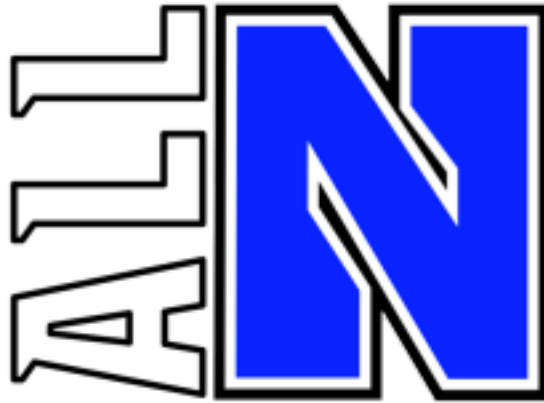


Tab 1

Newcastle Middle School Handbook - 2026-2027



(405) 387 - 3139

611 E Fox Ln.

Newcastle, OK

www.newcastle.k12.ok.us

Home of the Racers

NMS General Information

District Mission Statement

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

District Vision Statement

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

Notice

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

NPS School Board

Name	Position
Tiffany Elczyn	President
Jeff Dingee	Vice President
Valerie Dalton	Clerk
Casey Kreger	Member
Cashlie White	Member

Middle School Office Staff Directory

Name	Position	Email
Wade Hampton	Principal	whampton@newcastle.k12.ok.us
Larry Morman	Asst. Principal	lmorman@newcastle.k12.ok.us
Cathryn Longenbaugh	Principal's Secretary	clongenbaugh@newcastle.k12.ok.us
Maddy Shirley	Registrar	mshirley@newcastle.k12.ok.us

Christy Baldischwiler	Attendance Secretary	cbaldischwiler@newcastle.k12.ok.us
Natalie Heathcoat	Counselor	nheathcoat@newcastle.k12.ok.us
Abigail Bratcher	Counselor	abratcher@newcastle.k12.oks.us
Jessica Howsley	Instructional Coach	jhowsley@newcatle.k12.ok.us

How To Contact Staff / Teachers

We encourage you to reach out to the teacher of your child via email. Staff will return emails within 24 hours during regular school hours. Teachers will not be required to respond to emails outside of school hours. Please note that if you email in the afternoons on the last day of the school week teachers will not have a chance to respond until the next working school day.

We also encourage contact via phone call. 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 on school days. Calls made to teachers at the very end of the instructional week will be returned on the next regularly scheduled school day.

Should you need to contact a building principal please leave a message with the front office secretary. The secretary will deliver your message and the principal will call you when available. Parents are also welcome to email principals.

Principals are available to meet in person by appointment only. Walk-in visitors will be seen after all previous administrative appointments have been attended. Principals will not be available from 7:15 - 7:40am daily or after 3:00pm unless previous arrangements have been made.

Closed Campus

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

Child Nutrition

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

Deliveries

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

Asbestos Notification

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

Aides (Teacher/ Office / Library)

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

1. The student must have a minimum 2.50 weighted grade-point average and be approved by the receiving supervisor as well as the building principal.
2. The student must have no serious disciplinary action on his record, i.e. ISD or OSS. (Being placed in ISI or being suspended out of school may be grounds for being removed from the aide position and being placed in an alternate setting.)
3. The student must agree to follow directions and abide by the

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

Textbook Replacement

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

NMS Faculty Directory

Name	Position	Email
Kassidy Abel	Science 6th	kabel@newcastle.k12.ok.us
Amanda Baker	Theater Art	abaker@newcastle.k12.ok.us
Carly Baker	Choir	cbaker@newcastle.k12.ok.us
Denise Barry	ELA 7th & 8th	dbarry@newcastle.k12.ok.us
Tabitha Bosch	Math 6th & 7th	tbosch@newcastle.k12.ok.us
Brett Brooks	Athletic Director, Strength & Conditioning/Health	bbrooks@newcastle.k12.ok.us
Jessica Cornelius	Art 6th, 7th & 8th,	jcornelius@newcastle.k12.ok.us
David Craig	Band 6th, 7th & 8th	dcraig@newcastle.k12.ok.us
Caden Elliott	Social Studies 6th & 7th	celliot@newcastle.k12.ok.us
Aubrie Floyd	ELA 7th	afloyd@newcastle.k12.ok.us
LeAnn Gentry	GT	lgentry@newcastle.k12.ok.us
Rebecca Grider	Math 7, Accel Math 6th	rgrider@newcastle.k12.ok.us
Jessie Hearn	ELA 6th	jhearn@newcastle.k12.ok.us

Emily Knowles	Strength & Conditioning, Leadership 7th, Athletics	eknowles@newcastle.k12.ok.us
Dee Koehn	Science 8th	dkoehn@newcastle.k12.ok.us
Angela Madden	Social Studies 6th	amadden@newcastle.k12.ok.us
Amber Mahaffey	Math 8th, Pre Alg, Alg 1	amahaffey@newcastle.k12.ok.us
Kelley McGehee	Math 6th	kmcgehee@newcastle.k12.ok.us
Eric Mowdy	Social Studies 8th	emowdy@newcastle.k12.ok.us
Stephanie Praxl	ELA 8th	spraxl@newcastle.k12.ok.us
Chance Scott	Yearbook, Fund of Tech	cscott@newcastle.k12.ok.us
Wes Southwell	Science 7th, Leadership 8th, Social Studies 7th	wsouthwell@newcastle.k12.ok.us
Glen Stallings	Science 7th, Athletics	gstallings@newcastle.k12.ok.us
Rachel Sweet	ELA 6th & 7th	rsweet@newcastle.k12.ok.us
Bryanna Tucker	Math 6th, 7th & 8th, Life & Leisure	btucker@newcastle.k12.ok.us
Tyler Warcup	Robotics, Tech 6th	twarcup@newcastle.k12.ok.us
Judd Wilson	PE 6th, Strength & Conditioning, Athletics	jwilson@newcastle.k12.ok.us
Michael Wilson	Social Studies 7th, Athletics	michael.wilson@newcastle.k12.ok.us
Macie Woody	Math 7th & 8th	mwoody@newcastle.k12.ok.us

Health and Safety Resources.

Guidance Counselor

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

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

Safe Schools Hotline

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

Medical Treatment

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

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

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

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

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

Self Administration of Medication

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.

StopIt App

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

Immunizations, Illness, and Accidents

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

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

Information Changes

If any information concerning your child’s enrollment changes during the school year, let us know immediately. It is imperative that we be able to reach you

in case of emergency. Parents, please make sure that the contact information that we have on file is current and correct. Having the correct information also improves our ability to communicate with you through mailings, phone calls, and emails. Staff members are not responsible for lack of communication due to lack of current and accurate parent contact information. Every effort will be made by office staff to contact parents when the school receives information that their contact information is not up to date.

Student Attendance

Residency Procedures - Choice of School - Board Policy FNCGA

It is the policy of the Newcastle Board of Education that the residence of any child for school purposes shall be the legal residence of the parents, guardian, or person having legal custody within the district as defined in 70 O.S. §1-113 (C). Provided that such parent, legal guardian, person, or institution having legal custody contributes in a major degree to the support of such child. Provided, further, that any child residing in the district who is entirely self-supporting shall be considered a resident of the school district if the child works and attends school in the school district. Questions concerning legal residence of children shall be determined pursuant to procedures utilized by the State Department of Education in accordance with 70 O.S. §1-113.

