



***“ALL N”***

Newcastle High School  
2018-19  
Student Handbook

**(405) 387- 4304 (phone)**  
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**101 N. Main**  
**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

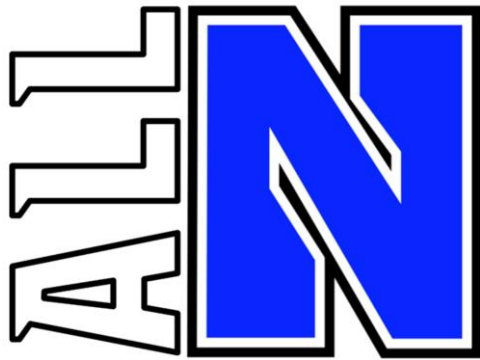
<b>School Board Members</b>	
<b>President</b>	Gary Knowles
<b>Vice President</b>	John Maker
<b>Clerk</b>	Ben Rice
<b>Asst. Clerk</b>	Valory Dalton
<b>Member</b>	Marci White
<b>Administration</b>	
<b>Interim Superintendent</b>	Kristi Ferguson
<b>HS Principal</b>	Jennifer Beer
<b>HS Assistant Principal</b>	Robbin Sanders
<b>HS Counselor (Last Name A-K)</b>	Stephanie Burchett
<b>HS Counselor (Last Name L-Z)</b>	Heather Barton
<b>Director of Athletics</b>	Nikki McCann
<b>HS Secretary</b>	Natalee Godfrey
<b>HS Attendance Secretary</b>	Mona Brite
<b>HS Registrar</b>	Yolanda Wilson
<b>District School Nurse</b>	Heidi Furnish
<b>Director of Transportation</b>	Brett Sanders

## **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.



Dear Students and Parents,  
Welcome to Newcastle High School! This handbook is provided to assist you in your pursuit of a positive, meaningful educational experience. We encourage you to familiarize yourself and use this handbook often. We also invite you to contact us should a question or concern arise.

Whether you are new to Newcastle or are a returning member of the student body, the information contained in this handbook will assist you in understanding the mission, scope, goals, and ideals of our school. Our Newcastle motto is "ALL N". We challenge each and every member of our student body to be "ALL N" by being committed to doing their best in all endeavors. We invite you to take advantage of the many curricular and extracurricular activities offered at Newcastle High School to help you grow both emotionally and academically.

The educators at Newcastle High School are committed to providing our students with a rich and meaningful educational experience. We are fortunate to have a supportive community that recognizes the importance of a quality education. Please accept our warm wishes for a successful school year filled with much challenge and many successes.

Expect Success,

The Newcastle High School Staff

**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.

**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 might 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!



## Newcastle High School Bell Schedule 2018-19

7:40-7:45	Passing
7:45-8:42	1 <sup>st</sup> Hour
8:42-8:52	Passing/Breakfast to Go Served
8:52-9:49	2 <sup>nd</sup> Hour
9:49-9:53	Passing
9:53-10:50	3 <sup>rd</sup> Hour
10:50-10:54	Passing
10:54-12:25	4 <sup>th</sup> Hour/Lunch
<b>Group A</b> 10:54-11:24 11:24-11:25 11:25-12:25	1 <sup>st</sup> Lunch Passing 4 <sup>th</sup> Hour
<b>Group B</b> 10:54-11:54 11:54-11:55 11:55-12:25	4 <sup>th</sup> Hour Passing 2 <sup>nd</sup> Lunch
12:25-12:29	Passing
12:29-1:25	5 <sup>th</sup> Hour
1:25-1:29	Passing
1:29-2:25	6 <sup>th</sup> Hour
2:25-2:29	Passing
2:29-3:25	7 <sup>th</sup> Hour

## IMPORTANT DATES

### **ACT Test Dates**

September 8, 2018  
October 27, 2018  
December 8, 2018  
February 9, 2019  
April 13, 2019  
June 8, 2019  
July 13, 2019

A Spring ACT test will be funded by the Oklahoma State Regents for Higher Education (OSRHE) for 11th graders in all Oklahoma schools. The high school building test coordinator will register all 11<sup>th</sup> grade students.

### **SAT Test Date**

To learn more about registering for the SAT Test, visit [www.collegeboard.com](http://www.collegeboard.com).

