

Newcastle Board of Education Regular Meeting  
June 30, 2020 6:00 PM  
Administrative Office Board Room  
101 North Main  
Newcastle, OK 73065

1. Call to Order and Roll Call of Members.
2. Discussion and possible action on the Consent Agenda:
  - A. Agenda of Regular Meeting of June 30, 2020
  - B. Minutes of Special Meeting of June 17, 2020
  - C. Minutes of Regular Meeting of June 9, 2020
  - D. Newcastle High School 2020-2021 Handbook
3. Public Input
4. Superintendent and Staff Updates:
5. Board Reports
6. Discussion and possible action regarding return to school plan
7. Discussion and possible action regarding the revised FY21 Newcastle School Calendar
8. Discussion and possible action regarding Financial Consent Agenda
  - A. FY 20 General Fund 11 Encumbrances and Change Orders
  - B. FY21 General Fund 11 Encumbrances and Change Orders
  - C. FY 20 Building Fund 21 Encumbrances and Change Orders
  - D. FY21 Building Fund 21 Encumbrances and Change Orders
  - E. FY21 Bond Fund 39 Encumbrances and Change Orders
  - F. Monthly payroll and extra duty disbursement
  - G. Purpose of Activity Fund Accounts
9. Discussion and possible action regarding the Contract Consent Agenda
  - A. FY21 Red Road Counseling MOU
  - B. FY21 Nikki Keck - Vision Services
  - C. FY21 MAS Data Services Agreement
  - D. FY21 OSIG Resolution
  - E. FY21 Frontline Family Solutions Memorandum of Understanding
  - F. FY21 School Resource Officer Mutual Cooperation Agreement
10. Discussion and possible action to approve FY21 contract with OSIG for Property & Liability coverage with change in deductibles.
11. Discussion and possible action to hire Rosenstein, Fist and Ringold as the District's Legal Counsel
12. Discussion and possible action regarding Newcastle District Policy BC
13. New Business
14. Proposed executive session to discuss employment of personnel, retirements, resignations, terminations, hiring of employees, employment, rehiring and changes to employment contracts of current and prospective District employees as outlined on attached Schedule A and Schedule B; pursuant to 25 O.S. Section 307 (B)(1).

15. Vote to convene or not to convene in executive session
16. Return to Open Session.
17. Discussion and possible action to approve employment of personnel, retirements, resignations, terminations, hiring of employees, employment, rehiring and changes to employment contracts of current and prospective district employees as outlined on attached Schedule A and Schedule B.
18. Adjournment

This agenda was posted by Darla Allen on the front door of the Administration Building and on the website at 5:00 pm, June 29, 2020,

**Minutes**  
Newcastle Public Schools  
Special Virtual and Physical Meeting  
Administration Office Board Room  
101 N Main St

Wednesday, June 17, 2020 at 4:30 PM

This meeting was conducted via teleconferencing, via videoconferencing, and at a physical location.

Via Videoconferencing: John Maker, Vice President; Valory Dalton, Clerk  
Via Physical Site: Gary Knowles, President; Jeff Dingee, Member; Tiffany Elczyn, Member; Melonie Hau, Superintendent; Darla Allen, Minutes Clerk  
There is not a link to this meeting as Patrons may attend

1. Call to Order and Roll Call of Members.

2. Conduct a hearing on Superintendent's recommended reduction in force.

Ms. Melonie Hau, Superintendent, and Ms. Sherry Childers, representative of Mr. Brett Sanders, delivered opening statements and Mr. Sanders, Ms. Hau and Mr. Landes answered questions as needed.

3. Discussion and possible action on a motion to convene in executive session to discuss the employment status of Mr. Brett Sanders, as affected by the proposed reduction in force, pursuant to 25 O.S. Section 307(B)(1). Executive Session will be held via videoconference with John Maker, Vice President; Valory Dalton, Clerk; and physical presence with Gary Knowles, President; Jeff Dingee, Member; Tiffany Elczyn, Member; and Melonie Hau, Superintendent.

Motion to convene in executive session at 6:54 pm passed with a motion by Mr. Jeff Dingee and a second by Ms. Valory Dalton.

Tiffany Elczyn: Yea, Mr. Jeff Dingee: Yea, Ms. Valory Dalton: Yea, Mr. John Maker: Yea, Mr. Gary Knowles: Yea

Yea: 5, Nay: 0

4. Return to Open Session

Returned from Executive Session at 9:12 pm

5. Announcement of Minutes of Executive Session

Those present in Executive Session were Laura Holmes, Attorney; Tiffany Elczyn, Board Member; Jeff Dingee, Board Member; Valory Dalton, Clerk; John Maker, Vice President; Gary Knowles, President and no votes were taken.

6. Discussion and possible action to adopt findings of fact with respect to recommended reduction in force, elimination/reduction of positions/programs, and employment status of Mr. Brett Sanders

Motion to adopt the findings of fact, attached with respect to recommended reduction in force, elimination/reduction of positions/programs, and employment status of Mr. Brett Sanders passed with a motion by Mr. Jeff Dingee and a second by Ms. Valory Dalton.

Tiffany Elczyn: Yea, Mr. Jeff Dingee: Yea, Ms. Valory Dalton: Yea, Mr. John Maker:  
Yea, Mr. Gary Knowles: Yea

Yea: 5, Nay: 0

7. Discussion and possible action to renew or not renew the employment contracts of Mr. Brett Sanders, based on the findings of fact.

Motion to not renew the employment contracts of Mr. Brett Sanders, based on the findings of fact passed with a motion by Mr. Jeff Dingee and a second by Ms. Valory Dalton.

Tiffany Elczyn: Yea, Mr. Jeff Dingee: Yea, Ms. Valory Dalton: Yea, Mr. John Maker:  
Yea, Mr. Gary Knowles: Yea

Yea: 5, Nay: 0

8. Discussion and possible action to instruct the Superintendent to notify Mr. Brett Sanders of the Board's decision including the basis of the decision and the findings of fact.

Motion to instruct the Superintendent to notify Mr. Brett Sanders of the Board's decision including the basis of the decision and the findings of fact passed with a motion by Mr. Jeff Dingee and a second by Ms. Valory Dalton.

Tiffany Elczyn: Yea, Mr. Jeff Dingee: Yea, Ms. Valory Dalton: Yea, Mr. John Maker:  
Yea, Mr. Gary Knowles: Yea

Yea: 5, Nay: 0

9. Adjournment.

Motion to adjourn at 9:22 pm passed with a motion by Mr. Jeff Dingee and a second by Ms. Valory Dalton.

Tiffany Elczyn: Yea, Mr. Jeff Dingee: Yea, Ms. Valory Dalton: Yea, Mr. John Maker:  
Yea, Mr. Gary Knowles: Yea

Yea: 5, Nay: 0

This Agenda was posted on the 16th day of June, 2020, at 4:00pm on the front door of the Administration Building and the website.

Newcastle Board of Education Regular Meeting  
June 9, 2020 6:00 PM  
Administrative Office Board Room  
101 North Main

Attendance Taken at 6:01 PM. Ms. Valory Dalton: Present, Mr. Jeff Dingee: Present, Tiffany Elczyn: Present, Mr. Gary Knowles: Present, Mr. John Maker: Present.

1. Call to Order and Roll Call of Members.

2. Outstanding Service or Achievement Awards

Ms. Hau recognized the CSI Plan Team members that were present and thanked all members for their hard work. Mr. Knowles also reiterated his appreciation along with how proud he was to have a plan moving forward.

**3. Discussion and possible action on the Consent Agenda:**

Action to approve consent agenda passed with a motion by Ms. Valory Dalton and a second by Tiffany Elczyn.

Tiffany Elczyn: Yea, Mr. Jeff Dingee: Yea, Ms. Valory Dalton: Yea, Mr. John Maker:

Yea, Mr. Gary Knowles: Yea

Yea: 5, Nay: 0

A. Agenda of Regular Meeting of June 9, 2020

B. Minutes of Special Meeting of May 12, 2020.

C. Newcastle Early Childhood and Elementary 2020-2021 Handbook

D. Newcastle Middle School 2020-2021 Handbook

Discussion of no longer collecting Activity Fees, as written in the Middle School Handbook and will be in the High School Handbook when it is completed. Handbook attendance changes are written flexible for COVID-19. Board requested oversight for attendance, work, and accountability. Ms. Hau reported learning would be at the center of importance with the oversight.

4. Public Input

No Public Input

5. Discussion and possible action regarding Newcastle's Continuous School Improvement Strategic Plan

Ms. Stephanie Hyder, OSSBA, reviewed the CSI plan and how it was achieved. Sharon Dean, OSSBA, explained the book and that it has specifics with objectives, initiatives, goals and rationals with a timeline. The Board should expect monthly reports on accountability realizing this plan is flexible along the way.

Ms. Hau was very proud of the stakeholders and their concern to meet the needs of ALL students, valuing them regardless of race, ethnicity, gender or sexuality and meeting their needs.

Motion to approve and adopt the new CSI plan as presented passed with a motion by Tiffany Elczyn and a second by Mr. Jeff Dingee.

Tiffany Elczyn: Yea, Mr. Jeff Dingee: Yea, Ms. Valory Dalton: Yea, Mr. John Maker:  
Yea, Mr. Gary Knowles: Yea  
Yea: 5, Nay: 0

## **6. Superintendent and Staff Updates:**

### **A. Cafeteria Summary - Meals served during Closure**

Mr. Landes reported on the Newcastle COVID-19 response to feeding the children. As other districts were having difficulty getting workers Newcastle employees were willing and wanting to serve. They had 63 volunteers along with all the cafeteria workers. Several child nutrition employees volunteered to do all they could and went the extra mile.

### **B. Parent & Teacher Distance Learning Survey Results**

Ms. Ferguson reported on the community survey regarding distance learning and how well it went. There will be another survey out in July.

## **7. Board Reports**

The Board recognized the hard work the district has done, from the Child Nutrition Crews, Custodians, Teachers, and IT. They wanted to thank them all for their efforts and the administration staff for their guidance. Mr. Dingee also pointed out Mackenzie Wagner being named Gatorade Player of the Year.

Mr. Knowles would like for organizations using our facilities to be required to have background checks and behave in a manner that the school would require of its staff.

Ms. Hau would like to align with organizations that have the same values and conduct themselves, and hold themselves accountable.

## **8. Discussion and possible action regarding Before, After School and Friday Programs for our students and parents.**

Ms. Hau reported on the district taking on the Before, After & Friday Care and calling it Newcastle Kid Zone.

Motion to approve Newcastle Kid Zone, a district run Before, After & Friday school daycare program. passed with a motion by Mr. John Maker and a second by Mr. Jeff Dingee.

Tiffany Elczyn: Yea, Mr. Jeff Dingee: Yea, Ms. Valory Dalton: Yea, Mr. John Maker:  
Yea, Mr. Gary Knowles: Yea  
Yea: 5, Nay: 0

## **9. Discussion and possible action regarding Financial Consent Agenda**

Action to approve the Financial Consent Agenda A thru I passed with a motion by Tiffany Elczyn and a second by Mr. Jeff Dingee.

Tiffany Elczyn: Yea, Mr. Jeff Dingee: Yea, Ms. Valory Dalton: Yea, Mr. John Maker:  
Yea, Mr. Gary Knowles: Yea  
Yea: 5, Nay: 0

### **A. General Fund 11 Encumbrances and Change Orders**

B. Building Fund 21 Encumbrances and Change Orders

C. Bond Fund 39 Encumbrances and Change Orders

D. Monthly payroll and extra duty disbursement

E. Revenue Analysis-General Fund

F. Revenue Expenditure Summary-Athletic

G. Revenue-Expenditure Summary-Non Athletic

H. Treasurer's Report

I. Request for Transfer of Activity Funds

10. Board to consider and take action on a motion approving the renewal of the Sublease Agreement dated March 22, 2010 between the District and Newcastle Educational Facilities Authority for the fiscal year ending July 30, 2021 as required under the provisions of the agreement.

Motion to approve the renewal of the Sublease Agreement dated March 22, 2010 as read passed with a motion by Mr. Jeff Dingee and a second by Mr. John Maker.

Tiffany Elczyn: Yea, Mr. Jeff Dingee: Yea, Ms. Valory Dalton: Yea, Mr. John Maker: Yea, Mr. Gary Knowles: Yea

Yea: 5, Nay: 0

11. Board to consider and take action on a motion approving the renewal of the Sublease Agreement dated April 1, 2010 between the District and Newcastle Educational Facilities Authority for the fiscal year ending June 30, 2021 as required under the provisions of the agreement.

Motion to approve the renewal of the Sublease Agreement dated April 1, 2010 as read passed with a motion by Mr. Jeff Dingee and a second by Mr. John Maker.

Tiffany Elczyn: Yea, Mr. Jeff Dingee: Yea, Ms. Valory Dalton: Yea, Mr. John Maker: Yea, Mr. Gary Knowles: Yea

Yea: 5, Nay: 0

## **12. Discussion and possible action on the Contract Consent Agenda**

Motion to approve the Contract Consent Agenda passed with a motion by Mr. John Maker and a second by Ms. Valory Dalton.

Tiffany Elczyn: Yea, Mr. Jeff Dingee: Yea, Ms. Valory Dalton: Yea, Mr. John Maker: Yea, Mr. Gary Knowles: Yea

Yea: 5, Nay: 0

A. BSN Sports Rewards/Nike ASD Agreement

B. Clearwater Natural Gas Agreement

C. Delta Head Start Memorandum

- D. Employee Evaluation Systems (OKTLE)
- E. Municipal Accounting (Wengage)
- F. Norman Regional Health System Sports Medicine and Athletic Training Services Subscription Agreement
- G. Occupational Therapist Contract - Tyler Garling
- H. OSSBA Membership
- I. OSSBA Policy Service
- J. Physical Therapist Contract (Carla Garling)
- K. Title III Consortium 2020-2021 Cooperative Agreement

13. New Business  
No new business

14. Proposed executive session to discuss employment of personnel, retirements, resignations, terminations, hiring of employees, employment, rehiring and changes to employment contracts of current and prospective district employees as outlined on attached Schedule A and Schedule B, pursuant to 25 O.S. Section 307 (B)(1);  
Proposed executive session to discuss negotiations with Newcastle Association of Support Personnel, pursuant to 25 O.S. Section 307 (B)(2).

15. Vote to convene or not to convene in executive session  
Motion to convene in Executive Session at 8:19pm passed with a motion by Mr. Jeff Dingee and a second by Tiffany Elczyn.  
Tiffany Elczyn: Yea, Mr. Jeff Dingee: Yea, Ms. Valory Dalton: Yea, Mr. John Maker: Yea, Mr. Gary Knowles: Yea  
Yea: 5, Nay: 0

16. Return to Open Session.  
Returned to Open Session at 9:19pm. TE, JD, VD, JM, GK, MH in executive session and no votes were taken.

17. Discussion and possible action to approve employment of personnel, retirements, resignations, terminations, hiring of employees, employment, rehiring and changes to employment contracts of current and prospective district employees as outlined on attached Schedule A and Schedule B  
Motion to approve Schedule A and Schedule B as attached passed with a motion by Mr. Jeff Dingee and a second by Ms. Valory Dalton.  
Tiffany Elczyn: Yea, Mr. Jeff Dingee: Yea, Ms. Valory Dalton: Yea, Mr. John Maker: Yea, Mr. Gary Knowles: Yea  
Yea: 5, Nay: 0

18. Discussion and possible action to approve Newcastle Association of Support Personnel negotiations  
Motion to approve Newcastle Association of Support Personnel negotiations passed with a motion by Ms. Valory Dalton and a second by Tiffany Elczyn.

Tiffany Elczyn: Yea, Mr. Jeff Dingee: Yea, Ms. Valory Dalton: Yea, Mr. John Maker:  
Yea, Mr. Gary Knowles: Yea  
Yea: 5, Nay: 0

19. Adjournment

Action to adjourn at 9:24pm passed with a motion by Tiffany Elczyn and a second by Ms. Valory Dalton.

Tiffany Elczyn: Yea, Mr. Jeff Dingee: Yea, Ms. Valory Dalton: Yea, Mr. John Maker:  
Yea, Mr. Gary Knowles: Yea  
Yea: 5, Nay: 0

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President

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Vice President

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Clerk

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Deputy Clerk

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Member

# **NEWCASTLE HIGH SCHOOL**

2020-2021  
Student Handbook

**LOGO TO BE  
DETERMINED**

101 N. Main  
Newcastle, OK 73065  
(405) 387-4304

[www.newcastle.k12.ok.us](http://www.newcastle.k12.ok.us)

# “Home of the Racers”

## School Colors

Royal Blue and White

## Mascot

Racers

<b>School Board Members</b>	
<b>President</b>	Gary Knowles
<b>Vice President</b>	John Maker
<b>Clerk</b>	Valory Dalton
<b>Member</b>	Tiffany Elczyn
<b>Member</b>	Jeff Dingee
<b>Administration</b>	
<b>Superintendent</b>	Melonie Hau
<b>Assistant Superintendent</b>	Kristi Ferguson
<b>HS Principal</b>	Jennifer Beer
<b>HS Assistant Principal</b>	Adam Hull
<b>HS Counselor</b>	Stephanie Burchett
<b>College &amp; Career Advisor</b>	Casey Rainbolt
<b>DRIVE Coordinator/Teacher</b>	Kaisha Mathis
<b>HS Secretary</b>	Dawn Plummer
<b>HS Attendance Secretary</b>	Mona Brite
<b>HS Registrar</b>	Yolanda Wilson
<b>Director of Athletics</b>	Chris McKenzie
<b>District School Nurse</b>	Heidi Furnish
<b>Director of Special Services</b>	Stacey Gray
<b>CFF/COO</b>	Jeff Landes

### **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.

Dear Students and Parents,

Welcome to Newcastle High School! This handbook is provided to assist you in your pursuit of a positive, meaningful educational experience. We encourage you to familiarize yourself and use this handbook often. We also invite you to contact us should a question or concern arise.

At Newcastle High School, we are proud of our school, stand by our faculty, and have the utmost faith in our teachers, administrators and coaches. All of our educators and leaders, when becoming employed, took a serious vow to protect and treat every child with care, compassion, and appropriate discipline for his/her own well-being. In order for any person to grow and develop effectively, we all must work diligently in academics and in self-discipline in a variety of ways. When a struggle arises, we want to do everything in our power to make the situation easier, and we may feel the need to fix the situation immediately at all costs. It is only natural.

Not only do we need our students, teachers, administrators and coaches to be a unified team, it is vital for us to possess the dedication and support of parents. Our doors are always open to you and our community. We only ask all parents to help us help your child be what we all strive for our children to become: responsible and compassionate individuals.

Thank you, all, and we are looking forward to a strong and successful year.

The Newcastle High School Staff

**Racers Fight Song  
(Ohio State Fight Song Tune)**

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

Hit 'em hard and see how they fall,  
Never let that team get the ball.  
Hail, Hail the Racers are here.  
So let's beat the .....,  
Go!



**Newcastle High School  
Bell Schedule  
2020-21**

7:40-7:45	Passing
7:45-8:38	1 <sup>st</sup> Hour
8:38-8:48	Passing/Breakfast to Go Served
8:48-9:40	2 <sup>nd</sup> Hour
9:40-9:44	Passing
9:44-10:36	3 <sup>rd</sup> Hour
10:36-10:40	Passing
10:40-11:10	Racer Refuel
11:10-11:14	Passing
<b>1<sup>st</sup> Lunch/4<sup>th</sup> Hour</b> 11:14-11:44 11:45-12:36	1 <sup>st</sup> Lunch (Sophomores, Juniors, Seniors) 4 <sup>th</sup> Hour
<b>4<sup>th</sup> Hour/2<sup>nd</sup> Lunch</b> 11:14-12:06 12:06-12:36	4 <sup>th</sup> Hour 2 <sup>nd</sup> Lunch (Freshmen)
12:36-12:40	Passing
12:40-1:32	5 <sup>th</sup> Hour
1:32-1:36	Passing
1:36-2:28	6 <sup>th</sup> Hour
2:28-2:32	Passing
2:32-3:25	7 <sup>th</sup> Hour

Racer Refuel is time for remediation, enrichment, advisory and assemblies. All students will be required to attend Racer Refuel unless otherwise determined by the high school administrators.

## **Important Dates**

### **National ACT Test**

To learn more about registering for the ACT test, visit [www.act.org](http://www.act.org).

### **SAT Test**

**April 27, 2021**

The Spring SAT assessment is funded by the Oklahoma State Department of Education for 11th graders in all Oklahoma schools. The high school building test coordinator will register all 11<sup>th</sup> grade students.

### **PSAT/NMSQT Test**

**October 14, 2020**

The PSAT assessment will be given to all Sophomores and is funded by the Oklahoma State Department of Education. Juniors must take the PSAT/NMSQT in order to qualify for consideration for National Merit honors. The cost of the assessment for Juniors is \$20.00. The high school building test coordinator will register all students for the PSAT/NMSQT assessment.

### **PreACT Test**

**February 2021**

The PreACT will be given to all Sophomores and is funded by the Oklahoma State Regents for Higher Education.

### **PSAT 9**

**September 30, 2020**

This assessment will be given to all Freshmen beginning with the graduating class of 2024.

### **AP Test Dates**

May 4, 2021, Calculus AB

May 5, 2021, English Literature and Composition

May 6, 2021, United States History, May 12, 2021, English Language and Composition  
Computer Science A

### **Proficiency Based Test**

August 5, 2020 and April 7, 2021

Contact the building test coordinator for more information

### **Reading Proficiency Test**

First Wednesday of the month

Contact your high school counselor for more information

### **High School Open House**

Tuesday, August 18, 2020, 6:00-8:00

### **PROM**

April 9, 2021, 8:00 p.m.-11:00 a.m., Location, TBD

### **Graduation**

Thursday, May 20, 2021, 7:00 p.m., Cox Convention Center

## 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 in all class periods the preceding school day. Any exceptions to this policy must be submitted to the building principal in writing and approved by the building principal.~~

~~Any student with more than eight (8) absences per semester in any one class (coded as UVA, VA, and AM) will not be eligible to participate in extracurricular activities unless approved by the school principal in writing.~~

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 maintain 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 **including online courses, concurrent enrollment and courses taken at Career Tech. Students enrolled in concurrent enrollment will be required to submit weekly grade checks to the high school counselor.** If a student is not passing all subjects in whom 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

- A 12th grade student may maintain eligibility if he/she is passing the classes required for graduation. A 12th grade student who is concurrently enrolled in high school and college may use the college courses to meet the minimum number of subjects needed to maintain eligibility. These may be a combination of high school subjects equivalent to high school units, which are accepted by the Oklahoma State Department of Education. (Physical education and athletics cannot be included in the requirements.)

- 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.

- NHS will run eligibility checks on Thursday at 4:00 p.m. The period of ineligibility will always begin the Monday following the day eligibility is checked.

### **ACTIVITY TRIPS/ FIELD TRIPS**

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

### **Accelerated Courses**

Students are encouraged to challenge themselves by participating in honors level courses. All high school courses with the designation of Accelerated, Pre AP and AP will receive honors credit. Please note that students enrolled in AP classes are highly encouraged and expected to take the Advanced Placement Exam at the end of the course.

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

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

Students may choose to enroll in Pre-AP or AP courses. Students who are not making satisfactory progress (maintaining a C average or better) at a progress report time may be placed in an on-level class.

## **ANNOUNCEMENTS**

~~Announcements are delivered over the intercom during 5<sup>th</sup> hour on Monday and 3<sup>rd</sup> hour on Wednesday.~~ Announcements are distributed through e-mail to all NHS staff, shared on the Newcastle High School website, and can be accessed through the Infinite Campus portal. **The Pledge of Allegiance and Moment of Silence are included daily during 1<sup>st</sup> hour.**

## **ASBESTOS NOTIFICATION**

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

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

## **ASSAULT OR BATTERY OF SCHOOL PERSONNEL**

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

A student so removed shall not be readmitted to school until the investigation is concluded.

A student so removed shall not be readmitted to the teacher's class and/or extra-curricular activity without a conference between the school personnel, parent or guardian and the administrative personnel doing the investigation.

When battery or assault on school personnel has been substantiated the student shall not be readmitted to the area where the incident occurred, and/or the extra-curricular assignment without the consent of the administration and the personnel involved.

When the investigative administrative personnel has determined that a student is guilty of a battery or assault and battery on school personnel that student shall be suspended from the school for not less than 10 school days and not more than one calendar year.

## **ASSEMBLIES**

Periodically, assemblies will be scheduled for the members of the student body. All assemblies will be either educational or to help develop school pride and spirit. The nature of the assembly, cost, and seating capacity are factors which govern the selection of students invited to attend. These programs are part of the school

day and students are expected to attend. Assemblies provide Newcastle students with opportunities to demonstrate the courtesy, cooperation and consideration that they have been taught at school and at home. Occasionally, outside visitors attend 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.

## **ATTENDANCE**

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

### **Attendance Reporting Procedure**

Parents/legal guardians are asked to call or email the attendance office whenever their son/daughter is absent to verify the absence. If a call or email is not possible, 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.

**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 absent)  
TRU (Truant)

#### **Verified Absence Codes:**

VA (verified absence); AM (verified absence with medical documentation); AMC (absent medical condition); AA (activity); FT (field trip); LG (legal); TST (testing); CV (college visit); ISR (in school restriction); 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**

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

### **College Visits**

College Visits: Students in 9<sup>th</sup> and 10<sup>th</sup> grade will be allowed one (1) college visit per year (1 day total); students in 11<sup>th</sup> and 12<sup>th</sup> grade will be allowed two (2) college visits per year (2 days total). These days will be counted as activity absences and will not be counted toward exemptions or attendance. ~~The student must apply for college visits through the appropriate counselor and~~ Student should provide documentation of the visit upon return to school.

### **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 class later than 10 min. are considered absent and are to report to the attendance office, sign in, and receive a pass to class. If a student checks out early from a class period, the student will be counted absent if he or she misses more than half of the class period. 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.

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

A student will NOT receive credit for a course if he/she is in excess of eight (8) absences coded as UVA, VA ~~or AM~~. If a student exceeds the eight (8) absences per class, a No Credit (NC) will 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 High 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) or (AMC).**

The AM code will be used for the following reasons:

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

### **Second Semester Senior Attendance**

Seniors are required to attend classes after graduation. Seniors who exceed the eight (8) absence limit will be penalized according to the attendance policy.

NHS offers many activities designed just for seniors the days leading up to graduation. Seniors must be in

attendance at the designated activity or attend their regularly scheduled class.

Seniors must sign-in with the class sponsor or designated sponsor at the activity before the activity begins. Students must stay the entire length of the activity. The day following the activity, the sponsor will turn in the sign in sheet from the activity, and the absence will be changed to a school activity for the hours (classes) that have been verified to have been missed due to the activity.

### **Tardiness**

Being late to class is disruptive to the educational process. Students are expected to be in their assigned classroom or location when the tardy bell rings. Students missing more than 10 minutes of any class period are recorded absent for that class.

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

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

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

### **Unverified Absences**

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

- Leaving campus after having once arrived without properly signing out in the attendance office.
- Failure of parents to notify school 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 that may include detention, suspension or other consequences. Any student or students participating in an unauthorized skip day or walk out will be subject to the regulation covering truancy and/or referred to the district attorney.

If a child is absent without valid excuse four (4) or more days or parts of days within a nine-week period or is absent without valid excuse for eight (8) or more days or parts of days within a semester, the attendance

officer shall notify the parent, guardian, or custodian of the child and immediately report such absences to the McClain County District Attorney for juvenile proceedings pursuant to Title 10 of the Oklahoma Statutes.

## **ASSIGNMENTS MISSED DURING ABSENCE**

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

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

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

A student may not be permitted to make up work missed as a result of an unverified absence. The assignments missed will be recorded as a zero.

### **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 by the teacher due to the extent and/or nature of the absence or the specific classwork missed. **Assignments should be requested by emailing the teacher.**

### **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.

## **BAD WEATHER / EMERGENCY SCHOOL CLOSINGS**

School may be dismissed early or cancelled due to bad weather conditions; please do not call the school. The school notification system will be activated as soon as the decision is made to close school. We **MUST** keep our phone lines open for emergency communication. If possible, the decision to close will be made before 10 P.M. or before 7 A.M. and will be sent out through the school notification system. It will also be reported to the local news channels for broadcast. The following TV and radio stations will announce school closings or delayed start times: KFOR (Ch. 4), KOCO (Ch. 5), KWTW (Ch. 9), KOKH (Channel 25), KTOK 1000 AM, KOMA 1520 AM, KKNB 93.3 FM, and KATT 100.5 FM.

## **BULLYING, INTIMIDATION, HARASSMENT**

Bullying, including but not limited to social media, will not be tolerated. Our school defines bullying as "A person is being bullied when he or she is exposed, repeatedly and over time, to negative actions on the part of one or more other persons." ~Dan Olweus

Punishment will be determined by the severity of the incident(s). Additional information can be located in the Board of Education Policies (Newcastle.k12.ok.us) E1-R1.

## **BUS PROCEDURES**

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

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

Be on time at the designated school bus stops – keep the bus on schedule.

Stay off the road at all times while waiting for the bus.

Bus riders conduct themselves in a safe manner while waiting.

Wait until the bus comes to a complete stop before attempting to enter.

Be careful in approaching bus stops.

Bus riders are not permitted to move toward the bus at the school loading zone until the bus has been brought to a complete stop.

### **While on the Bus**

Keep hands and head inside the bus at all times after entering and until leaving the bus.

Assist in keeping the bus safe and sanitary at all times.

Avoid loud talking and laughing or unnecessary confusion diverts the

driver's attention and may result in a serious accident.

Treat bus equipment as you would valuable furniture in your own home. Damage to seats, etc., must be paid for by the offender.

Bus riders should never tamper with the bus or any of its equipment.

Leave no books, lunches, or other articles on bus.

