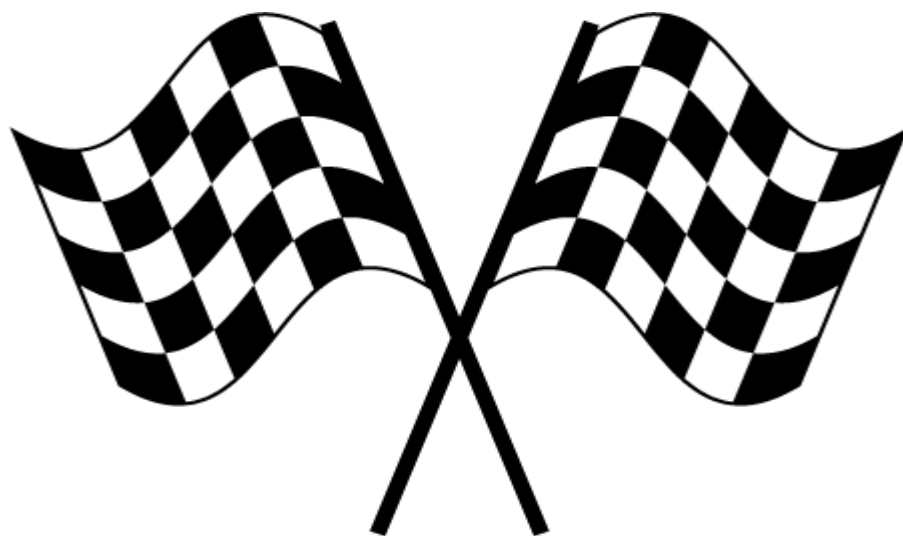


# NEWCASTLE PUBLIC SCHOOLS



**2015-2016**  
**Student and Parent Procedures Manual**  
**For Secondary Students**

**Newcastle High School**  
**(405) 387- 4304**

**Newcastle Middle School**  
**(405) 387- 3139**

**101 N. Main**  
**Newcastle, OK**  
[www.newcastle.k12.ok.us](http://www.newcastle.k12.ok.us)

**Home of the Racers**  
**School Board Members**

President.....Mr.James Albertson  
Vice-President.....Mr. Randy Corbin  
Clerk.....Mr. Doug Harryman  
Deputy Clerk.....Mr. Gary Knowles  
Member.....Mr. John Maker

**Administration**

Superintendent.....Mr. Tony O'Brien  
MS Principal.....Mr. John Harris  
MS Assistant Principal.....Mr. Andrew Winters  
HS Principal.....Mr. Rob Gilstrap  
HS Assistant Principal.....Mrs. Robbin Sanders  
HS Counselor.....Mrs. Stephanie Burchett  
HS Counselor.....Mrs. Heather Barton  
MS Counselor.....Mrs. Toni Kammerlocher  
Athletic Director.....Mr. Dale Berglan  
District Testing Coordinator.....Mr. John Isaacson  
HS Secretary.....Mrs. Mona Brite  
HS Registrar.....Mrs. Tonya Castle  
MS Secretary.....Mrs. Malinda Wilson  
MS Registrar.....Mrs. Cathy Robertson

**2015-2016 SCHOOL CALENDAR**

**First Semester**

August 10 ..... Meet the Teacher

August 12 ..... First day for students

September 7.....Labor Day-No school

September 17.....Parent-Teacher Conference

September 18.....No School

October 14.....End of First Nine Weeks

October 15, 16 .....Fall Break

October 19 .....Begin Second Nine Weeks

November 23, 24, 25, 26, 27 ..... Thanksgiving Holiday-No school

December 18.....End of Second Nine Weeks

December 21– January 1, 2014..... Christmas Holiday-No school

## Second Semester

January 4 . . . . . Begins Third Nine Weeks

January 18 . . . . . Martin Luther King Day-No School

February 11 . . . . . Parent-Teacher Conferences

February 12 . . . . . No School

February 15 . . . . . President's Day No School

March 4 . . . . . End of Third Nine Weeks

March 7 . . . . . Begins Fourth Nine Weeks

March 14-18 . . . . . Spring Break

March 25 . . . . . Snow Day

May 16 . . . . . Graduation

May 20 . . . . . Last Day of classes

### **DISTRICT MISSION STATEMENT**

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

### **DISTRICT VISION STATEMENT**

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

### **LONG RANGE GOALS**

#### **GOAL 1: PERFORMANCE: ADVANCE AND PROMOTE EXCELLENCE THROUGH SOUND GOVERNANCE AND MEANINGFUL PARTNERSHIP AND COLLABORATIONS.**

- A. Newcastle Schools will promote fulfillment of the district's mission through board policy governance, strategic planning and oversight which will be achieved through the following measurable outcomes:**
- Fostering a district culture of making data driven decisions in all district operations.
  - The board and superintendent will annually review, analyze, and re-invest in board/superintendent team goals that are reflective of the district's mission.
- B. Newcastle Schools will promote and achieve excellence in the areas of: Academics, Activities, and Attitude through the following measurable outcomes:**
- By 2016, meet and exceed state and federal targets for student performance on Common Core State tests in all schools, at all grade levels, and in all content areas.
  - Beginning with the 2013-2014 school year, annually reduce by 10% the number of students scoring limited knowledge or unsatisfactory in all schools, at all grade levels in all content areas of OCCT and EOI.
  - Continue to annually meet the criteria of an "A" in the Overall and Performance Categories on the Oklahoma State Department of Education A-F Card in all schools.
  - Encourage student participation in rigorous coursework so that there is an increase annually of 10% of students who complete Algebra I by the end of 8<sup>th</sup>

grade and 70% of students graduate having completed at least one Dual Credit, Concurrent Enrollment, or Advanced Placement course.

**B. Newcastle Schools will provide opportunities for development and position students for successful completion within the Arts and Athletics through the following outcomes:**

- Ensure that all students participate in one or more co-curricular organizations in the areas of activities, athletics, and/or the arts.
- All sites will increase staff and student participation in life-long Health and Fitness activities by 10% per year.
- All activity and sport teams will maintain “competitive” programs annually.
- Staffing and facility improvement and enhancement will be part of each programs annual plan of improvement.

**D. Newcastle Schools will provide a supportive learning environment through the following measurable outcomes:**

- Annually increase technology access for every Newcastle student, striving for a ratio of one computer to every three students.
- Administrators and teachers will use research-based methods for monitoring progress, will reflect on progress, and make mid-course corrections as necessary in pursuit of student success.
- Ensure that 100% of Newcastle teachers annually receive training in professional development areas such as academic interventions and techniques, safe schools, and classroom management, technology integration.

**GOAL 2: ENVIRONMENT AND CLIMATE: CULTIVATE AND ENCOURAGE SUCCESS THROUGH THE PROVISION OF SAFE, HEALTHY AND SUPPORTIVE SCHOOL/WORKPLACE ENVIRONMENTS**

**A. Newcastle Schools will provide a safe and healthy environment through the following measurable outcomes:**

- Beginning with the 2013-2014 school year, annually decrease the percentage of student disciplinary referrals by 10% throughout the district.
- All students, in all grade levels, and at all sites will participate semi-annually in campaigns that promote high ethical standards, anti-bullying, and social etiquette.
- All building will be secured through limited access entry points by the 2013-2014 school year to provide safe learning environments.
- Current facilities will be maintained to a high level of care both on the interior and exterior. This will include items such as documented custodial, maintenance, and ground care.