### **PSAT Test Date**

October 10, 2018

Juniors must take the PSAT in order to qualify for consideration for National Merit honors.

### **Pre-ACT Test Date**

October 24, 2018

This assessment will be funded by the Oklahoma State Regents for Higher Education (OSRHE) for 10th graders in all Oklahoma schools.

### **AP Test Dates**

Monday, May 6, 2019, United States Government and Politics

Tuesday, May 7, 2019, Seminar Spanish Language and Culture

Wednesday, May 8, 2019, English Literature and Composition

Thursday, May 9, 2019, Chemistry Spanish Literature and Culture

### **Secondary Back to School Night**

Tuesday, August 21, 2018, 6:00-8:00

### **PROM**

April 12, 2019, 7:30 p.m.-12:00 a.m., Westminster Event Center

### **Graduation**

Thursday, May 16, 2019, 7:00 p.m., Cox Convention Center

## ACTIVITY FEE

Newcastle Public Schools charges an Activity Fee for students who participate in certain school activities. Activities requiring payment of the Activity Fee are: Academic Team, Band, Basketball, Cheer, Choir, FCCLA (only students who compete), Fast Pitch Softball, Poetry Slam, Robotics, Slow Pitch Softball, Track, Wrestling, FFA/AG, Baseball, BPA (only students who compete), Cross Country, Football, Golf, Soccer, Swimming, Volleyball.

The Activity Fee pricing is based upon the student's National Free & Reduced Lunch Program status.

Status	1 Activity	2 or More Activities	Upgrade from "1" to "2 or More" Activities
Full Price	\$100.00	\$150.00	\$50.00
Reduced Price	\$50.00	\$75.00	\$25.00
Free	\$0.00	\$0/00	\$0.00

The activity fee can be paid by cash or check at the high school office. You can pay for all students at one time at any building. To make an online payment for the activity fee, please refer to the Newcastle district website.

The deadline for paying the Activity Fee is prior to the first competition of the activity. If the Activity Fee is not received and recorded by the first competition of the activity, the student will not be able to compete. Refunds will not be allowed after the date of the first competition of the activity.

All questions regarding the Activity Fee should be directed to the Athletic Director or Site Principal.

## 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 in all class periods the preceding school day. Any exceptions to this policy must be submitted to the building principal in writing and approved by the building principal.**

**Any student with more than eight (8) absences per semester in any one class (coded as UVA, VA, and AM) will not be eligible to participate in extracurricular activities unless approved by the school principal in writing.**

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 **including online courses, concurrent enrollment and courses taken at Career Tech. Students enrolled in concurrent enrollment will be required to submit weekly grade checks to their assigned counselor.** If a student is not passing all subjects in whom 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

- A 12th grade student may maintain eligibility if he/she is passing the classes required for graduation. A 12th

grade student who is concurrently enrolled in high school and college may use the college courses to meet the minimum number of subjects needed to maintain eligibility. These may be a combination of high school subjects equivalent to high school units, which are accepted by the Oklahoma State Department of Education. (Physical education and athletics cannot be included in the requirements.)

- 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.

- NHS 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/ 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. 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! Misconduct on activity trips may result in disciplinary consequences. **A**

**student must be maintaining 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.**

### **ADVANCED PLACEMENT CLASSES (Pre-AP and AP)**

All students are encouraged to challenge themselves by participating in honors level courses. All high school courses with the designation of PreAP and AP will receive honors credit. Please note that students enrolled in AP classes are highly encouraged and expected to take the Advanced Placement Exam at the end of the course.

While we encourage all students to participate in advanced placement courses, it is important that both parents and students realize these classes may require a substantial amount of time outside of class, including studying, homework, projects, readings, etc.

Students will receive an additional point on their GPA for a grade of A, B, or C in an advanced placement class. For example, an “A” in English II would be worth 4.0, whereas an “A” in PreAP English II would be worth 5.0. A grade of a “D” or “F” in an honors class will NOT receive an extra point. It is important to note, however, that most colleges ask for an “unweighted” transcript.

Students may choose to enroll in Pre-AP or AP courses. 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.

### **ANNOUNCEMENTS**

Announcements are delivered over the intercom on the first day of the week during 3<sup>rd</sup> hour and 5<sup>th</sup> hour.