Keep books, packages, coats, and all other objects out of the aisles.

Help look after the safety and comfort of small children.

Do not throw anything out of the bus window.

Bus riders are not permitted to leave their seats while the bus is in motion.

Horse-play is not permitted around or on the school bus.

Bus riders are expected to be courteous to fellow pupils, the bus driver, and the patrol officers or driver's assistants.

Keep quiet when approaching a railroad-crossing stop.

In case of a road emergency, children are to remain in the bus, unless instructed by the driver to exit the bus. All rules of the regular school day apply to the bus.

### **After Leaving the Bus**

When crossing the road, go at least ten feet in front of the bus, stop, check traffic, and watch for bus driver's signal, then cross the road.

Students living on right side of the road, should immediately leave bus and stay clear of traffic

Help look after the safety of small children

The driver will not discharge riders at places other than the regular bus stop, except, by proper authorization from the parent or school official.

### **Extra-Curricular Trips**

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

Pupils *will* respect a *chaperone* appointed by the school officials.

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

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

2nd Bus referral - 4 Days of bus suspension.

3rd Bus referral - 8 Days of bus suspension

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

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

## **CHEATING/ACADEMIC DISHONESTY**

In an academic institution, dishonesty serves to undermine the academic and intellectual integrity of the school and

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

Presenting the work of another person as your own

Copying information from another student's test, examination, theme, book report, homework, notebook, etc., unless specifically given permission by the teacher to do so. Teachers should provide clear guidance in regards to their expectations for group work and group projects.

Plagiarism- using another person's ideas, expressions, or words as your own without giving the original author credit

Preparing to cheat- Examples of this may include: having in your possession a copy of a test or assignment to be given or having been given by a teacher, using a textbook notes or other materials without permission during a test or examination, and talking during a quiz, test, or examination.

Not following test procedures or instructions given by your teacher or test administrator

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

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

The teacher will inform the student of the incident, and the student may earn zeros for all work related to the

cheating incident. Parent will be contacted by the teacher.

All instances of Academic Dishonesty/Cheating will result in a discipline referral to the appropriate administrator.

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

## **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. Courtesy and good manners should be the key to a student's conduct at school. A good attitude toward teachers and fellow students will make school enjoyable for all. Students are expected to have respect for school property and to take good care of books, desks, and other furniture and equipment. Students/parents will reimburse the School for any damages caused by a student.

## **CITATIONS**

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

## **CLASS DUES**

Class dues are collected to help defray costs of class activities such as homecoming, prom, and assemblies. Dues will also help with the issue of fundraising. It is important that dues be paid on time so that planning for these activities can be done.

Class dues are \$10.00—the payment deadline is October 1. ~~A late fee of \$5.00 will be added to any dues paid after the deadline.~~ **Payment for dues should be made in the Registrar's office and NOT to the class sponsor.**

Students who do not pay dues will not be able to attend any class activities including Prom and senior activities. Dues stay with your graduating class' account until you graduate.

## **CLASS OFFICERS**

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

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

**Vice President:** Takes direction from the president in forming and heading committees and organizing fundraisers; acts as president when president is unavailable; creates and distributes agendas and assists in collection of questions from student body and other members; represents the class at both school and community functions; be an

active participant and promoter of all school functions; assists the president with the class T-shirt design; should the President not be able to fulfill his/her office, the vice president will move up to the office of President.

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

Class officers play a major role in the culture of Newcastle High School and are given opportunities to lead and represent NHS in both the school and the community. To be considered for a class officer, all students:

- Must enroll in the Leadership Class.
- Students must have and maintain a 3.0 GPA or higher. Students must not have been suspended (ISD/ISR or OSS) in grades 8-12 and must maintain said status throughout the tenure of the office, or student will be subject to removal. *(This policy applies to the Class of 2023 and beyond.)*
- Must give a speech, 3 minutes or less, to your class. Speeches and applications are due to either the

main office or the attendance office three days prior to voting.

- Must agree to all office duties and tasks.

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

## **GROUPS AND ORGANIZATIONS**

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

### **Formation of Student Groups**

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

1. Define the Organization's purposes and goals. Draft a Constitution and Bylaws for the organization.
  - a. A Constitution will define the group's fundamental

principles, purposes and structure.

- b. Bylaws will include specific rules of procedure by which the group will be governed.
2. Secure at least one (1) faculty advisory and a total of at least five (5) members. Establish who the initial officers will be and determine the process for the election or appointment of future officers.
3. Create a calendar of meeting dates and times. Choose a location for the meetings.
4. Contact the building principal about registering the group or organization with the school. The building principal will need to approve the Bylaws, Constitution, and meeting calendar/location before the group or organization can become official.
5. Once all of the steps above have been completed, members may begin disseminating information about the club or organization in accordance with District policy and regulation.

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

## **COMMENCEMENT**

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

Guidelines for the commencement ceremony include the following:

A student shall be a graduate of Newcastle High School and be entitled to a high school diploma when the student is in good standing, has been enrolled in at least one semester for course credit during the current school year, and has successfully completed the minimum number of credits established by the district for graduation.

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

Students who do not have 20 credits of course work required for graduation at the beginning of the second semester of their 12th grade year shall not be permitted to participate in graduation exercises for that year.

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

### **Dress Code for Commencement**

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

### **Cord Information**

Organizations must submit a written request to the building principal. The request should include all important information including the requirements for earning the cord through the organization. The deadline for submission is the end of the first

semester for the current graduation year. Approval will be granted by the Superintendent. Cords should not be ordered until the organization has been notified that the cord request has been approved.

### **CONCURRENT ENROLLMENT**

Students may earn credit for high school graduation and college credit at the same time. Please see the Course Offering Book for courses offered and contact your class counselor or administrator for more information.

For eligibility purposes, all students will have to report their college grades to their counselor weekly. Students failing to do so by a set deadline will be placed on the ineligible list.

All concurrent students must be enrolled and have their Fall schedule to their counselor by the end of the Spring semester.

All concurrent students must be enrolled and have their Spring schedule to their counselor by the end of the Fall semester.

### **DISCIPLINE AND STUDENT BEHAVIOR**

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

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

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

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

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

### **DISRUPTIVE OR INTERFERING BEHAVIOR**

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

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

### **DETENTION**

Students may be assigned detention by teachers and administrators. Detention can be served during lunch or afterschool. ISR (In School Restriction) for NHS students is held at our Middle School campus.

### **DIRECTORY INFORMATION UNDER FERPA**

See Board Policy.

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

### **DISTRIBUTION OF MATERIALS ON CAMPUS**

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

### **DRESS CODE**

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

#### **General Guidelines:**

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

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

- A. Dresses, shirts or blouses must be the width of three fingers across the shoulder.
- B. Tears, cuts or holes in garments should be below the bottom of the pocket.

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

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

1st Offense: Warning  
 2nd Offense: 1 Detention  
 3rd Offense: 2 Detentions  
 4th and each successive violation: Student is referred to the appropriate administrator.

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

## **DRUG AND ALCOHOL POLICY**

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

Smoking, using, and/or possessing tobacco; this includes vapes and vape paraphernalia;

Using, consuming, possessing, or being under the influence of, selling, transferring, distributing, or bartering any alcoholic beverage or low-point beer as defined by state law;

Using, consuming, possessing or being under the influence of, selling, transferring, distributing, or bartering any narcotic drug, stimulant, barbiturate, depressant, hallucinogenic, opiate, inhalant, counterfeit drug, or any other controlled dangerous substance which is capable of being ingested, inhaled, or absorbed into the body and affecting the central nervous system, vision, hearing, or other sensory or motor function;  
 Using, possessing, selling, transferring, distributing, or bartering any drug paraphernalia.

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

## **DRUG TESTING**

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

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

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

### **ELECTRONIC DEVICES**

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

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

### **EMERGENCY DRILLS & PROCEDURES**

Emergency/disaster drills are conducted on a regular basis to assure that everyone is familiar with

emergency procedures should a true emergency arise. For that reason:

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

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

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

### **FERPA**

For the purpose of this regulation, the school district has used the following definitions of terms:

#### **Student**

Any person who attends or has attended a program of instruction sponsored by the board of education of this school district.

#### **Eligible Student**

A student or former student who has reached age 18 or is attending a post-secondary school, and who is no longer a dependent of the parent for federal tax purposes.

#### **Parent**

Either natural parent of a student unless his or her rights under the Family Education Rights and Privacy Act (FERPA) have been removed by a court order; an adopted parent; a guardian; or an individual acting as a parent or guardian in the absence of the student's parent or guardian.

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

The right of a student's parent or an eligible student to inspect and review the student's educational records;

The right of a student's parents or an eligible student to seek to correct parts of the student's educational record which he/she believes to be inaccurate, misleading, or in violation of the student's rights. This right includes the right to a hearing to present evidence that the record would be changed if the District decides not to alter it according to the parent or eligible student's request;

The rights of any person to file a complaint with the Department of Education if the Newcastle School District violates FERPA;

The right to obtain a copy of the FERPA from the central office at the cost of 25 cents a page;

The intent of the Newcastle School District to limit the disclosure of information contained in the student's educational records except: by prior written consent of the student's parents or the eligible student; as directory information; or under certain limited circumstances as permitted by FERPA.

The law provides students 18 or older the right to deny access to this educational information.

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

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student

serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

## **FUNDRAISING**

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

## **GRADE REPORTING**

Progress reports will be made available on our student portal. Parents and students are also strongly encouraged to keep up with their academic progress through our online grading program. Semester grades are printed and sent home with the student after the end of a semester. Transcripts can be requested in the Registrar's Office. ***Application forms for access rights are available in the Registrar's office, on our district web-site at [www.newcastle.k12.ok.us](http://www.newcastle.k12.ok.us), and by contacting the school counselor.***

## **GRADUATION REQUIREMENTS**

In accordance with state law, ALL students entering 9th grade will be enrolled in the college preparatory curriculum. Prior to entering the 11<sup>th</sup> grade, students will have the option to "opt out" of the college preparatory curriculum with the parent/guardian's approval.

In order to receive a high school diploma from Newcastle Public Schools, the student must complete required courses, plus 8 units of electives. In accordance with H.B. 3218, all students graduating in the year 2016

and beyond will participate in the Oklahoma State School Testing Program.

Students who do not have 20 credits of course work required for graduation at the beginning of the second semester of their 12<sup>th</sup> grade year shall not be permitted to participate in graduation exercises for that year.

### **GUIDANCE COUNSELOR**

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

### **GYMNASIUM CARE**

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

### **HALL PASSES**

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

A. To admit a student who is late for class because he/ she was kept by the previous teacher.

B. To permit a student to move from one area to another under approved conditions.

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

### **HOMEBOUND PROGRAM**

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

A. A student must be unable to attend regular classes for a minimum period of two weeks because of illness.

B. The attending physician must complete the State Department Physician Report stating diagnosis and estimated time to be missed.

C. The Director of Special Services and Site Administrator must approve the request.

A student who is absent from school occasionally or because of minor illness and who is not in any danger of having to repeat a grade should not be

considered an eligible candidate for the homebound teaching program. This student should be encouraged by teachers to keep up with the class assignments.

### **Procedures**

- A. Contact the Special Education Director
- B. Physician forms may be picked up by parents from the special services office at the administration building.
- C. Upon completion of this form by a medical doctor, return to the special services office. A teacher will be assigned as rapidly as possible.
- D. Instruction consists of a maximum of three hours per week by the homebound teacher. Scheduling of the instruction is to be determined by the teacher and student/parents.

### **Parent Responsibilities**

- A. Secure physician form and return completed form to the Special Education Director promptly.
- B. Make arrangements with homebound teacher for schedule. If changes arise, notify the teacher in a prompt manner.
- C. Be present at all sessions and provide an appropriate atmosphere for learning.
- D. Notify the special education director when the student will be returning to school and dropping homebound instruction.
- E. A doctor's statement and additional permission from the Director of Special Education will be required for any extension to the homebound application.

### **HATCH AMENDMENT**

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

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

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

Make such materials available for inspection by parents.

Obtain written parental consent if students are required to participate in a survey, analysis or evaluation that reveals information such as  
Political affiliation

Mental and psychological problems potentially embarrassing to the student and his/her family

Sexual behavior or attitudes

Illegal or self-incriminating behavior (such as use or possession of tobacco, alcohol, or other drugs)

Critical appraisals of other individuals with whom respondents have close family relationships

Legally recognized privileged or analogous relationships, such as those of lawyers, doctors, and ministers.

Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such programs).

### **HONOR ROLL**

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

### **IDENTIFICATION CARDS**

Students are required to wear a student ID created and issued by Newcastle High School. One ID card and lanyard will be provided free of charge. The ID also serves as a key to exterior doors and is required to enter our school buildings. All students are required to wear a Newcastle High School ID to enter campus. For safety and security purposes, students must wear their ID cards at all times during the school day. The card must be prominently displayed by wearing it around the neck and on the outside of all clothing. ID checks will take place every day, all day. Students who are not properly wearing their student ID will be issued LUNCH DETENTION and a temporary ID. Repeated offenses may result in further disciplinary action. In the event a card is lost, stolen, or damaged, it is the student's responsibility to replace it through the main office within one school day. Replacement cost is \$15. Refunds will not be issued.

### **INFORMATION CHANGES**

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. Information changes must be done through the Registrar.

### **INTERNET ACCESS AND ACCEPTABLE USE POLICY**

**General:** The Internet is an electronic highway connecting a multitude of computers throughout the world. Through the Internet, students and employees have access to electronic mail (e-mail), news, databases, library resources, and a wide variety of other information sources. The District provides a wide variety of opportunities for students and employees to use the District's computers to access the Internet. Through the Internet, it is

possible to access material which may contain illegal, defamatory, inaccurate, pornographic, and/or offensive content. Due to the nature of the Internet, the District cannot guarantee that students and employees will not access such material. However, the District is committed to enforcing a policy of Internet safety and monitoring the Internet activities of its students.

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

**Acceptable Uses:** The District's computers, equipment, and software are intended for administrative, educational, and research purposes only and shall be used only in

accordance with Administrative Regulations. Acceptable uses of the District's computers and the Internet are activities which support learning and teaching or which promote the District's mission and goals.

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

To violate an individual's right to privacy;

To access materials, information, or files of another person or organization without permission;

To violate the copyright laws or software licensing agreements;

To spread computer viruses;

To deliberately attempt to vandalize, damage, disable, or disrupt the District's property or the property of any other individual or organization

To locate, receive, transmit, store, or print files or messages which are profane, obscene, or sexually explicit, or which use language that is offensive or degrading to others;

To distribute religious materials;

To campaign for or against any political candidate or ballot proposition or for political lobbying, except as authorized by law;

For any commercial purpose unless authorized by the Administration or Board; or

To engage in any illegal activity.

**Consequences for Misuse:** The use of the District's computers and the Internet access provided by the District is a privilege, not a right. Any student or employee who inappropriately uses

the District's computers or the Internet may have the privilege of using the computers or the Internet denied, revoked, or suspended and may be subject to other disciplinary sanctions.

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

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

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

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

of Internet-based course work for a particular student:

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

The student has completed all prerequisites for the course as if it were offered through the District's traditional class offerings;

The course will provide a means for the student to advance but is not a means for acceleration of a student's graduation date; and

The student is either suspended out-of-school or is in need of remediation.

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

Teacher is certified to teach the course and trained in methodology and technical aspects of Internet-based instruction;

The course is aligned with the Oklahoma Academic Standards.

A plan for monitoring and reporting student progress by the course instructor to the principal or principal's designee at least monthly with the final grade reported in time for inclusion on report cards/transcripts;

A course grading system that is compatible with the District's grading system and criteria;

Completion of the course must be within the school semester; and the proposed Internet-based course is not duplicative of a course offered by the District.

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

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

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

## **ITEMS PROHIBITED AT SCHOOL**

The following items are considered dangerous and strictly prohibited from school. Possession, sale, transmission, and/or use of these items may result in discipline, to include out of school suspension, depending on the severity and nature of the offense. Examples of

these items include, but are not limited to:

- Vapes
- Juuls
- Tobacco
- Tobacco Related Paraphernalia
- CBD
- Firecrackers
- Stink, smoke, or snap bombs
- Matches or lighters
- Weapons of any type
- Firearms (including replicas, ammunition, paint balls or guns, projectiles, etc.)
- Incendiary or explosive devices
- Any objects used or portrayed in a violent manner
- Mace or Pepper Spray
- Skateboards / Roller Skates
- Toy Guns or weapons
- Laser pens or Laser Lights of any kind
- Pets, due to various individual allergies, we cannot allow pets without prior approval of the principal.
- Any items disruptive to the educational environment

### **LATE WORK NOT RELATED TO AN ABSENCE**

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

### **LENGTH OF SCHOOL DAY**

Newcastle High School offers seven academic periods during the school day.

Senior students who have completed 20 credits at the end of their Junior year or 22 credits at the end of the 1<sup>st</sup> Semester of their Senior year and have an approved graduation plan may be

allowed to enroll in six (6) academic periods.

Junior students who have completed 14 credits at the end of their Sophomore year or 17 credits by the end of the 1<sup>st</sup> Semester of their Junior year, maintain a 2.0 GPA and have an approved graduation plan may be allowed to enroll in six (6) academic periods.

All Freshman and Sophomore students are required to enroll in seven (7) academic periods.

### **LIBRARY PROCEDURES**

The library will be opened at 7:30 am and remain open throughout the day, as well as after school for a short amount of time. Students are encouraged to use the library as much as possible. The library also has a webpage that can be accessed from our district website. Should a student need to visit the library during class time, the student should be given a hall pass from their current teacher. Upon arriving in the library, the student should check in immediately with the librarian to inform her of his or her particular needs. At no time is a student allowed to miss class and go to the library without permission and a pass from his or her current teacher. Students are responsible for all materials they check out from the library, and will be required to pay for materials that have been damaged or lost.

### **LOCKERS**

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

**lockers are subject to search at any time.**

## **LUNCH**

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

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

Freshmen ~~and Sophomore~~ students who leave campus during lunch will be referred to an administrator and will be assigned ISR (In School Restriction) or OSS (Out of School Suspension).

Students may not eat in a teacher's classroom unless they have obtained permission and a hall pass from the teacher for the purpose of working on academics.

All lunch deliveries must be dropped off in the main office prior to the student's assigned lunch time. **Lunches will not be delivered to the student after their lunch time.**

## **MCKINNEY-VENTO HOMELESS ASSISTANCE ACT**

Under this law, your district's designated homeless student liaison must provide public notice of the education rights of homeless students. The district is required to disseminate the notices in places where homeless students receive services, such as school, family shelters and other programs that make food or meals available to the homeless population. You can find more information for parents and youth at

<http://ok.gov/sde/title-x-part-c>, and <http://www.serve.org/nche>.

## **MEDICAL MARIJUANA AND RELATED ITEMS**

### **Medical Marijuana**

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

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

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

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

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

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

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

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

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

### **MID AMERICA TECHNOLOGY CENTER**

Juniors and Seniors are able to enroll in one of the many programs offered at Mid America Technology Center. Students who enroll in AM career tech classes will be required to be at school at 7:30 am if they need to ride the bus. Students who enroll in PM career tech classes and need to ride the bus will not return to the high school until 4:30 pm each day. Interested students should contact their high school counselor for admission criteria and forms.

### **NATIONAL HONOR SOCIETY**

To be a member of National Honor Society, a student must maintain a cumulative GPA (from all of their high school grades) of at least 3.5 on a 4.0 scale, based on the weighted grade point average, and complete at least 5 service hours per semester. To receive an application during our membership drive in February of each year, a student must present a copy of their transcript showing their cumulative GPA as well as documented proof of 5

service hours from the first semester. Freshmen are not eligible according to the National rules. Students will also be expected to meet other criteria, such as leadership, service, and character. Simply meeting the grade criteria is not enough. Students must provide evidence of community service and leadership, as well as demonstrating a level of exemplary character subject to the screening and evaluation of a teacher selection committee. For further details and requirements, please check with the NHS sponsor.

### **NOTICE OF NON-DISCRIMINATION**

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

### **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.

### **PARENT BILL OF RIGHTS**

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

### **PROFICIENCY BASED TESTING**

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

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

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

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

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

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

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

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

### **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.

### **RECORDS REQUEST**

For any requested school records: attendance, birth certificate,

immunizations, transcripts, etc..., parents/guardian should complete the required form on the Newcastle Public School High School website. Records will be ready for pick-up the following day.

## **SEE SOMETHING/SAY SOMETHING**

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

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

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

The access code for the high school is:  
newcastlehs6322

## **SCHEDULE CHANGES**

Schedule changes will only be considered for academic reasons. Students who desire a schedule change must turn in a completed schedule change form to their counselor. Schedule change forms are found in the counseling office. Schedule changes will NOT be permitted after the eighth day of school each semester unless determined by the principal that it is in the best interest of **all** parties involved.

## **SCHOOL HEALTH**

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

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

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

### **Emergencies/First Aid**

Minor cuts and abrasions will be cleaned and covered with a bandage. We are not allowed to use any type of spray or ointment. In case of serious injury or illness/health emergency, we will make every effort to contact the parents or guardian, however, it is our

school district's policy to first call paramedics. The district is not responsible for any transportation and/or medical cost associated with emergency care.

### **Exemption from Physical Activities**

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

### **Medication Policies**

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

- All medications must be brought to the office by the parents/guardians. Students are not allowed to carry medications on their person at any time. The only exceptions are emergency medications such as rescue inhalers, epi-pens and insulin with the appropriate consent form on file.
- A student who needs to take a prescription medication must have the appropriate medication consent form signed by the physician and parent before the medication can be brought to and kept at school.
- The parent/guardian will promptly notify the school of any changes in the administration of this medication by providing the school with a new medication consent form with physician signature. Written or verbal changes from parent/guardian CANNOT be accepted.
- Non-prescription medications brought from home and kept at school will also have to have to have a permission form signed

by parent or guardian. The school cannot accept out of date medication.

- Medicine must be brought and left at school in original containers with all instructions and pharmacy labels clearly visible. The pharmacy will dispense an additional prescription label and bottle for school if requested by parent/guardian. Medication cannot and will not be accepted in baggies or envelopes.
- Medication and medication forms must be kept in the office.
- Asthma inhalers and Epi-pens must be kept in the office unless a form for "Self-Administering Asthma Inhalants" has been completed by all parties involved parents, physicians, and school nurse.
- All medications must be picked up by the last day of school. If not, they will be destroyed.

### **Immunizations**

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

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

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

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

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

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

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

## **SEARCHES INVOLVING STUDENTS**

The School Board and Administration reserve the right to search student's personal belongings, lockers, vehicles and person as allowed by federal and state law. Students and parents need to be aware that students themselves, their personal belongings, lockers, and vehicles will be searched in the event the Administration suspects the unauthorized use of tobacco, alcohol,

drugs, weapons, etc. We also cooperate with the Newcastle Police Department as they occasionally help us with random searches. The following paragraphs are excerpts from statute that further outline student privacy and student searches:

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

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

“Pupils shall not have any reasonable expectation of privacy towards school administrators or teachers in the

contents of a school locker, desk, or other school property. School personnel shall have access to school lockers, desks, and other school property in order to properly supervise the welfare of pupils. School lockers, desks, and other areas of school facilities may be opened and examined by school officials at any time and no reason shall be necessary for such search. **Schools shall inform pupils in the student discipline code that they have no reasonable expectation of privacy rights towards school officials in school lockers, desks, or other school property.** (70-24-102)

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

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

A semester examination will be given in all Core classes (English, Math, Science and History) at the end of each semester. Elective teachers are encouraged to administer a comprehensive exam at the end of the semester. Students are not allowed to exempt comprehensive elective course exams. The semester examination will count as 10% percent of the semester grade.

**ALL** students are required to take their semester exams during both the Fall and Spring semesters. **To encourage students to attend class regularly, the following incentive is available for Junior and Senior students:**

- Students who have no more than three absences in the semester may, with parent approval, waive the semester exam in a course in which they have an “A” average.
- Students who have no more than two absences for the semester, may with parent approval, waive the semester exam in a course in which they have a “B” or better average.
- Students who have no more than one absence for the semester may, with parent approval, waive the semester exam in a course in which they have a “C” or better average.
- **Students may not waive more than 2 semester exams.**
- Semester exams will NOT be given early. Students who miss an exam will be given a zero until the test is taken and a grade earned. Arrangements to take missed exam(s) must be made within four days of the original exam date.
- The following absences are not counted in the total absence count for waiving a semester exam: AA (activity); AM (absence medical); FT (field trip); LG (legal); TST (testing); ISR (in school restriction); CV (college visit); OFF (office); QA (absence due to a state qualifying event); FUN (funeral).
- Any student who has an out of school suspension is disqualified from waiving semester exams.

### **SEXUAL HARASSMENT**

*Sexual harassment* is defined as: (1) Unwelcome sexual advances; (2) Requests for sexual favors; or (3) Other verbal or physical conduct or communication of an intimidating, hostile, or offensive sexual nature. Forms of Sexual Harassment: (1) Verbal; (2) Non-verbal; (3) Physical. Sexual harassment of students,

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

### **-SEXUAL HARASSMENT COMPLAINT PROCEDURE**

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

### **SPECIAL EDUCATION**

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

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

toll free number (1-800-42OASIS), also provides statewide information and referrals to local schools and other service providers.

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

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

**Educational Screening:** Educational screening includes procedures for the identification of children who may have special learning needs and may be eligible for special education and related services. Each school district in the state provides educational screening. Educational screening will not be administered to a student whose parent or legal guardian has filed a written objection with the local school district. All students shall be screened as needed or upon the request of the parent, legal guardian, or teacher. Students entering the school system from another state, a district within the state that has not provided a previous educational screening, or who have been home schooled, shall be educationally screened within 6 months from the date of entry.

**Evaluation:** *Evaluation* means procedures used in accordance with federal laws and regulations to determine whether a child has a disability and the nature and extent of the special education and related services that the child needs. This may involve procedures being used selectively with an individual child and does not include basic tests administered or procedures used with all children in a school, grade, or class.

The parent or legal guardian must provide written consent for evaluation.

The consent form must be on file with the local district prior to any child receiving an initial evaluation for the purposes of special education and related services.

**Collection of Personally Identifiable Information:**

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

For further information, contact Stacey Gray, at 101 N. Main St, Newcastle, OK 73065. Telephone (405) 387-6304.

**STUDENT COUNCIL**

Your student council provides the following for students at Newcastle High School: student activities; training experience for both leaders and followers; promotes the common good; gives students a share in the management of school; develops high ideals of personal conduct; development of interest in school affairs; and helps to solve problems that may arise.

Members of the student council are your representatives and have direct access to the school administration. Members of the student council should also provide an exemplary example for each student in regards to student behavior, citizenship, courtesy, academics, and leadership.

**STUDENT CODE OF CONDUCT**

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

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

The Board of Education, administration, faculty, and staff of the Newcastle School District recognize that the parents of Newcastle students share a major responsibility in the well-being of the students of the school. Cooperative supervision of the students by the school faculty and parents is the key factor in determining the level of success achieved by the student.

Parents should be aware of school policies such as seeing that the child is in school regularly and on time; going through the proper channels when the child is absent; and in general, aiding the school in every way possible. School policies and procedures are formulated for the purpose of benefiting the child. Parents must realize the value of cooperative effort and that honesty is the best policy. If it is honestly felt that

a policy is unfair or that a student has been treated unjustly, we request that parents contact the school and try to resolve the problem through discussion with all of those involved.

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

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

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

#### Age of Majority

The guidelines and regulations are written for and apply to all students of Newcastle High School regardless of age, during school hours, and at school

events. They are designated to establish and maintain a safe, secure, and positive learning environment.

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

### **SUSPECTED CHILD ABUSE**

Oklahoma statutes define child abuse as harm or threatened harm to a child's health, safety, or welfare by a person responsible for the child. This includes non-accidental physical or mental injury, sexual abuse, or neglect (Title 10, Section 7102). Threats of suicide, self-harm, or evidence of self-harm is included in this category as well.

Furthermore, every person, private citizen or professional, who has reason to believe that a child has been abused, is mandated by law to report it to the Department of Human Services. Educators who do not report their concerns to DHS face the risk of losing their certification and having charges filed against them personally.

### **SUSPENSIONS**

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

Any student who is guilty of the following acts while in attendance at school or in transit by school transportation or under school

supervision to or from school or at any school function when present on any facility under the control of the school district may face possible suspension. A more detailed description of suspendable offenses is outlined in Board Policy E1.

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

Students who are suspended will be provided work missed during their suspension. Students suspended for possession of a weapon or a firearm or possession of a controlled dangerous substance shall not be provided an educational plan and shall not receive credit during the suspension. A student on long term suspension may be referred to alternative school, if appropriate.

### **TEXTBOOKS**

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

responsible for books checked out to them.

### **THREATS**

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

### **TORNADO EVACUATION**

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

### **TRESPASSING**

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

## **VALEDICTORIAN/CLASS RANK**

The criteria to be honored as a Valedictorian of Newcastle High School is as follows: For the Class of 2021 student must maintain an unweighted 4.0 GPA in classes taken in grades 9-12 including concurrent enrollment classes. The student must take at least three Pre-AP or AP classes in grades 9-12. The student must complete Newcastle High School's College Preparatory Curriculum. Students in the Class of 2022 must take at least two Pre-AP and 2 AP or concurrent classes in grades 9-12 and score a 27 or higher on the ACT or SAT equivalent.

Starting with the Class of 2023, students must take 4 Math courses and 4 Science courses, 2 AP or 2 Concurrent courses, score a 27 or higher on the ACT or SAT equivalent, and maintain a 4.0 GPA.

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

Newcastle High School uses the unweighted GPA to determine valedictorian status and is the preferred calculation of local colleges and universities. The weighted GPA is printed on the high school transcript.