An adult who does not fall within the categories listed above, who holds legal residence in the district, and who has assumed permanent care and custody of the child may file an affidavit with the school district attesting that custody has been assumed. The affidavit must include the reasons for assuming custody. The residency officer shall consider the facts of each case and shall approve residency only if it is demonstrated that the custody arrangement is permanent and the adult contributes in a major degree to the support of the child.

The superintendent or designee may require the submission of evidence of residency in order to determine whether the student is eligible to attend the public schools or programs without payment of nonresident tuition. Such evidence may include, but is not necessarily limited to, the following:

1. Proof of payment of local personal income tax or ad valorem taxes;
2. Title to residential property in the district, or a valid unexpired lease agreement, or receipts for payment of rent on a district residence in which the applicant actually resides;
3. Proof of provisions of utilities;
4. A valid, unexpired motor vehicle operator's permit or motor vehicle registration;

5. Maintenance of voter registration;

6. Notarized affidavit verifying residency and that the affiant has assumed the permanent care and custody of the student. (The filing of a false affidavit shall be subject to punishment in accordance with 70 O.S. §1- 113(A)(1).)

Homeless Students

In accordance with the Federal McKinney Homeless Assistance Act, homeless children shall have access to the same free and appropriate public education as provided to other children. The board shall make reasonable efforts to identify homeless children within the district, encourage their enrollment, and eliminate existing barriers to their education that may exist in district policies or practices. No child or youth shall be discriminated against in this school district because of homelessness.

Children are deemed to be homeless under the following conditions:

1. A child who is lacking a fixed regular and adequate nighttime residence and who has a primary nighttime residence that is a publicly or privately operated shelter designed to provide temporary living accommodations, a temporary residence prior to institutionalization, or a place not designed or ordinarily used as a regular sleeping accommodation for human beings.

2. A child who is placed in a transitional or emergency shelter before placement in a foster home or home for neglected children.

3. A child who is temporarily living in a trailer park or camping area due to lack of adequate living accommodations.

4. A child who is living in doubled-up accommodations due to loss of housing or other similar situation.

5. A migratory child who is staying in accommodations not fit for habitation.

6. A child who has run away from home and lives in a runaway shelter, abandoned building, the street, or other inadequate accommodations.

7. A child who is placed in a state institution because s/he has no other place to live.

8. A child who has been abandoned by his/her family and who is staying in a hospital.

9. A child whose parents or guardian will not permit him/her to live at home and who lives on the street, in a shelter, or in other transitional or inadequate accommodation.

10. School-age unwed mothers or expectant mothers who are living in homes for unwed mothers because they have no other available living accommodations.

The district administration shall attempt to remove existing barriers to school attendance by children in foster care and homeless children:

1. Enrollment requirements that may constitute a barrier to the education of a child in foster care or the homeless child or youth shall be waived. If the district is unable to determine the student's grade level due to missing or incomplete records, the district shall administer tests or utilize other reasonable means to determine the appropriate grade level for the child.
2. Fees and charges that may present a barrier to the enrollment or transfer of a child in foster care or a homeless child or youth shall be waived.
3. Customary transportation policies and regulations shall be waived.
4. Official school records policies and regulations shall be waived.
5. The district shall make a reasonable effort to locate immunization records from information available or shall arrange for students to receive immunizations through health agencies and at district expense if no other recourse is available. Immunizations may, however, be waived for homeless youth only in accordance with provisions of board policy on immunizations. (See policy FFAB.)
6. Other barriers to school attendance by a child in foster care or a homeless youth shall be waived.
7. Information about a homeless child's or youth's living situation shall be treated as a student education record and shall not be deemed to be directory information under state or federal law.

The district will provide to each homeless child such school services that are comparable to services offered to other students in the district and that are determined to be in the child's best interest. Such services will include:

1. Public preschool programs;
2. Special education, Title I, and limited English proficiency programs for which they are eligible;
3. Vocational education programs;
4. Gifted and talented programs;
5. Before and after school programs;
6. School meal programs; and

7. Transportation services. Superintendent shall serve as the district residency officer. Correspondence may be directed to the Superintendent of Newcastle Public Schools at 101 N. Main, Newcastle, OK 73065

If the parent disagrees with the findings of the residency officer, the parent will notify the residency officer within three school days of the receipt of the decision. The residency officer will submit his/her findings and all documents reviewed to the board of education.

The board of education will review the decision and the documents submitted by both the residency officer and the student and render a decision at the next board meeting. The board's decision may be appealed only pursuant to procedures utilized by the State Department of Education.

The Superintendent will designate a Point of Contact (POC) to coordinate activities relating to the District's provision of services to children placed in foster care, including transportation services.

The District will collaborate with Child Welfare Agencies when transportation is required for children placed in foster care to attend the school of origin outside their usual attendance area or the district when in the best interest of the student. Under the supervision of the Superintendent/designee, the District POC will invite appropriate District officials, Child Welfare Agencies, and officials from other districts or agencies to consider how such transportation is to be promptly arranged and funded in a cost effective manner.

DEFINITIONS

"Foster Care" means 24-hour care and supportive services provided to children placed away from their parents, guardians, or person exercising custodial control or supervision and for whom the foster parent has placement care and responsibility.

"School of origin" means the school in which a child is enrolled at the time of placement in foster care.

"Best Interest" means a case -by-case determination of the appropriateness of the current educational setting and the proximity of placement as required by ESEA section 1111(g)(1)(E)(i). Factors be utilized in this determination include, but are certainly not limited to, the following:

STUDENT RESIDENCY (Cont.)

1. Safety considerations;
2. Proximity of the resource family home to the child's present school;
3. Age and grade level of the child as it relates to the other best interests factors;

4. Needs of the child, including social adjustment and well-being;
5. Child's performance, continuity of education and engagement in the school the child presently attends;
6. Child's special education programming if the child is classified;
7. Point of time in the school year;
8. Child's permanency goal and likelihood of reunification;
9. Anticipated duration of the placement;
10. Preferences of the child;
11. Preferences of the child's parent(s) or education decision maker(s)
12. The child's attachment to the school, including meaningful relationships with staff and peers;
13. Placement of the child's sibling(s);
14. Influence of the school climate on the child, including safety;
15. Availability and quality of the services in the school to meet the child's educational and socio-emotional needs;
16. History of school transfers and how they have impacted the child;
17. How the length of the commute would impact the child, based on the child's developmental stage;
18. Whether the child is a student with a disability under the IDEA who is receiving special education and related services or a student with a disability under Section 504 who is receiving special education or related aids and services and, if so, the availability of those required services in a school other than the school of origin; and
19. Whether the child is an EL and is receiving language services, and, if so, the availability of those required services in a school other than the school of origin, consistent with Title VI and the EEOA.

REFERENCE: 70 O.S. §1-113, §1-114 70 O.S. §18-111 42 U.S.C. § 11432 A POLICY ON THIS TOPIC IS REQUIRED BY LAW

Attendance Regulations / Codes

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

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

Attendance Reporting Procedure

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

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

Attendance Codes

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

Unverified Absence Codes:

UVA (unverified absence)

TRU (Truant)

Verified Absence Codes:

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

Tardy Codes:

TU (unverified tardy); TE (verified tardy)

Activity Absence

Refer to "Activity Eligibility and Regulation Section" in this handbook.

Activity Absence for Spectators at Eliminating State Tournament Rounds

A. Only activities that are eliminating state final rounds can qualify for a spectator school activity absence. B. Parents can call to check out their

students with a verified absence.

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

Early Dismissal/Late Arrival

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

Loss of Credit Due to Lack of Attendance

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

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

Verified Absence with Medical Documentation (AM)

The AM code will be used for the following reasons:

- A doctor's note was provided to the attendance office.