**B. Newcastle Schools will promote and encourage parent/guardian and community involvement through the following measurable outcomes:**

- Beginning with the 2013-2014 school year, promote more parent involvement by increasing opportunities and volunteer hours contributed by 10%.
- Beginning with the 2013-2014 school year, parents/guardians will have annual opportunities to provide feedback to the district through comprehensive and targeted surveys. Annually, surveys results will demonstrate community and teacher satisfaction growth.
- Beginning with the 2013-2014 school year, at least 5% of our parents will be participating in the area Parent Legislative Action Committee (PLAC).
- Ensure that students in grades 6-12 participate in community service hours as determined by board policy.

**GOAL 3: RESOURCES: FOCUS RESOURCES IN A STRATEGIC MANNER TO SUPPORT THE DISTRICT'S MISSION**

**A. Newcastle Schools will provide fiscal support to accomplish its mission in the following measurable outcomes:**

- Recruit, employ and retain the best possible workforce for Newcastle public schools.
- Promoting fiscal responsibility and conservancy to provide for the future endeavors of our students.
- Offering class sizes that are conducive to small student-teachers ratios while maintaining our fiscal conservancy.
- Continue implementation of district's technology system to support curriculum/instruction and administrative functions.
- Provide quality-constructed, well-maintained and efficiently operated facilities that are appropriate for district educational and support functions.

**B. Newcastle Schools will focus its resources based on input received from community and school patrons through the use of the following data gathering tools:**

- Survey Information
- Interviews
- Community member sign-off
- Tracking expenditures from the input received
- Elected members of the community

## ACT/SAT/PSAT DATES

The ACT Test ([www.act.org](http://www.act.org)) will be held on the following dates, with the registration deadlines listed in parentheses: Sep 12 (Aug 7), Oct 24 (Sep 18), Dec 12 (Nov 6), Feb 6 (Jan 8), Apr 9 (Mar 4), and June 11 (May 6). To learn more about registering for the SAT Test, visit [www.collegeboard.com](http://www.collegeboard.com). The national PSAT test date is October 14<sup>th</sup> and this test is administered on our campus. This is the test Juniors must take in order to qualify for consideration for National Merit honors. Please check with our counselor for more information, or visit the appropriate websites. It is very important for you to have a plan in place on when and where you will take these tests, as well as how many times you plan to take them. Some research indicates that taking the ACT more frequently may result in an increase of a student's score. We strongly encourage our students to take the ACT during the spring semester of the sophomore year and at least once each semester during the junior and senior years. In addition, students may take a residual ACT test at most colleges, for which the score typically only counts for that particular college. For more information regarding residual tests, please see the counselor.

**Also, if possible, please consider spending approximately \$19 when you sign up to receive the actual test and the answers from your student's ACT test. Many of our teachers are more than willing to go over the results with students. This opportunity is available on the December 14, April 12, and June 14 test dates.**

## 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 ISD 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 the directions of the supervising staff member and abide by the school tardy and attendance policy



4. A student may serve as an aide only one period during the school day.
5. Students will receive a grade for serving as an office aide. The grade will be based largely on effort, Attitude, attendance, punctuality, and the ability to follow school policies and procedures.

### **Teacher Aides (Office Procedures)**

One student aide is permitted per department and will work under the supervision of the department chairperson/supervisor. Students may also be assigned for the purpose of special projects under the supervision of a teacher. Students will be graded according to their ability and willingness to learn and follow standard office procedures, including attendance, reliable effort, and dependability.

### **Office, Counselor, Library Aides (Office Procedures)**

The main office, counseling office, and library may have one aide each per hour. Exceptions to this must be made by the building principal.

## **ANNOUNCEMENTS**

Announcements are distributed through E-mail to all classrooms and announced over the intercom daily, or a copy will be available in the office for those who miss the regular announcement. Only those announcements approved by the principal and submitted by 3:30pm the previous day will be included in the daily bulletin. The Pledge of Allegiance and Moment of Silence shall be included as part of the announcements.

An effort will also be made to post the announcements on the web on a regular basis.

## **ASBESTOS NOTIFICATION**

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

In 1986, Congress passed the Asbestos Hazard Emergency Response Act (AHERA) which requires schools to be inspected to identify any asbestos containing building materials. Suspected asbestos-containing building materials were located, sampled (or assumed) and rated according to condition and potential hazard. Every three years, Newcastle Public Schools has conducted a reinspection 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

reinspection conducted on September 12, 2012, ALL BUILDINGS within Newcastle Public School District were inspected and found to contain NO ABESTOS 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 a certified administrative personnel. Any student with a current IEP shall begin the procedure with a placement committee meeting.

1. A student so removed shall not be readmitted until the investigation is concluded.
2. 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.
3. 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.
4. When the investigative administrative personnel has determined that a student is guilty of a battery or assault and battery on school personnel that student shall be suspended from the school for not less than 10 school days and not more than one calendar year.

## **ASSEMBLIES**

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.**

## **ATTENDANCE POLICY**

When a student is absent from school, it is the responsibility of the parent or guardian to contact the school. **All excused (including medical, court, etc) and unexcused absences count toward the 10 absences per semester limit.** All court, doctor, or dental appointments will require a note from that agency for the absence to be excused and **must be turned in to the office within 48 hours of the absence. If the absence was such that there is not documentation, the parent must call and excuse their child within 48 hours.** Parents will be notified if they have not taken care of excusing their child's absence, but **please note the expectation is that parents will initiate the contact with the office, preferably on the morning of the day of the absence.**

A student is allowed a maximum of ten absences per semester, per period. This is a total of 10, whether they are excused or unexcused. If a student successfully passes the course but has more than 10 absences, the student will receive NO CREDIT on his/her transcript for that course. If a student fails the course, he or she will be given an "F" regardless of the number of absences. Absences due to school activities are covered under OSSAA guidelines and therefore are not included under this category. Other exceptions to this category of ten allowed absences include: absences related to a student's classwork and sponsored by a teacher, such as a class field trip; the two days allowed for college visits for both juniors and seniors; and up to one day per year, provided documentation is provided to the attendance office, for the purpose of obtaining a driver's license.

**A student is responsible for requesting make-up assignments when he/she returns to school.** For each day of absence, a student shall have one school day to make up the work missed. Any examination or tests, announced during the student's presence in a class, or which is regularly scheduled (e.g. nine weeks test), shall be made up on the day the student returns to class. Any exceptions to the policy shall be limited to those exceptions made by the principal.

Excessive absences may result in receiving NO CREDIT for the semester grade, referral of the student and parent to the district attorney, and disciplinary consequences.

