



Newcastle High School

Student Handbook 2024-2025

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

## **DISTRICT MISSION STATEMENT**

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

## **DISTRICT VISION STATEMENT**

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

## **Notice**

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

## **High School Directory**

Mr. Adam Hull - Principal  
Dr. Genevieve Craig - Assistant Principal  
Mr. Brent Hodges - Director of Athletics  
Ms. Emily Summers - 9th Grade Counselor  
Ms. Kathy Ralson - A-K 10 - 12 Grade Counselor  
Ms. Sunny Batschelett L-Z 10 - 12 Grade Counselor  
Mrs. Kyndal Wilmot - Attendance Secretary  
Mrs. Crystal Williams - Registrar  
Ms. Nikki Gayler - College/Career/Internship  
Coordinator  
Mrs. Kaisha Mathis - THRIVE Academy Principal  
Mrs. Adrienne Rainey - Instructional Coach

## **District Administration**

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

## **Academics**

### **Academic Testing for Students in a school year**

#### **ACT Test- Juniors**

April, 2025

The Spring ACT assessment is funded by the Oklahoma State Department of Education for Juniors in all Oklahoma schools. The high school building test coordinator will register all 11th grade students. Newcastle High School has selected the ACT as the College and Career Readiness Assessment (CCRA).

#### **ACT National Testing Dates**

National test dates are set on Saturdays. Students may go to [www.act.org](http://www.act.org) for dates and information. Students taking residual tests at college sites on school days will have that day counted towards total absences for the semester unless used as one of the allowed college visitation days.

#### **ASVAB- Sophomores, Juniors, Seniors**

The ASVAB is a timed, multi-aptitude test, and is developed and maintained by the Defense Department (DoD). The ASVAB helps the DoD not just determine whether you are a good fit to join the service, but also which service branch you might be best for and even what military jobs you can hold after you finish basic training or boot camp. All students in grades 10th-12th are required to take the assessment.

#### **Naturalization Assessment- completed before high school graduation**

House Bill 2030 requires high school graduates in Oklahoma to pass a citizenship test before they can receive their diploma. Newcastle High School will provide the assessment as part of the required US History course. Students enrolled concurrently in US History will be assessed before the end of their Junior year. Students are required to correctly answer 60 out of 100 questions found on the United States naturalization test.

#### **OSTP Science- Juniors**

April, 2025

All Juniors are required to take an assessment in Science.

#### **OSTP U.S. History- Juniors**

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

#### **Proficiency Based Test**

Contact the building test coordinator for more information.

#### **PSAT/NMSQT Test- Juniors**

October, 2024

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

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

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

### **Accelerated Courses**

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

### **Announcements**

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

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

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

### **Asbestos Notification**

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

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

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

## **Assemblies/Dances/Other School Activities**

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

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

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

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

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

## **Attendance Procedures**

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

## **Attendance Reporting Procedure**

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

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

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

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

## **College Visits**

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

## **Activity Absence**

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

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

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

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

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

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

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

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

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

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

### **Second Semester Senior Attendance**

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

## **Tardiness**

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

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

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

## **Unverified Absences**

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

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

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

## **Non-Attendance Notification**

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



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

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

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

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

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

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

### **Late Work**

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

### **Check Out Procedures**

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

## **Bullying, Intimidation, Harassment**

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 (<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.

### **Cell Phones**

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

## **Cheating/Academic Dishonesty**

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

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

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

## **Bus Procedures**

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

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

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

### **While on the Bus**

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

## **After Leaving the Bus**

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

## **Extra-Curricular Trips**

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

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

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

2nd Bus referral - 4 Days of bus suspension.

3rd Bus referral - 8 Days of bus suspension

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

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

## **Citations/Tickets/Contraband**

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

## **Class Officers**

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

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

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

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

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

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

## **Clubs and Organizations**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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



## **Commencement**

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

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

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

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

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

### **Dress Code for Commencement**

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

### **Concurrent Enrollment**

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

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

### **Conduct at ExtraCurricular Activities**

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

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

### **Derogatory Language/Symbols**

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

## **Detention**

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

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

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

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

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

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

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

## **Disruptive or Interfering Behavior**

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

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

## **Discipline and Student Behavior**

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

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

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

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

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

### **Directory Information**

Refer to Board Policy.