## **VANDALISM & PROPERTY DAMAGE**

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

## **VEHICLE PROCEDURES**

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

**Students are not permitted to drive, ride, or sit in automobiles during the school day without permission of an administrator.** Exceptions include students who must leave the high school campus, such as students going to the baseball or softball field, concurrent enrollment, service learning, and students attending CareerTech. Consequences for not following these procedures may include detention, ISR, OSS, and/or loss of privileges.

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

The following are basic parking guidelines:

1. Students are required to purchase a \$10 \$15 permit.
2. Students are required to park in the designated grade level parking lot(s).
3. Only licensed drivers will be allowed to park in the school parking lot.
4. The speed limit in all areas of the parking lot will be 10 mph.
5. Curbs are painted to indicate no parking zones.
6. Cars shall occupy only one parking space and should not park in an undefined space.
7. Handicapped parking is available. Illegally parking in handicapped spaces will be monitored and strictly enforced.
8. Staff and visitor parking is reserved for staff and visitors only. Students who park in these spots may be issued a citation.
9. The parking lot is off limits to all students the entire school day. ~~Any student needing to return to their vehicle must obtain permission from a site administrator. Exception: Students leaving campus to attend off site courses.~~
10. No parking on grass.
11. ~~No driving during class breaks.~~
12. ~~ALL Junior and Senior drivers must display the off campus parking sticker. The off campus parking sticker is required to be hanging from the rearview mirror. Off campus parking stickers are available in the main office and will be provided when the student buys a parking sticker.~~

**A \$15 permit is required for all vehicles that a student may drive to**

**school.** Permits should be purchased within the first two weeks of school. If a student turns 16, or otherwise becomes eligible to drive after this time, he or she must purchase a parking permit in the main office. In order to purchase a permit, students must show valid insurance and a valid driver's license. **The permit is good for the current school year only.** If a student changes cars, sells his or her car, etc, during the school year, replacement permits may be purchased with updated documentation. The permit should be displayed on the top right side of the back window of the vehicle. Consequences and or fines may be given for not purchasing and properly displaying a permit or by not parking in the proper designated areas.

Each violation will result in a \$25 fine. Students will be required to pay all fines prior to attending prom, or receiving final grades and diploma. Driving on campus is a privilege and any unsafe operation or violations may result in revocation of parking privileges.

It is important to note that the fee collected for permits, after paying for the expense of the permits themselves, will be used to purchase incentives and rewards for the student body, such as ice cream for winning a spirit yell, pizza for winning a class contest, etc.

## **VISITORS TO CAMPUS**

All visitors to campus must check in at the main office. Visitors will be given a visitor's badge that will allow the visitor to be easily visible to faculty and staff. Upon completion of the visit, the visitor will need to return to the main office to check-out. This process allows the school to monitor traffic and ensure the safety of students and staff. In order to protect instructional time, it is asked that all classroom visits be pre-arranged with the teacher. 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 either before or after school hours to meet with the particular teacher.

## **VIRTUAL /DISTANCE LEARNING GUIDELINES**

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

Newcastle Schools  
**Ready, Set, Go!**

**Return to School Plan 2020-**  
**2021**

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# COVID-19 Response

July 1, 2020



## Introduction

### Statement of Action

The effectiveness of this plan relies strongly on each individual's personal responsibility to monitor his or her health. Coming back onto a school campus will mean students and staff may be exposed to the COVID-19 virus. Newcastle Schools will strongly encourage routine daily self-assessment for individuals coming onto campuses to include temperature and symptom checks ([Link to Assessment](#)). This plan will be flexible and reassessed continually as conditions change.

Everyone should prepare for disruption. The 2020-2021 school year will be like no other. We are doing the best we can to establish protocols and stability for students, staff, and families. However, this public health crisis is unprecedented and circumstance and advice from health professions continue to develop. Because keeping the community healthy depends on self-assessment, we are asking, but not requiring, individuals to be kind and respect others by wearing a mask when indoors and by staying home when experiencing symptoms.

### How the Plan Was Developed

The Ready, Set, Go! plan was developed through collaboration with students, teachers, parents, administrators, support staff, board members, community leaders, and public health officials. A COVID-19 School Reopening Task Force gathered on June 8, 2020 to provide insight into concerns about bringing children and staff back to school sites in light of the ever changing COVID-19 conditions. To develop best practices for our reopening, model plans were consulted from national education organizations, multiple health and safety organizations, businesses and corporations as well as other public school districts.

The creation of this plan is based on two guiding principles:

1. Limit exposure where possible: Some suggestions provided by other plans are not reasonable for our specific conditions due to space, human behaviors, or budget constraints.
2. Learning must remain constant: Building on the experiences of distance learning during the school closure last spring, Newcastle Schools is ready to deliver instructions to students virtually or face to face. We know disruption during a public health crisis like COVID-19 is very likely. Although we can expect disruption during the school year, consistent lesson delivery from teacher to student will remain strong either through a more traditional face to face method or through virtual learning at home. Google classroom will be the learning management system Pre-K through grade 12. We have listened to parent requests for a streamlined virtual learning environment, and teachers have been preparing improved virtual learning with new content and accountability. Grades and attendance will be monitored and reported during the 2020-2021 school year.

The Ready, Set, Go! plan is organized utilizing the Oklahoma State Department of Education (OSDE) [Return to School Plan](#).

Procedures are categorized into four areas:

1. School Operations
2. Academics & Growth
3. Whole Child & Family Supports
4. School personnel

Within each area, procedures are discussed with the understanding that conditions for each area are subject to revision depending on the changing circumstances related to COVID-19.

### **Communication with Parents and Community**

All communication with parents and the community will be delivered through Infinite Campus messenger (email and text) and the district Facebook page @newcastle.k12.ok.us. Parents should also connect to each site's Facebook pages. Direct communication with site principals and teachers through text and email will be used on a regular basis. Newcastle Schools is committed to strong communication and responsive action. If you need assistance and cannot reach your site, you may reach out to Melonie Hau, Superintendent at [mhau@newcastle.k12.ok.us](mailto:mhau@newcastle.k12.ok.us).


### **Racers, We're Ready!**

The Newcastle Schools return to school plan covers three phases:

**Ready:** The Ready phase will occur from June through July. During this phase Newcastle Schools is planning with teachers and community members in the areas of school operations, academics and growth, whole child and family supports, and school personnel. School staff are purchasing supplies for cleaning and disinfecting, aligning protocols to keep students and staff safe, and developing guidelines for learning. Teachers are engaged in professional development on blended and virtual learning. Administrators are building resources for social emotional learning and academic support for students and parents.

**Set:** The Set phase will occur in July. During this phase Newcastle Schools is collecting specific information from parents and students about learning pathways. Parents will complete a survey indicating each child's learning path (see *Newcastle Schools 2020-2021 Learning Pathways* below). After survey information is collected, school administrators will contact families to finalize enrollment for the start of school on August 12. The *2020-2021 Learning Pathways* options are

1. On Campus Face to Face: Students report to campus and attend classes in a traditional setting with access to online instruction through Google



Classroom. Teachers will be present with students in the classroom to guide instruction daily. Students may participate in school sponsored athletic and fine arts programs. **All students are enrolled in on campus blended learning unless parents request another learning pathway through the parent survey.**

2. At Home Full Time Virtual: Students learn from home for an extended period through Google Classroom. Teachers will be assigned to the student to deliver, guide, and facilitate learning. Students may participate in school sponsored athletic and fine arts programs. If students choose this option, full time virtual enrollment will be for a full semester or academic year. **Families must choose this pathway through the parent survey. Site administrative teams will contact families to complete enrollment based on survey responses.**
3. At Home & On Campus Blended Flex: Students learn core content from home most of the day through Google Classroom, but must report to school for electives and extracurricular activities. Teachers will be assigned to the student to deliver, guide, and facilitate learning. Students may participate in school sponsored athletic and fine arts programs. If students choose this option, blended flex enrollment will be for a full semester or academic year. **Families must choose this pathway through the parent survey. Site administrative teams will contact families to complete enrollment based on survey responses. Transportation will not be provided.**

**Go!** The final phase of the plan is students returning to school on all campuses on August 12. All sites will practice CDC recommended guidelines for proper hand washing and social distancing where we are able. Masks will be highly encouraged but not required. Visitors on campus will be limited. Parents will be asked to complete daily health self-assessments before sending your child to school. Teachers and staff are eager to welcome students back to school. Racers, we're ready!

**Ready, Set, Go! Tip:** It is important to teach children proper hygiene all the time, but especially to remind them about good habits during a public health crisis like COVID-19. One habit is proper handwashing. According to CDC guidelines, follow these five steps every time you wash your hands.

Wet your hands with clean, running water (warm or cold), turn off the tap, and apply soap.

Lather your hands by rubbing them together with the soap. Lather the backs of your hands, between your fingers, and under your nails.

Scrub your hands for at least 20 seconds. Need a timer? Hum the “Happy Birthday” song from beginning to end twice.

Rinse your hands well under clean, running water.

## School Operations

### School Calendar

The revised school calendar, approved by the school board on June 30, 2020, is designed to limit exposure to the virus and allow district staff to make adjustments to COVID-19 related virtual learning needs. Because we are expecting possible multiple day disruptions during the school year, we are implementing Virtual Thursdays the first Thursday of the month from September through November and February through May as a way to acclimate students, staff, and parents to virtual learning at home.

Virtual days will allow us to

- Limit exposure to the virus
- Practice virtual learning in case of an extended closure due to exposure
- Provide additional cleaning
- Provide additional time for teacher professional development

The revised school calendar is published on our district website at

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

### General Operations in School Sites

Temperature checks will not occur upon boarding buses or entering buildings unless staff believe it is necessary. We will rely on each family to conduct a self-assessment each morning before sending children to school.

Parents will find the self-assessment checklist and learn more about details of the Ready, Set, Go! plan through the district website and Facebook pages. Parents can expect the communications plan during the 2020-2021 school year to include

- Updates on progress of planning

- Public health messages
- How to notify the district of a diagnosis

### **Self-Assessment Checklist**

Parents will be required to acknowledge the responsibilities and risks of sending your child back to school by agreeing to conduct home self-assessments on a daily basis. The daily self-assessment checklist includes answering questions about

- Travel to high risk areas
- Temperature and other symptoms
- Exposure to others diagnosed with COVID-19

The self-assessment checklist may be found on our district website [here](#).

Parents are not required to turn in checklists at school sites. However, parents will be reminded regularly about completing the checklist at home before sending children to school.

Students who remain home due to symptoms will be able to access class assignments through Google Classroom. Teachers will assist students with questions while students are away from campus.

Students who become ill at school will be sent to a designated isolation room. School staff will follow an established protocol for assessing symptoms and notifying parents.

### **Masks**

We highly encourage staff, students, and parents to wear masks on all campuses. Newcastle Schools will provide masks for all school staff. Students may purchase masks through our athletic department fan gear website: <https://newcastleracers.org/>.

Masks will not be required unless there is an increased risk of community spread. Newcastle Schools will monitor the changing conditions of COVID-19, and our policy may change under advisement of health officials.

Although masks will not be required, CDC guidelines provide scientific reasons why wearing masks can help limit the spread of the virus.

*COVID-19 spreads mainly from person to person through respiratory droplets produced when an infected person coughs, sneezes, or talks. These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs. [Studies and evidence](#) on infection control report that these droplets usually travel around 6 feet (about two arms lengths).*

*Wear cloth face coverings in public settings where other social distancing measures are difficult to maintain, such as grocery stores, pharmacies, and gas stations.*

- 
- Cloth face coverings may slow the spread of the virus and help people who may have the virus and do not know it from transmitting it to others.
  - Cloth face coverings can be made from household items. (CDC, <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/about-face-coverings.html>).

### **Cleaning Schedules and Protocols**

Newcastle Schools uses EPA recommended cleaning products and CDC recommended disinfecting procedures. Increased cleaning and disinfecting measures will be implemented in the following areas:

- ◆ Bathrooms
  - Additional sanitization using disinfecting sprayers each day during the lunch period and end of day
- ◆ Classrooms
  - Sanitized using a disinfecting sprayers on Tuesday and Friday each week
  - Each classroom will have disinfectant spray for teachers to disinfect as needed
  - Each classroom will have hand sanitizer for students and staff to sanitize hands in classrooms where soap and water are not available
  - Where available, students will wash their hands with soap and water when entering the classroom
  - Students and staff will limit the sharing of supplies, utensils, devices, toys, books and learning aids
- ◆ Buses
  - Each bus will be sanitized daily
  - Students will be encouraged to wear masks while on the bus
  - Students will sanitize their hands with liquid sanitizer when entering the bus
- ◆ Cafeteria
  - Students will use wall mounted hand sanitizers located at the beginning of the serving line
  - Students will practice social distancing as much as space allows
  - Serving lines will be modified to minimize contamination of food being served
  - Acrylic shields will be used at point of sale as an additional barrier

### **Transportation**

Due to lack of bus drivers and the difficulty of creating multiple routes, we will not decrease the number of students riding the bus each day. Students will be encouraged to social distance on buses when possible; however, parents should not expect 6 feet of space between riders on school buses.

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To protect drivers and students while riding the bus we will

- Increase ventilation on buses by lowering windows when weather allows
- Encourage students to wear masks
- Request bus drivers wear masks
- Clean and disinfect buses daily

### **Cafeteria**

Social distancing will be implemented in all site cafeterias when and where possible. Each site will determine protocols for

- ◆ Limiting the number of students in the cafeteria as schedules allow
- ◆ Students eating in classrooms, large classrooms or gyms, or in open air areas

### **Athletics and Extracurricular Activities**

Procedures for athletics and extracurricular activities will be followed in conjunction with recommendations from OSSAA and our local health professionals. Information about practices and precautions will be posted through each activity's sponsor or department.

### **Facility Use by Outside Organizations**

Facility use by outside organizations will be determined on a case by case basis. Consideration will be given for organizations able to commit to guidelines for limiting exposure to the COVID-19 virus. Additional cleaning fees may be required.

### **Racer Kid Zone**

Racer Kid Zone is the before and after school and Friday care program managed by Newcastle Public Schools. This program will follow the applicable procedures in the Ready, Set, Go! plan. More information about Racer Kid Zone may be found on the district website at <https://www.newcastle.k12.ok.us/>.

Please note: Racer Kid Zone will not be available for drop ins during Thursday virtual days unless the student is already enrolled in regular programming throughout the school year.

### **Campus Visitors**

Campus visitors will be limited to essential business during the 2020-2021 school year. Visitors will be required to follow the procedures below when entering buildings.

- ◆ Must wear masks when moving beyond the office
- ◆ Must wash/sanitize hands when entering the buildings
- ◆ Must complete a self assessment [checklist](#) if moving beyond the office

**Ready, Set, Go! Tip:** Parents should become familiar with the Newcastle Schools Self-Assessment Checklist found on our district website at <https://www.newcastle.k12.ok.us/>. Create a routine each morning to check your child's temperature and assess other symptoms before sending your child to school. Newcastle Schools will not conduct routine temperature checks as students board school buses or when students enter buildings.

## Academics & Growth

Achieving our core mission to educate children is a tremendous challenge during the COVID-19 public health crisis. Newcastle Schools is committed to keeping learning constant throughout the school year although we know we are likely to experience disruption due to possible positive diagnoses.

Our goals for the 2020-2021 year are to provide flexible learning pathways for families who may be impacted by health concerns either due to an individual who is immunocompromised or due to a short period where family members are experiencing COVID-19 related symptoms.

For these reasons, we pledge to

- ◆ Continue to deliver on grade level content through challenging and engaging lessons
- ◆ Provide interventions for students who fall below grade level
- ◆ Offer enrichment for students who are learning at a faster pace
- ◆ Respond to parent questions or concerns about their student's progress
- ◆ Create options for personal learning pathways

### Learning Pathways

Students and parents will be able to choose one of three Newcastle Schools Learning Pathways

# Newcastle Schools

## 2020-2021 Learning Pathways



Lesson Delivery	Time, Place, Path & Pace	Curriculum
<b>1. On Campus Face to Face</b>	Students report to campus and attend classes in a traditional setting with access to online instruction through Google Classroom. Teachers will be present with students in the classroom to guide instruction daily. Students may participate in school sponsored athletic and fine arts programs. <b>All students are enrolled in on campus face to face learning unless parents request another learning pathway through the parent survey.</b>	Challenging online curriculum Digital textbook resources Teacher created resources
<b>2. At Home Full Time Virtual</b>	Students learn from home for an extended period through Google Classroom. Teachers will be assigned to the student to deliver, guide, and facilitate learning. Students may participate in school sponsored athletic and fine arts programs. If students choose this option, full time virtual enrollment will be for a full semester or academic year. <b>Families must choose this pathway through parent survey. Site administrative teams will contact families to complete enrollment based on survey responses.</b>	Challenging online curriculum Digital textbook resources Teacher created resources Devices provided as needed
<b>3. At Home &amp; on Campus Blended Flex</b>	Students learn core content from home most of the day through Google Classroom, but must report to school for electives and extracurricular activities. Teachers will be assigned to the student to deliver, guide, and facilitate learning. Students may participate in school sponsored athletic and fine arts programs. If students choose this option, blended flex virtual enrollment will be for a full semester or academic year. <b>Families must choose this pathway through parent survey. Site administrative teams will contact families to complete enrollment based on survey responses.</b>	Challenging online curriculum Digital textbook resources Teacher created resources Devices provided as needed

Racers, We're Ready!

To enroll your student in one of these three options, parents will need to complete a survey by July 13. Parents may access the survey on our website, Facebook page and [here](#).

Students who choose option 2 or 3 must remain in that learning pathway for a full semester or academic year. Parents may contact the site principal to discuss any changes to a learning pathway. An instructional team will determine the need for transitions to another learning pathway upon parent or student request.

### Student with Special Needs

Individualized Education Plans (IEP), 504 Plans, and English Language Academic Plans will be followed with the assistance of site principals. District related services providers such as speech and OT/PT will be in contact with students and parents to arrange for continued services within the constraints of this public health crisis. IEP and 504 meetings will be held in person unless a request is made for a phone or video conference. All IEP/504 team members are required to participate. For information about IEP and 504 plans, contact Stacey Gray at [sgray@newcastle.k12.ok.us](mailto:sgray@newcastle.k12.ok.us). For information about English Language Services, you may contact Kristi Ferguson at [kferguson@newcastle.ok.us](mailto:kferguson@newcastle.ok.us).

### Access to Curriculum

As a result of parent feedback from our Distance Learning survey, we have streamlined our learning platforms. Students and parents will be able to access lessons and resources through

Google Classroom. Teachers have been planning all summer to create blended and virtual lessons to make switching to learning at home seamless when it occurs.

Teachers and principals have planned to assist students and families by

- Communicating clearly the learning goals for each lesson
- Providing resources for parent support when learning from home
- Communicating student progress
- Identifying learning loss and closing gaps in learning due to school closures

### **Access to Technology**

Devices will be provided for students who need them. Teachers and principals will help identify students who need technology assistance and a checkout system will be utilized. Students who choose learning pathways 2 or 3 will have access to a device at the beginning of the school year.

Because we are moving to a blended learning environment, students will be allowed to bring their own devices to school.

### **Grading and Attendance**

Unlike what we experienced during Distance Learning last spring, new content will be delivered this school year. Students will be counted absent if not in attendance, even if a student is learning through a fully virtual or blended flex pathway.

**Ready, Set, Go! Tip:** Google Classroom is designed to give students and parents easy access to assignments through an online format. Find out 6 things parents should know and more resources about Google Classroom here <https://www.common sense media.org/blog/parents-ultimate-guide-to-google-classroom>

## **Whole Child & Family Supports**

Our mission is to ensure all students and their families feel welcome and safe at school. This mission is especially important during the COVID-19 public health crisis. Whether students are learning through on campus face to face instruction or virtually at home, we work to promote a feeling of community with all students and families.

In response to the increasing needs of families for the 2020-2021 school year, Newcastle Schools will do the following:

- Care Teams will provide daily or weekly check-ins for students

- Social Emotional Learning (SEL) curriculum has been added to our curriculum to assist students in building skills in self-awareness, self-regulation, and collaborative interaction
- Provide additional training for teachers in trauma-informed practices
- Provide health, wellness, and community resources for students and families on our website

For additional information about mental health, contact your school's site principal or Kristi Ferguson, Assistant Superintendent at [kferguson@newcastle.k12.ok.us](mailto:kferguson@newcastle.k12.ok.us). For information on Child Nutrition services contact Paulla Bowden at [pbowen@newcastle.k12.ok.us](mailto:pbowen@newcastle.k12.ok.us).

**Ready, Set, Go! Tip:** The Oklahoma State Department of Education (OSDE) has excellent family and community resources posted on their website at <https://sde.ok.gov/parent-community-engagement>.

## School Personnel

The safety of our school staff is paramount to our success. Taking care of all employees during the COVID-19 crisis will require flexibility and understanding in the event of a positive COVID-19 diagnosis. In response to these concerns, Newcastle public schools is providing masks to all school employees, cleaning and disinfecting following CDC guidelines, and training employees on proper health and safety procedures.

### **PPE and Cleaning Kits**

Masks are highly encouraged and recommended for all staff and will be provided for staff. Each classroom will receive sanitizing/cleaning kits including disinfectant spray, hand sanitizer and gloves. Staff will be trained in the proper use of disinfectants and hand sanitizers.

Staff at high risk for contracting the virus will be given special consideration and should work individually with district level administrators.

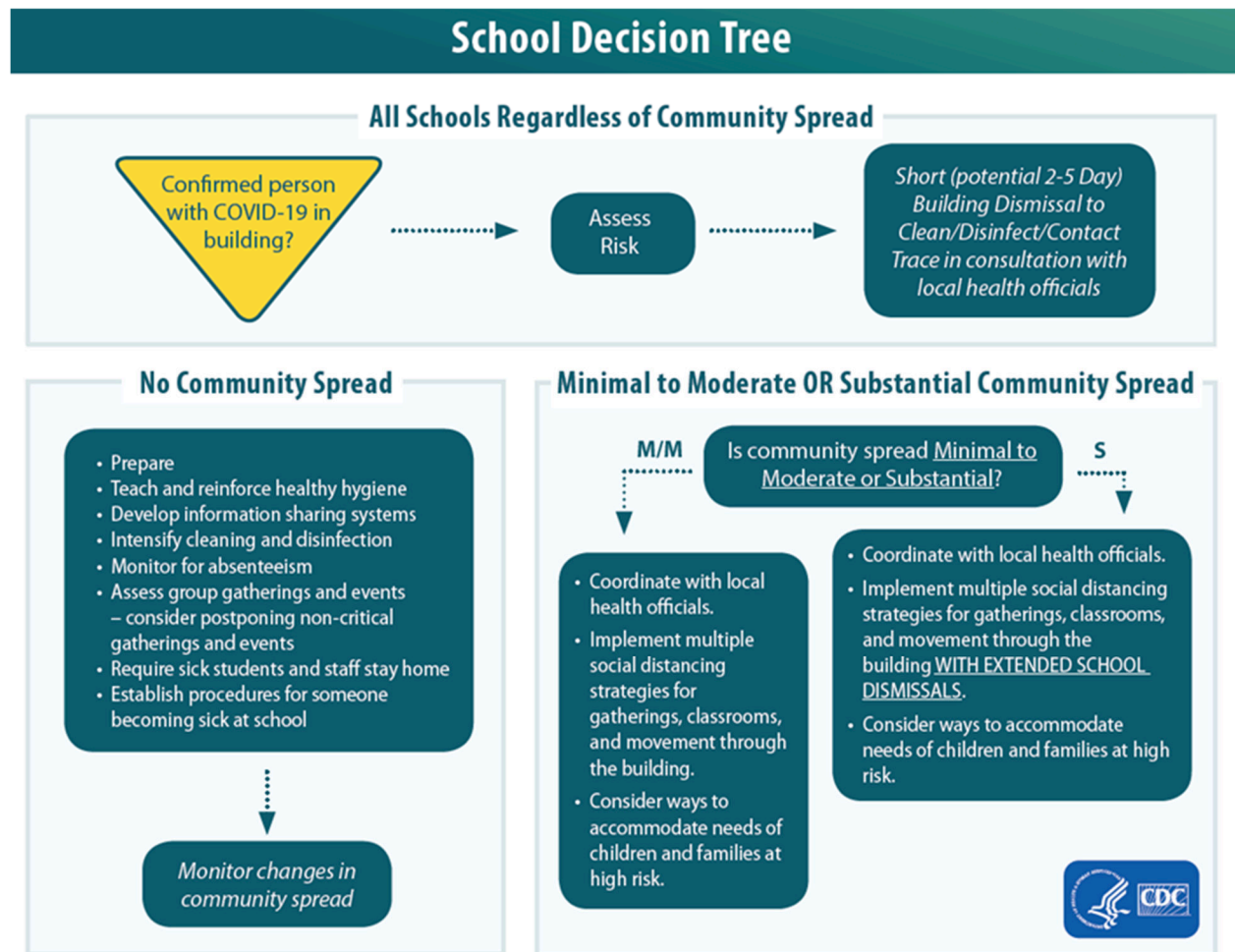
### **Ongoing Staff Support**

To provide the best support for our staff, we may need additional substitutes or bus drivers in times of increased COVID-19 cases or other illnesses. If you are interested in joining our team, contact Lynda Chmil at [lchmil@newcastle.k12.ok.us](mailto:lchmil@newcastle.k12.ok.us).

Additional training and support for staff will be provided throughout the school year as conditions change.

### **What happens if someone tests positive?**

It is likely we will experience disruption in the school year due to a positive diagnosis of COVID-19. If a student or staff member tests positive, we will follow CDC guidelines for school site or district closure.



A positive diagnosis does not necessarily mean shutting down a school site or the entire district. **Working with health officials will mean completing contact tracing and possibly suggesting students be tested for the virus. Because of changing and uncertain conditions, students, parents, and staff should be prepared for transition to virtual learning at any time.**

**Ready, Set, Go! Tip:** Stay connected to Newcastle Schools information through Infinite Campus. Be sure your contact information, including email and phone number, is up to date in the parent portal. If you need assistance with your parent portal account, contact any site registrar directly or by emailing [registration@newcastle.k12.ok.us](mailto:registration@newcastle.k12.ok.us).



## Conclusion

Bringing students, parents, and the community together is what we do best. Our success in responding to the 2020-2021 school year during COVID-19 conditions will require a community mindset and strong communication feedback loops.

For any assistance with this plan contact Melonie Hau, Superintendent at [mhau@newcastle.k12.ok.us](mailto:mhau@newcastle.k12.ok.us). We encourage parents to stay engaged and responsive as we honor our commitment to educate all students in spite of these challenges. We thank you in advance for your flexibility and understanding.