To be excused from school, a child must meet guidelines established by state law. Excused absence will be granted for the following reasons:

1. Personal family illnesses/injuries
2. Medical and dental appointments
3. Legal matters, including service on a grand, multi-county grand, or petit jury
4. Funerals

5. Observance of holidays required by student's religious affiliation with written notification to principal one (1) week prior to holiday.
6. Extenuating circumstances deemed necessary by the principal

**Absences are defined as** being more than ten minutes late to first hour, or more than five minutes late to second through seventh hour. In addition, if a student checks out early from a class period, the student will be counted absent if he or she misses more than half of the class period.

## **ATTENDANCE APPEALS**

Should a student exceed the ten absences allowed for a semester, it is the responsibility of the parent and/or guardian to submit an appeal in writing to the building principal within ten school days of receipt of notification that attendance requirements have not been met. Reasons for possible exceptions to the attendance procedure may include: illness or hospitalization, substantiated by a doctor's statement submitted when the student returns to school from that absence; or any absence of an emergency nature deemed unavoidable by the school principal, or committee appointed by the school principal.

## **ATTENDANCE CODES**

The following codes may appear on a printout of your student's attendance or when you access your student's information online: AA(students was absent but we have not heard from a parent); AU (unexcused absence); AE (excused absence); AM (absence excused with medical documentation); TU (tardy); TE (excused tardy-Tardies are only excused if a student is tardy to class due to a school activity/action or the student is late due to a documented medical/legal appointment.); ES (school activity); EI (in-school detention); AF (field trip); DL (driver's license); CV (college visit); AL (legal absence); QA (absence due to a state qualifying event); EO (student was in the office); and AT (testing).

## **ATTENDANCE POLICY FOR EXTRA-CURRICULAR ACTIVITIES**

Newcastle Public Schools encourages students to be in attendance in the regularly scheduled classes as much as possible. Classroom attendance will help students develop good work habits, responsibility and self-discipline. Newcastle schools also recognize the positive contributions a properly structured extra-curricular program can make in the growth and maturation of students. It is with that dual understanding that the Newcastle School Board establishes the following activities/attendance regulations.

### Definitions:

Extra-Curricular activities are those activities that do not relate directly to the established academic curriculum. *Properly structured and planned activity trips which serve to reinforce and apply the classroom instruction are part of the academic curriculum.*

### Policy:

A student shall not be permitted to miss one class period more than ten (10) times per school year due to participation in extra-curricular activities. Any and all exceptions to this number, not covered by this policy, must be submitted by the sponsor to the athletic director.

Any student who is to be considered for any exception must meet the following criteria.

1. Must have a GPA for the current semester of 2.0 or higher.
2. Must have already used his/her allowed 10 activity absences.

The sponsors are responsible for submitting in advance to the office a correct list of students who will be absent for any given activity. A list should be submitted any time a student or students will miss class, even if the activity is exempt from this policy. The office will be responsible for maintaining an addendum to the attendance records, which verifies each student's absences because of activities.

The sponsors of each extra-curricular activity should make every effort to schedule the activity outside of the normal school day.

Exceptions from the above policy include, but are not necessarily limited to:

1. School assemblies
2. Class meeting, pep assemblies, etc.
3. Testing
4. Time spent with the counselor
5. Time spent with the administration
6. Sessions with local or state juvenile officials
7. Sessions with law enforcement officer
8. State and national levels of school-sponsored contests
9. School and yearbook pictures.

## **BULLYING, INTIMIDATION, HARASSMENT**

According to Oklahoma State Law 70 O.S. 20015, bullying, harassment, and intimidation are specifically prohibited “at school.”

“Harassment, intimidation, and bullying” means any gesture, written or verbal expression, electronic communication, or physical act that a reasonable person should know will harm another student, damage another student’s property, place another student in reasonable fear of harm to the student’s person or damage to the student’s property, or insult or demean any student or group of students in such a way as to disrupt or interfere with the school’s educational mission or the education of any student.

“Harassment, intimidation, and bullying” include, but are not limited to, a gesture or written, verbal, or physical acts, or electronic communications. Harassment is intimidation by threats of or actual physical violence; the creation by whatever means of a climate of hostility or intimidation; or the use of language, conduct, or symbols in such manner as to be commonly understood to convey hatred, contempt, or prejudice or to have the effect of insulting or stigmatizing an individual. Harassment includes but is not limited to harassment on the basis of race, sex, creed, color, national origin, religion, marital status, or disability.

Harassment, intimidation and bullying set forth above may include, but is not limited to the following:

1. Verbal, physical, or written harassment or abuse;
2. Repeated remarks of a demeaning nature;
3. Implied or explicit threats concerning one’s grades, achievements, etc.;
4. Demeaning jokes, stories, or activities directed at the student;
5. Unwelcome physical contact.
6. The communication of any written, verbal, or pictorial information by means of an electronic device, including, but not limited to, a telephone, cellular telephone or other wireless telecommunication device, or a computer.

This policy is in effect while the students are on school grounds, in school transportation, or attending school-sponsored activities or school-sanctioned events, and while away from school grounds if the misconduct directly affects the good order, efficient management, and welfare of the school district. Parents and students are encouraged to use the Safe Schools hotline (1-877-SAFECALL) as appropriate, as well as report incidents of bullying to the school counselor and/or the building principals. Parents and students are also encouraged to make copies and keep records of any written or electronic incidents of bullying to support the school and our efforts to effectively address and prevent bullying in Newcastle Public Schools. Students may also pick up a

form to document bullying, whether as a witness or as a victim, in both the counseling office and the library. When completed, this form may then be turned into the counseling office.

The following is a basic bullying step-by-step plan:

1. Stop all contact with the student who you feel threatened by.
2. Move away from situation if another situation arises.
3. Immediately report danger to nearest school official or law enforcement agency if necessary.
4. Contact your parents to let them know about the situation
5. Provide evidence and statements to the High School principal as soon as possible.
6. Do not retaliate physically or through social media, but allow due process to take its course.

## **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. Previous to Loading (on the road and at school)
  1. Be on time at the designated school bus stops – keep the bus on schedule.
  2. Stay off the road at all times while waiting for the bus.
  3. Bus riders conduct themselves in a safe manner while waiting.
  4. Wait until the bus comes to a complete stop before attempting to enter.
  5. Be careful in approaching bus stops.
  6. 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
  1. Keep hands and head inside the bus at all times after entering and until leaving the bus.
  2. Assist in keeping the bus safe and sanitary at all times.
  3. Avoid loud talking and laughing or unnecessary confusion diverts the driver's attention and may result in a serious accident.
  4. Treat bus equipment as you would valuable furniture in your own home. Damage to seats, etc., must be paid for by the offender.
  5. Bus riders should never tamper with the bus or any of its equipment.
  6. Leave no books, lunches, or other articles on bus.
  7. Keep books, packages, coats, and all other objects out of the aisles.
  8. Help look after the safety and comfort of small children.

9. Do not throw anything out of the bus window.
10. Bus riders are not permitted to leave their seats while the bus is in motion.
11. Horse-play is not permitted around or on the school bus.
12. Bus riders are expected to be courteous to fellow pupils, the bus driver, and the patrol officers or driver's assistants.
13. Keep quiet when approaching a railroad-crossing stop.
14. In case of a road emergency, children are to remain in the bus, unless instructed by the driver to exit the bus.
15. All rules of the regular school day apply to the bus.

