



## Newcastle Early Childhood Student Handbook 2024-2025

### **The Racer Creed**

I am a Newcastle Racer.

I have great expectations for myself.  
There is no limit to what I can achieve.  
Today, I accept the challenge to be the  
best I can be.

I will encourage the learning and  
well-being of others.

I believe I can accomplish anything.  
This is my time and my place.

**RACERS!**

### **R.A.C.E.R.**

NEWCASTLE EARLY CHILDHOOD CENTER

Principal - Amanda Townley

Assistant Principal - Cathy Moore

251 NE 2<sup>nd</sup>

Newcastle, OK 73065

Phone: (405)387-6200

Fax- 405 387-3482

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

## NEWCASTLE EARLY CHILDHOOD CENTER STUDENT HANDBOOK HANDBOOK VERIFICATION FORM

Please read and discuss the information contained in this handbook with your child. The handbook contains important information, rules, and regulations for students attending Newcastle Public Schools.

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

### **Parent/Guardian Agreement**

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

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Student Signature (if able)

\_\_\_\_\_  
Date

### **Computer/INTERNET AGREEMENT**

#### **STUDENT AGREEMENT**

I have read and understand Newcastle Public Schools' Internet Access and Acceptable Use Policy (located within the handbook).

I understand that if I violate the rules, my account can be terminated, and I may face other disciplinary measures consistent with the present handbook policy.

\_\_\_\_\_  
Student Signature (if able)

\_\_\_\_\_  
Date

#### **PARENT/GUARDIAN AGREEMENT**

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

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

#### **PERMISSION SLIP**

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

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

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

## **WELCOME**

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

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

## **NOTICE OF NON-DISCRIMINATION**

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

## **VISITORS TO CAMPUS**

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

## **LEGAL CUSTODIANSHIP**

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

## **COMMUNICATION**

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

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

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

### **Start and End times**

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

8:35 am – School starts

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

3:40 pm – DISMISSAL

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

Pre-K -main/front loop with passenger door facing the school and curb. **Students may only be let out curbside.**

Kindergarten/First- west side loop with the driver's side door facing the school and curb. **Students may only be let out curbside.**

Please do not allow your child to exit the car before getting to an adult to safely help them get out of the car. If your car seat is not curbside, please move it; this is to speed up our unloading process and for the safety of all staff and students. Students also should not be in the driver's lap; the highway patrol has pointed this out during safety walkthroughs. Students should be unbuckled and ready to exit the car when a staff member opens the door. We want to be as efficient as possible during dropoff and pickup. Please do not allow students to play outside of the vehicle prior to 8:10; students must remain in the vehicle until staff arrives at 8:10 to unload.

All students eating breakfast go straight to the cafeteria. All other students will be sitting in their grade level pod in a designated area; then the teachers will greet students at 8:20 and bring them into their rooms to begin class.

### **DROP-OFF**

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

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

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

### **PICK-UP**

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

### **PARKING**

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

### **CONSISTENCY OF TRANSPORTATION**

Streamline your student's method of transportation as much as possible; it is difficult on students when their method of getting home changes throughout the week. This can sometimes lead to students missing a bus or having anxiety about the end of the day. Emergencies arise where transportation must be changed, but consistency helps with safety and routine.

**Students can only be assigned to one designated bus.** Each bus has a roster of students. As a growing community, we cannot assign students to multiple buses due to limited capacity. Families will need to make arrangements to pick children up at the assigned bus stop since they will not be dropped off at more than one location during the week. If an adult is not present for drop off at the stop, ECC students will be taken back to the bus barn at the end of the route, and a guardian will be asked to pick the student up there.

### **DESTINATION CHANGES**

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

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

### **ENROLLMENT**

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

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

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

### **ATTENDANCE POLICY**

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

A student may not have more than Four (4) absences each nine weeks. If a student is absent due to an illness, please turn in a doctor's note to the office upon return. By doing this, the absences will be marked excused **but will still count in the total number of absences per nine weeks.** Three tardies will constitute one absence. Three early pick-ups will count as one absence. Arriving two and a half hours after classes have begun counts as a ½ day absence. A check-out two and a half hours before classes release will also constitute a ½ day absence. (These can be excused with doctor's notes as well.)

