/2026	15,000.00
11	96	07/09/2026	51989	Dallas Brnch Intl Dyslexia Asso	Dyslexia Conference Registration	215.00
Dyslexia Conference Registration			11-082-2213-860-000-0000-000-105		07/09/2026	215.00
11	97	07/09/2026	47944	Amazon	Binders for New Teacher Orientation	150.00
Binders for New Teacher Orientation			11-000-2560-619-000-0000-000-050		07/09/2026	150.00
11	98	07/09/2026	51821	Arvest Bank Operations Inc	Contest registration	1,500.00
CDE Contest registration			11-412-1000-500-300-8000-000-705		07/09/2026	1,500.00
11	99	07/14/2026	47944	Amazon	Science Lab Equip/Consumables	1,850.00
Science Lab Equip/Consumables			11-000-1000-681-100-5000-000-705		07/14/2026	1,850.00
11	100	07/14/2026	209	FLINN SCIENTIFIC, INC.	Science Lab Consumables	189.00
Deionized Water Filter Cartridge			11-000-1000-681-100-5000-000-705		07/14/2026	189.00
11	101	07/14/2026	8638	Vernier Software & Technology Inc.	Science Lab Equip/Probeware	2,430.00
Science Lab Equip/Probeware			11-000-1000-681-100-5000-000-705		07/14/2026	2,430.00
11	102	07/14/2026	273	SCOTTISH RITES HOSPITAL	Dyslexia Materials	847.76
Scottish RitesDyslexia Materials			11-511-1000-641-429-1120-000-105		07/14/2026	847.76
11	103	07/14/2026	51901	Theaterfolk Ltd.	Drama Teacher Academy and Digital Program	444.00
TheatrefolkDrama Teacher Academy and Digital Program			11-082-2213-860-000-0000-000-705		07/14/2026	444.00

Encumbrance Register

Options: Year: 2026-2027, Date Range: 7/1/2026 - 7/16/2026, PO Range: 73 - 9999, Fund(s): General Fund

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	104	07/15/2026	51265	EduSkills LLC	HLS forms scanning and processing	3,630.00
Home language survey forms scanning and processing through vendor Eduskills			11-027-2580-530-000-0000-000-105		07/15/2026	907.50
			11-027-2580-530-000-0000-000-110		07/15/2026	907.50
			11-027-2580-530-000-0000-000-505		07/15/2026	907.50
			11-027-2580-530-000-0000-000-705		07/15/2026	907.50
11	105	07/15/2026	47882	OK Assoc School Business Officials	School Business Academy Level 3	250.00
School Business Academy Level 3 Registration - Shasta SmithSeptember 1-2, 20276 & February 16-17, 2027Putnam City Schools Centennial Center			11-082-2573-860-000-0000-000-050		07/15/2026	250.00
11	106	07/15/2026	47882	OK Assoc School Business Officials	CFO Academy	1,000.00
CFO Academy Registration - Shasta Smith			11-082-2573-860-000-0000-000-050		07/15/2026	1,000.00
11	107	07/15/2026	47882	OK Assoc School Business Officials	Fall Conference Registration	300.00
Fall Conference Registration - Shasta SmithSeptember 23-24, 2026Norman, OK			11-082-2573-860-000-0000-000-050		07/15/2026	150.00
Fall Conference Registration - Gracie LozanoSeptember 23-24, 2026Norman, OK			11-082-2573-860-000-0000-000-050		07/15/2026	150.00
11	108	07/15/2026	52190	SchooLinks, Inc.	ICAP for High School students	14,950.00
ICAP and course planning for high school students.			11-000-1000-681-100-8300-000-705		07/15/2026	14,950.00
11	109	07/16/2026	51821	Arvest Bank Operations Inc	Meals- SPED Conf.	200.00
Meals- SPED Conference			11-000-2575-680-239-0000-000-050		07/16/2026	200.00
11	110	07/16/2026	47944	Amazon	Classroom Supplies	500.00
Classroom Supplies			11-000-1000-619-239-1050-000-105		07/16/2026	500.00
11	111	07/16/2026	5124	April Nikki Keck	Vision Services- District Wide	10,000.00
Vision Services- District Wide			11-000-2180-336-239-0000-000-050		07/16/2026	10,000.00
11	112	07/16/2026	51995	Motor Mouth Therapy LLC	Speech Language and Hearing Impaired Services	90,000.00
Speech Language and Hearing Impaired Services - District Wide			11-621-2152-336-239-0000-000-050		07/16/2026	90,000.00
11	113	07/16/2026	8368	Tyler Garling	Occupational Theparist- Distirct Wide	85,000.00
Occupational Theparist- Distirct Wide			11-621-2135-336-239-0000-000-050		07/16/2026	85,000.00
11	114	07/16/2026	1282	Carla D. Garling	Physical Therapist- District Wide	54,000.00
Physical Therapist- District Wide			11-621-2170-336-239-0000-000-050		07/16/2026	54,000.00
11	115	07/16/2026	80764	KRISTI STANDIFER	Speech Language Services - Elementary School	94,000.00
Speech Language Services - Elementary School			11-621-2152-336-239-0000-000-105		07/16/2026	94,000.00
11	116	07/16/2026	52033	Melissa Sneed	Speech Language Services - Early Childhood Center	90,000.00
Speech Language Services - Early Childhood Center			11-621-2152-336-239-0000-000-110		07/16/2026	90,000.00
11	117	07/16/2026	52074	Danielle Kay Torres	Psychologist- District Wide	50,000.00
Psychologist- District Wide			11-621-2140-336-239-0000-000-050		07/16/2026	50,000.00

Newcastle Public Schools

Encumbrance Register

Options: Year: 2026-2027, Date Range: 7/1/2026 - 7/16/2026, PO Range: 73 - 9999, Fund(s): General Fund

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	118	07/16/2026	33837	STEVE WEISS MUSIC	NPS Band Program Percussion Needs	10,000.00
Front Ensemble Electronic Needs (XLR cables, microphones, shock mounts, new instruments, stands, holder, sticks, mallets, bags)			11-000-1000-655-100-1195-000-705		07/16/2026	2,500.00
Program Non-Student Purchase Percussion Needs (equipment stands, clamps, new instruments, equipment tables, mallet bags, stick bags, sticks, mallets, equipment frames)			11-000-1000-655-100-1195-000-705		07/16/2026	7,500.00

Non-Payroll Total:	**$625,192.47**
Payroll Total:	**$0.00**
Balance Forward:	**$0.00**
Report Total:	**$625,192.47**

Newcastle Public Schools

Encumbrance Register

Options: Year: 2026-2027, Date Range: 7/1/2026 - 7/20/2026, PO Range: 119 - 999, Fund(s): General Fund

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	119	07/20/2026	52178	JMAC Supply LLC	(376) Access Control Door Kits	17,569.00
(376) Access Control Door Kits			11-376-2620-734-000-0000-000-705		07/20/2026	17,569.00
11	120	07/20/2026	4813	RENAISSANCE LEARNING	Renaissance Assessment System	88,225.98
Renaissance Assessment System			11-000-1000-653-100-0000-000-105		07/20/2026	27,084.20
			11-000-1000-653-100-0000-000-110		07/20/2026	7,965.70
			11-000-1000-653-100-0000-000-110		07/20/2026	12,910.18
			11-000-1000-653-100-0000-000-505		07/20/2026	21,665.90
			11-367-1000-653-439-0000-000-105		07/20/2026	6,000.00
			11-367-1000-653-439-0000-000-110		07/20/2026	6,000.00
			11-511-1000-653-429-0000-000-105		07/20/2026	3,000.00
			11-511-1000-653-429-0000-000-110		07/20/2026	3,600.00
11	121	07/20/2026	4813	RENAISSANCE LEARNING	Accelerated Reader Licenses	4,998.00
Accelerated Reader Licenses			11-552-1000-653-496-0000-000-505		07/20/2026	4,998.00

Non-Payroll Total:	**$110,792.98**
Payroll Total:	**$0.00**
Balance Forward:	**$0.00**
Report Total:	**$110,792.98**

Newcastle Public Schools

Encumbrance Register

Options: Year: 2026-2027, Date Range: 7/1/2026 - 7/16/2026, PO Range: 42 - 9999, Fund(s): Building Fund

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
21	42	07/06/2026	603	Treat's Janitorial Supply	Supplies	30,000.00
Supplies			21-011-2620-618-000-0000-000-050		07/06/2026	30,000.00
21	43	07/06/2026	603	Treat's Janitorial Supply	equipment repair	2,000.00
Equipment Repair			21-011-2640-439-000-0000-000-050		07/06/2026	2,000.00
21	44	07/06/2026	51958	Next Phase Roofing and Construction	Roof Repairs at Wellness Center	2,000.00
Roof repairs at Wellness Center			21-011-2620-458-000-0000-000-705		07/06/2026	2,000.00
21	45	07/06/2026	889	Voss Lighting	Lighting repair at MS	7,465.00
Lighting repair at MS			21-011-2620-433-000-0000-000-505		07/06/2026	7,465.00
21	46	07/06/2026	943	HINTON REFRIDGERATION CO.	District Refrigeration Service/Parts	3,000.00
Service & parts for district refrigeration equipment			21-010-2620-438-000-0000-000-050		07/06/2026	3,000.00
21	47	07/06/2026	52187	W.Y.N. Athletics, LLC	New Net Replacement for Field House Window	3,500.00
New Net Replacement for Field House Window			21-017-2640-431-000-0000-000-705		07/06/2026	3,500.00
21	48	07/08/2026	51778	Shain A. Brown	Removal of trees at ES	950.00
Removal of trees at ES			21-011-2620-714-000-0000-000-105		07/08/2026	950.00
21	49	07/08/2026	4809	Locke Supply	District HVAC Parts/Supplies	2,000.00
Parts & supplies for district HVAC service and repair			21-010-2620-433-000-0000-000-050		07/08/2026	2,000.00
21	50	07/08/2026	461	Johnstone Supply	District HVAC Parts/Supplies	2,000.00
Parts & supplies for district HVAC service and repair			21-010-2620-433-000-0000-000-050		07/08/2026	2,000.00
21	51	07/08/2026	8573	Air Products Supply Co	District HVAC Parts/Supplies	1,000.00
Parts & supplies for district HVAC service and repair			21-010-2620-433-000-0000-000-050		07/08/2026	1,000.00
21	52	07/08/2026	5730	eei Group LLC	District HVAC Filters/Supplies	5,000.00
Filters & supplies for district HVAC service			21-010-2620-433-000-0000-000-050		07/08/2026	5,000.00
21	53	07/08/2026	51638	United Refrigeration Inc	District HVACR Parts/Supplies	500.00
Parts & supplies for district HVACR service & repair			21-010-2620-433-000-0000-000-050		07/08/2026	500.00
21	54	07/08/2026	8966	Carrier Enterprise LLC	District HVAC Parts/Supplies	1,000.00
Parts & supplies for district HVAC service and repair			21-010-2620-433-000-0000-000-050		07/08/2026	1,000.00
21	55	07/08/2026	5108	TRANE U.S. INC	District HVAC Parts/Supplies	500.00
Parts & supplies for district HVAC service and repair			21-010-2620-433-000-0000-000-050		07/08/2026	500.00
21	56	07/08/2026	1010	Hagar Restaurant Service, Inc.	District Refrigeration Parts/Supplies	1,000.00
Parts & supplies for district refrigeration service and repair			21-010-2620-439-000-0000-000-050		07/08/2026	1,000.00
21	57	07/08/2026	48109	Ace of Newcastle LLC	District HVAC Parts/Supplies	1,000.00
Parts & supplies for district HVAC service and repair			21-010-2620-433-000-0000-000-050		07/08/2026	1,000.00
21	58	07/08/2026	2105	Lowe's Business Account	District HVAC Parts/Supplies	500.00
Parts & supplies for district HVAC service and repair			21-010-2620-433-000-0000-000-050		07/08/2026	500.00
21	59	07/08/2026	2969	O'Reilly's Automotive Stores, Inc.	District HVAC Parts/Supplies	500.00
Parts & supplies for district HVAC service and repair			21-010-2620-433-000-0000-000-050		07/08/2026	500.00

Newcastle Public Schools

Encumbrance Register

Options: Year: 2026-2027, Date Range: 7/1/2026 - 7/16/2026, PO Range: 42 - 9999, Fund(s): Building Fund