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

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

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

## **Dress Code**

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

### **General Guidelines:**

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

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

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

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

1st Offense: Warning

2nd Offense: 1 Detention

3rd Offense: 2 Detentions

4th and each successive violation referral to administrator

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

## **Drugs and Alcohol Policy**

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

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

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

Any prescription drug possessed in violation of school policy

Any nonprescription drug possessed in violation of school policy

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

Any inhalant.

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

Anabolic steroids

### **Alcohol Definition**

Any intoxicating beverages as defined by Oklahoma law

Any low-point beer as defined by Oklahoma law

Any non-intoxicating beverage as defined by Oklahoma law

### **Drug Paraphernalia Definition**

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

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

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

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

## **First Offense**

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

## **Second Offense**

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

## **Reasonable Suspicion**

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

## **Sale or Distribution**

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

## **Drug Testing**

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

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

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

## **Early Graduation**

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

- The student shall declare by the end of the sophomore year complete required form
- English III shall be successfully completed before the end of the first semester of the senior year
- Credits may be earned through proficiency testing with 90% accuracy, Concurrent courses, and/or online course through Newcastle Public Schools
- Credits earned through high school summer school will not be accepted for early graduation
- Parent conference is required

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

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

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

## **Electronic Devices**

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

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

## **Emergency Drills and Procedures**

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

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

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

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

## **Emergency School Closing**

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

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

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

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



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

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

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

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

### **Foreign Exchange Students**

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

### **Fundraising**

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

## **FERPA**

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

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

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

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

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

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

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

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

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue, SW

Washington, DC 20202

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

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

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

To other school officials, including teachers, within the educational agency or institution that the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1)(a)(i)(B)(2) are met. [(§99.31(a)(1)]

- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. [§99.31(a)(2)]
- To authorized representatives of the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency in the parent or eligible student's State (SEA). Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal or State supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§99.31(a)(3) and 99.35)

- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. [(\$99.31(a)(4)]
- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve , prior to adjudication, the student whose records were released, subject to §99.38. [(\$99.31(a)(5)]
- To organizations conducting studies for, or on behalf of the school in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. [(\$99.31(a)(6)]

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

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)-
  1. Political affiliations or beliefs of the student or student's parent;
  2. Mental or psychological problems of the student or student's family;
  3. Sex behavior or attitudes;
  4. Illegal, antisocial, self-incriminating, or demeaning behavior;
  5. Critical appraisals of others with whom respondents have close family relationships;
  6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
  7. Religious practices, affiliations, or beliefs of the student or parents; or
  8. Income, other than as required by law to determine program eligibility.
- Receive notice and an opportunity to opt a student out of -
  1. Any other protected information survey, regardless of funding;
  2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
  3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
- Inspect, upon request and before administration or use -
  1. Protected information surveys of students;
  2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
  3. Instructional material used as part of the education curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State Law.

Newcastle School District has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Newcastle School District will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. Surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

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

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

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

## **Grading Policy**

### **Grades 9-12 Traditional Report Card**

A - 90-100

B - 80-89

C - 70-79

D - 60-69

F - 59 and lower

Semester grades are transcribed grades for courses and will be listed as letter grades. Most courses use a four point (4.0) grading scale.

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

## **Groups and Organizations**

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

### **Formation of Student Groups**

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

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

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

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

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

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

## **Graduation Requirements**

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

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

See course description guide.

## **School Counselor**

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

## **Hall Passes**

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

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

## **Hatch Amendment**

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

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

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

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

### **Homebound Program**

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

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

### **Procedures**

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

### **Parent Responsibilities**

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



## **Honor Cords**

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

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

## **Identification Cards**

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

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

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

### **Infinite Campus Parent Portal**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

## **Items Prohibited at School**

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

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

**Length of School Day**

All Students must be enrolled in 6 academic periods

**Lockers**

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

**Lunch**

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

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

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

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

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

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

### **Medical Marijuana and Related Items**

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

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

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

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

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

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

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

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

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

### **OSSAA Scholastic Eligibility and Regulations**

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

## **Parents Bill of Rights**

Refer to Board Policy XX.

## **Parent/Student Portal**

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

## **Parking Lot/Student Vehicles**

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

The following are basic parking guidelines:

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

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



America Technology Center.