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

Any student who is absent more than 8 days of school during the semester (two 9 weeks equals one semester) shall receive a notation on the attendance section of their report card of "Inadequate attendance." **Students receiving an IA are subject to retention.** A student must be in attendance at least ninety (90%) percent (no more than 8 absences) to participate in school activities and be eligible to advance to the next grade level. Hospitalization, contagious diseases or illness, which requires direct medical care by a physician, will constitute an exception. Parents' notes or telephone calls will NOT excuse students from school absences or tardies. ONLY notes from a physician or court representative will excuse the absence or tardy. Students will have (5) five days after each semester to obtain a doctor's note or court representative's note to file in the registrar's office.

**Attendance Review** – Upon the 8th absence, parents will be notified and an Attendance Review Meeting will be held with the Principal(s), Teacher(s), and Counselor. The committee will make a decision as to whether the student receives a truancy ticket, passing grade and/or grade advancement. The parent will need to speak with the principal or counselor with each additional absence at which time the committee will determine whether or not it is an issue that requires a referral to the District Attorney. No communication at all from the parent may result in immediate referral to the District Attorney or a home visit from a resource officer/school representative.

**Reporting Absences** – If your child is going to be absent from school, please notify the school **by 9:00 a.m.** Please call the respective school office to report absences so that the reason for the absence can be recorded.

## **RECORDS REQUEST**

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

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

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

## **TORNADO PROCEDURE**

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

## **COUNSELING SERVICES**

Classroom Guidance Counseling – scheduled meetings with individual classrooms to teach relevant topics. Scheduled appointments with individuals to meet and deal with issues that may arise throughout the school year.

Small Group Counseling – these groups are arranged and scheduled as the need arises and may include divorce, friendship, grief, conflict-resolution, self-esteem groups.

Individual Counseling – may be arranged by students (through their teachers), teachers, and/or parents.

Parents are encouraged to communicate and seek additional help for their child by contacting the counselor and scheduling appointments through the office. All counseling is handled in a confidential environment.

## **PERSONALLY IDENTIFIABLE INFORMATION**

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

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

## **CLASS PARTIES/DELIVERIES**

The school cannot allow deliveries, such as balloons, flowers, etc. If a parent wishes to celebrate his/her child's birthday at school, the parent should first contact the child's teacher to make arrangements in advance. Birthday celebrations are to take place in the classroom only (no cafeteria parties). Please do not bring gifts for your child to open at school. **ALL party favors must fit into the child's backpack.**

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

**FOOD FOR PARTIES/SNACKS** ALL food for parties and snacks MUST be store purchased/package items. Home-made/baked goods will not be allowed.

## **GRADE PROMOTION AND RETENTION**

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

**According to HB 1056, a parent may appeal to the Board of Education.** This process is started by contacting the Board Secretary to request being added to the Board Agenda to appeal the retention. The decision of the Board is final.

## **Strong Readers Act**

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

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

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

## **STUDENT PROGRESS**

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

**Report Cards** – these will be sent out at the end of each nine-week and semester grading period.

**Agendas** – students may write in their agendas to document daily assignments. The primary purpose of the agendas is to be used for communication between teachers and parents, as well as for students to develop responsibility and good school habits. Agendas will be sent home daily. Please initial and return each day.

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

## **TEXTBOOKS/LIBRARY BOOKS**

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

## **SEARCHES**

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

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

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

## **CAFETERIA**

**Early Childhood Center - breakfast is served from 8:10-8:35 and will close promptly at 8:40.** If you drop off your child(ren), please bring them early so they have time to eat and are not late to class.

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

## **FREE & REDUCED LUNCHES**

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

## **MEAL PAYMENT POLICY**

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

## **JOINING YOUR CHILD FOR LUNCH**

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

## **ALL STUDENTS MUST FOLLOW THE CAFETERIA SCHOOL RULES**

### **CAFETERIA RULES**

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

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

## **FIELD TRIPS**

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

## **BUS/TRANSPORTATION RULES**

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

## **PLAYGROUND RULES**

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

## **TEMPERATURE**

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

## **PHYSICAL EDUCATION**

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

Attire for physical education- must have shoes that enable them to safely participate (tennis shoes are recommended). If a child wears flip-flops, snow boots, sandals, etc., it will inhibit their ability to participate safely and cannot be allowed. You will receive a schedule for PE days; please dress your child appropriately.