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
21	60	07/08/2026	47944	Amazon	District HVAC Parts/Supplies	500.00
Parts & supplies for district HVAC service and repair			21-010-2620-433-000-0000-000-050		07/08/2026	500.00
21	61	07/08/2026	8244	SMC TECHNOLOGIES, INC.	Chemicals/Supplies For ECC WSHP Loop System	500.00
Chemicals & supplies for Early Childhood Center WSHP loop system			21-010-2620-439-000-0000-000-110		07/08/2026	500.00
21	62	07/08/2026	5730	eei Group LLC	District HVAC Service/Parts	2,000.00
Service & parts for district HVAC equipment			21-010-2620-433-000-0000-000-050		07/08/2026	2,000.00
21	63	07/08/2026	8267	COMFORTWORKS, INC.	District HVAC Service/Parts	500.00
Service & parts for district HVAC equipment			21-010-2620-433-000-0000-000-050		07/08/2026	500.00
21	64	07/08/2026	5742	ES2, Inc.	District HVAC Service/Parts	500.00
Service & parts for district HVAC equipment			21-010-2620-433-000-0000-000-050		07/08/2026	500.00
21	65	07/08/2026	5742	ES2, Inc.	Annual HVAC BMS Service Contract	8,600.00
Annual service contract for HVAC Building Management System controls district wide			21-010-2620-433-000-0000-000-050		07/08/2026	8,600.00
21	66	07/08/2026	5751	Terrell Refrigeration	District Refrigeration Service/Parts	3,000.00
Service & parts for district refrigeration equipment			21-010-2620-439-000-0000-000-050		07/08/2026	3,000.00
21	67	07/08/2026	8788	Yarbrough & Sons	District HVAC Service/Parts	1,000.00
Service & parts for district HVAC equipment			21-010-2620-433-000-0000-000-050		07/08/2026	1,000.00
21	68	07/08/2026	47985	Duct Specialist Heat & Air LLC	District HVAC Service/Parts	500.00
Service & parts for district HVAC equipment			21-010-2620-433-000-0000-000-050		07/08/2026	500.00
21	69	07/08/2026	1010	Hagar Restaurant Service, Inc.	District Refrigeration Service/Parts	1,500.00
Service & parts for district refrigeration equipment			21-010-2620-439-000-0000-000-050		07/08/2026	1,500.00
21	70	07/08/2026	51780	MRC Lifting Services Inc	Crane services for HVAC equipment changeouts	1,000.00
Crane services for district HVAC equipment changeouts			21-010-2620-442-000-0000-000-050		07/08/2026	1,000.00
21	71	07/14/2026	9305	Clayton J. White	Fire Alarm Monitoring	7,000.00
Fire Alarm Monitoring			21-012-2670-430-000-0000-000-050		07/14/2026	7,000.00
21	72	07/16/2026	52141	KB Electric	Additional Electrical Plugs at HS	3,000.00
Additional Electrical Plugs at HS			21-011-2620-433-000-0000-000-705		07/16/2026	3,000.00

Non-Payroll Total:	**$93,515.00**
Payroll Total:	**$0.00**
Balance Forward:	**$0.00**
Report Total:	**$93,515.00**

Newcastle Public Schools

Encumbrance Register

Options: Year: 2026-2027, Date Range: 7/1/2026 - 7/16/2026, PO Range: 1 - 9999, Fund(s): 2022 DISTRICT BOND FUND 32

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
32	1	07/08/2026	51904	DG Investment Intermediate	Annual licensing fee	8,760.00
Annual licensing fee and agreement for Metrasens weapons detectors, supported by Convirgent			32-012-2670-739-000-0000-000-705		07/08/2026	8,760.00

Non-Payroll Total:	**$8,760.00**
Payroll Total:	**$0.00**
Balance Forward:	**$0.00**
Report Total:	**$8,760.00**

Newcastle Public Schools

Encumbrance Register

Options: Year: 2026-2027, Date Range: 7/1/2026 - 7/16/2026, PO Range: 1 - 9999, Fund(s): 2022 TRANSPORTATION BOND FUND 33

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
33	1	07/14/2026	51562	Midwest Bus Sales Inc	2026 Saf-T Liner CS 2 340TS (2)	277,568.00
2026 Saf-T Liner CS 2 340TS		33-000-2720-762-000-0000-000-050			07/14/2026	277,568.00

Non-Payroll Total:	**$277,568.00**
Payroll Total:	**$0.00**
Balance Forward:	**$0.00**
Report Total:	**$277,568.00**

Newcastle Public Schools

Encumbrance Register

Options: Year: 2026-2027, Date Range: 7/1/2026 - 7/16/2026, PO Range: 1 - 9999, Fund(s): Technology Bond Fund 39

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
39	1	07/02/2026	8597	INFINITE CAMPUS, INC.	Student Information System	53,323.20
Student Information System			39-000-2230-653-000-0000-000-050		07/02/2026	53,323.20
39	2	07/02/2026	52131	Active Internet Technologies, LLC	Website	8,100.00
Website Hosting			39-000-2230-653-000-0000-000-050		07/02/2026	8,100.00
39	3	07/06/2026	8301	FRONTLINE TECHNOLOGIES GROUP LLC	Time and Attendance	15,648.11
Time and Attendance			39-000-2230-653-000-0000-000-050		07/06/2026	15,648.11
39	4	07/06/2026	5046	GLOBAL COMPLIANCE NETWORK, INC.	GCN Yearly Training	1,852.00
GCN Yearly Training			39-000-2213-653-000-0000-000-050		07/06/2026	1,852.00
39	5	07/08/2026	5169	OKLAHOMA ATTORNEY GENERAL	Bond Transcript Examination Fees	2,054.00
Bond Transcript Examination Fees for General Obligation Combined Purpose Bonds, Series 2026			39-000-2317-310-000-0000-000-050		07/08/2026	1,541.00
Bond Transcript Examination Fees for General Obligation Building Bonds, Federally Taxable Series 2026			39-000-2317-310-000-0000-000-050		07/08/2026	513.00
39	6	07/08/2026	8305	GNXCOR, INC.	Maintenance Ticketing System	2,039.76
Maintenance Ticketing System (MaintenanceCare)			39-000-2230-653-000-0000-000-050		07/08/2026	2,039.76
39	7	07/08/2026	2766	CDW LLC	Google Workspace for Education Plus	14,202.00
Google Workspace for Education Plus (HS, MS, ES, all staff)			39-000-2230-653-000-0000-000-105		07/08/2026	4,734.00
			39-000-2230-653-000-0000-000-505		07/08/2026	4,734.00
			39-000-2230-653-000-0000-000-705		07/08/2026	4,734.00
39	8	07/08/2026	5784	GAGGLE.NET, INC.	Gaggle Safety Management	23,440.00
Gaggle safety management and SpeakUp for Safety - Email monitoring/archive			39-000-2340-653-000-0000-000-050		07/08/2026	23,440.00
39	9	07/08/2026	51766	FSS Content Topco LP	Follett Destiny Library Manager	6,465.60
Follett Destiny Library Manager			39-000-2220-653-000-0000-000-105		07/08/2026	1,616.40
			39-000-2220-653-000-0000-000-110		07/08/2026	1,616.40
			39-000-2220-653-000-0000-000-505		07/08/2026	1,616.40
			39-000-2220-653-000-0000-000-705		07/08/2026	1,616.40
39	10	07/08/2026	5746	SHI	Sophos Antivirus and Endpoint Detection	7,623.40
Sophos antivirus and endpoint detection			39-000-2230-653-000-0000-000-050		07/08/2026	7,623.40
39	11	07/08/2026	47944	Amazon	Amazon - Technology Blanket	3,000.00
Amazon - Technology Blanket			39-000-2580-653-000-0000-000-050		07/08/2026	3,000.00
39	12	07/08/2026	51884	Incident IQ LLC	IT Ticketing/Asset Mgmt	12,208.41
IT Ticketing and Asset/Inventory Management			39-000-2230-653-000-0000-000-050		07/08/2026	12,208.41
39	13	07/08/2026	2766	CDW LLC	CDWG - Technology Blanket	3,000.00
CDWG - Technology Blanket			39-000-2580-653-000-0000-000-050		07/08/2026	3,000.00
39	14	07/08/2026	2797	Synergy Datacom	Synergy - Technology Blanket	1,000.00
Synergy - Technology Blanket			39-000-2580-653-000-0000-000-050		07/08/2026	1,000.00
39	15	07/08/2026	2766	CDW LLC	Lightspeed Web Filter	22,017.00
Lightspeed - Web Filter			39-000-2580-653-000-0000-000-050		07/08/2026	22,017.00
39	16	07/08/2026	51653	Sigma Technology Fund LLC	ERATE Consulting	7,000.00
ERATE Consulting			39-000-2340-337-000-0000-000-050		07/08/2026	7,000.00

Newcastle Public Schools

Encumbrance Register

Options: Year: 2026-2027, Date Range: 7/1/2026 - 7/16/2026, PO Range: 1 - 9999, Fund(s): Technology Bond Fund 39

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
39	17	07/08/2026	51979	Canon Financial Services, Inc.	Copier Lease	35,000.00
Copier Lease			39-000-2230-611-000-0000-000-050		07/08/2026	35,000.00
39	18	07/08/2026	2766	CDW LLC	Adobe Creative Cloud	2,500.00
Adobe Creative Cloud (100 licenses)			39-000-2230-653-000-0000-000-705		07/08/2026	2,500.00
39	19	07/08/2026	268	SWANK MOTION PICTURE INC	Swank - Movie streaming and licensing	4,312.00
Swank - Movie streaming and licensing			39-000-2580-653-000-0000-000-050		07/08/2026	4,312.00
39	20	07/09/2026	50933	ESGI LLC	ESGI-Early Childhood Progress Monitoring	7,492.00
ESGI Early Childhood Progress Monitoring Software23 Teacher Licenses3 Specialist Licenses			39-000-1000-653-100-1050-000-110		07/09/2026	7,492.00
39	21	07/09/2026	51812	Haddock Corporation	Promethean Board - ECC	2,145.55
Promethean board for ECC w/ radix			39-000-1000-653-100-0000-000-110		07/09/2026	2,145.55
39	22	07/09/2026	8310	RAPTOR TECHNOLOGIES LLC	Visitor and Emergency Management	5,166.00
Visitor and Emergency Management			39-000-2340-653-000-0000-000-050		07/09/2026	5,166.00
39	23	07/14/2026	51276	QuaverEd	ES Music Curriculum	1,200.00
Quaver MusicES Music Curriculum			39-000-1000-653-100-0000-000-105		07/14/2026	1,200.00
39	24	07/15/2026	8379	EMS LINQ INC	Website Hosting	2,456.24
Website Hosting			39-000-2230-653-000-0000-000-050		07/15/2026	2,456.24

Non-Payroll Total:	**$243,245.27**
Payroll Total:	**$0.00**
Balance Forward:	**$0.00**
Report Total:	**$243,245.27**

NEWCASTLE PUBLIC SCHOOLS

Purpose of Activity Fund Account

☑ Original
☐ Amended

Account Name: Special Olympics Account #: 925 Site #: 050

Scheduled Fundraising Events:

Description	*Month Planned*
Apparel	Aug/Sept & Apr/May
Concessions	Aug- May
Polar Plunge	Feb

General Revenue: ***(Indicate Amended Items with an "*")***

Donations are automatically approved. List other methods of generating revenue:

Allottment for Unified Champions from Special Olympics Oklahoma
Board Approved Fundraiser

Expenditures: (How the revenue will be spent) ***(Indicate Amended items with a "*")***

Uniforms, Apparel, Equipment, Field Trips, Registration, Ticket Entry, Meals, supplies, Lodging, awards

Kiley Rios
Sponsor Name

7-14-26
Date Submitted

26-27
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

[X] Original
[ ] Amended

Account Name: Special Education Account #: 950 Site #: 050

Scheduled Fundraising Events:

Description	*Month Planned*
Transition Store (drinks, apparel, supplies)	Aug- May
Apparel	Aug - May
Butter Braids	

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 "*")***

Field Trips, Registration, Ticket Entry, Meals, supplies, Lodging, award, Food, Groceries, Appliances, Furniutre, Uniforms, supplies, apparel

Kiley Rios
Sponsor Name

6-14-26
Date Submitted

26/27
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: STRUT Week Account #: 949 Site #: 705

Scheduled Fundraising Events:

Description	*Month Planned*
STRUT Week Events	August '26 May '27
STRUT Merchandise	August '26 May '27
STRUT Donations	August '26 May '27

General Revenue: ***(Indicate Amended Items with an "*")***

Donations are automatically approved. List other methods of generating revenue:

STRUT week generate money through ticket sales to STRUT events, STRUT week Merchandise, and through community/personal donations.

