



NEWCASTLE ELEMENTARY SCHOOL

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

The Racer Creed

I am a Newcastle Racer
I have great expectations for myself
There is no limit to what I can achieve
Today, I accept the challenge to be the best I can be
I will encourage the learning and well-being of others
I believe I can accomplish anything
This is my time and my place
RACERS

NEWCASTLE ELEMENTARY SCHOOL

Principal: Jonathan Atchley
Physical Address: LES 410 NW 10th
Phone: LES 405-387-6388
District Website: newcastle.k12.ok.us

Assistant Principals: Cindy Trent and Chelsea Queen
Physical Address: UES 418 NW 10th
Phone: UES 405-387-6474
District Fax: 405- 387-3482

HANDBOOK VERIFICATION FORM

Please read and discuss the information contained in this handbook with your child. The handbook contains important information, rules and regulations for students attending Newcastle Elementary School. This verification form is to be returned by all students, complete with parent/guardian signatures. This signed form is an agreement, indicating that parents and students understand the rules and regulations printed in this handbook. Signed parent/student verifications are due by Thursday, August 29, 2024 or during your first week of school if you enroll after August 29th. Should you have any questions after reading this handbook, please reach out to your child's teacher and they will be glad to assist you.

Student's Grade: _____ **Student's Teacher:** _____

PARENT/GUARDIAN AGREEMENT:

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

Parent/Guardian Signature: _____

Parent/Guardian Email Address: _____

Date: _____

STUDENT AGREEMENT:

My parent/guardian and I have read and discussed the material in this handbook and agree to follow the guidelines therein:

Student Signature: _____

Date: _____

Please complete the [NES Student Handbook Verification Form](#)

online (preferred method) or download pages 2-5

and return the completed copy to your child's teacher by

Thursday, August 29th, 2024.

or during your first week of school if you enroll after August 29th

COMPUTER /INTERNET AGREEMENT

STUDENT AGREEMENT:

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

Student Signature (2nd - 5th Grade)

Date

PARENT/GUARDIAN AGREEMENT:

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

Parent/Guardian Signature Date

Date

FIELD TRIP PERMISSION SLIP

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

Parent/Guardian Signature

Date

SOCIAL MEDIA / YEARBOOK PERMISSION

Your child will be photographed for the school yearbook and may be photographed or videotaped at various school-sponsored events and placed on school/class websites. If you wish to NOT have your child's picture in the yearbook and/or on social media, please send a letter for us to keep on file.

I give my permission for my child's picture to be placed in the yearbook. Yes No (circle one)

**I give my permission for my child to be photographed or videotaped and placed on school/class websites.
Yes No (circle one)**

Parent/Guardian Signature Date

Date

WELCOME

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

Newcastle Board Of Education Administration

Tiffany Elczyn	President	tiffany.elczyn@newcastle.k12.ok.us
Darrin Abel	Vice-President	darrin.abel@newcastle.k12.ok.us
Jeff Dingee	Clerk	darrin.abel@newcastle.k12.ok.us
Jeremy Gilbertson	Deputy Clerk	jeff.dingee@newcastle.k12.ok.us
Valory Dalton	Member	valory.dalton@newcastle.k12.ok.us

Superintendent	Dr. Cathy Walker
Assistant Superintendent	Kristi Ferguson
Executive Director of Academics	Jonathan Atchley
High School Principal	Adam Hull
High School Dean of Students	Dr. Genevieve Craig
Middle School Principal	Wade Hampton
Middle School Assistant Principal	Larry Morman
Elementary Principal	Jonathan Atchley
Elementary Assistant Principal	Cindy Trent
Elementary Assistant Principal	Chelsea Queen
ECC Principal	Amanda Townley
ECC Assistant Principal	Cathy Moore
Special Services	Kiley Rios

NOTICE OF NON-DISCRIMINATION

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

VISITORS TO CAMPUS

All visitors to campus must check in at the office. Ids are required for check in. After you have registered your visit, you will be given a visitor's badge that will allow you to be easily visible to faculty and staff. All classroom visits are pre-arranged with the teacher.

LEGAL CUSTODIANSHIP

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

ARRIVAL AND DISMISSAL

Students eating breakfast at school need to be dropped off in their appropriate grade level areas and walk to the school cafeteria to eat. 2nd/3rd grade students need to go to the appropriate hall in the lower building and sit with class until faculty pick them up to start class. 4th and 5th grade students need to go to the gym and sit with their homeroom until faculty pick them up to start class.