## **SCHOOL HEALTH**

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

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

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

## **PETS**

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

## **EMERGENCIES/FIRST AID**

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

## **OTHER NURSE'S OFFICE REQUIREMENTS:**

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

## **EXEMPTION FROM PHYSICAL ACTIVITIES**

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

## **MEDICATION**

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

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

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

## **IMMUNIZATIONS**

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

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

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

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

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

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

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

## **Cafeteria**

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

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

## **Newcastle Public Schools Meals Charge Policy**

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

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

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

A new Meals Benefit Application needs to be filled out yearly to qualify for Free/Reduced meals for your student(s).

Parents/Guardians can access and manage meal accounts and forms through the Infinite Campus Parent Portal.

### **SUSPECTED CHILD ABUSE**

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

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

### **LIBRARY SERVICES**

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

### **FERPA**

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

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

### **Hatch Amendment**

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

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

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

### **PARENT BILL OF RIGHTS**

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

## **SPECIAL EDUCATION**

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

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

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

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

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

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

### **Collection of Personally Identifiable Information:**

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

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

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

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

The District makes no warranties of any kind, either express or implied, regarding the Internet access being provided. The District shall not be responsible for any damages users suffer, including but not limited to loss of data resulting from delays or interruptions in service. Nor shall the District be liable for the accuracy, nature, or quality of information stored on District's computer equipment or of information gathered through Internet access provided by the District. However, the Administration shall develop, implement, and maintain regulations and forms to restrict the use of the District's computers and Internet access to legitimate and acceptable purposes and to regulate students' and employees' privilege of access and use. The District shall install and operate computer software programs that restrict access to certain materials, such as material that depicts nudity,

sex, sexual acts, excretion, and exhibition of genitals and which, taken as a whole, lacks serious literary, artistic, political, or scientific values. Students who are granted access to the Internet shall receive instruction regarding safety and security when using electronic mail, chat rooms, and other forms of direct electronic communications and the disclosure, use, or dissemination of personally identifiable information.

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

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

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

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

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

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

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

## **VIRTUAL / DISTANCE LEARNING GUIDELINES**

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

## **STUDENT CODE OF CONDUCT**

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

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

## **DISCIPLINE AND CONTROL POLICY**

**IMPLIED AUTHORITY** - A school district may exercise those powers necessarily implied, or delegated by law to any other agency or official. (70 O.S. § 5-117; S.L.O. § 68) The teacher or administrator shall have the same right as a parent or guardian to control and discipline a child while the child is in attendance in school, in school vehicles to or from the school, or while attending or participating in any school function authorized by the school district. All students enrolled in Newcastle Early Childhood Center

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

### **FIGHTING**

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

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

### **BULLYING**

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

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

- a. Physical Bullying: includes harm or threatened harm to another's body or property, including, but not limited to, what would reasonably be foreseen as a serious expression of intent to inflict physical harm or property damage through verbal or written speech or gestures directed at the student-victim, when considering the factual circumstances in which the threat was made and the reaction of the intended victim. Common acts include tripping, hitting, pushing, pinching, pulling hair, kicking, biting, starting fights, daring others to fight, stealing or destroying property, extortion, assaults with a weapon, other violent acts, and homicide.*
  - b. Emotional Bullying: includes the intentional infliction of harm to another's self-esteem, including, but not limited to, insulting or profane remarks, insulting or profane gestures, or harassing and frightening statement, when such events are considered in light of the surrounding facts, the history of the students involved, and age, maturity, and special characteristics of the students.*
  - c. Social Bullying: includes harm to another's group acceptance, including, but not limited to, harm resulting from intentionally gossiping about another student or intentionally spreading negative rumors about another student that results in the victim being excluded from a school activity or student group; the intentional planning and/or implementation of acts or statements that inflict public humiliation upon a student; the intentional undermining of current relationships of the victim-student through the spreading of untrue gossip or rumors designed to humiliate or embarrass the student; the use of gossip, rumors, or humiliating acts designed to deprive the student of awards, recognition, or involvement in school activities; the false or malicious spreading of an untrue statement or statements about another student that exposes the victim to contempt or ridicule or deprives the victim of the confidence and respect of student peers; or the making of false statements to others that the student has committed a crime, or has an infectious, contagious, or loathsome disease, or similar egregious representations.*
  - d. Sexual Bullying: includes harm to another resulting from, but not limited to, making unwelcome sexual comments about the student; making vulgar, profane, or lewd comments or drawings or graffiti about the victim; directing vulgar, profane, or lewd gestures toward the victim; committing physical acts of a sexual nature at school, including the fondling or touching of private parts of the victim's body; participation in the gossiping or spreading of false rumors about the student's sexual life; written or verbal statements directed at the victim that would reasonably be interpreted as a serious threat to force the victim to commit sexual acts or to sexually assault the victim when considering the factual circumstances in which the threat was made and the reaction of the intended victim; off-campus dating violence by a student that adversely affects the victim's school performance or behavior, attendance, participation in school functions or extracurricular activities, or makes the victim fearful at school of the assaulting bully; or the commission of sexual assault, rape, or homicide. Such conduct may also constitute sexual harassment – also prohibited by Newcastle Public Schools.*
- 2. "Electronic communication" means the communication of any written, verbal, or pictorial information or video content by means of an electronic device, including, but not limited to, a telephone, a mobile or cellular telephone or other wireless communication device, or a computer.*
  - 3. "Threatening behavior" means any pattern of behavior or isolated action, whether or not it is directed at another person, that a reasonable person would believe indicates potential for future harm to students, school personnel, or school property.*
  - 4. Harassment: The following actions may be considered "harassment"*
    - a. Verbal, physical, or written harassment or abuse;*
    - b. Repeated remarks of a demeaning nature;*
    - c. Implied or explicit threats concerning one's grades, achievements. etc.;*