Board approved fundraisers

Expenditures: (How the revenue will be spent) ***(Indicate Amended items with a "*")***

All money collected, during the 2026 2027 school year, will be given to the selected STRUT week recipient(s).

Kaitlyn Buchanan
Sponsor Name

July 13, 2026
Date Submitted

2026 2027
School Year

Kaitlyn Buchanan
Sponsor Signature

Shasta Smith
Activity Fund Custodian Signature

Adam Hull
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: Student Council Account #: 942 Site #: 705

Scheduled Fundraising Events:

Description	*Month Planned*
Student/Staff Engagement Activities+Supplies	August '26 May '27
STUCO Activities+Supplies+STRUT Donation	August '26 May '27
Student Council Merch	August '26 May '27

General Revenue: ***(Indicate Amended Items with an "*")***

Donations are automatically approved. List other methods of generating revenue:

Student council will seek donations from businesses within the Newcastle community, student council will sale merchandise such as apparel, tickets to STUCO events, dances, etc.

Board approved fundraisers

Expenditures: (How the revenue will be spent) ***(Indicate Amended items with a "*")***

All STUCO monies will be spent on student, staff, and community activities; including Student/Staff of the month, homecoming + homecoming events, STRUT donation, and student engagement activities throughout the year including: student registrations, leadership camps and events, conferences, travel.

Kaitlyn Buchanan
Sponsor Name

July 13, 2026
Date Submitted

2026 2027
School Year

Kaitlyn Buchanan
Sponsor Signature

Shasta Smith
Activity Fund Custodian Signature

Adam Hull
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: FFA Account #: 916 Site #: HS

Scheduled Fundraising Events:

Description	*Month Planned*
Calendar Sales	Oct and April
Meat Sales	Aug and Jan
Pork Dinner	Sep

General Revenue: ***(Indicate Amended Items with an "*")***

Donations are automatically approved. List other methods of generating revenue:

Meat Sales, Pork Dinner and Calendar Sales.
Board Approved Fundraisers

Expenditures: (How the revenue will be spent) ***(Indicate Amended items with a "*")***

Show Supplies, Awards, Banquet Supplies, Student meals and Travel, Pork Dinner Supplies, Shooting Sports supplies, Judging contest travel and supplies, meat purchases, clothing, FFA official dress, State Convention Expenses, National Convention Expenses, Officer Retreat Supplies and meals, Teacher Appreciation Dinner, livestock show entries and fees, CDE expenses, LDE Expenses

Brandon Morgan
Sponsor Name

Brandon Morgan
Sponsor Signature

Supervisor Signature if Applicable
(Principal or Athletic Director)

6/25/26
Date Submitted

26 27
School Year

Shasta Smith
Activity Fund Custodian Signature

Dr. Ashley Walker
Chief Financial Officer Signature

Date Approved by Board of Education

Newcastle Public Schools

Revenue Analysis

Options: Type of Revenue: Estimated, As Of Date: 5/31/2026

	Estimated Revenue	Revenue Collected	Revenue Receivable	Unappropriated Receipts	% Rev Collected	Current Month
Series - 1000						
Source - 1110 Ad Valorem (Current)						
11 General Fund	$0.00	$7,008,712.57	$0.00	$7,008,712.57	N/A	$514,574.86
Source - 1110 Ad Valorem (Current) Total	**$0.00**	**$7,008,712.57**	**$0.00**	**$7,008,712.57**	**N/A**	**$514,574.86**
Source - 1120 Ad Valorem (Prior Years)						
11 General Fund	$0.00	$156,382.14	$0.00	$156,382.14	N/A	$4,864.31
Source - 1120 Ad Valorem (Prior Years) Total	**$0.00**	**$156,382.14**	**$0.00**	**$156,382.14**	**N/A**	**$4,864.31**
Source - 1130 Revenue in Lieu of Taxes						
11 General Fund	$0.00	$59,156.28	$0.00	$59,156.28	N/A	$0.00
Source - 1130 Revenue in Lieu of Taxes Total	**$0.00**	**$59,156.28**	**$0.00**	**$59,156.28**	**N/A**	**$0.00**
Source - 1310 Interest Earnings						
11 General Fund	$0.00	$108.02	$0.00	$108.02	N/A	$0.00
Source - 1310 Interest Earnings Total	**$0.00**	**$108.02**	**$0.00**	**$108.02**	**N/A**	**$0.00**
Source - 1352 Interest on Unapportioned Tax						
11 General Fund	$0.00	$876.58	$0.00	$876.58	N/A	$74.03
Source - 1352 Interest on Unapportioned Tax Total	**$0.00**	**$876.58**	**$0.00**	**$876.58**	**N/A**	**$74.03**
Source - 1390 OTHER EARNINGS ON INVESTMENTS						
11 General Fund	$0.00	$2,559.64	$0.00	$2,559.64	N/A	$432.21
Source - 1390 OTHER EARNINGS ON INVESTMENTS Total	**$0.00**	**$2,559.64**	**$0.00**	**$2,559.64**	**N/A**	**$432.21**
Source - 1530 DAMAGES TO SCHOOL PROPERTY						
11 General Fund	$0.00	$14,454.31	$0.00	$14,454.31	N/A	$0.00
Source - 1530 DAMAGES TO SCHOOL PROPERTY Total	**$0.00**	**$14,454.31**	**$0.00**	**$14,454.31**	**N/A**	**$0.00**
Source - 1590 MISCELLANEOUS REIMBURSEMENTS						
11 General Fund	$0.00	$478,694.26	$0.00	$478,694.26	N/A	$690.81
Source - 1590 MISCELLANEOUS REIMBURSEMENTS Total	**$0.00**	**$478,694.26**	**$0.00**	**$478,694.26**	**N/A**	**$690.81**
Source - 1660 Mineral Royalties / Lease Revenue						
11 General Fund	$0.00	$41.92	$0.00	$41.92	N/A	$0.00
Source - 1660 Mineral Royalties / Lease Revenue Total	**$0.00**	**$41.92**	**$0.00**	**$41.92**	**N/A**	**$0.00**
Source - 1680 Refund Prior Year Expenses						
11 General Fund	$0.00	$977.84	$0.00	$977.84	N/A	$0.00
Source - 1680 Refund Prior Year Expenses Total	**$0.00**	**$977.84**	**$0.00**	**$977.84**	**N/A**	**$0.00**
Source - 1710 CNP / Student Meals						
11 General Fund	$0.00	$0.00	$0.00	$0.00	N/A	$0.00
Source - 1710 CNP / Student Meals Total	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**N/A**	**$0.00**
Source - 1720 CNP / A La Carte or Catering						
11 General Fund	$0.00	$0.00	$0.00	$0.00	N/A	$0.00
Source - 1720 CNP / A La Carte or Catering Total	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**N/A**	**$0.00**
Source - 1730 CNP / Adult Meals						
11 General Fund	$0.00	$0.00	$0.00	$0.00	N/A	$0.00
Source - 1730 CNP / Adult Meals Total	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**N/A**	**$0.00**
Source - 1790 CNP / Other District Revenue						
11 General Fund	$0.00	$25,000.00	$0.00	$25,000.00	N/A	$0.00
Source - 1790 CNP / Other District Revenue Total	**$0.00**	**$25,000.00**	**$0.00**	**$25,000.00**	**N/A**	**$0.00**
Series - 1000 Total	**$0.00**	**$7,746,963.56**	**$0.00**	**$7,746,963.56**	**N/A**	**$520,636.22**
Series - 2000						
Source - 2100 County 4 Mil						
11 General Fund	$0.00	$661,254.86	$0.00	$661,254.86	N/A	$33,632.02

Newcastle Public Schools

Revenue Analysis

Options: Type of Revenue: Estimated, As Of Date: 5/31/2026

	Estimated Revenue	Revenue Collected	Revenue Receivable	Unappropriated Receipts	% Rev Collected	Current Month
Source - 2100 County 4 Mil Total	**$0.00**	**$661,254.86**	**$0.00**	**$661,254.86**	**N/A**	**$33,632.02**
Source - 2200 County Mortgage						
11 General Fund	$0.00	$143,071.19	$0.00	$143,071.19	N/A	$14,472.95
Source - 2200 County Mortgage Total	**$0.00**	**$143,071.19**	**$0.00**	**$143,071.19**	**N/A**	**$14,472.95**
Series - 2000 Total	**$0.00**	**$804,326.05**	**$0.00**	**$804,326.05**	**N/A**	**$48,104.97**
Series - 3000						
Source - 3110 Gross Production						
11 General Fund	$0.00	$948,477.44	$0.00	$948,477.44	N/A	$89,376.74
Source - 3110 Gross Production Total	**$0.00**	**$948,477.44**	**$0.00**	**$948,477.44**	**N/A**	**$89,376.74**
Source - 3120 Motor Vehicle						
11 General Fund	$0.00	$1,010,239.80	$0.00	$1,010,239.80	N/A	$101,111.29
Source - 3120 Motor Vehicle Total	**$0.00**	**$1,010,239.80**	**$0.00**	**$1,010,239.80**	**N/A**	**$101,111.29**
Source - 3130 Rural Electric						
11 General Fund	$0.00	$298,143.42	$0.00	$298,143.42	N/A	$26,115.57
Source - 3130 Rural Electric Total	**$0.00**	**$298,143.42**	**$0.00**	**$298,143.42**	**N/A**	**$26,115.57**
Source - 3140 School Land						
11 General Fund	$0.00	$439,308.34	$0.00	$439,308.34	N/A	$31,304.54
Source - 3140 School Land Total	**$0.00**	**$439,308.34**	**$0.00**	**$439,308.34**	**N/A**	**$31,304.54**
Source - 3150 Vehicle Tax						
11 General Fund	$0.00	$1,566.34	$0.00	$1,566.34	N/A	$247.43
Source - 3150 Vehicle Tax Total	**$0.00**	**$1,566.34**	**$0.00**	**$1,566.34**	**N/A**	**$247.43**
Source - 3210 State Aid						
11 General Fund	$0.00	$5,969,182.30	$0.00	$5,969,182.30	N/A	$655,954.10
Source - 3210 State Aid Total	**$0.00**	**$5,969,182.30**	**$0.00**	**$5,969,182.30**	**N/A**	**$655,954.10**
Source - 3250 Flex Benefit Allowance						
11 General Fund	$0.00	$1,955,845.22	$0.00	$1,955,845.22	N/A	$214,928.04
Source - 3250 Flex Benefit Allowance Total	**$0.00**	**$1,955,845.22**	**$0.00**	**$1,955,845.22**	**N/A**	**$214,928.04**
Source - 3310 Alternative Education						
11 General Fund	$0.00	$16,785.73	$0.00	$16,785.73	N/A	$4,196.43
Source - 3310 Alternative Education Total	**$0.00**	**$16,785.73**	**$0.00**	**$16,785.73**	**N/A**	**$4,196.43**
Source - 3412 National Board Cert Teacher						
11 General Fund	$0.00	$5,000.00	$0.00	$5,000.00	N/A	$0.00
Source - 3412 National Board Cert Teacher Total	**$0.00**	**$5,000.00**	**$0.00**	**$5,000.00**	**N/A**	**$0.00**
Source - 3413 .						
11 General Fund	$0.00	$4,000.00	$0.00	$4,000.00	N/A	$0.00
Source - 3413 . Total	**$0.00**	**$4,000.00**	**$0.00**	**$4,000.00**	**N/A**	**$0.00**
Source - 3414 GREAT EXPECTATION SUMMER INST.						
11 General Fund	$0.00	$3,498.00	$0.00	$3,498.00	N/A	$0.00
Source - 3414 GREAT EXPECTATION SUMMER INST. Total	**$0.00**	**$3,498.00**	**$0.00**	**$3,498.00**	**N/A**	**$0.00**
Source - 3415 READING SUFFICIENCY						
11 General Fund	$0.00	$24,520.59	$0.00	$24,520.59	N/A	$0.00
Source - 3415 READING SUFFICIENCY Total	**$0.00**	**$24,520.59**	**$0.00**	**$24,520.59**	**N/A**	**$0.00**
Source - 3420 State Textbook						
11 General Fund	$0.00	$154,606.08	$0.00	$154,606.08	N/A	$16,989.68
Source - 3420 State Textbook Total	**$0.00**	**$154,606.08**	**$0.00**	**$154,606.08**	**N/A**	**$16,989.68**
Source - 3436 School Resource Officer Program						
11 General Fund	$0.00	$93,041.47	$0.00	$93,041.47	N/A	$0.00
Source - 3436 School Resource Officer Program Total	**$0.00**	**$93,041.47**	**$0.00**	**$93,041.47**	**N/A**	**$0.00**
Source - 3438 Teacher Empowerment Revolving Fund						
11 General Fund	$0.00	$98,500.00	$0.00	$98,500.00	N/A	$0.00
Source - 3438 Teacher Empowerment Revolving Fund Total	**$0.00**	**$98,500.00**	**$0.00**	**$98,500.00**	**N/A**	**$0.00**