- 8:45 – TARDY BELL
- 3:50 - DISMISSAL BELL

DROP-OFF

For the safety of students, please drop-off according to procedures. Cars dropping off in the morning must **form a single file line and drop students off at the curb. Parents must stay in their vehicles.** In order to move traffic efficiently, have your student ready to depart the vehicle once it has come to a complete stop. If you plan to walk your student to the door or classroom, you must park in a designated parking place.

- **2nd Grade** students are dropped off in the 2nd grade loop at the curb in front of the lower elementary building.
- **3rd Grade** students are dropped off on the inside lane behind the school cafeteria.
- **4th Grade** students are dropped off on the outside lane on the east of the gym.
- **5th Grade** students are dropped off in front of the 5th grade building at the curb.

Please do not drop students off from the street or across the street in order to bypass the traffic in the loops. **Students eating breakfast must be dropped off at their appropriate grade level zones.**

PICK-UP

Parents must stay in their vehicles. Please do not park at neighborhood businesses and walk across traffic to pick up your students. Cars are subject to being towed. Students will only be loaded at the curbs. Display your school issued name tag prominently in your front window. The duty teacher can call for your child before you reach the front and this will speed up the loading. Once you are at the front of the line the student will then be allowed to load. Students will not be allowed to walk through traffic to reach a parent. Students not picked up by 4:05 through the line will be taken to the offices. Grades 2-3 in the Lower Office and grade 4-5 in the Upper Office. In the event of inclement weather, students will be kept inside the buildings until their parents move to the front of the line.

- **2nd Grade** - the 2nd grade loops in front of the lower elementary building
- **3rd Grade** - the 3rd grade in between the gym and cafeteria buildings.
- **4th Grade**- the 4th grade in between the gym and cafeteria buildings.
- **5th Grade** - front doors of 5th grade building

All car riders must be picked up through their grade level designated zones.

STUDENT CHECK-IN/OUT PROCEDURES

If a student arrives late (after 8:45), parents must walk the student into the office and check him/her in with the secretary before they proceed to class. When checking a student out early, the Parent/Guardian (stated in Infinite Campus) will be required to provide identification before the student will be released. All students must be checked out by 3:15 to avoid confusion and ensure a safe school environment. No students will be called out of class prior to the arrival of the parent/guardian.

CHECKING A STUDENT OUT DURING LUNCH/RECESS

For timely retrieval of your child, it is recommended that you check your child out 10 minutes before they leave for lunch/recess.

PARKING

Please find a designated parking place any time you plan to exit your vehicle. Parking in non-designated spaces creates traffic flow issues. Please do not park at the curbs if you plan to go inside the building.

DESTINATION CHANGES

If a student is to go somewhere other than their normal destination contact the office to let the school know. Transportation requests will not be made after 3:15pm. In order to keep your child safe, the destination change must be verified by the child's parent or guardian. Students will not be removed from a bus once buses are loaded.

ENROLLMENT

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

ATTENDANCE POLICY

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

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

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

Any student who is absent more than 8 days of school during the semester (two 9 weeks equals one semester) shall receive a notation on the attendance section of their report card of "Inadequate attendance". Students receiving an IA are subject to retention. A student must be in attendance at least ninety percent (no more than 8 absences) to participate in school activities and be eligible to advance to

the next grade level. Parents' notes or telephone calls, notes from a physician or court representative will verify the absence or tardy. Students will have (5) five days after each semester to obtain a doctor's note or court representative's note to file in the registrar's office. Hospitalization, contagious diseases or illness, which requires direct medical care by a physician, will constitute an exception.

- **Attendance Review** – Upon the 8th absence, parents will be notified and an Attendance Review Meeting will be held with the Principal(s), Teacher(s), and Counselor. The committee will make a decision as to whether the student receives a passing grade and/or grade advancement. The parent will need to speak with the principal or counselor with each additional absence at which time the committee will determine whether or not it is an issue that requires a referral to the District Attorney. No communication at all from the parent may result in immediate referral to the District Attorney.
- **Reporting Absences** – If your child is going to be absent from school, please notify the school by 10:00 a.m. Please call the respective school office to report absences so they are not counted as truant.

RECORDS REQUEST

For any requested school records: attendance, birth certificate, immunizations, transcripts, etc..., parents/guardians email Candace Roberts, Registrar croberts@newcastle.k12.ok.us Records will be ready for pick-up the following day.