- d. Demeaning jokes, stories, or activities directed at the student;
- e. Unwelcome physical contact.

Students are encouraged to inform school personnel if they are the victim of or a witness to acts of harassment, intimidation, or bullying (see examples in the section above). Reports can be made using STOP IT (9<https://www.newcastle.k12.ok.us/STOPit.aspx>), or telling a teacher or administrator at the school site.

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

For additional information, please refer to the district's policy FNCD which can be found on the district website.

The access code for the ECC is newcastleec6200. To make a StopIT report click on the following link.

<https://appweb.stopitsolutions.com/login/newcastleec6200>

### **DISRUPTION OF SCHOOL**

A student shall not use violence, force, noise, coercion, threats, intimidation, fear, passive resistance, or any other conduct to intentionally disrupt or obstruct any lawful mission, process, or function of the school. A student who fails to comply with directions of teachers, student teachers, substitute teachers, teacher aides, principals, or other authorized school personnel during any time when he/she is under the authority of school personnel shall be in violation of school rules and regulations.

### **DRESS CODE**

Unless designated by a special "Theme Day" at school the following dress code applies. Therefore, the following dress and personal appearance code has been developed and officially adopted by the Newcastle Board of Education. The following articles and types of apparel are not considered suitable for school purposes and **WILL NOT BE PERMITTED** unless authorized by the principal:

1. It is suggested that shorts or tights be worn under skirts or dresses;
2. No revealing tops off the shoulder, spaghetti straps;
3. No exposed skin when standing, sitting, or when arms are raised;
4. Apparel with reference to drugs, alcohol, tobacco, gestures or slogans that are vulgar, including any item, jewelry, or clothing that promotes or imitates sexual innuendos, wording, or content (Ex., Hooters, Big Johnson, Playboy, or any other sexual innuendo or implication.);
5. Pajamas, pajama pants, or house shoes (slippers);
6. Any article that disrupts the learning process;
7. Tennis shoe skates and cleats are not allowed.

### **DRUGS & ALCOHOL POLICY**

Students shall not knowingly possess, use, transmit, sell, be under the influence of, show evidence of having used any steroid, narcotic or hallucinogenic drug, stimulant, counterfeit drug, amphetamine, barbiturate, marijuana, alcoholic beverage, low-point beer, or intoxicant of any kind while in any way connected with the school during regular hours, school activities, or going to and from school. Drug possession shall also include improper use of nonprescription and prescription medication.

Whenever a teacher recognizes that a student may be under the influence of alcoholic beverages, as defined in §2-101, Title 63 of the Oklahoma Statutes, he/she will notify the principal or his designee. The principal, or designee, then immediately notifies the superintendent, or designee, and a parent/guardian; as well as, law enforcement.

#### **Students who violate this policy may expect the following consequences:**

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

### **MISINFORMATION**

Willfully giving misinformation by commission (lying) or omission (misinforming by remaining silent) violates school rules.

