

Newcastle Board of Education Regular Meeting  
August 8, 2023 6:00 PM  
Administrative Office Board Room  
101 North Main  
Newcastle, OK 73065

Attendance Taken at 6:00 PM. Mr. Darrin Abel: Present, Ms. Valory Dalton: Present, Mr. Jeff Dingee: Present, Ms. Tiffany Elczyn: Absent, Mr. John Maker: Present.

1. Flag Salute
2. Call to Order and Roll Call of Members
3. Outstanding Service or Achievement Awards

Mr. Jonathan Atchley presented Jeffrey Duncan, Jarod Heatly, and Adam Hull with a certificate from the Board for their efforts in receiving grants for their programs..

4. **Discussion and possible action on the Consent Agenda:**

Motion to approve consent agenda items A through J passed with a motion by Mr. Darrin Abel and a second by Ms. Valory Dalton.

Ms. Tiffany Elczyn: Absent, Mr. Jeff Dingee: Yea, Mr. Darrin Abel: Yea, Ms. Valory Dalton: Yea, Mr. John Maker: Yea

Yea: 4, Nay: 0, Absent: 1

- A. Agenda of Regular Meeting of August 8, 2023
- B. Minutes of Special Meeting of August 3, 2023
- C. Minutes of Regular Meeting of July 25, 2023
- D. 2023-2024 Newcastle High School Handbook
- E. 2023-2024 Newcastle Middle School Handbook
- F. 2023-2024 Newcastle Elementary Handbook
- G. 2023-2024 Newcastle Early Childhood Center Handbook
- H. 2023-2024 Tri City Learning Academy Handbook
- I. Resolution to Transcript Math, Science and Technology Classes taught at Mid-America Technology Center for FY24

J. Mr. Mike Crossley, Newcastle Fastpitch Softball Coach, requests permission to travel to Tulsa, Oklahoma, for a 2 night stay for 3 days of games at the Lincoln Christian Fastpitch Softball Tournament

5. Public Input

No Public Input

6. **Superintendent and Staff Updates:**

A. **Dr. Cathy Walker, Superintendent**

I. School Partner events and information

Dr. Walker reported on the success of the beginning of school with the help of the community partners, businesses as well as individuals.

II. Bond Report

Reported the road at the Elementary was completed and assisted with the drop off and pickup of students.

III. First Day of School update

Great first day!!

7. Discussion and possible action regarding the purchase of new portable buildings for Newcastle Middle School.

No motion and no vote taken

8. Discussion regarding the purchase of Portable Bathrooms for Newcastle Middle School

Discussion regarding purchasing portable restrooms for the Middle School construction versus renting or completing the Middle School construction in phases.

9. **Discussion and possible action on the Contract Consent Agenda**

Motion to approve the Contract Consent Agenda passed with a motion by Mr. Darrin Abel and a second by Mr. Jeff Dingee.

Ms. Tiffany Elczyn: Absent, Mr. Jeff Dingee: Yea, Mr. Darrin Abel: Yea, Ms. Valory Dalton: Yea, Mr. John Maker: Yea

Yea: 4, Nay: 0, Absent: 1

A. FY24 Nikki Keck, Visual Senses Consulting Firm

B. FY24 VYPE Oklahoma, LLC

C. FY24 Kellogg Sovereign Consulting-Professional E-Rate Management

**10. Discussion and possible action regarding Financial Consent Agenda**

Motion to approve the Financial Consent Agenda Items A through I passed with a motion by Mr. Jeff Dingee and a second by Mr. Darrin Abel.

Ms. Tiffany Elczyn: Absent, Mr. Jeff Dingee: Yea, Mr. Darrin Abel: Yea, Ms. Valory Dalton: Yea, Mr. John Maker: Yea

Yea: 4, Nay: 0, Absent: 1

A. General Fund 11 Encumbrances and Change Orders

B. Building Fund 21 Encumbrances and Change Orders

C. Bond Fund 39 Encumbrances and Change Orders

D. Monthly payroll and extra duty disbursement

E. Purpose of Activity Fund Accounts

F. Revenue Analysis-General Fund

G. Revenue Expenditure Summary-Athletic

H. Revenue-Expenditure Summary-Non Athletic

I. Treasurer's Report

**11. New Business**

No new business

12. 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)

**13. Vote to convene or not to convene in executive session**

Motion to not convene in Executive Session passed with a motion by Ms. Valory Dalton and a second by Mr. Jeff Dingee.

Ms. Tiffany Elczyn: Absent, Mr. Jeff Dingee: Yea, Mr. Darrin Abel: Yea, Ms. Valory Dalton: Yea, Mr. John Maker: Yea

Yea: 4, Nay: 0, Absent: 1

**14. Return to Open Session**

No Executive Session

15. Discussion and possible action regarding employment of personnel, retirements, resignations, terminations, hiring of employees, employment, rehiring and changes to

employment contracts of current and prospective district employees as outlined on attached Schedule A

Motion to approve Schedule A as attached passed with a motion by Mr. Jeff Dingee and a second by Mr. Darrin Abel.

Ms. Tiffany Elczyn: Absent, Mr. Jeff Dingee: Yea, Mr. Darrin Abel: Yea, Ms. Valory Dalton: Yea, Mr. John Maker: Yea  
Yea: 4, Nay: 0, Absent: 1

16. Discussion and possible action to adjunct the following teachers for the 2023-2024 school year:

Morgan Moore, Elementary English adjunct 3rd grade, Newcastle Elementary  
Tiffany Niles, Elementary adjunct 3rd grade, Newcastle Elementary  
Harry Donaldson, Engineering Grades 9-12 adjunct, Newcastle High School  
Denise Giamelle, Spanish Grades 9-12 adjunct, Newcastle High School  
Mariah McElhaney (Becker) - Psychology and Sociology, TCLA  
Bryan Kauk - Chemistry and Physics, TCLA  
Patricia Skinner - Introduction to Art and Art History, TCLA

Motion to approve to adjunct the teachers as presented passed with a motion by Ms. Valory Dalton and a second by Mr. Jeff Dingee.

Ms. Tiffany Elczyn: Absent, Mr. Jeff Dingee: Yea, Mr. Darrin Abel: Yea, Ms. Valory Dalton: Yea, Mr. John Maker: Yea  
Yea: 4, Nay: 0, Absent: 1

17. Adjournment

Meeting was adjourned at 6:30pm by Mr. John Maker.

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President

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Vice President

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Clerk

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Deputy Clerk

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Member



Newcastle Board of Education Special Meeting  
August 3, 2023 8:00 AM  
Administration Office Board Room  
101 N Main St  
Newcastle, Oklahoma 73065

Attendance Taken at 8:00 AM. Mr. Darrin Abel: Present, Ms. Valory Dalton: Present, Mr. Jeff Dingee: Present, Ms. Tiffany Elczyn: Present, Mr. John Maker: Present.

1. Call to Order and Roll Call of Members.

2. Discussion and possible action regarding meal price increases for FY24. Adult Breakfast \$2.45, Lunch \$5.00. Student Breakfast \$1.65, Elementary Lunch \$2.85, and Secondary Lunch \$3.10.

Motion to change lunch prices as listed passed with a motion by Ms. Tiffany Elczyn and a second by Mr. Darrin Abel.

Mr. Jeff Dingee: Yea, Mr. Darrin Abel: Yea, Ms. Tiffany Elczyn: Yea, Ms. Valory Dalton: Yea, Mr. John Maker: Yea  
Yea: 5, Nay: 0

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

Proposed executive session to discuss negotiations with Newcastle Association of Classroom Teachers, and Newcastle Association of Support Personnel, pursuant to 25 O.S. Section 307 (B)(2)

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

Motion to not convene in executive session passed with a motion by Mr. Darrin Abel and a second by Ms. Valory Dalton.

Mr. Jeff Dingee: Yea, Mr. Darrin Abel: Yea, Ms. Tiffany Elczyn: Yea, Ms. Valory Dalton: Yea, Mr. John Maker: Yea  
Yea: 5, Nay: 0

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

Motion to approve Schedule A as attached passed with a motion by Ms. Tiffany Elczyn and a second by Mr. Jeff Dingee.

Mr. Jeff Dingee: Yea, Mr. Darrin Abel: Yea, Ms. Tiffany Elczyn: Yea, Ms. Valory Dalton:  
Yea, Mr. John Maker: Yea  
Yea: 5, Nay: 0

6. Discussion and possible action to hire an Athletic Director

Motion to hire Brent Hodges as Newcastle Athletic Director passed with a motion by Mr. Jeff Dingee and a second by Mr. Darrin Abel.

Mr. Jeff Dingee: Yea, Mr. Darrin Abel: Yea, Ms. Tiffany Elczyn: Yea, Ms. Valory Dalton:  
Yea, Mr. John Maker: Yea  
Yea: 5, Nay: 0

7. Discussion and possible action regarding Newcastle Association of Classroom Teachers FY24 Negotiation agreement

Motion to approve the Newcastle Association of Classroom Teacher 2023-2024 Negotiated Agreement changes with the adjustment to article #4 to read "24 hours before" instead of "Thursday before" passed with a motion by Ms. Valory Dalton and a second by Ms. Tiffany Elczyn.

Mr. Jeff Dingee: Yea, Mr. Darrin Abel: Yea, Ms. Tiffany Elczyn: Yea, Ms. Valory Dalton:  
Yea, Mr. John Maker: Yea  
Yea: 5, Nay: 0

8. Discussion and possible action regarding Newcastle Association of Support Personnel FY24 Negotiation agreement

Motion to approve Newcastle Association of Support Personnel 2023-2024 Negotiated Agreement changes as attached passed with a motion by Mr. Darrin Abel and a second by Ms. Tiffany Elczyn.

Mr. Jeff Dingee: Yea, Mr. Darrin Abel: Yea, Ms. Tiffany Elczyn: Yea, Ms. Valory Dalton:  
Yea, Mr. John Maker: Yea  
Yea: 5, Nay: 0

9. Adjournment.

Adjourned at 8:07am by John Maker

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President

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Vice President

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Clerk

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Deputy Clerk

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Member

Newcastle Board of Education Regular Meeting  
July 25, 2023 6:00 PM  
Administrative Office Board Room  
101 North Main  
Newcastle, OK 73065

Attendance Taken at 6:02 PM. Mr. Darrin Abel: Present, Ms. Valory Dalton: Present, Mr. Jeff Dingee: Absent, Ms. Tiffany Elczyn: Present, Mr. John Maker: Absent.

1. Flag Salute

2. Call to Order and Roll Call of Members

**3. Discussion and possible action on the Consent Agenda:**

Motion to approve consent agenda, items A-C as presented passed with a motion by Mr. Darrin Abel and a second by Ms. Valory Dalton.

Mr. Jeff Dingee: Absent, Mr. John Maker: Absent, Mr. Darrin Abel: Yea, Ms. Tiffany Elczyn: Yea, Ms. Valory Dalton: Yea  
Yea: 3, Nay: 0, Absent: 2

A. Agenda of Regular Meeting of July 25, 2023

B. Minutes of Special Meeting of July 10, 2023

C. Minutes of Regular Meeting of June 27, 2023

4. Public Input

No Public Input

**5. Discussion and possible action on the Contract Consent Agenda**

Motion to approve the Contract Consent Agenda as presented passed with a motion by Ms. Valory Dalton and a second by Mr. Darrin Abel.

Mr. Jeff Dingee: Absent, Mr. John Maker: Absent, Mr. Darrin Abel: Yea, Ms. Tiffany Elczyn: Yea, Ms. Valory Dalton: Yea  
Yea: 3, Nay: 0, Absent: 2

A. FY24 Rosenstein, Fist & Ringold

B. FY24 School Resource Officer Mutual Cooperation Agreement - City of Newcastle

C. FY24 MIDCON-Data Destruction Agreement

D. Pittney Bowes Global Financial Lease/Reserve Account

- E. FER Waste Services, LLC
- F. FY24 Inspections Plus - Fire Alarm Inspection
- G. FY24 Inspections Plus - Fire Alarm Monitoring
- H. FY24 CCOSA District Level Services Program Agreement
- I. FY24 Speech Therapy-Reese Wulf Davis, M.S., CCC-SLP
- J. FY24 Marla Carnes School District Service Contract
- K. FY24 Renaissance Learning, Inc.
- L. FY24 KONE Elevator Maintenance Contract
- M. FY24 CMC Neptune - Gametime Custom Music Solution
- N. FY24 Norman Regional Hospital-Sports Medicine & Athletic Training Services Subscription Agreement
- O. FY24 Follett School Solutions - District Membership & Titlepeek Renewal
- P. FY24 Employee Evaluation Systems, Inc (OKTLE/MCREL)
- Q. FY24 Imagine Learning
- R. FY24 ImageNet Consulting
- S. FY24 First National Bank & Trust Cash Management Agreement
- T. FY24 Norman Regional Health System school telehealth contract
- U. FY24 Employee Evaluation Systems, Inc. (OKTLE/MCREL)

## **6. Discussion and possible action regarding Financial Consent Agenda**

Motion to approve the Financial Consent Agenda, items A-I as presented passed with a motion by Mr. Darrin Abel and a second by Ms. Valory Dalton.

Mr. Jeff Dingee: Absent, Mr. John Maker: Absent, Mr. Darrin Abel: Yea, Ms. Tiffany Elczyn: Yea, Ms. Valory Dalton: Yea  
Yea: 3, Nay: 0, Absent: 2

- A. FY24 General Fund 11 Encumbrances and Change Orders
- B. FY24 Building Fund 21 Encumbrances and Change Orders
- C. FY24 Bond Fund 39 Encumbrances and Change Orders

D. Purpose of Activity Fund Accounts

E. Revenue Analysis-General Fund

F. Revenue Expenditure Summary-Athletic

G. Revenue-Expenditure Summary-Non Athletic

H. Treasurer's Report

**I. Booster Club Sanctioning**

I. Newcastle High School Racer Pom

II. Newcastle Volleyball Booster Club

7. New Business

No new Business

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

Proposed executive session to discuss adjuncting Early Childhood - Robbi Basinger, Sharon Frost, and Morgan Morley; Elementary - KrisCinda Jones and a new Elementary Teacher; a new Middle School English Teacher; High School - Hannah Davis and Rylea Cole.

Proposed executive session to discuss payment of Brandon Morgan's planning period for FY24.

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

Motion to convene in Executive Session at 6:12pm passed with a motion by Ms. Tiffany Elczyn and a second by Ms. Valory Dalton.

Mr. Jeff Dingee: Absent, Mr. John Maker: Absent, Mr. Darrin Abel: Yea, Ms. Tiffany Elczyn:

Yea, Ms. Valory Dalton: Yea

Yea: 3, Nay: 0, Absent: 2

10. Return to Open Session

Returned to Open Session at 7:13pm. Darrin Abel, Valory Dalton, Tiffany Elczyn and Dr. Walker were in Executive Session and no votes were taken.

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

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

Mr. Jeff Dingee: Absent, Mr. John Maker: Absent, Mr. Darrin Abel: Yea, Ms. Tiffany Elczyn: Yea, Ms. Valory Dalton: Yea  
Yea: 3, Nay: 0, Absent: 2

12. Discussion and possible action to adjunct the following teachers: Early Childhood - Robbi Basinger, Sharon Frost, and Morgan Morley; Elementary - KrisCinda Jones and a new Elementary Teacher; Middle School - a new English Teacher; High School - Hannah Davis and Rylea Cole

Motion to approve to adjunct KrisCinda Jones-Elementary; Morgan Moore-Elementary; Hannah Davis-High School, and Rylea Cole-High School passed with a motion by Mr. Darrin Abel and a second by Ms. Valory Dalton.

Mr. Jeff Dingee: Absent, Mr. John Maker: Absent, Mr. Darrin Abel: Yea, Ms. Tiffany Elczyn: Yea, Ms. Valory Dalton: Yea  
Yea: 3, Nay: 0, Absent: 2

13. Discussion and possible action regarding payment of Brandon Morgan's planning period for FY24

Motion to approve paying Brandon Morgan for his planning period for the FY24 passed with a motion by Mr. Darrin Abel and a second by Ms. Valory Dalton.

Mr. Jeff Dingee: Absent, Mr. John Maker: Absent, Mr. Darrin Abel: Yea, Ms. Tiffany Elczyn: Yea, Ms. Valory Dalton: Yea  
Yea: 3, Nay: 0, Absent: 2

14. Adjournment

Meeting adjourned at 7:15pm by Tiffany Elczyn.

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President

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Vice President

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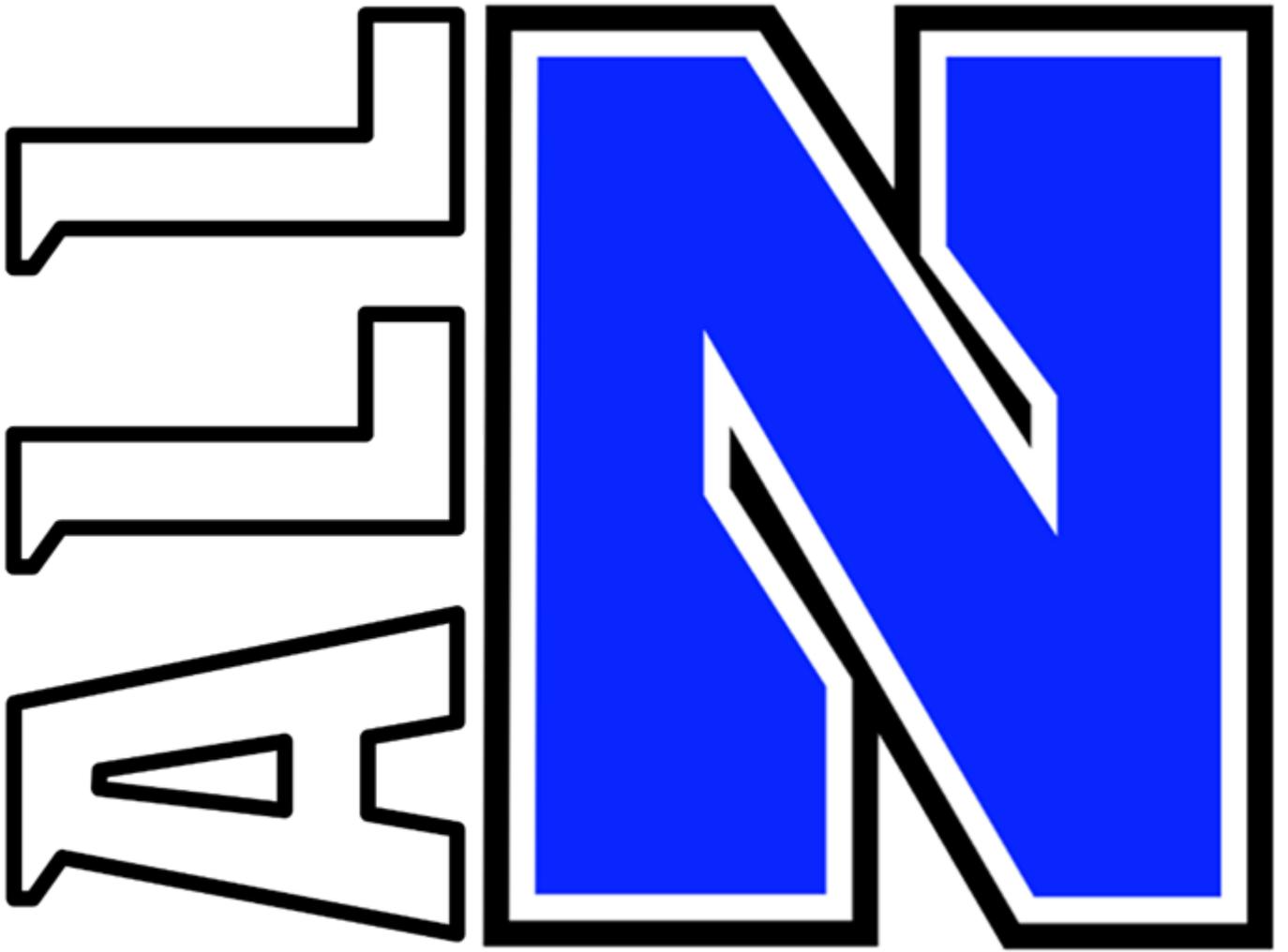
Clerk

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Deputy Clerk

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Member



Newcastle High School

Student Handbook 2023-2024

Newcastle Public School | [www.newcastle.k12.ok.us](http://www.newcastle.k12.ok.us)

## **DISTRICT MISSION STATEMENT**

The Mission of Newcastle Public Schools is to provide through shared responsibility, a safe and secure environment that assures educational opportunities for the intellectual, social, physical, and character development appropriate for contributing members of tomorrow's society.

## **DISTRICT VISION STATEMENT**

Newcastle Schools envisions a team of educators and community partners working together to establish excellence in our student learning through a system of traditional core values, inspired teaching, purposeful learning, rigorous academics, and relevant life experiences. The attainment of excellence requires a shared and collaborative commitment, all individuals and groups within the Newcastle School District, to set and achieve high expectations.

## **Notice**

All students are responsible for the information and regulations included in this handbook and are subject to all rules and regulations set forth by the Newcastle Board of Education, State Department of Education, Oklahoma Secondary School Activities Association, and North Central Accreditation Association. All personnel hired by the Newcastle Board of Education are required to enforce these regulations. This handbook is prepared as a tool to assist students and parents in understanding the scope, mission, goals, and policies of Newcastle High School. Its contents are based on Newcastle Board of Education and State Department of Education policies and the laws of the state of Oklahoma. Any typographical errors or omissions are accidental and will not supersede actual policy or law.

## **High School Directory**

Mr. Adam Hull - Principal

Dr. Genevieve Craig - Dean of Students

Mr. Todd Goolsby - Director of Athletics

Ms. Emily Summers - 9th Grade Counselor

Ms. Janette Nichols - A-K 10 - 12 Grade Counselor

Ms. Lauren Masters L-Z 10 - 12 Grade Counselor

Mrs. Gracie Lozano - Attendance Secretary

Mrs. Kyndal Wilmot - Principal Secretary

Mrs. Crystal Williams - Registrar

Ms. Nikki Gayler - Racer Connect Internship Coordinator

Mrs. Kaisha Mathis - TCLA Academy Principal

## **District Administration**

Dr. Cathy Walker - Superintendent

Kristi Ferguson - Assistant Sup

Jonathan Atchley - Director of

## **ACT Test**

April, 2024

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).

## **OSTP Science**

April, 2024

All Juniors are required to take an assessment in Science

## **OSTP U.S. History**

All Juniors are required to take an assessment in U.S. History

## **Citizenship Assessment**

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.

## **PSAT/NMSQT Test**

Juniors are encouraged to take the PSAT/NMSQT which is the qualifying assessment for consideration for National Merit honors..

## **Proficiency Based Test**

Contact the building test coordinator for more information.

## **ASVAB**

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.

## **ACT National Testing Dates**

National test dates are set on Saturdays. Students may go to [www.act.org](http://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.

### **Activity Trips/Athletic Trips/Field Trips**

Activity trips are an extension of the school program and school day. All rules and standards of Newcastle Public Schools are applicable during activity trips. Misconduct on activity trips may result in disciplinary consequences. A student must maintain a passing grade in all classes to be missed while participating in an activity during the school day unless the activity is considered an academic field trip and is tied to a specific OAS standard.

### **Accelerated Courses**

AP and Pre-AP courses are designed for students who are academically motivated and want to be challenged. Accelerated and Pre-AP classes require more of a student which may include time commitment. The Advanced Placement curriculum is designed to prepare our students for post-secondary education. Students who are not making satisfactory progress (maintaining a C average or better) at a progress report time may be placed in an on-level class. All courses designated as Pre-AP or AP level courses are weighted on a 5.0 grading scale.

### **Announcements**

The Pledge of Allegiance and Moment of Silence are led daily during the **1st hour**. Announcements are delivered to students through their Infinite Campus Student Portal. Announcements and updates are released in the Racer Review newsletter as well. Please, be sure all emails and contacts are up-to-date in IC to receive all other updates.

### **Articles Prohibited in School - MAY BE CONFISCATED**

Problems arise **when** students bring articles that are hazardous to the safety of others or interfere in some way with the school learning environment. Prohibited items include but are not limited to (unless approved within a classroom by a teacher): radios, headphones, skateboards (unless in a secure location such as a locker), handheld computer games, roller blades/skates, and cell phones if not turned off during class, Bluetooth speakers and/or boom boxes. These items will be taken from a student and released (upon request) to the custodial parent or guardian. The school will not be responsible for any confiscated item that is lost or stolen.

### **Asbestos Notification**

The Asbestos Hazard Emergency Response Act of 1986 (AHERA) requires the inspection of all school buildings for asbestos. NPS has complied with this act. **At the last re-inspection conducted on September 12, 2012, ALL BUILDINGS within Newcastle Public School District were inspected and found to contain NO ASBESTOS BUILDING MATERIALS;** therefore, no operations and maintenance programs or future inspections are required.

### **Assault or Battery of School Personnel**

Any student who commits assault, battery, or assault and battery on any school personnel who is in the performance of assigned duties including extra-curricular activities, shall be removed from the personnel's assigned duty area, classroom and/or extra-curricular activity pending investigation by certified administrative personnel. A student so removed shall not be readmitted to school until the investigation is concluded. A student so removed shall not be readmitted to the teacher's class and/or extra-curricular activity without a conference between the school personnel, parent or guardian and the administrative personnel doing the investigation. When battery or assault on school personnel has been substantiated the student shall not be readmitted to the area where the incident occurred, and/or the extra-curricular assignment without the consent of the administration and the personnel involved. When the investigative administrative personnel has determined that a student is guilty of a battery or assault and battery on school personnel that student shall be suspended from the school for not less than 10 school days and not more than one calendar year.

## Assemblies/Dances/Other School Activities

Assemblies/programs are held for several purposes - to teach, to entertain, to honor, to display school spirit, etc. Students are expected to exhibit good behavior and to act responsibly and respectfully as an audience member.

- Attendance at assemblies/programs is required unless nonattendance is approved in advance by the building administrator for compelling reasons, i.e. religious reasons, etc. *Failure to report to your assigned seating area or assigned area will result in a truancy and possible disciplinary action.*
- Additionally, these are expected behaviors:
- Follow assembly instructions given by the teacher/administrator
- Sit where you are assigned.
- Avoid talking, clapping, yelling, or indicating your approval or disapproval when it is inappropriate to do so, i.e. a National Honor Society induction requires silence; pep rallies require audience participation. [Even pep rallies have a time for listening/cheering. Know when those times are and respect them.]
- You are responsible for the way you treat other people.
- Honor and respect the dignity of the program.

It is the intention of the school that dances are pleasant and safe events; therefore, the following guidelines are to be followed:

- All students, including guests, must have a photo ID to enter the dances.
- Any student or guest with an **odor** of alcohol on them or showing signs of drugs, i.e. slurring speech or unusual eye appearance or movement, will be cited by the security officers and suspended from school according to policy. Additionally, anyone suspended from a dance for use of drugs or alcohol will be prohibited from attending all school activities for the remainder of the school year, including prom.
- Disrespectful attitudes or behavior directed towards parents or school officials who are supervising the dances will not be tolerated and could result in removal and/or suspension from school.
- Fighting or any disruptive behavior that would create a need for intervention by school officials or security will be cause for removal from the dances. School policies will be in effect, and appropriate action will be taken in determining consequences for the disruptive behavior.
- Public display of affection or sexually suggestive dancing is considered inappropriate behavior for school dances. Students who persist in those kinds of behaviors will be removed from the dances.
- No re-entry to dances will be allowed.

**Disciplinary action will be taken for those students who are disruptive or uncooperative. Assemblies, pep rallies, etc. may be discontinued in any given year if behavior continues to be inappropriate. These expectations apply to all school sponsored events/activities away and at home including athletic contests.**

## **Attendance Procedures**

According to the Oklahoma School Code, any person having control of a child between five (5) and eighteen (18) years of age is required to compel that child to attend school. Failure to do so may result in fines and/or imprisonment. Attendance is important. Newcastle Public Schools are required by state law to keep an accurate record of attendance and reasons for absence. Attendance records are updated daily.

## **Attendance Reporting Procedure**

Parents/legal guardians are asked to call or email the attendance office whenever their student is absent to verify the absence. If a parent/guardian contact is not received within 4 days of the absence, the absence will be changed from unverified to truant.

## **Verified/Unverified Absence/Tardy Codes:**

The following codes may appear on a printout of your student's attendance or when you access your student's information online:

VA (verified absence); AM (verified absence with medical documentation); AMC (absent medical condition); AA (activity); FT (field trip); LG (legal); TST (testing); CV (college visit); ISI (in school intervention); OFF (office); HB (homebound); QA (absence due to a state qualifying event); FNL (funeral). UVA (unverified absent) TRU (Truant). Tardy Codes: TU (unverified tardy); TE (verified tardy).

## **College Visits**

College Visits: Students in 9th and 10th grade will be allowed one (1) college visit per year (1 day total); students in 11th and 12th grade will be allowed two (2) college visits per year (2 days total). These days will be counted as activity absences and will not be counted toward exemptions or attendance. Students should provide documentation of the visit upon return to school.

## **Activity Absence**

Students are not allowed to exceed 10 Activity Absences during a school year. The board of education shall appoint, at the beginning of the school year, an Internal Activities Review Committee. This committee shall be responsible for reviewing and recommending any deviation of the activities policy to the local board of education. Any deviation from the ten (10) days absence rule shall not exceed five (5) days.

## **Activity Absence for Spectators at Eliminating State Tournament Rounds**

1. Only activities that are eliminating state final rounds can qualify for a spectator school activity absence.
2. Parents can call to check out their students with a verified absence.
3. Students must arrive at the event prior to the start time of the game or activity.
4. Students must sign-in with the acting administrator at the activity before the activity begins and sign out after the game (if required by the acting administrator).
5. Students must stay the entire length of the activity.
6. The day following the eliminating event, the acting administrator will turn in the sign in sheet from the activity, and the verified absence will be changed to a school activity for the hours (classes) that have been verified to have been missed due to the activity.
7. Students must be passing all classes and be in good standing with attendance (may not be in a no credit situation.).
8. All activity requirements must be met to qualify for the activity absence

### **Early Dismissal/Late Arrival**

According to state law, students shall not be excused from school once they have arrived unless parent permission is granted. Contact by parent/guardian to the attendance office is required prior to early dismissal. An electronic message from a parent/guardian to a student does not constitute permission to leave a classroom for early dismissal. Early dismissals will be sent to the classroom except for certain circumstances (example: exam days, assemblies). The dismissal slip will allow the student to leave class at the time requested. Before leaving the building, the student must sign out through the attendance office or main office. If a student checks out early from a class period, the student will be counted absent if he or she misses more than half of the class period.

### **Penalty for Excessive Absences (Loss of Credit)**

A student will NOT receive credit for a course if he/she is in excess of eight (8) absences coded as UVA or VA. If a student exceeds the eight (8) absences per class, a No Credit (NC) will be posted in place of a letter grade. The Assistant Principal will inform the student when they exceed eight (8) absences.

### **Verified Absence with Medical Documentation (AM) or (AMC)**

AM- The code will be used when a doctor's note is provided to the attendance office. Doctor's notes must be provided within 4 days of the absence.

AMC-The absence was related to a student's medical disability as documented on the student's 504 plan or IEP. It is the responsibility of the parent/guardian to communicate the reason for the absence to the attendance office at the time of the absence.

### **Second Semester Senior Attendance**

Seniors are required to attend classes after graduation. Seniors who exceed the eight (8) absence limit will be penalized according to the attendance policy. NHS offers many activities designed just for seniors the days leading up to graduation. Seniors must be in attendance at the designated activity or attend their regularly scheduled class. Seniors must sign-in with the class sponsor or designated sponsor at the activity before the activity begins. Students must stay the entire length of the activity. The day following the activity, the sponsor will turn in the sign in sheet from the activity, and the absence will be changed to a school activity for the hours (classes) that have been verified to have been missed due to the activity.

## **Tardiness**

Being late to class is disruptive to the educational process. Students are expected to be in their assigned classroom or location when the tardy bell rings. **When students are marked tardy, they will be able to access their number of tardies in Infinite Campus. At the teacher's discretion, students may be referred for discipline consequences if tardies become excessive for any class period.**

Teachers will inform students each time they are late to class and record the unverified tardy in Infinite Campus. Tardies will be cumulative for each semester. Teachers will assign consequences for tardies.

- 1st Tardy: Warning
- 2nd Tardy: 1 PM Detention
- 3rd Tardy: 2 PM Detentions parent contact by teacher
- 4th and each successive tardy: student is referred to the appropriate administrator.
- Failure to show for an assigned detention will result in an extra day of detention. Failure to show again for an assigned detention will result in the student being sent to the appropriate administrator.

## **Unverified Absences**

Educational programs are built on the foundation of continuity of instruction and participation in the classroom setting. Consistent classroom attendance can lead to the development of strong work habits, responsibility, and self-discipline. Because attendance also has a definite correlation to academic performance, the quality of a student's education suffers when he/she is absent from class. Students are encouraged to maintain regular attendance. A truancy occurs when a student is absent from class and no verified excuse has been provided by a parent or guardian as to the student's whereabouts. An unverified absence (UVA) is considered a truancy. Examples are as follows:

- Leaving campus after having once arrived without properly signing out in the attendance office.
- Failure of parents to notify school officials of a student's absence.
- Leaving class without permission.
- Leaving class and not reporting to a designated place.
- Erroneous phone calls to have a student dismissed from class.
- Other fraudulent attempts to be absent from school are not covered in this definition.

Violators may be referred to the site administrator for disciplinary action that may include detention, suspension or other consequences. Any student or students participating in an unauthorized skip day or walk out will be subject to the regulation covering truancy and/or referred to the district attorney.

## **Non-Attendance Notification**

Parents/guardians will receive notification from the high school when a student misses four (4) days and eight (8) days in a semester regardless of the reason. If a child is absent without valid excuse for nine (9) or more days or parts of days within a semester, the attendance officer shall notify the parent, guardian, or custodian of the child and immediately report such absences to the McClain County District Attorney for juvenile proceedings pursuant to Title 10 of the Oklahoma Statutes.

### **Assignments Missed Due to a VERIFIED or UNVERIFIED Absence(s)**

Students are encouraged to make up any work missed due to an absence. In general, students will be granted one school day for each school day missed. Students are responsible for acquiring, completing, and turning in any work missed to the teacher within the determined time period. Any student who chooses not to complete missed assignments within five days of returning to school will receive a score of "0" for those assignments. Projects, reports, and tests which are known prior to an absence are expected to be turned in and/or taken upon the student's return to school. Exceptions may be granted by the teacher due to the extent and/or nature of the absence or the specific classwork missed. Students are encouraged to talk with their teachers. **While absent, students should regularly check their school email, Google Classroom, and Infinite Campus for any assignments or changes to the assignments.**

### **Assignments Missed Due to an Extended Absence**

If students anticipate their absence will go beyond FOUR school days, students should request assignments by emailing the teacher. Any student who chooses not to complete missed assignments within five days of returning to school will receive a score of "0" for those assignments. Exceptions may be granted by the teacher due to the extent and/or nature of the absence or the specific classwork missed.

### **Assignments Missed Due to a School Activity Absence**

Students should make every effort to complete work in advance; however, time given to make up this work should not exceed the corresponding time the student was gone. Assignments should be completed following the same guidelines as verified absences.

### **Late Work**

**Late work will not be accepted after the 5th school day of the assignment's due date and assignment will be recorded as a zero (0). Exceptions may be granted by the teacher. Please refer to the teacher's course syllabus for additional information.**

### **Check Out Procedures**

For safety purposes, students will only be released to adults listed in Infinite Campus. The adult must show photo identification before the student will be released to their custody. It is the responsibility of the parent to keep contacts up-to-date at all times.



**Newcastle High School  
Bell Schedule  
2022-23**

7:35-8:32	1st Hour
8:32-8:42	Passing/Breakfast to Go
8:42-9:39	2nd Hour
9:39-9:43	Passing
9:43-10:40	3rd Hour
10:44-11:08	Racer Refuel
11:08-11:12	Passing
<b><u>1<sup>st</sup> Lunch/4<sup>th</sup> Hour</u></b> 11:12-11:42 11:42-12:39	1 <sup>st</sup> Lunch 4 <sup>th</sup> Hour
<b><u>4<sup>th</sup> Hour/2<sup>nd</sup> Lunch</u></b> 11:12-12:09 12:09-12:39	4 <sup>th</sup> Hour 2 <sup>nd</sup> Lunch  (Lunch is determined by your 4th hour teacher)
12:39-12:43	Passing
12:43-1:40	5 <sup>th</sup> Hour
1:40-1:44	Passing
1:44-2:40	6 <sup>th</sup> Hour
2:40-2:44	Passing
2:44-3:40	7 <sup>th</sup> Hour

Racer Refuel is time for remediation, enrichment, advisory, club meetings and assemblies. All students will be required to attend Racer Refuel unless otherwise determined by the high school administrators.

Seniors, Juniors and Sophomores have off-campus lunch privileges.

Lunch is determined by 4<sup>th</sup> hour teacher

## **Bullying, Intimidation, Harassment**

Punishment will be determined by the severity of the incident(s). Additional information can be located in the Board of Education Policies (Newcastle.k12.ok.us) E1-R1.

## **Cell Phones**

Cell phone use is permitted before school, after school, during passing periods, and during lunch. In order to promote student focus on learning, cell phones must be SILENT AND AWAY UNTIL THE DISMISSAL BELL during the class period. Cell phone use during instructional time will be subject to assigned discipline.

## **Cheating/Academic Dishonesty**

Dishonesty serves to undermine the academic and intellectual integrity of the school. Cheating will be considered the act or intent of gaining or giving knowledge for an assignment or test answer by fraudulent means. More specifically, cheating involves, but is not limited to the following actions:

- To use the work of another person as your own.
- To copy any information from another student (unless allowed to do so by a teacher).
- To plagiarize- plagiarism means using another person's idea, expression of words without giving the original author credit.
- To prepare for the cheating in advance. Such action involves (1) having in your possession a copy of a test or assignment to be given or having been given by a teacher, (2) using the textbook or notes during a test or exam, (3) talking while taking quizzes, tests, etc., (4) looking over and copying work during tests, etc.
- To fail to follow test procedures or instructions announced by the teacher (do not turn around in your seat, etc.)
- To furnish another student information which can be used to cheat.
- To use any form of Artificial Intelligence (A.I.) to complete any or all of an assignment, project, or assessment.

Academic Dishonesty is a serious offense. If caught cheating, the student(s) may be given a grade of zero for the assignment or exam. The offending student(s) is/are also subject to disciplinary action. Students should be aware that many school organizations have additional consequences for cheating.

## **Bus Procedures**

School bus transportation is a privilege that may be withdrawn for inappropriate behavior. A student is to ride the bus to which he/she is assigned. Students will be allowed off the bus only at school, home, and locations requested in writing by parents. The bus driver is in complete charge of the bus and its occupants at all times. Students riding the bus MUST comply with the request of the driver. Please review the bus procedures listed below:

### **Previous to Loading (on the road and at school)**

- Be on time at the designated school bus stops – keep the bus on schedule.
- Stay off the road at all times while waiting for the bus.
- Bus riders conduct themselves in a safe manner while waiting.
- Wait until the bus comes to a complete stop before attempting to enter.
- Be careful in approaching bus stops.
- Bus riders are not permitted to move toward the bus at the school loading zone until the bus has been brought to a complete stop.

### **While on the Bus**

- Keep hands and head inside the bus at all times after entering and until leaving the bus.
- Assist in keeping the bus safe and sanitary at all times.
- Avoid loud talking and laughing or unnecessary confusion diverts the driver's attention and may result in a serious accident.
- Treat bus equipment as you would valuable furniture in your own home. Damage to seats, etc., must be paid for by the offender.
- Bus riders should never tamper with the bus or any of its equipment.
- Leave no books, lunches, or other articles on bus.
- Keep books, packages, coats, and all other objects out of the aisles.
- Help look after the safety and comfort of small children.
- Do not throw anything out of the bus window.
- Bus riders are not permitted to leave their seats while the bus is in motion.
- Horse-play is not permitted around or on the school bus.
- Bus riders are expected to be courteous to fellow pupils, the bus driver, and the patrol officers or driver's assistants.
- Keep quiet when approaching a railroad-crossing stop.
- In case of a road emergency, children are to remain in the bus, unless instructed by the driver to exit the bus.
- All rules of the regular school day apply to the bus.

## **After Leaving the Bus**

- When crossing the road, go at least ten feet in front of the bus, stop, check traffic, and watch for bus driver's signal, then cross the road.
- Students living on right side of the road, should immediately leave bus and stay clear of traffic
- Help look after the safety of small children
- The driver will not discharge riders at places other than the regular bus stop, except, by proper authorization from the parent or school official.

## **Extra-Curricular Trips**

The above rules and regulations will apply to any trip under school sponsorship.

## **Consequences for Misbehavior on the Bus**

1st Bus referral - School based punishment, parent contact, and assigned seat at the driver's discretion.

2nd Bus referral - 4 Days of bus suspension.

3rd Bus referral - 8 Days of bus suspension

4th Bus referral - Suspension for the remainder of the semester or longer as deemed necessary by administration.

Severe Violations: Students who severely misbehave, directly jeopardize the safe operation of the school bus, or directly challenge the authority of the driver or other school official will lose their riding privileges without receiving warnings. Vandalism, fighting, failure to cooperate with the driver, abusive language or gestures directed toward school personnel, possession or use of drugs, alcohol or weapons, or any other violations that affect safety will be dealt with as severe violations.

## **Citations/Tickets/Contraband**

When school officials and/or law enforcement authorities deem necessary, a student may be issued a municipal citation. Citations could be issued for trespassing, truancy, tobacco, alcohol, drugs, profanity, assault, fighting, vandalism, destruction of school property or equipment, harassment or creating a disturbance (among other rule violations). Any student driving a car onto school property is to ensure that vehicle does not contain alcohol, controlled substances, weapons, or any other item(s) banned from school. Students who drive the vehicle to school will be held responsible for the vehicle. All vehicles are subject to random searches. Violations will result in disciplinary action and possible police referral.

## **Class Officers**

The Junior and Senior class will elect class officers for the following positions: President, Vice President, Secretary/Reporter. The responsibilities of each position are as follows:

**President:** Sets and creates agenda for one meeting per semester; calls meetings to order and presides over meetings; represents the class at both school and community functions; be an active participant and promoter of all school functions; designs the class T-shirt; makes decisions regarding the creation of committees, etc. Organizes fundraisers and charitable activities for officers and class members. \*The Senior Class President is responsible for a speech to the class at graduation.

**Vice President:** Takes direction from the president in forming and heading committees and organizing fundraisers; acts as president when president is unavailable; creates and distributes agendas and assists in collection of questions from student body and other members; represents the class at both school and community functions; be an active participant and promoter of all school functions; assists the president with the class T-shirt design; should the President not be able to fulfill his/her office, the vice president will move up to the office of President.

