

Newcastle Elementary School

Newcastle Charter School

Newcastle Knights – Gems of the Foothills, Shining Above the Rest

Student/Parent Handbook



Welcome to Newcastle Elementary/Charter School! We are one team with one goal - making a difference for our students daily. We believe that an excellent education is available for all students at Newcastle and that it is achieved through collaboration between the home, school, and community. Student safety and success is our highest priority and we are committed to working with families to help all students have a great year.

We ask all parents/guardians to review this handbook with your child to ensure you have an accurate and complete understanding of our programs, procedures, and expectations here at Newcastle. Our staff is always available to clarify any school matter. Don't hesitate to call your child's teacher or me if you have questions or require additional information. Thank you for your support!

Welcome to the Newcastle School family. We are looking forward to a fantastic school year!

Cindy Giove, Principal

**8951 Valley View Drive
Newcastle, CA 95658
(916) 663-3307**

<https://nec.newcastledistrict.org/>

Newcastle Elementary & Charter Student Schedule

Office Hours
M - F 7:30 - 3:30

TK/K Transition Schedule

8/11 TK/K will attend from 8:30 - 10:00 with parent/guardian
 8/12 - 9/3 will attend from 8:10 - 12:10
 9/7/21 - 6/3/22 will attend from 8:10 - 2:10 (2:30 pick-up if they have older siblings in grades 1-5)

PLC Mondays 8:00 - 1:30 (First Bell 7:55 AM)

TK/K	Arrival 7:40 - 8:10	Dismissal 1:10 - 1:30
Grades 1 - 8	Arrival 7:40 - 8:00	Dismissal 1:30

Bell Schedule T - F (First Bell 7:55 AM)

Grade	Begin	Recess	Lunch	Dismiss
TK	8:10	9:15 - 9:45	10:45 - 11:25	2:10
K	8:10	9:15 - 9:45	10:45 - 11:25	2:10
1	8:00	10:00 - 10:20	11:30 - 12:10 (eat 11:30 - 11:50/Play 11:50 - 12:10)	2:30
2	8:00	10:00 - 10:20	11:30 - 12:10 (eat 11:30 - 11:50/Play 11:50 - 12:10)	2:30
3	8:00	10:00 - 10:15	11:30 - 12:10 (play 11:30 - 11:50/eat 11:50 - 12:10)	2:30
4	8:00	10:00 - 10:15	11:30 - 12:10 (play 11:30 - 11:50/eat 11:50 - 12:10)	2:30
5	8:00	10:00 - 10:15	11:30 - 12:10 (play 11:30 - 11:50/eat 11:50 - 12:10)	2:30
6	8:00	10:15 - 10:30	12:15 - 12:55	2:30
7	8:00	10:15 - 10:30	12:15 - 12:55	2:30
8	8:00	10:15 - 10:30	12:15 - 12:55	2:30

Minimum Day Schedule (First Bell 7:55 AM)

Grade	Begin	Recess	Lunch	Dismiss
TK	8:10	9:15 - 9:45	Sack lunch available upon dismissal	11:50
K	8:10	9:15 - 9:45	Sack lunch available upon dismissal	11:50
1	8:00	10:00 - 10:20	Sack lunch available upon dismissal	12:10
2	8:00	10:00 - 10:20	Sack lunch available upon dismissal	12:10
3	8:00	10:00 - 10:15	Sack lunch available upon dismissal	12:10
4	8:00	10:00 - 10:15	Sack lunch available upon dismissal	12:10
5	8:00	10:00 - 10:15	Sack lunch available upon dismissal	12:10
6	8:00	10:15 - 10:30	Sack lunch available upon dismissal	12:10
7	8:00	10:15 - 10:30	Sack lunch available upon dismissal	12:10
8	8:00	10:15 - 10:30	Sack lunch available upon dismissal	12:10

*NOTE - TK/K students who do not have siblings should be dropped off and picked up at the upper circle by the flagpole. TK/K students that have siblings in grades 1-5 should be dropped off and picked up and at the 1-5 circle. Students in grade 1-5 with older siblings in grades 6-8 may elect to be dropped off and picked up in the 6-8 parking lot.