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

Possession by students of tobacco or tobacco-related products is prohibited at school or school-sponsored activities. Possession of tobacco products by a minor is a misdemeanor and will be reported to law enforcement.

### **ELECTRONIC DEVICES**

Students will be allowed to use electronic devices (cell phones, tablets, smartwatches, e-readers) as deemed appropriate by the classroom teacher. If a student brings such a device, the school **will not** be responsible for any loss, theft, or damage to the device. Electronic devices must stay put away at the end of the day until students reach the car/bus lines. Consequences for misuse may range from parents picking up the device from the office, loss of privileges, to possible suspension. Any and all electronic devices, including but not limited to cell phones, smartphones, tablets, laptops, or any other type of mobile electronic device, have a reduced expectation of privacy once they enter any school zone and may be subject to confiscation and/or search should a school violation be suspected. Possession and/or use of any personal electronic device is a privilege, not a right, that is extended to the student, which, at the discretion of the school, may be revoked should circumstances warrant.

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

The use of obscene language constitutes a serious offense and is in direct violation of school policy. A student who engages in such acts will receive severe discipline that could result in ISS, suspension, or expulsion from school. Pornography in any form is unacceptable. Students in possession of pornographic materials may be subjected to ISS, suspension, or expulsion from school. Parents will be contacted on the first offense.

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

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

### **THREATS**

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

### **SEXUAL HARASSMENT**

*Sexual harassment* is defined as: (1) Unwelcome sexual advances; (2) Requests for sexual favors; or (3) Other verbal or physical conduct or communication of an intimidating, hostile, or offensive sexual nature. Forms of Sexual Harassment: (1) Verbal; (2) Non-verbal; (3) Physical. Sexual harassment of students, employees, or volunteers is unlawful under both Oklahoma and federal law. The school district will not tolerate sexual harassment, false reports of sexual harassment, or retaliation against persons reporting allegations of sexual harassment or cooperating in the investigation of such complaints. **SEXUAL HARASSMENT COULD RESULT IN SHORT-TERM OR LONG-TERM SUSPENSION.**

### **SEXUAL HARASSMENT COMPLAINT PROCEDURE**

Students who believe they have been subjected to sexual harassment should promptly notify the building principal or guidance counselor. Complainants are encouraged to report any conduct, statements, or physical contact that makes them feel uncomfortable.

### **VANDALISM AND PROPERTY DAMAGE**

Our school building and equipment cost the taxpayers to purchase, construct, and maintain. Students who destroy or vandalize school property (including textbooks) will be required to pay for losses or damages. If students willfully destroy school property, suspension and subsequent expulsion may be necessary. If students should happen to damage something by accident, they should immediately report it to a teacher or the office.

### **WEAPONS AND DANGEROUS INSTRUMENTS**

A student shall not possess, handle, or transport any object that may be considered a weapon. The term, "dangerous weapon," shall mean pistol, revolver, any instrument or knife, sharpened metal file, a comb of any length with a pointed, sharpened handle, Billy club, loaded cane or club, metal knuckles, razor, hand chain, or another offensive weapon. Each incident involving a weapon or facsimile thereof will be subject to the following appropriate Oklahoma Statutes.

- A. Students who possess or use any firearms or dangerous weapons during school time, on school premises, on school buses, or during school-sponsored activities will be subject to suspension for up to one year and no less than one semester. Any decision otherwise must be approved by the Superintendent of Schools.
- B. Students who possess or use any dangerous or annoying device or item that could be used as a weapon or other weapons used for assault during school time, on school premises, on school buses, or during school-sponsored activities may be expelled for up to one year and no less than one semester. Any decision otherwise must be approved by the Superintendent of Schools.
- C. Any reported case of possession of a dangerous weapon will be turned over to the appropriate law enforcement agency for investigation.

#### **STOPIT APP**

Students and parents can report any unwanted behavior to the school administration using the StopIt app. See district website [www.newcastle.k12.ok.us](http://www.newcastle.k12.ok.us) for more information.

ECC Code: NewcastleECC6200

#### **DISCIPLINE**

Students who violate school rules may be subject to but are not limited to the following consequences, at the discretion of the principal: verbal warning, removal of privileges, detention, bus suspension/removal, in-school detention, short-term suspension, long-term suspension, permanent expulsion, police involvement.