**Secretary/Reporter:** Takes notes at meetings; presents previous meeting minutes during current meetings; represents the class at both school and community functions; be an active participant and promoter of all school functions; assists the president with the class T-shirt design; prepares announcements using social media to communicate to the student body under the directions of the Leadership staff members; should the vice president move up to become president, the secretary/reporter will have the opportunity to move up as the vice president or remain as the secretary/reporter. Whichever office creates a vacancy; a new election will be held for the vacancy.

- Class officers play a major role in the culture of Newcastle High School and are given opportunities to lead and represent NHS in both the school and the community. To be considered for a class officer, all students:
- Must enroll in the Leadership Class.
- Students must have and maintain a 3.0 GPA or higher. Students must not have been suspended (ISD/ISR or OSS) in grades 8-12 and must maintain said status throughout the tenure of the office, or students will be subject to removal. *(This policy applies to the Class of 2023 and beyond.)*
- Must give a speech, 3 minutes or less, to your class. Speeches and applications are due to either the main office or the attendance office three days prior to voting.
- Must agree to all office duties and tasks.

Students who do not meet the GPA or behavior requirement may submit written documentation that includes an explanation of their situation and the reason why they believe they should be allowed to serve as an officer. The written documentation must be attached to the class officer application. An appeal committee consisting of the class sponsor, teacher, and site administrator will review the documentation. The decision of the committee is final.

## Clubs and Organizations

**Academic Team** - Academic teaming is a daily instructional model which involves students organized into small, diverse teams with clear protocols for engaging in standards-based academic work.

**Art Club** - The Art Club is a place for practicing artists to hone in on their skills, develop their techniques and portfolios, collaborate with other artists like themselves, create bonds with the community through the arts.

**BPA** - Business Professionals of America is the premier CTSO for students pursuing careers in business management, information technology, finance, office administration, health administration, and other related career fields.

**Book Club** - A reading group, usually consisting of a number of people who read and talk about books based on a topic or an agreed-upon reading list.

**Color Guard** - The purpose of the color guard is to interpret the music that the marching band or drum and bugle corps are playing via the synchronized work of flags, rifles, the air blade, and through dance.

**Creative Writing/Poetry Club** - A place where students can share their own ideas in the form of poems, stories, narratives, or spoken words. We meet to share our writing and give support to each other as writers. We also host contests, enter regional contests, and do service projects such as book drives.

**FCCLA** - Family, Career And Community Leaders of America is a national CTSO for young men and women in FCS education in public and private schools through grade 12. To strengthen the function of the family as a basic unit of society.

**FCA** - FAITH + SPORT = FCA. Unite your two passions, faith, and athletics, to impact the world for Jesus Christ. We've been on one mission for over 60 years.

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

**HealthCorps Club** - HealthCorps gives teens tools to improve physical and mental health so they can learn to live more productive and happier lives.

**SOARR (Brown)** - The Multicultural Club is created to educate students and increase cultural awareness. Multicultural-of, relating to or constituting several cultural or ethnic groups within a society.

**National Honor Society** - Elevates the school's commitment to the values of scholarship, service, leadership, and character. Open to Sophomores, Juniors, and Seniors who have a GPA of 3.5 or higher.

**Robotics/TSA** - Robotics club is a gathering of students who are interested in learning about and working with robots.

**Science Club** - Science club is an organization, which helps in the development of scientific attitude and develop a genuine interest in science and scientific activities, supplements the work of the classroom and the laboratory, and parts the syllabus on a practical basis.

**Spanish Club** - The purpose of the Spanish Club is to foster interest in the Hispanic culture and to provide an opportunity to speak Spanish in an informal setting and to learn more about the Hispanic world.

**Student Council** - A group of students who are elected by other students to represent them in school government and to help plan activities for the students.

## **Commencement**

As a graduating senior, students must comply with the guidelines provided herein in order to participate in the graduation ceremony. The official ceremony is a formal school event and participation in this event is a privilege, not a right. Participation in the commencement ceremony shall be governed by the Site Administrators.

**Guidelines for the commencement ceremony include the following:** A student can participate in Newcastle High School Commencement Ceremonies when the student is in good standing, has been enrolled in at least one semester for course credit during the current school year, and has successfully completed the minimum number of credits established by the district for graduation.

A student participating in commencement exercises will be required to abide by the school discipline and dress code as outlined in the Student/Parent Procedures Manual.

Students who do not have 18 credits of coursework required at the beginning of the second semester of their 12th grade year shall not be permitted to participate in graduation exercises for that year.

A student will not engage in any disruptive activity which interferes with the graduation process or infringes on the rights of other graduates, program participants, or audience members. The administration shall have the power to impose discipline on any student who engages in such activity.

### **Dress Code for Commencement**

In order to preserve the unity of the class at the event, students are required to wear caps and gowns during the entirety of the ceremony. Students may not wear any designs, decorations, or attachments of any kind with or on their cap and gown. The only exception will be for approved cords.

### **Concurrent Enrollment**

Juniors and Seniors are eligible to attend Concurrent courses. For eligibility purposes, students enrolled in concurrent classes are required to submit their college grades to their counselor weekly. Students who fail to report grades will receive a grade of an F for the course for the purposes of weekly eligibility.

**Please refer to the Newcastle High School Course Guide for more detailed information.**

### **Conduct at ExtraCurricular Activities**

During the school year, students will have many opportunities for involvement in extra activities. Students are representing the Newcastle School District during the school day and during school sponsored activities. Acceptable behavior is required during on and off campus events and is subject to the authority of school officials [21 O.S. § 643, 21 O.S. § 650 and 650.1, 21 O.S. § 844, 21 O.S. § 1363, 70 O.S. § 24-101]. School personnel are an important part of any decision concerning student involvement. Personnel will always consider grades, attitude, and behavior. This applies to all related activities. Studies have shown the most successful students are those who remain active. We encourage our entire student body to find their niche and to get involved.

Students engaged in extracurricular activities are representing the Newcastle Public School District and often serve as role models for others. The District desires to educate and protect students from activity which may negatively impact the student and/or District. Incriminating photos or statements depicting hazing, sexual harassment, vandalism, stalking, underage drinking, illegal drug use or other inappropriate behavior will be subject to disciplinary action up to and including being removed from the team/organization by the head coach/sponsor and/or the Director of Athletics or the principal.

### **Derogatory Language/Symbols**

Derogatory racial, ethnic, profane, obscene, indecent, or sexual language, verbal or nonverbal, intended to offend or abuse or not is not allowed and subject to disciplinary action.

## **Detention**

Students may be assigned Morning, Lunch, or PM detention by teachers and administrators. Administrators can assign In School Intervention as a consequence to behavior, etc.

## **Digital Citizenship (Cyber Bullying/Sexting)**

Any electronic resources provided to or owned by students will be used in accordance with NPS District Policy. This includes but is not limited to any device that can electronically receive or capture text, audio, or images and/or electronically transmit text, audio, images, the internet, online bulletin boards and blogs.

When using an electronic resource, students should not participate in the following:

- Disclose any sensitive, proprietary, confidential (including names) information about other students.
- Should never be discourteous or impolite.
- Post any material including photos, videos, and texts that are obscene, demeaning, defamatory, profane, libelous, threatening, harassing, abusive, hateful, or embarrassing to another person or any other person or entity.
- Violate copyright, trademark, and fair use laws
- Access web sites and/or download any text, picture, or online conferring that includes material that is considered to be obscene, derogatory, libelous, indecent, vulgar, profane, lewd, or advertises any product or service to minors prohibited by law; presents a clear and present danger or will cause the commission of unlawful acts or the violation of lawful school regulations.
- **All posts should be factual and in good taste. Everything a student posts online stays online forever.**

Activities commonly associated with computer hacking are not allowed and are subject to staff interpretation and disciplinary consequences. Neither the school's network nor the broader Internet (whether accessed on campus or off campus, either during or after school hours) may be used for the purpose of harassment. All forms of harassment in cyberspace often called cyberbullying are unacceptable.

**Sexting** is the sending, forwarding, displaying, posting, storing, or receiving of sexually explicit or sexually suggestive images or video via chat. Not only is sexting socially inappropriate, it could result in disciplinary action.

## **Disruptive or Interfering Behavior**

A disruptive or interfering act shall be defined as, but not limited to, inciting, encouraging, promoting, or participating in activities, which interfere with the due process of the educational program of the school.

Administrative response to student misconduct is a matter directly influencing the morale of the entire student body. As such, all student discipline will be based on a careful assessment of the circumstances surrounding each infraction (i.e. the student's attitude, the seriousness of the offense, and its potential effect on other students).

## **Discipline and Student Behavior**

Implied Authority, as defined by state law, allows a school district to exercise those powers necessarily implied, or delegated by law to any other agency or official. The teacher or administrator shall have the same right as a parent or guardian to control and discipline a child while the child is in attendance in school, in school vehicles to or from the school, or while attending or participating in any school function authorized by the school district. This may include the right to apply necessary and reasonable force when students, staff, or administration are faced with possible personal or property injury.

All students enrolled in Newcastle Public Schools will be expected to abide by the rules and regulations set forth by the administration, teachers and the board of education while in attendance at school-sponsored activities, or while being transported to or from school or school-sponsored activities in district-owned transportation equipment. Any student who disobeys the rules or shows disrespect for any teacher, administrator, and/or school property will be subject to disciplinary action. The disciplinary action taken will depend on the severity of the violation and the number of violations.

The school district, in order to provide quality education for all of its students, will not tolerate disruptive acts that would interfere with the learning environment of the school or the safety of its students. Furthermore, damaging of school property will not be tolerated. Students, while enrolled in this district, shall be under the supervision of and accountable to school personnel. The supervision shall include:

- Going directly to and from school
- Attendance of a school sponsored activity in the district or involving the district's schools (away from the district)
- Going to and from district activity
- In-transit time to activities on school transportation

Consideration will be given to alternative methods of punishment or consequences to ensure the most effective discipline is administered in each case. In all disciplinary actions, the administration shall be mindful of the fact that we are dealing with individual personalities. The administration shall consider consultation with parents on discipline measures that might prove the most effective in particular circumstances.

### **Directory Information**

Refer to Board Policy.

Military recruiters are provided access to student records under section 9528 of the Elementary and Secondary Education Act (No Child Left Behind). Records include student's names, phone numbers, and home addresses.

### **Distribution of Materials on Campus**

Distribution of materials of any kind including fliers and posters (other than those being distributed by the school) is not allowed without permission from NPS Superintendent.

## **Dress Code**

**Standards of Dress:** The following standards of dress are required of all students while attending school or participating in school activities. It is hoped that a minimum amount of time and effort is spent on enforcement; however, it is the responsibility of the student and the parent to adhere to these guidelines. Exceptions to this policy are at the discretion of the building principal. There may be clothing, hairstyles, and/or accessories not specifically addressed herein that might be so disruptive to the education process that the building principal may need to take immediate corrective action. In those cases requiring such action, the building principal may act immediately.

### **General Guidelines:**

- A. Modesty will be the dominant feature in all clothing.
- B. Clothing must be clean and safe.
- C. Clothing, hairstyles and/or accessories must not be revealing, disruptive or distract from the educational process in any way.
- D. Clothing must not be derogatory to any individual, group, or institution, including hate-group messages.
- E. All students are required to wear clothing including shoes which are safe and appropriate for school activities.
- F. Students may wear caps, hats or hoodies with the understanding that they must be removed when asked.

### **Unacceptable Clothing and Accessories:**

- A. Dresses, shirts or blouses must be the width of three fingers across the shoulder.
- B. Tears, cuts or holes in garments should be below the bottom of the pocket.
- C. Low-cut shirts or blouses; shirts which expose the midriff, partial or full back or full shoulder; and pants, skirts or other clothing which expose the midriff.
- D. Any clothing that reveals undergarments.
- E. Clothing, tattoos, and or accessories which carry messages either written or suggesting the promotion of illegal substances including but not limited to, drugs, alcohol, tobacco products; vulgar language, sex, violence, gang-related affiliation or other symbols that detract from the learning environment.
- F. Gang-related attire.
- G. Bedroom attire (pajamas, lounge pants, slippers, blankets, etc.)
- H. Shoes with cleats or spurs or shoe skates
- I. Sunglasses

Any student deemed in violation of the dress code will be required to find clothing that meets the code or will be sent home to correct the situation and will be considered absent. Students in violation of the dress code will be issued the following consequences:

1st Offense: Warning

2<sup>nd</sup> Offense: 1 Detention

3<sup>rd</sup> Offense: 2 Detentions

4th and each successive violation referral to administrator

*(Failure to show for an assigned detention will result in an extra day of detention. Failure to show again for an assigned detention will result in the student being sent to the appropriate administrator.)*

## **Drugs and Alcohol Policy**

While on school property or at school sponsored events, students are forbidden to possess, use, share, deliver, assist in or participate in the transfer or sale, or be under the influence of alcoholic beverages; illicit drugs; illegal, controlled, addictive, or harmful substances (including over-the-counter substances that can have a stimulating or depressing effect, and synthetic marijuana known as K2 or spice); items represented to be any of the above substances; and/or drug paraphernalia.

### **Illicit drug definition is as follows**

Any controlled dangerous substance as defined in the *Uniform Controlled Dangerous Substances Act Oklahoma Statute-Title 63*

Any prescription drug possessed in violation of school policy

Any nonprescription drug possessed in violation of school policy

Any substance which is represented to be a prescription or nonprescription drug.

Any inhalant.

Any other chemical, synthetic, or natural substance which is capable of producing injury and is misused by a student

Anabolic steroids

### **Alcohol Definition**

Any intoxicating beverages as defined by Oklahoma law

Any low-point beer as defined by Oklahoma law

Any non-intoxicating beverage as defined by Oklahoma law

### **Drug Paraphernalia Definition**

All equipment, products, and materials of any kind which are used or intended for use in planting, propagating, cultivating, growing, harvesting, manufacturing, compounding, converting, producing, processing, preparing, testing, analyzing, packaging, repackaging,

storing, containing, concealing, injecting, ingesting, inhaling, or otherwise introducing into the human body a controlled dangerous substance in violation of the *Uniform Controlled Dangerous Substances Act Oklahoma Statute-Title 63*.

### **Use or Possession or Illicit Substances on School Property during the School Day or School Sponsored Activity**

Students using, in possession of, or after having controlled illicit substances, illegal drugs, wine, beer, intoxicating beverages, non-intoxicating beverages, and/or intoxicating substances during school, while attending a school sponsored/sanctioned activity, while on school premises or when being transported, will be suspended.

## **First Offense**

- Parents will be contacted.
- Law enforcement will be contacted if, in the opinion of the administration, circumstances warrant involvement.
- Out-of-school suspension ninety days or one full semester, whichever is longer. The suspension may be reduced to ten (10) days if the student and parent/guardian agree to sign a Student Assistance Program (SAP) Contract within five (5) days of the offense unless there are extreme circumstances as determined by each case.
- All costs associated will not be covered by Newcastle Public Schools.
- Failure to complete required activities of the SAP Contract within the prescribed time will result in reinstatement of the full suspension.

## **Second Offense**

- Parents will be contacted.
- Law enforcement will be contacted if, in the opinion of the administration, circumstances warrant involvement.
- If the second offense occurs within twelve (12) calendar months of the first offense, out-of-school suspension for not less than two (2) semesters.
- If the second offense occurs after twelve (12) calendar months of the first offense, students will be given the option to sign a second SAP Contract.
- All costs associated will not be covered by Newcastle Public Schools.
- Failure to complete required activities of the SAP Contract within the prescribed time will result in reinstatement of the full suspension.

## **Reasonable Suspicion**

If a student exhibits and/or appears to be under the influence of alcohol, illicit drugs, or over-the-counter medication at school or at a school sponsored event; the parent/guardian of such student will be notified immediately so that medical attention may be obtained if necessary. Any teacher, who has reasonable cause to suspect a student may be under the influence of or has possession of non-intoxicating beverages (beer, etc.), alcoholic beverages, or an illicit drug as defined herein, shall immediately notify a site administrator.

## **Sale or Distribution**

Any student who sells, distributes, or assists in the sale or distribution of alcohol, illicit drug, controlled, illegal, addictive, or harmful substances (including over-the-counter substances which have a stimulating or depressing effect); or items represented as any of these substances, will be suspended for two (2) semesters without a reinstatement option.

## **Drug Testing**

In an effort to protect the health and safety of its students from illegal and/or performance enhancing drug use and abuse, the Newcastle Board of Education has implemented a policy for drug testing of students who participate in competitive extra-curricular activities as well as any other student who voluntarily wishes to be tested. The sanctions imposed for violations of this policy by an Activity Student will be limited to the opportunity of such student to exercise the privilege of participating in competitive extra-curricular activities. No suspensions from school or academic sanctions will be imposed for violations of this policy.

In addition to students involved in competitive extracurricular activities, any student may voluntarily consent to being tested on a random and a reasonable suspicion basis, with permission of a parent, legal guardian, or legal custodian. This allows parents and guardians to be notified as to a potential drug problem and enables them to seek help.

Parents and students should request a copy of Board Policy EN from the office if they wish to learn more about our student drug testing policy.

## **Early Graduation**

### **REQUIREMENTS FOR SIX (6) SEMESTER EARLY GRADUATION**

- The student shall declare by the end of the sophomore year complete required form
- English III shall be successfully completed before the end of the first semester of the senior year
- Credits may be earned through proficiency testing with 90% accuracy, 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

*Graduates must have eighteen (18) credits completed by the end of the 5th semester; the unweighted GPA of those eighteen (18) credits are used for valedictorian determination.*

### **REQUIREMENTS FOR SEVEN (7) SEMESTER EARLY GRADUATION**

- The student shall declare by the end of the junior year and complete required form
- English IV second semester course work must be completed by the end of the first nine (9) weeks of the senior year. Until the grade is received, the student will be enrolled in 2nd semester classes
- Credit may be earned through the proficiency testing with 90% accuracy, correspondence courses, and/or online course through Newcastle Public Schools
- Credits earned through high school summer school will not be accepted for early graduation
- Parent conference is required

## **Electronic Devices**

Newcastle High School promotes an environment for instructional learning that is safe and secure. Students are urged to practice mature and responsible cell phone usage. Students causing a disruption by using their cell phones and/or other wireless devices inappropriately may be subject to a referral to the appropriate administrator. Violations of the **electronic device** policy may not be disputed by students.

Any and all electronic devices, including but not limited to cell phones, smart phones, tablets, laptops, MP3 players, or any other type of mobile electronic device, have a reduced expectation of privacy once they enter any school zone and may be subject to confiscation and/or search should a school violation be suspected. Possession and/or use of any personal electronic device is a privilege, not a right, that is extended to the student, which, at the discretion of the school, may be revoked should circumstances warrant.

## **Emergency Drills and Procedures**

Emergency/disaster drills are conducted on a regular basis to assure that everyone is familiar with emergency procedures should a true emergency arise. For that reason:

Directions and maps are posted in the classrooms and throughout the building.

Students and staff should familiarize themselves with the procedures in each room in which they have classes.

Each student is expected to participate and cooperate during emergency procedures.

## **Emergency School Closing**

School may be dismissed early or canceled due to bad weather conditions. If possible, the decision to close will be made before 10 P.M. or before 7 A.M and will be sent out through the school notification system. It will also be reported to the local news channels and radio stations for broadcast.

## **Equal Opportunity--Title IX Policy Notification**

It is the policy of the District to provide equal opportunities to otherwise qualified handicapped individuals and to all individuals without regard to race, color, national origin, disability, sexual orientation or age. This includes, but is not limited to, admissions, access to and treatment in educational services, financial aid and employment. Inquiries concerning the application of this policy may be referred to the Director of Special Services.

**Activities:** No person shall, on the basis of gender, be excluded from participation in, be denied benefits of, or be treated differently from another person in any interscholastic club or intramural athletics offered by a school. This regulation shall not apply to those activities where performance skills are the primary criteria for selection. Separate teams may be operated where and when: 1) Selection for such teams is based on competitive skill; and 2) The activity involved is a contact sport (including, but not limited to, wrestling, football, soccer, baseball and basketball). Programs and activities provide equal access to Boy Scouts and other designated youth groups. Please contact the Compliance Officer(s) with inquiries regarding nondiscrimination policies. The contact information is listed below.

**Grievance Procedure:** The District complies with the Civil Rights Laws (Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Title II of the Americans with Disabilities Act, the Age Discrimination in Employment Act, and Section 504 of the Rehabilitation Act of 1973) in assuring the students, parents, and employees of the District that the District does not discriminate on the basis of race, color, sex, national origin, disability, religion, or age. The Superintendent is designated by the Board to coordinate the District's efforts to comply with this assurance. **The Director of Special Education and the Director of Athletics are designated as the Compliance Officers.**

**Pre-filing Procedures:** Prior to the filing of a written complaint, the Complainant is encouraged to visit with the Compliance Officer to make a reasonable effort to informally resolve the problem or complaint.

### **Food and Drink in Classrooms**

Teachers decide if they will allow snacks and drinks in their classrooms and let students know as a part of the class rules.

### **Foreign Exchange Students**

Foreign Exchange Students (FXS) are accepted as guests of the district, and every effort is made to provide a well-rounded experience in high school. These students must be affiliated with the legitimate exchange agent who accepts ultimate responsibility for the individual while in school. FXS are given credit for the work completed at NHS and an official transcript is available upon request. However, FXS are not issued a Newcastle High School diploma even though they are invited to participate in the commencement exercises at the end of the school year. FXS students may be denied enrollment based on space, available resources, and site principal's discretion.

### **Fundraising**

No student may sell any item (candy or etc.) unless it is from an approved school fund-raising project for the high school. No other school fund-raising projects are allowed. Disciplinary actions may result from sales which are not approved.

## **FERPA**

### **NOTIFICATION OF RIGHTS UNDER FERPA for Elementary and Secondary Schools**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students ") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days after the day Newcastle High School receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the school to amend a record should write to the school principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to provide written consent before the school discloses personally identifiable information (P11) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of P11 from educational records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility.

Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Newcastle Public Schools to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue, SW

Washington, DC 20202

See the list below of the disclosures that elementary and secondary schools may make without consent.

FERPA permits the disclosure of P11 from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, §99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures.

**The Uninterrupted Scholars Act** Public Law 112-278, allows schools to disclose P11 from the education records of a student without obtaining prior written consent of the parents or the eligible student. This includes P11 from records of students in foster care placement, an agency caseworker, or other representative of local child welfare agency or tribal organization when such agency is legally responsible for the care and protection of the student.

To other school officials, including teachers, within the educational agency or institution that the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1)(a)(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 transcribed grades for courses and will be listed as letter grades. Most courses use a four point (4.0) grading scale.

Grades for Accelerated classes will be calculated using a five point (5.0) grading scale. High school transcripts will show both the unweighted (4.0) and weighted (5.0) grade point average. The unweighted grade point will be used for class rank.

## **Groups and Organizations**

Newcastle Public Schools offer a variety of clubs, both curricular and extracurricular.

### **Formation of Student Groups**

Once a student or group of students determine(s) the type of organization they want to form, the first step is to confirm that an organization of such nature does not already exist by checking with the building principal who will either approve or disprove formation of the group or organization.

Once formation of a group or organization has been approved by the building principal, the following steps should be taken:

- Contact the building principal about registering the group or organization with the school.
- Define the Organization's purposes and goals. Draft a Constitution and Bylaws for the organization.
- A Constitution will define the group's fundamental principles, purposes and structure.
- Bylaws will include specific rules of procedure by which the group will be governed.
- Secure at least one (1) faculty advisory and a total of at least five (5) members. Establish who the initial officers will be and determine the process for the election or appointment of future officers.
- Create a calendar of meeting dates and times and submit to the building principal. Choose a location for the meetings.

The building principal will need to approve the Bylaws, Constitution, and meeting calendar/location before the group or organization can become official.

Once all of the steps above have been completed, members may begin disseminating information about the club or organization in accordance with District policy and regulation.

*No person shall be unlawfully subjected to discrimination in, excluded from participation, or denied the benefits of a student group or organization on the basis of race, color, national origin, religion, sex, sexual orientation, gender identity, age, disability, or veteran status.*

## **Graduation Requirements**

In accordance with state law, ALL students entering 9th grade will be enrolled in the college preparatory curriculum. Prior to entering the 10<sup>th</sup> grade, students will have the option to "opt out" of the college preparatory curriculum with the parent/guardian's approval.

In order to receive a high school diploma from Newcastle Public Schools, the student must complete required courses, plus 6 units of electives for College Prep Curriculum or 8 for Core Curriculum. In accordance with H.B. 3218, all students graduating in the year 2016 and beyond will participate in the Oklahoma State School Testing Program.

**See course description guide.**

## **Guidance Counselor**

The guidance and counseling program is an integral part of a school's total educational program. It is a systematic process designed to aid and prepare students to make appropriate life choices, plans, and adjustments as related to their academic, emotional, and social development. While school counselors are not private therapists, they are specifically credentialed professionals who work in school settings with students, parents, other educators, and community agencies to help students acquire skills in the social, personal, educational, and career/vocational areas necessary for living in a multicultural society. They accomplish this by emphasizing such interventions as: counseling students individually or in small groups, providing information, contributing to the development of effective learning environments, and serving as student advocates. Students are assigned alphabetically. To see a counselor, students should schedule an appointment in the appropriate office before school, during lunch, or after school. Counselors will send for the student at the determined time. This process helps keep students from missing valuable class time while waiting for a counselor to become available. Students who have an emergency or crisis situation should report directly to the counseling or administrator's office for assistance.

## **Hall Passes**

No hall passes will be issued the first 10 minutes or last 10 minutes of class. Students needing to leave a class must be wearing a student ID around their neck on , must obtain permission from their teacher, and collect their pass. Leaving class without permission will be considered insubordination. Students are required to have a valid pass whenever they are in the halls during class time. Passes are to be visible at all times and shown upon request. Any student in the hall without a pass may be referred to the administrator for disciplinary action.

Any student who is given a hall pass is expected to report immediately to his/her destination using the most direct route.

## **Hatch Amendment**

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

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

- Make such materials available for inspection by parents
- Obtain written parental consent if students are required to participate in a survey, analysis or evaluation that reveals information such as
- Political affiliation
- Mental and psychological problems potentially embarrassing to the student and his/her family
- Sexual behavior or attitudes

- Illegal or self-incriminating behavior (such as use or possession of tobacco, alcohol, or other drugs)
- Critical appraisals of other individuals with whom respondents have close family relationships
- Legally recognized privileged or analogous relationships, such as those of lawyers, doctors, and ministers
- Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such programs)

### **Homebound Program**

Newcastle High School offers a homebound program through the special services department. The eligibility criteria are listed as follows:

- A student must be unable to attend regular classes for a minimum period of two weeks because of illness.
- The attending physician must complete the State Department Physician Report stating diagnosis and estimated time to be missed.
- The Director of Special Services and Building Principal must approve the request.
- A student who is absent from school occasionally or because of minor illness and who is not in any danger of having to repeat a grade should not be considered an eligible candidate for the homebound teaching program. This student should be encouraged by teachers to keep up with the class assignments.

### **Procedures**

- Contact the student's assigned special education caseload teacher to obtain appropriate forms.
- Upon completion of this form by a medical doctor, return the form to the assigned special education caseload teacher.
- Once all required forms are completed the student's absences will be coded as Homebound (HB).
- Student's are responsible for completing assignments while homebound.
- In some cases, students will be provided a certified homebound teacher to provide instruction for a maximum of three hours per week by the homebound teacher. Scheduling of the instruction is to be determined by the assigned homebound teacher and student/parents.
- A doctor's statement and additional permission from the Director of Special Education will be required for any extension to the homebound application.

### **Parent Responsibilities**

- Secure physician form and return completed form to the Special Education Director promptly.
- Make arrangements with the homebound teacher for schedule. If changes arise, notify the teacher in a prompt manner.
- Be present at all sessions and provide an appropriate atmosphere for learning.
- Notify the assigned special education caseload teacher when the student will be returning to school and dropping homebound instruction.

## **Honor Cords**

Organizations must submit a written request to the building principal. The request should include all important information and must include academic or service requirements for earning the cord through the organization. The deadline for submission is the end of the first semester for the current graduation year. Approval will be granted by the High School Principal. The following organizations have been approved to distribute honor cords:

- Armed Forces: Air Force, Army, Coast Guard, Marines, Navy, National Guard
- FCCLA
- Fine Arts
- FFA
- JOM
- Leadership
- Spanish Club
- National Honor Society
- National Technical Honor Society
- Oklahoma Blood Institute
- Quill and Scroll International Honor Society for High School Journalists
- Robotics
- Yearbook--Senior Editors

## **Identification Cards**

Students are required to wear a student ID created and issued by Newcastle High School. One ID card and lanyard will be provided free of charge. The ID also serves as a key to exterior doors and is required to enter our school buildings. All students are required to wear a lanyard around their neck with their ID on it at all times. For safety and security purposes, students must wear their ID cards at all times during the school day. The card must be prominently displayed by wearing it around the neck and on the outside of all clothing.

ID checks will take place every day, all day. Students who are not properly wearing their student ID will be issued detention. Repeated offenses may result in further disciplinary action.

In the event a card is lost, stolen, or damaged, it is the student's responsibility to replace it through the main office within one school day.

## **Infinite Campus Parent Portal**

Student attendance and grades may be accessed online through Newcastle Public Schools Parent Portal. To obtain access, please contact the site Registrar. **Infinite Campus is an important means of staying up to date with your student's progress.**

## **Internet Access and Acceptable Use Policy**

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

The District makes no warranties of any kind, either express or implied, regarding the Internet access being provided. The District shall not be responsible for any damages users suffer, including but not limited to loss of data resulting from delays or interruptions in service. Nor shall the District be liable for the accuracy, nature, or quality of information stored on District's computer equipment or of information gathered through Internet access provided by the District. However, the Administration shall develop, implement, and maintain regulations and forms to restrict the use of the District's computers and Internet access to legitimate and acceptable purposes and to regulate students' and employees' privilege of access and use. The District shall install and operate computer software programs which restrict access to certain materials, such as material which depicts nudity, sex, sexual acts, excretion, and exhibition of genitals and which, taken as a whole, lacks serious literary, artistic, political, or scientific values. Students who are granted access to the Internet shall receive instruction regarding safety and security when using electronic mail, chat rooms, and other forms of direct electronic communications and the disclosure, use, or dissemination of personally identifiable information.

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

**Prohibited Uses:** According to Administrative Regulations, the District's computers and the Internet access

(including e-mail) provided by the District shall not be used:

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

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

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

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

**Internet-based Instruction:** The District may allow students to complete required course work through Internet-based courses in accordance with Oklahoma law, the rules, regulations, and/or guidelines adopted by the State Board of Education, and this policy. Students enrolled in Internet-based courses must participate in the Oklahoma School Testing Program. Test results for students enrolled in Internet-based courses must be disaggregated and reported.

The District authorizes any full-time student of the District to enroll in an approved Internet-based course offered by the District provided the course is determined to be appropriate for the student. The following criteria will be

used to determine the appropriateness of Internet-based course work for a particular student:

Recommendation by the student's teacher(s) that the student possesses the ability to work on his/her own;

- The student has completed all prerequisites for the course as if it were offered through the District's traditional class offerings;
- The course will provide a means for the student to advance but is not a means for acceleration of a student's graduation date; and
- The student is either suspended out-of-school or is in need of remediation.
- All Internet-based courses must be approved by the Board prior to enrollment by students.
- The District shall use the following criteria to determine whether an Internet-based course is approved for enrollment of students:
  - Teacher is certified to teach the course and trained in methodology and technical aspects of Internet-based instruction;
  - The course is aligned with the Oklahoma Academic Standards.
  - A plan for monitoring and reporting student progress by the course instructor to the principal or principal's designee at least monthly with the final grade reported in time for inclusion on report cards/transcripts;
  - A course grading system that is compatible with the District's grading system and criteria;
  - Completion of the course must be within the school semester; and the proposed Internet-based course is not duplicative of a course offered by the District.

Internet-based courses are not a means for students educated or enrolled elsewhere to enroll part-time in the District in order to take an Internet-based course. However, the District is authorized to enroll on a part-time basis for the purpose of utilizing Internet-based instruction students who have dropped out of school or who are or have been suspended. To be eligible, the student must have been enrolled in a public school in the state any time during the previous three (3) years.

Internet-based courses offered by a technology center and taught by a certified teacher and aligned with the appropriate Oklahoma Academic Standards may be counted toward meeting the state graduation requirements with prior approval of the State Department of Education and the Board. Internet-based courses which contain integrated or embedded skills for which no Oklahoma Academic Standards have been adopted may be approved by the Board if such courses incorporate national standards and are taught by certified teachers.

**Remote Internet-based Courses:** The District may allow for students to complete required course work through remote Internet-based courses in accordance with the rules, regulations, and/or guidelines adopted by the State Board of Education and this policy. However, students participating in remote Internet-based instruction will be required to provide their own equipment and Internet access and pay any associated fees, tuition, and/or expenses.

## **Items Prohibited at School**

The following items are considered dangerous and strictly prohibited from school. Possession, sale, transmission, and/or use of these items may result in discipline, to include out of school suspension, depending on the severity and nature of the offense. Examples of these items include, but are not limited to:

- Vapes
- Juuls
- Tobacco
- Tobacco Related Paraphernalia
- CBD
- Firecrackers
- Stink, smoke, or snap bombs
- Matches or lighters
- Weapons of any type
- Firearms (including replicas, ammunition, paint balls or guns, projectiles, etc.)
- Incendiary or explosive devices
- Any objects used or portrayed in a violent manner
- Mace or Pepper Spray
- Skateboards / Roller Skates
- Toy Guns or weapons
- Laser pens or Laser Lights of any kind
- Pets
- Any items disruptive to the educational environment

## **Length of School Day**

All Students must be enrolled in 6 academic periods

## **Lockers**

Lockers are provided to students who request a locker. Lockers are assigned by the attendance secretary. Students are to use only the locker assigned to them. All students are responsible for the condition, as well as the contents, of their lockers. Students are not allowed to share lockers. Students are strongly encouraged to purchase a combination lock for their own security. The school is not responsible for lost or stolen items. Student lockers are subject to search at any time.

## **Lunch**

Freshmen students are required to eat lunch on campus. Freshmen students cannot be checked out by telephone to leave campus for lunch. Students must be checked out by a parent, guardian or emergency contact, in person, only after showing proper identification.

Sophomores, Juniors and Seniors are permitted to leave for lunch. Off-Campus lunch for Sophomores, Juniors and Seniors is a privilege, and the privilege can be revoked at any time.

Freshmen students who leave campus during lunch will be referred to an administrator and will be assigned a consequence.

Food is not allowed to be ordered and delivered to students through any means during the school day.

## **McKinney-Vento Homeless Assistance Act**

Under this law, your district's designated homeless student liaison must provide public notice of the education rights of homeless students. The district is required to disseminate the notices in places where homeless students receive services, such as school, family shelters and other programs that make food or meals available to the homeless population. You can find more information for parents and youth at <http://ok.gov/sde/title-x-part-c>, and <http://www.serve.org/nche>.

## **Medical Marijuana and Related Items**

Medical marijuana is not permitted on school grounds, in school vehicles or buses or at school-related activities except as stated in this policy.

Students are not allowed to possess medical marijuana during the school day, on school grounds, in school vehicles or buses, at school-related activities. At no time will marijuana be grown or stored on school premises. School employees will not under any circumstances:

- Assist students in obtaining or using medical marijuana;
- Store medical marijuana for students;
- Take and/or use a student's medical marijuana;
- Serve as a student's designated legal guardian or caregiver, unless the student is the child or in the legal custody of the employee.

The district reserves the right to discipline employees or students who fail to adhere to Oklahoma law and/or the requirements of this policy. Such disciplinary action will be addressed in accordance with the student discipline code and/or the standards of conduct for employees. Employees may be subject to termination or non-reemployment.

If a student has specific procedures regarding medical marijuana that are written into the student's Individualized Education Program (IEP) and such procedures are consistent with state and federal law, those provisions will take precedence over this policy. Situations involving students on IEPs will be handled on a case-by-case basis, consistent with state and federal law.

## **Marijuana-related products including cannabidiol (CBD)**

For purposes of this policy, the term "marijuana-related product" includes any product or substance referred to in state law, Title 63 O.S. §2-101 (23) (a)-(f)), but excluded from the definition of marijuana in state law. The term "marijuana-related product" includes cannabidiol (CBD).

During the school day, or on school grounds, in school vehicles or buses, or at school-related activities, students may not possess or be under the influence of any marijuana-related product.

Any student who violates this policy is subject to discipline as permitted by district policy and regulation. Situations involving students on IEPs will be handled on a case-by-case basis, consistent with state and federal law.

## **OSSAA Scholastic Eligibility and Regulations**

A student must be maintaining a passing grade in all classes in order to participate in an activity. These regulations conform to Rules of the Oklahoma Secondary School Activities Association (OSSAA).

## **Parents Bill of Rights**

Refer to Board Policy XX.

## **Parent/Student Portal**

Newcastle Public Schools is able to provide parents the opportunity to view their child's school information via the web. The program that allows this is called Infinite Campus. This password protected website will allow parents to view their child's grades, assignments, school information and attendance. All a parent needs to gain access to the Newcastle Public Schools Parent Portal is a connection to the Internet.

## **Parking Lot/Student Vehicles**

Driving onto campus is a privilege and should be treated as such. For the safety of students and staff, all vehicles must be registered with the school. Parking permits must be purchased annually for \$20 in the main office. Parking permits should be affixed to the top right side of the back window of the vehicle. Students who have vehicles on the school grounds without a parking permit will be issued a fine, may have driving privileges revoked and/or vehicle impounded.

The following are basic parking guidelines:

- Always be a courteous and defensive driver while on campus.
- Only licensed and insured drivers with a parking permit will be allowed to park in the school parking lot and take only a single space.
- Students are not to park in staff parking. Designated staff parking areas are labeled.
- The speed limit in all areas of the parking lot is 10 mph.
- No parking on grass.
- No parking on curbs or no parking zones as indicated by diagonal lines, etc.
- Students and faculty should park in designated areas only.
- Handicap parking is available. Parking illegally in handicapped spaces will be monitored and will be subject to a fine.
- Parking permits should be affixed to the top right side of the back window of the vehicle.
- The parking lot will be monitored by SRO and administration.
- The school district assumes no liability for cars parked on school grounds at any time.

Upon arriving on campus, all students are to vacate vehicles. Failure to do so could result in disciplinary action. No students will be permitted to remain in vehicles for any reason. This includes waiting for rides or riders for Mid

America Technology Center.

All vehicles brought onto NPS campuses are subject to random searches. Students are responsible for any contraband that may be found in their vehicles and will be disciplined accordingly. [Section 1031, School Laws of Oklahoma]

### **Proficiency Based Testing**

Upon the request of a student, parent or guardian, a student will be given the opportunity to demonstrate proficiency in one or more areas of the core curriculum.

Proficiency will be demonstrated by assessment or evaluation appropriate to the curriculum area. Students who are legally enrolled in Newcastle Public Schools and who have not previously received instruction in the requested course/grade level will qualify to request proficiency based promotion.

Proficiency for advancing to the next level of study will be indicated by a 90 percent or comparable performance on an assessment or demonstration. The opportunity for proficiency assessment will be provided at least twice each school year in August and April. Application for testing must be made at least fourteen (14) days prior to the testing date.

Students shall have the opportunity to demonstrate proficiency in the following core areas as identified in 70 O.S.11-103.6:

- Mathematics: Algebra I, II, Geometry
- Science: Physical Science, Biology, Chemistry
- Language Arts: English I, II, III, IV
- Social Studies: Oklahoma History, Government, US History, World History
- Languages: Spanish I, II
- The Arts: Art History

Students demonstrating proficiency in a core curriculum area will be given credit for their learning and will be allowed to advance to the next grade/level of study. The school will confer with parents in making promotion/acceleration decisions. Students must progress through a curriculum area in a sequential manner.

If proficiency is demonstrated, the notation to be placed on the student's permanent record/transcript will be a letter grade of an "A." The credit(s) shall count toward meeting the requirements for the high school diploma. Students who do not demonstrate proficiency will be allowed to request testing during the next assessment period. Failure to demonstrate proficiency will not be noted on the student's transcript.

Application forms, testing dates and other information are available from the school counselor.

## **Prom**

The Prom is held each year for Newcastle students and their dates. Dates for prom must be classified as sophomores, juniors or seniors, or approved graduates. **NO FRESHMAN MAY ATTEND.**

## **Public Display of Affection**

Couples must conduct themselves in such a fashion that the attention of others is not attracted to their behavior. No public display of affection should occur during school time. Offending students will have the necessary disciplinary action taken.

## **Phone and Address Changes**

Address and contact information can be updated at any time via your Infinite Campus Parent Portal account. Updates via this method will automatically be sent to the attention of the site registrar for review and updated across our systems. You may also contact the Registrar immediately if there is a change in your address, telephone number, babysitter, or person to contact in an emergency. This information is very important in case your child becomes ill or is injured at school. House Bill 2518 amends law to allow surgery to be performed on a minor if parents cannot be reached (Effective 11/1/16).

## **Records Request**

Student transcripts are only available through Parchment and can be downloaded, mailed or sent to a third party. Current students are provided transcripts at no charge. Other records such as birth certificates, shot records, proof of enrollment verification, etc. must be requested by emailing [hsrecords@newcastle.k12.ok.us](mailto: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.-3:36p.m. or until practice is over. **Coaches may cancel practices due to meetings, inclement weather, or other events, and the information will be communicated directly to the student athletes. Students not having practice are expected to leave campus promptly after the 2:40 p.m. dismissal.**

Only students enrolled in a teacher's section are allowed to be in the class during the instructional time.

Students who have a study hour and elect to stay on campus must study in the **Media Center or College and Career Center.**

Students who do not have a 7th hour are expected to leave campus at 2:40 p.m.

### **School Health**

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

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

- Children who have a temperature of 100 or higher will be sent home. The child may return to school once they have been fever free for 24 hours without the use of a fever reducer.
- A rash or skin eruptions (ringworms, scabies, impetigo, chickenpox).
- Excessive nasal discharge with a fever.
- Excessive coughing.
- Diarrhea/Vomiting- Various factors must be evaluated- However, if our school's Registered Nurse makes the judgment that the student should go home, this decision will stand. The child may return once they have been diarrhea/vomit-free for 24 hours.

### **Emergencies/First Aid**

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

### **Exemption from Physical Activities**

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

### **Medication Policies**

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

- All medications must be brought to the office by the parents/guardians. Students are not allowed to carry medications on their person at any time. The only exceptions are emergency medications such as rescue inhalers, epi-pens and insulin with the appropriate consent form on file.