BAD WEATHER / EMERGENCY SCHOOL CLOSINGS

School may be dismissed early or canceled due to bad weather conditions. The school notification system will be activated as soon as the decision is made to close school. Please do not call the school. We MUST keep our phone lines open for emergency communication. If possible, the decision to close will be made as soon as it is appropriate and will be sent out through the school notification system. It will also be reported to the local news channels for broadcast.

TORNADO EVACUATION:

During severe weather conditions, our administrative staff is in constant contact with Emergency Management, as well as the Police and Fire Departments. When the decision is made to evacuate to the Tornado Shelter, we must do so very quickly to ensure student and staff safety. Therefore, students will not be checked out through the office once evacuation procedures have begun. Parents can meet students at the shelter to checkout once they are accounted for and at an appropriate time.

SCHOOL COUNSELING SERVICES

- **Classroom Guidance Counseling** – scheduled meetings with individual classrooms to teach relevant topics. Scheduled appointments with individual classes to meet and deal with issues that may arise throughout the school year. Small Group Counseling – these groups are arranged and scheduled as the need arises and may include divorce, friendship, grief, conflict-resolution, self-esteem groups.
- **Individual Counseling** – may be requested by students, school personnel, and/or parents/guardians. Parents are encouraged to communicate and seek additional help for their child by contacting the counselor and scheduling appointments through the elementary office. All counseling is handled in a confidential environment.

PERSONALLY IDENTIFIABLE INFORMATION

Addressed in school board Policy-[EG](#) Directory information, if you do not want Newcastle Public Schools to disclose any or all of the types of directory information from your child's education records without your prior written consent, you must notify Newcastle Public Schools in writing by September 1.

CLASS PARTIES/DELIVERIES

- Due to the overwhelming amount of deliveries that occur during Valentine's Day celebrations, the school cannot allow deliveries on this day.
- Birthdays – If a parent wishes to celebrate his/her child's birthday at school, the parent should first contact the child's teacher at least one day in advance. Birthday celebrations are to take place in the classroom only (no cafeteria parties). Please do not bring gifts for your child to open at school. Balloons and flower deliveries will not be accepted for birthdays. ALL party favors must fit into the child's backpack.
 - If you would like to invite students to a birthday party outside of school, please send enough invitations for the entire class, or enough for all the girls, or all the boys. Teachers will assist the students in passing out the invitations. We will not provide invitation deliveries to students in other classes.
- FOOD FOR PARTIES/SNACKS ALL food for parties and snacks MUST be store purchased/package**d**.
Home-made/baked goods will not be allowed.

PROMOTION AND RETENTION

Parent and teacher communication is critical to give the students the best possible learning environment. If at any time concerns arise regarding inadequate progress, it will be communicated either in writing, through graded work checked by the parent online, or with a phone call/conference. At the first sign of an academic problem, the teacher will utilize the school's resources to intervene and bring your child up to grade level. If no progress is made, the recommendation may be retention. This is a decision that will not be made without considerable deliberation on the part of the professional educator, administrator and the team of interventionists brought in to assist. If a student has "Inadequate Attendance," (guidelines outlined), he/she also is a candidate for retention.

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

STUDENT PROGRESS

One quarter: 9 Weeks

Two quarters: 18 weeks or one semester

Report Cards:

- Grades 2-3 will be sent out at the end of each nine weeks.
- Grades 4-5 nine weeks grades will be posted in Infinite Campus and semester grades will be printed and sent home for signatures.

Weekly folders:

- Folders will be sent home with the students weekly. Parents should carefully look through their child's folder, removing graded papers and reading enclosed notes from the school. The folder should be signed and returned to school the following day.

Parent Portal: Elementary parents email Candace Roberts at croberts@newcastle.k12.ok.us. Please include the student's name, date of birth, and address in order to set up a Parent Portal account.

Daily Progress- Parents of 4th & 5th grade students are able to access student grades at any time by visiting the parent portal at the following address: <https://www.newcastle.k12.ok.us>

TEXTBOOKS/LIBRARY BOOKS

Students are assigned textbooks to use throughout the school year. Textbooks are the responsibility of the student. Students must replace/pay for lost or damaged books.

Students in 2nd - 5th grade visit the library as a class during specials and may select a book to check out and read; the library is open at other times for drop-ins. Students are responsible for the care of materials they have checked out and must reimburse the school library for lost or damaged library books.