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

A student whose parent(s) reside(s) outside the District must apply for a legal transfer to attend school in the District. The District reserves the right to determine an appropriate school site for any student granted a transfer, and the granting of a transfer into the District does not guarantee a transferred-student assignment to any particular school site. Assignments to a particular school site shall be made based upon available staff and space. Additional information can be located in the Board of Education Policies (Newcastle.k12.ok.us) EB.

#### **ASBESTOS NOTIFICATION**

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

In 1986, Congress passed the Asbestos Hazard Emergency Response Act (AHERA) which requires schools to be inspected to identify any asbestos containing building materials. Suspected asbestos-containing building materials were located, sampled (or assumed) and rated according to condition and potential hazard. Every three years, Newcastle Public Schools have conducted a re inspection to determine whether the condition of the known or assumed asbestos containing building materials (ACBM) has changed and to make recommendations on managing or removing the ACBM. At the last re-inspection conducted on September 12, 2012, ALL BUILDINGS within Newcastle Public School District were inspected and found to contain NO ASBESTOS BUILDING MATERIALS; therefore, no operations and maintenance programs or future inspections are required.

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

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

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

Parents who believe their rights have been violated may file a complaint with Family Policy Compliance Office  
U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202

**MCKINNEY-VENTO HOMELESS ASSISTANCE ACT**

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



Looks Like	Sounds Like
<p>Students leave the building in an orderly manner.</p> <p>Immediately walk to your assigned bus.</p> <p>Enter the bus and quickly find your seat &amp; slide over for others.</p> <p>Remain seated, facing forward, clear of the aisle.</p> <p>Keep your hands, feet and objects to yourself.</p> <p>Respectful towards the bus driver and monitor.</p> <p>Exit bus at your assigned bus stop according to your address.</p>	<p>Using appropriate inside voice.</p> <p>Using kind words at all times.</p> <p>Respectful towards bus driver and monitor.</p>

# HALLWAY

## RULES & EXPECTATIONS

### D

#### ETERMINATION

- Get where you are going

### R

#### ESPECT OTHERS

- Hold items with hug and bubble

### I

#### NTEGRITY

- Go where you said you were going

### V

#### ALUE OTHERS

- Walking quietly on 3rd square
- Use hugs and bubbles

### E

#### XCELLENCE

- Straight line
- Face forward
- Pinky waves only

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



Looks Like	Sounds Like
<p>If the stalls are full, wait outside the restroom.</p> <p>Keep your hands to yourself</p> <p>Respect Privacy Use the restroom for the intended purpose.</p> <p>Wash hands</p> <p>Flush the toilet after use</p> <p>Keep the restroom clean</p> <p>Do not write or draw on the bathroom walls</p>	<p>Inside voices only</p> <p>Talking only when help is needed.</p>



Looks Like	Sounds Like
<p>Follow the adult directions</p> <p>Use kind, school appropriate language</p> <p>Use school supplies correctly</p> <p>Prepared &amp; ready to learn.</p> <p>Help keep the classroom clean &amp; orderly</p> <p>Actively listening</p> <p>Raising hands, heads up &amp; eyes on task</p>	<p>Inside voices</p> <p>Encouraging each other</p> <p>Collaboration type communication</p>



Looks Like	Sounds Like
<p>Students lined up in a single file line with an inside appropriate voice level ~ no horseplay in line.</p> <p>3 Students at a time to receive food.</p> <p>After receiving food, students sit at the class's table.</p> <p>Students raise their hand and ask for permission to get up or go to the restroom.</p> <p>When students are finished eating, they move their tray to the correct end of the table for trash pickup.</p> <p>Students are dismissed by an adult at the end of lunch.</p>	<p>Inside quiet voices</p> <p>Requests for help opening containers/packages</p>



Looks Like	Sounds Like
Go down the slides on our bottoms.	Kind words
Stay on the playground where my teacher can see me.	Respect for others
Keep hands and feet to ourselves.	
Allow others to join in on our playing.	
Keep the area around swings clear.	
Line up when the whistle blows.	

Potential Interventions		
provide proactive positive interventions	restorative practices	provide 2 different choices
Reminders of expectations	Modeling of expectations	Conversation with parents/guardians
Social Story/Modeling	Verbal Redirection	Relocate student to another place in classroom
sensory input/break	Counsel student through emotions	Suspension from transportation services
Discuss actions and natural consequences once crisis is over	provide with alternate task to re-engage the student	