### III After Leaving the Bus

1. 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.
2. Students living on right side of the road, should immediately leave bus and stay clear of traffic
3. Help look after the safety of small children
4. 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

1. The above rules and regulations will apply to any trip under school sponsorship.
2. Pupils *will* respect a *chaperone* appointed by the school officials.

### V Consequences for Misbehavior on the Bus

1. 1st Bus referral - School based punishment, parent contact, and assigned seat at the driver's discretion.
2. 2nd Bus referral - 5 Days of bus suspension.
3. 3rd Bus referral - 10 Days of bus suspension
4. 4th Bus referral - Suspension for the remainder of the semester or longer as deemed necessary by administration.

## CELL PHONES

While realizing that cellular phones and other like devices provide excellent means of communication and connection between students and parents outside of school hours, their use during school is in conflict with our stated mission of focused educational opportunity during the school day.

**Parents needing to contact students during the day should leave messages with the office.** Please do not disrupt your student's academic day by calling or texting your child.



Cell phones are not to be used or even turned on during classroom or passing time. **Students may only use their phones before the first bell rings, after the last bell rings, and during lunchtime.** During all other times, phones must be turned OFF. They may not be turned on and may not be turned to silent. They must be OFF. Students in concurrent enrollment, career-tech, or other alternate schedules are still held to this same procedure any time they are on a school campus.

Students whose phones are found to be on (to include ringing, vibrating, “checking the time”, etc) or who attempt to otherwise use them during school hours will have the device confiscated and brought to the office. The consequences will likely be as follows:

- **1<sup>st</sup> offense** – warning and parent contact
- **2<sup>nd</sup> offense** – detention and parent may be required to pick up phone
- **3<sup>rd</sup> offense** – ISD and parent may be required to pick up the phone
  - Subsequent offenses likely to result in more severe disciplinary action. In addition, if a cell phone is used in the breaking of another school rule (e.g. cheating), the consequences for the cell phone offense itself may be more severe than the current offense warrants.

## **CHEATING/ACADEMIC DISHONESTY**

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

- Presenting the work of another person as your own
- Copying information from another student’s test, examination, theme, book report, homework, notebook, etc., unless specifically given permission by the teacher to do so. Teachers should provide clear guidance in regards to their expectations for group work and group projects.
- Plagiarism- using another person’s ideas, expressions, or words as your own without giving the original author credit
- Preparing to cheat- Examples of this may include: having in your possession a copy of a test or assignment to be given or having been given by a teacher, using a textbook notes or other materials without permission during a test or examination, and talking during a quiz, test, or examination.
- Not following test procedures or instructions given by your teacher or test administrator

- Providing another student with information that allows them to cheat, or otherwise provides an unfair advantage over other students(Example: Picture taking with cell phones)

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

- *A zero will be assigned for the first offense, the teacher will notify the parent, and an office referral will be written which may result in additional consequences to be determined.*
- *A zero and ISD will be assigned for the second offense. Parents will be notified.*
- *Distributing pictured material to other students will have much graver consequences.*

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 he needs 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, unless it can be verified the student is leaving for the rest of the day or attending a doctor or other legal appointment. Checking out students over the phone during the lunch times is otherwise prohibited.

## **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.

## **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, 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.

## **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, unless it can be verified the student is leaving for the rest of the day or attending a doctor or other legal appointment. Checking out students over the phone during the lunch times is otherwise prohibited.**

**Students are not allowed to drive between classes, unless he or she has to drive to get to the next class location off campus** (e.g. 7<sup>th</sup> hour softball, service learning, etc.).

Students have specific areas they are assigned throughout the day and are expected to be in those areas only. Students are not allowed to be in the parking lot (except when on a direct path to another building) and are not allowed to be in their cars during the school day without specific permission from the principal. Students enrolled in morning career tech may not leave for lunch once they have returned to campus. Afternoon career tech students may not leave for lunch and then return to campus. Once afternoon career tech students have left our campus, they should not return until the completion of their afternoon career tech classes.

## **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.

## **COLLEGE VISITS**

Each student is allowed two college visit days during their junior year and two college visit days during their senior year that do not count toward exemption or attendance requirements. A form must be picked up in the counseling office in advance of the visit, in order to have the absence excused as a college visit. Exceptions to this policy may be allowed for students involved in college level recruiting and for students wishing to take the residual ACT at his or her prospective college. Advance approval of either of these exceptions should be coordinated with the building principal.

## **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.

## **COMMENCEMENT**

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

Guidelines for the commencement ceremony include the following:

1. A student shall be a graduate of Newcastle High School and be entitled to a high school diploma when the student is in good standing, has been enrolled in at least one semester for course credit during the current school year, and has successfully completed the minimum number of credits established by the district for graduation.
2. A student participating in commencement exercises will be required to abide by the school discipline and dress code as outlined in the Student/Parent Procedures Manual. In order to participate in the ceremony, a student must be within one unit (2 credits) of completing the requirements to earn a diploma from Newcastle High School, at the time of the ceremony.
3. A student will not engage in any disruptive activity which interferes with the graduation process or infringes on the rights of other graduates, program participants, or audience members. The administration shall have the power to impose discipline on any student who engages in such activity.

## **CONCURRENT ENROLLMENT**

Parents and students can find more information regarding concurrent enrollment in our Course Description Guide and by speaking with our school counselor. Students who enroll in concurrent enrollment courses are responsible for submitting their final grades to the counselor at the end of each course. Students are also responsible for notifying the

counselor immediately if a concurrent class is dropped. Students not regularly attending a concurrent class in which he or she is enrolled in, or believed to be enrolled in, will be subject to academic and disciplinary consequences. Students and parents should make sure they are fully aware of the drop/add procedure at Newcastle High School in regards to concurrent enrollment classes. For students who take a concurrent enrollment class as an “elective”, the course grade will be entered on the student’s transcript, but will not be figured into the student’s g.p.a. For students who take a concurrent enrollment class for “dual credit” (e.g. Seniors may take English Comp I in place of the first semester of English IV, etc.), the grade will be recorded on the student’s transcript and figured into the student’s g.p.a.

## **CORPORAL PUNISHMENT**

The school has the right, when necessary, to discipline children. Oklahoma State Law protects this right. While corporal punishment is not prohibited by the board, it is recommended that it only be used when necessary. When corporal punishment is administered, it must be by the administration and in the presence of a certified member of the staff.

It is expected that all teachers in the school district will assume the responsibilities that teaching discipline and control is part of the classroom responsibility. It is expected that students will behave properly in the classroom and during other school activities. Special effort must be exerted by the principal and the classroom teacher to see that student behavior in the classroom and at other school functions is acceptable. This is an important part of the learning process.

The following steps will be followed by district personnel when corporal punishment is warranted.

- Explain to the student why he/she is being paddled.
- It will be done in private.
- It will be given by the administration and witnessed by one member of the certified staff.
- No more than three swats will be given.
- The parent will be informed of the problem and what has happened.
- The administration will make an attempt to contact the parent first and discuss the problem before action is taken. If the parent does not want the child to be paddled, the parent must realize that an alternative form of punishment will be used.

