

Newcastle Board of Education Regular Meeting  
July 22, 2025 6:00 PM  
Administrative Office Board Room  
101 North Main  
Newcastle, OK 73065

Attendance Taken at 6:00 PM. Ms. Valory Dalton: Present, Jeff Dingee: Absent, Ms Tiffany Elczyn: Present, Jeremy Gilbertson: Present, Mr. Ron Lock: Present.

1. Flag Salute
2. Call to Order and Roll Call of Members
3. Outstanding Service or Achievement Awards - First National Bank

Dr. Walker presented Shannon Christian, Newcastle First National Bank and Trust, with the Community Partner Award in appreciation for all the things they do to assist the school.

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

Motion to approve consent agenda items A-N passed with a motion by Jeremy Gilbertson and a second by Ms. Valory Dalton.

Jeff Dingee: Absent, Mr. Ron Lock: Yea, Ms. Valory Dalton: Yea, Jeremy Gilbertson: Yea, Ms Tiffany Elczyn: Yea

Yea: 4, Nay: 0, Absent: 1

- A. Agenda of Regular Meeting of July 22, 2025
- B. Minutes of Regular Meeting of June 24, 2025
- C. Amended Minutes of Regular Meeting of June 10, 2025
- D. Newcastle Public School 2025-2026 School Calendar to be 1086 hours instead of 181 days
- E. THRIVE Student Handbook
- F. FY26 NHS Student Handbook
- G. FY26 NMS Student Handbook
- H. FY26 NES Student Handbook
- I. FY26 NECC Student Handbook
- J. Newcastle Early Childhood Center Cardiac Arrest Emergency Action Plan

- K. Newcastle Elementary School Cardiac Arrest Emergency Action Plan
- L. Newcastle Middle School Cardiac Arrest Emergency Action Plan
- M. Newcastle High School Cardiac Arrest Emergency Action Plan
- N. Maintenance Surplus List

5. Public Input

Mr. Steve Freeman spoke on racism in the Newcastle School District.

6. **Superintendent and Staff Updates:**

A. Dr. Cathy Walker, Superintendent, Bond Update

The bond construction is moving forward, but the parking lots will not be complete before school starts.

7. Discussion and possible action to participate in the Teacher Empowerment Program through the Oklahoma State Department of Education

Motion to participate in the Teacher Empowerment Program through the Oklahoma State Department of Education passed with a motion by Ms. Valory Dalton and a second by Jeremy Gilbertson.

Jeff Dingee: Absent, Mr. Ron Lock: Yea, Ms. Valory Dalton: Yea, Jeremy Gilbertson: Yea, Ms Tiffany Elczyn: Yea  
Yea: 4, Nay: 0, Absent: 1

8. Discussion and possible action regarding school lunch prices and free lunches

Discussed school lunch prices and free lunches and no action taken.

9. **Discussion and possible action on the Policy Consent Agenda**

Motion to approve the Policy Consent Agenda items A and B passed with a motion by Mr. Ron Lock and a second by Ms. Valory Dalton.

Jeff Dingee: Absent, Mr. Ron Lock: Yea, Ms. Valory Dalton: Yea, Jeremy Gilbertson: Yea, Ms Tiffany Elczyn: Yea  
Yea: 4, Nay: 0, Absent: 1

A. EB - Calendar Policy

B. EMDB - Flag Policy

10. **Discussion and possible action on the Contract Consent Agenda**

Motion to approve the Contract Consent Agenda items A through H passed with a motion by Jeremy Gilbertson and a second by Mr. Ron Lock.

Jeff Dingee: Absent, Mr. Ron Lock: Yea, Ms. Valory Dalton: Yea, Jeremy Gilbertson: Yea, Ms Tiffany Elczyn: Yea  
Yea: 4, Nay: 0, Absent: 1

- A. FY26 City of Newcastle Interlocal
- B. FY26 City of Newcastle School Resource Officer Mutual Cooperation Agreement
- C. FY26 Sports Medicine and Athletic Training Services Subscription Agreement with Norman Regional Hospital Authority
- D. FY26 T-Mobile for Education
- E. FY26 THRIVE Learning Collaborative Agreement
- F. FY26 Visual Senses for Vision Therapy Services for District - Nikki Keck
- G. State of Oklahoma Department of Rehabilitation Services Transition, School-to-Work (SWS) Contract
- H. State of Oklahoma Department of Rehabilitation Services Transition Work Adjustment Training (WAT) Contract

**11. Discussion and possible action regarding Financial Consent Agenda**

Motion to approve the Financial Consent Agenda items A-M passed with a motion by Jeremy Gilbertson and a second by Ms. Valory Dalton.

Jeff Dingee: Absent, Mr. Ron Lock: Yea, Ms. Valory Dalton: Yea, Jeremy Gilbertson: Yea, Ms Tiffany Elczyn: Yea  
Yea: 4, Nay: 0, Absent: 1

- A. FY25 General Fund 11 Encumbrances and Change Orders
- B. FY25 Building Fund 21 Encumbrances and Change Orders
- C. FY25 Bond Fund 39 Encumbrances and Change Orders
- D. FY26 General Fund 11 Encumbrances and Change Orders
- E. FY26 Building Fund 21 Encumbrances and Change Orders
- F. FY26 Bond Fund 39 Encumbrances and Change Orders
- G. Monthly payroll and extra duty disbursement
- H. Purpose of Activity Fund Accounts
- I. Revenue Analysis-General Fund

J. Revenue Expenditure Summary-Athletic

K. Revenue-Expenditure Summary-Non Athletic

L. Treasurer's Report

M. Transfer of Activity Fund Account #921/105-ES Beautification to be closed and funds in the amount of \$4,524.22 to be transferred to #939/105 ES Principal Activity Fund Account

12. New Business

No new business

13. 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 and volunteers as outlined on attached Schedule A, and Superintendent's Evaluation pursuant to 25 O.S. Section 307 (B)(1)

Proposed executive session to discuss student transfer appeal matters involving specific students whereby disclosure of any additional information would violate FERPA. 25 O.S. § 307(B)(7)

14. Vote to convene or not to convene in executive session

Motion to convene in Executive Session at 7:53 PM passed with a motion by Ms. Valory Dalton and a second by Mr. Ron Lock.

Jeff Dingee: Absent, Mr. Ron Lock: Yea, Ms. Valory Dalton: Yea, Jeremy Gilbertson: Yea, Ms Tiffany Elczyn: Yea  
Yea: 4, Nay: 0, Absent: 1

15. Return to Open Session

Returned to Open Session at 9:39 PM. Dr. Walker, Ron Lock, Valory Dalton, Jeremy Gilbertson and Tiffany Elczyn were in Executive Session with Adam Hull joining at 7:56 PM and leaving at 8:16 PM. No votes were taken.

16. Discussion and possible action regarding employment of personnel, retirements, resignations, terminations, hiring of employees, employment, rehiring and changes to employment contracts of current and prospective district employees and volunteers as outlined on attached Schedule A

Motion to approve Schedule A as attached passed with a motion by Jeremy Gilbertson and a second by Ms. Valory Dalton.

Jeff Dingee: Absent, Mr. Ron Lock: Yea, Ms. Valory Dalton: Yea, Jeremy Gilbertson: Yea, Ms Tiffany Elczyn: Yea  
Yea: 4, Nay: 0, Absent: 1

17. Discussion and possible action regarding the **adjunct** of DeAnna Pitman, Newcastle High School Teacher, for FY26 for 6-12 ELA to teach 9th grade. She is currently certified in 6-8 ELA.

Motion to adjunct DeAnna Pitman, Newcastle High School Teacher for FY26 for 6-12 ELA to teach 9th grade. passed with a motion by Ms. Valory Dalton and a second by Mr. Ron Lock.

Jeff Dingee: Absent, Mr. Ron Lock: Yea, Ms. Valory Dalton: Yea, Jeremy Gilbertson: Yea, Ms Tiffany Elczyn: Yea  
Yea: 4, Nay: 0, Absent: 1

18. Discussion and possible action regarding Transfer Appeal #1

Motion to deny the transfer appeal #1 passed with a motion by Jeremy Gilbertson and a second by Ms. Valory Dalton.

Jeff Dingee: Absent, Mr. Ron Lock: Yea, Ms. Valory Dalton: Yea, Jeremy Gilbertson: Yea, Ms Tiffany Elczyn: Yea  
Yea: 4, Nay: 0, Absent: 1

19. Discussion and possible action regarding Transfer Appeal #2

Motion to deny the transfer appeal #2 passed with a motion by Jeremy Gilbertson and a second by Mr. Ron Lock.

Jeff Dingee: Absent, Mr. Ron Lock: Yea, Ms. Valory Dalton: Yea, Jeremy Gilbertson: Yea, Ms Tiffany Elczyn: Yea  
Yea: 4, Nay: 0, Absent: 1

20. Adjournment

Meeting adjourned at 9:42 by Tiffany Elczyn

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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 Board of Education Regular Meeting  
June 24, 2025 6:00 PM  
Administrative Office Board Room  
101 North Main  
Newcastle, OK 73065

Attendance Taken at 6:01 PM. Ms. Valory Dalton: Absent, Mr. Jeff Dingee: Absent, Ms. Tiffany Elczyn: Present, Mr. Jeremy Gilbertson: Present, Ron Lock: Present.

1. Flag Salute
2. Call to Order and Roll Call of Members
3. Introduction of newly appointed board member, Mr. Ron Lock and public swearing in for seat #1

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

Motion to approve consent agenda passed with a motion by Ron Lock and a second by Mr. Jeremy Gilbertson.

Ms. Valory Dalton: Absent, Mr. Jeff Dingee: Absent, Ron Lock: Yea, Mr. Jeremy Gilbertson: Yea, Ms. Tiffany Elczyn: Yea  
Yea: 3, Nay: 0, Absent: 2

- A. Agenda of Regular Meeting of June 24, 2025
- B. Minutes of Special Meeting of June 13, 2025
- C. Minutes of Regular Meeting of June 10, 2025
- D. Minutes of Special Meeting of June 9, 2025

5. Public Input

No Public Input

6. Dr. Walker updates on Construction and Bonds

Dr. Walker reported on the Construction and discussed a possible upcoming bond election.

7. Discussion and possible action regarding Newcastle Public School District Policy FNG - Wireless Telecommunication Devices replacing FNG - Personal Electronic Devices

Motion to approve Newcastle Public School District Policy FNG - Personal Electronic Devices passed with a motion by Mr. Jeremy Gilbertson and a second by Ron Lock.

Ms. Valory Dalton: Absent, Mr. Jeff Dingee: Absent, Ron Lock: Yea, Mr. Jeremy Gilbertson:

Yea, Ms. Tiffany Elczyn: Yea  
Yea: 3, Nay: 0, Absent: 2

8. Discussion and possible action to approve the following digital platforms for the 2025-2026 school year per new legislation

- Google Education Suite (Gmail, Google Docs, Google Classroom, etc.)
- Class DoJo (Text messaging)
- School Messenger (Automated Text, Voicemail, Email - sent through Infinite Campus)
- STOPIT (Bullying reporting)
- HUDL (Athletics only)
- Claslink
- LMS (Schoology)
- Edgenuity
- SNAP (Athletics)
- SNAP!MOBILE!
- ZOOM Phone

Motion to approve the digital platforms presented for the 2025-2026 school year passed with a motion by Mr. Jeremy Gilbertson and a second by Ron Lock.

Ms. Valory Dalton: Absent, Mr. Jeff Dingee: Absent, Ron Lock: Yea, Mr. Jeremy Gilbertson: Yea, Ms. Tiffany Elczyn: Yea  
Yea: 3, Nay: 0, Absent: 2

9. Discussion and possible action regarding the update to the FY26 Calendar

Motion to approve the update of FY26 School Calendar as attached passed with a motion by Mr. Jeremy Gilbertson and a second by Ron Lock.

Ms. Valory Dalton: Absent, Mr. Jeff Dingee: Absent, Ron Lock: Yea, Mr. Jeremy Gilbertson: Yea, Ms. Tiffany Elczyn: Yea  
Yea: 3, Nay: 0, Absent: 2

10. Discussion and possible action to approve the 2025-2026 appointments:

- Activity Fund Custodian: Shasta Smith
- Child Nutrition, Authorized Representatives: Kristi Ferguson, Crystal Tacker and Paulla Bowden
- Encumbrance Clerk: Shasta Smith
- Federal Programs, Authorized Representatives: Kristi Ferguson and Lynda Chmil
- Federal Program signers: Kristi Ferguson, Jonathan Atchley, and Lynda Chmil
- Minutes Clerk: Darla Allen
- Minutes Clerk, Deputy: Kristi Ferguson
- Purchasing Agent: Catharine Walker; Kristi Ferguson up to and including \$5,000.00
- Title VI, Civil Rights Coordinator; Kristi Ferguson
- Title IX, Co-Coordinators; Jonathan Atchley, Kiley Rios, AD
- Treasurer: Lynda Chmil

- Treasurer, Assistant: Darla Allen

Motion to approve the 2025-2026 appointments as presented passed with a motion by Mr. Jeremy Gilbertson and a second by Ron Lock.

Ms. Valory Dalton: Absent, Mr. Jeff Dingee: Absent, Ron Lock: Yea, Mr. Jeremy Gilbertson: Yea, Ms. Tiffany Elczyn: Yea  
Yea: 3, Nay: 0, Absent: 2

#### 11. Discussion and possible action regarding FY26 Newcastle Association of Classroom Teachers Memorandum of Understanding

Motion to approve the FY26 Newcastle Association of Classroom Teachers Memorandum of Understanding as presented passed with a motion by Mr. Jeremy Gilbertson and a second by Ron Lock.

Ms. Valory Dalton: Absent, Mr. Jeff Dingee: Absent, Ron Lock: Yea, Mr. Jeremy Gilbertson: Yea, Ms. Tiffany Elczyn: Yea  
Yea: 3, Nay: 0, Absent: 2

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

Motion to approve the Contract Consent Agenda as presented passed with a motion by Mr. Jeremy Gilbertson and a second by Ron Lock.

Ms. Valory Dalton: Absent, Mr. Jeff Dingee: Absent, Ron Lock: Yea, Mr. Jeremy Gilbertson: Yea, Ms. Tiffany Elczyn: Yea  
Yea: 3, Nay: 0, Absent: 2

- A. FY26 Convergent Technologies for the Metrasens Detection Systems
- B. FY25 Kristi Standifer - SLP Elementary School
- C. FY26 Tyler Garling - OT District Wide
- D. FY26 - Carla Garling - PT District Wide
- E. FY26 Motor Mouth Therapy - SLP, MS & HS
- F. FY26 Premier Waste Service Agreement
- G. FY26 Inspections Plus Fire Alarm Inspection Proposal
- H. FY26 Inspections Plus Fire Alarm Monitoring Proposal
- I. FY26 Tactical Pest Control
- J. FY26 TOPS Atoka Public Schools-The Oklahoma Purchasing System Interlocal Agreement
- K. FY26 Melissa Sneed, SLP

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

Motion to approve the Financial Consent Agenda as presented passed with a motion by Mr. Jeremy Gilbertson and a second by Ron Lock.

Ms. Valory Dalton: Absent, Mr. Jeff Dingee: Absent, Ron Lock: Yea, Mr. Jeremy Gilbertson:

Yea, Ms. Tiffany Elczyn: Yea

Yea: 3, Nay: 0, Absent: 2

A. FY25 General Fund 11 Encumbrances and Change Orders

B. FY25 Building Fund 21 Encumbrances and Change Orders

C. FY25 Bond Fund 32 Change Orders

D. FY25 Bond Fund 33 Change Orders

E. FY25 Bond Fund 39 Encumbrances and Change Orders

F. FY26 General Fund 11 Encumbrances

G. FY26 Building Fund 21 Encumbrances

H. Monthly payroll and extra duty disbursement

I. Purpose of Activity Fund Accounts

J. Pre-Approved Fundraiser List

14. New Business

No new business.

15. 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, pursuant to 25 O.S. Section 307 (B)(1)

Proposed executive session to discuss student transfer appeal matters involving specific students whereby disclosure of any additional information would violate FERPA. 25 O.S. § 307(B)(7)

16. Vote to convene or not to convene in executive session

Motion to convene in Executive Session at 7:01 passed with a motion by Mr. Jeremy Gilbertson and a second by Ron Lock.

Ms. Valory Dalton: Absent, Mr. Jeff Dingee: Absent, Ron Lock: Yea, Mr. Jeremy Gilbertson:

Yea, Ms. Tiffany Elczyn: Yea

Yea: 3, Nay: 0, Absent: 2

17. Return to Open Session

Returned to Open Session at 8:30PM. Dr. Walker, Ron Lock, Jeremy Gilbertson and Tiffany were in Executive Session. Mr. Jeff Brickman entered Executive Session at 7:26pm and left at 7:52pm. No votes were taken.

18. Discussion and possible action regarding 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

Motion to approve Schedule A as attached passed with a motion by Mr. Jeremy Gilbertson and a second by Ron Lock.

Ms. Valory Dalton: Absent, Mr. Jeff Dingee: Absent, Ron Lock: Yea, Mr. Jeremy Gilbertson: Yea, Ms. Tiffany Elczyn: Yea  
Yea: 3, Nay: 0, Absent: 2

19. Discussion and possible action to hire an Athletic Director for Newcastle Public Schools

Motion to hire Mr. Jeff Brickman for the Newcastle Public School Athletic Director for the 2025-2026 school year passed with a motion by Mr. Jeremy Gilbertson and a second by Ron Lock.

Ms. Valory Dalton: Absent, Mr. Jeff Dingee: Absent, Ron Lock: Yea, Mr. Jeremy Gilbertson: Yea, Ms. Tiffany Elczyn: Yea  
Yea: 3, Nay: 0, Absent: 2

20. Discussion and possible action regarding Transfer Appeal #1

Motion to uphold the denial of Transfer #1 based on maximum grade capacity passed with a motion by Mr. Jeremy Gilbertson and a second by Ron Lock.

Ms. Valory Dalton: Absent, Mr. Jeff Dingee: Absent, Ron Lock: Yea, Mr. Jeremy Gilbertson: Yea, Ms. Tiffany Elczyn: Yea  
Yea: 3, Nay: 0, Absent: 2

21. Discussion and possible action regarding Transfer Appeal #2

Motion to uphold the denial of Transfer #2 based on maximum grade capacity passed with a motion by Mr. Jeremy Gilbertson and a second by Ron Lock.

Ms. Valory Dalton: Absent, Mr. Jeff Dingee: Absent, Ron Lock: Yea, Mr. Jeremy Gilbertson: Yea, Ms. Tiffany Elczyn: Yea  
Yea: 3, Nay: 0, Absent: 2

22. Adjournment

Meeting adjourned at 8:32pm by Tiffany Elczyn.

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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

AMENDED  
Newcastle Board of Education Regular Meeting  
June 10, 2025 6:00 PM  
Administrative Office Board Room  
101 North Main  
Newcastle, OK 73065

Attendance Taken at 6:01 PM. Ms. Valory Dalton: Present, Mr. Jeff Dingee: Present, Ms. Tiffany Elczyn: Present, Mr. Jeremy Gilbertson: Present.

1. Flag Salute
2. Call to Order and Roll Call of Members
3. Outstanding Service or Achievement Awards

Dr. Cathy Walker recognized Mr. Darrin Abel, for the years he served on the Newcastle School Board. She also presented Gayla Riddle, Newcastle Chamber of Commerce, with a Community Partner Award.

4. Discussion and possible board action appointing an individual to vacant school board seat #1

Motion to table passed with a motion by Mr. Jeff Dingee and a second by Mr. Jeremy Gilbertson.  
Ms. Valory Dalton: Yea, Mr. Jeremy Gilbertson: Yea, Mr. Jeff Dingee: Yea, Ms. Tiffany Elczyn: Yea  
Yea: 4, Nay: 0

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

Motion to approve consent agenda items A-E passed with a motion by Mr. Jeff Dingee and a second by Ms. Valory Dalton.

Ms. Valory Dalton: Yea, Mr. Jeremy Gilbertson: Yea, Mr. Jeff Dingee: Yea, Ms. Tiffany Elczyn: Yea  
Yea: 4, Nay: 0

A. Agenda of Regular Meeting of June 10, 2025

B. Minutes of Regular Meeting of May 13, 2025

C. Newcastle Middle School Surplus 5/27/2025

D. Mr. Brandon Morgan, Newcastle FFA Advisor requests permission for an overnight trip for FFA Alumni Camp June 29-July 2, 2025 at Camp Tulakogee in Wagner, OK. Chaperons will be Male and Female Camp Staff as well as other FFA Instructors, including Mr. and Mrs. Brandon Morgan, There will be boys and girls cabins and 6 students will be attending

E. Mr. Brandon Morgan, Newcastle FFA Advisor, requests permission to take 12 students on July 15-17, 2025 to the OSU Animal Science Field Days Judging Contest in Stillwater, OK staying overnight on the 15th and the 16th. Chaperones include Mr. Morgan, Tara Morgan, Kristi Bradley and Amber Wynne.

## 6. Public Input

No Public Input

7. Receive bids, consider, and award the District's \$5,260,000 General Obligation Combined Purpose Bonds, Series 2025, to the successful purchaser.

Motion to receive bids, consider and award the District's \$5,260,000 General Obligation Combined Purpose Bonds, Series 2025, to Robert W. Baird & Co., Inc. passed with a motion by Mr. Jeff Dingee and a second by Mr. Jeremy Gilbertson.

Ms. Valory Dalton: Yea, Mr. Jeremy Gilbertson: Yea, Mr. Jeff Dingee: Yea, Ms. Tiffany Elczyn: Yea

Yea: 4, Nay: 0

8. Possible consideration and vote to approve a resolution providing for the issuance of the \$5,260,000 General Obligation Combined Purpose Bonds, Series 2025, by Independent School District Number 1 of McClain County, Oklahoma, authorized at an election duly called and held for such purposes; designating bonds for certain provisions of the Internal Revenue Code; prescribing form of bonds and providing for registration thereof, providing for a levy of an annual tax for payment of principal and interest on the same; approving a continuing disclosure agreement; approving and deeming final the official statement pertaining to the bonds; and fixing other details.

Motion to approve a resolution providing for the issuance of the \$5,260,000 General Obligation Combined Purpose Bonds, Series 2025, by Independent School District Number 1 of McClain County, Oklahoma, authorized at an election duly called and held for such purposes; designating bonds for certain provisions of the Internal Revenue Code; prescribing form of bonds and providing for registration thereof, providing for a levy of an annual tax for payment of principal and interest on the same; approving a continuing disclosure agreement; approving and deeming final the official statement pertaining to the bonds; and fixing other details. passed with a motion by Mr. Jeff Dingee and a second by Mr. Jeremy Gilbertson.

Ms. Valory Dalton: Yea, Mr. Jeremy Gilbertson: Yea, Mr. Jeff Dingee: Yea, Ms. Tiffany Elczyn: Yea

Yea: 4, Nay: 0

9. Receive bids, consider, and award the District's \$1,865,000 General Obligation Building Bonds, Federally Taxable Series 2025, to the successful purchaser.

Motion to receive bids, consider and award the District's \$1,865,000 General Obligation Building Bonds, Federally Taxable Series 2025, to UMB Bank, n.a.. passed with a motion by Ms. Valory Dalton and a second by Mr. Jeff Dingee.

Ms. Valory Dalton: Yea, Mr. Jeremy Gilbertson: Yea, Mr. Jeff Dingee: Yea, Ms. Tiffany

Elcyszyn: Yea  
Yea: 4, Nay: 0

10. Possible consideration and vote to approve a resolution providing for the issuance of the \$1,865,000 General Obligation Building Bonds, Federally Taxable Series 2025, by Independent School District Number 1 of McClain County, Oklahoma, authorized at an election duly called and held for such purposes; prescribing form of bonds and providing for registration thereof, providing for a levy of an annual tax for payment of principal and interest on the same; approving a continuing disclosure agreement; approving and deeming final the official statement pertaining to the bonds; and fixing other details.

Motion to approve a resolution providing for the issuance of the \$1,865,000 General Obligation Building Bonds, Federally Taxable Series 2025, by Independent School District Number 1 of McClain County, Oklahoma, authorized at an election duly called and held for such purposes; prescribing form of bonds and providing for registration thereof, providing for a levy of an annual tax for payment of principal and interest on the same; approving a continuing disclosure agreement; approving and deeming final the official statement pertaining to the bonds; and fixing other details. passed with a motion by Mr. Jeremy Gilbertson and a second by Mr. Jeff Dingee.  
Ms. Valory Dalton: Yea, Mr. Jeremy Gilbertson: Yea, Mr. Jeff Dingee: Yea, Ms. Tiffany Elcyszyn: Yea  
Yea: 4, Nay: 0

11. Board to consider and take action on a motion approving the renewal of the Lease Purchase Agreement dated November 3, 2022, between the District and the Newcastle Educational Facilities Authority for the fiscal year ending June 30, 2026, as required under the provisions of the agreement.

Motion to approve the renewal of the Lease Purchase Agreement dated November 3, 2022, between the District and the Newcastle Educational Facilities Authority for the fiscal year ending June 30, 2026, as required under the provisions of the agreement. passed with a motion by Ms. Valory Dalton and a second by Mr. Jeff Dingee.  
Ms. Valory Dalton: Yea, Mr. Jeremy Gilbertson: Yea, Mr. Jeff Dingee: Yea, Ms. Tiffany Elcyszyn: Yea  
Yea: 4, Nay: 0

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

A. Dr. Walker, Superintendent

Dr. Walker updated the board on the construction and building progress.

13. Presentation and discussion regarding the Department of Justice by Dr. Walker

Dr. Walker presented an update regarding the DOJ. She reported on the update of policy FNCD, outlined practices in place and reviewed the reporting for students. She also reported on the "Assess and Respond to Feedback Regarding District Culture" and the "Tracking Implementation".

14. Discussion and possible action regarding Newcastle Public School District Policy FNCD-Prohibiting Bullying (Regulation and Investigation Procedures)

Motion to approve Newcastle Public School District Policy FNCD-Prohibiting Bullying (Regulation and Investigation Procedures) passed with a motion by Mr. Jeff Dingee and a second by Mr. Jeremy Gilbertson.

Ms. Valory Dalton: Yea, Mr. Jeremy Gilbertson: Yea, Mr. Jeff Dingee: Yea, Ms. Tiffany Elczyn: Yea  
Yea: 4, Nay: 0

15. Discussion and possible action regarding the Recycle Bins on our sites

Motion to table any action regarding the Donation Benefit Boxes on our sites. passed with a motion by Mr. Jeff Dingee and a second by Ms. Valory Dalton.

Ms. Valory Dalton: Yea, Mr. Jeremy Gilbertson: Yea, Mr. Jeff Dingee: Yea, Ms. Tiffany Elczyn: Yea  
Yea: 4, Nay: 0

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

Motion to approve the Contract Consent Agenda items A-M passed with a motion by Mr. Jeremy Gilbertson and a second by Mr. Jeff Dingee.

Ms. Valory Dalton: Yea, Mr. Jeremy Gilbertson: Yea, Mr. Jeff Dingee: Yea, Ms. Tiffany Elczyn: Yea  
Yea: 4, Nay: 0

- A. ES2 Engineered Systems & Energy Solutions, Inc.
- B. FY26 US Foods, Inc. Extension Agreement
- C. FY26 Drug and Alcohol Testing Service Agreement
- D. FY26 Title III, Part A English Language Acquisition Consortium
- E. FY26 Delta Head Start MOU
- F. FY26 EMS LINQ, LLC - Content Management System Hosting
- G. FY26 Chickasaw Personal Communications
- H. FY26 Rosenstein, Fist & Ringold, Attorney At Law
- I. FY26 OSN Broadcast Agreement
- J. FY26 LUBA Workers Comp
- K. FY26 Coalition Cyber Insurance Proposal
- L. FY26 Oklahoma Schools Insurance Group (OSIG) Proposal & Resolution

M. FY26 Total Wellness Services Agreement

N. FY26 Future Generations Educational Consulting, LLC

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

Motion to approve the Financial Consent Agenda, Items A-I passed with a motion by Mr. Jeff Dingee and a second by Ms. Valory Dalton.

Ms. Valory Dalton: Yea, Mr. Jeremy Gilbertson: Yea, Mr. Jeff Dingee: Yea, Ms. Tiffany Elczyn: Yea

Yea: 4, 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. Purpose of Activity Fund Accounts

F. Revenue Analysis-General Fund

G. Revenue Expenditure Summary-Athletic

H. Revenue-Expenditure Summary-Non Athletic

I. Treasurer's Report

### 18. New Business

No new business

### 19. Recess Meeting

Motion to Recess Meeting at 7:14pm passed with a motion by Mr. Jeff Dingee and a second by Ms. Valory Dalton.

Ms. Valory Dalton: Yea, Mr. Jeremy Gilbertson: Yea, Mr. Jeff Dingee: Yea, Ms. Tiffany Elczyn: Yea

Yea: 4, Nay: 0

### 20. Reconvene Meeting

Reconvened Meeting at 7:40pm with Tiffany Elczyn, Jeff Dingee, Jeremy Gilbertson and Valory Dalton.

### 21. Discussion of 2024-2025 CSI Scorecard and Year 5 Implementation

Presented and discussed 24-25 CSI Scorecard and upcoming implementations.

22. 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, pursuant to 25 O.S. Section 307 (B)(1)

23. Vote to convene or not to convene in executive session

Motion to convene in Executive Session at 9:37PM passed with a motion by Ms. Valory Dalton and a second by Mr. Jeremy Gilbertson.

Ms. Valory Dalton: Yea, Mr. Jeremy Gilbertson: Yea, Mr. Jeff Dingee: Yea, Ms. Tiffany Elczyn: Yea  
Yea: 4, Nay: 0

24. Return to Open Session

Returned to Open Session at 10:26PM. Dr. Cathy Walker, Tiffany Elczyn, Jeff Dingee, Jeremy Gilbertson, and Valory Dalton were in Executive Session and no votes were taken.

25. Discussion and possible action regarding 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

Motion to approve Schedule A as attached passed with a motion by Mr. Jeff Dingee and a second by Mr. Jeremy Gilbertson.

Ms. Valory Dalton: Yea, Mr. Jeremy Gilbertson: Yea, Mr. Jeff Dingee: Yea, Ms. Tiffany Elczyn: Yea  
Yea: 4, Nay: 0

26. Discussion and possible action regarding the adjunct of Madison Willis Elementary Teacher for the FY26 school year until she receives her certification

Motion to approve the adjunct of Madison Willis Elementary Teacher for the FY26 school year until she receives her certification passed with a motion by Mr. Jeff Dingee and a second by Ms. Valory Dalton.

Ms. Valory Dalton: Yea, Mr. Jeremy Gilbertson: Yea, Mr. Jeff Dingee: Yea, Ms. Tiffany Elczyn: Yea  
Yea: 4, Nay: 0

27. Adjournment

Meeting adjourned at 10:28PM by Tiffany Elczyn

---

President

---

Vice President

---

Clerk

---

Deputy Clerk

---

Member



## Newcastle Public Schools

Dr. Cathy Walker, Superintendent  
Newcastle Public Schools  
101 N. Main, Newcastle, OK 73065  
405-387-2890

---

July 22, 2025

Mr. Mat Luse  
Regional Accreditation Officer  
Oklahoma State Dept. of Education  
2500 N. Lincoln Blvd., Suite 210  
Oklahoma City, OK 73105

RE: School Days to Hours

Mr. Luse

We are requesting approval for the Newcastle Public School 2025-2026 calendar to be 1086 hours and 166 days, instead of 181 days, as per our enclosed board minutes from the July 22, 2025 board meeting.

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Ms. Tiffany Elczyn  
President, Newcastle School Board

---

Dr. Cathy Walker  
Superintendent, Newcastle Public Schools



# STUDENT/PARENT **HANDBOOK**

**2025-2026**

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# Welcome to THRIVE!



Welcome to THRIVE Learning Collaborative! Oklahoma's ONLY public virtual school cooperative that serves students in a number of school districts for a variety of learning opportunities! Our Oklahoma certified teachers working in specialized content areas, daily LIVE class sessions and the ability for students to remain a member of their home district and community are what sets us apart from other online programs in the state. We work **alongside** school districts to provide opportunities for students that they may not otherwise be able to receive.

THRIVE, formerly Tri-City Learning Academy, was founded upon the belief that students should have the opportunity to learn in the environment that allows them to be the most successful without sacrificing their academic opportunities, supports, resources and connections with others. At THRIVE Learning Collaborative, we strive to ensure that all students are supported throughout their learning journey.

Our hope at THRIVE is that all students and families feel supported. Our team works tirelessly to ensure we provide top-notch education while nurturing the student as a whole. We truly believe that EVERY student deserves to THRIVE!

*Kaisha Mathis*

**Kaisha Mathis**  
THRIVE Director



**EVERY student deserves to THRIVE!**

# About THRIVE



THRIVE is a public virtual school designed to serve students in participating districts so students can remain apart of their home district and community. THRIVE utilizes Oklahoma Certified teachers working within their subject area. The best of a traditional education experience, coupled with the flexibility of an online program that can be accessed from anywhere, at any time. All THRIVE students remain a member of their home district with the ability to participate in athletics, clubs, organizations, events and more! All students will graduate from their home district as well as we partner with school districts to provide required credits in a virtual manner.

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## Our Vision

THRIVE Learning Collaborative strives to provide quality, innovative learning experiences that encompass a positive culture, while expanding resources and supports for all students and families.

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## The Mission

THRIVE Learning Collaborative mission is to provide opportunities for success through various connections, supports and resources that allow all students to reach their full academic potential.

<b>FALL 2025</b>	<b>TRADITIONAL VIRTUAL/HYBRID</b>	<b>EXPAND/CREDIT RECOVERY</b>
<b>Courses Begin</b>	<b>August 14th</b>	<b>August 18th</b>
<b>Enrollment/Drop Deadline</b>	<b>August 28th</b>	<b>September 12th</b>
<b>Courses End</b>	<b>December 18th</b>	<b>December 15th</b>
<b>Final Grades Released</b>	<b>January 5th</b>	<b>January 5th</b>

<b>SPRING 2026</b>	<b>TRADITIONAL VIRTUAL/HYBRID</b>	<b>EXPAND/CREDIT RECOVERY</b>
<b>Courses Begin</b>	<b>January 6th</b>	<b>January 12th</b>
<b>Enrollment/Drop Deadline</b>	<b>January 23rd</b>	<b>February 5th</b>
<b>Courses End</b>	<b>May 14th</b>	<b>May 11th</b>
<b>Final Grades Released</b>	<b>May 19th</b>	<b>May 19th</b>

<b>SUMMER 2026</b>	
<b>Courses Begin</b>	<b>June 1st</b>
<b>Courses End</b>	<b>July 24th</b>
<b>Final Grades Released</b>	<b>July 28th</b>

**Any student wishing to enroll outside of the 25-26 dates must have approval from their home district principal and the principal must communicate that approval with THRIVE before a student may be enrolled.**

# Enrollment Types

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## 01 Full-Time (K-12)

Full-time virtual enrollment is when a student takes all courses in the virtual environment and no courses on the home district campus. All courses will be provided through THRIVE.

---

## 02 Blended (6-12)

Blended enrollment is when a student participates in one or more courses on campus, at the local career-tech or concurrently with a local college, in addition to courses through THRIVE. Blended is only for students in grades 6th - 12th.

---

## 03 EXPAND/Credit Recovery (9-12)

EXPAND enrollment is when a student receives a full schedule on campus but takes an **additional** course(s) through THRIVE at the same time. EXPAND is typically for students who have scheduling conflicts on campus or who are recovering failed credits. Enrollment for this program must be completed through your home district counselor.

---

## 04 FLEX Alternative Programing (9-12)

THRIVE *FLEX* Alternative Programing provides high school students who are at-risk of not graduating with their cohort a non-traditional structure and opportunities to help them be successful. Students are able to retake courses and receive additional supports to assist with the completion of all high school credits and other areas of need. To join this pathway, a recommendation from the student's home district counselor is required, in addition to a meeting with the student, parent/guardian, THRIVE Director and Director of Student Services to determine eligibility.

# STUDENT PLACEMENT GUIDE

## SYNC

STUDENT WILL TAKE ALL OR MOST COURSES WITH THRIVE AND IN THE VIRTUAL ENVIRONMENT (FULL-TIME/BLENDED STUDENTS)

\*REQUIRES DAILY CLASS SESSIONS WITH TEACHERS AND ASSIGNED A SUCCESS COACH FOR ADDITIONAL SUPPORTS

PARENT COMPLETES ENROLLMENT PROCESS ON THRIVE WEBSITE [WWW.THRIVELEARNINGCOLLAB.ORG](http://WWW.THRIVELEARNINGCOLLAB.ORG)  
\*SITE ADMIN. APPROVAL REQUIRED AFTER DEADLINE

THRIVE ADDS STUDENT TO COURSE REQUEST FORM FOR COUNSELORS TO COMPLETE (MS/HS)

DISTRICT ADDS COURSES REQUIRED TO COURSE ENROLLMENT FORM  
\*COLLABORATE WITH THRIVE STUDENT SERVICES AS NEEDED

THRIVE CREATES STUDENT ACCOUNTS AND ENROLLS INTO COURSES

WELCOME LETTER WITH NECESSARY INFORMATION EMAILED TO STUDENT AND PARENT TO BEGIN COURSES

## EXPAND

STUDENT RECEIVES A FULL SCHEDULE ON CAMPUS BUT TAKES AN ADDITIONAL 1-2 COURSES PER SEMESTER TO FILL CREDIT NEEDS (INITIAL CREDIT OR CREDIT RECOVERY)

\*INDEPENDENTLY COMPLETED WITH ACCESS TO TEACHERS

DISTRICT NOTIFIES STUDENT/PARENT ABOUT COURSE(S) NEEDED AND THEY WILL BE COMPLETED WITH THRIVE

DISTRICT ADDS STUDENT AND COURSES NEEDED TO EXPAND ENROLLMENT FORM  
\*COLLABORATE WITH THRIVE STUDENT SERVICES AS NEEDED

THRIVE CREATES STUDENT ACCOUNTS AND ENROLLS INTO COURSE(S)

WELCOME LETTER WITH NECESSARY INFORMATION EMAILED TO STUDENT, PARENT, AND DISTRICT COUNSELOR TO BEGIN COURSE(S)

## FLEX

STUDENT AT RISK OF NOT GRADUATING WITH COHORT (VIRTUAL ALTERNATIVE EDUCATION)

\*LIMITED SPOTS AVAILABLE

PARENT COMPLETES ENROLLMENT PROCESS ON THRIVE WEBSITE [WWW.THRIVELEARNINGCOLLAB.ORG](http://WWW.THRIVELEARNINGCOLLAB.ORG)  
\*SITE ADMIN. APPROVAL REQUIRED AFTER DEADLINE

THRIVE ADDS STUDENT TO COURSE REQUEST FORM FOR COUNSELORS TO COMPLETE (MS/HS)

DISTRICT DETERMINES THE NEED FOR FLEX PROGRAM AND COLLABORATES WITH THRIVE STUDENT SERVICES TO COMPLETE REQUIRED FLEX FORMS

THRIVE CREATES STUDENT ACCOUNTS AND ENROLLS INTO COURSES

WELCOME LETTER WITH NECESSARY INFORMATION EMAILED TO STUDENT AND PARENT TO BEGIN COURSES AND A STUDENT/PARENT MEETING SCHEDULED TO DISCUSS FLEX REQUIREMENTS

# Advanced Placement Courses (AP)



## Courses Offered:

AP Calculus  
AP Environmental Science  
AP US History  
AP English Language Composition

THRIVE Learning Collaborative, partnered with Imagine Edgenuity, will offer Advanced Placement (AP) courses as part of our curriculum. Students taking AP courses will have access to College Board approved curriculum, as well as a certified THRIVE teacher to support them throughout the course. Once students complete their assigned AP course, grades will be sent to the students home district and added to the students transcript.

---

### Are Courses Certified?

Yes. Imagine Edgenuity's AP courses have been authorized by the College Board. Each district will apply the THRIVE AP courses to their school's AP listings.

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### Are Textbooks Required?

Most courses require a textbook for course completion. THRIVE will ensure that each student has access to the text that is required. If a physical textbook is checked out to a student, a rental agreement must be signed by the parent.

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### Are Hands-on Labs Required for Science Courses?

All AP Science courses offered by THRIVE have a College Board approved virtual labs available to students.

It is important to remember that AP programs are rigorous, college-level courses. As such, they require college-level texts, coursework, and participation. While these courses are primarily online, students will be required to meet with their certified teacher via zoom at least once per week. Meetings will be scheduled in coordination with the students on-campus schedule when possible.



# Alternative Programming

THRIVE Learning Collaborative Alternative Programming, THRIVE *FLEX*, provides high school students with non-traditional learning opportunities to help them be successful. THRIVE has created a program for students that have additional challenges in addition to the traditional high school student to ensure that they are successful and earn all credits for graduation.

Within THRIVE *Flex*, students are able to take courses to earn required credits, as well as retake courses previously failed while working at their own pace within graduation timelines.

Identify

- Significantly Credit Deficient
- Risk of Drop-Out/Outlying Factors

\*Must be referred by home district counselor

Collaborate

- Intake with Flex Team
- Review of expectations

Enroll

- Individualized Scheduling
- Essential courses only

Support

- Weekly mtg with counselor
- Weekly progress/grade tracking
- 1:1 tutoring and interventions

## INDIVIDUALIZED SUPPORT FOR THOSE WHO NEED IT MOST

Before a student may join the THRIVE *Flex* programming, the following must be complete:

- Referral from the student's home district counselor
- Intake meeting with THRIVE Flex team to determine eligibility and supports needed for success
- Complete THRIVE *Flex* Agreement, which includes the guarantee of a weekly meeting with the THRIVE Director of Students Services and additional expectations for student success.

Questions about THRIVE FLEX? Email [thrivelearningcollab@newcastle.k12.ok.us](mailto:thrivelearningcollab@newcastle.k12.ok.us)

# Enrollment and Admission Procedures



## 01 Enroll in a Participating District

All students who attend THRIVE must be enrolled in one of our participating districts. Full enrollment requirements for your district must be complete before beginning coursework with THRIVE.

## 02 Complete THRIVE Enrollment Agreement

The THRIVE Enrollment Process can be found on our website, [www.thrivelearningcollab.org](http://www.thrivelearningcollab.org). Please allow for 48 hours for processing.



## 03 Complete Onboarding Sessions

All parents and students must complete New Student Orientation before beginning coursework with THRIVE. This is to ensure students and parents have a full understanding of how to be successful in virtual learning. New Student Orientation information will be sent via email before session begins.



**Students who enroll with THRIVE Learning Collaborative will be committing to a full semester of enrollment. There will be an enrollment cutoff date for each semester. No enrollments or adjustments will be accepted after those dates. There will be no exceptions to this policy unless the home district deems the situation an emergency.**



THE ROAD TO  
STUDENT SUCCESS!

## Expectations of a THRIVE Student

### CLASS SESSION EXPECTATIONS

- Be on time
- Use first and last name on Zoom profile
- Mute your mic when not speaking to avoid background noise/feedback
- Camera is turned on at all times with student in view (unless otherwise noted by your instructor)
- Ensure camera background does not cause distractions to the learning environment
- Appearance, language and behaviors in class sessions must follow the same rules as the traditional environment



### ATTEND DAILY CLASS SESSIONS

Class sessions take place Monday-Thursday, meet via Zoom and follow a consistent schedule with typically one session per day. Attendance in class sessions are required and count towards attendance.

*\*Working/CareerTech students with conflicting schedules may request an alternative attendance requirement.*



### MEET WEEKLY COURSEWORK REQUIREMENTS

Students have 7 days to complete weekly assigned coursework (Monday - Sunday). If coursework is not complete, the student may be marked absent.



### TEACHER COMMUNICATION

Communication with teachers through the various THRIVE platforms, attend tutoring sessions (if applicable), and communication in class sessions are necessary for student success.



# Parent/Guardian Responsibility



## Parents Become a Learning Coach

Virtual learning is a home-based learning opportunity and parents/guardians take on the role of the Learning Coach. This gives parents additional responsibilities, such as providing instructional support, monitoring student engagement and progress, and communicating with teachers consistently.

### ***A student's learning coach must be responsible for:***

- Maintaining access to a working computer and internet
- Establish an environment that is supportive to student learning
- Support and guide your student throughout the semester
- Know and follow the Academic and Attendance Policies
- Communicate and respond to THRIVE teachers and staff regularly

## PARENTS IN THE KNOW



THRIVE Learning Collaborative utilizes the Edgenuity Parent Portal. This is a tool to allow parents to have quick, easy, and up to date access to their students academic progress. Parents are encouraged to check their students portal at least once per week to best support their student.

Parents will also have access to a Schoology account. This will allow you to receive notifications on attendance, monitor class meetings and schedules, communicate with teachers, as well as have access to a variety of THRIVE resources to support your student. Don't forget to download the Schoology App!



schoology®

Visit our website for directions on utilizing Schoology!

# Attendance and Academic Policies



## Attendance

### LIVE Virtual Sessions

- It is required for all THRIVE students to attend the scheduled virtual class meetings with their core teachers each week.
  - Activities, reviews, practice, instruction, opportunities for student questions and clarification and more will take place at this time.
- Accommodations may be made for juniors and seniors with LIVE Session conflicts due to concurrent enrollment, on campus courses, career tech or a full-time job. Students must apply for AYSNC and provide documentation to be considered.

### Attendance in Coursework

- The student must complete all 5 days of their assigned coursework within the 7-day time period to receive full attendance for that week (Monday-Sunday).
- If a student becomes more than 10% behind in a course, they will be counted absent.
- A student should plan for, but not limited to 45 minutes per course, per day.

## Academics

All students are required to maintain the set target progress in all courses by the end of each week to avoid intervention requirements and absences.

### To support students, THRIVE provides:

- Weekly and semester assignment calendars are provided
- A color-coded progress bar for easy interpretation and guidance
- 7 days to complete the weeks assigned tasks in each course (Monday – Sunday)
- Tutoring sessions with teachers
- Guided Notes for core content
- Additional resources for difficult lessons

### Failure to Meet Progress

Students who become more than 10% behind in a course will be counted absent until target progress is under 10%.

*Students with an IEP may have an altered timeline to allow the IEP team to convene prior to probation/removal from THRIVE.*

**Grades and progress reports are sent to home districts each week for eligibility**

### Students that do not adhere to the policies set forth by THRIVE, the following will take place:

- Student will be placed on a THRIVE Intervention status until academics return to required target
  - Progress will be reviewed in 2 week increments and notice sent via email to student and parent
- Parent/Student conference with the THRIVE and/or district administration as deemed necessary
- Truancy policy set forth by the home district's Board of Education will be followed
- Revocation of admission to THRIVE Learning Collaborative for remainder of the year for students who remain in the Tier 4 Status without regaining progress.

# ACADEMIC INTEGRITY: HOW TO WRITE RESPONSIBLY



## What is Academic Integrity?

- Your work on each assignment is completely your own
- You will not practice plagiarism in any form
- You will not allow others to copy your work
- You will not utilize an AI resource to complete your assignments

## TIPS FOR WRITING RESPONSIBLY



Simply, use your own words



Stay away from AI generators.



Do not use the copy and paste feature from ANY source into Edgenuity



Trust yourself! YOUR words are important to us, not a computer generated response.



Ask your teacher for help. They are happy to help you!



Use the internet responsibly by using appropriate sites for research and writing help, however what you turn in must be your own words.

## WHAT HAPPENS IF I PLAGIARIZE?

You will likely be caught.

Teachers have multiple resources to check for academic integrity, including Artificial Intelligence detection. You will have an opportunity to redo the assignment utilizing your own work, however multiple detections of plagiarism will result in automatic zeros and no additional attempts will be allowed.





# SPECIAL SERVICES

## STUDENTS WITH IEP/504 PLANS

Students with an IEP or 504 Plan are welcomed to enroll into THRIVE! Our special services team will:

- Act as the liaison between THRIVE and each district's special services department
- Ensure accommodations and modifications have been implemented
- Collaborate to schedule IEP/504 meetings and ensure THRIVE staff are in attendance (virtually)
- Provide a list of available accommodations/modifications and services available within THRIVE
- Hold additional weekly tutoring sessions for struggling students
- Be a resource for students and families

**Case managers:** All IEP's and 504 Plans will continue to be managed by the participating district. THRIVE will work in *collaboration* with district special services to become another member of the student's team and to ensure all students are receiving the proper supports.

## IEP/504 PLAN AMENDMENTS

Accommodations, modifications and services from a traditional learning environment are not all always conducive to the online environment, therefore the district team should ALWAYS review and amend the IEP/504 Plan before transitioning a student to THRIVE and make necessary adjustments and indicate change of placement on the proper documents. This lies within the responsibility of the participating district.

## SERVICES

**Academic Services:** THRIVE does not have direct services available at this time. All students attending THRIVE should have IEP's amended to indicate "monitor only" for academics.

**Related services:** Related services will continue to be provided by the participating district when appropriate. The district will work with the families on scheduling and adjustments to those services.

## ASSESSMENTS

All assessments required for special service identification, continuation, and yearly data collection are to be completed by the participating district. THRIVE will collaborate and/or assist in the process when appropriate, however the responsibility will remain with the district.

**QUESTIONS ABOUT  
SPECIAL SERVICES?**

**BROOKE HESKEW  
THRIVE SPECIAL SERVICES**

bheskew@newcastle.k12.ok.us

**KAISHA MATHIS  
THRIVE DIRECTOR**

kmathis@newcastle.k12.ok.us

# College and Career Services



## Graduation Requirements

THRIVE Learning Collaborative students must complete the required graduation requirements set forth by their home districts. Each district meets the required minimum requirements set forth by the Oklahoma State Department of Education. THRIVE staff coordinates with each district to ensure students are enrolled appropriately. Early graduation is addressed within each individual home district and must be approved by the students home district administrator before additional courses can be assigned.

---



## Concurrent Enrollment

Students may earn credit for high school graduation and college credit at the same time. Please contact your home district counselor or administrator for more information on concurrent procedures.

---



## Technology Centers

Juniors and Seniors are able to enroll in one of the many programs offered at their districts partnering technology center. Interested students should contact their high school counselor for admission criteria and forms, transportation and additional requirements.

---



## Individual Career Academic Plan (ICAP)

THRIVE students in grades 6-12 will work on fulfilling their ICAP requirements and activities with THRIVE teachers and staff partnered with the student's home district. ICAP activities are a requirement of the Oklahoma State Department of Education for graduation.

# Important Information



## Multi-Tiered System of Support (MTSS)

At THRIVE Learning Collaborative, we are committed to supporting the academic, social-emotional, and engagement needs of all our students through a Multi-Tiered System of Support (MTSS). As part of this framework, we monitor student progress and provide targeted interventions to ensure every learner has the opportunity to succeed. Notice will be sent to parents when their child has been placed in a Tiered Intervention Status and steps to take to provide opportunities for success.

---

## Oklahoma/District Testing Requirements

All students who attend THRIVE Learning Collaborative will be required to participate in all Oklahoma state assessments at their home district, as well as any other assessments deemed necessary by district or law. These assessments are **not** optional and will take place on the students home district campus. The student must participate on the date set forth by the home district, however adequate notice and necessary information will be given to ensure the process goes smoothly.

---

## Technology

Students may request to checkout a device from their home district. Students must follow the home districts policies for that checkout process. Students will return the device to their home district at the end of the school year or when student unenrolls from their district.

\*Phones and tablets do not work well with the curriculum, as many of the capabilities are restricted. A student must use a computer for full curriculum benefits.

---

## New Student Orientation

New student orientation will be included during “Welcome Week” via LIVE sessions. It will also be available upon initial login to THRIVE website. Details will be provided upon enrollment.

# Important Information



## At Home Materials and Resources

THRIVE Learning Collaborative students have access to workbooks (K-5) and note-taking guides (6-12) for core courses. These are provided to all students digitally through the courseware, however if paper copies are desired, students may request them through their teachers.

---



## Behavior Expectations

All students are to maintain their best behavior when conducting school online. This means that students are expected to always be respectful of the THRIVE teachers and staff, as well as other students. This includes interaction via email, THRIVE applications, phone calls, text messages, approved messaging apps, in-person sessions, and virtual class meetings.

*All students are expected to follow the home districts on campus rules while on a virtual session or on any site campus. Students that fail to follow behavior expectations will result in revocation of privileges.*

---



## 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.

# Important Information



## Threatening Behavior and Weapons

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

The possession of dangerous instruments or weapons on virtual sessions, on school property or at school functions or while in any bus or vehicle used by the school for transportation of students or teachers is forbidden. Dangerous instruments or weapons include, but are not limited to, firearms (guns), fireworks, explosives, knives, including automatic opening or switch blades, razors, clubs, chains, ammunition, sharps/shafts/points capable of skin penetration, or other instruments used for assault or injury is grounds for out of school suspension. Possession of a firearm will result in one full calendar year suspension from any session that involves other students, virtual or otherwise.

A parent, patron or student shall be reported to local law enforcement and DHS if threatening behavior (verbal or act) is deemed to reasonably have the potential to endanger students, school personnel or school property. This is in accordance with state law.



---

## THRIVE Learning Collaborative Notice

Students are required to follow these policies and procedures in regards to courses taken with THRIVE Learning Collaborative. These policies are in addition to the student's home district policies and procedures that students must follow. To access the student handbooks for your home district, please visit [www.thrivelearningcollab.org](http://www.thrivelearningcollab.org) or your home district's web page.



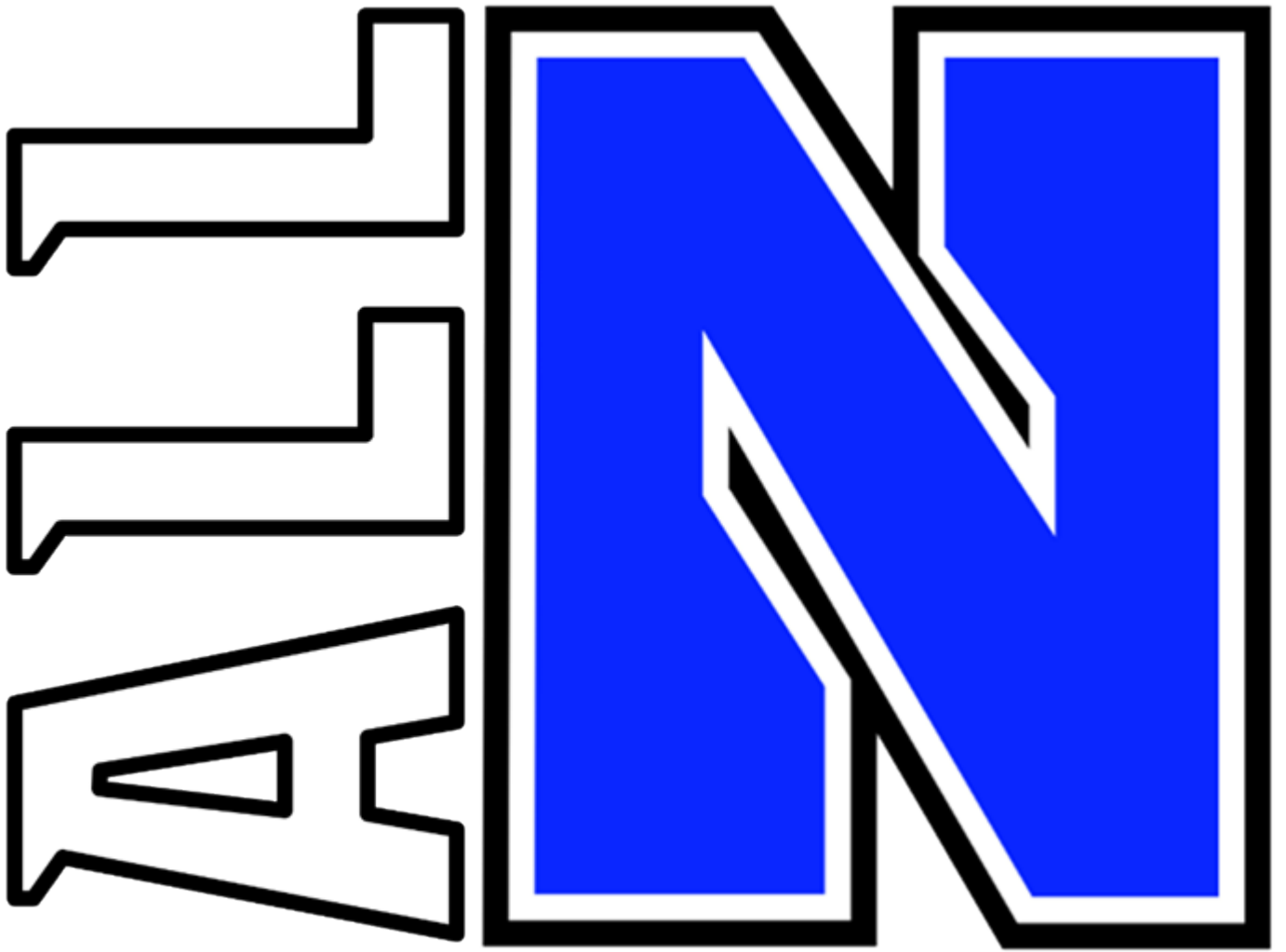
**WELCOME!**

[www.thrivelearningcollab.org](http://www.thrivelearningcollab.org)

[thrivelearningcollab@newcastle.k12.ok.us](mailto:thrivelearningcollab@newcastle.k12.ok.us)

405-267-0414

**EVERY** student deserves to **THRIVE!**



Newcastle High School

Student Handbook 2025-2026

Newcastle Public School | [www.newcastle.k12.ok.us](http://www.newcastle.k12.ok.us)

## **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.

## **High School Directory**

Mr. Adam Hull - Principal  
Dr. Genevieve Craig - Assistant Principal  
Mr. Jeff Brickman - Director of Athletics  
Ms. Emily Summers - A - G Counselor  
Ms. Sara Root - H - P Counselor  
Ms. Abby Hall - Q - Z Counselor  
Ms. Mikayla Foreman - Receptionist  
Mrs. Kyndal Wilmot - Attendance Secretary  
Mrs. Crystal Williams - Registrar  
Ms. Leigh Heatly - Internship Coordinator  
Ms. Kaisha Mathis - THRIVE Principal

## **District Administration**

Dr. Cathy Walker - Superintendent  
Kristi Ferguson - Assistant Superintendent  
Jonathan Atchley - Executive Director of  
Academics

## **Academic Testing for Students in a school year**

### **ACT Test- Juniors**

April, 2026

The Spring ACT assessment is funded by the Oklahoma State Department of Education for Juniors in all Oklahoma schools. The high school building test coordinator will register all 11th grade students. Newcastle High School has selected the ACT as the College and Career Readiness Assessment (CCRA).

### **ACT National Testing Dates**

National test dates are set on Saturdays. Students may go to [www.act.org](http://www.act.org) for dates and information. Students taking residual tests at college sites on school days will have that day counted towards total absences for the semester unless used as one of the allowed college visitation days.

### **ASVAB- Sophomores, Juniors, Seniors**

The ASVAB is a timed, multi-aptitude test, and is developed and maintained by the Defense Department (DoD). The ASVAB helps the DoD not just determine whether you are a good fit to join the service, but also which service branch you might be best for and even what military jobs you can hold after you finish basic training or boot camp. All students in grades 10th-12th are required to take the assessment.

### **Naturalization Assessment- completed before high school graduation**

House Bill 2030 requires high school graduates in Oklahoma to pass a citizenship test before they can receive their diploma. Newcastle High School will provide the assessment as part of the required US History course. Students enrolled concurrently in US History will be assessed before the end of their Junior year. Students are required to correctly answer 60 out of 100 questions found on the United States naturalization test.

### **OSTP Science- Juniors**

April, 2026

All Juniors are required to take an assessment in Science.

### **OSTP U.S. History- Juniors**

All Juniors are required to take an assessment in U.S. History.

### **Proficiency Based Test**

Contact the building test coordinator for more information.

### **PSAT/NMSQT Test- Juniors**

October, 2025

Juniors are encouraged to take the PSAT/NMSQT which is the qualifying assessment for consideration for National Merit honors..

### **Activity Trips/Athletic 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. 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**

AP and Pre-AP courses are designed for students who are academically motivated and want to be challenged. Accelerated and Pre-AP classes require more of a student which may include time commitment. The Advanced Placement curriculum is designed to prepare our students for post-secondary education. 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. All courses designated as Pre-AP or AP level courses are weighted on a 5.0 grading scale.

### **Announcements**

The Pledge of Allegiance and Moment of Silence are led daily during the 1st hour. Announcements are delivered to students through their Infinite Campus Student Portal. Announcements and updates are released in the Racer Review newsletter as well. Please, be sure all emails and contacts are up-to-date in IC to receive all other updates.

### **Articles Prohibited in School - MAY BE CONFISCATED**

Problems arise when students bring articles that are hazardous to the safety of others or interfere in some way with the school learning environment. Prohibited items include but are not limited to (unless approved within a classroom by a teacher): radios, headphones, skateboards (unless in a secure location such as a locker), handheld computer games, roller blades/skates, and cell phones if not turned off during class, Bluetooth speakers and/or boom boxes. These items will be taken from a student and released (upon request) to the custodial parent or guardian. The school will not be responsible for any confiscated item that is lost or stolen.

### **Asbestos Notification**

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

### **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/Dances/Other School Activities**

Assemblies/programs are held for several purposes - to teach, to entertain, to honor, to display school spirit, etc. Students are expected to exhibit good behavior and to act responsibly and respectfully as an audience member.

- Attendance at assemblies/programs is required unless nonattendance is approved in advance by the building administrator for compelling reasons, i.e. religious reasons, etc. *Failure to report to your assigned seating area or assigned area will result in a truancy and possible disciplinary action.*
- Additionally, these are expected behaviors:
- Follow assembly instructions given by the teacher/administrator
- Sit where you are assigned.
- Avoid talking, clapping, yelling, or indicating your approval or disapproval when it is inappropriate to do so, i.e. a National Honor Society induction requires silence; pep rallies require audience participation. [Even pep rallies have a time for listening/cheering. Know when those times are and respect them.]
- You are responsible for the way you treat other people.
- Honor and respect the dignity of the program.

It is the intention of the school that dances are pleasant and safe events; therefore, the following guidelines are to be followed:

- All students, including guests, must have a photo ID to enter the dances.
- Any student or guest with an odor of alcohol on them or showing signs of drugs, i.e. slurring speech or unusual eye appearance or movement, will be cited by the security officers and suspended from school according to policy. Additionally, anyone suspended from a dance for use of drugs or alcohol will be prohibited from attending all school activities for the remainder of the school year, including prom.
- Disrespectful attitudes or behavior directed towards parents or school officials who are supervising the dances will not be tolerated and could result in removal and/or suspension from school.
- Fighting or any disruptive behavior that would create a need for intervention by school officials or security will be cause for removal from the dances. School policies will be in effect, and appropriate action will be taken in determining consequences for the disruptive behavior.
- Public display of affection or sexually suggestive dancing is considered inappropriate behavior for school dances. Students who persist in those kinds of behaviors will be removed from the dances.
- No re-entry to dances will be allowed.

**Disciplinary action will be taken for those students who are disruptive or uncooperative. Assemblies, pep rallies, etc. may be discontinued in any given year if behavior continues to be inappropriate. These expectations apply to all school sponsored events/activities away and at home including athletic contests.**

## **Attendance Procedures**

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 student is absent to verify the absence. If a parent/guardian contact is not received within 4 days of the absence, the absence will be changed from unverified to truant.

## **Verified/Unverified Absence/Tardy Codes:**

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

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); ISI (in school intervention); OFF (office); HB (homebound); QA (absence due to a state qualifying event); FNL (funeral). UVA (unverified absent) TRU (Truant). Tardy Codes: TU (unverified tardy); TE (verified tardy).

## **College Visits**

College Visits: Students in 9th and 10th grade will be allowed one (1) college visit per year (1 day total); students in 11th and 12th 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. Students should provide documentation of the visit upon return to school.

## **Activity Absence**

Students are not allowed to exceed 10 Activity Absences during a school year. 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.

## **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 the 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

### **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 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.

### **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 or VA. If a student exceeds the eight (8) absences per class, a No Credit (NC) will be posted in place of a letter grade. The Assistant Principal will inform the student when they exceed eight (8) absences.

### **Verified Absence with Medical Documentation (AM) or (AMC)**

AM- The code will be used when a doctor's note is provided to the attendance office. Doctor's notes must be provided within 4 days of the absence.

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

### **Second Semester Senior Attendance**

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. When students are marked tardy, they will be able to access their number of tardies in Infinite Campus. At the teacher's discretion, students may be referred for discipline consequences if tardies become excessive for any class period.