Announcements are distributed through e-mail to all NHS staff, shared on the Newcastle High School website, and can be accessed through the Infinite Campus portal. The Pledge of Allegiance and Moment of Silence are included daily during 1<sup>st</sup> hour.

### **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.



## **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**

Periodically, assemblies will be scheduled for the members of the student body. All assemblies will be either educational or to help develop school pride and spirit. The nature of the assembly, cost, and seating capacity are factors which govern the selection of students invited to attend. These programs are part of the school day and students are expected to attend. Assemblies provide Newcastle

students with opportunities to demonstrate the courtesy, cooperation and consideration that they have been taught at school and at home. Occasionally, outside visitors attend 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.

## **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.

### **Attendance Reporting Procedure**

Parents/legal guardians are asked to call or email the attendance office whenever their son/daughter is absent to verify the absence. If a call or email is not possible, 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.

**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 absent)  
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); ISR (in school restriction); 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**

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 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

**College Visits**

College Visits: Students in 9<sup>th</sup> and 10<sup>th</sup> grade will be allowed one (1) college visit per year (1 day total); students in 11<sup>th</sup> and 12<sup>th</sup> 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. The student must apply for college visits through the appropriate counselor and provide documentation of the visit upon return to school.

**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 considered absent and are to report to the attendance office, sign in, and receive a pass to class. 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. 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.

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

A student will NOT receive credit for a course if he/she is in excess of eight (8) absences coded as UVA, VA or AM. If a student exceeds the eight (8) absences per class, a No Credit (NC) will 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 High 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.

### **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.

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 or a teacher should ask for a note to his/her next teacher so he/she will not be counted tardy.

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

- 1st Tardy: Warning
- 2nd Tardy: 1 Detention parent contact by teacher
- 3rd Tardy: 2 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 student being sent to the appropriate administrator.

Students missing more than 10 minutes of any class period are recorded absent for that class.

### **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 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.

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 McLain 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. 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.

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

A student may not be permitted to make up work missed as a result of an unverified absence. The assignments missed will recorded as a zero.

### **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 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.

### **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.

### **BULLYING, INTIMIDATION, HARASSMENT**

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.

### **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.

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

### **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 as severe violations.

## **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 another person 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 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.**

## **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. Courtesy and good manners should be the key to a student's conduct at school. A good attitude toward teachers and fellow students will make school enjoyable for all. Students are expected to have respect for school property and to take good care of books, desks, and other furniture and equipment. Students/parents will reimburse the School for any damages caused by a student.

### **CITATIONS**

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, 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.

### **CLASS DUES**

Class dues are collected to help defray costs of class activities such as homecoming, prom, and assemblies. Dues will also help with the issue of fundraising. It is important that dues be paid on time so that planning for these activities can be done.

Class dues are \$10.00—the payment deadline is October 1. A late fee of \$5.00 will be added to any dues paid after the deadline. Payment for dues should be made in the Registrar's office and NOT to the class sponsor.

Students who do not pay dues will not be able to attend any class activities including Prom and senior activities. Dues stay with your graduating class' account until you graduate.

## **CLASS OFFICERS**

Each 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. \*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 student will be subject to removal. (*This policy applies to current students in 8<sup>th</sup> grade beginning school year 2018-19 going forward.*)
- 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**

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.

## **COMMENCEMENT**

Newcastle Public Schools view the annual commencement ceremony as a formal celebration of students' accomplishments. Many family members and friends of the graduates, as well as guests from the community, look forward to this significant event. Graduating seniors are asked to display appropriate and controlled behavior during the speakers' presentations and during the awarding of diplomas to ensure those in attendance have an enjoyable experience and the commencement ceremony proceeds in an atmosphere of pride and dignity.

Guidelines for the commencement ceremony include the following:

A student shall be a graduate of Newcastle High School and be entitled to a high school diploma 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 20 credits of course work required for graduation 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.

## **CONCURRENT ENROLLMENT**

Students may earn credit for high school graduation and college credit at the same time (also known as dual credit). Students enrolled in concurrent enrollment will be required to submit weekly grade checks to their assigned counselor. Please see the Course Offering Book for courses offered and contact your class counselor or administrator for more information.

## **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 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 insure 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. 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**

Students may be assigned detention by teachers and administrators. Detention can be served during lunch or afterschool. ISR (In School Restriction) for NHS students is held at our Middle School campus.