## **DISCIPLINE AND STUDENT BEHAVIOR**

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

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

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

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

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

## **DISRUPTIVE OR INTERFERING BEHAVIOR**

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

1. demonstrations

2. sit-ins
3. walk-outs
4. blockages
5. group violence
6. disrespect or disobedience to school personnel
7. **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**
8. the use of obscene, lewd or profane language (visual and/or auditory)
9. fighting
10. disruptive publications and/or social media posts
11. theft or inappropriate use of personal or school property
12. possession or use of drugs, alcohol or weapons
13. possession or use of tobacco by minors
14. failure to make reasonable attempt at course work
15. 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 AND IN-SCHOOL DETENTION (ISD)**

Principals use detention as a disciplinary action. This is a mandatory STUDY TIME; therefore, all students must bring homework or study materials to detention. Students will be asked to do additional assignments as well. **Failure to attend detention at the appointed time may result in ISD. The student will also be required to fulfill their original detention obligation after the completion of the ISD.**

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

1. Tardiness to school or class.
2. Failure to report to assigned class.
3. Truancy.
4. Behavior which interrupts the education process of other students.
5. Miscellaneous offenses handled by the principal.
6. Incomplete work.
7. Lack of motivation or effort shown in the classroom.
8. Talking in cafeteria line.

9. Failure to have needed materials for class (books, notebook, paper, pencils, etc.)

**Students assigned to ISD will not be allowed to participate in any extra-curricular activities or attend school related functions on any day in which they are in ISD.**

This includes the weekend, should a student be in ISD on a consecutive Friday and Monday.

## **DIRECTORY INFORMATION UNDER FERPA**

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

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

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

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

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

At the end of the two-week period, each student's records will be appropriately marked, by the records custodian, to indicate the items the District will designate as directory



information about that student. This designation will remain in effect until it is modified by the written direction of the student's parents or the eligible student.

## **DISTRIBUTION OF MATERIALS ON CAMPUS**

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

## **DRESS CODE**

1. Shorts, skirts, and dresses must not be shorter than a \$1 bill's length from bottom of the hem to the top of the knee.
2. Clothing will not expose the midriff, any undergarment, cleavage, or back. **Tank tops, spaghetti straps, and racer backs are not considered appropriate school attire.** Tank tops are defined by having a strap smaller than the width of a dollar bill.
3. Excessively tight clothing is prohibited. Tights must be covered up to the same standard as #1.
4. Appropriate footwear must be worn. Cleated shoes are not permissible in the school building. House shoes are prohibited.
5. Apparel with offensive writing, suggestive slogans or logos that pertain to beer, liquor, drugs, tobacco, or sex is not to be worn. Items which carry connotations of immorality, vulgarity, obscenity, or nudity or promote violence and/or gang activity are not allowed. Such items include, but are not limited to, articles of clothing, belts, jewelry, or school materials, including backpacks.
6. Caps, hats, visors, or other head coverings are not permitted within the school building unless approved by the school administration. Accessories such as bandannas, gloves, headbands, or hair picks are not acceptable. No chains, spiked collars, or like items will be allowed.
7. School uniforms may only be worn in a manner that does not violate dress code policy, excluding assemblies and performances.
8. Sunglasses shall not be worn in the building unless prescribed by a physician.
9. **Jeans, pants, etc. must be worn above the hipbone at the natural waistline and cannot bag, sag, or drag the floor.** Pajama pants are prohibited. Overalls must have both straps over the shoulder and fastened in the manner in which they were intended. Side buttons or snaps must be fastened on all overalls.

10. Holes in jeans are not recommended, but if there are holes, they should be **“slightly past your extended fingertips while your shoulders are relaxed”**. Wearing a pair of shorts or other pants under jeans with holes above extended fingertips is still in violation of the dress code.
11. Trench coats are not allowed at any time. Students attending extracurricular activities will be subject to random security checks.
12. Contact lenses not considered to be natural colored are not permitted.
13. With ever-changing styles, additional guidelines may be established to help maintain high standards. There may be changes, interpretations, or exceptions to the dress code as deemed necessary by the administration. These changes and interpretations will be dependent upon safety conditions or situations that develop.

Disciplinary action for dress code will most likely consist of the following:

- **1<sup>st</sup> offense**-Student will be given a verbal warning and provided with appropriate clothing, if available.
- **2<sup>nd</sup> offense**-Student will be assigned detention and provided with appropriate clothing, if available. Parents will be contacted.
- **3<sup>rd</sup> and consecutive offenses**-Student will be assigned additional consequences to include Saturday School, ISD, etc., and parents will be contacted.

## **DRUG AND ALCOHOL POLICY**

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

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

“Presenting” a substance as an illegal or prohibited substance will also be considered a violation of this policy. Violation of the above policy is likely to result in disciplinary

action, to include, but not limited to, out of school suspension and the involvement of law enforcement personnel.

## **DRUG TESTING**

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

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

Parents and students should request a copy of Board Policy EN (7 pages) from the office if they wish to learn more about our student drug testing policy.

## **EOI TESTS**

End-of-Instruction (EOI) tests are state mandated criterion-referenced tests to be given to each student who completes instruction in English II, English III, U. S. History, Algebra I, Algebra II, Geometry and Biology I. Students must take these tests before they can receive a NHS diploma.

The score for the EOI tests will be recorded on the student's official academic transcript. If a student does not score advanced or proficient, remediation will be offered. It is up to the parent and student to take advantage of the offered remediation.

A student must pass EOI's for Algebra I and English II plus two of the additional five EOI's in order to graduate.

## **ELIGIBILITY**

It is the belief of the Newcastle Board of Education that extra-curricular activities are an integral part of the school curriculum. It is also important that students attain academic mastery of subjects in which he/she is enrolled. Therefore, the Newcastle Board of Education adopts the following policy in accordance with the OSSAA Governing Rules:

1. *Semester Grades*

- a. A student must have received a passing grade in any six subjects counted for graduation that he/she was enrolled in during the last (previous) semester. In regards to “no credits” achieved due to excessive absences, the course grade will be considered for eligibility purposes only.
  - b. If a student does not meet the minimum scholastic standard he/she will not be eligible to participate during the first six weeks of the next semester they attend.
  - c. A student who does not meet the above minimum scholastic standard may regain his/her eligibility by achieving passing grades in all subjects he/she is enrolled in at the end of a six-week period.
  - d. Pupils enrolled for the first time must comply with the same requirements of scholarship. The passing grades required for the preceding semester should be obtained from the records in the school last attended.
2. Student Eligibility ***During*** a Semester
- a. Scholastic eligibility for students will be checked after three weeks (during the fourth week) of a semester and each succeeding week thereafter.
  - b. A student must be passing in all subjects he/she is enrolled in during a semester. Please note that although OSSAA only requires senior students to be passing in classes required to graduate, Newcastle has a higher standard. ALL students must be passing ALL classes in order to be eligible to participate in extra-curricular activities of any type. If a student is not passing all subjects enrolled in at the end of a week, they will be placed on probation for the next one-week period. If a student is still failing one or more classes at the end of the probationary week period, they will be ineligible to participate during the next one-week period. The ineligibility periods will begin on Monday and end on Sunday.
  - c. A student who has lost eligibility under this provision must be passing all subjects in order to regain eligibility. A student passing all classes regains eligibility on Monday morning of the new one-week period (Monday through Sunday).
  - d. “Passing grade” means work of such character that credit would be entered on the records were the semester to close at that time, which equates to a grade of 60% or higher.
3. Situations not addressed under these guidelines will be dealt with under OSSAA Governing rules.