- A student who needs to take a prescription medication must have the appropriate medication consent form signed by the physician and parent before the medication can be brought to and kept at school.
- The parent/guardian will promptly notify the school of any changes in the administration of this medication by providing the school with a new medication consent form with physician signature. Written or verbal changes from parent/guardian CANNOT be accepted.
- Non-prescription medications brought from home and kept at school will also have to have a permission form signed by parent or guardian. The school cannot accept out of date medication.
- Medicine must be brought and left at school in original containers with all instructions and pharmacy labels clearly visible. The pharmacy will dispense an additional prescription label and bottle for school if requested by parent/guardian. Medication cannot and will not be accepted in bags or envelopes.
- Medication and medication forms must be kept in the office.
- Asthma inhalers and Epi-pens must be kept in the office unless a form for “Self-Administering Asthma Inhalants” has been completed by all parties involved parents, physicians, and school nurse.
- All medications must be picked up by the last day of school. If not, they will be destroyed.

### **Immunizations**

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

### **Head Lice – Newcastle Schools has a “No-Nit Policy”**

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

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

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

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

1. Parents will be notified of the condition and the need for the child to be picked up from school. If parents cannot be reached the child will be placed in modified isolation and a letter sent with them at the end of the day.
2. The student’s parents must accompany the child to the nurse’s office for re-admission at which time the nurse or designee will inspect the child’s head.

If no nits or lice are found, the child will be readmitted. If any nits or lice are found, the student is not readmitted

and will be sent home with the parent. The parent must return with the child each day until cleared by the nurse or designee.

### **School Owned Devices**

Newcastle Public School provides devices for all students in grades 6-12. Students will use the same device until graduation. The devices are used to access textbooks, assignments, projects ,etc. Students are required to have a device daily in their classes. Students have the option to purchase a yearly insurance plan.

Students are allowed to bring their own device but will need to check out a district owned device during state assessment tests **and classroom assessments.**

If a student leaves the district and does not return the device, the district reserves the right to pursue legal action.

### **School Visitors**

All visitors will be required to check in through the main office. We utilize the School Safe ID program and all visitors must provide a State issued ID or other acceptable forms of ID before being granted permission to enter further onto school grounds. Parents/guardians are always welcome.

Visitation by non-enrolled children is prohibited. The principal of the building shall have the authority and power to direct any person to leave the campus if they are interfering with the peaceful conduct of activities, commit an act that interferes with peaceful conduct of activities, and/or enters the institution for the purpose of committing an act that interferes with the safety, routine, and security of staff or students.

A person directed to leave campus for the above mentioned reasons will not be allowed back on campus within the next six months without contacting in writing within five (5) days of the incident and obtaining permission from Superintendent. [21 O.S. § §1375, 1376]

Bringing pets on campus is prohibited; only service animals as defined by federal law and following NPS District Board Policy will be allowed on school premises and in school buildings.

### **See Something/Say Something**

It is the desire of Newcastle High School and the State of Oklahoma that each school be a safe place for all students. We need your help. Students who see something unusual or out of the ordinary are required to say something. Confidential incident forms can be completed in any administrative or counseling office.

Students can also report incidents by using STOPit which is an online and app-based system to empower students, teachers and others to anonymously report anything of concern to school officials – from cyber-bullying to threats of violence or self-harm. Parents and students can download the app from the App store or Google play or utilize the web based version at this address:

<https://appweb.stopitsolutions.com/login>.

The access code for the high school is:

Newcastlehs6322

### **Searches Involving Students**

The School Board and Administration reserve the right to search student's personal belongings, lockers, vehicles and persons as allowed by federal and state law. Students and parents need to be aware that students themselves, their personal belongings, lockers, and vehicles will be searched in the event the Administration suspects the unauthorized use of tobacco, alcohol, drugs, weapons, etc. We also cooperate with the Newcastle Police Department as they occasionally help us with random searches. The following paragraphs are excerpts from statute that further outline student privacy and student searches:

“The superintendent, principal, teacher, or security personnel of any public school in the State of Oklahoma, upon reasonable suspicion, shall have the authority to detain and search or authorize the search, of any pupil or property in the possession of the pupil when said pupil is on any school premise or while in transit under the authority of the school, or while attending any function sponsored or authorized by the school. The principal, teacher, or security personnel searching or authorizing the search shall have authority to detain the pupil to be searched and to preserve any dangerous weapons or controlled dangerous substances, intoxicating beverages, non-intoxicating beverages, or missing or stolen property that might be in their possession including the authority to authorize any other persons they deem necessary to restrain such pupil or to preserve any dangerous weapons or controlled dangerous substances, intoxicating beverages, non-intoxicating beverages, or missing or stolen property.”

“Any pupil found to be in possession of dangerous weapons, or controlled dangerous substances, intoxicating beverages, non-intoxicating beverages, or missing or stolen property may be suspended by the superintendent or principal for a period not to exceed the current school semester and the succeeding semester. Any such

suspension may be appealed to the board of education of the school district by the pupil suspended under this section.”

“Pupils shall not have any reasonable expectation of privacy towards school administrators or teachers in the contents of a school locker, desk, or other school property. School personnel shall have access to school lockers, desks, and other school property in order to properly supervise the welfare of pupils. School lockers, desks, and other areas of school facilities may be opened and examined by school officials at any time and no reason shall be necessary for such search. Schools shall inform pupils in the student discipline code that they have no reasonable expectation of privacy rights towards school officials in school lockers, desks, or other school property.” (70-24-102)

### **Semester Exam Policy**

All high school students are required to take comprehensive semester exams in all courses each semester. Semester tests will count 10% of the semester grade.

### **Sexual Harassment**

Newcastle High School will not tolerate sexual harassment by any of its employees or students. This policy applies to non-employee volunteers whose work is subject to the control of school personnel.

#### **Specific prohibitions which are unwelcome conduct of a sexual nature**

Conduct of a sexual nature may include verbal or physical sexual advances, including subtle pressure for sexual activity; touching, pinching, patting, or brushing against; comments regarding physical or personality characteristics of a sexual nature; and sexually-oriented “kidding”, “teasing”, double meanings, and jokes.

Verbal or physical conduct of a sexual nature may constitute sexual harassment when the allegedly harassed person has indicated it is unwelcomed.

For the purpose of this policy, unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment if:

Submission to or rejection of the conduct is used as a basis for a decision affecting the harassed student

The conduct substantially interferes with a student’s school performance or creates an intimidating, hostile, or offensive environment

A person uses his/her authority to solicit sexual favors or attention from a student when the student’s failure to submit will result in adverse treatment, or when the student’s acquiescence will result in preferential treatment, or

A student subjects another student to any unwelcome conduct of a sexual nature.

#### **Report, Investigation, and Sanctions**

It is the expressed protocol of Newcastle High School to encourage victims of sexual harassment to come forward with such claims.

Students are urged to immediately report any unwelcome conduct of a sexual nature if such conduct interferes with the student's work performance or creates a hostile or offensive working or educational environment. Confidentiality will be maintained and no reprisals or retaliation will be allowed to occur as a result of the good faith reporting of charges of sexual harassment.

In determining whether the alleged conduct constitutes sexual harassment, the totality of the circumstances, the nature of the conduct and the context in which the alleged conduct occurred will be investigated. Any student found to have been engaged in sexual harassment shall be subject to sanctions including, but not limited to warning or suspension.

### **Special Education**

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

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

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

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

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

been home schooled, shall be educationally screened within 6 months from the date of entry.

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

**Collection of Personally Identifiable Information:**

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

**Student Code of Conduct**

A primary responsibility of schools in Oklahoma and their professional staff is the development of an understanding and appreciation of our representative form of government, the rights and responsibilities of the individual, and the legal processes whereby necessary changes are brought about.

The school is a community. Rules and regulations of a school are the laws of that community. All those enjoying the rights of citizenship in the school community must also accept the responsibilities of that citizenship. A basic responsibility of those who enjoy the rights of citizenship is to respect and live within the laws of the community. The Board of Education, administration, faculty, and staff of the Newcastle School District recognize that the parents of Newcastle students share a major responsibility in the well-being of the students of the school. Cooperative supervision of the students by the school faculty and parents is the key factor in determining the level of success achieved by the student.

Parents should be aware of school policies such as seeing that the child is in school regularly and on time; going through the proper channels when the child is absent; and in general, aiding the school in every way possible. School policies and procedures are formulated for the purpose of benefiting the child. Parents must realize the value of cooperative effort and that honesty is the best policy. If it is honestly felt that a policy is unfair or that a student has been treated unjustly, we request that parents contact the school and try to resolve the problem through discussion with all of those involved.

Students also have a definite responsibility to the school, to their parents, and to themselves. There are several concepts which young people should acquire through their relationships with teachers and other authority figures. They must learn to be sensitive to the needs of others and be willing to accept responsibility for both social and household duties. Teenagers should be developing mature, sensitive ways of dealing with people. With the proper guidance from the school and the home collectively, it is the responsibility of students to see that these mature concepts are developed.

The Newcastle School District has the responsibility to assist each individual in developing their capabilities so that students may become effective and productive citizens. Students can expect to be treated fairly and equally by school personnel. Students can expect a safe and productive environment that fosters learning. More importantly, students and parents alike can expect courteous and accountable behavior in their association with the Newcastle School District.

Assuming the responsibility granted to it by laws, the Newcastle Board of Education has established the following categories of misconduct as those which may result in temporary separation, suspension, or exclusion from the Newcastle Public School District. These categories are general in nature and are not to be held all-inclusive.

#### Age of Majority

The guidelines and regulations are written for and apply to all students of Newcastle High School regardless of age, during school hours, and at school events. They are designated to establish and maintain a safe, secure, and positive learning environment.

The authority of administrators to suspend or otherwise discipline a student is not limited to the student's on-campus conduct. Students may be suspended out-of-school or otherwise disciplined for off-campus conduct which is contrary to law or which has an adverse impact on good order, discipline or the learning environment at the school.

#### **Students Who Pose a Threat to School**

School districts do not have to provide educational services in a regular setting to students who have been removed from school (in any state) by a judge or administrative proceeding for threatening school staff and students. Students will be provided services in an alternative education setting which may include virtual school.

#### **Suicide Prevention**

According to HB 1623, teachers, counselors, principals, administrators, or other school personnel upon determining that a student is at risk of attempting suicide, shall notify the parents or legal guardians immediately upon determining that such risk exists. For resources visit: <http://sde.ok.gov/sde/suicide-prevention>

#### **Suspected Child Abuse**

Oklahoma statutes define child abuse as harm or threatened harm to a child's health, safety, or welfare by a person responsible for the child. This includes non-accidental physical or mental injury, sexual abuse, or neglect (Title 10, Section 7102). Threats of suicide, self-harm, or evidence of self-harm is included in this category as well. Furthermore, every person, private citizen or professional, who has reason to believe that a child has been abused, is mandated by law to report it to the Department of Human Services. Educators who do not report their concerns to DHS face the risk of losing their certification and having charges filed against them personally.

#### **Suspensions**

##### **IN SCHOOL INTERVENTION (ISI)**

The objective of this program is to provide an alternative to out-of-school suspension for those students who fail to function acceptably in the education setting. ISI is in lieu of the regular day. For a student to be placed in ISI, parental contact will be made. The student will sign a procedural contract so there is no misunderstanding about the intent of the ISI Program and its policies/ procedures. Failure to follow the policies of ISI will result in immediate out-of-school suspension. **Any student placed in ISI will not be allowed to participate in any school activity including practice until their consequence has been fully served.**

## **Out of School Suspension (OSS)**

Suspensions will vary in length due to the seriousness of the offense and the number of previous suspensions. A suspended student is suspended to the custody of the student's parents and is not allowed to be on or near school premises or attend any school activity while the student is suspended. To do so will result in further disciplinary action and/or suspension.

Any student who is guilty of the following acts while in attendance at school or in transit by school transportation or under school supervision to or from school or at any school function when present on any facility under the control of the school district may face possible suspension.

- Conduct which jeopardizes the safety of others
- Possession, threat or use of a dangerous weapon
- Using, selling, passing, being under the influence of, buying or in any way possessing any narcotic drug, stimulant, barbiturate or alcohol
- Fighting, assault and battery
- Immorality or profanity
- Theft or possession of stolen property
- Destroying or defacing school property
- Truancy
- Showing disrespect to faculty, staff or other school employees
- Conduct which disrupts the normal educational process
- Violation of school rules, regulations or policies

*Note: This list is not meant to be all inclusive.*

Students who are suspended will be provided work missed during their suspension. Students suspended for possession of a weapon or a firearm or possession of a controlled dangerous substance shall not be provided an educational plan and shall not receive credit during the suspension.

The suspended student shall have the right to appeal the decision. The appeal process can be found in Board Policy EK.

## **Textbooks, Library Books & Technology**

Hardcover textbooks are available for some courses and can be checked out by the student in the Media Center; however, the majority of textbooks can be accessed online. In the event a textbook, library book or technology is lost, stolen, or damaged; the student will be assessed a fee. The school is authorized to withhold transcripts or other records if a textbook including technology is not returned. [70 O.S. § 16-121]

## **Threatening Behavior**

No verbal or written threat will be tolerated. Verbal or written threats toward teachers, students, school personnel, or school property could result in short-term or long-term suspension, depending on the circumstances.

A parent, patron or student shall be reported to local law enforcement and DHS if threatening behavior (verbal or act) is deemed to reasonably have the potential to endanger students, school personnel or school property. This is in accordance with state law.

### **Tobacco**

State law [63 O.S. § 1-1523] and the board policy prohibit the use and possession of tobacco and or e-cigarettes on the school campus or school grounds. Students and/or patrons are not permitted to use, sell or have in their possession tobacco in any form while on school grounds or at school activities.

This includes but is not limited to - cigarettes, vapor-atomizers, e-juice, “trippy stix”, dip, cigars, and nicotine oil. Students in violation of this policy will be dealt within the following manner:

- 1st Offense - 3 days ISI, a citation and parental contact\*
- 2nd Offense - 5 days ISI, a citation and parental contact\*
- 3rd Offense - Out of School Suspension, a citation and parental contact\*

\*Law enforcement will be contacted if circumstances warrant and a citation is issued.

### **Tornado Evacuation**

During severe weather conditions, our administrative staff is in constant contact with Emergency Management, as well as the Police and Fire Departments. When the decision is made to evacuate to the Tornado Shelter we must do so very quickly to ensure student and staff safety. Therefore, students will not be able to be checked out through the office once evacuation procedures have begun.

### **Transcripts**

To receive a copy of a high school transcript, students must: Go to the Newcastle High School webpage and locate the Request Transcript link. Students will request their transcript through Parchment. We're offering this service to make ordering transcripts easier for you. It's also more efficient for your school and will deliver your transcripts to the colleges you choose in the format they prefer. There is a charge to process an official transcript. NOTE: STUDENTS BECOME RESPONSIBLE FOR THEIR RECORDS WHEN THEY REACH 18 YEARS OF AGE. SIGNED PERMISSION IS REQUIRED FOR PARENTS TO PICK UP DIPLOMAS AND/OR TRANSCRIPTS.

### **Trespassing**

The superintendent or principal of any secondary, middle or elementary school shall have the authority to order

any person out of the school buildings and off the school property when it appears that the presence of such person is a threat to the peaceful conduct of school business and school classes. Any person who refuses to leave the school building or grounds after being ordered to do so by the superintendent or principal, shall be guilty of a misdemeanor and upon conviction thereof shall be punished by a fine of not more than Five Hundred (\$500.00) or by imprisonment in the county jail for not more than ninety (90) days, or by both such fine and imprisonment. (70-24-131). Any student who knowingly invites or facilitates the presence of a visitor on campus without permission will be subject to disciplinary consequences.

### **Valedictorian/Class Rank**

The criteria to be honored as a Valedictorian of Newcastle High School is as follows:

Students must take 4 Math courses and 4 Science courses, 2 AP or 2 Concurrent courses, score a 27 or higher on the ACT or SAT equivalent, and maintain a 4.0 unweighted GPA.

All students meeting the above mentioned criteria will be honored as Valedictorian and ranked number one. There will be no Salutatorian. During the graduation ceremony, providing all other graduation requirements are met, each Valedictorian will be allowed to present a speech during the ceremony. A total of 20 minutes will be allotted for speeches each year. This time allotment will be equally distributed between the Valedictorians (e.g. If there are 5 Valedictorians, each will be given 4 minutes to speak). The speeches must be submitted to the senior class sponsor and building principal for approval at least one week prior to the graduation ceremony. Determination of Valedictorian is based on the seven semester transcript.

Newcastle High School uses the unweighted GPA to determine valedictorian status and is the preferred calculation of local colleges and universities.

Early Graduates must have eighteen (18) credits completed by the end of the 5th semester; the unweighted GPA of those eighteen (18) credits are used for valedictorian determination.

### **Vandalism and Property Damage**

Our school building and equipment cost the taxpayers to purchase, construct, and maintain. Students who destroy or vandalize school property (including textbooks) will be required to pay for losses or damages. If students willfully destroy school property or create a mess even if it is a result of a "SENIOR PRANK", disciplinary action may be issued. If students should happen to damage something by accident, they should immediately report it to a building administrator.

### **Virtual/Distance Learning Guidance**

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

### **Weapons**

The possession of dangerous instruments or weapons on school property or other property adjacent to school

property, at school functions or while in any bus or vehicle used by the school for transportation of students or teachers is forbidden. Dangerous instruments or weapons include, but are not limited to, firearms (guns), fireworks, explosives, knives, including automatic opening or switch blades, razors, clubs, chains, ammunition, sharps/shafts/points capable of skin penetration, or other instruments used for assault or injury is grounds for out of school suspension. Possession of a firearm will result in one full calendar year suspension

### **Page 1**

Changed Logo and dates to reflect 23-24 school year

### **Page 2**

Changed Names to reflect current staff

### **Page 3**

Changed from SAT to ACT and added US History Test.

Updated dates to 2024

Updated PSAT/NMSQT Information

Deleted PSAT 9 section

Deleted AP test dates

Deleted dates on proficiency based testing

Deleted dates on ASVAB

### **Page 4**

Announcements changed to 1st hour

Deleted each year and replaced with when

### **Page 5**

Replaced order with oder

### **Page 7**

Deleted - Students who exceed eight (8) Verified or Unverified absences in a class period during a semester will be required to make up the missed time in PM detention or Friday detention.

Failure to make up the missed time will result in the student receiving no credit (NC) for the course. Students have two weeks after the end of the semester to make up the missed time.

Deleted - and will assign the detention to make up the missed time.

### **Page 8**

Deleted - Students missing more than half of any class period are recorded absent for that class.

Added - 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.

Deleted - Teachers will inform students each time they are late to class and record the unverified tardy in Infinite Campus. Tardies will be cumulative for each semester. Teachers will assign consequences for tardies.

- 1st Tardy: Warning
- 2nd Tardy: 1 PM Detention
- 3rd Tardy: 2 PM Detentions parent contact by teacher
- 4th and each successive tardy: student is referred to the appropriate administrator.

- Failure to show for an assigned detention will result in an extra day of detention.  
Failure to show again for an assigned detention will result in the student being sent to the appropriate administrator.

### **Page 9**

Added - While absent, students should regularly check their school email, Google Classroom, and Infinite Campus for any assignments or changes to the assignments.

Moved Late work policy to page 9

### **Page 11**

Added - To use any form of Artificial Intelligence (A.I.) to complete any or all of an assignment, project, or assessment.

### **Page 16**

Moved from Derogatory Language to Extra curricular activities - 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.

### **Page 18**

Added - Administrator

### **Page 21**

Deleted - Immediately

### **Page 23**

Changed cell phones to electronic devices

### **Page 29**

Added - see course description guide

### **Page 32**

Deleted - Replacement cost is \$15. Refunds will not be issued. Replacement lanyards may or may not be given.

### **Page 33**

Deleted Important Dates which were the date of prom and graduation.

**Page 34**

Added - Infinite Campus is an important means of staying up to date with your student's progress.

**Page 37**

Replaced Length of School day - All students must be enrolled in 6 class periods  
Replaced Electronic with any

**Page 41**

Deleted - This procedure was implemented for the Prom in April, 2022. Formalizing the decision by adding it to the handbook

Deleted - Student schedules for the upcoming year will be released to students before the end of the current school year. Once schedules are released, students will have access to request a change to their schedule. Schedule changes must be requested before the end of the first full week of each semester. This includes schedule changes for athletic purposes. Students must decide their sports they will play for the semester before the schedule change ends.

Added - 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.

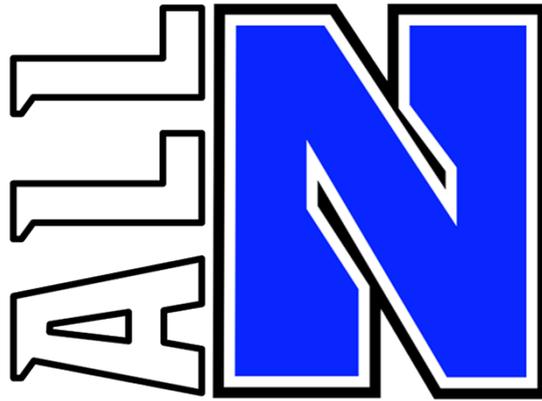
**Page 42**

Changed library to media center and added college and career center.

**Page 44**

Added - and classroom assessments.

# Newcastle Middle School Student Handbook 23-24



**(405) 387- 3139**

**611 E. Fox Ln.**

**Newcastle, OK**

[www.newcastle.k12.ok.us](http://www.newcastle.k12.ok.us)

**Home of the Racers**

**School Colors**

**Royal Blue and White**

**Mascot**

**Racers**

## **School Board Members**

<b>President</b>	John Maker
<b>Vice President</b>	Tiffany Eleyzyn
<b>Clerk</b>	Darrin Abel
<b>Deputy Clerk</b>	Jeff Dingee
<b>Member</b>	Valory Dalton

<b>Superintendent</b>	Dr. Cathy Walker
<b>MS Principal</b>	Wade Hampton
<b>MS Assistant Principal</b>	Jeremy Reynolds
<b>MS Counselor</b>	Toni Kammerlocher
<b>MS Counselor</b>	Elaine Rabalais
<b>Instructional Coach</b>	Jessica Howsley
<b>Athletic Director</b>	Todd Goolsby
<b>MS Secretary</b>	Emily Carter
<b>MS Secretary</b>	Tearsa Roddy
<b>MS Registrar</b>	Erica Lain

## **ACTIVITY ELIGIBILITY AND REGULATIONS**

A student must be maintaining a “passing grade” in all classes in order to participate in an activity. Effective January 1, 1989 scholastic eligibility will be determined by the regulations listed at the end of this section. These regulations conform to Rules of the Oklahoma Secondary School Activities Association (OSSAA).

**A student must be present in all classes the day an activity is scheduled; or if the activity is scheduled on a weekend or holiday, or is an all-day activity, a student must have been present the preceding school day. Any exceptions to this policy must be approved by the building principal.**

The board of education shall appoint, at the beginning of the school year, an Internal Activities Review Committee. This committee shall be responsible for reviewing and recommending any deviation of the activities policy to the local board of education. Any deviation from the ten (10) days absence rule shall not exceed five (5) days.

A student must be maintaining a “passing grade” in classes to be missed while participating in an activity during the school day. A weekly eligibility list of students will be made available at the end of each week through the registrar’s office.

### **\*Regulations of OSSAA Rule 3– Scholastic Eligibility**

#### **Section 1 – Semester Grades**

- A student must have received a passing grade in any five (5) subjects counted for graduation in which he/she was enrolled during the last semester he/she attended fifteen (15) or more days.
- If a student does not meet the minimum scholastic standard, he/she will not be eligible to participate during the first six (6) weeks of the next semester he/she attends.
- A student who does not meet the above minimum scholastic standard may regain his/her eligibility by achieving passing grades in all subjects in which he/she is enrolled at the end of a six (6) week period.

#### **Section 2 – Student Eligibility**

##### **During a Semester**

- Scholastic eligibility for students will be checked at the end of the third week (during the fourth week) of a semester and each succeeding week thereafter.
- A student must be passing in all subjects in which he/she is enrolled during a semester. If a student is not passing all subjects in which he/she is enrolled at the end of the week, he/she will be placed on probation for the next one (1) week period. If a student is still failing one or more classes at the end of his/her probationary one (1) week period, he/she will be ineligible to participate during the next one (1) week period. The ineligibility periods will begin on Monday and end on Sunday.

- A student who has lost eligibility under this provision must regain passing grades in all of his/her classes in order to regain eligibility. A student regains eligibility under Rule 3 with the first class of the new one (1) week period (Monday through Sunday).

### Section 3 – Special Provisions

- An ineligible student who changes schools during a semester will not be eligible at the new school for a minimum period of three (3) weeks. A student may regain his/her eligibility by achieving the scholastic standard in Rule 3, Section 2-b at the end of a three (3) week period.
- Incomplete grades will be considered to be the same as failing grades in determining scholastic eligibility. School administrators are authorized to make an exception to this provision (Rule 3, Section 3-c) if the incomplete grade was caused by an unanticipated hardship. (Examples of such hardships would be illness, injury, death in family and natural disaster) OSSAA Board policy allows a maximum of two (2) weeks to apply for this exception.
- One summer school credit earned in an Oklahoma State Department of Education accredited program may be used to meet the requirements of Rule 3, Section 1a for the end of the spring semester.
- NMS will run eligibility checks on Thursday at 4:00 p.m. The period of ineligibility will always begin the Monday following the day eligibility is checked.

## ACTIVITY TRIPS

Activity trips are an extension of the school program and school day. All rules and standards of Newcastle Public Schools are applicable during activity trips. Behavior must be exemplary on all trips. It is important that you represent your school, your family, and most importantly, yourself, in a positive way! Students should make every effort to collect and complete assignments before leaving for an activity trip. In the event that this does not happen, students should check with their teacher the following day to make arrangements to complete all missing work.

## AIDES (TEACHER/OFFICE/LIBRARY)

A student may qualify for being an aide if he/she meets the following criteria:

1. The student must have a minimum 2.50 weighted grade-point average and be approved by the receiving supervisor as well as the building principal.
2. The student must have no serious disciplinary action on his record, i.e. ISD or OSS. (Being placed in ISD or being suspended out of school may be grounds for being removed from the aide position and being placed in an alternate setting.)
3. The student must agree to follow directions and abide by the school tardy and attendance policy.
4. Students will receive a grade for serving as an office aide.
5. A student may serve as an aide only one period during the school day.
6. The grade will be based largely on effort, attitude, attendance, punctuality, and the ability to follow school policies and procedures.

## ASBESTOS NOTIFICATION

In the past, asbestos was used extensively in building materials because of its insulating, sound absorbing, and fire retarding capabilities. Virtually any building constructed before the late 1970s contained some asbestos. Intact and undisturbed asbestos materials generally do not pose a health risk. Asbestos materials, however, can become hazardous when, due to damage or deterioration over time, they release fibers. If the fibers are inhaled, they can lead to health problems, such as cancer and asbestosis.

In 1986, Congress passed the Asbestos Hazard Emergency Response Act (AHERA) which requires schools to be inspected to identify any asbestos containing building materials. Suspected asbestos-containing building materials were located, sampled (or assumed) and rated according to condition and potential hazard. Every three years, Newcastle Public Schools has conducted a re-inspection to determine whether the condition of the known or assumed asbestos containing building materials (ACBM) has changed and to make recommendations on

managing or removing the ACBM. At the last inspection conducted on September 12, 2012, ALL BUILDINGS within Newcastle Public School District were inspected and found to contain NO ASBESTOS BUILDING MATERIALS; therefore, no operations and maintenance programs or future inspections are required.

Sincerely,



Tony O'Brien  
Superintendent

## **ASSAULT OR BATTERY OF SCHOOL PERSONNEL**

Any student who commits assault, battery, or assault and battery on any school personnel who is in the performance of assigned duties including extra-curricular activities, shall be removed from the personnel's assigned duty area, classroom and/or extra-curricular activity pending investigation by certified administrative personnel. Any student with a current IEP shall begin the procedure with a placement committee meeting.

- A. A student so removed shall not be readmitted until the investigation is concluded.
- B. A student so removed shall not be readmitted to the teacher's class and/or extra-curricular activity without a conference between the school personnel, parent or guardian and the administrative personnel doing the investigation.
- C. When battery or assault on school personnel has been substantiated the student shall not be readmitted to the area where the incident occurred, and/or the extra-curricular assignment without the consent of the administration and the personnel involved.
- D. When the investigative administrative personnel have determined that a student is guilty of a battery or assault and battery on school personnel that student shall be suspended from the school for the remainder of the school year. Suspension will be no less than 40 school days.

## **ATTENDANCE**

According to the Oklahoma School Code, any person having control of a child between five (5) and eighteen (18) years of age is required to compel that child to attend school. Failure to do so may result in fines and/or imprisonment. Attendance is important. Newcastle Public Schools are required by state law to keep an accurate record of attendance and reasons for absence. Attendance records are updated daily.

Middle School times are 7:35 AM - 2:40 PM. Doors open for student drop off at 7:20 AM.

### **Attendance Reporting Procedure**

Parents/legal guardians are asked to call the attendance office whenever their son/daughter is absent to verify the absence. Attendance office phones have 24-hour voice mail. If a call is impossible, a note should be sent with the student upon his/her return to school and given to the attendance secretary upon the student's arrival on campus or the parent/guardian should contact the attendance secretary through email.

**If a parent/guardian contact is not received within 48 hours of the absence, the absence will be considered unverified.**

### **Attendance Codes**

The following codes may appear on a printout of your student's attendance or when you access your student's information online:

#### **Unverified Absence Codes:**

UVA (unverified absence)  
TRU (Truant)

#### **Verified Absence Codes:**

VA (verified absence); AM (verified absence with medical documentation); AA (activity); FT (field trip); LG (legal); TST (testing); CV (college visit); ISI (in school intervention); OFF (office); HB (homebound); QA (absence due to a state qualifying event); FUN (funeral).

### **Tardy Codes:**

TU (unverified tardy); TE (verified tardy)

### **Activity Absence**

Refer to “Activity Eligibility and Regulation Section” in this handbook.

### **Activity Absence for Spectators at Eliminating State Tournament Rounds**

- A. Only activities that are eliminating state final rounds can qualify for a spectator school activity absence.
- B. Parents can call to check out their students with a verified absence.
- C. Students must arrive at the event prior to the start time of the game or activity.
- D. Students must sign-in with the acting administrator at the activity before the activity begins and sign out after the game (if required by acting administrator).
- E. Students must stay the entire length of the activity.
- F. The day following the eliminating event, the acting administrator will turn in the sign in sheet from the activity, and the verified absence will be changed to a school activity for the hours (classes) that have been verified to have been missed due to the activity.
- G. Students must be passing all classes and be in good standing with attendance (may not be in a no credit situation.).
- H. All activity requirements must be met to qualify for the activity absence.

### **Early Dismissal/Late Arrival**

According to state law, students shall not be excused from school once they have arrived unless parent permission is granted. Contact by parent/guardian to the attendance office is required prior to early dismissal. An electronic message from a parent/guardian to a student does not constitute permission to leave a classroom for early dismissal. Early dismissals will be sent to the classroom except for certain circumstances (example: exam days, assemblies). The dismissal slip will allow the student to leave class at the time requested. Before leaving the building, the student must sign out through the attendance office or main office. If students return to school during the day, they must sign in and have the dismissal slip signed by the attendance secretary. Students arriving to class later than 10 min are to report to the attendance office, sign in, 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 for admission. All other tardiness would be classified as an unexcused tardy. Any student who is detained by the office-should ask for a note to his/her next teacher so he/she will not be counted tardy.

Unexcused student tardiness will be calculated weekly. Students totaling 1-3 tardies per week will be given a warning from an administrator. Students totaling 4-5 tardies per week will be assigned 1 hour of after school detention. Students totaling 6-7 tardies per week will be assigned 2 hours of after school detention. Students totaling 8 tardies will be assigned 3 days of in school intervention. Students totaling 9 or more tardies in a week will receive either additional in school intervention or suspension. Students who are chronically tardy will receive more severe consequences at the administration's discretion.

### **Start On Time**

NMS will be implementing the Start on Time initiative. Teachers will immediately lock their doors and take attendance during bellwork when the tardy bell rings. Any students not in class will be first marked as "Absent." Teachers and administrators will conduct tardy sweeps as soon as the tardy bell rings. Students found tardy in the hallways must sign in with an administrator giving their name and reason for being tardy. This form will be delivered to the attendance clerk who will change the "Absent" mark for the student to "Tardy Unexcused." Parents are encouraged to track the attendance of their student(s) through Infinite Campus.

### **Unverified Absences**

Educational programs are built on the foundation of continuity of instruction and participation in the classroom setting. Consistent classroom attendance can lead to the development of strong work habits, responsibility, and self-discipline. Because attendance also has a definite correlation to academic performance, the quality of a student's education suffers when he/she is absent from class. Students are encouraged to maintain regular attendance. A truancy occurs when a student is absent from class and no verified excuse has been provided by a parent or guardian as to the student's whereabouts. An unverified absence (UVA) is considered a truancy. Examples are as follows:

- Leaving campus after having once arrived without properly signing out in the attendance office.
- Failure of parents to notify school official of a student's absence.
- Leaving class without permission.
- Leaving class and not reporting to designated place.
- Erroneous phone calls to have a student dismissed from class.
- Other fraudulent attempts to be absent from school not covered in this definition.

Violators may be referred to the site administrator for disciplinary action. Any student or students participating in an unauthorized skip day or walk out will be subject to the regulation covering truancy and/or referred to the district attorney.

If a child is absent without valid excuse four (4) or more days or parts of days within a nine-week period or is absent without valid excuse for eight (8) or more days or parts of days within a semester, the attendance officer shall notify the parent, guardian, or custodian of the child and immediately report such absences to the McClain County District Attorney for juvenile proceedings pursuant to Title 10 of the Oklahoma Statutes.

## **ASSIGNMENTS MISSED DURING ABSENCE**

### **Assignments Missed Due to a VERIFIED Absence(s)**

Students are encouraged to make up any work missed due to an absence. Students will be granted one school day for each school day missed. Students are responsible for acquiring, completing, and turning in any work missed to the teacher within

the determined time period. Any student who chooses not to complete missed assignments within four days of returning to school will receive a score of "0" for those assignments. Projects, reports, and tests which are known prior to an absence are expected to be turned in and/or taken upon the student's return to school. Exceptions may be granted due to the extent and/or nature of the absence or the specific classwork missed. Students are encouraged to talk with their teachers.

### **Assignments Missed Due to an Extended Absence**

If students anticipate their absence will go beyond **FOUR** school days, they may request missed work through the Main Office. Requests for homework assignments should be made by 8:30 a.m. and will be available for pick up the following day. Any student who chooses not to complete missed assignments within five days of returning to school will receive a score of "0" for those assignments. Exceptions may be granted due to the extent and/or nature of the absence or the specific classwork missed.

### **Assignments Missed Due to a School Activity Absence**

Students should make every effort to complete work in advance; however, time given to make up this work should not exceed the corresponding time the student was gone. Assignments should be completed following the same guidelines as verified absences.

## **ASSEMBLIES**

Assemblies provide Newcastle students with opportunities to demonstrate the courtesy, cooperation and consideration that they have been taught at school and at home. There are always outside visitors at our assembly programs, and it is a credit to the student body when they are able to comment on the courtesy of the students toward speakers, performers and visitors. **Students acting disrespectfully or inappropriately will be removed from an assembly and will be subject to disciplinary action.** All assemblies will be either educational or to help develop school pride and spirit. Therefore, **all students and teachers are required to attend.**

## **STUDENT CONDUCT**

### **BULLYING**

Students are prohibited from bullying, harassing, threatening, or intimidating other students or school personnel. Bullying, harassment, threatening, or intimidation includes any gesture, written or verbal expression, electronic communication, or physical act that a reasonable person should know will harm another person, damage another's property, place a student in reasonable fear of harm, or insult or demean another in such a way as to disrupt or interfere with the District's educational mission or the education of students. With respect to electronic communications, students are specifically prohibited from bullying, harassing, threatening, or intimidating other students or school personnel whether or not the electronic communications originated at school or with school equipment.

The following steps shall apply to the investigation of reported incidents of harassment, intimidation, bullying, or threatening behavior:

- If any person is aware of, observes, or is a victim of bullying, harassing, threatening, or intimidating behavior or communications from a student, such person must report the behavior or communication to the principal of the school on the appropriate form.
- The principal will gather the information the principal deems necessary and evaluate the incident to determine the severity of the incident and the potential for future violence.
- After completing any necessary investigation, the principal shall determine if the student accused of bullying, harassing, threatening, or intimidating behavior or communications engaged in prohibited conduct and, if so, shall determine the appropriate discipline.
- During the pendency of the investigation, the principal may take appropriate action to ensure the safety of all students or school personnel involved.
- If warranted, the principal shall notify law enforcement of the reported incident and cooperate with any law enforcement investigation.
- If the student's actions are determined to constitute prohibited harassing, intimidating, threatening, hazing, or bullying behavior or communications, the principal may, as a condition and part of any disciplinary action that is taken, recommend that available community mental health care options be provided to the student.

## **BUS PROCEDURES**

**School bus transportation is a privilege that may be withdrawn for inappropriate behavior.** A student is to ride the bus to which he/she is assigned. Students will be allowed off the bus only at school, home, and locations requested in writing by parents. **The bus driver is in complete charge of the bus and its occupants at all times.** Students riding the bus **MUST** comply with the request of the driver. Please review the bus procedures listed below:

### I. Prior to Loading (on the road and at school)

- A. Be on time at the designated school bus stops – keep the bus on schedule.
- B. Stay off the road at all times while waiting for the bus.
- C. Bus riders conduct themselves in a safe manner while waiting.
- D. Wait until the bus comes to a complete stop before attempting to enter.
- E. Be careful in approaching bus stops.
- F. Bus riders are not permitted to move toward the bus at the school loading zone until the bus has been brought to a complete stop.

### II. While on the Bus

- A. Keep hands and head inside the bus at all times after entering and until leaving the bus.
- B. Assist in keeping the bus safe and sanitary at all times.
- C. Avoid any loud noise that diverts the driver's attention and may result in a serious accident.
- D. Treat bus equipment as you would valuable furniture in your own home. Damage to seats, etc., must be paid for by the offender.
- E. Bus riders should never tamper with the bus or any of its equipment.
- F. Leave no books, lunches, or other articles on bus.
- G. Keep books, packages, coats, and all other objects out of the aisles.
- H. Help look after the safety and comfort of small children.
- I. Do not throw anything out of the bus window.
- J. Bus riders are not permitted to leave their seats while the bus is in motion.
- K. Horse-play is not permitted around or on the school bus.
- L. Bus riders are expected to be courteous to fellow pupils, the bus driver, and the patrol officers or driver's assistants.
- M. Keep quiet when approaching a railroad-crossing stop.
- N. In case of a road emergency, children are to remain in the bus, unless instructed by the driver to exit the bus.
- O. All rules of the regular school day apply to the bus.

### III. After Leaving the Bus

- A. When crossing the road, go at least ten feet in front of the bus, stop, check traffic, and watch for bus driver's signal, then cross the road.
- B. Students living on right side of the road, should immediately leave bus and stay clear of traffic
- C. Help look after the safety of small children

D. The driver will not discharge riders at places other than the regular bus stop, except, by proper authorization from the parent or school official.

#### IV. Extra-Curricular Trips

A. The above rules and regulations will apply to any trip under school sponsorship.

B. Pupils *will* respect a *chaperone* appointed by the school officials.

#### V. Consequences for Misbehavior on the Bus - See Bus Matrix

Severe Violations: Students who severely misbehave, directly jeopardize the safe operation of the school bus, or directly challenge the authority of the driver or other school official will lose their riding privileges without receiving warnings. Vandalism, fighting, failure to cooperate with the driver, abusive language or gestures directed toward school personnel, possession or use of drugs, alcohol or weapons, or any other violations that affect safety will be dealt with as severe violations.

### **CELL PHONES/WIRELESS DEVICES**

Newcastle Middle School promotes an environment for instructional learning that is safe and secure. Students are urged to practice mature and responsible cell phone usage. Phones are to remain on “Silent” mode and stored in the student’s bag/backpack throughout the school day. Parents wishing to contact their student(s) may call and leave a message in the school office. Students wishing to contact parents may either use the phone in the main office with permission, or may use their cell phone in the main office with permission. Students causing a disruption by using their cell phones and/or other wireless devices inappropriately may be subject to a referral to the appropriate administrator. Newcastle Middle School is not responsible for lost, stolen, or damaged personal devices.

### **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, or words as your own without giving the original author credit.
- Preparing to cheat- Examples of this may include: having in your possession a copy of a test or assignment to be given or having been given by a teacher, using a textbook notes or other materials without permission during a test or examination, and talking during a quiz, test, or examination.
- Not following test procedures or instructions given by your teacher or test administrator
- Providing another student with information that allows them to cheat, or otherwise provides an unfair advantage over other students (Example: Picture taking with cell phones)

#### **The penalty for cheating on an assignment or test will be as follows:**

- The teacher will inform the student of the incident, and the student may earn zeros for all work related to the cheating incident. Parent will be contacted by the teacher.
- All instances of Academic Dishonesty/Cheating will result in a discipline referral to the appropriate administrator.

**It is important to also note that some school organizations may have additional consequences for cheating, depending on their constitution or bylaws.**

## CHECK OUT PROCEDURES

No student may leave school except at regular dismissal time without checking out through the office. If the student knows in advance that he needs to leave school, a parent must phone or come by the office to check out the student. **A student who does not check out (which includes prior parental permission AND signing out in the office) prior to leaving school anytime during the school day will be disciplined for truancy.** No student will be allowed to leave school unless a parent has been contacted. Also, during the lunch times, a **student's parent** must be the one to physically check the student out in the office, unless it can be verified the student is leaving for the rest of the day or attending a doctor or other legal appointment. Checking out students over the phone during the lunch times is otherwise prohibited.

## CHILD NUTRITION

- A. Breakfast is served beginning at 7:20 in the school cafeteria. There is a grab-and-go breakfast served between 1<sup>st</sup> and 2<sup>nd</sup> 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.

## 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.

## 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.

## CLOSED CAMPUS

Students must adhere to a closed campus policy. **Students are not allowed to leave without properly checking out in the office. Checking out includes both signing out and the office being made aware by the parent/guardian, in advance, of the need for the student to check out. During the lunch times, a student's parent must be the one to physically check the student out in the office, unless it can be verified the student is leaving for the rest of the day or attending a doctor or other legal appointment. Checking out students over the phone during the lunch times is otherwise prohibited.**

## DELIVERIES

NMS will not accept deliveries from outside businesses on behalf of students. This includes but is not limited to DoorDash, 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.