I. OVERVIEW

BOARD OF TRUSTEES

The Governing Board is committed to equal opportunity for all individuals in education. District programs, activities, and practices shall be free from discrimination based on race, color, ancestry, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity or expression, or genetic information; the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics. BP 0410 The Newcastle Elementary School District Board of Trustees meets each month. The agenda is always posted in the office window and on the district website at: <https://www.newcastle.k12.ca.us/>.

VISION & MISSION STATEMENT

Vision - Newcastle School is the cornerstone of a lifelong community of learners where students, staff, families, and community work together to ensure that students are successfully prepared for rigorous higher education coursework, career challenges, and a globally competitive workforce. Students are prepared to the highest level of social, moral, and academic development.

Mission - The Newcastle Elementary School District is committed to work in a partnership with the home and community. Our students will be provided with an academic program designed to develop the 21st Century skills necessary to become active and effective global citizens. Our students will be supported in a safe, positive learning environment that meets all students' needs, and fosters healthy academic, social, emotional and physical development.

II. SCHOOL POLICIES AND PROCEDURES

ARRIVAL AND DISMISSAL

For safety and supervision purposes, **students may not arrive at school prior to 7:40am. At that time, safety supervisors will meet students at the lower parking lot drop off circle (Grades TK-5) and upper grades parking lot (Grades 6-8) and open the playground to students.** On rainy days, supervision is provided in the gym or in classrooms. At the end of school students shall immediately go to their afterschool program or pick up location and plan to be off campus by 2:50. **STUDENTS MAY NOT REMAIN ON CAMPUS unless participating in a supervised activity.** We do not have supervision to permit students on campus beyond these designated times.

FOR YOUR CHILD'S SAFETY, ONLY PICK-UP OR DROP-OFF CHILDREN IN THE DESIGNATED CAR PICK UP/DROP-OFF AREA WHERE THERE IS ADULT SUPERVISION. STUDENTS MAY NOT CROSS THE PARKING LOT TO OR FROM YOUR PARKED CAR UNASSISTED.



BEFORE SCHOOL TIPS: Student drop off in front of the school is congested. For a smooth flow, please use the drop off circle at the lower parking lot (by the track) when dropping off students. **The first bell rings at 7:55, so please plan on arriving at least 10 minutes early to allow students time to walk to class.**

AFTER SCHOOL, parents are to use the lower lot at the main campus for picking up students using the circle. If you only have students in 6th- 8th grade, you may use the parking lot off Kentucky Greens Way.

Please refrain from the following:

- *Blocking driveways*
- *Using Plum St.*
- *Using Howell St.*
- *Arriving before 2:25 Tuesday - Friday and 1:25 on Monday.*
- *Holding up traffic on Old State Hwy.*

Options:

- **Ride bus to first stop at Newcastle Fruit Sheds** *NOTE - Newcastle will make every possible effort to secure bus transportation. Currently there is a shortage of bus drivers which may impact our ability to provide bus service.
- **Walk to and from school with adult supervision.**
- **BICYCLES** may be ridden to school. There is a bike rack for bikes to be locked to behind the 600 building on the lower campus. Students wishing to park their bike on the upper campus should inquire with the office. Per state law, riders must wear helmets and follow all bicycle laws. All specialty items for bikes should remain at home to alleviate theft. Parents are asked to review bicycle safety with their children.
 - **BICYCLES, SCOOTERS, SKATEBOARDS, ROLLER BLADES AND ROLLER SHOES ARE NOT ALLOWED ON CAMPUS DURING SCHOOL HOURS.** Students must store them and use regular shoes on campus.
 - **WALKERS** - Please observe traffic rules and cross streets under the direction of the safety guards.
 - **THE YELLOW PAINTED CURBS** are loading and unloading zones only – **no parking.**
 - **Parents may park in designated visitor areas only.**

We greatly appreciate your help and cooperation!

ATTENDANCE

Attendance is very important to student success. Poor attendance usually results in poor academic achievement. Parents should make every effort to have their child at school every day. **Perfect attendance shall be defined as: zero absences; zero tardies (even by 1 minute); and no Independent Study.** Early pick up for appointments or emergencies will not be counted against perfect attendance.