Newcastle Public Schools

Revenue Analysis

Options: Type of Revenue: Estimated, As Of Date: 5/31/2026

	Estimated Revenue	Revenue Collected	Revenue Receivable	Unappropriated Receipts	% Rev Collected	Current Month
Source - 3610 ADDITIONAL HOMESTEAD REIM.						
11 General Fund	$0.00	$39,192.67	$0.00	$39,192.67	N/A	$0.00
Source - 3610 ADDITIONAL HOMESTEAD REIM. Total	**$0.00**	**$39,192.67**	**$0.00**	**$39,192.67**	**N/A**	**$0.00**
Source - 3620 STATE LAND REIMBURSEMENT						
11 General Fund	$0.00	$9.94	$0.00	$9.94	N/A	$0.00
Source - 3620 STATE LAND REIMBURSEMENT Total	**$0.00**	**$9.94**	**$0.00**	**$9.94**	**N/A**	**$0.00**
Source - 3690 MISC. SOURCES OF STATE REVENUE						
11 General Fund	$0.00	$11,736.97	$0.00	$11,736.97	N/A	$11,736.97
Source - 3690 MISC. SOURCES OF STATE REVENUE Total	**$0.00**	**$11,736.97**	**$0.00**	**$11,736.97**	**N/A**	**$11,736.97**
Source - 3720 STATE MATCHING						
11 General Fund	$0.00	$9,355.38	$0.00	$9,355.38	N/A	$4,677.45
Source - 3720 STATE MATCHING Total	**$0.00**	**$9,355.38**	**$0.00**	**$9,355.38**	**N/A**	**$4,677.45**
Source - 3811 Career Tech Salary						
11 General Fund	$0.00	$20,420.00	$0.00	$20,420.00	N/A	$8,230.00
Source - 3811 Career Tech Salary Total	**$0.00**	**$20,420.00**	**$0.00**	**$20,420.00**	**N/A**	**$8,230.00**
Source - 3812 Career Tech Program						
11 General Fund	$0.00	$61,250.00	$0.00	$61,250.00	N/A	$15,314.00
Source - 3812 Career Tech Program Total	**$0.00**	**$61,250.00**	**$0.00**	**$61,250.00**	**N/A**	**$15,314.00**
Source - 3857 WELFARE-TO-WORK						
11 General Fund	$0.00	$41,249.97	$0.00	$41,249.97	N/A	$4,583.33
Source - 3857 WELFARE-TO-WORK Total	**$0.00**	**$41,249.97**	**$0.00**	**$41,249.97**	**N/A**	**$4,583.33**
Series - 3000 Total	**$0.00**	**$11,205,929.66**	**$0.00**	**$11,205,929.66**	**N/A**	**$1,184,765.57**
Series - 4000						
Source - 4140 Title V - Indian Ed						
11 General Fund	$0.00	$61,944.70	$0.00	$61,944.70	N/A	$0.00
Source - 4140 Title V - Indian Ed Total	**$0.00**	**$61,944.70**	**$0.00**	**$61,944.70**	**N/A**	**$0.00**
Source - 4210 Title I - Part A						
11 General Fund	$0.00	$243,874.96	$0.00	$243,874.96	N/A	$0.00
Source - 4210 Title I - Part A Total	**$0.00**	**$243,874.96**	**$0.00**	**$243,874.96**	**N/A**	**$0.00**
Source - 4271 Title II - Part A						
11 General Fund	$0.00	$46,874.55	$0.00	$46,874.55	N/A	$0.00
Source - 4271 Title II - Part A Total	**$0.00**	**$46,874.55**	**$0.00**	**$46,874.55**	**N/A**	**$0.00**
Source - 4310 IDEA - Part B Flowthrough						
11 General Fund	$0.00	$395,188.87	$0.00	$395,188.87	N/A	$0.00
Source - 4310 IDEA - Part B Flowthrough Total	**$0.00**	**$395,188.87**	**$0.00**	**$395,188.87**	**N/A**	**$0.00**
Source - 4340 IDEA - Part B Pre-K						
11 General Fund	$0.00	$12,331.37	$0.00	$12,331.37	N/A	$0.00
Source - 4340 IDEA - Part B Pre-K Total	**$0.00**	**$12,331.37**	**$0.00**	**$12,331.37**	**N/A**	**$0.00**
Source - 4442 Title IV - Part A - SSAE						
11 General Fund	$0.00	$13,689.00	$0.00	$13,689.00	N/A	$0.00
Source - 4442 Title IV - Part A - SSAE Total	**$0.00**	**$13,689.00**	**$0.00**	**$13,689.00**	**N/A**	**$0.00**
Source - 4470 Title V - RLIS						
11 General Fund	$0.00	$21,235.02	$0.00	$21,235.02	N/A	$0.00
Source - 4470 Title V - RLIS Total	**$0.00**	**$21,235.02**	**$0.00**	**$21,235.02**	**N/A**	**$0.00**
Source - 4550 Johnson O'Malley						
11 General Fund	$0.00	$18,395.47	$0.00	$18,395.47	N/A	$0.00
Source - 4550 Johnson O'Malley Total	**$0.00**	**$18,395.47**	**$0.00**	**$18,395.47**	**N/A**	**$0.00**
Source - 4689 OTHER FEDERAL GRANTS						
11 General Fund	$0.00	$0.00	$0.00	$0.00	N/A	$0.00
Source - 4689 OTHER FEDERAL GRANTS Total	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**N/A**	**$0.00**

Newcastle Public Schools

Revenue Analysis

Options: Type of Revenue: Estimated, As Of Date: 5/31/2026

	Estimated Revenue	Revenue Collected	Revenue Receivable	Unappropriated Receipts	% Rev Collected	Current Month
Source - 4710 CNP Federal Lunch						
11 General Fund	$0.00	$417,234.96	$0.00	$417,234.96	N/A	$55,703.03
Source - 4710 CNP Federal Lunch Total	**$0.00**	**$417,234.96**	**$0.00**	**$417,234.96**	**N/A**	**$55,703.03**
Source - 4720 CNP Federal Breakfast						
11 General Fund	$0.00	$123,617.36	$0.00	$123,617.36	N/A	$16,638.64
Source - 4720 CNP Federal Breakfast Total	**$0.00**	**$123,617.36**	**$0.00**	**$123,617.36**	**N/A**	**$16,638.64**
Source - 4821 Carl Perkins Grant						
11 General Fund	$0.00	$8,254.59	$0.00	$8,254.59	N/A	$0.00
Source - 4821 Carl Perkins Grant Total	**$0.00**	**$8,254.59**	**$0.00**	**$8,254.59**	**N/A**	**$0.00**
Source - 4852 .						
11 General Fund	$0.00	$4,583.33	$0.00	$4,583.33	N/A	$0.00
Source - 4852 . Total	**$0.00**	**$4,583.33**	**$0.00**	**$4,583.33**	**N/A**	**$0.00**
Series - 4000 Total	**$0.00**	**$1,367,224.18**	**$0.00**	**$1,367,224.18**	**N/A**	**$72,341.67**
Series - 5000						
Source - 5160 Activity Fund Collections						
11 General Fund	$0.00	$50,640.63	$0.00	$50,640.63	N/A	$1,189.75
Source - 5160 Activity Fund Collections Total	**$0.00**	**$50,640.63**	**$0.00**	**$50,640.63**	**N/A**	**$1,189.75**
Source - 5200 REVEN.FROM ADV.FUND.PROGRAM						
11 General Fund	$0.00	$0.00	$0.00	$0.00	N/A	$0.00
Source - 5200 REVEN.FROM ADV.FUND.PROGRAM Total	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**N/A**	**$0.00**
Source - 5600 Correcting Entries						
11 General Fund	$0.00	$3,656.09	$0.00	$3,656.09	N/A	$0.00
Source - 5600 Correcting Entries Total	**$0.00**	**$3,656.09**	**$0.00**	**$3,656.09**	**N/A**	**$0.00**
Series - 5000 Total	**$0.00**	**$54,296.72**	**$0.00**	**$54,296.72**	**N/A**	**$1,189.75**
Series - 6000						
Source - 6110 Fund Balance						
11 General Fund	$0.00	$6,784,746.31	$0.00	$6,784,746.31	N/A	$0.00
Source - 6110 Fund Balance Total	**$0.00**	**$6,784,746.31**	**$0.00**	**$6,784,746.31**	**N/A**	**$0.00**
Series - 6000 Total	**$0.00**	**$6,784,746.31**	**$0.00**	**$6,784,746.31**	**N/A**	**$0.00**
Report Total	**$0.00**	**$27,963,486.48**	**$0.00**	**$27,963,486.48**	**N/A**	**$1,827,038.18**