### **DIRECTORY INFORMATION UNDER FERPA**

The Newcastle School District proposes to designate the following personally identifiable information contained in a student's records as "directory information", and the school will disclose that information without prior written consent:

The student's name  
The names of the student's parents  
The student's address  
The student's date of birth  
The student's class designation (i.e. sixth grade, eighth grade, etc.)  
The student's extracurricular participation  
The student's achievement awards or honors  
The student's weight and height, if a member of an athletic team  
The student's photograph  
The school or school district the student attended before he or she enrolled in the Newcastle School District  
The student's and parent's phone number on file with the Newcastle School District to law enforcement officials only.

In addition, **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.

The law provides parents, guardians and students 18 or older the right to deny access to this information. If you **DO NOT** want your child's name, phone number, and home address released, please notify the School District in writing.

After the parents or eligible students have been notified, they will have two weeks to advise the School District in writing (a letter to the Superintendent of School's office) of any or all of the items they refuse to permit the District to designate as directory information about that student and/or to be released to military recruiters

At the end of the two-week period, each student's records will be appropriately marked, by the records custodian, to indicate the items the District will designate as directory information about that student. This designation will remain in effect until it is modified by the written direction of the student's parents or the eligible student.

## **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 case 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 or hats 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
- 4<sup>th</sup> and each successive violation: 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 student being sent to the appropriate administrator.

### **DRUG AND ALCOHOL POLICY**

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

Smoking, using, and/or possessing tobacco; this includes vapes and vape paraphernalia;

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.

### **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 extra-curricular 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.

### **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 device inappropriately may be subject to a referral to the appropriate administrator. Violations of the cell phone 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 & 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.

### **FERPA**

For the purpose of this regulation, the school district has used the following definitions of terms:

#### **Student**

Any person who attends or has attended a program of instruction sponsored by the board of education of this school district.

#### **Eligible Student**

A student or former student who has reached age 18 or is attending a post-secondary school, and who is no longer a dependent of the parent for federal tax purposes.

#### **Parent**

Either natural parent of a student unless his or her rights under the Family Education Rights and Privacy Act (FERPA) have been removed by a court order; an adopted parent; a guardian; or an individual acting as a parent or guardian in the absence of the student's parent or guardian.

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

The right of a student's parent or an eligible student to inspect and review the student's educational records;

The right of a student's parents or an eligible student to seek to correct parts of the student's educational record which he/she believes to be inaccurate, misleading, or in violation of the student's rights. This right includes the right to a hearing to present evidence that the record would be changed if the District decides not to alter it according to the parent or eligible student's request;

The rights of any person to file a complaint with the Department of Education if the Newcastle School District violates FERPA;

The right to obtain a copy of the FERPA from the central office at the cost of 25 cents a page;

The intent of the Newcastle School District to limit the disclosure of 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; or 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.

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 district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or 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 education record in order to fulfill his or her professional responsibility.

### **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.

### **GRADE REPORTING**

Progress reports will be made available on our student portal approximately every four and a half weeks. Parents and students are also strongly encouraged to keep up with their academic progress through our online grading program. Semester grades are printed and sent home with the student after the end of a semester. Transcripts can be requested in the Registrar's Office. ***Application forms for access rights are available in the Registrar's office, on our district web-site at [www.newcastle.k12.ok.us](http://www.newcastle.k12.ok.us), and by contacting the school counselor.***

### **GRADUATION REQUIREMENTS**

In accordance with state law, ALL students entering 9th grade will be enrolled in the college preparatory curriculum. Prior to entering the 11<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 8 units of electives. In accordance with H.B. 3218, all students graduating in the year 2016 and beyond will participate in the Oklahoma State School Testing Program.

Students who do not have 20 credits of course work required for graduation at the beginning of the second semester of their 12<sup>th</sup> grade year shall not be permitted to participate in graduation exercises for that year.

## **GRADE LEVEL CLASSIFICATION**

Students must have 5 units completed to be considered a sophomore.

Students must have 12 units completed to be considered a junior.

Students must have 18 units completed to be considered a senior.

