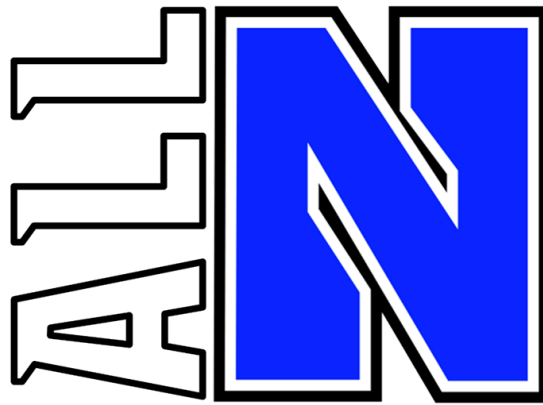


Newcastle Middle School Student Handbook 24/25



(405) 387- 3139

611 E. Fox Ln.

Newcastle, OK

www.newcastle.k12.ok.us

Home of the Racers

School Colors

Royal Blue and White

Mascot

Racers

School Board Members

President	Tiffany Elczyn
Vice President	Darrin Abel
Clerk	Jeff Dingee
Deputy Clerk	Jeremy Gilbert
Member	Valory Dalton

Superintendent	Dr. Cathy Walker
MS Principal	Wade Hampton
MS Assistant Principal	Larry Morman
MS Counselor	Toni Kammerlocher
MS Counselor	Elaine Rabalais
Instructional Coach	Jessica Howsley
Athletic Director	Brent Hodges
MS Secretary	Emily Carter
MS Secretary	Tearsa Roddy
MS Registrar	Erica Lain

ACTIVITY ELIGIBILITY AND REGULATIONS

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

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

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

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

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

Section 1 – Semester Grades

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

Section 2 – Student Eligibility

During a Semester

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

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

Section 3 – Special Provisions

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

ACTIVITY TRIPS

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

AIDES (TEACHER/OFFICE/LIBRARY)

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

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

ASBESTOS NOTIFICATION

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

In 1986, Congress passed the Asbestos Hazard Emergency Response Act (AHERA) which requires schools to be inspected to identify any asbestos containing building materials. Suspected asbestos-containing building materials were located, sampled (or assumed) and rated according to condition and potential hazard. Every three years, Newcastle Public Schools has conducted a re-inspection to determine whether the condition of the known or assumed asbestos containing building materials (ACBM) has changed and to make recommendations on managing or removing the ACBM. At the last inspection conducted on September 12, 2012, ALL BUILDINGS

within Newcastle Public School District were inspected and found to contain NO ASBESTOS BUILDING MATERIALS; therefore, no operations and maintenance programs or future inspections are required.

Sincerely,



Tony O'Brien
Superintendent

ASSAULT OR BATTERY OF SCHOOL PERSONNEL

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

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

ATTENDANCE

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

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

Attendance Reporting Procedure

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

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

Attendance Codes

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

Unverified Absence Codes:

UVA (unverified absence)

TRU (Truant)

Verified Absence Codes:

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

Tardy Codes:

TU (unverified tardy); TE (verified tardy)

Activity Absence

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

Activity Absence for Spectators at Eliminating State Tournament Rounds

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

Early Dismissal/Late Arrival

According to state law, students shall not be excused from school once they have arrived unless parent permission is granted. Contact by parent/guardian to the attendance office is required prior to early dismissal. An electronic message from a parent/guardian to a student does not constitute permission to leave a classroom for early dismissal. Early dismissals will be sent to the classroom except for certain circumstances (example: exam days, assemblies). The dismissal slip will allow the student to leave class at the time requested. Before leaving the building, the student must sign out through the attendance office or main office. If students return to school during the day, they must sign in and have the dismissal slip signed by the attendance secretary. Students arriving to school later than 10 min are to report to the attendance office, sign in with a parent, and receive a pass to class. Parents are encouraged to contact the attendance office. A student who does not check out (which includes prior parental permission AND signing out in the office) prior to leaving school anytime during the school day will be disciplined for truancy.

Loss of Credit Due to Lack of Attendance

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

A written appeal concerning attendance must be made to the Appeal Committee within four (4) days prior to the end of the current semester. The appeal form is located on the Middle School website. Instructions for the process of submitting the form to the Appeal Committee is located on the form. Doctors’ notes should be submitted to the attendance office throughout the semester. Original doctor’s notes or other documentation should be kept for your own records. An appeal committee consisting of an administrator, teacher(s), and counselor will review the merits of the appeal and submit a final decision to the site principal. The decision of the committee is final.

Verified Absence with Medical Documentation (AM)

The AM code will be used for the following reasons:

- A doctor’s note was provided to the attendance office.
- The absence was related to a student’s medical disability as documented on the students 504 plan or IEP. It is the responsibility of the parent/guardian to communicate the reason for the absence to the attendance office.

Tardiness

Being late to class is disruptive to the educational process. Students are expected to be in their assigned classroom or location when the tardy bell rings.