# NEWCASTLE PUBLIC SCHOOLS 2020-2021

## July 2020

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

## January 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

## August 2020

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

## February 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

### IMPORTANT DATES:

TBD	Open House, PK-8th grade
TBD	Open House, 6th-12th grade
Aug 12	FIRST DAY OF CLASS
Oct 1	Parent Teacher Conference/ Virtual Day
Feb 4	Parent Teacher Conference/ Virtual Day
May 26	LAST DAY OF CLASS

### PROFESSIONAL DEVELOPMENT DAYS

August 3,4,5,6,10,11	(No students)	■
May 27	(No students)	■

### BREAKS:

Sept 7	Labor Day
Oct 15	Fall Break
Nov 23-26	Thanksgiving
Dec 21-31	Christmas
Jan 18	Martin Luther King, Jr.
Feb 15	Presidents' Day
Mar 15-18	Spring Break

### STUDENT DAYS:

#### Students Do Not Attend School on Fridays

1st Nine Weeks: Aug 12 - Oct 14

37 Days (A=11, S=17, O=8+1)

2nd Nine Weeks: Oct 19 - Dec 17

32 Days (O=8, N=13, D=11)

3rd Nine Weeks: Jan 4 - Mar 11

39 Days (J=15, F=15+1, M=8)

4th Nine Weeks: Mar 22 - May 26

39 Days (M=7, A=17, M=15)

Total Student Days = 147

Professional Days = 7

Teacher Contract Days = 154

### Virtual Days

September 3	■	February 4	■
October 1	■	March 4	■
November 5	■	April 1	■

## September 2020

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

## March 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

## October 2020

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

## April 2021

Sun	Mo	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

## November 2020

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

## May 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

## December 2020

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

## June 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

## Encumbrance Register

Options: Year: 2019-2020, Date Range: 6/26/2020 - 6/29/2020, PO Range: 585 - 588, Fund Codes: 11

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	585	06/27/2020	4618	KATHERYNE B .PAYNE EDUCATION CENTER	Take Flight Program Part 2 Advanced Course	1,470.00
			615-2213-860-000-0000-000-105		06/27/2020	1,470.00
				Take Flight Program - Part 2 - Advanced Course Kelly Hart, Special Ed Teacher July 20th, 24th, 27-31		
11	586	06/29/2020	8676	CRIMSON VI, LLC	2 Liter Gel Hand Sanitizer with pump	5,961.00
			000-2132-616-000-0000-000-705		06/29/2020	5,961.00
				(300) 2 Liter Gel Hand Sanitizer with pump, 119.22 Per case / 6		
11	587	06/29/2020	603	TREAT'S JANITORIAL SUPPLY	TP4X Mister Disinfecting Machines with cart	6,504.50
			000-2132-616-000-0000-000-705		06/29/2020	6,504.50
				TP4X Mister Disinfecting Machines with cart, spray extension and hose extension (5 units total)		
11	588	06/29/2020	5178	DESHIELDS TRUCK SERVICE, INC	Tow Racer Bus from Newcastle to DeShields	750.00
			000-2740-430-000-0000-000-050		06/29/2020	750.00
				Tow Racer Bus from Newcastle to DeShields - Collision Works Heavy Duty		

<b>Non-Payroll Total:</b>	<b>\$14,685.50</b>
<b>Payroll Total:</b>	<b>\$0.00</b>
<b>Balance Forward:</b>	<b>\$0.00</b>
<b>Report Total:</b>	<b>\$14,685.50</b>

## Encumbrance Register

Options: Year: 2019-2020, Date Range: 6/5/2020 - 6/26/2020, PO Range: 568 - 999, Fund Codes: 11

Fund	PO No	Date	Vendor No	Vendor	Description	Amount	
11	568	06/08/2020	2766	CDW LLC	(12) Chromebooks and License for Bison Creek	2,912.40	
				(12) Chromebooks and Management license for Bison Creek	518-1000-653-429-4400-000-705	06/08/2020	2,912.40
11	569	06/08/2020	10028	PROSPERITY BANK	Travel Reimbursement for Livestock Purchase	600.00	
				Travel Reimbursement for Livestock Purchasing Trip 6/11/20 - 6/14/20	412-2199-580-311-8000-000-705	06/08/2020	600.00
11	570	06/16/2020	8857	GUARDIAN INNOVATIONS,LLC	Guardian Helmet Covers to help prevent concussions	2,772.20	
				(60) Guardian Caps Helmet Covers to help prevent concussions	017-1000-657-100-3300-000-705	06/16/2020	2,772.20
11	571	06/16/2020	10028	PROSPERITY BANK	Notary Stamp for Lynda Chmil	38.50	
				Notary Stamp for Lynda Chmil	000-2511-810-000-0000-000-050	06/16/2020	38.50
11	573	06/18/2020	51257	Norman Regional Hospital Authority	Contract for Athletic Trainer Services for FY20	10,000.00	
				Contract for Athletic Trainer Services for FY20	017-2132-336-000-0000-000-705	06/18/2020	10,000.00
11	574	06/19/2020	603	TREAT'S JANITORIAL SUPPLY	BruTab Disinfect Tablets for electrostatic Sprayer	1,195.74	
				BruTab Disinfecting Tablets for electrostatic sprayers	070-2620-618-000-0000-000-705	06/19/2020	1,195.74
11	575	06/19/2020	10002	PROSPERITY BANK (AMAZON)	(3000) 3-ply face masks	610.50	
				(3000) 3-ply face masks	070-2620-618-000-0000-000-705	06/19/2020	610.50
11	576	06/19/2020	1686	VARSITY	Cheer leading Uniforms Fill-ins	2,500.00	
				Cheer leading Uniform Fill-ins	017-1000-657-100-3300-000-705	06/19/2020	2,500.00
11	577	06/19/2020	51258	PB/IdentoGo	Finger Prints for Kid Zone Program	500.00	
				Finger Prints for Kid Zone Program	080-2670-337-000-0000-000-110	06/19/2020	500.00
11	578	06/22/2020	8644	STAPLES, INC.	840 Cases of 20# White Copy Paper	20,857.20	
				840 Cases of 20# White Copy Paper	000-1000-618-100-1050-000-105	06/22/2020	20,857.20
11	579	06/23/2020	8721	MAHONEY HOLDINGS, LLC	Front end repairs to Brandon Morgan's Ag Pickup	1,000.00	
				Front end repairs to Brandon Morgan's Ag Pickup	000-2740-430-000-0000-000-705	06/23/2020	1,000.00
11	580	06/25/2020	51260	Oklahoma State Fire Marshal	Fire Inspection for Kid Zone	80.00	
				Fire Inspection for Kid Zone	080-2670-810-000-0000-000-105	06/25/2020	40.00
					080-2670-810-000-0000-000-110	06/25/2020	40.00
11	581	06/26/2020	137	THOMPSON SCHOOL BK. DEP.	HS Social Studies Textbooks	8,033.14	
				(70) The Story of Oklahoma(30) Sociology and You(30) Abnormal Psychology 8th Edition	333-1000-641-100-5400-000-705	06/26/2020	8,033.14
11	582	06/26/2020	1707	ARCHWAY MKT SVS -BOOK DEPOSITORY	MS Social Studies Textbooks	39,284.78	
				Middle School Social Studies Textbooks adoption, Western Hemisphere Geography, Eastern Hemisphere Geography, US History to 1877, Professional development and teacher resources	333-1000-643-100-2300-000-505	06/26/2020	39,284.78

Newcastle Public School

Encumbrance Register

Options: Year: 2019-2020, Date Range: 6/5/2020 - 6/26/2020, PO Range: 568 - 999, Fund Codes: 11

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	583	06/26/2020	1707	ARCHWAY MKT SVS -BOOK DEPOSITORY	High School Social Studies Textbooks Adoption	32,265.09
				High School Social Studies Textbook adoption, Modern World History, U.S. Government, American History, professional development and associated teacher resources	333-1000-643-100-5400-000-705 06/26/2020	32,265.09
11	584	06/26/2020	51261	Rick Kowals	Reimbursement for International Support Call	108.00
				Reimbursement for International Support call to Appliansys via Zoom	000-2580-530-000-0000-000-705 06/26/2020	108.00
<b>Non-Payroll Total:</b>						<b>\$122,757.55</b>
<b>Payroll Total:</b>						<b>\$0.00</b>
<b>Balance Forward:</b>						<b>\$0.00</b>
<b>Report Total:</b>						<b>\$122,757.55</b>

Change Order Listing

Options: Fund: General Fund, Year: 2019-2020, ReferenceDate: PO Date, Date Range: 6/5/2020 - 6/26/2020, PO Range: 1 - 567, Include Negative Changes: True

PO No	Date	Vendor No	Vendor	Description	Amount	
31	07/01/2019	4781	FIRST NATIONAL BANK & TRUST	SWEEP FEES	163.61	
				SWEEP FEES		
		000-2511-810-000-0000-000-050		07/01/2019	06/18/2020	-231.18
		000-2511-810-000-0000-000-050		06/18/2020		394.79
377	12/05/2019	10101	PROSPERITY BANK (VISTA PRINTING)	Business Cards and Design Fee	-166.12	
				Business cards and design fee for admin staff		
		000-2511-619-000-0000-000-705		12/05/2019	06/20/2020	-61.13
				Business cards for staff		
		000-2511-619-000-0000-000-050		01/27/2020	06/20/2020	-104.99
460	02/19/2020	296	ROSS TRANSPORTATION, INC.	Tag #14553 Repairs	-4,000.00	
				Tag # 14553 Route 14 BusEngine diagnostic light and passenger fender		
		000-2740-430-000-0000-000-050		02/19/2020	06/23/2020	-4,000.00
466	02/20/2020	296	ROSS TRANSPORTATION, INC.	Repairs to Tag # 4-40142 Alt Rt 1	-1,251.01	
				Tag # 4-40142 Alt Route 1Repair to fix radiator busting and hoses		
		000-2740-430-000-0000-000-050		02/20/2020	06/23/2020	-1,251.01
515	03/11/2020	8677	BUTLER BROTHERS SAND & GRAVEL	Tire for bus, Tag # 34182	-300.00	
				Tire for N27 bus tag # 34182		
		000-2740-430-000-0000-000-050		03/11/2020	06/23/2020	-300.00
533	04/15/2020	470	Jostens	Valedictorian Honor Stoles and Trophies	18.51	
				(29) Valedictorian Honor Stoles(29) Valedictorian Trophies		
		021-1000-682-100-0000-000-705		04/15/2020	06/22/2020	-1,094.00
		021-1000-682-100-0000-000-705		06/22/2020		1,112.51
534	04/19/2020	33853	A.T.G.-RAM INDUSTRIES,LLC	GMAX testing on football stadium	-300.00	
				GMAX testing on football stadium		
		017-2620-337-000-0000-000-705		04/19/2020	06/16/2020	-300.00
558	05/18/2020	33887	ABE BOOKS.COM	Guided Reading Management: Structure in classroom	-234.40	
				(13) Guided Reading Management: Structure and Organization for the Classroom		
		511-2213-614-000-0000-000-105		05/18/2020	06/05/2020	-234.40
560	05/21/2020	4970	OKLAHOMA SCHOOLS ADVISORY COUNCIL	Finance Training for Lynda Chmil	-150.00	
				Finance Training for Lynda Chmil June 16th 2020		
		000-2511-860-000-0000-000-050		05/21/2020	06/17/2020	-150.00

<b>Non-Payroll Total:</b>	<b>(\$6,219.41)</b>
<b>Payroll Total:</b>	<b>\$0.00</b>
<b>Report Total:</b>	<b>(\$6,219.41)</b>

Project Totals

000	NON-CATEGORICAL	-5,703.52
017	ACTIVITY FEES - ATHLETIC	-300.00
021	HS SUPPLIES	18.51
511	TITLE 1 PART A BASIC	-234.40

Unit Totals

050	DISTRICTWIDE	-5,642.39
105	ELEMENTARY SCHOOL	-234.40
705	HIGH SCHOOL	-342.62

## Encumbrance Register

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Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	1	07/01/2020	47944	AMAZON.COM	General Supplies	4,000.00
				000-2511-619-000-0000-000-705	07/01/2020	4,000.00
11	3	07/01/2020	140	OKLAHOMA ELECTRIC COOPERATIVE	Electricity	175,000.00
				000-2620-624-000-0000-000-105	07/01/2020	43,750.00
				000-2620-624-000-0000-000-110	07/01/2020	43,750.00
				000-2620-624-000-0000-000-505	07/01/2020	43,750.00
				000-2620-624-000-0000-000-705	07/01/2020	43,750.00
11	4	07/01/2020	978	OFFICE DEPOT	Office Supplies	12,000.00
				000-2511-619-000-0000-000-705	07/01/2020	12,000.00
11	5	07/01/2020	2969	O'REILLY'S AUTOMOTIVE STORES INC.	Transportation repair parts	6,000.00
				009-2740-612-000-0000-000-050	07/01/2020	6,000.00
11	6	07/01/2020	2969	O'REILLY'S AUTOMOTIVE STORES INC.	Maintenance repair parts	2,000.00
				010-2640-619-000-0000-000-705	07/01/2020	2,000.00
11	7	07/01/2020	142	PIONEER TELEPHONE CO.	Telephone	45,000.00
				000-2620-530-000-0000-000-705	07/01/2020	45,000.00
11	8	07/01/2020	296	ROSS TRANSPORTATION, INC.	Transportation parts	5,000.00
				009-2740-612-000-0000-000-050	07/01/2020	5,000.00
11	9	07/01/2020	296	ROSS TRANSPORTATION, INC.	Transportation services	10,000.00
				009-2740-430-000-0000-000-050	07/01/2020	10,000.00
11	10	07/01/2020	2858	GEN ELEC CAPITAL CORP/WALMART	General Supplies	3,000.00
				000-2511-619-000-0000-000-705	07/01/2020	3,000.00
11	11	07/01/2020	47944	AMAZON.COM	Technology Consumable Supplies	2,500.00
				000-2580-619-000-0000-000-705	07/01/2020	2,500.00
11	12	07/01/2020	1413	ANGEL,JOHNSTON & BLASINGAME	Accounting Services	15,000.00
				000-2318-331-000-0000-000-050	07/01/2020	15,000.00
11	13	07/01/2020	3001	BancFirst Insurance Services	Surety Bonds	2,400.00
				000-2312-525-000-0000-000-050	07/01/2020	100.00
				000-2313-525-000-0000-000-050	07/01/2020	1,325.00
				000-2321-525-000-0000-000-050	07/01/2020	875.00
				000-2511-525-000-0000-000-050	07/01/2020	100.00
11	14	07/01/2020	8438	CCH INCORPORATED	DOT Drug Testing	750.00
				000-2720-336-000-0000-000-050	07/01/2020	750.00
11	15	07/01/2020	1704	CITY OF NEWCASTLE	School Resource Officer contract	29,493.00
				000-2660-344-000-0000-000-105	07/01/2020	7,373.25
				000-2660-344-000-0000-000-110	07/01/2020	7,373.25
				000-2660-344-000-0000-000-505	07/01/2020	7,373.25
				000-2660-344-000-0000-000-705	07/01/2020	7,373.25
11	16	07/01/2020	8346	COAST TO COAST COMPUTER PROD INC.	Printer toner	3,500.00
				000-2511-611-000-0000-000-705	07/01/2020	3,500.00
11	17	07/01/2020	1696	COCA-COLA SOUTHWEST BEVERAGES, LLC	Cafeteria Ala Carte Beverage Purchases	18,000.00
				000-3110-630-700-0000-000-050	07/01/2020	18,000.00

## Encumbrance Register

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Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	18	07/01/2020	8291	CONTINUED.COM, LLC	Speech Pathology Certification	300.00
				Speech Pathology Certification	000-2152-860-000-0000-000-105	100.00
					000-2152-860-000-0000-000-110	200.00
11	19	07/01/2020	8367	EDGENUITY, INC.	Edgenuity Site License (HS)	11,700.00
				Edgenuity Site License (HS)	146-1000-653-100-2725-000-705	11,700.00
11	20	07/01/2020	5004	EDMENTUM	Reading Eggs (ECC)	960.00
				Reading Eggs (ECC)	024-1000-653-100-1050-000-110	960.00
11	21	07/01/2020	5004	EDMENTUM	Study Island (Bison Creek)	304.00
				Study Island (Bison Creek)	518-1000-653-100-2725-000-705	304.00
11	22	07/01/2020	5187	EMPLOYEE EVALUATION SYSTEMS INC	Teacher Evaluation website	3,836.25
				Teacher Evaluation website	000-2410-360-000-0000-000-105	959.06
					000-2410-360-000-0000-000-110	959.06
					000-2410-360-000-0000-000-505	959.06
					000-2410-360-000-0000-000-705	959.07
11	23	07/01/2020	8379	EMS LINQ INC	Child Nutrition Menu Website	995.00
				Child Nutrition Menu Website	018-2580-653-000-0000-000-105	248.75
					018-2580-653-000-0000-000-110	248.75
					018-2580-653-000-0000-000-505	248.75
					018-2580-653-000-0000-000-705	248.75
11	24	07/01/2020	50933	ESGI LLC	ESGI Assessment (ECC)	2,745.00
				ESGI Assessment (ECC)	367-2240-614-427-1024-000-110	2,745.00
11	25	07/01/2020	50933	ESGI LLC	ESGI Assessment (ECC)	183.00
				ESGI Assessment (ECC)	511-2240-614-429-1024-000-110	183.00
11	26	07/01/2020	8957	FASTBRIDGE LEARNING LLC	Fastbridge Assessment (ECC & ES)	8,687.50
				Fastbridge Assessment (ECC & ES)	367-2240-614-427-1050-000-105	4,343.75
					367-2240-614-427-1050-000-110	4,343.75
11	27	07/01/2020	4781	FIRST NATIONAL BANK & TRUST	Sweep Fees to Federated	5,000.00
				Sweep Fees to Federated	000-2511-810-000-0000-000-050	5,000.00
11	28	07/01/2020	1282	CARLA GARLING	Contracted Physical Therapy Services	50,000.00
				Contracted Physical Therapy Services	621-2170-336-239-0000-000-105	50,000.00
11	29	07/01/2020	8368	Tyler Garling	Contracted Occupational Therapy Services	65,000.00
				Contracted Occupational Therapy Services	621-2135-336-239-0000-000-105	65,000.00
11	30	07/01/2020	280	GRADY COUNTY TREASURER	Ad Valorem Assessment Fee	6,000.00
				Ad Valorem Assessment Fee	000-2518-870-000-0000-000-050	6,000.00
11	31	07/01/2020	1129	HEARTLAND	Child Nutrition Menu Planning	1,275.00
				Child Nutrition Menu Planning	018-2580-653-000-0000-000-105	318.75
					018-2580-653-000-0000-000-110	318.75
					018-2580-653-000-0000-000-505	318.75
					018-2580-653-000-0000-000-705	318.75
11	32	07/01/2020	1191	HILAND DAIRY FOODS COMPANY LLC	Cafeteria Milk Purchases	35,000.00
				Cafeteria Milk Purchases	000-3150-630-700-0000-000-050	35,000.00

## Encumbrance Register

Options: Year: 2020-2021, Date Range: 7/1/2020 - 7/1/2020, PO Range: 1 - 500, Fund Codes: 11

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	33	07/01/2020	981	IDEMIA (L1)	OSDE Backgrounds Checks	3,000.00
					OSDE Backgrounds Checks	
			000-2670-337-000-0000-000-105		07/01/2020	750.00
			000-2670-337-000-0000-000-110		07/01/2020	750.00
			000-2670-337-000-0000-000-505		07/01/2020	750.00
			000-2670-337-000-0000-000-705		07/01/2020	750.00
11	34	07/01/2020	717	IMAGENET CONSULTING LLC	Copier Service Agreement	30,000.00
					Copier Service Agreement	
			000-2230-611-000-0000-000-105		07/01/2020	7,500.00
			000-2230-611-000-0000-000-110		07/01/2020	7,500.00
			000-2230-611-000-0000-000-505		07/01/2020	7,500.00
			000-2230-611-000-0000-000-705		07/01/2020	7,500.00
11	35	07/01/2020	33315	J & W TIRE	Tires and repairs	500.00
					Tires and repairs	
			009-2740-612-000-0000-000-050		07/01/2020	500.00
11	36	07/01/2020	8323	JUMP TOWING & RECOVERY LLC	Towing	250.00
					Towing	
			009-2740-430-000-0000-000-050		07/01/2020	250.00
11	37	07/01/2020	5124	APRIL 'NIKKI' KECK	Contracted Vision Therapy Services	3,000.00
					Contracted Vision Therapy Services	
			000-2180-336-239-0000-000-105		07/01/2020	3,000.00
11	38	07/01/2020	8236	LEXIA	Lexia (ES)	3,200.00
					Lexia (ES)	
			511-1000-653-429-1050-000-105		07/01/2020	3,200.00
11	39	07/01/2020	51188	MASONLANE LLC	Transportation Website	1,795.00
					Transportation Website	
			009-2720-653-000-0000-000-050		07/01/2020	1,795.00
11	40	07/01/2020	313	MCCLAIN COUNTY ELECTION BOARD	Election Expenses	5,000.00
					Election Expenses	
			000-2314-310-000-0000-000-050		07/01/2020	5,000.00
11	41	07/01/2020	281	MCCLAIN COUNTY TREASURER	Ad Valorem Assessment Fee	80,000.00
					Ad Valorem Assessment Fee	
			000-2518-870-000-0000-000-050		07/01/2020	80,000.00
11	42	07/01/2020	1722	MIDSTATE TRAFFIC CONTROL INC.	School Zone Lights - Programming	300.00
					School Zone Lights - Programming	
			000-2660-430-000-0000-000-705		07/01/2020	300.00
11	43	07/01/2020	146	MUNICIPAL ACCOUNTING SYSTEMS	Printing Expenses	1,500.00
					Printing Expenses	
			000-2511-550-000-0000-000-705		07/01/2020	1,500.00
11	44	07/01/2020	223	TRI-CITY PUBLISHING INC.	Budgets/ EON/ Election notices	500.00
					Budgets/ EON/ Election notices	
			000-2314-540-000-0000-000-050		07/01/2020	500.00
11	45	07/01/2020	223	TRI-CITY PUBLISHING INC.	Recruitment / Advertising	250.00
					Recruitment / Advertising	
			000-2511-540-000-0000-000-705		07/01/2020	250.00
11	46	07/01/2020	99999	NEWCASTLE PUBLIC SCHOOLS	Career Tech Expenses (412)	40,000.00
					Career Tech Expenses (412)	
			412-1000-653-300-0000-000-705		07/01/2020	40,000.00
11	47	07/01/2020	99999	NEWCASTLE PUBLIC SCHOOLS	Payroll Reserve funds for Subs / Extra Duty	275,000.00
					Payroll Reserve funds for Subs / Extra Duty	
			000-2511-810-000-0000-000-050		07/01/2020	275,000.00
11	48	07/01/2020	99999	NEWCASTLE PUBLIC SCHOOLS	Start up Funds for Child Nutrition	1,000.00
					Start up Funds for Child Nutrition	
			018-5200-950-700-0000-000-050		07/01/2020	1,000.00
11	49	07/01/2020	978	OFFICE DEPOT	Printing of booklets / forms	1,000.00
					Printing of booklets / forms	
			000-2530-550-000-0000-000-050		07/01/2020	1,000.00
11	50	07/01/2020	5057	OKLA STATE HEALTH DEPT.	CNP Cafeteria Health Dept Licenses	500.00
					CNP Cafeteria Health Dept Licenses	
			000-3150-631-700-0000-000-050		07/01/2020	500.00

## Encumbrance Register

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Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	51	07/01/2020	47882	OK ASSOC SCHOOL BUSINESS OFFICIALS	Annual Membership	750.00
			000-2511-810-000-0000-000-050		07/01/2020	750.00
11	52	07/01/2020	4797	OK DHS FINANCE	CNP Commodity Fee	2,000.00
			000-3150-631-700-0000-000-105		07/01/2020	500.00
			000-3150-631-700-0000-000-110		07/01/2020	500.00
			000-3150-631-700-0000-000-505		07/01/2020	500.00
			000-3150-631-700-0000-000-705		07/01/2020	500.00
11	53	07/01/2020	4970	OKLAHOMA SCHOOLS ADVISORY COUNCIL	Annual Membership	500.00
			000-2511-810-700-0000-000-050		07/01/2020	500.00
11	54	07/01/2020	33892	OKLAHOMA SCHOOLS INSURANCE GROUP	Property, Auto, Liability Insurance	273,362.00
			000-2620-523-000-0000-000-050		07/01/2020	273,362.00
11	55	07/01/2020	191	OSSBA EMPLOYMENT SERVICES	Membership / Policies / Assemble	5,350.00
			000-2319-810-000-0000-000-050		07/01/2020	5,350.00
11	56	07/01/2020	191	OSSBA EMPLOYMENT SERVICES	Unemployment Services	25,000.00
			000-2620-281-000-0000-707-050		07/01/2020	25,000.00
11	57	07/01/2020	5735	PEOPLEFACTS LLC	Non-Certified background checks	400.00
			000-2571-337-000-0000-000-050		07/01/2020	400.00
11	58	07/01/2020	4721	OTA PIKEPASS	Tolls	750.00
			009-2720-810-000-0000-000-050		07/01/2020	750.00
11	59	07/01/2020	1384	PITNEY BOWES GLOBAL FINANCIAL SVC	Equipment Lease	500.00
			000-2511-440-000-0000-000-050		07/01/2020	500.00
11	60	07/01/2020	1384	PITNEY BOWES GLOBAL FINANCIAL SVC	Postage	4,000.00
			000-2511-530-000-0000-000-050		07/01/2020	4,000.00
11	61	07/01/2020	1883	SANDALL FIVE INC	Cylinder Leases - Ag Department	1,000.00
			412-1000-621-311-8000-000-705		07/01/2020	1,000.00
11	62	07/01/2020	1883	SANDALL FIVE INC	Cylinder Leases - Maintenance	250.00
			011-2620-621-000-0000-000-705		07/01/2020	250.00
11	63	07/01/2020	576	SHRED- IT USA JV LLC	Office shredding service	600.00
			000-2511-423-000-0000-000-050		07/01/2020	600.00
11	64	07/01/2020	5013	STANDARD INSURANCE CO	Employee Life Insurance	9,000.00
			000-2574-529-000-0000-000-105		07/01/2020	2,250.00
			000-2574-529-000-0000-000-110		07/01/2020	2,250.00
			000-2574-529-000-0000-000-505		07/01/2020	2,250.00
			000-2574-529-000-0000-000-705		07/01/2020	2,250.00
11	65	07/01/2020	187	TEACHERS RETIREMENT OF OKLAHOMA	TRS payroll adjustment	1,000.00
			000-2511-262-000-0000-301-050		07/01/2020	1,000.00
11	66	07/01/2020	8394	US FOODS	Cafeteria Food Purchases	250,000.00
			000-3150-630-700-0000-000-050		07/01/2020	250,000.00
11	67	07/01/2020	2941	UNITED SUBURBAN SCHOOLS ASSC.	Annual Membership	1,100.00
			000-2319-810-000-0000-000-050		07/01/2020	1,100.00

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Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	68	07/01/2020	5177	VERNON FLORENCE CONSULTING CO.INC	Annual Membership	120.00
			000-2511-810-000-0000-000-050		07/01/2020	120.00
11	69	07/01/2020	2858	GEN ELEC CAPITAL CORP/WALMART	Cafeteria Micro Purchases	500.00
			000-3140-617-700-0000-000-705		07/01/2020	500.00
11	70	07/01/2020	2858	GEN ELEC CAPITAL CORP/WALMART	(412) FACS Food Purchases (Duncan)	2,500.00
			412-1000-619-314-8400-000-705		07/01/2020	2,500.00
11	71	07/01/2020	2858	GEN ELEC CAPITAL CORP/WALMART	Special Ed Food Purchases (Jetton)	1,080.00
			000-1000-619-239-0000-000-105		07/01/2020	1,080.00
11	72	07/01/2020	2858	GEN ELEC CAPITAL CORP/WALMART	Title 1 Purchases	500.00
			511-2194-619-429-1130-000-110		07/01/2020	500.00
11	73	07/01/2020	2858	GEN ELEC CAPITAL CORP/WALMART	Transportation Supplies	1,000.00
			009-2740-612-000-0000-000-050		07/01/2020	1,000.00
11	74	07/01/2020	2170	SCOTT WESTIN	Laminate film and repairs	2,250.00
			000-2620-619-000-0000-000-050		07/01/2020	2,250.00
11	75	07/01/2020	1517	FUELMAN	Transportation Fuel	2,000.00
			000-2740-623-000-0000-000-050		07/01/2020	2,000.00
11	76	07/01/2020	8306	ZENITH INSURANCE COMPANY	Workers Comp Insurance	60,604.00
			000-5300-290-000-0000-000-050		07/01/2020	60,604.00
11	77	07/01/2020	82213	JENNIFER BEER	Mileage Reimbursement	500.00
			015-2199-580-000-0000-000-705		07/01/2020	500.00
11	78	07/01/2020	82006	GAYLA CASE	Mileage Reimbursement	1,000.00
			015-2620-580-000-0000-000-705		07/01/2020	1,000.00
11	79	07/01/2020	81589	KRISTINA FERGUSON-HARRIS	Mileage Reimbursement	750.00
			015-2319-580-000-0000-000-050		07/01/2020	750.00
11	80	07/01/2020	80957	STACEY GRAY	Mileage Reimbursement	750.00
			015-2199-580-239-0000-000-705		07/01/2020	750.00
11	81	07/01/2020	82500	MELONIE R HAU	Mileage Reimbursement	750.00
			015-2319-580-000-0000-000-050		07/01/2020	750.00
11	82	07/01/2020	9001	JEFF LANDES	Mileage Reimbursement	750.00
			015-2511-580-000-0000-000-050		07/01/2020	750.00
11	83	07/01/2020	82409	CHRISTOPHER K MCKENZIE	Mileage Reimbursement	1,000.00
			015-2199-580-000-0000-000-705		07/01/2020	1,000.00
11	84	07/01/2020	82511	REY MEDRANO	Mileage Reimbursement	500.00
			015-2580-580-000-0000-000-705		07/01/2020	500.00
11	85	07/01/2020	82231	JOSEPH SALAZAR	Mileage Reimbursement	750.00
			015-2670-580-000-0000-000-705		07/01/2020	750.00
11	86	07/01/2020	50953	GLOBAL MED INDUSTRIES LLC	Supplies for AED Units	565.00
			000-2312-616-000-0000-000-705		07/01/2020	565.00
11	87	07/01/2020	33328	NCS PEARSON INC	NNAT -3 GIT Testing Materials Grade 2	2,375.00
			000-2240-614-251-0000-000-105		07/01/2020	2,375.00
				(190) NNAT -3 GIT Testing Materials Grade 2		

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Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	88	07/01/2020	51215	Illuminate Education Inc	Fastbridge Progress Monitoring Virtual Training	1,500.00
			367-2213-860-000-0000-000-105		07/01/2020	750.00
			367-2213-860-000-0000-000-110		07/01/2020	750.00
11	89	07/01/2020	4993	OKACTE	OK Summit (Summer Conference) for Chance Scott	75.00
			412-2213-860-316-8100-000-705		07/01/2020	75.00
11	90	07/01/2020	4993	OKACTE	OK Summit (Summer Conference)	75.00
			412-2213-860-316-8100-000-705		07/01/2020	75.00
11	91	07/01/2020	4993	OKACTE	OK Summit (Summer Conference) for Alisha Duncan	75.00
			412-2213-860-314-8100-000-705		07/01/2020	75.00
11	92	07/01/2020	8808	SCHOOL NUTRITION ASSOCIATION	Membership Renewal SNA - Malinda Wilson	52.50
			000-3180-810-700-0000-000-705		07/01/2020	52.50
11	93	07/01/2020	267	SCHOOL SPECIALTY	Construction Paper Order for ES	1,200.00
			023-1000-619-100-1050-000-105		07/01/2020	1,200.00
11	94	07/01/2020	267	SCHOOL SPECIALTY	Construction Paper Order for ECC	1,200.00
			024-1000-619-100-1050-000-110		07/01/2020	1,200.00
11	95	07/01/2020	51262	Wex Bank	Transportation Fuel	90,000.00
			000-2740-623-000-0000-000-050		07/01/2020	90,000.00
<b>Non-Payroll Total:</b>						<b>\$1,722,407.25</b>
<b>Payroll Total:</b>						<b>\$0.00</b>
<b>Balance Forward:</b>						<b>\$0.00</b>
<b>Report Total:</b>						<b>\$1,722,407.25</b>

## Encumbrance Register

Options: Year: 2019-2020, Date Range: 6/5/2020 - 6/26/2020, PO Range: 228 - 999, Fund Codes: 21