Newcastle Public Schools

Revenue/Expenditure Summary

Activity Fund-Athletics

Options: Fund: 60, Date Range: 5/1/2026 - 5/31/2026

	Begin Balance	Receipts	Adjusting Entries	Payments	Cash End Balance	Unpaid POs	End Balance
Project - 801 ATHLETICS-GENERAL							
Program - 801 ATHLETIC-GENERAL							
050 DISTRICTWIDE	($403.38)	$0.00	$0.00	$0.00	($403.38)	$0.00	($403.38)
505 MIDDLE SCHOOL	$1,100.00	$0.00	$0.00	$0.00	$1,100.00	$250.00	$850.00
705 HIGH SCHOOL	$86,407.39	$36,181.00	$0.00	$330.00	$122,258.39	$170.00	$122,088.39
Total Program - 801 ATHLETIC-GENERAL	**$87,104.01**	**$36,181.00**	**$0.00**	**$330.00**	**$122,955.01**	**$420.00**	**$122,535.01**
Program - 810 BASEBALL							
505 MIDDLE SCHOOL	$200.00	$0.00	$0.00	$0.00	$200.00	$0.00	$200.00
705 HIGH SCHOOL	$900.00	$0.00	$0.00	$799.99	$100.01	$0.00	$100.01
Total Program - 810 BASEBALL	**$1,100.00**	**$0.00**	**$0.00**	**$799.99**	**$300.01**	**$0.00**	**$300.01**
Program - 811 BASKETBALL-BOYS							
505 MIDDLE SCHOOL	$850.00	$0.00	$0.00	$0.00	$850.00	$0.00	$850.00
705 HIGH SCHOOL	($4,500.00)	$0.00	$0.00	$0.00	($4,500.00)	$16,505.00	($21,005.00)
Total Program - 811 BASKETBALL-BOYS	**($3,650.00)**	**$0.00**	**$0.00**	**$0.00**	**($3,650.00)**	**$16,505.00**	**($20,155.00)**
Program - 812 BASKETBALL-GIRLS							
505 MIDDLE SCHOOL	$600.00	$0.00	$0.00	$0.00	$600.00	$0.00	$600.00
705 HIGH SCHOOL	($4,500.00)	$0.00	$0.00	$0.00	($4,500.00)	$0.00	($4,500.00)
Total Program - 812 BASKETBALL-GIRLS	**($3,900.00)**	**$0.00**	**$0.00**	**$0.00**	**($3,900.00)**	**$0.00**	**($3,900.00)**
Program - 814 CROSS COUNTRY							
505 MIDDLE SCHOOL	($440.00)	$0.00	$0.00	$0.00	($440.00)	$0.00	($440.00)
705 HIGH SCHOOL	($2,243.00)	$0.00	$0.00	$0.00	($2,243.00)	$0.00	($2,243.00)
Total Program - 814 CROSS COUNTRY	**($2,683.00)**	**$0.00**	**$0.00**	**$0.00**	**($2,683.00)**	**$0.00**	**($2,683.00)**
Program - 815 FAST PITCH							
050 DISTRICTWIDE	$888.75	$0.00	$0.00	$0.00	$888.75	$0.00	$888.75
505 MIDDLE SCHOOL	($450.00)	$0.00	$0.00	$0.00	($450.00)	$0.00	($450.00)
705 HIGH SCHOOL	($2,979.74)	$0.00	$0.00	$0.00	($2,979.74)	$5,500.00	($8,479.74)
Total Program - 815 FAST PITCH	**($2,540.99)**	**$0.00**	**$0.00**	**$0.00**	**($2,540.99)**	**$5,500.00**	**($8,040.99)**
Program - 816 FOOTBALL							
705 HIGH SCHOOL	($1,288.91)	$0.00	$0.00	$0.00	($1,288.91)	$0.00	($1,288.91)
Total Program - 816 FOOTBALL	**($1,288.91)**	**$0.00**	**$0.00**	**$0.00**	**($1,288.91)**	**$0.00**	**($1,288.91)**
Program - 819 SLOW PITCH							
705 HIGH SCHOOL	($5,181.51)	$0.00	$0.00	$0.00	($5,181.51)	$0.00	($5,181.51)
Total Program - 819 SLOW PITCH	**($5,181.51)**	**$0.00**	**$0.00**	**$0.00**	**($5,181.51)**	**$0.00**	**($5,181.51)**
Program - 823 TRACK							
505 MIDDLE SCHOOL	($1,335.00)	$0.00	$0.00	$200.00	($1,535.00)	$0.00	($1,535.00)
705 HIGH SCHOOL	($3,255.63)	$0.00	$0.00	$8,664.00	($11,919.63)	$0.00	($11,919.63)
Total Program - 823 TRACK	**($4,590.63)**	**$0.00**	**$0.00**	**$8,864.00**	**($13,454.63)**	**$0.00**	**($13,454.63)**
Program - 824 VOLLEYBALL							
505 MIDDLE SCHOOL	($141.99)	$0.00	$0.00	$0.00	($141.99)	$0.00	($141.99)
705 HIGH SCHOOL	($165.00)	$0.00	$0.00	$0.00	($165.00)	$0.00	($165.00)
Total Program - 824 VOLLEYBALL	**($306.99)**	**$0.00**	**$0.00**	**$0.00**	**($306.99)**	**$0.00**	**($306.99)**
Program - 825 WRESTLING							
505 MIDDLE SCHOOL	$1,901.00	$0.00	$0.00	$0.00	$1,901.00	$0.00	$1,901.00
705 HIGH SCHOOL	($10,459.00)	$0.00	$0.00	$0.00	($10,459.00)	$0.00	($10,459.00)
Total Program - 825 WRESTLING	**($8,558.00)**	**$0.00**	**$0.00**	**$0.00**	**($8,558.00)**	**$0.00**	**($8,558.00)**
Program - 900 NON ATHLETIC PROG							
705 HIGH SCHOOL	($7,040.00)	$0.00	$0.00	$0.00	($7,040.00)	$0.00	($7,040.00)
Total Program - 900 NON ATHLETIC PROG	**($7,040.00)**	**$0.00**	**$0.00**	**$0.00**	**($7,040.00)**	**$0.00**	**($7,040.00)**
Total Project - 801 ATHLETICS-GENERAL	**$48,463.98**	**$36,181.00**	**$0.00**	**$9,993.99**	**$74,650.99**	**$22,425.00**	**$52,225.99**
Project - 802 ATHLETIC-GATE							
Program - 802 ATHLETIC-GATE							
050 DISTRICTWIDE	($696.00)	$0.00	$0.00	$0.00	($696.00)	$0.00	($696.00)
505 MIDDLE SCHOOL	$0.00	$0.00	$0.00	$0.00	$0.00	$150.00	($150.00)
705 HIGH SCHOOL	$16,171.49	$1,000.00	$0.00	$2,872.72	$14,298.77	$3,678.18	$10,620.59
Total Program - 802 ATHLETIC-GATE	**$15,475.49**	**$1,000.00**	**$0.00**	**$2,872.72**	**$13,602.77**	**$3,828.18**	**$9,774.59**
Program - 804 Sweet Pea Tournament							
050 DISTRICTWIDE	($1,823.00)	$0.00	$0.00	$0.00	($1,823.00)	$0.00	($1,823.00)

Newcastle Public Schools

Revenue/Expenditure Summary

Options: Fund: 60, Date Range: 5/1/2026 - 5/31/2026

	Begin Balance	Receipts	Adjusting Entries	Payments	Cash End Balance	Unpaid POs	End Balance
Project - 802 ATHLETIC-GATE							
Program - 804 Sweet Pea Tournament							
Total Program - 804 Sweet Pea Tournament	**($1,823.00)**	**$0.00**	**$0.00**	**$0.00**	**($1,823.00)**	**$0.00**	**($1,823.00)**
Program - 810 BASEBALL							
505 MIDDLE SCHOOL	$2,306.00	$489.00	$0.00	$582.50	$2,212.50	$407.50	$1,805.00
705 HIGH SCHOOL	($513.21)	$5,386.00	$0.00	$3,420.64	$1,452.15	$347.50	$1,104.65
Total Program - 810 BASEBALL	**$1,792.79**	**$5,875.00**	**$0.00**	**$4,003.14**	**$3,664.65**	**$755.00**	**$2,909.65**
Program - 811 BASKETBALL-BOYS							
505 MIDDLE SCHOOL	$8,521.00	$0.00	$0.00	$100.00	$8,421.00	$0.00	$8,421.00
705 HIGH SCHOOL	$1,288.61	$0.00	$0.00	$0.00	$1,288.61	$2,216.50	($927.89)
Total Program - 811 BASKETBALL-BOYS	**$9,809.61**	**$0.00**	**$0.00**	**$100.00**	**$9,709.61**	**$2,216.50**	**$7,493.11**
Program - 812 BASKETBALL-GIRLS							
505 MIDDLE SCHOOL	$5,106.50	$0.00	$0.00	$400.00	$4,706.50	$0.00	$4,706.50
705 HIGH SCHOOL	$2,010.92	$0.00	$0.00	$0.00	$2,010.92	$140.00	$1,870.92
Total Program - 812 BASKETBALL-GIRLS	**$7,117.42**	**$0.00**	**$0.00**	**$400.00**	**$6,717.42**	**$140.00**	**$6,577.42**
Program - 813 CHEER							
705 HIGH SCHOOL	($83.33)	$0.00	$0.00	$0.00	($83.33)	$0.00	($83.33)
Total Program - 813 CHEER	**($83.33)**	**$0.00**	**$0.00**	**$0.00**	**($83.33)**	**$0.00**	**($83.33)**
Program - 814 CROSS COUNTRY							
705 HIGH SCHOOL	($612.85)	$0.00	$0.00	$0.00	($612.85)	$0.00	($612.85)
Total Program - 814 CROSS COUNTRY	**($612.85)**	**$0.00**	**$0.00**	**$0.00**	**($612.85)**	**$0.00**	**($612.85)**
Program - 815 FAST PITCH							
505 MIDDLE SCHOOL	$1,360.00	$0.00	$0.00	$0.00	$1,360.00	$0.00	$1,360.00
705 HIGH SCHOOL	($2,319.83)	$0.00	$0.00	$3,000.00	($5,319.83)	$0.00	($5,319.83)
Total Program - 815 FAST PITCH	**($959.83)**	**$0.00**	**$0.00**	**$3,000.00**	**($3,959.83)**	**$0.00**	**($3,959.83)**
Program - 816 FOOTBALL							
505 MIDDLE SCHOOL	$7,499.00	$0.00	$0.00	$0.00	$7,499.00	$300.00	$7,199.00
705 HIGH SCHOOL	$5,434.19	$0.00	$0.00	$0.00	$5,434.19	$629.09	$4,805.10
Total Program - 816 FOOTBALL	**$12,933.19**	**$0.00**	**$0.00**	**$0.00**	**$12,933.19**	**$929.09**	**$12,004.10**
Program - 817 GOLF-BOYS							
505 MIDDLE SCHOOL	($781.00)	$0.00	$0.00	$175.00	($956.00)	$0.00	($956.00)
705 HIGH SCHOOL	($3,707.89)	$0.00	$0.00	$2,785.96	($6,493.85)	$523.15	($7,017.00)
Total Program - 817 GOLF-BOYS	**($4,488.89)**	**$0.00**	**$0.00**	**$2,960.96**	**($7,449.85)**	**$523.15**	**($7,973.00)**
Program - 818 GIRLS-GOLF							
505 MIDDLE SCHOOL	($631.00)	$0.00	$0.00	$75.00	($706.00)	$0.00	($706.00)
705 HIGH SCHOOL	($3,148.26)	$0.00	$0.00	$740.82	($3,889.08)	$385.04	($4,274.12)
Total Program - 818 GIRLS-GOLF	**($3,779.26)**	**$0.00**	**$0.00**	**$815.82**	**($4,595.08)**	**$385.04**	**($4,980.12)**
Program - 820 SOCCER-BOYS							
505 MIDDLE SCHOOL	$1,436.50	$0.00	$0.00	$250.00	$1,186.50	$300.00	$886.50
705 HIGH SCHOOL	$3,751.75	$1,643.50	$0.00	$534.20	$4,861.05	$987.05	$3,874.00
Total Program - 820 SOCCER-BOYS	**$5,188.25**	**$1,643.50**	**$0.00**	**$784.20**	**$6,047.55**	**$1,287.05**	**$4,760.50**
Program - 821 SOCCER-GIRLS							
505 MIDDLE SCHOOL	$1,436.50	$394.00	$0.00	$250.00	$1,580.50	$300.00	$1,280.50
705 HIGH SCHOOL	$2,892.75	$553.50	$0.00	$277.50	$3,168.75	$1,268.75	$1,900.00
Total Program - 821 SOCCER-GIRLS	**$4,329.25**	**$947.50**	**$0.00**	**$527.50**	**$4,749.25**	**$1,568.75**	**$3,180.50**
Program - 823 TRACK							
705 HIGH SCHOOL	$0.00	$0.00	$0.00	$447.00	($447.00)	$0.00	($447.00)
Total Program - 823 TRACK	**$0.00**	**$0.00**	**$0.00**	**$447.00**	**($447.00)**	**$0.00**	**($447.00)**
Program - 824 VOLLEYBALL							
505 MIDDLE SCHOOL	$2,983.00	$0.00	$0.00	$0.00	$2,983.00	$0.00	$2,983.00
705 HIGH SCHOOL	($2,268.91)	$0.00	$0.00	$1,794.50	($4,063.41)	$0.00	($4,063.41)
Total Program - 824 VOLLEYBALL	**$714.09**	**$0.00**	**$0.00**	**$1,794.50**	**($1,080.41)**	**$0.00**	**($1,080.41)**
Program - 825 WRESTLING							
505 MIDDLE SCHOOL	$2,231.01	$0.00	$0.00	$0.00	$2,231.01	$0.00	$2,231.01
705 HIGH SCHOOL	($979.24)	$0.00	$0.00	$0.00	($979.24)	$0.00	($979.24)
Total Program - 825 WRESTLING	**$1,251.77**	**$0.00**	**$0.00**	**$0.00**	**$1,251.77**	**$0.00**	**$1,251.77**
Program - 826 HS Pom							