Any student who arrives late to school must report to the office with a parent for admission. All other tardiness would be classified as an unexcused tardy. Any student who is detained by the office should ask for a note to his/her next teacher so he/she will not be counted tardy.

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: Warning and parent contact
- 3rd Tardy: Detention assigned by teacher and parent contact.
- Further tardies: Every 3 tardies will be an additional detention assigned. This will continue to the end of the semester.
- Failure to arrive to detention will result in further intervention from administration.

Unverified Absences

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

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

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

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

ASSIGNMENTS MISSED DURING ABSENCE

Assignments Missed Due to a VERIFIED Absence(s)

Students are encouraged to make up any work missed due to an absence. Students will be granted one school day for each school day missed. Students are responsible for acquiring, completing, and turning in any work missed to the teacher within the determined time period. Any student who chooses not to complete missed assignments within policy mandated

time frame of returning to school will receive a score of “0” for those assignments. Projects, reports, and tests which are known prior to an absence are expected to be turned in and/or taken upon the student’s return to school. Exceptions may be granted due to the extent and/or nature of the absence or the specific classwork missed. Students are encouraged to talk with their teachers.

Assignments Missed Due to an Extended Absence

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

Assignments Missed Due to a School Activity Absence

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

ASSEMBLIES

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

STUDENT CONDUCT

PROHIBITING BULLYING - Board Policy FNCD (REGULATION AND INVESTIGATION PROCEDURES)

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

Definitions:

1. Bullying: As used in the School Safety and Bullying Prevention Act, “bullying” means any pattern of harassment, intimidation, threatening behavior, physical acts, verbal or electronic communication directed toward a student or group of students that results in or is reasonably perceived as being done with the intent to cause negative educational or physical results for the targeted individual or group and is communicated in such a way as to disrupt or interfere with the school’s educational mission or the education of any student. Such behavior is specifically prohibited. 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.

Student Reporting

Students are encouraged to inform school personnel if they are the victim of or a witness to acts of harassment, intimidation, or bullying. Reports can be made using STOP IT(<https://www.newcastle.k12.ok.us/STOPit.aspx>)

Staff Reporting

An important duty of the staff is to report acts or behavior that the employee witnesses that appears to constitute harassing, intimidating, or bullying. Employees, whether certified or noncertified, shall encourage students who tell them about acts that may constitute intimidation, harassment, or bullying to complete a report form. For young students, staff members given that information will need to provide direct assistance to the student.

Staff members who hear of incidents that may, in the staff member's judgment, constitute harassment, intimidation, or bullying, are to report all relevant information to the building principal, superintendent or his/her designee.

Procedures

The procedure for investigating reported incidents of harassment, intimidation, bullying, or threatening behavior:

- a. If any person is aware of, observes, or is a victim of bullying, harassing, threatening, or intimidating behavior or communications from a student, such person must report the behavior or communication to the principal of the school on the appropriate form.
- b. The administrator will gather the information and evaluate the incident to determine the severity of the incident and the potential for future violence.
- c. After completing the investigation, the administrator shall determine if the student accused of bullying, harassing, threatening, or intimidating behavior or communications engaged in prohibited conduct and, if so, shall determine the appropriate discipline. If the student's actions are determined to constitute prohibited harassing, intimidating, threatening, hazing, or bullying behavior or communications, the principal may, as a condition and part of any disciplinary action that is taken, recommend that available community mental health care options be provided to the student.
- d. During the investigation, the principal may take appropriate action to ensure the safety of all students or school personnel involved.
- e. If warranted, the administrator shall notify law enforcement of the reported incident and cooperate with any law enforcement investigation.
- f. The administrator may also require that the student and the student's parent or guardian meet with the principal, a school counselor, and other appropriate school personnel before being allowed to return to school.
- g. Upon completion of the investigation, a written resolution will be provided to the parents. The resolution should be provided within 10 days of the conclusion of the investigation.

Reports may be made anonymously. However, no formal disciplinary action shall be based solely on the basis of an anonymous report. Reports shall be made immediately to the building principal by any school employee that has reliable information that would lead a reasonable person to suspect that a person is a target of

bullying.

The Superintendent shall be responsible for enforcing this policy. The building principal should notify the superintendent with any report of bullying. Upon completion of an investigation, the building principal should notify the superintendent of the findings of the investigation. Documentation should also be provided to the superintendent to establish that timely notification was provided to the parents of the victim and the parents of the perpetrator.

Parental Responsibilities

Parents/guardians will be informed in writing of the district's program to stop bullying. An administrative response to bullying may involve certain actions to be taken by parents. Parents will be informed of the program and the means for students to report bullying acts toward them or other students. They will also be told that to help prevent bullying at school they should encourage their children to:

1. Report bullying when it occurs;
2. Take advantage of opportunities to talk to their children about bullying;
3. Inform the school immediately if they think their child is being bullied or is bullying other students;
4. Watch for symptoms that their child may be a victim of bullying and report those symptoms; and
5. Cooperate fully with school personnel in identifying and resolving incidents.