## **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.

## **GYMNASIUM CARE**

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

## **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, 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. Passes may be issued for the following reasons:

A. To admit a student who is late for class because he/ she was kept by the previous teacher.

B. To permit a student to move from one area to another under approved conditions.

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

## **HOMEBOUND PROGRAM**

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

A. A student must be unable to attend regular classes for a minimum period of two weeks because of illness.

B. The attending physician must complete the State Department Physician Report stating diagnosis and estimated time to be missed.

C. The Director of Special Services and Site Administrator 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**

- A. Contact the Special Education Director
- B. Physician forms may be picked up by parents from the special services office at the administration building.
- C. Upon completion of this form by a medical doctor, return to the special services office. A teacher will be assigned as rapidly as possible.
- D. Instruction consists of a maximum of three hours per week by the homebound teacher. Scheduling of the instruction is to be determined by the teacher and student/parents.

### **Parent Responsibilities**

- A. Secure physician form and return completed form to the Special Education Director promptly.
- B. Make arrangements with homebound teacher for schedule. If changes arise, notify the teacher in a prompt manner.
- C. Be present at all sessions and provide an appropriate atmosphere for learning.
- D. Notify the special education director when the student will be returning to school and dropping homebound instruction.
- E. A doctor's statement and additional permission from the Director of Special Education will be required for any extension to the homebound application.

### **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).

### **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.

### **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 Newcastle High School ID to enter campus. 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 LUNCH DETENTION and a temporary ID. 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. Replacement cost is \$15.

### **INFORMATION CHANGES**

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. Information changes must be done through the Registrar.

### **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-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 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, due to various individual allergies, we cannot allow pets without prior approval of the principal.
- Any items disruptive to the educational environment

### **LATE WORK NOT RELATED TO AN ABSENCE**

Late work not related to an absence will not be accepted after the 5th 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.

### **LENGTH OF SCHOOL DAY**

Newcastle High School offers seven academic periods during the school day.

Senior students who have completed 20 credits at the end of their Junior year or 22 credits at the end of the 1<sup>st</sup> Semester of their Senior year and have an approved graduation plan may be allowed to enroll in six (6) academic periods.

Junior students who have completed 14 credits at the end of their Sophomore year or 17 credits by the end of the 1<sup>st</sup> Semester of their Junior year, maintain

a 2.0 GPA and have an approved graduation plan may be allowed to enroll in six (6) academic periods.

All Freshman and Sophomore students are required to enroll in seven (7) academic periods.

### **LIBRARY PROCEDURES**

The library will be opened at 7:30 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.

### **LOCKERS**

**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. Students are not allowed to share lockers. If you have any locker trouble, report it to the attendance office. Students are strongly encouraged to purchase a combination lock for their own security. **The school is not responsible for lost or stolen items. Also, student lockers are subject to search at any time.**

### **LUNCH**

Freshmen and Sophomore students are required to eat lunch in the cafeteria. Freshmen or Sophomore 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.

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

Freshmen and Sophomore students who leave campus during lunch will be referred to an administrator and will be assigned ISR (In School Restriction) or OSS (Out of School Suspension).

Students may not eat in a teacher's classroom unless they have obtained permission and a hall pass from the teacher for the purpose of working on academics.

All lunch deliveries must be dropped off in the main office prior to the student's assigned lunch time. Lunches will not be delivered to the student after their lunch time.

### **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>.

### **MID AMERICA TECHNOLOGY CENTER**

Juniors and Seniors are able to enroll in one of the many programs offered at

Mid America Technology Center. Students who enroll in AM career tech classes will be required to be at school at 7:30 am if they need to ride the bus. Students who enroll in PM career tech classes and need to ride the bus will not return to the high school until 4:30 pm each day. Interested students should contact their high school counselor for admission criteria and forms.

### **NATIONAL HONOR SOCIETY**

To be a member of National Honor Society, a student's GPA must be a minimum of 3.50 on a 4.0 basis, based on the **weighted** grade point average. A student's first consideration for NHS will be upon the completion of three full semesters in high school. Averages are based on all grades received during high school, including the freshman year. Students will also be expected to meet other criteria, such as leadership, service, and character. **Simply meeting the grade criteria is not enough. Students must provide evidence of community service and leadership, as well as demonstrating a level of exemplary character subject to the screening and evaluation of a teacher selection committee.** For further details and requirements, please check with the NHS sponsor.