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

Tardiness

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

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

At the teacher's discretion, students may be referred for discipline consequences if tardies become excessive for any class period.

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

Teachers will assign consequences for tardies.

- 1st Tardy: Warning
- 2nd Tardy: Warning and parent contact
- 3rd Tardy: Detention assigned by teacher and parent contact.
- Further tardies: Every 3 tardies will be an additional detention assigned.
This will continue to the end of the semester.
- Failure to arrive to detention will result in further intervention from administration or a designated administrative intern.

Unverified Absences

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

- Leaving campus after having once arrived without properly signing out in the attendance office.
- Failure of parents to notify school official of a student's absence.
- Leaving class without permission.

- Leaving class and not reporting to designated place.
- Erroneous phone calls to have a student dismissed from class.
- Other fraudulent attempts to be absent from school not covered in this definition.

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

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

Truancy

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

Assignments During Absence

Assignments Missed Due to a VERIFIED Absence(s)

Students are encouraged to make up any work missed due to an absence. Students will be granted one school day for each school day missed. Students are responsible for acquiring, completing, and turning in any work missed to the teacher within the determined time period. Any student who chooses not to complete missed assignments within policy mandated time frame of returning to school will receive a score of "0" for those assignments. Projects, reports, and tests which are known prior to an absence are expected to be turned in and/or taken upon the student's return to school. Exceptions may be granted due to the extent and/or nature of the absence or the specific classwork missed. Students are encouraged to talk with their teachers.

Assignments Missed Due to an Extended Absence

If students anticipate their absence will go beyond **FOUR** school days, they may request missed work through the Main Office. Requests for homework assignments should be made by 8:30 a.m. and will be available for pick up the following day. Any

student who chooses not to complete missed assignments within five days of returning to school will receive a score of “0” for those assignments. Exceptions may be granted due to the extent and/or nature of the absence or the specific classwork missed.

Assignments Missed Due to a School Activity Absence

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

Check Out Procedures

No student may leave school except at regular dismissal time without checking out through the office. If the student knows in advance that they need to leave school, a parent must phone or come by the office to check out the student. A student who does not check out (which includes prior parental permission AND signing out in the office) prior to leaving school anytime during the school day will be disciplined for truancy. No student will be allowed to leave school unless a parent has been contacted. Also, during the lunch times, a student's parent must be the one to physically check the student out in the office, Checking out students over the phone during the lunch times is prohibited.

Student Organizations, Extracurricular Activities, and Academic Organizations

Extracurricular Activities - Policy Required by Law:

B. Each board of education shall adopt policies and procedures to annually notify parents or guardians of students about clubs and organizations sponsored by or under the direction and control of the school. The annual notification about clubs and organizations shall be by means of the student handbook and by posting on the Internet website for the school district or if the school district does not have an Internet website by another appropriate method. The annual notification shall include, but is not limited to, the following information about each club or organization:

1. Name;
2. Mission or purpose; and
3. Name of the faculty advisor, if known.

Name of Club/Group	Mission	Name of Faculty Sponsor
NPS Volleyball	Culture, character, & accountability.	Aubrie Floyd
NMS Golf	Promote honesty, respect, and responsibility, Teach students the fundamentals of golf	Glenn Stallings
NMS Wrestling	Promote teamwork, discipline, and sportsmanship while striving for excellence in competition and personal growth.	Tyrone Lewis
NMS Cheerleading	To promote and uphold school spirit, to develop good sportsmanship among students, build leaders and positive role models within the school.	Kassidy Abel
NMS Track and Field	To focus on foundational skills as well as develop personal growth and building character, teamwork, and self confidence.	Brooke Heske
NMS football	Provide a safe, energetic environment. Teaching fundamentals and developing future players for the high school teams.	Judd Wilson
NMS powerlifting girls	Developing work ethic, self confidence, and body awareness through lifting with proper technique and consistency.	Judd Willson
NMS powerlifting BOYS	Empowering young athletes to maximize strength, and building a well rounded work ethic. With the understanding that Individual effort will equal team success in all sports and activities.	Judd Wilson
Gifted and Talented	Promote academic	LeAnn Gentry

	excellence through enrichment	
MS baseball	Develop fundamentals, and provide guidance to young athletes in how to prepare for competition, as well as conduct themselves as student/athletes	Judd Wilson
MS Girls Basketball	Developing fundamental skills in basketball to prepare them for the next level. Teaching young ladies the value of work ethic, responsibility, accountability, teamwork, and competition.	Leshia Brummell
NMS Fast Pitch Softball	Developing fundamental skills for softball, to prepare them for the next level. Instilling young ladies with the value of work ethic, responsibility, accountability, teamwork, and competition.	Chance Scott & Mike Wilson
NMS Business Professionals of America (BPA)	To develop and empower student leaders to discover their passion and change the world by creating unmatched opportunities in learning, professional growth, and service.	Chance Scott
NMS Boys Basketball	Developing fundamental basketball skills and game understanding, while building a strong foundation for future success. Instilling young athletes with the values of work ethic, responsibility, accountability, teamwork, and sportsmanship.	Ethan Conner
NMS Theater	Our mission is to reach and inspire students through theater and arts education, nurturing confidence and creativity, while also building	Quinn Baker

	a community of responsible young adults empowered with necessary soft skills for their future endeavors.	
NMS CROSS COUNTRY	We are committed to creating a culture of unity and acceptance where every athlete is valued. We pursue excellence not only in competition, but in character, integrity, and service to others. With perseverance and purpose, we run the race marked out for us.	Jerald Lewis & Colton Evans
NMS SOCCER	Our mission is to be a group that believes in teamwork, sportsmanship, and overall growth. We are committed to utilize our personal skills, support one another, and compete with integrity on and off the field.	Tobias Phifer
NMS CHOIR	Our mission is to cultivate confident, expressive young musicians by fostering excellence in vocal performance, nurturing creativity, and building an inclusive community where every voice is valued. We strive to inspire our school and enrich our wider community. Through dedication, teamwork, and a commitment to high artistic standards, we prepare students to grow as musicians, collaborators, and lifelong learners.	Carly Baker
NMS Unified Club	Promoting inclusion through shared activities and meaningful social interaction, while developing communication, social, and life skills. Instilling students with the values of	Ethan Conner

	acceptance, empathy, respect, teamwork, and a sense of belonging.	
NMS Band	The goal of the Newcastle Middle School Band is to develop students of character through the pursuit of musical excellence, responsible citizenship, and academic success. We are committed to creating an environment where every student grows as a musician, leader, learner, and member of the Newcastle community.	David Craig and Corey Hubbard

Academics and Eligibility

Activity Eligibility and Regulations

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

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

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

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

*Regulations of OSSAA Rule 3– Scholastic Eligibility

Section 1 – Semester Grades

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

Section 2 – Student Eligibility During a Semester

- Scholastic eligibility for students will be checked at the end of the third week (during the fourth week) of a semester and each succeeding week thereafter.
- A student must be passing in all subjects in which he/she is enrolled during a semester. If a student is not passing all subjects in which he/she is enrolled at the end of the week, he/she will be placed on probation for the next one (1) week period. If a student is still failing one or more classes at the end of his/her probationary one (1) week period, he/she will be ineligible to participate during the next one (1) week period. The ineligibility periods will begin on Monday and end on Sunday.
- A student who has lost eligibility under this provision must regain passing grades in all of his/her classes in order to regain eligibility. A student regains eligibility under Rule 3 with the first class of the new one (1) week period (Monday through Sunday).