## CLUBS AND ORGANIZATIONS

Newcastle Public Schools offer a variety of clubs, both curricular and extracurricular. According to HB 1826, it is the responsibility of the parent to notify the school in writing if he or she wishes for their child to NOT participate in any of the clubs associated with our schools. Please visit our website and social media for a current list of clubs/activities.

## 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.

## STUDENT CONDUCT AND DISCIPLINE

Implied Authority, as defined by state law, allows a school district to exercise those powers necessarily implied, or delegated by law to any other agency or official. The teacher or administrator shall have the same right as a parent or guardian to control and discipline a child while the child is in attendance in school, in school vehicles to or from the school, or while attending or participating in any school function authorized by the school district. This may include the right to apply necessary and reasonable force when students, staff, or administration are faced with possible personal or property injury.

All students enrolled in Newcastle Public Schools will be expected to abide by the rules and regulations set forth by the administration, teachers and the board of education while in attendance at school-sponsored activities, or while being transported to or from school or school-sponsored activities in district-owned transportation equipment. Any student who disobeys the rules or shows disrespect for any teacher and/or school property will be subject to disciplinary action. The disciplinary action taken will depend on the severity of the violation and the number of violations.

The school district, in order to provide quality education for all of its students, will not tolerate disruptive acts that would interfere with the learning environment of the school or the safety of its students. Furthermore, damaging of school property will not be tolerated. Students, while enrolled in this district, shall be under the supervision of and accountable to school personnel. The supervision shall include:

- going directly to and from school
- attendance of a school sponsored activity in the district or involving the district's schools (away from the district)
- going to and from district activity
- in-transit time to activities on school transportation

Consideration will be given to alternative methods of punishment or consequences to ensure the most effective discipline is administered in each case. In all disciplinary action, the administration shall be mindful of the fact that we are dealing with individual personalities. The administration shall consider consultation with parents on discipline measures that might prove the most effective in particular circumstances.

## DISRUPTIVE OR INTERFERING BEHAVIOR

A disruptive or interfering act shall be defined as, but not limited to, inciting, encouraging, promoting, or participating in activities, which interfere with the due process of the educational program of the school. The following are examples of behavior that will constitute disruptive activities:

- A. demonstrations
- B. sit-ins
- C. walk-outs
- D. blockages
- E. group violence
- F. disrespect or disobedience to school personnel
- G. **harassing, hazing, threatening, intimidating, bullying, or verbally abusing another person, including any gesture, written or verbal expression, or physical act that a reasonable person should know will harm another**

**person, damage another's property, or insult or demean another in such a way as to disrupt or interfere with the District's educational mission**

- H. the use of obscene, lewd or profane language (visual and/or auditory)
- I. fighting
- J. disruptive publications and/or social media posts
- K. theft or inappropriate use of personal or school property
- L. possession or use of drugs, alcohol or weapons
- M. possession or use of tobacco, vapes, and vape products by minors
- N. failure to make reasonable attempt at course work
- O. assault and battery.

Administrative response to student misconduct is a matter directly influencing the morale of the entire student body. As such, all student discipline will be based on a careful assessment of the circumstances surrounding each infraction (i.e. the student's attitude, the seriousness of the offense, and its potential effect on other students).

**DETENTION AND IN-SCHOOL INTERVENTION (ISI)**

Principals use detention as a disciplinary action. This is a mandatory STUDY TIME; therefore, all students must bring homework or study materials to detention. Students will be asked to do additional assignments as well. **Failure to attend detention at the appointed time may result in ISI. The student will also be required to fulfill their original detention obligation after the completion of the ISI**

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

- A. Tardiness to school or class.
- B. Failure to report to assigned class.
- C. Truancy.
- D. Behavior which interrupts the education process of other students.
- E. Miscellaneous offenses handled by the principal.
- F. Incomplete work.
- G. Lack of motivation or effort shown in the classroom.
- H. Talking in cafeteria line.
- I. Failure to have needed materials for class.

**Students assigned to ISI will not be allowed to participate in any extra-curricular activities or attend school related functions on any day in which they are in ISI.** This includes the weekend, should a student be in ISI on a consecutive Friday and Monday.

**Teachers are permitted to assign lunch detention for the following reasons:**

- 1. Class disruption
- 2. Cell phone/electronic device violations
- 3. Failure to serve lunch detention
- 4. Public display of affection

**DIRECTORY INFORMATION UNDER FERPA**

See Newcastle Board of Education policies for details concerning directory information.

**DISTRIBUTION OF MATERIALS ON CAMPUS**

Distribution of materials of any kind (other than those being distributed by the school) are not to disrupt the educational process in any way and must meet the guidelines as established by the state and federal court system. All posted items must be approved in advance by the building administration.

## **DRESS CODE**

**Standards of Dress:** The following standards of dress are required of all students while attending school or participating in school activities. It is hoped that a minimum amount of time and effort is spent on enforcement; however, it is the responsibility of the student and the parent to adhere to these guidelines. Exceptions to this policy are at the discretion of the building principal. There may be clothing, hairstyles, and/or accessories not specifically addressed herein that might be so disruptive to the education process that the building principal may need to take immediate corrective action. In those cases requiring such action, the building principal may act immediately.

### **General Guidelines:**

- A. Modesty will be the dominant feature in all clothing.
- B. Clothing must be clean and safe.
- C. Clothing, hairstyles and/or accessories must not be revealing, disruptive or distract from the educational process in any way.
- D. Clothing must not be derogatory to any individual, group, or institution, including hate-group messages.
- E. All students are required to wear clothing including shoes which are safe and appropriate for school activities.
- F. Hair is to be well-groomed and clean.
- G. Shorts, dresses or skirts shall not expose any portion of the student backside, undergarments, or private area (no tears, cuts or holes in garments above mid thigh are acceptable).

### **Unacceptable Clothing and Accessories:**

- A. Spaghetti straps and shirts that do not cover the tops of the shoulders.
- B. Low-cut shirts or blouses; shirts which expose the midriff, partial or full back; and pants, skirts or other clothing which expose the midriff.
- C. Any clothing that reveals undergarments.
- D. Slacks, pants or shorts worn below the hip.
- E. Caps, hats, hoods or other head covering in the building.
- F. Clothing, tattoos, and or accessories which carry messages either written or suggesting the promotion of illegal substances including but not limited to, drugs, alcohol, tobacco products; vulgar language, sex, violence, gang-related affiliation or other symbols that detract from the learning environment.
- G. Gang-related attire.
- H. Bedroom attire (pajamas, lounge pants, blankets, etc.)
- I. Cleated shoes.
- J. Sunglasses.
- K. Any item that exposes the students private areas at any time.
- L. Footwear with wheels.
- M. Any other clothing/accessory that are deemed unsafe or otherwise distracting by school personnel.

Any student deemed in violation of the dress code will be required to find clothing that meets the code or will be sent home to correct the situation and will be considered absent. Failure to comply will be grounds for disciplinary action.

## **DRUG AND ALCOHOL POLICY**

Students are prohibited from engaging in the following conduct or activities:

- Smoking, using, and/or possessing tobacco, including vapes and vaping liquid;
- Using, consuming, possessing, or being under the influence of, selling, transferring, distributing, or bartering any alcoholic beverage or low-point beer as defined by state law;
- Using, consuming, possessing or being under the influence of, selling, transferring, distributing, or bartering any narcotic drug, stimulant, barbiturate, depressant, hallucinogenic, opiate, inhalant, counterfeit drug, or any other controlled

dangerous substance which is capable of being ingested, inhaled, or absorbed into the body and affecting the central nervous system, vision, hearing, or other sensory or motor function;

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

“Presenting” a substance as an illegal or prohibited substance will also be considered a violation of this policy. Violation of the above policy is likely to result in disciplinary action, to include, but not limited to, out of school suspension and the involvement of law enforcement personnel.

## **FERPA RIGHTS NOTIFICATION**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. These rights are:

(1) The right to inspect and review the student’s education records within 45 days of the day Newcastle Schools receives a request for access. The Parents or eligible students should submit to the School Principal a written request that identifies the record(s) they wish to inspect. The Principal will make arrangements for access and notify the parents or eligible student of the time and place where the records may be inspected.

(2) The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask Newcastle Schools to amend a record that they believe is inaccurate or misleading. They should write the School Principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the School decides not to amend the record as requested by the parent or eligible student, Newcastle Schools will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3) The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by Newcastle Schools as an administrator, supervisor, instructor, or support staff member including health or medical staff and law enforcement unit personnel; a person serving on the Newcastle School Board; or a person or company with whom Newcastle Schools has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist). A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, Newcastle School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

(4) The right to file a complaint with the U. S. Department of Education concerning alleged failures by Newcastle Schools to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office  
U. S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-4605

## **GRADE REPORTING**

Report cards can be viewed electronically through Infinite Campus at the end of each semester. Print copies can be requested through the office.

Parents are strongly encouraged to keep up with their child’s academic progress through our online grading program. *Application forms for access rights are available in the office, on our district web-site at [www.newcastle.k12.ok.us](http://www.newcastle.k12.ok.us), and by contacting the school counselor.*

## **GUIDANCE COUNSELOR**

Guidance services are available for every student in the school. These services include assistance with educational planning, interpretation of test scores, career information, study tips, help with home, school and/or social concerns, or any question the student may feel he would like to discuss with the counselor. Appointments can be made by contacting the counseling office.

Please visit the following site for continually updated graduation requirements: <http://ok.gov/sde/oklahoma-high-school-graduation-requirements>

## **GYMNASIUM CARE**

NO food or drinks are allowed on the gym floor and only gym shoes may be worn on the floor.

## **HONOR ROLL**

Students with all A's will qualify for the Superintendent's Honor Roll. Students with all A's and B's will qualify for the principal's honor roll. This honor is based on semester grades only.

## **IMMUNIZATIONS, ILLNESS AND ACCIDENTS**

**Oklahoma law requires students meet certain immunization requirements to be eligible to attend school. If these requirements are not met, the student will not be allowed to attend school.** If the student develops an illness after reaching school, an attempt will be made to notify the parent. The school does not diagnose diseases and gives no internal medicine, including aspirin. In case of severe injury or broken bones, parents or a doctor will be notified immediately. The school will administer only emergency first aid in case of injury. Based on the severity of the injury, 911 will be called without parent approval.

Title 70, Section 1210.191, Oklahoma Statutes, 1970 requires that parents or guardians of all minor children in grades kindergarten through the twelfth grade for all public, parochial, or private schools in the State of Oklahoma, present a certified copy of required immunizations upon school entry. To be in compliance with this law, students must present proof of (5) doses DPT/DTaP/Td/Tdap, (4) doses Polio, (2) doses of MMR, a (2 or 3) dose series of Hepatitis B vaccine, (2) dose series of Hepatitis A, and (1) dose of Varicella. No minor child shall be admitted to any public, private, or parochial school operating in Oklahoma unless the parent or guardian can present to the appropriate school authorities certification from a licensed physician or the appropriate public health authorities that such child has received or is in the process of receiving immunizations required for school entry. For more information, visit <http://imm.health.ok.gov>.

## **INFORMATION CHANGES**

**If any information concerning your child's enrollment changes during the school year, let us know immediately.** It is imperative that we be able to reach you in case of emergency. Parents, please make sure that the contact information that we have on file is current and correct. Having the correct information also improves our ability to communicate with you through mailings, phone calls, and emails. Staff members are not responsible for lack of communication due to lack of current and accurate parent contact information. Every effort will be made by office staff to contact parents when the school receives information that their contact information is not up to date.

## **INTERNET ACCESS AND ACCEPTABLE USE POLICY**

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

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

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

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

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

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

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

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

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

**Internet-based Instruction:** The District may allow students to complete required course work through Internet-based courses in accordance with Oklahoma law, the rules, regulations, and/or guidelines adopted by the State Board of Education, and this policy. Students enrolled in Internet-based courses must participate in the Oklahoma School Testing Program. Test results for students enrolled in Internet-based courses must be disaggregated and reported.

The District authorizes any full-time student of the District to enroll in an approved Internet-based course offered by the District provided the course is determined to be appropriate for the student. The following criteria will be used to determine the appropriateness of Internet-based course work for a particular student:

1. Recommendation by the student’s teacher(s) that the student possesses the ability to work on his/her own;
2. The student has completed all prerequisites for the course as if it were offered through the District’s traditional class offerings;
3. The course will provide a means for the student to advance but is not a means for acceleration of a student’s graduation date; and
4. The student is either suspended out-of-school or is in need of remediation.

All Internet-based courses must be approved by the Board prior to enrollment by students. The District shall use the following criteria to determine whether an Internet-based courses is approved for enrollment of students:

1. Teacher is certified to teach the course and trained in methodology and technical aspects of Internet-based instruction;
2. The course is aligned with Priority Academic Student Skills/ Common Core requirements;
3. A plan for monitoring and reporting student progress by the course instructor to the principal or principal’s designee at least monthly with the final grade reported in time for inclusion on report cards/transcripts;
4. A course grading system that is compatible with the District’s grading system and criteria;
5. Completion of the course must be within the school semester; and
6. The proposed Internet-based course is not duplicative of a course offered by the District.

Internet-based courses are not a means for students educated or enrolled elsewhere to enroll part-time in the District in order to take an Internet-based course. However, the District is authorized to enroll on a part-time basis for the purpose of utilizing Internet-base instruction students who have dropped out of school or who are or have been suspended. To be eligible, the student must have been enrolled in a public school in the state any time during the previous three (3) years.

Internet-based courses offered by a technology center and taught by a certified teacher and aligned with the appropriate Priority Academic Student Skills may be counted toward meeting the state graduation requirements with prior approval of the State Department of Education and the Board. Internet-based courses which contain integrated or embedded skills for which no Priority Academic Student Skills have been adopted may be approved by the Board if such courses incorporate national standards and are taught by certified teachers.

**Remote Internet-based Courses:** The District may allow for students to complete required course work through remote Internet-based courses in accordance with the rules, regulations, and/or guidelines adopted by the State Board of Education and this policy. However, students participating in remote Internet-based instruction will be required to provide their own equipment and Internet access and pay any associated fees, tuition, and/or expenses.

### **ITEMS PROHIBITED AT SCHOOL**

The following items are considered dangerous and strictly prohibited from school. Possession, sale, transmission, and/or use of these items may result in discipline, to include out of school suspension, depending on the severity and nature of the offense. Examples of these items include, but are not limited to:

- Firecrackers
- Stink, smoke, or snap bombs
- Matches or lighters
- Weapons of any type
- Firearms (including replicas, ammunition, paint balls or guns, projectiles, etc.)
- Incendiary or explosive devices
- Any objects used or portrayed in a violent manner
- Mace or Pepper Spray
- Vapes, vaping liquids, or e-cigarettes
- Any device that is capable of reading, storing, emulating, or overriding any RF code or signal.
- Video game controllers and systems
- Aerosol cans of any kind (aerosol deodorant, perfume/cologne, air freshener, etc.)
- Energy Drinks and Powders

Other prohibited items include:

- Toys
- Skateboards / Roller Skates for use in the building. These must be checked in at the office upon arrival.
- Toy Guns or weapons
- Water Guns
- Sling Shot
- Laser pens or Laser Lights of any kind
- Miscellaneous items, such as, but not limited to: Liquid Paper, Slime, Whoopie cushions, Prank items, Inappropriate Magazines, Noisemakers of any type, Water Balloons, Invisible ink

\*No student may sell any item (candy or etc.) unless it is from an approved school fund-raising project for the middle school. No other school fund-raising projects are allowed. Disciplinary actions may result from sales which are not approved. If brought to school, such items will be impounded.

## **LIBRARY PROCEDURES**

The library will be opened at 7:45 am and remain open throughout the day, as well as after school for a short amount of time. Students are encouraged to use the library as much as possible. The library also has a webpage that can be accessed from our district website. Should a student need to visit the library during class time, the student should be given a hall pass from their current teacher. Upon arriving in the library, the student should check in immediately with the librarian to inform her of his or her particular needs. At no time is a student allowed to miss class and go to the library without permission and a pass from his or her current teacher. Students are responsible for all materials they check out from the library, and will be required to pay for materials that have been damaged or lost.

## **MEDICAL TREATMENT**

Medication may be administered to students as prescribed by law. For the purpose of this policy, medication or medicine includes prescription medication as well as over-the-counter medicines. Students may not retain possession of or self-administer any medication unless written permission is granted by the District as set forth below.

A student who has a legitimate health need for a medicine shall deliver the medicine to the school principal, or his designee, in its original container with written authorization of the student's parent or guardian for the administration of the medicine. The parent's authorization must identify the student, the medicine, and include or refer to the label for instructions on administration of the medicine. The medicine will be administered to the student only by the school principal or designee pursuant to the parent's instruction and the directions for use on the label or in the physician's prescription. **Forms for parental authorization of administration of medicines are available in the office of the building principal and on the school webpage.**

The school shall keep a record of the students to whom medicine is administered, the date of administration, the person who administered the medicine, and the name or type of medicine administered.

Minor cuts and abrasions will be cleaned and covered with a band-aid. **We are not allowed to use any type of spray or ointment. In case of serious injury or illness, we will make every effort to contact the parent or guardian.** We may also make the determination to call 911, should the situation warrant. The District is not responsible for any transportation and/or medical costs associated with emergency care.

**ALL MEDICATIONS, BOTH PRESCRIPTION AND OVER THE COUNTER, MUST BE BROUGHT TO THE OFFICE.** We will keep it on file for your student.

## **MEDICATION, SELF-ADMINISTRATION**

Pursuant to Oklahoma law, students may be allowed to carry and self-administer prescribed inhaled asthma medications and prescribed anaphylaxis medications according to the provisions of this policy. The District shall not incur any liability as a result of any injury arising from the self-administration of asthma or anaphylaxis medication by the student.

If the requirements of this policy are fulfilled, a student diagnosed with asthma or anaphylaxis may possess and use his or her labeled asthma or anaphylaxis medication at all times. The student's parent or guardian shall:

Provide the school with a written statement on the form prescribed by the Board of Education authorizing the self-administration of inhaled asthma or 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 or anaphylaxis medication;

The name and purpose of the asthma or anaphylaxis medication;

The prescribed dosage;

The time or times at which and special circumstances, if any, under which the asthma or anaphylaxis medication is to be administered.

Provide the school with an emergency supply of the student's asthma or anaphylaxis medication(s) to be administered pursuant to Oklahoma law by a school nurse or other authorized personnel.

Provide the asthma or anaphylaxis medication to be carried by the student which is appropriately labeled, with a prescription label reflecting the following:

Student's name;

Prescription number;

Asthma or anaphylaxis medication name and dosage;

Method of administration and dosage;

Date of prescription and refill;

Licensed prescriber's name;

Pharmacy name, address and telephone number;

Name of pharmacist.

The authorization for self-administration of asthma and anaphylaxis medications from the parent or guardian and from the physician shall be kept on file in the office at the school site where the student is enrolled. The authorization for self-administration of asthma and anaphylaxis medication shall be effective only for the school year in which the authorization is submitted by the parent or guardian.

For the purpose of this policy, "asthma medication" and "anaphylaxis medication" shall mean a metered dose inhaler or a dry powder inhaler to alleviate asthmatic symptoms, prescribed by a physician and having an individual label, or an anaphylaxis medication used to treat anaphylaxis, including but not limited to Epinephrine injectors, prescribed by a physician and having an individual label. "Self-administration" shall mean a student's use of asthma or anaphylaxis medication pursuant to a prescription or written direction from a physician.

### **NOTICE OF NON-DISCRIMINATION**

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

**Ms. Angie Green  
101 North Main  
Newcastle, OK 73065  
(405) 387-6304**

This person has been designated as the Section 504 and Civil Rights Compliance Coordinator.

## **Screening**

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

### (1) Educational Screening

Educational screening includes procedures for the identification of children who may have special learning needs and may be eligible for special educational and related services. Each school district in the State provides educational screening. No child shall be educationally screened whose parent or legal guardian has filed written objection with the local school district.

- Educational screening is implemented for all first grade students each school year.
- Second through twelfth grade students shall be screened as needed or upon request of the parent, legal guardian, or teacher.
- Students entering the public school system from another state or from within the state without previous educational screening, shall be educationally screened within 6 months from the date of such entry.

## **Evaluation**

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

## **NOTIFICATION OF RIGHTS UNDER THE PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)**

Newcastle Public Schools has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Newcastle Public Schools will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. Newcastle Public Schools will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. Newcastle Public Schools will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

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

*Parents who believe their rights have been violated may file a complaint with:*

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW

## PARENT/TEACHER CONFERENCES

Every parent is encouraged to know about their child's classroom performance and to become acquainted with his or her teachers. We urge you to contact your child's teacher and schedule a conference at a mutually convenient time. Teachers will **NOT** be pulled away from their teaching responsibilities for an unscheduled conference.

Parent-Teacher conference days are listed on the school calendar. Please try to take advantage of this opportunity.

## PUBLIC DISPLAY OF AFFECTION

No inappropriate displays are permitted. School is not the time or place to engage in activity that might otherwise distract the students involved, or student witnesses, from our mission of excellence in education. Greetings and interactions should be respectful and professional in nature.

## SAFE SCHOOLS HOTLINE

It is the desire of Newcastle Middle School and the State of Oklahoma that each school be a safe place for all students. We need your help. You can help by notifying an adult in the building or by calling the Safe Call Hotline at 1-877-723-3225, extension 651, when you have knowledge of drugs, weapons or violent acts in our schools, or other schools. **The call is completely anonymous.** We simply receive a fax in our central office and we are required to take action on the information we are given.

## SCHEDULE CHANGES

Schedule changes will only be considered for legitimate reasons, such as a schedule conflict, meeting graduation requirements, or inappropriate placement as determined and recommended by a teacher or counselor with administrative approval. Students will not be moved to a class considered to be 'below' the intellectual capability of that student. Also, schedule changes will not be permitted after the 8th day of school each year, unless determined by the principal that it is in the best interest of **all** parties involved. Student schedule change requests due to not having interest in or not liking the subject matter, not receiving the course requested, or not choosing the course will only be accepted for the first 8 days of the semester. Parents and students do not have the option of choosing teacher preferences.

Schedules may be adjusted if any of the following criteria exist and space is available:

- A. Incomplete schedules or computer errors.
- B. Duplication of courses.
- C. The student does not meet prerequisites.
- D. Acceptance to a special program (co-op work experience, Mid-America Career Tech Program, etc.).
- E. Enrolled in a course that an administrator and/or counselor deems detrimental to student progress.
- F. Dropping PE for band or team sports. (Not applicable to 6th grade students)
- G. Dropping a course taken during previous summer or night school.
- H. Taking a more challenging course (no reversal at a later date).

## SCHOOL SAFETY

Students and faculty will participate in fire drills, tornado drills, and lockdown/ intruder drills throughout the year. Each classroom is equipped with written procedures to follow during these situations. Teachers are responsible for conveying this information to students. Students are responsible for knowing this information and following the procedures in a **very disciplined manner**, whether it be a drill or a true emergency. Faculty are responsible for ensuring evacuation maps and tornado maps are posted in their classrooms.

## SEARCHES INVOLVING STUDENTS

In accordance with NPS Board Policy the Administration reserves the right to search student's personal belongings, lockers, vehicles and person as allowed by federal and state law. Students and parents need to be aware that students

themselves, their personal belongings, lockers, and vehicles will be searched in the event the Administration suspects the unauthorized use of tobacco, alcohol, drugs, weapons, etc. We also cooperate with the Newcastle Police Department as they occasionally help us with random searches. The following paragraphs are excerpts from statute that further outline student privacy and student searches:

“The superintendent, principal, teacher, or security personnel of any public school in the State of Oklahoma, upon reasonable suspicion, shall have the authority to detain and search or authorize the search, of any pupil or property in the possession of the pupil when said pupil is on any school premise or while in transit under the authority of the school, or while attending any function sponsored or authorized by the school. The principal, teacher, or security personnel searching or authorizing the search shall have authority to detain the pupil to be searched and to preserve any dangerous weapons or controlled dangerous substances, intoxicating beverages, non-intoxicating beverages, or missing or stolen property that might be in their possession including the authority to authorize any other persons they deem necessary to restrain such pupil or to preserve any dangerous weapons or controlled dangerous substances, intoxicating beverages, non-intoxicating beverages, or missing or stolen property.”

“Any pupil found to be in possession of dangerous weapons, or controlled dangerous substances, intoxicating beverages, non-intoxicating beverages, or missing or stolen property may be suspended by the superintendent or principal for a period not to exceed the current school semester and the succeeding semester. Any such suspension may be appealed to the board of education of the school district by the pupil suspended under this section.”

“Pupils shall not have any reasonable expectation of privacy towards school administrators or teachers in the contents of a school locker, desk, or other school property. School personnel shall have access to school lockers, desks, and other school property in order to properly supervise the welfare of pupils. School lockers, desks, and other areas of school facilities may be opened and examined by school officials at any time and no reason shall be necessary for such search. **Schools shall inform pupils in the student discipline code that they have no reasonable expectation of privacy rights towards school officials in school lockers, desks, or other school property.**” (70-24-102)

## SEMESTER TEST POLICY

In recognition of the importance of preparing our students for the next level of their education, semester testing provides a tool to assist teachers in working with students to prepare for and be successful on cumulative exams and proficiency tests. Developing semester tests also challenges our teachers to begin with the end in mind when planning for the semester and to also provide multiple and ongoing exposure to the most critical concepts throughout the semester. Semester exams account for 10% of the semester grade.

## STOPIT APP

STOPit! is an online reporting tool designed to deter and mitigate bullying and cyber abuse, consisting of an app and a back-end incident management system for school administrators. Students and Parents can download the StopIt App for Apple and Android phones. Please see the district website for links and additional information.

## SUSPENSIONS

Suspensions will vary in length due to the seriousness of the offense and the number of previous suspensions. A suspended student is suspended to the custody of the student’s parents **and is not allowed to be on or near school premises or attend any school activity while the student is suspended.** To do so will result in further disciplinary action and/or suspension.

Any student who is guilty of the following acts while in attendance at school or in transit by school transportation or under school supervision to or from school or at any school function when present on any facility under the control of the school district may face possible suspension. A more detailed description of suspendable offenses is outlined in Board Policy E1.

- A. Conduct which jeopardizes the safety of others
- B. Possession, threat or use of a dangerous weapon

- C. Using, selling, passing, being under the influence of, buying or in any way possessing any narcotic drug, stimulant, barbiturate or alcohol
- D. Fighting, assault and battery
- E. Immorality or profanity
- F. Theft or possession of stolen property
- G. Destroying or defacing school property
- H. Truancy
- I. Showing disrespect to faculty, staff or other school employees
- J. Conduct which disrupts the normal educational process
- K. Violation of school rules, regulations or policies

A student who is suspended for five days or less may not be allowed to make up his or her work for credit. Students suspended for six days or more will be provided with an educational plan that will address academic credit in the core areas. Students suspended for possession of a weapon or a firearm or possession of a controlled dangerous substance shall not be provided an educational plan and shall not receive credit during the suspension. A student on long term suspension may be referred to alternative school, if appropriate.

### **TELEPHONE**

It is impossible to permit unlimited use of the school telephone. Students are allowed to use the phone only when it is absolutely necessary. Students will not be allowed to use the phone to make arrangements to go home with another student. **Please communicate with your child before he/she leaves for school so that both of you will know what he/she is to do when school is dismissed for the day.** Also, please limit the number of calls you make to the school to give your child a message regarding after-school instructions. Getting messages to students late in the day can be difficult and also disrupts the entire classroom.

If parents call for a teacher during the school day, please understand that we will not transfer a call to a teacher or a teacher's classroom during a teaching period. We will take a message and get it to that teacher so they can return your call within 24 hours.

### **TEXTBOOKS**

In case of gross neglect or loss of a book, the student will be expected to replace it. State adopted textbooks range from \$40.00 to \$100.00+ each. Students are responsible for books checked out to them.

### **TRESPASSING**

The superintendent or principal of any secondary, middle or elementary school shall have the authority to order any person out of the school buildings and off the school property when it appears that the presence of such person is a threat to the peaceful conduct of school business and school classes. Any person who refuses to leave the school building or grounds after being ordered to do so by the superintendent or principal, shall be guilty of a misdemeanor and upon conviction thereof shall be punished by a fine of not more than Five Hundred (\$500.00) or by imprisonment in the county jail for not more than ninety (90) days, or by both such fine and imprisonment. (70-24-131). Any student who knowingly invites or facilitates the presence of a visitor on campus without permission will be subject to disciplinary consequences.

### **TRUANCY**

An Unverified Absence (AA) is considered a truancy. Truancy is a very serious matter. A student is truant from school when he or she is absent from school without permission from either the parent/guardian and/or the school. Truancy may also be further defined as any time a student is not where he or she is supposed to be. Excessive absences may result in serious consequences for the student. **The McClain County District Attorney will be notified in cases of excessive unverified absences (truancy).**

## VISITATION

It is the policy for all visitors to report to the office, state the nature of their business, present a valid ID for quick background check, present a company ID if the reason for visit is for completing work for the school, and obtain a visitor's pass before proceeding to any other section of the building. This lets us know that a visitor has checked in through the office. This policy is for the safety and protection of our students, as well as instructional time. Visitors with school related business are always welcome after check in at the office.

We do not allow student visitation, except under very special circumstances (e.g. an older sibling on leave from the military). Former students wishing to visit teachers should call in advance to make an appointment with the particular teacher.

### **Racers Fight Song (Ohio State Fight Song Tune)**

Fight the team across the field  
Show them Racers are here.  
Send the earth rejuvenating,  
With a mighty cheer.  
Go! Fight! Win!

Hit 'em hard and see how they fall,  
Never let that team get the ball.  
Hail, Hail the Racers are here.  
So let's beat the .....,  
GO!

### Faculty/Staff Contact List

Teacher Name	Position	Email
Denise Barry	ELA - 8th	dbarry@newcastle.k12.ok.us
Brett Brooks	PE/Health	bbrooks@newcastle.k12.ok.us
Kathy Cannon	Art	kcannon@newcastle.k12.ok.us
Amber Cocrell	SPED	acockrell@newcastle.k12.ok.us
Stephanie Cox	ELA - 8th	scox@newcastle.k12.ok.us
Carol Craven	ELA 6th/Athletics	craven@newcastle.k12.ok.us
Vickie Crossley	Tech Media/Yearbook	vcrossley@newcastle.k12.ok.us
Ashley Filer	Leadership/Science/Athletics	afiler@newcastle.k12.ok.us
Aubrey Floyd	ELA	asanders@newcastle.k12.ok.us
Brenda Foster	SPED ELA	bfoster@newcastle.k12.ok.us
Autumn Gordon	Science 6	agordon@newcastle.k12.ok.us
Diane Huff	Library/Media	dhuff@newcastle.k12.ok.us
Becky Johnson	Social Studies – 7 <sup>th</sup>	bjohnson@newcastle.k12.ok.us
Angela Madden	SS -6th	amadden@newcastle.k12.ok.us

Megan Martin	ELA - 7th	mmartin@newcastle.k12.ok.us
Kelley McGehee	Math – 6 <sup>th</sup>	kmcgeehee@newcastle.k12.ok.us
Diane Medrano	ELA 7th	dmedrano@newcastle.k12.ok.us
Malcom Myers	SS 8th	mmyers@newcastle.k12.ok.us
Karla Redbird	SPED - ELA	kredbird@newcastle.k12.ok.us
Randall Robison	Sci -8th	rrobison@newcastle.k12.ok.us
Ryan Siebert	Band	rsiebert@newcastle.k12.ok.us
Wes Southwell	Science – 6 <sup>th</sup> and 7 <sup>th</sup>	wsouthwell@newcastle.k12.ok.us
Glenn Stallings	Science – 7 <sup>th</sup> and 8 <sup>th</sup>	gstallings@newcastle.k12.ok.us
Sarah Stancil	Choir	sstancil@newcastle.k12.ok.us
Robert Ward	Math – 8 <sup>th</sup>	rward@newcastle.k12.ok.us
Judd Wilson	Outdoor Ed/Archery/Athletics	jwilson@newcastle.k12.ok.us
Michael Wilson	ELA 8th	michael.wilson@newcastle.k12.ok.us
Zac Zeka	Robotics/Math	zzeka@newcastle.k12.ok.us
<b>Admin and Office Staff</b>		
Wade Hampton	Principal	whampton@newcastle.k12.ok.us
Jeremy Reynolds	Assistant Principal	jreynolds@newcastle.k12.ok.us
Toni Kammerlocher	Counselor	tkammerlocher@newcastle.k12.ok.us
Elaine Rabalais	Counselor	erabalais@newcastle.k12.ok.us
Jessica Howsley	Instructional Coach	jhowsley@newcastle.k12.ok.us
Erica Lain	Registrar	elain@newcastle.k12.ok.us
Emily Carter	Secretary	ecarter@newcastle.k12.ok.us
Tearsa Roddy	Secretary	trodody@newcastle.k12.ok.us
Paula Bowden	Child Nutrition	pbowden@newcastle.k12.ok.us
Julie Woods	ISI	jwoods@newcastle.k12.ok.us

**DISTRICT MISSION STATEMENT**

Newcastle Public Schools, as a caring community, guarantees high quality educational opportunities for the whole student every day and for the future.

**DISTRICT VISION STATEMENT**

Newcastle Schools envisions a team of educators and community partners working together to establish excellence in our student learning through a system of traditional core values, inspired teaching, purposeful learning, rigorous academics, and relevant life experiences. The attainment of excellence requires a shared and collaborative commitment, all individuals and groups within the Newcastle School District, to set and achieve high expectations

### NMS Handbook Changes Guide

PAGE NUMBER	CHANGE	RATIONALE
	<b>Announcements section deleted</b>	Announcements are given to students daily. Procedure on submitting an announcement will be added to the teacher handbook.
	<b>Assault and Battery on School Personnel #4.</b> <b>Deletion:</b> <del>not less than 10 school days and not more than one calendar year</del> <b>Addition:</b> the remainder of the school year. Suspension will be no less than 40 school days.	The removed language was vague to our students and staff. Battery on school personnel is a severe offense and should be treated severely in the consequence phase.
	<b>Verified Absence Codes:</b> <b>Addition/Change - ISI</b> (in school intervention). This is a change in language from ISR to ISI.  The ISR to ISI change has been made throughout the handbook.	In school restriction is strictly punitive. In School Intervention allows opportunities to learn why behavior was inappropriate, formulate more appropriate behavior, and move forward with new strategies. ISI also allows for academic intervention when a student has struggled to keep up with missing work.
	<b>Early Dismissal/ Late Arrival:</b>  <b>Deletions in RED:</b> Students arriving to class later than 10 min. <del>are considered absent</del> are to report to the attendance office, sign in, and receive a pass to class. <del>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.</del>	This change is an effort to ensure that student time in class is accurately reflected in the Chronic Absenteeism Report.
	<b>Penalty for Excessive Absences</b> <b>Loss of Credit Due to Lack of Attendance</b>  Deletion in RED, New section title in Yellow highlight, underlined	Section name change to indicate loss of academic credit due to lack of attendance.
	<b>Tardiness Section -</b>	Teachers and students both suffer with the current system of having to check into

	<p>Extensive changes. Sections struck through in red will be deleted. Sections in highlighted yellow are new additions.</p>	<p>the office for a tardy slip each time. Teachers lose teaching time and students miss excessive time going to the office for a pass. The new additions including Start on Time initiatives focus on teachers beginning class when the tardy bell rings and only having to make one attendance marking. In addition, student learning is not interrupted by staff having to stop instruction to mark tardies.</p>
	<p><b>Unverified Absences:</b></p> <p>Violators may be referred to the site administrator for disciplinary action <del>that may include detention, suspension or other consequences.</del></p> <p>Red strike through will be deleted</p>	<p>Disciplinary action should be easy to understand. Team felt it unnecessary to list all possible consequences.</p>
	<p><b>Assignments Missed Due to a VERIFIED Absence:</b></p> <p><del>In general,</del> students will be granted one school day for each school day missed.</p> <p>Red strike through section will be deleted</p>	<p>Sentence simplification.</p>
	<p><b>Consequences For Misbehaving on the Bus:</b></p> <p>All red strike through sections will be deleted. Link to the bus matrix will be added.</p>	<p>The bus matrix is easier to read for students and families.</p>
	<p><b>Cell Phones/Wireless Devices</b></p> <p>Additions: Phones are to remain on "Silent" mode and stored in the student's bag/backpack throughout the school day. Parents wishing to contact their student(s) may call and leave a message in the school office. Students wishing to contact parents may either use the phone in the main office with permission, or may use their cell phone in the main office with permission.</p>	<p>89% of student conflict situations/discipline referrals in the current school year began through social media/text through the use of cell phones. While our team agrees students could benefit from having their phones available in a potentially dangerous situation (early release, evacuation, active shooter, etc), we also agree that phones are a significant distraction to learning and social interactions. Having the phone in the bag/backpack on silent aides in both of these situations.</p>
	<p><b>Cheating/Academic Dishonesty</b></p>	<p>Due to the rise of AI and it's ability to create and/or enhance student work we</p>

**Commented [1]:**  
 @whampton@newcastle.k12.ok.us This is a section I would consider revising to align more with PLC practices. However, next year may not be the year for that, depending on your perspective on how sacred this cow is.

	<p>Additions:</p> <p>Presenting the work of <del>another person's</del> any other entity as your own.</p> <ul style="list-style-type: none"> <li>□ 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.</li> <li>□ Plagiarism- using another person's or entity's ideas, expressions, or words as your own without giving the original author credit.</li> </ul> <p>Addition of highlighted yellow items. Deleted red strike through items</p>	<p>added the "entity" language.</p>
	<p><b>Child Nutrition</b></p> <p>1. Breakfast is served beginning at 7:20 in the school cafeteria. There is a grab-and-go breakfast served between 1<sup>st</sup> and 2<sup>nd</sup> hours for <del>students that were unable to eat breakfast before school:</del> 1st hour athletic students and students who have received permission from the office.</p> <p>1. Food and/or drinks are not allowed to leave the cafeteria.</p> <p>Addition of highlighted yellow items. Deleted red strike through items</p>	<p>Clarifying language added due to the grab and go breakfast availability.</p> <p>Food and drinks leaving the cafeteria become a problem in the restrooms and cleanliness of the building.</p>

	<p><b>DELIVERIES</b></p> <p>NMS will not accept deliveries from outside businesses on behalf of students. This includes but is not limited to DoorDash, 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.</p> <p>This section is a new addition.</p>	<p>Deliveries are a distraction to students and front office staff. We also wanted to ensure that parents are still able to bring food to students during the lunch hour.</p>
	<p><b>Clubs and Organizations</b></p> <p>Please visit our website and social media for a current list of clubs/activities.</p> <p><del>Current Clubs and Organizations at Newcastle Middle School:</del>  <del>Academic Team, Archery, Honor Society, Pit Crew, and STUCO</del></p> <p>Addition of highlighted yellow items.  Deleted red strike through items</p>	<p>We will provide a current and updated list of clubs and organizations on the school website. We are currently encouraging feedback from staff and students regarding improving existing clubs and creating new ones.</p>
	<p><del><b>DISCIPLINE AND STUDENT CONDUCT AND DISCIPLINE</b></del></p> <p>Deleted red strike through items</p>	<p>Rearrangement of wording.</p>
	<p><b>Detention and In School Intervention (ISI)</b></p> <p>1. Failure to have needed materials for class (<del>books, notebook, paper, pencils, etc.</del>)</p> <p><b>Teachers are permitted to assign lunch detention for the following reasons:</b></p> <p>1. Class disruption</p>	<p>Teachers should notify students of needed materials for their classes through their syllabus.</p> <p>Teachers need a level of control and first level discipline in their classrooms. Lunch detention allows them an outlet to correct student behavior before it is sent to the office. Teachers will be provided a discipline rubric so that they are clear on where their ability to assign detentions stops and office referrals start.</p>

	<p>2. Cell phone/electronic device violations</p> <p>3. Failure to serve lunch detention</p> <p>4. Public display of affection</p> <p>Deleted red strike through items</p> <p>Addition of highlighted yellow items.</p> <p>Deleted red strike through items</p>	
	<p><b>Dress Code</b></p> <p><b>General Guidelines:</b></p> <p>G. Shorts, dresses or skirts <del>no shorter than the middle of the thigh</del> 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).</p> <p>Addition of highlighted yellow items.</p> <p>Deleted red strike through items</p>	<p>Students advocated that it is very difficult to find shorts that come to mid thigh with current fashion trends. The change to the language was made to aid students in their clothing selection as well as to ensure students are dressed decently for school.</p>
	<p><b>Unacceptable Clothing and Accessories:</b></p> <p>A. Bedroom attire (pajamas, lounge pants, slippers, blankets, etc.)</p> <p>B. Cleated shoes.</p> <p>C. Sunglasses.</p> <p>D. Any item that exposes the students private areas at any time.</p> <p>E. Footwear with wheels.</p> <p>F. Any other clothing/accessory that are deemed unsafe or otherwise distracting by school personnel.</p> <p>Addition of highlighted yellow items.</p> <p>Deleted red strike through items</p>	<p>Additions were made to address safety and decency. Slippers were specifically eliminated due to varying style, tread, and traction of slippers. The team feels the addition of letter "F" addresses footwear or any other clothing that would constitute a safety concern.</p>

**Commented [3]:**  
 @whampton@newcastle.k12.ok.us Double check to make sure everything agrees with what is here: <https://meeting.assemblemeetings.com/Public/Book/Newcastle?docTypeId=55652&file=d1da5b0b-ec67-4d32-aa80-caa58de848a2>

**Commented [2]:**  
 @whampton@newcastle.k12.ok.us Here you might also add "or is otherwise distracting"

	<p><b>Information Changes:</b>  <b>If any information on concerning your child's enrollment card changes during the school year, let us know immediately.</b></p> <p>Addition of highlighted yellow items.  Deleted red strike through items</p>	<p>Language change due to all information being contained in Infinite Campus rather than a student card.</p>
	<p><b>Information Changes:</b>  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.</p> <p>Addition of highlighted yellow items.</p>	<p>The team agreed that without accurate and up to date parent contact information it is very difficult to contact parents. We also agreed that the front office could help in tracking down and updating information when they or the school realizes there is inaccurate information.</p>
	<p><b>Items Prohibited at School:</b></p> <ul style="list-style-type: none"> <li>□ Any device that is capable of reading, storing, emulating, or overriding any RF code or signal.</li> <li>□ Video game controllers and systems</li> <li>□ Aerosol cans of any kind (aerosol deodorant, perfume/cologne, air freshener, etc.)</li> <li>□ Energy Drinks and Powders</li> </ul> <p>Addition of highlighted yellow items.</p>	<p>We recently discovered some students are using devices to override key entry systems, taking over TVs, and generally disrupting others with RF devices. These are unsafe and put students and staff at risk.</p> <p>There is no need to bring video controllers or games to school</p> <p>The use of aerosol has caused several issues with student allergies and vandalism. Students may bring roll on deodorant.</p> <p>Students are using squirt top bottles to spray water on each other in the hallways. A bottle with screw top lids is not a big ask.</p> <p>Energy drinks and powders have been proven to be a health risk for middle school students. There is no need to have these in school.</p>

**Commented [4]:** I do not disagree with the additions and understand why they are there. Are we prepared to supply students who need a water bottle due to affordability with one that meets the guidelines?