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

- 1st Tardy: Warning
- 2nd Tardy: 1 PM Detention
- 3rd Tardy: 2 PM 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 the 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 officials of a student's absence.
- Leaving class without permission.
- Leaving class and not reporting to a designated place.
- Erroneous phone calls to have a student dismissed from class.
- Other fraudulent attempts to be absent from school are 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.

## **Non-Attendance Notification**

Parents/guardians will receive notification from the high school when a student misses four (4) days and eight (8) days in a semester regardless of the reason. If a child is absent without valid excuse for nine (9) 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 Due to a VERIFIED or UNVERIFIED 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. While absent, students should regularly check their school email, Google Classroom, and Infinite Campus for any assignments or changes to the assignments.

### **Assignments Missed Due to an Extended Absence**

If students anticipate their absence will go beyond FOUR school days, students should request assignments by emailing the teacher. 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 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.

### **Late Work**

Late work 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.

### **Check Out Procedures**

For safety purposes, students will only be released to adults listed in Infinite Campus. The adult must show photo identification before the student will be released to their custody. It is the responsibility of the parent to keep contacts up-to-date at all times

## **Bullying, Intimidation, Harassment**

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

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

- a. **Physical Bullying:** includes harm or threatened harm to another's body or property, including, but not limited to, what would reasonably be foreseen as a serious expression of intent to inflict physical harm or property damage through verbal or written speech or gestures directed at the student-victim, when considering the factual circumstances in which the threat was made and the reaction of the intended victim. Common acts include tripping, hitting, pushing, pinching, pulling hair, kicking, biting, starting fights, daring others to fight, stealing or destroying property, extortion, assaults with a weapon, other violent acts, and homicide.
- b. **Emotional Bullying:** includes the intentional infliction of harm to another's self-esteem, including, but not limited to, insulting or profane remarks, insulting or profane gestures, or harassing and frightening statement, when such events are considered in light of the surrounding facts, the history of the students involved, and age, maturity, and special characteristics of the students.
- c. **Social Bullying:** includes harm to another's group acceptance, including, but not limited to, harm resulting from intentionally gossiping about another student or intentionally spreading negative rumors about another student that results in the victim being excluded from a school activity or student group; the intentional planning and/or implementation of acts or statements that inflict public humiliation upon a student; the intentional undermining of current relationships of the victim-student through the spreading of untrue gossip or rumors designed to humiliate or embarrass the student; the use of gossip, rumors, or humiliating acts designed to deprive the student of awards, recognition, or involvement in school activities; the false or malicious spreading of an untrue statement or statements about another student that exposes the victim to contempt or ridicule or deprives the victim of the confidence and respect of student peers; or the making of false statements to others that the student has committed a crime, or has an infectious, contagious, or loathsome disease, or similar egregious representations.
- d. **Sexual Bullying:** includes harm to another resulting from, but not limited to, making unwelcome sexual comments about the student; making vulgar, profane, or lewd comments or drawings or graffiti about the victim; directing vulgar, profane, or lewd gestures toward the victim; committing physical acts of a sexual nature at school, including the fondling or touching of private parts of the victim's body; participation in the gossiping or spreading of false rumors about the student's sexual life; written or verbal statements directed at the victim that would reasonably be interpreted as a serious threat to force the victim to commit sexual acts or to sexually assault the victim when considering the factual circumstances in which the threat was made and the reaction of the intended victim; off-campus dating violence by a student that adversely affects the victim's school performance or behavior, attendance, participation in school functions or extracurricular activities, or makes the victim fearful at school of the assaulting bully; or the commission of sexual assault, rape, or homicide. Such conduct may also constitute sexual harassment – also prohibited by Newcastle Public Schools.

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

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

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

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

Students are encouraged to inform school personnel if they are the victim of or a witness to acts of harassment, intimidation, or bullying (see examples in the section above). Reports can be made using STOP IT ([9https://www.newcastle.k12.ok.us/STOPit.aspx](https://www.newcastle.k12.ok.us/STOPit.aspx)), or telling a teacher or administrator at the school site.

Please contact our school counselor if you need additional resources and information about bullying.

For additional information, please refer to the district's policy FNCD which can be found on the district website.

### **Personal Electronic Devices**

Cell phone use is not permitted during the school day, from "Bell to Bell." Per state law SB 139. Personal electronic devices must be put away and not used during the school day. Disciplinary action will be taken for any student violating this policy.

## **Chase Morris Act**

See link - [Newcastle High School Chase Morris Policy](#)

### **Cheating/Academic Dishonesty**

Dishonesty serves to undermine the academic and intellectual integrity of the school. Cheating will be considered the act or intent of gaining or giving knowledge for an assignment or test answer by fraudulent means. More specifically, cheating involves, but is not limited to the following actions:

- To use the work of another person as your own.
- To copy any information from another student (unless allowed to do so by a teacher).
- To plagiarize- plagiarism means using another person's idea, expression of words without giving the original author credit.
- To prepare for the cheating in advance. Such action involves (1) having in your possession a copy of a test or assignment to be given or having been given by a teacher, (2) using the textbook or notes during a test or exam, (3) talking while taking quizzes, tests, etc., (4) looking over and copying work during tests, etc.
- To fail to follow test procedures or instructions announced by the teacher (do not turn around in your seat, etc.)
- To furnish another student information which can be used to cheat.
- To use any form of Artificial Intelligence (A.I.) to complete any or all of an assignment, project, or assessment.

Academic Dishonesty is a serious offense. If caught cheating, the student(s) may be given a grade of zero for the assignment or exam. The offending student(s) is/are also subject to disciplinary action. Students should be aware that many school organizations have additional consequences for cheating

## **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.

## **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 with as severe violations.

## **Citations/Tickets/Contraband**

When school officials and/or law enforcement authorities deem necessary, a student may be issued a municipal citation. Citations could be issued for trespassing, truancy, tobacco, alcohol, drugs, profanity, assault, fighting, vandalism, destruction of school property or equipment, harassment or creating a disturbance (among other rule violations). Any student driving a car onto school property is to ensure that vehicle does not contain alcohol, controlled substances, weapons, or any other item(s) banned from school. Students who drive the vehicle to school will be held responsible for the vehicle. All vehicles are subject to random searches. Violations will result in disciplinary action and possible police referral.

## Class Officers

The Junior and Senior 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. \*The 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:
- 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 students 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.

## Clubs and Organizations

**Academic Team** - Academic teaming is a daily instructional model which involves students organized into small, diverse teams with clear protocols for engaging in standards-based academic work.

**Art Club** - The Art Club is a place for practicing artists to hone in on their skills, develop their techniques and portfolios, collaborate with other artists like themselves, create bonds with the community through the arts.

**BPA** - Business Professionals of America is the premier CTSO for students pursuing careers in business management, information technology, finance, office administration, health administration, and other related career fields.

**Book Club** - A reading group, usually consisting of a number of people who read and talk about books based on a topic or an agreed-upon reading list.

**Color Guard** - The purpose of the color guard is to interpret the music that the marching band or drum and bugle corps are playing via the synchronized work of flags, rifles, the air blade, and through dance.

**Creative Writing/Poetry Club** - A place where students can share their own ideas in the form of poems, stories, narratives, or spoken words. We meet to share our writing and give support to each other as writers. We also host contests, enter regional contests, and do service projects such as book drives.

**FCCLA** - Family, Career And Community Leaders of America is a national CTSO for young men and women in FCS education in public and private schools through grade 12. To strengthen the function of the family as a basic unit of society.

**FFA** - FFA is an intracurricular student organization for those interested in agriculture and leadership.

**SOARR** - The Multicultural Club is created to educate students and increase cultural awareness. Multicultural-of, relating to or constituting several cultural or ethnic groups within a society.

**National Honor Society** - Elevates the school's commitment to the values of scholarship, service, leadership, and character. Open to Sophomores, Juniors, and Seniors who have a GPA of 3.5 or higher.

**Science Club** - Science club is an organization, which helps in the development of scientific attitude and develop a genuine interest in science and scientific activities, supplements the work of the classroom and the laboratory, and parts the syllabus on a practical basis.

**Spanish Club** - The purpose of the Spanish Club is to foster interest in the Hispanic culture and to provide an opportunity to speak Spanish in an informal setting and to learn more about the Hispanic world.

**Student Council** - A group of students who are elected by other students to represent them in school government and to help plan activities for the students.

## **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. Participation in the commencement ceremony shall be governed by the Site Administrators.

**Guidelines for the commencement ceremony include the following:** A student can participate in Newcastle High School Commencement Ceremonies 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 18 credits of coursework required 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.

### **Concurrent Enrollment**

Juniors and Seniors are eligible to attend Concurrent courses. For eligibility purposes, students enrolled in concurrent classes are required to submit their college grades to their counselor weekly. Students who fail to report grades will receive a grade of an F for the course for the purposes of weekly eligibility.

**Please refer to the Newcastle High School Course Guide for more detailed information.**

### **Conduct at ExtraCurricular Activities**

During the school year, students will have many opportunities for involvement in extra activities. Students are representing the Newcastle School District during the school day and during school sponsored activities. Acceptable behavior is required during on and off campus events and is subject to the authority of school officials [21 O.S. § 643, 21 O.S. § 650 and 650.1, 21 O.S. § 844, 21 O.S. § 1363, 70 O.S. § 24-101]. School personnel are an important part of any decision concerning student involvement. Personnel will always consider grades, attitude, and behavior. This applies to all related activities. Studies have shown the most successful students are those who remain active. We encourage our entire student body to find their niche and to get involved.

Students engaged in extracurricular activities are representing the Newcastle Public School District and often serve as role models for others. The District desires to educate and protect students from activity which may negatively impact the student and/or District. Incriminating photos or statements depicting hazing, sexual harassment, vandalism, stalking, underage drinking, illegal drug use or other inappropriate behavior will be subject to disciplinary action up to and including being removed from the team/organization by the head coach/sponsor and/or the Director of Athletics or the principal.

### **Derogatory Language/Symbols**

Derogatory racial, ethnic, profane, obscene, indecent, or sexual language, verbal or nonverbal, intended to offend or abuse or not is not allowed and subject to disciplinary action.

## **Detention**

Students may be assigned Morning, or PM detention by teachers and administrators. Administrators can assign In School Intervention as a consequence to behavior, etc.

## **Digital Citizenship (Cyber Bullying/Sexting)**

Any electronic resources provided to or owned by students will be used in accordance with NPS District Policy. This includes but is not limited to any device that can electronically receive or capture text, audio, or images and/or electronically transmit text, audio, images, the internet, online bulletin boards and blogs.

When using an electronic resource, students should not participate in the following:

- Disclose any sensitive, proprietary, confidential (including names) information about other students.
- Should never be discourteous or impolite.
- Post any material including photos, videos, and texts that are obscene, demeaning, defamatory, profane, libelous, threatening, harassing, abusive, hateful, or embarrassing to another person or any other person or entity.
- Violate copyright, trademark, and fair use laws
- Access web sites and/or download any text, picture, or online conferring that includes material that is considered to be obscene, derogatory, libelous, indecent, vulgar, profane, lewd, or advertises any product or service to minors prohibited by law; presents a clear and present danger or will cause the commission of unlawful acts or the violation of lawful school regulations.
- **All posts should be factual and in good taste. Everything a student posts online stays online forever.**

Activities commonly associated with computer hacking are not allowed and are subject to staff interpretation and disciplinary consequences. Neither the school's network nor the broader Internet (whether accessed on campus or off campus, either during or after school hours) may be used for the purpose of harassment. All forms of harassment in cyberspace often called cyberbullying are unacceptable.

**Sexting** is the sending, forwarding, displaying, posting, storing, or receiving of sexually explicit or sexually suggestive images or video via chat. Not only is sexting socially inappropriate, it could result in disciplinary action.

## **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.

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).

## **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, administrator, and/or school property will be subject to disciplinary action. The disciplinary action taken will depend on the severity of the violation and the number of violations.

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

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

Consideration will be given to alternative methods of punishment or consequences to ensure the most effective discipline is administered in each case. In all disciplinary actions, 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.

### **Directory Information**

Refer to 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 including fliers and posters (other than those being distributed by the school) is not allowed without permission from NPS Superintendent.

## **Dress Code**

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

### **General Guidelines:**

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

2<sup>nd</sup> Offense: 1 Detention

3<sup>rd</sup> Offense: 2 Detentions

4th and each successive violation referral to 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 the student being sent to the appropriate administrator.)*

## **Drugs and Alcohol Policy**

While on school property or at school sponsored events, students are forbidden to possess, use, share, deliver, assist in or participate in the transfer or sale, or be under the influence of alcoholic beverages; illicit drugs; illegal, controlled, addictive, or harmful substances (including over-the-counter substances that can have a stimulating or depressing effect, and synthetic marijuana known as K2 or spice); items represented to be any of the above substances; and/or drug paraphernalia.

### **Illicit drug definition is as follows**

Any controlled dangerous substance as defined in the *Uniform Controlled Dangerous Substances Act Oklahoma Statute-Title 63*

Any prescription drug possessed in violation of school policy

Any nonprescription drug possessed in violation of school policy

Any substance which is represented to be a prescription or nonprescription drug.

Any inhalant.

Any other chemical, synthetic, or natural substance which is capable of producing injury and is misused by a student

Anabolic steroids

### **Alcohol Definition**

Any intoxicating beverages as defined by Oklahoma law

Any low-point beer as defined by Oklahoma law

Any non-intoxicating beverage as defined by Oklahoma law

### **Drug Paraphernalia Definition**

All equipment, products, and materials of any kind which are used or intended for use in planting, propagating, cultivating, growing, harvesting, manufacturing, compounding, converting, producing, processing, preparing, testing, analyzing, packaging, repackaging,

storing, containing, concealing, injecting, ingesting, inhaling, or otherwise introducing into the human body a controlled dangerous substance in violation of the *Uniform Controlled Dangerous Substances Act Oklahoma Statute-Title 63*.

### **Use or Possession or Illicit Substances on School Property during the School Day or School Sponsored Activity**

Students using, in possession of, or after having controlled illicit substances, illegal drugs, wine, beer, intoxicating beverages, non-intoxicating beverages, and/or intoxicating substances during school, while attending a school sponsored/sanctioned activity, while on school premises or when being transported, will be suspended.

## **First Offense**

- Parents will be contacted.
- Law enforcement will be contacted if, in the opinion of the administration, circumstances warrant involvement.
- Out-of-school suspension ninety days or one full semester, whichever is longer. The suspension may be reduced to ten (10) days if the student and parent/guardian agree to sign a Student Assistance Program (SAP) Contract within five (5) days of the offense unless there are extreme circumstances as determined by each case.
- All costs associated will not be covered by Newcastle Public Schools.
- Failure to complete required activities of the SAP Contract within the prescribed time will result in reinstatement of the full suspension.

## **Second Offense**

- Parents will be contacted.
- Law enforcement will be contacted if, in the opinion of the administration, circumstances warrant involvement.
- If the second offense occurs within twelve (12) calendar months of the first offense, out-of-school suspension for not less than two (2) semesters.
- If the second offense occurs after twelve (12) calendar months of the first offense, students will be given the option to sign a second SAP Contract.
- All costs associated will not be covered by Newcastle Public Schools.
- Failure to complete required activities of the SAP Contract within the prescribed time will result in reinstatement of the full suspension.

## **Reasonable Suspicion**

If a student exhibits and/or appears to be under the influence of alcohol, illicit drugs, or over-the-counter medication at school or at a school sponsored event; the parent/guardian of such student will be notified immediately so that medical attention may be obtained if necessary. Any teacher, who has reasonable cause to suspect a student may be under the influence of or has possession of non-intoxicating beverages (beer, etc.), alcoholic beverages, or an illicit drug as defined herein, shall immediately notify a site administrator.

## **Sale or Distribution**

Any student who sells, distributes, or assists in the sale or distribution of alcohol, illicit drug, controlled, illegal, addictive, or harmful substances (including over-the-counter substances which have a stimulating or depressing effect); or items represented as any of these substances, will be suspended for two (2) semesters without a reinstatement option.

## **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 extracurricular 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.

## **Early Graduation**

### **REQUIREMENTS FOR SIX (6) SEMESTER EARLY GRADUATION**

- The student shall declare by the end of the sophomore year complete required form
- English III shall be successfully completed before the end of the first semester of the senior year
- Credits may be earned through proficiency testing with 90% accuracy, Concurrent courses, and/or online course through Newcastle Public Schools
- Credits earned through high school summer school will not be accepted for early graduation
- Parent conference is required

*Graduates must have eighteen (18) credits completed by the end of the 5th semester; the unweighted GPA of those eighteen (18) credits are used for valedictorian determination.*

### **REQUIREMENTS FOR SEVEN (7) SEMESTER EARLY GRADUATION**

- The student shall declare by the end of the junior year and complete required form
- English IV second semester course work must be completed by the end of the first nine (9) weeks of the senior year. Until the grade is received, the student will be enrolled in 2nd semester classes
- Credit may be earned through the proficiency testing with 90% accuracy, correspondence courses, and/or online course through Newcastle Public Schools
- Credits earned through high school summer school will not be accepted for early graduation
- Parent conference is required

## **Emergency Drills and 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.

## **Emergency School Closing**

School may be dismissed early or canceled due to bad weather conditions. 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 and radio stations for broadcast.

## **Equal Opportunity--Title IX Policy Notification**

It is the policy of the District to provide equal opportunities to otherwise qualified handicapped individuals and to all individuals without regard to race, color, national origin, disability, sexual orientation or age. This includes, but is not limited to, admissions, access to and treatment in educational services, financial aid and employment. Inquiries concerning the application of this policy may be referred to the Director of Special Services.

**Activities:** No person shall, on the basis of gender, be excluded from participation in, be denied benefits of, or be treated differently from another person in any interscholastic club or intramural athletics offered by a school. This regulation shall not apply to those activities where performance skills are the primary criteria for selection. Separate teams may be operated where and when: 1) Selection for such teams is based on competitive skill; and 2) The activity involved is a contact sport (including, but not limited to, wrestling, football, soccer, baseball and basketball). Programs and activities provide equal access to Boy Scouts and other designated youth groups. Please contact the Compliance Officer(s) with inquiries regarding nondiscrimination policies. The contact information is listed below.

**Grievance Procedure:** The District complies with the Civil Rights Laws (Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Title II of the Americans with Disabilities Act, the Age Discrimination in Employment Act, and Section 504 of the Rehabilitation Act of 1973) in assuring the students, parents, and employees of the District that the District does not discriminate on the basis of race, color, sex, national origin, disability, religion, or age. The Superintendent is designated by the Board to coordinate the District's efforts to comply with this assurance. **The Director of Special Education and the Director of Athletics are designated as the Compliance Officers.**

**Pre-filing Procedures:** Prior to the filing of a written complaint, the Complainant is encouraged to visit with the Compliance Officer to make a reasonable effort to informally resolve the problem or complaint.

### **Food and Drink in Classrooms**

Teachers decide if they will allow snacks and drinks in their classrooms and let students know as a part of the class rules.

### **Foreign Exchange Students**

Foreign Exchange Students (FXS) are accepted as guests of the district, and every effort is made to provide a well-rounded experience in high school. These students must be affiliated with the legitimate exchange agent who accepts ultimate responsibility for the individual while in school. FXS are given credit for the work completed at NHS and an official transcript is available upon request. However, FXS are not issued a Newcastle High School diploma even though they are invited to participate in the commencement exercises at the end of the school year. FXS students may be denied enrollment based on space, available resources, and site principal's discretion.

### **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.

## **FERPA**

### **NOTIFICATION OF RIGHTS UNDER FERPA for Elementary and Secondary Schools**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students ") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days after the day Newcastle High School receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the school to amend a record should write to the school principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to provide written consent before the school discloses personally identifiable information (P11) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of P11 from educational records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer 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 educational record in order to fulfill his or her professional responsibility.

Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Newcastle Public Schools to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202

See the list below of the disclosures that elementary and secondary schools may make without consent.

FERPA permits the disclosure of P11 from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, §99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures.

**The Uninterrupted Scholars Act** Public Law 112-278, allows schools to disclose P11 from the education records of a student without obtaining prior written consent of the parents or the eligible student. This includes P11 from records of students in foster care placement, an agency caseworker, or other representative of local child welfare agency or tribal organization when such agency is legally responsible for the care and protection of the student.

To other school officials, including teachers, within the educational agency or institution that the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1)(a)(i)(B)(2) are met. [§99.31(a)(1)]

- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. [§99.31(a)(2)]
- To authorized representatives of the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency in the parent or eligible student's State (SEA). Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal or State supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§99.31(a)(3) and 99.35)

- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. [(\$99.31(a)(4))]
- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve , prior to adjudication, the student whose records were released, subject to §99.38. [(\$99.31(a)(5))]
- To organizations conducting studies for, or on behalf of the school in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. [(\$99.31(a)(6))]

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

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- Consent before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)-
  1. Political affiliations or beliefs of the student or student’s parent;
  2. Mental or psychological problems of the student or student’s family;
  3. Sex behavior or attitudes;
  4. Illegal, antisocial, self-incriminating, or demeaning behavior;
  5. Critical appraisals of others with whom respondents have close family relationships;
  6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
  7. Religious practices, affiliations, or beliefs of the student or parents; or
  8. Income, other than as required by law to determine program eligibility.
- Receive notice and an opportunity to opt a student out of -
  1. Any other protected information survey, regardless of funding;
  2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
  3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
- Inspect, upon request and before administration or use -
  1. Protected information surveys of students;
  2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
  3. Instructional material used as part of the education curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State Law.

Newcastle School District has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Newcastle School District will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. Surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales, or other distribution.
- Administration of any protected information survey not funded in whole or in part by the Department of Education.
- Any non-emergency, invasive physical examination or screening as described above.

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

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202

## **Grading Policy**

### **Grades 9-12 Traditional Report Card**

A - 90-100

B - 80-89

C - 70-79

D - 60-69

F - 59 and lower

Semester grades are transcribed grades for courses and will be listed as letter grades. Most courses use a four point (4.0) grading scale.

Grades for Accelerated classes will be calculated using a five point (5.0) grading scale. High school transcripts will show both the unweighted (4.0) and weighted (5.0) grade point average. The unweighted grade point will be used for class rank.

## **Groups and Organizations**

Newcastle Public Schools offer a variety of clubs, both curricular and extracurricular.

### **Formation of Student Groups**

See board policy FMC

## **Graduation Requirements**

In accordance with state law, ALL students entering 9th grade will be enrolled in the college preparatory curriculum. Prior to entering the 10<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 6 units of electives for College Prep Curriculum or 8 for Core Curriculum. In accordance with H.B. 3218, all students graduating in the year 2016 and beyond will participate in the Oklahoma State School Testing Program.

See course description guide.

## **School Counselor**

The school 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.

## **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 around their neck on , 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.

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

## **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)

## **Homebound Program**

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

- A student must be unable to attend regular classes for a minimum period of two weeks because of illness.
- The attending physician must complete the State Department Physician Report stating diagnosis and estimated time to be missed.
- The Director of Special Services and Building Principal 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**

- Contact the student's assigned special education caseload teacher to obtain appropriate forms.
- Upon completion of this form by a medical doctor, return the form to the assigned special education caseload teacher.
- Once all required forms are completed the student's absences will be coded as Homebound (HB).
- Student's are responsible for completing assignments while homebound.
- In some cases, students will be provided a certified homebound teacher to provide instruction for a maximum of three hours per week by the homebound teacher. Scheduling of the instruction is to be determined by the assigned homebound teacher and student/parents.
- A doctor's statement and additional permission from the Director of Special Education will be required for any extension to the homebound application.

## **Parent Responsibilities**

- Secure physician form and return completed form to the Special Education Director promptly.
- Make arrangements with the homebound teacher for schedule. If changes arise, notify the teacher in a prompt manner.
- Be present at all sessions and provide an appropriate atmosphere for learning.
- Notify the assigned special education caseload teacher when the student will be returning to school and dropping homebound instruction.

## **Honor Cords**

Organizations must submit a written request to the building principal. The request should include all important information and must include academic or service 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 High School Principal. The following organizations have been approved to distribute honor cords:

- Armed Forces: Air Force, Army, Coast Guard, Marines, Navy, National Guard
- FCCLA
- Fine Arts
- FFA
- JOM
- Leadership
- Spanish Club
- National Honor Society
- National Technical Honor Society
- Oklahoma Blood Institute
- Quill and Scroll International Honor Society for High School Journalists
- Robotics
- Yearbook--Senior Editors

## **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 lanyard around their neck with their ID on it at all times. 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 detention. 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.

### **Infinite Campus Parent Portal**

Student attendance and grades may be accessed online through Newcastle Public Schools Parent Portal. To obtain access, please contact the site Registrar. Infinite Campus is an important means of staying up to date with your student's progress.

### **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 courses 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 expense

## **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
- Any items disruptive to the educational environment

### **Length of School Day**

All Students must be enrolled in 6 academic periods

### **Lunch**

Freshmen students are required to eat lunch on campus. Freshmen 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 students who leave campus during lunch will be referred to an administrator and will be assigned a consequence.

Food is not allowed to be ordered and delivered to students through any means during the school day.

## **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 is not permitted on 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 precedence 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 buses, 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.

## **OSSAA Scholastic Eligibility and Regulations**

A student must be maintaining a passing grade in all classes in order to participate in an activity. These regulations conform to Rules of the Oklahoma Secondary School Activities Association (OSSAA).

## **Parents Bill of Rights**

Refer to Board Policy EHBDBA.

### **Parent/Student Portal**

Newcastle Public Schools is able to provide parents the opportunity to view their child's school information via the web. The program that allows this is called Infinite Campus. This password protected website will allow parents to view their child's grades, assignments, school information and attendance. All a parent needs to gain access to the Newcastle Public Schools Parent Portal is a connection to the Internet.

### **Parking Lot/Student Vehicles**

Driving onto campus is a privilege and should be treated as such. For the safety of students and staff, all vehicles must be registered with the school. Parking permits must be purchased annually for \$20 in the main office. Parking permits should be affixed to the top right side of the back window of the vehicle. Students who have vehicles on the school grounds without a parking permit will be issued a fine, may have driving privileges revoked and/or vehicle impounded.

The following are basic parking guidelines:

- Always be a courteous and defensive driver while on campus.
- Only licensed and insured drivers with a parking permit will be allowed to park in the school parking lot and take only a single space.
- Students are not to park in staff parking. Designated staff parking areas are labeled.
- The speed limit in all areas of the parking lot is 10 mph.
- No parking on grass.
- No parking on curbs or no parking zones as indicated by diagonal lines, etc.
- Students and faculty should park in designated areas only.
- Handicap parking is available. Parking illegally in handicapped spaces will be monitored and will be subject to a fine.
- Parking permits should be affixed to the top right side of the back window of the vehicle.
- The parking lot will be monitored by SRO and administration.
- The school district assumes no liability for cars parked on school grounds at any time.

Upon arriving on campus, all students are to vacate vehicles. Failure to do so could result in disciplinary action. No students will be permitted to remain in vehicles for any reason. This includes waiting for rides or riders for Mid-America Technology Center.

All vehicles brought onto NPS campuses are subject to random searches. Students are responsible for any contraband that may be found in their vehicles and will be disciplined accordingly. [Section 1031, School Laws of Oklahoma]

### **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.

### **Prom**

The Prom is held each year for Newcastle students and their dates. Dates for prom must be classified as sophomores, juniors or seniors, or approved graduates. **NO FRESHMAN MAY ATTEND.**

### **Public Display of Affection**

Couples must conduct themselves in such a fashion that the attention of others is not attracted to their behavior. No public display of affection should occur during school time. Offending students will have the necessary disciplinary action taken.

### **Phone and Address Changes**

Address and contact information can be updated at any time via your Infinite Campus Parent Portal account. Updates via this method will automatically be sent to the attention of the site registrar for review and updated across our systems. You may also contact the Registrar immediately if there is a change in your address, telephone number, babysitter, or person to contact in an emergency. This information is very important in case your child becomes ill or is injured at school. House Bill 2518 amends law to allow surgery to be performed on a minor if parents cannot be reached (Effective 11/1/16).

### **Records Request**

Student transcripts are only available through Parchment and can be downloaded, mailed or sent to a third party. Current students are provided transcripts at no charge. Other records such as birth certificates, shot records, proof of enrollment verification, etc. must be requested by emailing [hsrecords@newcastle.k12.ok.us](mailto:hsrecords@newcastle.k12.ok.us). Please allow at least 24 hours for processing.

### **Schedules & Schedule Changes**

Changes will only be considered for legitimate reasons, such as a schedule conflict, meeting graduation requirements, or inappropriate placement as determined and recommended by a teacher or counselor with administrative approval. Computer errors, failure to be accepted into a program (MATC), incomplete schedules, duplication of courses, and failing to have met a prerequisite are all reasons for schedule changes. There will be no changes solely for the purpose of changing lunch times.

### **School Hours**

The normal school day is from 7:35a.m.-2:40p.m; however, students have the option to select a flex schedule. Athletics are offered from 2:40p.m.-3:40p.m. or until practice is over. Coaches may cancel practices due to meetings, inclement weather, or other events, and the information will be communicated directly to the student athletes. Students not having practice are expected to leave campus promptly after the 2:40 p.m. dismissal. Only students enrolled in a teacher's section are allowed to be in the class during the instructional time. Students who have a study hour and elect to stay on campus must study in the Media Center or College and Career Center. Students who do not have a 7th hour are expected to leave campus at 2:40 p.m.

### **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 costs 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 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 bags 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 readmitted to school. WARNING—Even though a parent might think that the constant re-application of lice shampoos, etc. may end the infestation, they actually risk poisoning the child and serious medical repercussions. (Lice shampoo/treatments are pesticides.)

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

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

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

1. Parents will be notified of the condition and the need for the child to be picked up from school. If parents cannot be reached the child will be placed in modified isolation and a letter sent with them at the end of the day.
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.

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.

### **School Owned Devices**

Newcastle Public School provides devices for all students in grades 6-12. Students will use the same device until graduation. The devices are used to access textbooks, assignments, projects ,etc. Students are required to have a device daily in their classes. Students have the option to purchase a yearly insurance plan.

Students are allowed to bring their own device but will need to check out a district owned device during state assessment tests and classroom assessments.

If a student leaves the district and does not return the device, the district reserves the right to pursue legal action.

### **School Visitors**

All visitors will be required to check in through the main office. We utilize the School Safe ID program and all visitors must provide a State issued ID or other acceptable forms of ID before being granted permission to enter further onto school grounds. Parents/guardians are always welcome.

Visitation by non-enrolled children is prohibited. The principal of the building shall have the authority and power to direct any person to leave the campus if they are interfering with the peaceful conduct of activities, commit an act that interferes with peaceful conduct of activities, and/or enters the institution for the purpose of committing an act that interferes with the safety, routine, and security of staff or students.

A person directed to leave campus for the above mentioned reasons will not be allowed back on campus within the next six months without contacting in writing within five (5) days of the incident and obtaining permission from Superintendent. [21 O.S. § §1375, 1376]

Bringing pets on campus is prohibited; only service animals as defined by federal law and following NPS District Board Policy will be allowed on school premises and in school building

## **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

## **Searches Involving Students**

The School Board and Administration reserve the right to search student's personal belongings, lockers, vehicles and persons 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**

All high school students are required to take comprehensive exams each semester. Beginning in the Fall semester of 2024, students will have the option to exempt two semester finals. The criteria to be eligible to exempt two semester exams is as follows:

#### **Eligibility Criteria:**

1. **Grade Requirements:**

- Students must maintain a minimum grade of **B** (80% or higher) in the course throughout the semester.
- The grade will be calculated based on all assessments and assignments up to the week before final exams.

2. **Attendance Requirements:**

- Students must have no more than **3 absences** (verified or unverified) with an **A** per semester course.
- Students must have no more than **2 absences** (verified or unverified) with a **B** per semester course.

#### **Exemption Process:**

1. One week before the final exam period, teachers will review student eligibility.
2. Eligible students will be notified of their exemption status.
3. Students must confirm their acceptance of the exemption within 48 hours of notification.

#### **Additional Policies:**

1. Exempted students will receive their current course grade as their final grade.
2. Students may choose to take the final exam even if exempt. The exam grade will only be counted if it improves the student's overall course grade.
3. Exemptions are determined on a course-by-course basis.
4. Students cannot be exempt from the same course in the fall semester and spring semester.

#### **Exceptions:**

1. State-mandated end-of-course exams cannot be exempted.
2. Students with any suspensions or serious disciplinary infractions during the semester are not eligible for exemptions.

#### **Teacher Discretion:**

Teachers reserve the right to require a student to take the final exam, even if the student meets the exemption

criteria, if they believe it is in the best interest of the student's academic progress.

**Policy Review:**

This policy will be reviewed annually by the school administration and faculty to ensure its effectiveness and make any necessary adjustments.

**Sexual Harassment**

Newcastle High School will not tolerate sexual harassment by any of its employees or students. This policy applies to non-employee volunteers whose work is subject to the control of school personnel.

**Specific prohibitions which are unwelcome conduct of a sexual nature**

Conduct of a sexual nature may include verbal or physical sexual advances, including subtle pressure for sexual activity; touching, pinching, patting, or brushing against; comments regarding physical or personality characteristics of a sexual nature; and sexually-oriented “kidding”, “teasing”, double meanings, and jokes.

Verbal or physical conduct of a sexual nature may constitute sexual harassment when the allegedly harassed person has indicated it is unwelcomed.

For the purpose of this policy, unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment if:

Submission to or rejection of the conduct is used as a basis for a decision affecting the harassed student

The conduct substantially interferes with a student’s school performance or creates an intimidating, hostile, or offensive environment

A person uses his/her authority to solicit sexual favors or attention from a student when the student’s failure to submit will result in adverse treatment, or when the student’s acquiescence will result in preferential treatment, or A student subjects another student to any unwelcome conduct of a sexual nature.

**Report, Investigation, and Sanctions**

It is the expressed protocol of Newcastle High School to encourage victims of sexual harassment to come forward with such claims.

Students are urged to immediately report any unwelcome conduct of a sexual nature if such conduct interferes with the student's work performance or creates a hostile or offensive working or educational environment.

Confidentiality will be maintained and no reprisals or retaliation will be allowed to occur as a result of the good faith reporting of charges of sexual harassment.

In determining whether the alleged conduct constitutes sexual harassment, the totality of the circumstances, the nature of the conduct and the context in which the alleged conduct occurred will be investigated. Any student found to have been engaged in sexual harassment shall be subject to sanctions including, but not limited to warning or suspension.

### **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.

**Student Code of Conduct**

A primary responsibility of schools in Oklahoma and their professional staff 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.

#### **Students Who Pose a Threat to School**

School districts do not have to provide educational services in a regular setting to students who have been removed from school (in any state) by a judge or administrative proceeding for threatening school staff and students. Students will be provided services in an alternative education setting which may include virtual school.

#### **Suicide Prevention**

According to HB 1623, teachers, counselors, principals, administrators, or other school personnel upon determining that a student is at risk of attempting suicide, shall notify the parents or legal guardians immediately upon determining that such risk exists. For resources visit: <http://sde.ok.gov/sde/suicide-prevention>

#### **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**

##### **IN SCHOOL INTERVENTION (ISI)**

The objective of this program is to provide an alternative to out-of-school suspension for those students who fail to function acceptably in the education setting. ISI is in lieu of the regular day. For a student to be placed in ISI, parental contact will be made. The student will sign a procedural contract so there is no misunderstanding about the intent of the ISI Program and its policies/ procedures. Failure to follow the policies of ISI will result in immediate out-of-school suspension. **Any student placed in ISI will not be allowed to participate in any school activity including practice until their consequence has been fully served.**

## **Out of School Suspension (OSS)**

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.

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

*Note: This list is not meant to be all inclusive.*

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.

The suspended student shall have the right to appeal the decision. The appeal process can be found in Board Policy EK.

## **Textbooks, Library Books & Technology**

Hardcover textbooks are available for some courses and can be checked out by the student in the Media Center; however, the majority of textbooks can be accessed online. In the event a textbook, library book or technology is lost, stolen, or damaged; the student will be assessed a fee. The school is authorized to withhold transcripts or other records if a textbook including technology is not returned. [70 O.S. § 16-121]

### **Threatening Behavior**

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.

A parent, patron or student shall be reported to local law enforcement and DHS if threatening behavior (verbal or act) is deemed to reasonably have the potential to endanger students, school personnel or school property. This is in accordance with state law.

### **Tobacco**

State law [63 O.S. § 1-1523] and the board policy prohibit the use and possession of tobacco and or e-cigarettes on the school campus or school grounds. Students and/or patrons are not permitted to use, sell or have in their possession tobacco in any form while on school grounds or at school activities.

This includes but is not limited to - cigarettes, vapor-atomizers, e-juice, “trippy stix”, dip, cigars, and nicotine oil. Students in violation of this policy will be dealt within the following manner:

- 1st Offense - 3 days ISI, a citation and parental contact\*
- 2nd Offense - 5 days ISI, a citation and parental contact\*
- 3rd Offense - Out of School Suspension, a citation and parental contact\*

\*Law enforcement will be contacted if circumstances warrant and a citation is issued.

### **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.

### **Transcripts**

To receive a copy of a high school transcript, students must: Go to the Newcastle High School webpage and locate the Request Transcript link. Students will request their transcript through Parchment. We're offering this service to make ordering transcripts easier for you. It's also more efficient for your school and will deliver your transcripts to the colleges you choose in the format they prefer. There is a charge to process an official transcript. NOTE: STUDENTS BECOME RESPONSIBLE FOR THEIR RECORDS WHEN THEY REACH 18 YEARS OF AGE. SIGNED PERMISSION IS REQUIRED FOR PARENTS TO PICK UP DIPLOMAS AND/OR TRANSCRIPTS.

## **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**

To be considered as VALEDICTORIAN OF CLASS the following requirements must be met:

### **Class of 2026, 2027, and 2028**

Eligibility Criteria:

1. Grade Point Average (GPA)
  - a. Candidates must have achieved a 4.0 unweighted GPA throughout their high school career
  - b. GPA will be calculated based on all courses taken for high school credit.
2. Mathematics and Science Requirement
  - a. Candidates must have successfully completed a minimum of 4 courses for each during their high school career
3. Advanced Coursework
  - a. Candidates must have successfully completed at least 2 courses that are either:
    - i. Advanced Placement (AP) courses, or
    - ii. Dual Credit courses (college-level courses taken for both high school and college credit)
4. College Entrance Exam
  - a. Candidates must score a 27 or higher on the ACT or SAT equivalent

All students meeting the above-mentioned criteria will be honored as Valedictorian and ranked number one. Newcastle High School uses the unweighted GPA to determine Valedictorian status and is the preferred calculation of local colleges and universities.

### **Beginning with the Class of 2029**

1. Eligibility Criteria:
2. Grade Point Average (GPA):
  - a. Candidates must have achieved a 4.0 unweighted GPA throughout their high school career.
  - b. GPA will be calculated based on all courses taken for high school credit.
3. Mathematics, Science, History, English Requirement:
  - a. Candidates must have successfully completed a minimum of 4 courses for each during their high school career.
4. Advanced Coursework:
  - a. Candidates must have successfully completed at least 2 courses that are either:
    - i. Advanced Placement (AP) courses, or
    - ii. Concurrent enrollment courses (college-level courses taken for both high school and college credit)

### **Vandalism and Property Damage**

Our school building and equipment cost the taxpayers to purchase, construct, and maintain. Students who destroy or vandalize school property (including textbooks) will be required to pay for losses or damages. If students willfully destroy school property 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 building administrator.

### **Virtual/Distance Learning Guidance**

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

### **Weapons**

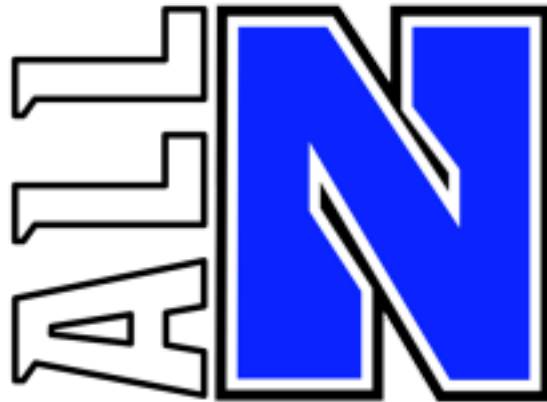
The possession of dangerous instruments or weapons on school property or other property adjacent to school property, at school functions or while in any bus or vehicle used by the school for transportation of students or teachers is forbidden. Dangerous instruments or weapons include, but are not limited to, firearms (guns), fireworks, explosives, knives, including automatic opening or switch blades, razors, clubs, chains, ammunition, sharps/shafts/points capable of skin penetration, or other instruments used for assault or injury is grounds for out of school suspension. Possession of a firearm will result in one full calendar year suspension

2025-2026 NMS Handbook Changes Guide

Page #	Change	Rationale
1	Updated the roles of NPS Board members.	
2	Updated list of office staff	
6	Under Tardiness:  Failure to arrive to detention will result in further intervention from administration <b>or a designated administrative intern.</b>	Red item added to reflect role of administrative interns.
17 - 22	Added Chase Morris Cardiac Arrest Emergency Action Plan in red.	State Law
23 - 24	Detention: Teachers use detention as a disciplinary action. This is a mandatory study time; therefore, all students must bring homework and study materials detention. There may be a restorative assignment added upon their arrival. <b>The restorative form is a reflective piece for the child that will be required to be completed at the beginning of detention in order for the detention to be served.</b>  <b>Failure to attend detention at the appointed time may result in ISI. <del>The student will also be required to fulfill their original detention obligation after the completion of the ISI</del></b>	Added red section in first paragraph to ensure restorative practices to address inappropriate behavior.  Deleted section would constitute double punishment and is not fair to students.
24	Detention: Second Offense - Conversation and/or	Added language to ensure parent contact should parents not

	warning from teacher and <del>phone call</del> <del>home</del> parent contact via phone or email.	answer the phone.
24	ISI:  In School Intervention is assigned by a principal or designated administrative intern regarding more serious behaviors.	Red section added to reflect role of administrative interns.
38 - 41	Staff List will be updated as new teachers are added to the team.	

# Newcastle Middle School Handbook - 2025-2026



**(405) 387- 3139**

**611 E. Fox Ln.**

**Newcastle, OK**

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

**Home of the Racers**

**School Colors**

**Royal Blue and White**

**Mascot**

**Racers**

## **School Board Members**

<b>President</b>	<b>Tiffany Eleyzyn</b>
<b>Vice President</b>	<b>Jeff Dingee</b>
<b>Clerk</b>	<b>Jeremy Gilbertson</b>
<b>Deputy Clerk</b>	<b>Valory Dalton</b>
<b>Member</b>	<b>???</b>

<b>Superintendent</b>	<b>Dr. Cathy Walker</b>
<b>MS Principal</b>	<b>Wade Hampton</b>
<b>MS Assistant Principal</b>	<b>Larry Morman</b>

<b>MS Counselor</b>	Toni Kammerlocher
<b>MS Counselor</b>	<del>Elaine Rabalais</del> Natalie Heathcoat
<b>Instructional Coach</b>	Jessica Howsley
<b>Athletic Director</b>	<del>Brent Hodges</del> Jeff Brickman
<b>MS Secretary</b>	<del>Emily Carter</del> Courtney Gossage
<b>MS Secretary</b>	<del>Tearsa Roddy</del> Madison Shirley
<b>MS Registrar</b>	Erica Lain

## **ACTIVITY ELIGIBILITY AND REGULATIONS**

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

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

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

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

\*Regulations of OSSAA Rule 3– Scholastic Eligibility

### Section 1 – Semester Grades

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

### Section 2 – Student Eligibility

#### During a Semester

- Scholastic eligibility for students will be checked at the end of the third week (during the fourth week) of a semester and each succeeding week thereafter.
- A student must be passing in all subjects in which he/she is enrolled during a semester. If a student is not passing all subjects in which he/she is enrolled at the end of the week, he/she will be placed on probation for the next one (1)

week period. If a student is still failing one or more classes at the end of his/her probationary one (1) week period, he/she will be ineligible to participate during the next one (1) week period. The ineligibility periods will begin on Monday and end on Sunday.

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

### Section 3 – Special Provisions

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

## ACTIVITY TRIPS

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

## AIDES (TEACHER/OFFICE/LIBRARY)

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

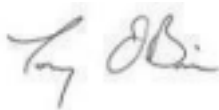
1. The student must have a minimum 2.50 weighted grade-point average and be approved by the receiving supervisor as well as the building principal.
2. The student must have no serious disciplinary action on his record, i.e. ISD or OSS. (Being placed in ISI or being suspended out of school may be grounds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

## ASBESTOS NOTIFICATION

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

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

Sincerely,



Tony O'Brien  
Superintendent

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

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

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

### **ATTENDANCE**

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

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

#### **Attendance Reporting Procedure**

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

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

## **Attendance Codes**

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

### **Unverified Absence Codes:**

UVA (unverified absence)

TRU (Truant)

### **Verified Absence Codes:**

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

### **Tardy Codes:**

TU (unverified tardy); TE (verified tardy)

## **Activity Absence**

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

### **Activity Absence for Spectators at Eliminating State Tournament Rounds**

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

### **Early Dismissal/Late Arrival**

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

### **Loss of Credit Due to Lack of Attendance**

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

A written appeal concerning attendance must be made to the Appeal Committee within four (4) days prior to the end of the

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

### **Verified Absence with Medical Documentation (AM)**

The AM code will be used for the following reasons:

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

### **Tardiness**

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

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

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

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

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

### **Unverified Absences**

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

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

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

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

## ASSIGNMENTS MISSED DURING ABSENCE

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

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

### Assignments Missed Due to an Extended Absence

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

### Assignments Missed Due to a School Activity Absence

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

## ASSEMBLIES

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

## STUDENT CONDUCT

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

Students are prohibited from bullying, harassing, threatening, or intimidating other students or school personnel.

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

#### Definitions:

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

described in several different categories.

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

reasonably be interpreted as a serious threat to force the victim to commit sexual acts or to sexually assault the victim when considering the factual circumstances in which the threat was made and the reaction of the intended victim; off-campus dating violence by a student that adversely affects the victim's school performance or behavior, attendance, participation in school functions or extracurricular activities, or makes the victim fearful at school of the assaulting bully; or the commission of sexual assault, rape, or homicide. Such conduct may also constitute sexual harassment – also prohibited by Newcastle Public Schools.

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

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

4. Harassment: The following actions may be considered “harassment”

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

### Student Reporting

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

### Staff Reporting

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

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

### Procedures

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

- a. If any person is aware of, observes, or is a victim of bullying, harassing, threatening, or intimidating behavior or communications from a student, such person must report the behavior or communication to the principal of the school on the appropriate form.

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

Reports may be made anonymously. However, no formal disciplinary action shall be based solely on the basis of an anonymous report. Reports shall be made immediately to the building principal by any school employee that has reliable information that would lead a reasonable person to suspect that a person is a target of 9 bullying.

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

### Parental Responsibilities

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

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

### Publication of Policy

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

an Internet website. The policy will be included in all student and staff handbooks.

REFERENCE: 21 O.S. §850.0

70 O.S. §24-100.2

**THIS POLICY IS REQUIRED BY LAW**

Students are prohibited from harassing, intimidating, or bullying other students on the basis of race, national origin, religion, and all forms of sex discrimination. Bullying acts by students have been described in several different categories.

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

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

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

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

2. "Electronic communication" means the communication of any written, verbal, or pictorial information or

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video content by means of an electronic device, including, but not limited to, a telephone, a mobile or cellular telephone or other wireless communication device, or a computer.

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

4. Harassment: The following actions may be considered “harassment”

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

Students are encouraged to inform school personnel if they are the victim of or a witness to acts of harassment, intimidation, or bullying (see examples in the section above). Reports can be made using STOP IT ([9https://www.newcastle.k12.ok.us/STOPit.aspx](https://www.newcastle.k12.ok.us/STOPit.aspx)), or telling a teacher or administrator at the school site.

Please contact our school counselor if you need additional resources and information about bullying. For additional information, please refer to the district's policy FNCD which can be found on the district website.

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## **BUS PROCEDURES**

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

### I. Prior to Loading (on the road and at school)

- A. Be on time at the designated school bus stops – keep the bus on schedule.
- B. Stay off the road at all times while waiting for the bus.
- C. Bus riders conduct themselves in a safe manner while waiting.
- D. Wait until the bus comes to a complete stop before attempting to enter.
- E. Be careful in approaching bus stops.
- F. Bus riders are not permitted to move toward the bus at the school loading zone until the bus has been brought to a complete stop.

### II. While on the Bus

- A. Keep hands and head inside the bus at all times after entering and until leaving the bus.
- B. Assist in keeping the bus safe and sanitary at all times.
- C. Avoid any loud noise that diverts the driver’s attention and may result in a serious accident. D. Treat bus equipment as you would valuable furniture in your own home. Damage to seats, etc., must be paid for by the offender.
- E. Bus riders should never tamper with the bus or any of its equipment.
- F. Leave no books, lunches, or other articles on bus.
- G. Keep books, packages, coats, and all other objects out of the aisles.
- H. Help look after the safety and comfort of small children.

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

III. After Leaving the Bus

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

IV. Extra-Curricular Trips

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

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

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

**BOARD POLICY FNG - WIRELESS TELECOMMUNICATION DEVICES**

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

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

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

Expectations for bringing a cell phone to school:

1. **With the guidance and approval of administration, it is the expectation that student cell phones will remain on silent and be put away or stored and not used during class time.**
2. The use of cell phones will only be allowed in special circumstances, for specific learning activities, and at the direction of the teacher.
3. Cell phones must be on silent upon entering the site building, unless directed by the teacher, and remain on silent through the remainder of the class day.
4. Cell phone cameras and audio recorders may be only used for specific educational benefit and only with prior permission of the teacher or administrator.
5. Considerable leniency for cell phone use will be allowed in emergency situations. However, cell phone use should not interfere with the student's ability to follow directions or adhere to safety advisement from school personnel.
6. Cell phones may be used in other areas within the school, on school grounds, and on school transportation as designated by the administration. Designated areas may vary from school to school with the district.
7. Students who choose to bring cell phones to school do so at their own risk. The school district assumes 13  
NO LIABILITY for lost or stolen cell phones.
8. Watches that possess activated functionality as a cellular device (cell phone) will fall under the provisions of this policy.

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

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

### **CHEATING/ACADEMIC DISHONESTY**

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

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

- Plagiarism- using another person's or entity's ideas, expressions, AI generated materials, or words as your own without giving the original author credit.
- Preparing to cheat- Examples of this may include: having in your possession a copy of a test or assignment to be given or having been given by a teacher, using a textbook notes or other materials without permission during a test or examination, and talking during a quiz, test, or examination.
- Not following test procedures or instructions given by your teacher or test administrator
- Providing another student with information that allows them to cheat, or otherwise provides an unfair advantage over other students (Example: Picture taking with cell phones)

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

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

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

## **CHECK OUT PROCEDURES**

No student may leave school except at regular dismissal time without checking out through the office.

If the student knows in advance that they need to leave school, a parent must phone or come by the office to check out the student. A student who does not check out (which includes prior parental permission AND signing out in the office) prior to leaving school anytime during the school day will

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

## **CLOSED CAMPUS**

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

## **CHILD NUTRITION**

A. Breakfast is served beginning at 7:20 in the school cafeteria. There is a grab-and-go breakfast served between 1<sup>st</sup> and 2<sup>nd</sup> hours for 1st hour athletic students and students who have received permission from the office. B. There are 3 lunch times and students will generally eat lunch with their grade level.

C. See <https://www.racercafe.org/> for information on school menus, meal pricing, and any additional information. D. Money may be added to a student's account by check/cash in the cafeteria or online through the gradebook portal. E. Students that do not have adequate funds for a meal that day will be provided a substitute meal. F. If a student was on free or reduced lunches last year, a new application must be filled out and submitted to maintain free and reduced status. Applications may be submitted at any time during the school year.

**G. Food and/or drinks are not allowed to leave the cafeteria.**

## **DELIVERIES**

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

## **CITIZENSHIP**

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

## **CONDUCT AND COURTESY**

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

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

## **CHASE MORRIS CARDIAC ARREST EMERGENCY ACTION PLAN**

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

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

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

The Cardiac Emergency Response Plan should be as follows:

### **1. Cardiac Emergency Response Team (CERT)**

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

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

### **Cardiac Emergency Response Team**

## **Name / CPR/AED Certification Expiration Date**

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

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

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

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

i. Recognize sudden cardiac arrest

- Unconscious and unresponsive
- Not breathing or not breathing normally

ii. Call 9-1-1

1. Provide organization address
2. Explain patient condition
3. Listen to the dispatcher
4. Answer questions
5. Notify other members of Cardiac Emergency Response Team

iii. Send someone to get the AED

- The closest member of the CERT should get the AED
- Bring AED supplies such as scissors, razor, towel, wipes, and gloves, if available.

iv. If there are enough people, send someone outside to wave down the ambulance.

v. Start CPR

- 100-120 compressions per minute
- Use 2 hands: The heel of one hand and the other hand on top (or one hand for children under 8 years old), pushing to a depth of 2 inches (or 1/3rd the depth of the chest for children under 8 years old)
- Follow the 9-1-1 dispatcher's instructions, if provided

vi. Use the AED as soon as it arrives

1. Turn it on
2. Place the pads as shown in the diagram on the pads
3. Follow the AED audio and visual (if available) instructions *Note: The AED will only deliver shocks if needed; if no shock is needed, no shock will be delivered.*

vii. Transition care to EMS:

- Transition care to EMS upon arrival so that they can provide advanced life support.

viii. Other Action to be taken by Staff:

- Confirm the exact location and the condition of the patient.
- Activate the Cardiac Emergency Response Team and give the exact location if not already done.
- Confirm that the Cardiac Emergency Response Team has responded.
- Confirm that 9-1-1 was called. If not, call 9-1-1 immediately.
- Assign a staff member to direct EMS to the scene.
- Perform "Crowd Control" – directing others away from the scene.
- Designate people to cover the duties of the CPR responders.
- Copy the patient's emergency information for EMS.
- Notify the patient's emergency contact (parent/guardian, spouse, etc.).

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

a. Minimum recommended number of AEDs for Newcastle Middle School

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

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

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

i. AEDs will be checked monthly.

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

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

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

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

#### AED Maintenance Team

Name	AED Location
Julie Woods NA	Central Hallway North Wall
Amanda Mars MA	8th Grade Hallway
Heidi Furnish BSN, RN Gym	

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

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

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

#### **4. Communication of this Plan**

- a. The Cardiac Emergency Response Protocol should be distributed to:
  - i. All employees at the start of each year, with updates distributed as made.
  - ii. Local emergency medical services

Person Responsible for Distribution: Heidi Furnish BSN, RN

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

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

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

- ii. Training should be provided by an instructor currently certified by a nationally recognized organization to conform to current guidelines for teaching First Aid, CPR and/or Emergency Cardiac Care (ECC).
- iii. Training may be traditional classroom, on-line or blended instruction but should include cognitive learning and hands-on practice.

#### **6. Conduct Practice Drills**

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

#### **7. Annual review and evaluation of the Plan**

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

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

- a. A contact list of individuals to be notified in case of a cardiac emergency.
- b. Determine the procedures for the release of information regarding the cardiac emergency.

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

### **Building Location Information**

Organization Name: Newcastle Middle School

Organization Address: 611 East Fox Lane, Newcastle OK 73065

AED Location: Central Hallway North Wall

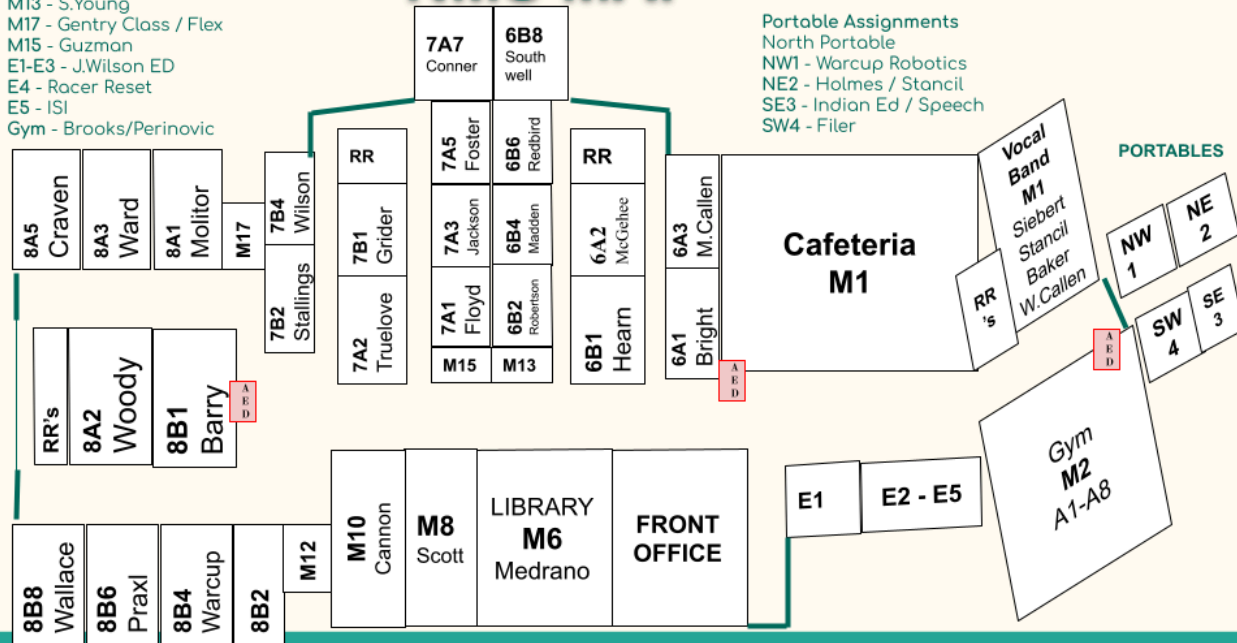
8th Grade Hallway

Gym

8B2 - Gentry/Howsley Office  
 M12 - Flex class / mixed use for Staff  
 M13 - S.Young  
 M17 - Gentry Class / Flex  
 M15 - Guzman  
 E1-E3 - J.Wilson ED  
 E4 - Racer Reset  
 E5 - ISI  
 Gym - Brooks/Perinovic

# NMS MAP

Portable Assignments  
 North Portable  
 NW1 - Warcup Robotics  
 NE2 - Holmes / Stancil  
 SE3 - Indian Ed / Speech  
 SW4 - Filer



## CITATIONS/TICKETS

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

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## CLUBS AND ORGANIZATIONS

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

## STUDENT CONDUCT AND DISCIPLINE

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

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

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

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

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

## **DISRUPTIVE OR INTERFERING BEHAVIOR**

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

- A. demonstrations
- B. sit-ins
- C. walk-outs
- D. blockages
- E. group violence
- F. disrespect or disobedience to school personnel
- G. **harassing, hazing, threatening, intimidating, bullying, or verbally abusing another person, including any gesture, written or verbal expression, or physical act that a reasonable person should know will harm another person, damage another's property, or insult or demean another in such a way as to disrupt or interfere with the District's educational mission**
- H. the use of obscene, lewd or profane language (visual and/or auditory)
- I. fighting
- J. disruptive publications and/or social media posts
- K. theft or inappropriate use of personal or school property
- L. possession or use of drugs, alcohol or weapons
- M. possession or use of tobacco, vapes, and vape products by minors
- N. failure to make reasonable attempt at course work
- O. assault and battery.

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

## **DETENTION**

Teachers use detention as a disciplinary action. This is a mandatory study time; therefore, all students must bring homework and study materials detention. There may be a restorative assignment added upon their arrival. **The restorative form is a reflective piece for the child that will be required to be completed at the beginning of detention in order for the detention to be served.**

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

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

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

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

First Offense - Conversation and notice from the teacher.

Second Offense - Conversation and/or warning from teacher and ~~phone call home~~ parent contact via phone or email.

Third Offense - Phone call home and detention will be assigned

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

## ISI

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

## DIRECTORY INFORMATION UNDER FERPA

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

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## 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;

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however, it is the responsibility of the student and the parent to adhere to these guidelines. Exceptions to this policy are at the discretion of the building principal. There may be clothing, hairstyles, and/or accessories not specifically addressed herein that might be so disruptive to the education process that the building principal may need to take immediate corrective action. In those cases requiring such action, the building principal may act immediately.

### **General Guidelines:**

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

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

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

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

## **DRUG AND ALCOHOL POLICY**

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

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

- affecting the central nervous system, vision, hearing, or other sensory or motor function;
- Using, possessing, selling, transferring, distributing, or bartering any drug paraphernalia.

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

## **FERPA RIGHTS NOTIFICATION**

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

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

Family Policy Compliance Office  
U. S. Department of Education

400 Maryland Avenue, SW  
Washington, DC 20202-4605

## **GRADE REPORTING**

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

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

## GUIDANCE COUNSELOR

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

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

## GYMNASIUM CARE

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

## HONOR ROLL

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

## IMMUNIZATIONS, ILLNESS AND ACCIDENTS

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

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

## INFORMATION CHANGES

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

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## 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

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variety of other information sources. The District provides a wide variety of opportunities for students and employees to use the District's computers to access the Internet. Through the Internet, it is possible to access material which may contain illegal, defamatory, inaccurate, pornographic, and/or offensive content. Due to the nature of the Internet, the District cannot guarantee that students and employees will not access such material. However, the District is committed to enforcing a policy of Internet safety and monitoring the Internet activities of its students.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

## **ITEMS PROHIBITED AT SCHOOL**

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

the offense. Examples of these items include, but are not limited to:

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

Other prohibited items include:

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

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

## **LIBRARY PROCEDURES**

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

## **MEDICAL TREATMENT**

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

A student who has a legitimate health need for a medicine shall deliver the medicine to the school principal, or his designee, in its original container with written authorization of the student's parent or guardian for the administration of the medicine. The parent's authorization must identify the student, the medicine, and include or refer to the label for

instructions on administration of the medicine. The medicine will be administered to the student only by the school principal or designee pursuant to the parent's instruction and the directions for use on the label or in the physician's prescription. **Forms for parental authorization of administration of medicines are available in the office of the building principal and on the school webpage.**

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

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

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

### **MEDICATION, SELF-ADMINISTRATION**

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

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

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

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self-administration of asthma and anaphylaxis medication shall be effective only for the school year in which the authorization is submitted by the parent or guardian.

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

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## **NOTICE OF NON-DISCRIMINATION**

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

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

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

### **Screening**

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

#### (1) Educational Screening

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

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

### **Evaluation**

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

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

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

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

\*Collection, disclosure, or use of personal information for marketing, sales, or other distribution. \*Administration of any protected information survey not funded in whole or in part by ED.

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

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

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202

### **PARENT/TEACHER CONFERENCES**

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

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

### **PUBLIC DISPLAY OF AFFECTION**

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

### **SAFE SCHOOLS HOTLINE**

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

### **SCHEDULE CHANGES**

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

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

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

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## **SCHOOL SAFETY**

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

## **SEARCH OF STUDENTS - Board Policy FNF**

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

## **SEARCH OF STUDENTS (REGULATION) Board Policy FNF-R**

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

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

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

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

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school. Students shall not exchange lockers or desks or use any lockers or desks other than those assigned to them by the principal.

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

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

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

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

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

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

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

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

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

**REFERENCE: 70 O.S. §24-102**

**70 O.S. §24-101.3**

## **SEMESTER TEST POLICY**

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

## **STOPIT APP**

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

## **SUSPENSION OF STUDENTS Board Policy FOD**

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

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

Any student may be suspended for:

- Violations of policy or regulations
  - Possession of an intoxicating beverage (See policy FNCE)
  - Possession of missing or stolen property if the property is reasonably suspected to have been taken from a student, a school employee, or the school during school activities.
  - Possession of a dangerous weapon or a controlled dangerous substance while on or within two thousand (2,000) feet of public-school property, or at a school event (Uniform Controlled Dangerous Substances Act) (See policies FNCE and FNCGA)
  - Possession of a firearm shall result in out-of-school suspension of not less than one year (See policy FNCGA) This may be modified by the administration on a case-by-case basis.
  - Any act which disrupts the academic atmosphere of the school, endangers, or threatens fellow students, teachers, or officials, or damages property.
  - Students in grades six through twelve found to have assaulted, attempted to cause physical bodily 28 injury, or acted in a manner that could reasonably cause bodily injury to a school employee or person volunteering for a school shall be suspended for the remainder of the current semester and the next consecutive semester. The term of the suspension may be modified by the school district superintendent on a case-by-case basis.
2. A full suspension shall not extend beyond the present semester and the succeeding semester except for violations of the Gun-Free Schools Act which provides suspensions for up to one calendar year. (See policy FNCGA.)
  3. Except under circumstances that require the immediate removal of a student or students, the parent(s) or legal guardian(s) shall be informed before a student is released from school.
  4. Any student who has been adjudicated as a delinquent and has been removed from a public or private school in this state or any other state for such an act, will not be enrolled in a regular classroom setting in the district but may be provided an alternative education solution until such time as that student no longer poses a threat to self, other students, or faculty.
  5. Students suspended out-of-school who are on an individualized education plan (“IEP”) pursuant to IDEA, P.L. No. 101-476 shall be provided the education and related services in accordance with the student’s IEP.
  6. A student who has been suspended for a violent offense that is directed towards a classroom teacher shall not be allowed to return to that teacher’s classroom without the approval of that teacher.