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
21	228	06/10/2020	51255	Cimarron Sports	50 X 35 #42 Barrier net for south side of stadium	928.00
		(1) 50 X 35 #42 Barrier net for south side of stadium	000-2620-651-000-0000-000-705		06/10/2020	928.00
21	229	06/16/2020	8557	ELM CREEK GRAVEL, LLC	45 Cubic yards of EW Fiber Mulch	1,011.25
		45 Cubic Yards of EW Fiber MulchDrop charge	010-2620-430-000-0000-000-105		06/16/2020	1,011.25
21	230	06/22/2020	9001	JEFF LANDES	Reimbursement for Purchase of 144 used chairs	1,020.00
		Reimbursement for purchase of 144 used chairs	000-1000-618-100-1050-000-105		06/22/2020	1,020.00
21	231	06/23/2020	8272	PATRICK D. GARCIA	Concrete and construction work around campus	13,200.00
		Concrete and construction work around campus	000-2620-450-000-0000-000-705		06/23/2020	13,200.00
21	232	06/25/2020	51242	Tri City Tractors, LLC	Repairs to front fork assembly on Bad Boy Mower	704.47
		Repairs to front fork assembly on Bad Boy Mower	000-2640-430-000-0000-000-705		06/25/2020	704.47
21	233	06/26/2020	8788	YARBROUGH & SONS	3 Allied 5 Ton Rooftop Units, installation expense	21,614.00
		Three Allied 5 Ton Roof Units, curb adapters and related installation expenses for Middle School Library	011-2620-736-000-0000-000-505		06/26/2020	21,614.00
21	234	06/26/2020	51242	Tri City Tractors, LLC	General Maintenance supplies for Bad Boy	500.00
		General Maintenance supplies for Bad Boy Mower	010-2640-430-000-0000-000-705		06/26/2020	500.00

<b>Non-Payroll Total:</b>	<b>\$38,977.72</b>
<b>Payroll Total:</b>	<b>\$0.00</b>
<b>Balance Forward:</b>	<b>\$0.00</b>
<b>Report Total:</b>	<b>\$38,977.72</b>

Change Order Listing

Options: Fund: Building Fund, Year: 2019-2020, ReferenceDate: PO Date, Date Range: 6/5/2020 - 6/26/2020, PO Range: 1 - 227, Include Negative Changes: True

PO No	Date	Vendor No	Vendor	Description	Amount	
6	07/01/2019	4809	LOCKE SUPPLY	ELECTRICAL/PLUMBING SUPPLIES	500.00	
				ELECTRICAL/PLUMBING SUPPLIES		
		010-2620-430-000-0000-000-050		04/16/2020	06/11/2020	-97.44
		010-2620-430-000-0000-000-050		06/11/2020		597.44
9	07/01/2019	603	TREAT'S JANITORIAL SUPPLY	SUPPLIES	2,004.70	
				CUSTODIAL SUPPLIES		
		027-2620-618-000-0000-000-050		07/01/2019	06/16/2020	-513.77
		027-2620-618-000-0000-000-050		06/16/2020		2.00
		027-2620-618-000-0000-000-050		06/16/2020		2,004.70
		027-2620-618-000-0000-000-050		06/16/2020		511.77
13	07/01/2019	1619	AUTOMATIC FIRE CONTROL, INC.	ANSEL INSPECTIONS	85.72	
				KITCHEN ANSEL SYSTEM INSPECTIONS		
		012-2670-430-000-0000-000-050		07/01/2019	06/25/2020	-746.70
		012-2670-430-000-0000-000-050		06/25/2020		832.42
15	07/01/2019	1128	COUNTRY EQUIPMENT	EQUIPMENT PARTS	100.00	
				EQUIPMENT PARTS		
		010-2640-430-000-0000-000-050		07/01/2019	06/05/2020	-109.41
		010-2640-430-000-0000-000-050		06/05/2020		209.41
178	02/04/2020	9025	PRIMECO SERVICES LLC	Portable toilets for track & baseball field	-1,100.00	
				Portable toilets for track and baseball fields for spring season		
		017-2620-440-000-0000-000-705		02/04/2020	06/16/2020	-1,100.00
215	05/06/2020	2105	LOWE'S BUSINESS ACCOUNT	Blanket PO for Exterior Paint / Supplies	250.00	
				Blanket PO for Exterior Building Paint Supplies / Materials		
		000-2620-430-000-0000-000-705		05/06/2020	06/05/2020	-159.52
		000-2620-430-000-0000-000-705		06/05/2020		409.52
217	05/07/2020	33853	A.T.G.-RAM INDUSTRIES,LLC	Repairs to north end of stadium turf	-4,054.00	
				Repairs to north end of stadium turf to deal with compaction issues, time and materials not to exceed \$9,000.00		
		017-2620-430-000-0000-000-705		05/07/2020	06/16/2020	-4,054.00
218	05/11/2020	603	TREAT'S JANITORIAL SUPPLY	Electrostatic Backpack Sprayers Disinfecting Bldgs	-8,150.00	
				(4) VP300 ES Electrostatic Backpack Sprayers(1) VP200ESK Handheld Electrostatic SprayerFor regular disinfecting of buildings		
		070-2620-656-000-0000-000-105		05/11/2020	06/05/2020	-1,850.00
		070-2620-656-000-0000-000-110		05/11/2020	06/05/2020	-1,850.00
		070-2620-656-000-0000-000-505		05/11/2020	06/05/2020	-1,850.00
		070-2620-656-000-0000-000-705		05/11/2020	06/05/2020	-2,600.00

<b>Non-Payroll Total:</b>	<b>(\$10,363.58)</b>
<b>Payroll Total:</b>	<b>\$0.00</b>
<b>Report Total:</b>	<b>(\$10,363.58)</b>

**Project Totals**

000	NON-CATEGORICAL	250.00
010	Maintenance - Scott	600.00
012	Fire / Safety / Security - Joe	85.72
017	ACTIVITY FEES - ATHLETIC	-5,154.00
027	CUSTODIAL DEPARTMENT	2,004.70
070	COVID-19 Supplies	-8,150.00

**Unit Totals**

050	DISTRICTWIDE	2,690.42
105	ELEMENTARY SCHOOL	-1,850.00
110	EARLY CHILDHOOD	-1,850.00
505	MIDDLE SCHOOL	-1,850.00

## Encumbrance Register

Options: Year: 2020-2021, Date Range: 7/1/2020 - 7/1/2020, PO Range: 1 - 500, Fund Codes: 21

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
21	1	07/01/2020	1704	CITY OF NEWCASTLE	District water utilities	35,000.00
				District water utilities	000-2620-410-000-0000-000-050	35,000.00
21	2	07/01/2020	141	ONE GAS, INC	District natural gas utilities	50,000.00
				District natural gas utilities	000-2620-410-000-0000-000-050	50,000.00
21	3	07/01/2020	4607	CLEARWATER ENTERPRISES L.L.C.	District natural gas utilities	15,000.00
				District natural gas utilities	000-2620-410-000-0000-000-050	15,000.00
21	4	07/01/2020	140	OKLAHOMA ELECTRIC COOPERATIVE	District electric utilities	125,000.00
				District electric utilities	000-2620-410-000-0000-000-050	125,000.00
21	5	07/01/2020	5091	FER WASTE SERVICES, LLC	District trash service	16,000.00
				District trash service	000-2620-420-000-0000-000-050	16,000.00
21	6	07/01/2020	1181	BANCTRUST	Sequestration payments on bond	32,000.00
				Sequestration payments on bond	000-4620-834-000-0000-000-050	32,000.00
21	7	07/01/2020	1683	UMB Bank, N.A.	Bond Fees	900.00
				Bond Fees	000-4620-430-000-0000-000-050	900.00
21	8	07/01/2020	47944	AMAZON.COM	Supplies for admin	1,000.00
				Supplies for admin	000-2620-619-000-0000-000-050	1,000.00
21	9	07/01/2020	2105	LOWE'S BUSINESS ACCOUNT	Supplies for admin	1,000.00
				Supplies for admin	000-2620-619-000-0000-000-050	1,000.00
21	10	07/01/2020	219	JOHN KLOPP	General Supplies	2,000.00
				General Supplies	000-2620-619-000-0000-000-050	2,000.00
21	11	07/01/2020	5803	TACTICAL HOME SOLUTIONS LLC	Monthly Pest Control	4,800.00
				Monthly Pest Control	000-2620-430-000-0000-000-050	4,800.00
21	12	07/01/2020	50575	TODD ABRELL	Wellness Center Equipment Inspections	1,600.00
				Wellness Center Equipment Inspections	001-2620-430-000-0000-000-050	1,600.00
21	13	07/01/2020	33318	A-RUSSELLS MR ROOTER	Sewer line services	2,000.00
				Sewer line services	010-2620-430-000-0000-000-050	2,000.00
21	14	07/01/2020	47944	AMAZON.COM	Supplies for Maintenance Department	1,000.00
				Supplies for Maintenance Department	010-2640-619-000-0000-000-050	1,000.00
21	15	07/01/2020	1128	COUNTRY EQUIPMENT	Parts for lawn care equipment	1,000.00
				Parts for lawn care equipment	010-2640-619-000-0000-000-050	1,000.00
21	16	07/01/2020	5730	ENGINEERED EQUIPMENT, INC.	HVAC Air Filters	3,500.00
				HVAC Air Filters	010-2620-619-000-0000-000-050	3,500.00
21	17	07/01/2020	5742	ES2	HVAC Control Systems	1,000.00
				HVAC Control Systems	010-2620-619-000-0000-000-050	1,000.00
21	18	07/01/2020	33319	FERGUSON ENTERPRISES	Plumbing and Electrical Supplies	2,500.00
				Plumbing and Electrical Supplies	010-2620-619-000-0000-000-050	2,500.00
21	19	07/01/2020	1010	HAGAR RESTAURANT SERVICES	Cafeteria Kitchen Equipment Repairs	500.00
				Cafeteria Kitchen Equipment Repairs	010-2640-430-000-0000-000-050	500.00
21	20	07/01/2020	340	HUNZICKER BROTHERS, INC.	Lighting Supplies	5,000.00
				Lighting Supplies	010-2620-619-000-0000-000-050	5,000.00
21	21	07/01/2020	461	JOHNSTONE SUPPLY	Plumbing and Electrical Supplies	3,500.00
				Plumbing and Electrical Supplies	010-2620-619-000-0000-000-050	3,500.00

## Encumbrance Register

Options: Year: 2020-2021, Date Range: 7/1/2020 - 7/1/2020, PO Range: 1 - 500, Fund Codes: 21

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
21	22	07/01/2020	4809	LOCKE SUPPLY	Plumbing and Electrical Supplies	4,500.00
					Plumbing and Electrical Supplies	4,500.00
21	23	07/01/2020	2105	LOWE'S BUSINESS ACCOUNT	Supplies for Maintenance Department	1,500.00
					Supplies for Maintenance Department	1,500.00
21	24	07/01/2020	1751	MULTIPLY & PROSPER INC	Kitchen Hood Cleaning, annual	2,500.00
					Kitchen Hood Cleaning, annual	2,500.00
21	25	07/01/2020	48109	ROCK HOLLOW GARDEN & HARDWARE	Supplies for Maintenance Department	3,000.00
					Supplies for Maintenance Department	3,000.00
21	26	07/01/2020	5751	TERRELL'S REFRIGERATION	Refrigeration Repairs	1,000.00
					Refrigeration Repairs	1,000.00
21	27	07/01/2020	51242	Tri City Tractors, LLC	Parts for lawn care equipment	1,000.00
					Parts for lawn care equipment	1,000.00
21	28	07/01/2020	2563	WINSUPPLY OF OKLAHOMA CITY CO	Plumbing and Electrical Supplies	2,000.00
					Plumbing and Electrical Supplies	2,000.00
21	29	07/01/2020	154	WYNNE'S FEED & SEED	Lawn Chemicals	4,000.00
					Lawn Chemicals	4,000.00
21	30	07/01/2020	5762	A & C FIRE EXTINGUISHER CO, INC.	Fire Extinguisher inspections	1,200.00
					Fire Extinguisher inspections	1,200.00
21	31	07/01/2020	47944	AMAZON.COM	Supplies for Safety / Security Department	3,000.00
					Supplies for Safety / Security Department	3,000.00
21	32	07/01/2020	1619	AUTOMATIC FIRE CONTROL, INC.	Ansul Inspections	1,800.00
					Ansul Inspections	1,800.00
21	33	07/01/2020	8316	DH PACE COMPANY, INC.	Door Hardware	2,500.00
					Door Hardware	2,500.00
21	34	07/01/2020	586	KONE INC	Elevator Inspections, quarterly	4,411.32
					Elevator Inspections, quarterly	4,411.32
21	35	07/01/2020	5032	OKLAHOMA DEPT OF LABOR	Elevator / Boiler Inspections	400.00
					Elevator / Boiler Inspections	400.00
21	36	07/01/2020	1262	P & L FIRE PROTECTION, INC.	Fire Riser Inspections	2,000.00
					Fire Riser Inspections	2,000.00
21	37	07/01/2020	48109	ROCK HOLLOW GARDEN & HARDWARE	Supplies for Safety / Technology Departments	1,000.00
					Supplies for Safety / Technology Departments	1,000.00
21	38	07/01/2020	728	TECHSICO ENTERPRISE SOLUTIONS	Fire Alarm Monitoring	4,000.00
					Fire Alarm Monitoring	4,000.00
21	39	07/01/2020	728	TECHSICO ENTERPRISE SOLUTIONS	Fire Alarm Inspections and repairs	5,000.00
					Fire Alarm Inspections and repairs	5,000.00
21	40	07/01/2020	603	TREAT'S JANITORIAL SUPPLY	Custodial Supplies	70,000.00
					Custodial Supplies	70,000.00

## Encumbrance Register

Options: Year: 2020-2021, Date Range: 7/1/2020 - 7/1/2020, PO Range: 1 - 500, Fund Codes: 21

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
21	41	07/01/2020	603	TREAT'S JANITORIAL SUPPLY	Custodial Equipment Repairs	3,000.00
				Custodial Equipment Repairs	014-2640-430-000-0000-000-050	3,000.00
21	42	07/01/2020	48109	ROCK HOLLOW GARDEN & HARDWARE	Supplies for Custodial Department	1,000.00
				Supplies for Custodial Department	014-2620-619-000-0000-000-050	1,000.00
21	43	07/01/2020	8309	SHERWIN WILLIAMS	Paint for exterior buildings	2,000.00
				Paint for exterior buildings	000-2620-430-000-0000-000-705	2,000.00
21	44	07/01/2020	2105	LOWE'S BUSINESS ACCOUNT	Supplies for paint exterior of building	250.00
				Supplies for paint exterior of building	000-2620-430-000-0000-000-705	250.00
<b>Non-Payroll Total:</b>						<b>\$425,361.32</b>
<b>Payroll Total:</b>						<b>\$0.00</b>
<b>Balance Forward:</b>						<b>\$0.00</b>
<b>Report Total:</b>						<b>\$425,361.32</b>

## Encumbrance Register

Options: Year: 2020-2021, Date Range: 7/1/2020 - 7/1/2020, PO Range: 1 - 500, Fund Codes: 39

Fund	PO No	Date	Vendor No	Vendor	Description	Amount	
39	1	07/01/2020	8987	BancFirst	Lease Revenue Payment - Series 2010A	508,144.41	
				Lease Revenue Payment - Series 2010A	000-4620-720-000-0000-000-050	07/01/2020	508,144.41
39	2	07/01/2020	8987	BancFirst	Lease Revenue Payment - Series 2010C	4,647,278.40	
				Lease Revenue Payment - Series 2010C	000-4620-720-000-0000-000-050	07/01/2020	4,647,278.40
39	3	07/01/2020	9180	IPREO LLC	Official Bond Statement Printing	750.00	
				Official Bond Statement Printing	000-4620-550-000-0000-000-050	07/01/2020	750.00
39	4	07/01/2020	9179	BOK Financial Securities Inc	Bond Management Fee, S&P Rating Fee	40,736.00	
				Bond Management Fee, S&P Rating Fee	000-4620-310-000-0000-000-050	07/01/2020	40,736.00
39	5	07/01/2020	5169	OKLAHOMA ATTORNEY GENERAL	Legal Opinion on 2020 Bond Sales	1,614.00	
				Legal Opinion on 2020 Bond Sales	000-2317-310-000-0000-000-050	07/01/2020	1,614.00
39	6	07/01/2020	8704	CLASSLINK, INC	SSO / Rostering Service	9,275.00	
				SSO / Rostering Service	000-2230-440-000-0000-000-050	07/01/2020	9,275.00
39	7	07/01/2020	5052	DERBY TECH, INC	CIPAFILTER Internet Filtering	4,286.43	
				CIPAFILTER Internet Filtering	000-2230-440-000-0000-000-050	07/01/2020	4,286.43
39	8	07/01/2020	5004	EDMENTUM	Study Island (MS)	13,155.45	
				Study Island (MS)	000-1000-440-100-2200-000-505	07/01/2020	13,155.45
39	9	07/01/2020	50933	ESGI LLC	Assessment Software (ECC)	1,640.00	
				Assessment Software (ECC)	000-2240-440-000-0000-000-110	07/01/2020	1,640.00
39	10	07/01/2020	4920	FOLLETT SOFTWARE COMPANY	Destiny Library management system	4,535.25	
				Destiny Library management system	000-2220-440-000-0000-000-105	07/01/2020	1,133.81
				Destiny Library management system	000-2220-440-000-0000-000-110	07/01/2020	1,133.81
				Destiny Library management system	000-2220-440-000-0000-000-505	07/01/2020	1,133.81
				Destiny Library management system	000-2220-440-000-0000-000-705	07/01/2020	1,133.82
39	11	07/01/2020	8301	FRONTLINE TECHNOLOGIES GROUP LLC	Aesop Substitute Management System	5,357.71	
				Aesop Substitute Management System	000-2580-440-000-0000-000-050	07/01/2020	5,357.71
39	12	07/01/2020	8301	FRONTLINE TECHNOLOGIES GROUP LLC	Teachers Teachers Recruiting website	1,651.39	
				Teachers Teachers Recruiting website	000-2580-440-000-0000-000-050	07/01/2020	1,651.39
39	13	07/01/2020	5784	GAGGLE.NET INC.	Email Archiving & Student Safety	10,990.00	
				Email Archiving & Student Safety	000-2580-440-000-0000-000-050	07/01/2020	10,990.00
39	14	07/01/2020	5046	GLOBAL COMPLIANCE NETWORK, INC	Professional Development website	1,500.00	
				Professional Development website	000-2213-440-000-0000-000-050	07/01/2020	1,500.00
39	15	07/01/2020	8305	GNXCOR, INC.	Work order system	2,250.00	
				Work order system	000-2580-440-000-0000-000-050	07/01/2020	2,250.00
39	16	07/01/2020	8597	INFINITE CAMPUS, INC.	Student Information System	43,156.80	
				Student Information System	000-2230-440-000-0000-000-105	07/01/2020	10,789.20
				Student Information System	000-2230-440-000-0000-000-110	07/01/2020	10,789.20
				Student Information System	000-2230-440-000-0000-000-505	07/01/2020	10,789.20
				Student Information System	000-2230-440-000-0000-000-705	07/01/2020	10,789.20

## Encumbrance Register

Options: Year: 2020-2021, Date Range: 7/1/2020 - 7/1/2020, PO Range: 1 - 500, Fund Codes: 39

Fund	PO No	Date	Vendor No	Vendor	Description	Amount	
39	17	07/01/2020	8651	SHOUTPOINT, INC.	Infinite Campus Messenger Service	2,760.00	
				Infinite Campus Messenger Service	000-2230-440-000-0000-000-105	07/01/2020	690.00
					000-2230-440-000-0000-000-110	07/01/2020	690.00
					000-2230-440-000-0000-000-505	07/01/2020	690.00
					000-2230-440-000-0000-000-705	07/01/2020	690.00
39	18	07/01/2020	146	MUNICIPAL ACCOUNTING SYSTEMS	Business Office software	13,905.60	
				Business Office software	000-2511-440-000-0000-000-050	07/01/2020	13,905.60
39	19	07/01/2020	8381	MYSTERY SCIENCE, INC.	Online Science Curriculum (ES)	999.00	
				Online Science Curriculum (ES)	000-1000-440-100-2254-000-105	07/01/2020	999.00
39	20	07/01/2020	8310	RAPTOR TECHNOLOGIES, LLC	Visitor Management System	4,430.00	
				Visitor Management System	000-2580-440-000-0000-000-050	07/01/2020	4,430.00
39	21	07/01/2020	8656	TURNITIN, LLC	Writing analysis website	2,000.00	
				Writing analysis website	000-1000-440-100-4000-000-705	07/01/2020	2,000.00
39	22	07/01/2020	8241	GOVERNMENT CAPITAL CORPORATION	Copier Lease Payment	50,000.00	
				Copier Lease Payment	000-2580-653-000-0000-000-050	07/01/2020	50,000.00
39	23	07/01/2020	2766	CDW LLC	Aerohive Management License (E-rate share)	7,000.00	
				Aerohive Management License (E-rate share)	000-2580-440-000-0000-000-050	07/01/2020	7,000.00
39	24	07/01/2020	47944	AMAZON.COM	Technology Supplies - Rick	2,500.00	
				Technology Supplies - Rick	013-2580-653-000-0000-000-050	07/01/2020	2,500.00
39	25	07/01/2020	47944	AMAZON.COM	Technology Supplies - Admin	2,500.00	
				Technology Supplies - Admin	000-2580-653-000-0000-000-050	07/01/2020	2,500.00
39	26	07/01/2020	2766	CDW LLC	Technology Supplies - Tech Manager	2,500.00	
				Technology Supplies - Tech Manager	013-2580-653-000-0000-000-705	07/01/2020	2,500.00
39	27	07/01/2020	2766	CDW LLC	Technology Supplies - Admin	2,500.00	
				Technology Supplies - Admin	000-2580-653-000-0000-000-705	07/01/2020	2,500.00
39	28	07/01/2020	2797	SYNERGY DATACOM	Networking Supplies	2,000.00	
				Networking Supplies	000-2580-653-000-0000-000-050	07/01/2020	2,000.00

<b>Non-Payroll Total:</b>	<b>\$5,389,415.44</b>
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<b>Payroll Total:</b>	<b>\$0.00</b>
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<b>Balance Forward:</b>	<b>\$0.00</b>
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<b>Report Total:</b>	<b>\$5,389,415.44</b>
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**Newcastle Public Schools  
Payroll Summary  
June 30<sup>th</sup>, 2020**

Monthly Payroll (6/30/2020)	\$1,248,046.55
Extra Duty Payroll (6/30/2020)	\$10,975.48



# NEWCASTLE PUBLIC SCHOOLS

## Purpose of Activity Fund Account

Original  
 Amended

Account Name: Principal Leadership (Beer) Account Number: 939/705

**Revenue:** ***(Fundraisers, other income sources)*** (Indicate Amended items with a "\*" )

Fundraisers: Parking stickers/fines  
Donations: picture commissions, grants/EOG, Walmart, service projects

**Expenditures:** ***(How the revenue will be spent)*** (Indicate Amended items with a "\*" )

This fund will be spent on teacher and student incentives, such as but not limited to materials and supplies, technology, registration fees, food, beverages, awards, books, mementos, fuel, bus driver fees, teacher and student recognition items, quest speakers t-shirts, equipment and furniture, clothing and travel expenses.

Jennifer Beer  
Sponsor Name

5/26/2020 2020-21  
Date Submitted School Year

Jennifer Beer  
Sponsor Signature

Jennifer Beer  
Principal Signature

\_\_\_\_\_  
Activity Custodian Signature

\_\_\_\_\_  
Date Approved by Board of Education



# NEWCASTLE PUBLIC SCHOOLS

## Purpose of Activity Fund Account

Original  
 Amended

Account Name: Athletics/Trainer Account Number: 803

Revenue: *(Fundraisers, other income sources)* (Indicate Amended items with a "\*\*" )

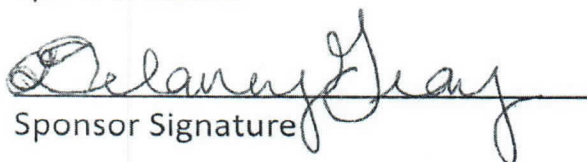
Apparel (such as T-shirts, shorts, hats, ect.), Water Bottles, Gatorade products (Gatorade Popsicles, Protein bars, Carb chews, etc.), Personalized Towels of different sizes.

Expenditures: *(How the revenue will be spent)* (Indicate Amended items with a "\*\*" )

Revenue from these sales will be for athletic training room supplies, equipment, and uniforms for athletic training staff and students.

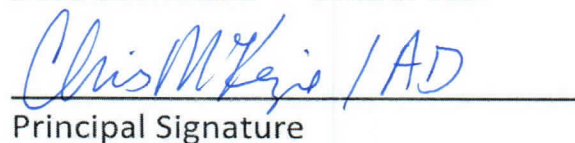
Delaney Gray

Sponsor Name

  
Sponsor Signature

05/28/2020      2020-2021

Date Submitted      School Year

  
Principal Signature

\_\_\_\_\_  
Activity Custodian Signature

\_\_\_\_\_  
Date Approved by Board of Education



# NEWCASTLE PUBLIC SCHOOLS

## Purpose of Activity Fund Account

Original  
 Amended

Account Name: FFA

Account Number: 916

**Revenue:** *(Fundraisers, other income sources)* (Indicate Amended items with a "\*\*")

Fireworks Stand- June/July 2020  
Pork Dinner- July/Aug 2020  
Fall Meat Sales- Aug/Sept 2020  
Clothing & Hat Sale- 2020-2021  
Spring Meat Sale- Jan/Feb 2021  
Skeet Shoot- 2020-2021

**Expenditures:** *(How the revenue will be spent)* (Indicate Amended items with a "\*\*")

Livestock show supplies, shooting sport supplies, classroom and office supplies, curriculum, awards, local show expenses, conference and camp registration fees, technology, contest entries, CDE materials, equipment purchases and repairs, State/National Convention travel, jackets, Blue/Gold catalog purchases, incentives, OAETA/NAAE/OKACTE/ACTE fees, FFA Foundation/Hunger Challenge donation, FFA Affiliate Dues, livestock nominations/entries, chapter meeting supplies, student meals, officer functions, food for FFA

Brandon Morgan

Sponsor Name

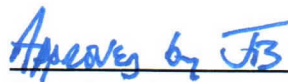
  
Sponsor Signature

06/29/2020

Date Submitted

2020-2021

School Year

  
Principal Signature

Activity Custodian Signature

Date Approved by Board of Education

## FFA Purpose of Accounts 916

Livestock show supplies, shooting sport supplies, classroom and office supplies, curriculum, awards, local show expenses, conference and camp registration fees, technology, contest entries, CDE materials, equipment purchases and repairs, State/National Convention travel, jackets, Blue/Gold catalog purchases, incentives, OAETA/NAAE/OKACTE/ACTE fees, FFA Foundation/Hunger Challenge donation, FFA Affiliate Dues, livestock nominations/entries, chapter meeting supplies, student meals, officer functions, food for FFA events and auctions, shirts and caps

**Memorandum of Understanding (MOU)**  
**Private Mental Health Services for Students in the School Setting**

This Memorandum of Understanding (MOU) is entered into on the 30th day of June, 2020 by and between Independent School District 47-I001, Newcastle Public Schools of McClain County, Oklahoma, hereinafter referred to as “District,” and Red Road Counseling Services, LLC., an Oklahoma community provider.

WHEREAS, the District and Red Road Counseling Services, LLC desires to enter into a Memorandum of Understanding advantageous to both parties.

WHEREAS, Red Road Counseling Services, LLC desires to provide the mental health and school social work services under the terms and conditions of this MOU.

NOW, THEREFORE, the parties agree as follows:

1. With respect to the students receiving private mental health services or social work services in the school setting, Red Road Counseling Services, LLC shall provide an employee to deliver individual and family counseling, family intervention, and other mental health services to students at the assigned school. The Red Road Counseling Services, LLC clinician shall be a licensed clinical social worker or licensed mental health counselor or under supervision with a licensed mental health counselor in the state of Oklahoma.
2. In the event that a Red Road Counseling Services, LLC clinician providing services under this MOU is not providing services in accordance with the stated direction provided by the Director of Guidance and Counseling, the designated Red Road Counseling Services, LLC administrative representative will be contacted. In the event that said issues are not resolved, Red Road Counseling Services, LLC will, upon written request by the District, remove said personnel immediately from the program.
3. All wages, taxes, benefits and other employment-related expenses and duties associated with the Red Road Counseling Services, LLC clinicians are the sole responsibility of Red Road Counseling Services, LLC.
4. The District agrees to provide adequate space determined by the site principal or designee. Schedules for the students receiving services will be set accordingly to have the least impact on the student’s instructional day.
5. Red Road Counseling Services, LLC will maintain all records, logs and documentation, including progress notes, prepared by the Red Road Counseling Services, LLC clinicians concerning students in the Program in compliance with the Family Educational Rights and Privacy Act.
6. Red Road Counseling Services, LLC shall act as the Medicaid Provider for all services provided under this MOU and will promptly bill Medicaid for all services provided to

District students who are Medicaid eligible pursuant to the fee schedule set forth in federal and state law. Red Road Counseling Services, LLC will comply with the requirements of state and federal law and regulations in seeking Medicaid reimbursement for these services. Red Road Counseling Services, LLC is solely responsible for the proper billing of Medicaid-covered services under this MOU. Further, if Red Road Counseling Services, LLC provides a staff member under this contract who is ineligible to bill Medicaid, Red Road Counseling Services, LLC shall bear the full cost of such person's services when provided to any Medicaid eligible student.