Newcastle Public Schools

Revenue/Expenditure Summary

Options: Fund: 60, Date Range: 5/1/2026 - 5/31/2026

	Begin Balance	Receipts	Adjusting Entries	Payments	Cash End Balance	Unpaid POs	End Balance
Project - 802 ATHLETIC-GATE							
Program - 826 HS Pom							
705 HIGH SCHOOL	($443.33)	$0.00	$0.00	$0.00	($443.33)	$0.00	($443.33)
Total Program - 826 HS Pom	**($443.33)**	**$0.00**	**$0.00**	**$0.00**	**($443.33)**	**$0.00**	**($443.33)**
Total Project - 802 ATHLETIC-GATE	**$46,421.37**	**$9,466.00**	**$0.00**	**$17,705.84**	**$38,181.53**	**$11,632.76**	**$26,548.77**
Project - 803 ATHLETICS-TRAINER							
Program - 803 ATHLETIC-TRAINER							
705 HIGH SCHOOL	$4,520.01	$2,020.00	$0.00	$0.00	$6,540.01	$0.00	$6,540.01
Total Program - 803 ATHLETIC-TRAINER	**$4,520.01**	**$2,020.00**	**$0.00**	**$0.00**	**$6,540.01**	**$0.00**	**$6,540.01**
Program - 900 NON ATHLETIC PROG							
705 HIGH SCHOOL	$0.00	$869.00	$0.00	$0.00	$869.00	$0.00	$869.00
Total Program - 900 NON ATHLETIC PROG	**$0.00**	**$869.00**	**$0.00**	**$0.00**	**$869.00**	**$0.00**	**$869.00**
Total Project - 803 ATHLETICS-TRAINER	**$4,520.01**	**$2,889.00**	**$0.00**	**$0.00**	**$7,409.01**	**$0.00**	**$7,409.01**
Project - 804 Sweet Pea Tournament							
Program - 804 Sweet Pea Tournament							
705 HIGH SCHOOL	$2,156.85	$0.00	$0.00	$0.00	$2,156.85	$0.00	$2,156.85
Total Program - 804 Sweet Pea Tournament	**$2,156.85**	**$0.00**	**$0.00**	**$0.00**	**$2,156.85**	**$0.00**	**$2,156.85**
Total Project - 804 Sweet Pea Tournament	**$2,156.85**	**$0.00**	**$0.00**	**$0.00**	**$2,156.85**	**$0.00**	**$2,156.85**
Project - 805 Uniform/Team Items							
Program - 805 Uniform/Team Items							
705 HIGH SCHOOL	$4,895.59	$0.00	$0.00	$0.00	$4,895.59	$0.00	$4,895.59
Total Program - 805 Uniform/Team Items	**$4,895.59**	**$0.00**	**$0.00**	**$0.00**	**$4,895.59**	**$0.00**	**$4,895.59**
Program - 810 BASEBALL							
705 HIGH SCHOOL	($1,039.64)	$0.00	$0.00	$0.00	($1,039.64)	$0.00	($1,039.64)
Total Program - 810 BASEBALL	**($1,039.64)**	**$0.00**	**$0.00**	**$0.00**	**($1,039.64)**	**$0.00**	**($1,039.64)**
Program - 816 FOOTBALL							
705 HIGH SCHOOL	($1,006.00)	$0.00	$0.00	$0.00	($1,006.00)	$0.00	($1,006.00)
Total Program - 816 FOOTBALL	**($1,006.00)**	**$0.00**	**$0.00**	**$0.00**	**($1,006.00)**	**$0.00**	**($1,006.00)**
Program - 824 VOLLEYBALL							
705 HIGH SCHOOL	$0.00	$0.00	$0.00	$0.00	$0.00	$2,809.00	($2,809.00)
Total Program - 824 VOLLEYBALL	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$2,809.00**	**($2,809.00)**
Total Project - 805 Uniform/Team Items	**$2,849.95**	**$0.00**	**$0.00**	**$0.00**	**$2,849.95**	**$2,809.00**	**$40.95**
Project - 811 BASKETBALL-BOYS							
Program - 811 BASKETBALL-BOYS							
505 MIDDLE SCHOOL	$2,130.80	$0.00	$0.00	$0.00	$2,130.80	$0.00	$2,130.80
705 HIGH SCHOOL	$2,110.75	$0.00	$0.00	$0.00	$2,110.75	$0.00	$2,110.75
Total Program - 811 BASKETBALL-BOYS	**$4,241.55**	**$0.00**	**$0.00**	**$0.00**	**$4,241.55**	**$0.00**	**$4,241.55**
Total Project - 811 BASKETBALL-BOYS	**$4,241.55**	**$0.00**	**$0.00**	**$0.00**	**$4,241.55**	**$0.00**	**$4,241.55**
Project - 812 BASKETBALL-GIRLS							
Program - 812 BASKETBALL-GIRLS							
505 MIDDLE SCHOOL	$3,224.07	$0.00	$0.00	$0.00	$3,224.07	$0.00	$3,224.07
705 HIGH SCHOOL	$4,692.47	$0.00	$0.00	$0.00	$4,692.47	$0.00	$4,692.47
Total Program - 812 BASKETBALL-GIRLS	**$7,916.54**	**$0.00**	**$0.00**	**$0.00**	**$7,916.54**	**$0.00**	**$7,916.54**
Total Project - 812 BASKETBALL-GIRLS	**$7,916.54**	**$0.00**	**$0.00**	**$0.00**	**$7,916.54**	**$0.00**	**$7,916.54**
Project - 813 CHEER							
Program - 813 CHEER							
505 MIDDLE SCHOOL	$12,952.12	$20,125.00	$0.00	$12,359.44	$20,717.68	$4,344.56	$16,373.12
705 HIGH SCHOOL	$21,845.38	$16,563.00	$0.00	$7,254.58	$31,153.80	$17,280.42	$13,873.38
Total Program - 813 CHEER	**$34,797.50**	**$36,688.00**	**$0.00**	**$19,614.02**	**$51,871.48**	**$21,624.98**	**$30,246.50**
Program - 815 FAST PITCH							
505 MIDDLE SCHOOL	($230.00)	$0.00	$0.00	$0.00	($230.00)	$0.00	($230.00)
Total Program - 815 FAST PITCH	**($230.00)**	**$0.00**	**$0.00**	**$0.00**	**($230.00)**	**$0.00**	**($230.00)**
Total Project - 813 CHEER	**$34,567.50**	**$36,688.00**	**$0.00**	**$19,614.02**	**$51,641.48**	**$21,624.98**	**$30,016.50**
Project - 814 CROSS COUNTRY							
Program - 814 CROSS COUNTRY							
505 MIDDLE SCHOOL	$520.11	$0.00	$0.00	$0.00	$520.11	$0.00	$520.11
705 HIGH SCHOOL	$1,328.70	$0.00	$0.00	$0.00	$1,328.70	$0.00	$1,328.70

Newcastle Public Schools

Revenue/Expenditure Summary

Options: Fund: 60, Date Range: 5/1/2026 - 5/31/2026

	Begin Balance	Receipts	Adjusting Entries	Payments	Cash End Balance	Unpaid POs	End Balance
Project - 814 CROSS COUNTRY							
Program - 814 CROSS COUNTRY							
Total Program - 814 CROSS COUNTRY	**$1,848.81**	**$0.00**	**$0.00**	**$0.00**	**$1,848.81**	**$0.00**	**$1,848.81**
Total Project - 814 CROSS COUNTRY	**$1,848.81**	**$0.00**	**$0.00**	**$0.00**	**$1,848.81**	**$0.00**	**$1,848.81**
Project - 815 FAST PITCH							
Program - 815 FAST PITCH							
705 HIGH SCHOOL	$318.52	$0.00	$0.00	$0.00	$318.52	$0.00	$318.52
Total Program - 815 FAST PITCH	**$318.52**	**$0.00**	**$0.00**	**$0.00**	**$318.52**	**$0.00**	**$318.52**
Total Project - 815 FAST PITCH	**$318.52**	**$0.00**	**$0.00**	**$0.00**	**$318.52**	**$0.00**	**$318.52**
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	$21,200.05	$17,084.88	$0.00	$0.00	$38,284.93	$7,851.76	$30,433.17
Total Program - 816 FOOTBALL	**$21,500.37**	**$17,084.88**	**$0.00**	**$0.00**	**$38,585.25**	**$7,851.76**	**$30,733.49**
Total Project - 816 FOOTBALL	**$21,500.37**	**$17,084.88**	**$0.00**	**$0.00**	**$38,585.25**	**$7,851.76**	**$30,733.49**
Project - 817 GOLF-BOYS							
Program - 817 GOLF-BOYS							
705 HIGH SCHOOL	$0.71	$0.00	$0.00	$0.00	$0.71	$0.00	$0.71
Total Program - 817 GOLF-BOYS	**$0.71**	**$0.00**	**$0.00**	**$0.00**	**$0.71**	**$0.00**	**$0.71**
Total Project - 817 GOLF-BOYS	**$0.71**	**$0.00**	**$0.00**	**$0.00**	**$0.71**	**$0.00**	**$0.71**
Project - 818 GOLF-GIRLS							
Program - 818 GIRLS-GOLF							
505 MIDDLE SCHOOL	$5.12	$0.00	$0.00	$0.00	$5.12	$0.00	$5.12
705 HIGH SCHOOL	$2,051.12	$0.00	$0.00	$0.00	$2,051.12	$0.00	$2,051.12
Total Program - 818 GIRLS-GOLF	**$2,056.24**	**$0.00**	**$0.00**	**$0.00**	**$2,056.24**	**$0.00**	**$2,056.24**
Total Project - 818 GOLF-GIRLS	**$2,056.24**	**$0.00**	**$0.00**	**$0.00**	**$2,056.24**	**$0.00**	**$2,056.24**
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	$2,247.06	$0.00	$0.00	$0.00	$2,247.06	$360.00	$1,887.06
Total Program - 820 SOCCER-BOYS	**$2,294.56**	**$0.00**	**$0.00**	**$0.00**	**$2,294.56**	**$360.00**	**$1,934.56**
Program - 821 SOCCER-GIRLS							
705 HIGH SCHOOL	$0.00	$0.00	$0.00	$0.00	$0.00	$180.00	($180.00)
Total Program - 821 SOCCER-GIRLS	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$180.00**	**($180.00)**
Total Project - 820 SOCCER-BOYS	**$2,294.56**	**$0.00**	**$0.00**	**$0.00**	**$2,294.56**	**$540.00**	**$1,754.56**
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	$2,061.96	$0.00	$0.00	$0.00	$2,061.96	$729.00	$1,332.96
Total Program - 821 SOCCER-GIRLS	**$2,109.46**	**$0.00**	**$0.00**	**$0.00**	**$2,109.46**	**$729.00**	**$1,380.46**
Total Project - 821 SOCCER-GIRLS	**$2,109.46**	**$0.00**	**$0.00**	**$0.00**	**$2,109.46**	**$729.00**	**$1,380.46**
Project - 823 TRACK							
Program - 823 TRACK							
505 MIDDLE SCHOOL	$344.66	$0.00	$0.00	$0.00	$344.66	$325.00	$19.66
705 HIGH SCHOOL	$7,440.85	$728.04	$0.00	$4,248.08	$3,920.81	$903.71	$3,017.10
Total Program - 823 TRACK	**$7,785.51**	**$728.04**	**$0.00**	**$4,248.08**	**$4,265.47**	**$1,228.71**	**$3,036.76**
Total Project - 823 TRACK	**$7,785.51**	**$728.04**	**$0.00**	**$4,248.08**	**$4,265.47**	**$1,228.71**	**$3,036.76**
Project - 824 VOLLEYBALL							
Program - 824 VOLLEYBALL							
505 MIDDLE SCHOOL	$175.00	$0.00	$0.00	$0.00	$175.00	$0.00	$175.00
705 HIGH SCHOOL	$112.50	$0.00	$0.00	$0.00	$112.50	$0.00	$112.50
Total Program - 824 VOLLEYBALL	**$287.50**	**$0.00**	**$0.00**	**$0.00**	**$287.50**	**$0.00**	**$287.50**
Total Project - 824 VOLLEYBALL	**$287.50**	**$0.00**	**$0.00**	**$0.00**	**$287.50**	**$0.00**	**$287.50**
Project - 825 WRESTLING							
Program - 825 WRESTLING							
505 MIDDLE SCHOOL	$146.00	$0.00	$0.00	$0.00	$146.00	$0.00	$146.00
705 HIGH SCHOOL	$718.47	$0.00	$0.00	$0.00	$718.47	$0.00	$718.47

Newcastle Public Schools

Revenue/Expenditure Summary

Options: Fund: 60, Date Range: 5/1/2026 - 5/31/2026

	Begin Balance	Receipts	Adjusting Entries	Payments	Cash End Balance	Unpaid POs	End Balance
Project - 825 WRESTLING							
Program - 825 WRESTLING							
Total Program - 825 WRESTLING	**$864.47**	**$0.00**	**$0.00**	**$0.00**	**$864.47**	**$0.00**	**$864.47**
Total Project - 825 WRESTLING	**$864.47**	**$0.00**	**$0.00**	**$0.00**	**$864.47**	**$0.00**	**$864.47**
Project - 826 HS Pom							
Program - 826 HS Pom							
705 HIGH SCHOOL	$7,541.98	$0.00	$0.00	$6,730.00	$811.98	$409.00	$402.98
Total Program - 826 HS Pom	**$7,541.98**	**$0.00**	**$0.00**	**$6,730.00**	**$811.98**	**$409.00**	**$402.98**
Total Project - 826 HS Pom	**$7,541.98**	**$0.00**	**$0.00**	**$6,730.00**	**$811.98**	**$409.00**	**$402.98**
Total	**$197,745.88**	**$103,036.92**	**$0.00**	**$58,291.93**	**$242,490.87**	**$69,250.21**	**$173,240.66**