### **Procedural Steps to Suspension**

Before a student can be deprived by way of suspension of the student’s right to an education, the student has the right to notice of the alleged misconduct and an opportunity to respond to the allegations. The appropriate administrator shall have a conference with the student and shall provide the student with notice of the alleged misconduct and an opportunity to respond to the allegations. The administrator shall keep written records of each suspension conference identifying the date of the conference, the names of the persons present, the duration of the conference, and a summary of the statements of the persons present. When determining whether cause exists for suspension or determining the length of a suspension, the student’s prior history of disciplinary infractions during the current school year may be considered, particularly when similar infractions have occurred, and other forms of discipline have not deterred such behavior. The administrator shall consider and apply, if appropriate, alternative in-school placement options that are not to be considered suspension, such as placement in an alternative school

setting, reassignment to another classroom, or in-school detention. Except for suspensions for possession of a firearm which may be for a period of one (1) year, no suspension shall be longer than the remainder of the current semester and the succeeding semester.

### **Out-of-school suspension**

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

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

### **TELEPHONE**

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

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

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

### **TEXTBOOKS**

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

### **TRESPASSING**

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

### **TRUANCY**

An Unverified Absence (AA) is considered a truancy. Truancy is a very serious matter. A student is truant from school when he or she is absent from school without permission from either the parent/guardian and/or the school. Truancy may also be further defined as any time a student is not where he or she is supposed to be. Excessive absences may result in

serious consequences for the student. **The McClain County District Attorney will be notified in cases of excessive unverified absences (truancy).**

### VISITATION

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

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

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

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

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

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

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### Faculty/Staff Contact List

Teacher Name	Position	Email
Amanda Baker	Theater Arts	abaker@newcastle.k12.ok.us
Denise Barry	ELA - 7th and 8th	dbarry@newcastle.k12.ok.us
Brett Brooks	PE/Health	bbrooks@newcastle.k12.ok.us
Autumn Bright	Science 6	abright@newcastle.k12.ok.us
Kathy Cannon	Art	kcannon@newcastle.k12.ok.us

Megan Callen	ELA - 6th and 7th	mcallen@newcastle.k12.ok.us
Whitney Callen	Band	wcallen@newcastle.k12.ok.us
Ethan Conner	SPED/Athletics	econner@newcastle.k12.ok.us
Carol Craven	Science 8th/Athletics	ccraven@newcastle.k12.ok.us
Ashley Filer	Leadership/Athletics	afiler@newcastle.k12.ok.us
Aubrie Floyd	ELA/Athletics	afloyd@newcastle.k12.ok.us
Brenda Foster	SPED ELA	bfoster@newcastle.k12.ok.us
LeAnn Gentry	GT Coordinator	lgentry@newcastle.k12.ok.us
Rebecca Grider	Math-6th and 7th	rgrider@newcastle.k12.ok.us
Jorge Guzman-Moctezuma	Sped Math	jguzman@newcastle.k12.ok.us
Jessie Hearn	ELA 6th	jhearn@newcastle.k12.ok.us
Angela Madden	SS -6th	amadden@newcastle.k12.ok.us
Kelley McGehee	Math – 6 <sup>th</sup>	kmcgeehee@newcastle.k12.ok.us
Diane Medrano	Librarian	dmedrano@newcastle.k12.ok.us
Justin Molitor	Science 6th and 8th	jmolitor@newcastle.k12.ok.us
James Perinovic	Strength/Conditioning-PE-Athletic	jperinovic@newcastle.k12.ok.us
Stephanie Praxl	ELA - 8th	spraxl@newcastle.k12.ok.us
Karla Redbird	SPED - ELA/SS 6th	kredbird@newcastle.k12.ok.us
Ryan Robertson	Math 6th and 7th/Athletics	rrobertson@newcastle.k12.ok.us
Chance Scott	Yearbook/Fund of Tech/Athletics	cscott@newcastle.k12.ok.us
Ryan Siebert	Band	rsiebert@newcastle.k12.ok.us
Wes Southwell	Science – 6 <sup>th</sup> and 7 <sup>th</sup>	wsouthwell@newcastle.k12.ok.us
Glenn Stallings	Science – 7 <sup>th</sup> - Athletics	gstallings@newcastle.k12.ok.us
Sarah Stancil	Choir/Digital Media	sstancil@newcastle.k12.ok.us
Matt Truelove	Geography 7th/Athletics	mtruelove@newcastle.k12.ok.us
Tyler Warcup	Computer Science/Tech	twarcup@newcastle.k12.ok.us
Robert Ward	Math – 7 <sup>th</sup> and 8 <sup>th</sup>	rward@newcastle.k12.ok.us

Tanner Wallace	SS 8th	twallace@newcastle.k12.ok.us
Judd Wilson	Resource/Athletics	jwilson@newcastle.k12.ok.us

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

**DISTRICT MISSION STATEMENT**

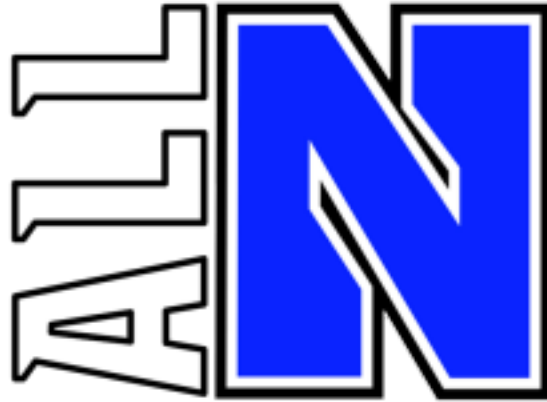
Newcastle Public Schools, as a caring community, guarantees high quality educational opportunities for the whole student every day and for the future.

**DISTRICT VISION STATEMENT**

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



# Newcastle Middle School Handbook - 2025-2026



**(405) 387- 3139**

**611 E. Fox Ln.**

**Newcastle, OK**

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

**Home of the Racers**

**School Colors**

**Royal Blue and White**

**Mascot**

**Racers**

## **School Board Members**

<b>President</b>	Tiffany Eleyzyn
<b>Vice President</b>	Jeff Dingee
<b>Clerk</b>	Jeremy Gilbertson
<b>Deputy Clerk</b>	Valory Dalton
<b>Member</b>	Ron Lock

<b>Superintendent</b>	Dr. Cathy Walker
<b>MS Principal</b>	Wade Hampton
<b>MS Assistant Principal</b>	Larry Morman

<b>MS Counselor</b>	Toni Kammerlocher
<b>MS Counselor</b>	Natalie Heathcoat
<b>Instructional Coach</b>	Jessica Howsley
<b>Athletic Director</b>	Jeff Brickman
<b>MS Secretary</b>	Courtney Gossage
<b>MS Secretary</b>	Madison Shirley
<b>MS Registrar</b>	Erica Lain

## **ACTIVITY ELIGIBILITY AND REGULATIONS**

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

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

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

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

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

#### **Section 1 – Semester Grades**

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

#### **Section 2 – Student Eligibility**

##### **During a Semester**

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

he/she will be ineligible to participate during the next one (1) week period. The ineligibility periods will begin on Monday and end on Sunday.

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

### Section 3 – Special Provisions

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

## ACTIVITY TRIPS

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

## AIDES (TEACHER/OFFICE/LIBRARY)

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

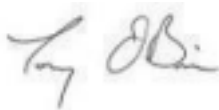
1. The student must have a minimum 2.50 weighted grade-point average and be approved by the receiving supervisor as well as the building principal.
2. The student must have no serious disciplinary action on his record, i.e. ISD or OSS. (Being placed in ISI or being suspended out of school may be grounds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

## ASBESTOS NOTIFICATION

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

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

Sincerely,



Tony O'Brien  
Superintendent

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

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

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

### **ATTENDANCE**

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

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

#### **Attendance Reporting Procedure**

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

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

## **Attendance Codes**

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

### **Unverified Absence Codes:**

UVA (unverified absence)

TRU (Truant)

### **Verified Absence Codes:**

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

### **Tardy Codes:**

TU (unverified tardy); TE (verified tardy)

## **Activity Absence**

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

### **Activity Absence for Spectators at Eliminating State Tournament Rounds**

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

### **Early Dismissal/Late Arrival**

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

### **Loss of Credit Due to Lack of Attendance**

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

A written appeal concerning attendance must be made to the Appeal Committee within four (4) days prior to the end of the

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

### **Verified Absence with Medical Documentation (AM)**

The AM code will be used for the following reasons:

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

### **Tardiness**

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

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

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

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

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

### **Unverified Absences**

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

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

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

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

## ASSIGNMENTS MISSED DURING ABSENCE

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

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

### Assignments Missed Due to an Extended Absence

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

### Assignments Missed Due to a School Activity Absence

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

## ASSEMBLIES

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

## STUDENT CONDUCT

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

Students are prohibited from bullying, harassing, threatening, or intimidating other students or school personnel.

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

#### Definitions:

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

described in several different categories.

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

reasonably be interpreted as a serious threat to force the victim to commit sexual acts or to sexually assault the victim when considering the factual circumstances in which the threat was made and the reaction of the intended victim; off-campus dating violence by a student that adversely affects the victim's school performance or behavior, attendance, participation in school functions or extracurricular activities, or makes the victim fearful at school of the assaulting bully; or the commission of sexual assault, rape, or homicide. Such conduct may also constitute sexual harassment – also prohibited by Newcastle Public Schools.

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

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

4. Harassment: The following actions may be considered “harassment”

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

### Student Reporting

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

### Staff Reporting

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

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

### Procedures

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

- a. If any person is aware of, observes, or is a victim of bullying, harassing, threatening, or intimidating behavior or communications from a student, such person must report the behavior or communication to the principal of the school on the appropriate form.

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

Reports may be made anonymously. However, no formal disciplinary action shall be based solely on the basis of an anonymous report. Reports shall be made immediately to the building principal by any school employee that has reliable information that would lead a reasonable person to suspect that a person is a target of 9 bullying.

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

### Parental Responsibilities

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

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

### Publication of Policy

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

an Internet website. The policy will be included in all student and staff handbooks.

REFERENCE: 21 O.S. §850.0

70 O.S. §24-100.2

**THIS POLICY IS REQUIRED BY LAW**

Students are prohibited from harassing, intimidating, or bullying other students on the basis of race, national origin, religion, and all forms of sex discrimination. Bullying acts by students have been described in several different categories.

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

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

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

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

2. "Electronic communication" means the communication of any written, verbal, or pictorial information or

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video content by means of an electronic device, including, but not limited to, a telephone, a mobile or cellular telephone or other wireless communication device, or a computer.

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

4. Harassment: The following actions may be considered “harassment”

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

Students are encouraged to inform school personnel if they are the victim of or a witness to acts of harassment, intimidation, or bullying (see examples in the section above). Reports can be made using STOP IT ([9https://www.newcastle.k12.ok.us/STOPit.aspx](https://www.newcastle.k12.ok.us/STOPit.aspx)), or telling a teacher or administrator at the school site.

Please contact our school counselor if you need additional resources and information about bullying. For additional information, please refer to the district's policy FNCD which can be found on the district website.

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## **BUS PROCEDURES**

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

### I. Prior to Loading (on the road and at school)

- A. Be on time at the designated school bus stops – keep the bus on schedule.
- B. Stay off the road at all times while waiting for the bus.
- C. Bus riders conduct themselves in a safe manner while waiting.
- D. Wait until the bus comes to a complete stop before attempting to enter.
- E. Be careful in approaching bus stops.
- F. Bus riders are not permitted to move toward the bus at the school loading zone until the bus has been brought to a complete stop.

### II. While on the Bus

- A. Keep hands and head inside the bus at all times after entering and until leaving the bus.
- B. Assist in keeping the bus safe and sanitary at all times.
- C. Avoid any loud noise that diverts the driver’s attention and may result in a serious accident. D. Treat bus equipment as you would valuable furniture in your own home. Damage to seats, etc., must be paid for by the offender.
- E. Bus riders should never tamper with the bus or any of its equipment.
- F. Leave no books, lunches, or other articles on bus.
- G. Keep books, packages, coats, and all other objects out of the aisles.
- H. Help look after the safety and comfort of small children.

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

III. After Leaving the Bus

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

IV. Extra-Curricular Trips

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

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

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

**BOARD POLICY FNG - WIRELESS TELECOMMUNICATION DEVICES**

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

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

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

Expectations for bringing a cell phone to school:

1. **With the guidance and approval of administration, it is the expectation that student cell phones will remain on silent and be put away or stored and not used during class time.**
2. The use of cell phones will only be allowed in special circumstances, for specific learning activities, and at the direction of the teacher.
3. Cell phones must be on silent upon entering the site building, unless directed by the teacher, and remain on silent through the remainder of the class day.
4. Cell phone cameras and audio recorders may be only used for specific educational benefit and only with prior permission of the teacher or administrator.
5. Considerable leniency for cell phone use will be allowed in emergency situations. However, cell phone use should not interfere with the student's ability to follow directions or adhere to safety advisement from school personnel.
6. Cell phones may be used in other areas within the school, on school grounds, and on school transportation as designated by the administration. Designated areas may vary from school to school with the district.
7. Students who choose to bring cell phones to school do so at their own risk. The school district assumes **NO LIABILITY** for lost or stolen cell phones.
8. Watches that possess activated functionality as a cellular device (cell phone) will fall under the provisions of this policy.

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

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

### **CHEATING/ACADEMIC DISHONESTY**

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

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

- Plagiarism- using another person's or entity's ideas, expressions, AI generated materials, or words as your own without giving the original author credit.
- Preparing to cheat- Examples of this may include: having in your possession a copy of a test or assignment to be given or having been given by a teacher, using a textbook notes or other materials without permission during a test or examination, and talking during a quiz, test, or examination.
- Not following test procedures or instructions given by your teacher or test administrator
- Providing another student with information that allows them to cheat, or otherwise provides an unfair advantage over other students (Example: Picture taking with cell phones)

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

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

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

## **CHECK OUT PROCEDURES**

No student may leave school except at regular dismissal time without checking out through the office.

If the student knows in advance that they need to leave school, a parent must phone or come by the office to check out the student. A student who does not check out (which includes prior parental permission AND signing out in the office) prior to leaving school anytime during the school day will

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

## **CLOSED CAMPUS**

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

## **CHILD NUTRITION**

A. Breakfast is served beginning at 7:20 in the school cafeteria. There is a grab-and-go breakfast served between 1<sup>st</sup> and 2<sup>nd</sup> hours for 1st hour athletic students and students who have received permission from the office. B. There are 3 lunch times and students will generally eat lunch with their grade level.

C. See <https://www.racercafe.org/> for information on school menus, meal pricing, and any additional information. D. Money may be added to a student's account by check/cash in the cafeteria or online through the gradebook portal. E. Students that do not have adequate funds for a meal that day will be provided a substitute meal. F. If a student was on free or reduced lunches last year, a new application must be filled out and submitted to maintain free and reduced status. Applications may be submitted at any time during the school year.

**G. Food and/or drinks are not allowed to leave the cafeteria.**

## **DELIVERIES**

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

## **CITIZENSHIP**

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

## **CONDUCT AND COURTESY**

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

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

## **CHASE MORRIS CARDIAC ARREST EMERGENCY ACTION PLAN**

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

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

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

The Cardiac Emergency Response Plan should be as follows:

### **1. Cardiac Emergency Response Team (CERT)**

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

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

### **Cardiac Emergency Response Team**

## **Name / CPR/AED Certification Expiration Date**

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

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

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

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

i. Recognize sudden cardiac arrest

- Unconscious and unresponsive
- Not breathing or not breathing normally

ii. Call 9-1-1

1. Provide organization address
2. Explain patient condition
3. Listen to the dispatcher
4. Answer questions
5. Notify other members of Cardiac Emergency Response Team

iii. Send someone to get the AED

- The closest member of the CERT should get the AED
- Bring AED supplies such as scissors, razor, towel, wipes, and gloves, if available.

iv. If there are enough people, send someone outside to wave down the ambulance.

v. Start CPR

- 100-120 compressions per minute
- Use 2 hands: The heel of one hand and the other hand on top (or one hand for children under 8 years old), pushing to a depth of 2 inches (or 1/3rd the depth of the chest for children under 8 years old)
- Follow the 9-1-1 dispatcher's instructions, if provided

vi. Use the AED as soon as it arrives

1. Turn it on
2. Place the pads as shown in the diagram on the pads
3. Follow the AED audio and visual (if available) instructions *Note: The AED will only deliver shocks if needed; if no shock is needed, no shock will be delivered.*

vii. Transition care to EMS:

- Transition care to EMS upon arrival so that they can provide advanced life support.

viii. Other Action to be taken by Staff:

- Confirm the exact location and the condition of the patient.
- Activate the Cardiac Emergency Response Team and give the exact location if not already done.
- Confirm that the Cardiac Emergency Response Team has responded.
- Confirm that 9-1-1 was called. If not, call 9-1-1 immediately.
- Assign a staff member to direct EMS to the scene.
- Perform "Crowd Control" – directing others away from the scene.
- Designate people to cover the duties of the CPR responders.
- Copy the patient's emergency information for EMS.
- Notify the patient's emergency contact (parent/guardian, spouse, etc.).

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

a. Minimum recommended number of AEDs for Newcastle Middle School

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

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

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

i. AEDs will be checked monthly.

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

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

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

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

#### AED Maintenance Team

Name	AED Location
Julie Woods NA	Central Hallway North Wall
Amanda Mars MA	8th Grade Hallway
Heidi Furnish BSN, RN Gym	

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

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

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

#### **4. Communication of this Plan**

- a. The Cardiac Emergency Response Protocol should be distributed to:
  - i. All employees at the start of each year, with updates distributed as made.
  - ii. Local emergency medical services

Person Responsible for Distribution: Heidi Furnish BSN, RN

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

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

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

- ii. Training should be provided by an instructor currently certified by a nationally recognized organization to conform to current guidelines for teaching First Aid, CPR and/or Emergency Cardiac Care (ECC).
- iii. Training may be traditional classroom, on-line or blended instruction but should include cognitive learning and hands-on practice.

#### **6. Conduct Practice Drills**

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

#### **7. Annual review and evaluation of the Plan**

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

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

- a. A contact list of individuals to be notified in case of a cardiac emergency.
- b. Determine the procedures for the release of information regarding the cardiac emergency.

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

### **Building Location Information**

Organization Name: Newcastle Middle School

Organization Address: 611 East Fox Lane, Newcastle OK 73065

AED Location: Central Hallway North Wall

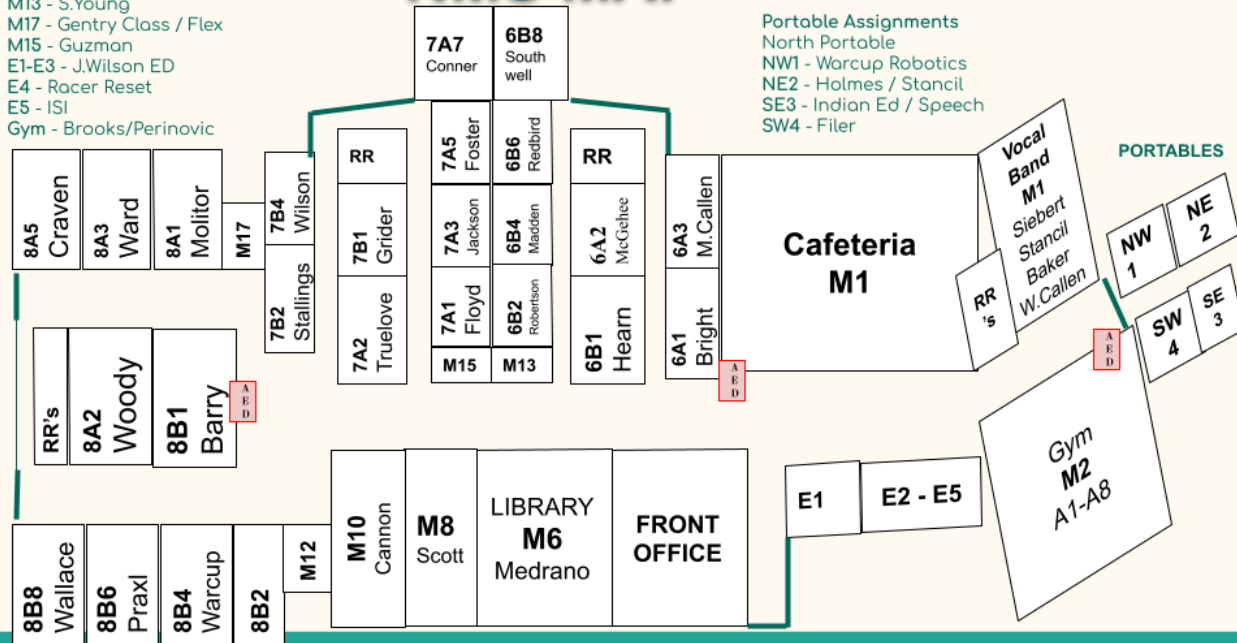
8th Grade Hallway

Gym

8B2 - Gentry/Howsley Office  
 M12 - Flex class / mixed use for Staff  
 M13 - S.Young  
 M17 - Gentry Class / Flex  
 M15 - Guzman  
 E1-E3 - J.Wilson ED  
 E4 - Racer Reset  
 E5 - ISI  
 Gym - Brooks/Perinovic

# NMS MAP

Portable Assignments  
 North Portable  
 NW1 - Warcup Robotics  
 NE2 - Holmes / Stancil  
 SE3 - Indian Ed / Speech  
 SW4 - Filer



## CITATIONS/TICKETS

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

## CLUBS AND ORGANIZATIONS

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

## STUDENT CONDUCT AND DISCIPLINE

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

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

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

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

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

## **DISRUPTIVE OR INTERFERING BEHAVIOR**

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

- A. demonstrations
- B. sit-ins
- C. walk-outs
- D. blockages
- E. group violence
- F. disrespect or disobedience to school personnel
- G. **harassing, hazing, threatening, intimidating, bullying, or verbally abusing another person, including any gesture, written or verbal expression, or physical act that a reasonable person should know will harm another person, damage another's property, or insult or demean another in such a way as to disrupt or interfere with the District's educational mission**
- H. the use of obscene, lewd or profane language (visual and/or auditory)
- I. fighting
- J. disruptive publications and/or social media posts
- K. theft or inappropriate use of personal or school property
- L. possession or use of drugs, alcohol or weapons
- M. possession or use of tobacco, vapes, and vape products by minors
- N. failure to make reasonable attempt at course work
- O. assault and battery.

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

## **DETENTION**

Teachers use detention as a disciplinary action. This is a mandatory study time; therefore, all students must bring homework and study materials detention. There may be a restorative assignment added upon their arrival. The restorative form is a reflective piece for the child that will be required to be completed at the beginning of detention in order for the detention to be served.

**Failure to attend detention at the appointed time may result in ISI.**

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

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

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

First Offense - Conversation and notice from the teacher.

Second Offense - Conversation and/or warning from teacher and parent contact via phone or email.

Third Offense - Phone call home and detention will be assigned

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

## **ISI**

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

## **DIRECTORY INFORMATION UNDER FERPA**

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

## **DISTRIBUTION OF MATERIALS ON CAMPUS**

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

## **DRESS CODE**

**Standards of Dress:** The following standards of dress are required of all students while attending school or

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

### **General Guidelines:**

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

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

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

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

## **DRUG AND ALCOHOL POLICY**

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

- Smoking, using, and/or possessing tobacco, including vapes and vaping liquid;
- Using, consuming, possessing, or being under the influence of, selling, transferring, distributing, or bartering any alcoholic beverage or low-point beer as defined by state law;
- Using, consuming, possessing or being under the influence of, selling, transferring, distributing, or bartering any narcotic drug, stimulant, barbiturate, depressant, hallucinogenic, opiate, inhalant, counterfeit drug, or any other

controlled dangerous substance which is capable of being ingested, inhaled, or absorbed into the body and affecting the central nervous system, vision, hearing, or other sensory or motor function;

- Using, possessing, selling, transferring, distributing, or bartering any drug paraphernalia.

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

## **FERPA RIGHTS NOTIFICATION**

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

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

Family Policy Compliance Office  
U. S. Department of Education

400 Maryland Avenue, SW  
Washington, DC 20202-4605

## **GRADE REPORTING**

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

requested through the office.

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

## **GUIDANCE COUNSELOR**

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

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

## **GYMNASIUM CARE**

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

## **HONOR ROLL**

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

## **IMMUNIZATIONS, ILLNESS AND ACCIDENTS**

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

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

## **INFORMATION CHANGES**

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

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

**General:** The Internet is an electronic highway connecting a multitude of computers throughout the world. Through the

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

## **ITEMS PROHIBITED AT SCHOOL**

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

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

Other prohibited items include:

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

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

## **LIBRARY PROCEDURES**

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

## **MEDICAL TREATMENT**

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

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

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

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

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

## **MEDICATION, SELF-ADMINISTRATION**

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

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

- Name of pharmacist.

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

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

## **NOTICE OF NON-DISCRIMINATION**

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

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

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

### **Screening**

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

#### (1) Educational Screening

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

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

### **Evaluation**

Evaluation means procedures used in accordance with Federal laws and regulations to determine whether a child has a disability and the nature and extent of the special education and related services that the child needs. The term means

procedures used selectively with an individual child and does not include basic tests administered or procedures used with all children in a school, grade, or class. Written consent of the parent or legal guardian for such evaluation must be on file with the local school district prior to any child receiving an initial evaluation for special education and related services purposes.

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

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

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

\*Collection, disclosure, or use of personal information for marketing, sales, or other distribution. \*Administration of any protected information survey not funded in whole or in part by ED.

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

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

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202

## **PARENT/TEACHER CONFERENCES**

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

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

## **PUBLIC DISPLAY OF AFFECTION**

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

## **SAFE SCHOOLS HOTLINE**

It is the desire of Newcastle Middle School and the State of Oklahoma that each school be a safe place for all students. We need your help. You can help by notifying an adult in the building or by calling the Safe Call Hotline at 1-877-723-3225, extension 651, when you have knowledge of drugs, weapons or violent acts in our schools, or other

schools. **The call is completely anonymous.** We simply receive a fax in our central office and we are required to take action on the information we are given.

## **SCHEDULE CHANGES**

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

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

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

## **SCHOOL SAFETY**

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

## **SEARCH OF STUDENTS - Board Policy FNF**

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

## **SEARCH OF STUDENTS (REGULATION) Board Policy FNF-R**

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

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

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

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

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

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

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

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

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

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

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

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

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

**REFERENCE: 70 O.S. §24-102**

**70 O.S. §24-101.3**

## **SEMESTER TEST POLICY**

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

## STOPIT APP

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

## SUSPENSION OF STUDENTS Board Policy FOD

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

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

Any student may be suspended for:

- Violations of policy or regulations
  - Possession of an intoxicating beverage (See policy FNCE)
  - Possession of missing or stolen property if the property is reasonably suspected to have been taken from a student, a school employee, or the school during school activities.
  - Possession of a dangerous weapon or a controlled dangerous substance while on or within two thousand (2,000) feet of public-school property, or at a school event (Uniform Controlled Dangerous Substances Act) (See policies FNCE and FNCGA)
  - Possession of a firearm shall result in out-of-school suspension of not less than one year (See policy FNCGA) This may be modified by the administration on a case-by-case basis.
  - Any act which disrupts the academic atmosphere of the school, endangers, or threatens fellow students, teachers, or officials, or damages property.
  - Students in grades six through twelve found to have assaulted, attempted to cause physical bodily injury, or acted in a manner that could reasonably cause bodily injury to a school employee or person volunteering for a school shall be suspended for the remainder of the current semester and the next consecutive semester. The term of the suspension may be modified by the school district superintendent on a case-by-case basis.
2. A full suspension shall not extend beyond the present semester and the succeeding semester except for violations of the Gun-Free Schools Act which provides suspensions for up to one calendar year. (See policy FNCGA.)
  3. Except under circumstances that require the immediate removal of a student or students, the parent(s) or legal guardian(s) shall be informed before a student is released from school.
  4. Any student who has been adjudicated as a delinquent and has been removed from a public or private school in this state or any other state for such an act, will not be enrolled in a regular classroom setting in the district but may be provided an alternative education solution until such time as that student no longer poses a threat to self, other students, or faculty.
  5. Students suspended out-of-school who are on an individualized education plan (“IEP”) pursuant to IDEA, P.L. No. 101-476 shall be provided the education and related services in accordance with the student’s IEP.
  6. A student who has been suspended for a violent offense that is directed towards a classroom teacher shall not be allowed to return to that teacher’s classroom without the approval of that teacher.

### Procedural Steps to Suspension

Before a student can be deprived by way of suspension of the student’s right to an education, the student has the right to notice of the alleged misconduct and an opportunity to respond to the allegations. The appropriate administrator shall have a conference with the student and shall provide the student with notice of the alleged misconduct and an opportunity to respond to the allegations. The administrator shall keep written records of each suspension conference identifying the date of the conference, the names of the persons present, the duration of the

conference, and a summary of the statements of the persons present. When determining whether cause exists for suspension or determining the length of a suspension, the student's prior history of disciplinary infractions during the current school year may be considered, particularly when similar infractions have occurred, and other forms of discipline have not deterred such behavior. The administrator shall consider and apply, if appropriate, alternative in-school placement options that are not to be considered suspension, such as placement in an alternative school setting, reassignment to another classroom, or in-school detention. Except for suspensions for possession of a firearm which may be for a period of one (1) year, no suspension shall be longer than the remainder of the current semester and the succeeding semester.

### **Out-of-school suspension**

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

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

### **TELEPHONE**

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

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

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

### **TEXTBOOKS**

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

### **TRESPASSING**

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

## TRUANCY

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

## VISITATION

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

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

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

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

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

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

### Faculty/Staff Contact List

Teacher Name	Position	Email
Amanda Baker	Theater Arts	abaker@newcastle.k12.ok.us
Denise Barry	ELA - 7th and 8th	dbarry@newcastle.k12.ok.us

Brett Brooks	PE/Health	bbrooks@newcastle.k12.ok.us
Autumn Bright	Science 6	abright@newcastle.k12.ok.us
Kathy Cannon	Art	kcannon@newcastle.k12.ok.us
Megan Callen	ELA - 6th and 7th	mcallen@newcastle.k12.ok.us
Pamela Welborn	Band	pwelborn@newcastle.k12.ok.us
Ethan Conner	SPED/Athletics	econner@newcastle.k12.ok.us
Dee Koehn	Science 8th	dkoehn@newcastle.k12.ok.us
Ashley Filer	Leadership/Athletics	afiler@newcastle.k12.ok.us
Aubrie Floyd	ELA/Athletics	afloyd@newcastle.k12.ok.us
LeAnn Gentry	GT Coordinator	lgentry@newcastle.k12.ok.us
Rebecca Grider	Math-6th and 7th	rgrider@newcastle.k12.ok.us
Lisa Deskin	Sped Math	ldeskin@newcastle.k12.ok.us
Jessie Hearn	ELA 6th	jhearn@newcastle.k12.ok.us
Angela Madden	SS -6th	amadden@newcastle.k12.ok.us
Kelley McGehee	Math – 6 <sup>th</sup>	kmcgeeh@newcastle.k12.ok.us
Diane Medrano	Librarian	dmedrano@newcastle.k12.ok.us
Justin Molitor	Science 6th and 8th	jmolitor@newcastle.k12.ok.us
James Perinovic	Strength/Conditioning-PE-Athletic	jperinovic@newcastle.k12.ok.us
Stephanie Praxl	ELA - 8th	spraxl@newcastle.k12.ok.us
Karla Redbird	SPED - ELA/SS 6th	kredbird@newcastle.k12.ok.us
	Math 6th and 7th/Athletics	
Chance Scott	Yearbook/Fund of Tech/Athletics	cscott@newcastle.k12.ok.us
David Craig	Band	dcraig@newcastle.k12.ok.us
Wes Southwell	Science – 6 <sup>th</sup> and 7 <sup>th</sup>	wsouthwell@newcastle.k12.ok.us
Glenn Stallings	Science – 7 <sup>th</sup> - Athletics	gstallings@newcastle.k12.ok.us
Olivia Duclos	Choir/Digital Media	oduclos@newcastle.k12.ok.us
Matt Truelove	Geography 7th/Athletics	mtruelove@newcastle.k12.ok.us

Tyler Warcup	Computer Science/Tech	twarcup@newcastle.k12.ok.us
Amber Mahaffey	Math – 7th and 8 <sup>th</sup>	amahaffey@newcastle.k12.ok.us
Tanner Wallace	SS 8th	twallace@newcastle.k12.ok.us
Judd Wilson	Resource/Athletics	jwilson@newcastle.k12.ok.us

Michael Wilson	Geography 7th/Athletics	michael.wilson@newcastle.k12.ok.us
Macy Woody	Math 7th and 8th	mwoody@newcastle.k12.ok.us
Kassidy Abel	Cheer, Digital Media, Science 6th	kabel@newcastle.k12.ok.us
Eric Mowdy	Social Studies 6th and 8th	emowdy@newcastle.k12.ok.us
Kayla Jackson	Special Ed ELA	kjackson@newcastle.k12.ok.us
Stephanie Young	Middle School Special Ed Resource Director	syoung@newcastle.k12.ok.us
<b>Admin and Office Staff</b>		
Wade Hampton	Principal	whampton@newcastle.k12.ok.us
Larry Morman	Assistant Principal	lmorman@newcastle.k12.ok.us
Toni Kammerlocher	Counselor	tkammerlocher@newcastle.k12.ok.us
Natalie Heathcoat	Counselor	nheathcoat@newcastle.k12.ok.us
Jessica Howsley	Instructional Coach	jhowlsley@newcastle.k12.ok.us
Erica Lain	Registrar	elain@newcastle.k12.ok.us
Courtney Gossage	Secretary	cgossage@newcastle.k12.ok.us
Madison Shirley	Secretary	mshirley@newcastle.k12.ok.us
Paula Bowden	Child Nutrition	pbowden@newcastle.k12.ok.us

**DISTRICT MISSION STATEMENT**

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

**DISTRICT VISION STATEMENT**

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





## NEWCASTLE ELEMENTARY SCHOOL

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

### **The Racer Creed**

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

### **NEWCASTLE ELEMENTARY SCHOOL**

Principal: Ashley Riley  
Queen

Physical Address: UES 418 NW 10th

Phone: LES 405-387-6388

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

Assistant Principals: Cathy Moore and Chelsea  
Physical Address: LES 410 NW 10th

Phone: UES 405-387-6474

District Fax: 405- 387-3482

## **HANDBOOK VERIFICATION FORM**

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

**Student's Grade:** \_\_\_\_\_ **Student's Teacher:** \_\_\_\_\_

### **PARENT/GUARDIAN AGREEMENT:**

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

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

**Parent/Guardian Email Address:** \_\_\_\_\_

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

### **STUDENT AGREEMENT:**

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

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

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

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

*online (preferred method) or download pages 2-5*

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

Thursday, August 28th, 2025.

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

**COMPUTER /INTERNET AGREEMENT**

**STUDENT AGREEMENT:**

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

\_\_\_\_\_  
**Student Signature (2nd - 5th Grade)**

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

**PARENT/GUARDIAN AGREEMENT:**

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

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

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

## **FIELD TRIP PERMISSION SLIP**

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

---

**Parent/Guardian Signature**

---

**Date**

## **SOCIAL MEDIA / YEARBOOK PERMISSION**

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

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

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

---

**Parent/Guardian Signature**

---

**Date**

## **WELCOME**

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

### **Newcastle Board Of Education Administration**

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

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

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

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

## **VISITORS TO CAMPUS**

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

## **LEGAL CUSTODIANSHIP**

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

## **ARRIVAL AND DISMISSAL**

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

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

## **DROP-OFF**

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

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

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

## **PICK-UP**

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

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

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

## **STUDENT CHECK-IN/OUT PROCEDURES**

If a student arrives late (after 8:45), parents must walk the student into the office and check him/her in with the secretary before they proceed to class. When checking a student out early, the Parent/Guardian (stated in Infinite Campus) will be required to provide identification before the student will be released.

All students must be checked out by 3:15 to avoid confusion and ensure a safe school environment. No students will be called out of class prior to the arrival of the parent/guardian.

## **CHECKING A STUDENT OUT DURING LUNCH/RECESS**

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

## **PARKING**

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

## **DESTINATION CHANGES**

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

## **ENROLLMENT**

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

## **ATTENDANCE POLICY**

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

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

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

Any student who is absent more than 8 days of school during the semester (two 9 weeks equals one semester) shall receive a notation on the attendance section of their report card of "Inadequate

attendance". Students receiving an IA are subject to retention. A student must be in attendance at least ninety percent (no more than 8 absences) to participate in school activities and be eligible to advance to the next grade level. Parents' notes or telephone calls, notes from a physician or court representative will verify the absence or tardy. Students will have (5) five days after each semester to obtain a doctor's note or court representative's note to file in the registrar's office. Hospitalization, contagious diseases or illness, which requires direct medical care by a physician, will constitute an exception.

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

### **RECORDS REQUEST**

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

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

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

### **TORNADO EVACUATION:**

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

### **SCHOOL COUNSELING SERVICES**

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

## **PERSONALLY IDENTIFIABLE INFORMATION**

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

## **CLASS PARTIES/DELIVERIES**

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

## **PROMOTION AND RETENTION**

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

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

## **STUDENT PROGRESS**

One quarter: 9 Weeks

Two quarters: 18 weeks or one semester

### Report Cards:

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

### Weekly folders:

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

should be signed and returned to school the following day.

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

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

### **TEXTBOOKS/LIBRARY BOOKS**

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

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

### **SEARCHES**

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

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

### **CAFETERIA**

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

### **CAFETERIA RULES**

1. The students will enter the cafeteria in a quiet and appropriate manner.
2. Students are allowed to talk quietly to the students sitting around them.
3. Do not throw or play with food. If food is dropped, pick it up.
4. Students must raise their hand to ask a duty teacher for permission to leave their seat for any reason.

5. No food or drinks can leave the cafeteria.

Consequences for continued failure to follow cafeteria rules:

- The students may be removed from the group, recess privilege may be removed and/or cafeteria clean-up duties may be assigned.

**BRING LUNCH TO YOUR STUDENT**

Times and Places to deliver meals:

- **2nd Grade** - 11:40 to the Lower Elementary Office
- **3rd Grade** - 10:40 to the Lower Elementary Office
- **4th Grade** - 11:30 to the Upper Elementary Office (before specials, because they do not come back to their classrooms)
- **5th Grade** - 10:40 to the Upper Elementary Office

**FREE & REDUCED LUNCHES**

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

**MEAL PAYMENT POLICY**

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

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

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

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

**FIELD TRIPS**

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

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

## **BUS/TRANSPORTATION RULES**

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

## **PLAYGROUND RULES**

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

## **TEMPERATURE**

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

## **PHYSICAL EDUCATION**

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

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

## **SCHOOL HEALTH**

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

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

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

## **PETS**

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

## **EMERGENCIES/FIRST AID**

Minor cuts and abrasions will be cleaned and covered with a bandage. We are not allowed to use any type of spray or ointment. In case of serious injury or illness/health emergency, we will make every effort to contact the parents or guardian, however, it is our school district's policy to first call paramedics. The district is not responsible for any transportation and/or medical costs associated with emergency care.

## **NURSE'S OFFICE REQUIREMENTS**

### **MEDICATION**

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

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

### **IMMUNIZATIONS**

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

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

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

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

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

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

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

## **Chase Morris- Cardiac Arrest Emergency Action Plan**

### **[Cardiac Arrest Emergency Action Plan](#)**

## **SUSPECTED CHILD ABUSE**

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

## **FERPA**

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

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

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

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

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

### **Hatch Amendment**

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

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

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

### **BILL OF RIGHTS**

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

### **SPECIAL EDUCATION**

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

- **Referral:** Preschool children ages 3 through 5 and students enrolled in K-12 who are suspected of having disabilities which may require special and related services, may be referred for a screening evaluation through the local schools. Our local school district coordinates with the Sooner State Early Intervention Program in referrals for identification and evaluation of infants and toddlers who may

be eligible for early intervention services from birth through 2 years of age, or for special education and related services beginning at 3 years of age. The Oklahoma Area-wide Service Information System (OASIS), through a toll free number (1-800-42OASIS), also provides statewide information and referrals to local schools and other service providers.

- **Screening:** Screening activities may include vision, hearing, and health. Other screening activities may include review of records and educational history, interviews, observations, and specially developed readiness or educational screening instruments. The Regional Education Service Centers provide assistance and consultation to local schools in these efforts.
  - **Readiness Screening:** Personally identifiable information is collected on all kindergarten and first grade students participating in school-wide readiness screenings to assess readiness for kindergarten and first grade. Results of the screening are made available to parents or legal guardians, teachers, and school administrators. No child shall be educationally screened for readiness or evaluated without notice to the child's parent or legal guardian.
  - **Educational Screening:** Educational screening includes procedures for the identification of children who may have special learning needs and may be eligible for special education and related services. Each school district in the state provides educational screening. Educational screening will not be administered to a student whose parent or legal guardian has filed a written objection with the local school district. All students shall be screened as needed or upon the request of the parent, legal guardian, or teacher. Students entering the school system from another state, a district within the state that has not provided a previous educational screening, or who have been homeschooled, shall be educationally screened within 6 months from the date of entry.
- **Evaluation:** *Evaluation* means procedures used in accordance with federal laws and regulations to determine whether a child has a disability and the nature and extent of the special education and related services that the child needs. This may involve procedures being used selectively with an individual child and does not include basic tests administered or procedures used with all children in a school, grade, or class. The parent or legal guardian must provide written consent for evaluation. The consent form must be on file with the local district prior to any child receiving an initial evaluation for the purposes of special education and related services.
- **Collection of Personally Identifiable Information:** Educational records which contain personally identifiable information shall be collected by schools for identification, location, screening, and evaluation of children. These records shall be maintained in accordance with Family Educational Rights and Privacy Act and the *Policies and Procedures for Special Education in Oklahoma*. School districts shall develop and implement a local policy regarding the collection, storage, disclosure, and destruction of confidential student records. Parents may obtain a copy of the local policy from the District's administrator. For further information, contact Angela Green, at 101 N. Main St, Newcastle, OK 73065. Telephone (405) 387-6304

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

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

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

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

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

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

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

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

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

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

### **VIRTUAL / DISTANCE LEARNING GUIDELINES**

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

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

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

### **STUDENT CODE OF CONDUCT**

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

### **DISCIPLINE AND CONTROL POLICY**

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

### **FIGHTING**

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

## **BICYCLE / SKATEBOARDS, ETC.**

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

## **BULLYING**

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

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

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

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

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

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

about the student's sexual life; written or verbal statements directed at the victim that would reasonably be interpreted as a serious threat to force the victim to commit sexual acts or to sexually assault the victim when considering the factual circumstances in which the threat was made and the reaction of the intended victim; off-campus dating violence by a student that adversely affects the victim's school performance or behavior, attendance, participation in school functions or extracurricular activities, or makes the victim fearful at school of the assaulting bully; or the commission of

sexual assault, rape, or homicide. Such conduct may also constitute sexual harassment – also prohibited by Newcastle Public Schools.

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

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

4. Harassment: The following actions may be considered “harassment”

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

b. Repeated remarks of a demeaning nature;

c. Implied or explicit threats concerning one’s grades, achievements. etc.;

d. Demeaning jokes, stories, or activities directed at the student;

e. Unwelcome physical contact.

Students are encouraged to inform school personnel if they are the victim of or a witness to acts of harassment, intimidation, or bullying (see examples in the section above). Reports can be made using STOP IT ([9https://www.newcastle.k12.ok.us/STOPit.aspx](https://www.newcastle.k12.ok.us/STOPit.aspx)), or telling a teacher or administrator at the school site.

Please contact our school counselor if you need additional resources and information about bullying.

For additional information, please refer to the district's policy FNCD which can be found on the district website.

### **StopIt App**

Students and Parents can report any unwanted behavior to school administration using the Stopit app. See district website [www.newcastle.k12.ok.us](http://www.newcastle.k12.ok.us) for more information.

Elementary: NewcastleEL6388

### **CHEATING / PLAGIARISM**

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

### **DISRUPTION OF SCHOOL**

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

### **DRESS CODE**

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

1. No Ball caps, hoodies, beanies
2. No Writing on self or each other’s bodies or clothing at school.

3. No Tennis shoe skates (heelys) and cleats.

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

### **TOYS AND FIDGETS**

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

### **DRUGS & ALCOHOL POLICY**

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

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

### **TOBACCO & TOBACCO RELATED PRODUCTS**

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

See School Board Policy [FNC](#).

### **ELECTRONIC DEVICES**

Students are prohibited from utilizing cell phones and personal electronic devices while on the campus of a public school district from bell to bell. If a student brings a device from home, the school will not be responsible for any loss, theft or damage to the device. Electronic devices must stay put away throughout the day until students are loaded in their transportation. Consequences for misuse may range from parents picking up the device from the office, loss of privileges, to possible suspension. Any and all electronic devices, including but not limited to cell phones, smart phones, tablets, laptops, smart watches, or any other type of mobile electronic device, have a reduced expectation of privacy once they enter any school zone and may be subject to confiscation and/or search should a school violation be suspected. Possession and/or use of any personal electronic device is a privilege, not a right, that is extended to the student, which, at the discretion of the school, may be revoked should circumstances warrant. See school board policy [Cell Phone Policy](#)

### **PROFANITY / OBSCENITY / PORNOGRAPHY**

The use of obscene language constitutes a serious offense and is in direct violation of school policy. A student who engages in such acts will receive severe discipline that could result in In-School suspension, suspension, or expulsion from school. Pornography in any form is unacceptable. Students in possession of pornographic materials may be subjected to ISS, suspension, or expulsion from school. The principal, or designee, then

immediately notifies the superintendent, or designee, and a parent/guardian; as well as, law enforcement. See District Policy [FNC](#).

### **PUBLIC DISPLAY OF AFFECTION (PDA)**

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

### **THREATS**

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

### **SEXUAL HARASSMENT**

*Sexual harassment* is defined as:

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

Forms of Sexual Harassment:

- Verbal
- Non-verbal
- Physical

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

### **SEXUAL HARASSMENT COMPLAINT PROCEDURE**

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

### **VANDALISM AND PROPERTY DAMAGE**

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

### **WEAPONS AND DANGEROUS INSTRUMENTS**

A student shall not possess, handle, or transport any object that may be considered a weapon. The term,

"dangerous weapon," shall mean pistol, revolver, any instrument or knife, sharpened metal file, comb of any length with a pointed, sharpened handle, Billy club, loaded cane or club, metal knuckles, razor, hand chain, or other offensive weapon. Each incident involving a weapon or facsimile thereof will be subject to the following appropriate Oklahoma Statutes.

- A. Students who possess or use any firearms or dangerous weapons during school time, on school premises, on school buses, or during school-sponsored activities will be subject to suspension for up to one year and no less than one semester. Any decision otherwise must be approved by the Superintendent of Schools.
- B. Students who possess or use any dangerous or annoying device or item that could be used as a weapon or other weapons used for assault during school time, on school premises, on school buses, or during school-sponsored activities may be expelled for up to one year and no less than one semester. Any decision otherwise must be approved by the Superintendent of Schools.
- C. Any reported case of possession of a dangerous weapon will be turned over to the appropriate law enforcement agency for investigation. See District Policy [FNCGA](#).

### **DISCIPLINE**

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

### **TRANSFERS-OPEN/EMERGENCY**

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

### **ASBESTOS NOTIFICATION**

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

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

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

Newcastle Public Schools has developed policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Newcastle Schools will directly notify parents of these policies at least annually at the start of each school

year and after any substantive changes. Newcastle Schools will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parents to opt his or her child out of participation in the specific activity or survey. Newcastle Schools will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate date of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and survey listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

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

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

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



## Newcastle Early Childhood Student Handbook 2025-2026

### **The Racer Creed**

I am a Newcastle Racer

I have great expectations for myself

There is no limit to what I can achieve

Today, I accept the challenge to be the  
best I can be

I will encourage the learning and  
well-being of others

I believe I can accomplish anything

This is my time and my place

**RACERS!**

### **R.A.C.E.R.**

NEWCASTLE EARLY CHILDHOOD CENTER

Principal - Amanda Townley

Assistant Principal - Cindy Trent

Address: 251 NE 2<sup>nd</sup>

Newcastle, OK 73065

Phone: (405)387-6200

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



**WELCOME**

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

NEWCASTLE BOARD OF EDUCATION	ADMINISTRATION
President - Tiffany Elczyn Vice President - Jeff Dingee Clerk - Jeremy Gilbertson Deputy Clerk - Valory Dalton Member - Ron Lock	Superintendent - Dr. Cathy Walker Assistant Superintendent - Kristi Ferguson Human Resources - Jonathan Atchley High School Principal - Adam Hull High School Assistant Principal - Genevive Craig Middle School Principal - Wade Hampton Middle School Assistant Principal - Larry Morman Elementary Principal - Ashley Riley Elementary Assistant Principal - Chelsea Queen Elementary Assistant Principal - Cathy Moore Early Childhood Center Principal - AmandaTownley Early Childhood Center Assistant Principal - Cindy Trent Director of Special Education - Kiley Rios

**NOTICE OF NON-DISCRIMINATION**

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

**VISITORS TO CAMPUS**

All visitors to campus must check in at the main office with a state issued ID. After you have registered your visit, you will be given a visitor's badge that will allow you to be easily visible to faculty and staff. Upon completion of your visit at the ECC, you will need to go back to the main office to check out. This process allows the school to monitor traffic and ensure the safety of students and staff. We work very hard to teach all that we can in the amount of time we have with your child. In order to protect instructional time, we ask that all classroom visits be pre-arranged with the teacher.

**LEGAL CUSTODIANSHIP**

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

**COMMUNICATION**

Clear and consistent communication between parents/guardians and classroom teachers is important for students to reach their full learning potential. Newcastle ECC will use ClassDojo, school email, school phones, and Infinite Campus to communicate with parents and guardians. Parents/Guardians should contact their student's classroom teacher for ClassDojo information.

**ARRIVAL AND DISMISSAL- all times are subject to change**

Students may be dropped off in the car lines starting at 8:10 am. Pick-up time starts at 3:40 p.m. If you need an earlier drop-off time or later pick-up time, please enroll your child in the Kid Zone Program. You can reach Kid Zone for enrollment information at 405-387-6270 or email Ms. Pierce at [lpierce@newcastle.k12.ok.us](mailto:lpierce@newcastle.k12.ok.us).

### **Start and End times**

8:10 am – All students will go to their grade level pods unless a student is eating breakfast in the cafeteria

8:35 am – School starts

8:40 am – TARDY The only access to the buildings is through the main office.

3:40 pm – DISMISSAL

### **Drop-Off and Pick-Up Locations and specific directions for exiting/entering vehicle**

Pre-K -main/front loop with passenger door facing the school and curb. **Students may only be let out curbside.**

Kindergarten/First- west side loop with the driver's side door facing the school and curb. **Students may only be let out curbside.**

Please do not allow your child to exit the car before getting to an adult to safely help them get out of the car. If your car seat is not curbside, please move it; this is to speed up our unloading process and for the safety of all staff and students. Students also should not be in the driver's lap; the highway patrol has pointed this out during safety walkthroughs. Students should be unbuckled and ready to exit the car when a staff member opens the door. We want to be as efficient as possible during drop-off and pick-up. Please do not allow students to play outside of the vehicle prior to 8:10; students must remain in the vehicle until staff arrives at 8:10 to unload.

All students eating breakfast go straight to the cafeteria. All other students will be sitting in their grade level pod in a designated area; then the teachers will greet students at 8:20 and bring them into their rooms to begin class.

### **DROP-OFF**

For the safety of students, please drop them off according to procedures. **Parents must stay in their vehicles.** In order to move traffic efficiently, have your student ready to depart the vehicle once it has come to a complete stop, and a staff member opens the car door for you. Please do not allow your student to exit the car until a staff member opens the door. If you plan to walk your student to the main entrance, you must park in a designated parking place, and you must walk them across the street. Please do not send your students across traffic alone; this is a safety hazard.

### **STUDENT CHECK-IN/OUT PROCEDURES**

If a student arrives late, **parents must walk the student into the office and check him/her in** with the secretary before he/she proceeds to class. When checking a student out early, the legal Parent/Guardian (stated in Infinite Campus) will be required to provide identification before the student will be released. Remember - 3 early pick-ups and/or 3 tardies will equal one absence. Students will NOT be checked out after 3:25. If you arrive after this time, you will have to wait at the front doors until we finish dismissal at 3:55. This policy is in place for the safety of our students and staff. If you have an appointment, please arrive early in order to avoid the end of the day traffic. No students will be called out of a class prior to the arrival of the parent/guardian.

### **PICK-UP**

**Parents must stay in their vehicles.** Display your school-issued ID tag prominently on your front window on your rear view mirror so that we can easily see the number to help us efficiently load the cars. If you do not have a tag, you will have to park, come to the front office, and show your identification to pick up your student. Please do not park at neighborhood businesses and walk across traffic to pick-up your students; students won't be released to walk across the traffic line. Students will only be loaded at the curbs into cars. The outside duty teacher enters your car tag number into our system for your child before you reach the front of this line which will speed up the loading process. Once you are at the front of the line, the student will then be allowed to load with the assistance of staff. Students who are not picked up by 3:55 will be taken to the office to wait for their ride. These procedures will assist with safety and the flow of traffic into and out of the school. In the event of inclement weather, students will be kept inside until their vehicle reaches the front of the line. We do not have supervision available after 3:55, therefore, if you cannot pick-up your child by 3:55, alternate plans will need to be made for after school care or for the student to become a bus rider.

### **PARKING**

Please find a designated parking place any time you plan to exit your vehicle. Parking in non-designated spaces creates traffic flow issues. Please do not park at the curbs if you plan to go inside the building. During events, please do not park at local businesses; they will tow your vehicle.

### **CONSISTENCY OF TRANSPORTATION**

Streamline your student's method of transportation as much as possible; it is difficult on students when their method of getting home changes throughout the week. This can sometimes lead to students missing a bus or having anxiety about the end of the day. Emergencies arise where transportation must be changed, but consistency helps with safety and routine.

**Students can only be assigned to one designated bus.** Each bus has a roster of students. As a growing community, we cannot assign students to multiple buses due to limited capacity. Families will need to make arrangements to pick children up at the assigned bus stop since they will not be dropped off at more than one location during the week. If an adult is not present for drop-off at the stop, ECC students will be taken back to the bus barn at the end of the route, and a guardian will be asked to pick the student up there.

### **DESTINATION CHANGES**

If a student is to go somewhere other than their normal destination at the end of the school day, please write a note in the agenda for the homeroom teacher; the agenda is the best way to do this. Teachers check agendas each day. Please refrain from calling to leave a voicemail about destination changes since the teacher may not get the message in time or there could be a substitute who does not have access to a teacher's personal voicemail. **In order to keep your child safe, we cannot take the word of the student for a destination change.**

**IMPORTANT- We cannot guarantee to get your child to the requested destination if we do not hear from you before 1:00. Students will not be removed from a bus once buses are loaded and ready to pull out.**

### **ENROLLMENT**

All students entering Pre-K must be 4 years old on or before September 1<sup>st</sup>.

All students entering Kindergarten must be 5 years old on or before September 1<sup>st</sup>.

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

Direct all enrollment questions to [Cristina Guzman-Moctezuma](#).

### **ATTENDANCE POLICY**

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

A student may not have more than Four (4) absences each nine weeks. If a student is absent due to an illness, please turn in a doctor's note to the office upon return. By doing this, the absences will be marked excused **but will still count in the total number of absences per nine weeks.** Three tardies will constitute one absence. Three early pick-ups will count as one absence.

Arriving two and a half hours after classes have begun counts as a ½ day absence. A check-out two and a half hours before classes release will also constitute a ½ day absence. (These can be excused with doctor's notes as well.)

All work missed during a period of absence must be made up. They will have one day for each day missed to make up their work.

Any student who is absent more than 8 days of school during the semester (two 9 weeks equals one semester) shall receive a notation on the attendance section of their report card of "Inadequate attendance." **Students receiving an IA are subject to retention.** A student must be in attendance at least ninety (90%) percent (no more than 8 absences) to participate in school activities and be eligible to advance to the next grade level. Hospitalization, contagious diseases or illness, which requires direct medical care by a physician, will constitute an exception. Parents' notes or telephone calls will NOT excuse students from school absences or tardies. ONLY notes from a physician or court representative will excuse the absence or tardy. Students will have (5) five days after each semester to obtain a doctor's note or court representative's note to file in the registrar's office.

**Attendance Review** – Upon the 8th absence, parents will be notified and an Attendance Review Meeting will be held with the Principal (s), Teacher(s), and Counselor. The committee will make a decision as to whether the student receives a truancy ticket, passing grade and/or grade advancement. The parent will need to speak with the principal or counselor with each additional absence at which time the committee will determine whether or not it is an issue that requires a referral to the District Attorney.

No communication at all from the parent may result in immediate referral to the District Attorney or a home visit from a resource officer/school representative.

**Reporting Absences** – If your child is going to be absent from school, please notify the school **by 9:00 a.m.** Please call the school office to report absences so that the reason for the absence can be recorded.

### **RECORDS REQUEST**

For any requested school records: attendance, birth certificate, immunizations, transcripts, etc..., parents/guardians may fill out a form available in the office, and records will be ready for pick-up the following day.

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

School may be dismissed early or canceled due to bad weather conditions; **please do not call the school.** The school notification system will be activated as soon as the decision is made to close the 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, KKNG 93.3 FM, and KATT 100.5 FM.

### **TORNADO PROCEDURE**

All students will be escorted to their designated safe room within the building. Further instructions will be given depending on the severity of the situation through social media/emails/texts.

### **COUNSELING SERVICES**

Classroom Guidance Counseling – scheduled meetings with individual classrooms to teach relevant topics. Scheduled appointments with individuals to meet and deal with issues that may arise throughout the school year.

Small Group Counseling – these groups are arranged and scheduled as the need arises and may include divorce, friendship, grief, conflict-resolution, self-esteem groups.

Individual Counseling – may be arranged by students (through their teachers), teachers, and/or parents.

Parents are encouraged to communicate and seek additional help for their child by contacting the counselor and scheduling appointments through the office. All counseling is handled in a confidential environment.

### **PERSONALLY IDENTIFIABLE INFORMATION**

Addressed in board Policy-EG Directory information [www.newcastle.k12.ok.us](http://www.newcastle.k12.ok.us)

If you do not want Newcastle Public Schools to disclose any or all of the types of directory information from your child's education records without your prior written consent, you must notify Newcastle Public Schools by signing the Handbook Verification form at the beginning of this document.

### **CLASS PARTIES/DELIVERIES**

The school cannot allow deliveries, such as balloons, flowers, etc. If a parent wishes to celebrate his/her child's birthday at school, the parent should first contact the child's teacher to make arrangements in advance. Birthday celebrations are to take place in the classroom only (no cafeteria parties). Please do not bring gifts for your child to open at school. **ALL party favors must fit into the child's backpack.**

If you would like to invite students to a birthday party outside of school, please send enough invitations for the entire class, or enough for all the girls or all the boys. Teachers will assist the students in passing out the invitations. We will not provide invitation deliveries to students in other classes.

**FOOD FOR PARTIES/SNACKS** ALL food for parties and snacks MUST be store purchased/package items. Home-made/baked goods will not be allowed.

### **GRADE PROMOTION AND RETENTION**

Parent and teacher communication is critical to give the students the best possible learning environment. If at any time concerns arise regarding adequate progress, these will be communicated in writing. The teacher may note concerns in the agenda, through graded work sent home weekly, during parent conferences, and through the quarterly report card. At the first sign of an academic problem, the teacher will utilize the school's resources to intervene and make great efforts to bring your child up to grade level. If no progress is made, the recommendation may be retention. This is a decision that will not be made without considerable deliberation on the part of the Retention Committee. If a student has "Inadequate Attendance," (guidelines outlined) he/she also is a candidate for retention.

**According to HB 1056, a parent may appeal to the Board of Education.** This process is started by contacting the Board Secretary to request being added to the Board Agenda to appeal the retention. The decision of the Board is final.

### **Strong Readers Act**

The purpose of the Strong Readers Act, formally known as Reading Sufficiency Act, is to ensure that all Oklahoma students are reading on grade level at the end of third grade (a critical juncture when students go from learning to read to reading to learn). The Strong Readers Act supports Oklahoma children in Kindergarten through third grade.

Each student enrolled in kindergarten in a public school shall be screened at the beginning, middle, and end of each school year for reading skills. Children at risk for reading difficulties at the beginning of the year will be monitored to measure mid-year and year-end reading progress. Kindergarten students who are not meeting grade-level targets by mid-year in reading shall be provided a program of reading instruction designed to enable the student to acquire the appropriate grade-level reading skills.

Any student enrolled in first, second, or third-grade shall be assessed at the beginning, middle and end of each school year using a screening instrument approved by the State Board of Education. The assessment shall determine the acquisition of reading skills including, but not limited to, phonemic awareness, phonics, reading fluency, vocabulary and comprehension. Any student who is assessed and who is not meeting grade-level targets in reading shall be provided a reading instruction program to help them acquire the appropriate grade level reading skills, as provided for by law. This program shall continue until the student is determined, through the results of approved reading assessments, to be meeting grade-level targets.

### **STUDENT PROGRESS**

**1 quarter = Nine Weeks - Two quarters = 18 weeks or one semester**

**Report Cards** – these will be sent out at the end of each nine-week and semester grading period for Kindergarten and 1st Grade students. PreKindergarten students will receive report cards at the end of each semester. Specials' grades will be given for all students each semester.

**Parent Portal:** If you have any questions about the parent portal, email [Cristina Guzman-Moctezuma](mailto:Cristina.Guzman-Moctezuma). Please include the student's name, date of birth, and address in order to set up a Parent Portal account.

### **TEXTBOOKS/LIBRARY BOOKS**

**Students are assigned textbooks to use throughout the school year.** They are also allowed to check out books from the library.

The usual use of a book does cause some wear and tear, however, if a student damages or loses a book, he/she is responsible for its replacement.

### **SEARCHES**

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

1. School authorities should have reasonable suspicion that the student has something in his/her possession that is evidence of a crime or rule violation.
2. General searches of school property may be conducted at any time.
3. Search of an area assigned to a student should be for a specific item and be in his/her presence in most situations.
4. Illegal items (e.g., firearms, knives, weapons, etc.) or other possessions determined to be a threat to safety and security of others may be seized by school authorities.
5. Items used to disrupt or interfere with the educational process may be temporarily confiscated.

School buildings/grounds/bus stops/field trips/home athletic events, and school-sponsored events are considered locations where school policies are expected and enforced.

## **CAFETERIA**

**Early Childhood Center - breakfast is served from 8:10-8:35 and will close promptly at 8:40.** If you drop-off your child(ren), please bring them early so they have time to eat and are not late to class.

Lunch is served by respective grades between 10:55 and 12:45.

Students are able to bring a packed lunch from home. Students will not have access to a microwave. Students are not allowed to share food with another student in the cafeteria.

Information about meals and pricing for cafeteria meals can be found at <https://www.racercafe.org/>

Food allergies should be entered in when online registration is completed. If a food allergy is identified after online enrollment is complete, please contact the office.

## **Newcastle Public Schools Meals Charge Policy**

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

- Maximum meal charges will be \$ 10.00 per student.

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

A new Meals Benefit Application needs to be filled out yearly to qualify for Free/Reduced meals for your student(s).

Parents/Guardians can access and manage meal accounts and forms through the Infinite Campus Parent Portal.

## **FREE & REDUCED LUNCHES**

Applications must be submitted each year for free and reduced lunches. Applications are online IN YOUR SCHOOL PORTAL to protect your privacy and ensure your comfort so if you need the help will apply for this program. If a new application is not submitted, students will be charged the normal price of breakfast and lunch. Information for the lunch application can be found here- <https://www.newcastle.k12.ok.us/ChildNutrition.aspx>. Please sign and return and note that you do not qualify if you know that you do not because these forms are VERY critical to our school funding.