Section 3 – Special Provisions

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

Grade Reporting

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

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

Parent / Teacher Conferences

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

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

Schedule Changes

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

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

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

District Grading Policy

Newcastle Public Schools Grading Policy (Grades 4–12)

Helping Every Student Learn, Grow, and Succeed, One Step at a Time

Philosophy

The most key portions of this policy and suggested practices are that the grade reflects knowledge and mastery, even if it is eventual mastery. In the end, the grade should represent what a student knows, not how responsible or compliant they are. At Newcastle Public Schools, we believe grades should reflect what students know, not how fast they get it or how perfectly they perform the first time. Learning is a process, and it looks different for every student.

This policy is grounded in the work of educator Rick Wormeli, who reminds us that fairness in grading means giving students time, support, and multiple chances to succeed.

We are committed to building a grading system that encourages persistence, supports mastery, and gives families a clear and consistent picture of progress.

Key Components of the Grading Policy

1. Redos and Reassessments

- Students are allowed to redo any major assignment, quiz, or test for full credit through the eighth week of the quarter.
 - Teachers will communicate clearly when redos are not available—for example, repeated missing work without effort or intentional misuse of the policy.
 - School sites will determine parameters for expectations students should meet in order to redo an assignment.
-

2. 50% Minimum Grade (The Grading Floor)

- The lowest score recorded for any assignment will be 50%, when a viable attempt has been made.
- This does not mean the work is optional; students are still expected to complete all assignments.

- The purpose is to prevent one low or missing grade from having an outsized impact that discourages students from trying again.
-

3. Balanced Grading Categories

To give students a fair chance to show their learning in different ways, **no single category** (such as tests or homework) may count for **more than 40%** of the overall grade.

Each department will meet at the beginning of the year to set consistent **category weights** and **expectations** across all courses.

Summative is defined as:

Summative refers to student assessment that occurs at the **end of a learning period**. The primary purpose is to determine what a student has learned over the entirety of a unit. It should connect to **benchmarks, state standards**, and should “**sum up**” a student’s knowledge of content that has been covered.

Examples include (but are not limited to):

- Projects
- Tests/Final exams
- Mid-term exams
- Portfolios
- Research papers
- Presentations

Quizzes can also be summative in certain circumstances—particularly when the assessment covers a **larger portion of content** that will also be connected to an eventual exam. *For example:* A teacher might cover multiple chapters in a unit, give quizzes at the end of each chapter, and then give an exam that connects them all. In this case, the quizzes would be considered summative.

Formative is defined as:

Formative refers to student learning that is **ongoing**. This occurs regularly and provides a **snapshot** of how learning is progressing in order to drive instruction.

Formative assessments should:

- Be low-stakes in nature
- Given and returned with timely, meaningful feedback
- Focus on **process and progress**

In this sense, a quiz used to guide instruction and provide feedback for improvement would be **formative**. It is designed to highlight where the student needs support and where instruction may need to shift. These assessments are typically **brief in nature**.

Example Breakdown:

- **Tests/Projects (Summative):** 30–40%
 - **Quizzes (Can be Summative or Formative):** 20–30%
 - **Homework/Practice Work (Formative):** 20–30%
 - **Other (Formative):** 10–20%
-

This balance ensures that **grades represent a complete picture** of what students have learned—not just how they perform on one type of task.

4. Consistent and Transparent Grade Reporting

- Teachers will enter at least two grades per week into the gradebook to help students and families monitor progress regularly.
-

Department Collaboration

Each academic department will:

- Meet at least once per semester to review grading practices and alignment.
 - Analyze student performance data to ensure practices are effective, equitable, and supportive.
-

Final Thoughts

We know every student learns in their own way and on their own timeline. This policy is about making space for that learning. This also sends a clear message that effort, persistence, and growth matter.

Student Conduct

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.

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.

Dress Code

Standards of Dress: The following standards of dress are required of all students

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

General Guidelines:

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

Unacceptable Clothing and Accessories:

- A. Any clothing that reveals undergarments.
- B. Slacks, pants or shorts worn below the hip.
- C. Caps, hats, hoods or other head covering in the building.
- D. Clothing, tattoos, and or accessories which carry messages either written or suggesting the promotion of illegal substances including but not limited to, drugs, alcohol, tobacco products; vulgar language, sex, violence, gang-related affiliation or other symbols that detract from the learning environment.
- E. Gang-related attire.
- F. Blankets
- G. Cleated shoes.
- H. Sunglasses.
- I. Any item that exposes the students private areas at any time.
- J. Footwear with wheels.
- K. Any other clothing/accessory that are deemed unsafe or otherwise distracting by school personnel.

Any student deemed in violation of the dress code will be required to find clothing that meets the code or will be sent home to correct the situation and will be

considered absent. Failure to comply will be grounds for disciplinary action.

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. Trip sponsors are required to obtain parent permission for students to leave campus during the day for the purpose of the trip.

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.**

Cheating / Academic Dishonesty

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

- Presenting the work of any other entity as your own.
- Copying information from another student's test, examination, theme, book report, homework, notebook, etc., unless specifically given permission by the teacher to do so. Teachers should provide clear guidance in regards to their expectations for group work and group projects.
- Plagiarism- using another person's or entity's ideas, expressions, AI generated materials, or words as your own without giving the original author credit.
- Preparing to cheat- Examples of this may include: having in your possession a copy of a test or assignment to be given or having been given by a teacher,

using a textbook notes or other materials without permission during a test or examination, and talking during a quiz, test, or examination.

- Not following test procedures or instructions given by your teacher or test administrator
- Providing another student with information that allows them to cheat, or otherwise provides an unfair advantage over other students (Example: Picture taking with cell phones)

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

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

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

Student Conduct - Board Policy FNC

Students shall adhere to all rules, regulations, and policies formulated by the Administration and the Board. Students shall at all times respect the rights of fellow students and of District personnel and shall not provoke any other individual or inflict physical harm upon another; courtesy and good manners should be the key to a student's conduct at school. The school is a community with rules and regulations. Those who enjoy the rights and privileges provided must also accept the responsibilities that membership demands, including respect for and adherence to school rules. A good attitude towards teachers, staff, and fellow students will make school enjoyable for all. Students shall respect District property and the property of others and may be required to pay for damages intentionally inflicted on District property or the property of others.

Students who engage in conduct or activities which are prohibited by this policy may be subjected to disciplinary action up to and including suspension from school. The disciplinary action taken shall depend upon the nature and severity of the violation and the students past record of violations, if any. While students are (a) in attendance at school or any function authorized or sponsored by the district; (b) in transit to or from school or any function authorized or sponsored by the district; or (c) on any property subject to the control and authority of the District, students are prohibited from engaging in the following conduct or activities:

1. Any conduct, the purpose of which is to obstruct, disrupt, or interfere with teaching, research, service, administrative or disciplinary functions, or any other activity sponsored or approved by the board of education.
2. Physical, emotional, or mental abuse of, or threat of harm to, any person on school owned or controlled property or at any school attended, sponsored, or supervised event or function. This includes antisemitism, which is a certain perception of Jews, which may be expressed as hatred toward Jews.
3. Use or possession of tobacco, tobacco products, vapor products/e-cigarettes, or other smoking paraphernalia;
4. 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;