## **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  
400 Maryland Avenue, SW  
Washington, DC 20202-4605

**GRADE REPORTING**

Parents attending conferences may receive report cards at the conferences for first and third nine weeks. Report cards may also be sent home with students, depending on the timing of the conferences. Each nine weeks, students and/or parents will be provided with a written copy of the report card.

Progress reports will be sent home approximately every three weeks. Reports may be sent home more often as the teacher and/or school sees fit. Parents are also 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](http://www.newcastle.k12.ok.us), and by contacting Mr. Isaccson.*

**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.

Due to the ever-changing requirements with graduation requirements and state testing, parents and students are encouraged to stay in close contact with the guidance office. We now have all of our graduation requirements posted on-line. We hope the check sheets provided will allow you to assist us in making sure each student is planning and preparing to successfully graduate Newcastle High School.

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.

## HONORS CLASSES (Pre-AP and AP)

All students are encouraged to challenge themselves by participating in honors level courses. For the class of 2015 and beyond, all high school courses with the designation of Pre AP and AP will receive honors credit. In addition to these, Chemistry and Physics also count. Please note that students enrolled in AP classes are highly encouraged and expected to take the Advanced Placement Exam at the end of the course.

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

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

## 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 on your child's enrollment card 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.

## **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:

- a. To violate an individual's right to privacy;
- b. To access materials, information, or files of another person or organization without permission;
- c. To violate the copyright laws or software licensing agreements;
- d. To spread computer viruses;
- e. To deliberately attempt to vandalize, damage, disable, or disrupt the District's property or the property of any other individual or organization
- f. 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;
- g. To distribute religious materials;
- h. To campaign for or against any political candidate or ballot proposition or for political lobbying, except as authorized by law;
- i. For any commercial purpose unless authorized by the Administration or Board; or
- j. 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

Other prohibited items include:

- Toys
- Skateboards / Roller Skates
- Toy Guns or weapons
- Water Guns
- Sling Shot
- Laser pens or Laser Lights of any kind

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

- Miscellaneous such as, but not limited to:
  - Liquid Paper
  - Slime
  - Whoopie cushions
  - Prank items
  - Inappropriate Magazines
  - Noisemakers of any type.
  - Water Balloons
  - Invisible ink

## **LIBRARY PROCEDURES**

The library will be opened at 8:00am and remain open throughout the day, as well as after school for a short amount of time. Students are encouraged to use the library as much as possible. The library also has a webpage that can be accessed from our district website. Should a student need to visit the library during class time, the student should be given a hall pass from their current teacher. Upon arriving in the library, the student should check in immediately with the librarian to inform her of his or her particular needs. At no time is a student allowed to miss class and go to the library without permission and a pass from his or her current teacher. Students are responsible for all materials they check out from the library, and will be required to pay for materials that have been damaged or lost.

## **LOCKERS**

**Students are to use only the locker assigned to them.** All students are responsible for the condition, as well as the contents, of their lockers. The lockers will be issued to you when you enroll. Please keep your lockers closed. If you have any locker trouble, report it to the principal's office. **No sharing lockers! No key locks are allowed.** Students are strongly encouraged to purchase a combination lock for their own security. **The school is not responsible for lost or stolen items. Also, student lockers are subject to search at any time.**

## **MEDICAL TREATMENT**

Medication may be administered to students as prescribed by law. For 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.

## NATIONAL HONOR SOCIETY

To be a member of National Honor Society, a student's GPA must be a minimum of 3.50 on a 4.0 basis, based on the **weighted** grade point average. A student's first consideration for NHS will be upon the completion of three full semesters in high school. Averages are based on all grades received during high school, including the freshman year. Students will also be expected to meet other criteria, such as leadership, service, and character.

**Simply meeting the grade criteria is not enough. Students must provide evidence of community service and leadership, as well as demonstrating a level of exemplary character subject to the screening and evaluation of a teacher selection committee.**

For further details and requirements, please check with Mrs. Cisneros.

## 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.

**Mrs. Stacey Gray  
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 call the school office and schedule a conference with your child's teachers at a mutually convenient time. Teachers will **NOT** be pulled away from their teaching responsibilities for an unscheduled conference

Teachers are on duty from 3:00 PM until 9:00PM on parent-teacher conference days, with a break from 5:00pm-5:30pm for dinner. We will make every effort to be available for you during these times to speak with your child's teachers and provide feedback and answer questions and/or concerns.

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 High 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 tenth day of school each year, unless determined by the principal that it is in the best interest of **all** parties involved.

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

1. Incomplete schedules or computer errors.
2. Duplication of courses.
3. The student does not meet prerequisites or does not have teacher approval.
4. Acceptance to a special program (co-op work experience, Mid-America Career Tech Program, etc.).
5. Enrolled in a course with a teacher with whom the student previously failed.
6. Dropping PE for band or team sports.
7. Dropping a course taken during previous summer or night school
8. 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.

## SEARCHES INVOLVING STUDENTS

The School Board and Administration reserve the right to search student's personal belongings, lockers, vehicles and person as allowed by federal and state law. Students

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

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

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

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

### **SEMESTER TEST POLICY (INCLUDING EXEMPTIONS)**

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. Our semester test guidelines are listed below:

- All subjects will administer a comprehensive, cumulative, and rigorous assessment at the end of each semester that will assess the majority of major objectives covered during the semester.
- The assessment will count for **20%** of the student's final semester grade.
- There are 3 opportunities for students to be exempt from a semester assessment, in addition to exemptions that may be earned on the EOI exam.
  - These opportunities are all-inclusive. Teachers may not grant other opportunities for exemption within their individual course without prior approval.
  - Exemption Opportunities:
    - 3 absences or less during the semester (an absence during even one hour, such as first hour, will count as one of the 3 absences). All excused (including medical, court, etc.) and unexcused absences count toward the 3 absences. Absences due to school activities are covered under OSSAA guidelines and therefore are not included in this category. Other exceptions to the 3 absences include: absences related to a student's coursework and sponsored by a teacher, such as a class field trip; the two days allowed for college visits for both juniors and seniors; and up to one day per year, provided documentation is provided to the attendance office, for the purpose of obtaining a driver's license.
    - Exemplary behavior, as defined by no detention, no ISS, and no OSS
      - OSS will automatically result in the loss of all exemptions, regardless of meeting any other criteria.
    - Satisfactory academic progress, as defined by 75% or better in all classes.
    - Scoring 75% or higher on an End of Instruction exam
- Students may not exempt a class in which they are making an F. A student may exempt a class in which they are making a D ONLY if they have no zeros in that class.