SEARCHES

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

1. School authorities should have reasonable suspicion that the student has something in his/her possession that is evidence of a crime or rule violation.
2. General searches of school property may be conducted at any time.
3. Search of an area assigned to a student should be for a specific item and be in his/her presence in most situations.
4. Illegal items (e.g., firearms, knives, weapons, etc.) or other possessions determined to be a threat to safety and security of others may be seized by school authorities.
5. Items used to disrupt or interfere with the educational process may be temporarily confiscated. School buildings/grounds/bus stops/field trips/home athletic events, and school sponsored events are considered locations where school policies are expected and enforced. Locks are not permitted to be used on school property, therefore students are responsible for their own property when storing items in their cubbies, lockers and desks.

CAFETERIA

Elementary- breakfast is served from 8:20 - 8:40 am. Lunch is served by respective grades between 11:00 am and 12:45 pm. Parents are welcome to check their child out for lunch but are not permitted to eat with their child in the cafeteria.

CAFETERIA RULES

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

Consequences for continued failure to follow cafeteria rules:

- The students may be removed from the group, recess privilege may be removed and/or cafeteria

clean-up duties may be assigned.

BRING LUNCH TO YOUR STUDENT

Times and Places to deliver meals:

- **2nd Grade** - 11:40 to the Lower Elementary Office
- **3rd Grade** - 10:40 to the Lower Elementary Office
- **4th Grade** - 9:40 to the Upper Elementary Office (before specials, because they do not come back to their classrooms)
- **5th Grade** - 11:40 to the Upper Elementary Office

FREE & REDUCED LUNCHES

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

MEAL PAYMENT POLICY

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

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

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

A new Meals Benefit Application needs to be filled out yearly to qualify for Free/Reduced meals for your student(s). Parents/Guardians can access and manage meal accounts and forms through the Infinite Campus Parent Portal.

FIELD TRIPS

Transportation to and from field trips is provided by the school. Only students enrolled in our school are allowed to ride the buses to and from field trips. All students must be in class the day of the field trip to participate. We lose school funding when a student goes directly to the site of a field trip. Therefore, if the students go directly to the field trip site, they will not be considered part of the school group and are counted absent. If a student leaves early from the field trip, they must check out face to face with their homeroom teacher, not through a text message. If a student leaves with a third party, please complete the Third Party Transfer Form:

https://www.newcastle.k12.ok.us/Downloads/Third%20Party%20Student%20Transport_Fillable.pdf. This form must be completed by the parent/guardian and turned into their teacher before the class leaves on the field trip.

BUS/TRANSPORTATION RULES

Riding the bus is a privilege; therefore, the consequences for misbehavior will be revocation of the privilege in order to keep the bus safe. Click on the link below for our District Transportation expectations and discipline matrix [NPS Bus Rider Expectations](#)

PLAYGROUND RULES

1. Play only on designated playground areas.
2. All students are expected to go outside to play during recess. If your child is not able to go outside due to health concerns, please contact their homeroom teacher to make arrangements.
3. Use playground equipment in the manner for which it was intended. Follow rules & take turns.
4. No organized team sports are allowed (football, basketball, soccer, ect.) Catching and throwing games are allowed.
5. If a ball should be hit or kicked from the playground area, permission to retrieve it will be given by the teacher on duty.
6. When the bell rings or whistle blows, stop playing at once, and prepare to go inside.

TEMPERATURE

If the wind chill is below 32 degrees, or if the heat index is over 99 degrees, we will have indoor recess. We use the Perry Weather Platform for lightning, temperature, wind and severe weather. No matter what the weather is like, please dress students appropriately.

PHYSICAL EDUCATION

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

Attire for physical education (PE and ABL) - must have shoes that enable them to safely participate (tennis shoes are recommended). If a child wears flip-flops, snow boots, sandals, etc., it will inhibit their ability to participate safely.

SCHOOL HEALTH

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

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

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

PETS

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

EMERGENCIES/FIRST AID

Minor cuts and abrasions will be cleaned and covered with a bandage. We are not allowed to use any type

of spray or ointment. In case of serious injury or illness/health emergency, we will make every effort to contact the parents or guardian, however, it is our school district's policy to first call paramedics. The district is not responsible for any transportation and/or medical costs associated with emergency care.

