



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- Kristi Ferguson

Assistant Principal- Cathy Moore

251 NE 2nd

Phone: (405)387-6200

Fax- 405-387-3441

Website-newcastle.k12.ok.us

NEWCASTLE ELEMENTARY

Principal- Terri Scott

Assistant Principal-Adam Hull

400 N.W. 10th

Phone: **2/3 Bldg.** 405-387-6388 **4/5 Bldg.** 405-387-6474

Fax: **2/3 Bldg.** 405-387-4890 **4/5 Bldg.** 405-387-5058

NEWCASTLE ELEMENTARY/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 23, 2018** or during your first week of school if you enroll after August 15th. If you should have any questions after reading this handbook, please call either office and we will be glad to assist you.

Parent/Guardian Agreement:

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

Parent/Guardian Signature

Student Signature (1st – 5th Grades-PreK/K if able) Date

Computer/INTERNET AGREEMENT

STUDENT AGREEMENT:

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

Student Signature (1st – 5th Grades-Pre-K/K if able)

Date

PARENT/GUARDIAN AGREEMENT

I have read and understand Newcastle Public School District's Internet Access and Acceptable Use Policy. I hereby release the district, its personnel, and any institutions with which it is affiliated from any and all claims and damages of any nature arising from my child's use of, or inability to use, Newcastle Public School District's Internet access system and other computerized resources. This includes, but is not limited to, claims that may arise from the unauthorized use of the Internet to purchase products or services. (If you wish to not have your child's picture in the yearbook and/or on the website, please send a letter for us to keep on file.)

Parent/Guardian Signature

Date

PERMISSION SLIP

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

Parent/Guardian Signature

Date

Tear out this page and return it to your child's teacher by
Thursday, August 23rd.

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
President- Gary Knowles Vice President- John Maker Clerk- Ben Rice Deputy Clerk- Valerie Dalton Member- Marci White	Superintendent-Tony O'Brien High School Principal-Jennifer Beer High School Assistant Principal-Robbin Sanders Middle School Principal-John Harris Middle School Assistant Principal-Jeremy Reynolds Elementary Principal-Terri Scott Elementary Assistant Principal – Jennifer Cutler Early Childhood Center Principal-Kristi Ferguson Early Childhood Center Assistant Principal- Cathy Moore Director of Special Education -Stacey Gray

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 Stacey Gray, 101 North Main, Newcastle, OK 73065. Telephone (405) 387-2890.

VISITORS TO CAMPUS

All visitors to campus must check in at the main 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. Even if you plan to eat lunch with your child in the cafeteria you will still need to check in at the main office and receive a visitor's badge. Upon completion of your visit, 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, it is asked that all classroom visits be pre-arranged with the teacher. If you have a destination change or non-emergency we will be glad to get a message to the teacher for your child.

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 at the cafeteria starting at 7:25 for ECC and 7:35 for Elementary (Middle School and High School students may be dropped off earlier than 7:40). If you need earlier drop-off or after-school care, you are encouraged to enroll your child in the Right at School Program. You can reach Right at School for enrollment information at 1-855-287-2466.

ELEMENTARY all times subject to change

7:35-8:00 – Students eating breakfast go to the cafeteria- all others go to their buildings and sit by their classroom doors

8:00 – FIRST BELL

8:05 – TARDY BELL

3:40 - DISMISSAL BELL

EARLY CHILDHOOD

7:25-7:50 – All students go to cafeteria

7:50 – FIRST BELL

7:55 – TARDY BELL All doors are locked at this time. The only access to the buildings is through the main office.

3:30 – DISMISSAL BELL

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. We appreciate your understanding. Interruption of the instructional day is disruptive for your child and others in class; therefore, an interruption to call a student from class may disrupt the learning process for all students, so we ask that it be done only as needed. However, at times it is unavoidable and completely understood. Remember- 3 early pick-ups and/or 3 tardies will equal one absence.

ECC – Students will NOT be checked out after 3:15; elementary students will NOT be checked out after 3:25. If you arrive after this time, you will be asked to remain in the office until 3:45 before leaving the building. This is a policy in place for the safety of our students and staff.

No students will be called out of 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.

DROP-OFF

For the safety of students, please drop-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. If you plan to walk your student to the door or classroom, you must park in a designated parking place.

Early Childhood Center

Pre-K -main/front loop with passenger door facing the school and curb.

Kindergarten/First- west side loop with the driver's side door facing the school and curb.

All students go directly to the cafeteria and either eat breakfast or sit in line until first bell rings. Teachers will then pick up their students to begin class.

Elementary

2nd grade students are dropped off through the 2nd grade loop in front of the 2/3 building.