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

### **Proficiency Based Testing**

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

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

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

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

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

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

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

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

## **Prom**

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

## **Public Display of Affection**

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

## **Phone and Address Changes**

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

## **Records Request**

Student transcripts are only available through Parchment and can be downloaded, mailed or sent to a third party. Current students are provided transcripts at no charge. Other records such as birth certificates, shot records, proof of enrollment verification, etc. must be requested by emailing [hsrecords@newcastle.k12.ok.us](mailto:hsrecords@newcastle.k12.ok.us). Please allow at least 24 hours for processing.

## **Schedules & Schedule Changes**

Changes will only be considered for legitimate reasons, such as a schedule conflict, meeting graduation requirements, or inappropriate placement as determined and recommended by a teacher or counselor with administrative approval. Computer errors, failure to be accepted into a program (MATC), incomplete schedules, duplication of courses, and failing to have met a prerequisite are all reasons for schedule changes. There will be no changes solely for the purpose of changing lunch times.

## **School Hours**

The normal school day is from 7:35a.m.-2:40p.m.; however, students have the option to select a flex schedule. Athletics are offered from 2:40p.m.-3:40p.m. or until practice is over. Coaches may cancel practices due to meetings, inclement weather, or other events, and the information will be communicated directly to the student athletes. Students not having practice are expected to leave campus promptly after the 2:40 p.m. dismissal.

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

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

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

### **School Health**

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

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

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

### **Emergencies/First Aid**

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

### **Exemption from Physical Activities**

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

### **Medication Policies**

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

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

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

### **Immunizations**

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

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

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

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

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

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

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

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

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

### **School Owned Devices**

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

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

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

### **School Visitors**

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

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

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

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

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

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

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

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

The access code for the high school is:

Newcastlehs6322

### **Searches Involving Students**

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

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

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

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

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

### **Semester Exam Policy**

All high school students are required to take comprehensive exams each semester. Beginning in the Fall semester of 2024, students will have the option to exempt two semester finals. The criteria to be eligible to exempt two semester exams is as follows:

#### **Eligibility Criteria:**

1. **Grade Requirements:**

- Students must maintain a minimum grade of **B** (80% or higher) in the course throughout the semester.
- The grade will be calculated based on all assessments and assignments up to the week before final exams.

2. **Attendance Requirements:**

- Students must have no more than **3 absences** (verified or unverified) with an **A** per semester course.
- Students must have no more than **2 absences** (verified or unverified) with a **B** per semester course.

#### **Exemption Process:**

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

#### **Additional Policies:**

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

#### **Exceptions:**

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

#### **Teacher Discretion:**

Teachers reserve the right to require a student to take the final exam, even if the student meets the exemption

criteria, if they believe it is in the best interest of the student's academic progress.

**Policy Review:**

This policy will be reviewed annually by the school administration and faculty to ensure its effectiveness and make any necessary adjustments.

**Sexual Harassment**

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

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

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

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

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

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

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

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

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

**Report, Investigation, and Sanctions**

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



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

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

### **Special Education**

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

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

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

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

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

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

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

**Collection of Personally Identifiable Information:**

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

**Student Code of Conduct**

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

The school is a community. Rules and regulations of a school are the laws of that community. All those enjoying the rights of citizenship in the school community must also accept the responsibilities of that citizenship. A basic responsibility of those who enjoy the rights of citizenship is to respect and live within the laws of the community.

The Board of Education, administration, faculty, and staff of the Newcastle School District recognize that the parents of Newcastle students share a major responsibility in the well-being of the students of the school.

Cooperative supervision of the students by the school faculty and parents is the key factor in determining the level of success achieved by the student.

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

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

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

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

#### Age of Majority

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

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

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

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

#### **Suicide Prevention**

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

#### **Suspected Child Abuse**

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

#### **Suspensions**

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

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

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

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

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

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

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

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

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

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

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

### **Threatening Behavior**

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

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

### **Tobacco**

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

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

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

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

### **Tornado Evacuation**

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

### **Transcripts**

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

## **Trespassing**

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

## **Valedictorian/Class Rank**

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

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

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

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

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

## **Vandalism and Property Damage**

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

## **Virtual/Distance Learning Guidance**

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

## **Weapons**

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