### **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.

## **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.

## **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.

## **PROFICIENCY BASED TESTING**

Credit by examination for secondary-level courses that are used to meet high school graduation requirements and are tested under the Oklahoma School Testing Program at 70 O.S. § 1210.508 shall require a score of at least "Proficient" or above in the criterion referenced test that corresponds to the required course.

In grades nine through twelve, students may demonstrate proficiency in core

area subjects; mathematics, science, social studies, English, world languages, and computer education. Proficiency based testing will be scheduled as needed, at times that allow for appropriate decisions to be made regarding the placement of students who choose to take the tests. Application for testing must be made at least 30 days prior to the testing date. The procedure is as follows:

Step One: A student, parent or guardian may request testing. Applications may be obtained from the student's school counselor and must be signed by both the principal and counselor, as well as the parent or guardian. A copy of the student's transcript must be included with the application. Upon receiving the request for testing, the principal of the school shall inform the student's parents or guardian of the educational options available to the student. The student's social, emotional, physical, and mental maturity shall be considered in making a recommendation regarding the student's readiness for testing and possible advancement.

Step Two: Students in grades nine through twelve will be required to take an objective test in the specific course(s) they have requested. Students who score at least 90% on the objective test will qualify will be advanced to the next level of study. Students must complete all of the proficiency based testing steps prior to the beginning of the course. Notation to be placed on the student's permanent records/transcripts shall be Credit by Exam.

Students are allowed to take one exam per subject area each school year.

## **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.

## **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.

## **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 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 academic reasons. Students who desire a schedule change must turn in a completed schedule change form to their counselor. Schedule change forms are found in the counseling office. Schedule changes will NOT be permitted after the eighth day of school each semester unless determined by the principal that it is in the best interest of **all** parties involved.

## **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 cost 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 baggies 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 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.

## **SEARCHES INVOLVING STUDENTS**

The School Board and Administration reserve 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 EXAM POLICY (INCLUDING EXEMPTIONS)**

In recognition of the importance of preparing our students for the next level of their education, semester exams provide a tool to assist teachers in working with students to prepare for and be successful on cumulative exams and proficiency tests. Developing semester exams 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.

A semester examination will be given in all Core classes (English, Math, Science and History) at the end of each semester. Elective teachers are encouraged to administer a comprehensive exam at the end of the semester. Students are not allowed to exempt comprehensive elective course exams. The semester examination will count as 10% percent of the semester grade.

**ALL** students are required to take their semester exams during both the Fall and Spring semesters. **To encourage students to attend class regularly, the following incentive is available for Junior and Senior students:**

- Students who have no more than three absences in the semester may, with parent approval, waive the semester exam in a course in which they have an “A” average.
- Students who have no more than two absences for the semester, may with parent approval, waive the semester exam in a course in which they have a “B” or better average.
- Students who have no more than one absence for the semester

may, with parent approval, waive the semester exam in a course in which they have a “C” or better average.

- **Students may not waive more than 2 semester exams.**
- Semester exams will NOT be given early. Students who miss an exam will be given a zero until the test is taken and a grade earned. Arrangements to take missed exam(s) must be made within four days of the original exam date.
- The following absences are not counted in the total absence count for waiving a semester exam: AA (activity); AM (absence medical); FT (field trip); LG (legal); TST (testing); ISR (in school restriction); CV (college visit); OFF (office); QA (absence due to a state qualifying event); FUN (funeral).
- Any student who has an out of school suspension is disqualified from waiving semester exams.

## **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.

## **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.

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

**STUDENT COUNCIL**

Your student council provides the following for students at Newcastle High School: student activities; training experience for both leaders and followers; promotes the common good; gives students a share in the management of school; develops high ideals of personal conduct; development of interest in school affairs; and helps to solve problems that may arise. Members of the student council are your representatives and have direct access to the school administration. Members of the student council should also provide an exemplary example for each student in regards to student behavior, citizenship, courtesy, academics, and leadership.

**STUDENT CODE OF CONDUCT**

A primary responsibility of schools in Oklahoma and their professional staffs 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.

### **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**

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.

1. Conduct which jeopardizes the safety of others
2. Possession, threat or use of a dangerous weapon
3. Using, selling, passing, being under the influence of, buying or in any way possessing any narcotic drug, stimulant, barbiturate or alcohol

4. Fighting, assault and battery
5. Immorality or profanity
6. Theft or possession of stolen property
7. Destroying or defacing school property
8. Truancy
9. Showing disrespect to faculty, staff or other school employees
10. Conduct which disrupts the normal educational process
11. Violation of school rules, regulations or policies

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. A student on long term suspension may be referred to alternative school, if appropriate.