3rd grade students are dropped off through the cafeteria loop- remember- only at the curb.

4th and 5th grade students are dropped off in front of the 4/5 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.

Those having breakfast go directly to the cafeteria. Everyone else goes to the building to sit by their classroom door.

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 3:55 through the line will be taken to the appropriate office. 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 parent reaches the front of the line.

Early Childhood Center

Pre-K - main/front loop with passenger door facing the school and curb.

Kindergarten/First- west side loop with driver's side door facing the school and curb.

Elementary-

2nd Grade students are picked up at the 2nd grade loop in front of the 2/3 building

3rd Grade Students are picked up at the curb in the cafeteria loop.

4th and 5th Grade Students are picked up at the curb in front of the 4/5 building. Please do not park in the cafeteria parking lot and ask children to walk across traffic to the car. All car riders must be picked up through the loop.

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. 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.

IMPORTANT- We cannot guarantee getting your child to the requested destination if we do not hear from you before 3:00. Students will not be removed from a bus once buses are loaded and ready to pull out.

ENROLLMENT

All students entering Pre-K must be 4 years old on or before September 1st.

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

All students enrolling must provide a current shot record, 2 proofs of residency (1 being current utility bill), and a completed enrollment form. 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 five (5) 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 10 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 10 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 10th 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 D.A. 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 cancelled 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 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 EVACUATION

Elementary - 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. Parents are more than welcome to join their child at the shelter, but we cannot release any child during this time.

Early Childhood Center - All students will be evacuated to their designated safe room within the building.

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 arranged by students (through their teachers), teachers, and/or parents. Parents are encouraged to communicate and seek additional help for their child by contacting the counselor and scheduling appointments through the elementary office. All counseling is handled in a confidential environment.

PERSONALLY IDENTIFIABLE INFORMATION

The Newcastle School District designates the following personally identifiable information contained in a student's education record as "Directory Information," and it will disclose that information without prior written consent:

The student's name; the names of the student's parents; the student's date of birth; the student's class designation (i.e., 1st grade, 5th grade, etc.); the student's extra-curricular participation; the student's achievement awards and honors; the student's weight and height, if a member of an athletic team; the student's photograph; the school or school district he/she attended before enrolling in Newcastle School District; the student and parent's phone number on file with the Newcastle School District to law enforcement and DHS officials only.

After this notification, contained in this student handbook, is received, those wishing not to have this directory information released will have two weeks to advise the District, in writing to the Superintendent. At the end of the two-week period, the records are then accessible as outlined above.

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 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 to 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 student 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 planner, through graded work checked by the parent online, through progress reports sent out at the 5th week of each quarter, during parent conferences and through the quarterly report card. If a student receives an F in any subject he/she is a candidate for retention. 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 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.

NOTE: According to State Law, beginning in 2013-2014, any third grade student not reading on grade level will be retained. There will be no appeal process in this situation.

STUDENT PROGRESS

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

Progress Reports – these will be sent out during the fifth week of each nine week grading period.

Report Cards – these will be sent out at the end of each nine weeks 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 signed and returned to school the following day.

Planners – these are tools for the students to use to document daily assignments. Students will have a planner that can be used for communication between teachers and parents, as well as for students to develop self-management and work study skills. The planner schedule will be determined by individual teachers.

Parent Portal: Elementary parents email Deb Knobel at dknobel@newcastle.k12.ok.us, ECC parents email Angela Goff at agoff@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 are able to access student grades at any time by visiting the parent portal at the following address: <https://www.newcastle.k12.ok.usx>

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, they are 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, 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.

CAFETERIA

Early Childhood Center-breakfast is served from 7:25-7:50

Elementary- breakfast is served from 7:35-8:00.

Lunch is served by respective grades between 10:50 and 12:20.

FREE & REDUCED LUNCHESES

A new application must be submitted each year for free and reduced lunches. If a new application is not submitted, students will be charged the normal price of breakfast and lunch. Please at least 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 \$6.00. This is just over 2 days of meals at full-price. Once a child has reached this limit, they are only able to get a sandwich and milk (at no charge) until the account is brought up to date. **PAY ONLINE ON THE NEWCASTLE WEBSITE!**

JOINING YOUR CHILD FOR LUNCH

We encourage parents to join their children for breakfast and lunch. All visitors must check in at the office and receive a visitor's badge. If you are bringing lunch to your child, you will still need to check in at the office, or you can leave their lunch in the office for them to pick up on the way to the cafeteria. Students with visitors must use the designated table and will not be allowed to invite friends to join them. Please do not bring food to share with other students. We have children with food allergies.