Publication of Policy

Annual written notice of this policy will be provided to parents, guardians, staff, volunteers, and students with age-appropriate language for students. Notice of the policy will be posted at various locations within each school site, including but not limited to, cafeterias, school bulletin boards, and administrative offices. The policy will be posted on the school district's website at (newcastle.k12.ok.us) and at each school site that has an Internet website. The policy will be included in all student and staff handbooks.

REFERENCE: 21 O.S. §850.0

70 O.S. §24-100.2

THIS POLICY IS REQUIRED BY LAW

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 ([9https://www.newcastle.k12.ok.us/STOPit.aspx](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.

BUS PROCEDURES

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

- I. Prior to Loading (on the road and at school)
 - A. Be on time at the designated school bus stops – keep the bus on schedule.
 - B. Stay off the road at all times while waiting for the bus.
 - C. Bus riders conduct themselves in a safe manner while waiting.
 - D. Wait until the bus comes to a complete stop before attempting to enter.
 - E. Be careful in approaching bus stops.
 - F. Bus riders are not permitted to move toward the bus at the school loading zone until the bus has been brought to a complete stop.
- II. While on the Bus
 - A. Keep hands and head inside the bus at all times after entering and until leaving the bus.
 - B. Assist in keeping the bus safe and sanitary at all times.
 - C. Avoid any loud noise that diverts the driver's attention and may result in a serious accident.
 - D. Treat bus equipment as you would valuable furniture in your own home. Damage to seats, etc., must be paid for by the offender.
 - E. Bus riders should never tamper with the bus or any of its equipment.
 - F. Leave no books, lunches, or other articles on bus.
 - G. Keep books, packages, coats, and all other objects out of the aisles.
 - H. Help look after the safety and comfort of small children.
 - I. Do not throw anything out of the bus window.
 - J. Bus riders are not permitted to leave their seats while the bus is in motion.
 - K. Horse-play is not permitted around or on the school bus.
 - L. Bus riders are expected to be courteous to fellow pupils, the bus driver, and the patrol officers or driver's assistants.
 - M. Keep quiet when approaching a railroad-crossing stop.
 - N. In case of a road emergency, children are to remain in the bus, unless instructed by the driver to exit the bus.
 - O. All rules of the regular school day apply to the bus.
- III. After Leaving the Bus
 - A. When crossing the road, go at least ten feet in front of the bus, stop, check traffic, and watch for bus driver's signal, then cross the road.
 - B. Students living on right side of the road, should immediately leave bus and stay clear of traffic
 - C. Help look after the safety of small children
 - D. The driver will not discharge riders at places other than the regular bus stop, except, by proper authorization from the parent or school official.
- IV. Extra-Curricular Trips
 - A. The above rules and regulations will apply to any trip under school sponsorship.
 - B. Pupils *will* respect a *chaperone* appointed by the school officials.
- V. Consequences for Misbehavior on the Bus - See Bus Matrix *****

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

BOARD POLICY FNG - WIRELESS TELECOMMUNICATION DEVICES

It is the policy of the Newcastle Board of Education that a student may possess a wireless telecommunication device while on school premises, or while in transit under the authority of the school, or while attending any function sponsored or authorized by the school.

Students found to be using any wireless telecommunications device for any illegal purpose, violation of privacy, videoing teachers or students without consent, or to in any way send or receive personal messages, data, or information that would contribute to or constitute cheating on tests or examinations shall be subject to discipline and the device shall be confiscated and not returned until a parent conference has been held.

Students found to be in possession of or using a wireless telecommunications device in violation of the rules shall be subject to disciplinary action under the student discipline policy, including, but not limited to parent/guardian conference, detention, or suspension. Punishment for violation will be determined by the administration on a case-by-case basis. Where appropriate, police authorities may be contacted.

Expectations for bringing a cell phone to school:

- 1. With the guidance and approval of administration, it is the expectation that student cell phones will remain on silent and be put away or stored and not used during class time.**
2. The use of cell phones will only be allowed in special circumstances, for specific learning activities, and at the direction of the teacher.
3. Cell phones must be on silent upon entering the site building, unless directed by the teacher, and remain on silent through the remainder of the class day.
4. Cell phone cameras and audio recorders may be only used for specific educational benefit and only with prior permission of the teacher or administrator.
5. Considerable leniency for cell phone use will be allowed in emergency situations. However, cell phone use should not interfere with the student's ability to follow directions or adhere to safety advisement from school personnel.
6. Cell phones may be used in other areas within the school, on school grounds, and on school transportation as designated by the administration. Designated areas may vary from school to school with the district.
7. Students who choose to bring cell phones to school do so at their own risk. The school district assumes

NO LIABILITY for lost or stolen cell phones.

8. Watches that possess activated functionality as a cellular device (cell phone) will fall under the provisions of this policy.

Student use of cell phones at Newcastle Public Schools is a privilege - not a right. Failure to adhere to established guidelines will result in consequences similar to the consequences levied for other disruptions to the educational process including the confiscation or banning of cell phones.

Students at the middle school must adhere to the policy above. Students are not allowed to use phones in the hallways, restrooms, or cafeteria without permission from a principal.