NURSE'S OFFICE REQUIREMENTS

MEDICATION

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

1. All medications must be brought to the office by the parents/guardians. Students are not allowed to carry medications on their person at any time. The only exceptions are emergency medications such as rescue inhalers, epi-pens and insulin with the appropriate consent form on file.
2. A student who needs to take a prescription medication must have the appropriate medication consent form signed by the physician and parent before the medication can be brought to and kept at school.
3. The parent/guardian will promptly notify the school of any changes in the administration of this medication by providing the school with a new medication consent form with physician signature. Written or verbal changes from parent/guardian CANNOT be accepted.
4. Non-prescription medications brought from home and kept at school will also have to have a permission form signed by parent or guardian. The school cannot accept out of date medication.
5. Medicine must be brought and left at school in original containers with all instructions and pharmacy labels clearly visible.
6. The pharmacy will dispense an additional prescription label and bottle for school if requested by the parent/guardian. Medication cannot and will not be accepted in bags or envelopes.
7. Medication and medication forms must be kept in the office.
8. Asthma inhalers and Epi-pens must be kept in the office unless a form for "Self-Administering Asthma Inhalants" has been completed by all parties involved parents, physicians, and school nurse.
9. All medications must be picked up by the last day of school. If not, it will be destroyed.

IMMUNIZATIONS

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

HEAD LICE - Newcastle Schools has a "No-Nit Policy".

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

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

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

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

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

SUSPECTED CHILD ABUSE

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

FERPA

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

- The right of a student's parent or an eligible student to inspect and review the student's educational records;
- The right of a student's parents or an eligible student to seek to correct parts of the student's educational record which he/she believes to be inaccurate, misleading, or in violation of the student's rights. This right includes the right to a hearing to present evidence that the record would be changed if the District decides not to alter it according to the parent or eligible student's request;
- The rights of any person to file a complaint with the Department of Education if the Newcastle School District violates FERPA; The right to obtain a copy of the FERPA from the central office at the cost of 25 cents a page.

The intent of the Newcastle School District to limit the disclosure of the information contained in the student's educational records except:

- By prior written consent of the student's parents or the eligible student
- As directory information
- Under certain limited circumstances as permitted by FERPA.

The District will arrange to provide translations of this notice to non-English speaking parents in their native language.

Hatch Amendment

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

instructional materials if these materials or surveys are funded by the United States Department of Education.

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

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

BILL OF RIGHTS

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

SPECIAL EDUCATION

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

- **Referral:** Preschool children ages 3 through 5 and students enrolled in K-12 who are suspected of having disabilities which may require special and related services, may be referred for a screening evaluation through the local schools. Our local school district coordinates with the Sooner State Early Intervention Program in referrals for identification and evaluation of infants and toddlers who may be eligible for early intervention services from birth through 2 years of age, or for special education and related services beginning at 3 years of age. The Oklahoma Area-wide Service Information System (OASIS), through a toll free number (1-800-42OASIS), also provides statewide information and referrals to local schools and other service providers.
- **Screening:** Screening activities may include vision, hearing, and health. Other screening activities may include review of records and educational history, interviews, observations, and specially developed readiness or educational screening instruments. The Regional Education Service Centers provide assistance and consultation to local schools in these efforts.
 - **Readiness Screening:** Personally identifiable information is collected on all kindergarten and first grade students participating in school-wide readiness screenings to assess readiness for kindergarten and first grade. Results of the screening are made available to parents or legal

guardians, teachers, and school administrators. No child shall be educationally screened for readiness or evaluated without notice to the child's parent or legal guardian.

- **Educational Screening:** Educational screening includes procedures for the identification of children who may have special learning needs and may be eligible for special education and related services. Each school district in the state provides educational screening. Educational screening will not be administered to a student whose parent or legal guardian has filed a written objection with the local school district. All students shall be screened as needed or upon the request of the parent, legal guardian, or teacher. Students entering the school system from another state, a district within the state that has not provided a previous educational screening, or who have been homeschooled, shall be educationally screened within 6 months from the date of entry.
- **Evaluation:** *Evaluation* means procedures used in accordance with federal laws and regulations to determine whether a child has a disability and the nature and extent of the special education and related services that the child needs. This may involve procedures being used selectively with an individual child and does not include basic tests administered or procedures used with all children in a school, grade, or class. The parent or legal guardian must provide written consent for evaluation. The consent form must be on file with the local district prior to any child receiving an initial evaluation for the purposes of special education and related services.
- **Collection of Personally Identifiable Information:** Educational records which contain personally identifiable information shall be collected by schools for identification, location, screening, and evaluation of children. These records shall be maintained in accordance with Family Educational Rights and Privacy Act and the *Policies and Procedures for Special Education in Oklahoma*. School districts shall develop and implement a local policy regarding the collection, storage, disclosure, and destruction of confidential student records. Parents may obtain a copy of the local policy from the District's administrator. For further information, contact Angela Green, at 101 N. Main St, Newcastle, OK 73065. Telephone (405) 387-6304