7. Also, as the Medicaid Provider under this MOU, Red Road Counseling Services, LLC shall specifically indemnify and hold harmless the District, its officers, administrators, board members, employees, agents, assigns and attorneys from and against any and all liability, loss or expense, including reasonable attorneys' fees, relating to any legal proceedings (including, but not limited to, administrative proceedings), penalties, claims, or Medicaid disallowances arising out of any omission, fault or negligence by Red Road Counseling Services, LLC, its agents, employees or anyone under its direction or control, or on its behalf, in connection with the billing of and reimbursement from Medicaid as required in this MOU.
8. Red Road Counseling Services, LLC agrees to and shall defend, indemnify and hold the District, its officers, administrators, board members, employees, agents, assigns and attorneys harmless from and against any and all liability, loss or expense, including reasonable attorneys' fees, or claims for injury or damages that are caused by or result from the negligent or intentional acts or omissions of Red Road Counseling Services, LLC, its officers, agents, employees, or contractors.
9. Red Road Counseling Services, LLC agrees that prior to entering into this Agreement Red Road Counseling Services, LLC has obtained a Commercial General Liability ("CGL") insurance policy, Professional Liability insurance policy ("PL") and School Leaders Legal liability insurance policy ("SLL") (otherwise known as Directors and Officers Liability insurance), each insuring Red Road Counseling Services, LLC an amount not less than \$125,000.00 for personal injury to or death of any individual, and \$1,000,000.00 in the aggregate for personal injury or death. Red Road Counseling Services, LLC agrees that it will furnish the District with verification of the insurance policies required by this Agreement. If any of the required insurance policies is cancelled during this school year, Red Road Counseling Services, LLC must immediately notify the District.
10. Further, Red Road Counseling Services, LLC affirms that its clinicians and any subcontractor who will be on District property and acting on behalf of Red Road Counseling Services, LLC in performance of this Agreement are covered by Workers Compensation Insurance and shall in no event be entitled to any such coverage from the District.
11. The Red Road Counseling Services, LLC clinicians will operate in accordance with applicable federal and state laws and regulations and District policies, rules, regulations and guidance applicable to the Program.

12. The District and Red Road Counseling Services, LLC agree that student safety is a top priority. In an effort to protect student safety, Red Road Counseling Services, LLC agrees that it will not hire any individual, whether as an officer, agent, employee, or contractor, who has been convicted of a felony or who has been convicted of any crime involving moral turpitude. Red Road Counseling Services, LLC also declares that none of its clinicians working on school premises is currently registered or required to register under the provisions of the Oklahoma Sex Offenders Registration Act or the Mary Rippy Violent Crime Offenders Registration Act.
13. Red Road Counseling Services, LLC shall submit written proof to the District's Department of Guidance and Counseling that all applicable Red Road Counseling Services, LLC clinicians have passed background checks prior to their entering the building of the school to provide services pursuant to this MOU.
14. All Red Road Counseling Services, LLC clinicians must have in their possession, at all times, a current photo ID which identifies them as a staff member of Red Road Counseling Services, LLC.

Either Red Road Counseling Services, LLC or the District may choose to discontinue services during the term of this MOU for any reason with thirty (30) calendar days' written notice to the other party.

IN WITNESS WHEREOF, the District and Red Road Counseling Services, LLC have executed this MOU on the day and year first above written.

Newcastle Public School  
 Independent School District 47- I001  
 McClain County, Oklahoma

\_\_\_\_\_  
**Melonie Hau**  
**Superintendent**  
**Newcastle Public Schools**

\_\_\_\_\_  
**Cathy M. Brown**  
**Red Road Counseling Services, LLC**  
**201 N. Broadway Suite 100**  
**Moore, OK 73160**

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

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

## **Contract Agreement**

This agreement is established between Newcastle Public Schools and Visual Senses (a consulting firm owned by April "Nikki" Keck), educational consultants. It is mutually agreed that Newcastle Public Schools will pay Nikki Keck for specialized services as follows:

Consultation and assistance to educational staff with duties relating to the provision of special education for students who present a visual impairment – such services may include, but not be limited to, the review and study of education/confidential records, participation in IEP meetings and other staffings, completing of forms/reports, classroom observations, functional assessments, direct intervention, procurement of materials, assistive technology recommendations, team member contact, progress monitoring of student programs, and Orientation and Mobility training/consultation.

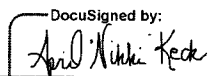
***The fee for these services is agreed upon at \$70 per hour with time billed at 15 minute minimums. Fees are calculated from starting points of origin to site of service (Newcastle) and return to point of origin.***

To achieve these purposes, the following general provisions apply:

1. The scope of these services will be determined by the LEA team.
2. Consultation may include review of/access to individual student records as deemed necessary by the LEA team. Nikki Keck and any affiliations hereby agree to abide by all state and federal laws and district policies regarding confidentiality and other procedural safeguards.
3. A monthly itemized billing will be furnished by Nikki Keck to Newcastle Public Schools following rendering of services. **Payment shall be remitted within 30 days of date of statement to Nikki Keck, PO Box 204, Blanchard, OK 73010.**
4. If scheduled meetings or consults are canceled for any reason, a reasonable notice or 24 hours must be given to Nikki Keck or servicing consultant. A one hour minimum plus drive time will be charged for lack of notice.
5. This agreement may be modified at any time by mutual consent of both parties. Services may be canceled by either party, if a request is put in writing, giving thirty (30) day notice.
6. Newcastle Public Schools declares that there are no current litigations, due processes, or any other legal actions involving any of the current students being served with a visual impairment that Nikki Keck and/or Visual Senses consultants will be servicing.
7. This agreement becomes effective when the proper signatures are affixed below.

***This agreement shall expire on June 30, 2021 unless review and renewed by both parties prior to that date.***

\_\_\_\_\_  
**Authorized Representative  
Newcastle Public Schools**

DocuSigned by:  


\_\_\_\_\_  
**Nikki Keck, TVI, COMS  
Certification # 187290 EXP: 6/30/2023  
National O&M # 4086 EXP: 9/30/2021**

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

6/9/2020

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

The MAS.AccountingServicesAdmin is a console application installed locally, at the Customer site, and is considered part of the Service as defined in the Municipal Accounting Systems, Inc. Software Service Order Agreement. The MAS.AccountingServicesAdmin application allows you the ability to access the Wen-GAGE® i-Accounting Services.

In addition to the Municipal Accounting Systems, Inc. Privacy Policy and Terms of Service (MAS Service TOS), you agree to these terms in using the MAS.AccountingServicesAdmin application.

Use or accessing any part of the MAS.AccountingServicesAdmin application provided by Municipal Accounting Systems, Inc. shall constitute acceptance and agreement to the MAS Service TOS and these Terms of Service and all other policies or notices posted by us on our website. Further, you agree and acknowledge that we can change these Terms of Service at any time. If we make any changes, we will note that changes to the Terms of Service have been made in the "news" that we publish as part of the MAS.AccountingServicesAdmin application or by other method. Thereafter, it will be your responsibility to review the new Terms of Service to see if you agree with the new terms as it creates a binding legal agreement between you and Municipal Accounting Systems, Inc. If you use the MAS.AccountingServicesAdmin application after we've changed any of the Terms of Service, you are agreeing to all of the changes. Again, if you do not agree, please do not use the MAS.AccountingServicesAdmin application.

Customer hereby agrees, as allowed by Oklahoma constitution or law, subject to and during the term of this Agreement: (i) to comply with the Privacy Policy and Terms of Service; (ii) not to reverse-engineer the Application; (iii) to use an appropriate integration method for the volume and/or nature of queries to the Service; (iv) that it is solely responsible for all of its activities and for the accuracy, integrity, legality, reliability, and appropriateness of all Customer Data; (v) to use all commercially reasonable efforts to prevent unauthorized access to, or use of, the Service, and notify MAS promptly of any such unauthorized use; (vi) to comply with all applicable laws in using the Service, wherever such use occurs, and not use, or require MAS to use, any Customer Data obtained via the Service for any unlawful purpose; and (vii), to accurately represent Customer's use of the Service and data obtained from the Service.

**Accepted By (please circle one): Superintendent / Board President**

**Signature:** \_\_\_\_\_

**Date Accepted:** \_\_\_\_\_

**Resolution of Newcastle School District to Join  
Oklahoma Schools Insurance Group**

**Whereas, Oklahoma Schools Insurance Group (“OSIG”)** is an Oklahoma interlocal formed in accordance with Oklahoma law to enable Oklahoma School Districts to cooperate with each other to procure insurance services, benefits and insure against losses and possible liabilities in the most cost effective manner; and

**Whereas, Newcastle School District** is an Oklahoma public school district (“the District”); and

**Whereas,** OSIG has provided to the District a Plan Document which includes a quotation for certain insurance coverages for the 2020/2021 plan year; and

**Whereas,** the quotation is acceptable to the District;

**Now, therefore be it resolved,** that the District hereby joins OSIG as a Member;

**Be it further resolved,** that so long as the District remains as a Member, the District shall comply with OSIG’s bylaws, the Plan Document, and OSIG claim reporting procedures; and

**Be it further resolved,** that by the adoption and signing of this resolution, Newcastle School District understands and agrees that school district members are responsible for their own loss experience and will not be singly responsible for other members’ losses.

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

**Newcastle School District**

\_\_\_\_\_  
By: President, Board of Education

ATTEST:

\_\_\_\_\_  
Clerk, Board of Education



A FAIRFAX Company

NON-BILLED AUDIT NOTICE OF ELECTION

Your worker' compensation policy states that the premium shown on the Information Page is an estimate, and that the final premium will be determined after the policy ends by using the actual, not the estimated, premium basis and the proper classifications and rates that lawfully apply to the business and work covered by the policy. The policy states that if the final premium is more than the premium you paid to us, you must pay us the balance, and if the final premium is less than the premium you have paid to us, we will refund the balance to you.

For this policy you may elect to accept the premium shown on the Information Page as your final premium that will not be subject to adjustments after policy issuance. With this election, Zenith Insurance Company will complete an audit, but will not bill you for additional premium indicated from a final audit, and likewise will not return premium to you based on premium audit adjustments.

Please place a check by the option you wish to select below.

I elect to accept the premium shown on the Information Page of my policy as final premium. With this election I recognize that an audit may be conducted, but no premium adjustments will be billed or refunded to me with this election.

I elect to retain the audit provision contained within my policy as written. With this election, I recognize that the Information Page is an estimate, that the final premium will be determined after the policy ends, and that my final premium will be adjusted at final audit.

\_\_\_\_\_  
Signature and Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employer Name (print or type)

\_\_\_\_\_  
Address

\_\_\_\_\_  
Insurance Company

\_\_\_\_\_  
Policy Number

\_\_\_\_\_  
Effective Date

OKS-1 (Ed. 4-16)

**OKLAHOMA WORKERS COMPENSATION  
MANDATORY OPTIONAL DEDUCTIBLE ACCEPTANCE/REJECTION FORM**

Oklahoma law requires carriers issuing a policy under the Administrative Workers' Compensation Act (AWCA) to offer deductibles, optional to the policyholder, for benefits payable under the AWCA.

This form is applicable to the optional deductibles required by 85A O.S. Section 95 and OAC 365:15-1-3.1.

All five deductible options set forth below must be fully disclosed to the prospective policyholder in writing. The policyholder is not required to select a deductible option, but if the policyholder chooses a deductible, the policyholder may choose only one combined (medical benefits and indemnity claims) deductible amount. Medical-only claims are included in the eligibility for a combined medical and indemnity deductible. The maximum combined deductible, including medical benefits and indemnity claims, will be \$5,000 per claim. Please carefully review the requirements for the deductible options outlined below.

**DEDUCTIBLE OPTIONS**

The combined optional deductible amounts are:

- 1,000
- 2,000
- 3,000
- 4,000
- 5,000

**EMPLOYER OBLIGATIONS IF A DEDUCTIBLE OPTION IS SELECTED**

If the applicant employer chooses a deductible, the carrier must pay compensable claims to the person or medical providers entitled to the benefits conferred by the AWCA, and obtain reimbursement from the insured employer for the applicable deductible amount.

**WARNING:** The insured employer must reimburse the carrier within 60 days of a written demand. If the insured employer fails to reimburse the carrier within 60 days, the carrier may seek to recover the full amount of the claim from the insured employer. In addition, the nonpayment of deductible amounts must be treated in the same manner as nonpayment of premium for purposes of cancellation of the policy.

**EXPERIENCE RATING MODIFICATION**

Benefits paid by the insured employer under a deductible may not be treated as benefits paid so as to harm the experience rating of the employer, and will not be charged against the experience of the employer in accordance with OAC 365:15-1-3.1(d).

Form 35-3C

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**ACCEPTANCE/REJECTION.**

- Yes, I have read the optional deductible information summarized above and want the following deductible amount to apply to claims under the AWCA. I understand that this deductible applies to every claim for bodily injury by accident or disease filed by an injured employee.

**MEDICAL AND INDEMNITY**

- \$1,000  
 \$2,000  
 \$3,000  
 \$4,000  
 \$5,000

**ACCEPTANCE/REJECTION**

- Yes, I understand that I am responsible for reimbursing my insurance company for the amounts of any deductible it pays.
- No, I do not want the optional deductible described in this form.

NAMED INSURED      NEWCASTLE PUBLIC SCHOOLS  
ADDRESS              101 N Main St, Newcastle, OK 73065-4104  
TITLE \_\_\_\_\_  
SIGNATURE \_\_\_\_\_  
DATE \_\_\_\_\_

THIS FORM IS NOT A PART OF YOUR POLICY AND DOES NOT PROVIDE COVERAGE.

Form 35-3C  
© Copyright 2016 National Council on Compensation Insurance, Inc. All Rights Reserved.



# WORKERS COMPENSATION APPLICATION

DATE (MM/DD/YYYY)  
06/02/2020

AGENCY NAME AND ADDRESS <b>BancFirst Insurance Services, Inc.</b> 13230 Pawnee Drive, Suite 205 Oklahoma City, OK 73114		COMPANY: <b>ZENITH INSURANCE COMPANY</b>	
PRODUCER NAME: <b>Danny Ray</b>		UNDERWRITER:	
CS REPRESENTATIVE NAME:		APPLICANT NAME: <b>Newcastle Public Schools</b>	
OFFICE PHONE (A/C, No, Ext): <b>(405) 948-7930</b>		OFFICE PHONE: <b>(405) 387-6425</b>	MOBILE PHONE:
MOBILE PHONE: <b>(405) 249-6554</b>		MAILING ADDRESS (including ZIP + 4 or Canadian Postal Code) <b>101 N. Main Newcastle, OK 73065</b>	
FAX (A/C, No): <b>(405) 948-7346</b>		YRS IN BUS: SIC: <b>8211</b>	
E-MAIL ADDRESS:		NAICS: WEBSITE ADDRESS:	
CODE: SUB CODE:		SOLE PROPRIETOR <input type="checkbox"/>	CORPORATION <input type="checkbox"/>
AGENCY CUSTOMER ID: <b>NEWCPUB-01</b>		PARTNERSHIP <input type="checkbox"/>	LLC <input type="checkbox"/>
		CREDIT BUREAU NAME:	TRUST <input type="checkbox"/>
		FEDERAL EMPLOYER ID NUMBER: <b>73-0983395</b>	UNINCORPORATED ASSOCIATION <input type="checkbox"/>
		NCCI RISK ID NUMBER:	OTHER: <input type="checkbox"/>
		ID NUMBER: OTHER RATING BUREAU ID OR STATE EMPLOYER REGISTRATION NUMBER	

<b>STATUS OF SUBMISSION</b>		<b>BILLING / AUDIT INFORMATION</b>	
<input type="checkbox"/> QUOTE	<input type="checkbox"/> ISSUE POLICY	<input type="checkbox"/> BILLING PLAN	<input type="checkbox"/> PAYMENT PLAN
<input type="checkbox"/> BOUND (Give date and/or attach copy)	<input type="checkbox"/> ASSIGNED RISK (Attach ACORD 133)	<input type="checkbox"/> AGENCY BILL	<input type="checkbox"/> ANNUAL <input type="checkbox"/>
		<input type="checkbox"/> DIRECT BILL	<input type="checkbox"/> SEMI-ANNUAL
			<input type="checkbox"/> QUARTERLY % DOWN:
			<input type="checkbox"/> AT EXPIRATION <input type="checkbox"/> MONTHLY
			<input type="checkbox"/> SEMI-ANNUAL <input type="checkbox"/>
			<input type="checkbox"/> QUARTERLY

LOC #	HIGHEST FLOOR	STREET, CITY, COUNTY, STATE, ZIP CODE
1		101 N. Main Newcastle, OK 73065
2		251 NE 2nd Street Newcastle, OK 73065
3		400 NW 10th Street Newcastle, OK 73065

PROPOSED EFF DATE <b>07/01/2020</b>	PROPOSED EXP DATE <b>07/01/2021</b>	NORMAL ANNIVERSARY RATING DATE	PARTICIPATING <input type="checkbox"/>	RETRO PLAN
PART 1 - WORKERS COMPENSATION (States) <b>OK</b>		PART 2 - EMPLOYER'S LIABILITY	NON-PARTICIPATING <input type="checkbox"/>	OTHER COVERAGES
	\$ <b>500,000</b> EACH ACCIDENT	PART 3 - OTHER STATES INS	DEDUCTIBLES (N/A in WI)	AMOUNT / % (N/A in WI)
	\$ <b>500,000</b> DISEASE-POLICY LIMIT		MEDICAL <input type="checkbox"/>	U.S.L. & H. VOLUNTARY COMP <input type="checkbox"/>
	\$ <b>500,000</b> DISEASE-EACH EMPLOYEE		INDEMNITY <input type="checkbox"/>	FOREIGN COV <input type="checkbox"/>
DIVIDEND PLAN/SAFETY GROUP	ADDITIONAL COMPANY INFORMATION			
SPECIFY ADDITIONAL COVERAGES / ENDORSEMENTS (Attach ACORD 101, Additional Remarks Schedule, if more space is required)				

<b>TOTAL ESTIMATED ANNUAL PREMIUM - ALL STATES</b>		
TOTAL ESTIMATED ANNUAL PREMIUM ALL STATES \$	TOTAL MINIMUM PREMIUM ALL STATES \$	TOTAL DEPOSIT PREMIUM ALL STATES \$

<b>CONTACT INFORMATION</b>				
TYPE	NAME	OFFICE PHONE	MOBILE PHONE	E-MAIL
INSPECTION	Jeff Landes	(405) 387-6425		jlandes@newcastle.k12.ok.us
ACCTNG RECORD CLAIMS INFO				

<b>INDIVIDUALS INCLUDED / EXCLUDED</b>									
PARTNERS, OFFICERS, RELATIVES ( Must be employed by business operations) TO BE INCLUDED OR EXCLUDED (Remuneration/Payroll to be included must be part of rating information section.) Exclusions in Missouri must meet the requirements of Section 287.090 RSMo.									
STATE	LOC #	NAME	DATE OF BIRTH	TITLE/ RELATIONSHIP	OWNER-SHIP %	DUTIES	INC/EXC	CLASS CODE	REMUNERATION/PAYROLL



**PRIOR CARRIER INFORMATION / LOSS HISTORY**

AGENCY CUSTOMER ID: NEWCPUB-01

MPITTMAN

PROVIDE INFORMATION FOR THE PAST 5 YEARS AND USE THE REMARKS SECTION FOR LOSS DETAILS						LOSS RUN ATTACHED
YEAR	CARRIER & POLICY NUMBER	ANNUAL PREMIUM	MOD	# CLAIMS	AMOUNT PAID	RESERVE
2018	CO: Zenith Insurance Company	\$52,191.00				
	POL #: Z133573003					
2017	CO: Zenith Insurance Company	\$48,770.00				
	POL #: Z133573002					
2016	CO: Zenith Insurance Company	\$63,320.00				
	POL #: Z133573001					
2015	CO: Oklahoma School Assurance	\$166,015.00				
	POL #: 01725487133					
2014	CO: Oklahoma School Assurance	\$164,842.00				
	POL #: 01725487131					

**NATURE OF BUSINESS / DESCRIPTION OF OPERATIONS**

GIVE COMMENTS AND DESCRIPTIONS OF BUSINESS, OPERATIONS AND PRODUCTS: MANUFACTURING - RAW MATERIALS, PROCESSES, PRODUCT, EQUIPMENT; CONTRACTOR - TYPE OF WORK, SUB-CONTRACTS; MERCANTILE - MERCHANDISE, CUSTOMERS, DELIVERIES; SERVICE - TYPE, LOCATION; FARM - ACREAGE, ANIMALS, MACHINERY, SUB-CONTRACTS.

**GENERAL INFORMATION**

EXPLAIN ALL "YES" RESPONSES	Y / N
1. DOES APPLICANT OWN, OPERATE OR LEASE AIRCRAFT / WATERCRAFT?	
2. DO / HAVE PAST, PRESENT OR DISCONTINUED OPERATIONS INVOLVE(D) STORING, TREATING, DISCHARGING, APPLYING, DISPOSING, OR TRANSPORTING OF HAZARDOUS MATERIAL? (e.g. landfills, wastes, fuel tanks, etc)	
3. ANY WORK PERFORMED UNDERGROUND OR ABOVE 15 FEET?	
4. ANY WORK PERFORMED ON BARGES, VESSELS, DOCKS, BRIDGE OVER WATER?	
5. IS APPLICANT ENGAGED IN ANY OTHER TYPE OF BUSINESS?	
6. ARE SUB-CONTRACTORS USED? (If "YES", give % of work subcontracted)	
7. ANY WORK SUBLET WITHOUT CERTIFICATES OF INSURANCE? (If "YES", payroll for this work must be included in the State Rating Worksheet on Page 2)	
8. IS A WRITTEN SAFETY PROGRAM IN OPERATION?	
9. ANY GROUP TRANSPORTATION PROVIDED?	
10. ANY EMPLOYEES UNDER 16 OR OVER 60 YEARS OF AGE?	
11. ANY SEASONAL EMPLOYEES?	
12. IS THERE ANY VOLUNTEER OR DONATED LABOR? (If "YES", please specify)	
13. ANY EMPLOYEES WITH PHYSICAL HANDICAPS?	
14. DO EMPLOYEES TRAVEL OUT OF STATE? (If "YES", indicate state(s) of travel and frequency)	
15. ARE ATHLETIC TEAMS SPONSORED?	
16. ARE PHYSICALS REQUIRED AFTER OFFERS OF EMPLOYMENT ARE MADE?	

GENERAL INFORMATION (continued)

EXPLAIN ALL "YES" RESPONSES	Y / N
17. ANY OTHER INSURANCE WITH THIS INSURER?	
18. ANY PRIOR COVERAGE DECLINED / CANCELLED / NON-RENEWED IN THE LAST THREE (3) YEARS? (Missouri Applicants - Do not answer this question)	
19. ARE EMPLOYEE HEALTH PLANS PROVIDED?	
20. DO ANY EMPLOYEES PERFORM WORK FOR OTHER BUSINESSES OR SUBSIDIARIES?	
21. DO YOU LEASE EMPLOYEES TO OR FROM OTHER EMPLOYERS?	
22. DO ANY EMPLOYEES PREDOMINANTLY WORK AT HOME? If "YES", # of Employees: _____	
23. ANY TAX LIENS OR BANKRUPTCY WITHIN THE LAST FIVE (5) YEARS? (If "YES", please specify)	
24. ANY UNDISPUTED AND UNPAID WORKERS COMPENSATION PREMIUM DUE FROM YOU OR ANY COMMONLY MANAGED OR OWNED ENTERPRISES? IF YES, EXPLAIN INCLUDING ENTITY NAME(S) AND POLICY NUMBER(S).	

SIGNATURE

Copy of the Notice of Information Practices (Privacy) has been given to the applicant. (Not required in all states, contact your agent or broker for your state's requirements.)

PERSONAL INFORMATION ABOUT YOU, INCLUDING INFORMATION FROM A CREDIT OR OTHER INVESTIGATIVE REPORT, MAY BE COLLECTED FROM PERSONS OTHER THAN YOU IN CONNECTION WITH THIS APPLICATION FOR INSURANCE AND SUBSEQUENT AMENDMENTS AND RENEWALS. SUCH INFORMATION AS WELL AS OTHER PERSONAL AND PRIVILEGED INFORMATION COLLECTED BY US OR OUR AGENTS MAY IN CERTAIN CIRCUMSTANCES BE DISCLOSED TO THIRD PARTIES WITHOUT YOUR AUTHORIZATION. CREDIT SCORING INFORMATION MAY BE USED TO HELP DETERMINE EITHER YOUR ELIGIBILITY FOR INSURANCE OR THE PREMIUM YOU WILL BE CHARGED. WE MAY USE A THIRD PARTY IN CONNECTION WITH THE DEVELOPMENT OF YOUR SCORE. YOU MAY HAVE THE RIGHT TO REVIEW YOUR PERSONAL INFORMATION IN OUR FILES AND REQUEST CORRECTION OF ANY INACCURACIES. YOU MAY ALSO HAVE THE RIGHT TO REQUEST IN WRITING THAT WE CONSIDER EXTRAORDINARY LIFE CIRCUMSTANCES IN CONNECTION WITH THE DEVELOPMENT OF YOUR CREDIT SCORE. THESE RIGHTS MAY BE LIMITED IN SOME STATES. PLEASE CONTACT YOUR AGENT OR BROKER TO LEARN HOW THESE RIGHTS MAY APPLY IN YOUR STATE OR FOR INSTRUCTIONS ON HOW TO SUBMIT A REQUEST TO US FOR A MORE DETAILED DESCRIPTION OF YOUR RIGHTS AND OUR PRACTICES REGARDING PERSONAL INFORMATION. (Not applicable in AZ, CA, DE, KS, MA, MN, ND, NY, OR, VA, or WV. Specific ACORD 38s are available for applicants in these states.) (Applicant's Initials): \_\_\_\_\_

**Applicable in AL, AR, DC, LA, MD, NM, RI and WV:** Any person who knowingly (or willfully)\* presents a false or fraudulent claim for payment of a loss or benefit or knowingly (or willfully)\* presents false information in an application for insurance is guilty of a crime and may be subject to fines and confinement in prison. \*Applies in MD Only.

**Applicable in CO:** It is unlawful to knowingly provide false, incomplete, or misleading facts or information to an insurance company for the purpose of defrauding or attempting to defraud the company. Penalties may include imprisonment, fines, denial of insurance and civil damages. Any insurance company or agent of an insurance company who knowingly provides false, incomplete, or misleading facts or information to a policyholder or claimant for the purpose of defrauding or attempting to defraud the policyholder or claimant with regard to a settlement or award payable from insurance proceeds shall be reported to the Colorado Division of Insurance within the Department of Regulatory Agencies.

**Applicable in FL and OK:** Any person who knowingly and with intent to injure, defraud, or deceive any insurer files a statement of claim or an application containing any false, incomplete, or misleading information is guilty of a felony (of the third degree)\*. \*Applies in FL Only.

**Applicable in KS:** Any person who, knowingly and with intent to defraud, presents, causes to be presented or prepares with knowledge or belief that it will be presented to or by an insurer, purported insurer, broker or any agent thereof, any written statement as part of, or in support of, an application for the issuance of, or the rating of an insurance policy for personal or commercial insurance, or a claim for payment or other benefit pursuant to an insurance policy for commercial or personal insurance which such person knows to contain materially false information concerning any fact material thereto; or conceals, for the purpose of misleading, information concerning any fact material thereto commits a fraudulent insurance act.

**Applicable in KY, NY, OH and PA:** Any person who knowingly and with intent to defraud any insurance company or other person files an application for insurance or statement of claim containing any materially false information or conceals for the purpose of misleading, information concerning any fact material thereto commits a fraudulent insurance act, which is a crime and subjects such person to criminal and civil penalties (not to exceed five thousand dollars and the stated value of the claim for each such violation)\*. \*Applies in NY Only.

**Applicable in ME, TN, VA and WA:** It is a crime to knowingly provide false, incomplete or misleading information to an insurance company for the purpose of defrauding the company. Penalties (may)\* include imprisonment, fines and denial of insurance benefits. \*Applies in ME Only.

**Applicable in NJ:** Any person who includes any false or misleading information on an application for an insurance policy is subject to criminal and civil penalties.

**Applicable in OR:** Any person who knowingly and with intent to defraud or solicit another to defraud the insurer by submitting an application containing a false statement as to any material fact may be violating state law.

**Applicable in PR:** Any person who knowingly and with the intention of defrauding presents false information in an insurance application, or presents, helps, or causes the presentation of a fraudulent claim for the payment of a loss or any other benefit, or presents more than one claim for the same damage or loss, shall incur a felony and, upon conviction, shall be sanctioned for each violation by a fine of not less than five thousand dollars (\$5,000) and not more than ten thousand dollars (\$10,000), or a fixed term of imprisonment for three (3) years, or both penalties. Should aggravating circumstances [be] present, the penalty thus established may be increased to a maximum of five (5) years, if extenuating circumstances are present, it may be reduced to a minimum of two (2) years.

**Applicable in UT:** Any person who knowingly presents false or fraudulent underwriting information, files or causes to be filed a false or fraudulent claim for disability compensation or medical benefits, or submits a false or fraudulent report or billing for health care fees or other professional services is guilty of a crime and may be subject to fines and confinement in state prison.

THE UNDERSIGNED IS AN AUTHORIZED REPRESENTATIVE OF THE APPLICANT AND REPRESENTS THAT REASONABLE INQUIRY HAS BEEN MADE TO OBTAIN THE ANSWERS TO QUESTIONS ON THIS APPLICATION. HE/SHE REPRESENTS THAT THE ANSWERS ARE TRUE, CORRECT AND COMPLETE TO THE BEST OF HIS/HER KNOWLEDGE.

APPLICANT'S SIGNATURE (Must be Officer, Owner or Partner)	DATE	PRODUCER'S SIGNATURE <i>Michael Pittman</i>	NATIONAL PRODUCER NUMBER <b>113819</b>
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**Memorandum of Agreement**

**Between**

**Newcastle Public School District**

**And**

**McClain-Garvin County Youth and Family Center, Inc.  
DBA Frontline Family Solutions**

This agreement entered into as of July 1, 2020, between The Newcastle Public School District (hereinafter referred to as “the District”) and Frontline Family Solutions Mental Health Center (hereinafter referred to as “the Center”) has been identified as a partner in the project because of the pertinence of their work to the elements, their statutory Center, and performance measures of the Oklahoma Juvenile Affairs Community Based Services *and their statutory Center for mental health and prevention*.