## **MEAL PAYMENT POLICY**

If for some reason you get behind on meal payment, our school district allows a student to charge up to \$6.00. This is just over 2 days of meals at full price. **PAYMENTS MAY BE MADE ONLINE ON THE NEWCASTLE WEBSITE.**

## **JOINING YOUR CHILD FOR LUNCH**

**We will not allow visitors on non-event days for lunch due to capacity issues. Thank you for your cooperation and understanding. We have other opportunities to attend class parties and to volunteer in your child's classroom or other areas of the building.**

## **FIELD TRIPS**

**Transportation to and from field trips is provided by the school.** Only students enrolled in our school are allowed to ride the buses to and from field trips. All students must be in class on the day of the field trip to participate. We lose school funding when a student goes directly to the site of a field trip. Therefore, they are counted absent if a parent chooses to take their students directly to the field trip site. If a student leaves early from the field trip, they must check out face to face with their teacher, not through a text message. If a student leaves with a third party, a form must be completed by the parent/guardian and turned in to their teacher before the class leaves on the field trip. The [Third Party Student Transport Form](#) needs to be printed and given to the teacher prior to the field trip.

## **BUS/TRANSPORTATION RULES**

**Riding the bus is a privilege;** therefore, the consequences for misbehavior will be revocation of the privilege in order to keep the bus safe. Newcastle Public School Bus Expectations can be found at [NPS Bus Expectations](#). Please read these rules carefully and review with your child(ren) prior to riding the bus.

## **TEMPERATURE**

If the wind chill is below 32 degrees, or if the heat index is over 99 degrees, recess will be indoors. Newcastle Public Schools use the Perry Weather app to determine if the temperature is safe and if lightning is close by so we can monitor the local weather and keep all of our students safe. Please dress students appropriately.

## **PHYSICAL EDUCATION**

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

Attire for physical education should include students having shoes that enable them to safely participate (tennis shoes are recommended). If a child wears flip-flops, snow boots, sandals, etc., it will inhibit their ability to participate safely and cannot be allowed. You will receive a schedule for PE days; please dress your child appropriately.

## **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.

## **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 symptoms listed below 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.

1. Children who have a temperature of 100 or higher will be sent home. The child may return to school once they have been fever-free for 24 hours without the use of a fever reducing medication.
2. A rash or skin eruption (ringworms, scabies, impetigo, chickenpox).
3. Bodily fluids that cannot be contained/covered (nasal/ear drainage, open/weeping skin lesions, etc.) with/without a fever.
4. Excessive coughing.
5. Diarrhea/Vomiting - Various factors must be evaluated - However, if our health staff determines that the student should go home, this decision will stand. The student may return once they have been diarrhea/vomit-free for 24 hours.

## **PETS**

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

## **EMERGENCIES/FIRST AID**

Minor cuts and abrasions will be cleaned with soap and water and covered with a bandage. We are not allowed to use any type of spray or ointment. In case of serious injury or illness/health emergency, we will make every effort to contact the parents or guardian, however, it is our school district's policy to first call paramedics. The district is not responsible for any transportation and/or medical costs associated with emergency care.

## **OTHER NURSE'S OFFICE REQUIREMENTS:**

Contagious Disease - Any child having a contagious disease is prohibited from attending school according to State Law Title 63 Section 2601. Furthermore, the statute requires a written authorization from a health care provider that the child is no longer afflicted with a contagious disease before re-entry to school can occur.

## **MEDICATION**

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

1. All medications must be brought to the office by the parents/guardians. Students are not allowed to carry medications on their person at any time. The only exceptions are emergency medications such as rescue inhalers, epi-pens, and insulin with the appropriate consent form on file.
2. A student who needs to take a prescription medication must have the appropriate medication consent form signed by the physician and parent before the medication can be brought to and kept at school.

3. The parent/guardian will promptly notify the school of any changes in the administration of this medication by providing the school with a new medication consent form with a physician's signature. Written or verbal changes from parent/guardian CANNOT be accepted.
4. Non-prescription medications brought from home and kept at school will also have to have a permission form signed by a parent or guardian. The school cannot accept out-of-date medication.
5. Medicine must be brought and left at school in original containers with all instructions and pharmacy labels clearly visible. The pharmacy will dispense an additional prescription label and bottle for school if requested by the parent/guardian. Medication cannot and will not be accepted in bags or envelopes.
6. Medication and medication forms must be kept in the office.
7. 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 nurses.
8. All medications must be picked up by the last day of school. If not, it will be destroyed.

### **IMMUNIZATIONS**

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

#### **HEAD LICE - Newcastle Schools has a "No-Nit Policy"**

Newcastle Public Schools have 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**. The absence of lice and nits will be proof of management and the child will be readmitted to school. WARNING—Even though a parent might think that the constant re-application of lice shampoos, etc. may end the infestation, they actually risk poisoning the child and serious medical repercussions. (Lice shampoo/treatments are pesticides.)

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

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

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

1. Parents will be notified of the condition and the need for the child to be picked up from school. If parents cannot be reached the child will be placed in modified isolation and a letter sent with them at the end of the day.
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.

### **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 are 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.

### **LIBRARY SERVICES**

The library is open for drop-ins. Students are responsible for the care of materials they have checked out and must reimburse the school library for lost or damaged library books.

### **FERPA**

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

1. The right of a student's parent or an eligible student to inspect and review the student's educational records;
2. 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;
3. The rights of any person to file a complaint with the Department of Education if the Newcastle School District violates FERPA;
  4. The right to obtain a copy of the FERPA from the central office at the cost of 25 cents a page;
  5. The intent of the Newcastle School District is to limit the disclosure of the information contained in the student's educational records except:
    1. by prior written consent of the student's parents or the eligible student;
    2. as directory information; or
    3. under certain limited circumstances as permitted by FERPA.
  6. The District will arrange to provide translations of this notice to non-English speaking parents in their native language

### **Hatch Amendment**

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

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

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

### **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.

### **SPECIAL EDUCATION**

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

**Referral:** Preschool children ages 3 through 5 and students enrolled in K-12 who are suspected of having disabilities that 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 a review of records and educational history, interviews, observations, and specially developed readiness or educational screening instruments. The Regional Education Service Centers provide assistance and consultation to local schools in these efforts.

**1. 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.

**2. 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. The educational screening will not be administered to a student whose parent or legal guardian has filed a written objection with the local school district. All students shall be screened as needed or upon the request of the parent, legal guardian, or teacher. Students entering the school system from another state, a district within the state that has not provided a previous educational screening, or who have been homeschooled, shall be educationally screened within 6 months from the date of entry.

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

**Collection of Personally Identifiable Information:**

Educational records which contain personally identifiable information shall be collected by schools for identification, location, screening, and evaluation of children. These records shall be maintained in accordance with Family Educational Rights and Privacy Act and the *Policies and Procedures for Special Education in Oklahoma*. School districts shall develop and implement a local policy regarding the collection, storage, disclosure, and destruction of confidential student records. Parents may obtain a copy of the local policy from the District's administrator. For further information, contact [Kiley Rios](#) at 101 N. Main St, Newcastle, OK 73065. Telephone (405) 387-6304.

**INTERNET ACCESS AND ACCEPTABLE USE POLICY**

**General:** The Internet is an electronic highway connecting a multitude of computers throughout the world. Through the Internet, students and employees have access to electronic mail (e-mail), news, databases, library resources, and a wide variety of other information sources. The District provides a wide variety of opportunities for students and employees to use the District's computers to access the Internet. Through the Internet, it is possible to access material that 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 that restrict access to certain materials, such as material that 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 that support learning and teaching or which promote the District's mission and goals.

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

1. To violate an individual's right to privacy;
2. To access materials, information, or files of another person or organization without permission;
3. To violate the copyright laws or software licensing agreements;
4. To spread computer viruses;

5. To deliberately attempt to vandalize, damage, disable, or disrupt the District's property or the property of any other individual or organization;
6. 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;
7. To distribute religious materials;
8. To campaign for or against any political candidate or ballot proposition or for political lobbying, except as authorized by law;
9. For any commercial purpose unless authorized by the Administration or Board; or
10. To engage in any illegal activity.

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

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

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

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

## **STUDENT CODE OF CONDUCT**

All students are expected to behave in a manner acceptable to everyone concerned - other students, teachers, administrators, and society in general. All students are under the authority of the principal, teachers, bus drivers, and school personnel. **Students suspended or expelled from school are not allowed on school properties or to take part in any school-sponsored activities.** Expulsions may be for the current and following semesters.

Parents are crucial in the support given to their children and the school. It will be our aim to work with students and parents in a positive manner. It is of utmost importance for teachers and parents to communicate in order to work together for the best interest of students. Parents will be contacted by the school through notes home, mail, or by telephone concerning all disciplinary actions administered by school officials.

## **DISCIPLINE AND CONTROL POLICY**

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

## **FIGHTING**

Cases of assault, which is the violent and forceful physical or verbal attack of another student or school employee, will not be tolerated. **The district reserves the right to turn these cases over to law enforcement.**

**First Offense: May result in** (1) to ten (10) days suspension plus an evidentiary hearing, which could lead to suspension for up to one year.

## **BULLYING**

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

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

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

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

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

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

2. "Electronic communication" means the communication of any written, verbal, or pictorial information or video content by means of an electronic device, including, but not limited to, a telephone, a mobile or cellular telephone or other wireless communication device, or a computer.
3. "Threatening behavior" means any pattern of behavior or isolated action, whether or not it is directed at another person, that a reasonable person would believe indicates potential for future harm to students, school personnel, or school property.
4. Harassment: The following actions may be considered "harassment"
  - a. Verbal, physical, or written harassment or abuse;
  - b. Repeated remarks of a demeaning nature;
  - c. Implied or explicit threats concerning one's grades, achievements. etc.;
  - d. Demeaning jokes, stories, or activities directed at the student;
  - e. Unwelcome physical contact.

Students are encouraged to inform school personnel if they are the victim of or a witness to acts of harassment, intimidation, or bullying (see examples in the section above). Reports can be made using STOP IT (<https://www.newcastle.k12.ok.us/STOPit.aspx>), or telling a teacher, staff member or administrator at the school site.

#### **STOPIT APP**

Students and parents can report any unwanted behavior to the school administration using the StopIt app. See district website [www.newcastle.k12.ok.us](http://www.newcastle.k12.ok.us) for more information.

ECC Code: Newcastleec6200. To make a StopIT report click on the following link.

<https://appweb.stopitsolutions.com/login/newcastleec6200>

Please contact our school counselor, [Melissa Sullinger](#) if you need additional resources and information about bullying.

For additional information, please refer to the district's policy Prohibiting Bullying, [FNCD](#).

### **DISRUPTION OF SCHOOL**

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

### **DRESS CODE**

Unless designated by a special "Theme Day" at school the following dress code applies. Therefore, the following dress and personal appearance code has been developed and officially adopted by the Newcastle Board of Education. The following articles and types of apparel are not considered suitable for school purposes and **WILL NOT BE PERMITTED** unless authorized by the principal:

1. It is suggested that shorts or tights be worn under skirts or dresses;
2. No revealing tops off the shoulder, spaghetti straps;
3. No exposed skin when standing, sitting, or when arms are raised;
4. Apparel with reference to drugs, alcohol, tobacco, gestures or slogans that are vulgar, including any item, jewelry, or clothing that promotes or imitates sexual innuendos, wording, or content (Ex., Hooters, Big Johnson, Playboy, or any other sexual innuendo or implication.);
5. Pajamas, pajama pants, or house shoes (slippers);
6. Any article that disrupts the learning process;
7. Tennis shoe skates and cleats are not allowed.

### **DRUGS & ALCOHOL POLICY**

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

Whenever a teacher recognizes that a student may be under the influence of alcoholic beverages, as defined in §2-101, Title 63 of the Oklahoma Statutes, he/she will notify the principal or her/his designee. The principal, or designee, then immediately notifies the superintendent, or designee, and a parent/guardian; as well as, law enforcement.

#### **Students who violate this policy may expect the following consequences:**

1. **First Offense:** Students may be suspended from school for the remainder of the semester and possibly the next semester.
2. For possession of drug paraphernalia, students may be suspended from school from ten (10) days up to one semester.
3. **Second Offense:** Students may be suspended for the remainder of the semester and possibly the succeeding semester.

### **MISINFORMATION**

Willfully giving misinformation by commission (lying) or omission (misinforming by remaining silent) violates school rules.

### **TOBACCO & TOBACCO-RELATED PRODUCTS**

Possession by students of tobacco or tobacco-related products is prohibited at school or school-sponsored activities.

Possession of tobacco products by a minor is a misdemeanor and will be reported to law enforcement.

### **ELECTRONIC DEVICES**

Students will be allowed to use electronic devices (cell phones, tablets, smartwatches, e-readers) as deemed appropriate by the classroom teacher. If a student brings such a device, the school **will not** be responsible for any loss, theft, or damage to the device. Electronic devices must stay put away at the end of the day until students reach the car/bus lines. Consequences for misuse may range from parents picking up the device from the office, loss of privileges, to possible suspension. Any and all

electronic devices, including but not limited to cell phones, smartphones, tablets, laptops, 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.

### **PROFANITY / OBSCENITY / PORNOGRAPHY**

The use of obscene language constitutes a serious offense and is in direct violation of school policy. A student who engages in such acts will receive severe discipline that could result in ISS, suspension, or expulsion from school. Pornography in any form is unacceptable. Students in possession of pornographic materials may be subjected to ISS, suspension, or expulsion from school. Parents will be contacted on the first offense.

### **PUBLIC DISPLAY OF AFFECTION (PDA)**

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

### **THREATS**

**No verbal or written threat will be tolerated.** Verbal or written threats toward teachers, students, school personnel, or school property could result in short-term or long-term suspension, depending on the circumstances. All threats will be reported and evaluated by qualified threat assessment personnel.

### **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.

### **VANDALISM AND PROPERTY DAMAGE**

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

### **WEAPONS AND DANGEROUS INSTRUMENTS**

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

- A. Students who possess or use any firearms or dangerous weapons during school time, on school premises, on school buses, or during school-sponsored activities will be subject to suspension for up to one year and no less than one semester. Any decision otherwise must be approved by the Superintendent of Schools.
- B. Students who possess or use any dangerous or annoying device or item that could be used as a weapon or other weapons used for assault during school time, on school premises, on school buses, or during school-sponsored activities may be expelled for up to one year and no less than one semester. Any decision otherwise must be approved by the Superintendent of Schools.
- C. Any reported case of possession of a dangerous weapon will be turned over to the appropriate law enforcement agency for investigation.

## **DISCIPLINE**

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

## **TRANSFERS-OPEN/EMERGENCY**

A student whose parent(s) reside(s) outside the District must apply for a legal transfer to attend school in the District. The District reserves the right to determine an appropriate school site for any student granted a transfer, and the granting of a transfer into the District does not guarantee a transferred-student assignment to any particular school site. Assignments to a particular school site shall be made based upon available staff and space. Additional information can be located in the Board of Education Policies (Newcastle.k12.ok.us) EB.

## **ASBESTOS NOTIFICATION**

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

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

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

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

- Collection, disclosure, or use of personal information for marketing, sales, or other distribution
- Administration of any protected information survey not funded in whole or in part by ED
- Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with Family Policy Compliance Office U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202

## **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 schools, 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>.

# BUS

## RULES & EXPECTATIONS

### D

#### ETERMINATION

- Stay seated while the bus is moving
- Pockets on the seat
- Keep the aisle clear



### R

#### ESPECT

- Respect the driver and monitor
- Keep hands to self



### I

#### NTEGRITY

- No playing on the bus
- Keep backpacks closed



### V

#### ALUE OUR SCHOOL

- Pick up trash
- No food or drink on the bus



### E

#### XCELLENCE

- Quiet voice
- Use nice words
- Watch for your stop





Looks Like	Sounds Like
Students leave the building in an orderly manner.	Using appropriate inside voice.  Using kind words at all times.  Respectful towards bus driver and monitor.
Immediately walk to your assigned bus.	
Enter the bus and quickly find your seat & slide over for others.	
Remain seated, facing forward, clear of the aisle.	
Keep your hands, feet and objects to yourself.	
Respectful towards the bus driver and monitor.	
Exit bus at your assigned bus stop according to your address.	

# HALLWAY

## RULES & EXPECTATIONS

**D**ETERMINATION

- Get where you are going



**R**ESPECT OTHERS

- Hold items with hug and bubble



**I**NTEGRITY

- Go where you said you were going



**V**ALUE OTHERS

- Walking quietly on 3rd square
- Use hugs and bubbles



**E**XCELLENCE

- Straight line
- Face forward
- Pinky waves only



### Looks Like

Walk and keep to the right.  
Respect personal space.  
Keep hands and feet to self.  
Keep eyes looking forward.  
Work to keep gaps out of the line.

### Sounds Like

Quiet - Inside voices  
Ease of Movement  
“Hug and Bubble”

# BATHROOM

## RULES & EXPECTATIONS

### DETERMINATION

- Take care of business
- Get back to class



### RESPECT

- Respect privacy



### INTEGRITY

- No playing in bathroom



### VALUE OUR SCHOOL

- Pick up trash
- Flush the toilet



### EXCELLENCE

- Quiet voice
- Walking feet



Looks Like	Sounds Like
<p>If the stalls are full, wait outside the restroom.</p> <p>Keep your hands to yourself</p> <p>Respect Privacy Use the restroom for the intended purpose.</p> <p>Wash hands</p> <p>Flush the toilet after use</p> <p>Keep the restroom clean</p> <p>Do not write or draw on the bathroom walls</p>	<p>Inside voices only</p> <p>Talking only when help is needed.</p>

# CLASSROOM RULES & EXPECTATIONS

## DETERMINATION

- Do your work
- Always give your best effort
- Participate in class.



## RESPECT

- Listen to teacher
- Follow directions



## INTEGRITY

- Be honest
- Use kind words



## VALUE OUR SCHOOL

- Take care of classroom materials
- Clean up when asked



## EXCELLENCE

- Keep hands, feet, and objects to self
- Walking feet



Looks Like	Sounds Like
<p>Follow the adult directions</p> <p>Use kind, school appropriate language</p> <p>Use school supplies correctly</p> <p>Prepared &amp; ready to learn.</p> <p>Help keep the classroom clean &amp; orderly</p> <p>Actively listening</p> <p>Raising hands, heads up &amp; eyes on task</p>	<p>Inside voices</p> <p>Encouraging each other</p> <p>Collaboration type communication</p>

# CAFETERIA RULES & EXPECTATIONS

## DETERMINATION

- Take care of business
- Stand in line correctly



## RESPECT OTHERS

- Eat own food
- Hands to self
- Say please & thank you
- Raise hand for assistance



## INTEGRITY

- Only 1 milk per person
- Wait your turn



## VALUE OUR WORKERS

- Pick up their own trash
- Have trash ready to throw away
- Be polite



## EXCELLENCE

- Bottom on bench
- Quiet voice
- Walking feet



### Looks Like

Students lined up in a single file line with an inside appropriate voice level ~ no horseplay in line.

3 Students at a time to receive food.

After receiving food, students sit at the class's table.

Students raise their hand and ask for permission to get up or go to the restroom.

When students are finished eating, they move their tray to the correct end of the table for trash pickup.

Students are dismissed by an adult at the end of lunch.

### Sounds Like

Inside quiet voices

Requests for help opening containers/packages

# PLAYGROUND

## RULES & EXPECTATIONS

### DETERMINATION

- Have fun
- Be friendly & kind



### RESPONSIBILITY

- Line up at whistle
- Straight line
- Facing forward
- Using swings and slides appropriately



### INTEGRITY

- Following rules when teachers not looking
- Be seen by teachers, no hiding under equipment (ex. turtle)



### VALUE OTHERS

- Take turns
- Helping hands only
- No pushing, hitting, and shoving



### EMPATHY

- Find a friend who looks alone



#### Looks Like

- Go down the slides on our bottoms.
- Stay on the playground where my teacher can see me.
- Keep hands and feet to ourselves.
- Allow others to join in on our playing.
- Keep the area around swings clear.
- Line up when the whistle blows.

#### Sounds Like

- Kind words
- Respect for others

Newcastle Public Schools

This Cardiac Arrest Emergency Action Plan is adopted by

**Newcastle Early Childhood Center**

**Effective 1/31/2025**

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

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

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

The Cardiac Emergency Response Plan should be as follows:

**1. Cardiac Emergency Response Team (CERT)**

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

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

**Cardiac Emergency Response Team**

**Name / CPR/AED Certification Expiration Date**

1. Amanda Townley, Principal	1/31/27
2. Amanda Mars CNA	3/31/25
3. Heidi Furnish BSN, RN	6/30/26
4. Micah McNew, SRO	12/31/26
5. Rachel Manuel, Paraprofessional	10/31/25
6. Julie Bond, Paraprofessional *	10/31/25
7. Hayli Snider, Paraprofessional *	9/30/26

- |  |         |
|--|---------|
| 8. Ally Ellsworth, Teacher *           | 3/31/25 |
| 9. Marlene Caudle, Teacher Assistant * | 3/31/25 |
| 10. Christy Brown, Paraprofessional *  | 4/12/25 |

- \* Denotes backup

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

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

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

i. Recognize sudden cardiac arrest

- Unconscious and unresponsive
- Not breathing or not breathing normally

ii. Call 9-1-1

1. Provide organization address
2. Explain patient condition
3. Listen to the dispatcher
4. Answer questions
5. Notify other members of Cardiac Emergency Response Team

iii. Send someone to get the AED

- The closest member of the CERT should get the AED
- Bring AED supplies such as scissors, razor, towel, wipes, and gloves, if available.

iv. If there are enough people, send someone outside to wave down the ambulance.

v. Start CPR

- 100-120 compressions per minute

- Use 2 hands: The heel of one hand and the other hand on top (or one hand for children under 8 years old), pushing to a depth of 2 inches (or 1/3rd the depth of the chest for children under 8 years old)

- Follow the 9-1-1 dispatcher's instructions, if provided

vi. Use the AED as soon as it arrives

1. Turn it on

2. Place the pads as shown in the diagram on the pads

3. Follow the AED audio and visual (if available) instructions *Note: The AED will only deliver shocks if needed; if no shock is needed, no shock will be delivered.*

vii. Transition care to EMS:

- Transition care to EMS upon arrival so that they can provide advanced life support.

viii. Other Action to be taken by Staff:

- Confirm the exact location and the condition of the patient.

- Activate the Cardiac Emergency Response Team and give the exact location if not already done.

- Confirm that the Cardiac Emergency Response Team has responded.

- Confirm that 9-1-1 was called. If not, call 9-1-1 immediately.

- Assign a staff member to direct EMS to the scene.

- Perform "Crowd Control" – directing others away from the scene.

- Designate people to cover the duties of the CPR responders.

- Copy the patient's emergency information for EMS.

- Notify the patient's emergency contact (parent/guardian, spouse, etc.).

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

a. Minimum recommended number of AEDs for Newcastle Early Childhood Center

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

i. Number of AEDS located at Newcastle Early Childhood Center: 1

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

i. AEDs will be checked monthly.

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

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

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

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

#### **AED Maintenance Team**

<b>Name</b>	<b>AED Location</b>
Amanda Mars MA	ECC Cafeteria
Heidi Furnish BSN, RN	

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

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

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

#### **4. Communication of this Plan**

- a. The Cardiac Emergency Response Protocol should be distributed to:
  - i. All employees at the start of each year, with updates distributed as made.
  - ii. Local emergency medical services

Person Responsible for Distribution: Heidi Furnish BSN, RN

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

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

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

- ii. Training should be provided by an instructor currently certified by a nationally recognized organization to conform to current guidelines for teaching First Aid, CPR and/or Emergency Cardiac Care (ECC).
- iii. Training may be traditional classroom, on-line or blended instruction but should include cognitive learning and hands-on practice.

#### **6. Conduct Practice Drills**

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

#### **7. Annual review and evaluation of the Plan**

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

A post-event *review* following an event. This includes review of existing company based documentation for any identified cardiac emergency that occurred on company grounds. Newcastle Early Childhood Center should designate the person who will be responsible for establishing the documentation process. Post-event documentation and action should include the following:

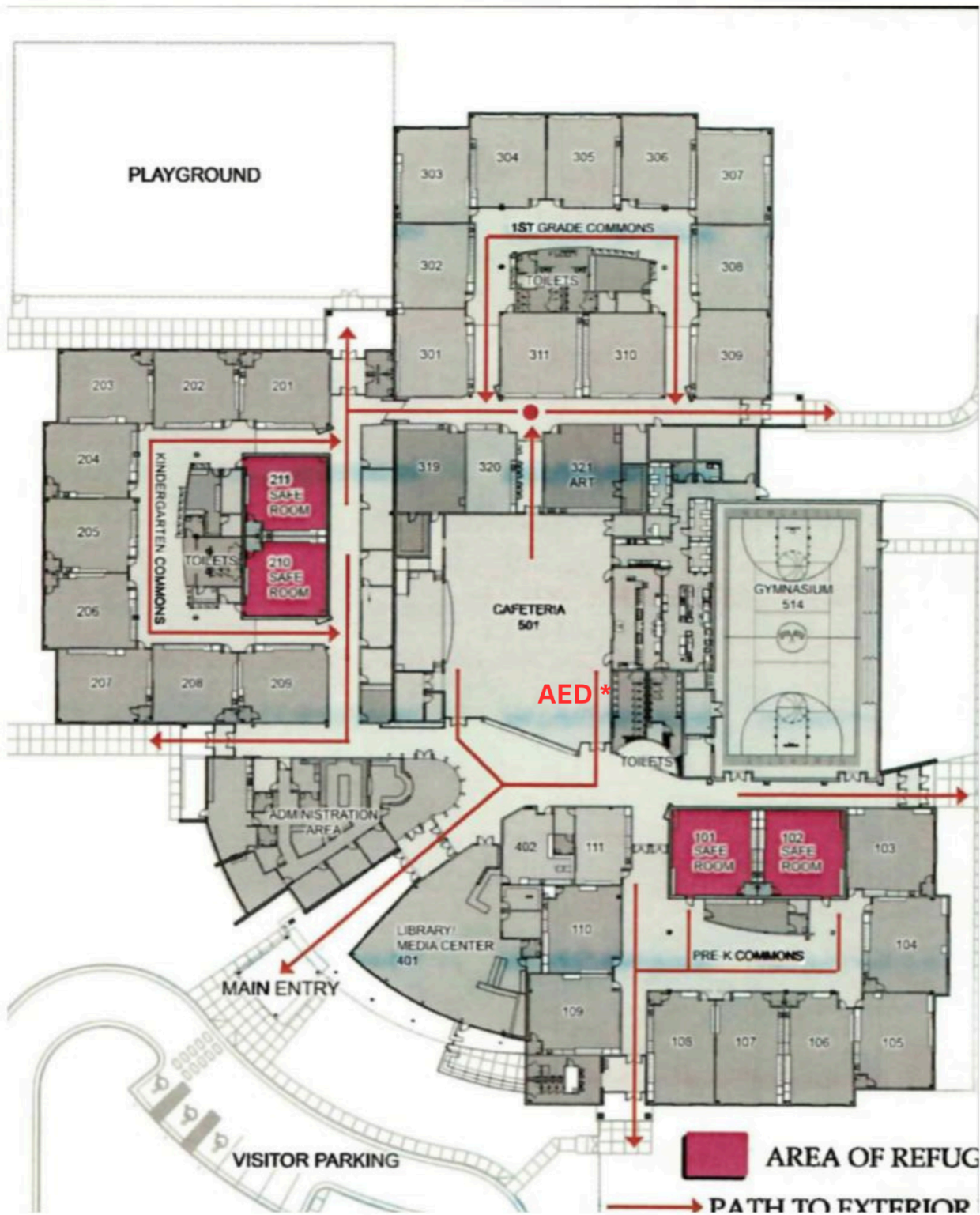
- a. A contact list of individuals to be notified in case of a cardiac emergency.
- b. Determine the procedures for the release of information regarding the cardiac emergency.
- c. Date, time and location of the cardiac emergency and the steps taken to respond to the cardiac emergency.
- d. The identification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

### **Building Location Information**

Organization Name: Newcastle Early Childhood Center

Organization Address: 251 NE 2<sup>nd</sup> Street, Newcastle OK 73065

AED Location: Cafeteria



Newcastle Public Schools

This Cardiac Arrest Emergency Action Plan is adopted by

**Newcastle Early Childhood Center**

**Effective 1/31/2025**

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

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

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

The Cardiac Emergency Response Plan should be as follows:

**1. Cardiac Emergency Response Team (CERT)**

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

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

**Cardiac Emergency Response Team**

**Name / CPR/AED Certification Expiration Date**

- |                                     |         |
|-------------------------------------|---------|
| 1. Amanda Townley, Principal        | 1/31/27 |
| 2. Cindy Trent, Assistant Principal | 1/31/27 |
| 3. Amanda Mars CNA                  | 3/31/25 |
| 4. Heidi Furnish BSN, RN            | 6/30/26 |

5. Darren Sainz, SRO	12/31/26
6. Rachel Manuel, Paraprofessional	10/31/25
7. Julie Bond, Paraprofessional *	10/31/25
8. Hayli Snider, Paraprofessional *	9/30/26
9. Ally Ellsworth, Teacher *	3/31/25
10. Marlene Caudle, Teacher Assistant *	3/31/25
11. Christy Brown, Paraprofessional *	4/12/25

- \* Denotes backup

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

- a. The members of the Cardiac Emergency Response Team should be notified immediately when a cardiac emergency is suspected. They will be notified by: **Walkie Talkie Radio with a Perimeter Lock down (stay in rooms, continue teaching)**
- b. The steps for responding to a cardiac emergency are described below.
  - i. Recognize sudden cardiac arrest
    - Unconscious and unresponsive
    - Not breathing or not breathing normally
  - ii. Call 9-1-1
    1. Provide organization address
    2. Explain patient condition
    3. Listen to the dispatcher
    4. Answer questions
    5. Notify other members of Cardiac Emergency Response Team
  - iii. Send someone to get the AED
    - The closest member of the CERT should get the AED

- Bring AED supplies such as scissors, razor, towel, wipes, and gloves, if available.

iv. If there are enough people, send someone outside to wave down the ambulance.

v. Start CPR

- 100-120 compressions per minute
- Use 2 hands: The heel of one hand and the other hand on top (or one hand for children under 8 years old), pushing to a depth of 2 inches (or 1/3rd the depth of the chest for children under 8 years old)
- Follow the 9-1-1 dispatcher's instructions, if provided

vi. Use the AED as soon as it arrives

1. Turn it on
2. Place the pads as shown in the diagram on the pads
3. Follow the AED audio and visual (if available) instructions *Note: The AED will only deliver shocks if needed; if no shock is needed, no shock will be delivered.*

vii. Transition care to EMS:

- Transition care to EMS upon arrival so that they can provide advanced life support.

viii. Other Action to be taken by Staff:

- Confirm the exact location and the condition of the patient.
- Activate the Cardiac Emergency Response Team and give the exact location if not already done.
- Confirm that the Cardiac Emergency Response Team has responded.
- Confirm that 9-1-1 was called. If not, call 9-1-1 immediately.
- Assign a staff member to direct EMS to the scene.
- Perform "Crowd Control" – directing others away from the scene.
- Designate people to cover the duties of the CPR responders.

- Copy the patient's emergency information for EMS.
- Notify the patient's emergency contact (parent/guardian, spouse, etc.).

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

a. Minimum recommended number of AEDs for Newcastle Early Childhood Center

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

i. Number of AEDS located at Newcastle Early Childhood Center: 1

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

i. AEDs will be checked monthly.

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

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

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

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

## **AED Maintenance Team**

<b>Name</b>	<b>AED Location</b>
Amanda Mars MA	ECC Cafeteria

Heidi Furnish BSN, RN

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

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

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

### **4. Communication of this Plan**

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

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

Person Responsible for Distribution: Heidi Furnish BSN, RN

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

a. Employee Training:

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

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

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

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

## **6. Conduct Practice Drills**

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

## **7. Annual review and evaluation of the Plan**

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

A post-event *review* following an event. This includes review of existing company based documentation for any identified cardiac emergency that occurred on company grounds. Newcastle Early Childhood Center should designate the person who will be responsible for establishing the documentation process. Post-event documentation and action should include the following:

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

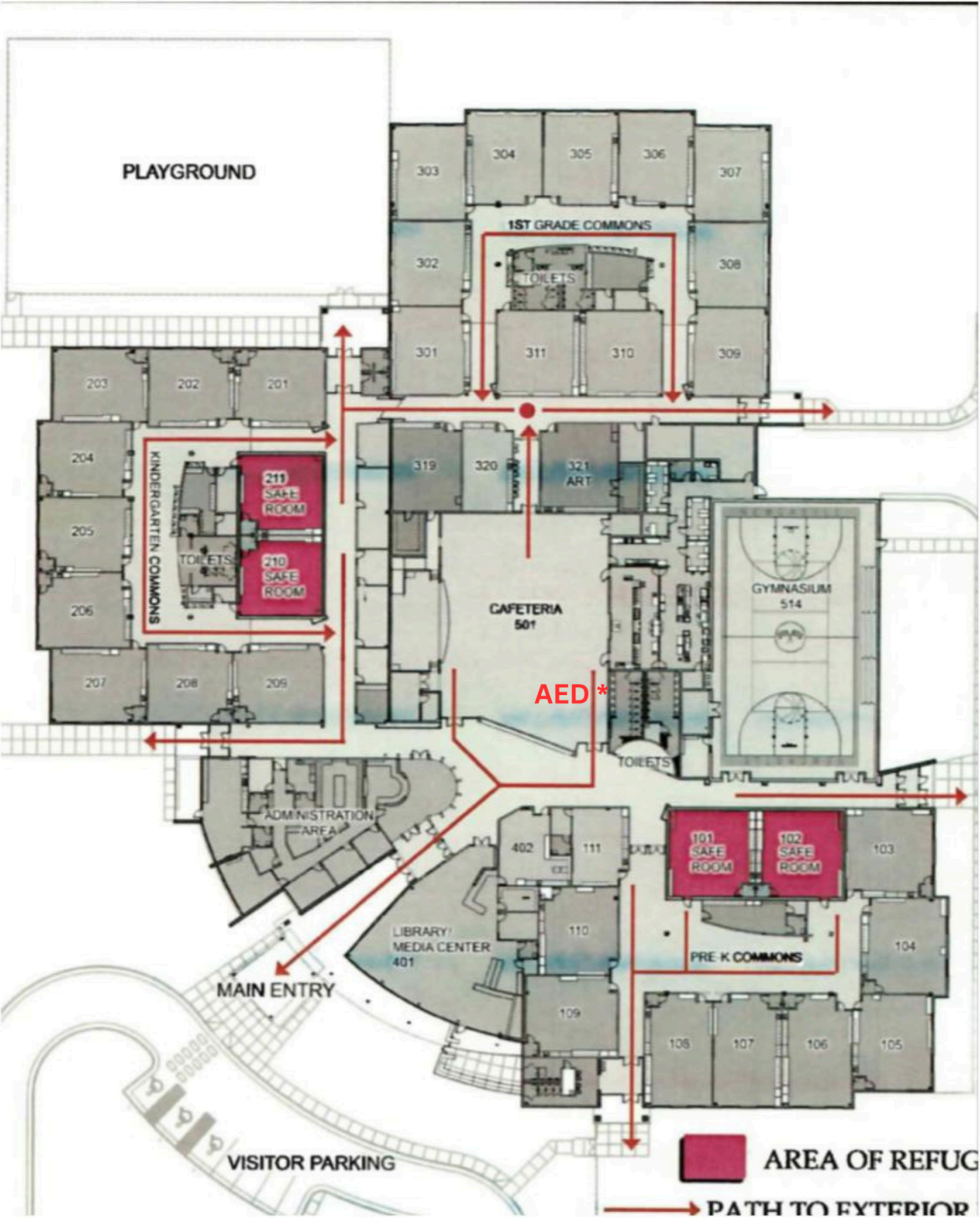
guidelines, an internal review following an actual cardiac emergency, or from changes in facilities, equipment, processes, technology, or personnel.

### **Building Location Information**

Organization Name: Newcastle Early Childhood Center

Organization Address: 251 NE 2<sup>nd</sup> Street, Newcastle OK 73065

AED Location: Cafeteria



Newcastle Public Schools

This Cardiac Arrest Emergency Action Plan is adopted by

**Newcastle Elementary School**

**Effective 1/31/2025**

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

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

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

The Cardiac Emergency Response Plan should be as follows:

**1. Cardiac Emergency Response Team (CERT)**

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

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

**Cardiac Emergency Response Team**

**Name / CPR/AED Certification Expiration Date**

- |                                     |          |
|-------------------------------------|----------|
| 1. Heidi Furnish BSN, RN            | 6/30/26  |
| 2. Darren Sainz, SRO                | 12/31/26 |
| 3. Michael Allen, Teacher           | 9/30/26  |
| 4. Mayra Terrazas, Paraprofessional | 9/30/26  |

5. Brende Jenkins, Paraprofessional	10/31/25
6. Amber Pearson, Teacher	3/31/26
7. Suzan McMartin, Paraprofessional	9/30/26
8. Julie Rodriguez, Paraprofessional	9/30/26
9. Emily Sheets, Paraprofessional	10/31/25

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

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

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

i. Recognize sudden cardiac arrest

- Unconscious and unresponsive
- Not breathing or not breathing normally

ii. Call 9-1-1

1. Provide organization address
2. Explain patient condition
3. Listen to the dispatcher
4. Answer questions
5. Notify other members of Cardiac Emergency Response Team

iii. Send someone to get the AED

- The closest member of the CERT should get the AED
- Bring AED supplies such as scissors, razor, towel, wipes, and gloves, if available.

iv. If there are enough people, send someone outside to wave down the ambulance.

v. Start CPR

- 100-120 compressions per minute
- Use 2 hands: The heel of one hand and the other hand on top (or one hand for children under 8 years old), pushing to a depth of 2 inches (or 1/3rd the depth of the chest for children under 8 years old)
- Follow the 9-1-1 dispatcher's instructions, if provided

vi. Use the AED as soon as it arrives

1. Turn it on
2. Place the pads as shown in the diagram on the pads
3. Follow the AED audio and visual (if available) instructions *Note: The AED will only deliver shocks if needed; if no shock is needed, no shock will be delivered.*

vii. Transition care to EMS:

- Transition care to EMS upon arrival so that they can provide advanced life support.

viii. Other Action to be taken by Staff:

- Confirm the exact location and the condition of the patient.
- Activate the Cardiac Emergency Response Team and give the exact location if not already done.
- Confirm that the Cardiac Emergency Response Team has responded.
- Confirm that 9-1-1 was called. If not, call 9-1-1 immediately.
- Assign a staff member to direct EMS to the scene.
- Perform "Crowd Control" – directing others away from the scene.
- Designate people to cover the duties of the CPR responders.
- Copy the patient's emergency information for EMS.
- Notify the patient's emergency contact (parent/guardian, spouse, etc.).

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

a. Minimum recommended number of AEDs for Newcastle Elementary School

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

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

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

i. AEDs will be checked monthly.

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

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

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

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

#### **AED Maintenance Team**

<b>Name</b>	<b>AED Location</b>
Heidi Furnish BSN, RN	West Building Central Hallway
Amanda Mars MA	East Building Central Hallway
Julie Woods NA	Cafeteria

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

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

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

#### **4. Communication of this Plan**

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

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

Person Responsible for Distribution: Heidi Furnish BSN, RN

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

a. Employee Training:

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

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

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

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

#### **6. Conduct Practice Drills**

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

#### **7. Annual review and evaluation of the Plan**

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

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

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

### **Building Location Information**

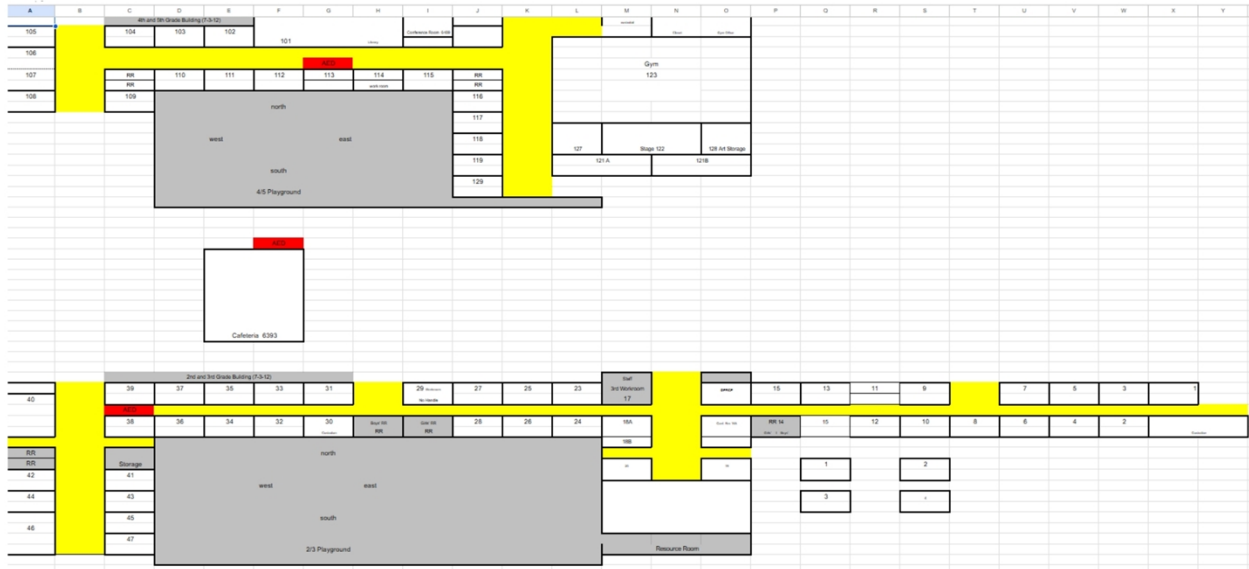
Organization Name: Newcastle Elementary School

Organization Address: 410 West 10th Street, Newcastle OK

AED Location: West Building Central Hallway

East Building Central Hallway

Cafeteria



Newcastle Public Schools

This Cardiac Arrest Emergency Action Plan is adopted by

**Newcastle Middle School**

**Effective 1/31/2025**

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

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

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

The Cardiac Emergency Response Plan should be as follows:

**1. Cardiac Emergency Response Team (CERT)**

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

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

**Cardiac Emergency Response Team**

**Name / CPR/AED Certification Expiration Date**

- |                                      |         |
|--------------------------------------|---------|
| 1. Wade Hampton, Principal           | 9/30/26 |
| 2. Larry Morman, Assistant Principal | 9/30/26 |
| 3. Brandon Jones, SRO                | 1/31/27 |
| 4. Julie Woods, Nursing Assistant    | 9/30/26 |

5. Heidi Furnish, BSN RN	9/30/26
6. Logan White, Paraprofessional	11/30/26
7. Ethan Conner, Teacher	10/16/25
8. Stephanie Young, Teacher	9/30/26
9. Christina Canary, Paraprofessional	9/30/26
10. Callyssa Boomgarden, Paraprofessional	9/30/26

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

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

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

i. Recognize sudden cardiac arrest

- Unconscious and unresponsive
- Not breathing or not breathing normally

ii. Call 9-1-1

1. Provide organization address
2. Explain patient condition
3. Listen to the dispatcher
4. Answer questions
5. Notify other members of Cardiac Emergency Response Team

iii. Send someone to get the AED

- The closest member of the CERT should get the AED
- Bring AED supplies such as scissors, razor, towel, wipes, and gloves, if available.

iv. If there are enough people, send someone outside to wave down the ambulance.

v. Start CPR

- 100-120 compressions per minute
- Use 2 hands: The heel of one hand and the other hand on top (or one hand for children under 8 years old), pushing to a depth of 2 inches (or 1/3rd the depth of the chest for children under 8 years old)
- Follow the 9-1-1 dispatcher's instructions, if provided

vi. Use the AED as soon as it arrives

1. Turn it on
2. Place the pads as shown in the diagram on the pads
3. Follow the AED audio and visual (if available) instructions *Note: The AED will only deliver shocks if needed; if no shock is needed, no shock will be delivered.*

vii. Transition care to EMS:

- Transition care to EMS upon arrival so that they can provide advanced life support.

viii. Other Action to be taken by Staff:

- Confirm the exact location and the condition of the patient.
- Activate the Cardiac Emergency Response Team and give the exact location if not already done.
- Confirm that the Cardiac Emergency Response Team has responded.
- Confirm that 9-1-1 was called. If not, call 9-1-1 immediately.
- Assign a staff member to direct EMS to the scene.
- Perform "Crowd Control" – directing others away from the scene.
- Designate people to cover the duties of the CPR responders.
- Copy the patient's emergency information for EMS.
- Notify the patient's emergency contact (parent/guardian, spouse, etc.).

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

a. Minimum recommended number of AEDs for Newcastle Middle School

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

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

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

i. AEDs will be checked monthly.

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

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

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

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

#### **AED Maintenance Team**

<b>Name</b>	<b>AED Location</b>
Julie Woods NA	Central Hallway North Wall
Amanda Mars MA	8th Grade Hallway
Heidi Furnish BSN, RN	Gym

- c. Additional Resuscitation Equipment: A resuscitation kit should be connected to the AED carry case. The kit should contain latex-free gloves, razor, scissors, towel, antiseptic wipes and a CPR barrier mask.
- d. AEDs should **not** be locked in an office or stored in a location that is not easily and quickly accessible at all times.
- e. AEDs should be readily accessible for use in responding to a cardiac emergency, during both office hours and after office hours, in accordance with this Plan. Each AED should have one set of defibrillator electrodes connected to the device. All AEDs should have clear AED signage so as to be easily identified.

#### **4. Communication of this Plan**

- a. The Cardiac Emergency Response Protocol should be distributed to:
  - i. All employees at the start of each year, with updates distributed as made.
  - ii. Local emergency medical services

Person Responsible for Distribution: Heidi Furnish BSN, RN

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

- a. Employee Training:
  - i. A sufficient number of staff should be trained in cardiopulmonary resuscitation (CPR) and in the use of an AED to enable Newcastle Middle School to carry out this plan. Training should be renewed at least every two years. Newcastle Middle School should designate the person responsible for coordinating staff training.  
  
CPR/AED Certification Training Coordinator: Heidi Furnish BSN, RN
  - ii. Training should be provided by an instructor currently certified by a nationally recognized organization to conform to current guidelines for teaching First Aid, CPR and/or Emergency Cardiac Care (ECC).
  - iii. Training may be traditional classroom, on-line or blended instruction but should include cognitive learning and hands-on practice.

#### **6. Conduct Practice Drills**

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

#### **7. Annual review and evaluation of the Plan**

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

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

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

### **Building Location Information**

Organization Name: Newcastle Middle School

Organization Address: 611 East Fox Lane, Newcastle OK 73065

AED Location: Central Hallway North Wall

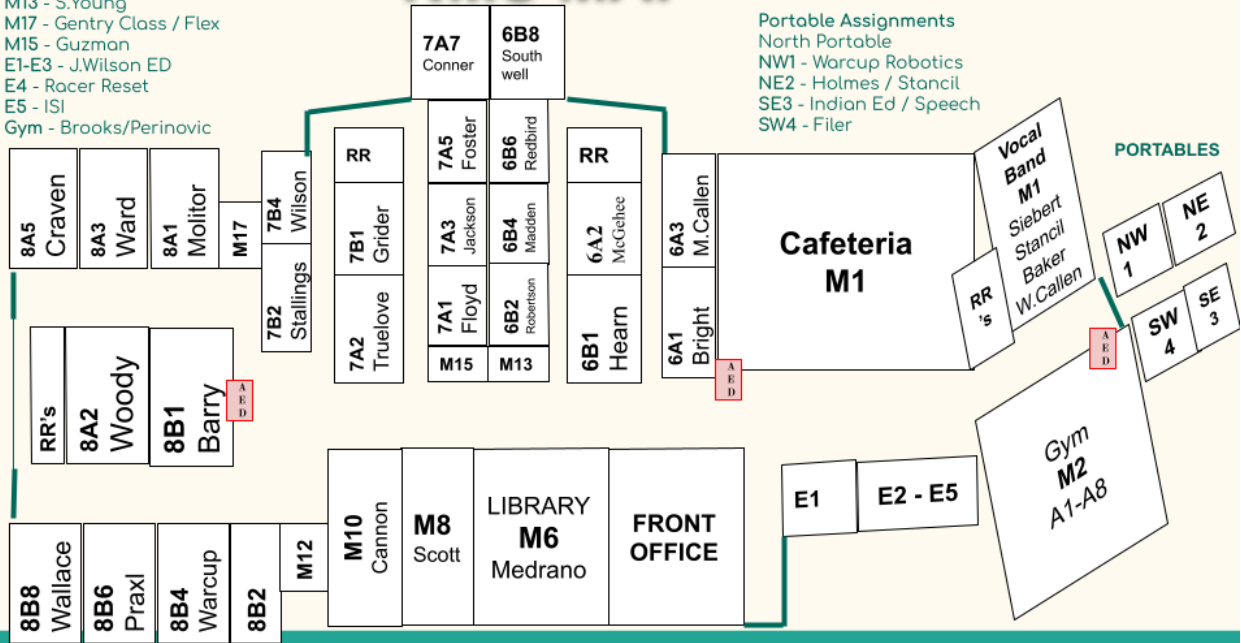
8th Grade Hallway

Gym

8B2 - Gentry/Howsley Office  
 M12 - Flex class / mixed use for Staff  
 M13 - S.Young  
 M17 - Gentry Class / Flex  
 M15 - Guzman  
 E1-E3 - J.Wilson ED  
 E4 - Racer Reser  
 E5 - ISI  
 Gym - Brooks/Perinovic

# NMS MAP

Portable Assignments  
 North Portable  
 NW1 - Warcup Robotics  
 NE2 - Holmes / Stancil  
 SE3 - Indian Ed / Speech  
 SW4 - Filer



PORTABLES

Newcastle Public Schools

This Cardiac Arrest Emergency Action Plan is adopted by

**Newcastle Middle School**

**Effective 1/31/2025**

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

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

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

The Cardiac Emergency Response Plan should be as follows:

**1. Cardiac Emergency Response Team (CERT)**

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

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

**Cardiac Emergency Response Team**

**Name / CPR/AED Certification Expiration Date**

- |                                      |         |
|--------------------------------------|---------|
| 1. Wade Hampton, Principal           | 9/30/26 |
| 2. Larry Morman, Assistant Principal | 9/30/26 |
| 3. Brandon Jones, SRO                | 1/31/27 |
| 4. Julie Woods, Nursing Assistant    | 9/30/26 |

5. Heidi Furnish, BSN RN	9/30/26
6. Logan White, Paraprofessional	11/30/26
7. Ethan Conner, Teacher	10/16/25
8. Stephanie Young, Teacher	9/30/26
9. Christina Canary, Paraprofessional	9/30/26
10. Callyssa Boomgarden, Paraprofessional	9/30/26

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

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

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

i. Recognize sudden cardiac arrest

- Unconscious and unresponsive
- Not breathing or not breathing normally

ii. Call 9-1-1

1. Provide organization address
2. Explain patient condition
3. Listen to the dispatcher
4. Answer questions
5. Notify other members of Cardiac Emergency Response Team

iii. Send someone to get the AED

- The closest member of the CERT should get the AED
- Bring AED supplies such as scissors, razor, towel, wipes, and gloves, if available.

iv. If there are enough people, send someone outside to wave down the ambulance.

v. Start CPR

- 100-120 compressions per minute
- Use 2 hands: The heel of one hand and the other hand on top (or one hand for children under 8 years old), pushing to a depth of 2 inches (or 1/3rd the depth of the chest for children under 8 years old)
- Follow the 9-1-1 dispatcher's instructions, if provided

vi. Use the AED as soon as it arrives

1. Turn it on
2. Place the pads as shown in the diagram on the pads
3. Follow the AED audio and visual (if available) instructions *Note: The AED will only deliver shocks if needed; if no shock is needed, no shock will be delivered.*

vii. Transition care to EMS:

- Transition care to EMS upon arrival so that they can provide advanced life support.

viii. Other Action to be taken by Staff:

- Confirm the exact location and the condition of the patient.
- Activate the Cardiac Emergency Response Team and give the exact location if not already done.
- Confirm that the Cardiac Emergency Response Team has responded.
- Confirm that 9-1-1 was called. If not, call 9-1-1 immediately.
- Assign a staff member to direct EMS to the scene.
- Perform "Crowd Control" – directing others away from the scene.
- Designate people to cover the duties of the CPR responders.
- Copy the patient's emergency information for EMS.
- Notify the patient's emergency contact (parent/guardian, spouse, etc.).

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

a. Minimum recommended number of AEDs for Newcastle Middle School

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

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

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

i. AEDs will be checked monthly.

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

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

iii. If the person checking the AEDS answers no to any of these questions, they should call the AED manufacturer or distributor that sold the AED immediately.

iv. The person checking the AED should log the monthly checks into Newcastle Public School's HeartSmartPro.com AED management program account.

#### **AED Maintenance Team**

<b>Name</b>	<b>AED Location</b>
Julie Woods NA	Central Hallway North Wall
Amanda Mars MA	8th Grade Hallway
Heidi Furnish BSN, RN	Gym

- c. Additional Resuscitation Equipment: A resuscitation kit should be connected to the AED carry case. The kit should contain latex-free gloves, razor, scissors, towel, antiseptic wipes and a CPR barrier mask.
- d. AEDs should **not** be locked in an office or stored in a location that is not easily and quickly accessible at all times.
- e. AEDs should be readily accessible for use in responding to a cardiac emergency, during both office hours and after office hours, in accordance with this Plan. Each AED should have one set of defibrillator electrodes connected to the device. All AEDs should have clear AED signage so as to be easily identified.

#### **4. Communication of this Plan**

- a. The Cardiac Emergency Response Protocol should be distributed to:
  - i. All employees at the start of each year, with updates distributed as made.
  - ii. Local emergency medical services

Person Responsible for Distribution: Heidi Furnish BSN, RN

#### **5. Training in Cardiopulmonary Resuscitation (CPR) and AED Use**

- a. Employee Training:
  - i. A sufficient number of staff should be trained in cardiopulmonary resuscitation (CPR) and in the use of an AED to enable Newcastle Middle School to carry out this plan. Training should be renewed at least every two years. Newcastle Middle School should designate the person responsible for coordinating staff training.  
  
CPR/AED Certification Training Coordinator: Heidi Furnish BSN, RN
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The site should perform at least one successful drill each year with the participation of staff, safety officials and other targeted responders. When possible, invite local EMS to the drills. They can provide meaningful feedback and information about realistic situations.

#### **7. Annual review and evaluation of the Plan**

Newcastle Middle School should conduct an annual internal review of the company's plan. The annual review should focus on ways to improve the company's response process, to include:

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- a. A contact list of individuals to be notified in case of a cardiac emergency.
- b. Determine the procedures for the release of information regarding the cardiac emergency.
- c. Date, time and location of the cardiac emergency and the steps taken to respond to the cardiac emergency.
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- g. An evaluation of the debriefing process for responders and post-event support.
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### **Building Location Information**

Organization Name: Newcastle Middle School

Organization Address: 611 East Fox Lane, Newcastle OK 73065

AED Location: Central Hallway North Wall

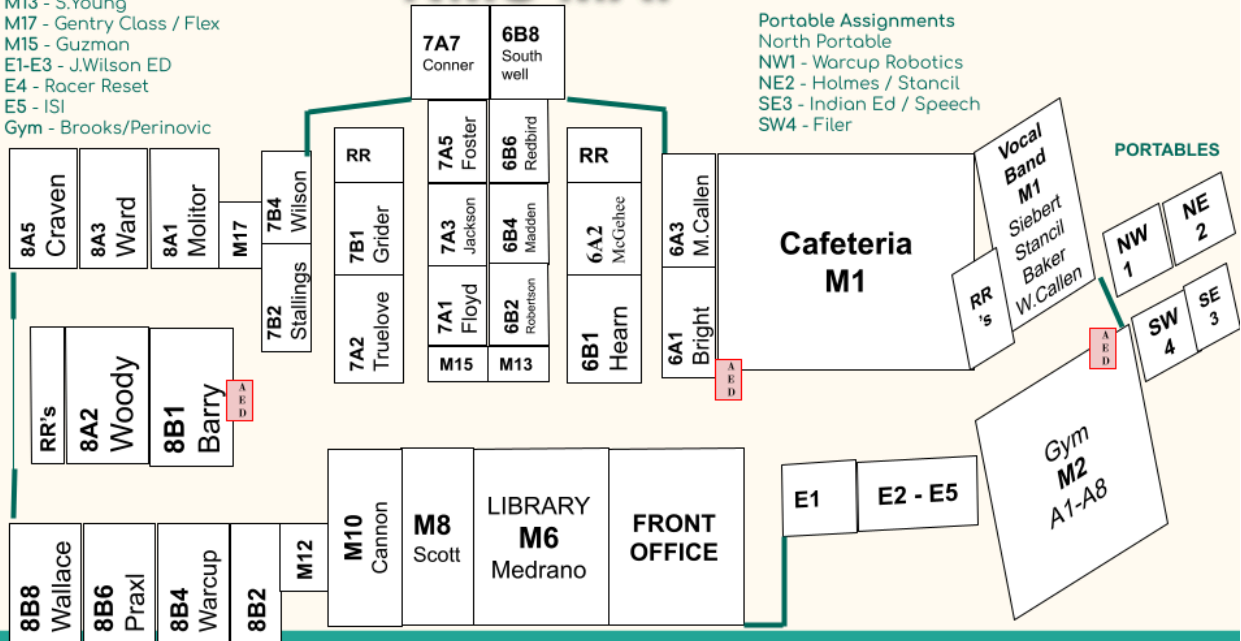
8th Grade Hallway

Gym

8B2 - Gentry/Howsley Office  
 M12 - Flex class / mixed use for Staff  
 M13 - S.Young  
 M17 - Gentry Class / Flex  
 M15 - Guzman  
 E1-E3 - J.Wilson ED  
 E4 - Racer Reset  
 E5 - ISI  
 Gym - Brooks/Perinovic

# NMS MAP

**Portable Assignments**  
 North Portable  
 NW1 - Warcup Robotics  
 NE2 - Holmes / Stancil  
 SE3 - Indian Ed / Speech  
 SW4 - Filer



**PORTABLES**

Newcastle Public Schools

This Cardiac Arrest Emergency Action Plan is adopted by

**Newcastle High School**

**Effective 1/31/2025**

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**1. Cardiac Emergency Response Team (CERT)**

- a. The Cardiac Emergency Response Team should be composed of those individuals who have current CPR/AED certification.
- b. All members of the Cardiac Emergency Response Team should receive and maintain nationally recognized training, which includes a certification card with an expiration date of not more than 2 years.
- c. As many other staff members as reasonably practicable should receive training.

The members of our organization who are part of the Cardiac Emergency Response Team are listed here:

**Cardiac Emergency Response Team**

**Name / CPR/AED Certification Expiration Date**

- |   |            |
|---|------------|
| 1. Adam Hull, Principal                 | 9/30/26    |
| 2. Genevieve Craig, Assistant Principal | 9/30/26    |
| 3. Heidi Furnish BSN, RN                | 6/30/26    |
| 4. Micah McNew, SRO                     | 12/31/2026 |

- |                                |          |
|--------------------------------|----------|
| 5. Leigh Heatly, CCC Assistant | 9/30/26  |
| 6. Kyndal Wilmot, Secretary    | 10/31/25 |
| 7. Ryan Siebert, Teacher       | 9/30/26  |
| 8. Alyssa Thomas, Teacher      | 11/30/26 |

## **2. Activation of Cardiac Emergency Response Team during an identified cardiac emergency:**

- a. The members of the Cardiac Emergency Response Team should be notified immediately when a cardiac emergency is suspected. They will be notified by: **Walkie Talkie Radio with a Perimeter Lock down (stay in rooms, continue teaching)**
- b. The steps for responding to a cardiac emergency are described below.
  - i. Recognize sudden cardiac arrest
    - Unconscious and unresponsive
    - Not breathing or not breathing normally
  - ii. Call 9-1-1
    1. Provide organization address
    2. Explain patient condition
    3. Listen to the dispatcher
    4. Answer questions
    5. Notify other members of Cardiac Emergency Response Team
  - iii. Send someone to get the AED
    - The closest member of the CERT should get the AED
    - Bring AED supplies such as scissors, razor, towel, wipes, and gloves, if available.
  - iv. If there are enough people, send someone outside to wave down the ambulance.
  - v. Start CPR

- 100-120 compressions per minute
- Use 2 hands: The heel of one hand and the other hand on top (or one hand for children under 8 years old), pushing to a depth of 2 inches (or 1/3rd the depth of the chest for children under 8 years old)
- Follow the 9-1-1 dispatcher's instructions, if provided

vi. Use the AED as soon as it arrives

1. Turn it on
2. Place the pads as shown in the diagram on the pads
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vii. Transition care to EMS:

- Transition care to EMS upon arrival so that they can provide advanced life support.

viii. Other Action to be taken by Staff:

- Confirm the exact location and the condition of the patient.
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- Confirm that the Cardiac Emergency Response Team has responded.
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- Assign a staff member to direct EMS to the scene.
- Perform "Crowd Control" – directing others away from the scene.
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- Copy the patient's emergency information for EMS.
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### **3. Automated external defibrillators (AEDs) – placement and maintenance**

a. Minimum recommended number of AEDs for Newcastle High School

*Inside office buildings – The number of AEDs should be sufficient to enable employees to retrieve an AED and deliver it to any location within the building within 3 minutes of being notified of a possible cardiac emergency.*

i. Number of AEDS located at Newcastle High School: 10

b. Newcastle High School will regularly check and maintain each AED in accordance with the AED’s user manual. (See AED Maintenance Team table below for person(s) responsible for checking AEDs)

i. AEDs will be checked monthly.

ii. The person checking the AEDs should answer the following questions:

- Is the Active Status Indicator light on your AED flashing green?
- Are the AED pads plugged in and ready for use?
- Does the AED appear to be undamaged and ready for use?
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iii. If the person checking the AEDS answers no to any of these questions, they should call the AED manufacturer or distributor that sold the AED immediately.

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**AED Maintenance Team**

<b>Name</b>	<b>AED Location</b>
Heidi Furnish BSN, RN	East Building Central Hallway
Amanda Mars MA	West Building Central Hallway
Julie Woods NA	Field House 2nd Floor
	New Gym Foyer near women’s restroom
	Ag Building
	Aviation Building

Cheer Building

Old Gym

Auditorium Foyer

Football Field Concession

c. Additional Resuscitation Equipment: A resuscitation kit should be connected to the AED carry case. The kit should contain latex-free gloves, razor, scissors, towel, antiseptic wipes and a CPR barrier mask.

d. AEDs should **not** be locked in an office or stored in a location that is not easily and quickly accessible at all times.

e. AEDs should be readily accessible for use in responding to a cardiac emergency, during both office hours and after office hours, in accordance with this Plan. Each AED should have one set of defibrillator electrodes connected to the device. All AEDs should have clear AED signage so as to be easily identified.

#### **4. Communication of this Plan**

a. The Cardiac Emergency Response Protocol should be distributed to:

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- ii. Local emergency medical services

Person Responsible for Distribution: Heidi Furnish BSN, RN

#### **5. Training in Cardiopulmonary Resuscitation (CPR) and AED Use**

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CPR/AED Certification Training Coordinator: Heidi Furnish BSN, RN

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iii. Training may be traditional classroom, on-line or blended instruction but should include cognitive learning and hands-on practice.