- **In order to be exempt from the semester test, in addition to meeting the criteria above, a student MUST BE PRESENT in class when the test is administered.** Students are also responsible for completing any assignments and/or reviews given by the teacher, even if the student is exempt from the actual semester test.
- **Second Semester Senior Exemptions – The criteria for second semester seniors to be exempt is unique.** Second semester seniors MUST HAVE 6 absences or less at the time of the formal graduation ceremony (subject to change each year depending on the number of days after the formal graduation ceremony) to be exempt. If a second semester senior has 7 absences or less and successfully completes the graduation ceremony, he or she will be considered exempt for the remaining days of school. Otherwise, a second semester senior student will be held accountable for all attendance and testing requirements and will not be allowed to check out until the very last day of school.

## **STUDENT COUNCIL**

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

## **SUSPENSIONS**

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

Any student who is guilty of the following acts while in attendance at school or in transit by school transportation or under school supervision to or from school or at any school function when present on any facility under the control of the school district may face possible suspension. A more detailed description of suspendable offenses is outlined in Board Policy E1.

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

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

A student who is suspended for five days or less may not be allowed to make up his or her work for credit. Students suspended for six days or more will be provided with an educational plan that will address academic credit in the core areas. Students suspended for possession of a weapon or a firearm or possession of a controlled dangerous substance shall not be provided an educational plan and shall not receive credit during the suspension. A student on long term suspension may be referred to alternative school, if appropriate.

## **TARDIES**

Being punctual is a habit which you establish early in life. Punctuality often means the difference between success and failure. To aid in punctuality, the following policy has been established:

- 3<sup>rd</sup> tardy in any class will result in one day of detention
- 4<sup>th</sup> tardy in any class will result in two days of detention. Once a student's receives a 4<sup>th</sup> tardy, if he or she is able to attend class on time for fifteen consecutive school days, the consequences for a subsequent tardy will remain as two days of detention. Otherwise, the 5<sup>th</sup> and subsequent tardies will result in In-School Detention.

Teachers will document ALL tardies in the computer and make every effort to provide a verbal warning each time a student is tardy. Tardies will start over at the end of first semester. The administration also reserves the right to alter this policy during the year, should it become apparent that students are not taking seriously the expectation to be in class on time and prepared to learn each day.

## **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**

Students are encouraged to take state-adopted textbooks home for study. In case of gross neglect or loss of a book, the student will be expected to replace it. State adopted textbooks range from \$40.00 to \$80.00 each. This is the main reason we suggest combination locks for all lockers. Students are responsible for books checked out to them.

## **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**

Any student is considered to be truant when the student leaves school without being officially checked out in the office by the principal, or a designee. **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.** Truancy may also be further defined as any time a student is not where he or she is supposed to be.

Truancy and unexcused absences are very serious matters. A student is truant from school when he or she is absent without permission from either the parent/guardian and/or the school. The following constitute other examples of truancy/unexcused absences:

1. Leaving school without checking out through the office

2. A student that is verified to be on campus during class time but absent from class without staff permission is truant. *A parent phone call cannot excuse this type of absence.*
3. Becoming ill and going to the restroom and never reporting to the attendance office, a teacher or a principal
4. Not reporting to the location stated on a hall pass or not reporting in a timely manner
5. Oversleeping
6. Arriving to 1<sup>st</sup> hour more than 10 minutes late
7. Arriving to 2<sup>nd</sup> through 7<sup>th</sup> hours more than 5 minutes late
8. Work related absences
9. Hair, tanning, portrait or other non-medical appointments
10. Loitering in the parking lot during class time
11. Car trouble
12. “Skip days” and “Cutting class”
13. Missing the bus or ride
14. Trespassing at other school sites
15. Shopping
16. Leaving campus for lunch, without permission
18. Fraudulent or fake phone calls to have a student dismissed from class
19. Being in a restricted access area during lunch or during the school day.

*This list is not meant to be all-inclusive.*

### **VALEDICTORIAN/CLASS RANK**

The faculty and administration believe strongly in educational excellence. A Valedictorian is defined as a student who has achieved the highest degree of academic excellence.

#### **Class of 2012, 2013, and 2014**

All students with a weighted GPA of 4.0 (no rounding) and above with no grade lower than a “C” will be valedictorian. Any student with a 3.970 (no rounding) or above, who does not achieve a 4.0, will be honored as a salutatorian. The student with the highest overall weighted GPA will be honored as the student speaker at graduation. Please see “Honors Classes” in this manual to learn more about which classes are considered “honors” courses. Determination of Valedictorian is based on the seven semester transcript.



### **Class of 2015 and beyond**

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

- The student must maintain straight As in all classes taken in grades 9-12, excluding concurrent enrollment classes NOT taken for dual credit.
- The student must take at least three Pre-AP or AP classes in grades 9-12. "Honors" classes DO NOT meet this criteria.
- The student must complete Newcastle High School's College Preparatory Curriculum.

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

### **VEHICLE PROCEDURES**

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

**Students are not permitted to drive, ride, or sit in automobiles during the school day without permission of the building principal.** Exceptions include students who must leave the high school campus, such as students going to the baseball or softball field, concurrent enrollment at OCCC, and students attending Mid-American Career-Tech. Consequences for not following these procedures may include detention, ISD, OSS, and loss of driving and parking privileges.

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

The following are basic parking guidelines:

1. **Students are to park in their own personally assigned spot and are not allowed to move their vehicles to other parking during the course of the day.**
2. No parking in designated staff parking.
3. Only licensed drivers will be allowed to park in the school parking lot.
4. The speed limit in all areas of the parking lot will be 10 mph.
5. Curbs are painted to indicate no parking zones.
6. Cars shall occupy only one parking space.
7. Students and faculty should park only in designated areas.
8. Handicapped parking is available. Parking illegally in handicapped spaces will be monitored and strictly enforced.
9. The parking lot is off limits to all students the entire school day. Any student needing to return to their vehicle must obtain permission from a faculty member.
10. No parking on grass.
11. No driving during class breaks.

**All students will be required to purchase a parking sticker within the first two weeks of the school year. Sticker prices will range from \$5 to \$15, depending on location. If a student turns 16, or otherwise becomes eligible to drive after the first ten days of school, he or she must purchase a parking sticker before parking at school. In order to purchase a parking sticker, students must show valid insurance and a valid driver's license. The parking sticker should be displayed on the back window of the vehicle at the top of the window on the passenger side, and the sticker is good for the current school year only.** If a student changes cars, sells his or her car, etc, during the school year, replacement parking stickers may be purchased for \$1. Consequences for not purchasing and properly displaying a parking sticker will likely begin with a minimum of two hours of detention. Further consequences for parking in another student's spot can include a \$5 fine paid to the school. It is important to note that the fee collected for parking stickers, after paying for the expense of the stickers themselves, will be used to purchase incentives and rewards for the student body, such as ice cream for winning a spirit yell, pizza for winning a class contest, etc.

The School reserves the right to have student's park in parking spots other than the one assigned to individual students during special events.