CHEATING/ACADEMIC DISHONESTY

In an academic institution, dishonesty serves to undermine the academic and intellectual integrity of the school and everything education stands for. Cheating will be considered the act or intent of gaining or giving knowledge or information for an assignment or test answer by fraudulent means. Examples of cheating and academic dishonesty may include, but are certainly not limited to, the following:

- Presenting the work of any other entity as your own.
- Copying information from another student's test, examination, theme, book report, homework, notebook, etc., unless specifically given permission by the teacher to do so. Teachers should provide clear guidance in regards to their expectations for group work and group projects.
- Plagiarism- using another person's or entity's ideas, expressions, AI generated materials, or words as your own without giving the original author credit.
- Preparing to cheat- Examples of this may include: having in your possession a copy of a test or assignment to be given or having been given by a teacher, using a textbook notes or other materials without permission during a test or examination, and talking during a quiz, test, or examination.
- Not following test procedures or instructions given by your teacher or test administrator
- Providing another student with information that allows them to cheat, or otherwise provides an unfair advantage over other students (Example: Picture taking with cell phones)

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

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

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

CHECK OUT PROCEDURES

No student may leave school except at regular dismissal time without checking out through the office. If the student knows in advance that they need to leave school, a parent must phone or come by the office to check out the student. A student who does not check out (which includes prior parental permission AND signing out in the office) prior to leaving school anytime during the school day will

be disciplined for truancy. No student will be allowed to leave school unless a parent has been contacted. Also, during the lunch times, a student's parent must be the one to physically check the student out in the office, Checking out students over the phone during the lunch times is prohibited.

CLOSED CAMPUS

Students must adhere to a closed campus policy. **Students are not allowed to leave without properly checking out in the office. Checking out includes both signing out and the office being made aware by the parent/guardian, in advance, of the need for the student to check out. During the lunch times, a student's parent must be the one to physically check the student out in the office, Checking out students over the phone during the lunch times is prohibited.**

CHILD NUTRITION

- A. Breakfast is served beginning at 7:20 in the school cafeteria. There is a grab-and-go breakfast served between 1st and 2nd hours for 1st hour athletic students and students who have received permission from the office.
- B. There are 3 lunch times and students will generally eat lunch with their grade level.
- C. See <https://www.racercafe.org/> for information on school menus, meal pricing, and any additional information.
- D. Money may be added to a student's account by check/cash in the cafeteria or online through the gradebook portal.
- E. Students that do not have adequate funds for a meal that day will be provided a substitute meal.
- F. If a student was on free or reduced lunches last year, a new application must be filled out and submitted to maintain free and reduced status. Applications may be submitted at any time during the school year.
- G. Food and/or drinks are not allowed to leave the cafeteria.**

DELIVERIES

NMS will not accept deliveries from outside businesses on behalf of students. This includes but is not limited to DoorDash/GrubHub etc., pizza places, other food vendors, Amazon, flowers, cards, etc. Parents may bring their student necessary items by checking in with front office staff. The front office staff will provide information on where to leave items.

CITIZENSHIP

It is each student's responsibility to display qualities of good citizenship. Your best conduct is expected everywhere you go. Newcastle Public Schools promote the application of the concepts of honesty, morality, and courtesy. The values, history and traditions, and the applications of the United States and the Oklahoma Constitutions will be taught and practiced.

CONDUCT AND COURTESY

Courtesy and good manners should be the key to a student's conduct at school. A good attitude toward teachers and fellow students will make school enjoyable for all.

Students are expected to have respect for school property and to take good care of books, desks, and other furniture and equipment. **Students/parents will reimburse the School for any damages caused by a student.**

CITATIONS/TICKETS

When school officials and/or law enforcement authorities deem necessary, a student may be issued a municipal or county citation. Citations could be issued for trespassing, truancy, tobacco, vape possession/use, alcohol, drugs, profanity, assault, fighting, harassment and creating a disturbance among other rule(s) violations. While this is certainly a last resort, it is important to know that this is an option, should it be deemed necessary.

CLUBS AND ORGANIZATIONS

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

STUDENT CONDUCT AND DISCIPLINE

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

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

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

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

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

DISRUPTIVE OR INTERFERING BEHAVIOR

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

- A. demonstrations
- B. sit-ins
- C. walk-outs
- D. blockages
- E. group violence
- F. disrespect or disobedience to school personnel
- G. **harassing, hazing, threatening, intimidating, bullying, or verbally abusing another person, including any gesture, written or verbal expression, or physical act that a reasonable person should know will harm another person, damage another's property, or insult or demean another in such a way as to disrupt or interfere with the District's educational mission**
- H. the use of obscene, lewd or profane language (visual and/or auditory)

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

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

DETENTION

Teachers use detention as a disciplinary action. This is a mandatory study time; therefore, all students must bring homework and study materials detention. There may be a restorative assignment added upon their arrival.