### **TEXTBOOKS**

Students are encouraged to take state-adopted textbooks home for study. 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 \$80.00 each. This is the main reason we suggest combination locks for all lockers. Students are responsible for books checked out to them.

### **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.

### **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.

### **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: The student must maintain an unweighted 4.0 GPA in classes taken in grades 9-12 including concurrent enrollment classes. The student must take at least three Pre-AP or AP classes in grades 9-12. The student must complete Newcastle High School's College Preparatory Curriculum. Beginning with the Class of 2022, students must take at least two Pre-AP and 2 AP or concurrent classes in grades 9-12.

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. The weighted GPA is printed on the high school transcript.

## **VANDALISM & 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 teacher or the office.

## **VEHICLE PROCEDURES**

It is the responsibility of any student driving a vehicle onto school property to insure that the vehicle does not contain alcohol, controlled substances(s), weapons, or any other item banned by school policy. These vehicles will be subject to random searches. Violations will result in disciplinary actions, fines and/or possible police referral. In

addition, vehicles should be properly secured and parked correctly in a parking space.

**Students are not permitted to drive, ride, or sit in automobiles during the school day without permission of an administrator.** Exceptions include students who must leave the high school campus, such as students going to the baseball or softball field, concurrent enrollment, service learning, and students attending CareerTech. Consequences for not following these procedures may include detention, ISR, OSS, and/or loss of privileges.

Vehicles should not be left overnight without prior permission from the principal. In addition, the school system assumes no liability for cars parked on school grounds at any time.

The following are basic parking guidelines:

1. Students are required to purchase a \$10 parking permit.
2. Students are required to park in the designated grade level parking lot(s).
3. Only licensed drivers will be allowed to park in the school parking lot.
4. The speed limit in all areas of the parking lot will be 10 mph.
5. Curbs are painted to indicate no parking zones.
6. Cars shall occupy only one parking space and should not park in an undefined space.
7. Handicapped parking is available. Illegally parking in handicapped spaces will be monitored and strictly enforced.
8. Staff and visitor parking is reserved for staff and visitors only. Students who park in these spots may be issued a parking violation.
9. The parking lot is off limits to all students the entire school

day. Any student needing to return to their vehicle must obtain permission from a site administrator. Exception: Students leaving campus to attend off site courses.

10. No parking on grass.
11. No driving during class breaks.
12. ALL Junior and Senior drivers must display the off campus parking sticker. The off campus parking sticker is required to be hanging from the rearview mirror. Off campus parking stickers are available in the main office and will be provided when the student buys a parking sticker.

**A \$10 parking permit is required for all vehicles that a student may drive to school.** Parking permits should be purchased within the first two weeks of school. If a student turns 16, or otherwise becomes eligible to drive after this time, he or she must purchase a parking permit in the main office. In order to purchase a parking permit, students must show valid insurance and a valid driver's license. **The permit is good for the current school year only.** If a student changes cars, sells his or her car, etc, during the school year, replacement parking permits may be purchased with updated documentation. The parking permit should be displayed on the top right side of the back window of the vehicle. Consequences and or fines may be given for not purchasing and properly displaying a parking permit or by not parking in the proper designated areas.

Each parking violation will result in a \$25 fine. Students will be required to pay all fines prior to attending prom, or receiving final grades and diploma. Parking is a privilege and any unsafe operation or violations may result in revocation of parking privileges.

It is important to note that the fee collected for parking permits, after paying for the expense of the permits themselves, will be used to purchase incentives and rewards for the student body, such as ice cream for winning a spirit yell, pizza for winning a class contest, etc.

## **VISITORS TO CAMPUS**

All visitors to campus must check in at the main office. Visitors will be given a visitor's badge that will allow the visitor to be easily visible to faculty and staff. Upon completion of the visit, the visitor will need to return to the main office to check-out. This process allows the school to monitor traffic and ensure the safety of students and staff. In order to protect instructional time, it is asked that all classroom visits be pre-arranged with the teacher. 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 either before or after school hours to meet with the particular teacher.