WHEREAS, the Center agrees to support the goals and objectives of Oklahoma Juvenile Affairs Community Based Counseling and Prevention Services and in the District as shown in the attached brochure of available services.

WHEREAS, the Center provides a range of services for persons experiencing symptoms of mental illness; and other family support and education and prevention services as described in our service brochure.

WHEREAS, the Center provides outpatient mental health services to children and adolescents and maintains an outpatient clinic for that purpose at 902 NW 32<sup>nd</sup> Newcastle Oklahoma 73065; and onsite at requested Newcastle school sites.

WHEREAS, for the simplicity of language in this MOA the terms “child, children, and youth” include all children up to the age of 18; and parents of child, children and youth.

WHEREAS, the Center recruits, and employs clinical staff who are trained to assess and provide counseling services to children who are experiencing mental health or behavioral health problems; and are trained to present approved evidenced-based life skills and parenting programs.

WHEREAS, the District enrolls and provides educational services to children from the greater McClain County, Newcastle area.

WHEREAS, the Center has obtained a multiple year Community Based Counseling and Prevention grant from Oklahoma Office of Juvenile Affairs to improve the educational outcomes of children who are experiencing mental health and/or behavioral health adjustment problems; and provide “Botvin Lifeskills and It’s My Life teen/parent prevention programs and bullying prevention training for students, faculty and parents upon request.

WHEREAS, the District seeks to bring child mental health/behavioral health services into their school facilities to increase student and family access to such outpatient services; and

WHEREAS, the District seeks to increase its access to mental health/behavioral health consultation by having child trained mental health/behavioral health professionals available on the District's selected school campuses;

NOW THEREFORE, The Center and District agree as follows:

**I. The Center agrees:**

A. To hire and employ Qualified Mental Health/Behavioral Health Professional staff (bachelors, master's degree in the social sciences, plus mental health/behavioral health counseling experience) who will be clinically supervised by the Center's Child Mental Health Coordinator who has a master's degree in the counseling field and is a State-licensed professional counselor. These staff will subsequently be referred to as School Mental/Behavioral Health Counselors (SM/BHC), Parent Educators and Student Mentors. These employees are the sole employees of Frontline Family Solutions and have no employment relationship of any kind with the Newcastle Public School District.

B. To assign the above SM/BHCs to provide as needed services at the District designated school facilities.

C. That the SM/BHCs will accept services referrals from the District School Counseling Services Coordinator for assessment, treatment planning, and on-going counseling/skill building services to be provided at the District assigned facility.

D. That the SM/BHCs will build their caseloads to approximately 25-30 children during their assignment at the District facility. Actual caseload numbers will vary based on the severity of the mental health/behavioral health symptoms of the children, but at no time will their caseload exceed 35 children per SM/BHC. These services are provided depending on funding from the state and community donations.

E. That its SM/BHCs will be capable of providing the following services: (actual services provided will be based upon the needs of the individual children referred to the SM/BHCs)

- Intake and assessment of a child's mental and behavioral health symptoms/problems
- Enrollment of the child in the Center's electronic medical record (EMR); all child EMRs are the exclusive property of the CENTER and information from a child's EMR can only be released to DISTRICT with proper authorization
- Treatment plan formation
- Provision of individual and group counseling
- Provision of referral services to the Center's Child Mental Health Clinic
- Provision of focused skill-building services for individuals or group, to include reducing maladaptive behaviors, and teaching improved social skills and coping strategies.

- Crisis evaluation and intervention services
- Consultation services for District designated staff
- Obtain parental consent for SM/BHCs to communicate with District designated staff. This authorization will include permission for reporting to District regarding the quantity and type of services received for grant purposes and continuity of care between the Center and District
- Other services mutually agreed upon by District and the Center

F. To cover its SM/BHCs and their services under its general liability/malpractice insurance policy.

G. To complete the data forms needed by District for its project monitoring, evaluation and coordination of services with other entities.

## **II. The District agrees:**

A. To provide a base office space for each SM/BHC at assigned school building, and to make available in each location where SM/BHCs are assigned to provide services, a private space where the SM/BHC can meet with referred students, their families, and school personnel in a manner that insures confidentiality of the information exchanged. This private space will be equipped in a manner that supports the use of a laptop computer and a small printer provided by the Center.

B. To provide each of the SM/BHCs with District identification badge that will allow the SM/BHCs ready access and freedom of movement within the facility.

C. To make referrals to the SM/BHCs through the District Counseling Services Coordinator who will then be the primary communication conduit between the SM/BHCs and the District system. The school counselors will attempt to obtain a release of information from the child's parent that would enable the information exchange needed between the SM/BHCs and appropriate District personnel.

D. To allow the SM/BHCs to attend appropriate District orientation, training, and coordinating meetings so that the SM/BHCs become familiar with District's cultural and behavioral approach to managing students with problem behaviors and approach to fostering a positive facility climate.

E. To enable the SM/BHCs to have classroom access to observe the children referred to the SM/BHC in the academic and social environment of their classroom.

F. To give the SM/BHCs access to copying equipment for their use to copy documents needed for their records and to reproduce any materials utilized with the children and families served, or for consultation and training of District staff.

G. To give the SM/BHCs access to purchasing their lunch at the school's cafeteria.

H. There will be no cost assessed to Newcastle Public Schools for services provided to the district's students. Frontline Family Solutions is a 501c3 Not For Profit Organization. Private donations are accepted and appreciated by community partners and are tax deductible under the state and federal law.

**III. The District and the Center mutually agree:**

A. That the Term of this MOA shall be from August 1, 2020 through May 31, 2021, unless this MOA is mutually amended to modify the Term.

B. That the District Counseling Services Coordinator will serve as District point person for coordinating the provision of services by the assigned SM/BHCs

C. That the SM/BHCs will be based at Assigned School Location TBA, and then travel from that location to the school(s) which their assigned students attend. Each SM/BHC will have a primary school where the majority of their referred students attend.

D. The Center will purchase and maintain a laptop computer, air card, and simple printer to be used by each SM/BHCs to access the Center's EMR system and to support their documentation needs at their assigned location.

E. To draft and sign student information exchange agreements within each organization's legal authority to do so.

F. To the extent permitted under the laws of the State of Oklahoma to mutually indemnify and hold harmless the other organization, its trustees, officers, employees, and agents from and against all liabilities, claims, actions, expenses (including attorneys' fees, and costs related to the investigation or any such claim, action or proceeding), obligations, losses, fines, penalties, and assessments resulting from or arising out of the nonperformance or the negligent performance of other party's obligations under this MOA.

G. This MOA may be amended in writing at any time by mutual agreement of the parties to this MOA. Mutual assessment and evaluation of services shall occur during the period of this MOA, and shall form a basis for decisions regarding continuation and/or revision of MOA services.

H. That either party to this MOA has the right to cancel this MOA for failure of the other party to perform in accordance with the terms outlined herein or in amendments hereto. If this MOA is cancelled for any reason, payment for services becomes payable within thirty (30) days from receipt of final invoice or voucher submitted to District. This MOA may be terminated by one party giving thirty (30) days written notice to the other at the address included herein.

I. This MOA shall be governed by and construed in accordance with the laws of the State of Oklahoma. This MOA document constitutes the entire MOA between the District and the Center. No additional terms or conditions shall become a part of the MOA without the written

J. That any written notice provided under this MOA or required by law shall be deemed to have been given and received when it is sent by Register or Certified Mail, or hand delivered to the other party of this MOA. The official recipients of such notices shall be as follows:

Newcastle Public School District

Address: \_\_\_\_\_

\_\_\_\_\_, Assistant Superintendent

Address: \_\_\_\_\_

Melinda Bellack, Executive Director of the Center (Frontline Family Solutions)  
902 NW 32<sup>nd</sup>, Newcastle, Oklahoma 73065

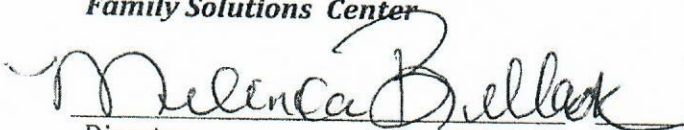
NOW, THEREFORE, THE PARTIES TO THIS MOA DO AGREE TO ITS TERMS AND CONDITIONS AND SIGNIFY THEIR AGREEMENT WITH THE SIGNATURES BELOW:

*Newcastle Public School District*

\_\_\_\_\_  
Superintendent

\_\_\_\_\_  
Date

*McClain-Garvin County Youth and  
Family Center, Inc. DBA Frontline  
Family Solutions Center*

  
\_\_\_\_\_  
Director

7-1-2020  
Date

**School Resource Officer**  
**Mutual Cooperation Agreement**

This mutual cooperation agreement made and entered into this \_\_\_\_\_ day of \_\_\_\_\_ 2020, by and between the City of Newcastle ("City") and Independent School District No. 1 of McClain County, Oklahoma ("District"), for the 2020-21 school year.

1. **Purpose:** The purpose of establishing the terms under this agreement is to provide for the increased safety and security of the public schools of the District through the placement of a School Resource Officer ("SRO") in District's schools.
2. **Administration:** This agreement shall be administered by the City Manager, Chief of Police of the City and District Superintendent. These representatives shall be responsible for administering this agreement and shall have the authority to determine the duties to be performed by the officer and the resolution of any disputes. The City Manager and the Chief of Police of City shall receive from District periodic recommendations and suggestions as to the needs of District. These recommendations shall be submitted by District's Superintendent.
3. **Consideration:** The District agrees to pay the City for the use of one (1) SRO a total sum of Two Hundred Three Dollars and Forty Cents (\$203.40) per diem for the period of one hundred forty-five (145) school days at 8.75 hours per day over ten (10) months, August to May, of the contract term payable a month after each completed month of service. The total amount of compensation paid by District for the SRO will be Twenty-Nine Thousand Four Hundred Ninety-Three Dollars (\$29,493.00). The City will pay any remaining balance of the Officer's yearly salary, benefits and any appropriate collective bargaining agreement terms.
4. **Term of Agreement:** This Agreement shall be in effect as the date the Agreement is signed by the initiating parties and may be renewed annually if approved by the parties. All parties signatory to this Agreement may terminate participation upon thirty (30) days' notice to all other signed parties to the Agreement.
5. **Agency Representatives:** The parties will develop and implement procedures for ongoing evaluations/ meetings and will, at least annually review and if necessary, recommend any changes.
6. **Modification of Agreement:** Modification of this Agreement shall be made only by consent of the parties. Such modifications shall be made with the same formalities as were followed in this agreement and shall include a written document setting forth the modifications, signed by all the consenting parties.
7. **Qualifications:** The SRO shall be a duly certified police officer of City and shall perform those tasks and duties delineated in the job description as approved by the administrators. City agrees and guarantees that the police officer will be, at all times, a certified Peace Officer for the State of Oklahoma and meet all requirements as set forth by the Oklahoma Council of Law

Enforcement and Training, the City of Newcastle, Oklahoma and as may be required by law. City warrants to District that SRO is fully trained in the proper and appropriate law enforcement use of all equipment issued to or allowed by City for use by police officers, including, but not limited to any weapons or equipment designed to or capable of causing harm to persons or property.

8. **Assignment of School Resource Officer:**

- A. City agrees to provide a police officer to serve as an SRO for all District locations. SRO will be based at the following District school location, but will be available to respond to the needs of all District locations:

Newcastle High School, 101 N. Main.

- B. The primary function of SRO shall be to insure the safety of the students and faculty and provide campus security. Specifically, SRO shall assist in limiting access to the school grounds to authorized persons, provide police protection of school property, personnel and students, investigate criminal acts on school grounds and serve as liaison between the school, the police department, juvenile officials, probation officials, courts and other agencies of the juvenile justice system.

9. **Duties of School Resource Officer:** The SRO's duties will include, but not be limited to, the following:

- A. To be an extension of the Principal's office for assignments consistent with this Agreement.
- B. To be a visible, active law enforcement figure on campus dealing with law enforcement matters and school code violations originating on the assigned campus.
- C. To act as the designee of the campus Administrator in maintaining the physical plant of the assigned campus to provide a safe environment as to law enforcement matters and school code violations. This includes building(s), grounds, parking lot(s), lockers and other public-school property.
- D. To provide a classroom resource for law education using approved materials.
- E. To be a resource for students which will enable them to be associated with a law enforcement figure in the students' environment.
- F. To be a resource for teachers, parents and students for conferences on an individual basis dealing with individual problems or questions.

- G. To be available for school activities and organizations associated with the campus and as a speaker on a variety of requested topics.
- H. The SRO will not be involved in ordinary school discipline, UNLESS it pertains to preventing a potential disruption and/or climate that places students at risk of harm. Disciplining of students is District's responsibility, and only when the Principal and the SRO agree that the SRO's assistance is needed to maintain a safe and proper school environment would the Principal request SRO involvement.
- I. If the Principal believes that in a given situation or incident there is a law violation, the Principal may request SRO involvement.
- J. All law enforcement agencies requesting to conduct a formal police interview, interrogation, and arrest of any student should be referred to the campus SRO.
- K. The SRO will be familiar with helpful community agencies, such as mental health clinics, drug treatment centers, etc., that offer assistance to dependency-and-delinquency-prone youths and their families. Referrals will be made when necessary.
- L. The SRO and the Principal will develop plans and strategies to prevent and/or minimize dangerous situations which might result in student unrest.
- M. The SRO is first and foremost a Law Enforcement Officer. This fact must be constantly reinforced.
- N. The SRO may be asked to provide community wide crime prevention presentations that include, but are not limited to:
  - Drugs and the law – Adult and juvenile;
  - Alcohol and the law – Adult and juvenile;
  - Sexual assault prevention;
  - Safety programs – Adult and juvenile;
  - Sexual predators – Adult and juvenile;
  - Bullying – In person and through cyberspace;
  - Assistance in other crime prevention programs as assigned.
- O. The SRO will wear an approved City Police Department uniform, formal business attire or business casual with appropriate logos and name badges depending on the time of school year, the type of school activity or program, and the request of the school and/or Police Department. The Chief of Police and the Principal shall jointly set expectations and resolve any disputes in this area.

- P. The SRO will wear their Department authorized duty weapons in accordance with Department policy.
- Q. R. The SRO shall attend professional development training as required by the City, District and SRO training. This training will be scheduled outside the SRO's normal operating hours.

10. **Hours of Work:**

- A. Unless otherwise directed by the Superintendent or his designee, City shall assign an SRO to work during the instructional days of the school year from August through May. Hours of work will be Monday through Thursday, 10 hours a day with Friday, Saturday and Sunday off.

11. **Access to Education Records:**

- A. School officials shall allow SRO to inspect and copy any public records maintained by the school to the extent allowed by law.
- B. If confidential student records information is needed by an SRO, the information may be released only as allowed by law.

12. **Employment of School Resource Officers:**

- A. SRO shall at all times be an employee of the Police Department and shall be subject to the administration, supervision and control of the Police Department. The SRO will not be an employee or agent of the District.
- B. The SRO shall be subject to all personnel policies and practices of the Police Department except as such policies or practices may be modified by the terms and conditions of the Agreement.
- C. The Police Department, in its sole discretion, shall have the power and authority to hire, discharge, and discipline the SRO.

13. **Liability:** City agrees that it shall be responsible for any liability arising from the actions of the individual assigned to act as SRO in the same manner and to the same extent as it has liability for the actions of any police officer. Each party shall assume and be responsible for any liability or the costs of litigation arising from actions of its own employees.

14. **Termination:** This agreement shall be subject to termination upon written notification by either party upon thirty (30) days' notice.

WITNESS OUR HANDS this day and year first above written

"City"

By:

\_\_\_\_\_  
City Manager

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chief of Police

"District"

By:

\_\_\_\_\_  
President of the Board of Education

Attest

\_\_\_\_\_  
Clerk of the Board of Education



May 26, 2020

**Board of Directors**

Terry Davidson,  
Chairman  
Finance Director:  
Comanche Schools

Melonie Hau  
Newcastle School District  
101 N Main  
Newcastle , OK 73065

Rick Thomas,  
Member  
Superintendent:  
Skiatook Schools

RE: Membership Proposal Effective 7/1/2020

Dear Melonie Hau:

Dr. John Cox,  
Treasurer  
Superintendent:  
Peggs Schools

We are very pleased to provide you with the attached proposal for insurance coverages with Oklahoma Schools Insurance Group (OSIG).

Dusty Ricks,  
Secretary  
Superintendent:  
Mid America  
Technology Center

OSIG is not a conventional insurance program. We are a public entity in the state of Oklahoma formed by an Interlocal Agreement and made up of member public school districts. Our organization is non-profit, member owned, and controlled by a board of your peers. Our sole mission is to serve our member schools. Our promise is to provide quality insurance coverage and superior service at stable pricing. We are pleased that 447 school districts are members of OSIG. Our membership is strong and committed.

Brad Overton,  
Member  
Superintendent:  
Cordell Schools

OSIG's financial position is excellent. No other Oklahoma school insurance program can provide you with this security. Our organization is constantly growing, improving and looking for new ways to serve Oklahoma schools. The group purchasing power of OSIG and a non-profit structure provides competitive insurance rates even in tough financial times.

Randy Hughes,  
Member  
Superintendent:  
McAlester Schools

**Included in this proposal is information on OSIG's financial condition and summaries of enhanced coverages that only OSIG provides.**

For the 2020-2021 plan year, we are requiring the resolution to be signed by the member's Board of Education and returned to OSIG in order to bind coverage effective 07/01/2020.

Sherry Durkee  
Member  
Superintendent:  
Sand Springs Schools

Loss control, risk management services, and specialized insurance coverages included in OSIG program are:

- Enhanced Property and Liability Coverage
- Cyber Liability, Crime, Pollution, School Violent Acts Protection
- Online Training in many different areas for your school employees
- Loss Control Site Surveys / Safety Inspections
- Member Only Risk Management Library at [www.osig.org](http://www.osig.org)
- StopIt Anonymous Incident Reporting Mobile App & Web App

**Executive Director**

David Martin

If you have any questions about the insurance procurement process or this proposal, please contact your local agent or any member of the OSIG administration team. Contact names and phone numbers are included in the proposal.

Sincerely,

OSIG Program Administration  
Cc: BancFirst Insurance Services, Inc.



**Newcastle School District**  
**101 N Main**  
**Newcastle , OK 73065**

**This is not an invoice.**

<b>Breakdown of Insurance Cost</b>
------------------------------------

<b>Annual Premium Breakdown</b>	
Property:	\$238,927
Boiler & Machinery:	\$1,790
Auto Physical Dmg:	\$5,661
General Liability:	\$13,513
Auto Liability:	\$18,022
Educators Legal:	\$13,519
Excess Liability:	\$5,806
Total Annual:	<b>\$297,238</b>

A 25% minimum earned premium applies.

Your historical billed premiums, total insured values and loss information are shown in the charts below.

Year	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020
Total Values	\$78,868,849	\$79,963,091	\$81,304,675	\$81,710,935	\$83,340,121	\$86,629,384
Premium	\$238,571	\$221,445	\$217,610	\$225,176	\$237,553	\$263,268
Distribution	\$0	\$0	\$9,482	\$0	\$0	\$10,748

Number of Claims:	Insurance Cost Paid to OSIG (incl Endts):	Incurred Claims:	Loss Ratio:
21	\$1,392,551	\$109,902	7.89%

Your losses are considered in the calculation of the cost of your insurance. Your dedication to maintaining your property and providing safe campuses for your students and community will result in savings in the cost of your insurance.

### Payment Terms

Payment of the insurance cost is due the effective date of your coverage. **A copy of your purchase order encumbering funds for payment of your insurance should be provided to OSIG as soon as available.** A three (3) payment plan option is available.

- Installment #1    1/3 of total    due 7/1/20
- Installment #2    1/3 of total    due 8/1/20
- Installment #3    1/3 of total    due 9/1/20

P. O. Box 3068  
 Tulsa, OK 74101-3068  
 Phone 918-764-1686 • Toll Free 866-444-0061

## Coverages

OSIG provides a full range of property and liability coverages with the exception of workers compensation. Crime and Cyber Liability coverages are included in pool limits.

### Property

- Full Replacement Cost - Except Roofs over 15 years old and Autos, Contractors Equipment & Debris Removal Only adjusted at ACV
- No Coinsurance Clause
- No Cosmetic Damage Only Exclusion
- Real And Personal Property- Limit Per Occurrence \$500,000,000
- Building - 125% of scheduled limits per statement of value
- Business Personal Property - blanket coverage per statement of values  
including:
  - Electronic Data Processing Equipment, and Media
  - Accounts Receivable
  - Valuable Papers
  - Fine Arts
  - Miscellaneous Property
  - Miscellaneous Unnamed / Undescribed Property
  - Builder's Risk
    - \*Note All Builder's Risk projects must be reported to OSIG - Frame projects are subject to approval
  - Outdoor Property - covered all perils
  - Extra Expense
  - Business Income including Rental Income and Tuition Income
  - Ordinance or Law including Increased Cost of Construction and Demolition
  - Contractor's Equipment Coverage
  - Debris Removal Coverage
  - Covered Property In Transit
  - Personal Property of Others/Officers/Employees
  - Off Premises Services Interruption including Extra Expense
  - Vehicle Damage
  - Terrorism
- Newly Acquired Property Coverage - 90 days \$25,000,000
- Earthquake, Volcanic Eruption- Aggregate Any One Policy Year \$10,000,000
- Flood- Aggregate Any One Policy Year \$25,000,000  
\*Note Flood Zones A and V are excluded
- Pollution Liability included
- Boiler And Machinery Coverage- Any One Occurrence \$200,000,000

Please refer to the attached property and automobile schedules for your school district's limits of insurance for Building, Contents, Extra Expense, Miscellaneous Property, EDP, Earthquake, Flood and Automobile Physical Damage coverage.

### Deductibles Optional increased deductible quotations are available upon request.

- \$2,500 Property Deductible Per Occurrence
- \$10,000 Property Deductible Per Occurrence- Windstorm / Hail
- \$1,000 Boiler / Machinery Deductible per Occurrence
- \$50,000 Flood, Earthquake and Pollution

### General Liability

- \$1,000,000 Limit Per Occurrence (subject to the Governmental Tort Claims Act)
- Bodily Injury, Property Damage And Personal / Advertising Injury
- Premises / Operations And Products / Completed Operations
- Miscellaneous Medical Professional to Include School Nurses, Student Nurses, Counselors and Allied Health Programs
- Insureds Include District, Board Members, Employees, Student Teachers, And Volunteers
- No Exclusions for Corporal Punishment or Sexual Misconduct
- No Deductible
- PTA/PTO's included for coverage if funds flow through school's books.

### School Board Legal Liability

- Claims-Made Form
- \$1,000,000 Limit Per Occurrence (subject to the Governmental Tort Claims Act)
- Errors And Omissions Liability including Educational Errors And Omissions
- Employment Practices Liability
- Insureds Include District, Board Members, Employees, Student Teachers, and Volunteers
- \*Unlimited Prior Acts / No retroactive date included
- \$25,000 legal costs for IEP administrative hearings
- \$5,000 Deductible
- \*Any incidents or potential claims that have been reported to the superintendent, any associate superintendent, principal, assistant principal, personnel directors, dean or school attorney should be reported to your current carrier immediately.

### Employee Benefit Liability

- Claims Made Form
- Unlimited Prior Acts / No retroactive date included
- \*Any incidents or potential claims that have been reported to the superintendent, any associate superintendent, principal, assistant principal, personnel directors, dean or school attorney should be reported to your current carrier immediately.

### Automobile Liability

- \$1,000,000 Limit Per Occurrence (subject to the Governmental Tort Claims Act)
- Bodily Injury And Property Damage
- Includes Hired and Non-Owned Exposures
- Includes Uninsured and Underinsured Motorists (Oklahoma Minimum Limits)
- Insureds Include District, Board Members, Employees, Student Teachers, and Volunteers
- Coverage included for garage liability and garage keepers legal liability.
- \$1,000 Auto Property Damage Deductible
- No charge for vehicles added/deleted during the policy term. Vehicle changes must be reported to OSIG.

### Automobile Physical Damage

- Actual Cash Value
- \$1,000 Deductible
- Vehicle additions / deletions / changes must be reported to OSIG
- No charge for vehicles added/deleted during the policy term.
- Please refer to the attached schedule of vehicles.

### Crime

- \$10,000 Limit Per Occurrence / Per District
- Employee Dishonesty
- Premises Money And Securities
- Transit Money And Securities
- \$1,000 Deductible

### Cyber Liability

- Claims-Made Form
- Retro date - first effective date with OSIG
- Liability
  - \$2,000,000 Annual Aggregate Limit for Information Data and Network Liability
  - \$2,000,000 Annual Aggregate for Regulatory Defense and Penalties
  - \$2,000,000 Annual Aggregate for Payment Card Liability and Costs
  - \$2,000,000 Annual Aggregate for Media Liability
- First Party
  - \$2,000,000 Annual Aggregate for Cyber Extortion Loss
  - \$2,000,000 Annual Aggregate for Data Recovery Costs
  - \$2,000,000 Annual Aggregate for Business Interruption Resulting in Security Breach
  - \$500,000 Annual Aggregate for Business Interruption Resulting in System Failure
  - \$750,000 Annual Aggregate for Dependent Business Interruption Resulting in Security Breach
  - \$100,000 Annual Aggregate for Dependent Business Interruption Resulting in System Failure
- \$10,000 Deductible

### School Violent Acts Protection

- \$25,000 Each Occurrence Limit
- \$250,000 Aggregate Limit (all members, all claims)
- No Deductible
- \$25,000 Property/Safety Improvements following School Violent Act

### Excess Liability

- Excess Primary Limits \$4,000,000
- Follow Form Underlying - Excluding Employers Liability

Note: Per Occurrence Limits are shared limits except as otherwise indicated.