ALL STUDENTS AND VISITORS MUST FOLLOW THE 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 seat 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 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 homeroom teacher, not through a text message.

BUS/TRANSPORTATION RULES

For the safety of everyone on the bus, students must abide by the rules in this section. **Riding the bus is a privilege; therefore, the consequences for misbehavior will be revocation of the privilege in order to keep the bus safe.**

1. Enter the bus quietly and find a seat close to the front. You may talk quietly with those nearby.
2. Keep your hands, feet and objects inside the bus.
3. Keep your hands, feet and objects in your own space. Keep the aisles clear.
4. Remain seated while the bus is moving.
5. If you have a problem with another rider, try to resolve it first, then report it to the driver.
6. School personnel are not responsible for electronic devices of any kind taken on school property.

Consequences-

1st Bus referral- Age appropriate loss of a privilege, 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-bus suspension for the remainder of the semester or longer as deemed necessary by administration.

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. Since it is the teacher's lunch time, she/he will have to make special 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 temperature or wind chill is below 32 degrees (31 and below), we will have indoor recess. Otherwise, please dress your child appropriately. We use the web site www.kfor.com or www.newsok.com for our official temperature. No matter what the weather is like, we ask that parents dress students appropriately.

PHYSICAL EDUCATION

State law mandates that all elementary students receive 60 minutes per week of physical education. We can allow students to sit out with a parent's note 2 days, however, any longer will require a doctor's note. Attire for physical education- When students attend class they 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.

ACTIVITY FEE

Newcastle Public Schools charges an Activity Fee for students who participate in certain school activities; the list of these activities and the fees can be located at Newcastle.k12.ok.us under Parents link on the homepage. The Activity Fee pricing is based upon the student's National Free & Reduced Lunch Program status.

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.

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 cost 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. 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 to have a permission form signed by parent or guardian. The school cannot accept out of date medication.
5. Medicine must be brought and left at school in original containers with all instructions and pharmacy labels clearly visible. 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 baggies 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 nurse.
8. 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 re-admitted 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 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 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.

LIBRARY SERVICES

Students from K through 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.

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 to limit the disclosure of information contained in the student's educational records except:
 1. by prior written consent of the student's parents or the eligible student;
 2. as directory information; or
 3. under certain limited circumstances as permitted by FERPA.
6. The District will arrange to provide translations of this notice to non-English speaking parents in their native language.

Hatch Amendment

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

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

1. Make such materials available for inspection by parents.
2. Obtain written parental consent if students are required to participate in a survey, analysis or evaluation that reveals information such as
 - Political affiliation
 - Mental and psychological problems potentially embarrassing to the student and his/her family
 - Sexual behavior or attitudes
 - Illegal or self-incriminating behavior (such as use or possession of tobacco, alcohol, or other drugs)
 - Critical appraisals of other individuals with whom respondents have close family relationships
 - Legally recognized privileged or analogous relationships, such as those of lawyers, doctors, and ministers.
 - Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such programs).

PARENT BILL OF RIGHTS

The school district is in compliance with the Parents' Bill of Rights. Additional information is available for parents in the school policy manual on this subject. Parents may submit written requests to obtain the specific information listed in the Parents' Bill of Rights law during regular school business hours by contacting the building principal or the superintendent. Additional information can be located in the Board of Education Policies (Newcastle.k12.ok.us) XX.

SPECIAL EDUCATION

This notice is to inform parents of the child identification, location, screening, and evaluation activities to be conducted throughout the year by the local school district in coordination with 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.

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. 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.

For further information, contact Stacey Gray, 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:

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

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

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

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

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

STUDENT CODE OF CONDUCT

All students are expected to behave in a manner acceptable to everyone concerned - other students, teachers, administrators, and society in general. All students are under the authority of the principal, teachers, bus drivers, and school personnel. In serious disciplinary cases, students may be suspended from school for up to ten (10) days. **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.

At the elementary level, 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 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) 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 en-route to their after school destination between 3:40 and 4:00 P.M. 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

Unless designated by a special “Theme Day” at school the following dress code applies. Good standards of dress and appearance reflect good judgment, poise, and maturity and help to create the business-like and purposeful atmosphere of a good school. 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. Shorts which are shorter than mid-thigh (Shorts are permissible if they are of an appropriate length.).
2. It is suggested that shorts or tights be worn under skirts or dresses.
3. Revealing tops (off the shoulder that are popular right now), muscle shirts, ball jerseys without a T-shirt underneath, **see-through blouses; No tops with spaghetti straps; no halter tops; tops and pants MUST meet at all times.** (E.g., No exposed skin when standing, sitting, or when arms are raised.) No exposed cleavage and/or undergarments;
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. Bandanas, Do rags, or head-scarves;
7. Excessively oversized or tight clothing; Pants must be worn at the waist and may not drag on the floor. A belt may be required to meet this policy; Jeans with large frayed holes; un-hemmed, jeans may not have holes above the pockets
8. Long coats/trench coats;
9. Chains or spike collars;
10. Any article that disrupts the learning process;
11. Extreme hair colors and/or extreme hairstyles that disrupt the educational process;
12. Students are not allowed to write on each other's bodies or clothing at school.
13. Hats, caps, and sunglasses may not be worn inside the building.
14. Tennis shoe skates and cleats are not allowed.