	<p><b>Other prohibited items include:</b></p> <ul style="list-style-type: none"> <li>□ Skateboards / Roller Skates for use in the building. These must be checked in at the office upon arrival.</li> </ul> <p>Addition of highlighted yellow items.</p>	<p>We have noticed an increase in the number of students riding skateboards to school. In response we thought it would be beneficial to remind students not to use these in the building. We are happy to check their boards in the office.</p>
	<p><b>Lockers:</b></p> <p><b><del>LOCKERS – Check Security Report</del></b></p> <p><del>Students are to use only the locker assigned to them. All students are responsible for the condition, as well as the contents, of their lockers. The lockers will be issued to you when you enroll. Please keep your lockers closed. If you have any locker trouble, report it to the principal's office. <b>No sharing lockers! No key locks are allowed.</b> Students are strongly encouraged to purchase a combination lock for their own security. <b>The school is not responsible for lost or stolen items. Also, student lockers are subject to search at any time.</b></del></p> <p>Deleted red strike through items</p>	<p>Lockers are not available to students due to school safety concerns as well as not having enough lockers to house each student.</p>
	<p><b>Student Schedule Changes</b></p> <p>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</p> <p>Addition of highlighted yellow items.</p>	<p>Students know quickly that they are not a fit in specific classes. The first two weeks of school is the best time to request a schedule change.</p> <p>Due to the large influx of students at NMS it is impossible to promise a student will have a specific teacher. We do make every effort to accommodate requests, but we do not have enough staff for parents to request a specific teacher.</p>
	<p><b>Student Schedule Changes</b></p> <p>A. The student does not meet prerequisites <del>or does not have teacher approval.</del></p>	<p>A. Teacher approval should not be considered as a reason for schedule changes.</p>

	<p>B. Acceptance to a special program (co-op work experience, Mid-America Career Tech Program, etc.).</p> <p><del>C. Enrolled in a course with a teacher with whom the student previously failed.</del> Enrolled in a course that an administrator and/or counselor deems detrimental to student progress.</p> <p>D. Dropping PE for band or team sports. (Not applicable to 6th grade students)</p> <p>Addition of highlighted yellow items. Deleted red strike through items</p>	<p>C. Sometimes it is hard to guarantee another teacher other than the student's original teacher will be available for a specified course.</p> <p>D. 6th grade students are required to take PE as part of the PE/Tech elective.</p>
	<p><b>School Safety</b></p> <p>Faculty are responsible for ensuring evacuation maps and tornado maps are posted in their classrooms.</p> <p>Addition of highlighted yellow items.</p>	<p>Faculty are provided updated maps when changes are made. It is the responsibility of the staff member to ensure posting the map.</p>
	<p><b>Searches Involving Students</b></p> <p><del>The School Board and</del> In accordance with NPS Board Policy the Administration reserves the right to search student's personal belongings, lockers, vehicles and person as allowed by federal and state law.</p> <p>Addition of highlighted yellow items. Deleted red strike through items</p>	<p>Clarifying language</p>
	<p><b>Textbooks</b></p> <p><del>Students are encouraged to take state-adopted textbooks home for study.</del> 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. <del>This is the main reason we suggest combination</del></p>	<p>Some books are unavailable due to the usage of classroom sets.</p> <p>The section regarding lockers has been removed due to students not having lockers.</p>

	<p><del>locks for all lockers.</del> Students are responsible for books checked out to them.</p>	
	<p><b>Visitation</b></p> <p>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. <del>A visitor's pass is also needed for cafeteria visitation.</del></p> <p>Addition of highlighted yellow items. Deleted red strike through items</p>	<p>Clarifying language change.</p> <p>We are not offering cafeteria visitation for parents.</p>

**Commented [5]:** Is this where you would possibly also add language about damage to Chromebooks?

Mr. Hampton and Mr. Reynolds are available to Central Office Administration and the Board of Education upon request to discuss or edit any changes.

Thank you for your support and consideration.



**NEWCASTLE ELEMENTARY SCHOOL**  
**Growing Greatness**

**Mission**

Newcastle Public Schools, as a caring community, guarantees high quality educational opportunities for the whole student every day and for the future.

**Vision**

Newcastle Schools has firmly established a vision for the district as a place where all students can tap into their potential and find a way to be active and serve others.

**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: Ryan McLaughlin

Physical Address: LES 410 NW 10th

Phone: LES 405-387-6388

District Website: [newcastle.k12.ok.us](http://newcastle.k12.ok.us)

Assistant Principal: Cindy Trent

Dean of Students: Chelsea Queen

Physical Address: UES 418 NW 10th

Phone: UES 405-387-6474

District Fax: 405- 387-3482

## **HANDBOOK VERIFICATION FORM**

Please read and discuss the information contained in this handbook with your child. The handbook contains important information, rules and regulations for students attending Newcastle Elementary School. This verification form is to be returned by all students, complete with parent/guardian signatures. This signed form is an agreement, indicating that parents and students understand the rules and regulations printed in this handbook. Signed parent/student verifications are due by Thursday, August 24, 2023 or during your first week of school if you enroll after August 24th. Should you have any questions after reading this handbook, please your child's teacher and they 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: \_\_\_\_\_

Parent/Guardian Email Address: \_\_\_\_\_

Date: \_\_\_\_\_

### **STUDENT AGREEMENT:**

My parent/guardian and I have read and discussed the material in this handbook and agree to follow the guidelines therein:

Student Signature \_\_\_\_\_

Date: \_\_\_\_\_

Please complete the [NES Student Handbook Verification Form](#)

*online (preferred method) or tear out this page*

*and return it to your child's teacher by*

*Thursday, August 24th, 2023.*

or during your first week of school if you enroll after August 24th.

## **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**

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.) Also, the child must ride the bus to the trip to be counted present in the attendance system.

---

**Parent/Guardian Signature**

---

**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**

## **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**

John Maker	President	john.maker@newcastle.k12.ok.us
Tiffany Elczyn	Vice-President	tiffany.elczyn@newcastle.k12.ok.us
Darrin Abel	Clerk	darrin.abel@newcastle.k12.ok.us
Jeff Dingee	Deputy Clerk	jeff.dingee@newcastle.k12.ok.us
Valory Dalton	Member	valory.dalton@newcastle.k12.ok.us

Superintendent	Dr. Cathy Walker
Assistant Superintendent	Kristi Ferguson
Executive Director of Academics	Jonathan Atchley
High School Principal	Adam Hull
High School Dean of Students	Dr. Genevieve Craig
Middle School Principal	Wade Hampton
Middle School Assistant Principal	Jeremy Reynolds
Elementary Principal	Ryan McLaughlin
Elementary Assistant Principal	Cindy Trent
Elementary Dean of Students	Chelsea Queen
ECC Principal	Jennifer Rosenbloom
ECC Assistant Principal	Cathy Moore
Special Services	Angela Green

### **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 Angela Green, 101 North Main, Newcastle, OK 73065. Telephone (405) 387-2890.

## **VISITORS TO CAMPUS**

All visitors to campus must check in at the office. 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. All other students are to go to their grade level buildings and sit by their classroom doors until given permission to enter their classrooms.

- 8:45 – TARDY BELL
- 3:50 - DISMISSAL BELL

## **DROP-OFF**

For the safety of students, please drop-off according to procedures. Cars dropping off in the morning must **form a single file line and drop students off at the curb. Parents must stay in their vehicles.** In order to move traffic efficiently, have your student ready to depart the vehicle once it has come to a complete stop. If you plan to walk your student to the door or classroom, you must park in a designated parking place.

- **2nd Grade** students are dropped off in the 2<sup>nd</sup> 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, otherwise they go to their grade level hallway.**

## **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 & 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 2<sup>nd</sup> grade loops in front of the lower elementary building
- **3rd Grade** - the 3rd grade in between the gym and cafeteria buildings.
- **4th Gr**- 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 file) will be required to provide identification before the student will be released. Three early pick-ups (pick up after 1:15 pm) and/or 3 tardies (drop-off before 11:15 am) will equal one absence.

All students must be checked out by 3:30 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 OUT 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 3:30pm. 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](mailto: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. Licensed Professional Counselor - FrontlineFamily Solutions - This partnership allows a LPC to be onsite and can be referred by

administration, school counselors and/ or parents/guardians.

### **PERSONALLY IDENTIFIABLE INFORMATION**

Addressed in board Policy-EG Directory information [www.newcastle.k12.ok.us](http://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 in writing by September 1.

### **CLASS PARTIES/DELIVERIES**

- Due to the overwhelming amount of deliveries that occur during the 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 be accepted for birthdays only. 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 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. NOTE: According to State Law, any third grade student not reading on grade level will be retained unless they qualify for a Good Cause Exemption, show grade level proficiency on a state approved reading screening instrument, or are promoted by the Student Reading Proficiency Team. (<https://sde.ok.gov/sites/default/files/documents/files/2019-RSAFamilyGuide-successfulreader.pdf>) There will be no appeal process in this situation.

### **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](mailto: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 10:45 am and 1:15 pm. Parents are welcome to check their child out for lunch but are not permitted to eat with their child in the cafeteria.

## **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**

If for some reason you get behind on meal payment, our school district allows a student to charge up to \$6.00. The first meal will be free, but after that accounts will be charged. Students may also pay for seconds. Payments may be made on the Newcastle Public Schools Website.

## **BRING LUNCH TO YOUR STUDENT**

Times and Places to deliver meals:

- **2nd Grade** - 10:40 to the Lower Elementary Office (before specials, because they do not come back to their classrooms)
- **3rd Grade** - 11:25 to the Lower Elementary Office
- **4th Grade** - 9:40 to the Upper Elementary Office (before specials, because they do not come back to their classrooms)
- **5th Grade** - 12:20 to the Upper Elementary Office

## **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.

## **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](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. If a ball should be hit or kicked from the playground area, permission to retrieve it will be given by the teacher on duty.
5. 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 web site [www.kfor.com](http://www.kfor.com) or [www.newsok.com](http://www.newsok.com) for our official temperature. No matter what the weather is like, please dress students appropriately.

## **PHYSICAL EDUCATION**

State law mandates that all elementary students receive an average of 60 minutes per week of physical education. We can allow students to sit out with a parent's note for 2 consecutive days, however, any longer than that will require a doctor's note.

Attire for physical education- must have shoes that enable them to safely participate (tennis shoes are recommended). If a child wears flip-flops, snow boots, sandals, etc., it will inhibit their ability to participate safely.

## **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 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 teacher and/or 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:**

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. 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
6. 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.
7. Medication and medication forms must be kept in the office.
8. Asthma inhalers and Epi-pens must be kept in the office unless a form for "Self-Administering Asthma Inhalants" has been completed by all parties involved parents, physicians, and school nurse.
9. All medications must be picked up by the last day of school. If not, it will be destroyed.

## **IMMUNIZATIONS**

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

## **HEAD LICE - Newcastle Schools has a “No-Nit Policy”.**

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

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

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

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

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

## **SUSPECTED CHILD ABUSE**

Oklahoma statutes define child abuse as harm or threatened harm to a child’s health, safety, or welfare by a person responsible for the child. This includes non-accidental physical or mental injury, sexual abuse, or neglect (Title 10, Section 7102). Threats of suicide, self-harm, or evidence of self-harm is included in this category as well. Furthermore, every person, private citizen or professional, who has reason to believe that a child has been abused, is **mandated** by law to report it to the Department of Human Services. Educators who do not report their concerns to DHS face the risk of losing their certification and having charges filed against them personally.

## **FERPA**

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

- The right of a student's parent or an eligible student to inspect and review the student's educational records;
- The right of a student's parents or an eligible student to seek to correct parts of the student's educational record which he/she believes to be inaccurate, misleading, or in violation of the student's rights. This right includes the right to a hearing to present evidence that the record would be changed

if the District decides not to alter it according to the parent or eligible student's request;

- The rights of any person to file a complaint with the Department of Education if the Newcastle School District violates FERPA; The right to obtain a copy of the FERPA from the central office at the cost of 25 cents a page; 5.

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](http://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**

Bullying, including but not limited to social media, will not be tolerated. Our school defines bullying as “A person is being bullied when he or she is exposed, repeatedly and over time, to negative actions on the part of one or more other persons.” ~Dan Olweus

Punishment will be determined by the severity of the incident(s). Additional information can be located in the Board of Education Policies (Newcastle.k12.ok.us) [E1-R1](#).

### **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).

### **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 [E1](#).

### **TOBACCO & TOBACCO RELATED PRODUCTS**

Possession by students of tobacco, tobacco related products, vapes, and e-cigarettes 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. See District Policy [E1](#).

### **ELECTRONIC DEVICES**

Students will be allowed to use electronic devices as deemed appropriate by the classroom teacher. If a student brings a device from home, the school will not be responsible for any loss, theft or damage to the device. Electronic devices must stay put away throughout the day until students are loaded in their transportation. Electronic devices can be used as permitted through Administration's discretion and teacher permission. Consequences for misuse may range from parents picking up the device from the office, loss of privileges, to possible suspension. Any and all electronic devices, including but not limited to cell phones, smart phones, tablets, laptops, or any other type of mobile electronic device, have a reduced expectation of privacy once they enter any school zone and may be subject to confiscation and/or search should a school violation be suspected. Possession and/or use of any personal electronic device is a privilege, not a right, that is extended to the student, which, at the discretion of the school, may be revoked should circumstances warrant.

### **PROFANITY / OBSCENITY / PORNOGRAPHY**

The use of obscene language constitutes a serious offense and is in direct violation of school policy. A student who engages in such acts will receive severe discipline that could result in 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 [E1](#).

### **PUBLIC DISPLAY OF AFFECTION (PDA)**

Inappropriate physical contact, including, but not limited to, intimate touching, kissing, etc., at school or a school-sponsored activity is prohibited.

### **THREATS**

No verbal or written threat will be tolerated. Verbal or written threats toward teachers, students, school personnel, or school property could result in short-term or long-term suspension, depending on the circumstances. All threats will be reported and evaluated by qualified threat assessment personnel.

## **SEXUAL HARASSMENT**

*Sexual harassment* is defined as:

- 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 [E1](#).

## **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 [E1](#).

## **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 [E1](#).

### **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](http://www.newcastle.k12.ok.us) for more information.

Elementary: NewcastleEL6388

### **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.

### **TRANSFERS-OPEN/EMERGENCY**

Information can be located on the district's website [www.newcastle.12.ok.us](http://www.newcastle.12.ok.us) in the Board of Education Policies ([Newcastle.k12.ok.us](http://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 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](#).



Allen, Darla <dallen@newcastle.k12.ok.us>

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## Student handbook

1 message

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**McLaughlin, Ryan** <rmclaughlin@newcastle.k12.ok.us>

Thu, Aug 3, 2023 at 12:25 PM

To: Darla Allen <dallen@newcastle.k12.ok.us>

Areas of change:

- Arrival
- Dismissal
- Pick up
- Drop off

Newcastle Early Childhood  
Student Handbook  
2023-2024



**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-Jennifer Rosenbloom

Assistant Principal-Cathy Moore

251 NE 2<sup>nd</sup>

Newcastle, OK 73065

Phone: (405)387-6200

Fax- 405 387-3482

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 **Thursday, August 24, 2023**, 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:

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<b>Parent/Guardian Signature</b>	<b>Student Signature (if able)</b>	<b>Date</b>
----------------------------------	------------------------------------	-------------

**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.

---

<b>Student Signature (if able)</b>	<b>Date</b>
------------------------------------	-------------

**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.

---

<b>Parent/Guardian Signature</b>	<b>Date</b>
----------------------------------	-------------

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

---

<b>Parent/Guardian Signature</b>	<b>Date</b>
----------------------------------	-------------

**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.

---

<b>Parent/Guardian Signature</b>	<b>Date</b>
----------------------------------	-------------

**Please return this page with your signature on it to your  
child's teacher by Thursday, August 24th.**

**WELCOME**

We would like to extend a warm welcome to all students and families of the Newcastle Early Childhood Center. The policies and information in this student handbook are an effort on behalf of the board, administration, and faculty to provide 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 Early Childhood Center students and their families so that it will be of great value in helping you as a student/parent to adjust to our school and become an integral part of it. If you have any questions or would like to visit our school, you are always welcome.

NEWCASTLE BOARD OF EDUCATION	ADMINISTRATION
President - John Maker Vice President - Tiffany Elczyn Clerk - Darrin Able Deputy Clerk - Jeff Dingee Member - Valory Dalton	Superintendent - Dr. Cathy Walker Assistant Superintendent - Kristi Ferguson Director of Academics - Jonathan Atchley High School Principal- Adam Hull High School Assistant Principal - Genevive Craig Middle School Principal - Wade Hampton Middle School Assistant Principal - Jeremy Reynolds Elementary Principal - Ryan McLaughlin Elementary Assistant Principal - Cindy Trent Elementary Dean – Early Childhood Center Principal- Jennifer Rosenbloom Early Childhood Center Assistant Principal- Cathy Moore Director of Special Education - Angie Green

**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 Angie Green, 101 North Main, Newcastle, OK 73065. Telephone (405) 387-2890.

**VISITORS TO CAMPUS**

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

**LEGAL CUSTODIANSHIP**

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

**ARRIVAL AND DISMISSAL- all times are subject to change**

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

### **Start and End times**

8:10 am – All students will go to their grade level pods unless a student is eating breakfast in the cafeteria

8:35 am – School starts

8:40 am – TARDY The only access to the buildings is through the main office.

3:40 pm – DISMISSAL

### **STUDENT CHECK-IN/OUT PROCEDURES**

If a student arrives late, **parents must walk the student into the office and check him/her in** with the secretary before he/she proceeds to class. When checking a student out early, the Parent/Guardian (stated in file) will be required to provide identification before the student will be released. Remember- 3 early pick-ups and/or 3 tardies will equal one absence.

Students will NOT be checked out after 3:30. If you arrive after this time, you will have to wait at the front doors until we finish dismissal at 3:55. This is a policy 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.

### **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.

### **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 your car door for you. Please do not allow your student to exit the car until a staff member opens the door. If you plan to walk your student to the main entrance, you must park in a designated parking place, and you must walk them across the street. Please do not send your students across traffic alone; this is a safety hazard.

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

Pre-K -main/front loop with passenger door facing the school and curb. **Students may only be let out curbside.** Kindergarten/First- west side loop with the driver's side door facing the school and curb. **Students may only be let out curbside.** Please do not allow your child to exit the car before getting to an adult to safely help them get out of the car. If your car seat is not curbside, please move it; this is to speed up our unloading process and for the safety of all staff and students. Students also should not be in the driver's lap; the highway patrol has pointed this out during safety walkthroughs. Students should be unbuckled and ready to exit the car when a staff member opens the door. We want to be as efficient as possible during dropoff and pickup. 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 and bring them into their rooms to begin class.

### **PICK-UP**

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

## 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. Situations arise where transportation must be changed, but consistency helps with safety and routine.

### DESTINATION CHANGES

If a student is to go somewhere other than their normal destination at the end of the school day, please send a note to the homeroom teacher; the agenda is the best way to do this. Teachers check agendas each day. Please refrain from calling to leave a voicemail about destination changes since the teacher may not get the message in time or there could be a substitute who does not have access to a teacher's personal voicemail. **In order to keep your child safe, we cannot take the word of the student for a destination change.** We will make every effort possible to contact you for verification; however, they will have to go as usual if no contact can be made. If you have a destination change or non-emergency, please contact your child's teacher.

**IMPORTANT- We cannot guarantee to get your child to the requested destination if we do not hear from you before 2:30. 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 1<sup>st</sup>.

All students entering Kindergarten must be 5 years old on or before September 1<sup>st</sup>.

All students enrolling must provide a current shot record or exemption form, 2 proofs of residency (1 being current utility bill), and have enrolled online. Any student wishing to enroll who has been home-schooled will be evaluated for appropriate grade placement.

### ATTENDANCE POLICY

Attendance at school is a very important issue for which our schools are held accountable. Our district loses state funding each time a child is absent. More importantly, any absence can cause a student to miss critical instruction. We all win if our children are in school!

A student may not have more than Four (4) absences each nine weeks. If a student is absent due to an illness, please turn in a doctor's note to the office upon return. By doing this, the absences will be marked excused **but will still count in the total number of absences per nine weeks.** Three tardies will constitute one absence.

Three early pick-ups will count as one absence. Arriving two and a half hours after classes have begun counts as a ½ day absence. A check-out two and a half hours before classes release will also constitute a ½ day absence. (These can be excused with doctor's notes as well.)

All work missed during a period of absence must be made up. Students are responsible for requesting make-up assignments. They will have one day for each day missed to make up their work.

Any student who is absent more than 8 days of school during the semester (two 9 weeks equals one semester) shall receive a notation on the attendance section of their report card of "Inadequate attendance." **Students receiving an IA are subject to retention.** A student must be in attendance at least ninety (90%) percent (no more than 8 absences) to participate in school activities and be eligible to advance to the next grade level.

Hospitalization, contagious diseases or illness, which requires direct medical care by a physician, will constitute an exception. Parents' notes or telephone calls will NOT excuse students from school absences or tardies.

ONLY notes from a physician or court representative will excuse the absence or tardy. Students will have (5) five days after each semester to obtain a doctor's note or court representative's note to file in the registrar's office.

**Attendance Review** – Upon the 8th absence, parents will be notified and an Attendance Review Meeting will be held with the Principal (s), Teacher(s), and Counselor. The committee will make a decision as to whether the student receives a 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 9:00 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 may fill out a form available in the office, and records will be ready for pick-up the following day.

#### **BAD WEATHER / EMERGENCY SCHOOL CLOSINGS**

School may be dismissed early or canceled due to bad weather conditions; **please do not call the school.** The school notification system will be activated as soon as the decision is made to close the school. We MUST keep our phone lines open for emergency communication. If possible, the decision to close will be made before 10 P.M. or before 7 A.M and will be sent out through the school notification system. It will also be reported to the local news channels for broadcast. The following TV and radio stations will announce school closings or delayed start times: KFOR (Ch. 4), KOCO (Ch. 5), KWTW (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, Mrs. Bergt, 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](http://www.newcastle.k12.ok.us)

If you do not want Newcastle Public Schools to disclose any or all of the types of directory information from your child's education records without your prior written consent, you must notify Newcastle Public Schools by signing the Handbook Verification form at the beginning of this document.

#### **CLASS PARTIES/DELIVERIES**

The school cannot allow deliveries, such as balloons, flowers, etc. If a parent wishes to celebrate his/her child's birthday at school, the parent should first contact the child's teacher to make arrangements in advance.

Birthday celebrations are to take place in the classroom only (no cafeteria parties). Please do not bring gifts for your child to open at school. **ALL party favors must fit into the child's backpack.**

If you would like to invite students to a birthday party outside of school, please send enough invitations for the entire class, or enough for all the girls, or all the boys. Teachers will assist the students in passing out the invitations. We will not provide invitation deliveries to students in other classes.

**FOOD FOR PARTIES/SNACKS** ALL food for parties and snacks MUST be store purchased/package items.

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 adequate progress, they will be communicated in writing. The teacher may note concerns in the agenda, through graded work checked by the parent online, progress reports available

the 5<sup>th</sup> week of each quarter, during parent conferences, and through the quarterly report card. At the first sign of an academic problem, the teacher will utilize the school's resources to intervene and make great efforts to bring your child up to grade level. If no progress is made, the recommendation may be retention. This is a decision that will not be made without considerable deliberation on the part of the professional educator 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 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.

### **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.

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 returned to school the following day.

Agendas – students may write in their agendas to document daily assignments. The primary purpose of the agendas is to be used for communication between teachers and parents, as well as for students to develop responsibility and good school habits.

Parent Portal: If you have any questions about the parent portal, email Melissa Newman at [mnewman@newcastle.k12.ok.us](mailto:mnewman@newcastle.k12.ok.us). Please include the student's name, date of birth, and address in order to set up a Parent Portal account.

### **TEXTBOOKS/LIBRARY BOOKS**

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

### **SEARCHES**

Students have no reasonable expectation of privacy in school lockers, desks, or any other school property—without notice or reason. School authorities may search a student, a student's cubby, a student's backpack, and desks 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. If you drop off your child(ren), please bring them early so they have time to eat and are not late to class.

Lunch is served by respective grades between 10:55 and 12:45.

### **FREE & REDUCED LUNCHES**

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

#### **MEAL PAYMENT POLICY**

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

#### **JOINING YOUR CHILD FOR LUNCH**

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

#### **ALL STUDENTS S MUST FOLLOW THE CAFETERIA SCHOOL RULES**

##### **CAFETERIA RULES**

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

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

##### **FIELD TRIPS**

**Transportation to and from field trips is provided by the school.** Only students enrolled in our school are allowed to ride the buses to and from field trips. All students must be in class on the day of the field trip to participate. We lose school funding when a student goes directly to the site of a field trip. Therefore, they are counted absent if a parent chooses to take their students directly to the field trip site. If a student leaves early from the field trip, they must check out face to face with their teacher, not through a text message. If a student leaves with a third party, a form must be completed by the parent/guardian and turned in to their teacher before the class leaves on the field trip. The form can be found at [www.newcastle.k12.ok.us](http://www.newcastle.k12.ok.us)

##### **BUS/TRANSPORTATION RULES**

For the safety of everyone on the bus, students must abide by the rules on the NPS Bus Expectations webpage. **Riding the bus is a privilege; therefore, the consequences for misbehavior will be revocation of the privilege in order to keep the bus safe.** Newcastle Public School Bus Expectations can be found at [NPS Bus Expectations](#).

##### **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 teacher to make arrangements.
3. Use playground equipment in the manner for which it was intended. Follow rules & take turns.
4. When the bell rings or whistle blows, stop playing at once, and line up.

##### **TEMPERATURE**

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

### PHYSICAL EDUCATION

State law mandates that all elementary students receive an average of 60 minutes per week of physical education. We can allow students to sit out with a parent's note for 2 days, however, any longer will require a doctor's note.

Attire for physical education- must have shoes that enable them to safely participate (tennis shoes are recommended). If a child wears flip-flops, snow boots, sandals, etc., it will inhibit their ability to participate safely and cannot be allowed. You will receive a schedule for PE days; please dress your child appropriately.

### SCHOOL HEALTH

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

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

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

### PETS

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

### EMERGENCIES/FIRST AID

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

### OTHER NURSE'S OFFICE REQUIREMENTS:

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

### EXEMPTION FROM PHYSICAL ACTIVITIES

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

### MEDICATION

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

1. All medications must be brought to the office by the parents/guardians. Students are not allowed to carry medications on their person at any time. The only exceptions are emergency medications such as rescue inhalers, epi-pens, and insulin with the appropriate consent form on file.
2. A student who needs to take a prescription medication must have the appropriate medication consent form signed by the physician and parent before the medication can be brought to and kept at school.
3. The parent/guardian will promptly notify the school of any changes in the administration of this medication by providing the school with a new medication consent form with a physician's signature. Written or verbal changes from parent/guardian CANNOT be accepted.
4. Non-prescription medications brought from home and kept at school will also have to have a permission form signed by a parent or guardian. The school cannot accept out-of-date medication.
5. Medicine must be brought and left at school in original containers with all instructions and pharmacy labels clearly visible. The pharmacy will dispense an additional prescription label and bottle for school if requested by the parent/guardian. Medication cannot and will not be accepted in bags or envelopes.
6. Medication and medication forms must be kept in the office.
7. Asthma inhalers and Epi-pens must be kept in the office unless a form for "Self-Administering Asthma Inhalants" has been completed by all parties involved parents, physicians, and school nurses.
8. All medications must be picked up by the last day of school. If not, it will be destroyed.

### **IMMUNIZATIONS**

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

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

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

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

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

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

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

### **SUSPECTED CHILD ABUSE**

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

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

### **LIBRARY SERVICES**

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

### **FERPA**

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

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

### **Hatch Amendment**

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

1. Make such materials available for inspection by parents.
2. Obtain written parental consent if students are required to participate in a survey, analysis or evaluation that reveals information such as
  - Political affiliation
  - Mental and psychological problems potentially embarrassing to the student and his/her family
  - Sexual behavior or attitudes
  - Illegal or self-incriminating behavior (such as use or possession of tobacco, alcohol, or other drugs)
  - Critical appraisals of other individuals with whom respondents have close family relationships
  - Legally recognized privileged or analogous relationships, such as those of lawyers, doctors, and ministers.
  - Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such programs).
  -

### **PARENT BILL OF RIGHTS**

The school district is in compliance with the Parents' Bill of Rights. Additional information is available for parents in the school policy manual on this subject. Parents may submit written requests to obtain the specific information listed in the Parents' Bill of Rights law during regular school business hours by contacting the building principal or the superintendent. Additional information can be located in the Board of Education Policies ([Newcastle.k12.ok.us](http://Newcastle.k12.ok.us)) XX.

### **SPECIAL EDUCATION**

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

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

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

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

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

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

**Collection of Personally Identifiable Information:**

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

For further information, contact [Angie 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 that may contain illegal, defamatory, inaccurate, pornographic, and/or offensive content. Due to the nature of the Internet, the District cannot guarantee that students and employees will not access such material. However, the District is committed to enforcing a policy of Internet safety and monitoring the Internet activities of its students.

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

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

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

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

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

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

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

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

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

#### VIRTUAL / DISTANCE LEARNING GUIDELINES

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

#### STUDENT CODE OF CONDUCT

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

Parents are crucial in the support given to their children and the school. It will be our aim to work with students and parents in a positive manner. It is of utmost importance for teachers and parents to

communicate in order to work together for the best interest of students. Parents will be contacted by the school through notes home, mail, or by telephone concerning all disciplinary actions administered by school officials.

### **DISCIPLINE AND CONTROL POLICY**

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

#### **FIGHTING**

Cases of assault, which is the violent and forceful physical or verbal attack of another student or school employee, will not be tolerated. **The district reserves the right to turn these cases over to law enforcement. First Offense: May result in (3) to ten (10) days suspension plus an evidentiary hearing, which could lead to suspension for up to one year.**

#### **BULLYING**

Bullying, including but not limited to social media, will not be tolerated. Our school defines bullying as **“A person is being bullied when he or she is exposed, repeatedly and over time, to negative actions on the part of one or more other persons.”** ~Dan Olweus  
Punishment will be determined by the severity of the incident(s). Additional information can be located in the Board of Education Policies (Newcastle.k12.ok.us) E1-R1.

#### **DISRUPTION OF SCHOOL**

A student shall not use violence, force, noise, coercion, threats, intimidation, fear, passive resistance, or any other conduct to intentionally disrupt or obstruct any lawful mission, process, or function of the school. A student who fails to comply with directions of teachers, student teachers, substitute teachers, teacher aides, principals, or other authorized school personnel during any time when he/she is under the authority of school personnel shall be in violation of school rules and regulations.

#### **DRESS CODE**

Unless designated by a special “Theme Day” at school the following dress code applies. Therefore, the following dress and personal appearance code has been developed and officially adopted by the Newcastle Board of Education. The following articles and types of apparel are not considered suitable for school purposes and **WILL NOT BE PERMITTED** unless authorized by the principal:

1. It is suggested that shorts or tights be worn under skirts or dresses.
2. No revealing tops off the shoulder, spaghetti straps
3. No exposed skin when standing, sitting, or when arms are raised
4. Apparel with reference to drugs, alcohol, tobacco, gestures or slogans that are vulgar, including any item, jewelry, or clothing that promotes or imitates sexual innuendos, wording, or content (Ex., Hooters, Big Johnson, Playboy, or any other sexual innuendo or implication.);
5. Pajamas, pajama pants, or house shoes (slippers);
6. Any article that disrupts the learning process;
7. Tennis shoe skates and cleats are not allowed.

### **DRUGS & ALCOHOL POLICY**

Students shall not knowingly possess, use, transmit, sell, be under the influence of, show evidence of having used any steroid, narcotic or hallucinogenic drug, stimulant, counterfeit drug, amphetamine, barbiturate, marijuana, alcoholic beverage, low-point beer, or intoxicant of any kind while in any way connected with the school during regular hours, school activities, or going to and from school. Drug possession shall also include improper use of nonprescription and prescription medication.

Whenever a teacher recognizes that a student may be under the influence of alcoholic beverages, as defined in §2-101, Title 63 of the Oklahoma Statutes, he/she will notify the principal or his designee. The principal, or designee, then immediately notifies the superintendent, or designee, and a parent/guardian; as well as, law enforcement.

#### **Students who violate this policy may expect the following consequences:**

1. **First Offense:** Students may be suspended from school for the remainder of the semester and possibly the next semester.
2. For possession of drug paraphernalia, students may be suspended from school from ten (10) days up to one semester.
3. **Second Offense:** Students may be suspended for the remainder of the semester and possibly the succeeding semester.
- 4.

### **MISINFORMATION**

Willfully giving misinformation by commission (lying) or omission (misinforming by remaining silent) violates school rules.

### **TOBACCO & TOBACCO-RELATED PRODUCTS**

Possession by students of tobacco or tobacco-related products is prohibited at school or school-sponsored activities. Possession of tobacco products by a minor is a misdemeanor and will be reported to law enforcement.

### **ELECTRONIC DEVICES**

Students will be allowed to use electronic devices (cell phones, tablets, smartwatches, e-readers) as deemed appropriate by the classroom teacher. If a student brings such a device, the school **will not** be responsible for any loss, theft, or damage to the device. Electronic devices must stay put away at the end of the day until students reach the car/bus lines. Consequences for misuse may range from parents picking up the device from the office, loss of privileges, to possible suspension. Any and all electronic devices, including but not limited to cell phones, smartphones, tablets, laptops, MP3 players, or any other type of mobile electronic device, have a reduced expectation of privacy once they enter any school zone and may be subject to confiscation and/or search should a school violation be suspected. Possession and/or use of any personal electronic device is a privilege, not a right, that is extended to the student, which, at the discretion of the school, may be revoked should circumstances warrant.

### **PROFANITY / OBSCENITY / PORNOGRAPHY**

The use of obscene language constitutes a serious offense and is in direct violation of school policy. A student who engages in such acts will receive severe discipline that could result in ISS, suspension, or expulsion from school. Pornography in any form is unacceptable. Students in possession of pornographic materials may be subjected to ISS, suspension, or expulsion from school. Parents will be contacted on the first offense.

### **PUBLIC DISPLAY OF AFFECTION (PDA)**

Inappropriate physical contact, including, but not limited to, intimate touching, kissing, etc., at school or a school-sponsored activity is prohibited.

### **THREATS**

**No verbal or written threat will be tolerated.** Verbal or written threats toward teachers, students, school personnel, or school property could result in short-term or long-term suspension, depending on the circumstances. All threats will be reported and evaluated by qualified threat assessment personnel.

#### **SEXUAL HARASSMENT**

*Sexual harassment* is defined as: (1) Unwelcome sexual advances; (2) Requests for sexual favors; or (3) Other verbal or physical conduct or communication of an intimidating, hostile, or offensive sexual nature. Forms of Sexual Harassment: (1) Verbal; (2) Non-verbal; (3) Physical. Sexual harassment of students, employees, or volunteers is unlawful under both Oklahoma and federal law. The school district will not tolerate sexual harassment, false reports of sexual harassment, or retaliation against persons reporting allegations of sexual harassment or cooperating in the investigation of such complaints. **SEXUAL HARASSMENT COULD RESULT IN SHORT-TERM OR LONG-TERM SUSPENSION.**

#### **SEXUAL HARASSMENT COMPLAINT PROCEDURE**

Students who believe they have been subjected to sexual harassment should promptly notify the building principal or guidance counselor. Complainants are encouraged to report any conduct, statements, or physical contact that makes them feel uncomfortable.

#### **VANDALISM AND PROPERTY DAMAGE**

Our school building and equipment cost the taxpayers to purchase, construct, and maintain. Students who destroy or vandalize school property (including textbooks) will be required to pay for losses or damages. If students willfully destroy school property, suspension and subsequent expulsion may be necessary. If students should happen to damage something by accident, they should immediately report it to a teacher or the office.

#### **WEAPONS AND DANGEROUS INSTRUMENTS**

A student shall not possess, handle, or transport any object that may be considered a weapon. The term, "dangerous weapon," shall mean pistol, revolver, any instrument or knife, sharpened metal file, a comb of any length with a pointed, sharpened handle, Billy club, loaded cane or club, metal knuckles, razor, hand chain, or another offensive weapon. Each incident involving a weapon or facsimile thereof will be subject to the following appropriate Oklahoma Statutes.

A. Students who possess or use any firearms or dangerous weapons during school time, on school premises, on school buses, or during school-sponsored activities will be subject to suspension for up to one year and no less than one semester. Any decision otherwise must be approved by the Superintendent of Schools.

B. Students who possess or use any dangerous or annoying device or item that could be used as a weapon or other weapons used for assault during school time, on school premises, on school buses, or during school-sponsored activities may be expelled for up to one year and no less than one semester. Any decision otherwise must be approved by the Superintendent of Schools.

C. Any reported case of possession of a dangerous weapon will be turned over to the appropriate law enforcement agency for investigation.

#### **StopIt App**

Students and parents can report any unwanted behavior to the school administration using the stopit app. See district website [www.newcastle.k12.ok.us](http://www.newcastle.k12.ok.us) for more information.

ECC Code: NewcastleECC6200

#### **DISCIPLINE**

**Students who violate school rules may be subject to but are not limited to the following consequences, at the discretion of the principal: verbal warning, removal of privileges, detention, bus suspension/removal, in-school detention, short-term suspension, long-term suspension, permanent expulsion, police involvement.**

### **TRANSFERS-OPEN/EMERGENCY**

A student whose parent(s) reside(s) outside the District must apply for a legal transfer to attend school in the District. The District reserves the right to determine an appropriate school site for any student granted a transfer, and the granting of a transfer into the District does not guarantee a transferred-student assignment to any particular school site. Assignments to a particular school site shall be made based upon available staff and space. Additional information can be located in the Board of Education Policies (Newcastle.k12.ok.us) EB.

### **ASBESTOS NOTIFICATION**

In the past, asbestos was used extensively in building materials because of its insulating, sound-absorbing, and fire retarding capabilities. Virtually any building constructed before the late 1970s contained some asbestos. Intact and undisturbed asbestos materials generally do not pose a health risk. Asbestos materials, however, can become hazardous when, due to damage or deterioration over time, they release fibers. If the fibers are inhaled, they can lead to health problems, such as cancer and asbestosis.

In 1986, Congress passed the Asbestos Hazard Emergency Response Act (AHERA) which requires schools to be inspected to identify any asbestos containing building materials. Suspected asbestos-containing building materials were located, sampled (or assumed) and rated according to condition and potential hazard. Every three years, Newcastle Public Schools have conducted a re inspection to determine whether the condition of the known or assumed asbestos containing building materials (ACBM) has changed and to make recommendations on managing or removing the ACBM. At the last re-inspection conducted on September 12, 2012, ALL BUILDINGS within Newcastle Public School District were inspected and found to contain NO ASBESTOS BUILDING MATERIALS; therefore, no operations and maintenance programs or future inspections are required.

### **MODEL NOTIFICATION OF RIGHTS UNDER THE PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)**

Newcastle Public Schools has developed policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes.

Newcastle Schools will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. Newcastle Schools will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parents to opt his or her child out of participation of 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>.

Revisions:

- Updated district name changes
- Changed our pm office no checkout time from 3:25-3:55 to 3:30-3:55
- Added do not let students walk alone across the parking lot; it's a hazard
- In the car line, students should not sit in the driver's lap per the highway patrol
- Added a request to streamline student's mode of transportation so it doesn't change multiple times per week
- Added a link for bus expectations
- added - Bodily fluids that cannot be contained/covered (nasal/ear drainage, open/weeping skin lesions, etc.) with/without a fever.
- Changed nurse to health staff since we have a medical assistant in the building
- Added - NPS will only accept medications that are to be administered during school hours. (due to custody issues; parents wanted to transfer at home meds through school staff)
- Updated the dress code to reflect early childhood
- Removed gang policy



## **Tri-City Learning Academy Student Handbook 23-24 Revisions:**

- Added RAVE App requirements
- Updated Academic Integrity guidelines with a focus on Artificial Intelligence (AI)
- Included Schoology information (New TCLA LMS)
- Added Success Coach information (Mentor Program) - New for 23-24
- Added Behavior Expectations with a focus of:
  - Zoom Etiquette
  - Threatening Behavior/Weapons

# Student and Parent Handbook

**2023-2024**

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## *Virtual Education Serving:*

Blanchard, Bridge Creek, Dibble, Newcastle, Tuttle and Washington

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The TCLA Handbook shall be used *in conjunction* with each home district student handbook.

[www.tricitylearning.org](http://www.tricitylearning.org)

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## What is Tri-City Learning Academy?

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TCLA is a public virtual school designed to serve families in the Tri-City area that desire:

- A customized, quality virtual education utilizing Oklahoma Certified teachers working within their grade level and subject area expertise. Like no other virtual school around!
- The best of a traditional education experience, coupled with the flexibility of an online program that can be accessed from anywhere, at any time.
- A program that aligns with Oklahoma Academic State Standards with a self-paced education option.
- The ability for middle and high school students to participate in on-site extracurricular activities with their peers.
- A virtual education combined with a sense of community and connection.

Tri-City Learning Academy provides an opportunity for an interactive learning environment created through technology, in which the student and teacher are separated by time, space or both. Students will access lessons, assignments and receive assessments virtually. Our virtual school option meets all Oklahoma public school standards and graduation requirements. Instructors are Oklahoma certified teachers and employees of Newcastle Public Schools, however they serve students of Blanchard, Bridge Creek, Dibble, Newcastle, Tuttle and Washington Public Schools. Students completing graduation requirements will be awarded a high school diploma from their home district.

**VISION**

Tri-City Learning Academy strives to provide quality, innovative learning experiences that encompass a positive culture, while expanding resources and support for all students and families.

**MISSION**

Tri-City Learning Academy's mission is to provide opportunities for success through various connections, supports and resources that allow all students to reach their full academic potential.