INTERNET ACCESS AND ACCEPTABLE USE POLICY

General: The Internet is an electronic highway connecting a multitude of computers throughout the world. Through the Internet, students and employees have access to electronic mail (e-mail), news, databases, library resources, and a wide variety of other information sources. The District provides a wide variety of opportunities for students and employees to use the District's computers to access the Internet. Through the Internet, it is possible to access material which may contain illegal, defamatory, inaccurate, pornographic, and/or offensive content. Due to the nature of the Internet, the District cannot guarantee that students and employees will not access such material. However, the District is committed to enforcing a policy of Internet safety and monitoring the Internet activities of its students. The District makes no warranties of any kind, either express or implied, regarding the Internet access being provided. The District shall not be responsible for any damages users suffer, including but not limited to loss of data resulting from delays or interruptions in service. Nor shall the District be liable for the accuracy, nature, or quality of information stored on District's computer equipment or of information gathered through Internet access provided by the District. However, the Administration shall develop, implement, and maintain regulations and forms to restrict the use of the District's computers and Internet access to legitimate and acceptable purposes and to regulate students' and employees' privilege of access and use. The District shall install and operate computer software programs which restrict access to certain materials, such as material which depicts nudity, sex, sexual acts, excretion, and exhibition of genitals and which, taken as a whole, lacks serious literary, artistic, political, or scientific values. Students who are granted access to the Internet shall

receive instruction regarding safety and security when using electronic mail, chat rooms, and other forms of direct electronic communications and the disclosure, use, or dissemination of personally identifiable information.

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

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

- 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 materials from any electronic mail sent or received using the District's computers or District-provided Internet access.

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

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

VIRTUAL / DISTANCE LEARNING GUIDELINES

Please refer to the Distance Learning Resources page on Newcastle Public Schools website:

<https://www.newcastle.k12.ok.us/ContinuousLearningResources.aspx>

Virtual/Distance Learning attendance will be determined based on contact with school staff on a virtual day. Work assigned on Virtual/Distance Learning days will count towards overall student progress.

STUDENT CODE OF CONDUCT

All students are expected to behave in a manner acceptable to everyone concerned - other students, teachers, administrators, and society in general. All students are under the authority of the principal, teachers, bus drivers, and school personnel. Students suspended or expelled from school are not allowed on school properties or to take part in any school sponsored activities. Expulsions may be for the current and following semesters. Parents are crucial in the support given to their children and the school. It will be our aim to work with students and parents in a positive manner. It is of utmost importance for teachers and parents to communicate in order to work together for the best interest of students. Parents will be contacted by the school through notes home, mail or by telephone concerning all disciplinary actions administered by school officials. Click [here](#) for our school board policy.

DISCIPLINE AND CONTROL POLICY

IMPLIED AUTHORITY - A school district . . . may exercise those powers necessarily implied, or delegated by law to any other agency or official. (70 O.S. § 5-117; S.L.O. § 68) The teacher or administrator shall have the same right as a parent or guardian to control and discipline a child while the child is in attendance in school, in school vehicles to or from the school, or while attending or participating in any school function authorized by the school district. All students enrolled in Newcastle Elementary will be expected to abide by the rules and regulations set forth by the administration, teachers, and the [board of education](#) while in attendance at school-sponsored activities, or while being transported to or from school or school-sponsored activities in district-owned transportation equipment. Any student who disobeys the rules or shows disrespect for any teacher and/or school property will be subject to disciplinary action. The disciplinary action taken will depend on the severity and frequency of the violation.

FIGHTING

Cases of assault, which is the violent and forceful physical or verbal attack of another student or school employee, will not be tolerated. The district reserves the right to turn these cases over to law enforcement. First Offense: May result in (3) three to ten (10) days suspension plus an evidentiary hearing, which could lead to suspension for up to one year.

BICYCLE / SKATEBOARDS, ETC.

Skateboards are prohibited at Newcastle Elementary School. Newcastle Schools are not responsible for bicycles or other equipment brought on campus. Students are only allowed to ride bikes on campus to and from school during hours of operation. Failure to follow this rule will result in losing this privilege. Helmets are recommended when using bicycles.