5. 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 as defined by federal or state law or regulation including any 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.
6. Using, possessing, selling, transferring, distributing, or bartering any drug paraphernalia;
7. Using wireless telecommunication devices during school hours without the permission of the principal;
8. Possessing, using, transferring possession of, or aiding, accompanying, or assisting another student to use any type of weapon, which term includes but is not limited to: guns; rifles; pistols; shotguns; any device which throws, discharges, or fires objects, bullets, or shells; knives; explosive or incendiary devices, including fireworks; hand chains; metal knuckles; or any object that is used as a weapon or dangerous instrument, and any facsimile weapon;
9. Possession of a firearm shall result in out-of-school suspension of not less than one year (See policy FNCGA) This may be modified by the administration on a case-by-case basis;
10. Willful disobedience of a request of any school official. Disobeying, showing disrespect for, defying the authority of, or being insubordinate to a teacher, administrator, or other District employee, including bus drivers, secretaries, custodians, and cafeteria workers;
11. Leaving school grounds or activities at unauthorized times without permission;
12. Refusing to identify or falsely identifying one's self to District personnel;
13. Entering, without authority, into classrooms or other restricted school premises;
14. Engaging in hazing or conduct which endangers or jeopardizes the safety of other persons;
15. Engaging in bullying which is defined as any pattern of harassment, intimidation, threatening

behavior, physical acts, verbal or electronic communication directed toward a student or group of students or school personnel that results in or is reasonably perceived as being done with the intent to cause negative educational or physical results and is communicated in such a way as to disrupt or interfere with the school's educational mission or the education of any student;

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

16. Engaging in threatening or harassing behavior or any harassment based on national origin, color, age, religion, gender, gender expression or identity, sexual orientation, veteran status, or disability, including verbal or written, which is defined as any pattern of behavior or isolated action, whether or not it is directed at another person, that a reasonable person would believe indicates potential for future harm to students, school personnel, or school property;

17. Using profanity, vulgar language or expressions, or obscene gestures;

18. Committing acts of sexual harassment or sexual assaults;

19. Assaulting, battering, inflicting bodily injury on, or fighting with another person;

20. Students in grades six through twelve found to have assaulted, attempted to cause physical bodily injury, or acted in a manner that could reasonably cause bodily injury to a school employee or person volunteering for a school shall be suspended for the remainder of the current semester and the next consecutive semester. The term of the suspension may be modified by the school district superintendent or designee on a case-by-case basis.

21. Creating or attempting to create a classroom disturbance, acting in a disorderly manner, disturbing the peace, or inciting, encouraging, prompting, or participating in attempts to interfere with or disrupt the normal educational process, including making bomb threats or the abuse of fire alarms or safety equipment;

22. Showing disrespect, damaging, vandalizing, cutting, defacing, or destroying any real or personal property belonging to the district or any other person;

23. Engaging in extortion, theft, arson, gambling, immoral behavior, forgery, possession of stolen property, and cheating;

24. Violating the District's policies, Administrative Regulations, Student Handbook provisions, rules, practices, or state law, including in appropriate use of technology;

25. Possession/distribution of or engaging in the original or relayed transmission of obscene material or child pornography which includes but is not limited to the uncovered genitals, buttocks, or female breasts of persons under the age of 18, via electronic media in the form of digital images, videos, or other electronic images. This provision applies to those students that originate the transmission as well as those students who distribute or post it in any manner other than to submit it to appropriate school or law enforcement authorities. School officials will provide all such material to appropriate law enforcement authorities;

26. Making a materially false statement in bad faith against another student or faculty member;

Any student conduct or activity which does not a) occur on school property, b) while the student is in transit to or from school or a school function, or c) on any property subject to the control and authority of the District shall be prohibited if such conduct or activity a) is a continuation of activity which began on school property, b) adversely affects or poses a threat to the physical or emotional safety and well-being of other students, employees, or school property, or c) disrupts school operations.

In addition to disciplinary actions, the district, acting through the Superintendent or a principal, may refer matters to local law enforcement for investigation and prosecution and may pursue criminal complaints and/or charges when a student's actions are criminal in nature. There will be no tolerance for students or teachers who make false reports or claims concerning any of the previously listed offenses. The district will provide instruction and guidance to students and employees with respect to prevention and prohibition of improper conduct, including harassment and bullying, during the course of each year. To the extent feasible, District will implement suggestions of the Safe School Committee(s) in providing this instruction.

REFERENCE: 10 O.S. §7005-1.2

10 O.S. §7303-5.3

10 O.S. §7307-1.2

37 O.S. §163.2

70 O.S. §24-101.3, §24-102, §24-103, et seq.

THIS POLICY REQUIRED BY LAW.

Please see school board policy FOD for suspension regulations and appeal processes.

Items Prohibited at School

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

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

Other prohibited items include:

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

*No student may sell any item (candy or etc.) unless it is from an approved school fund-raising project for the middle school. No other school fund-raising projects

are allowed. Disciplinary actions may result from sales which are not approved. If brought to school, such items will be impounded.

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.

Assault or Battery of School Personnel

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

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

Bullying Policy

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

Students are prohibited from bullying, harassing, threatening, or intimidating other students or school personnel. Bullying, harassment, threatening, or intimidation includes any gesture, written or verbal expression, electronic communication, or physical act that a reasonable person should know will harm another person, damage

another's property, place a student in reasonable fear of harm, or insult or demean another in such a way as to disrupt or interfere with the district's educational mission or the education of students. Bullying of students by electronic communication is prohibited whether or not such communication originated at school or with school equipment, if the communication is specifically directed at students or school personnel and concerns harassment, intimidation, or bullying at school.

Definitions:

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

- a. Physical Bullying: includes harm or threatened harm to another's body or property, including, but not limited to, what would reasonably be foreseen as a serious expression of intent to inflict physical harm or property damage through verbal or written speech or gestures directed at the student-victim, when considering the factual circumstances in which the threat was made and the reaction of the intended victim. Common acts include tripping, hitting, pushing, pinching, pulling hair, kicking, biting, starting fights, daring others to fight, stealing or destroying property, extortion, assaults with a weapon, other violent acts, and homicide.
- b. Emotional Bullying: includes the intentional infliction of harm to another's self-esteem, including, but not limited to, insulting or profane remarks, insulting or profane gestures, or harassing and frightening statement, when such events are considered in light of the surrounding facts, the history of the students involved, and age, maturity, and special characteristics of the students.
- c. Social Bullying: includes harm to another's group acceptance, including, but not limited to, harm resulting from intentionally gossiping about another student or intentionally spreading negative rumors about another student that results in the victim being excluded from a school activity or student group; the intentional planning and/or implementation of acts or statements that inflict public humiliation upon a student; the intentional undermining of current relationships of the victim-student through the spreading of untrue gossip or rumors designed to humiliate or embarrass the student; the use of gossip, rumors, or humiliating acts designed to deprive the student of awards, recognition, or involvement in school activities; the false or malicious spreading of an untrue statement or statements about another student that exposes the victim to contempt or

ridicule or deprives the victim of the confidence and respect of student peers; or the making of false statements to others that the student has committed a crime, or has an infectious, contagious, or loathsome disease, or similar egregious representations.

- d. Sexual Bullying: includes harm to another resulting from, but not limited to, making unwelcome sexual comments about the student; making vulgar, profane, or lewd comments or drawings or graffiti about the victim; directing vulgar, profane, or lewd gestures toward the victim; committing physical acts of a sexual nature at school, including the fondling or touching of private parts of the victim's body; participation in the gossiping or spreading of false rumors about the student's sexual life; written or verbal statements directed at the victim that would reasonably be interpreted as a serious threat to force the victim to commit sexual acts or to sexually assault the victim when considering the factual circumstances in which the threat was made and the reaction of the intended victim; off-campus dating violence by a student that adversely affects the victim's school performance or behavior, attendance, participation in school functions or extracurricular activities, or makes the victim fearful at school of the assaulting bully; or the commission of sexual assault, rape, or homicide. Such conduct may also constitute sexual harassment – also prohibited by Newcastle Public Schools.