Newcastle Public Schools

Revenue/Expenditure Summary

Activity Fund-Non-Athletics

Options: Fund: 60, Date Range: 5/1/2026 - 5/31/2026

	Begin Balance	Receipts	Adjusting Entries	Payments	Cash End Balance	Unpaid POs	End Balance
Project - 901 ACTIVITY FEES							
050 DISTRICTWIDE	$15,189.19	($232.58)	$0.00	$497.25	$14,459.36	$2,702.25	$11,757.11
Total Project - 901 ACTIVITY FEES	**$15,189.19**	**($232.58)**	**$0.00**	**$497.25**	**$14,459.36**	**$2,702.25**	**$11,757.11**
Project - 902 ADMINISTRATION							
050 DISTRICTWIDE	$247,239.31	$4,407.15	$0.00	$3,717.55	$247,928.91	$14,434.15	$233,494.76
Total Project - 902 ADMINISTRATION	**$247,239.31**	**$4,407.15**	**$0.00**	**$3,717.55**	**$247,928.91**	**$14,434.15**	**$233,494.76**
Project - 903 GFUND COLLECTIONS							
050 DISTRICTWIDE	$120.00	$0.00	$0.00	$0.00	$120.00	$0.00	$120.00
Total Project - 903 GFUND COLLECTIONS	**$120.00**	**$0.00**	**$0.00**	**$0.00**	**$120.00**	**$0.00**	**$120.00**
Project - 904 DAMAGE DEPOSIT							
050 DISTRICTWIDE	$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							
110 EARLY CHILDHOOD	$149,390.75	$12,502.00	$0.00	$923.57	$160,969.18	$1,787.98	$159,181.20
Total Project - 905 RACER KID ZONE	**$149,390.75**	**$12,502.00**	**$0.00**	**$923.57**	**$160,969.18**	**$1,787.98**	**$159,181.20**
Project - 906 Tri-City Learning Academy							
050 DISTRICTWIDE	$21,560.82	$0.00	$0.00	$1,389.78	$20,171.04	$3,048.12	$17,122.92
Total Project - 906 Tri-City Learning Academy	**$21,560.82**	**$0.00**	**$0.00**	**$1,389.78**	**$20,171.04**	**$3,048.12**	**$17,122.92**
Project - 910 ART							
105 ELEMENTARY SCHOOL	$720.85	$250.00	$0.00	$0.00	$970.85	$0.00	$970.85
110 EARLY CHILDHOOD	$0.00	$250.00	$0.00	$0.00	$250.00	$0.00	$250.00
505 MIDDLE SCHOOL	$584.89	$250.00	$0.00	$0.00	$834.89	$0.00	$834.89
705 HIGH SCHOOL	$598.07	$250.00	$0.00	$0.00	$848.07	$0.00	$848.07
Total Project - 910 ART	**$1,903.81**	**$1,000.00**	**$0.00**	**$0.00**	**$2,903.81**	**$0.00**	**$2,903.81**
Project - 911 BAND							
705 HIGH SCHOOL	$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							
505 MIDDLE SCHOOL	$67.80	$0.00	$0.00	$0.00	$67.80	$0.00	$67.80
705 HIGH SCHOOL	$1,794.79	$0.00	$0.00	$0.00	$1,794.79	$0.00	$1,794.79
Total Project - 913 CLUB-BPA	**$1,862.59**	**$0.00**	**$0.00**	**$0.00**	**$1,862.59**	**$0.00**	**$1,862.59**
Project - 914 CLUB-CREATIVE WRITING							
705 HIGH SCHOOL	$400.00	$10.00	$0.00	$184.20	$225.80	$0.00	$225.80
Total Project - 914 CLUB-CREATIVE WRITING	**$400.00**	**$10.00**	**$0.00**	**$184.20**	**$225.80**	**$0.00**	**$225.80**
Project - 915 CLUB-FCCLA							
705 HIGH SCHOOL	$7,307.73	$0.00	$0.00	$600.00	$6,707.73	$0.00	$6,707.73
Total Project - 915 CLUB-FCCLA	**$7,307.73**	**$0.00**	**$0.00**	**$600.00**	**$6,707.73**	**$0.00**	**$6,707.73**
Project - 916 CLUB-FFA							
705 HIGH SCHOOL	$29,934.28	$169.00	$0.00	$16,026.14	$14,077.14	$10,721.85	$3,355.29
Total Project - 916 CLUB-FFA	**$29,934.28**	**$169.00**	**$0.00**	**$16,026.14**	**$14,077.14**	**$10,721.85**	**$3,355.29**
Project - 917 CLUB-SCIENCE							
705 HIGH SCHOOL	$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							
705 HIGH SCHOOL	$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							
705 HIGH SCHOOL	$17,474.76	$283.40	$0.00	$3,039.99	$14,718.17	$675.00	$14,043.17
Total Project - 919 DRAMA	**$17,474.76**	**$283.40**	**$0.00**	**$3,039.99**	**$14,718.17**	**$675.00**	**$14,043.17**
Project - 922 ES-CAMP GODDARD							
105 ELEMENTARY SCHOOL	$16,890.99	$0.00	$0.00	$0.00	$16,890.99	$0.00	$16,890.99
Total Project - 922 ES-CAMP GODDARD	**$16,890.99**	**$0.00**	**$0.00**	**$0.00**	**$16,890.99**	**$0.00**	**$16,890.99**
Project - 924 ES-LITERACY							
105 ELEMENTARY SCHOOL	$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							
050 DISTRICTWIDE	$4,698.58	$0.00	$0.00	$1,502.81	$3,195.77	$1,204.34	$1,991.43

Newcastle Public Schools

Revenue/Expenditure Summary

Options: Fund: 60, Date Range: 5/1/2026 - 5/31/2026

	Begin Balance	Receipts	Adjusting Entries	Payments	Cash End Balance	Unpaid POs	End Balance
Project - 925 DISTRICT SPECIAL OLYMPICS							
Total Project - 925 DISTRICT SPECIAL OLYMPICS	**$4,698.58**	**$0.00**	**$0.00**	**$1,502.81**	**$3,195.77**	**$1,204.34**	**$1,991.43**
Project - 926 GIFTED TALENTED							
105 ELEMENTARY SCHOOL	$389.54	$0.00	$0.00	$31.20	$358.34	$0.00	$358.34
505 MIDDLE SCHOOL	$14.00	$0.00	$0.00	$0.00	$14.00	$0.00	$14.00
705 HIGH SCHOOL	$66.82	$0.00	$0.00	$0.00	$66.82	$0.00	$66.82
Total Project - 926 GIFTED TALENTED	**$470.36**	**$0.00**	**$0.00**	**$31.20**	**$439.16**	**$0.00**	**$439.16**
Project - 927 HONOR SOCIETY							
505 MIDDLE SCHOOL	$3,848.97	$0.00	$0.00	$887.47	$2,961.50	$0.00	$2,961.50
705 HIGH SCHOOL	$3,503.45	$0.00	$0.00	$0.00	$3,503.45	$153.00	$3,350.45
Total Project - 927 HONOR SOCIETY	**$7,352.42**	**$0.00**	**$0.00**	**$887.47**	**$6,464.95**	**$153.00**	**$6,311.95**
Project - 928 HOSPITALITY							
110 EARLY CHILDHOOD	$109.02	$0.00	$0.00	$0.00	$109.02	$0.00	$109.02
Total Project - 928 HOSPITALITY	**$109.02**	**$0.00**	**$0.00**	**$0.00**	**$109.02**	**$0.00**	**$109.02**
Project - 929 HS-TESTING							
705 HIGH SCHOOL	$2,586.19	$0.00	$0.00	$500.00	$2,086.19	$0.00	$2,086.19
Total Project - 929 HS-TESTING	**$2,586.19**	**$0.00**	**$0.00**	**$500.00**	**$2,086.19**	**$0.00**	**$2,086.19**
Project - 931 LIBRARY							
105 ELEMENTARY SCHOOL	$12,081.63	$0.00	$0.00	$0.00	$12,081.63	$0.00	$12,081.63
110 EARLY CHILDHOOD	$12,328.48	$136.00	$0.00	$4,113.20	$8,351.28	$0.00	$8,351.28
505 MIDDLE SCHOOL	$2,492.66	$0.00	$0.00	$0.00	$2,492.66	$0.00	$2,492.66
705 HIGH SCHOOL	$1,461.15	$217.00	$0.00	$424.30	$1,253.85	$203.06	$1,050.79
Total Project - 931 LIBRARY	**$28,363.92**	**$353.00**	**$0.00**	**$4,537.50**	**$24,179.42**	**$203.06**	**$23,976.36**
Project - 934 MS-STUDENT STORE							
505 MIDDLE SCHOOL	$2,853.46	$0.00	$0.00	$0.00	$2,853.46	$211.38	$2,642.08
Total Project - 934 MS-STUDENT STORE	**$2,853.46**	**$0.00**	**$0.00**	**$0.00**	**$2,853.46**	**$211.38**	**$2,642.08**
Project - 935 NATIVE ED ENRICHMENT							
105 ELEMENTARY SCHOOL	$982.26	$0.00	$0.00	$0.00	$982.26	$0.00	$982.26
705 HIGH SCHOOL	$417.38	$0.00	$0.00	$0.00	$417.38	$0.00	$417.38
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							
105 ELEMENTARY SCHOOL	$40,275.12	$0.00	$0.00	$15,858.82	$24,416.30	$4,029.53	$20,386.77
110 EARLY CHILDHOOD	$1,856.74	$0.00	$0.00	$100.77	$1,755.97	$0.00	$1,755.97
Total Project - 936 PE	**$42,131.86**	**$0.00**	**$0.00**	**$15,959.59**	**$26,172.27**	**$4,029.53**	**$22,142.74**
Project - 939 PRINCIPALS							
105 ELEMENTARY SCHOOL	$25,129.28	$0.00	$0.00	$1,147.92	$23,981.36	$19.76	$23,961.60
110 EARLY CHILDHOOD	$23,394.06	$1,238.27	$0.00	$880.00	$23,752.33	$48.49	$23,703.84
505 MIDDLE SCHOOL	$20,196.67	$0.00	$0.00	$3,589.57	$16,607.10	$881.27	$15,725.83
705 HIGH SCHOOL	$6,044.30	$2,789.60	$0.00	$1,807.34	$7,026.56	$3,589.60	$3,436.96
Total Project - 939 PRINCIPALS	**$74,764.31**	**$4,027.87**	**$0.00**	**$7,424.83**	**$71,367.35**	**$4,539.12**	**$66,828.23**
Project - 942 STUCO							
505 MIDDLE SCHOOL	$4,658.25	$0.00	$0.00	$2,038.19	$2,620.06	$0.00	$2,620.06
705 HIGH SCHOOL	$15,152.39	$0.00	$0.00	$5,014.99	$10,137.40	$0.00	$10,137.40
Total Project - 942 STUCO	**$19,810.64**	**$0.00**	**$0.00**	**$7,053.18**	**$12,757.46**	**$0.00**	**$12,757.46**
Project - 943 TECHNOLOGY							
105 ELEMENTARY SCHOOL	$55.00	$0.00	$0.00	$0.00	$55.00	$0.00	$55.00
505 MIDDLE SCHOOL	$3,760.07	$0.00	$0.00	$0.00	$3,760.07	$0.00	$3,760.07
Total Project - 943 TECHNOLOGY	**$3,815.07**	**$0.00**	**$0.00**	**$0.00**	**$3,815.07**	**$0.00**	**$3,815.07**
Project - 944 VOCAL MUSIC							
105 ELEMENTARY SCHOOL	$5,932.94	$0.00	$0.00	$0.00	$5,932.94	$0.00	$5,932.94
705 HIGH SCHOOL	$15,396.76	$80.00	$0.00	$56.00	$15,420.76	$335.00	$15,085.76
Total Project - 944 VOCAL MUSIC	**$21,329.70**	**$80.00**	**$0.00**	**$56.00**	**$21,353.70**	**$335.00**	**$21,018.70**
Project - 945 YEARBOOK							
105 ELEMENTARY SCHOOL	$24,449.37	$1,399.46	$0.00	$0.00	$25,848.83	$0.00	$25,848.83
110 EARLY CHILDHOOD	$2,765.87	$705.00	$0.00	$0.00	$3,470.87	$1,325.50	$2,145.37
505 MIDDLE SCHOOL	$4,227.42	$1,562.90	$0.00	$126.13	$5,664.19	$0.00	$5,664.19
705 HIGH SCHOOL	$24,481.35	$150.00	$0.00	$0.00	$24,631.35	$0.00	$24,631.35