BULLYING

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

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

a. Physical Bullying: includes harm or threatened harm to another's body or property, including, but not limited to, what would reasonably be foreseen as a serious expression of intent to inflict physical harm or property damage through verbal or written speech or gestures directed at the student-victim, when considering the factual circumstances in which the threat was made and the reaction of the intended victim. Common acts include tripping, hitting, pushing, pinching, pulling hair, kicking, biting, starting fights, daring others to fight, stealing or destroying property, extortion, assaults with a weapon, other violent acts, and homicide.

b. Emotional Bullying: includes the intentional infliction of harm to another's self-esteem, including, but not limited to, insulting or profane remarks, insulting or profane gestures, or harassing and frightening statement, when such events are considered in light of the surrounding facts, the history of the students involved, and age, maturity, and special characteristics of the students.

c. Social Bullying: includes harm to another's group acceptance, including, but not limited to, harm resulting from intentionally gossiping about another student or intentionally spreading negative rumors about another student that results in the victim being excluded from a school activity or student group; the intentional planning and/or implementation of acts or statements that inflict public humiliation upon a student; the intentional undermining of current relationships of the victim-student through the spreading of untrue gossip or rumors designed to humiliate or embarrass the student; the use of gossip, rumors, or humiliating acts designed to deprive the student of awards, recognition, or involvement in school activities; the false or malicious spreading of an untrue statement or statements about another student that exposes the victim to contempt or ridicule or deprives the victim of the confidence and respect of student peers; or the

making of false statements to others that the student has committed a crime, or has an infectious, contagious, or loathsome disease, or similar egregious representations.

d. Sexual Bullying: includes harm to another resulting from, but not limited to, making unwelcome sexual comments about the student; making vulgar, profane, or lewd comments or drawings or graffiti about the victim; directing vulgar, profane, or lewd gestures toward the victim; committing physical acts of a sexual nature at school, including the fondling or touching of private parts of the victim's body; participation in the gossiping or spreading of false rumors

about the student's sexual life; written or verbal statements directed at the victim that would reasonably be interpreted as a serious threat to force the victim to commit sexual acts or to sexually assault the victim when considering the factual circumstances in which the threat was made and the reaction of the intended victim; off-campus dating violence by a student that

adversely affects the victim's school performance or behavior, attendance, participation in school functions or extracurricular activities, or makes the victim fearful at school of the assaulting bully; or the commission of sexual assault, rape, or homicide. Such conduct may also constitute sexual harassment – also prohibited by Newcastle Public Schools.

2. "Electronic communication" means the communication of any written, verbal, or pictorial information or video content by means of an electronic device, including, but not limited to, a telephone, a mobile or cellular telephone or other wireless communication device, or a computer.

3. "Threatening behavior" means any pattern of behavior or isolated action, whether or not it is directed at another person, that a reasonable person would believe indicates potential for future harm to students, school personnel, or school property.

4. Harassment: The following actions may be considered "harassment"

a. Verbal, physical, or written harassment or abuse;

- b. Repeated remarks of a demeaning nature;**
- c. Implied or explicit threats concerning one's grades, achievements, etc.;**
- d. Demeaning jokes, stories, or activities directed at the student;**
- e. Unwelcome physical contact.**

Students are encouraged to inform school personnel if they are the victim of or a witness to acts of harassment, intimidation, or bullying (see examples in the section above). Reports can be made using STOP IT (<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.

StopIt App

Students and Parents can report any unwanted behavior to school administration using the Stopit app. See district website www.newcastle.k12.ok.us for more information.

Elementary: NewcastleEL6388

CHEATING / PLAGIARISM

A grade of zero (0) will be given for all work resulting from the cheating/plagiarism of the student and any student who assisted the student to cheat. More severe punishment may be enacted based upon individual circumstances.

DISRUPTION OF SCHOOL

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

DRESS CODE

The district dress code has been developed and officially adopted by the [Newcastle Board of Education](#). Newcastle Elementary School follows our board dress policy and listed below is our site specific dress code:

1. No Ball caps, hoodies, beanies
2. No Writing on self or each other's bodies or clothing at school.
3. No Tennis shoe skates (heels) and cleats.

A student who violates the dress code will be required to change or cover the article of clothing. The violation will be documented and the parent notified. Future dress code violations may result in additional consequences up to possible out-of-school suspension.

TOYS AND FIDGETS

Students are not allowed to bring toys or fidgets to school without permission from their classroom teacher(s) and/or administration.