Failure to attend detention at the appointed time may result in ISI. The student will also be required to fulfill their original detention obligation after the completion of the ISI

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

- A. Tardiness to school or class (3 tardies is a detention)
- B. Behavior which interrupts the educational process of other students.
- C. Disruptive behavior on other school grounds (i.e. cafeteria, athletic events, playground, restroom)
- D. Cell Phone Violations
- E. Public Displays of Affection
- F. Teasing or rude behavior toward other students or staff
- G. Insubordination / Non-compliance
- H. Extreme Profanity / Inappropriate Comments

Violation of any of the items A through H above will result in a "first offense," and a violation of any of the above items will result in a "second offense" and so forth.

First Offense - Conversation and notice from the teacher.

Second Offense - Conversation and/or warning from teacher and phone call home

Third Offense - Phone call home and detention will be assigned

Detention Procedure: When a student is assigned detention, they will report to the assigned detention room before (7:00 - 7:30 am) or after (2:45 to 3:15 pm) school. The student will have that day that they were assigned detention plus two days to serve the detention. Failure to show up for detention may result in further disciplinary action.

ISI

In School Intervention is assigned by a principal regarding more serious behaviors. Students assigned to ISI will be unable to participate in extracurricular activities or attend school functions on any day in which they are in ISI. This includes the weekend, should a student be in ISI on the last day of the school week continuing to the first day of the next week.

DIRECTORY INFORMATION UNDER FERPA

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

DISTRIBUTION OF MATERIALS ON CAMPUS

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

DRESS CODE

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

General Guidelines:

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

Unacceptable Clothing and Accessories:

- A. Low-cut shirts or blouses; shirts which expose the midriff, partial or full back; and pants, skirts or other clothing which expose the midriff.
- B. Any clothing that reveals undergarments.
- C. Slacks, pants or shorts worn below the hip.
- D. Caps, hats, hoods or other head covering in the building.
- 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. Blankets
- H. Cleated shoes.
- I. Sunglasses.
- J. Any item that exposes the students private areas at any time.
- K. Footwear with wheels.
- L. Any other clothing/accessory that are deemed unsafe or otherwise distracting by school personnel.

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

DRUG AND ALCOHOL POLICY

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

- Smoking, using, and/or possessing tobacco, including vapes and vaping liquid;
- Using, consuming, possessing, or being under the influence of, selling, transferring, distributing, or bartering any alcoholic beverage or low-point beer as defined by state law;
- Using, consuming, possessing or being under the influence of, selling, transferring, distributing, or bartering any narcotic drug, stimulant, barbiturate, depressant, hallucinogenic, opiate, inhalant, counterfeit drug, or any other controlled dangerous substance which is capable of being ingested, inhaled, or absorbed into the body and affecting the central nervous system, vision, hearing, or other sensory or motor function;
- Using, possessing, selling, transferring, distributing, or bartering any drug paraphernalia.

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

FERPA RIGHTS NOTIFICATION

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

- (1) The right to inspect and review the student’s education records within 45 days of the day Newcastle Schools receives a request for access. The Parents or eligible students should submit to the School Principal a written request that identifies the record(s) they wish to inspect. The Principal will make arrangements for access and notify the parents or eligible student of the time and place where the records may be inspected.
- (2) The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask Newcastle Schools to amend a record that they believe is inaccurate or misleading. They should write the School Principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the School decides not to amend the record as requested by the parent or eligible student, Newcastle Schools will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
- (3) The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by Newcastle Schools as an administrator, supervisor, instructor, or support staff member including health or medical staff and law enforcement unit personnel; a person serving on the Newcastle School Board; or a person or company with whom Newcastle Schools has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist). A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, Newcastle School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.
- (4) The right to file a complaint with the U. S. Department of Education concerning alleged failures by Newcastle Schools to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U. S. Department of Education

GRADE REPORTING

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

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

GUIDANCE COUNSELOR

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

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

GYMNASIUM CARE

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

HONOR ROLL

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

IMMUNIZATIONS, ILLNESS AND ACCIDENTS

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

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

INFORMATION CHANGES

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

INTERNET ACCESS AND ACCEPTABLE USE POLICY

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

ITEMS PROHIBITED AT SCHOOL

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

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

Other prohibited items include:

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

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

LIBRARY PROCEDURES

The library will be opened at 7:35 am and remain open throughout the day, as well as after school for a short amount of time. Students are encouraged to use the library as much as possible. The library also has a webpage that can be accessed from our district website. Should a student need to visit the library during class time, the student should be given a hall pass from their current teacher. Upon arriving in the library, the student should check in immediately with the librarian to inform her of his or her particular needs. At no time is a student allowed to miss class and go to the library without permission and a pass from his or her current teacher. Students are responsible for all materials they check out from the library, and will be required to pay for materials that have been damaged or lost.