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## Building Location Information

Organization Name: Newcastle High School

Organization Address: 101 North Main Street, Newcastle OK 73065

AED Location: East Building Central Hallway

West Building Central Hallway

Field House 2nd Floor

New Gym Foyer near women's restroom

Ag Building

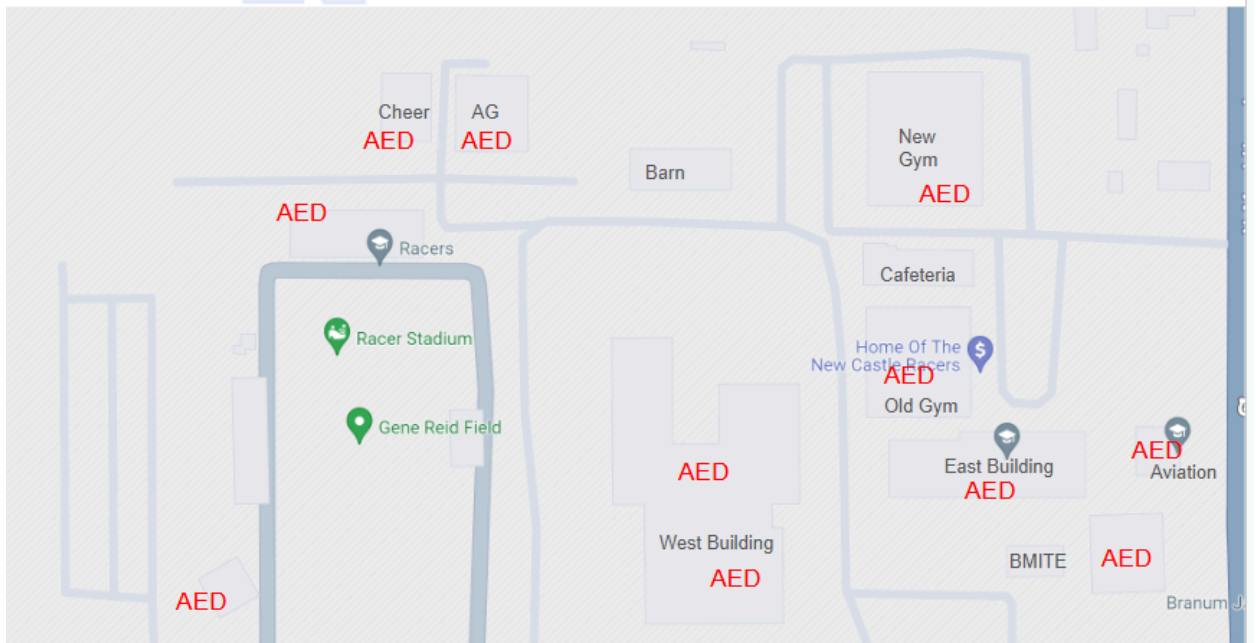
Aviation Building

Cheer Building

Old Gym

Auditorium Foyer

Football Field Concession







**Oklahoma Teacher Empowerment Program**

<b>CRITERIA</b>	<b>Advanced</b>	<b>Lead</b>	<b>Master</b>	
<b>Years of Experience within the district</b>	<p>Minimum of five (5) years experience as a teacher within the school district</p> <p>Earned a 3.4 or higher on TLE</p>	<p>Minimum of eight (8) years experience as a teacher within the school district</p> <p>Earned a “highly effective” or more on TLE</p>	<p>Minimum of ten (10) years experience as a teacher within the school district</p> <p>Earned a 4 or higher on TLE</p>	
<b>Certifications</b>	<p>State certified to teach one (1) subject (includes traditional and alternative placement)</p>	<p>State certified to teach more than one (1) subject (includes traditional and alternative placement)</p>	<p>Holds both a state certification in more than one subject or National Board certification</p>	
<b>Education</b>	<p>Holds a Bachelor’s degree</p>	<p>Holds a Bachelor’s degree</p>	<p>Holds a Masters or a Doctorate degree</p>	



## SCHOOL CALENDAR

Annually, the Superintendent or the Superintendent's designee shall prepare and present for Board approval. The board may receive constructive input from teachers, students, administration, and the community before final adoption of a calendar. A committee will work with the administration on the school calendar. Any changes in the calendar after adoption shall be subject to board approval.

The school year shall consist of ~~165~~ 166 days ~~or~~ and ~~1080~~ 1086 hours or 180 days and shall be divided into two (2) semesters.

The school calendar shall set forth the following:

- Opening and closing dates of school
- Graduation
- Holiday and vacation periods
- Spring break
- Parent-teacher conference days
- Professional Development days

Upon approval of the calendar by the board, the calendar will be posted on the district's website.

**REFERENCE:** 70 O.S. §1-109

## FLAGS

It is the policy of the Newcastle Board of Education that the American flag and the Oklahoma flag will be flown at the school during school hours except in bad weather. An assigned individual will be responsible for raising and lowering the flags.

Any American flag flown on school premises shall be flown in accordance with 4 U.S.C. §§ 1 and 2 as well as all other provisions in federal law regarding the display of the American flag. Failure to adhere to legal requirements regarding the display of the American flag could lead to disciplinary action.

The school day will begin with a flag salute, which shall include the recitation of the Pledge of Allegiance. However, students not wishing to participate in the pledge shall not be required to do so. A notice to this effect will be posted in a conspicuous place in each school building and/or classroom.

Flags representing United States Military branches may also be flown on school premises with the approval of the administration. Any other flag that is to be flown or displayed on school property must be approved by the administration. Appeals may be presented to the school board.

Newcastle Schools take a no tolerance approach to any desecration of the American Flag.

**REFERENCE:** 25 O.S. §91.2  
25 O.S. §153  
70 O.S. §24-106  
**Accreditation Standard 210:35-3-5**

## INTERLOCAL AGREEMENT

This agreement is made and entered into by and between the City of Newcastle, Oklahoma, a municipal corporation organized and existing under and by virtue of the laws of the State of Oklahoma ("Newcastle") 120 NE 2<sup>nd</sup> St., PO Box 179, Newcastle, OK 73065 and Newcastle Public Schools, ("School") 101 N. Main St., Newcastle, OK 73065-4104 to be effective the day and year of the last to sign of Newcastle and School.

WHEREAS, Newcastle and School are public agencies within the meaning of the Interlocal Cooperation Act and each desires to enter into this agreement for joint and cooperative action pursuant to the authority of the Interlocal Cooperation Act; and

WHEREAS, each public agency does on occasion provide and/or has available equipment, goods, services and manpower which would be beneficial to the other and which would ultimately benefit the citizens and residents of Newcastle and those persons served by the School; and

WHEREAS, each desires to make those goods, services, equipment and manpower available to the other in a manner that will be of benefit to the citizens and residents that each serves and represents; and

NOW, THEREFORE, Newcastle and School agree as follows, to-wit:

1. Purpose: The purpose of this agreement is to provide a means for joint and cooperative action between Newcastle and School to provide equipment, goods, services and manpower to each other that will benefit each and therefore also benefit the people and organizations that each serves.

2. Services Provided: Newcastle and School each agree to provide to the other such goods, services, equipment, and manpower as can be supplied without interfering with the duties, responsibilities, and missions that each provides to the public. The supplying party shall be solely responsible to determine what goods, services, equipment and manpower are available for the requesting party and shall be solely responsible for directives, assignments and orders concerning the goods, services, equipment and manpower furnished to the other.

3. Contact Person: The contact person for Newcastle shall be the City Manager and/or his/her designated representative. The contact person for the School shall be the Superintendent of Schools and/or his/her designated representative. Each shall provide the other written notification of any designated representative.

4. No Waiver of Sovereign Immunity: Nothing in this agreement shall be construed as a waiver of any governmental sovereign immunity.

5. Duration: This agreement supersedes all previous agreements between the signatories dealing with the subject matter hereof and shall become effective on the day and year signed on behalf of the last to sign of Newcastle and School. This interlocal agreement

shall terminate on June 30, 2026, unless terminated otherwise pursuant to the provisions contained herein. If required by applicable law, this agreement may be renewed from fiscal year to fiscal year by action of the parties' governing boards.

6. Waiver: Each party waives all claims against the other party for compensation for any loss, damage, personal injury, or death occurring as a consequence of the performance of this agreement.

7. Response/Release: A responding organization shall be released by the requesting organization when the services of the responding organization are no longer required or when the responding organization is needed within the area for which it normally provides fire protection, as determined by the authorized representative of the responding organization.

8. Termination: This agreement may be terminated at any time by either party, with or without cause, upon tendering in writing notice of such termination thirty (30) days prior to the effective date of such termination to the City Manager of the City of Newcastle or to the Superintendent of Schools, as the case may be.

9. Third Parties: It is not the intent of this agreement to create any rights in any third parties.

10. Not Assignable: This agreement is not assignable except upon the prior written consent of the parties hereto.

11. Execution: This agreement shall be executed in quadruplicate, each copy of which shall serve as an original.

12. Amendment: This agreement may not be amended except by the express written agreement of the parties hereto.

IN WITNESS WHEREOF, Newcastle and School have caused this agreement to be subscribed on their behalf by their respective officers pursuant to governing body approvals as required by law.

CITY OF NEWCASTLE

By:   
Karl D. Nail, Mayor DATE

ATTEST:  
  
City Clerk

Approved as to Form:   
Jeff Bryant, City Attorney

**NEWCASTLE PUBLIC SCHOOLS**

By: \_\_\_\_\_  
Cathy Walker, Superintendent      DATE

**ATTEST:**

\_\_\_\_\_

## School Resource Officer Mutual Cooperation Agreement

This mutual cooperation agreement made and entered into this \_\_\_\_\_ day of \_\_\_\_\_ 2025, by and between the City of Newcastle ("City") and Independent School District No. 1 of McClain County, Oklahoma ("District"), for the 2025-2026 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 three (3) SROs a total sum of Eight-Hundred Twenty-Seven Dollars and No Cents (\$827.00) per diem for the period of one hundred sixty (160) 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 SROs will be One-Hundred Thirty-Two Thousand Three-Hundred Twenty Dollars and No Cents (\$132,320.00). 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 three (3) police officers to serve as SROs for all District locations. SROs will be based at the following District school locations, but will be available to respond to the needs of all District locations:

Newcastle High School, 101 N. Main.

Newcastle Middle School, 611 E. Fox Lane

Newcastle Elementary, 410 NW 10<sup>th</sup>.

- 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, including occasional Fridays, 10 hours a day with 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.

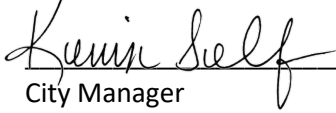
13. **Liability:** City agrees that it shall be responsible for any liability arising from the actions of the individual assigned to act as SRO in the same manner and to the same extent as it has liability for the actions of any police officer. Each party shall assume and be responsible for any liability or the costs of litigation arising from the 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

July 16, 2025

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chief of Police

"District"

By:

\_\_\_\_\_  
President of the Board of Education

Attest

\_\_\_\_\_  
Clerk of the Board of Education

**SPORTS MEDICINE and ATHLETIC TRAINING  
SERVICES SUBSCRIPTION AGREEMENT**

**I. PARTIES TO THE AGREEMENT:**

- A. Norman Regional Hospital Authority d/b/a Norman Regional Health System  
Attn: Joe Waldron, Manager of Sports Medicine  
3400 W. Tecumseh Rd. Ste. 101  
Norman, OK 73072**
  
- B. Newcastle Public Schools  
101 N. Main  
Newcastle, OK 73065**

**II. GENERAL PURPOSE OF THE ATHLETIC TRAINING EVENT COVERAGE AGREEMENT:**

NORMAN REGIONAL HOSPITAL AUTHORITY D/B/A NORMAN REGIONAL HEALTH SYSTEM (hereinafter "NRHS") is possessed of certain skill, experience, and expertise with regard to sports medicine care of athletic populations. NRHS desires to continue to be the provider of choice for sports medicine care.

**III. AGREEMENT:**

NRHS agrees to provide Newcastle Public Schools (hereinafter "NPS") with unique services as outlined in this service agreement. Services provided by NRHS to NPS will be done so exclusively. No school system representative, administrator, or coach shall attempt to use, secure, or negotiate other sports medicine and/or athletic training services during the contract term. **No school system representative, administrator, or coach shall refer an athlete to any health care professional except for the one provided by NRHS.** This contract will be valid from August 1, 2025 through May 31, 2026 or until the termination of the school year, which ever comes first. Thereafter, this agreement shall automatically renew each year for a period of one (1) school year.

**IV. COMPENSATION FOR SERVICES:**

- 1. The service fee for the established term will be Twenty Seven thousand dollars (\$27,000.00). The service fee is an annual fee and is due and payable by NPS. NRHS agrees, for the convenience of the school system, to extend the payment term to ten (10) monthly payments. The first one-fifth of the contract fee, two thousand dollars (\$2700.00) shall be due to NRHS by August 15, 2025. Each of the subsequent payments will be due no later than the 15<sup>th</sup> of each month until the fee schedule has been retired. If the outstanding balance is 30 days or more past due, NRHS may, at its option, require the payment of the entire service agreement outstanding balance.

2. NPS will also agree to advise each booster club and help secure, at no cost, available space in any football, basketball or major athletic event program or publication for marketing, sports injury information, and educational information, as provided by NRHS representative. Size of any printed marketing or information material must be no smaller than 8 1/2" X 5 1/2".

**V. SPORTS MEDICINE AND ATHLETIC TRAINING SERVICES:**

1. Provision of a NATABOC Certified Athletic Trainer (ATC) and licensed by the Oklahoma State Board of Medical Licensure and Supervision.
2. ATC will be on campus on a daily basis at 1:30 p.m. Evaluation are available earlier on an as needed basis by appointment.
3. ATC will remain on campus during the football season until the completion of football practice. Following the football season the ATC will communicate to the Athletic Director and coaching staffs training room operational hours.
4. Taping and pre-game/ practice treatments.
5. Post-game/practice treatments.
6. Daily injury reporting and record keeping.
7. Management of training room equipment/ supplies. (Including equipment purchased by the school at start up or any equipment/ supplies donated to the school).
8. Management of training room personnel and student athletic trainer aides.
9. Game coverage as follows:

Dedicated Coverage:

Home/Away Varsity Football  
Home JV Football  
Home Varsity Basketball (boys, girls)  
Home Varsity Soccer (boys, girls)  
Home Track Meets  
District Events if hosted at NPS

Scheduled coverage based on priority:

Home Varsity Softball  
Home Varsity Baseball  
Home Cross Country Meets

- Any game coverage conflict or priority coverage will be resolved and/ or scheduled by providing game coverage to the sport with a higher rate of injury or at the discretion of the ATC with the approval of the NPS Athletic Director.

10. NRHS will provide continuing education, informative presentations, or public speaking engagements for NPS parents, faculty, staff or coaching staff upon request. Dates, times, and topics must be arranged by a school system representative.

#### **VI. AVAILABILITY OF THE ATC:**

1. Athletic Training services will be provided during the operational hours. Operational hours will be established to reflect the time of the athletic season. Changes will be made at the discretion of the ATC.
2. Athletic Training services will not be provided during scheduled holidays and vacations that are recognized by NPS. These include but are not limited to: Christmas Holiday, Thanksgiving Holiday, Spring Break, Labor Day, Memorial Day, etc.

#### **VII. PHYSICIAN SERVICES:**

1. NRHS, at their discretion, shall designate for NPS, a team orthopedic physician(s), and/or primary care or general practice physician(s) for the term of this contract. No school system athlete will be required to owe the services of any such designated physician(s). Any such designated physician(s) shall assume no liability with regard to the nature and implementation of treatment.
2. Any athlete referred for a physician consultation will assume all financial responsibility for the charges incurred for their treatment and care.

#### **VIII. CONDITIONS OF FEE FOR SERVICE:**

1. NRHS does not in any form, imply or infer, to have authority to discount or waive fees for NRHS, any associated physician(s) or allied medical service. Any fees charged for medical services associated with the treatment, rehabilitation, and/or care of an athlete include, but are not limited to, rehabilitation procedures, diagnostic testing, diagnostic imaging, hospital or lab procedures, physician services, emergency room services, surgical services, related hospital services, and contract hospital services.
2. Verification of third party reimbursement or insurance coverage or questions related to coverage can be directed to the service provider business office.

#### **IX. TERMINATION:**

This agreement may be terminated prior to the expiration of its established terms only under the following circumstances:

1. By either party, with or without cause, upon no less than 30 days prior written notice; provided, however, that in the event that this contract is terminated early without cause by the school system, NRHS, will not refund any portion of the contract fee, and all services to NPS shall be terminated. Provided, further that in the event this agreement is terminated early with cause by NRHS, the school

system shall be entitled to a prorated refund based on the remaining months of the contract term.

2. This agreement may be terminated prior to the expiration of its established term by written notice. Notice from one party to the other party in the event of a breach or default in this agreement; provided, however, that the breaching party shall first have been given at least 30 days advance written notice of the breach and an opportunity to cure the default.

**X. CONFIDENTIALITY:**

All business, medical and other records related to the operation of NRHS, including, but not limited to, general administrative records, policies and procedures, and pricing information, shall be and remain the sole property of NRHS (collectively, the "Confidential Information"). NPS hereby acknowledges that the Confidential Information is competitively sensitive and agrees not to disclose Confidential Information to a third party other than NPS administrators, school board members, attorneys, accountants, or other bona fide agents or representatives.

EXECUTED AND EFFECTIVE THE \_\_\_\_\_ DAY OF \_\_\_\_\_ 2025.

\_\_\_\_\_  
Dr. Aaron Boyd M.D., Chief Executive Officer  
NORMAN REGIONAL HOSPITAL AUTHORITY

\_\_\_\_\_  
Newcastle Public Schools Superintendent

\_\_\_\_\_  
Newcastle High School Athletic Director

**T-Mobile for Education  
EmpowerED Agreement (with Device Subsidy) 2-Year Term  
No. 3948317**

This T-Mobile for Education EmpowerED Agreement (with Device Subsidy) (“**Agreement**”) is effective as of the date the second Party signs this Agreement below (“**Agreement Effective Date**”), and is by and between T-Mobile USA, Inc., a Delaware corporation (“**T-Mobile**” or “**Contractor**”), and Newcastle Public Schools, a(n) Oklahoma public school district, with its principal place of business at 101 North Main Street, Newcastle, OK 73065 (“**Customer**”).

**1. Superseding Effect.** T-Mobile and Customer acknowledge they are parties to a T-Mobile Project 10Million Agreement (General) No. 1184620 signed by Customer on November 9, 2021 and T-Mobile on November 9, 2021 (“**Previous T-Mobile P10Million Agreement No. 1184620**”). T-Mobile and Customer agree that this T-Mobile for Education EmpowerED (with Device Subsidy) 2-Year Term Agreement No. 3948317 will supersede and replace the Previous T-Mobile P10Million Agreement No. 1184620 as of the Agreement Effective Date, subject to the terms herein, and the Previous P10Million T-Mobile Agreement No. 1184620 will be terminated in its entirety as of the Agreement Effective Date.

**2. Term.** The term of this Agreement is twenty-four (24) months from the Agreement Effective Date (“**Term**”), and each line of Service will have a twenty-four (24) month service term from date of activation (“**Service Period**”). In the event a line of Service has a Service Period that extends beyond the expiration of the Term, the terms and conditions of this Agreement will continue to apply to such line of Service for the remainder of its Service Period.

**3. Underlying Agreement.** Customer agrees to purchase wireless mobile Services and Devices from T-Mobile and T-Mobile agrees to provide the Services and Devices to Customer based on the prices listed below. The terms of Customer’s purchase and use of the Services will be governed by this Agreement and by this Agreement and the State of Oklahoma, Office of Management and Enterprise Services (OMES), Information Services Division, (ISD) (“**Master Agreement**”).

- (a) The terms and conditions of this Agreement or the Master Agreement will not be modified or superseded by any terms and conditions in a Customer-generated Purchase Order. Purchase Orders will have no force or effect other than to denote quantity, the products or services purchased, delivery destinations, requested delivery dates and any other information required by this Agreement.
- (b) In the event the Master Agreement is terminated or expires and is not renewed prior to the expiration of the Term of this Agreement, T-Mobile may enter into a follow-on master agreement for the period after termination or expiration of the Master Agreement (a “**New Master Agreement**”), in which case the New Master Agreement will be substituted for the existing Master Agreement for the remainder of the Term, and the terms and conditions of the New Master Agreement shall supersede and replace the terms of the existing Master Agreement. In the event the Master Agreement is terminated or expires and is not renewed prior to the expiration of the Term, and T-Mobile does not enter into a New Master Agreement, then Customer and T-Mobile will: (i) mutually agree to amend this Agreement in order to transition it under another available master agreement to be substituted for the Master Agreement; or (ii) enter into a mutually agreeable alternative agreement to be substituted for the Master Agreement.
- (c) Notwithstanding anything to the contrary in this Agreement, following the expiration of a line’s Service Period, T-Mobile will continue to provide the Services to Customer for such line under the pricing, discounts and other terms and conditions set forth in this Agreement, or, with 30 days’ advance notice to Customer, at standard list pricing, until either party provides 30 days’ advance written notice to terminate the Service for such line.

**4. Offer/Pricing. Mobile Rate Plans include Mobile Device as listed below:**

- Discounted or free mobile Internet devices dependent on rate plan as described below.

<b>Rate Plan</b>	<b>Monthly Recurring Charge/Line*</b>	<b>Features</b>	<b>Device Subsidy/line**</b>
EmpowerED 2.0 Unlimited High Speed Mobile Internet	\$15.17	Unlimited High Speed Data	\$200 subsidy/line

\* Prices above do not include applicable taxes and surcharges; not qualified for any further aggregate volume discount.

\*\* Discounted/subsidized Device offer is subject in all cases to inventory availability.

4. **Total Order.** Customer agrees to order the following lines of Service and, if applicable, Devices. Amounts below do not include any applicable taxes and surcharges:

Total # of Lines of Service	Rate Plan	Service Period Length (months)	Total Service Charge for Term	Pre-Subsidy Cost per Device	Total Pre-Subsidy Cost of Devices	Total Subsidy Amount to Customer under T-Mobile EmpowerED Program (Subsidy from Section 3 x # of Lines)	Total Customer Commitment for Service and Device for the Term of the Agreement <sup>1</sup>
10 <sup>3</sup>	\$15.17 before \$0.17 monthly Retention Credit = NET recurring charge of <b>\$15.00 per month per line</b> <sup>2</sup>	24	\$3,640.80	\$198.00	\$1,980.00	\$1,980.00	\$3,640.00

<sup>1</sup> Total Customer Commitment for Service and Device for Term of the Agreement” is equal to (i) the “Total Service Charge for Term,” plus (ii) the “Total Pre-Discount/Subsidy Cost of Device,” minus (iii) the “Total Subsidy Amount to Customer under T-Mobile EmpowerED Program.”

<sup>2</sup> Customer will receive a monthly credit in the amount of \$0.17 per line of Service (“**Retention Credit**”) for the 10 existing lines of Service. Customer must activate its lines of Service on the EmpowerED 2.0 Program Unlimited High Speed Mobile Internet \$15.17 MRC rate plan (for existing EmpowerED 2.0 Program Customers only) and must remain active, without suspension, during the Renewal Term of the Second Amendment.

<sup>3</sup>Total # of Lines of Service reflects the Customer’s existing 10 lines of Service previously activated on/about/around July 2020, under billing account number (BAN) 9703282680 on the T-Mobile for Education EmpowerED 2.0 program.

5. **(a) Requirements to qualify for Device Discount/Subsidy; Clawback.**

- For the Device Discount/Subsidy to be effective, Customer must purchase a Device from T-Mobile with an activated line of Service based on the rate plan listed above under its Master Account. Each line of Service must be activated and maintained for the entire Service Period applicable to such line, without any suspension or termination of any line of Service that received the Device Discount/Subsidy (except as provided below in this subsection (a)).
- Customer agrees that it cannot change or move the lines of Service with a Device Discount/Subsidy to a different or lower Rate Plan during the applicable Service Period and if it does, Customer will reimburse T-Mobile for the Device Discount/Subsidy received, as set forth in subsection (c) below.
- Each line of Service and each Device purchased must be activated in accordance with the terms of the Master Agreement.
- This Device Discount/Subsidy cannot be combined with any other discount or promotional offers.
- Customer’s account must remain in good standing with T-Mobile to receive the Device Discount/Subsidy.
- Lines of Service that are terminated or suspended (without reactivation) prior to the completion of their Service Period will be subject to repayment of the Device Discount/Subsidy as set forth below in subsection (c). Customer may suspend lines during the summer months while Customer is not in session; however, the Service Period for those lines of Service will be extended by the amount of time of any such suspension, and the months while the lines of Service are suspended will not qualify to meet the applicable Service Period.

**(b) Device Discount/Subsidy on Customer’s Master Account.** Subject to the requirements in the subsection (a) above, T-Mobile will issue the Device Discount/Subsidy when Customer submits an order to T-Mobile under its Master Account.

**(c) Device Discount/Subsidy Term/Termination; Device Discount/Subsidy Repayment.** If any line of Service that received a Device Discount/Subsidy is terminated or suspended (without reactivation) prior to the end of its applicable Service Period, then Customer agrees to reimburse T-Mobile a pro rata portion of the Device Discount/Subsidy equal to: (i) 1/24<sup>th</sup> of the discounted or subsidized amount, multiplied by (ii) the number of months remaining in the applicable Service Period (i.e., the number of uncompleted months of the Service Period). T-Mobile will charge Customer the repayment amount of the Device Discount/Subsidy for each line of Service terminated before the end of the applicable Service Period on Customer’s monthly bill.

6. **Privacy.** If Customer allows end users under the age of 13 to use the Services, Customer and T-Mobile agree to the terms and representations contained in the “COPPA Notice Addendum” attached as Exhibit A to this Agreement. Customer, and not T-Mobile, will be fully responsible for any claims relating to Customer’s failure to: (i) properly notify eligible students about any data collection and/or monitoring of use of the Services and Devices; or (ii) collect any necessary consent relating to an eligible student’s use of the Services and Devices.

**7. Prepayment.** Customer may, at its option, prepay in whole or in part Customer’s total fee commitment for Services and Devices ordered under this Agreement. With respect to any such prepayment (or any other related payment), Customer is solely responsible for ensuring Customer’s compliance with all applicable Federal, State and Local funding source and procurement laws, rules and regulations (including, without limitation, laws, rules and regulations under the Coronavirus Aid, Relief, and Economic Security (CARES) Act, and Customer represents and warrants compliance with the same.

**8. Primary Contacts:** The primary contact individuals for this Agreement are as follows (or their named successors):

**T-Mobile/Contractor**

Name:	David Bezzant, Vice President, T-Mobile For Government
Address:	c/o T-Mobile USA, Inc., 12920 SE 38 <sup>th</sup> Street, Bellevue, WA 98006
Telephone:	(425) 383-4000
Email:	<a href="mailto:David.Bezzant@T-Mobile.com">David.Bezzant@T-Mobile.com</a>

**For Legal Notice – send a copy to:**

Name:	Legal Department – Sales & Distribution, T-Mobile USA, Inc.
Address:	12920 SE 38 <sup>th</sup> Street, Bellevue, WA 98006
Email Copy to:	<a href="mailto:Legal.Government.Contracts@T-Mobile.com">Legal.Government.Contracts@T-Mobile.com</a>

**Customer:**

Name of School/ Contact Name:	Newcastle Public Schools Marshall Bingham
Address:	101 North Main Street, Newcastle, OK 73065
Telephone:	405-387-6327
Email:	<a href="mailto:mbingham@newcastle.k12.ok.us">mbingham@newcastle.k12.ok.us</a>

This Agreement is executed by each Party’s authorized representative as of the Agreement Effective Date.

<b>Customer: Newcastle Public Schools</b>	<b>Contractor: T-Mobile USA, Inc.</b>
Signature:	Signature:
Printed Name:	Printed Name:
Title:	Title:
Date:	Date:
	Reviewed and Acknowledged:  _____
	T-Mobile USA, Inc. Legal Department

**EXHIBIT A**  
**COPPA Notice Addendum**

T-Mobile is providing Customer with direct notice of its data collection, use and disclosure practices set forth below that relate to the Service(s). Customer has read this notice, consents on behalf of parents and guardians of children under 13 to the collection, use and disclosure practices described below, and authorizes T-Mobile to engage in such practices.

**Direct Notice of T-Mobile’s Data Collection, Use, and Disclosure Practices**

We need your consent to collect personal information from your child(ren) in connection with the T-Mobile for Education service. We will not collect, use, or disclose any personal information from children under 13 if you do not provide such consent. This privacy notice describes the personal information we collect and how we use it. The Federal Trade Commission has stated that a district or school may consent to such data collection, use, and disclosure on behalf of the parent or guardian to the extent such data collection, use, and disclosure is to provide services solely for the benefit of the school.

T-Mobile intends to collect the following personal information from your child(ren):

- Data Usage: T-Mobile tracks quantity of broadband internet data usage to have that usage total counted against applicable data usage/streaming limits, if any. As part of delivering this service, T-Mobile also receives the IP address associated with the websites visited.
- Unique identifiers: T-Mobile collects a device and network identifier to authenticate the device on our network and provide the service.
- Bandwidth data: T-Mobile may share device-level bandwidth data with the educational institution at the educational institution’s specific request, to allow the educational institution to stay informed on devices that exceed applicable data usage/streaming limits.

T-Mobile uses this personal information only to provide internet connectivity and perform internal analytics. T-Mobile may disclose this personal information to its service providers for assistance in delivering the service, and they must treat this information as confidential and use it only for the purposes for which T-Mobile engaged them. T-Mobile may disclose this personal information to Customer upon Customer’s request to assist in delivering and improving the services, and they must treat this information as confidential and use it only for those purposes. T-Mobile will not disclose information that may be associated with your child to any other entities.

Please be advised that T-Mobile provides connectivity to the general internet through the T-Mobile for Education service. That connectivity allows children to access websites that may involve data collection by third parties. T-Mobile is not responsible for the data collection activities of these third parties and you should carefully monitor your child’s use of the service.

For more information, please visit “Our Privacy Policies” at <https://www.t-mobile.com/privacy-center/our-practices>.

## THRIVE Learning Collaborative Agreement

This Agreement of the THRIVE Learning Collaborative (“THRIVE”) is entered into by Independent School District No. 01 of McClain County, Oklahoma, a/k/a Newcastle Public Schools (“Newcastle”), and the Member School Districts identified below (“Members”) (all of which are collectively referred to as “Participating Districts”), effective July 1, 2025.

WHEREAS, Participating Districts desire to develop and participate in a cooperative to provide virtual education services and other services benefiting virtual and blended learning to the Participating Districts and their students; and

WHEREAS, it is the intent of the Participating Districts to provide the authority to Newcastle to direct the operations of THRIVE as its local education agency (“LEA”);

THEREFORE, the parties agree as follows:

1. LEA: Newcastle will serve as the LEA for THRIVE. If Newcastle resigns as LEA effective at the end of any fiscal year, THRIVE will only continue in existence if another Participating District agrees to assume the functions of LEA. Newcastle will give written notice to the Members of its intent to resign as LEA prior to March 15 of the then-current fiscal year.
2. TERM: This Agreement will be in full force and effect for the period July 1, 2025 to June 30, 2026. Each member will renew its membership in THRIVE for each subsequent fiscal year unless it gives written notice of its intent to withdraw prior to March 15 of the then-current fiscal year to the LEA. Members may terminate this Agreement in whole or in part at any time by a unanimous vote of the Participating Districts, provided that the LEA will be held harmless by the Members for expenses it incurs beyond its reasonable proportion thereof upon termination.
3. FISCAL YEAR: Except for the initial term of this Agreement as described in the first sentence of Paragraph 2, above, the fiscal year for THRIVE will commence on July 1 and continue to June 30 of the subsequent calendar year.
4. MEMBERS: The initial Members of THRIVE are: Blanchard Public Schools, Bridge Creek Public Schools, Newcastle Public Schools, and Tuttle Public Schools. Affiliate members are: Alex Public Schools, Cache Public Schools, Cordell Public Schools, Davis Public Schools, Dibble Public Schools, Marlow Public Schools, Maud Public Schools, Ninnekah Public Schools, Rush Springs Public Schools, Sulphur Public Schools, Washington Public Schools and Wynona Public Schools. Additional public-school districts can become affiliate members with the written consent of the LEA and a majority of Members.
5. SERVICES: During the term of this Agreement, LEA will work with Members to make the THRIVE Learning Collaborative operational for students for the 2025-26 school year by hiring staff and taking other actions the LEA deems necessary.
6. FACILITIES: Virtual education services and counseling will be provided to students enrolled in

THRIVE at either their resident school district or LEA's facilities. It is the parties' intent that students access learning labs, child nutrition and extracurricular activities at their home school sites. The LEA will provide appropriate office space for a virtual coordinator and the coordinator's assistant/clerk in LEA's facilities. Participating Districts will provide appropriate teaching and counseling space for use by certified teaching staff and counseling staff who are providing THRIVE services in Participating Districts' facilities.

7. EQUIPMENT AND SUPPLIES: Participating Districts will provide all supplies and equipment required to support the services provided at their facilities.
8. STAFF: LEA will employ and provide staff, including a virtual coordinator, coordinator's assistant/clerk, certified teaching staff and counseling staff to provide the services required by the terms of this Agreement.
9. GRADUATION: Each student enrolled in THRIVE who is eligible for graduation will receive a diploma and will graduate from the student's resident school district.
10. ALLOCATION OF FUNDING: Each Participating District will be assessed an administrative assessment determined by that district's ADM in comparison to all schools ADM in THRIVE. This assessment will cover all administrative costs, dedicated THRIVE staff costs, curriculum and equipment. This assessment will cover a proportionate number of virtual course slots for students from each school. If a participating school exceeds those course slot allotments the LEA will assess the district based on per pupil weighted average daily membership for the number of its students enrolled in THRIVE Learning Collaborative. LEA will submit a billing to Members each semester showing the amount owed, along with attendance records for their resident students enrolled in THRIVE Learning Collaborative. Additionally, there is a 2.0% indirect cost fee applied to each invoice. Members will pay the invoice in full within 30 days, with all payments made payable to Newcastle Public Schools. Members will make all payments pursuant to this Agreement by the last day of the fiscal year.
11. TRANSPORTATION: The Participating Districts are responsible for arranging and providing transportation required by their resident students to access services provided by THRIVE. The LEA will not provide reimbursement to Members for the cost of such transportation services.
12. LITIGATION AND DUE PROCESS: Each Participating District shall bear the responsibility for providing a free appropriate public education in the least restrictive environment to all of its students with disabilities who are residents of that school district. THRIVE shall not be designated as the local education agency for purposes of providing a free appropriate public education or for any due process purposes under the Individuals with Disabilities Education Act (IDEA), Section 504 of the Rehabilitation Act of 1973, or Title II of the Americans with Disabilities Act. Any costs associated with litigation, including due process hearings, shall be the responsibility of the Participating District where the student who brings due process or litigation resides.

13. OBLIGATIONS OF MEMBERS:

- a. Each Member will gather appropriate student information, conduct any necessary assessment and obtain parent consent, as needed, regarding each of their students who seek to enroll in THRIVE.
- b. Each Member will maintain student education records for each participating student at its site and will make available to THRIVE copies of the relevant records of each such student. THRIVE will maintain the student education records of participating students on THRIVE's site and be responsible to make available copies of the records of each student to the Member. The Participating Districts will comply with applicable federal and state laws and regulations concerning the student education records of students participating in THRIVE services.
- c. If a Member determines that an LEA staff member is needed to participate in an Individualized Education Program or Section 504 Team meeting for a student participating in THRIVE services, Member will notify the LEA sufficiently in advance of the meeting to enable LEA to arrange the staff member's participation.
- d. For students with disabilities participating in THRIVE services, it is the responsibility of the Member in which the student resides to promptly provide the appropriate LEA staff members with the necessary information from the student's IEP or Section 504 Plan and to promptly make Member staff available as needed to answer questions about and explain the responsibilities of LEA staff under the IEP or Section 504 Plan.

14. SERVICES AVAILABLE OUTSIDE THE REGULAR SCHOOL YEAR: Except as otherwise agreed to by the Participating Districts, all THRIVE services will be provided during LEA's regular school day and year.

15. ADDITIONAL THRIVE SERVICES: The need for additional THRIVE services will be evaluated annually. Additional THRIVE services will be added with the written consent of the LEA and a majority of Members if sufficient funding and appropriate staff are available.

16. THRIVE Board: The THRIVE Board consists of representatives from Blanchard Public Schools, Bridge Creek Public Schools, Dibble Public Schools, Newcastle Public Schools (LEA), and Tuttle Public Schools. The board approves hiring teachers and another other decision concerning the function of THRIVE.

IN WITNESS WHEREOF, the parties execute this Agreement, which shall remain in full force and effect until terminated in accordance with the terms of this Agreement.

Independent School District No. 01 of McClain County, Oklahoma a/k/a **Newcastle Public School District**

**THRIVE BOARD:**  
**Blanchard Public Schools**

**Bridge Creek Public Schools  
Dibble Public Schools  
Newcastle Public Schools  
Tuttle Public Schools**

**Affiliate Member Districts:**

**Alex Public Schools  
Cache Public Schools  
Cordell Public Schools  
Davis Public Schools  
Marlow Public Schools  
Maud Public Schools  
Ninnekah Public Schools  
Rush Springs Public Schools  
Sulphur Public Schools  
Washington Public Schools  
Wynona Public Schools**

\_\_\_\_\_  
President, Board of Education

\_\_\_\_\_  
Date

\_\_\_\_\_  
Clerk, Board of Education

# 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 \$75 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.**

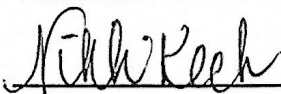
To achieve these purposes, the following general provisions apply:

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, 2026 unless reviewed and renewed by both parties prior to that date.**

\_\_\_\_\_  
**Authorized Representative**

**Newcastle Public Schools**

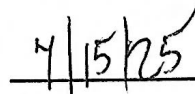


**Nikki Keck, TVI, COMS**

**Certification # 187290 EXP: 6/30/2028**

**National O&M # 4086 EXP: 9/30/2026**

\_\_\_\_\_  
**Date**



**Date**

To: School Work Study (SWS) Schools (The contact person for your school)

It is time for all the school districts that have a Transition School-to-Work: School Work Study contract to sign a new contract for fiscal year 2026 (October 1, 2025 – June 30, 2026).

You are receiving this email with a new contract and the Vendor Information Form attached. **You will need to complete the “eSign”, which will automatically send them back to us for our signatures.** The forms will be tracked electronically from that point.

Please complete the entire eSign. Then please review the **entire contract** and find the indicated signature block for your eSignature. Follow the instructions.

Optional: If this email has been sent to someone other than the proper signatory, you may click the hyperlink that allows you to have someone else sign, or you may download a copy of the vendor form and contract then sign and email it back in its entirety to [klowry@okdrs.gov](mailto:klowry@okdrs.gov).

**We must receive the completed contract and Vendor Information Form before we can process your contract.** Please submit as soon as possible so there are no delays in the processing of your contract.

Remember, the “EIN number” is your Federal ID Number.

**Services beginning October 1, 2025 or after may not be provided until the Award of Contract has been issued.**

If you have questions about signing the contract, please communicate with Chris Compton and cc: Renee Sansom Briscoe at the Oklahoma Department of Rehabilitation Services. Their email addresses are [ccompton@okdrs.gov](mailto:ccompton@okdrs.gov) at (405) 605-9651 and [rsansom@okdrs.gov](mailto:rsansom@okdrs.gov) at (405) 212-7789. For SWS contract content and service questions, contact Renee Sansom Briscoe at [rsansom@okdrs.gov](mailto:rsansom@okdrs.gov) or (405) 212-7789.

If there are planned personnel changes that affect this contract, please also provide the new information to Chris and Renee at the above email addresses.

Thank you for your help in this matter.



The Workforce Innovation Opportunity Act (WIOA) requires the Department of Rehabilitation Services (DRS) to collect and report Measurable Skills Gains for youth.

To document these Measurable Skills Gains, Vocational Rehabilitation Counselors will need to obtain a consent form signed by a parent or the student (if they are age 18+) to then submit to your school to obtain copies of students' secondary transcripts. You can expect to receive such transcript requests at the end of each semester and should note that the signed consent forms are only good for one year.

The State Department of Education Special Education Services (OSDE-SES) and DRS request that LEAs collaborate with their local VR Counselors to establish procedures to assist VR Counselors with obtaining students' secondary transcripts and/or report cards to meet WIOA compliance.

Here are some examples of effective procedures VR counselors have shared:

1. The VR Counselor obtains a DRS release form signed by the student's parent/guardian or by the student if they are age 18+ (see example) and then provides a copy of the signed release forms to your school district. The LEA then provides the transcripts to the OKDRS/VR counselor.

(NOTE: LEAs are encouraged to establish a set contact person(s) for the VR Counselor to send consent forms, such as the counselor's office, registrar, special education administration support staff, etc.)

2. For those students participating in School Work Study (SWS), the VR Counselor will send copies of the signed release forms and the school can provide the students' transcripts along with the SWS time sheets.

3. The VR Counselor sends out the following letter to students and encloses a self-addressed postage-paid envelope for the student to return the transcript in the mail to DRS:

Dear [Client],

The first (second) semester of the school year is almost over, and I hope it has been a good semester for you! I am required to document in your vocational rehabilitation your educational process each semester. Please provide DRS with a copy of your semester's grades. Please return either a high school transcript for (insert the fall or spring semester and the year) or a report card in the enclosed postage-paid envelope or email it to me at (insert counselor's email address). Please contact me if you have any questions at all. Thank you!

Thank you for your support as we work to improve outcomes for students with disabilities.

A handwritten signature in cursive script that reads "Renee Sansom Briscoe".

Renee Sansom Briscoe  
Transition Coordinator  
405-212-7789  
[rsansom@okdrs.gov](mailto:rsansom@okdrs.gov)

A handwritten signature in cursive script that reads "Lori Chesnut".

Lori Chesnut  
Program Specialist  
405-521-4802  
[lori.chesnut@sde.ok.gov](mailto:lori.chesnut@sde.ok.gov)

**State of Oklahoma  
Department Of Rehabilitation Services  
Transition School-to-work: Work Study**

This agreement, consisting of sixteen (16) pages (the "Contract"), is hereby made between the Oklahoma Department of Rehabilitation Services ("DRS") and

Newcastle Public Schools  
101 N. Main Street  
Newcastle, OK 73065

("Contractor" or "School") and constitutes the entire agreement between the DRS and the Contractor, and no other representations are given or should be implied from written or oral agreements or negotiations that preceded the Contract.

**RECITALS**

**WHEREAS**, the Oklahoma Department of Rehabilitation Services is authorized to make and enter into all contracts necessary or incidental to the performance of its duties, and may purchase or lease equipment, furniture, materials and supplies, and incur such other expenses as may be necessary to maintain and operate the Department, 74 O.S. § 166.1.C; and

**WHEREAS**, the Individuals with Disabilities Education Act (IDEA) and the Rehabilitation Act both provide for transition services for children with disabilities to facilitate the child's movement from school to post-school activities including employment, 20 U.S.C. § 1401(34) and 29 U.S.C. § 721(a)(11)(D); and

**WHEREAS**, the Oklahoma Department of Rehabilitation Services is authorized by rules promulgated by the Oklahoma Commission for Rehabilitation Services at Subchapter 7 of Chapter 10 of Title 612 of the Oklahoma Administrative Code to implement the Transition from School-to- Work Program; and

**WHEREAS**, in the School-to-Work program, there are many services needed. Some of these services are provided by the school under the individualized education plan (IEP) and some are provided by the Oklahoma Department of Rehabilitation Services under the individualized plan for employment (IPE). Other services may be provided by the parents, Career Tech, and others. A major component of the Transition School-to-Work program is work-readiness training and work experience. The work experience can be provided through Work Adjustment Training or the three types of Work Study Programs.

**NOW THEREFORE**, the parties agree as follows:

**I. Contract Period**

The Contract is effective from the latest date of signature of both parties or October 1, 2025, whichever is the latter, through September 30, 2026. The Contract may be renewed for two additional one-year periods upon written agreement of the DRS and the Contractor.

## II. Contract Services

**Students eligible to participate in Work Study (School Work Study, Worksite Learning, Employer Work Study) include those:**

- with documented disabilities (includes IEP, 504 Plan, or other documents), who have been determined eligible for DRS services or are on a trial work plan as determined by the DRS counselor;
- with an approved DRS case;
- with an individualized plan for employment (IPE) in place;
- with School Work Study (SWS) as a line of service on the IPE;
- who are at least sixteen (16) years of age; and
- who are attending high school.

All students participating in Work Study shall be DRS clients.

Students participating in Work Study may do so for **no more than 24 cumulative months**, as authorized in the form of Authorization(s) for Purchase(s) provided by the DRS counselors prior to the students starting work. In order for the School to be reimbursed for wages paid to a student participating in School Work Study and/or Worksite Learning, the School must have received authorization in the form of an Authorization for Purchase from the DRS counselor prior to the student starting work.

The months do not need to be consecutive. Based on individual needs and barriers due to disability, there may be exceptions where the student requires more time to make additional progress. In that instance, the DRS counselor may authorize additional time. Summer months spent in Work Study count in the 24 cumulative months. Transportation, scheduling, administrative or family convenience, or family/individual income needs are not acceptable reasons to extend Work Study beyond 24 cumulative months.

Participating students may work **no more than 15 cumulative hours per week during the school year** (i.e., during the day, evenings, weekends, or holidays). In each of the cases described above, the students **must** be given school credit for their participation during the school day, and the School staff and the DRS counselor will provide important guidance and instructional help around the work experience. If the student works after school hours, in the evening or on weekends, the School may also choose to give the student school credit and is encouraged to do so to support earning elective credits. The School will provide staff to work with the DRS counselor in the area of transition. The School will have at least one (1) person designated to serve as the “teacher/transition coordinator”. Paraprofessionals could serve as transition coordinator or could also be assigned to help with the process and documentation. The School agrees to provide designated staff time for performing the needed duties related to transition. The School agrees to fully inform the staff responsible for carrying out the duties set forth in the Contract. This includes providing all necessary staff with a copy of the Contract.

Students wishing to continue working through the summer as part of Transition School-To-Work: Work Study may do so if the School has a current contract in place.

During the school year - The maximum number of hours worked per student that is reimbursable by the DRS **cannot** exceed 15 cumulative hours per week during the school year. The DRS will reimburse 100% of the wages paid by the School for a maximum 15 cumulative hours per week

During the summer months - The maximum number of hours worked may exceed 15 cumulative hours and no more than 20 per week for summer work only when pre-approved by the DRS counselor. The DRS will reimburse 100% of the wages paid by the School for a maximum 20 cumulative hours per week. Students may work a maximum 20 cumulative hours per week beginning with the first day of summer break. However, upon the first day back to school, the students must go back to working no more than a maximum 15 cumulative hours per week. All Child Labor Laws apply and must be adhered to.

<https://www.dol.gov/general/topic/youthlabor>

**The School is required to continue supervising, monitoring, and reporting on students working in the School or in the community during the summer.**

Paid work positions must reflect **real work/jobs** and include tasks that would normally be a function of that position. The students must be learning skills that will transfer to competitive, integrated employment in the community. Classroom instructional time does not count as work. The School must ensure that students have access to a wide variety of work/job types and must also ensure the School has enough work to cover the number of students intended to participate in the program. Examples of work/jobs within the School include, but are not limited to, the following:

- office assistant/mail clerk - deliver mail/messages, stamping, sealing, organizing, cleaning, stocking, inventory, ordering, shredding, answering phones, making ID badges, laminating, taking messages, greeting visitors;
- transportation assistant - cleaning buses inside and out, light vehicle maintenance, checking fluids, tire pressure, assisting with trip tickets, cleaning bus barn;
- teacher's aide - reading to groups/individuals, cleaning, organizing, light grading, bulletin boards, listening to students read, engage students in activities, shredding, making copies;
- custodial -operating electric floor cleaning machines, simple maintenance, taking out trash, cleaning classrooms, sanitizing, dusting lockers and trophy cases, cleaning windows, restocking bathrooms, vacuuming rugs;
- manager of sports team - scorekeeping, ordering, inventory, hauling/moving equipment, washing towels, preparing water jugs and equipment for practices and games;
- information technology assistant - using compressed air to clean computers and keyboards; replacing batteries, mice and keyboards; cleaning monitors; deliveries to students and/or teachers; organizing order tickets;
- clerk in school store or coffee/snack cart - greeting, stocking, inventory, organizing, ordering, taking orders, filling orders, taking money and making change, cleaning, making displays;

- cafeteria assistant - wiping down tables, taking out trash, loading dishes, preparing food and utensils, stocking, serving, organizing;
- library aide - greeting, accepting books, checking books out, shelving books, research, cleaning, organizing, doing displays, answering phones; and
- landscaping/maintenance - mowing, weed eating, edging, pulling weeds, cleaning up flower beds, planting flower beds, selecting flowers/plants, planting in flower beds, trimming trees/shrubs, raking and bagging leaves, picking up trash from parking lot or around school grounds, light repairs on school properties, such as replacing light bulbs, painting, exterminating pests, etc.

The same guidelines should be adhered to when selecting community placements for paid work experiences.

In the final nine (9) months of the student's Work Study (School Work Study, Worksite Learning, Employer Work Study), the student must work for an employer outside of the school or school district, unless otherwise approved by the DRS counselor.

Students may not work in their family-owned business unless approved by the DRS counselor. This includes farms and other businesses.

Upon graduation with a standard diploma and high school exit, students receiving services through the Contract must cease work on the last day of school. They may not continue participation in School Work Study and/or Worksite Learning beyond their high school departure.

## A. Work Study Program

There are two types of Work Study through DRS:

1. School Work Study (SWS) allows students with disabilities to **work on the School campus**. The students are supervised or closely monitored by School personnel, and the School pays the students a wage, with the **DRS making reimbursement to the School** for that payment. The **School maintains liability** for the students while working on campus.
2. Worksite Learning allows students with disabilities to **work in the community**. The students are supervised or closely monitored by School personnel, and the School pays the students a wage, with the **DRS making reimbursement to the School** for that payment. The **School maintains liability** for the students while working off campus.

## B. Other Work Opportunities

This is not a Work Study through DRS:

1. Employer Work Study allows students with disabilities employment experience in **part-time jobs in the community**, with the employers paying the wages/salary(ies). In this instance, the students are employees of the community employers, **employers maintain liability**, and **the DRS does not reimburse the employers for the wages/salary(ies)**.

## C. Contractor's/School's Obligations

The Contractor's/School's designated teacher/transition coordinator shall:

1. be knowledgeable about the contents and requirements of the Contract;
2. have received written authorizations from the DRS counselors prior to initiating work study services for eligible students or paying for work study services rendered by eligible students (i.e., not starting a student to work before the DRS has approved in writing);
3. serve as a member of the IEP team and make decisions for job placement as a team;
4. provide information regarding the program to School personnel, students, and parents;
5. provide job readiness instruction and assistance to the students in the program prior to starting their jobs (e.g., helping them prepare for interviewing for the potential position) through transition services or five core pre-employment transition services:
  - a. job exploration counseling;
  - b. work-based learning experiences;
  - c. counseling on opportunities for enrollment in postsecondary education (college, CareerTech, trade education, professional certification, etc.);
  - d. workplace readiness, including social and independent living skills; and
  - e. self-advocacy, including peer mentoring.
6. support students' job placement efforts, including tracking and regular follow up with students on their progress;
7. collaborate with the DRS counselor to keep track of all students who are taking part in the program, their place of employment, job title, and the skills they are learning or practicing, at least once per semester or whenever new students join or job duties change;
8. assist with the coordination of the individualized education program (IEP) and the individualized plan for employment (IPE) to reflect the SWS services provided by DRS, including, but not limited to, present levels of performance, services, and annual education/training or employment goals on the IEP;
9. document such transition services or pre-employment transition services provided and completed by participating students;
10. provide such documentation to the DRS counselor at the end of each semester;
11. submit (at the same time and by the 15<sup>th</sup> of the following month or whenever payroll is run by the School for their payment cycle) monthly invoices/pay stubs, time sheets, progress reports, and proof of payment to students for reimbursement of the wages paid to students participating in School Work Study and/or Worksite Learning; and
12. ensure the electronic copy of the contract is routed to the appropriate person for signature and returned electronically to the DRS.

If claiming mileage reimbursement for the School's teacher/transition coordinator's travel to and from the job sites of participating Work Study students, the School shall submit monthly itineraries and travel claims that have been signed and verified by the School's designated signer.

## D. DRS's Obligations

The DRS counselor shall:

1. provide authorization in the form of an Authorization for Purchase to the School's teacher/transition coordinator prior to the School initiating services for each eligible student participating in School Work Study and/or Worksite Learning;
2. provide a written/emailed approval to the School's teacher/transition coordinator prior to the initiation of a student's participation in Employer Work Study;
3. accept referrals, process applications, and help to organize the IEP and the IPE;
4. provide input on the IEP's employment goals, serve as a member of the IEP team, and make decisions for job placement as a team;
5. arrange work schedules to allow for meetings with School staff, the student in the program, parents, employers, and other people involved in the process;
6. organize and provide necessary services, such as, but not limited to vocational assessment & counseling and guidance;
7. provide the School's teacher/transition coordinator with updated information as it becomes available, upon request;
8. support students' job placement efforts, including tracking and regular follow up with students on their progress;
9. collaborate with the School's teacher/transition coordinator to keep track of all students who are taking part in the program, their place of employment, job title, and the skills they are learning or practicing, at least once per semester or whenever new students join, or job duties change;
10. monitor students' progress at job sites;
11. ensure that the School is submitting monthly timesheets, progress reports, proof of payments to students, and documentation of transition services or pre-employment transition services (as completed) on a regular basis;
12. provide reimbursement to the School for wages paid to students participating in School Work Study and/or Work Site Learning;
13. provide mileage reimbursement at the state rate for the School's teacher/transition coordinator's travel to and from job sites of students participating in School Work Study and/or Worksite Learning; and
14. provide support in assisting students graduating into Employer Work Study.

## E. Student Wage

1. The DRS and the School agree that students who are employed by the School as part of a training program are not independent contractors, but employees of the School. **The School agrees to deduct state and federal income tax from wages paid to the student.** The School is responsible for costs incurred for workers' compensation or other expenses not included in the minimum wage reimbursed by the DRS, as part of its contribution toward providing coordinated transition services outlined in the Individuals with Disabilities Education Act (IDEA) and the Workforce Innovation and Opportunity Act (WIOA).

2. The DRS and the School further agree that **IRS regulations provide that services performed by a student who is employed by the school in which the student is enrolled are not considered “employment” for purposes of FICA (Federal Insurance Contribution Act—Social Security and Medicare) and FUTA (Federal Unemployment Tax Act—employment tax) payroll deductions.** 26 C.F.R. § 31.3121(b)(10)-2(a)(1) and § 31.3306(c)(10)-2(a). The rules provide that the services performed by the student must be incident to and for the purposes of pursuing a course of study at the School. 26 C.F.R. § 31.3121(b)(10)-2. **The DRS and the School agree that students who are employed by the School as part of a training program are not subject to FICA or FUTA, except as otherwise provided below.** The employee/student must be enrolled and regularly attending classes at the school where they are employed to have the status of a student within the meaning of the regulations. This exemption does not apply if the student is working for a private employer through Employer Work Study, rather than for the School as part of an internship program. *The student must be employed by the School in order for the exception to apply.* The Oklahoma Employment Security Act provides that employment as part of a work-training program is exempt from the definition of “employment” and, therefore, not subject to the Act and, therefore, should not be documented as wages paid in quarterly submissions to the Oklahoma Employment Security Commission (OESC). 40 O.S. §1-210 (15)(I). **At the end of the calendar year, students are to be provided a W-2 (Wage and Tax Statement), and not a 1099-Misc form for independent contractors.**
  
3. In order for the School to be reimbursed for wages paid to a student participating in School Work Study and/or Worksite Learning, the School must have received authorization in the form of an Authorization for Purchase from the DRS counselor prior to the student starting work.

### **III. Compensation**

#### **A. Contract Amount**

The DRS shall reimburse the Contractor as follows:

- school months –the current federal minimum wage. EXEMPT from FICA and FUTA, thus should not be taken out of the student’s check.
- summer months –the current federal minimum wage, plus FICA and FUTA, as summer months are NOT exempt due to the student not being enrolled at least half-time in school.

Payment shall be made upon receipt of properly completed and approved invoices/pay stubs, time sheets and progress reports documenting the provision of services and/or receipt of proper claims for reimbursement of travel expenses pursuant to the contract for services. By law the **DRS cannot pay** in advance. Neither the Contractor nor any other parties may rely upon any amount set by the DRS in the Contract, or otherwise, as a guaranty, warranty, or any other promise of receipt or payment of that amount, except for those goods and/or services provided to and accepted by the DRS pursuant to the Contract.

The **DRS will cancel the Contract if procedures are not followed** (e.g., putting students to work before authorized, inappropriate job placements, delayed billing, not submitting proper documentation as outlined in the Contract). If a settlement/ratification agreement must be reached between the Contractor and the DRS, the Contractor will receive only 50% of the funds for which it is seeking reimbursement.

The Oklahoma State Constitution, Article 10, Section 23 states, "Balanced Budget - Procedures. The state shall never create or authorize the creation of any debt or obligation, or fund or pay any deficit, against the state, or any department, institution, or agency thereof, regardless of its form or the source of money from which it is to be paid, except as may be provided in this section and in Sections 24 and 25 of Article X of the Constitution of the State of Oklahoma."

An express or written contract is a document evidencing, among other things, the mutual consent of the contracting parties. The written document becomes effective when the parties have signified their mutual consent by the act of signing it. The act of signing occurs when it occurs and applies only to events in the future.

To ensure you stay within the law and that you receive full compensation for services provided, please wait for official written documentation from your DRS counselors as to when a service may actually begin for an approved DRS client. The DRS CANNOT backdate in order to pay for services for any youth with disabilities.

According to 70 O.S. § 5-142, school districts must conduct national criminal record background searches and fingerprinting on prospective employees. Therefore, the DRS will reimburse the School up to fifty dollars (\$58.25) per DRS client who:

- \* is going to participate in School Work Study and/or Worksite Learning;
- \* is at least eighteen (18) years of age; and
- \* has not previously had a criminal background check completed by the school district or any other school district in Oklahoma.

This reimbursement will occur upon request and submission of properly completed documentation to the DRS counselor. If the Contractor chooses to request the expedited background check from the Oklahoma State Department of Education, the Contractor will be responsible for any additional fees beyond the fifty dollars (\$58.25).

## **B. Payment**

The State of Oklahoma has forty-five (45) days from receipt of properly completed and approved invoices/pay stubs, timesheets and progress reports documenting the provision of services and/or receipt of proper claims for reimbursement of travel expenses pursuant to the contract for services to make payment to the Contractor. Invoices/pay stubs, timesheets, progress reports, and claims shall be sent to the DRS counselor who authorized services for each DRS client. **DRS cannot reimburse wages for School Work Study and/or Worksite Learning hours that were not authorized in the form of an Authorization for Purchase provided by the DRS counselor prior to the student starting work.** The DRS counselor's name, address, and telephone number are shown on each DRS client's Authorization for Purchase. If the State of Oklahoma fails to make payment within the forty-five (45) days, the Contractor is eligible to receive interest on the unpaid balance due per State of Oklahoma

Statutes. The Contractor is responsible for claiming the interest. Pursuant to 2 C.F.R. § 200.407(n), 2 C.F.R. § 200.441, the DRS shall not use federal funds or non-federal funds used for vocational rehabilitation (VR) match to pay interest assessed for late payments to the Contractor.

### **C. Lapse Of Invoices/Claims**

Properly completed and approved invoices/pay stubs, timesheets, and progress reports documenting the provision of services and/or proper claims for reimbursement of travel expenses pursuant to the contract for services shall be submitted within ninety (90) calendar days of the provision of those services and/or incurrence of those travel expenses. Supporting encumbrances may be cancelled upon a lapse of six (6) months from the actual provision of services and/or incurrence of travel expenses pursuant to the contract for services, unless specified otherwise in the Contract.

## **IV. Standard Terms**

### **A. Equal Opportunity/Non-Discrimination**

The Contractor shall at all times comply with all federal laws relating to nondiscrimination, including but not limited to, Presidential Executive Order 11246 as amended and the Civil Rights Act of 1964, 42 U.S.C. §2000 *et seq.*; Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. §794; the Americans With Disabilities Act of 1990, 42 U.S.C. §12101 *et seq.*; Title IX of the Education Amendments of 1972, 20 U.S.C. §1681 *et seq.*; the Age Discrimination in Employment Act, 42 U.S.C. §6101 *et seq.* and all amendments to these acts, and all requirements imposed by the regulations issued pursuant to these acts, including, but not limited to, providing equal opportunity both to those seeking employment and those seeking services without regard to race, color, religion, sex, national origin, age, or handicap.

### **B. Lobbying Activities**

The Contractor certifies the following:

1. No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer of Congress in connection with the making of any federal grant, the entering into of any cooperative agreement, and the extension, renewal, amendment or modification of any federal grant, or cooperative agreement;
2. If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

### **C. Debarment And Suspension**

In accordance with Presidential Executive Orders 12549 and 12689, the Contractor certifies that neither it nor its principals are presently debarred, suspended or otherwise disqualified for participation in federal assistance programs. Such certification is a material representation of fact upon which reliance is being placed when entering into the Contract. A determination that the Contractor knowingly rendered an erroneous certification, in addition to other available remedies, may result in whole or partial termination of the Contractor's default. Additionally, the Contractor shall promptly provide written notice to the Oklahoma state purchasing director if the certification becomes erroneous due to changed circumstances.

#### **D. Drug-Free Workplace**

The Contractor certifies compliance in providing or continuing to provide a drug-free workplace in accordance with the Drug-Free Workplace Act of 1988.

#### **E. Modification**

The Contract may only be modified by mutual consent of the parties in writing.

#### **F. Cancellation**

1. With Cause: In the event the Contractor fails to meet the terms and conditions of the Contract or fails to provide services in accordance with the provisions of the Contract, the DRS may upon written notice of default transmitted via Certified Mail to Contractor, cancel the Contract effective upon receipt of notice or at 5:00 PM on the fifth calendar day from the date DRS mailed the notice, whichever occurs first. Such cancellation shall not be an exclusive remedy but shall be in addition to any other rights and remedies provided for by law. In the event a Notice of Cancellation is issued, the Contractor shall have the right to request a review of such decision as provided by the rules and regulations promulgated by the State of Oklahoma, Office of Management and Enterprise Services.
2. Without Cause: It is further agreed that the Contract may be canceled by either party by providing thirty (30) days prior written notice.

#### **G. Access To And Retention Of Records**

The Contractor shall maintain adequate and separate accounting and fiscal records and account for all funds provided by any source to pay the cost of the Contract. Authorized personnel of the U.S. Department of Education or other pertinent federal agencies, and authorized personnel of the Oklahoma Department of Rehabilitation Services, State Auditor and Inspector, and other appropriate state entities shall have the right of access to any books, documents, papers, or other records of contract which are pertinent to the performance or payment of the Contract in order to audit, examine, make excerpts and/or transcripts.

The Contractor is required to retain records relative to the Contract for the duration of the Contract and for a period of seven (7) years following completion or termination of the Contract, unless otherwise indicated in the Contract terms. If a claim, audit, litigation or other action involving such records is started before the end of the seven-year period, the records

are required to be maintained for two (2) years from the date that all issues arising out of the action are resolved or until the end of the seven-year retention period, whichever is later.

## **H. Subcontracting**

The services to be performed under the Contract shall not be subcontracted, in whole or in part, to any other person or entity without written approval by the DRS. The terms of the Contract, and such additional terms as the DRS may require, shall be included in any subcontract. Approval of the subcontract shall not relieve the Contractor of any responsibility for performing the Contract.

## **I. Compliance With State And Federal Laws**

The Contractor shall comply with all applicable state and federal laws, rules and regulations relevant to the performance of the Contract. Compliance shall be the responsibility of the Contractor, without reliance on or direction by the DRS.

## **J. Travel**

The travel expenses to be incurred by the Contractor pursuant to the Contract shall be included in the total amount of the contract award. The DRS will only pay travel expenses (including per diem) specified in and charged against the total amount of the contract award. In addition, the DRS will not reimburse travel expenses in excess of the rate established by the Oklahoma State Travel Reimbursement Act, 74 O.S. § 500.1-37. The Contractor shall be responsible for all travel arrangements and provide supporting documentation for reimbursement.

## **K. Client Confidentiality**

The Contractor assures compliance with DRS requirements pertaining to the protection, use, and release of personal information. The Contractor will hold confidential all personal information regarding individuals, including lists of names, addresses, photographs, records of evaluation, and all other records of the DRS client. This information may not be disclosed, directly or indirectly, unless consent is obtained in writing or as otherwise required by law.

## **L. Unallowable Costs**

In the event any audit, audit resolution, review, monitoring, or other oversight results in the determination that the Contractor has expended DRS funds on unallowable costs on this or any previous contract, the Contractor shall reimburse the DRS in full for all such costs on demand. The DRS may, at its sole discretion, deduct and withhold such amounts from subsequent payments to be made to the Contractor under this or other contracts.

## **M. Audit**

### **1. Federal Funds**

Organizations that expend \$1,000,000 or more in a year in federal funds from all sources shall have a certified independent audit conducted in accordance with 2 C.F.R. Part 200.

**2. State Funds**

Corporations both for-profit and non-profit, and governmental entities that receive \$50,000 or more in a year in State funds from DRS shall have a certified independent audit of its operations conducted in accordance with Government Auditing Standards. The financial statements shall be prepared in accordance with Generally Accepted Accounting Principles, and the report shall include a supplementary schedule of awards listing all state and federal funds by funding source.

**3. Auditor Approval and Audit Distribution**

The audit shall be performed by a certified public accountant or public accountant who has a valid and current permit to practice public accountancy in the State of Oklahoma, and who is approved by the Oklahoma Accountancy Board to perform audits according to Government Auditing Standards. The Contractor's fiscal managers and appropriate oversight bodies shall review the auditor's latest external quality control review report prior to the audit being conducted. DRS retains the right to examine the work papers of said auditor.