Newcastle Public Schools

Revenue/Expenditure Summary

Options: Fund: 60, Date Range: 5/1/2026 - 5/31/2026

	Begin Balance	Receipts	Adjusting Entries	Payments	Cash End Balance	Unpaid POs	End Balance
Project - 945 YEARBOOK							
Total Project - 945 YEARBOOK	**$55,924.01**	**$3,817.36**	**$0.00**	**$126.13**	**$59,615.24**	**$1,325.50**	**$58,289.74**
Project - 946 ROBOTICS							
705 HIGH SCHOOL	$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)							
705 HIGH SCHOOL	$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							
505 MIDDLE SCHOOL	$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							
705 HIGH SCHOOL	$18,113.15	$8,174.08	$0.00	$25,956.51	$330.72	$0.00	$330.72
Total Project - 949 STRUT Week	**$18,113.15**	**$8,174.08**	**$0.00**	**$25,956.51**	**$330.72**	**$0.00**	**$330.72**
Project - 950 District SPED Activity Fund							
050 DISTRICTWIDE	$9,274.99	$982.77	$0.00	$2,207.03	$8,050.73	$3,320.28	$4,730.45
Total Project - 950 District SPED Activity Fund	**$9,274.99**	**$982.77**	**$0.00**	**$2,207.03**	**$8,050.73**	**$3,320.28**	**$4,730.45**
Project - 954 Justin Case Closet							
705 HIGH SCHOOL	$443.64	$60.00	$0.00	$0.00	$503.64	$0.00	$503.64
Total Project - 954 Justin Case Closet	**$443.64**	**$60.00**	**$0.00**	**$0.00**	**$503.64**	**$0.00**	**$503.64**
Project - 956 Sunshine Committee							
705 HIGH SCHOOL	$386.61	$0.00	$0.00	$25.00	$361.61	$0.00	$361.61
Total Project - 956 Sunshine Committee	**$386.61**	**$0.00**	**$0.00**	**$25.00**	**$361.61**	**$0.00**	**$361.61**
Project - 974 PROM							
705 HIGH SCHOOL	$31,819.48	$0.00	$0.00	$0.00	$31,819.48	$0.00	$31,819.48
Total Project - 974 PROM	**$31,819.48**	**$0.00**	**$0.00**	**$0.00**	**$31,819.48**	**$0.00**	**$31,819.48**
Project - 975 CLASS 2025							
705 HIGH SCHOOL	$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							
705 HIGH SCHOOL	$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							
705 HIGH SCHOOL	$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							
705 HIGH SCHOOL	$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							
505 MIDDLE SCHOOL	$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							
505 MIDDLE SCHOOL	$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							
505 MIDDLE SCHOOL	$64.05	$0.00	$0.00	$0.00	$64.05	$0.00	$64.05
Total Project - 982 CLASS 2032	**$64.05**	**$0.00**	**$0.00**	**$0.00**	**$64.05**	**$0.00**	**$64.05**
Project - 983 CLASS 2033							
105 ELEMENTARY SCHOOL	$1,261.10	$0.00	$0.00	$0.00	$1,261.10	$0.00	$1,261.10
Total Project - 983 CLASS 2033	**$1,261.10**	**$0.00**	**$0.00**	**$0.00**	**$1,261.10**	**$0.00**	**$1,261.10**
Project - 984 CLASS 2034							
105 ELEMENTARY SCHOOL	$3,097.82	$0.00	$0.00	$1,680.00	$1,417.82	$0.00	$1,417.82
Total Project - 984 CLASS 2034	**$3,097.82**	**$0.00**	**$0.00**	**$1,680.00**	**$1,417.82**	**$0.00**	**$1,417.82**
Project - 985 CLASS 2035							
105 ELEMENTARY SCHOOL	$567.26	$0.00	$0.00	$0.00	$567.26	$0.00	$567.26
Total Project - 985 CLASS 2035	**$567.26**	**$0.00**	**$0.00**	**$0.00**	**$567.26**	**$0.00**	**$567.26**

Newcastle Public Schools

Revenue/Expenditure Summary

Options: Fund: 60, Date Range: 5/1/2026 - 5/31/2026

	Begin Balance	Receipts	Adjusting Entries	Payments	Cash End Balance	Unpaid POs	End Balance
Project - 986 CLASS 2036							
105 ELEMENTARY SCHOOL	$153.30	$0.00	$0.00	$0.00	$153.30	$0.00	$153.30
Total Project - 986 CLASS 2036	**$153.30**	**$0.00**	**$0.00**	**$0.00**	**$153.30**	**$0.00**	**$153.30**
Project - 987 CLASS 2037							
105 ELEMENTARY SCHOOL	$10.00	$0.00	$0.00	$0.00	$10.00	$0.00	$10.00
110 EARLY CHILDHOOD	$3,218.91	$0.00	$0.00	$3,105.73	$113.18	$31.86	$81.32
Total Project - 987 CLASS 2037	**$3,228.91**	**$0.00**	**$0.00**	**$3,105.73**	**$123.18**	**$31.86**	**$91.32**
Project - 988 CLASS 2038							
105 ELEMENTARY SCHOOL	$10.00	$0.00	$0.00	$0.00	$10.00	$0.00	$10.00
110 EARLY CHILDHOOD	$1,265.81	$0.00	$0.00	$947.06	$318.75	$69.96	$248.79
Total Project - 988 CLASS 2038	**$1,275.81**	**$0.00**	**$0.00**	**$947.06**	**$328.75**	**$69.96**	**$258.79**
Project - 989 CLASS 2039							
110 EARLY CHILDHOOD	$1,020.16	$0.00	$0.00	$838.64	$181.52	$0.00	$181.52
Total Project - 989 CLASS 2039	**$1,020.16**	**$0.00**	**$0.00**	**$838.64**	**$181.52**	**$0.00**	**$181.52**
Project - 998 CHILD NUTRITION							
050 DISTRICTWIDE	$393,271.13	$30,165.06	$0.00	$0.00	$423,436.19	$0.00	$423,436.19
105 ELEMENTARY SCHOOL	$8,578.75	$652.85	$0.00	$36.90	$9,194.70	$0.00	$9,194.70
110 EARLY CHILDHOOD	$10,005.52	$701.30	$0.00	$71.80	$10,635.02	$36.85	$10,598.17
505 MIDDLE SCHOOL	$17,656.52	$1,517.60	$0.00	$0.00	$19,174.12	$0.00	$19,174.12
705 HIGH SCHOOL	$9,669.90	$887.19	$0.00	$0.00	$10,557.09	$0.00	$10,557.09
Total Project - 998 CHILD NUTRITION	**$439,181.82**	**$33,924.00**	**$0.00**	**$108.70**	**$472,997.12**	**$36.85**	**$472,960.27**
Total	**$1,312,700.51**	**$69,558.05**	**$0.00**	**$99,325.86**	**$1,282,932.70**	**$48,829.23**	**$1,234,103.47**

NEWCASTLE SCHOOLS - TREASURER'S REPORT
As Of May 31st, 2026

GOVERNMENTAL FUNDS			
Bank Statements			
	Checking Account 6633		$10.00
	SuperNow Account 9996		$18,153,492.94
	Federated Sweep 0001		$1,775,816.48
Total - Bank Statements			$19,929,319.42
Accounting Program			
	Cash Balance		$19,928,888.85
	Payroll		$430.57
	Overpayment OSIG		
Adjusted Cash Balance			**$19,929,319.42**
Difference Between Bank and Computer:			$0.00
Outstanding Warrants:			$431,144.78
Available Cash:			$19,498,174.64
Cash Balance by Fund:			
	11	General Fund	$8,218,771.48
	21	Building Fund	$1,832,158.16
	32	Bond Fund 2022	$1,073,267.35
	33	Transportaion Fund 2022	$175,955.57
	38	Transportation Fund	$0.00
	39	Technology Fund	$817,909.46
	41	Sinking Fund	$7,810,826.83
		Total:	**$19,928,888.85**
ACTIVITY FUNDS			
Bank Statements			
	Checking Account 6082		$1,002,955.41
	Federated Sweep 0002		$565,663.28
Total - Bank Statements			**$1,568,618.69**
Accounting Program			
	Cash Balance		$1,525,423.57
	Adjustments:		
		Outstanding Warrants	$43,195.12
Adjusted Cash Balance			**$1,568,618.69**
Difference Between Bank and Computer:			$0.00
ELECTRONIC FUND TRANSFER ACCOUNTS			
	EFT Payments 5844		$210,239.21
	Payrix Deposits 6093		$0.00
	MySchoolBucks Deposit 6907		$0.00
INVESTMENT ACCOUNTS			
	Horizon Finacial Services (401A)		$4,367.87

EMPLOYMENT SCHEDULE "A"

July 21st, 2026

EMPLOYMENT				
Last Name	**First Name**	**New / Replacement**	**Site / Assignment**	**Effective**
		REPLACEMENT	ES/TEACHER	8/3/2026
		REPLACEMENT	HS/TEACHER ASSISTANT	8/3/2026
		REPLACEMENT	ES/TEACHER	8/3/2026
		NEW	BUS DRIVER/CUSTODIAN	8/3/2026
HOURLY / LAY COACH				
Last Name	**First Name**	**Assignment**	**Site**	**Effective**
		ASSISTANT FOOTBALL	HS	8/3/2026
REASSIGNMENTS				
Last Name	**First Name**	**Prior Assignment**	**New Assignment**	**Effective**
BROOKS	ADENA	PT ATHLETIC SECRETARY	FT ATHLETIC SECRETARY	7/15/2026
HAMILTON	CHELSEY	TEACHER GRADE 5	BEHAVIOR SPED	8/3/2026
JANOUSEK	BREAHLEIGH	HS RECEPTIONISHT	PARAPROFESSIONAL	8/3/2026
PENA	MARTHA	TEACHER ASSISTANT	HUMAN RESOURCES CLERK	7/27/2026
VANDOVER	BRYONNA	HS FULL TIME SUBSTITUE	HS RECEPTIONIST	7/15/2026
WOLFE	JENAI	ES FULL TIME SUBSTITUE	HS FULL TIME SUBSTITUE	8/3/2026
RESIGNATIONS				
Last Name	**First Name**	**Assignment**	**Site**	**Effective**
AGUILERA	LUIS	CUSTODIAN	MS	7/20/2026
BRAVER	JONATHAN	PARAPROFESSIONAL	ECC	5/21/2026
FURNISH	HEIDI	NURSE	DISTRICT	5/21/2026
GARCIA	BETHANY	TEACHER ASSISTANT	ECC	8/3/2026
HOLMES	CAROLE	TEACHER	ES	5/21/2026
JACKSON	KAYLA	TEACHER ASSISTANT	MS	5/21/2026
MARS	AMANDA	NURSE ASSISTANT	DISTRICT	5/21/2026
MAYES	JILL	BEHAVIOR SPED	ES	5/21/2026
MERINO	CHRIS	PT CUSTODIAN	DISTRICT	7/14/2026
REYES	MAGALI	TEACHER ASSISTANT	ECC	7/13/2026
THOMPSON	KRISTA	TEACHER	ECC	5/21/2026
WILSON	MADISON	PARAPROFESSIONAL	ECC	5/21/2026
YOUNG	STEPHANIE	RESOURCE SPED TEACHER	MS	5/21/2026

RESCINDED EMPLOYMENT / TERMINATIONS				
Last Name	**First Name**	**Assignment**	**Site**	**Effective**

** Not Certified To Date / Emergency

Memorandum of Understanding

Between Newcastle Public School District
and
Newcastle Association of Classroom Teachers

July 13,2026

This is a Memorandum of Understanding between Newcastle Public School District and Newcastle Association of Classroom Teachers regarding a change in the negotiated agreement concerning the length of school day for the elementary school and Early Childhood Center teachers.

1. ITEM #1:
   Article 39: Length of School Day
   A. Teachers shall report to their respective buildings 15 minutes prior to the first bell and shall stay 15 minutes after the last bell. Teachers who need to leave the building early must obtain permission from the building principal.

The district would like to change the language to read: Teachers shall report to their respective buildings | 10 minutes prior to the first bell and shall stay 10 minutes after the last bell. Teachers who need to leave the building early must obtain permission from the building principal.

The parties agree this language will replace letter A under Article 39 from August 6, 2026- May 26, 2027.

Please note, a memorandum of understanding is not a contract.

For the District:

_____/_____
Name, Superintendent Date

_____/_____
Name, President BOE Date

For: Newcastle Association of Classroom Teachers

_____/ 7/13/26
Chief Negotiator Date