MEDICAL TREATMENT

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

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

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

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

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

MEDICATION, SELF-ADMINISTRATION

Pursuant to Oklahoma law, students may be allowed to carry and self-administer prescribed inhaled asthma medications and prescribed anaphylaxis medications according to the provisions of this policy. The District shall not incur any liability as a result of any injury arising from the self-administration of asthma or anaphylaxis medication by the student. If the requirements of this policy are fulfilled, a student diagnosed with asthma or anaphylaxis may possess and use his or her labeled asthma or anaphylaxis medication at all times. The student's parent or guardian shall:

- Provide the school with a written statement on the form prescribed by the Board of Education authorizing the self-administration of inhaled asthma or anaphylaxis medication.
- Provide the school with a written statement from the student's treating physician containing the following information:
 - That the student has asthma or anaphylaxis;
 - That the student is capable of and has been instructed in the proper method of self-administration of the student's asthma or anaphylaxis medication;
 - The name and purpose of the asthma or anaphylaxis medication;
 - The prescribed dosage;
 - The time or times at which and special circumstances, if any, under which the asthma or anaphylaxis medication is to be administered.
- Provide the school with an emergency supply of the student's asthma or anaphylaxis medication(s) to be administered pursuant to Oklahoma law by a school nurse or other authorized personnel.
- Provide the asthma or anaphylaxis medication to be carried by the student which is appropriately labeled, with a prescription label reflecting the following:
 - Student's name;
 - Prescription number;
 - Asthma or anaphylaxis medication name and dosage;
 - Method of administration and dosage;
 - Date of prescription and refill;
 - Licensed prescriber's name;
 - Pharmacy name, address and telephone number;
 - Name of pharmacist.

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

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

NOTICE OF NON-DISCRIMINATION

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

**Kylie Rios
101 North Main
Newcastle, OK 73065
(405) 387-6304**

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

Screening

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

(1) Educational Screening

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

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

Evaluation

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

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

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

the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

*Collection, disclosure, or use of personal information for marketing, sales, or other distribution.

*Administration of any protected information survey not funded in whole or in part by ED.

*Any non-emergency, invasive physical examination or screening as described above.

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

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue, SW

Washington, D.C. 20202

PARENT/TEACHER CONFERENCES

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

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

PUBLIC DISPLAY OF AFFECTION

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

SAFE SCHOOLS HOTLINE

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

SCHEDULE CHANGES

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

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

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

SCHOOL SAFETY

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

SEARCH OF STUDENTS - Board Policy FNF

The Newcastle Board of Education believes that all students should be free from unreasonable search and seizure by school officials. However, it shall be the policy of the board that the superintendent, principal, teacher, and security personnel shall have the authority to search a student and a student's property when there is reasonable suspicion for such searches. The superintendent is instructed to establish a regulation for board approval that supports this policy.

SEARCH OF STUDENTS (REGULATION) Board Policy FNF-R

In accordance with the policy of the board of education, searches of students shall be conducted under the following circumstances:

The superintendent, principal, teacher, or security personnel of this school (authorized personnel) may detain and search any student or students on the premises of the public schools, or while attending, or while in transit to, any event or function sponsored or authorized by the school only under the following conditions:

1. When any authorized person has reasonable suspicion that the student may have on the student's person or property alcoholic beverages as defined in the Oklahoma Alcoholic Beverages Act, dangerous weapons, controlled dangerous substances as defined by law, stolen property if the property in question is reasonably suspected to have been taken from a student, a school employee, or the school during school activities, or any other items which have been or may reasonably be disruptive of school operations or in violation of student discipline rules.
2. School lockers and school desks are the property of the school, not the student. Students have no expectation of privacy concerning lockers, desks, or other school property. The users of lockers, desks, and other storage areas or compartments have no reasonable expectation of privacy from school employees as to the contents of those areas. Lockers, desks, and other storage areas or compartments may be subjected to searches at any time with or without reasonable suspicion. Students are not to use any school area or property to contain any item that should not be at school. Students shall not exchange lockers or desks or use any lockers or desks other than those assigned to them by the principal.
3. Authorized personnel may search a student, within the limits of state and federal law (or this policy), whenever the student consents to such a search. However, consent obtained through threats or coercion is not considered to be freely and voluntarily given.
4. Authorized personnel conducting a search shall have authority to detain the student or students and to preserve any contraband seized.
5. Any searches of students as outlined herein will be conducted by an authorized person who is the same sex as the person being searched and shall be witnessed by at least one other authorized person who is of the same sex as the person being searched.
6. Strip searches are forbidden. No clothing except cold weather outer garments, shoes, hand coverings, and head coverings, except religious head coverings, will be removed before or during a search.
7. Items that may be seized during a lawful search - in addition to those mentioned in paragraph 1 above - shall include, but not be limited to, any item, object, instrument, or material commonly recognized as unlawful or prohibited. For example: prescription or nonprescription medicines, switchblade knives, brass knuckles, billy clubs, and pornographic literature are commonly recognizable as unlawful or prohibited items. Such items, or any other items which may pose a threat to a student, the student body, or other school personnel, shall be seized, identified as to ownership if possible, and held for release to proper authority.

8. In conducting any search authorized by this policy, the district may utilize trained dogs to detect prohibited items. If a dog alerts to a student's locker or vehicle or to a classroom or common area, the area may be searched. If a dog alerts to a locked student vehicle, the student shall be requested to unlock the vehicle's doors and trunk. If the student is under 18 years of age and the student refuses, the student's parent or guardian shall be notified and requested to unlock the vehicle. If the student or the student's parent or guardian refuses to unlock the vehicle, the district may contact appropriate law enforcement personnel to respond to the issue.