**TCLA**  
THE TRI-CITY LEARNING ACADEMY

Support  
Innovation  
Resources  
Collaboration  
Flexibility  
Connections

[www.tricitylearning.org](http://www.tricitylearning.org)



Tri-City Learning Academy  
101 North Main Street  
Newcastle, OK 73065

Office: 405-387-6376  
Fax: 405-387-3482

**Tri-City Learning Academy Director**

Kaisha Mathis  
[kmathis@newcastle.k12.ok.us](mailto:kmathis@newcastle.k12.ok.us)

405-387-6376  
405-237-5940

**District Superintendents and Governing Board**

Blanchard	Mr. Brady Barnes	<a href="mailto:bbarnes@blanchard.k12.ok.us">bbarnes@blanchard.k12.ok.us</a>
Bridge Creek	Mr. David Morrow	<a href="mailto:dmorrow@bridgecreek.k12.ok.us">dmorrow@bridgecreek.k12.ok.us</a>
Newcastle	Dr. Cathy Walker	<a href="mailto:cwalker@newcastle.k12.ok.us">cwalker@newcastle.k12.ok.us</a>
Tuttle	Mr. Keith Sinor	<a href="mailto:ksinor@tuttleschools.info">ksinor@tuttleschools.info</a>
Dibble	Mr. Chad Clanton	<a href="mailto:clanton@dibble.k12.ok.us">clanton@dibble.k12.ok.us</a>
Washington	Mr. Chris Reynolds	<a href="mailto:creynolds@wps-isd.com">creynolds@wps-isd.com</a>

**Office Hours**

Director	M - Th	8:00am - 5:00pm
Teachers/Staff	M - Th	8:00am - 4:00pm

**Support Site Locations:**

In-person support sites are scheduled on an as requested basis. All support sites are determined on an individual basis but will always be on the home district campus or at the public library.



# Tri-City Learning Academy 2023-2024



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## Important Dates

TBD	TCLA Welcome Day
Aug 8	First Day of Class
Oct 11	End of 1st 9 Weeks
Dec 20	End of 2nd 9 Weeks
Jan 4	Students Return
Mar 14	End of 3rd 9 Weeks
May 15	Last Day of Class

Parent/Teacher Conferences	
Oct 9, 10, 11	
Mar 6, 7, 8, 9	

No School	
Aug 1, 2, 3, 7	Prof. Development
Sept 4	Labor Day
Oct 12, 13	Fall Break
Nov 20-24	Thanksgiving Break
Dec 21-Jan 2	Christmas Break
Jan 3	Prof. Development
Jan 15	Martin Luther King Jr.
Mar 18-22	Spring Break
May 16, 20-23	Prof. Development

January 2024						
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## Enrollment Dates

**Aug 18 - 1st Semester Enrollment Cut-Off**      No student may enroll after these dates. All enrollment requirements and home district approvals must be met before the cutoff dates.

**Jan 11 - 2nd Semester Enrollment Cut-Off**

 School Closed	 Professional Development (teachers only)	 Enrollment Cut-Off
 First/Last Day of School	 Parent/Teacher Conferences	

## **Enrollment Process**

All students wishing to enroll in Tri-City Learning Academy must complete all enrollment procedures with their home district *in addition* to the Tri-City Learning Academy enrollment process.

The TCLA Enrollment process can be found on our website, [TCLA Enrollment Process](#)

All enrollment requests must be approved by the student's home district TCLA Committee before the school year begins. Once approved to attend TCLA, a notification email will be sent to the parent/guardian.

## **TCLA Committee**

The Tri-City Learning Academy Committee will consist of the TCLA Director, the student's home district counselor, principal and special education director (if applicable). TCLA teachers will also join the committee when necessary. All decisions made by the TCLA Committee will be final.

## **Admission to TCLA**

The following are requirements of **all** students participating in courses offered through TCLA:

- Parents must complete the full TCLA enrollment process for each child.
- Students must have reliable and consistent computer and Internet access at home. A device may be checked out through the child's home district if needed.
- Parents must provide TCLA with a working email address that is checked daily. Students will use their school email and agree to check it daily.
- Students must have a basic understanding of how to navigate the Internet (Chrome, Safari, Firefox, Internet Explorer, etc.).
- Students must be able to self-pace, work independently, and meet deadlines and/or have assistance from a parent/guardian in doing so.
- Students must have a Learning Coach present on a regular basis to ensure academic progress is met. This is typically a parent and the level of daily involvement depends on the age and needs of the student.

## **Commitment**

Students who enroll with Tri-City Learning Academy will be committing to a full year 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.

### **Full-Time Virtual Enrollment**

Full-time virtual enrollment is defined when a student takes all courses in the virtual environment and no courses on the home district campus. All courses will be provided through TCLA.

### **Blended Enrollment**

Blended enrollment is defined when a student is participating in one or more courses on campus, at the local careertech or concurrently with a local college, in addition to courses through TCLA. Blended is for students in 6-12 at this time. If a student chooses to enroll in the blended model, a schedule will be created with their home district counselor to ensure all courses enrolled are appropriate and set the student up for success. All virtual learning will take place around scheduled courses outside of TCLA.

### **Participation in School Activities, Sports and Clubs**

All students are encouraged to enroll in extracurricular activities offered to students through their home district that are appropriate for their current grade level. Students who participate in these activities are subject to the expectations of those specific programs. Students are also able to participate in the grade-level clubs and organizations offered at the home district sites. When students take advantage of these opportunities, they are expected to meet all behavior and attendance expectations as well as eligibility requirements of the corresponding district without question. Failure to follow directions and/or meet expectations will result in the revocation of the ability to participate in these offerings. If you wish to join any clubs on your home district campus, contact your counselor to determine the requirements and meeting times. According to HB 1826, it is the responsibility of the parent to notify the school in writing if he or she wishes for their child to NOT participate in any of the clubs associated with our schools.

### **NCAA**

Student-athletes who wish to attend an NCAA Division I or II college or university must ensure courses offered using a digital curriculum for original credit or credit recovery meet NCAA guidelines. The National Collegiate Athletic Association (NCAA) has very strict guidelines regarding credit for courses taken online. TCLA courses have been approved by the NCAA, however be sure to consult with the Tri-City Learning Academy Student and Family Services Coordinator and your school counselor to confirm that the online course(s) you are taking are approved for credit by the NCAA within your account. For more information regarding NCAA Eligibility, go to [www.ncaa.org](http://www.ncaa.org) and click on "Rules Compliance."

## **Parent/Guardian Responsibility**

A virtual instructional option is home-based and parents/guardians become the Learning Coach. This gives parents additional responsibilities for providing instructional support, monitoring student engagement and progress, and communicating with teachers via email and telephone daily.

A student's learning coach must be responsible for:

- Maintaining access to a computer and internet for their student's work.
- Establish an environment that is conducive to a student's learning.
- Commit to support and guide your student throughout coursework and know that the time this takes will vary by the age and grade level of the student.
- Be aware that students are expected to follow the district's virtual attendance policy and attend scheduled online class meetings and complete their virtual courses by the assigned due dates.
- Communicate and respond to TCLA teachers and staff regularly

## **Communication**

TCLA staff will communicate with parents and students routinely using email; however, other forms of communication will be utilized, such as phone calls, text messages, virtual meetings and other applications. It is the responsibility of all parties (student/parent/teacher) to check daily for messages and updates. As teachers work with students, they will regularly send out communications regarding their progress and attendance. You may also follow the Tri-City Learning Academy Facebook Page and plug into the TCLA website at [www.tricitylearning.org](http://www.tricitylearning.org).

Please understand that in our experience, the key to virtual learning success is communication with parents and students on their progress throughout their coursework. This policy is intended to engage all parties involved in the education of the student. If a student fails to meet a deadline due to not checking their email, the responsibility lies with the student.

## **Student Supports**

Students who need assistance with a specific subject will have access to a highly qualified teacher. Tri-City Learning Academy teachers have a designated time each week (virtual office) that they will be available for student support services. This is to ensure that each student is set up for success throughout the school year. If you need additional assistance, please reach out to your teacher and they will set up an alternate time to meet with the student on site or virtually for additional support.

### **Success Coach**

Students and families will be assigned a Success Coach. This TCLA staff member will be the primary contact for students and families should they have general questions, need updates, or have concerns or questions. The Success Coach will also be a source of encouragement and motivation for your student as they walk through their year. Students are required to meet with their Success Coach at least one time per month.

### **Special Services**

TCLA has a special education teacher on staff to monitor, support and administer all IEP's, 504 Plans, and other special services that students may qualify for. The special education teacher will collaborate with each student's home district to review and complete all required documents and hold meetings for students and families in relation to those services. There are also support sessions built into the special education teachers day to assist students with coursework, interventions and other support needed to be successful.

### **At Home Materials and Resources**

All students in grades K-5 will receive the required hands-on materials and workbooks that will enhance their learning as they walk through the curriculum. Students in grades 6-12 may request a printed copy of Guided Notes to utilize throughout their courses, however these are not mandatory and can also be accessed through the curriculum. These materials engage students in writing processes and learning outside of a screen and are crucial to working through Edgenuity successfully.

### **Oklahoma State Testing Requirements**

All students who attend Tri-City Learning Academy will be required to participate in the Oklahoma State Assessments at their home district. These assessments are not optional and the student must participate on the date set forth by the home district. Adequate notice and necessary information will be given to ensure the process goes smoothly.

### **Additional Assessment Requirements**

There are a variety of other assessments and progress monitoring that must take place throughout the school year. These will vary by grade level, however all students will be required to participate. Some assessments may be completed virtually however there are some that must be completed in person. Teachers will prepare their students for these assessments and adequate notice will be given when the assessments are due.

## Technology

Students who enroll in Tri-City Learning Academy that do not have access to a computer may request to checkout a device from their home district. Note that students must follow the home districts policies and there will be fees for lost/broken devices or accessories. Students will return the device to their home district at the end of the school year or when a student leaves 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.

## Attendance Policy

Tri-City Learning Academy will follow all regulations set forth by the Oklahoma State Department of Education regarding attendance policies for our students. This means that attendance policies will be in place and must be adhered to.

There are two important pieces to TCLA attendance:

1. Virtual Meetings - It is required for all TCLA students to attend the virtual class meetings with their teachers each week. Direct instruction and important information will be delivered that will be crucial to the students success in the course. If there is a school conflict with the time of your class meeting, let your teacher know and we will work on a solution together.
2. Attendance in Edgenuity/Coursework - Students are expected to complete 5 days worth of coursework each week (outside of holidays and scheduled breaks), within the 7 day time period to keep them in full attendance for that week. The seven day time period is defined as Monday through Sunday. Attendance for the week prior will be reported on each Monday to the TCLA Director and the student's home district. A student should plan for, but not limited to 5 hours per course, per week. A student who is more than 10% behind in progress will be counted as absent in those courses and those will continue to accrue until the student is on target.

Those students that do not adhere to the attendance policies set forth by TCLA, the following will take place:

1. Parent/Student conference with the TCLA Student Success Coach
2. Parent/Student conference with the TCLA Director and/or Student Family Services Coordinator
3. Truancy policy set forth by the home district's Board of Education will be followed, including a letter to the District Attorney's office
4. Revocation of admission to Tri-City Learning Academy and possibly dropped from student's home district if absences exceed their total allotment consecutively

## **Academic Progress**

All students are expected to maintain progress in all of their courses. Each student will receive a course assignment calendar for the week and/or semester that show due dates for each course. This will be included within the student's Edgenuity account and provided by teachers. These assignment calendars shall be referred to each week to determine what is required for completion to remain on target in the course. Edgenuity will allow you to review your progress and grades automatically and is updated each day as assignments are completed. Please visit [www.tricitylearning.org](http://www.tricitylearning.org) to access a variety of Edgenuity resources for students and parents.

Students are not encouraged to work ahead in their courses more than an average of 1-2 weeks. This is a request from the Oklahoma State Department of Education.

## **Failure to Meet Progress**

Students are required to stay within 10% of their suggested progress target.

Students who consistently fail to meet progress standards for 2 consecutive weeks or more will be required to:

1. Attend a virtual session with the assigned Success Coach to work through general barriers to student success.
2. Attend a virtual session with the teacher(s) of courses behind in progress to address specific course concerns and receive support.
3. Attend required weekly tutoring/interventions (if above steps are not successful).
4. Parent/Student conference with the TCLA Director and/or Student Family Services Coordinator
5. Revocation of admission to the Tri-City Learning Academy. TCLA may refer a student to return to the home district if adequate progress is not being met on a continued basis.

## **Assignments and Grading**

Each course will vary in terms of grade weights in regards to practice, assignments, quizzes, and assessments due to the students grade level and the amount of projects/labs embedded into each course. However, please note the assessments, as well as projects, essays and lab reports will hold the most weight for a students' grade average.

Students will automatically receive two attempts on a quiz or test. It is recommended that when a student is going to utilize their retake, they review the lesson *before* doing so as Edgenuity will halt them from progressing in the course until teacher intervention can be made.

## **Progress Reports**

Parents of Tri-City Learning Academy students will receive a weekly email through Edgenuity that details their students' grades at that time. Parents must monitor these progress reports closely and reach out to TCLA teachers if there are questions or concerns.

Parents will also have access to the Edgenuity Parent Portal to have 24/7 access to their child's grades and activity within the curriculum.

Grades will be sent to the students home district each week to be put into that district's student information system, however monitoring the students' Edgenuity account will be most effective as it is calculated daily. The student's home district will use the grade that appears in their Student Information System to determine the eligibility of students who are participating in activities and/or athletics. Please visit [www.tricitylearning.org](http://www.tricitylearning.org) for more information on Edgenuity and understanding progress reports.

## **Course Completion Expectation:**

Students are expected to finish courses by the end of the semester/year. This will be in alignment with the end date set at the beginning of the course. If a student fails to complete a course by the end of the semester/year, they will receive the grade they have at the end of the semester/year with incomplete work becoming zeros.

## **Graduation Requirements**

Each Tri-City Learning Academy Student must complete the required graduation requirements set forth by their home districts board of education. These requirements may vary from school to school, although each district meets the required minimum requirements set forth by the Oklahoma State Department of Education. TCLA staff and each home school district will coordinate to ensure each student receives the appropriate credits set forth by their district. Early graduation is addressed within each individual home district.

## **Concurrent Enrollment**

Students may earn credit for high school graduation and college credit at the same time. Please contact your home district counselor or administrator for more information on concurrent procedures.

## **Technology Centers**

Juniors and Seniors are able to enroll in one of the many programs offered at Mid America Technology Center or Canadian Valley Technology Center. Students who enroll in career tech classes will be allowed to ride the bus to and from. Please check with your home district to determine the technology center that serves you and the times from pick up and drop off.

Interested students should contact their high school counselor for admission criteria and forms.

### **Science Labs and Projects**

Tri-City Learning Academy courses contain labs or projects. We have reviewed these labs and projects to ensure that they are aligned with the Oklahoma Academic Standards. These project labs must be completed. Most labs are virtual and can be completed without additional supplies, however if the lab requires items that you do not have access to, then please contact your teacher and we will assist you in finding what you need. There may be times that the teacher will complete a lab or project with students in person during an open lab session for that class and teacher.

### **Academic Integrity & Plagiarism:**

What is Academic Integrity? Academic integrity is a concept used to address the many facets of authenticity within a student's work. A student who upholds a high standard of academic integrity maintains that all work turned in is his or her own and is based on the knowledge he or she has acquired. To put it in very simple terms, do not cheat.

#### Academic Integrity means:

- 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 misuse the Internet.

What is plagiarism? Plagiarism is copying or using ideas or words from another person, a virtual classmate, or an Internet or print source and presenting them as your own. Edgenuity will flag teachers when copied material has been submitted and provide the source/site in which it came from.

#### Some examples of plagiarism are:

- Buying a paper from a research service or term paper mill.
- Turning in another student's work with or without that student's knowledge.
- Turning in a paper or assignment someone else has written for you.
- Copying from a source text without proper acknowledgment.
- Copying materials from a source text, supplying proper documentation, but leaving out quotation marks.
- Paraphrasing materials from any resource without appropriate documentation.
- Turning in a paper from a "free term paper" website.
- Using an artificial intelligence app or site to complete your work.

Teachers have access to a variety of academic integrity resources and utilize them daily. This allows teachers the opportunity to identify when a student has turned in work that is not their own. Each student enrolled in TCLA will adhere to the academic integrity policy outlined above. Any violation of this policy will result in a zero on the assignment, failure of the course in which the violation occurred and/or possible removal from TCLA in its entirety.

### **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 TCLA teachers and staff, as well as other students. This includes interaction via email, TCLA 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.*

### **Virtual Class Session Expectations (Zoom Etiquette)**

Please review the following TCLA Zoom/Class Session expectations as sessions are to be treated just like a typical brick-and-mortar classroom.

- 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)
- Be mindful of background noise and distractions, if at all possible.
- Appearance in class must be the same as in a classroom on campus. If you can't wear it on campus, you can't wear it in virtual class.
- Profanity and offensive language, if you can't say it in a classroom on campus, you can't say it in virtual class.
- Behaviors in class must be the same as in a classroom on campus. If you can't do it on campus, you can't do it in virtual class.

### **Alcohol, Drugs, Tobacco and E-Cigarettes**

Students are prohibited from being in possession of, consuming, or being under the influence of drugs or alcohol while on any campus. Violation of this policy will result in notification of the school resource officer and consequences set forth by the home district.

### **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.

### **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.

### **Individual Career Academic Plan (ICAP)**

- Understand their own interests, strengths, values and learning styles
- Create a vision of their future
- Develop individual goals
- Prepare a personal plan for achieving their vision and goals

TCLA students in grades 6-12 will work on fulfilling their ICAP requirements and activities with TCLA teachers and staff partnered with the student's home district. ICAP activities are a requirement of the Oklahoma State Department of Education for graduation.

### **School Closing Announcements**

If Tri-City Learning Academy must "close" due to inclement weather, you will be notified as soon as possible. Radio and TV stations will be notified and you may remain updated via TCLA Facebook Page and website, [www.tricitylearning.org](http://www.tricitylearning.org).

### **Tri-City Learning Academy Notice**

Students are required to follow these policies and procedures in regards to courses taken with Tri-City Learning Academy. 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 [tricitylearning.org](http://tricitylearning.org) or your home district's web page.



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

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

Passed at a regular Board Meeting on \_\_\_\_\_.

Signed: Board President \_\_\_\_\_

Superintendent \_\_\_\_\_

### Academic Classes

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

### Primary Career Majors

- Automotive Service Technician
- Broadband Technician
- Building and Property Maintenance
- Business Office Assistant
- CADD
- CareerTech Explorer
- CNC Machinist
- Combination Collision Repair Technician
- Combination Welder/NCCER Level 2 Plus
- Cosmetologist
- Criminal Justice Officer
- Cyber Security
- Emergency Medical Technician
- Equine Production
- Graphic Design
- Health Careers Explorer
- Horticulture Technician
- Industrial Robotics & Automation
- Medical Office Assistant
- Medium-Heavy Diesel Service Technician
- Multimedia Specialist
- Plumbing Assistant
- Pre-Engineering (Introduction to Engineering Design, Principles of Engineering)
- Pre-Nursing
- Residential Carpentry
- Residential/Commercial Electricians Assistant
- Residential HVAC Technician
- Therapeutic Health Services
- Veterinary Assistant



### Board of Education Trip Request Form

Name: Mike Crossley  
Site: High School  
Grade/Class/Organization: Fastpitch Softball  
No. of Students: Team  
No. of Adults: 3 sponsors  
No. of Buses or Transportation: \_\_\_\_\_

Date(s) of Trip: 8/24-25-26/2023

Destination: Lincoln Christian Tournament,  
2 nights stay, for 3 days of games - Tulsa, OK.

Purpose of Trip: Lincoln Christian Fastpitch  
Tournament

M Crossley  
Signature

[Signature]  
Principal or Supervisor Signature

\_\_\_\_\_  
Superintendent

\_\_\_\_\_  
Date

8/3/23  
Date

\_\_\_\_\_  
Date



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**Board of Education Meeting Agenda Document Cover Sheet**

Meeting Date: 8/8/2023

Agenda Item Subject: Overnight trip request

Submitted by: Mike Crossley - Adam Hull

Description:

Signature

8/8/23

Date

TRIUMPH MODULAR  
 194 AYER ROAD  
 LITTLETON, MA 01460  
 (800)257-2536



PAY ONLINE at triumphmodular.com  
 Account #: 7751  
 Email: jturner@triumphmodular.com  
 Zip Code: 73065

BRANCH: 100

**BID/QUOTE**

PRINT DATE: 08/07/23 Page 1

<b>Customer:</b>	<b>Ticket#</b>	<b>Delivery Location:</b>
Newcastle Public School 101 North Main Newcastle OK 73065	Bid# 269402	101 North Main Newcastle OK 73065
Delivery Date: 08/04/23		

<b>Ordered by:</b> Cathy Walker	<b>PO/Job #</b>	Estimated Billing Cycle Start:	08/04/23	JQ1
<b>On-Site:</b>	<b>Slspn:</b> Jeff T.			
<b>Phone:</b> H (405) 387-2890	<b>Terms:</b> Net 30	Estimated Billing Cycle Stop:	09/15/23	JQ1

Qty	Item	Description	Rate	Total
SOLD ITEMS				
1		New Dry Classroom		116175.00
1		Delivery & Install Classroom		12315.00
1		Classroom Skirting		4250.00
1		Step/Ramp/Deck Site Built		10375.00
1		New Dry Classroom		116175.00
1		Delivery & Install Classroom		12315.00
1		Classroom Skirting		4250.00

Pricing is based on attached layouts provided. Payment terms 50% initial payment up front, 40% at delivery, 10% at completion. Project is tax exempt, provided tax exempt form required.

Triumph's offer to you to reserve this equipment is expressly conditioned upon your acceptance all of Triumph's terms and conditions attached hereto and incorporated into this Reservation by reference. You further agree that by accepting this Reservation you are agreeing that no terms, conditions, or provisions included in your purchase order apply to this transaction. Purchase orders provided by you are solely to confirm the accuracy of pricing. By accepting delivery of the property on this order you accept the terms and conditions attached hereto, with or without signature.

Door, window, and partition locations may vary depending on manufacturer.

A fee should be anticipated upon return for cleaning of unit, if not returned as rented and not including damages. Please contact Operations at 800-408-1688 for questions regarding cleaning and damage fees.

For service call 800-408-1688	Lease Subtotal	0.00
Accounting call 978-431-1000	Sales Subtotal	0.00
*Ask us about our furniture/accessory packages!*	Svc/Trans Subtotal	275,855.00

Sales Tax 0.00

I HAVE READ AND AGREE TO THE TERMS OF THIS CONTRACT.

**Total** 275,855.00

LESSEE: X \_\_\_\_\_

June 28, 2023

**Modular Building Sale Proposal**

Customer Name: Newcastle Public School  
 Project Name:  
 Location: Newcastle, OK.  
 Module Info: 10x44 Modular Restroom

Triumph Modular is pleased to present the following budget proposal for consideration of the modular solution as discussed. Utilizing our NEW modular buildings, below is the budget pricing for review. This budget provides the building New Sale price along with pricing for delivery and installation.

**Modular Building Scope of Work & Pricing:**

1. Triumph’s modular building Asset Number(s) TBD. See attached floor plan.
2. Transportation of Modular Units to Project Site  
 -Assumes adequate staging area on site to store modules until ready for installation.
3. Installation of Modular Units  
 -Includes: Setting of modules on block piers above grade, structural connections, skirting, exterior dry-in of modules, exterior and interior mate-line finishes.

<b><u>Sale Price for NEW Modular Building Only:</u></b>	One Time	\$93,693.00	lump sum
<b><u>Delivery &amp; Installation:</u></b>	One time	\$3,595.00	lump sum
<b><u>Skirting (to match):</u></b>	One Time	\$2,550.00	lump sum
<b><u>Decks/Steps/Ramp:</u></b> (Wooden deck site built)	One Time	\$10,375.00	lump sum

**\*Total Sale Price NEW:** **\$110,483.00 plus taxes**

Quoted sizes and prices are for estimate purposes only using standard specifications and assumptions. Once final project information is determined, listed size and pricing options are subject to change.

Triumph Modular.com

Thank you for considering Triumph Modular. Please do not hesitate to reach out with any questions or additional clarifications as needed

Sincerely,

Jeff Turner  
Triumph Modular  
jturner@triumphmodular.com  
918-931-0505

Clarifications:

- Costs for delivery, installation, decks, steps, and ramps are not included unless indicated above. Delivery and installation costs, if applicable, are valid for 30 days, may require a deposit and must be paid upon completion.
- Taxes are not included and are customer's responsibility upon demand unless otherwise specified.
- Owner is responsible for all required permits and approvals for delivery, installation and use of the equipment.
- Owner is required to provide unimpeded access to the site. The site must be level with no obstructions above or below grade.
- All proposals and quotes are subject to Triumph customer credit approval and available inventory.
- This document is for estimating purposes only and does not constitute an offer by Triumph.
- Any binding agreement is subject to the parties executing Triumph's standard Sale agreement.
- All changes to this proposal must be agreed to in writing by Triumph senior management.
- Any work or modifications not specified herein will be considered extras and subject to price increase.



## **Contract Agreement**

This agreement is established between Newcastle Public Schools and Visual Senses (a consulting firm owned by April "Nikki" Keck), educational consultants. It is mutually agreed that Newcastle Public Schools will pay Nikki Keck for specialized services as follows:

Consultation and assistance to educational staff with duties relating to the provision of special education for students who present a visual impairment – such services may include, but not be limited to, the review and study of education/confidential records, participation in IEP meetings and other staffings, completing of forms/reports, classroom observations, functional assessments, direct intervention, procurement of materials, assistive technology recommendations, team member contact, progress monitoring of student programs, and Orientation and Mobility training/consultation.

***The fee for these services is agreed upon at \$75 per hour with time billed at 15 minute minimums. Fees are calculated from starting points of origin to site of service (Newcastle) and return to point of origin.***

To achieve these purposes, the following general provisions apply:

1. The scope of these services will be determined by the LEA team.
2. Consultation may include review of/access to individual student records as deemed necessary by the LEA team. Nikki Keck and any affiliations hereby agree to abide by all state and federal laws and district policies regarding confidentiality and other procedural safeguards.
3. A monthly itemized billing will be furnished by Nikki Keck to Newcastle Public Schools following rendering of services. **Payment shall be remitted within 30 days of date of statement to Nikki Keck, PO Box 204, Blanchard, OK 73010.**
4. If scheduled meetings or consults are canceled for any reason, a reasonable notice or 24 hours must be given to Nikki Keck or servicing consultant. A one hour minimum plus drive time will be charged for lack of notice.
5. This agreement may be modified at any time by mutual consent of both parties. Services may be canceled by either party, if a request is put in writing, giving thirty (30) day notice.
6. Newcastle Public Schools declares that there are no current litigations, due processes, or any other legal actions involving any of the current students being served with a visual impairment that Nikki Keck and/or Visual Senses consultants will be servicing.
7. This agreement becomes effective when the proper signatures are affixed below.

***This agreement shall expire on June 30, 2024 unless reviewed and renewed by both parties prior to that date.***

\_\_\_\_\_  
**Authorized Representative**

**Newcastle Public Schools**

DocuSigned by:



EAB6E087B1F4E484...

**Nikki Keck, TVI, COMS**

**Certification # 187290 EXP: 6/30/2023**

**National O&M # 4086 EXP: 9/30/2026**

\_\_\_\_\_  
**Date**

4/17/2023

\_\_\_\_\_  
**Date**





**Professional E-Rate Management Services – Fee  
Schedule Newcastle Independent School District,  
Newcastle , OK**

**Re: E-Rate Consulting Services – Multi Year Renewal Option  
E-Rate FY 2024-25**

This letter is to confirm that **Newcastle Independent School District** will exercise the renewal option as stated on the April 2022 Master Services Agreement, “Term of this agreement shall be effective from date of execution of this agreement through June 30, 2023, with up to four (4) subsequent twelve-month renewals subject to mutual ratification in writing by both parties. Execution of the annual fee schedule shall be considered mutual ratification”.

**1<sup>st</sup> Auto renewal, FUNDING YEAR: 2024-2025**

Fees for requests for funding In the Category Two ("C2") categories of service shall be the greater of the Base Filing Fee OR Three Percent (3%) of the total funding commitment amount issued by the Universal Service Administrative Company ("USAC") on each of the applicant's FY2024 Funding Commitment Decision Letter(s). The Base Filing Fee for C2 services is due in full at the time the application is filed. The amount due in excess of the Base Filing Fee is contingent upon funding and shall be due and payable upon issuance by USAC of the Funding Commitment Decision Letter related to FY2024 C2 Services.

**FEES FOR E-RATE FUNDING YEAR 2024 (07/01/2024-06/30/2025)**

Category of Service	Description	Amount	Billing Date
<b>Category 1 (C1)</b> Telecommunications & Broadband Services	Pre and Post Funding for C1 Services	\$3,100.00	January 2024
	Self-Provisioned projects	3% of funding commitment amount	Due upon funding
<b>Category 2 (C2)</b> Internal Broadband Connections, MIBS & Maintenance	Base Filing Fee for C2 Services	\$850.00	March 2024
	Pre and Post Funding for C2 Services	3% of funding commitment amount less base filing fee.	Due upon funding

**FEES FOR OUSF COMPLIANCE SERVICES FOR THE PERIOD JULY 1, 2023 – JUNE 30, 2024**

OUSF Document and Compliance Services. Includes preparation and submission of applicant affidavit(s) and assistance with document requests.	<b>Check YES to request</b> <input type="checkbox"/> YES <input type="checkbox"/> NO
<b>Annual cost \$ 825.00 – billed January 2024</b> OUSF consulting fee includes up to 12 hours consulting time directly related to OUSF. Additional hours will be billed at \$175/hour	

**Payment terms are net 30 days. Payments should be remitted to Sigma Technology Fund LLC dba Kellogg & Sovereign Consulting, P.O. Box 222113, Dallas, TX 75222-2113.**

Should we encounter any unforeseen problems which will warrant additional time or expense, you will be notified of the situation and of any added cost, and you will have the opportunity to agree to any additional expenses in advance. Our charges for other services will be agreed to separately.

Kellogg & Sovereign® Consulting is not a law firm, and we are not authorized to practice law. Any matters which require an attorney shall be contracted separately with appropriate legal counsel.

### **Termination**

Either party may, upon 30 days written notice to the other party, terminate this contract in whole or in part for convenience. All fees incurred prior to receipt of the termination notice will be due and payable immediately upon termination. K&S will be released from responsibility for completion of any remaining services listed in this agreement immediately upon receipt of the termination notice.

### **Liability**

K&S will make every reasonable effort to avoid any errors or omissions in the services or advice that we provide to our clients. However, the rules, regulations, and guidelines for the universal service discount mechanism (E-Rate) are voluminous, ambiguous and constantly changing. Our liability for any errors or omissions will be limited to a full refund of the fees paid and will not include liability for any consequential damages. Any claim for damages will expire within two years of when the final billing is mailed/emailed to you. Our liability is also limited to you and any recommendations provided to you may not be used or relied upon by any other parties. Disputes with the Universal Service Administrative Company (USAC) regarding the interpretation of the rules will not constitute an error or omission if you have been advised of the difference in opinion.

### **Disclaimer**

**Due to uncertainties inherent in SLD/USAC's funding process, Kellogg & Sovereign® Consulting does not warrant or guarantee ECF funding will be received as a result of this contractual agreement.**

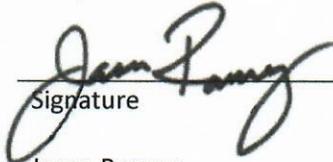
We believe the foregoing correctly sets forth our understanding, but if you have any questions, please let us know. If you find the arrangements acceptable, please acknowledge your agreement to the understanding by signing and returning to us the copy enclosed.

IN WITNESS WHEREOF, the parties have executed this Agreement on the dates shown below.

FOR:  
**Newcastle Independent School District**  
101 N Main ST  
Newcastle, OK 73065-4104

FOR:  
**Kellogg & Sovereign Consulting**  
1400 Hoppe Blvd, Suite D  
Ada, OK 74820

\_\_\_\_\_  
Signature

  
\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

Jason Ramey  
\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

CEO  
\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

April 12, 2023  
\_\_\_\_\_  
Date

## Encumbrance Register

Options: Year: 2023-2024, Date Range: 7/24/2023 - 8/3/2023, PO Range: 139 - 999, Fund Codes: 11

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	139	07/25/2023	9211	THE PIZZA SHOP LLC	Pizza for Freshman Orientation	425.00
				Price increase for Freshman Orientation	021-2199-682-000-0000-000-705	75.00
				Pizza for Freshman Orientation	021-2199-682-000-0000-000-705	350.00
11	140	07/25/2023	51570	CAPP Promotional, Inc	High School Parking Permits	750.00
				High School parking permits	021-2199-619-000-0000-000-705	750.00
11	141	07/25/2023	142	Pioneer Telephone Co.	FUSC charge for Internet connectivity	4,716.28
				FUSC charge. (Total includes July 2023 charge)	000-2580-530-000-0000-000-050	4,716.28
11	142	07/25/2023	47944	Amazon	ES STEM Replacement Materials	500.00
				STEM Replacement MaterialsElementary School	000-1000-619-496-2250-000-105	500.00
11	143	07/25/2023	137	THOMPSON SCHOOL BK. DEP.	Additional Science Textbooks	1,867.89
				Additional Science TextbooksGrade 7	333-1000-643-100-2250-000-505	1,849.40
				Shipping and Handling1% Thompson's Pick Up	333-1000-643-100-2250-000-505	18.49
11	144	07/25/2023	47994	THOMPSONS	HS Spanish Textbooks/Curriculum	36,712.56
				Autentico 2018 Student Edition & Digital Courseware6 yr. License-Level 1HS Spanish	333-1000-643-100-3100-000-705	10,890.00
				Autentico 2018 Digital Courseware6 yr. License-Level 1	333-1000-643-100-3100-000-705	3,270.00
				Autentico 2018 Student Edition & Digital Courseware6 yr. License-Level 2	333-1000-643-100-3100-000-705	10,890.00
				Autentico 2018 Digital Courseware6 yr. License-Level 2	333-1000-643-100-3100-000-705	3,270.00
				Autentico 2018 Student Edition & Digital Courseware6 yr. License-Level 3	333-1000-643-100-3100-000-705	3,630.00
				Realidades 2014 Student Edition & Digital Courseware6 yr. License- Level 4	333-1000-643-100-3100-000-705	3,630.00
				Shipping & Handling	333-1000-643-100-3100-000-705	1,132.56
11	145	07/25/2023	47944	Amazon	ES Science Lab Kit Refills	500.00
				Refill Materials for ESScience Lab Kits	000-1000-619-100-2250-000-105	500.00
11	146	07/25/2023	4753	CLASSROOM DIRECT/SCHOOL SPECIALTY	NEF Grant-K.Hubble- Spire Curriculum	1,112.28
				Spire Curriculum for K.Hubble NEF Grant	059-1000-619-100-1050-000-105	1,112.28
11	147	07/27/2023	47944	Amazon	Office supplies and furniture	344.29
				Canned air	021-2410-619-000-0000-000-705	22.03
				Pens	021-2410-619-000-0000-000-705	14.38
				Paper Clips	021-2410-619-000-0000-000-705	7.49
				Photo Backdrop for student ID cards	021-2410-619-000-0000-000-705	59.95
				White oval table for counselors office	021-2410-619-000-0000-000-705	135.98
				Bookshelf for new counselors office	021-2410-619-000-0000-000-705	75.99
				Taxes and shipping	021-2410-619-000-0000-000-705	28.47
11	148	07/27/2023	51238	PB/Educational Testing Serv	Para Pro Assessments (5)	275.00
				Para Pro Assessments	000-2213-359-000-0000-000-705	275.00

## Encumbrance Register

Options: Year: 2023-2024, Date Range: 7/24/2023 - 8/3/2023, PO Range: 139 - 999, Fund Codes: 11

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	149	07/27/2023	2858	Capital One/Walmart	Picture Frames	200.00
				Picture frames for graduation and school activity photos.	021-2410-619-000-0000-000-705	200.00
11	150	07/27/2023	47944	Amazon	Dry Erase Board	184.69
				Dry Erase Board	021-2410-619-000-0000-000-705	184.69
11	151	07/27/2023	51726	555 Enterprise LLC	New Teacher Orientation Lunch	275.00
				New Teacher Orientation Lunch	021-2575-682-000-0000-000-705	275.00
11	152	07/27/2023	51570	CAPP Promotional, Inc	New Staff Shirts	165.00
				T-shirts for new high school staff	021-2575-682-000-0000-000-705	165.00
11	153	07/27/2023	99999	NEWCASTLE PUBLIC SCHOOLS	Child Nutrition Start Up	1,000.00
				Start Up Fund for Child Nutrition	018-5200-950-700-0000-000-050	1,000.00
11	154	07/27/2023	10028	Prosperity Bank	OK Summit Meals and Lodging	500.00
				OK Summit Meals and Lodging	412-1000-580-311-8000-000-705	500.00
11	155	07/27/2023	47944	Amazon	Classroom Allowance, \$110.00	110.00
				Classroom Allowance	031-1000-619-100-2200-000-505	110.00
11	156	07/31/2023	51460	Chance Scott	Reimbursement for OKACTE Summit	888.75
				Hotel	412-1000-930-316-8100-000-705	365.00
				Parking	412-1000-930-316-8100-000-705	50.00
				Mileage	412-1000-930-316-8100-000-705	163.75
				Per Diem (Meals)	412-1000-930-316-8100-000-705	150.00
				Tolls	412-1000-930-316-8100-000-705	10.00
				Incidentals	412-1000-930-316-8100-000-705	150.00
11	157	08/01/2023	2858	Capital One/Walmart	First Faculty Meeting supplies	200.00
				Items for first faculty meeting	021-2575-619-000-0000-000-050	200.00
11	158	08/01/2023	591	MIDWEST SINGLE SOURCE	Activity Fund Receipt Books	2,000.00
				Activity Fund Receipt Books	000-2511-619-000-0000-000-050	2,000.00
11	159	08/01/2023	82759	HANNAH STEELE	Reimbursement for Car Rental	400.00
				Reimbursement for Car Rental	000-2575-930-000-0000-000-050	400.00
11	160	08/01/2023	2858	Capital One/Walmart	Freshmen Orientation Supplies	200.00
				Freshmen Orientation Supplies	021-2199-682-000-0000-000-705	200.00
11	161	08/02/2023	47944	Amazon	Classroom Allowance	110.00
				misc. classroom supplies	031-1000-619-100-0000-000-505	110.00
11	162	08/02/2023	51738	Anthony McDaniel DBA The Saucy Pig	Faculty First Day of School Lunch	600.00
				Potato bar for all staff on Monday	021-2575-682-000-0000-000-705	600.00
11	163	08/02/2023	191	Okla State School Boards Assoc Inc	Education Leadership Training - August 24-27	1,350.00
				OSSBA Education Leadership Training Conference August 24-27, 2023 for Ms. Ferguson	000-2321-860-000-0000-000-050	450.00
				OSSBA Education Leadership Training Conference August 24-27, 2023 for Ms. Elczyn	000-2319-860-000-0000-000-050	450.00
				OSSBA Education Leadership Training Conference August 24-27, 2023 for Mr. Jeff Dingee	000-2319-860-000-0000-000-050	450.00
11	164	08/02/2023	2858	Capital One/Walmart	Classroom Allowance	110.00
				folders, office supplies, etc.	031-1000-619-100-0000-000-505	110.00

## Encumbrance Register

Options: Year: 2023-2024, Date Range: 7/24/2023 - 8/3/2023, PO Range: 139 - 999, Fund Codes: 11

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	165	08/02/2023	10028	Prosperity Bank	Google Workspace for TCLA	1,700.00
			035-2230-653-000-0000-000-705		08/02/2023	1,700.00
					Subscription for Google Voice for TCLA teachers to be able to communicate with virtual students.	
11	166	08/02/2023	51733	Heartland BAVX LLC	(552) Training for Staff	2,500.00
			552-2213-860-497-0000-000-110		08/02/2023	2,500.00
					Training for staff to include traveling expenses, books, and equipment.	
11	167	08/03/2023	82941	CATHARINE ELIZABETH WALKER	June Travel	2,045.00
			015-2321-580-000-0000-000-050		08/03/2023	2,045.00
					June Travel Per Contract	
11	168	08/03/2023	51594	Marla Carnes	SLP Services 23-24 SY	87,750.00
			000-2152-337-239-0000-000-705		08/03/2023	87,750.00
					SLP services	
11	169	08/03/2023	47944	Amazon	Storage shelves for HS Records	475.96
			000-2410-619-000-0000-000-705		08/03/2023	475.96
					Storage shelves for HS records	
11	170	08/03/2023	47944	Amazon	Safety Vest	110.95
			000-2670-619-000-0000-000-105		08/03/2023	55.48
			000-2670-619-000-0000-000-110		08/03/2023	55.47
					Safety Vest	
11	171	08/03/2023	47944	Amazon	Classroom Allowance	110.00
			031-1000-619-100-0000-000-110		08/03/2023	110.00
					Items for the classroom, supplies for students, decortations, etc.	