The Contractor shall submit two copies of the annual audit report, management letter (if applicable), corrective action plan to all audit findings, and the auditor's latest external quality control review report to the DRS Contracts Unit at 3535 N.W. 58<sup>th</sup> Street, Suite 300, Oklahoma City, OK 73112 or [Contracts@okdrs.gov](mailto:Contracts@okdrs.gov) within 120 days of the Contractor's fiscal year end. In the event the Contractor is unable to provide the audit report within the time specified, the Contractor shall submit a written request for an extension to the physical address or email address listed above, citing the reason for delay. The DRS reserves the right to suspend payment to the Contractor for costs owed pursuant to this Contract if the DRS has not received the prior year audit.

**N. Clean Air Act**

The Contractor agrees to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act, as amended, 42 U.S.C. § 7401 *et seq.* The Contractor agrees to report each violation to DRS and understands and agrees that DRS will, in turn, report each violation as required to assure notification to the appropriate Environmental Protection Agency Regional Office.

**O. Employment Relationship**

The Contract does not create an employment relationship. Individuals performing services required by the Contract are not considered employees of the State of Oklahoma or the DRS for any purpose, and as such shall not be eligible for benefits accruing to state employees. The Contractor shall comply with all applicable laws regarding workers' compensation insurance.

## **P. Insurance**

If the Contractor is not a self-insured governmental entity, the Contractor is hereby required to carry liability insurance adequate to compensate persons for injury to their person or property occasioned by an act of negligence by the Contractor, its agents or employees. Said policy must provide that the carrier may not cancel or transfer the policy without giving the DRS thirty (30) days written notice prior to the cancellation or transfer. The Contractor shall timely renew the policies to be carried pursuant to this section throughout the term of the Contract and provide the DRS with evidence of such insurance and renewals upon request.

## **Q. Punitive Actions**

The Contractor understands that payment for services to DRS clients pursuant to the Contract shall be made by the DRS. Accordingly, the Contractor shall not restrict or refuse services under the Contract to DRS clients based on nonpayment by the DRS. No actions shall be taken against the DRS client, including collection actions for any service covered under the Contract, or for any late payment for which the DRS has responsibility. In addition, the Contractor agrees that no punitive actions will be taken against any client of the DRS for late payment of any tuition, fees, books, supplies, etc. for which the DRS has responsibility. This includes, but is not limited to, withholding grades, Pell or other financial aids, or delaying enrollment.

## **R. Prior DRS/State Employment**

The Contractor hereby certifies that at the start of the contract period neither he/she nor, if applicable, any member of its board or officers are former DRS employees who were employed by the DRS during the prior twelve (12) months. Pursuant to 74 O.S. § 85.42(B), the Contractor also certifies that no person who has been involved in any manner in the development of this contract while employed by the State of Oklahoma shall be employed by the Contractor to fulfill any of the services provided for under said contract. This term shall not apply when the Contractor is a State of Oklahoma governmental entity.

## **S. Legal Employment Status Verification System**

The Contractor certifies that it and all proposed subcontractors, whether known or unknown at the time the Contract is executed or awarded, are in compliance with the Oklahoma Taxpayer and Citizen Protection Act of 2007 (25 O.S. §§ 1312 and 1313) and all applicable federal immigration laws and are registered and participate in the Status Verification System. The Status Verification System is defined at 25 O.S. §1312 and includes but is not limited to the free Employment Verification Program (E-Verify) through the Department of Homeland Security and is available at [www.dhs.gov/E-Verify](http://www.dhs.gov/E-Verify).

## **T. Contract Jurisdiction**

The Contract will be governed in all respects by the laws of the State of Oklahoma. The State of Oklahoma, District Court of Oklahoma County will be the venue in the event any legal action is filed by the DRS or the Contractor to enforce or to interpret provisions of the Contract.

## **U. Severability**

If any provision under the Contract, or its application to any person or circumstance, is held invalid by any court of competent jurisdiction, such invalidity does not affect any other provision of the Contract or its application that can be given effect without the invalid provision or application.

## **V. TikTok Ban**

Pursuant to State of Oklahoma Governor's Executive Order 2022-33, no person or entity who contracts with the State of Oklahoma, including but not limited to any State agency, board, commission, or authority and agents thereof, shall download or use the TikTok application or visit the TikTok website on government networks or other State-owned or State-leased equipment.

## **W. Certification For Non-Boycott Of Israel Goods Or Services**

Pursuant to 74 O.S. § 582, in contracts of more than \$100,000, the Contractor certifies that it is not currently engaged in a boycott of goods or services from Israel that constitutes an integral part of business conducted or sought to be conducted with the State of Oklahoma, and that it will not boycott Israel during the term of the Contract.

## **X. Certification For Non-Boycott Of Fossil Fuel Energy Companies**

In contracts of \$100,000 or more and where the Contractor has 10 or more employees, the Contractor certifies that it does not currently boycott energy companies in violation of the Energy Discrimination Elimination Act of 2022 (74 O.S. § 12001 et seq.). The Contractor further certifies that it will not boycott energy companies in violation of the Act during the term of the Contract.

## **Y. Force Majeure**

A party is not liable for failure to perform the party's obligations if such failure is a result of Acts of God (including fire, flood, earthquake, storm, or other natural disaster), war, invasion, act of foreign enemies, hostilities (regardless of whether war is declared), strikes or labor disputes, embargoes, government orders, epidemics, pandemics or other similar events beyond the reasonable control of the party. If a party asserts Force Majeure as an excuse for failure to perform the party's obligation, then the nonperforming party must prove that the party took reasonable steps to minimize delay or damages caused by foreseeable events, that the party substantially fulfilled all non-excused obligations, and that the other party was timely notified of the likelihood or actual occurrence of an event described in this clause.

If an event of Force Majeure occurs, the party injured by the other's inability to perform may elect one of the following remedies:

- to terminate the Contract in whole or in part; or

- to suspend the Contract, in whole or part, for the duration of the Force Majeure circumstances.

The party experiencing the Force Majeure circumstances shall cooperate with and assist the injured party in all reasonable ways to minimize the impact of Force Majeure on the injured party.

## **Z. Termination For Funding Insufficiency**

Notwithstanding anything to the contrary in any Contract document, the DRS may terminate the Contract in whole or in part if funds sufficient to pay obligations under the Contract are not appropriated by the legislature or are not received from an intended third-party funding source. In the event of such insufficiency, the Contractor shall be provided at least fifteen (15) calendar days' written notice of termination. Any partial termination of the Contract under this section shall not be construed as a waiver of, and shall not affect, the rights and obligations of any party regarding portions of the Contract that are not terminated. The determination by the DRS of insufficient funding shall be accepted by and shall be final and binding on the Contractor.

### **AA. Prohibition On Certain Telecommunications And Video Surveillance**

The Contractor shall not obligate or expend funds received as payment under this contract to procure or obtain equipment, services, or systems that use telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system produced by one of the prohibited companies as provided for at 2 C.F.R. § 200.216.

### **BB. Offender List Registration Declaration and Compliance with 57 O.S. § 589 and 70 O.S. § 6-101.48.**

This section applies to contractors who provide services to persons under eighteen (18) years of age or who provide services on the premises of the Oklahoma School for the Blind (OSB) or the Oklahoma School for the Deaf (OSD).

#### Offender List Registration Declaration

The Contractor's signing authority for the Contract hereby states under penalty of perjury under the laws of Oklahoma that the foregoing is true and correct:

1. I am the Contractor OR I am the duly authorized representative of the Contractor;  
and

2. Neither the Contractor nor any employee of the Contractor, nor any subcontractor or employee of a subcontractor, who provides services to persons under the age of eighteen (18) years pursuant to the terms of this contract, or who works on the premises of OSB or OSD is currently required to register under the provisions of the Oklahoma Sex Offenders Registration Act (57 O.S. §§ 581 *et seq.*) or the Mary Rippy Violent Crime Offenders Registration Act (57 O.S. §§ 591 *et seq.*).

Compliance with 57 O.S. § 589 and 70 O.S. § 6-101.48

As applicable, Contractor shall comply with all requirements provided for at 57 O.S. § 589 and 70 O.S. § 6-101.48.

**V. Signatures**

For the faithful performance of the terms of the Contract, the parties hereto, in their official capacities stated, affix their signatures.

Oklahoma Department of  
Rehabilitation Services  
Kathy Lowry Jul 14, 2025  
Signature Date  
  
Kathy Lowry, CPO  
Print Name  
  
Manager/Compliance Officer  
Title

Contractor  
**Signature:**   
Kiley Rios, 7/14/2025 10:45 CDT  
**Email:** krios@newcastle.k12.ok.us  
Signature Date  
Kiley Rios  

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Print Name  
Director of Special Services  

---

Title  
Kiley Rios 4053872890  

---

Contact Person Telephone  
  

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Contractor's Email Address

**STATE OF OKLAHOMA  
DEPARTMENT OF REHABILITATION SERVICES  
WORK PLAN**

Newcastle Public Schools

2600139

VENDOR

Contract Number

Kayla McKelvin

\_\_\_\_\_ has been appointed contract monitor for the above stated contract and assumes responsibility for the monitoring of all programmatic aspects of the contract, including the periodic and ongoing review of reports or other valid indications of performance. The contract monitor also assumes oversight responsibility for fiscal monitoring of said contract.

The contract monitor has been assigned the following duties:

1. monitoring services provided through the contract;
2. periodically reviewing interim reports or other indications of past contract performance;
3. monitoring contractor compliance to the requirements and specifications of the contract;
4. monitoring pre-authorization of contract services in AWARE;
5. monitoring the Oklahoma Department of Rehabilitation Services (DRS) authorizing authority's approvals for services provided through the contract;
6. monitoring the DRS authorizing authority's receiving, reviewing, approving, and submitting of invoices/claims for payment to DRS Finance – Accounts Payables (State Office);
7. If the contract number begins with 805, the contract monitor shall submit requests for additional funding to the DRS Contracts Section prior to the expenditure of funds.

All information pertinent to this contract (i.e., original contract copies, addendums, revisions, vendor correspondence, evaluations, reports, audits, compliance reviews and staff comments regarding service provision) shall be maintained in the central repository located in the DRS Contracts Section. Documentation shall be made available for review upon request by the Office of Management and Enterprise Services (OMES). Copies of invoices/claims shall be maintained in the DRS Finance Unit. Confidential DRS client information shall be maintained in the DRS client's case service file.

The services to be performed through the contract are necessary for DRS to carry out its policies, rules, and regulations regarding the provision of indicated and appropriate rehabilitation services in a timely manner leading to employment of eligible disabled individuals, per the Code of Federal Regulations (CFR), Section 261.42(a)(4).

**STATE OF OKLAHOMA  
DEPARTMENT OF REHABILITATION SERVICES**

Dear Vendor:

**Please read the attached agreements and the following instructions carefully.**

1. **One (1) agreement with original signature (no signature stamps) is required**, a fully-executed agreement will be emailed back to you with the Award of Contract (Purchase Order).
2. Certificates, if included, **must have original signatures (no signature stamps) and must have the same signatures as the agreements.**
3. If changes or corrections are necessary, please line through the incorrect information and write in the correct information. **Please do not use white out or erase in any manner. Each change must be initialed by the same individual who signed the agreements.**
4. Please fill in all blanks, if any, on the agreements. If not applicable, note N/A. **Please provide a copy of the vendor license if applicable.**
5. Signed agreements and certificates must be returned as soon as possible to avoid a disruption of services. Please note that the time period from submission of the signed agreement until receipt of the Award of Contract may be several weeks. **Services must not be provided until the Award of Contract has been issued.**

Please email signed agreements and attachments to: **Kevin Randall** krandall@okdrs.gov, **Tracy Keeley** tracy.keeley@okdrs.gov, **Porsheana Brown** PBrown2@okdrs.gov, **Jeffrey Newton** Jeffrey.Newton@okdrs.gov, and cc: **Renee Sansom** rsansom@okdrs.gov or mail to: State Office, 3535 NW 58th St., Suite 500, Oklahoma City, OK 73112, ATTN: **Renee Sansom.**

If you have any questions, please call Renee at **405-212-7789**

**STATE OF OKLAHOMA  
DEPARTMENT OF REHABILITATION SERVICES  
WORK ADJUSTMENT TRAINING (WAT)**

This agreement, consisting of twenty (20) pages (the "Contract"), is hereby made between the Oklahoma Department of Rehabilitation Services (DRS) and

**Newcastle Public Schools  
101 North Main St.  
Newcastle, OK 73065**

("Contractor") and constitutes the entire agreement between the DRS and the Contractor, and no other representations are given or should be implied from written or oral agreements or negotiations that preceded the Contract.

**RECITALS**

**WHEREAS**, the Oklahoma Department of Rehabilitation Services is authorized to make and enter into all contracts necessary or incidental to the performance of its duties and may purchase or lease equipment, furniture, materials and supplies, and incur such other expenses as may be necessary to maintain and operate the Department, 74 O.S. § 166.1.C; and

**WHEREAS**, the Oklahoma Department of Rehabilitation Services desires employment training for its individuals; and

**WHEREAS**, the Individuals with Disabilities Education Act (IDEA) and the Rehabilitation Act both provide for transition services for children with disabilities to facilitate the child's movement from school to post school activities including employment, 20 U.S.C. § 1401(34) and 29 U.S.C. § 721(a)(11)(D); and

**WHEREAS**, the Oklahoma Department of Rehabilitation Services is authorized by rules promulgated by the Oklahoma Commission for Rehabilitation Services, O.A.C. 612: 10-7-164 to provide work adjustment training; and

**WHEREAS**, the rates for services set forth herein have been approved as fixed rates by the Oklahoma Commission for Rehabilitation Services and the Office of Management and Enterprise Services pursuant to 74 O.S. § 85.7(A)(6)(f).

**NOW THEREFORE**, the parties agree as follows:

**I. Contract Period**

The Contract is effective from the latest date of signature of both parties or October 1, 2025, whichever is the latter, through September 30, 2026. The Contract may be renewed for two additional one-year periods upon written agreement of the DRS and the Contractor.

**II. Contract Services**

**A. Contractor's Obligations**

1. The Contractor agrees to submit a proposal initially to start a program or as requested by DRS staff. A proposal should include a description of the referral process, staff qualifications, admission criteria, individualized assessment tools, individualized training plan forms, curriculum, progress assessment and reporting methods and tools, a plan for post-training services, and information about facilities and equipment to be utilized. Upon approval, a contract shall be issued to the Contractor. **The work adjustment training program is designed to prepare high school age youth with the most significant disabilities or equally significant barriers for competitive integrated employment in the community by developing important work habits, attitudes, and personal and social adjustment skills.** Services such as these are made possible by the Workforce Innovation and Opportunity Act (WIOA) of 2014.
2. Eligible DRS clients authorized to participate in work adjustment training (WAT) may do so for a maximum 24 cumulative months, as approved on an individual basis by the DRS counselor prior to the initiation of training. If the DRS client requires more time to make additional progress, the DRS counselor may authorize additional time. If the Contractor provides WAT during the summer months, any summer months worked by the DRS client count as part of the maximum 24 cumulative months. **The Contractor agrees to fully inform the staff responsible for carrying out the duties set forth in the Contract. This includes providing all necessary staff with a copy of the Contract and pertinent documents.**

**Students eligible to participate include those DRS transition students:**

- a. with documented disabilities (includes individualized education plan (IEP), 504 Plan, or other documents)  
who:
    - have been determined eligible for DRS services; or
    - are on a trial work plan as determined by the DRS counselor;
  - b. with an approved DRS case;
  - c. with an individualized plan for employment (IPE) in place;
  - d. with WAT as a line of service on the IPE;
  - e. who have been provided written authorization by DRS as to their start date; and
  - f. who are at least 16 – 22 years of age.
3. There are rare cases where students NOT on an IPE may participate in WAT under a Trial Work Plan, as approved by the DRS counselor. In either case, no services may begin without prior written authorization from DRS.
  4. Students who are completing high school at the end of the school year with a standard diploma and who are participating in services through the Contract must cease participation upon their last day of school. They may not continue to participate in WAT beyond their last day of high school (unless in rare cases and only with DRS counselor approval). Students who are receiving an alternate diploma at the end of the school year and who are participating in services through the contract may continue to participate in WAT even if they have received their alternate diploma, as long as they are still attending school.
  5. Work adjustment training provided under the provisions of the Contract must comply with the component parts as described.

6. The Contractor maintains liability for the students while they are participating in the WAT program.

## **B. Program Requirements**

### **1. Referral**

The Contractor shall provide work adjustment training to eligible DRS clients, as authorized in writing by the DRS counselors in the form of Authorization(s) for Purchase provided to the Contractor prior to the initiation of training. All services for DRS clients shall be authorized in writing by the DRS counselor as “work adjustment training”. It is the Contractor’s responsibility to market and educate others about its program.

### **2. Staff Qualifications**

The work adjustment training center shall assure that all instructional staff and assistants are properly trained to perform their assigned functions. Minimum staff training and qualifications should include the following:

- a. complete DRS Employment Consultant Training within the first year of employment; or
- b. be a certified special education teacher; and
- c. have experience working with people with disabilities and knowledge of transition requirements under IDEA and the Pre-ETS of WIOA.

The instructional staff must also have access to technical assistance and receive update training as appropriate. The Contractor shall document qualifications and ongoing training/professional development.

### **3. Admission Criteria**

The work adjustment training center shall provide specific admission criteria for individuals with the most significant disabilities or equally significant barriers expressing a desire to obtain competitive integrated employment in the community after completing work adjustment training. Admission criteria shall be made available in accordance with the DRS requirements. The Contractor shall make every effort to educate clients and parents about working toward competitive integrated community employment.

### **4. Individualized Assessment**

The work adjustment training center shall assure that each individual is afforded, **on a monthly basis**, an individualized assessment of interpersonal and competitive work-related skills. This shall be documented on the DRS Monthly Progress Report form and any other assessments chosen by the Contractor. The individualized assessment shall be documented and must include:

- a. an assessment of the individual’s interpersonal skills, including the ability to interact socially;
- b. capacity to understand verbal and written instructions;
- c. job skills, including the ability to meet both the physical and social aspects of

- competitive integrated employment;
- d. work speed and endurance;
- e. career interest and awareness;
- f. work behaviors, which include the ability to work independently; and
- g. physical capacities and psychomotor skills.

The Contractor shall assist each client in developing a realistic vocational goal upon completion of one school year (i.e., 9 months) in the work adjustment training center program. This shall include working with clients to identify strengths, interests, abilities, challenges, job matches and mismatches and researching alternative jobs within various career fields. This vocational goal shall be shared with the DRS counselor upon development with the intent of aligning this goal with the IPE goal and jointly planning activities to reach the goal. The Contractor shall share with the DRS concerns regarding client participation or lack of progress as soon as possible as well as a change in client's goal toward achieving competitive integrated employment.

## 5. Individualized Training Plan (ITP)

- a. The work adjustment training center shall assure that an individualized training plan be prepared for each individual served within 60 calendar days of admission. The goal of the individualized training plan shall be working towards independent competitive community integrated employment and shall be based on input from the individual and his/her parent(s) or authorized representative. It should address areas of strength and needed services based on the individualized assessment and provide the basis for periodic evaluation of progress towards competitive employment. **The initial ITP for each client must be submitted to the DRS counselor within 60 calendar days.**
- b. **The ITP shall be submitted with the DRS Progress Report regularly (or at least every 3 months).**
- c. This ITP shall be reviewed regularly (or at least every 3 months along with the DRS Progress Report) and shall also contain a detailed description of how each client shall progress through work adjustment training and ultimately into a paid work experience through the Transition School-to Work: Work Study contract, or other paid or unpaid work experience (e.g., job shadowing, on the job training). DRS counselors shall work with the Contractor on an individual basis to determine when a client is ready to transition out of work adjustment training and into a work experience; however, the DRS counselor and the Contractor shall be given the flexibility to allow for alternate plans for exceptional individual cases. The Contractor shall also assist each DRS client with developing a transportation plan for employment upon completion of services (e.g., city bus, call-a-ride, taxi, walking, carpooling, parent driving, driving self, riding a bicycle, Uber). This may be included in the ITP or another document but must be in writing.

## 6. Curriculum

- a. The work adjustment training center shall provide instruction and orientation to work practices which is tailored to individual needs and falls within the five core Pre-Employment Transition Services:
  - (1) job Exploration Counseling;
  - (2) work-based Learning Experiences;
  - (3) counseling on opportunities for enrollment in postsecondary education (college, CareerTech, trade education, professional certification, etc.);

- (4) workplace Readiness, including social and independent living skills;  
and
- (5) self-advocacy, including peer mentoring;

and that encompasses:

- (6) career interest/awareness and Job seeking skills (e.g., utilize resources for finding jobs, stating job interests, recognizes purpose for work and need to develop skills);
- (7) work Behaviors (e.g., attendance, punctuality, working independently or in groups, dressing appropriately, demonstrating safety and maturity, and following work rules, using breaks wisely, cell phones and other electronic devices in the workplace, e-mail etiquette);
- (8) job Skills (e.g., switching tasks, remaining on task, obtaining supplies, and cleaning up work area);
- (9) work speed and endurance (e.g., completing tasks with accuracy, increasing time on task, asks for additional work, and adjusts to change);
- (10) interpersonal/communication skills (e.g., ability to interact socially, cooperate, ask for help, use appropriate manners, respond to criticism; initiate, maintain, and end conversations; appropriate conversation topics for the workplace; forms of harassment and how independent living skills (e.g., value of money, how to organize money, banking, setting a budget, money/identify safety, preparing for meals, grocery shopping, light meal preparation, kitchen safety, accessing and using various transportation options, transportation safety, community safety, sorting laundry, using washing machines/dryers, community resources, personal needs/medical, home safety, emergencies); Safety training may include real life practice, class discussion and activities, role playing, watching safety videos, having guest speakers, etc. Sample transportation topics may include, but are not limited to:

- specific equipment and documentation to keep in vehicle or on your person;
- emergency procedures for specific transportation option;
- communication between program and driver before, during, and after transport;
- maintenance and inspection of vehicles and bicycle;
- safety in and around vehicles;
- school zones, railroad crossings;
- unloading and double-checking vehicles after unloading;
- knowing your surroundings and people around you;
- seatbelts, car seats, booster seats, helmets, and other safety devices;
- waiting on the curb;
- crossing the street;
- waiting at bus stops;
- rules for bicycles;
- strangers; and
- being street smart.

- (12) understanding verbal and written instructions (e.g., following directions, to directions in a timely manner, remembering steps, and asking for help); and

- (13) work related skills (e.g., dealing with work pressures, counting, measuring, telling/managing time, travel and transportation, including planning around work schedules to arrive on time, what to do when you will be late or not able to go to work).
- b. The Contractor shall integrate the use of technology for clients and ensure clients are accessing technology in meaningful ways that will help better prepare them for ways to use technology for employment purposes (e.g., resume development, online applications, job searches, e-mail, and interest inventories). If a client has a cell phone or other electronic device and can be taught how to use it for reminders, lists or steps, video modeling, the Contractor is encouraged to make use of such opportunities for independence.
- c. The curriculum must also include real work observation and include a variety of work experiences in the community (e.g., ability to transfer work skills, learn new job tasks, and demonstrate appropriate behavior). The Contractor shall ensure that each client is afforded the opportunity to experience at least six (6) **different** types of jobs in various community settings (e.g., retail, hotel, restaurant, manufacturing, industry, customer service, medical) throughout each school year. This must include at least 6 separate experiences in the community. Situations in which students would be performing tasks of a volunteer nature may count as only one of the 6 experiences. The DRS counselor and the Contractor shall be given the flexibility to allow for alternate plans for **exceptional individual cases**.
- d. Virtual opportunities for WAT that's available through the Contractor may be provided to students due to Covid-19-related concerns. A proposal for virtual training **MUST** be received and approved by the DRS Transition Coordinator in order to continue with the WAT program, if the need for virtual training occurs. The vendor **MUST** provide detailed information regarding virtual activities on any progress reports and in the time sheet notes. The Contractor **MUST** justify what has been done virtually with each DRS client. Online YouTube videos and virtual job shadowing opportunities for students can be used to continue the various community experiences. There shall be no change to time sheet billing amounts during virtual training.

## 7. Progress Assessment And Reporting

The work adjustment training center shall have established procedures for evaluating the individual's progress toward independent competitive integrated employment and skills identified in items 4 and 5 above and must report results periodically in accordance with the DRS requirements. Evaluation of progress of individuals shall be required every 30 days, and an additional evaluation of the ITP and level of independence every 90 days, with work adjustment training not to exceed a maximum 24 cumulative months, unless pre-approved by the DRS counselor. All progress reports and time sheets must be submitted to the DRS counselor by the 15<sup>th</sup> of the following month for timely payment to the Contractor for students participating in work adjustment training.

## 8. Post-Training Services

The work adjustment training center shall provide post-training referral services for each individual in accordance with the individual's needs. Such services should include but not be limited to referrals for job placement assistance and/or continuing education.

## 9. Facilities And Equipment

The work adjustment training center shall have adequate equipment and facilities to facilitate the training services provided by the center. The equipment and facilities used for training purposes shall meet or exceed all appropriate safety standards. Additionally, the facilities must meet the ADA requirements for accessibility. The Contractor shall ensure adequate staff to supervise students in the various facilities utilized for work adjustment training. Staff assigned to implement WAT program requirements must have appropriate training and qualifications (e.g., employment consultant training).

## 10. Reporting

The Contractor agrees to maintain all appropriate training standards and provide monthly attendance and progress reports for each authorized individual. These reports shall be processed through the assigned DRS counselor. The DRS transition coordinator (TC) shall conduct ongoing annual evaluations through visits, reviewing paperwork, and onsite auditing to ensure compliance with the DRS guidelines. Should the DRS TC find areas of noncompliance, the Contractor shall be required to submit a corrective action plan (CAP) within 30 days. The DRS TC shall do a follow-up visit within two months to ensure all areas on noncompliance are corrected. Final reporting and recommendation regarding competitive employment abilities or obstacles shall be completed by the Contractor on each individual at the conclusion of the school year of the work adjustment training program period. This final report submitted to the DRS counselor shall include each client's plans for future employment.

### C. Additional Contractor Requirements

The Contractor's designated teacher/transition coordinator(s) shall:

1. be knowledgeable about the contents and requirements of the Contract, especially the Key Points documented in Appendix A. Appendix B provides the Contractor resources to assist in WAT program implementation.
2. obtain written authorization from the DRS counselor prior to initiating services for students;
3. be a part of the decision-making process for community work experiences and transitioning students out of the WAT program;
4. provide information regarding the program to school personnel, students, and parents;
5. provide job readiness instruction and assistance to the students as outlined above that fall within the following five core Pre-Employment Transition Services:
  - a. job exploration counseling;
  - b. work-based learning experiences;
  - c. counseling on opportunities for enrollment in postsecondary education (college, CareerTech, trade education, professional certification, etc.);
  - d. workplace readiness, including social and independent living skills; and;
  - e. self-advocacy, including peer mentoring;
6. assist with regular assessment of the students' progress;
7. work with the DRS counselor to maintain a list of all authorized participating students at least one time per semester or updated as new students join or exit;
8. assist with the coordination of the individualized education program (IEP) and the individualized plan for employment (IPE) to reflect the WAT services provided by DRS, including, but not limited to, present levels of performance, services, and annual education/training or employment goals on the IEP;

9. document such transition services or Pre-Employment transition services provided and completed by participating students on the progress report form or other documents developed by the Contractor or required by DRS;
10. provide monthly documentation to DRS counselor, such as progress reports and attendance reports;
11. provide an initial ITP within 60 calendar days of admission to the DRS counselor;
12. **provide ITP and 90-day Progress Report regularly (or at least every 3 months);**
13. **provide final report at the conclusion of the school year;** and
14. ensure the electronic copy of the contract is routed to the appropriate person for signature and returned electronically to DRS.

#### **D. DRS's Obligations**

The DRS counselor shall:

1. provide the Contractor written authorization prior to the initiation of services for each student approved for the WAT program;
2. provide to the Contractor a signed copy of each client's IPE within 30 days of beginning the WAT program;
3. accept referrals, process applications, and assist with the coordination of the IEP and the IPE and offer input to the IEP employment goals;
4. provide payment to the Contractor for work adjustment training as set forth in Paragraph III. A, in a timely manner when provided with progress reports and timesheets for processing;
5. serve as a member of the transition team and help make decisions regarding experiences and transition out of the WAT program;
6. organize work schedules to be available to confer with the Contractor, the students in the program, parents, employers and other partners in the process;
7. arrange and provide services as needed, including vocational evaluations, and counseling and guidance;
8. provide technical assistance to the Contractor;
9. make regular visits to the WAT program, either at the facility or in the community to observe activities and client progress;
10. work with the school staff/teachers to maintain a list of all authorized participating students, the vocational goal, experiences, skills learned, and areas for further development, at least one time per semester or updated as new students join or vocational goals change; and
11. ensure the Contractor is submitting accurate monthly time sheets and progress reports, including documentation of transition services or pre-employment transition services (as completed).

### **III. Compensation**

#### **A. Contract Amount**

In consideration of the satisfactory performance of said services, the DRS shall pay the Contractor at the following fixed rates:

1. The DRS shall pay a fixed rate to the Contractor up to \$375.00 per month for half day (3 hour) training periods, \$250.00 per month for 2 hour per day training periods, or \$125.00 per month for 1 hour per day training periods per individual client. The Contractor shall be paid at the full

amount for clients who participate in trainings for at least 61% of school days in each month. A school day is defined as a day in which school is in session and students are expected to be in attendance. Snow days do not count as school days. Participation of 60% or less must be prorated accordingly. For example, if a student was present 12 out of the 20 possible school days in a month (i.e., 60%) and was in the program daily for at least 2 hours (i.e., \$250), the Contractor would bill the DRS for \$150.00 (i.e., 60% of \$250). A school month begins effective the first day the student is authorized to attend. For example, if school starts August 1, but the student is not authorized to attend until August 15, the school days that month available to that student begin on August 15.

2. For all school months containing fewer than 10 school days, the DRS shall pay to the Contractor on a prorated daily rate per individual client. The daily rates to be utilized are as follows.
  - Daily rate for clients participating for 3 hours at \$375.00 per month--\$18.75 per day.
  - Daily rate for clients participating for 2 hours at \$250.00 per month--\$12.50 per day.
  - Daily rate for clients participating for 1 hour at \$125.00 per month--\$6.25 per day.
3. For example, if a student was present 9 out of the 9 school days for the month of December (100% of the days in the short month) and was in the program daily for at least 3 hours (which would be at the \$375.00 per month amount), the Contractor would bill the DRS at a daily rate of \$18.75 for each day (i.e., \$168.75, which is \$18.75 times 9 school days).
4. This daily rate is to account for the months in which a school incurs a long holiday or significant break of any kind in which the students would not be attending school the typical number of days in a month (i.e., an average of 20 school days), and to account for schools that go year-round.
5. A student is considered in attendance for the day if the student is present at least 50% of the time that day that they are designated to be in Work Adjustment Training. For example, if a student is enrolled in Work Adjustment Training for 3 hours per day, and they are present in the program for at least 1 ½ hours of the program that day, they are considered in attendance. If they are present less than that amount of time due to illness or other reason, they are considered not in attendance. If they are enrolled in 2 hours, they would need to be present for at least 1 hour that day, and for 1 hour of enrollment, they would need to be present for at least a half an hour that day to be counted in attendance. Billing invoices must be adjusted if a student averages less time during the month than which he or she was originally authorized (e.g., a student who is authorized 3 hours a day who really ends up averaging about 2 hours a day over the month shall only be billed at 2 hours that month).
6. Time in WAT begins when instruction or employment readiness/practice begins and ends when said instruction/readiness ends. Breaks are not allowable billed time for DRS WAT programs. Travel time to get to the WAT facility does not count toward billable time.
7. There are no "free/excused" absences that may still be billed for by the Contractor. Daily student attendance must be counted.
8. The school Contractor providing WAT for its students and the Community Rehabilitation Provider (CRP) providing WAT services to students are responsible for providing transportation for DRS transition clients to and from community employment activities (unless other arrangements are made between the school and CRP) and may not seek reimbursement from the DRS for travel expenses. Schools are responsible for transporting their students to and from the CRP who is providing the WAT program for their students.
9. If an individual does not participate in training during any given month, payment shall not be made for that month. Payment shall be made upon submission of properly completed and approved progress reports and time sheets documenting services. By law the DRS cannot pay

in advance. Neither the Contractor nor any other parties may rely upon any amount set by the DRS in the Contract, or otherwise, as a guaranty, warranty, or any other promise of receipt or payment of that amount, except for those goods and/or services provided and accepted by the DRS pursuant to the Contract.

10. The Contractor may use funds to develop, enhance, and implement the WAT program. All funds paid to the Contractor by DRS must be put back into the program and used for implementing the program. Examples of ways in which funds may be spent include, but are not limited to:
  - a. WAT staff salaries and compensation package;
  - b. facility and maintenance costs;
  - c. substitutes to cover staff when at trainings;
  - d. training costs for WAT staff to attend the Annual Oklahoma Transition Institute (OTI), job coach training, and other training relevant to fulfilling the requirements of the WAT contract (and may include registration fees, hotel, per diem, mileage, and parking for WAT staff);
  - e. curriculum;
  - f. gas for transporting DRS clients to and from community businesses for the required minimum 6 community visits;
  - g. WAT vehicle maintenance, repairs, and depreciation;
  - h. program materials; and
  - i. uniforms or protective clothing and equipment required by community business partners.
11. DRS funds shall NOT be used to purchase food without the written permission from the DRS TC and solely for the purpose of teaching independent living skills. DRS shall only authorize the use of funds for food in situations in which independent living skills are taught to DRS clients, and the clients have a role in planning the menu, preparing shopping lists, budgeting, shopping, preparing and cooking, serving, and cleaning after the skills instruction; and
12. Upon request, the Contractor shall submit to the DRS TC an expenditure report or other proof of purchase/payment for expenditures of DRS funds.

## **B. Payment**

The State of Oklahoma has forty-five (45) days from receipt of a proper invoice documenting the provision of services and/or receipt of a proper claim for reimbursement of travel expenses pursuant to the contract for services, timesheets, and progress reports documenting the provision of services to issue payment to the Contractor. Invoices/claims, time sheets and progress reports shall be sent to the DRS counselor who authorized services for each DRS client. The DRS counselor's name, address, and telephone number are shown on each DRS client's Authorization for Purchase. If the State of Oklahoma fails to make payment within the forty-five (45) days, the Contractor is eligible to receive interest on the unpaid balance due per State of Oklahoma Statutes. The Contractor is responsible for claiming the interest. Pursuant to 2 C.F.R. § 200.407(n), 2 C.F.R. § 200.441, the DRS shall not use federal funds or non-federal funds used for vocational rehabilitation (VR) match to pay interest assessed for late payments to the Contractor.

DRS cannot make payment for services that are not pre-approved in writing by the DRS counselor.

All students who are placed in the Work Adjustment Training program must be active VR/VS clients and have a trial work plan and/or an Individualized Plan of Employment (IPE) in place in order for the training facility to be paid a fixed rate.

### **C. Lapse Of Invoices/Claims**

Proper invoices documenting the provision of services and/or proper claims for reimbursement of travel expenses pursuant to the contract for services shall be submitted within ninety (90) calendar days of the provision of those services and/or incurrence of those travel expenses. Supporting encumbrances may be cancelled upon a lapse of six (6) months from the actual provision of services and/or incurrence of travel expenses pursuant to the contract for services, unless specified otherwise in the Contract.

### **IV. Standard Terms**

#### **A. Equal Opportunity/Non-Discrimination**

The Contractor shall at all times comply with all federal laws relating to nondiscrimination, including but not limited to, Presidential Executive Order 11246 as amended and the Civil Rights Act of 1964, 42 U.S.C. §2000 *et seq.*; Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. §794; the Americans With Disabilities Act of 1990, 42 U.S.C. §12101 *et seq.*; Title IX of the Education Amendments of 1972, 20 U.S.C. §1681 *et seq.*; the Age Discrimination in Employment Act, 42 U.S.C. §6101 *et seq.* and all amendments to these acts, and all requirements imposed by the regulations issued pursuant to these acts, including, but not limited to, providing equal opportunity both to those seeking employment and those seeking services without regard to race, color, religion, sex, national origin, age, or handicap.

#### **B. Lobbying Activities**

The Contractor certifies the following:

1. No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer of Congress in connection with the making of any federal grant, the entering into of any cooperative agreement, and the extension, renewal, amendment or modification of any federal grant, or cooperative agreement;
2. If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

#### **C. Debarment And Suspension**

In accordance with Presidential Executive Orders 12549 and 12689, the Contractor certifies that neither it nor its principals are presently debarred, suspended or otherwise disqualified for participation in federal assistance programs. Such certification is a material representation of fact upon which reliance is being placed when entering into the Contract. A determination that the Contractor knowingly rendered an erroneous certification, in addition to other available remedies, may result in whole or partial termination of the Contract for the Contractor's default. Additionally, the Contractor shall promptly provide written notice to the Oklahoma state purchasing director if the certification becomes erroneous due to changed circumstances.

## **D. Drug-Free Workplace**

The Contractor certifies compliance in providing or continuing to provide a drug-free workplace in accordance with the Drug-Free Workplace Act of 1988.

## **E. Modification**

The Contract may only be modified by mutual consent of the parties in writing.

## **F. Cancellation**

1. With Cause: In the event the Contractor fails to meet the terms and conditions of the Contract or fails to provide services in accordance with the provisions of the Contract, the DRS may upon written notice of default transmitted via Certified Mail to Contractor, cancel the Contract effective upon receipt of notice or at 5:00 PM on the fifth calendar day from the date DRS mailed the notice, whichever occurs first. Such cancellation shall not be an exclusive remedy but shall be in addition to any other rights and remedies provided for by law. In the event a Notice of Cancellation is issued, the Contractor shall have the right to request a review of such decision as provided by the rules and regulations promulgated by the State of Oklahoma, Office of Management and Enterprise Services.
2. Without Cause: It is further agreed that the Contract may be canceled by either party by providing thirty (30) days prior written notice.

## **G. Access To And Retention Of Records**

The Contractor shall maintain adequate and separate accounting and fiscal records and account for all funds provided by any source to pay the cost of the Contract. Authorized personnel of the U.S. Department of Education or other pertinent federal agencies, and authorized personnel of the Oklahoma Department of Rehabilitation Services, State Auditor and Inspector, and other appropriate state entities shall have the right of access to any books, documents, papers, or other records of contract which are pertinent to the performance or payment of the Contract in order to audit, examine, make excerpts and/or transcripts.

The Contractor is required to retain records relative to the Contract for the duration of the Contract and for a period of seven (7) years following completion or termination of the Contract, unless otherwise indicated in the Contract terms. If a claim, audit, litigation or other action involving such records is started before the end of the seven-year period, the records are required to be maintained for two (2) years from the date that all issues arising out of the action are resolved or until the end of the seven-year retention period, whichever is later.

## **H. Subcontracting**

The services to be performed under the Contract shall not be subcontracted, in whole or in part, to any other person or entity without written approval by the DRS. The terms of the Contract, and such additional terms as the DRS may require, shall be included in any subcontract. Approval of the subcontract shall not relieve the Contractor of any responsibility for performing the Contract.

## **I. Compliance With State And Federal Laws**

The Contractor shall comply with all applicable state and federal laws, rules and regulations relevant to the performance of the Contract. Compliance shall be the responsibility of the Contractor, without reliance on or direction by the DRS.

## **J. Travel**

The travel expenses to be incurred by the Contractor pursuant to the Contract shall be included in the total amount of the contract award. The DRS will only pay travel expenses (including per diem) specified in and charged against the total amount of the contract award. In addition, the DRS will not reimburse travel expenses in excess of the rate established by the Oklahoma State Travel Reimbursement Act, 74 O.S. § 500.1-37. The Contractor shall be responsible for all travel arrangements, and provide supporting documentation for reimbursement.

## **K. Client Confidentiality**

The Contractor assures compliance with DRS requirements pertaining to the protection, use, and release of personal information. The Contractor will hold confidential all personal information regarding individuals, including lists of names, addresses, photographs, records of evaluation, and all other records of the DRS client. This information may not be disclosed, directly or indirectly, unless consent is obtained in writing or as otherwise required by law.

## **L. Unallowable Costs**

In the event any audit, audit resolution, review, monitoring, or other oversight results in the determination that the Contractor has expended DRS funds on unallowable costs on this or any previous contract, the Contractor shall reimburse the DRS in full for all such costs on demand. The DRS may, at its sole discretion, deduct and withhold such amounts from subsequent payments to be made to the Contractor under this or other contracts.

## **M. Audit**

### **1. Federal Funds**

Organizations that expend \$1,000,000 or more in a year in federal funds from all sources shall have a certified independent audit conducted in accordance with 2 C.F.R. Part 200.

### **2. State Funds**

Corporations both for-profit and non-profit, and governmental entities that receive \$50,000 or more in a year in State funds from DRS shall have a certified independent audit of its operations conducted in accordance with Government Auditing Standards. The financial statements shall be prepared in accordance with Generally Accepted Accounting Principles, and the report shall include a supplementary schedule of awards listing all state and federal funds by funding source.

### **3. Auditor Approval and Audit Distribution**

The audit shall be performed by a certified public accountant or public accountant who has a valid and current permit to practice public accountancy in the State of Oklahoma, and who is approved by the Oklahoma Accountancy Board to perform audits according to Government Auditing Standards. The Contractor's fiscal managers and appropriate

oversight bodies shall review the auditor's latest external quality control review report prior to the audit being conducted. DRS retains the right to examine the work papers of said auditor.

The Contractor shall submit two copies of the annual audit report, management letter (if applicable), corrective action plan to all audit findings, and the auditor's latest external quality control review report to the DRS Contracts Unit at 3535 N.W. 58<sup>th</sup> Street, Suite 300, Oklahoma City, OK 73112 or [Contracts@okdrs.gov](mailto:Contracts@okdrs.gov) within 120 days of the Contractor's fiscal year end. In the event the Contractor is unable to provide the audit report within the time specified, the Contractor shall submit a written request for an extension to the physical address or email address listed above, citing the reason for delay. The DRS reserves the right to suspend payment to the Contractor for costs owed pursuant to this Contract if the DRS has not received the prior year audit.

#### **N. Clean Air Act**

The Contractor agrees to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act, as amended, 42 U.S.C. § 7401 *et seq.* The Contractor agrees to report each violation to DRS and understands and agrees that DRS will, in turn, report each violation as required to assure notification to the appropriate Environmental Protection Agency Regional Office.

#### **O. Employment Relationship**

The Contract does not create an employment relationship. Individuals performing services required by the Contract are not considered employees of the State of Oklahoma or the DRS for any purpose, and as such shall not be eligible for benefits accruing to state employees. The Contractor shall comply with all applicable laws regarding workers' compensation insurance.

#### **P. Insurance**

If the Contractor is not a self-insured governmental entity, the Contractor is hereby required to carry liability insurance adequate to compensate persons for injury to their person or property occasioned by an act of negligence by the Contractor, its agents or employees. Said policy must provide that the carrier may not cancel or transfer the policy without giving the DRS thirty (30) days written notice prior to the cancellation or transfer. The Contractor shall timely renew the policies to be carried pursuant to this section throughout the term of the Contract, and provide the DRS with evidence of such insurance and renewals upon request.

#### **Q. Punitive Actions**

The Contractor understands that payment for services to DRS clients pursuant to the Contract shall be made by the DRS. Accordingly, the Contractor shall not restrict or refuse services under the Contract to DRS clients based on nonpayment by the DRS. No actions shall be taken against the DRS client, including collection actions for any service covered under the Contract, or for any late payment for which the DRS has responsibility. In addition, the Contractor agrees that no punitive actions will be taken against any client of the DRS for late payment of any tuition, fees, books, supplies, etc. for which the DRS has responsibility. This includes, but is not limited to, withholding grades, Pell or other financial aids, or delaying enrollment.

## **R. Prior DRS/State Employment**

The Contractor hereby certifies that at the start of the contract period neither he/she nor, if applicable, any member of its board or officers are former DRS employees who were employed by the DRS during the prior twelve (12) months. Pursuant to 74 O.S. § 85.42(B), the Contractor also certifies that no person who has been involved in any manner in the development of this contract while employed by the State of Oklahoma shall be employed by the Contractor to fulfill any of the services provided for under said contract. This term shall not apply when the Contractor is a State of Oklahoma governmental entity.

## **S. Legal Employment Status Verification System**

The Contractor certifies that it and all proposed subcontractors, whether known or unknown at the time the Contract is executed or awarded, are in compliance with the Oklahoma Taxpayer and Citizen Protection Act of 2007 (25 O.S. §§ 1312 and 1313) and all applicable federal immigration laws and are registered and participate in the Status Verification System. The Status Verification System is defined at 25 O.S. §1312, and includes but is not limited to the free Employment Verification Program (E-Verify) through the Department of Homeland Security and is available at [www.dhs.gov/E-Verify](http://www.dhs.gov/E-Verify).

## **T. Contract Jurisdiction**

The Contract will be governed in all respects by the laws of the State of Oklahoma. The State of Oklahoma, District Court of Oklahoma County will be the venue in the event any legal action is filed by the DRS or the Contractor to enforce or to interpret provisions of the Contract.

## **U. Severability**

If any provision under the Contract, or its application to any person or circumstance, is held invalid by any court of competent jurisdiction, such invalidity does not affect any other provision of the Contract or its application that can be given effect without the invalid provision or application.

## **V. TikTok Ban**

Pursuant to State of Oklahoma Governor's Executive Order 2022-33, no person or entity who contracts with the State of Oklahoma, including but not limited to any State agency, board, commission, or authority and agents thereof, shall download or use the TikTok application or visit the TikTok website on government networks or other State-owned or State-leased equipment.

## **W. Certification For Non-Boycott Of Israel Goods Or Services**

Pursuant to 74 O.S. § 582, in contracts of more than \$100,000, the Contractor certifies that it is not currently engaged in a boycott of goods or services from Israel that constitutes an integral part of business conducted or sought to be conducted with the State of Oklahoma, and that it will not boycott Israel during the term of the Contract.

## **X. Certification For Non-Boycott Of Fossil Fuel Energy Companies**

In contracts of \$100,000 or more and where the Contractor has 10 or more employees, the Contractor certifies that it does not currently boycott energy companies in violation of the Energy Discrimination

Elimination Act of 2022 (74 O.S. § 12001 et seq.). The Contractor further certifies that it will not boycott energy companies in violation of the Act during the term of the Contract.

## **Y. Force Majeure**

A party is not liable for failure to perform the party's obligations if such failure is a result of Acts of God (including fire, flood, earthquake, storm, or other natural disaster), war, invasion, act of foreign enemies, hostilities (regardless of whether war is declared), strikes or labor disputes, embargoes, government orders, epidemics, pandemics or other similar events beyond the reasonable control of the party. If a party asserts Force Majeure as an excuse for failure to perform the party's obligation, then the nonperforming party must prove that the party took reasonable steps to minimize delay or damages caused by foreseeable events, that the party substantially fulfilled all non-excused obligations, and that the other party was timely notified of the likelihood or actual occurrence of an event described in this clause.

If an event of Force Majeure occurs, the party injured by the other's inability to perform may elect one of the following remedies:

- to terminate the Contract in whole or in part; or
- to suspend the Contract, in whole or part, for the duration of the Force Majeure circumstances.

The party experiencing the Force Majeure circumstances shall cooperate with and assist the injured party in all reasonable ways to minimize the impact of Force Majeure on the injured party.

## **Z. Termination For Funding Insufficiency**

Notwithstanding anything to the contrary in any Contract document, the DRS may terminate the Contract in whole or in part if funds sufficient to pay obligations under the Contract are not appropriated by the legislature or are not received from an intended third-party funding source. In the event of such insufficiency, the Contractor shall be provided at least fifteen (15) calendar days' written notice of termination. Any partial termination of the Contract under this section shall not be construed as a waiver of, and shall not affect, the rights and obligations of any party regarding portions of the Contract that are not terminated. The determination by the DRS of insufficient funding shall be accepted by and shall be final and binding on the Contractor.

## **AA. Prohibition On Certain Telecommunications And Video Surveillance**

The Contractor shall not obligate or expend funds received as payment under this contract to procure or obtain equipment, services, or systems that use telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system produced by one of the prohibited companies as provided for at 2 C.F.R. § 200.216.

**BB. Offender List Registration Declaration and Compliance with 57 O.S. § 589 and 70 O.S. § 6-101.48.**

This section applies to contractors who provide services to persons under eighteen (18) years of age or who provide services on the premises of the Oklahoma School for the Blind (OSB) or the Oklahoma School for the Deaf (OSD).

Offender List Registration Declaration

The Contractor's signing authority for the Contract hereby states under penalty of perjury under the laws of Oklahoma that the foregoing is true and correct:

1. I am the Contractor OR I am the duly authorized representative of the Contractor; and
3. Neither the Contractor nor any employee of the Contractor, nor any subcontractor or employee of a subcontractor, who provides services to persons under the age of eighteen (18) years pursuant to the terms of this contract, or who works on the premises of OSB or OSD, is currently required to register under the provisions of the Oklahoma Sex Offenders Registration Act (57 O.S. §§ 581 *et seq.*) or the Mary Rippy Violent Crime Offenders Registration Act (57 O.S. §§ 591 *et seq.*).

Compliance with 57 O.S. § 589 and 70 O.S. § 6-101.48

As applicable, Contractor shall comply with all requirements provided for at 57 O.S. § 589 and 70 O.S. § 6-101.48.

**V. Signatures**

For the faithful performance of the terms of the Contract, the parties hereto, in their official capacities stated, affix their signatures.


Oklahoma Department of  
Rehabilitation Services

Kathy Lowry                      14/07/2025  
Signature                              Date

Kathy Lowry, CPO  
Print Name

Manager/Compliance Officer  
Title

Contractor

                      14/07/2025  
Kiley Rios (Printed) 2025 10:33 CDT  
Signature                              Date

Kiley Rios  
Print Name

Director of Special Services  
Title

Kiley Rios                              405387289C  
Contact Person                      Telephone  
krios@newcastle.k12.ok.us  
Contractor's Email Address

## Appendix A


### Key Points of the DRS Work Adjustment Training Contract

1. The Contractor must obtain written preauthorization from the DRS counselor before initiating services for students.
2. Students may participate 1 hour per day (\$125 per month to the Contractor), 2 hours per day (\$250 per month to the Contractor), or 3 hours per day (\$375 per month to the Contractor).
3. Students may participate in WAT for a maximum 24 cumulative months, as pre-approved by the DRS counselor. Additional WAT training exceeding the maximum 24 cumulative months MUST be pre-approved by the DRS Counselor. .
4. The team must meet to determine when the student can transition out of WAT and into a less restrictive employment experience.
5. A minimum of 6 community employment experiences must be completed for each student.
6. DRS shall reimburse the Contractor for the amount invoiced based on student attendance and prorated accordingly.
7. Documents required for payment:
  - a. the monthly timesheet; and
  - b. the progress report(s).
  - c. These documents should be sent to the DRS counselor on a monthly basis. Waiting until the end of the semester or the end of the year to submit them is not acceptable.
8. WAT Payment Process:
  - a. school sends individual student Progress Report and Time Sheet to the DRS counselor;
  - b. the DRS counselor authorizes payment to the Contractor;.
  - c. the DRS counselor enters payment amount;
  - d. the DRS State Office sends a check to the Contractor;
  - e. the State of Oklahoma has forty-five (45) days from receipt of proper timesheets and progress reports to make payment to the Contractor;
  - f. additional required documents:
  - g. initial ITP within 60 days submitted to counselor;
  - h. **provide ITP and 90-day Progress Report regularly (or at least every 3 months); and**
  - i. **provide final report at the conclusion of the school year.**

## Appendix B

### Resources to Assist in Program Implementation

#### **Free Resources**

1. Autism Speaks (IL Skills)  
[https://www.autismspeaks.org/sites/default/files/docs/ttk2\\_independent\\_living.pdf](https://www.autismspeaks.org/sites/default/files/docs/ttk2_independent_living.pdf)
2. Interagency Autism Coordinating Committee  
<https://iacc.hhs.gov/resources/transition/websites/>
3. Oklahoma Department of Rehabilitation Services – Transition Services  
<https://oklahoma.gov/okdrs/students/transition.html>
4. Center for Parent Information & Resources  
<https://www.parentcenterhub.org/transition-starters/>
5. National Technical Assistance Center on Transition – NTACTION The Collaborative  
<https://transitionta.org/topics/secondary-education/transition-planning/>
6. Biz Kids (Money Management)  
<http://bizkids.com/>  
<http://bizkids.com/students>  
<http://moneytalks4teens.ucanr.edu/>  
<http://www.themint.org/teens/index.html>
7. CaseyLifeskills (Money, Home, and Food Management)  
[http://www.casey.org/media/CLS\\_ResourceGuides\\_subdocs\\_PAYAModule1.pdf](http://www.casey.org/media/CLS_ResourceGuides_subdocs_PAYAModule1.pdf)
8. CaseyLifeskills (Moving Out on Your Own)  
[http://www.casey.org/media/CLS\\_ResourceGuides\\_subdocs\\_imgettingready.pdf](http://www.casey.org/media/CLS_ResourceGuides_subdocs_imgettingready.pdf)
9. University of Oklahoma Zarrow Institute On Transition & Self-Determination
  - a. Self-Determination Assessments for Transition  
<https://www.ou.edu/education/zarrow/resources/assessments>
  - b. Self-Determination Curriculum  
<https://www.ou.edu/education/zarrow/resources/curriculum>
  - c. Transition Education Materials
  - d. [https://www.ou.edu/education/zarrow/resources/curriculumPreference\\_Indicators](https://www.ou.edu/education/zarrow/resources/curriculumPreference_Indicators)  
  
<https://ouhsc.edu/thecenter/Publications/Publication-Details/personal-preference-indicators>
- d. Informational PowerPoint and other resources
  - a. [https://docs.google.com/spreadsheets/d/18vckr54VHZ3gdeNyiJ5voc0T2A4wK\\_P6kq6iMrFczPEk/edit?usp=sharing](https://docs.google.com/spreadsheets/d/18vckr54VHZ3gdeNyiJ5voc0T2A4wK_P6kq6iMrFczPEk/edit?usp=sharing)
  - b.  [DRS WAT Presentation \(1\).pptx](#)
10. Minnesota Literacy Council (Employment Readiness)  
<http://mnliteracy.org/tools/employment-readiness-curriculum>

#### **Resources for Purchase**

11. Conover Company (Functional Skills)  
[https://www.conovercompany.com/downloads/fss\\_brochure.pdf](https://www.conovercompany.com/downloads/fss_brochure.pdf)
12. University of Oklahoma Zarrow Center for Learning Enrichment Resources
  - a. Transition Assessments  
<https://tagg.ou.edu/tagg/>
13. Brigance Transition Skills  
<http://www.curriculumassociates.com/products/detail.aspx?title=BrigTSA>

14. Attainment Company

<https://www.attainmentcompany.com/>

**Resources for Driving Readiness**

[Children's Hospital of Philadelphia readiness](#)

[Quizlet Driver Readiness flashcards](#)

[DriveWell Info and Resources for Drivers](#)

<https://teendriversource.research.chop.edu/learning-to-drive/driving-with-neurodevelopmental-differences>

<https://spectrum360.org/driving-and-teenagers-on-the-spectrum-is-your-child-ready/>

<https://www.safetyfirstfl.com/specialneeds.html>

**STATE OF OKLAHOMA  
DEPARTMENT OF REHABILITATION SERVICES  
WORK PLAN**

Newcastle Public Schools

2600148

VENDOR

Contract Number

\_has been appointed contract monitor for the above stated contract and assumes responsibility for the monitoring of all programmatic aspects of the contract, including the periodic and ongoing review of reports or other valid indications of performance. The contract monitor also assumes oversight responsibility for fiscal monitoring of said contract.

The contract monitor has been assigned the following duties:

1. monitoring services provided through the contract;
2. periodically reviewing interim reports or other indications of past contract performance;
3. monitoring contractor compliance to the requirements and specifications of the contract;
4. monitoring pre-authorization of contract services in AWARE;
5. monitoring the Oklahoma Department of Rehabilitation Services (DRS) authorizing authority's approvals for services provided through the contract;
6. monitoring the DRS authorizing authority's receiving, reviewing, approving, and submitting of invoices/claims for payment to DRS Finance – Accounts Payables (State Office);
7. If the contract number begins with 805, the contract monitor shall submit requests for additional funding to the DRS Contracts Section prior to the expenditure of funds.

All information pertinent to this contract (i.e., original contract copies, addendums, revisions, vendor correspondence, evaluations, reports, audits, compliance reviews and staff comments regarding service provision) shall be maintained in the central repository located in the DRS Contracts Section. Documentation shall be made available for review upon request by the Office of Management and Enterprise Services (OMES). Copies of invoices/claims shall be maintained in the DRS Finance Unit. Confidential DRS client information shall be maintained in the DRS client's case service file.

The services to be performed through the contract are necessary for DRS to carry out its policies, rules, and regulations regarding the provision of indicated and appropriate rehabilitation services in a timely manner leading to employment of eligible disabled individuals, per the Code of Federal Regulations (CFR), Section 261.42(a)(4).

# DRS Work Adjustment Training (WAT) Monthly/90-Day Progress Report

Student Name: \_\_\_\_\_ School/Provider: \_\_\_\_\_ School Year: 20\_\_ to 20\_\_

Job Site(s)/Date(s): \_\_\_\_\_

**Progress Rating (P)**

1 = Unsatisfactory                      2 = Below Average, needs improvement                      3 = Satisfactory, but could improve  
 4 = Good, no major improvements needed                      5 = Excellent, no improvement needed

**90-Day Independence Rating (I)**

I = Independent, no prompts needed                      M = Modeling, task must be demonstrated first  
 V = Verbal, instructions must be given                      H = Hand-Over-Hand, teacher/provider must place hands over student's hands to complete task

Pre-employment Transition Services Work Skills Five Required Areas	Sept.	Oct.	Nov. 90 Day	Dec.	Jan.	Feb. 90 Day	March	April	May 90 Day	
<b>1. Workplace Readiness Training/Social &amp; Independent Living</b>			P	I			P	I	P	I
Cooperates with co-workers and supervisors										
Is courteous, and uses appropriate manners										
Accepts and responds appropriately to criticism										
Attendance and Punctuality										
Works independently										
Wears appropriate dress										
Demonstrates mature/safe work behaviors										
Follows work rules and uses breaks appropriately										
Ability to tell time/manage time										
Ability to manage money										
Understands transportation needs and available resources										
Understands safety as it relates to transportation										
<b>2. Work-Based Learning Experiences</b>										
Follows written and verbal instructions and asks for help when needed										
Responds to instructions within an appropriate amount of time										
Remembers jobs steps or asks appropriate questions when needed										
Can switch tasks without maladaptive behavior										
Remains on task in distracting environments, for increasing durations										
Asks for supplies as needed, and returns supplies at end of work period										
Completes assigned tasks with accuracy										
Asks for work upon completion of a task; is self-motivated										
Ability to adjust to change and pressure										
Demonstrates appropriate behavior in the community setting										
Ability to transfer work behaviors and skills from class to community										
<b>3. Job Exploration Counseling</b>										
Ability to utilize resources for finding available jobs										
Ability to communicate values, interests, and preferences										
Recognizes the importance of acquiring marketable skills, the purpose of work, and that work is a part of life										
Ability to voice career of choice and reasons for choosing										
<b>4. Instruction in Self-Advocacy</b>										
Understands his or her needs										
Knows what help or support needed to get needs met and be successful										
Knows how to request to needs and support in appropriate ways										
Knows how to advocate for needed accommodations and services										
<b>5. Counseling on postsecondary opportunities</b>										
Participates in career vocational assessments										
Ability to research career and postsecondary education options										
Ability to choose a postsecondary option (if appropriate)										
Identifies skills and abilities necessary for postsecondary programs										
<b>Student Participated in Assessment (student initials/mark in boxes)</b>										
<b>Initials of Person Completing Assessment</b>										

Comments:

## DRS Work Adjustment Training (WAT) Monthly Time Sheet

Student Name: \_\_\_\_\_ School/Provider: \_\_\_\_\_  
 Job Site(s)/Date(s): \_\_\_\_\_

Month \_\_\_\_\_ Year \_\_\_\_\_

Date:	Date:	Date:	Date:	Date:
In: _____	In: _____	In: _____	In: _____	In: _____
Out: _____	Out: _____	Out: _____	Out: _____	Out: _____
Hours: _____	Hours: _____	Hours: _____	Hours: _____	Hours: _____
Date:	Date:	Date:	Date:	Date:
In: _____	In: _____	In: _____	In: _____	In: _____
Out: _____	Out: _____	Out: _____	Out: _____	Out: _____
Hours: _____	Hours: _____	Hours: _____	Hours: _____	Hours: _____
Date:	Date:	Date:	Date:	Date:
In: _____	In: _____	In: _____	In: _____	In: _____
Out: _____	Out: _____	Out: _____	Out: _____	Out: _____
Hours: _____	Hours: _____	Hours: _____	Hours: _____	Hours: _____
Date:	Date:	Date:	Date:	Date:
In: _____	In: _____	In: _____	In: _____	In: _____
Out: _____	Out: _____	Out: _____	Out: _____	Out: _____
Hours: _____	Hours: _____	Hours: _____	Hours: _____	Hours: _____

Total Days Present: _____	Total School Days in Month: _____	Percent of School Days Present: _____% <i>(Days present divided by School days)</i>
---------------------------	-----------------------------------	--

### Option 1

If month has **10 or more school days**, and student is there 61% or more of school days, **Amount Billing \$** \_\_\_\_\_

### Option 2

If month has **10 or more school days**, and student is there 60% or fewer of the school days,

Percent of School Days Present: \_\_\_\_\_% x (either \$125, 250, or 375) = **Amount Billing \$** \_\_\_\_\_

**Option 3:** If month has **fewer than 10** school days, # of days present \_\_\_\_\_ x daily prorated amount of either (\$6.25, \$12.50, or \$18.75) per day = **Amount Billing \$** \_\_\_\_\_

Student Signature		Date:	
Work Adjustment Coordinator Signature		Date:	

**NOTE:** If the above student is not being credited with work adjustment hours, see the explanation checked below.

- Student was unable to participate due to excessive absences.
- Student was unable to participate at this time due to unacceptable employment behaviors.
- Student is no longer enrolled in the program.
- Student is not authorized for Work Adjustment Training for the next month(s).