9. Any student found to be in possession of dangerous weapons, controlled dangerous substances, or other unlawful or prohibited items may be suspended for a period not to exceed the current school semester and the succeeding semester. Such suspension may be in addition to any civil or criminal liability.

10. The superintendent may designate personnel to transport items that are removed from a student to a centralized location within the school district or to local law enforcement offices for lawful disposal. While in transport, the designated school personnel shall carry their school identification and a letter from the superintendent confirming their authority to transport the items for disposal. All items transported for disposal shall be transported in a locked container.

11. The student checklist to be used in conjunction with a student search incident can be found in the administrator handbook.

REFERENCE: 70 O.S. §24-102

70 O.S. §24-101.3

SEMESTER TEST POLICY

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

STOPIT APP

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

SUSPENSION OF STUDENTS Board Policy FOD

In accordance with the policy of the board of education, the following regulation shall govern the suspension of students from school.

The authority to suspend a student from a school in the school district is delegated to the respective building principals.

Any student may be suspended for:

- Violations of policy or regulations
- Possession of an intoxicating beverage (See policy FNCE)
- Possession of missing or stolen property if the property is reasonably suspected to have been taken from a student, a school employee, or the school during school activities.
- Possession of a dangerous weapon or a controlled dangerous substance while on or within two thousand (2,000) feet of public-school property, or at a school event (Uniform Controlled Dangerous Substances Act) (See policies FNCE and FNCGA)
- Possession of a firearm shall result in out-of-school suspension of not less than one year (See policy FNCGA) This may be modified by the administration on a case-by-case basis.
- Any act which disrupts the academic atmosphere of the school, endangers, or threatens fellow students, teachers, or officials, or damages property.
- Students in grades six through twelve found to have assaulted, attempted to cause physical bodily

injury, or acted in a manner that could reasonably cause bodily injury to a school employee or person volunteering for a school shall be suspended for the remainder of the current semester and the next consecutive semester. The term of the suspension may be modified by the school district superintendent on a case-by-case basis.

2. A full suspension shall not extend beyond the present semester and the succeeding semester except for violations of the Gun-Free Schools Act which provides suspensions for up to one calendar year. (See policy FNCGA.)
3. Except under circumstances that require the immediate removal of a student or students, the parent(s) or legal guardian(s) shall be informed before a student is released from school.
4. Any student who has been adjudicated as a delinquent and has been removed from a public or private school in this state or any other state for such an act, will not be enrolled in a regular classroom setting in the district but may be provided an alternative education solution until such time as that student no longer poses a threat to self, other students, or faculty.
5. Students suspended out-of-school who are on an individualized education plan ("IEP") pursuant to IDEA, P.L. No. 101-476 shall be provided the education and related services in accordance with the student's IEP.
6. A student who has been suspended for a violent offense that is directed towards a classroom teacher shall not be allowed to return to that teacher's classroom without the approval of that teacher.

Procedural Steps to Suspension

Before a student can be deprived by way of suspension of the student's right to an education, the student has the right to notice of the alleged misconduct and an opportunity to respond to the allegations. The appropriate administrator shall have a conference with the student and shall provide the student with notice of the alleged misconduct and an opportunity to respond to the allegations. The administrator shall keep written records of each suspension conference identifying the date of the conference, the names of the persons present, the duration of the conference, and a summary of the statements of the persons present. When determining whether cause exists for suspension or determining the length of a suspension, the student's prior history of disciplinary infractions during the current school year may be considered, particularly when similar infractions have occurred, and other forms of discipline have not deterred such behavior. The administrator shall consider and apply, if appropriate, alternative in-school placement options that are not to be considered suspension, such as placement in an alternative school setting, reassignment to another classroom, or in-school detention. Except for suspensions for possession of a firearm which may be for a period of one (1) year, no suspension shall be longer than the remainder of the current semester and the succeeding semester.

Out-of-school suspension

- A. Both the student and the parent(s) shall be notified of the suspension, the grounds therefor, and the right to appeal the suspension. A student suspended out-of-school will be placed in a supervised, structured environment in either a home-based schoolwork assignment setting or another appropriate setting.
- B. If a student is suspended out-of-school for five (5) days or less, the district may provide an education plan. If a student is suspended for more than five (5) days and is found guilty of acts as described above, the school administration shall provide the student with an education plan designed for the eventual reintegration of the student into school which provides for the core units in which the student is enrolled. The minimum core units shall consist of English, mathematics, science, social studies, and art. The plan shall set out the procedure for education and shall address academic credit for work satisfactorily completed. A copy of the plan shall be provided to the student's parents or guardian, and the parents or guardian shall be responsible for the provision of a supervised, structured environment in which the parent or guardian shall place the student and bear responsibility for monitoring the student's educational progress until the student is readmitted to school.

For suspension appeal information see NPS Board Policy FOD on the district website.