DRESS CODE VIOLATIONS

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.

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.

Students who violate this policy may expect the following consequences:

1. **First Offense:** Student may be suspended from school for the remainder of the semester and possibly the next semester.
2. For possession of drug paraphernalia, student may be suspended from school from ten (10) days up to one semester.
3. **Second Offense:** Student may be suspended for the remainder of the semester and possibly the succeeding semester.

GANG AND GANG-RELATED BEHAVIOR / INCIDENTS

Gangs can be defined as any assembly of three (3) or more people who gather together on a continuing basis, whose purpose, school authorities believe, is to commit anti-social behavior or to violate school policy.

Gang-related behavior/incidents are any behaviors or events which disrupt school activities or which foster, enhance, or encourage gang activity in our school. All gang-related activity will be referred to proper legal authorities. Repeated offences will result in a temporary suspension with a parent conference/hearing before the student is re-admitted to school.

The following are considered to be gang-related behaviors and are prohibited at our school:

1. Possessing, wearing, using, distributing, or displaying any sign, symbol, badge, color, or other item that is evidence of affiliation with or membership in a gang. Students will not be permitted to wear

pants below their waistlines (sagging) or wear caps, bandanas, handkerchiefs, or any other items associated with gang-related behavior.

2. Any act, either verbal or non-verbal, including gestures, expressions, handshakes, etc., that may indicate an affiliation with or membership in a gang.
3. Any act of intimidation, threats, "pay for protection," or any other behavior of potential violence.
4. Any act that may further interest in gang affiliation or membership.
5. Writing, painting, or inscribing gang-related graffiti including messages, symbols, or signs on school property.
6. Assembling or congregating as a gang or members of a gang for any purpose.

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.

LASER LIGHTS, FIDGETS, and ELECTRONIC GAMES

No student shall possess or use a laser light device OR a fidget, including spinners, while on school premises, or while in transit under the authority of the school, or while attending any function sponsored or authorized by the school. In addition, students are strongly encouraged not to have in their possession any type of portable music device or electronic game. If a student brings such device the school will not be responsible for any theft or damage to the device.

ELECTRONIC DEVICES

Students will be allowed to use electronic devices (cell phones, tablets, smart watches, 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, 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.

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 ISD, suspension, or expulsion from school. Pornography in any form is unacceptable. Students in possession of pornographic materials may be subjected to ISD, 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.

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, 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.

DISCIPLINE

Level I violations- Students are subject to, but not limited to: Verbal warning, detention (lunch/recess) and/or bus suspension or removal. Students who continue to violate these rules will be moved to Level II (at the principal's discretion).

1. Bullying	4. Disorderly Conduct
2. Electronics	5. Language / Profanity
3. Cheating	6. Vandalism

Level II violations- Students are subject to, but not limited to: Detention (lunch/recess), In-school Detention (ISD), Out of School Suspension (OSS). Students who abuse these violations will be moved to Level III (at the principal's discretion). These infractions are subject to police involvement.

1. Disorderly Conduct	4. Hitting (one person involved)
2. Harassment /Sexual/Racial/Disability	5. Theft
3. Defiance	6. Vandalism

Level III Violations- Students are subject to; but not limited to ISD, short-term suspension, long-term suspension or Permanent Expulsion. These infractions are subject to police involvement.

1. Arson	5. Assault (resulting in physical injury)
2. Burglary	6. Threat /Intimidation (Phys./Verb./Writ.)
3. Drugs/Alcohol/ Tobacco	7. Weapons Possession
4. Fight (mutual participation)	

Possible Disciplinary Action- The severity of the violation will determine the use of one or more of the following:

1. Conference w/student	5. Recess Detention	10. Work Detail.
	6. Lunch/Recess Detention	11. Suspension (in-school)

2. Conference w/Parent/Teacher	7. Letter of Apology	12. Suspension (out-of-school)
3. Counseling (Counselor)	8. Time Out (in office)	13. Expulsion
4. Lunch Detention	9. Parent Shadowing	

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, since 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 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 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>.