**Signature:** Tyler Gorbet

Tyler Gorbet (Jul 16, 2025 13:25 CDT)

**Email:** [contracts@okdrs.gov](mailto:contracts@okdrs.gov)

Encumbrance Register

Options: Year: 2024-2025, Date Range: 6/18/2025 - 6/30/2025, PO Range: 692 - 9999, Fund(s): General Fund

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	692	06/23/2025	2766	CDW LLC	(561) Technology for Native Program	3,066.01
				(561) Technology for Native programHP MFPacer Chromebooks (5)	11-561-1000-653-100-0000-000-705 06/23/2025	3,066.01
11	693	06/26/2025	8765	Integrated Security Resources, Inc.	(376) Access Control Hardware	7,938.44
				(376) Access Control HardwareDoor Strikes - 3Controllers - 8	11-376-2670-739-000-0000-000-050 06/26/2025	7,938.44

<b>Non-Payroll Total:</b>	<b>\$11,004.45</b>
<b>Payroll Total:</b>	<b>\$0.00</b>
<b>Balance Forward:</b>	<b>\$0.00</b>
<b>Report Total:</b>	<b>\$11,004.45</b>

Change Order Listing

Options: Fund(s): General Fund, Year: 2024-2025, ReferenceDate: PO Date, Date Range: 6/18/2025 - 6/30/2025, PO Range: 1 - 691, Include Negative Changes: True

PO No	Date	Vendor No	Vendor	Description	Amount
2	07/01/2024	140	Oklahoma Electric Cooperative	Electricity	13,671.80
	Increase PO # 11-2 to finish out year	11-000-2620-624-000-0000-000-050		06/30/2025	13,671.80
25	07/01/2024	223	Tri-City Publishing, Inc.	Budgets/EON/Election Notices	100.17
	Increase PO # 11-25 to finish year	11-000-2314-540-000-0000-000-050		06/30/2025	100.17
36	07/01/2024	8959	Okla State School Boards Assoc Inc	Unemployment Services	1,074.00
	Increase PO # 11-36 to finish year	11-000-2620-281-000-0000-707-050		06/30/2025	1,074.00
392	11/19/2024	51821	Arvest Bank Operations Inc	Dr. Walker notepads	-1.15
	Dr. Walker Notepads	11-000-2321-619-000-0000-000-050		11/19/2024 06/30/2025	-1.15
508	03/05/2025	51821	Arvest Bank Operations Inc	Curriculum Update	-350.00
	Curriculum Subscription- Judging Pro and Livestock Judging.com	11-412-1000-641-311-8000-000-705		03/05/2025 06/26/2025	-350.00
590	04/15/2025	51821	Arvest Bank Operations Inc	Travel Expenses	-235.63
	Project Buying Travel Expenses4/17-20/25	11-412-2213-580-311-8000-000-705		04/15/2025 06/26/2025	-235.63
615	05/05/2025	82219	TONYA WALKER	Per Diem- Take Flight Training Summer T. Walker	-676.24
	Per Diem- Tonya WalkerTake Flight Training OKCSummer Attendance	11-082-2213-930-000-0000-000-105		05/05/2025 06/30/2025	-676.24
626	05/08/2025	83190	ASHLEY RILEY	FY25 Addendum for Contract	991.61
	Increase PO # 11-626	11-000-2340-337-000-0000-000-105		06/30/2025	991.61
666	05/20/2025	99999	NEWCASTLE PUBLIC SCHOOLS	gas reimbursement	-0.21
	gas reimbursement	11-009-2740-625-000-0000-000-705		05/20/2025 06/25/2025	-0.21
674	06/03/2025	51821	Arvest Bank Operations Inc	Project Buying Trip	-453.58
	Trip to purchase animal projects for students. This will be travel expenses. Hotels and meals. June 4-7, 2025. San Angelo TX, Mason TX, Eldorado TX, Stillwater, OK.	11-412-1000-580-311-8000-000-705		06/03/2025 06/25/2025	-453.58

<b>Non-Payroll Total:</b>	<b>\$14,120.77</b>
<b>Payroll Total:</b>	<b>\$0.00</b>
<b>Report Total:</b>	<b>\$14,120.77</b>

**Project Totals**

000	NON-CATEGORICAL	15,836.43
009	Transportation - Yolanda	-0.21
082	Staff Training and Travel	-676.24
412	VOCATIONAL ASSISTANCE GRANT	-1,039.21

**Unit Totals**

050	DISTRICTWIDE	14,844.82
105	ELEMENTARY SCHOOL	315.37
705	HIGH SCHOOL	-1,039.42

Encumbrance Register

Options: Year: 2024-2025, Date Range: 6/18/2025 - 6/30/2025, PO Range: 159 - 9999, Fund(s): Building Fund

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
21	159	06/24/2025	5730	eei Group LLC	pump on middle school boiler	620.00
			21-011-2620-437-000-0000-000-505		06/24/2025	620.00
21	160	06/24/2025	51749	Superior Fence Construction Inc	Fence repair tornado damage	1,190.00
			21-091-2630-438-000-0000-000-050		06/24/2025	1,190.00
21	161	06/24/2025	51821	Arvest Bank Operations Inc	Pallet jacks	1,000.00
			21-011-2620-618-000-0000-000-050		06/24/2025	1,000.00
21	162	06/26/2025	52027	Sandrock Painting, LLC	Painting classrooms east and west high school	22,000.00
			21-011-2620-438-000-0000-000-705		06/26/2025	22,000.00
<b>Non-Payroll Total:</b>						<b>\$24,810.00</b>
<b>Payroll Total:</b>						<b>\$0.00</b>
<b>Balance Forward:</b>						<b>\$0.00</b>
<b>Report Total:</b>						<b>\$24,810.00</b>

Change Order Listing

Options: Fund(s): Building Fund, Year: 2024-2025, ReferenceDate: PO Date, Date Range: 6/18/2025 - 6/30/2025, PO Range: 1 - 158, Include Negative Changes: True

PO No	Date	Vendor No	Vendor	Description	Amount
10	07/01/2024	48109	Ace of Newcastle LLC	Blanket PO for district HVAC	34.56
	Increase PO 2025-21-10	21-010-2620-618-000-0000-000-050		06/30/2025	34.56
34	07/01/2024	5762	A & C Fire Extinguisher Inc.	Fire Extinguisher/Ansul Inspection	354.50
	Increase PO 21-34	21-011-2670-438-000-0000-000-050		06/30/2025	354.50
36	07/01/2024	48109	Ace of Newcastle LLC	Supplies For Maintenance Dept.	368.92
	Supplies	21-011-2620-618-000-0000-000-050		06/30/2025	368.92
57	07/18/2024	5742	ES2, Inc.	Contract For District HVAC Management System	2,150.00
	Increase PO # 21-57 to finish out year.	21-010-2620-433-000-0000-000-050		06/18/2025	2,150.00
<b>Non-Payroll Total:</b>					<b>\$2,907.98</b>
<b>Payroll Total:</b>					<b>\$0.00</b>
<b>Report Total:</b>					<b>\$2,907.98</b>

**Project Totals**

010	HVAC - Scott	2,184.56
011	Maintenance - General	723.42

**Unit Totals**

050	DISTRICTWIDE	2,907.98
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Encumbrance Register

Options: Year: 2024-2025, Date Range: 6/18/2025 - 6/30/2025, PO Range: 59 - 9999, Fund(s): Technology Bond Fund 39

Fund	PO No	Date	Vendor No	Vendor	Description	Amount	
39	59	06/24/2025	8765	Integrated Security Resources, Inc.	Security Camera Upgrade	34,690.14	
				Security Camera Upgrade:HSE -	39-012-2670-739-000-0000-000-705	06/24/2025	10,613.84
				10613.84HSW/Band -	39-012-2670-739-000-0000-000-705	06/24/2025	10,898.75
				10898.75FH/Press/Cheer/Softball -	39-012-2670-739-000-0000-000-705	06/24/2025	13,177.55
				13177.55			
<b>Non-Payroll Total:</b>						<b>\$34,690.14</b>	
<b>Payroll Total:</b>						<b>\$0.00</b>	
<b>Balance Forward:</b>						<b>\$0.00</b>	
<b>Report Total:</b>						<b>\$34,690.14</b>	

Encumbrance Register

Options: Year: 2025-2026, Date Range: 7/1/2025 - 7/17/2025, PO Range: 78 - 9999, Fund(s): General Fund

Fund	PO No	Date	Vendor No	Vendor	Description	Amount	
11	78	07/01/2025	47944	Amazon	Cabinet with Wheels, Lockable Metal Storage	434.99	
				Cabinet with Wheels, Lockable Metal Storage. To store breakfast items at HS.	11-018-3140-651-700-0000-000-705	07/01/2025	434.99
11	79	07/07/2025	50678	STARFALL EDUCATION	Starfall Subscription	355.00	
				Starfall SubscriptionOne Year School Level	11-367-1000-653-427-1050-000-110	07/07/2025	355.00
11	80	07/07/2025	51790	Robert Don Coats	ODAFF BEEF PURCHASE	25,000.00	
				Beef purchased to be reimbursed by the Oklahoma Dept. of Food & Forestry	11-000-3150-630-700-0000-000-105	07/07/2025	6,250.00
					11-000-3150-630-700-0000-000-110	07/07/2025	6,250.00
					11-000-3150-630-700-0000-000-505	07/07/2025	6,250.00
					11-000-3150-630-700-0000-000-705	07/07/2025	6,250.00
11	81	07/07/2025	51881	Sway Medical Inc	2025-2026 Sports+ Profiles	1,695.00	
				Concussion Baseline Testing	11-019-2199-336-000-0000-000-705	07/07/2025	1,695.00
11	82	07/07/2025	51994	Deanna Michelle Dobbins	Educational Consulting Services	34,000.00	
				(NPS \$700.00 per 6 hours of consulting service daily) Estimated at 40 days, approximately 6 to 10 days per month.	11-000-2340-337-000-0000-000-105	07/07/2025	28,000.00
				\$.70 per mile at 186 miles per round trip and tolls at \$13.00 per day. Approximately 40 days	11-000-2340-337-000-0000-000-105	07/07/2025	6,000.00
11	83	07/07/2025	8599	OKLA CENTER FOR COMMUNICATION &	Annual Report for NPS	3,600.00	
				Annual Report for Newcastle Public Schools	11-000-2560-337-000-0000-000-050	07/07/2025	3,600.00
11	84	07/10/2025	51821	Arvest Bank Operations Inc	Cyber Crime Training	900.00	
				Atchley, Officer Jones, Officer Sainz: 3 Day Class. Identifying and Intercepting School Violence Through Leakage and Cyber Investigations for School Admin and SROs	11-082-2573-860-000-0000-000-050	07/10/2025	900.00
11	85	07/10/2025	51300	T-Mobile USA	Wireless Hotspots	2,000.00	
				T-Mobile Wireless Hotspots	11-000-2230-653-000-0000-000-705	07/10/2025	2,000.00
11	86	07/10/2025	142	Pioneer Telephone Co.	FUSC Charge for Internet	5,000.00	
				FUSC Charge for Internet Connectivity	11-000-2580-530-000-0000-000-050	07/10/2025	5,000.00
11	87	07/10/2025	47944	Amazon	office furniture	322.48	
				Office furniture	11-021-2620-651-000-0000-000-705	07/10/2025	322.48
11	88	07/10/2025	51272	BadgePass, Inc.	BadgePass Support and Licenses	1,095.00	
				BadgePass support and device licenses (6)	11-012-2580-432-000-0000-000-050	07/10/2025	1,095.00
11	89	07/10/2025	51821	Arvest Bank Operations Inc	Summit Registration	300.00	
				Conference Registration Fee	11-412-1000-860-314-8400-000-705	07/10/2025	300.00
				Dues \$75.00kACTE ACTE			
				Reg. \$140.00BMITE Conf.			
				\$25.00BMITE Dues			
				\$25.00			
11	90	07/10/2025	51821	Arvest Bank Operations Inc	OK Summit Hotel, Fuel and Food	550.00	
				OK Summit Hotel, Fuel and FoodHotel \$250, Fuel \$75, Food \$150, Parking \$25	11-412-1000-860-314-8400-000-705	07/10/2025	550.00

## Encumbrance Register

Options: Year: 2025-2026, Date Range: 7/1/2025 - 7/17/2025, PO Range: 78 - 9999, Fund(s): General Fund

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	91	07/15/2025	51272	BadgePass, Inc.	Replacement Badge Printer	3,560.00
				Replacement Staff/Student Badge PrinterNXTElite dual-sided and cleaning kit	11-012-2580-653-000-0000-000-050 07/15/2025	3,560.00
11	92	07/15/2025	4813	RENAISSANCE LEARNING	Renaissance Assessment System	86,073.89
				Renaissance Assessment System	11-000-1000-653-100-0000-000-105 07/15/2025	27,356.75
					11-000-1000-653-100-0000-000-110 07/15/2025	7,077.10
					11-000-1000-653-100-0000-000-505 07/15/2025	21,205.35
					11-000-1000-653-100-0000-000-705 07/15/2025	11,834.69
					11-367-1000-653-439-0000-000-105 07/15/2025	6,000.00
					11-367-1000-653-439-0000-000-110 07/15/2025	6,000.00
					11-511-1000-653-429-0000-000-105 07/15/2025	3,000.00
					11-511-1000-653-429-0000-000-110 07/15/2025	3,600.00
11	93	07/15/2025	47944	Amazon	Classroom Supplies	3,000.00
				Classroom Supplies- Back to SchoolAll sites	11-000-1000-619-239-0000-000-105 07/15/2025	750.00
					11-000-1000-619-239-0000-000-110 07/15/2025	750.00
					11-000-1000-619-239-0000-000-505 07/15/2025	750.00
					11-000-1000-619-239-0000-000-705 07/15/2025	750.00
11	94	07/15/2025	51995	Motor Mouth Therapy LLC	MS & HS SLP Services SY 25/26	90,000.00
				Motor Mouth TherapySpeech Pathologist ContractMiddle & High School	11-000-2152-336-239-0000-000-505 07/15/2025	45,000.00
					11-000-2152-336-239-0000-000-705 07/15/2025	45,000.00
11	95	07/15/2025	80764	KRISTI SLAWSON STANDIFER	ES SLP Services SY 25/26	94,000.00
				Kristi StandiferSpeech Pathologist ContractElementary School	11-000-2152-336-239-0000-000-105 07/15/2025	94,000.00
11	96	07/15/2025	1282	Carla D. Garling	PT Services SY 25/26	41,000.00
				Carla GarlingPhysical Therapy ContractDistrict Wide	11-621-2170-336-239-0000-000-105 07/15/2025	10,250.00
					11-621-2170-336-239-0000-000-110 07/15/2025	10,250.00
					11-621-2170-336-239-0000-000-505 07/15/2025	10,250.00
					11-621-2170-336-239-0000-000-705 07/15/2025	10,250.00
11	97	07/15/2025	8368	Tyler Garling	OT Services SY 25/26	62,000.00
				Tyler GarlingOccupational Therapist-ContractDistrict wide	11-621-2135-336-239-0000-000-105 07/15/2025	15,500.00
					11-621-2135-336-239-0000-000-110 07/15/2025	15,500.00
					11-621-2135-336-239-0000-000-505 07/15/2025	15,500.00
					11-621-2135-336-239-0000-000-705 07/15/2025	15,500.00
11	98	07/15/2025	51821	Arvest Bank Operations Inc	Meals- SPED Conf.	1,056.00
				PD- Meals Breakfast & Lunch 3 days 8 staff members	11-000-2575-682-239-0000-000-050 07/15/2025	1,056.00
11	99	07/15/2025	51821	Arvest Bank Operations Inc	Purchase two bicycles as incentive prizes	300.00
				Bicycle purchase at Walmart for incentive prizes	11-000-3140-682-700-0000-000-050 07/15/2025	300.00
11	100	07/15/2025	2766	CDW LLC	Dell Chromebook 3120- Incentive Prizes for CN	685.62
				2 -Dell Chromebook 3120 (2024) - 11.6" - Intel N-series - N100 - 4 GB RAM - 64For incentive prizes for Child Nutrition	11-000-3140-682-700-0000-000-050 07/15/2025	685.62
11	101	07/15/2025	33924	RENAISSANCE	DnA Software License	17,974.00
				DnA Software License	11-000-1000-653-100-0000-000-110 07/15/2025	4,493.50
					11-000-1000-653-100-0000-000-505 07/15/2025	4,493.50
					11-000-1000-653-100-0000-000-705 07/15/2025	4,493.50
					11-511-1000-653-429-0000-000-105 07/15/2025	4,493.50

Encumbrance Register

Options: Year: 2025-2026, Date Range: 7/1/2025 - 7/17/2025, PO Range: 78 - 9999, Fund(s): General Fund

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	103	07/17/2025	51560	Literacy Resources LLC	PA-English Early PreK Manual	797.44
			(511) Heggerty PA English Early PreK ManualsIncluding ShippingQuote #SQ250701-0023161	11-511-1000-619-429-1013-000-110	07/17/2025	797.44
11	104	07/17/2025	47944	Amazon	Binders for New Teacher Orientation	200.00
			Binders for New Teacher Orientation	11-000-2560-619-000-0000-000-050	07/17/2025	200.00
11	105	07/17/2025	51901	Theaterfolk Ltd.	Drama Teacher Academy and Digital Program	444.00
			Drama Teacher Academy and Digital ProgramAmanda Baker-HSQuote #1367601	11-000-2213-860-000-0000-000-705	07/17/2025	444.00
11	106	07/17/2025	8954	Studies Weekly Inc	ES Social Studies Curriculum	8,300.54
			Social Studies WeeklyElementary SchoolQuote #110966	11-000-1000-648-100-1050-000-105	07/17/2025	8,300.54
11	107	07/17/2025	51821	Arvest Bank Operations Inc	Tablet stands for Raptor VisitorSafe Kiosks	2,835.00
			Tablet floor stands for Raptor VisitorSafe Kiosk's	11-000-2340-653-000-0000-000-105	07/17/2025	1,134.00
				11-000-2340-653-000-0000-000-110	07/17/2025	567.00
				11-000-2340-653-000-0000-000-505	07/17/2025	567.00
				11-000-2340-653-000-0000-000-705	07/17/2025	567.00
11	108	07/17/2025	1727	Alert Services, Inc.	'25-'26 Athletic Trainer Supplies	11,204.82
			'25-'26 Athletic Trainer Supplies	11-019-2132-616-000-0000-000-705	07/17/2025	11,204.82
11	109	07/17/2025	8349	All Players Network Inc.	'25-'26 Rank One Digital File Storage	2,000.00
			'25-'26 Rank One Digital Files Storage	11-019-1000-653-801-0000-000-705	07/17/2025	2,000.00
11	110	07/17/2025	51876	Perry Weather Inc	'25-'26 Perry Weather System	3,065.00
			'25-'26 Perry Weather System	11-017-2199-653-801-0000-000-705	07/17/2025	3,065.00
11	111	07/17/2025	8248	BIO COMPANY, INC.	Science Specimens - Consumables	1,150.00
			Specimens	11-000-1000-681-100-5000-000-705	07/17/2025	1,150.00
11	112	07/17/2025	47944	Amazon	Science Laboratory Supplies and Consumables	1,200.00
			Science Laboratory Supplies and Consumables	11-000-1000-681-100-5000-000-705	07/17/2025	1,200.00
11	113	07/17/2025	8638	VERNIER SOFTWARE & TECHNOLOGY LLC	Science Laboratory Probes	1,785.00
			Laboratory Probes	11-000-1000-681-100-5000-000-705	07/17/2025	1,785.00
11	114	07/17/2025	209	FLINN SCIENTIFIC, INC.	Science Lab Supplies and Instructional Materials	533.30
			Flinn Scientific Order for high school laboratory supplies and instructional materials.	11-000-1000-681-100-5000-000-705	07/17/2025	533.30

<b>Non-Payroll Total:</b>	<b>\$508,417.08</b>
<b>Payroll Total:</b>	<b>\$0.00</b>
<b>Balance Forward:</b>	<b>\$0.00</b>
<b>Report Total:</b>	<b>\$508,417.08</b>

## Encumbrance Register

Options: Year: 2025-2026, Date Range: 7/1/2025 - 7/17/2025, PO Range: 43 - 9999, Fund(s): Building Fund

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
21	43	07/01/2025	4809	Locke Supply	District HVAC Parts/Supplies	4,000.00
				HVAC parts & supplies for district repair and service	21-010-2620-619-000-0000-000-050 07/01/2025	4,000.00
21	44	07/01/2025	461	Johnstone Supply	District HVAC Parts/Supplies	3,000.00
				HVAC parts & supplies for district repair & service	21-010-2620-618-000-0000-000-050 07/01/2025	3,000.00
21	45	07/01/2025	8573	Air Products Supply Co	District HVAC Parts/Supplies	1,500.00
				HVAC parts & supplies for district repair and service	21-010-2620-618-000-0000-000-050 07/01/2025	1,500.00
21	46	07/01/2025	8966	Carrier Enterprise LLC	District HVAC Parts/Supplies	1,500.00
				HVAC parts & supplies for district repair & service	21-010-2620-435-000-0000-000-050 07/01/2025	1,500.00
21	47	07/01/2025	5108	TRANE U.S. INC	District HVAC Parts/Supplies	1,500.00
				HVAC parts & supplies for district repair and service	21-010-2620-618-000-0000-000-050 07/01/2025	1,500.00
21	48	07/01/2025	51638	United Refrigeration Inc	District HVAC Parts/Supplies	1,500.00
				HVACR parts & supplies for district repair and service	21-010-2620-430-000-0000-000-050 07/01/2025	1,500.00
21	49	07/01/2025	5730	eei Group LLC	District HVAC Parts/Supplies	2,000.00
				HVAC parts & supplies for district repair and service	21-010-2620-618-000-0000-000-050 07/01/2025	2,000.00
21	50	07/01/2025	5730	eei Group LLC	District HVAC Filters/Supplies	5,000.00
				HVAC filters & supplies for district unit service	21-010-2620-618-000-0000-000-050 07/01/2025	5,000.00
21	51	07/01/2025	5742	ES2, Inc.	District HVAC Service/Parts	1,500.00
				HVAC service & parts for district repair and service	21-010-2620-618-000-0000-000-050 07/01/2025	1,500.00
21	52	07/01/2025	5742	ES2, Inc.	Annual HVAC BMS Service Contract	8,600.00
				Annual HVAC Building Management System service contract for 2025/2026	21-010-2620-433-000-0000-000-050 07/01/2025	8,600.00
21	53	07/01/2025	48109	Ace of Newcastle LLC	District HVAC Parts/Supplies	2,000.00
				HVAC parts & supplies for district repair and service	21-010-2620-618-000-0000-000-050 07/01/2025	2,000.00
21	54	07/01/2025	2969	O'Reilly's Automotive Stores, Inc.	District HVAC Parts/Supplies	500.00
				HVAC parts & supplies for district repair and service	21-010-2620-618-000-0000-000-050 07/01/2025	500.00
21	55	07/01/2025	1010	Hagar Restaurant Service, Inc.	District Refrigeration Parts/Supplies	1,000.00
				Refrigeration service & parts for district repair and service	21-010-2620-618-000-0000-000-050 07/01/2025	1,000.00
21	56	07/01/2025	47944	Amazon	District HVAC Parts/Supplies	1,000.00
				HVAC parts & supplies for district repair and service	21-010-2620-618-000-0000-000-050 07/01/2025	1,000.00
21	57	07/01/2025	2105	Lowe's Business Account	District HVAC Parts/Supplies	500.00
				HVAC parts & supplies for district repair and service	21-010-2620-618-000-0000-000-050 07/01/2025	500.00
21	58	07/01/2025	8788	Yarbrough & Sons	District HVAC Service	1,000.00
				HVAC service for district unit repair	21-011-2620-435-000-0000-000-050 07/01/2025	1,000.00
21	59	07/01/2025	5751	Terrell Refrigeration	District Refrigeration Service	2,000.00
				Refrigeration service for district refrigeration units	21-010-2620-438-000-0000-000-050 07/01/2025	2,000.00

## Encumbrance Register

Options: Year: 2025-2026, Date Range: 7/1/2025 - 7/17/2025, PO Range: 43 - 9999, Fund(s): Building Fund

Fund	PO No	Date	Vendor No	Vendor	Description	Amount	
21	60	07/01/2025	943	HINTON REFRIDGERATION CO.	District Refrigeration Service	1,000.00	
				Refrigeration service for district refrigeration units	21-010-2620-438-000-0000-000-050	07/01/2025	1,000.00
21	61	07/01/2025	47918	Tri City Glass and Door LLC	Side door glass ECC	712.05	
				Side door glass ECC	21-011-2620-438-000-0000-000-110	07/01/2025	712.05
21	62	07/07/2025	5794	Chris Mayo	Football ticket booth	4,850.00	
				Football ticket booth	21-011-2630-438-000-0000-000-705	07/16/2025	4,850.00
21	63	07/07/2025	5686	Dean Codner	Paint old gym	29,359.50	
				Paint old gym	21-011-2620-438-000-0000-000-705	07/07/2025	29,359.50
21	64	07/07/2025	8272	Patrick D. Garcia	Concrete at bus barn	4,960.00	
				Concrete at bus barn	21-011-2630-438-000-0000-000-050	07/07/2025	4,960.00
21	65	07/07/2025	51888	The Landscape Partners LLC	Highschool Trees	3,000.00	
				Highschool Trees	21-011-2630-434-000-0000-000-705	07/16/2025	3,000.00
21	66	07/07/2025	2563	WINSUPPLY OF OKLAHOMA CITY CO	Boiler replacement at high school	7,625.00	
				Boiler replacement at high school	21-011-2620-437-000-0000-000-705	07/07/2025	7,625.00
21	67	07/07/2025	5686	Dean Codner	Flags on gym	1,350.00	
				Flags on gym	21-011-2620-438-000-0000-000-705	07/07/2025	1,350.00
21	68	07/07/2025	5113	United Rentals (North Am), Inc.	Telehandler for move in at H.S.	1,605.46	
				Telehandler for move in at H.S.	21-011-2620-442-000-0000-000-705	07/07/2025	1,605.46
21	69	07/07/2025	51788	Kyle Merriman	Maintenance For bus barn / warehouse	2,500.00	
				Maintenance For bus barn / warehouse	21-011-2620-438-000-0000-000-050	07/16/2025	2,500.00
21	70	07/07/2025	51975	Merit Network Solutions, Inc.	HS network cable pulls	7,500.00	
				HS Camera upgrade network cable pullsHSE, HSW, Field House, Press Box, Concession Stand, Multi-Purpose Bldg	21-000-2620-653-000-0000-000-705	07/07/2025	7,500.00
21	71	07/10/2025	5730	eei Group LLC	Fresh Air Filters For HS Auditorium RTUs	720.54	
				18 metal mesh fresh air filter for High School Auditorium RTUs from Engineered Equipment, INC. company.	21-010-2620-618-000-0000-000-705	07/10/2025	720.54
21	72	07/10/2025	142	Pioneer Telephone Co.	Fiber install HS Softball Complex	5,076.68	
				Fiber installation - HS Softball Complex	21-000-2620-432-000-0000-000-705	07/10/2025	5,076.68
21	73	07/10/2025	47944	Amazon	Furniture for Admin Offices	286.57	
				Furniture for Admin Office	21-000-2620-651-000-0000-000-050	07/16/2025	286.57
21	74	07/15/2025	51821	Arvest Bank Operations Inc	Softball repairs	1,500.00	
				Softball repairs	21-011-2630-438-000-0000-000-050	07/15/2025	1,500.00
21	75	07/15/2025	5113	United Rentals (North Am), Inc.	Scissor lift lights cheer building	896.46	
				Scissor lift lights cheer building	21-011-2620-442-000-0000-000-050	07/15/2025	896.46
21	76	07/15/2025	52030	Pro Grade Flooring LLC	Girls wrestling locker room	3,485.00	
				Girls wrestling locker room	21-011-2620-438-000-0000-000-050	07/15/2025	3,485.00
21	77	07/15/2025	52030	Pro Grade Flooring LLC	Carpet for bus barn offices	1,481.60	
				Carpet for bus barn offices	21-011-2620-438-000-0000-000-050	07/15/2025	1,481.60
21	78	07/17/2025	4213	ROGERS ATHLETIC	New Padding for "Old Gym"	1,900.00	
				The "Old Gym" needs new padding for baseline.	21-017-2620-651-000-0000-000-705	07/17/2025	1,900.00

Encumbrance Register

Options: Year: 2025-2026, Date Range: 7/1/2025 - 7/17/2025, PO Range: 43 - 9999, Fund(s): Building Fund

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
21	79	07/17/2025	52031	Nemo Cockrell	stage repair at 5th grade	9,984.68
					Stage repair at 5th grade	
			21-091-2620-438-000-0000-000-105		07/17/2025	9,984.68
21	80	07/17/2025	8272	Patrick D. Garcia	ES Cafeteria Freezer Floor Repair	2,000.00
					Repair & restoration of Elementary School Cafeteria walk-in freezer floor	
			21-010-2620-438-000-0000-000-105		07/17/2025	2,000.00
<b>Non-Payroll Total:</b>						<b>\$129,893.54</b>
<b>Payroll Total:</b>						<b>\$0.00</b>
<b>Balance Forward:</b>						<b>\$0.00</b>
<b>Report Total:</b>						<b>\$129,893.54</b>

Encumbrance Register

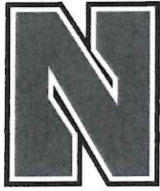
Options: Year: 2025-2026, Date Range: 7/1/2025 - 7/17/2025, PO Range: 1 - 9999, Fund(s): Technology Bond Fund 39

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
39	1	07/02/2025	8597	INFINITE CAMPUS, INC.	Student Information System	53,693.10
				Student Information System	39-000-2230-653-000-0000-000-050	53,693.10
39	2	07/02/2025	2766	CDW LLC	Lightspeed - Web Filter	20,750.00
				Lightspeed - Web Filter	39-000-2580-653-000-0000-000-050	20,750.00
39	3	07/02/2025	2797	Synergy Datacom	Synergy - Technology Blanket	1,000.00
				Synergy - Technology Blanket	39-000-2580-653-000-0000-000-050	1,000.00
39	4	07/02/2025	47944	Amazon	Amazon - Technology Blanket	3,000.00
				Amazon - Technology Blanket	39-000-2580-653-000-0000-000-050	3,000.00
39	5	07/02/2025	2766	CDW LLC	CDWG - Technology Blanket	3,000.00
				CDWG - Technology Blanket	39-000-2580-653-000-0000-000-050	3,000.00
39	6	07/02/2025	268	SWANK MOTION PICTURE INC	Swank - Streaming and Licensing	4,312.00
				Swank - Movie streaming and licensing	39-000-2580-653-000-0000-000-050	4,312.00
39	7	07/02/2025	8483	XPRESSMYSELF.COM LLC	Asset Tiger - Inventory System	400.00
				Asset Tiger - Inventory System	39-000-2230-653-000-0000-000-050	400.00
39	8	07/02/2025	8379	EMS LINQ INC	Website Hosting (CMS Hosting)	2,456.24
				District Website Hosting - CMS	39-000-2230-653-000-0000-000-705	2,456.24
39	9	07/07/2025	51553	S&P Global Ratings	Bond Services	19,850.00
				Bond Services	39-000-2317-310-000-0000-000-050	19,850.00
39	10	07/07/2025	51884	Incident IQ LLC	IT Ticketing/Asset Mgmt/Device Checkout	11,738.85
				Incident IQ - IT Ticketing, Asset Mgmt, Device Check out	39-000-2230-653-000-0000-000-050	11,738.85
39	11	07/07/2025	5784	GAGGLE.NET, INC.	Gaggle Safety Management	22,257.50
				Gaggle Safety Management and SpeakUp for SafetyEmail monitoring/archiving	39-000-2340-653-000-0000-000-050	22,257.50

<b>Non-Payroll Total:</b>	<b>\$142,457.69</b>
<b>Payroll Total:</b>	<b>\$0.00</b>
<b>Balance Forward:</b>	<b>\$0.00</b>
<b>Report Total:</b>	<b>\$142,457.69</b>

**Newcastle Public Schools  
Payroll Summary  
July 22nd, 2025**

Monthly Payroll FY25 (6/26/2025)	\$1,491,319.36
Extra Duty Payroll (07/24/2025)	\$16,972.82
State Stipend (07/24/2025)	\$1,291.80



# NEWCASTLE PUBLIC SCHOOLS

## Purpose of Activity Fund Account

Original  
 Amended

Account Name: ES-Camp Goddard Account #: 922 Site #: 105

### Scheduled Fundraising Events:

<i>Description</i>	<i>Month Planned</i>
_____	_____
_____	_____
_____	_____

### General Revenue: (Indicate Amended Items with an "\*\*")

Donations are automatically approved. List other methods of generating revenue:

School Store  
Merchandise Sales  
Board Approved Fundraisers

### Expenditures: (How the revenue will be spent) (Indicate Amended items with a "\*\*")

Camp cost/fees  
Background checks  
Souvenirs  
Tshirts  
Snacks and materials

Chelsea Queen

Sponsor Name

Chelsea Queen

Sponsor Signature

Wshley Gile

Supervisor Signature if Applicable  
(Principal or Athletic Director)

06/10/2025

Date Submitted

2025-2026

School Year

Shasta Smith  
Activity Fund Custodian Signature

D. Cathy Walker  
Chief Financial Officer Signature

\_\_\_\_\_  
Date Approved by Board of Education



# NEWCASTLE PUBLIC SCHOOLS

## Purpose of Activity Fund Account

Original  
 Amended

Account Name: Art Account #: 910 Site #: 105

### Scheduled Fundraising Events:

<i>Description</i>	<i>Month Planned</i>
<u>Square 1 Art</u>	<u>Aug-Nov</u>
<u> </u>	<u> </u>
<u> </u>	<u> </u>

### General Revenue: (Indicate Amended Items with an "\*\*")

Donations are automatically approved. List other methods of generating revenue:

Board Approved Fundraisers

### Expenditures: (How the revenue will be spent) (Indicate Amended items with a "\*\*")

Art Supplies, Classroom Supplies  
Project Materials  
Art Gallery  
Student prizes/awards/rewards  
Classroom Furniture

Jackie Myers

Sponsor Name

05/01/2025

Date Submitted

2025-2026

School Year

[Signature]

Sponsor Signature

[Signature]

Activity Fund Custodian Signature

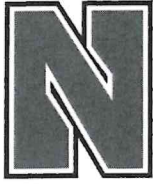
[Signature]

Supervisor Signature if Applicable  
(Principal or Athletic Director)

[Signature]

Chief Financial Officer Signature

   
Date Approved by Board of Education



# NEWCASTLE PUBLIC SCHOOLS

## Purpose of Activity Fund Account

Original  
 Amended

Account Name: ES-Literacy Account #: 924 Site #: 105

### Scheduled Fundraising Events:

<i>Description</i>	<i>Month Planned</i>
_____	_____
_____	_____
_____	_____

### General Revenue: (Indicate Amended Items with an "\*\*")

Donations are automatically approved. List other methods of generating revenue:

Readers Are Leaders Program  
 Concessions  
 T-shirt Sales  
 Board Approved Fundraisers

### Expenditures: (How the revenue will be spent) (Indicate Amended items with a "\*\*")

Books for Title Family Nights  
 Event Supplies  
 Reading Challenge Incentives  
 Classroom Project Materials

Kelly Dillman

Sponsor Name

Kelly Dillman

Sponsor Signature

Joshua Riley

Supervisor Signature if Applicable  
(Principal or Athletic Director)

05/01/2025

Date Submitted

2025-2026

School Year

Shasta Smolin

Activity Fund Custodian Signature

Dr. Cathy Walker

Chief Financial Officer Signature

\_\_\_\_\_  
Date Approved by Board of Education





# NEWCASTLE PUBLIC SCHOOLS

## Purpose of Activity Fund Account

Original  
 Amended

Account Name: Elem. PE Account #: 936 Site #: 105

### Scheduled Fundraising Events:

<i>Description</i>	<i>Month Planned</i>
<u>Yard Signs &amp; Gym Decals</u>	<u>Aug-Dec</u>
<u>Kickball</u>	<u>April/May</u>
<u>Super Kids Day</u>	<u>May</u>

### General Revenue: (Indicate Amended Items with an "\*\*")

Donations are automatically approved. List other methods of generating revenue:

Tshirt sales  
 Concession Food and Beverage  
 Snack Packs  
 Board Approved Fundraisers

### Expenditures: (How the revenue will be spent) (Indicate Amended items with a "\*\*")

Food and Beverage  
 PE Equipment  
 Super Kids Day supplies & equipment  
 Classroom supplies  
 Project materials

Kelsey Corbin

Sponsor Name

Kelsey Corbin

Sponsor Signature

[Signature]

Supervisor Signature if Applicable  
(Principal or Athletic Director)

05/01/2025

Date Submitted

2025-2026

School Year

[Signature]

Activity Fund Custodian Signature

[Signature]

Chief Financial Officer Signature

Date Approved by Board of Education







# NEWCASTLE PUBLIC SCHOOLS

## Purpose of Activity Fund Account

Original  
 Amended

Account Name: ES-Yearbook Account #: 945 Site #: 105

### Scheduled Fundraising Events:

<i>Description</i>	<i>Month Planned</i>
_____	_____
_____	_____
_____	_____

### General Revenue: (Indicate Amended Items with an "\*\*")

Donations are automatically approved. List other methods of generating revenue:

Yearbook Sales  
Board Approved Fundraisers

### Expenditures: (How the revenue will be spent) (Indicate Amended items with a "\*\*")

Camera lenses and equipment  
SD cards and flashdrives  
Conferences/workshops  
Travel Expenses  
Hotel Reimbursements

Kimberly Ward

Sponsor Name

*Kimberly Ward*

Sponsor Signature

*Joshua Riley*

Supervisor Signature if Applicable  
(Principal or Athletic Director)

05/01/2025

Date Submitted

2025-2026

School Year

*Shasta Smith*

Activity Fund Custodian Signature

*Dr. Cathy Walker*

Chief Financial Officer Signature

\_\_\_\_\_  
Date Approved by Board of Education



# NEWCASTLE PUBLIC SCHOOLS

## Purpose of Activity Fund Account

Original  
 Amended

Account Name: NMS Junior Honor Society Account #: 927 Site #: 505

### Scheduled Fundraising Events:

<i>Description</i>	<i>Month Planned</i>
<u>T-shirt sales &amp; annual dues</u>	<u>August-Sept</u>
<u>Possible Johnny's or Mazzio's night</u>	<u>tbd</u>
<u>Second Semester Dues</u>	<u>Jan</u>

### General Revenue: (Indicate Amended Items with an "\*\*")

Donations are automatically approved. List other methods of generating revenue:


Dues, T-shirt sales, Johnny's or Mazzio's night

### Expenditures: (How the revenue will be spent) (Indicate Amended items with a "\*\*")

\*Club supplies, \*Medal Awards, Member T-shirts, Teacher Snacks, Supplies & Goodies for Teacher Appreciation, NMS Beautification Day Outdoor, \* National Membership Dues

Rebecca Grider

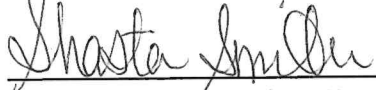
Sponsor Name

  
Sponsor Signature

  
Supervisor Signature if Applicable  
(Principal or Athletic Director)

06/17/2025 2025-2026

Date Submitted School Year

  
Activity Fund Custodian Signature

Chief Financial Officer Signature

Date Approved by Board of Education

## Newcastle Public Schools

## Revenue Analysis

Options: Type of Revenue: Estimated, As Of Date: 5/31/2025

	Estimated Revenue	Revenue Collected	Revenue Receivable	Unappropriated Receipts	% Rev Collected	Current Month
Series - 1000						
Source - 1110 Ad Valorem (Current)						
11 General Fund	\$0.00	\$6,591,254.60	\$0.00	\$6,591,254.60	N/A	\$530,606.54
<b>Source - 1110 Ad Valorem (Current)</b>	<b>\$0.00</b>	<b>\$6,591,254.60</b>	<b>\$0.00</b>	<b>\$6,591,254.60</b>	<b>N/A</b>	<b>\$530,606.54</b>
<b>Total</b>						
Source - 1120 Ad Valorem (Prior Years)						
11 General Fund	\$0.00	\$178,932.96	\$0.00	\$178,932.96	N/A	\$2,921.75
<b>Source - 1120 Ad Valorem (Prior Years)</b>	<b>\$0.00</b>	<b>\$178,932.96</b>	<b>\$0.00</b>	<b>\$178,932.96</b>	<b>N/A</b>	<b>\$2,921.75</b>
<b>Total</b>						
Source - 1130 Revenue in Lieu of Taxes						
11 General Fund	\$0.00	\$60,908.08	\$0.00	\$60,908.08	N/A	\$0.00
<b>Source - 1130 Revenue in Lieu of Taxes</b>	<b>\$0.00</b>	<b>\$60,908.08</b>	<b>\$0.00</b>	<b>\$60,908.08</b>	<b>N/A</b>	<b>\$0.00</b>
<b>Total</b>						
Source - 1310 Interest Earnings						
11 General Fund	\$0.00	\$524,140.47	\$0.00	\$524,140.47	N/A	\$64,235.52
<b>Source - 1310 Interest Earnings Total</b>	<b>\$0.00</b>	<b>\$524,140.47</b>	<b>\$0.00</b>	<b>\$524,140.47</b>	<b>N/A</b>	<b>\$64,235.52</b>
Source - 1340 ACCRUED INTEREST ON BOND SALES						
11 General Fund	\$0.00	\$0.00	\$0.00	\$0.00	N/A	\$0.00
<b>Source - 1340 ACCRUED INTEREST ON BOND SALES Total</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>N/A</b>	<b>\$0.00</b>
Source - 1352 Interest on Unapportioned Tax						
11 General Fund	\$0.00	\$421.02	\$0.00	\$421.02	N/A	\$126.10
<b>Source - 1352 Interest on Unapportioned Tax Total</b>	<b>\$0.00</b>	<b>\$421.02</b>	<b>\$0.00</b>	<b>\$421.02</b>	<b>N/A</b>	<b>\$126.10</b>
Source - 1390 OTHER EARNINGS ON INVESTMENTS						
11 General Fund	\$0.00	\$1,813.68	\$0.00	\$1,813.68	N/A	\$131.90
<b>Source - 1390 OTHER EARNINGS ON INVESTMENTS Total</b>	<b>\$0.00</b>	<b>\$1,813.68</b>	<b>\$0.00</b>	<b>\$1,813.68</b>	<b>N/A</b>	<b>\$131.90</b>
Source - 1420 RENTAL NOT SCHOOL FACILITIES						
11 General Fund	\$0.00	\$3,340.25	\$0.00	\$3,340.25	N/A	\$0.00
<b>Source - 1420 RENTAL NOT SCHOOL FACILITIES Total</b>	<b>\$0.00</b>	<b>\$3,340.25</b>	<b>\$0.00</b>	<b>\$3,340.25</b>	<b>N/A</b>	<b>\$0.00</b>
Source - 1440 SALES OF EQUIP,SERV,& MATERIAL						
11 General Fund	\$0.00	\$11,850.00	\$0.00	\$11,850.00	N/A	\$0.00
<b>Source - 1440 SALES OF EQUIP,SERV,&amp; MATERIAL Total</b>	<b>\$0.00</b>	<b>\$11,850.00</b>	<b>\$0.00</b>	<b>\$11,850.00</b>	<b>N/A</b>	<b>\$0.00</b>
Source - 1530 DAMAGES TO SCHOOL PROPERTY						
11 General Fund	\$0.00	\$4,146.64	\$0.00	\$4,146.64	N/A	\$0.00
<b>Source - 1530 DAMAGES TO SCHOOL PROPERTY Total</b>	<b>\$0.00</b>	<b>\$4,146.64</b>	<b>\$0.00</b>	<b>\$4,146.64</b>	<b>N/A</b>	<b>\$0.00</b>
Source - 1590 MISCELLANEOUS REIMBURSEMENTS						
11 General Fund	\$0.00	\$331,852.26	\$0.00	\$331,852.26	N/A	\$357.60
<b>Source - 1590 MISCELLANEOUS REIMBURSEMENTS Total</b>	<b>\$0.00</b>	<b>\$331,852.26</b>	<b>\$0.00</b>	<b>\$331,852.26</b>	<b>N/A</b>	<b>\$357.60</b>
Source - 1591 Reimbursements - TCLA						
11 General Fund	\$0.00	\$0.00	\$0.00	\$0.00	N/A	\$0.00
<b>Source - 1591 Reimbursements - TCLA Total</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>N/A</b>	<b>\$0.00</b>
Source - 1660 Mineral Royalties / Lease Revenue						
11 General Fund	\$0.00	\$93.06	\$0.00	\$93.06	N/A	\$25.48
<b>Source - 1660 Mineral Royalties / Lease Revenue Total</b>	<b>\$0.00</b>	<b>\$93.06</b>	<b>\$0.00</b>	<b>\$93.06</b>	<b>N/A</b>	<b>\$25.48</b>
Source - 1692 MISC REVENUE						
11 General Fund	\$0.00	\$3,646.33	\$0.00	\$3,646.33	N/A	\$0.00
<b>Source - 1692 MISC REVENUE Total</b>	<b>\$0.00</b>	<b>\$3,646.33</b>	<b>\$0.00</b>	<b>\$3,646.33</b>	<b>N/A</b>	<b>\$0.00</b>
<b>Series - 1000 Total</b>	<b>\$0.00</b>	<b>\$7,712,399.35</b>	<b>\$0.00</b>	<b>\$7,712,399.35</b>	<b>N/A</b>	<b>\$598,404.89</b>
Series - 2000						
Source - 2100 County 4 Mil						
11 General Fund	\$0.00	\$613,518.93	\$0.00	\$613,518.93	N/A	\$35,635.09

## Newcastle Public Schools

## Revenue Analysis

Options: Type of Revenue: Estimated, As Of Date: 5/31/2025

	Estimated Revenue	Revenue Collected	Revenue Receivable	Unappropriated Receipts	% Rev Collected	Current Month
<b>Source - 2100 County 4 Mil Total</b>	<b>\$0.00</b>	<b>\$613,518.93</b>	<b>\$0.00</b>	<b>\$613,518.93</b>	<b>N/A</b>	<b>\$35,635.09</b>
Source - 2200 County Mortgage						
11 General Fund	\$0.00	\$111,906.58	\$0.00	\$111,906.58	N/A	\$11,673.27
<b>Source - 2200 County Mortgage Total</b>	<b>\$0.00</b>	<b>\$111,906.58</b>	<b>\$0.00</b>	<b>\$111,906.58</b>	<b>N/A</b>	<b>\$11,673.27</b>
<b>Series - 2000 Total</b>	<b>\$0.00</b>	<b>\$725,425.51</b>	<b>\$0.00</b>	<b>\$725,425.51</b>	<b>N/A</b>	<b>\$47,308.36</b>
Series - 3000						
Source - 3110 Gross Production						
11 General Fund	\$0.00	\$1,089,126.58	\$0.00	\$1,089,126.58	N/A	\$88,126.14
<b>Source - 3110 Gross Production Total</b>	<b>\$0.00</b>	<b>\$1,089,126.58</b>	<b>\$0.00</b>	<b>\$1,089,126.58</b>	<b>N/A</b>	<b>\$88,126.14</b>
Source - 3120 Motor Vehicle						
11 General Fund	\$0.00	\$997,100.30	\$0.00	\$997,100.30	N/A	\$105,546.80
<b>Source - 3120 Motor Vehicle Total</b>	<b>\$0.00</b>	<b>\$997,100.30</b>	<b>\$0.00</b>	<b>\$997,100.30</b>	<b>N/A</b>	<b>\$105,546.80</b>
Source - 3130 Rural Electric						
11 General Fund	\$0.00	\$278,484.57	\$0.00	\$278,484.57	N/A	\$26,948.32
<b>Source - 3130 Rural Electric Total</b>	<b>\$0.00</b>	<b>\$278,484.57</b>	<b>\$0.00</b>	<b>\$278,484.57</b>	<b>N/A</b>	<b>\$26,948.32</b>
Source - 3140 School Land						
11 General Fund	\$0.00	\$431,899.92	\$0.00	\$431,899.92	N/A	\$23,791.06
<b>Source - 3140 School Land Total</b>	<b>\$0.00</b>	<b>\$431,899.92</b>	<b>\$0.00</b>	<b>\$431,899.92</b>	<b>N/A</b>	<b>\$23,791.06</b>
Source - 3150 Vehicle Tax						
11 General Fund	\$0.00	\$1,733.54	\$0.00	\$1,733.54	N/A	\$240.72
<b>Source - 3150 Vehicle Tax Total</b>	<b>\$0.00</b>	<b>\$1,733.54</b>	<b>\$0.00</b>	<b>\$1,733.54</b>	<b>N/A</b>	<b>\$240.72</b>
Source - 3210 State Aid						
11 General Fund	\$0.00	\$6,487,152.03	\$0.00	\$6,487,152.03	N/A	\$712,677.99
<b>Source - 3210 State Aid Total</b>	<b>\$0.00</b>	<b>\$6,487,152.03</b>	<b>\$0.00</b>	<b>\$6,487,152.03</b>	<b>N/A</b>	<b>\$712,677.99</b>
Source - 3250 Flex Benefit Allowance						
11 General Fund	\$0.00	\$1,811,575.65	\$0.00	\$1,811,575.65	N/A	\$199,074.25
<b>Source - 3250 Flex Benefit Allowance Total</b>	<b>\$0.00</b>	<b>\$1,811,575.65</b>	<b>\$0.00</b>	<b>\$1,811,575.65</b>	<b>N/A</b>	<b>\$199,074.25</b>
Source - 3310 Alternative Education						
11 General Fund	\$0.00	\$24,160.11	\$0.00	\$24,160.11	N/A	\$6,040.03
<b>Source - 3310 Alternative Education Total</b>	<b>\$0.00</b>	<b>\$24,160.11</b>	<b>\$0.00</b>	<b>\$24,160.11</b>	<b>N/A</b>	<b>\$6,040.03</b>
Source - 3412 National Board Cert Teacher						
11 General Fund	\$0.00	\$5,000.00	\$0.00	\$5,000.00	N/A	\$0.00
<b>Source - 3412 National Board Cert Teacher Total</b>	<b>\$0.00</b>	<b>\$5,000.00</b>	<b>\$0.00</b>	<b>\$5,000.00</b>	<b>N/A</b>	<b>\$0.00</b>
Source - 3414 GREAT EXPECTATION SUMMER INST.						
11 General Fund	\$0.00	\$1,749.00	\$0.00	\$1,749.00	N/A	\$1,749.00
<b>Source - 3414 GREAT EXPECTATION SUMMER INST. Total</b>	<b>\$0.00</b>	<b>\$1,749.00</b>	<b>\$0.00</b>	<b>\$1,749.00</b>	<b>N/A</b>	<b>\$1,749.00</b>
Source - 3415 READING SUFFICIENCY						
11 General Fund	\$0.00	\$34,708.11	\$0.00	\$34,708.11	N/A	\$0.00
<b>Source - 3415 READING SUFFICIENCY Total</b>	<b>\$0.00</b>	<b>\$34,708.11</b>	<b>\$0.00</b>	<b>\$34,708.11</b>	<b>N/A</b>	<b>\$0.00</b>
Source - 3420 State Textbook						
11 General Fund	\$0.00	\$171,040.83	\$0.00	\$171,040.83	N/A	\$0.00
<b>Source - 3420 State Textbook Total</b>	<b>\$0.00</b>	<b>\$171,040.83</b>	<b>\$0.00</b>	<b>\$171,040.83</b>	<b>N/A</b>	<b>\$0.00</b>
Source - 3435 REDBUD SCHOOL FUNDING ACT						
11 General Fund	\$0.00	\$0.00	\$0.00	\$0.00	N/A	\$0.00
<b>Source - 3435 REDBUD SCHOOL FUNDING ACT Total</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>N/A</b>	<b>\$0.00</b>
Source - 3436 School Resource Officer Program						
11 General Fund	\$0.00	\$131,040.25	\$0.00	\$131,040.25	N/A	\$0.00
<b>Source - 3436 School Resource Officer Program Total</b>	<b>\$0.00</b>	<b>\$131,040.25</b>	<b>\$0.00</b>	<b>\$131,040.25</b>	<b>N/A</b>	<b>\$0.00</b>
Source - 3437 MATERNITY LEAVE						
11 General Fund	\$0.00	\$12,402.78	\$0.00	\$12,402.78	N/A	\$0.00
<b>Source - 3437 MATERNITY LEAVE Total</b>	<b>\$0.00</b>	<b>\$12,402.78</b>	<b>\$0.00</b>	<b>\$12,402.78</b>	<b>N/A</b>	<b>\$0.00</b>

# Newcastle Public Schools

## Revenue Analysis

**Options:** Type of Revenue: Estimated, As Of Date: 5/31/2025

	Estimated Revenue	Revenue Collected	Revenue Receivable	Unappropriated Receipts	% Rev Collected	Current Month
Source - 3610 ADDITIONAL HOMESTEAD REIM.						
11 General Fund	\$0.00	\$27,053.13	\$0.00	\$27,053.13	N/A	\$0.00
<b>Source - 3610 ADDITIONAL HOMESTEAD REIM. Total</b>	<b>\$0.00</b>	<b>\$27,053.13</b>	<b>\$0.00</b>	<b>\$27,053.13</b>	<b>N/A</b>	<b>\$0.00</b>
Source - 3620 STATE LAND REIMBURSEMENT						
11 General Fund	\$0.00	\$9.91	\$0.00	\$9.91	N/A	\$0.00
<b>Source - 3620 STATE LAND REIMBURSEMENT Total</b>	<b>\$0.00</b>	<b>\$9.91</b>	<b>\$0.00</b>	<b>\$9.91</b>	<b>N/A</b>	<b>\$0.00</b>
Source - 3690 MISC. SOURCES OF STATE REVENUE						
11 General Fund	\$0.00	\$19,291.03	\$0.00	\$19,291.03	N/A	\$11,791.03
<b>Source - 3690 MISC. SOURCES OF STATE REVENUE Total</b>	<b>\$0.00</b>	<b>\$19,291.03</b>	<b>\$0.00</b>	<b>\$19,291.03</b>	<b>N/A</b>	<b>\$11,791.03</b>
Source - 3720 STATE MATCHING						
11 General Fund	\$0.00	\$10,020.04	\$0.00	\$10,020.04	N/A	\$5,010.02
<b>Source - 3720 STATE MATCHING Total</b>	<b>\$0.00</b>	<b>\$10,020.04</b>	<b>\$0.00</b>	<b>\$10,020.04</b>	<b>N/A</b>	<b>\$5,010.02</b>
Source - 3811 Career Tech Salary						
11 General Fund	\$0.00	\$21,520.00	\$0.00	\$21,520.00	N/A	\$8,780.00
<b>Source - 3811 Career Tech Salary Total</b>	<b>\$0.00</b>	<b>\$21,520.00</b>	<b>\$0.00</b>	<b>\$21,520.00</b>	<b>N/A</b>	<b>\$8,780.00</b>
Source - 3812 Career Tech Program						
11 General Fund	\$0.00	\$66,000.00	\$0.00	\$66,000.00	N/A	\$16,500.00
<b>Source - 3812 Career Tech Program Total</b>	<b>\$0.00</b>	<b>\$66,000.00</b>	<b>\$0.00</b>	<b>\$66,000.00</b>	<b>N/A</b>	<b>\$16,500.00</b>
Source - 3892 Lottery Grants						
11 General Fund	\$0.00	\$14,356.00	\$0.00	\$14,356.00	N/A	\$0.00
<b>Source - 3892 Lottery Grants Total</b>	<b>\$0.00</b>	<b>\$14,356.00</b>	<b>\$0.00</b>	<b>\$14,356.00</b>	<b>N/A</b>	<b>\$0.00</b>
<b>Series - 3000 Total</b>	<b>\$0.00</b>	<b>\$11,635,423.78</b>	<b>\$0.00</b>	<b>\$11,635,423.78</b>	<b>N/A</b>	<b>\$1,206,275.36</b>
Series - 4000						
Source - 4140 Title V - Indian Ed						
11 General Fund	\$0.00	\$67,376.28	\$0.00	\$67,376.28	N/A	\$0.00
<b>Source - 4140 Title V - Indian Ed Total</b>	<b>\$0.00</b>	<b>\$67,376.28</b>	<b>\$0.00</b>	<b>\$67,376.28</b>	<b>N/A</b>	<b>\$0.00</b>
Source - 4210 Title I - Part A						
11 General Fund	\$0.00	\$245,506.24	\$0.00	\$245,506.24	N/A	\$0.00
<b>Source - 4210 Title I - Part A Total</b>	<b>\$0.00</b>	<b>\$245,506.24</b>	<b>\$0.00</b>	<b>\$245,506.24</b>	<b>N/A</b>	<b>\$0.00</b>
Source - 4271 Title II - Part A						
11 General Fund	\$0.00	\$55,122.67	\$0.00	\$55,122.67	N/A	\$48,670.78
<b>Source - 4271 Title II - Part A Total</b>	<b>\$0.00</b>	<b>\$55,122.67</b>	<b>\$0.00</b>	<b>\$55,122.67</b>	<b>N/A</b>	<b>\$48,670.78</b>
Source - 4310 IDEA - Part B Flowthrough						
11 General Fund	\$0.00	\$387,991.19	\$0.00	\$387,991.19	N/A	\$92,527.22
<b>Source - 4310 IDEA - Part B Flowthrough Total</b>	<b>\$0.00</b>	<b>\$387,991.19</b>	<b>\$0.00</b>	<b>\$387,991.19</b>	<b>N/A</b>	<b>\$92,527.22</b>
Source - 4340 IDEA - Part B Pre-K						
11 General Fund	\$0.00	\$14,193.56	\$0.00	\$14,193.56	N/A	\$0.00
<b>Source - 4340 IDEA - Part B Pre-K Total</b>	<b>\$0.00</b>	<b>\$14,193.56</b>	<b>\$0.00</b>	<b>\$14,193.56</b>	<b>N/A</b>	<b>\$0.00</b>
Source - 4442 Title IV - Part A - SSAE						
11 General Fund	\$0.00	\$21,025.40	\$0.00	\$21,025.40	N/A	\$0.00
<b>Source - 4442 Title IV - Part A - SSAE Total</b>	<b>\$0.00</b>	<b>\$21,025.40</b>	<b>\$0.00</b>	<b>\$21,025.40</b>	<b>N/A</b>	<b>\$0.00</b>
Source - 4470 Title V - RLIS						
11 General Fund	\$0.00	\$22,209.61	\$0.00	\$22,209.61	N/A	\$0.00
<b>Source - 4470 Title V - RLIS Total</b>	<b>\$0.00</b>	<b>\$22,209.61</b>	<b>\$0.00</b>	<b>\$22,209.61</b>	<b>N/A</b>	<b>\$0.00</b>
Source - 4550 Johnson O'Malley						
11 General Fund	\$0.00	\$18,951.58	\$0.00	\$18,951.58	N/A	\$3,011.64
<b>Source - 4550 Johnson O'Malley Total</b>	<b>\$0.00</b>	<b>\$18,951.58</b>	<b>\$0.00</b>	<b>\$18,951.58</b>	<b>N/A</b>	<b>\$3,011.64</b>
Source - 4689 OTHER FEDERAL GRANTS						
11 General Fund	\$0.00	\$88,959.69	\$0.00	\$88,959.69	N/A	\$0.00
<b>Source - 4689 OTHER FEDERAL GRANTS Total</b>	<b>\$0.00</b>	<b>\$88,959.69</b>	<b>\$0.00</b>	<b>\$88,959.69</b>	<b>N/A</b>	<b>\$0.00</b>
Source - 4710 CNP Federal Lunch						

## Revenue Analysis

Options: Type of Revenue: Estimated, As Of Date: 5/31/2025

	Estimated Revenue	Revenue Collected	Revenue Receivable	Unappropriated Receipts	% Rev Collected	Current Month
11 General Fund	\$0.00	\$385,793.70	\$0.00	\$385,793.70	N/A	\$55,986.11
<b>Source - 4710 CNP Federal Lunch Total</b>	<b>\$0.00</b>	<b>\$385,793.70</b>	<b>\$0.00</b>	<b>\$385,793.70</b>	<b>N/A</b>	<b>\$55,986.11</b>
Source - 4720 CNP Federal Breakfast						
11 General Fund	\$0.00	\$104,537.38	\$0.00	\$104,537.38	N/A	\$15,058.80
<b>Source - 4720 CNP Federal Breakfast Total</b>	<b>\$0.00</b>	<b>\$104,537.38</b>	<b>\$0.00</b>	<b>\$104,537.38</b>	<b>N/A</b>	<b>\$15,058.80</b>
Source - 4821 Carl Perkins Grant						
11 General Fund	\$0.00	\$9,941.40	\$0.00	\$9,941.40	N/A	\$4,970.70
<b>Source - 4821 Carl Perkins Grant Total</b>	<b>\$0.00</b>	<b>\$9,941.40</b>	<b>\$0.00</b>	<b>\$9,941.40</b>	<b>N/A</b>	<b>\$4,970.70</b>
<b>Series - 4000 Total</b>	<b>\$0.00</b>	<b>\$1,421,608.70</b>	<b>\$0.00</b>	<b>\$1,421,608.70</b>	<b>N/A</b>	<b>\$220,225.25</b>
Series - 5000						
Source - 5150 Local CNP Collections						
11 General Fund	\$0.00	\$7.60	\$0.00	\$7.60	N/A	\$0.00
<b>Source - 5150 Local CNP Collections Total</b>	<b>\$0.00</b>	<b>\$7.60</b>	<b>\$0.00</b>	<b>\$7.60</b>	<b>N/A</b>	<b>\$0.00</b>
Source - 5160 Activity Fund Collections						
11 General Fund	\$0.00	\$41,221.79	\$0.00	\$41,221.79	N/A	\$1,845.29
<b>Source - 5160 Activity Fund Collections Total</b>	<b>\$0.00</b>	<b>\$41,221.79</b>	<b>\$0.00</b>	<b>\$41,221.79</b>	<b>N/A</b>	<b>\$1,845.29</b>
Source - 5600 Correcting Entries						
11 General Fund	\$0.00	\$1,046.41	\$0.00	\$1,046.41	N/A	\$0.00
<b>Source - 5600 Correcting Entries Total</b>	<b>\$0.00</b>	<b>\$1,046.41</b>	<b>\$0.00</b>	<b>\$1,046.41</b>	<b>N/A</b>	<b>\$0.00</b>
<b>Series - 5000 Total</b>	<b>\$0.00</b>	<b>\$42,275.80</b>	<b>\$0.00</b>	<b>\$42,275.80</b>	<b>N/A</b>	<b>\$1,845.29</b>
Series - 6000						
Source - 6110 Fund Balance						
11 General Fund	\$0.00	\$4,759,986.84	\$0.00	\$4,759,986.84	N/A	\$0.00
<b>Source - 6110 Fund Balance Total</b>	<b>\$0.00</b>	<b>\$4,759,986.84</b>	<b>\$0.00</b>	<b>\$4,759,986.84</b>	<b>N/A</b>	<b>\$0.00</b>
<b>Series - 6000 Total</b>	<b>\$0.00</b>	<b>\$4,759,986.84</b>	<b>\$0.00</b>	<b>\$4,759,986.84</b>	<b>N/A</b>	<b>\$0.00</b>
<b>Report Total</b>	<b>\$0.00</b>	<b>\$26,297,119.98</b>	<b>\$0.00</b>	<b>\$26,297,119.98</b>	<b>N/A</b>	<b>\$2,074,059.15</b>