**On rare occasions, when a student has to drive a car that is not his or her normal transportation (e.g. dad had to borrow the truck and student is driving dad's car for the day), an additional sticker is not required. However, the student must notify the office of the situation prior to the start of the school day.**

In addition, if a student is submitted for driver's license restriction due to poor attendance, his or her parking privileges will be suspended for an amount of time to be determined by the building principal.

## **VISITATION**

It is the policy for all visitors to report to the office, state the nature of their business 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. A visitor's pass is also needed for cafeteria visitation.

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!

**School Colors**  
Royal Blue and White

**Mascot**  
Racers



**(Tear Out Page & Return to English Teacher—If Concurrently Enrolled, turn in to Office)**

\_\_\_\_\_  
English Teacher

\_\_\_\_\_  
Grade

### PARENT/STUDENT PROCEDURES MANUAL

I hereby acknowledge that I have received a copy of the High School Parent/Student Procedures Manual. I understand this also includes the Internet Acceptable Use Policy.

I understand that the expectations for our school are explained in this manual.

I understand that I will be held responsible for these policies and procedures.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Contact Phone and Email Address

NOTE: Student **MUST** return this form to his/her English teacher properly signed within three days.

**(Tear Out Page & Return to Office)**

**FIELD TRIP/ACTIVITY PERMISSIONFORM**

This blanket Field Trip Permission Slip, when signed below and returned to the school, will allow your child to travel on school-sponsored field trips, away sporting activities and other off-campus activities such as Service Learning, Concurrent College Classes, and general errands during this school year.

Teachers will be responsible for giving parents/guardians specific information regarding individual trips (i.e., place, date, time, appropriate clothing, any fees, etc.) before each trip. They will also give parents/guardians ample time to decide to allow the child to participate in a particular field trip.

If you do not return this permission slip, your child will NOT be allowed to participate in any off- campus, school-sponsored trips or away sporting activities.

I hereby give permission for my child to participate in field trips, away sporting activities and other off-campus activities under the following conditions:

1. My child is to travel under the adult sponsor's direction and authority from the time of departure until the return to school.
2. I will not hold the adult sponsor, administration, school staff, or Board of Trustees liable or responsible in case of accident incurred during the field trip.
3. All students are expected to ride to the activity on district provided transportation. Students may request to ride home after events with their parent/guardian. The final decision whether student may ride home with parent/guardian lies with the sponsor.
4. Classroom teachers may have specific school work or behavior related criteria, which determines whether a student may or may not participate in a field trip.
5. Students may drive their own vehicles to off-campus events, such as Service Learning, Concurrent College Classes and other general errands.

Medical Treatment: In consideration of permission granted my child to participate in field trips/sporting activities, I hereby authorize the sponsor, in case of injury to said child, to consent to any x-ray examination, anesthetic, medical or surgical diagnosis or treatment, and hospital care to be rendered to the minor under the supervision and advice of any physician or surgeon licensed to practice in the State of Oklahoma. I understand I will be notified of the injury at the earliest possible opportunity, but this authorization will allow treatment until I arrive. I also understand the expenses incurred from any such treatment will be my responsibility.

☐ I understand the school does not carry accident insurance and any expenses incurred for injuries occurring while on campus or traveling on field trips or sporting activities are my responsibility.

☐ I understand and agree to follow the above rules and give permission for my child to participate in school-sponsored field trips and sporting activities during this school year.

Student's Name: \_\_\_\_\_ Grade \_\_\_\_\_

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

**(Tear Out Page & Return to Office)**

**MEDIA CONSENT/RELEASE**

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_ School: NEWCASTLE

I hereby consent to the participation in interviews, the use of quotes, and the taking of photographs, movies or video tapes of the Student named above by

\_\_\_\_\_  
(Printed Parent/Guardian Name)

I also grant to the right to edit, use, and reuse said products for nonprofit purposes including use in print, on the internet, and all other forms of media. I also hereby release Newcastle Public Schools and its agents and employees from all claims, demands, and liabilities whatsoever in connection with the above.

Signature of Parent/Guardian (if Student is under 18):

\_\_\_\_\_

Date: \_\_\_\_\_

Address of Parent/Guardian:

\_\_\_\_\_

OR

Signature of Student (if 18 or over):

\_\_\_\_\_

Date: \_\_\_\_\_

Address of Student: \_\_\_\_\_

**(Tear Out Page & Return to Class Sponsor)**

CLASS DUES POLICY

Class dues are \$10.00—the payment deadline is October 1. A late fee of \$5.00 will be added to any dues paid after the deadline. Pay your dues to your class sponsor either by cash or check payable to Newcastle High School.

Class dues are collected to help defray costs of class activities such as homecoming, prom, and assemblies. Dues will also help with the issue of fundraising. It is important that dues be paid on time so that planning for these activities can be done. If you have any questions, please see one of the class officers or your class sponsor.

If you do not pay your dues, you will not be able to attend any class activities. By your Junior and Senior year, if you have not paid your dues, you will not be able to attend prom until the dues have been paid and are up to date.

The dues that you pay will stay with your graduating class' account until you graduate.

Please make checks payable to Newcastle High School. Return this form and money to your class sponsor by October 1.

Name \_\_\_\_\_

Graduating Year: \_\_\_\_\_ Class this year: Fresh---Soph---Junior---Senior

Paid by check or cash—receipt written

by: \_\_\_\_\_



**(Tear Out Page & Return to Prom Sponsor)**

## Prom Rules – Newcastle High School

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1. All participants must sign and adhere to prom rules in order to attend.
2. Prom is for juniors and seniors. A freshmen or sophomore may attend **only if** he/she is the date of a junior or senior, and they must enter the prom venue and check in **together**. Freshmen and sophomores **must have the appropriate form signed and approved** by Newcastle administration before a prom ticket may be purchased.
3. Students who want to bring dates from other schools or who have graduated **must have the appropriate form signed and approved** before ticket may be purchased. These students are expected to follow school rules and will also be subject to consequences due to inappropriate behavior. Guests must be under 21.
4. Students who opt to take party busses to and from prom must provide a roster of students who will be riding on the bus. The renter of the bus will be responsible for this and for the students on his/her bus.
5. All vehicles, including party busses, are subject to search.
6. Weapons, drugs, alcohol, and tobacco products are not allowed at prom. Attendees will not be allowed entrance if found intoxicated and parents will be notified. Police may also be involved. Items prohibited at school are prohibited at prom.
7. Students found **possessing or having consumed** alcoholic beverages or drugs will receive due consequences, including the possibility of long-term suspension and loss of participation in activities.
8. Parents will be called for students who leave before 9p.m.
9. Dress is formal and should be in good taste. (Administration has final say on dress considered not in good taste.) Boys must keep shirts on during prom.
10. All attendees are expected to behave appropriately and maintain standards of decorum for a formal event.

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*I have read and agree to abide by the rules for prom attendance.*

\_\_\_\_\_  
*Student Printed name*

\_\_\_\_\_  
*Grade*

\_\_\_\_\_  
*Student Signature*

\_\_\_\_\_  
*Date*

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