<b>Non-Payroll Total:</b>	<b>\$150,188.65</b>
<b>Payroll Total:</b>	<b>\$0.00</b>
<b>Balance Forward:</b>	<b>\$1,112.28</b>
<b>Report Total:</b>	<b>\$151,300.93</b>

Encumbrance Register

Options: Year: 2023-2024, Date Range: 8/3/2023 - 8/7/2023, PO Range: 172 - 9999, Fund Codes: 11

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	172	08/04/2023	51742	BAVX Resources LLC	Resources for Training	230.00
				Bulk colored sandbags for BAVX training.	08/04/2023	230.00
11	173	08/07/2023	1492	The Parent Institute	(511) Parent Newsletter	776.00
				(511) Parent Newsletter	08/07/2023	194.00
					08/07/2023	194.00
					08/07/2023	194.00
					08/07/2023	194.00
11	174	08/07/2023	51741	Reese A Wulf-Davis	SLP Services	57,600.00
				speech language pathologist services	08/07/2023	57,600.00
11	175	08/07/2023	47944	Amazon	rolling podium/laptop cart	69.81
				rolling podium/laptop cart	08/07/2023	69.81
11	176	08/07/2023	47944	Amazon	Classroom Supplies	110.00
				Surface Pro Case Fluorescent light covers Guided reading strips Reward stickers Desk Calendar Pocket Chart	08/07/2023	110.00

<b>Non-Payroll Total:</b>	<b>\$58,785.81</b>
<b>Payroll Total:</b>	<b>\$0.00</b>
<b>Balance Forward:</b>	<b>\$69.81</b>
<b>Report Total:</b>	<b>\$58,855.62</b>

Change Order Listing

Options: Fund: General Fund, Year: 2023-2024, ReferenceDate: PO Date, Date Range: 7/24/2023 - 8/3/2023, PO Range: 1 - 138, Include Negative Changes: True

PO No	Date	Vendor No	Vendor	Description	Amount
15	07/01/2023	8367	EDGENUITY, INC.	Edgenuity Site License (HS)	8,550.00
			Increase PO #15-Site License to include Bison Creek	000-1000-653-100-2725-000-705	07/31/2023 8,550.00
17	07/01/2023	5187	EMPLOYEE EVALUATION SYSTEMS, INC.	Teacher Evaluation website	2,500.00
			Up the purchase order for EES PO #17 for the evaluation of 180 Teachers and 12 Leader/Principals for FY24 OKTLE & McREL	000-2410-360-000-0000-000-105 000-2410-360-000-0000-000-110 000-2410-360-000-0000-000-505 000-2410-360-000-0000-000-705	08/02/2023 625.00 08/02/2023 625.00 08/02/2023 625.00 08/02/2023 625.00
101	07/05/2023	8248	BIO COMPANY, INC.	Science Lab Specimens for Bio 2/ Anatomy	-7.05
			Laboratory specimens for Biology 2 and Anatomy classes.	021-1000-681-100-5000-000-705	07/05/2023 07/26/2023 -7.05
103	07/05/2023	47944	Amazon	Science Laboratory Supplies	-31.27
			General Lab Supplies (for all classes) - Glassware, goggles, disposable gloves, dissecting instruments Drunk Busters Goggles - Forensics, Anatomy, and health/student fairs	021-1000-681-100-5000-000-705	07/05/2023 07/26/2023 -31.27
107	07/06/2023	51644	Shasta Smith	Parking & Meals Catalyst Conference 7/17-7/18	-2.37
			Lunches for Catalyst Conference in OKC according to GSA.gov website	000-2575-930-000-0000-000-050	07/06/2023 07/26/2023 -2.37
118	07/12/2023	1137	Newcastle Chamber of Commerce	Chamber Luncheons for 2023-2024	-800.00
			Chamber Luncheons for FY24	000-2323-682-000-0000-000-050	07/12/2023 07/31/2023 -800.00
119	07/13/2023	51723	Riversport foundation	Team Building	-2,000.00
			Team Building for Directors and Principals-July 18,2023	000-0000-000-000-0000-000-000	07/13/2023 07/24/2023 -2,000.00
122	07/18/2023	80589	DARLA ALLEN	Lunch for NPS Leadership Team Riversport	-260.27
			Lunch from McAlister's for Team Building at Riversport	000-2575-682-000-0000-000-050	07/18/2023 07/26/2023 -260.27
126	07/19/2023	47944	Amazon	Aviation classroom supplies.	-0.99
			Classroom supplies.	031-1000-619-100-0000-000-705	07/19/2023 08/02/2023 -0.99
128	07/19/2023	2674	SUBWAY	New Teacher Orientation Lunch 7/27/23	-350.00
			New Teacher Orientation Lunch on July 27, 2023	021-2575-682-000-0000-000-705	07/19/2023 07/26/2023 -350.00

<b>Non-Payroll Total:</b>	<b>\$7,598.05</b>
<b>Payroll Total:</b>	<b>\$0.00</b>
<b>Report Total:</b>	<b>\$7,598.05</b>

**Project Totals**

000	NON-CATEGORICAL	7,987.36
021	HS BUDGET	-388.32
031	CLASSROOM ALLOWANCE	-0.99

**Unit Totals**

000	Non Specified Site	-2,000.00
050	DISTRICTWIDE	-1,062.64
105	ELEMENTARY SCHOOL	625.00
110	EARLY CHILDHOOD	625.00

Change Order Listing

**Options:** Fund: General Fund, Year: 2023-2024, ReferenceDate: PO Date, Date Range: 7/24/2023 - 8/3/2023, PO Range: 1 - 138, Include Negative Changes: True

505	MIDDLE SCHOOL	625.00
705	HIGH SCHOOL	8,785.69

## Encumbrance Register

Options: Year: 2023-2024, Date Range: 7/24/2023 - 8/3/2023, PO Range: 62 - 999, Fund Codes: 21

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
21	62	07/25/2023	2105	Lowe's Business Account	Window A/C for HS Football Visitor Ticket Booth	299.00
				HISENSE 8,000BTU window air conditioner for High School Football visitor ticket booth	010-2620-651-000-0000-000-705 07/25/2023	299.00
21	63	08/02/2023	213	HMS PLUMBING	Repair Gas Leak in Cafeteria	1,000.00
				Gas line repair high school cafeteria	011-2620-437-000-0000-000-705 08/02/2023	1,000.00
21	64	08/02/2023	1655	BAKER AUTOMOTIVE	A C Repair Ford PUI	100.00
				AC Repair Ford PU	011-2650-760-000-0000-000-050 08/02/2023	100.00
<b>Non-Payroll Total:</b>						<b>\$1,399.00</b>
<b>Payroll Total:</b>						<b>\$0.00</b>
<b>Balance Forward:</b>						<b>\$0.00</b>
<b>Report Total:</b>						<b>\$1,399.00</b>

## Encumbrance Register

Options: Year: 2023-2024, Date Range: 8/3/2023 - 8/7/2023, PO Range: 65 - 9999, Fund Codes: 21

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
21	65	08/03/2023	1010	Hagar Restaurant Service, Inc.	High School Cafeteria Ice Machine Repair	503.38
			010-2620-438-000-0000-000-705		08/03/2023	503.38
				Water pump for SCOTSMAN ice machine in High School Cafeteria from HAGAR RESTAURANT parts co.		
21	66	08/07/2023	47944	Amazon	Belts For Edger	25.89
			011-2640-619-000-0000-000-050		08/07/2023	25.89
				Belts for edger		
21	67	08/07/2023	47944	Amazon	Flags For All District	750.03
			011-2640-618-000-0000-000-050		08/07/2023	750.03
				Flags For All District Flag Poles		
21	68	08/07/2023	47944	Amazon	White Boards For Portable	262.84
			011-2620-619-000-0000-000-050		08/07/2023	262.84
				Dry Erase Boards		
<b>Non-Payroll Total:</b>						<b>\$1,542.14</b>
<b>Payroll Total:</b>						<b>\$0.00</b>
<b>Balance Forward:</b>						<b>\$0.00</b>
<b>Report Total:</b>						<b>\$1,542.14</b>

Change Order Listing

Options: Fund: Building Fund, Year: 2023-2024, ReferenceDate: PO Date, Date Range: 7/24/2023 - 8/3/2023, PO Range: 1 - 61, Include Negative Changes: True

PO No	Date	Vendor No	Vendor	Description	Amount
32	07/01/2023	5032	Oklahoma Dept of Labor	elevator / boiler inspection	5,000.00
		012-2620-438-000-0000-000-050		07/25/2023	5,000.00
	Increase po # 32 for boiler inspections that are past due				
60	07/20/2023	51713	Express Employment Professionals	Temporary Personnel	3,500.00
		011-2620-438-000-0000-000-050		07/27/2023	3,500.00
	Temporary help				
<b>Non-Payroll Total:</b>					<b>\$8,500.00</b>
<b>Payroll Total:</b>					<b>\$0.00</b>
<b>Report Total:</b>					<b>\$8,500.00</b>

Project Totals		
011	Maintenance - General	3,500.00
012	Fire/ Safety/ Security - Joe	5,000.00
Unit Totals		
050	DISTRICTWIDE	8,500.00

## Encumbrance Register

Options: Year: 2023-2024, Date Range: 7/1/2023 - 8/3/2023, PO Range: 29 - 999, Fund Codes: 39

Fund	PO No	Date	Vendor No	Vendor	Description	Amount	
39	29	07/01/2023	5169	OKLAHOMA ATTORNEY GENERAL	Bond Transcript Fees	1,635.00	
				Bond Transcript Examination Fees	000-2317-310-000-000-050	07/05/2023	1,635.00
39	30	07/20/2023	51276	QuaverEd	ES Music Curriculum	1,200.00	
				Quaver MusicES Curriculum	000-1000-653-441-0000-000-105	07/20/2023	1,200.00
39	31	07/20/2023	50933	ESGI LLC	ESGI Software for Progress Monitoring	6,321.00	
				ESGI Teacher License35 Student Max.ECC	000-1000-653-100-1050-000-110	07/20/2023	5,850.00
				ESGI Specialist License200 Student MaxECC	000-1000-653-100-1050-000-110	07/20/2023	471.00
39	32	07/31/2023	9179	BOK Financial Securities, Inc.	Advisory Services GO Bond	12,075.00	
				Advisory Services GO Bond	000-2314-310-000-0000-000-050	07/31/2023	12,075.00
39	33	07/31/2023	9179	BOK Financial Securities, Inc.	Advisory Services GO Bond FY2023	25,250.00	
				Advisory Services GO Bond FY2023	000-2314-310-000-0000-000-050	07/31/2023	25,250.00
39	34	08/01/2023	51734	The Public Finance Law Group PLLC	GO Bond Legal Fees	2,500.00	
				GO Bond Legal Fees	000-2317-310-000-0000-000-050	08/01/2023	2,500.00
39	35	08/01/2023	51734	The Public Finance Law Group PLLC	Legal Fees GO Bond	5,000.00	
				Legal Fees GO Bond	000-2317-310-000-0000-000-050	08/01/2023	5,000.00
39	36	08/01/2023	8301	FRONTLINE TECHNOLOGIES GROUP LLC	Frontline Absence Management	6,371.02	
				Frontline Absence Management (AESOP)	000-2580-653-000-0000-000-050	08/01/2023	6,371.02

<b>Non-Payroll Total:</b>	<b>\$60,352.02</b>
<b>Payroll Total:</b>	<b>\$0.00</b>
<b>Balance Forward:</b>	<b>\$0.00</b>
<b>Report Total:</b>	<b>\$60,352.02</b>

**Encumbrance Register**

**Options:** Year: 2023-2024, Date Range: 8/3/2023 - 8/7/2023, PO Range: 37 - 9999, Fund Codes: 39

<b>Fund</b>	<b>PO No</b>	<b>Date</b>	<b>Vendor No</b>	<b>Vendor</b>	<b>Description</b>	<b>Amount</b>
39	37	08/07/2023	8650	JAMF HOLDINGS, INC.	Management licenses for Apple devices	140.00
			013-2230-653-000-0000-000-050		08/07/2023	140.00

<b>Non-Payroll Total:</b>	<b>\$140.00</b>
<b>Payroll Total:</b>	<b>\$0.00</b>
<b>Balance Forward:</b>	<b>\$0.00</b>
<b>Report Total:</b>	<b>\$140.00</b>

**Newcastle Public Schools  
Payroll Summary  
August 8th, 2023**

Monthly Payroll (7/27/2023)	\$1,364,031.88
Extra Duty Payroll (8/10/2023)	\$45,731.57



# NEWCASTLE PUBLIC SCHOOLS

## Purpose of Activity Fund Account

Original  
 Amended

Account Name: Class of 2037 Account #: 987 Site #: 110

### Scheduled Fundraising Events:

<i>Description</i>	<i>Month Planned</i>
_____	_____
_____	_____
_____	_____

### General Revenue: (Indicate Amended Items with an "\*\*")

Donations are automatically approved. List other methods of generating revenue:

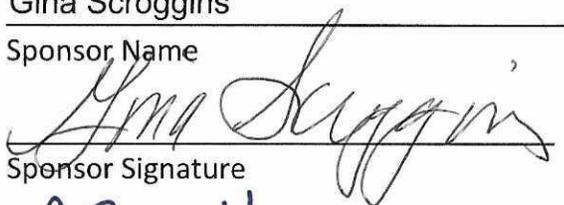
PreK Supply Fee , Field Trips , Board Approved Fundraisers

### Expenditures: (How the revenue will be spent) (Indicate Amended items with a "\*\*")

Funds will be used for school supplies, field trips, rewards, and parties.

Gina Scroggins \_\_\_\_\_

Sponsor Name



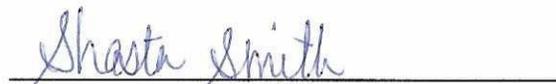
Sponsor Signature



Supervisor Signature if Applicable  
(Principal or Athletic Director)

July 27th \_\_\_\_\_ 2023-2024 \_\_\_\_\_

Date Submitted School Year



Activity Fund Custodian Signature



Chief Financial Officer Signature

\_\_\_\_\_  
Date Approved by Board of Education



# NEWCASTLE PUBLIC SCHOOLS

## Purpose of Activity Fund Account

Original  
 Amended

Account Name: ECC hospitality Account #: 928 Site #: 110

### Scheduled Fundraising Events:

<i>Description</i>	<i>Month Planned</i>
<u>donations</u>	<u>aug- may</u>
_____	_____

### General Revenue: (Indicate Amended Items with an "\*\*")

Donations are automatically approved. List other methods of generating revenue:

Teachers and staff will make a monetary donation. Board Approved Fundraisers

### Expenditures: (How the revenue will be spent) (Indicate Amended items with a "\*\*")

To purchase food, gifts, supplies, stationary, plants/flowers, gift cards, and another item needed to support the ECC staff.

Korri Maple

Sponsor Name

Korri Maple  
Sponsor Signature

Cathy Moore  
Supervisor Signature if Applicable  
(Principal or Athletic Director)

7/27/23

Date Submitted

23-24

School Year

Shasta Smith  
Activity Fund Custodian Signature

Dr. Cathy Walker  
Chief Financial Officer Signature

\_\_\_\_\_  
Date Approved by Board of Education



# NEWCASTLE PUBLIC SCHOOLS

## Purpose of Activity Fund Account

Original  
 Amended

Account Name: MS Broadcasting Account #: 948-2199 Site #: nms

### Scheduled Fundraising Events:

<i>Description</i>	<i>Month Planned</i>
<u>DOUBLE-GOOD POPCORN (4 DAYS)</u>	<u>AUG. 29-SEP. 2</u>
<u> </u>	<u> </u>
<u> </u>	<u> </u>

### General Revenue: (Indicate Amended Items with an "\*\*")

Donations are automatically approved. List other methods of generating revenue:

4 Day virtual kettle corn popcorn fundraiser. Raised 1300 dollars last year. No cash handled. No product handled. All sales online and product delivered directly to the buyers. Live check cut to the school at completion. *Board Approved Fundraisers*

### Expenditures: (How the revenue will be spent) (Indicate Amended items with a "\*\*")

Lavalier microphones, teleprompters for video production, camera stands, miscellaneous broadcasting related equipment.

Michael Wilson

Sponsor Name

Sponsor Signature

Supervisor Signature if Applicable  
(Principal or Athletic Director)

07.27.23 2023-24

Date Submitted School Year

Activity Fund Custodian Signature

Chief Financial Officer Signature

Date Approved by Board of Education





# NEWCASTLE PUBLIC SCHOOLS

## Purpose of Activity Fund Account

Original  
 Amended

Account Name: Art Account #: 910 Site #: 105

### Scheduled Fundraising Events:

<i>Description</i>	<i>Month Planned</i>
_____	_____
_____	_____
_____	_____

### 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 "\*\*")

Art Supplies  
Project Materials  
Classroom Supplies  
Art Gallery  
Student Prizes/Rewards/Awards

Jackie Myers

Sponsor Name

Jackie Myers  
Sponsor Signature

[Signature]  
Supervisor Signature if Applicable  
(Principal or Athletic Director)

7/27/2023

Date Submitted

2023-2024

School Year

Shanta Smith  
Activity Fund Custodian Signature

Dr. Cathy Walker  
Chief Financial Officer Signature

\_\_\_\_\_  
Date Approved by Board of Education



# NEWCASTLE PUBLIC SCHOOLS

## Purpose of Activity Fund Account

Original  
 Amended

Account Name: Girls Soccer Account #: 821 Site #: HS 705

### Scheduled Fundraising Events:

<i>Description</i>	<i>Month Planned</i>
<u>Snap raise</u>	<u>Winter/spring</u>
<u>Dodgeball tournament</u>	<u>Spring</u>
<u>4v4 Soccer tournament</u>	<u>Winter</u>

### General Revenue: (Indicate Amended Items with an "\*\*")

Donations are automatically approved. List other methods of generating revenue:

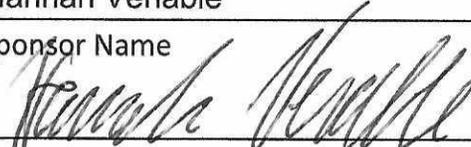
Food Sales  
fan gear and clothing sales  
hosting soccer tournamants  
Board Approved Fundraisers

### Expenditures: (How the revenue will be spent) (Indicate Amended items with a "\*\*")

Food  
Travel  
Celebrations  
Soccer equipment  
Uniforms

Hannah Venable

Sponsor Name

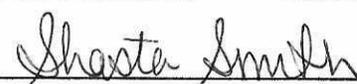
  
Sponsor Signature

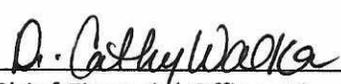
  
Supervisor Signature if Applicable

(Principal or Athletic Director)

8-2-23      23-24

Date Submitted      School Year

  
Activity Fund Custodian Signature

  
Chief Financial Officer Signature

\_\_\_\_\_  
Date Approved by Board of Education



# NEWCASTLE PUBLIC SCHOOLS

## Purpose of Activity Fund Account

Original  
 Amended

Account Name: Men's Soccer Account #: 820 Site #: HS 705

### Scheduled Fundraising Events:

<i>Description</i>	<i>Month Planned</i>
<u>Booster Fundraiser</u>	<u>Spring</u>
<u>Concession Sales</u>	<u>Spring</u>
<u>Pre Season Soccer Tournament</u>	<u>Spring</u>

### General Revenue: (Indicate Amended Items with an "\*\*")

Donations are automatically approved. List other methods of generating revenue:

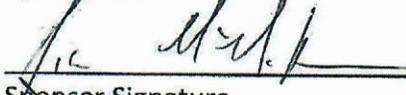
Tournament during homecoming week/Strut Week  
 Food Sales  
 Soccer Tournament  
 Board Approved Fundraisers

### Expenditures: (How the revenue will be spent) (Indicate Amended items with a "\*\*")

Food  
 Travel  
 Gear

Nick McMillian

Sponsor Name

  
Sponsor Signature

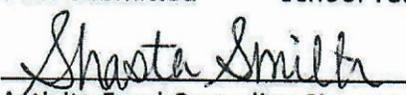
  
Supervisor Signature if Applicable  
(Principal or Athletic Director)

8/3/2023

Date Submitted

2023-2024

School Year

  
Activity Fund Custodian Signature

  
Chief Financial Officer Signature

\_\_\_\_\_  
Date Approved by Board of Education



# NEWCASTLE PUBLIC SCHOOLS

## Purpose of Activity Fund Account

Original  
 Amended

Account Name: Robotics Account #: 946-505 Site #: Middle Sci

### Scheduled Fundraising Events:

<i>Description</i>	<i>Month Planned</i>
<u>concession stand</u>	<u>AUGUST - MAY</u>
<u>candy gram</u>	<u>AUGUST - MAY</u>
<u>activity fee</u>	<u>AUGUST</u>

### General Revenue: (Indicate Amended Items with an "\*\*")

Donations are automatically approved. List other methods of generating revenue:

candy grams, donations, concession stand, activity fee, Board Approved Fundraisers

### Expenditures: (How the revenue will be spent) (Indicate Amended items with a "\*\*")

Team registration for First Lego League  
Masterpiece Challenge kits  
Entry fees for Lego League events  
Team t-shirts

Zac Zeka  
Sponsor Name

[Signature]  
Sponsor Signature

[Signature]  
Supervisor Signature if Applicable  
(Principal or Athletic Director)

7-27-2023 2023-2024  
Date Submitted School Year

[Signature]  
Activity Fund Custodian Signature

[Signature]  
Chief Financial Officer Signature

\_\_\_\_\_  
Date Approved by Board of Education





# NEWCASTLE PUBLIC SCHOOLS

## Purpose of Activity Fund Account

Original  
 Amended

Account Name: Cross Country Account #: 814 Site #: 705

### Scheduled Fundraising Events:

<i>Description</i>	<i>Month Planned</i>
<u>Clothing Sales</u>	<u>July-August</u>
<u>Donations</u>	<u>Year round</u>
<u>Sonic Work Day</u>	<u>August</u>

### General Revenue: (Indicate Amended Items with an "\*\*")

Donations are automatically approved. List other methods of generating revenue:

BSN, OK Apparel, Sonic Work Day, Board Approved Fundraisers

### Expenditures: (How the revenue will be spent) (Indicate Amended items with a "\*\*")

Uniforms, Clothing, Popsicles, State Gifts, Plaques, Medals, Food, Paper Goods, Canopy, Ice Chests, Senior Gifts

Jerald Lewis

Sponsor Name

J Lewis  
Sponsor Signature

[Signature]  
Supervisor Signature if Applicable

(Principal or Athletic Director)

8/2/23

Date Submitted

2023-24

School Year

Anasta Smolin  
Activity Fund Custodian Signature

Dr. Colby Walker  
Chief Financial Officer Signature

\_\_\_\_\_  
Date Approved by Board of Education



## Newcastle Public Schools

## Revenue Analysis

Options: Type of Revenue: Estimated, As Of Date: 6/30/2023

	Estimated Revenue	Revenue Collected	Revenue Receivable	Unappropriated Receipts	% Rev Collected	Current Month
Fund - 11 General Fund						
Series - 1000 District Sources of Revenue						
Source - 1000 District Sources of Revenue	\$0.00	\$0.00	\$0.00	\$0.00	N/A	\$0.00
Source - 1110 Ad Valorem (Current)	\$5,071,105.96	\$5,386,035.90	\$0.00	\$314,929.94	106.21%	\$27,882.31
Source - 1120 Ad Valorem (Prior Years)	\$0.00	\$97,332.63	\$0.00	\$97,332.63	N/A	\$2,680.10
Source - 1130 Revenue in Lieu of Taxes	\$0.00	\$39,982.30	\$0.00	\$39,982.30	N/A	\$0.00
Source - 1260 EXTENDED SCHOOL CARE	\$0.00	\$7,500.00	\$0.00	\$7,500.00	N/A	\$0.00
Source - 1300 Earnings on Investments	\$13,879.95	\$0.00	\$13,879.95	\$0.00	0.00%	\$0.00
Source - 1310 Interest Earnings	\$0.00	\$269,708.07	\$0.00	\$269,708.07	N/A	\$44,926.52
Source - 1352 Interest on Unapportioned Tax	\$0.00	\$1,055.62	\$0.00	\$1,055.62	N/A	\$152.83
Source - 1390 OTHER EARNINGS ON INVESTMENTS	\$0.00	\$137,562.19	\$0.00	\$137,562.19	N/A	\$4,444.19
Source - 1410 Rental - School Facilities	\$0.00	\$1,006.25	\$0.00	\$1,006.25	N/A	\$0.00
Source - 1420 RENTAL NOT SCHOOL FACILITIES	\$0.00	\$9,173.55	\$0.00	\$9,173.55	N/A	\$0.00
Source - 1440 SALES OF EQUIP,SERV,& MATERIAL	\$0.00	\$22,867.27	\$0.00	\$22,867.27	N/A	\$0.00
Source - 1590 MISCELLANEOUS REIMBURSEMENTS	\$0.00	\$215,377.41	\$0.00	\$215,377.41	N/A	\$0.00
Source - 1591 Reimbursements - TCLA	\$0.00	\$0.00	\$0.00	\$0.00	N/A	\$0.00
Source - 1610 Donations from Private Sources	\$0.00	\$506,020.26	\$0.00	\$506,020.26	N/A	\$0.00
Source - 1660 Mineral Royalties / Lease Revenue	\$0.00	\$174.04	\$0.00	\$174.04	N/A	\$0.00
Source - 1680 Refund Prior Year Expenses	\$0.00	\$2,479.52	\$0.00	\$2,479.52	N/A	\$0.00
Source - 1690 Misc Revenue District Sources	\$0.00	\$205,670.35	\$0.00	\$205,670.35	N/A	\$67,812.42
Source - 1692 MISC REVENUE	\$0.00	\$4,163.32	\$0.00	\$4,163.32	N/A	\$1,253.90
Source - 1710 CNP / Student Meals	\$0.00	\$0.00	\$0.00	\$0.00	N/A	\$0.00
Source - 1720 CNP / A La Carte or Catering	\$0.00	\$0.00	\$0.00	\$0.00	N/A	\$0.00
Source - 1730 CNP / Adult Meals	\$0.00	\$0.00	\$0.00	\$0.00	N/A	\$0.00
<b>Series - 1000 District Sources of Revenue Total</b>	<b>\$5,084,985.91</b>	<b>\$6,906,108.68</b>	<b>\$13,879.95</b>	<b>\$1,835,002.72</b>	<b>135.81%</b>	<b>\$149,152.27</b>
Series - 2000						
Source - 2100 County 4 Mil	\$412,963.62	\$508,876.14	\$0.00	\$95,912.52	123.23%	\$6,410.55
Source - 2200 County Mortgage	\$150,351.59	\$146,388.82	\$3,962.77	\$0.00	97.36%	\$15,797.65
<b>Series - 2000 Total</b>	<b>\$563,315.21</b>	<b>\$655,264.96</b>	<b>\$3,962.77</b>	<b>\$95,912.52</b>	<b>116.32%</b>	<b>\$22,208.20</b>
Series - 3000						
Source - 3110 Gross Production	\$937,456.84	\$1,426,903.79	\$0.00	\$489,446.95	152.21%	\$72,970.48
Source - 3120 Motor Vehicle	\$1,007,635.70	\$1,092,354.59	\$0.00	\$84,718.89	108.41%	\$114,665.64
Source - 3130 Rural Electric	\$228,378.88	\$305,856.39	\$0.00	\$77,477.51	133.92%	\$18,450.03
Source - 3140 School Land	\$315,457.27	\$385,976.26	\$0.00	\$70,518.99	122.35%	\$39,338.01
Source - 3150 Vehicle Tax	\$0.00	\$2,868.50	\$0.00	\$2,868.50	N/A	\$0.00
Source - 3210 State Aid	\$6,229,723.32	\$6,124,960.47	\$104,762.85	\$0.00	98.32%	\$547,397.54
Source - 3250 Flex Benefit Allowance	\$1,657,682.46	\$1,780,025.83	\$0.00	\$122,343.37	107.38%	\$160,202.31
Source - 3310 Alternative Education	\$0.00	\$31,698.33	\$0.00	\$31,698.33	N/A	\$0.00
Source - 3400 STATE-CATEGORICAL	\$164,448.80	\$0.00	\$164,448.80	\$0.00	0.00%	\$0.00
Source - 3412 National Board Cert Teacher	\$0.00	\$5,000.00	\$0.00	\$5,000.00	N/A	\$0.00
Source - 3415 READING SUFFICIENCY	\$0.00	\$38,691.32	\$0.00	\$38,691.32	N/A	\$0.00
Source - 3420 State Textbook	\$0.00	\$166,230.51	\$0.00	\$166,230.51	N/A	\$14,960.75
Source - 3435 REDBUD SCHOOL FUNDING ACT	\$0.00	\$4,908.03	\$0.00	\$4,908.03	N/A	\$0.00

## Newcastle Public Schools

## Revenue Analysis

Options: Type of Revenue: Estimated, As Of Date: 6/30/2023

	Estimated Revenue	Revenue Collected	Revenue Receivable	Unappropriated Receipts	% Rev Collected	Current Month
Source - 3690 MISC. SOURCES OF STATE REVENUE	\$0.00	\$14,892.50	\$0.00	\$14,892.50	N/A	\$0.00
Source - 3720 STATE MATCHING	\$0.00	\$9,505.94	\$0.00	\$9,505.94	N/A	\$0.00
Source - 3800 STATE VOCA PROG-MULTI-SOURCE	\$78,919.90	\$0.00	\$78,919.90	\$0.00	0.00%	\$0.00
Source - 3811 Career Tech Salary	\$0.00	\$21,297.00	\$0.00	\$21,297.00	N/A	\$0.00
Source - 3812 Career Tech Program	\$0.00	\$40,058.00	\$0.00	\$40,058.00	N/A	\$0.00
<b>Series - 3000 Total</b>	<b>\$10,619,703.17</b>	<b>\$11,451,227.46</b>	<b>\$348,131.55</b>	<b>\$1,179,655.84</b>	<b>107.83%</b>	<b>\$967,984.76</b>
Series - 4000						
Source - 4100 GRANTS-AID DIRECT FED GOVT	\$78,235.00	\$0.00	\$78,235.00	\$0.00	0.00%	\$0.00
Source - 4140 Title V - Indian Ed	\$0.00	\$68,775.50	\$0.00	\$68,775.50	N/A	\$0.00
Source - 4200 DISADVANTAGE STUDENTS	\$299,323.81	\$0.00	\$299,323.81	\$0.00	0.00%	\$0.00
Source - 4210 Title I - Part A	\$0.00	\$272,283.67	\$0.00	\$272,283.67	N/A	\$23,471.21
Source - 4271 Title II - Part A	\$0.00	\$52,232.27	\$0.00	\$52,232.27	N/A	\$384.45
Source - 4300 INDIVIDUALS WITH DISABILITIES	\$521,526.67	\$0.00	\$521,526.67	\$0.00	0.00%	\$0.00
Source - 4310 IDEA - Part B Flowthrough	\$0.00	\$462,110.22	\$0.00	\$462,110.22	N/A	\$43,382.66
Source - 4340 IDEA - Part B Pre-K	\$0.00	\$9,472.97	\$0.00	\$9,472.97	N/A	\$0.00
Source - 4400 NO CHILD LEFT BEHIND	\$62,280.73	\$0.00	\$62,280.73	\$0.00	0.00%	\$0.00
Source - 4442 Title IV - Part A - SSAE	\$0.00	\$19,569.14	\$0.00	\$19,569.14	N/A	\$0.00
Source - 4470 Title V - RLIS	\$0.00	\$36,263.90	\$0.00	\$36,263.90	N/A	\$4,308.23
Source - 4550 Johnson O'Malley	\$16,680.00	\$14,227.42	\$2,452.58	\$0.00	85.30%	\$1,919.10
Source - 4689 OTHER FEDERAL GRANTS	\$1,406,955.47	\$1,319,495.90	\$87,459.57	\$0.00	93.78%	\$158,453.87
Source - 4705 CNP Emergency Operational Costs	\$0.00	\$74,605.41	\$0.00	\$74,605.41	N/A	\$0.00
Source - 4706 P-EBT Program	\$0.00	\$628.00	\$0.00	\$628.00	N/A	\$0.00
Source - 4710 CNP Federal Lunch	\$1,035,000.00	\$435,829.32	\$599,170.68	\$0.00	42.11%	\$48,642.60
Source - 4720 CNP Federal Breakfast	\$0.00	\$127,409.48	\$0.00	\$127,409.48	N/A	\$13,626.90
Source - 4800 FEDERAL VOCATIONAL ED	\$62,784.65	\$0.00	\$62,784.65	\$0.00	0.00%	\$0.00
Source - 4821 Carl Perkins Grant	\$0.00	\$41,333.92	\$0.00	\$41,333.92	N/A	\$0.00
<b>Series - 4000 Total</b>	<b>\$3,482,786.33</b>	<b>\$2,934,237.12</b>	<b>\$1,713,233.69</b>	<b>\$1,164,684.48</b>	<b>84.25%</b>	<b>\$294,189.02</b>
Series - 5000						
Source - 5160 Activity Fund Collections	\$0.00	\$190,374.32	\$0.00	\$190,374.32	N/A	\$1,400.83
Source - 5190 MISC.REVENUE TRANSFER	\$0.00	\$633,767.31	\$0.00	\$633,767.31	N/A	\$633,767.31
Source - 5600 Correcting Entries	\$0.00	\$3,244.73	\$0.00	\$3,244.73	N/A	\$633.99
<b>Series - 5000 Total</b>	<b>\$0.00</b>	<b>\$827,386.36</b>	<b>\$0.00</b>	<b>\$827,386.36</b>	<b>N/A</b>	<b>\$635,802.13</b>
Series - 6000						
Source - 6110 Fund Balance	\$2,087,609.29	\$2,087,609.29	\$0.00	\$0.00	100.00%	\$0.00
<b>Series - 6000 Total</b>	<b>\$2,087,609.29</b>	<b>\$2,087,609.29</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>100.00%</b>	<b>\$0.00</b>
<b>Fund - 11 General Fund Total</b>	<b>\$21,838,399.91</b>	<b>\$24,861,833.87</b>	<b>\$2,079,207.96</b>	<b>\$5,102,641.92</b>	<b>113.84%</b>	<b>\$2,069,336.38</b>
<b>Report Total</b>	<b>\$21,838,399.91</b>	<b>\$24,861,833.87</b>	<b>\$2,079,207.96</b>	<b>\$5,102,641.92</b>	<b>113.84%</b>	<b>\$2,069,336.38</b>

## Revenue/Expenditure Summary

Options: Fund: 60, Date Range: 6/1/2023 - 6/30/2023

	Begin Balance	Receipts	Adjusting Entries	Payments	Cash End Balance	Unpaid POs	End Balance
Project - 801 ATHLETICS-GENERAL							
Program - 801 ATHLETIC-GENERAL							
050 DISTRICTWIDE	\$148.35	\$0.00	\$0.00	\$0.00	\$148.35	\$0.00	\$148.35
505 MIDDLE SCHOOL	(\$139.95)	\$0.00	\$0.00	\$0.00	(\$139.95)	\$0.00	(\$139.95)
705 HIGH SCHOOL	\$48,102.63	\$1,818.00	\$0.00	\$1,359.80	\$48,560.83	\$0.00	\$48,560.83
<b>Total Program - 801 ATHLETIC-GENERAL</b>	<b>\$48,111.03</b>	<b>\$1,818.00</b>	<b>\$0.00</b>	<b>\$1,359.80</b>	<b>\$48,569.23</b>	<b>\$0.00</b>	<b>\$48,569.23</b>
Program - 810 BASEBALL							
505 MIDDLE SCHOOL	(\$1,165.50)	\$0.00	\$0.00	\$0.00	(\$1,165.50)	\$0.00	(\$1,165.50)
705 HIGH SCHOOL	\$2,250.00	\$0.00	\$0.00	\$210.00	\$2,040.00	\$0.00	\$2,040.00
<b>Total Program - 810 BASEBALL</b>	<b>\$1,084.50</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$210.00</b>	<b>\$874.50</b>	<b>\$0.00</b>	<b>\$874.50</b>
Program - 811 BASKETBALL-BOYS							
505 MIDDLE SCHOOL	\$200.00	\$0.00	\$0.00	\$0.00	\$200.00	\$0.00	\$200.00
705 HIGH SCHOOL	\$4,078.50	\$0.00	\$0.00	\$0.00	\$4,078.50	\$0.00	\$4,078.50
<b>Total Program - 811 BASKETBALL-BOYS</b>	<b>\$4,278.50</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$4,278.50</b>	<b>\$0.00</b>	<b>\$4,278.50</b>
Program - 812 BASKETBALL-GIRLS							
705 HIGH SCHOOL	\$4,078.50	\$0.00	\$0.00	\$0.00	\$4,078.50	\$0.00	\$4,078.50
<b>Total Program - 812 BASKETBALL-GIRLS</b>	<b>\$4,078.50</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$4,078.50</b>	<b>\$0.00</b>	<b>\$4,078.50</b>
Program - 813 CHEER							
705 HIGH SCHOOL	(\$2,500.00)	\$0.00	\$0.00	\$0.00	(\$2,500.00)	\$0.00	(\$2,500.00)
<b>Total Program - 813 CHEER</b>	<b>(\$2,500.00)</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>(\$2,500.00)</b>	<b>\$0.00</b>	<b>(\$2,500.00)</b>
Program - 815 FAST PITCH							
705 HIGH SCHOOL	\$0.00	\$0.00	\$0.00	\$105.00	(\$105.00)	\$0.00	(\$105.00)
<b>Total Program - 815 FAST PITCH</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$105.00</b>	<b>(\$105.00)</b>	<b>\$0.00</b>	<b>(\$105.00)</b>
Program - 816 FOOTBALL							
705 HIGH SCHOOL	(\$1,399.00)	\$0.00	\$0.00	\$0.00	(\$1,399.00)	\$0.00	(\$1,399.00)
<b>Total Program - 816 FOOTBALL</b>	<b>(\$1,399.00)</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>(\$1,399.00)</b>	<b>\$0.00</b>	<b>(\$1,399.00)</b>
Program - 817 GOLF-BOYS							
705 HIGH SCHOOL	(\$341.75)	\$0.00	\$0.00	\$400.00	(\$741.75)	\$0.00	(\$741.75)
<b>Total Program - 817 GOLF-BOYS</b>	<b>(\$341.75)</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$400.00</b>	<b>(\$741.75)</b>	<b>\$0.00</b>	<b>(\$741.75)</b>
Program - 818 GIRLS-GOLF							
705 HIGH SCHOOL	(\$666.65)	\$0.00	\$0.00	\$0.00	(\$666.65)	\$0.00	(\$666.65)
<b>Total Program - 818 GIRLS-GOLF</b>	<b>(\$666.65)</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>(\$666.65)</b>	<b>\$0.00</b>	<b>(\$666.65)</b>
Program - 819 SLOW PITCH							
505 MIDDLE SCHOOL	(\$120.00)	\$0.00	\$0.00	\$0.00	(\$120.00)	\$0.00	(\$120.00)
705 HIGH SCHOOL	(\$423.29)	\$0.00	\$0.00	\$105.00	(\$528.29)	\$0.00	(\$528.29)
<b>Total Program - 819 SLOW PITCH</b>	<b>(\$543.29)</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$105.00</b>	<b>(\$648.29)</b>	<b>\$0.00</b>	<b>(\$648.29)</b>
Program - 820 SOCCER-BOYS							
505 MIDDLE SCHOOL	\$4.00	\$0.00	\$0.00	\$0.00	\$4.00	\$0.00	\$4.00
705 HIGH SCHOOL	(\$4,130.00)	\$0.00	\$0.00	\$0.00	(\$4,130.00)	\$0.00	(\$4,130.00)
<b>Total Program - 820 SOCCER-BOYS</b>	<b>(\$4,126.00)</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>(\$4,126.00)</b>	<b>\$0.00</b>	<b>(\$4,126.00)</b>
Program - 821 SOCCER-GIRLS							
505 MIDDLE SCHOOL	\$4.00	\$0.00	\$0.00	\$0.00	\$4.00	\$0.00	\$4.00
705 HIGH SCHOOL	(\$540.00)	\$0.00	\$0.00	\$0.00	(\$540.00)	\$0.00	(\$540.00)
<b>Total Program - 821 SOCCER-GIRLS</b>	<b>(\$536.00)</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>(\$536.00)</b>	<b>\$0.00</b>	<b>(\$536.00)</b>
Program - 823 TRACK							
705 HIGH SCHOOL	(\$1,813.28)	\$0.00	\$0.00	\$0.00	(\$1,813.28)	\$0.00	(\$1,813.28)
<b>Total Program - 823 TRACK</b>	<b>(\$1,813.28)</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>(\$1,813.28)</b>	<b>\$0.00</b>	<b>(\$1,813.28)</b>
Program - 824 VOLLEYBALL							
505 MIDDLE SCHOOL	\$1,500.00	\$0.00	\$0.00	\$0.00	\$1,500.00	\$0.00	\$1,500.00
705 HIGH SCHOOL	(\$800.00)	\$0.00	\$0.00	\$0.00	(\$800.00)	\$0.00	(\$800.00)
<b>Total Program - 824 VOLLEYBALL</b>	<b>\$700.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$700.00</b>	<b>\$0.00</b>	<b>\$700.00</b>
Program - 825 WRESTLING							
505 MIDDLE SCHOOL	\$2,094.52	\$0.00	\$0.00	\$0.00	\$2,094.52	\$0.00	\$2,094.52
705 HIGH SCHOOL	(\$414.48)	\$0.00	\$0.00	\$0.00	(\$414.48)	\$0.00	(\$414.48)
<b>Total Program - 825 WRESTLING</b>	<b>\$1,680.04</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1,680.04</b>	<b>\$0.00</b>	<b>\$1,680.04</b>
<b>Total Project - 801 ATHLETICS-GENERAL</b>	<b>\$48,006.60</b>	<b>\$1,818.00</b>	<b>\$0.00</b>	<b>\$2,179.80</b>	<b>\$47,644.80</b>	<b>\$0.00</b>	<b>\$47,644.80</b>
Project - 802 ATHLETIC-GATE							