TELEPHONE

It is impossible to permit unlimited use of the school telephone. Students are allowed to use the phone **only** when it is absolutely necessary. Students will not be allowed to use the phone to make arrangements to go home with another student. **Please communicate with your child before he/she leaves for school so that both of you will know what**

he/she is to do when school is dismissed for the day. Also, please limit the number of calls you make to the school to give your child a message regarding after-school instructions. Getting messages to students late in the day can be difficult and also disrupts the entire classroom.

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

TEXTBOOKS

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

TRESPASSING

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

TRUANCY

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

VISITATION

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

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

Racers Fight Song (Ohio State Fight Song Tune)

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

Hit 'em hard and see how they fall,
Never let that team get the ball.

Hail, Hail the Racers are here.
So let's beat the,
GO!

Faculty/Staff Contact
List

Teacher Name	Position	Email
Amanda Baker	Theater Arts	abaker@newcastle.k12.ok.us
Denise Barry	ELA - 7th and 8th	dbarry@newcastle.k12.ok.us
Brett Brooks	PE/Health	bbrooks@newcastle.k12.ok.us
Autumn Bright	Science 6	abright@newcastle.k12.ok.us
Kathy Cannon	Art	kcannon@newcastle.k12.ok.us
Megan Callen	ELA - 6th and 7th	mcallen@newcastle.k12.ok.us
Whitney Callen	Band	wcallen@newcastle.k12.ok.us
Ethan Conner	SPED/Athletics	econner@newcastle.k12.ok.us
Carol Craven	Science 8th/Athletics	ccraven@newcastle.k12.ok.us
Ashley Filer	Leadership/Athletics	afiler@newcastle.k12.ok.us
Aubrie Floyd	ELA/Athletics	afloyd@newcastle.k12.ok.us
Brenda Foster	SPED ELA	bfoster@newcastle.k12.ok.us
LeAnn Gentry	GT Coordinator	lgentry@newcastle.k12.ok.us
Rebecca Grider	Math-6th and 7th	rgrider@newcastle.k12.ok.us
Jorge Guzman-Moctezuma	Sped Math	jguzman@newcastle.k12.ok.us
Jessie Hearn	ELA 6th	jhearn@newcastle.k12.ok.us
Angela Madden	SS -6th	amadden@newcastle.k12.ok.us
Kelley McGehee	Math – 6 th	kmcgeehee@newcastle.k12.ok.us
Diane Medrano	Librarian	dmedrano@newcastle.k12.ok.us
Justin Molitor	Science 6th and 8th	jmolitor@newcastle.k12.ok.us
James Perinovic	Strength/Conditioning-PE-Athletic	jperinovic@newcastle.k12.ok.us
Stephanie Praxl	ELA - 8th	spraxl@newcastle.k12.ok.us
Karla Redbird	SPED - ELA/SS 6th	kredbird@newcastle.k12.ok.us
Ryan Robertson	Math 6th and 7th/Athletics	rrobertson@newcastle.k12.ok.us
Chance Scott	Yearbook/Fund of Tech/Athletics	cscott@newcastle.k12.ok.us
Ryan Siebert	Band	rsiebert@newcastle.k12.ok.us
Wes Southwell	Science – 6 th and 7 th	wsouthwell@newcastle.k12.ok.us
Glenn Stallings	Science – 7 th - Athletics	gstallings@newcastle.k12.ok.us
Sarah Stancil	Choir/Digital Media	sstancil@newcastle.k12.ok.us
Matt Truelove	Geography 7th/Athletics	mtruelove@newcastle.k12.ok.us
Tyler Warcup	Computer Science/Tech	twarcup@newcastle.k12.ok.us
Robert Ward	Math – 7th and 8 th	rward@newcastle.k12.ok.us
Tanner Wallace	SS 8th	twallace@newcastle.k12.ok.us
Judd Wilson	Resource/Athletics	jwilson@newcastle.k12.ok.us

Michael Wilson	Geography 7th/Athletics	michael.wilson@newcastle.k12.ok.us
Macy Woody	Math 7th and 8th	mwoody@newcastle.k12.ok.us
Stephanie Young	Middle School Special Ed Resource Director	syong@newcastle.k12.ok.us
Admin and Office Staff		
Wade Hampton	Principal	whampton@newcastle.k12.ok.us
Larry Morman	Assistant Principal	lmorman@newcastle.k12.ok.us
Toni Kammerlocher	Counselor	tkammerlocher@newcastle.k12.ok.us
Elaine Rabalais	Counselor	erabalais@newcastle.k12.ok.us
Jessica Howsley	Instructional Coach	jhowsley@newcastle.k12.ok.us
Erica Lain	Registrar	elain@newcastle.k12.ok.us
Emily Carter	Secretary	ecarter@newcastle.k12.ok.us
Tearsa Roddy	Secretary	troddy@newcastle.k12.ok.us
Paula Bowden	Child Nutrition	pbowden@newcastle.k12.ok.us

DISTRICT MISSION STATEMENT

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

DISTRICT VISION STATEMENT

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