## Newcastle Public Schools Revenue/Expenditure Summary

## Activity Fund Athletics

Options: Fund: 60, Date Range: 5/1/2025 - 5/31/2025

	Begin Balance	Receipts	Adjusting Entries	Payments	Cash End Balance	Unpaid POs	End Balance
Project - 801 ATHLETICS-GENERAL							
Program - 239 ALL SP ED-DISTR WD							
050 DISTRICTWIDE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$700.00	(\$700.00)
705 HIGH SCHOOL	(\$436.50)	\$0.00	\$0.00	\$0.00	(\$436.50)	\$0.00	(\$436.50)
<b>Total Program - 239 ALL SP ED-DISTR WD</b>	<b>(\$436.50)</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>(\$436.50)</b>	<b>\$700.00</b>	<b>(\$1,136.50)</b>
Program - 801 ATHLETIC-GENERAL							
050 DISTRICTWIDE	(\$550.00)	\$0.00	\$0.00	\$0.00	(\$550.00)	\$0.00	(\$550.00)
505 MIDDLE SCHOOL	(\$1,166.00)	\$0.00	\$0.00	\$0.00	(\$1,166.00)	\$250.00	(\$1,416.00)
705 HIGH SCHOOL	\$26,928.62	\$6,883.13	\$0.00	\$228.80	\$33,582.95	\$5,150.00	\$28,432.95
<b>Total Program - 801 ATHLETIC-GENERAL</b>	<b>\$25,212.62</b>	<b>\$6,883.13</b>	<b>\$0.00</b>	<b>\$228.80</b>	<b>\$31,866.95</b>	<b>\$5,400.00</b>	<b>\$26,466.95</b>
Program - 804 Sweet Pea Tournament							
705 HIGH SCHOOL	(\$528.00)	\$0.00	\$0.00	\$0.00	(\$528.00)	\$0.00	(\$528.00)
<b>Total Program - 804 Sweet Pea Tournament</b>	<b>(\$528.00)</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>(\$528.00)</b>	<b>\$0.00</b>	<b>(\$528.00)</b>
Program - 810 BASEBALL							
705 HIGH SCHOOL	(\$700.00)	\$0.00	\$0.00	\$1,238.86	(\$1,938.86)	\$0.00	(\$1,938.86)
<b>Total Program - 810 BASEBALL</b>	<b>(\$700.00)</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1,238.86</b>	<b>(\$1,938.86)</b>	<b>\$0.00</b>	<b>(\$1,938.86)</b>
Program - 811 BASKETBALL-BOYS							
505 MIDDLE SCHOOL	(\$155.00)	\$0.00	\$0.00	\$0.00	(\$155.00)	\$0.00	(\$155.00)
705 HIGH SCHOOL	\$740.45	\$0.00	\$0.00	\$0.00	\$740.45	\$0.00	\$740.45
<b>Total Program - 811 BASKETBALL-BOYS</b>	<b>\$585.45</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$585.45</b>	<b>\$0.00</b>	<b>\$585.45</b>
Program - 812 BASKETBALL-GIRLS							
505 MIDDLE SCHOOL	(\$10.00)	\$0.00	\$0.00	\$0.00	(\$10.00)	\$0.00	(\$10.00)
705 HIGH SCHOOL	\$227.44	\$0.00	\$0.00	\$0.00	\$227.44	\$0.00	\$227.44
<b>Total Program - 812 BASKETBALL-GIRLS</b>	<b>\$217.44</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$217.44</b>	<b>\$0.00</b>	<b>\$217.44</b>
Program - 813 CHEER							
705 HIGH SCHOOL	(\$759.61)	\$0.00	\$0.00	\$0.00	(\$759.61)	\$0.00	(\$759.61)
<b>Total Program - 813 CHEER</b>	<b>(\$759.61)</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>(\$759.61)</b>	<b>\$0.00</b>	<b>(\$759.61)</b>
Program - 814 CROSS COUNTRY							
705 HIGH SCHOOL	(\$100.00)	\$0.00	\$0.00	\$0.00	(\$100.00)	\$0.00	(\$100.00)
<b>Total Program - 814 CROSS COUNTRY</b>	<b>(\$100.00)</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>(\$100.00)</b>	<b>\$0.00</b>	<b>(\$100.00)</b>
Program - 815 FAST PITCH							
505 MIDDLE SCHOOL	(\$100.00)	\$0.00	\$0.00	\$0.00	(\$100.00)	\$0.00	(\$100.00)
705 HIGH SCHOOL	(\$50.81)	\$0.00	\$0.00	\$0.00	(\$50.81)	\$0.00	(\$50.81)
<b>Total Program - 815 FAST PITCH</b>	<b>(\$150.81)</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>(\$150.81)</b>	<b>\$0.00</b>	<b>(\$150.81)</b>
Program - 816 FOOTBALL							
705 HIGH SCHOOL	(\$2,732.78)	\$0.00	\$0.00	\$0.00	(\$2,732.78)	\$815.00	(\$3,547.78)
<b>Total Program - 816 FOOTBALL</b>	<b>(\$2,732.78)</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>(\$2,732.78)</b>	<b>\$815.00</b>	<b>(\$3,547.78)</b>
Program - 817 GOLF-BOYS							
505 MIDDLE SCHOOL	(\$272.00)	\$0.00	\$0.00	\$0.00	(\$272.00)	\$0.00	(\$272.00)
705 HIGH SCHOOL	\$0.00	\$0.00	\$0.00	\$1,263.13	(\$1,263.13)	\$0.00	(\$1,263.13)
<b>Total Program - 817 GOLF-BOYS</b>	<b>(\$272.00)</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1,263.13</b>	<b>(\$1,535.13)</b>	<b>\$0.00</b>	<b>(\$1,535.13)</b>
Program - 822 SWIMMING							
705 HIGH SCHOOL	(\$95.01)	\$0.00	\$0.00	\$0.00	(\$95.01)	\$0.00	(\$95.01)
<b>Total Program - 822 SWIMMING</b>	<b>(\$95.01)</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>(\$95.01)</b>	<b>\$0.00</b>	<b>(\$95.01)</b>
Program - 823 TRACK							
705 HIGH SCHOOL	\$0.00	\$0.00	\$0.00	\$283.21	(\$283.21)	\$0.00	(\$283.21)
<b>Total Program - 823 TRACK</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$283.21</b>	<b>(\$283.21)</b>	<b>\$0.00</b>	<b>(\$283.21)</b>
Program - 824 VOLLEYBALL							
705 HIGH SCHOOL	\$624.38	\$0.00	\$0.00	\$0.00	\$624.38	\$0.00	\$624.38
<b>Total Program - 824 VOLLEYBALL</b>	<b>\$624.38</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$624.38</b>	<b>\$0.00</b>	<b>\$624.38</b>
Program - 825 WRESTLING							
505 MIDDLE SCHOOL	\$527.50	\$0.00	\$0.00	\$0.00	\$527.50	\$0.00	\$527.50
705 HIGH SCHOOL	\$685.05	\$0.00	\$0.00	\$0.00	\$685.05	\$0.00	\$685.05
<b>Total Program - 825 WRESTLING</b>	<b>\$1,212.55</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1,212.55</b>	<b>\$0.00</b>	<b>\$1,212.55</b>
Program - 826 HS Pom							
705 HIGH SCHOOL	(\$234.61)	\$0.00	\$0.00	\$0.00	(\$234.61)	\$0.00	(\$234.61)
<b>Total Program - 826 HS Pom</b>	<b>(\$234.61)</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>(\$234.61)</b>	<b>\$0.00</b>	<b>(\$234.61)</b>

# Newcastle Public Schools

## Revenue/Expenditure Summary

Options: Fund: 60, Date Range: 5/1/2025 - 5/31/2025

	Begin Balance	Receipts	Adjusting Entries	Payments	Cash End Balance	Unpaid POs	End Balance
Project - 801 ATHLETICS-GENERAL							
<b>Total Project - 801 ATHLETICS-GENERAL</b>	<b>\$21,843.12</b>	<b>\$6,883.13</b>	<b>\$0.00</b>	<b>\$3,014.00</b>	<b>\$25,712.25</b>	<b>\$6,915.00</b>	<b>\$18,797.25</b>
Project - 802 ATHLETIC-GATE							
Program - 239 ALL SP ED-DISTR WD							
050 DISTRICTWIDE	(\$450.00)	\$0.00	\$0.00	\$0.00	(\$450.00)	\$0.00	(\$450.00)
705 HIGH SCHOOL	(\$293.90)	\$0.00	\$0.00	\$0.00	(\$293.90)	\$0.00	(\$293.90)
<b>Total Program - 239 ALL SP ED-DISTR WD</b>	<b>(\$743.90)</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>(\$743.90)</b>	<b>\$0.00</b>	<b>(\$743.90)</b>
Program - 802 ATHLETIC-GATE							
050 DISTRICTWIDE	(\$1,500.00)	\$0.00	\$0.00	\$0.00	(\$1,500.00)	\$0.00	(\$1,500.00)
505 MIDDLE SCHOOL	\$10,342.12	\$0.00	\$0.00	\$0.00	\$10,342.12	\$436.22	\$9,905.90
705 HIGH SCHOOL	(\$4,518.26)	\$800.00	\$0.00	\$3,763.68	(\$7,481.94)	\$694.33	(\$8,176.27)
<b>Total Program - 802 ATHLETIC-GATE</b>	<b>\$4,323.86</b>	<b>\$800.00</b>	<b>\$0.00</b>	<b>\$3,763.68</b>	<b>\$1,360.18</b>	<b>\$1,130.55</b>	<b>\$229.63</b>
Program - 804 Sweet Pea Tournament							
705 HIGH SCHOOL	(\$656.25)	\$0.00	\$0.00	\$0.00	(\$656.25)	\$0.00	(\$656.25)
<b>Total Program - 804 Sweet Pea Tournament</b>	<b>(\$656.25)</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>(\$656.25)</b>	<b>\$0.00</b>	<b>(\$656.25)</b>
Program - 810 BASEBALL							
505 MIDDLE SCHOOL	\$2,274.00	\$347.00	\$0.00	\$420.00	\$2,201.00	\$0.00	\$2,201.00
705 HIGH SCHOOL	(\$5,847.95)	\$3,100.00	\$0.00	\$4,300.90	(\$7,048.85)	\$845.66	(\$7,894.51)
<b>Total Program - 810 BASEBALL</b>	<b>(\$3,573.95)</b>	<b>\$3,447.00</b>	<b>\$0.00</b>	<b>\$4,720.90</b>	<b>(\$4,847.85)</b>	<b>\$845.66</b>	<b>(\$5,693.51)</b>
Program - 811 BASKETBALL-BOYS							
505 MIDDLE SCHOOL	\$9,928.41	\$0.00	\$0.00	\$0.00	\$9,928.41	\$0.00	\$9,928.41
705 HIGH SCHOOL	\$3,667.35	\$0.00	\$0.00	\$0.00	\$3,667.35	\$0.00	\$3,667.35
<b>Total Program - 811 BASKETBALL-BOYS</b>	<b>\$13,595.76</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$13,595.76</b>	<b>\$0.00</b>	<b>\$13,595.76</b>
Program - 812 BASKETBALL-GIRLS							
505 MIDDLE SCHOOL	\$5,419.39	\$0.00	\$0.00	\$0.00	\$5,419.39	\$160.00	\$5,259.39
705 HIGH SCHOOL	\$3,758.58	\$0.00	\$0.00	\$0.00	\$3,758.58	\$0.00	\$3,758.58
<b>Total Program - 812 BASKETBALL-GIRLS</b>	<b>\$9,177.97</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$9,177.97</b>	<b>\$160.00</b>	<b>\$9,017.97</b>
Program - 813 CHEER							
705 HIGH SCHOOL	(\$300.00)	\$0.00	\$0.00	\$0.00	(\$300.00)	\$0.00	(\$300.00)
<b>Total Program - 813 CHEER</b>	<b>(\$300.00)</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>(\$300.00)</b>	<b>\$0.00</b>	<b>(\$300.00)</b>
Program - 814 CROSS COUNTRY							
505 MIDDLE SCHOOL	(\$220.00)	\$0.00	\$0.00	\$0.00	(\$220.00)	\$0.00	(\$220.00)
705 HIGH SCHOOL	(\$2,535.00)	\$0.00	\$0.00	\$0.00	(\$2,535.00)	\$0.00	(\$2,535.00)
<b>Total Program - 814 CROSS COUNTRY</b>	<b>(\$2,755.00)</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>(\$2,755.00)</b>	<b>\$0.00</b>	<b>(\$2,755.00)</b>
Program - 815 FAST PITCH							
050 DISTRICTWIDE	(\$508.79)	\$0.00	\$0.00	\$0.00	(\$508.79)	\$0.00	(\$508.79)
505 MIDDLE SCHOOL	\$1,383.00	\$0.00	\$0.00	\$0.00	\$1,383.00	\$0.00	\$1,383.00
705 HIGH SCHOOL	(\$3,830.98)	\$0.00	\$0.00	\$0.00	(\$3,830.98)	\$0.00	(\$3,830.98)
<b>Total Program - 815 FAST PITCH</b>	<b>(\$2,956.77)</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>(\$2,956.77)</b>	<b>\$0.00</b>	<b>(\$2,956.77)</b>
Program - 816 FOOTBALL							
050 DISTRICTWIDE	(\$3,250.68)	\$0.00	\$0.00	\$0.00	(\$3,250.68)	\$0.00	(\$3,250.68)
505 MIDDLE SCHOOL	\$12,058.00	\$0.00	\$0.00	\$0.00	\$12,058.00	\$0.00	\$12,058.00
705 HIGH SCHOOL	\$32,007.21	\$0.00	\$0.00	\$0.00	\$32,007.21	\$0.00	\$32,007.21
<b>Total Program - 816 FOOTBALL</b>	<b>\$40,814.53</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$40,814.53</b>	<b>\$0.00</b>	<b>\$40,814.53</b>
Program - 817 GOLF-BOYS							
505 MIDDLE SCHOOL	(\$420.00)	\$0.00	\$0.00	\$0.00	(\$420.00)	\$0.00	(\$420.00)
705 HIGH SCHOOL	(\$2,927.66)	\$0.00	\$0.00	\$1,631.64	(\$4,559.30)	\$733.34	(\$5,292.64)
<b>Total Program - 817 GOLF-BOYS</b>	<b>(\$3,347.66)</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1,631.64</b>	<b>(\$4,979.30)</b>	<b>\$733.34</b>	<b>(\$5,712.64)</b>
Program - 818 GIRLS-GOLF							
000 Non Specified Site	(\$190.00)	\$0.00	\$0.00	\$0.00	(\$190.00)	\$0.00	(\$190.00)
505 MIDDLE SCHOOL	(\$420.00)	\$0.00	\$0.00	\$0.00	(\$420.00)	\$0.00	(\$420.00)
705 HIGH SCHOOL	(\$2,000.18)	\$0.00	\$0.00	\$219.14	(\$2,219.32)	\$225.00	(\$2,444.32)
<b>Total Program - 818 GIRLS-GOLF</b>	<b>(\$2,610.18)</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$219.14</b>	<b>(\$2,829.32)</b>	<b>\$225.00</b>	<b>(\$3,054.32)</b>
Program - 820 SOCCER-BOYS							
505 MIDDLE SCHOOL	(\$154.00)	\$344.50	\$0.00	\$100.00	\$90.50	\$0.00	\$90.50
705 HIGH SCHOOL	(\$2,480.50)	\$269.50	\$0.00	\$167.14	(\$2,378.14)	\$0.00	(\$2,378.14)
<b>Total Program - 820 SOCCER-BOYS</b>	<b>(\$2,634.50)</b>	<b>\$614.00</b>	<b>\$0.00</b>	<b>\$267.14</b>	<b>(\$2,287.64)</b>	<b>\$0.00</b>	<b>(\$2,287.64)</b>

## Newcastle Public Schools Revenue/Expenditure Summary

Options: Fund: 60, Date Range: 5/1/2025 - 5/31/2025

	Begin Balance	Receipts	Adjusting Entries	Payments	Cash End Balance	Unpaid POs	End Balance
Project - 802 ATHLETIC-GATE							
Program - 821 SOCCER-GIRLS							
505 MIDDLE SCHOOL	(\$653.12)	\$344.50	\$0.00	\$100.00	(\$408.62)	\$0.00	(\$408.62)
705 HIGH SCHOOL	(\$2,675.50)	\$269.50	\$0.00	\$142.14	(\$2,548.14)	\$0.00	(\$2,548.14)
<b>Total Program - 821 SOCCER-GIRLS</b>	<b>(\$3,328.62)</b>	<b>\$614.00</b>	<b>\$0.00</b>	<b>\$242.14</b>	<b>(\$2,956.76)</b>	<b>\$0.00</b>	<b>(\$2,956.76)</b>
Program - 823 TRACK							
505 MIDDLE SCHOOL	(\$930.00)	\$0.00	\$0.00	\$0.00	(\$930.00)	\$0.00	(\$930.00)
705 HIGH SCHOOL	(\$1,897.25)	\$0.00	\$0.00	\$727.41	(\$2,624.66)	\$910.00	(\$3,534.66)
<b>Total Program - 823 TRACK</b>	<b>(\$2,827.25)</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$727.41</b>	<b>(\$3,554.66)</b>	<b>\$910.00</b>	<b>(\$4,464.66)</b>
Program - 824 VOLLEYBALL							
050 DISTRICTWIDE	(\$727.74)	\$0.00	\$0.00	\$0.00	(\$727.74)	\$0.00	(\$727.74)
505 MIDDLE SCHOOL	\$4,962.00	\$0.00	\$0.00	\$0.00	\$4,962.00	\$0.00	\$4,962.00
705 HIGH SCHOOL	\$2,520.00	\$0.00	\$0.00	\$0.00	\$2,520.00	\$487.50	\$2,032.50
<b>Total Program - 824 VOLLEYBALL</b>	<b>\$6,754.26</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$6,754.26</b>	<b>\$487.50</b>	<b>\$6,266.76</b>
Program - 825 WRESTLING							
505 MIDDLE SCHOOL	(\$549.00)	\$0.00	\$0.00	\$0.00	(\$549.00)	\$0.00	(\$549.00)
705 HIGH SCHOOL	(\$2,315.13)	\$0.00	\$0.00	\$0.00	(\$2,315.13)	\$0.00	(\$2,315.13)
<b>Total Program - 825 WRESTLING</b>	<b>(\$2,864.13)</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>(\$2,864.13)</b>	<b>\$0.00</b>	<b>(\$2,864.13)</b>
Program - 826 HS Pom							
705 HIGH SCHOOL	(\$450.00)	\$0.00	\$0.00	\$0.00	(\$450.00)	\$0.00	(\$450.00)
<b>Total Program - 826 HS Pom</b>	<b>(\$450.00)</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>(\$450.00)</b>	<b>\$0.00</b>	<b>(\$450.00)</b>
<b>Total Project - 802 ATHLETIC-GATE</b>	<b>\$45,618.17</b>	<b>\$5,475.00</b>	<b>\$0.00</b>	<b>\$11,572.05</b>	<b>\$39,521.12</b>	<b>\$4,492.05</b>	<b>\$35,029.07</b>
Project - 803 ATHLETICS-TRAINER							
Program - 000 NON-PROGRAM							
705 HIGH SCHOOL	\$0.00	\$0.00	\$0.00	\$308.49	(\$308.49)	\$0.00	(\$308.49)
<b>Total Program - 000 NON-PROGRAM</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$308.49</b>	<b>(\$308.49)</b>	<b>\$0.00</b>	<b>(\$308.49)</b>
Program - 803 ATHLETIC-TRAINER							
705 HIGH SCHOOL	\$2,862.50	\$2,730.00	\$0.00	\$0.00	\$5,592.50	\$0.00	\$5,592.50
<b>Total Program - 803 ATHLETIC-TRAINER</b>	<b>\$2,862.50</b>	<b>\$2,730.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$5,592.50</b>	<b>\$0.00</b>	<b>\$5,592.50</b>
Program - 804 Sweet Pea Tournament							
705 HIGH SCHOOL	(\$264.00)	\$0.00	\$0.00	\$0.00	(\$264.00)	\$0.00	(\$264.00)
<b>Total Program - 804 Sweet Pea Tournament</b>	<b>(\$264.00)</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>(\$264.00)</b>	<b>\$0.00</b>	<b>(\$264.00)</b>
Program - 823 TRACK							
705 HIGH SCHOOL	\$0.00	\$0.00	\$0.00	\$500.00	(\$500.00)	\$0.00	(\$500.00)
<b>Total Program - 823 TRACK</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$500.00</b>	<b>(\$500.00)</b>	<b>\$0.00</b>	<b>(\$500.00)</b>
<b>Total Project - 803 ATHLETICS-TRAINER</b>	<b>\$2,598.50</b>	<b>\$2,730.00</b>	<b>\$0.00</b>	<b>\$808.49</b>	<b>\$4,520.01</b>	<b>\$0.00</b>	<b>\$4,520.01</b>
Project - 804 Sweet Pea Tournament							
Program - 000 NON-PROGRAM							
705 HIGH SCHOOL	(\$275.00)	\$0.00	\$0.00	\$0.00	(\$275.00)	\$0.00	(\$275.00)
<b>Total Program - 000 NON-PROGRAM</b>	<b>(\$275.00)</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>(\$275.00)</b>	<b>\$0.00</b>	<b>(\$275.00)</b>
Program - 804 Sweet Pea Tournament							
705 HIGH SCHOOL	\$74.68	\$0.00	\$0.00	\$0.00	\$74.68	\$0.00	\$74.68
<b>Total Program - 804 Sweet Pea Tournament</b>	<b>\$74.68</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$74.68</b>	<b>\$0.00</b>	<b>\$74.68</b>
Program - 811 BASKETBALL-BOYS							
705 HIGH SCHOOL	\$250.00	\$0.00	\$0.00	\$0.00	\$250.00	\$0.00	\$250.00
<b>Total Program - 811 BASKETBALL-BOYS</b>	<b>\$250.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$250.00</b>	<b>\$0.00</b>	<b>\$250.00</b>
<b>Total Project - 804 Sweet Pea Tournament</b>	<b>\$49.68</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$49.68</b>	<b>\$0.00</b>	<b>\$49.68</b>
Project - 805 Uniform/Team Items							
Program - 804 Sweet Pea Tournament							
705 HIGH SCHOOL	(\$108.10)	\$0.00	\$0.00	\$0.00	(\$108.10)	\$0.00	(\$108.10)
<b>Total Program - 804 Sweet Pea Tournament</b>	<b>(\$108.10)</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>(\$108.10)</b>	<b>\$0.00</b>	<b>(\$108.10)</b>
Program - 805 N/A							
705 HIGH SCHOOL	\$15,082.34	\$4,000.00	\$0.00	\$0.00	\$19,082.34	\$0.00	\$19,082.34
<b>Total Program - 805 N/A</b>	<b>\$15,082.34</b>	<b>\$4,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$19,082.34</b>	<b>\$0.00</b>	<b>\$19,082.34</b>
Program - 811 BASKETBALL-BOYS							
705 HIGH SCHOOL	(\$4,474.00)	\$0.00	\$0.00	\$0.00	(\$4,474.00)	\$0.00	(\$4,474.00)
<b>Total Program - 811 BASKETBALL-BOYS</b>	<b>(\$4,474.00)</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>(\$4,474.00)</b>	<b>\$0.00</b>	<b>(\$4,474.00)</b>

# Newcastle Public Schools

## Revenue/Expenditure Summary

Options: Fund: 60, Date Range: 5/1/2025 - 5/31/2025

	Begin Balance	Receipts	Adjusting Entries	Payments	Cash End Balance	Unpaid POs	End Balance
Project - 805 Uniform/Team Items							
Program - 812 BASKETBALL-GIRLS							
705 HIGH SCHOOL	(\$3,683.75)	\$0.00	\$0.00	\$0.00	(\$3,683.75)	\$0.00	(\$3,683.75)
<b>Total Program - 812 BASKETBALL-GIRLS</b>	<b>(\$3,683.75)</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>(\$3,683.75)</b>	<b>\$0.00</b>	<b>(\$3,683.75)</b>
Program - 816 FOOTBALL							
705 HIGH SCHOOL	(\$3,457.00)	\$0.00	\$0.00	\$0.00	(\$3,457.00)	\$0.00	(\$3,457.00)
<b>Total Program - 816 FOOTBALL</b>	<b>(\$3,457.00)</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>(\$3,457.00)</b>	<b>\$0.00</b>	<b>(\$3,457.00)</b>
Program - 818 GIRLS-GOLF							
705 HIGH SCHOOL	(\$874.90)	\$0.00	\$0.00	\$0.00	(\$874.90)	\$0.00	(\$874.90)
<b>Total Program - 818 GIRLS-GOLF</b>	<b>(\$874.90)</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>(\$874.90)</b>	<b>\$0.00</b>	<b>(\$874.90)</b>
Program - 823 TRACK							
705 HIGH SCHOOL	(\$460.00)	\$0.00	\$0.00	\$0.00	(\$460.00)	\$0.00	(\$460.00)
<b>Total Program - 823 TRACK</b>	<b>(\$460.00)</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>(\$460.00)</b>	<b>\$0.00</b>	<b>(\$460.00)</b>
Program - 824 VOLLEYBALL							
705 HIGH SCHOOL	(\$1,129.00)	\$0.00	\$0.00	\$0.00	(\$1,129.00)	\$0.00	(\$1,129.00)
<b>Total Program - 824 VOLLEYBALL</b>	<b>(\$1,129.00)</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>(\$1,129.00)</b>	<b>\$0.00</b>	<b>(\$1,129.00)</b>
<b>Total Project - 805 Uniform/Team Items</b>	<b>\$895.59</b>	<b>\$4,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$4,895.59</b>	<b>\$0.00</b>	<b>\$4,895.59</b>
Project - 810 BASEBALL							
Program - 810 BASEBALL							
705 HIGH SCHOOL	\$1,489.36	\$0.00	\$0.00	\$0.00	\$1,489.36	\$0.00	\$1,489.36
<b>Total Program - 810 BASEBALL</b>	<b>\$1,489.36</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1,489.36</b>	<b>\$0.00</b>	<b>\$1,489.36</b>
<b>Total Project - 810 BASEBALL</b>	<b>\$1,489.36</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1,489.36</b>	<b>\$0.00</b>	<b>\$1,489.36</b>
Project - 811 BASKETBALL-BOYS							
Program - 811 BASKETBALL-BOYS							
505 MIDDLE SCHOOL	\$2,130.80	\$0.00	\$0.00	\$0.00	\$2,130.80	\$0.00	\$2,130.80
705 HIGH SCHOOL	\$3,640.75	\$0.00	\$0.00	\$0.00	\$3,640.75	\$0.00	\$3,640.75
<b>Total Program - 811 BASKETBALL-BOYS</b>	<b>\$5,771.55</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$5,771.55</b>	<b>\$0.00</b>	<b>\$5,771.55</b>
<b>Total Project - 811 BASKETBALL-BOYS</b>	<b>\$5,771.55</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$5,771.55</b>	<b>\$0.00</b>	<b>\$5,771.55</b>
Project - 812 BASKETBALL-GIRLS							
Program - 804 Sweet Pea Tournament							
705 HIGH SCHOOL	(\$250.00)	\$0.00	\$0.00	\$0.00	(\$250.00)	\$0.00	(\$250.00)
<b>Total Program - 804 Sweet Pea Tournament</b>	<b>(\$250.00)</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>(\$250.00)</b>	<b>\$0.00</b>	<b>(\$250.00)</b>
Program - 812 BASKETBALL-GIRLS							
505 MIDDLE SCHOOL	\$3,224.07	\$0.00	\$0.00	\$0.00	\$3,224.07	\$1,079.62	\$2,144.45
705 HIGH SCHOOL	\$9,018.13	\$0.00	\$0.00	\$0.00	\$9,018.13	\$0.00	\$9,018.13
<b>Total Program - 812 BASKETBALL-GIRLS</b>	<b>\$12,242.20</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$12,242.20</b>	<b>\$1,079.62</b>	<b>\$11,162.58</b>
<b>Total Project - 812 BASKETBALL-GIRLS</b>	<b>\$11,992.20</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$11,992.20</b>	<b>\$1,079.62</b>	<b>\$10,912.58</b>
Project - 813 CHEER							
Program - 813 CHEER							
505 MIDDLE SCHOOL	\$7,631.85	\$22,010.00	\$0.00	\$0.00	\$29,641.85	\$18,789.33	\$10,852.52
705 HIGH SCHOOL	\$19,976.86	\$16,355.62	\$0.00	\$6,201.50	\$30,130.98	\$25,909.00	\$4,221.98
<b>Total Program - 813 CHEER</b>	<b>\$27,608.71</b>	<b>\$38,365.62</b>	<b>\$0.00</b>	<b>\$6,201.50</b>	<b>\$59,772.83</b>	<b>\$44,698.33</b>	<b>\$15,074.50</b>
<b>Total Project - 813 CHEER</b>	<b>\$27,608.71</b>	<b>\$38,365.62</b>	<b>\$0.00</b>	<b>\$6,201.50</b>	<b>\$59,772.83</b>	<b>\$44,698.33</b>	<b>\$15,074.50</b>
Project - 814 CROSS COUNTRY							
Program - 814 CROSS COUNTRY							
505 MIDDLE SCHOOL	\$1,425.00	\$0.00	\$0.00	\$0.00	\$1,425.00	\$0.00	\$1,425.00
705 HIGH SCHOOL	\$3,686.20	\$155.00	\$0.00	\$0.00	\$3,841.20	\$0.00	\$3,841.20
<b>Total Program - 814 CROSS COUNTRY</b>	<b>\$5,111.20</b>	<b>\$155.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$5,266.20</b>	<b>\$0.00</b>	<b>\$5,266.20</b>
<b>Total Project - 814 CROSS COUNTRY</b>	<b>\$5,111.20</b>	<b>\$155.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$5,266.20</b>	<b>\$0.00</b>	<b>\$5,266.20</b>
Project - 816 FOOTBALL							
Program - 816 FOOTBALL							
505 MIDDLE SCHOOL	\$300.32	\$0.00	\$0.00	\$0.00	\$300.32	\$0.00	\$300.32
705 HIGH SCHOOL	\$5,132.55	\$12,869.26	\$0.00	\$0.00	\$18,001.81	\$0.00	\$18,001.81
<b>Total Program - 816 FOOTBALL</b>	<b>\$5,432.87</b>	<b>\$12,869.26</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$18,302.13</b>	<b>\$0.00</b>	<b>\$18,302.13</b>
<b>Total Project - 816 FOOTBALL</b>	<b>\$5,432.87</b>	<b>\$12,869.26</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$18,302.13</b>	<b>\$0.00</b>	<b>\$18,302.13</b>
Project - 817 GOLF-BOYS							
Program - 817 GOLF-BOYS							

# Newcastle Public Schools

## Revenue/Expenditure Summary

Options: Fund: 60, Date Range: 5/1/2025 - 5/31/2025

	Begin Balance	Receipts	Adjusting Entries	Payments	Cash End Balance	Unpaid POs	End Balance
Project - 817 GOLF-BOYS							
Program - 817 GOLF-BOYS							
705 HIGH SCHOOL	\$0.71	\$0.00	\$0.00	\$0.00	\$0.71	\$0.00	\$0.71
<b>Total Program - 817 GOLF-BOYS</b>	<b>\$0.71</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.71</b>	<b>\$0.00</b>	<b>\$0.71</b>
<b>Total Project - 817 GOLF-BOYS</b>	<b>\$0.71</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.71</b>	<b>\$0.00</b>	<b>\$0.71</b>
Project - 818 GOLF-GIRLS							
Program - 817 GOLF-BOYS							
705 HIGH SCHOOL	(\$750.00)	\$0.00	\$0.00	\$0.00	(\$750.00)	\$0.00	(\$750.00)
<b>Total Program - 817 GOLF-BOYS</b>	<b>(\$750.00)</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>(\$750.00)</b>	<b>\$0.00</b>	<b>(\$750.00)</b>
Program - 818 GIRLS-GOLF							
505 MIDDLE SCHOOL	\$1,167.14	\$0.00	\$0.00	\$554.29	\$612.85	\$270.63	\$342.22
705 HIGH SCHOOL	\$3,100.74	\$0.00	\$0.00	\$219.62	\$2,881.12	\$320.38	\$2,560.74
<b>Total Program - 818 GIRLS-GOLF</b>	<b>\$4,267.88</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$773.91</b>	<b>\$3,493.97</b>	<b>\$591.01</b>	<b>\$2,902.96</b>
<b>Total Project - 818 GOLF-GIRLS</b>	<b>\$3,517.88</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$773.91</b>	<b>\$2,743.97</b>	<b>\$591.01</b>	<b>\$2,152.96</b>
Project - 820 SOCCER-BOYS							
Program - 820 SOCCER-BOYS							
505 MIDDLE SCHOOL	\$47.50	\$0.00	\$0.00	\$0.00	\$47.50	\$0.00	\$47.50
705 HIGH SCHOOL	\$2,844.06	\$0.00	\$0.00	\$0.00	\$2,844.06	\$0.00	\$2,844.06
<b>Total Program - 820 SOCCER-BOYS</b>	<b>\$2,891.56</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$2,891.56</b>	<b>\$0.00</b>	<b>\$2,891.56</b>
<b>Total Project - 820 SOCCER-BOYS</b>	<b>\$2,891.56</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$2,891.56</b>	<b>\$0.00</b>	<b>\$2,891.56</b>
Project - 821 SOCCER-GIRLS							
Program - 000 NON-PROGRAM							
705 HIGH SCHOOL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$180.00	(\$180.00)
<b>Total Program - 000 NON-PROGRAM</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$180.00</b>	<b>(\$180.00)</b>
Program - 821 SOCCER-GIRLS							
505 MIDDLE SCHOOL	\$47.50	\$0.00	\$0.00	\$0.00	\$47.50	\$0.00	\$47.50
705 HIGH SCHOOL	\$2,519.96	\$0.00	\$0.00	\$0.00	\$2,519.96	\$873.00	\$1,646.96
<b>Total Program - 821 SOCCER-GIRLS</b>	<b>\$2,567.46</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$2,567.46</b>	<b>\$873.00</b>	<b>\$1,694.46</b>
<b>Total Project - 821 SOCCER-GIRLS</b>	<b>\$2,567.46</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$2,567.46</b>	<b>\$1,053.00</b>	<b>\$1,514.46</b>
Project - 823 TRACK							
Program - 823 TRACK							
505 MIDDLE SCHOOL	\$457.50	\$0.00	\$0.00	\$0.00	\$457.50	\$0.00	\$457.50
705 HIGH SCHOOL	\$6,829.25	\$2,563.20	\$0.00	\$1,713.21	\$7,679.24	\$5,727.20	\$1,952.04
<b>Total Program - 823 TRACK</b>	<b>\$7,286.75</b>	<b>\$2,563.20</b>	<b>\$0.00</b>	<b>\$1,713.21</b>	<b>\$8,136.74</b>	<b>\$5,727.20</b>	<b>\$2,409.54</b>
<b>Total Project - 823 TRACK</b>	<b>\$7,286.75</b>	<b>\$2,563.20</b>	<b>\$0.00</b>	<b>\$1,713.21</b>	<b>\$8,136.74</b>	<b>\$5,727.20</b>	<b>\$2,409.54</b>
Project - 824 VOLLEYBALL							
Program - 824 VOLLEYBALL							
505 MIDDLE SCHOOL	\$175.00	\$0.00	\$0.00	\$0.00	\$175.00	\$0.00	\$175.00
705 HIGH SCHOOL	\$112.50	\$0.00	\$0.00	\$0.00	\$112.50	\$0.00	\$112.50
<b>Total Program - 824 VOLLEYBALL</b>	<b>\$287.50</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$287.50</b>	<b>\$0.00</b>	<b>\$287.50</b>
<b>Total Project - 824 VOLLEYBALL</b>	<b>\$287.50</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$287.50</b>	<b>\$0.00</b>	<b>\$287.50</b>
Project - 825 WRESTLING							
Program - 825 WRESTLING							
505 MIDDLE SCHOOL	\$26.00	\$0.00	\$0.00	\$0.00	\$26.00	\$0.00	\$26.00
705 HIGH SCHOOL	\$727.73	\$0.00	\$0.00	\$0.00	\$727.73	\$0.00	\$727.73
<b>Total Program - 825 WRESTLING</b>	<b>\$753.73</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$753.73</b>	<b>\$0.00</b>	<b>\$753.73</b>
<b>Total Project - 825 WRESTLING</b>	<b>\$753.73</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$753.73</b>	<b>\$0.00</b>	<b>\$753.73</b>
Project - 826 HS Pom							
Program - 826 HS Pom							
705 HIGH SCHOOL	\$1,760.53	\$10,904.00	\$0.00	\$6,973.36	\$5,691.17	\$30.70	\$5,660.47
<b>Total Program - 826 HS Pom</b>	<b>\$1,760.53</b>	<b>\$10,904.00</b>	<b>\$0.00</b>	<b>\$6,973.36</b>	<b>\$5,691.17</b>	<b>\$30.70</b>	<b>\$5,660.47</b>
<b>Total Project - 826 HS Pom</b>	<b>\$1,760.53</b>	<b>\$10,904.00</b>	<b>\$0.00</b>	<b>\$6,973.36</b>	<b>\$5,691.17</b>	<b>\$30.70</b>	<b>\$5,660.47</b>
<b>Total</b>	<b>\$147,477.07</b>	<b>\$83,945.21</b>	<b>\$0.00</b>	<b>\$31,056.52</b>	<b>\$200,365.76</b>	<b>\$64,586.91</b>	<b>\$135,778.85</b>

## Newcastle Public Schools Revenue/Expenditure Summary

## Activity Fund Non-Athletics

Options: Fund: 60, Date Range: 5/1/2025 - 5/31/2025

	Begin Balance	Receipts	Adjusting Entries	Payments	Cash End Balance	Unpaid POs	End Balance
Project - 100 CAFETERIA							
050 DISTRICTWIDE	\$383,894.77	\$31,948.18	\$0.00	\$0.00	\$415,842.95	\$0.00	\$415,842.95
105 ELEMENTARY SCHOOL	\$10,130.20	\$874.02	\$0.00	\$0.00	\$11,004.22	\$0.00	\$11,004.22
110 EARLY CHILDHOOD	\$12,813.06	\$751.05	\$0.00	\$121.45	\$13,442.66	\$0.00	\$13,442.66
505 MIDDLE SCHOOL	\$21,561.68	\$1,600.12	\$0.00	\$0.00	\$23,161.80	\$0.00	\$23,161.80
705 HIGH SCHOOL	\$14,956.36	\$892.99	\$0.00	\$202.30	\$15,647.05	\$197.35	\$15,449.70
<b>Total Project - 100 CAFETERIA</b>	<b>\$443,356.07</b>	<b>\$36,066.36</b>	<b>\$0.00</b>	<b>\$323.75</b>	<b>\$479,098.68</b>	<b>\$197.35</b>	<b>\$478,901.33</b>
Project - 901 ACTIVITY FEES							
050 DISTRICTWIDE	\$11,881.03	\$101.55	\$0.00	\$3,317.50	\$8,665.08	\$4,689.91	\$3,975.17
705 HIGH SCHOOL	\$93.80	\$0.00	\$0.00	\$0.00	\$93.80	\$0.00	\$93.80
<b>Total Project - 901 ACTIVITY FEES</b>	<b>\$11,974.83</b>	<b>\$101.55</b>	<b>\$0.00</b>	<b>\$3,317.50</b>	<b>\$8,758.88</b>	<b>\$4,689.91</b>	<b>\$4,068.97</b>
Project - 902 ADMINISTRATION							
050 DISTRICTWIDE	\$216,368.60	\$4,737.17	\$0.00	\$1,798.87	\$219,306.90	\$12,505.32	\$206,801.58
<b>Total Project - 902 ADMINISTRATION</b>	<b>\$216,368.60</b>	<b>\$4,737.17</b>	<b>\$0.00</b>	<b>\$1,798.87</b>	<b>\$219,306.90</b>	<b>\$12,505.32</b>	<b>\$206,801.58</b>
Project - 903 GFUND COLLECTIONS							
050 DISTRICTWIDE	\$415.00	\$0.00	\$0.00	\$0.00	\$415.00	\$0.00	\$415.00
<b>Total Project - 903 GFUND COLLECTIONS</b>	<b>\$415.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$415.00</b>	<b>\$0.00</b>	<b>\$415.00</b>
Project - 904 DAMAGE DEPOSIT							
050 DISTRICTWIDE	\$800.00	\$0.00	\$0.00	\$0.00	\$800.00	\$0.00	\$800.00
<b>Total Project - 904 DAMAGE DEPOSIT</b>	<b>\$800.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$800.00</b>	<b>\$0.00</b>	<b>\$800.00</b>
Project - 905 RACER KID ZONE							
050 DISTRICTWIDE	\$12,887.25	\$0.00	\$0.00	\$0.00	\$12,887.25	\$0.00	\$12,887.25
110 EARLY CHILDHOOD	\$123,328.37	\$13,615.57	\$0.00	\$962.77	\$135,981.17	\$1,934.64	\$134,046.53
<b>Total Project - 905 RACER KID ZONE</b>	<b>\$136,215.62</b>	<b>\$13,615.57</b>	<b>\$0.00</b>	<b>\$962.77</b>	<b>\$148,868.42</b>	<b>\$1,934.64</b>	<b>\$146,933.78</b>
Project - 906 Tri-City Learning Academy							
050 DISTRICTWIDE	\$19,131.55	\$0.00	\$0.00	\$442.89	\$18,688.66	\$300.00	\$18,388.66
705 HIGH SCHOOL	\$200.00	\$0.00	\$0.00	\$0.00	\$200.00	\$0.00	\$200.00
<b>Total Project - 906 Tri-City Learning Academy</b>	<b>\$19,331.55</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$442.89</b>	<b>\$18,888.66</b>	<b>\$300.00</b>	<b>\$18,588.66</b>
Project - 910 ART							
105 ELEMENTARY SCHOOL	\$736.61	\$0.00	\$0.00	\$422.57	\$314.04	\$0.00	\$314.04
505 MIDDLE SCHOOL	\$1,063.03	\$0.00	\$0.00	\$0.00	\$1,063.03	\$0.00	\$1,063.03
705 HIGH SCHOOL	\$598.07	\$0.00	\$0.00	\$0.00	\$598.07	\$0.00	\$598.07
<b>Total Project - 910 ART</b>	<b>\$2,397.71</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$422.57</b>	<b>\$1,975.14</b>	<b>\$0.00</b>	<b>\$1,975.14</b>
Project - 911 BAND							
705 HIGH SCHOOL	\$63.70	\$0.00	\$0.00	\$0.00	\$63.70	\$0.00	\$63.70
<b>Total Project - 911 BAND</b>	<b>\$63.70</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$63.70</b>	<b>\$0.00</b>	<b>\$63.70</b>
Project - 913 CLUB-BPA							
505 MIDDLE SCHOOL	\$169.80	\$0.00	\$0.00	\$0.00	\$169.80	\$0.00	\$169.80
705 HIGH SCHOOL	\$1,643.79	\$0.00	\$0.00	\$0.00	\$1,643.79	\$0.00	\$1,643.79
<b>Total Project - 913 CLUB-BPA</b>	<b>\$1,813.59</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1,813.59</b>	<b>\$0.00</b>	<b>\$1,813.59</b>
Project - 915 CLUB-FCCLA							
705 HIGH SCHOOL	\$3,655.02	\$0.00	\$0.00	\$0.00	\$3,655.02	\$0.00	\$3,655.02
<b>Total Project - 915 CLUB-FCCLA</b>	<b>\$3,655.02</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$3,655.02</b>	<b>\$0.00</b>	<b>\$3,655.02</b>
Project - 916 CLUB-FFA							
705 HIGH SCHOOL	\$20,740.65	\$4,771.90	\$0.00	\$4,835.55	\$20,677.00	\$18,463.45	\$2,213.55
<b>Total Project - 916 CLUB-FFA</b>	<b>\$20,740.65</b>	<b>\$4,771.90</b>	<b>\$0.00</b>	<b>\$4,835.55</b>	<b>\$20,677.00</b>	<b>\$18,463.45</b>	<b>\$2,213.55</b>
Project - 917 CLUB-SCIENCE							
705 HIGH SCHOOL	\$881.15	\$0.00	\$0.00	\$0.00	\$881.15	\$0.00	\$881.15
<b>Total Project - 917 CLUB-SCIENCE</b>	<b>\$881.15</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$881.15</b>	<b>\$0.00</b>	<b>\$881.15</b>
Project - 918 CLUB-SPANISH							
705 HIGH SCHOOL	\$1,221.70	\$0.00	\$0.00	\$0.00	\$1,221.70	\$0.00	\$1,221.70
<b>Total Project - 918 CLUB-SPANISH</b>	<b>\$1,221.70</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1,221.70</b>	<b>\$0.00</b>	<b>\$1,221.70</b>
Project - 919 DRAMA							
705 HIGH SCHOOL	\$6,337.12	\$670.75	\$0.00	\$430.03	\$6,577.84	\$146.11	\$6,431.73
<b>Total Project - 919 DRAMA</b>	<b>\$6,337.12</b>	<b>\$670.75</b>	<b>\$0.00</b>	<b>\$430.03</b>	<b>\$6,577.84</b>	<b>\$146.11</b>	<b>\$6,431.73</b>
Project - 921 ES-BEAUTIFICATION							
105 ELEMENTARY SCHOOL	\$4,524.22	\$0.00	\$0.00	\$0.00	\$4,524.22	\$0.00	\$4,524.22

# Newcastle Public Schools

## Revenue/Expenditure Summary

Options: Fund: 60, Date Range: 5/1/2025 - 5/31/2025

	Begin Balance	Receipts	Adjusting Entries	Payments	Cash End Balance	Unpaid POs	End Balance
Project - 921 ES-BEAUTIFICATION							
<b>Total Project - 921 ES-BEAUTIFICATION</b>	<b>\$4,524.22</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$4,524.22</b>	<b>\$0.00</b>	<b>\$4,524.22</b>
Project - 922 ES-CAMP GODDARD							
105 ELEMENTARY SCHOOL	\$7,600.07	\$0.00	\$0.00	\$0.00	\$7,600.07	\$0.00	\$7,600.07
<b>Total Project - 922 ES-CAMP GODDARD</b>	<b>\$7,600.07</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$7,600.07</b>	<b>\$0.00</b>	<b>\$7,600.07</b>
Project - 923 ES-FUNDRAISER							
105 ELEMENTARY SCHOOL	\$27,526.79	\$0.00	\$0.00	\$2,653.78	\$24,873.01	\$0.00	\$24,873.01
<b>Total Project - 923 ES-FUNDRAISER</b>	<b>\$27,526.79</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$2,653.78</b>	<b>\$24,873.01</b>	<b>\$0.00</b>	<b>\$24,873.01</b>
Project - 924 ES-LITERACY							
105 ELEMENTARY SCHOOL	\$506.36	\$0.00	\$0.00	\$0.00	\$506.36	\$0.00	\$506.36
<b>Total Project - 924 ES-LITERACY</b>	<b>\$506.36</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$506.36</b>	<b>\$0.00</b>	<b>\$506.36</b>
Project - 925 DISTRICT SPECIAL OLYMPICS							
050 DISTRICTWIDE	\$1,892.39	\$0.00	\$0.00	\$0.00	\$1,892.39	\$875.00	\$1,017.39
<b>Total Project - 925 DISTRICT SPECIAL OLYMPICS</b>	<b>\$1,892.39</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1,892.39</b>	<b>\$875.00</b>	<b>\$1,017.39</b>
Project - 926 GIFTED TALENTED							
105 ELEMENTARY SCHOOL	\$84.54	\$0.00	\$0.00	\$0.00	\$84.54	\$0.00	\$84.54
505 MIDDLE SCHOOL	\$14.00	\$0.00	\$0.00	\$0.00	\$14.00	\$0.00	\$14.00
705 HIGH SCHOOL	\$66.82	\$0.00	\$0.00	\$0.00	\$66.82	\$0.00	\$66.82
<b>Total Project - 926 GIFTED TALENTED</b>	<b>\$165.36</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$165.36</b>	<b>\$0.00</b>	<b>\$165.36</b>
Project - 927 HONOR SOCIETY							
505 MIDDLE SCHOOL	\$1,844.97	\$0.00	\$0.00	\$0.00	\$1,844.97	\$0.00	\$1,844.97
705 HIGH SCHOOL	\$4,016.04	\$0.00	\$0.00	\$68.99	\$3,947.05	\$72.00	\$3,875.05
<b>Total Project - 927 HONOR SOCIETY</b>	<b>\$5,861.01</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$68.99</b>	<b>\$5,792.02</b>	<b>\$72.00</b>	<b>\$5,720.02</b>
Project - 928 HOSPITALITY							
110 EARLY CHILDHOOD	\$406.02	\$0.00	\$0.00	\$297.00	\$109.02	\$0.00	\$109.02
<b>Total Project - 928 HOSPITALITY</b>	<b>\$406.02</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$297.00</b>	<b>\$109.02</b>	<b>\$0.00</b>	<b>\$109.02</b>
Project - 929 HS-TESTING							
705 HIGH SCHOOL	\$3,691.43	\$0.00	\$0.00	\$0.00	\$3,691.43	\$1,430.00	\$2,261.43
<b>Total Project - 929 HS-TESTING</b>	<b>\$3,691.43</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$3,691.43</b>	<b>\$1,430.00</b>	<b>\$2,261.43</b>
Project - 931 LIBRARY							
105 ELEMENTARY SCHOOL	\$8,688.75	\$70.00	\$0.00	\$0.00	\$8,758.75	\$1,555.83	\$7,202.92
110 EARLY CHILDHOOD	\$7,364.35	\$137.62	\$0.00	\$347.86	\$7,154.11	\$160.85	\$6,993.26
505 MIDDLE SCHOOL	\$1,147.85	\$157.95	\$0.00	\$0.00	\$1,305.80	\$0.00	\$1,305.80
705 HIGH SCHOOL	\$1,005.63	\$861.05	\$0.00	\$393.40	\$1,473.28	\$52.64	\$1,420.64
<b>Total Project - 931 LIBRARY</b>	<b>\$18,206.58</b>	<b>\$1,226.62</b>	<b>\$0.00</b>	<b>\$741.26</b>	<b>\$18,691.94</b>	<b>\$1,769.32</b>	<b>\$16,922.62</b>
Project - 934 MS-STUDENT STORE							
505 MIDDLE SCHOOL	\$3,640.39	\$0.00	\$0.00	\$0.00	\$3,640.39	\$0.00	\$3,640.39
<b>Total Project - 934 MS-STUDENT STORE</b>	<b>\$3,640.39</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$3,640.39</b>	<b>\$0.00</b>	<b>\$3,640.39</b>
Project - 935 NATIVE ED ENRICHMENT							
105 ELEMENTARY SCHOOL	\$982.26	\$0.00	\$0.00	\$0.00	\$982.26	\$0.00	\$982.26
705 HIGH SCHOOL	\$417.38	\$0.00	\$0.00	\$0.00	\$417.38	\$0.00	\$417.38
<b>Total Project - 935 NATIVE ED ENRICHMENT</b>	<b>\$1,399.64</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1,399.64</b>	<b>\$0.00</b>	<b>\$1,399.64</b>
Project - 936 PE							
105 ELEMENTARY SCHOOL	\$30,529.37	\$212.00	\$0.00	\$15,076.42	\$15,664.95	\$1,674.38	\$13,990.57
110 EARLY CHILDHOOD	\$6,424.08	\$0.00	\$0.00	\$4,132.34	\$2,291.74	\$200.00	\$2,091.74
<b>Total Project - 936 PE</b>	<b>\$36,953.45</b>	<b>\$212.00</b>	<b>\$0.00</b>	<b>\$19,208.76</b>	<b>\$17,956.69</b>	<b>\$1,874.38</b>	<b>\$16,082.31</b>
Project - 939 PRINCIPALS							
105 ELEMENTARY SCHOOL	\$4,831.92	\$1,387.71	\$0.00	\$598.81	\$5,620.82	\$930.07	\$4,690.75
110 EARLY CHILDHOOD	\$8,722.67	\$2,760.00	\$0.00	\$2,082.05	\$9,400.62	\$3,800.00	\$5,600.62
505 MIDDLE SCHOOL	\$12,381.78	\$7.00	\$0.00	\$833.99	\$11,554.79	\$50.00	\$11,504.79
705 HIGH SCHOOL	\$13,731.64	\$4,512.96	\$0.00	\$3,863.57	\$14,381.03	\$7,991.63	\$6,389.40
<b>Total Project - 939 PRINCIPALS</b>	<b>\$39,668.01</b>	<b>\$8,667.67</b>	<b>\$0.00</b>	<b>\$7,378.42</b>	<b>\$40,957.26</b>	<b>\$12,771.70</b>	<b>\$28,185.56</b>
Project - 942 STUCO							
505 MIDDLE SCHOOL	\$5,257.94	\$1,365.50	\$0.00	\$1,965.19	\$4,658.25	\$500.00	\$4,158.25
705 HIGH SCHOOL	\$15,672.20	\$0.00	\$0.00	\$246.34	\$15,425.86	\$788.70	\$14,637.16
<b>Total Project - 942 STUCO</b>	<b>\$20,930.14</b>	<b>\$1,365.50</b>	<b>\$0.00</b>	<b>\$2,211.53</b>	<b>\$20,084.11</b>	<b>\$1,288.70</b>	<b>\$18,795.41</b>
Project - 943 TECHNOLOGY							

# Newcastle Public Schools

## Revenue/Expenditure Summary

Options: Fund: 60, Date Range: 5/1/2025 - 5/31/2025

	Begin Balance	Receipts	Adjusting Entries	Payments	Cash End Balance	Unpaid POs	End Balance
Project - 943 TECHNOLOGY							
505 MIDDLE SCHOOL	\$2,743.69	\$750.00	\$0.00	\$0.00	\$3,493.69	\$0.00	\$3,493.69
<b>Total Project - 943 TECHNOLOGY</b>	<b>\$2,743.69</b>	<b>\$750.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$3,493.69</b>	<b>\$0.00</b>	<b>\$3,493.69</b>
Project - 944 VOCAL MUSIC							
105 ELEMENTARY SCHOOL	\$5,872.34	\$0.00	\$0.00	\$0.00	\$5,872.34	\$69.95	\$5,802.39
705 HIGH SCHOOL	\$16,145.47	\$0.00	\$0.00	\$0.00	\$16,145.47	\$1,983.03	\$14,162.44
<b>Total Project - 944 VOCAL MUSIC</b>	<b>\$22,017.81</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$22,017.81</b>	<b>\$2,052.98</b>	<b>\$19,964.83</b>
Project - 945 YEARBOOK							
105 ELEMENTARY SCHOOL	\$23,368.34	\$1,140.00	\$0.00	\$0.00	\$24,508.34	\$0.00	\$24,508.34
110 EARLY CHILDHOOD	\$2,700.17	\$1,984.00	\$0.00	\$0.00	\$4,684.17	\$0.00	\$4,684.17
505 MIDDLE SCHOOL	\$1,463.10	\$460.00	\$0.00	\$0.00	\$1,923.10	\$0.00	\$1,923.10
705 HIGH SCHOOL	\$7,039.12	\$0.00	\$0.00	\$0.00	\$7,039.12	\$0.00	\$7,039.12
<b>Total Project - 945 YEARBOOK</b>	<b>\$34,570.73</b>	<b>\$3,584.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$38,154.73</b>	<b>\$0.00</b>	<b>\$38,154.73</b>
Project - 946 ROBOTICS							
705 HIGH SCHOOL	\$16,115.36	\$0.00	\$0.00	\$0.00	\$16,115.36	\$0.00	\$16,115.36
<b>Total Project - 946 ROBOTICS</b>	<b>\$16,115.36</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$16,115.36</b>	<b>\$0.00</b>	<b>\$16,115.36</b>
Project - 947 Club-SOAR (Multicultural Club)							
705 HIGH SCHOOL	\$534.81	\$0.00	\$0.00	\$0.00	\$534.81	\$0.00	\$534.81
<b>Total Project - 947 Club-SOAR (Multicultural Club)</b>	<b>\$534.81</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$534.81</b>	<b>\$0.00</b>	<b>\$534.81</b>
Project - 948 MS Broadcasting							
505 MIDDLE SCHOOL	\$707.93	\$0.00	\$0.00	\$0.00	\$707.93	\$0.00	\$707.93
<b>Total Project - 948 MS Broadcasting</b>	<b>\$707.93</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$707.93</b>	<b>\$0.00</b>	<b>\$707.93</b>
Project - 949 STRUT Week							
705 HIGH SCHOOL	\$16,566.54	\$8,127.18	\$0.00	\$0.00	\$24,693.72	\$0.00	\$24,693.72
<b>Total Project - 949 STRUT Week</b>	<b>\$16,566.54</b>	<b>\$8,127.18</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$24,693.72</b>	<b>\$0.00</b>	<b>\$24,693.72</b>
Project - 950 District SPED Activity Fund							
050 DISTRICTWIDE	\$1,483.04	\$80.75	\$0.00	\$0.00	\$1,563.79	\$0.00	\$1,563.79
<b>Total Project - 950 District SPED Activity Fund</b>	<b>\$1,483.04</b>	<b>\$80.75</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1,563.79</b>	<b>\$0.00</b>	<b>\$1,563.79</b>
Project - 954 Justin Case Closet							
705 HIGH SCHOOL	\$1,037.56	\$0.00	\$0.00	\$142.05	\$895.51	\$20.00	\$875.51
<b>Total Project - 954 Justin Case Closet</b>	<b>\$1,037.56</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$142.05</b>	<b>\$895.51</b>	<b>\$20.00</b>	<b>\$875.51</b>
Project - 956 Sunshine Committee							
705 HIGH SCHOOL	\$280.00	\$0.00	\$0.00	\$22.05	\$257.95	\$50.00	\$207.95
<b>Total Project - 956 Sunshine Committee</b>	<b>\$280.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$22.05</b>	<b>\$257.95</b>	<b>\$50.00</b>	<b>\$207.95</b>
Project - 974 Class 2024-PROM							
705 HIGH SCHOOL	\$28,132.57	\$0.00	\$0.00	\$0.00	\$28,132.57	\$454.17	\$27,678.40
<b>Total Project - 974 Class 2024-PROM</b>	<b>\$28,132.57</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$28,132.57</b>	<b>\$454.17</b>	<b>\$27,678.40</b>
Project - 975 CLASS 2025							
705 HIGH SCHOOL	\$1,089.29	\$0.00	\$0.00	\$0.00	\$1,089.29	\$0.00	\$1,089.29
<b>Total Project - 975 CLASS 2025</b>	<b>\$1,089.29</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1,089.29</b>	<b>\$0.00</b>	<b>\$1,089.29</b>
Project - 977 CLASS 2027							
705 HIGH SCHOOL	\$491.19	\$0.00	\$0.00	\$0.00	\$491.19	\$0.00	\$491.19
<b>Total Project - 977 CLASS 2027</b>	<b>\$491.19</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$491.19</b>	<b>\$0.00</b>	<b>\$491.19</b>
Project - 978 CLASS 2028							
705 HIGH SCHOOL	\$117.88	\$0.00	\$0.00	\$0.00	\$117.88	\$0.00	\$117.88
<b>Total Project - 978 CLASS 2028</b>	<b>\$117.88</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$117.88</b>	<b>\$0.00</b>	<b>\$117.88</b>
Project - 979 CLASS 2029							
505 MIDDLE SCHOOL	\$1,133.73	\$0.00	\$0.00	\$0.00	\$1,133.73	\$0.00	\$1,133.73
<b>Total Project - 979 CLASS 2029</b>	<b>\$1,133.73</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1,133.73</b>	<b>\$0.00</b>	<b>\$1,133.73</b>
Project - 980 CLASS 2030							
505 MIDDLE SCHOOL	\$1,365.10	\$0.00	\$0.00	\$0.00	\$1,365.10	\$0.00	\$1,365.10
<b>Total Project - 980 CLASS 2030</b>	<b>\$1,365.10</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1,365.10</b>	<b>\$0.00</b>	<b>\$1,365.10</b>
Project - 981 CLASS 2031							
505 MIDDLE SCHOOL	\$2,900.80	\$0.00	\$0.00	\$0.00	\$2,900.80	\$0.00	\$2,900.80
<b>Total Project - 981 CLASS 2031</b>	<b>\$2,900.80</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$2,900.80</b>	<b>\$0.00</b>	<b>\$2,900.80</b>
Project - 982 CLASS 2032							

## Newcastle Public Schools

### Revenue/Expenditure Summary

**Options:** Fund: 60, Date Range: 5/1/2025 - 5/31/2025

	Begin Balance	Receipts	Adjusting Entries	Payments	Cash End Balance	Unpaid POs	End Balance
Project - 982 CLASS 2032							
105 ELEMENTARY SCHOOL	\$64.05	\$0.00	\$0.00	\$0.00	\$64.05	\$0.00	\$64.05
<b>Total Project - 982 CLASS 2032</b>	<b>\$64.05</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$64.05</b>	<b>\$0.00</b>	<b>\$64.05</b>
Project - 983 CLASS 2033							
105 ELEMENTARY SCHOOL	\$2,335.10	\$0.00	\$0.00	\$1,074.00	\$1,261.10	\$0.00	\$1,261.10
<b>Total Project - 983 CLASS 2033</b>	<b>\$2,335.10</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1,074.00</b>	<b>\$1,261.10</b>	<b>\$0.00</b>	<b>\$1,261.10</b>
Project - 984 CLASS 2034							
105 ELEMENTARY SCHOOL	\$1,407.82	\$0.00	\$0.00	\$0.00	\$1,407.82	\$0.00	\$1,407.82
<b>Total Project - 984 CLASS 2034</b>	<b>\$1,407.82</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1,407.82</b>	<b>\$0.00</b>	<b>\$1,407.82</b>
Project - 985 CLASS 2035							
105 ELEMENTARY SCHOOL	\$911.00	\$0.00	\$0.00	\$565.75	\$345.25	\$25.85	\$319.40
110 EARLY CHILDHOOD	\$213.01	\$0.00	\$0.00	\$0.00	\$213.01	\$0.00	\$213.01
<b>Total Project - 985 CLASS 2035</b>	<b>\$1,124.01</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$565.75</b>	<b>\$558.26</b>	<b>\$25.85</b>	<b>\$532.41</b>
Project - 986 CLASS 2036							
110 EARLY CHILDHOOD	\$1,948.31	\$0.00	\$0.00	\$1,795.01	\$153.30	\$50.96	\$102.34
<b>Total Project - 986 CLASS 2036</b>	<b>\$1,948.31</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1,795.01</b>	<b>\$153.30</b>	<b>\$50.96</b>	<b>\$102.34</b>
Project - 987 CLASS 2037							
110 EARLY CHILDHOOD	\$1,830.09	\$0.00	\$0.00	\$1,353.79	\$476.30	\$0.00	\$476.30
<b>Total Project - 987 CLASS 2037</b>	<b>\$1,830.09</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1,353.79</b>	<b>\$476.30</b>	<b>\$0.00</b>	<b>\$476.30</b>
Project - 988 CLASS 2038							
110 EARLY CHILDHOOD	\$1,829.84	\$0.00	\$0.00	\$1,641.79	\$188.05	\$0.00	\$188.05
<b>Total Project - 988 CLASS 2038</b>	<b>\$1,829.84</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1,641.79</b>	<b>\$188.05</b>	<b>\$0.00</b>	<b>\$188.05</b>
<b>Total</b>	<b>\$1,180,371.42</b>	<b>\$83,977.02</b>	<b>\$0.00</b>	<b>\$51,688.11</b>	<b>\$1,212,660.33</b>	<b>\$60,971.84</b>	<b>\$1,151,688.49</b>

**NEWCASTLE SCHOOLS - TREASURER'S REPORT**  
**As Of May 31, 2025**

<b>GOVERNMENTAL FUNDS</b>		
<b>Bank Statements</b>		
	Checking Account 6633	\$10.00
	SuperNow Account 9996	\$15,848,880.13
	Federated Sweep 0001	\$2,691,342.70
<b>Total - Bank Statements</b>		<b>\$18,540,232.83</b>
<b>Accounting Program</b>		
	Cash Balance	\$18,540,232.83
<b>Adjusted Cash Balance</b>		<b>\$18,540,232.83</b>
<b>Difference Between Bank and Computer:</b>		\$0.00
Outstanding Warrants:		\$278,994.72
Available Cash:		\$18,261,238.11
<b>Cash Balance by Fund:</b>		
11	General Fund	\$7,899,077.69
21	Building Fund	\$1,737,809.36
32	Bond Fund 2022	\$851,700.30
33	Transportaion Fund 2022	\$750.57
38	Transportation Fund	\$0.00
39	Technology Fund	\$733,670.08
41	Sinking Fund	\$7,317,224.83
	<b>Total:</b>	<b>\$18,540,232.83</b>
<b>ACTIVITY FUNDS</b>		
<b>Bank Statements</b>		
	Checking Account 6082	\$1,003,509.12
	Federated Sweep 0002	\$434,201.03
<b>Total - Bank Statements</b>		<b>\$1,437,710.15</b>
<b>Accounting Program</b>		
	Cash Balance	\$1,413,026.09
	Adjustments:	
	Outstanding Warrants	\$24,684.06
<b>Adjusted Cash Balance</b>		<b>\$1,437,710.15</b>
<b>Difference Between Bank and Computer:</b>		\$0.00
<b>ELECTRONIC FUND TRANSFER ACCOUNTS</b>		
	EFT Payments 5844	\$32,175.00
	Payrix Deposits 6093	\$0.00
	MySchoolBucks Deposit 6907	\$0.00
<b>INVESTMENT ACCOUNTS</b>		
	Horizon Finacial Services (401A)	\$4,367.87



# Newcastle Public Schools

101 North Main  
Newcastle, OK 73065  
405.387.6388  
[www.newcastle.k12.ok.us](http://www.newcastle.k12.ok.us)

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June 10th, 2025

Dear Members of the School Board,

I am writing to request the closure of Activity Fund Account #921/105 ES-Beautification and for the remaining funds of \$4,524.22 to be transferred to Activity Fund Account #939/105 ES-Principal.

Please let me know if you require any further information from me to complete this process.

Thank you,

A handwritten signature in black ink that reads "Ashley Riley". The signature is written in a cursive style with a large, prominent loop for the letter 'A'.

Ashley Riley

Principal, Newcastle Elementary School



## EMPLOYMENT SCHEDULE "A"

July 22th, 2025

EMPLOYMENT				
Last Name	First Name	New / Replacement	Site / Assignment	Effective
		REPLACEMENT	ES/TEACHER ASSISTANT	8/1/2025
		REPLACEMENT	HS/RECEPTIONIST	8/1/2025
		REPLACEMENT	HS/FACS	8/1/2025
		REPLACEMENT	ES/TEACHER	8/1/2025
		REPLACEMENT	ES/TEACHER	8/1/2025
		REPLACEMENT	ECC/PARA	8/1/2025
		REPLACEMENT	THRIVE/TEACHER	8/1/2025
		REPLACEMENT	DISTRICT/MAINTENANCE	7/7/2025
		REPLACEMENT	ES/TEACHER	8/1/2025
HOURLY / LAY COACH				
Last Name	First Name	Assignment	Site	Effective
		IT INTERN	ADMIN	7/1/2025
		ASSISTANT VOLLEYBALL COACH	MS	8/1/2025
		HEAD VOLLEYBALL COACH	MS	8/1/2025
		VOLUNTEER FOOTBALL	HS	8/1/2025
		VOUNTEER FOOTBALL	HS	8/1/2025
REASSIGNMENTS				
Last Name	First Name	Prior Assignment	New Assignment	Effective
BUCHANAN	KAITLYN	FACS TEACHER	STUDENT SUCCESS & ENGAGEMENT	8/1/2025
RESIGNATIONS				
Last Name	First Name	Assignment	Site	Effective
CALLEN	MEGAN	TEACHER ASSISTANT	MS	5/22/2025
CHAMPION	VALORIE	TEACHER ASSISTANT	ES	8/1/2025
GILMORE	ALICIA	TEACHER	ES	5/22/2025
WASHBURN	CHRISTINA	TEACHER ASSISTANT	ECC	5/22/2025
RESCINDED EMPLOYMENT / TERMINATIONS				
Last Name	First Name	Assignment	Site	Effective