# Newcastle Public Schools

## Revenue/Expenditure Summary

Options: Fund: 60, Date Range: 6/1/2023 - 6/30/2023

	Begin Balance	Receipts	Adjusting Entries	Payments	Cash End Balance	Unpaid POs	End Balance
Project - 802 ATHLETIC-GATE							
Program - 802 ATHLETIC-GATE							
705 HIGH SCHOOL	\$38,883.19	\$0.00	\$0.00	\$974.00	\$37,909.19	\$0.00	\$37,909.19
<b>Total Program - 802 ATHLETIC-GATE</b>	<b>\$38,883.19</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$974.00</b>	<b>\$37,909.19</b>	<b>\$0.00</b>	<b>\$37,909.19</b>
Program - 810 BASEBALL							
505 MIDDLE SCHOOL	\$330.50	\$0.00	\$0.00	\$0.00	\$330.50	\$0.00	\$330.50
705 HIGH SCHOOL	(\$2,702.57)	\$0.00	\$0.00	\$250.00	(\$2,952.57)	\$0.00	(\$2,952.57)
<b>Total Program - 810 BASEBALL</b>	<b>(\$2,372.07)</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$250.00</b>	<b>(\$2,622.07)</b>	<b>\$0.00</b>	<b>(\$2,622.07)</b>
Program - 811 BASKETBALL-BOYS							
505 MIDDLE SCHOOL	\$4,522.00	\$0.00	\$0.00	\$0.00	\$4,522.00	\$0.00	\$4,522.00
705 HIGH SCHOOL	(\$2,096.90)	\$0.00	\$0.00	\$0.00	(\$2,096.90)	\$0.00	(\$2,096.90)
<b>Total Program - 811 BASKETBALL-BOYS</b>	<b>\$2,425.10</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$2,425.10</b>	<b>\$0.00</b>	<b>\$2,425.10</b>
Program - 812 BASKETBALL-GIRLS							
505 MIDDLE SCHOOL	\$2,233.50	\$0.00	\$0.00	\$0.00	\$2,233.50	\$0.00	\$2,233.50
705 HIGH SCHOOL	\$1,111.30	\$0.00	\$0.00	\$0.00	\$1,111.30	\$0.00	\$1,111.30
<b>Total Program - 812 BASKETBALL-GIRLS</b>	<b>\$3,344.80</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$3,344.80</b>	<b>\$0.00</b>	<b>\$3,344.80</b>
Program - 813 CHEER							
705 HIGH SCHOOL	\$194.00	\$0.00	\$0.00	\$0.00	\$194.00	\$0.00	\$194.00
<b>Total Program - 813 CHEER</b>	<b>\$194.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$194.00</b>	<b>\$0.00</b>	<b>\$194.00</b>
Program - 814 CROSS COUNTRY							
705 HIGH SCHOOL	(\$2,300.00)	\$0.00	\$0.00	\$0.00	(\$2,300.00)	\$0.00	(\$2,300.00)
<b>Total Program - 814 CROSS COUNTRY</b>	<b>(\$2,300.00)</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>(\$2,300.00)</b>	<b>\$0.00</b>	<b>(\$2,300.00)</b>
Program - 815 FAST PITCH							
505 MIDDLE SCHOOL	\$612.50	\$0.00	\$0.00	\$0.00	\$612.50	\$0.00	\$612.50
705 HIGH SCHOOL	(\$2,458.12)	\$0.00	\$0.00	\$0.00	(\$2,458.12)	\$0.00	(\$2,458.12)
<b>Total Program - 815 FAST PITCH</b>	<b>(\$1,845.62)</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>(\$1,845.62)</b>	<b>\$0.00</b>	<b>(\$1,845.62)</b>
Program - 816 FOOTBALL							
505 MIDDLE SCHOOL	\$8,184.72	\$0.00	\$0.00	\$0.00	\$8,184.72	\$0.00	\$8,184.72
705 HIGH SCHOOL	\$15,466.42	\$0.00	\$0.00	\$279.00	\$15,187.42	\$0.00	\$15,187.42
<b>Total Program - 816 FOOTBALL</b>	<b>\$23,651.14</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$279.00</b>	<b>\$23,372.14</b>	<b>\$0.00</b>	<b>\$23,372.14</b>
Program - 817 GOLF-BOYS							
505 MIDDLE SCHOOL	(\$350.00)	\$0.00	\$0.00	\$0.00	(\$350.00)	\$0.00	(\$350.00)
705 HIGH SCHOOL	(\$1,552.99)	\$0.00	\$0.00	\$0.00	(\$1,552.99)	\$0.00	(\$1,552.99)
<b>Total Program - 817 GOLF-BOYS</b>	<b>(\$1,902.99)</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>(\$1,902.99)</b>	<b>\$0.00</b>	<b>(\$1,902.99)</b>
Program - 818 GIRLS-GOLF							
505 MIDDLE SCHOOL	(\$350.00)	\$0.00	\$0.00	\$0.00	(\$350.00)	\$0.00	(\$350.00)
705 HIGH SCHOOL	(\$1,083.00)	\$0.00	\$0.00	\$0.00	(\$1,083.00)	\$0.00	(\$1,083.00)
<b>Total Program - 818 GIRLS-GOLF</b>	<b>(\$1,433.00)</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>(\$1,433.00)</b>	<b>\$0.00</b>	<b>(\$1,433.00)</b>
Program - 819 SLOW PITCH							
505 MIDDLE SCHOOL	(\$134.50)	\$0.00	\$0.00	\$0.00	(\$134.50)	\$0.00	(\$134.50)
705 HIGH SCHOOL	(\$724.64)	\$0.00	\$0.00	\$0.00	(\$724.64)	\$0.00	(\$724.64)
<b>Total Program - 819 SLOW PITCH</b>	<b>(\$859.14)</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>(\$859.14)</b>	<b>\$0.00</b>	<b>(\$859.14)</b>
Program - 820 SOCCER-BOYS							
505 MIDDLE SCHOOL	\$1,805.00	\$0.00	\$0.00	\$0.00	\$1,805.00	\$0.00	\$1,805.00
705 HIGH SCHOOL	\$1,152.69	\$0.00	\$0.00	\$0.00	\$1,152.69	\$0.00	\$1,152.69
<b>Total Program - 820 SOCCER-BOYS</b>	<b>\$2,957.69</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$2,957.69</b>	<b>\$0.00</b>	<b>\$2,957.69</b>
Program - 821 SOCCER-GIRLS							
505 MIDDLE SCHOOL	\$1,805.00	\$0.00	\$0.00	\$0.00	\$1,805.00	\$0.00	\$1,805.00
705 HIGH SCHOOL	(\$1,767.32)	\$0.00	\$0.00	\$0.00	(\$1,767.32)	\$0.00	(\$1,767.32)
<b>Total Program - 821 SOCCER-GIRLS</b>	<b>\$37.68</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$37.68</b>	<b>\$0.00</b>	<b>\$37.68</b>
Program - 823 TRACK							
505 MIDDLE SCHOOL	(\$1,085.00)	\$0.00	\$0.00	\$0.00	(\$1,085.00)	\$0.00	(\$1,085.00)
705 HIGH SCHOOL	(\$1,830.00)	\$0.00	\$0.00	\$0.00	(\$1,830.00)	\$0.00	(\$1,830.00)
<b>Total Program - 823 TRACK</b>	<b>(\$2,915.00)</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>(\$2,915.00)</b>	<b>\$0.00</b>	<b>(\$2,915.00)</b>
Program - 824 VOLLEYBALL							
505 MIDDLE SCHOOL	\$2,175.00	\$0.00	\$0.00	\$150.00	\$2,025.00	\$0.00	\$2,025.00
705 HIGH SCHOOL	\$4,649.89	\$0.00	\$0.00	\$1,192.89	\$3,457.00	\$0.00	\$3,457.00

# Newcastle Public Schools

## Revenue/Expenditure Summary

Options: Fund: 60, Date Range: 6/1/2023 - 6/30/2023

	Begin Balance	Receipts	Adjusting Entries	Payments	Cash End Balance	Unpaid POs	End Balance
Project - 802 ATHLETIC-GATE							
Program - 824 VOLLEYBALL							
<b>Total Program - 824 VOLLEYBALL</b>	<b>\$6,824.89</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1,342.89</b>	<b>\$5,482.00</b>	<b>\$0.00</b>	<b>\$5,482.00</b>
Program - 825 WRESTLING							
505 MIDDLE SCHOOL	(\$419.00)	\$0.00	\$0.00	\$0.00	(\$419.00)	\$0.00	(\$419.00)
705 HIGH SCHOOL	\$285.22	\$0.00	\$0.00	\$0.00	\$285.22	\$0.00	\$285.22
<b>Total Program - 825 WRESTLING</b>	<b>(\$133.78)</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>(\$133.78)</b>	<b>\$0.00</b>	<b>(\$133.78)</b>
<b>Total Project - 802 ATHLETIC-GATE</b>	<b>\$64,556.89</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$2,845.89</b>	<b>\$61,711.00</b>	<b>\$0.00</b>	<b>\$61,711.00</b>
Project - 810 BASEBALL							
Program - 810 BASEBALL							
705 HIGH SCHOOL	\$639.36	\$0.00	\$0.00	\$0.00	\$639.36	\$0.00	\$639.36
<b>Total Program - 810 BASEBALL</b>	<b>\$639.36</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$639.36</b>	<b>\$0.00</b>	<b>\$639.36</b>
<b>Total Project - 810 BASEBALL</b>	<b>\$639.36</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$639.36</b>	<b>\$0.00</b>	<b>\$639.36</b>
Project - 811 BASKETBALL-BOYS							
Program - 811 BASKETBALL-BOYS							
705 HIGH SCHOOL	\$1,561.45	\$0.00	\$0.00	\$0.00	\$1,561.45	\$0.00	\$1,561.45
<b>Total Program - 811 BASKETBALL-BOYS</b>	<b>\$1,561.45</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1,561.45</b>	<b>\$0.00</b>	<b>\$1,561.45</b>
<b>Total Project - 811 BASKETBALL-BOYS</b>	<b>\$1,561.45</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1,561.45</b>	<b>\$0.00</b>	<b>\$1,561.45</b>
Project - 812 BASKETBALL-GIRLS							
Program - 812 BASKETBALL-GIRLS							
705 HIGH SCHOOL	\$8,052.43	\$2,360.00	\$0.00	\$0.00	\$10,412.43	\$0.00	\$10,412.43
<b>Total Program - 812 BASKETBALL-GIRLS</b>	<b>\$8,052.43</b>	<b>\$2,360.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$10,412.43</b>	<b>\$0.00</b>	<b>\$10,412.43</b>
<b>Total Project - 812 BASKETBALL-GIRLS</b>	<b>\$8,052.43</b>	<b>\$2,360.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$10,412.43</b>	<b>\$0.00</b>	<b>\$10,412.43</b>
Project - 813 CHEER							
Program - 100 REGULAR PROGRAMS							
705 HIGH SCHOOL	(\$741.00)	\$0.00	\$0.00	\$0.00	(\$741.00)	\$0.00	(\$741.00)
<b>Total Program - 100 REGULAR PROGRAMS</b>	<b>(\$741.00)</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>(\$741.00)</b>	<b>\$0.00</b>	<b>(\$741.00)</b>
Program - 813 CHEER							
505 MIDDLE SCHOOL	\$17,606.19	\$4,075.00	\$0.00	\$10,753.27	\$10,927.92	\$0.00	\$10,927.92
705 HIGH SCHOOL	\$32,730.94	\$7,211.00	\$0.00	\$17,180.45	\$22,761.49	\$0.00	\$22,761.49
<b>Total Program - 813 CHEER</b>	<b>\$50,337.13</b>	<b>\$11,286.00</b>	<b>\$0.00</b>	<b>\$27,933.72</b>	<b>\$33,689.41</b>	<b>\$0.00</b>	<b>\$33,689.41</b>
Program - 900 NON ATHLETIC PROG							
705 HIGH SCHOOL	(\$1,010.00)	\$0.00	\$0.00	\$0.00	(\$1,010.00)	\$0.00	(\$1,010.00)
<b>Total Program - 900 NON ATHLETIC PROG</b>	<b>(\$1,010.00)</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>(\$1,010.00)</b>	<b>\$0.00</b>	<b>(\$1,010.00)</b>
<b>Total Project - 813 CHEER</b>	<b>\$48,586.13</b>	<b>\$11,286.00</b>	<b>\$0.00</b>	<b>\$27,933.72</b>	<b>\$31,938.41</b>	<b>\$0.00</b>	<b>\$31,938.41</b>
Project - 814 CROSS COUNTRY							
Program - 814 CROSS COUNTRY							
705 HIGH SCHOOL	\$5,066.47	\$0.00	\$0.00	\$0.00	\$5,066.47	\$0.00	\$5,066.47
<b>Total Program - 814 CROSS COUNTRY</b>	<b>\$5,066.47</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$5,066.47</b>	<b>\$0.00</b>	<b>\$5,066.47</b>
<b>Total Project - 814 CROSS COUNTRY</b>	<b>\$5,066.47</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$5,066.47</b>	<b>\$0.00</b>	<b>\$5,066.47</b>
Project - 815 FAST PITCH							
Program - 815 FAST PITCH							
705 HIGH SCHOOL	\$372.13	\$0.00	\$0.00	\$0.00	\$372.13	\$0.00	\$372.13
<b>Total Program - 815 FAST PITCH</b>	<b>\$372.13</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$372.13</b>	<b>\$0.00</b>	<b>\$372.13</b>
<b>Total Project - 815 FAST PITCH</b>	<b>\$372.13</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$372.13</b>	<b>\$0.00</b>	<b>\$372.13</b>
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	\$225.32	\$21,158.60	\$0.00	\$2,175.00	\$19,208.92	\$0.00	\$19,208.92
<b>Total Program - 816 FOOTBALL</b>	<b>\$525.64</b>	<b>\$21,158.60</b>	<b>\$0.00</b>	<b>\$2,175.00</b>	<b>\$19,509.24</b>	<b>\$0.00</b>	<b>\$19,509.24</b>
<b>Total Project - 816 FOOTBALL</b>	<b>\$525.64</b>	<b>\$21,158.60</b>	<b>\$0.00</b>	<b>\$2,175.00</b>	<b>\$19,509.24</b>	<b>\$0.00</b>	<b>\$19,509.24</b>
Project - 817 GOLF-BOYS							
Program - 817 GOLF-BOYS							
705 HIGH SCHOOL	\$118.71	\$0.00	\$0.00	\$0.00	\$118.71	\$0.00	\$118.71
<b>Total Program - 817 GOLF-BOYS</b>	<b>\$118.71</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$118.71</b>	<b>\$0.00</b>	<b>\$118.71</b>
<b>Total Project - 817 GOLF-BOYS</b>	<b>\$118.71</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$118.71</b>	<b>\$0.00</b>	<b>\$118.71</b>
Project - 818 GOLF-GIRLS							

# Newcastle Public Schools

## Revenue/Expenditure Summary

Options: Fund: 60, Date Range: 6/1/2023 - 6/30/2023

	Begin Balance	Receipts	Adjusting Entries	Payments	Cash End Balance	Unpaid POs	End Balance
Project - 818 GOLF-GIRLS							
Program - 818 GIRLS-GOLF							
705 HIGH SCHOOL	\$2,312.08	\$0.00	\$0.00	\$0.00	\$2,312.08	\$0.00	\$2,312.08
<b>Total Program - 818 GIRLS-GOLF</b>	<b>\$2,312.08</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$2,312.08</b>	<b>\$0.00</b>	<b>\$2,312.08</b>
<b>Total Project - 818 GOLF-GIRLS</b>	<b>\$2,312.08</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$2,312.08</b>	<b>\$0.00</b>	<b>\$2,312.08</b>
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	\$844.06	\$0.00	\$0.00	\$0.00	\$844.06	\$0.00	\$844.06
<b>Total Program - 820 SOCCER-BOYS</b>	<b>\$891.56</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$891.56</b>	<b>\$0.00</b>	<b>\$891.56</b>
<b>Total Project - 820 SOCCER-BOYS</b>	<b>\$891.56</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$891.56</b>	<b>\$0.00</b>	<b>\$891.56</b>
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	\$1,780.96	\$0.00	\$0.00	\$0.00	\$1,780.96	\$0.00	\$1,780.96
<b>Total Program - 821 SOCCER-GIRLS</b>	<b>\$1,828.46</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1,828.46</b>	<b>\$0.00</b>	<b>\$1,828.46</b>
<b>Total Project - 821 SOCCER-GIRLS</b>	<b>\$1,828.46</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1,828.46</b>	<b>\$0.00</b>	<b>\$1,828.46</b>
Project - 823 TRACK							
Program - 823 TRACK							
505 MIDDLE SCHOOL	\$84.75	\$0.00	\$0.00	\$0.00	\$84.75	\$0.00	\$84.75
705 HIGH SCHOOL	\$8,138.14	\$0.00	\$0.00	\$30.62	\$8,107.52	\$0.00	\$8,107.52
<b>Total Program - 823 TRACK</b>	<b>\$8,222.89</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$30.62</b>	<b>\$8,192.27</b>	<b>\$0.00</b>	<b>\$8,192.27</b>
<b>Total Project - 823 TRACK</b>	<b>\$8,222.89</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$30.62</b>	<b>\$8,192.27</b>	<b>\$0.00</b>	<b>\$8,192.27</b>
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	\$2,160.90	\$0.00	\$0.00	\$0.00	\$2,160.90	\$0.00	\$2,160.90
<b>Total Program - 824 VOLLEYBALL</b>	<b>\$2,335.90</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$2,335.90</b>	<b>\$0.00</b>	<b>\$2,335.90</b>
Program - 900 NON ATHLETIC PROG							
705 HIGH SCHOOL	(\$325.00)	\$0.00	\$0.00	\$0.00	(\$325.00)	\$0.00	(\$325.00)
<b>Total Program - 900 NON ATHLETIC PROG</b>	<b>(\$325.00)</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>(\$325.00)</b>	<b>\$0.00</b>	<b>(\$325.00)</b>
<b>Total Project - 824 VOLLEYBALL</b>	<b>\$2,010.90</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$2,010.90</b>	<b>\$0.00</b>	<b>\$2,010.90</b>
Project - 825 WRESTLING							
Program - 825 WRESTLING							
505 MIDDLE SCHOOL	\$1,336.00	\$0.00	\$0.00	\$0.00	\$1,336.00	\$0.00	\$1,336.00
705 HIGH SCHOOL	\$879.23	\$350.00	\$0.00	\$300.00	\$929.23	\$0.00	\$929.23
<b>Total Program - 825 WRESTLING</b>	<b>\$2,215.23</b>	<b>\$350.00</b>	<b>\$0.00</b>	<b>\$300.00</b>	<b>\$2,265.23</b>	<b>\$0.00</b>	<b>\$2,265.23</b>
<b>Total Project - 825 WRESTLING</b>	<b>\$2,215.23</b>	<b>\$350.00</b>	<b>\$0.00</b>	<b>\$300.00</b>	<b>\$2,265.23</b>	<b>\$0.00</b>	<b>\$2,265.23</b>
<b>Total</b>	<b>\$194,966.93</b>	<b>\$36,972.60</b>	<b>\$0.00</b>	<b>\$35,465.03</b>	<b>\$196,474.50</b>	<b>\$0.00</b>	<b>\$196,474.50</b>

## Revenue/Expenditure Summary

Options: Fund: 60, Date Range: 6/1/2023 - 6/30/2023

	Begin Balance	Receipts	Adjusting Entries	Payments	Cash End Balance	Unpaid POs	End Balance
Project - 100 CAFETERIA							
700 CHILD NUTRITION PROGRAM	\$486,619.22	\$881.29	\$0.00	\$487,500.51	\$0.00	\$0.00	\$0.00
<b>Total Project - 100 CAFETERIA</b>	<b>\$486,619.22</b>	<b>\$881.29</b>	<b>\$0.00</b>	<b>\$487,500.51</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
Project - 901 ACTIVITY FEES							
000 NON-PROGRAM	\$0.00	\$0.00	\$0.00	\$22,762.00	(\$22,762.00)	\$0.00	(\$22,762.00)
900 NON ATHLETIC PROG	\$42,472.50	\$120.00	\$0.00	\$0.00	\$42,592.50	\$0.00	\$42,592.50
<b>Total Project - 901 ACTIVITY FEES</b>	<b>\$42,472.50</b>	<b>\$120.00</b>	<b>\$0.00</b>	<b>\$22,762.00</b>	<b>\$19,830.50</b>	<b>\$0.00</b>	<b>\$19,830.50</b>
Project - 902 ADMINISTRATION							
900 NON ATHLETIC PROG	\$27,591.90	\$5,101.48	\$0.00	\$1,178.01	\$31,515.37	\$0.00	\$31,515.37
902 N/A	\$114,671.62	\$0.00	\$0.00	\$0.00	\$114,671.62	\$0.00	\$114,671.62
<b>Total Project - 902 ADMINISTRATION</b>	<b>\$142,263.52</b>	<b>\$5,101.48</b>	<b>\$0.00</b>	<b>\$1,178.01</b>	<b>\$146,186.99</b>	<b>\$0.00</b>	<b>\$146,186.99</b>
Project - 903 GFUND COLLECTIONS							
000 NON-PROGRAM	\$0.00	\$0.00	\$0.00	\$3,583.75	(\$3,583.75)	\$0.00	(\$3,583.75)
900 NON ATHLETIC PROG	\$1,329.00	\$0.00	\$0.00	\$0.00	\$1,329.00	\$0.00	\$1,329.00
903 N/A	\$2,254.75	\$0.00	\$0.00	\$0.00	\$2,254.75	\$0.00	\$2,254.75
<b>Total Project - 903 GFUND COLLECTIONS</b>	<b>\$3,583.75</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$3,583.75</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
Project - 904 DAMAGE DEPOSIT							
900 NON ATHLETIC PROG	\$800.00	\$0.00	\$0.00	\$0.00	\$800.00	\$0.00	\$800.00
<b>Total Project - 904 DAMAGE DEPOSIT</b>	<b>\$800.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$800.00</b>	<b>\$0.00</b>	<b>\$800.00</b>
Project - 905 RACER KID ZONE							
900 NON ATHLETIC PROG	\$133,568.46	\$14,832.93	\$0.00	\$121,716.55	\$26,684.84	\$0.00	\$26,684.84
<b>Total Project - 905 RACER KID ZONE</b>	<b>\$133,568.46</b>	<b>\$14,832.93</b>	<b>\$0.00</b>	<b>\$121,716.55</b>	<b>\$26,684.84</b>	<b>\$0.00</b>	<b>\$26,684.84</b>
Project - 906 Tri-City Learning Academy							
900 NON ATHLETIC PROG	\$16,200.00	\$3,200.00	\$0.00	\$1,400.83	\$17,999.17	\$0.00	\$17,999.17
<b>Total Project - 906 Tri-City Learning Academy</b>	<b>\$16,200.00</b>	<b>\$3,200.00</b>	<b>\$0.00</b>	<b>\$1,400.83</b>	<b>\$17,999.17</b>	<b>\$0.00</b>	<b>\$17,999.17</b>
Project - 910 ART							
900 NON ATHLETIC PROG	\$2,973.74	\$0.00	\$0.00	\$0.00	\$2,973.74	\$0.00	\$2,973.74
<b>Total Project - 910 ART</b>	<b>\$2,973.74</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$2,973.74</b>	<b>\$0.00</b>	<b>\$2,973.74</b>
Project - 911 BAND							
900 NON ATHLETIC PROG	\$63.70	\$0.00	\$0.00	\$0.00	\$63.70	\$0.00	\$63.70
<b>Total Project - 911 BAND</b>	<b>\$63.70</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$63.70</b>	<b>\$0.00</b>	<b>\$63.70</b>
Project - 913 CLUB-BPA							
316 BITE	(\$210.00)	\$0.00	\$0.00	\$0.00	(\$210.00)	\$0.00	(\$210.00)
900 NON ATHLETIC PROG	\$248.49	\$0.00	\$0.00	\$0.00	\$248.49	\$0.00	\$248.49
<b>Total Project - 913 CLUB-BPA</b>	<b>\$38.49</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$38.49</b>	<b>\$0.00</b>	<b>\$38.49</b>
Project - 915 CLUB-FCCLA							
900 NON ATHLETIC PROG	\$3,595.24	\$102.66	\$0.00	\$200.00	\$3,497.90	\$0.00	\$3,497.90
<b>Total Project - 915 CLUB-FCCLA</b>	<b>\$3,595.24</b>	<b>\$102.66</b>	<b>\$0.00</b>	<b>\$200.00</b>	<b>\$3,497.90</b>	<b>\$0.00</b>	<b>\$3,497.90</b>
Project - 916 CLUB-FFA							
100 REGULAR PROGRAMS	(\$3,381.44)	\$0.00	\$0.00	\$0.00	(\$3,381.44)	\$0.00	(\$3,381.44)
311 AG	(\$746.30)	\$0.00	\$0.00	\$0.00	(\$746.30)	\$0.00	(\$746.30)
900 NON ATHLETIC PROG	\$14,284.06	\$1,052.40	\$0.00	\$1,502.04	\$13,834.42	\$0.00	\$13,834.42
<b>Total Project - 916 CLUB-FFA</b>	<b>\$10,156.32</b>	<b>\$1,052.40</b>	<b>\$0.00</b>	<b>\$1,502.04</b>	<b>\$9,706.68</b>	<b>\$0.00</b>	<b>\$9,706.68</b>
Project - 917 CLUB-SCIENCE							
900 NON ATHLETIC PROG	\$881.15	\$0.00	\$0.00	\$0.00	\$881.15	\$0.00	\$881.15
<b>Total Project - 917 CLUB-SCIENCE</b>	<b>\$881.15</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$881.15</b>	<b>\$0.00</b>	<b>\$881.15</b>
Project - 918 CLUB-SPANISH							
900 NON ATHLETIC PROG	\$1,221.70	\$0.00	\$0.00	\$0.00	\$1,221.70	\$0.00	\$1,221.70
<b>Total Project - 918 CLUB-SPANISH</b>	<b>\$1,221.70</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1,221.70</b>	<b>\$0.00</b>	<b>\$1,221.70</b>
Project - 919 DRAMA							
900 NON ATHLETIC PROG	\$3,154.61	\$0.00	\$0.00	\$0.00	\$3,154.61	\$0.00	\$3,154.61
<b>Total Project - 919 DRAMA</b>	<b>\$3,154.61</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$3,154.61</b>	<b>\$0.00</b>	<b>\$3,154.61</b>
Project - 920 ES-ACADEM OUTREACH							
900 NON ATHLETIC PROG	\$2,357.50	\$0.00	\$0.00	\$0.00	\$2,357.50	\$0.00	\$2,357.50
<b>Total Project - 920 ES-ACADEM OUTREACH</b>	<b>\$2,357.50</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$2,357.50</b>	<b>\$0.00</b>	<b>\$2,357.50</b>
Project - 921 ES-BEAUTIFICATION							
900 NON ATHLETIC PROG	\$4,804.22	\$0.00	\$0.00	\$0.00	\$4,804.22	\$0.00	\$4,804.22

# Newcastle Public Schools

## Revenue/Expenditure Summary

Options: Fund: 60, Date Range: 6/1/2023 - 6/30/2023

	Begin Balance	Receipts	Adjusting Entries	Payments	Cash End Balance	Unpaid POs	End Balance
Project - 921 ES-BEAUTIFICATION							
<b>Total Project - 921 ES-BEAUTIFICATION</b>	<b>\$4,804.22</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$4,804.22</b>	<b>\$0.00</b>	<b>\$4,804.22</b>
Project - 922 ES-CAMP GODDARD							
900 NON ATHLETIC PROG	\$17,159.18	\$0.00	\$0.00	\$0.00	\$17,159.18	\$0.00	\$17,159.18
<b>Total Project - 922 ES-CAMP GODDARD</b>	<b>\$17,159.18</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$17,159.18</b>	<b>\$0.00</b>	<b>\$17,159.18</b>
Project - 923 ES-FUNDRAISER							
900 NON ATHLETIC PROG	\$29,127.56	\$0.00	\$0.00	\$0.00	\$29,127.56	\$0.00	\$29,127.56
<b>Total Project - 923 ES-FUNDRAISER</b>	<b>\$29,127.56</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$29,127.56</b>	<b>\$0.00</b>	<b>\$29,127.56</b>
Project - 924 ES-LITERACY							
900 NON ATHLETIC PROG	\$506.36	\$0.00	\$0.00	\$0.00	\$506.36	\$0.00	\$506.36
<b>Total Project - 924 ES-LITERACY</b>	<b>\$506.36</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$506.36</b>	<b>\$0.00</b>	<b>\$506.36</b>
Project - 925 DISTRICT SPECIAL OLYMPICS							
900 NON ATHLETIC PROG	\$2,248.74	\$0.00	\$0.00	\$0.00	\$2,248.74	\$0.00	\$2,248.74
<b>Total Project - 925 DISTRICT SPECIAL OLYMPICS</b>	<b>\$2,248.74</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$2,248.74</b>	<b>\$0.00</b>	<b>\$2,248.74</b>
Project - 926 GIFTED TALENTED							
900 NON ATHLETIC PROG	\$176.36	\$0.00	\$0.00	\$0.00	\$176.36	\$0.00	\$176.36
<b>Total Project - 926 GIFTED TALENTED</b>	<b>\$176.36</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$176.36</b>	<b>\$0.00</b>	<b>\$176.36</b>
Project - 927 HONOR SOCIETY							
900 NON ATHLETIC PROG	\$3,765.12	\$114.00	\$0.00	\$0.00	\$3,879.12	\$0.00	\$3,879.12
<b>Total Project - 927 HONOR SOCIETY</b>	<b>\$3,765.12</b>	<b>\$114.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$3,879.12</b>	<b>\$0.00</b>	<b>\$3,879.12</b>
Project - 928 HOSPITALITY							
900 NON ATHLETIC PROG	\$11.89	\$0.00	\$0.00	\$0.00	\$11.89	\$0.00	\$11.89
<b>Total Project - 928 HOSPITALITY</b>	<b>\$11.89</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$11.89</b>	<b>\$0.00</b>	<b>\$11.89</b>
Project - 929 HS-TESTING							
900 NON ATHLETIC PROG	\$3,028.30	\$0.00	\$0.00	\$1,142.00	\$1,886.30	\$0.00	\$1,886.30
<b>Total Project - 929 HS-TESTING</b>	<b>\$3,028.30</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1,142.00</b>	<b>\$1,886.30</b>	<b>\$0.00</b>	<b>\$1,886.30</b>
Project - 931 LIBRARY							
900 NON ATHLETIC PROG	\$12,915.40	\$61.00	\$0.00	\$0.00	\$12,976.40	\$0.00	\$12,976.40
<b>Total Project - 931 LIBRARY</b>	<b>\$12,915.40</b>	<b>\$61.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$12,976.40</b>	<b>\$0.00</b>	<b>\$12,976.40</b>
Project - 934 MS-STUDENT STORE							
239 ALL SP ED-DISTR WD	(\$47.81)	\$0.00	\$0.00	\$0.00	(\$47.81)	\$0.00	(\$47.81)
900 NON ATHLETIC PROG	\$8,607.48	\$0.00	\$0.00	\$0.00	\$8,607.48	\$0.00	\$8,607.48
<b>Total Project - 934 MS-STUDENT STORE</b>	<b>\$8,559.67</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$8,559.67</b>	<b>\$0.00</b>	<b>\$8,559.67</b>
Project - 935 NATIVE ED ENRICHMENT							
900 NON ATHLETIC PROG	\$1,399.64	\$0.00	\$0.00	\$0.00	\$1,399.64	\$0.00	\$1,399.64
<b>Total Project - 935 NATIVE ED ENRICHMENT</b>	<b>\$1,399.64</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1,399.64</b>	<b>\$0.00</b>	<b>\$1,399.64</b>
Project - 936 PE							
900 NON ATHLETIC PROG	\$8,219.58	\$0.00	\$0.00	\$0.00	\$8,219.58	\$0.00	\$8,219.58
<b>Total Project - 936 PE</b>	<b>\$8,219.58</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$8,219.58</b>	<b>\$0.00</b>	<b>\$8,219.58</b>
Project - 939 PRINCIPALS							
900 NON ATHLETIC PROG	\$45,812.11	\$13,051.70	\$0.00	\$2,595.16	\$56,268.65	\$0.00	\$56,268.65
<b>Total Project - 939 PRINCIPALS</b>	<b>\$45,812.11</b>	<b>\$13,051.70</b>	<b>\$0.00</b>	<b>\$2,595.16</b>	<b>\$56,268.65</b>	<b>\$0.00</b>	<b>\$56,268.65</b>
Project - 942 STUCO							
900 NON ATHLETIC PROG	\$33,739.13	\$0.00	\$0.00	\$1,543.00	\$32,196.13	\$0.00	\$32,196.13
<b>Total Project - 942 STUCO</b>	<b>\$33,739.13</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1,543.00</b>	<b>\$32,196.13</b>	<b>\$0.00</b>	<b>\$32,196.13</b>
Project - 943 TECHNOLOGY							
900 NON ATHLETIC PROG	\$1,214.54	\$0.00	\$0.00	\$0.00	\$1,214.54	\$0.00	\$1,214.54
<b>Total Project - 943 TECHNOLOGY</b>	<b>\$1,214.54</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1,214.54</b>	<b>\$0.00</b>	<b>\$1,214.54</b>
Project - 944 VOCAL MUSIC							
900 NON ATHLETIC PROG	\$15,729.90	\$0.00	\$0.00	\$0.00	\$15,729.90	\$0.00	\$15,729.90
<b>Total Project - 944 VOCAL MUSIC</b>	<b>\$15,729.90</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$15,729.90</b>	<b>\$0.00</b>	<b>\$15,729.90</b>
Project - 945 YEARBOOK							
900 NON ATHLETIC PROG	\$45,047.37	\$520.00	\$0.00	\$3,053.78	\$42,513.59	\$0.00	\$42,513.59
<b>Total Project - 945 YEARBOOK</b>	<b>\$45,047.37</b>	<b>\$520.00</b>	<b>\$0.00</b>	<b>\$3,053.78</b>	<b>\$42,513.59</b>	<b>\$0.00</b>	<b>\$42,513.59</b>
Project - 946 ROBOTICS							
900 NON ATHLETIC PROG	\$16,115.36	\$0.00	\$0.00	\$0.00	\$16,115.36	\$0.00	\$16,115.36
<b>Total Project - 946 ROBOTICS</b>	<b>\$16,115.36</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$16,115.36</b>	<b>\$0.00</b>	<b>\$16,115.36</b>

# Newcastle Public Schools

## Revenue/Expenditure Summary

Options: Fund: 60, Date Range: 6/1/2023 - 6/30/2023

	Begin Balance	Receipts	Adjusting Entries	Payments	Cash End Balance	Unpaid POs	End Balance
Project - 947 Club-SOAR (Multicultural Club)							
900 NON ATHLETIC PROG	\$534.81	\$0.00	\$0.00	\$0.00	\$534.81	\$0.00	\$534.81
<b>Total Project - 947 Club-SOAR (Multicultural Club)</b>	<b>\$534.81</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$534.81</b>	<b>\$0.00</b>	<b>\$534.81</b>
Project - 948 MS Broadcasting							
900 NON ATHLETIC PROG	\$574.32	\$0.00	\$0.00	\$0.00	\$574.32	\$0.00	\$574.32
<b>Total Project - 948 MS Broadcasting</b>	<b>\$574.32</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$574.32</b>	<b>\$0.00</b>	<b>\$574.32</b>
Project - 949 STRUT Week							
900 NON ATHLETIC PROG	\$21,952.19	\$500.00	\$0.00	\$22,452.00	\$0.19	\$0.00	\$0.19
<b>Total Project - 949 STRUT Week</b>	<b>\$21,952.19</b>	<b>\$500.00</b>	<b>\$0.00</b>	<b>\$22,452.00</b>	<b>\$0.19</b>	<b>\$0.00</b>	<b>\$0.19</b>
Project - 950 District SPED Activity Fund							
900 NON ATHLETIC PROG	\$73.00	\$0.00	\$0.00	\$0.00	\$73.00	\$0.00	\$73.00
<b>Total Project - 950 District SPED Activity Fund</b>	<b>\$73.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$73.00</b>	<b>\$0.00</b>	<b>\$73.00</b>
Project - 970 CLASS 2020							
900 NON ATHLETIC PROG	\$6,000.00	\$0.00	\$0.00	\$6,000.00	\$0.00	\$0.00	\$0.00
<b>Total Project - 970 CLASS 2020</b>	<b>\$6,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$6,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
Project - 971 CLASS 2021							
900 NON ATHLETIC PROG	\$1,193.49	\$0.00	\$0.00	\$1,193.49	\$0.00	\$0.00	\$0.00
<b>Total Project - 971 CLASS 2021</b>	<b>\$1,193.49</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1,193.49</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
Project - 972 CLASS 2022							
900 NON ATHLETIC PROG	\$5,598.21	\$0.00	\$0.00	\$5,598.21	\$0.00	\$0.00	\$0.00
<b>Total Project - 972 CLASS 2022</b>	<b>\$5,598.21</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$5,598.21</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
Project - 974 Prom							
900 NON ATHLETIC PROG	\$14,685.23	\$0.00	\$0.00	\$0.00	\$14,685.23	\$0.00	\$14,685.23
<b>Total Project - 974 Prom</b>	<b>\$14,685.23</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$14,685.23</b>	<b>\$0.00</b>	<b>\$14,685.23</b>
Project - 975 CLASS 2025							
900 NON ATHLETIC PROG	\$1,089.29	\$0.00	\$0.00	\$0.00	\$1,089.29	\$0.00	\$1,089.29
<b>Total Project - 975 CLASS 2025</b>	<b>\$1,089.29</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1,089.29</b>	<b>\$0.00</b>	<b>\$1,089.29</b>
Project - 977 CLASS 2027							
900 NON ATHLETIC PROG	\$491.19	\$0.00	\$0.00	\$0.00	\$491.19	\$0.00	\$491.19
<b>Total Project - 977 CLASS 2027</b>	<b>\$491.19</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$491.19</b>	<b>\$0.00</b>	<b>\$491.19</b>
Project - 978 CLASS 2028							
900 NON ATHLETIC PROG	\$117.88	\$0.00	\$0.00	\$0.00	\$117.88	\$0.00	\$117.88
<b>Total Project - 978 CLASS 2028</b>	<b>\$117.88</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$117.88</b>	<b>\$0.00</b>	<b>\$117.88</b>
Project - 979 CLASS 2029							
900 NON ATHLETIC PROG	\$1,133.73	\$0.00	\$0.00	\$0.00	\$1,133.73	\$0.00	\$1,133.73
<b>Total Project - 979 CLASS 2029</b>	<b>\$1,133.73</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1,133.73</b>	<b>\$0.00</b>	<b>\$1,133.73</b>
Project - 980 CLASS 2030							
900 NON ATHLETIC PROG	\$1,365.10	\$0.00	\$0.00	\$0.00	\$1,365.10	\$0.00	\$1,365.10
<b>Total Project - 980 CLASS 2030</b>	<b>\$1,365.10</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1,365.10</b>	<b>\$0.00</b>	<b>\$1,365.10</b>
Project - 981 CLASS 2031							
900 NON ATHLETIC PROG	\$2,421.80	\$0.00	\$0.00	\$0.00	\$2,421.80	\$0.00	\$2,421.80
<b>Total Project - 981 CLASS 2031</b>	<b>\$2,421.80</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$2,421.80</b>	<b>\$0.00</b>	<b>\$2,421.80</b>
Project - 982 CLASS 2032							
900 NON ATHLETIC PROG	\$80.05	\$0.00	\$0.00	\$0.00	\$80.05	\$0.00	\$80.05
<b>Total Project - 982 CLASS 2032</b>	<b>\$80.05</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$80.05</b>	<b>\$0.00</b>	<b>\$80.05</b>
Project - 983 CLASS 2033							
900 NON ATHLETIC PROG	\$433.10	\$0.00	\$0.00	\$0.00	\$433.10	\$0.00	\$433.10
<b>Total Project - 983 CLASS 2033</b>	<b>\$433.10</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$433.10</b>	<b>\$0.00</b>	<b>\$433.10</b>
Project - 984 CLASS 2034							
100 REGULAR PROGRAMS	(\$4,424.03)	\$0.00	\$0.00	\$0.00	(\$4,424.03)	\$0.00	(\$4,424.03)
900 NON ATHLETIC PROG	\$4,883.03	\$660.00	\$0.00	\$0.00	\$5,543.03	\$0.00	\$5,543.03
<b>Total Project - 984 CLASS 2034</b>	<b>\$459.00</b>	<b>\$660.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1,119.00</b>	<b>\$0.00</b>	<b>\$1,119.00</b>
Project - 985 CLASS 2035							
100 REGULAR PROGRAMS	(\$216.96)	\$0.00	\$0.00	\$0.00	(\$216.96)	\$0.00	(\$216.96)
900 NON ATHLETIC PROG	\$758.05	\$824.00	\$0.00	\$160.00	\$1,422.05	\$0.00	\$1,422.05
<b>Total Project - 985 CLASS 2035</b>	<b>\$541.09</b>	<b>\$824.00</b>	<b>\$0.00</b>	<b>\$160.00</b>	<b>\$1,205.09</b>	<b>\$0.00</b>	<b>\$1,205.09</b>

## Newcastle Public Schools

### Revenue/Expenditure Summary

**Options:** Fund: 60, Date Range: 6/1/2023 - 6/30/2023

	Begin Balance	Receipts	Adjusting Entries	Payments	Cash End Balance	Unpaid POs	End Balance
Project - 986 CLASS 2036							
100 REGULAR PROGRAMS	(\$113.67)	\$0.00	\$0.00	\$0.00	(\$113.67)	\$0.00	(\$113.67)
900 NON ATHLETIC PROG	\$243.89	\$525.00	\$0.00	\$0.00	\$768.89	\$0.00	\$768.89
<b>Total Project - 986 CLASS 2036</b>	<b>\$130.22</b>	<b>\$525.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$655.22</b>	<b>\$0.00</b>	<b>\$655.22</b>
Project - 987 CLASS 2037							
900 NON ATHLETIC PROG	\$805.00	\$0.00	\$0.00	\$0.00	\$805.00	\$0.00	\$805.00
<b>Total Project - 987 CLASS 2037</b>	<b>\$805.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$805.00</b>	<b>\$0.00</b>	<b>\$805.00</b>
<b>Total</b>	<b>\$1,159,209.03</b>	<b>\$41,546.46</b>	<b>\$0.00</b>	<b>\$683,581.33</b>	<b>\$517,174.16</b>	<b>\$0.00</b>	<b>\$517,174.16</b>

**NEWCASTLE SCHOOLS - TREASURER'S REPORT**  
**As Of June 30th, 2023**

<b>GOVERNMENTAL FUNDS</b>		
<b>Bank Statements</b>		
	Checking Account 6633	\$10.00
	SuperNow Account 9996	\$7,658,830.33
	Federated Sweep 0001	\$4,886.10
<b>Total - Bank Statements</b>		<b>\$7,663,726.43</b>
<b>Accounting Program</b>		
	Cash Balance	\$7,663,744.43
	Wire Fee	-\$18.00
<b>Adjusted Cash Balance</b>		<b>\$7,663,726.43</b>
<b>Difference Between Bank and Computer:</b>		\$0.00
	Outstanding Warrants:	\$227,276.58
	Available Cash:	\$7,436,449.85
<b>Cash Balance by Fund:</b>		
11	General Fund	\$5,597,359.38
21	Building Fund	\$853,430.31
32	Bond Fund 2022	\$562,689.67
33	Transportaion Fund 2022	\$36,577.00
38	Transportation Fund	\$87,714.00
39	Technology Fund	\$291,819.09
41	Sinking Fund	\$234,154.98
<b>Total:</b>		<b>\$7,663,744.43</b>
<b>ACTIVITY FUNDS</b>		
<b>Bank Statements</b>		
	Checking Account 6082	\$10.00
	Federated Sweep 0002	\$722,065.16
<b>Total - Bank Statements</b>		<b>\$722,075.16</b>
<b>Accounting Program</b>		
	Cash Balance	\$713,648.66
	Adjustments:	
	Outstanding Warrants	\$8,446.64
	Amazon	-\$20.14
<b>Adjusted Cash Balance</b>		<b>\$722,075.16</b>
<b>Difference Between Bank and Computer:</b>		\$0.00
<b>ELECTRONIC FUND TRANSFER ACCOUNTS</b>		
	EFT Payments 5844	\$196,683.52
	Payrix Deposits 6093	\$100.00
	MySchoolBucks Deposit 6907	\$0.00
<b>INVESTMENT ACCOUNTS</b>		
	Horizon Finacial Services (401A)	\$4,367.87



# EMPLOYMENT SCHEDULE "A"

August 8th, 2023

EMPLOYMENT				
Last Name	First Name	New / Replacement	Site / Assignment	Effective
		Replacement	Athletic Director	8/7/2023
		Replacement	ES / Teacher Grade 2	8/7/2023
LAY COACHES				
Last Name	First Name	Assignment	Site	Effective
REASSIGNMENTS				
Last Name	First Name	Prior Assignment	New Assignment	Effective
Sawyer	Terri	Teacher Grade 3		8/1/2023
RESIGNATIONS				
Last Name	First Name	Assignment	Site	Effective
Dodd	Joshua	Maintenance	District	8/1/2023
EXTRA DUTY / STIPENDS / LAY COACHES				
Last Name	First Name	Assignment	Site	Effective
RESCINDED EMPLOYMENT / TERMINATIONS				
Last Name	First Name	Assignment	Site	Effective