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

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

4. Harassment: The following actions may be considered "harassment"
- a. Verbal, physical, or written harassment or abuse;
 - b. Repeated remarks of a demeaning nature;
 - c. Implied or explicit threats concerning one's grades, achievements. etc.;
 - d. Demeaning jokes, stories, or activities directed at the student;
 - e. Unwelcome physical contact.

Student Reporting

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

Staff Reporting

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

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

Procedures

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

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

Reports may be made anonymously. However, no formal disciplinary action shall be

based solely on the basis of an anonymous report. Reports shall be made immediately to the building principal by any school employee that has reliable information that would lead a reasonable person to suspect that a person is a target of bullying.

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

Timeline For Investigation:

- After an administrator or the compliance officer receives a report, Initial contact (via phone or email) will be made with the victim (when appropriate and possible) and his/her parent or guardian within 48 school hours of the original receipt.
- When anonymous reports are made, the reporting party will not be contacted unless deemed appropriate by the administrator or compliance coordinator and if feasible means of contact are left. Further, if the victim is not the reporting party, the victim will only be contacted when necessary or if the report has been corroborated.
- Once the investigation is concluded, the parent or guardian of the victim will be contacted within ten days of the initial report, except where extenuating circumstances exist.
- The offender will be contacted in the same timeline and will have the right to appeal any suspension as it applies to policies FOD.

Parental Responsibilities

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

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

- symptoms; and
5. Cooperate fully with school personnel in identifying and resolving incidents.

Publication of Policy

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

REFERENCE: 21 O.S. §850.0

70 O.S. §24-100.2

THIS POLICY IS REQUIRED BY LAW

Internet Access and Acceptable Use

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Internet-based courses offered by a technology center and taught by a certified teacher and aligned with the appropriate Priority Academic Student Skills may be counted toward meeting the state graduation requirements with prior approval of the

State Department of Education and the Board. Internet-based courses which contain integrated or embedded skills for which no Priority Academic Student Skills have been adopted may be approved by the Board if such courses incorporate national standards and are taught by certified teachers.

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

Wireless Communication School Board Policy FNG

PERSONAL ELECTRONIC DEVICES It is the policy of the Board of Education that a student may possess a personal electronic device while on school premises, or while in transit under the authority of the school, or while attending any function sponsored or authorized by the school upon consent of both the student's parent or guardian, and the superintendent or the superintendent's designee. Students may be issued a device by the school district such as a laptop, tablet or other electronic device. School-issued devices or school-approved devices are exempt from the requirements of this policy and shall be utilized only for educational purposes by students. Students are prohibited from utilizing cell phones and personal electronic devices while on the campus of a public school district from bell to bell. Exceptions may be made as follows: 1. Emergency use of cell phones or personal electronic devices by students during the school day. Emergency use includes situations where immediate communication is needed for safety or urgent personal matters. This includes, but is not limited to:

- a. Medical Emergencies – Calling 911 or a parent if a student or someone nearby is having a severe health crisis (e.g., asthma attack, allergic reaction, seizure).; or b. Natural Disasters or Lockdowns – Communicating with law enforcement or family during events like tornados, fires, lockdowns, or other emergencies affecting the school; or 2. Use of cell phones or personal electronic devices by students who use them to monitor health issues. This includes, but is not limited to, glucose monitoring which may occur multiple times during the school day; or 3. Students with special needs may use cell phones or personal electronic devices during class time or during the school day if their IEP, Medical Plan, or 504 Plan explicitly requires it as assistive technology for medically or educationally necessary purposes. To qualify for this exception, the use must be listed as a documented accommodation necessary for instruction or communication within the student's IEP, Medical Plan, or 504 Plan. “Bell to bell” means the time between the first bell ringing at the start of the school day to begin instructional time until the dismissal bell at the end of the school day to end instructional time. “Personal

electronic device” means a personal device capable of connecting to a smart phone, the Internet, or a cellular or Wi-Fi network, or directly connecting to another similar device. Personal electronic devices include, but are not limited to, smart watches, smart headphones, laptops, tablets, and smart glasses. Personal electronic devices shall not include school-issued or school approved devices that are specifically limited for use in classroom instruction. Students found to be using any personal electronic device for any illegal purpose, violation of privacy, or in any way send or receive personal messages, data, or information that would contribute to or constitute cheating on tests or examinations, shall be subject to discipline and the device may be confiscated by the administration of the school district. Any personal wireless communication device that is confiscated will be returned to the student at the end of the school day. Students violating this rule may be disallowed from carrying any wireless telecommunication device following the incident unless the device is utilized to monitor a health condition.

Students found to be in possession of or using a personal electronic device in violation of the rules shall be subject to disciplinary action under the student discipline policy. Punishment for violation will be determined by the administration on a case-by-case basis.

REFERENCE: 70 O.S. §1-126 70 O.S. §24-101.1, et seq. 70 O.S. §24-102
THIS POLICY REQUIRED BY LAW.

Telephone Usage

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.

Search of Students - School Board Policy FNF

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

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

1. When any authorized person has reasonable suspicion that the student may have on the student's person or property alcoholic beverages as defined in the Oklahoma Alcoholic Beverages Act, dangerous weapons, controlled dangerous substances as defined by law, stolen property if the property in question is reasonably suspected to have been taken from a student, a school employee, or the school during school activities, or any other items which have been or may reasonably be disruptive of school operations or in violation of student discipline rules.

2. School lockers and school desks are the property of the school, not the student. Students have no expectation of privacy concerning lockers, desks, or other school property. The users of lockers, desks, and other storage areas or compartments have no reasonable expectation of privacy from school employees as to the contents of those areas. Lockers, desks, and other storage areas or compartments may be subjected to searches at any time with or without reasonable suspicion. Students are not to use any school area or property to contain any item that should not be at school. Students shall not exchange lockers or desks or use any lockers or desks other than those assigned to them by the principal.

3. Authorized personnel may search a student, within the limits of state and federal law (or this policy), whenever the student consents to such a search. However, consent obtained through threats or coercion is not considered to be freely and voluntarily given.

4. Authorized personnel conducting a search shall have authority to detain the student or students and to preserve any contraband seized.

5. Any searches of students as outlined herein will be conducted by an authorized person who is the same sex as the person being searched and shall be witnessed by at least one other authorized person who is of the same sex as the person being searched.

6. Strip searches are forbidden. No clothing except cold weather outer garments, shoes, hand coverings, and head coverings, except religious head coverings, will be removed before or during a search.

7. Items that may be seized during a lawful search - in addition to those mentioned in paragraph 1 above - shall include, but not be limited to, any item, object, instrument, or material commonly recognized as unlawful or prohibited. For example: prescription or nonprescription medicines, switchblade knives, brass knuckles, billy clubs, and pornographic literature are commonly recognizable as unlawful or prohibited items. Such items, or any other items which may pose a threat to a student, the student body, or other school personnel, shall be seized, identified as to ownership if possible, and held for release to proper authority.

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

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

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

11. The student checklist to be used in conjunction with a student search incident

can be found in the administrator handbook.