# Property Schedule

Report Printed: 05/26/2020 10:30 pm

## Newcastle School District

Location	Occupied As	Bldg Value	Contents Val
101 N Main-High Sc	Administrative Building	\$248,111	\$50,509
101 N Main-High Sc	Cafeteria	\$729,083	\$147,037
101 N Main-High Sc	Fencing	\$11,202	
101 N Main-High Sc	High School Classroom	\$2,616,546	\$525,290
101 N Main-High Sc	High School/Auditorium/Classrooms/Library Addition	\$5,600,677	\$561,207
101 N Main-High Sc	Loss of Rents Coverage-High School/Auditorium/Classrooms/Library Addition	\$85,657	\$0
101 N Main-High Sc	Marquee	\$11,202	
101 N Main-High Sc	Multi-Purpose Building	\$655,279	\$131,322
101 N Main-High Sc	New Band Building	\$483,898	\$112,242
101 N Main-High Sc	New Gym	\$3,031,086	\$608,349
101 N Main-High Sc	Old Gym	\$2,431,111	\$488,250
101 N Main-High Sc	Science, Tech, Library	\$3,566,512	\$715,539
101 N Main-High Sc	Vo-Ag Building	\$638,478	\$127,955
251 NE 2nd Street	Early Childhood Development Center	\$16,802,029	\$1,683,621
400 N W 10th	Cafeteria	\$989,034	\$198,667
400 N W 10th	Chainlink Fence	\$33,605	
400 N W 10th	Covered Walkway	\$6,161	
400 N W 10th	Elementary	\$5,526,034	\$1,107,823
400 N W 10th	Flag Pole	\$1,120	
400 N W 10th	Portable Classrooms	\$72,808	\$14,592
400 N W 10th	Portable Classrooms	\$72,808	\$14,592
400 N W 10th	Portable Classrooms	\$72,808	\$14,592
400 N W 10th	Portable Classrooms	\$72,808	\$14,592
418 N W 10th	4th & 5th Grade Center, Classrooms & Gym	\$6,272,757	\$1,090,986
418 N W 10th	All Sports Building	\$560,067	\$112,242
418 N W 10th	Bleachers @ Softball Field	\$21,283	
418 N W 10th	Bleachers @ Softball Field	\$12,882	
418 N W 10th	Bleachers @ Softball Field	\$21,283	\$0
418 N W 10th	Chainlink Fence	\$22,403	
418 N W 10th	Concession Stand @ Softball Field	\$9,969	\$2,245
418 N W 10th	Covered Walkway	\$6,161	
418 N W 10th	Dugouts- Baseball (2)	\$9,521	
418 N W 10th	Dugouts- Softball (2)	\$9,521	
418 N W 10th	Flag Pole	\$1,120	
418 N W 10th	Light Poles (12)	\$175,211	
418 N W 10th	Patio Cover & Storage	\$10,754	
418 N W 10th	Restrooms & Office	\$44,805	\$8,981
418 N W 10th	Scoreboard- East	\$4,200	
418 N W 10th	Scoreboard- West	\$4,200	
5 North Main	Administrative Offices	\$2,161,202	\$216,561
611 E Fox Lane-Mid	Bus Barn/Maintenance Building	\$1,344,162	\$202,035
611 E Fox Lane-Mid	New Middle School (Classrooms Gym & Cafeteria)	\$10,641,285	\$2,132,587
611 E Fox Lane-Mid	Track	\$672,080	\$0
Hwy 130-Football/S	Band Bleachers @Football/Soccer Field	\$33,605	\$0
Hwy 130-Football/S	East Bleachers	\$140,018	
Hwy 130-Football/S	Fencing & Brick Columns	\$39,205	
Hwy 130-Football/S	Football/Soccer Concession	\$784,095	\$78,570
Hwy 130-Football/S	Football/Soccer Field Turf	\$1,008,122	
Hwy 130-Football/S	High School Field House	\$4,480,541	\$448,965
Hwy 130-Football/S	Poles & Lights (4)	\$64,967	
Hwy 130-Football/S	Ticket Booth	\$28,004	\$0
Hwy 130-Football/S	Video Scoreboard	\$190,423	
Hwy 130-Football/S	West Bleachers & Pressbox	\$223,466	\$11,223

**Newcastle School District**

<u>Location</u>	<u>Occupied As</u>	<u>Bldg Value</u>	<u>Contents Val</u>
		<u>\$72,755,369</u>	<u>\$10,820,574</u>
	Floater Limit	<u>\$375,000</u>	Auto Values: <u>\$2,005,830</u>
	EDP Limit	<u>\$250,000</u>	Total Values: <u>\$86,706,773</u>
	Extra Expense Limit	<u>\$500,000</u>	

# Auto Schedule

Report Printed: 05/26/2020 10:30 pm

## Newcastle School District

Vehicle No	Year	Make	Model	Capacity	VIN	Actual Value
1	1997	Vanh	Bus	70	YE2TA76B5U2029098	\$160,000
2	1997	Ford	Pickup	6	1FTJW35F9VEC44144	\$27,000
3	2000	Bluebird	Bus	60	1GBL7T1C2YJ506300	\$45,000
4	2000	Bluebird	Bus	60	1GBL7T1C2YJ506605	\$45,000
5	2000	Bluebird	Bus	60	1GBL7T1C3YJ506161	\$45,000
6	2002	Bluebird	Bus	60	1GBJG31F121126258	\$40,000
7	2004	Elite	Trailer		5MKWB162840005251	\$10,000
8	2005	Bluebird	Bus	71	1BAKGCKH36F232195	\$46,000
9	2005	Chevrolet	Suburban	7	36NEC16295G263266	\$40,000
10	2005	Bluebird	Bus	71	1BAKGCKH16F232194	\$46,000
11	2005	Bluebird	Bus	71	1BAKGCKH06F235989	\$52,000
12	2005	Bluebird	Bus	71	1BAKGCKA26F236001	\$57,000
13	2006	Bluebird	Bus	71	1BAKGCKH87F242898	\$61,000
14	2007	Elite	Trailer		5MKWG202670008508	\$19,950
15	2008	Ford	Pickup	5	1FDSX20568EC88595	\$17,000
16	2008	Ford	Pickup	5	1FTSX20528EC88596	\$17,000
17	2007	Bluebird	Bus	71	1BAKGCKH58F252905	\$74,000
18	2008	Bluebird	Bus	71	1BAKGCPH59F256911	\$71,000
19	2008	Nissan	Minivan	7	5N1BV28U98N106325	\$15,000
20	2009	Bluebird	Bus	71	1BAKGCPH6AF259789	\$71,000
21	2009	Bluebird	Bus w/lift	54	1BAKCCPH3AF269776	\$80,000
22	2010	Bluebird	Bus	71	1BAKGCPH1BF277686	\$71,500
23	2004	Bluebird	Bus	60	1BAKGCKH44F216827	\$45,000
24	2004	Bluebird	Bus	60	1GAKGCKH05F227146	\$45,000
25	2008	Honda	Odyssey	7	5FNRL38728B413634	\$20,000
26	2014	Bluebird	Bus	71	1BAKGCPH2EF299023	\$84,300
27	2012	Bluebird	Bus	71	1BAKGCPH9CF283687	\$67,500
28	2015	Ford	F250 Pickup		1FT7W2BT2FED66005	\$45,615
29	2016	Cargo Craft	Band Trailer		4D6EG3225GC044465	\$13,000
30	2017	Ford F250	Pickup		1FT7W2BT9HEE18328	\$49,917
31	2015	Bluebird	Bus	71	1BAKGCPH6FF306234	\$84,500
32	2017	Bluebird	Bus	71	1BAKGCPH8HF335706	\$83,509
33	2013	Bluebird	Bus	71	1BAKGCPH5DF291447	\$68,000
34	2017	Ford	Transit Van	14	1FBVU4XG5HKA30409	\$33,328
35	2017	Ford	Transit Van	14	1FBZX2ZM9HKA72436	\$24,211
36	2012	Bluebird	Bus	71	1BAKGCPHXCF289059	\$67,168
37	2012	Bluebird	Bus	71	1BAKGCPH5CF283671	\$67,168
38	2020	Bluebird	Bus	15	1BAKCEEH4LF362781	\$90,964
39	2006	Chevy	Pickup		1GCEK19V26Z218238	\$6,200

Total Value of All Autos for Newcastle School District: **\$2,005,830**



## Overview

### Background

The Oklahoma Schools Insurance Group (OSIG) is a public entity of the State of Oklahoma, formed as an Interlocal Agreement in accordance with 74 O.S. 1004(f), for the purpose of joining together a group of Oklahoma public school districts. OSIG will allow member districts to more efficiently and more economically obtain and manage their insurance programs.

OSIG obtained approval to operate from the Oklahoma Attorney General on June 28, 2001. Effective July 1, 2002, OSIG began full operation by providing its member districts with broad insurance coverage through "A" rated insurance carriers and professional risk management services. Over the past 18 years, OSIG's membership has grown to 447 and the program insures more than \$16 Billion in school property across Oklahoma.

### Structure

OSIG is a **non-profit, member-owned**, public entity program whose management is completely controlled by a Board of your peers. Our singular mission is to provide quality insurance coverage and service to our members. OSIG's mission statement is

***"The mission of Oklahoma Schools Insurance Group (OSIG) is to provide quality, cost effective risk management products and services to member schools".***

The group purchases insurance and reinsurance from "A" rated carriers. OSIG's insurance providers are long term partners and committed to OSIG and Oklahoma schools.

OSIG has contracted with Arthur J. Gallagher & Company in Tulsa to administer the program. Gallagher is one of the largest insurance brokers in the world and manages programs similar to OSIG across the country.

It is important to know that the insurance coverage provided by OSIG was specifically tailored to meet the needs of Oklahoma schools. The coverage is what you need to protect your schools' property, your students, and patrons.

The strength of the liability portion of OSIG's offering is also important during these tough times. The program is backed by the foremost specialist in school liability insurance in the country. United Educators Insurance Company is second to none.

Losses are a part of life. Only OSIG has the collective strength and staying power to provide the protections you need. By sticking together as a group, OSIG will be able to continue to provide you with the quality, fair-priced insurance and risk management services you need to protect your schools' assets, your board, your staff and most importantly your children.



## Financial Strength

**OSIG is financially solid and we have the funds (cash) we need to pay your claims. OSIG has returned more than \$9 million to our members over the years as distributions. Surplus at year ended 6/30/19 was more than \$11.8 million and our assets were more than \$27 million.**

We believe in complete transparency. We submit to an annual financial audit each year end and share the operating results at our annual members meeting held each year.

The financial condition of an insurance group should be of utmost importance to you when choosing an insurance partner for your district. If your insurer can't pay their claims, then the policy is a worthless stack of paper.

Cash	\$ 23,003,506
Other Assets	\$ 4,869,745
<b>Total Assets</b>	<b>\$ 27,873,251</b>
Notes Payable	\$ -
Other Liabilities	\$ 16,028,582
<b>Total Liabilities</b>	<b>\$ 16,028,582</b>
<b>Total Net Assets/Surplus</b>	<b>\$ 11,844,669</b>

We urge you to obtain and review audited financial statements from every insurance provider that may offer your school district a quote. Financial statements are required by law and can be obtained at [www.ok.gov/oid](http://www.ok.gov/oid). Click on Interlocals under the Quick Links section of the home page. Your school's auditor can help in analyzing the statements.



## **Important Plan Information**

It is important to understand that OSIG is not an insurance company, but rather a non-profit, cooperative risk management program owned and directed by Oklahoma Schools. Its mission is to reduce insurance costs and stabilize rates by aggregating purchasing power with an intense focus on controlling member losses. When losses are controlled, OSIG's member schools retain the underwriting profit and investment income thereby increasing fund reserves for future years. OSIG purchases per occurrence and liability aggregate protection for its member schools. The per occurrence insurance protects member schools up to \$500,000,000 for property losses and \$1,000,000 for liability claims in each and every occurrence. The aggregate insurance protection is purchased in the unlikely event that sum total of all OSIG losses are significantly more than actuarially projected. Additional excess liability limits are available for members requiring higher limits.

This proposal is an outline of the coverages proposed by insurers based on the information provided by your school district. It does not include all the terms, coverages, exclusions, limitations, and conditions of the actual contract language. Please refer to the plan document for the details.

## **Actuarial Review**

An independent actuary has been retained by OSIG to make projections as to anticipated claims and losses the program should expect on an annual basis. The OSIG actuary has relied on the historical loss experience and exposures provided to OSIG by the member school districts to make projections of OSIG's expected losses. OSIG adequately funds to, or in excess of, the expected loss projections through member contributions (insurance cost) and our own surplus.

Membership contributions are used to buy insurance, pay administrative expenses, and fund for members' claims. Similar successful programs throughout the country for schools and municipalities are protected using the same insurance structure as OSIG has deployed. As with any insurance mechanism, OSIG does not guarantee full funding in the event unimaginable losses would materialize that are many times greater than what is indicated by past history. The OSIG board is charged with developing a plan to address under funding in this unlikely event.



## Procedure to Renew Coverage

Notify your agent of your acceptance of this insurance renewal proposal. Your agent will advise the OSIG administrative staff in writing that you wish to renew the insurance coverage.

## Payment Terms

Payment of the insurance cost is due the effective date of your coverage. A copy of your purchase order encumbering funds for payment of your insurance should be provided to OSIG as soon as available. A three (3) payment plan option is available.

Installment #1	1/3 of total	due 7/1/20
Installment #2	1/3 of total	due 8/1/20
Installment #3	1/3 of total	due 9/1/20

A 25% minimum earned premium applies.

## Risk Management And Loss Control Tools

Loss Control Site Consultation

StopIt Anonymous Incident Reporting Mobile App & Web App

Risk Management focused website [www.osig.org](http://www.osig.org)

Examples of Online training:

Free of charge to all members of OSIG

Online 24/7 access to training

Training modules include:

- Promoting Child Safe Environments - two training platforms  
(Fulfills legislative mandate for child abuse awareness training)
- Workplace Harassment Prevention
- Short Term International Programs
- Teaching Science Safely
- Contracting and Risk Allocation
- Driver Safety
- Youth Athletics
- Crisis Response Planning



## Contacts For Questions

### Coverage Questions

Your Local Agent or:

Jennifer McKenzie  
Arthur J. Gallagher Risk Management Services Inc. - Tulsa  
1300 South Main  
Tulsa, OK 74119  
Phone: 918-764-7137  
Toll-Free: 866-444-0061  
Fax: 866-420-0695  
Email: jennifer\_mckenzie@ajg.com

### Eastern Oklahoma Schools (East of I-35)

Guy Griggs  
Keystone Insurance  
11 East Broadway  
Sand Springs, OK 74063  
Phone: 918-245-2558  
Fax: 918-245-8553  
Email: guy.griggs@insurica.com


### General Program Questions

David Martin  
Executive Director  
P O Box 3068  
Tulsa, OK 74101  
Phone: 918-688-1056  
Fax: 866-420-0695

### OSIG Board Members

Terry Davidson - Chairman	Comanche Schools	(580) 439-2900
Rick Thomas - Vice Chairman	Skiatook Schools	(918) 396-1792
Dr. John Cox - Treasurer	Peggs Schools	(918) 598-3412
Dusty Ricks - Secretary	Mid America Technology Center	(405) 449-3391
Randy Hughes - Member	McAlester Schools	(918) 423-4771
Brad Overton - Member	Cordell Schools	(580) 832-3220
Sherry Durkee - Member	Sand Springs Schools	(918) 246-1406

# MEMO

To: Melonie Hau, Newcastle Board of Education  
From: Jeff Landes, CFO / COO   
Date: June 26, 2020  
Re: Property & Liability Coverage Insurance

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In FY20 our Property and Liability (P&L) insurance coverage with OSIG was \$252,196 which included a \$2,500 deductible for property loss.

In FY21 the reinsurance carriers across the country increased Oklahoma's reinsurance rates by an average of 25%. This has resulted in a 17.8% increase in the cost of our overall insurance P&L coverage from OSIG for a price of \$297,238. We have received quotes from other carriers and OSIG is still significantly cheaper.

Over the last 6 years Newcastle has had very few property damage claims (the flooding occurrences at the ECC and the most recent flooding at the HS Fieldhouse). Our property deductible of \$2,500 per occurrence is one of the lowest for schools our size and larger in OSIG's portfolio. We also have a wind & hail deductible of \$10,000.

I am recommending that we increase our deductibles to \$25,000 property / \$25,000 wind & hail. That would decrease our premium coverage by \$23,876 to a new total of \$273,362. We would have additional exposure, per incident, of \$22,500 for property and \$15,000 for wind/hail.

One of the reasons we have a fund balance is to provide for unexpected losses and deductible limits are a big part of that. By decreasing our premium we are guaranteed a financial savings in this tight budget time for not only this year but in upcoming years. If we have a single property loss then we will absorb that savings and be in the same place as we would be without the decreased premium. If we have multiple losses during the year then we utilize our fund balance to manage that.

Summary: That we move forward for FY21 with OSIG P&L insurance in the amount of \$273,362 with a property deductible of \$25,000 and a wind/hail deductible of \$25,000.

**SAFETY PROGRAMS**

**General:** The regulations, practices, and procedures of the District shall promote safety throughout the District and shall establish and maintain conditions which are reasonably safe and healthful for District employees, students, and visitors. The Superintendent or the Superintendent's designee shall have overall responsibility for the safety programs of the District. General areas of emphasis shall include, but not be limited to, in-service training, accident record-keeping, facility inspection, driver and vehicle safety programs, fire prevention, emergency procedures, traffic safety, and the safety of all persons present on District property or attending District-sponsored events.

**Disaster Plans and Safety Drills:** The District shall have written plans and procedures for protecting students, staff, and visitors from natural and man-made disasters and emergencies. Disaster plans shall be placed on file with the District, at the school site and the district's administrative office, and with the local emergency response organization within the District, which may include police, fire, emergency medical services, sheriff and emergency management of the appropriate jurisdiction. The plans shall be submitted in a format acceptable to the emergency agency no later than November 1 of each year. A copy of the plans shall also be on file with the Oklahoma School Security Institute as created by the Oklahoma Office of Homeland Security. Annually, the Administration shall report to the Board the status of emergency preparedness and identified safety needs for each school. Disaster drills shall be performed periodically throughout the school year as set forth in Administrative Procedures.

The District shall conduct the following drills:

**Security Drills:** Each public school within the District shall perform at least four (4) security drills per school year as required by law. No security drill shall be conducted at the same time of day as a previous security drill conducted in the same school year, and no more than two security drills shall be conducted in one semester. One security drill shall be conducted within the first fifteen (15) days of each semester. Additional drills may be conducted at the discretion of the District. Security drills shall be conducted for the purpose of securing school buildings to prevent or mitigate injuries or deaths that may result from a threat around or in the school. The drills shall conform to the written plans and procedures adopted by the District. All students and employees shall participate in the drills with the extent of student involvement to be determined by the district.

**Tornado Drills:** The District shall have two (2) tornado drills per school year with at least one drill being conducted in the months of September and March.

**Fire Drills:** Principals shall prepare and publish a plan for the evacuation of their respective buildings in case of fire. Fire drills shall be conducted at least twice per school year and more often if deemed appropriate by the principal. The first drill must occur within the first fifteen (15) days of each semester. The fire drills shall include the sounding of a distinctive audible

signal designated as the fire alarm signal. Each fire drill shall be documented in writing, and such records shall be preserved for at least three (3) years and made available to the State Fire Marshall or his agent upon request.

The principal and the superintendent shall determine the additional safety drills to be performed consistent with the risks assessed for the particular facility or the recommendations of the Safe School Committee and/or local fire and law enforcement.

**Emergency Closings:** The Superintendent may close the District's schools, dismiss school early, delay the beginning of school, or take other appropriate measures in the event of hazardous weather or other emergencies which necessitate such action.

**Health and Safety Emergency:** District's primary concern in any emergency situation is the health and safety of the students, staff and their families. In the event of an emergency that endangers health and safety in such a manner that a person's physical presence in a school building could potentially expose them to pathogens which could lead to illness, no students or families are permitted to be inside a school building until the Superintendent has declared that it is safe. In addition, no staff member shall enter a school building unless the purpose is to provide "essential" services. Any staff members who the Superintendent classifies as "essential" or necessary to perform "essential" duties may be required to be physically present on school property at certain times as designated by the Superintendent. Any staff member who is required to be physically present in a school building shall strictly follow all health and safety guidelines established by the Center for Disease Control ("CDC") and/or the Oklahoma State Department of Health ("OSDH").

**Bomb Threats:** Bomb threats shall be handled according to Administrative Regulations.

**Health Services:** Nurses or health aides shall perform all first aid and emergency care in accordance with applicable laws and regulations. In the event that a nurse or health paraprofessional is not available, first aid may be administered by a principal, an administrator, secretary, counselor, and other qualified personnel as designated.

In the event of a serious injury to a student, school personnel shall contact emergency services (911) if deemed appropriate and shall attempt to notify the student's family or guardian as soon as possible. If a family member or guardian can be reached, that person shall determine whether the student is to be transported to a designated hospital or picked up by the family member or guardian. If a family member or guardian cannot be reached and school personnel deem the injury serious enough to warrant emergency treatment, an ambulance shall be requested. The District is not responsible for any transportation and/or medical costs associated with emergency care.

**Sunscreen:** Pursuant to the written authorization of a student's parent or guardian, a school nurse, or in the absence of such nurse, an administrator or designated school employee, may assist a student in applying sunscreen, a compound topically applied to prevent a sunburn. In addition, District shall permit students to possess and self-apply sunscreen that is regulated by the FDA without the written authorization of a parent, legal guardian or physician.

**Administering Medication:** Medication may be administered to students as prescribed by law. For purposes 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 in its original container with the written authorization of the student's parent or guardian for 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.

A school nurse or school employee who has been trained by a health care professional or in correlation with the State Department of Health's Diabetes Management Annual School Training Program may administer, with parent or guardian permission, but without a health care provider order, an Epinephrine injection to a student whom the school nurse or trained school employee in good faith believes is having an anaphylactic reaction. A waiver of liability executed by the parent or guardian shall be on file with the district prior to the administration of an Epinephrine injection pursuant to applicable law. District will designate the employee responsible for obtaining the Epinephrine injectors at each school site.

A school nurse or school employee trained by a health care professional may administer an inhaler to a student whom the school nurse or trained school employee in good faith believes is having respiratory distress. District will designate the employee responsible for obtaining the inhalers and spacers or holding chambers at each school site. District will notify the parent or guardian of a student after administration of an inhaler. District and its employees and agents shall incur no liability as a result of injury arising pursuant to the discharge or nondischarge of the powers listed in this subsection.

In the event that a student is believed to be having an anaphylactic reaction or respiratory distress, a school employee shall contact 911 as soon as possible.

"Respiratory Distress" – the perceived or actual presence or coughing, wheezing or shortness of breath.

"Inhaler" – a device that delivers a bronchodilator to alleviate symptoms of respiratory distress that is manufactured in the form of a metered-dose inhaler or dry-powder inhaler and that may include a spacer or holding chamber that attaches to the inhaler to improve the delivery of the bronchodilator.

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. The school will return unused prescription to the parent or guardian only. Medication will not be sent home with students; however, prescribed medication for asthma and diabetes will be sent home with permission signed by parents or guardians.

**Self-administration of Certain Medication:** Pursuant to Oklahoma law, students may be allowed to carry and self-administer prescribed inhaled asthma medications, prescribed anaphylaxis medication, and replacement pancreatic enzymes for the treatment of cystic fibrosis 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, anaphylaxis medication, or replacement pancreatic enzyme by a student. If the requirements of this policy are fulfilled, a student diagnosed with asthma, anaphylaxis, or cystic fibrosis may possess and use his or her labeled asthma, anaphylaxis, or replacement pancreatic enzyme medication at all times.

The student's parent or guardian shall

1. Provide the school with a written statement on the form prescribed by the Board of Education authorizing the self-administration of inhaled asthma, anaphylaxis, or replacement pancreatic enzyme medication. Such written statement shall acknowledge that the District shall not incur any liability as a result of any injury arising from the self-administration of asthma, anaphylaxis, or replacement pancreatic enzyme medication by a student.

2. Provide the school with a written statement from the student's treating physician containing the following information:

- a. That the student has asthma, anaphylaxis, or cystic fibrosis;
  - b. That the student is capable of and has been instructed in the proper method of self-administration of the student's asthma, anaphylaxis, or replacement pancreatic enzyme medication.
- c. The name and purpose of the asthma, anaphylaxis, or replacement pancreatic enzyme medication;
- d. The prescribed dosage;
  - e. The time or times at which and special circumstances, if any, under which the asthma, anaphylaxis, or replacement pancreatic enzyme medication is to be administered;

3. Provide the school with an emergency supply of the student's asthma, anaphylaxis, or replacement pancreatic enzyme medication(s) to be administered pursuant to Oklahoma law by a school nurse or other authorized personnel.

4. Provide asthma, anaphylaxis, or replacement pancreatic enzyme medication to be carried by the student which is appropriately labeled, with a prescription label reflecting the following:

- a. Student's name;
- b. Prescription number;
- c. Asthma, anaphylaxis, or replacement pancreatic enzyme medication name and dosage;
- d. Method of administration and dosage;
- e. Date of prescription and refill;
- f. Licensed prescriber's name;
- g. Pharmacy name, address and telephone number;

h. Name of pharmacist.

The authorization for self-administration of asthma, anaphylaxis, or replacement pancreatic enzyme 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, anaphylaxis, or replacement pancreatic enzyme medication shall be effective only for the school year in which the authorization is submitted by the student's parent or guardian. The parent or guardian shall be responsible for renewing an authorization for each subsequent school year.

For purposes 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. "Replacement pancreatic enzyme medication" shall mean medication prescribed by a physician and having an individual label. "Self-administration" shall mean a student's use of asthma, anaphylaxis, or replacement pancreatic enzyme medication pursuant to a prescription or written direction from a physician.

**Reporting Child Abuse:** In accordance with state law, any District employee who has reasonable cause to know or to suspect that a student under the age of eighteen (18) has been subject to abuse or neglect by a person responsible for the child's health or welfare or who has observed the child being subjected to circumstances of abuse or neglect by a person responsible for the child's health or welfare shall immediately report or cause to be reported such situation to the Department of Human Services (DHS) and local law enforcement. Such report shall be made according to any applicable Administrative Regulations or forms, and a copy shall be submitted to the Superintendent. Employees shall not contact the student's family or others to investigate any suspected abuse or neglect.

District shall post in a clearly visible public area of the school, a sign that is written in English and Spanish and contains a toll-free telephone number operated by the Department of Human Services to receive reports of child abuse or neglect. The statewide toll-free hotline for DHS is 1-800-522-3511.

Any District employee who has a reason to believe that a student who is eighteen (18) years of age or older is a victim of abuse or neglect shall report the matter immediately to local law enforcement. Local law enforcement will keep confidential and redact any information identifying the reporting school employee unless otherwise ordered by the court.

Any school employee with knowledge of a report made by another school employee shall not disclose information identifying the reporting school employee unless otherwise ordered by the court or as a part of an investigation by local law enforcement or DHS.

**Sexual Abuse of Students:** Three essential practices for employees to keep in mind with respect to the prevention of sexual abuse of students are as follows:

1. Avoid engaging in behaviors which could be mistaken for boundary invasion or grooming behaviors. Keep interactions with students on a professional level. Refer students who need emotional or other support to appropriately trained staff such as counselors or school psychologists. Staff can be caring while maintaining professional boundaries.
2. Report situations where such behaviors by other employees take place.
  - a. Do not make your own inferences or waste time determining whether or not to report the behavior, inform the principal immediately.
  - b. Do NOT confront or discuss the matter with the adult engaging in the boundary invasions unless immediate intervention is necessary.
3. Maintain confidentiality. Do not discuss concerns with anyone other than the appropriate administrator, Child Protective Services, or the police.
  - a. Maintain your own documentation. Document who you notified, where and when, and what you reported.

**Threatening Behavior:** An officer or employee of the District or a member of the board shall notify law enforcement of any verbal threat or act of threatening behavior which reasonable may have the potential to endanger students, school personnel or school property. Threatening behavior means any verbal threat or behavior, whether or not it is directed at another person, which indicates potential for future harm to students, school personnel or school property. Persons making such reports in good faith will be immune from employment discipline as well as civil liability.

**Safety Education:** The practice of safety shall also be considered a facet of the instructional plan of the District by virtue of educational programs such as traffic and pedestrian safety, driver education, fire prevention, and emergency procedures which are appropriately suited for students of different grade levels. In addition, safety education shall be provided as is necessary and appropriate to students participating in laboratory science courses, shop courses, and physical education courses. Each principal, under the direction of the superintendent of the school district, shall be responsible for the supervision of a safety program for the principal's school.

**Safe Schools Committee:** District and the families of District's students should work together to address concerns of safety and the threat of violence in schools. Therefore, District hereby authorizes the establishment of a Safe School Committee at each school site. The Safe School Committee shall be composed of at least seven (7) members, including teachers, parents of enrolled students, students, and a school official who participates in the investigation of reports of bullying. The Committee may also include school staff, school volunteers, community representatives, and local law enforcement agencies. The Committee shall assist the school board in planning, implementing and evaluating effective prevention, readiness and response strategies.

Each school site's principal shall appoint the members of the Safe School Committee. The Safe School Committee will assist District in promoting a positive school climate by assisting with the planning, implementing, and evaluating the effectiveness of bullying prevention and response.

In addition, the Safe School Committee shall study and make recommendations to the principal at least once each year regarding:

1) unsafe conditions, possible strategies for students, faculty, and staff to avoid harm at school, student victimization, crime prevention, school violence, and any other issues which relate to the providing and the maintaining of a safe school environment for all students;

2) student bullying;

3) professional development needs of faculty and staff to recognize and implement methods to decrease student bullying;

4) methods to encourage the involvement of the community and students, the development of individual relationships between students and school staff, and the use of problem-solving teams and resources that include counselors and other behavioral health and suicide prevention resources within or outside the school system; and

5) professional development needs of faculty and staff to recognize and report suspected human trafficking.

The Safe School Committee shall review the district policy for the prevention of bullying and the list of research-based programs appropriate for the prevention of bullying and the list of research-based programs appropriate for the prevention of bullying of students at school compiled by the State Department of Education. In addition, the Committee may review traditional and accepted bullying prevention programs utilized by other states, state agencies, and/or school districts. The Safe School Committee may also study and make recommendations to the school district board of education regarding the development of a rape or sexual assault response program that may be implemented at the school site pursuant to law.

**Abuse-Prevention Instructional Program:** District may establish an abuse-prevention instructional program for students. The content of instruction shall be at the discretion of the board and pursuant to the requirements set forth in law.

**Accidents:** Accidents involving employees, students, or visitors shall be reported to the Superintendent and investigated as deemed appropriate.

**Appropriate Footwear:** Employees of Newcastle Public Schools are responsible for wearing footwear appropriate to their job responsibilities. Custodial and Maintenance staff are required to wear footwear which have soles and heels that are slip-resistant for wet, greasy or oily services. Additionally, Maintenance staff are required to wear footwear wherein the toe of the shoe should resist crushing injuries.

**Hazard Communication Standard:** The Superintendent or the Superintendent's designee shall maintain and make available to District employees such accident and safety reports and chemical hazard information as required by law, including, but not limited to Material Safety Data (MSD), Asbestos Containing Materials (ACM), and Chemical Information Listing (CIL). The District shall report any health and safety information as required to the appropriate governing

agency. Any accident resulting in the hospitalization of five (5) or more employees or the death of one (1) or more employees shall be reported to the Oklahoma Department of Labor within forty-eight (48) hours of the accident.

The Administration, in conjunction with other appropriate officials, shall identify hazardous substances on District property, shall maintain proper labeling, notice, and storage of containers of hazardous substances, and shall provide appropriate safety training and equipment as set forth in Administrative Regulations.

Adopted: June 27, 2002

Revised: 6/30/2020;11/12/2019;9/10/2018;12/11/2017;03/6/2017;10/3/2016;3/9/2015



# EMPLOYMENT SCHEDULE "A"

## June 30th, 2020

EMPLOYMENT				
Last Name	First Name	New / Replacement	Site / Assignment	Effective
		Replacement	HS, MS / Band Director	8/3/2020
		Replacement	HS, MS, ES / Asst Band Director	8/3/2020
		Replacement	ES / Teacher	8/3/2020
CONTRACT MODIFICATION				
Last Name	First Name	Prior Contract	Current Contract	Effective
REASSIGNMENTS				
Last Name	First Name	Prior Assignment	New Assignment	Effective
Walker	George	Maintenance	Custodian	6/29/2020
RESIGNATIONS				
Last Name	First Name	Assignment	Site	Effective
Price	Haley	English Teacher	HS	5/14/2020
Leger	Jim	Custodian	ES	6/11/2020
RESCINDED EMPLOYMENT / TERMINATIONS				
Last Name	First Name	Assignment	Site	Effective
EXTRA DUTY / STIPENDS / LAY COACHES				
Last Name	First Name	Assignment	Site	Effective
		Band Director	HS/MS	8/3/2020
		Asst Band Director	HS / MS / ES	8/3/2020
RESCINDED / RESIGNED / REMOVED EXTRA DUTY or STIPENDS				
Last Name	First Name	Assignment	Site	Effective



**EMPLOYMENT SCHEDULE "B"**  
**2020-2021 Rehire List**  
**June 30, 2020**

<b>PART-TIME SUPPORT STAFF, LESS THAN ONE YEAR</b>		
<b>Name</b>		
LANDES, JOSHUA	NETWORK MAINTENANCE, HOURLY CONTRACT	