DRUGS & ALCOHOL POLICY

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

Whenever a teacher recognizes that a student may be under the influence of alcoholic beverages, as defined in §2-101, Title 63 of the Oklahoma Statutes, he/she will notify the principal or his designee. The principal, or designee, then immediately notifies the superintendent, or designee, and a parent/guardian; as well as, law enforcement. Students who violate this policy may be subject to suspension or expulsion based upon the severity. See District Policy [FNCE: Reporting Students Under the Influence of or Possessing Alcoholic Beverages of Controlled Dangerous Substances.](#)

TOBACCO & TOBACCO RELATED PRODUCTS

Oklahoma law requires that schools be tobacco free 24 hours a day, 7 days a week. This law **prohibits the use of tobacco** in any form, by anyone, at any place, and at any time while on school grounds and during any school sponsored functions held off campus, including school vehicles and school-sponsored activities. See School Board Policy [FNC.](#)

ELECTRONIC DEVICES

Students will be allowed to use electronic devices as deemed appropriate by the classroom teacher. If a student brings a device from home, the school will not be responsible for any loss, theft or damage to the device. Electronic devices must stay put away throughout the day until students are loaded in their transportation. Electronic devices can be used as permitted through Administration's discretion and teacher permission. Consequences for misuse may range from parents picking up the device from the office, loss of privileges, to possible suspension. Any and all electronic devices, including but not limited to cell phones, smart phones, tablets, laptops, smart watches, or any other type of mobile electronic device, have a reduced expectation of privacy once they enter any school zone and may be subject to confiscation and/or search should a school violation be suspected. Possession and/or use of any personal electronic device is a privilege, not a right, that is extended to the student, which, at the discretion of the school, may be revoked should circumstances warrant. See school board policy [FNC](#)

PROFANITY / OBSCENITY / PORNOGRAPHY

The use of obscene language constitutes a serious offense and is in direct violation of school policy. A student who engages in such acts will receive severe discipline that could result in In-School suspension, suspension, or expulsion from school. Pornography in any form is unacceptable. Students in possession of pornographic materials may be subjected to ISS, suspension, or expulsion from school. The principal, or designee, then immediately notifies the superintendent, or designee, and a parent/guardian; as well as, law enforcement. See District Policy [FNC.](#)

PUBLIC DISPLAY OF AFFECTION (PDA)

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

THREATS

No verbal or written threat will be tolerated. Verbal or written threats toward teachers, students, school personnel, or school property could result in short-term or long-term suspension, depending on the circumstances. All threats will be reported and evaluated by qualified threat assessment personnel. See School Board Policy [FNC](#).

SEXUAL HARASSMENT

Sexual harassment is defined as:

- Unwelcome sexual advances
- Requests for sexual favors
- Other verbal or physical conduct or communication of an intimidating, hostile, or offensive sexual nature.

Forms of Sexual Harassment:

- Verbal
- Non-verbal
- Physical

Sexual harassment of students, employees, or volunteers is unlawful under both Oklahoma and federal law. The school district will not tolerate sexual harassment, false reports of sexual harassment, or retaliation against persons reporting allegations of sexual harassment or cooperating in the investigation of such complaints. SEXUAL HARASSMENT COULD RESULT IN SHORT-TERM OR LONG-TERM SUSPENSION. See District Policy [FB](#).

SEXUAL HARASSMENT COMPLAINT PROCEDURE

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

VANDALISM AND PROPERTY DAMAGE

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

WEAPONS AND DANGEROUS INSTRUMENTS

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

- A. Students who possess or use any firearms or dangerous weapons during school time, on school premises, on school buses, or during school-sponsored activities will be subject to suspension for up to one year and no less than one semester. Any decision otherwise must be approved by the Superintendent of Schools.
- B. Students who possess or use any dangerous or annoying device or item that could be used as a

weapon or other weapons used for assault during school time, on school premises, on school buses, or during school-sponsored activities may be expelled for up to one year and no less than one semester. Any decision otherwise must be approved by the Superintendent of Schools.

- C. Any reported case of possession of a dangerous weapon will be turned over to the appropriate law enforcement agency for investigation. See District Policy [FNCGA](#).

DISCIPLINE

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

TRANSFERS-OPEN/EMERGENCY

Information can be located on the district's website www.newcastle.12.ok.us in the Board of Education Policies (Newcastle.k12.ok.us) [FE](#).

ASBESTOS NOTIFICATION

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

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

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

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

- Collection, disclosure, or use of personal information for marketing, sales, or other distribution.
- Administration of any protected information survey not funded in whole or in part by the Department of Education.
- Any non-emergency, invasive physical examination or screening as described above.
- Parents who believe their rights have been violated may file a complaint with: Family Policy Compliance Office U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202

MCKINNEY-VENTO HOMELESS ASSISTANCE ACT

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