REFERENCE: 70 O.S. §24-102
70 O.S. §24-101.3

Detention and ISI

Classroom Behavior Tracking and Consequence System (Minga)

Our school uses Minga to track student behavior, automate consequences, and maintain transparent communication with families. The process for managing recurring classroom disruptions is outlined below:

Behavior Escalation Steps

- **First Offense (Verbal Warning):** The classroom teacher will address the behavior directly with the student by giving a verbal warning.
- **Second Offense (Behavior Notice):** If disruptive behavior continues in that class, the teacher will log a Behavior Notice in Minga. Minga will automatically email the primary parent or guardian listed in our Student Information System. This email serves as a formal warning and includes a brief note from the teacher describing the incident.
- **Third Offense (Detention):** Should the disruptive behavior occur a third time in the same class, the teacher will log a second Behavior Notice. Minga will automatically assign a detention. Parents will receive two separate emails: one confirming the assigned detention and another detailing the specific behavior that occurred.
- **Continued Offenses:** The result of these offenses will be either detention and/or In-School Intervention. A parent may be contacted by a school official to set up a meeting to discuss the recurring behaviors.

Detention Timeline & Escalation to In-School Intervention (ISI)

- **Serving Detention:** Students can serve the assigned detention the day it was assigned or in the following two days.
- **Failure to Serve:** If a student does not serve their detention within the required window, Minga will automatically escalate the consequence to an In-School Intervention (ISI).
- **Parent Notifications for ISI:** When an ISI is assigned, Minga sends notifications to the primary parent or guardian via email and, in some extreme cases, text message.

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

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

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

In School Intervention

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

Citations / Tickets

When school officials and/or law enforcement authorities deem necessary, a student may be issued a municipal or county citation. Citations could be issued for trespassing, truancy, tobacco, vape possession/use, alcohol, drugs, profanity, assault, fighting, harassment and creating a disturbance among other rule(s) violations.

Transportation

Bus Procedures

BUS PROCEDURES

School bus transportation is a privilege that may be withdrawn for inappropriate behavior.

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

- I. Prior to Loading (on the road and at school)
 - A. Be on time at the designated school bus stops – keep the bus on schedule.
 - B. Stay off the road at all times while waiting for the bus.

- C. Bus riders conduct themselves in a safe manner while waiting.
- D. Wait until the bus comes to a complete stop before attempting to enter.
- E. Be careful in approaching bus stops.
- F. Bus riders are not permitted to move toward the bus at the school loading zone until the bus has been brought to a complete stop.

II. While on the Bus

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

III. After Leaving the Bus

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

IV. Extra-Curricular Trips

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

V. Consequences for Misbehavior on the Bus - See Bus Matrix ***** 12

Severe Violations: Students who severely misbehave, directly jeopardize the safe operation of the school bus, or directly challenge the authority of the driver or other school official will lose their riding privileges without receiving warnings. Vandalism, fighting, failure to cooperate with the driver, abusive language or gestures directed

toward school personnel, possession or use of drugs, alcohol or weapons, or any other violations that affect safety will be dealt with as severe violations.

Bus Riders Expectations and Consequence Rubric

You can find the NPS Bus Riders Expectations and consequences document here: [NPS Bus Riders Expectations](#)

Required Notices

Chase Morris Cardiac Arrest Plan

A cardiac emergency requires immediate action. Cardiac emergencies may arise because of a Sudden Cardiac Arrest (SCA) or a heart attack but can have other causes. SCA is the sudden loss of all heart activity due to an irregular heart rhythm. Without immediate treatment, it can lead to death.

Signs of Sudden Cardiac Arrest can include one or more of the following:

- Not moving, unresponsive or unconscious
- Not breathing normally (i.e., may have irregular breathing, gasping or gurgling or may not be breathing at all)

The Cardiac Emergency Response Plan should be as follows:

1. Cardiac Emergency Response Team (CERT)

- a. The Cardiac Emergency Response Team should be composed of those individuals who have current CPR/AED certification.
- b. All members of the Cardiac Emergency Response Team should receive and maintain nationally recognized training, which includes a certification card with an expiration date of not more than 2 years.
- c. As many other staff members as reasonably practicable should receive training.

The members of our organization who are part of the Cardiac Emergency Response Team are listed here:

Cardiac Emergency Response Team

Name / CPR/AED Certification Expiration Date

1. Wade Hampton, Principal	9/30/26
2. Larry Morman, Assistant Principal	9/30/26
3. Brandon Jones, SRO	1/31/27
4. Julie Woods, Nursing Assistant	9/30/26
5. Heidi Furnish, BSN RN	9/30/26
6. Logan White, Paraprofessional	11/30/26
7. Ethan Conner, Teacher	10/16/25
8. Stephanie Young, Teacher	9/30/26
9. Christina Canary, Paraprofessional	9/30/26
10. Callyssa Boomgarden, Paraprofessional	9/30/26

2. Activation of Cardiac Emergency Response Team during an identified cardiac emergency:

a. The members of the Cardiac Emergency Response Team should be notified immediately when a cardiac emergency is suspected. They will be notified by: **RAVE App and GroupMe Perimeter Lock down (stay in rooms, continue teaching).**

b. The steps for responding to a cardiac emergency are described below.

i. Recognize sudden cardiac arrest

- Unconscious and unresponsive
- Not breathing or not breathing normally

ii. Call 9-1-1

1. Provide organization address
2. Explain patient condition
3. Listen to the dispatcher

4. Answer questions
 5. Notify other members of Cardiac Emergency Response Team
- iii. Send someone to get the AED
- The closest member of the CERT should get the AED
 - Bring AED supplies such as scissors, razor, towel, wipes, and gloves, if available.
- iv. If there are enough people, send someone outside to wave down the ambulance.
- v. Start CPR
- 100-120 compressions per minute
 - Use 2 hands: The heel of one hand and the other hand on top (or one hand for children under 8 years old), pushing to a depth of 2 inches (or 1/3rd the depth of the chest for children under 8 years old)
 - Follow the 9-1-1 dispatcher's instructions, if provided
- vi. Use the AED as soon as it arrives
1. Turn it on
 2. Place the pads as shown in the diagram on the pads
 3. Follow the AED audio and visual (if available) instructions *Note: The AED will only deliver shocks if needed; if no shock is needed, no shock will be delivered.*
- vii. Transition care to EMS:
- Transition care to EMS upon arrival so that they can provide advanced life support.
- viii. Other Action to be taken by Staff:
- Confirm the exact location and the condition of the patient.
 - Activate the Cardiac Emergency Response Team and give the exact location if not already done.
 - Confirm that the Cardiac Emergency Response Team has responded.
 - Confirm that 9-1-1 was called. If not, call 9-1-1 immediately.

- Assign a staff member to direct EMS to the scene.
- Perform “Crowd Control” – directing others away from the scene.
- Designate people to cover the duties of the CPR responders.
- Copy the patient’s emergency information for EMS.
- Notify the patient’s emergency contact (parent/guardian, spouse, etc.).

3. Automated external defibrillators (AEDs) – placement and maintenance

a. Minimum recommended number of AEDs for Newcastle Middle School

Inside office buildings – The number of AEDs should be sufficient to enable employees to retrieve an AED and deliver it to any location within the building within 3 minutes of being notified of a possible cardiac emergency.

i. Number of AEDS located at Newcastle Middle School: 3

b. Newcastle Middle School will regularly check and maintain each AED in accordance with the AED’s user manual. (See AED Maintenance Team table below for person(s) responsible for checking AEDs)

i. AEDs will be checked monthly.

ii. The person checking the AEDs should answer the following questions:

- Is the Active Status Indicator light on your AED flashing green?
- Are the AED pads plugged in and ready for use?
- Does the AED appear to be undamaged and ready for use?
- Is the AED free of chirping and warning notifications?
- Are the AED pads within their usable date?
- Is the AED battery within its usable date?

iii. If the person checking the AEDS answers no to any of these questions, they should call the AED manufacturer or distributor that sold the AED immediately.

iv. The person checking the AED should log the monthly checks into Newcastle Public School’s HeartSmartPro.com AED management program account.

AED Maintenance Team

Name	AED Location
Julie Woods NA	Central Hallway North Wall
Amanda Mars MA	8th Grade Hallway

Heidi Furnish BSN, RN Gym

c. Additional Resuscitation Equipment: A resuscitation kit should be connected to the AED carry case. The kit should contain latex-free gloves, razor, scissors, towel, antiseptic wipes and a CPR barrier mask.

d. AEDs should **not** be locked in an office or stored in a location that is not easily and quickly accessible at all times.

e. AEDs should be readily accessible for use in responding to a cardiac emergency, during both office hours and after office hours, in accordance with this Plan. Each AED should have one set of defibrillator electrodes connected to the device. All AEDs should have clear AED signage so as to be easily identified.

4. Communication of this Plan

a. The Cardiac Emergency Response Protocol should be distributed to:

- i. All employees at the start of each year, with updates distributed as made.
- ii. Local emergency medical services

Person Responsible for Distribution: Heidi Furnish BSN, RN

5. Training in Cardiopulmonary Resuscitation (CPR) and AED Use

a. Employee Training:

- i. A sufficient number of staff should be trained in cardiopulmonary resuscitation (CPR) and in the use of an AED to enable Newcastle Middle School to carry out this plan. Training should be renewed at least every two years. Newcastle Middle School should designate the person responsible for coordinating staff training.

CPR/AED Certification Training Coordinator: Heidi Furnish BSN, RN

- ii. Training should be provided by an instructor currently certified by a nationally recognized organization to conform to current guidelines for teaching First Aid, CPR and/or Emergency Cardiac Care (ECC).

- iii. Training may be traditional classroom, on-line or blended instruction but should include cognitive learning and hands-on practice.

6. Conduct Practice Drills

The site should perform at least one successful drill each year with the participation of staff, safety officials and other targeted responders. When possible, invite local EMS to the drills. They can provide meaningful feedback and information about realistic situations.

7. Annual review and evaluation of the Plan

Newcastle Middle School should conduct an annual internal review of the company's plan. The annual review should focus on ways to improve the company's response process, to include:

A post-event *review* following an event. This includes review of existing company based documentation for any identified cardiac emergency that occurred on company grounds. Newcastle Middle School should designate the person who will be responsible for establishing the documentation process.

Post-event documentation and action should include the following:

- a. A contact list of individuals to be notified in case of a cardiac emergency.
- b. Determine the procedures for the release of information regarding the cardiac emergency.
- c. Date, time and location of the cardiac emergency and the steps taken to respond to the cardiac emergency.
- d. The identification of the person(s) who responded to the emergency
- e. The outcome of the cardiac emergency. This should include but not be limited to a summary of the presumed medical condition of the person who experienced the cardiac emergency to the extent that the information is publicly available. Personal identifiers should not be collected unless the information is publicly available.
- f. An evaluation of whether the plan was sufficient to enable an appropriate response to the specific cardiac emergency. The review should include recommendations for improvements in the plan and in its implementation if the plan was not optimally suited for the specific incident. The post-event review may include discussions with medical personnel to help in the debriefing process and to address any concerns regarding on-site medical management and coordination.
- g. An evaluation of the debriefing process for responders and post-event support.
- h. A determination, at least annually, as to whether or not additions, changes or modifications to the plan are needed. Reasons for a change in the plan may result from a change in established guidelines, an internal review following an actual cardiac emergency, or from changes in facilities, equipment, processes, technology, or personnel.

Building Location Information

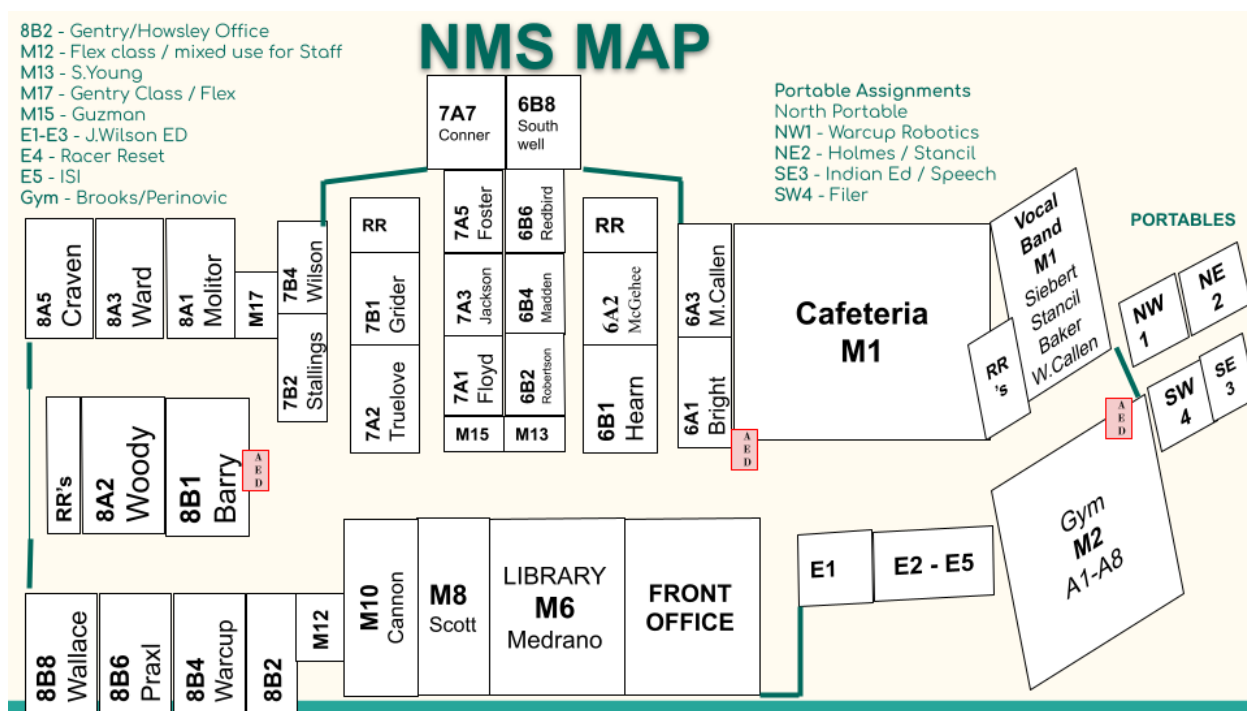
Organization Name: Newcastle Middle School

Organization Address: 611 East Fox Lane, Newcastle OK 73065

AED Location: Central Hallway North Wall

8th Grade Hallway

Gym



FERPA Rights Notification

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

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.

Notice of Nondiscrimination

NOTICE OF NON-DISCRIMINATION

Applicants for admission or employment, students, parents, employees, sources of referral of applicants for admission and employment, and all unions or professional organizations holding

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

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

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

Notification of Rights Under PPRA

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

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.

Visitation

VISITATION

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

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

HB 1175 - Critical Race Theory

Hatch Amendment

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

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

1. Make such materials available for inspection by parents.
2. Obtain written parental consent if students are required to participate in a survey, analysis or evaluation that reveals information such as:

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

Parents Bill of Rights

The school district is in compliance with the Parents' Bill of Rights. Additional information is available for parents in the school policy manual on this subject. Parents may submit written requests to obtain the specific information listed in the Parents' Bill of Rights law during regular school business hours by contacting the building principal or the superintendent.