If a student is absent from school, the reason for the **absence must be reported by calling or emailing the school office** on the day of the absence. Parents/guardians should be prepared to provide their student's name, date of the absence, the reason for the absence and relationship of the person reporting the absence (e.g. mom, dad, grandma). If verification of a student absence due to illness has not occurred within three school days, the unverified absence will be recorded as unexcused. Per state education code, after three days, an unexcused absence cannot be changed. If a student is absent 3 or more consecutive days a doctor's note is required. Students with excessive tardiness, absences and/or habitual truancy may be referred to [SARB](#).

Absences

The following are the only legal excuses that will be accepted by the office for absences and tardies as outlined in Education Code 48205: 1) Personal illness; 2) Quarantine under the direction of the county or city health officer; 3) Medical, dental, optometric or chiropractic appointments, court appearance; 4) Attendance at funeral services; or 5) Participation in religious exercises or to receive moral and religious instruction in accordance with district policy. **Family vacations are unexcused absences unless an Independent Study contract is granted**

Appointments/Early check-out

We ask that you minimize disruptions to the school day by scheduling appointments after school whenever possible. Please notify the teacher in advance to get any school work that may be missed. Students will only be released to parents or designees on a student's emergency card who are at least 18 years of age. Anyone not listed on the emergency card must have a note from the parent/guardian authorizing the early sign out. **Parents may not go directly to the class to pick up their child. The child will be called to the office when you arrive.**

COVID-19

- Click [here](#) for an updated list from the CDC regarding symptoms and updated guidelines.
- Find [new guidance for fully vaccinated people](#). If you are not vaccinated, [find a vaccine](#).

Homework Requests

Students should check Google Classroom for daily assignment postings. Parents may also request work by emailing or leaving a telephone message with their child's teacher. Please work with your child's teacher to determine the earliest time work can be provided.

Illness

If your child is ill, they should not return to school until they have been without a fever or vomiting for 72 hours. This includes being without fever reducing medication for 24 hours.

Independent Study

If you have advance notice of an unavoidable absence, please request an Independent Study Contract in the office. While we provide alternative work, additional assignments or tests may be required upon a student's return. Completed work and contract is due the day a student returns to school.

Tardiness

Tardiness is detrimental to learning and is disruptive to other students. A warning bell rings at 7:55 a.m. **Students in grades 1-8 need to be in class by the 8:00 tardy bell or report to the office for a tardy slip.** Parents must accompany their students into the office when students are more than 30 minutes late. 3 or more tardies will result in a disciplinary action.

CELL PHONES & ELECTRONICS

Students may have cell phones or other electronics in their possession while at school with the following provisions.

Personal Electronics:

- Electronic items are to remain in backpacks turned off as soon as students arrive on campus and throughout the school day.
- Devices may be used during school hours under direct instruction and permission of teachers.
- Students assume liability for their personal devices.



First Offense: Devices will be returned to the student at the end of the school day.

Second Offense: Devices will be returned to a parent/guardian at the end of the school day.

Further Offenses: Devices will be returned to the parent only and the student will begin progressive discipline process including but not limited to campus beautification and/or lunch detention.

School Issued Electronics and Network:

Prior to utilizing the NES network or technological resources, all parents/guardians and students must read and discuss the Acceptable Use Policy (AUP) along with the NESD Board Policy E 6163.4 for Student Use of Technology. We encourage you to take this opportunity to discuss internet safety and establish expectations that will guide students in using the school network, devices and Internet safely, respectfully and responsibly. *Violation of our Technology Use Policy will result in loss of technology devices, privileges, and possible suspension.

Headphones/earbuds are not to be worn during recess, lunch or snack. They are permitted in the classroom at the discretion of the teacher and during PE, but only during walking activities.

Taking photographs with cameras or cell phones is absolutely forbidden. The only exceptions to this rule are the photographs taken by students participating in the yearbook class, or photos taken at the specific direction of teachers.

DELIVERIES / CELEBRATIONS / INVITATIONS

We appreciate your understanding that interruptions disrupt the educational process and encourage students and families to plan in advance by bringing all necessary items to school. In the event that an item must be delivered to school, parents may bring the essential deliveries to the office and not the classroom during the school day. Clearly mark items with both student and teacher's name. Nonessential items such as balloons, flowers, etc. will not be delivered to a student's class. The office will work to ensure that the student receives all essential items.

BIRTHDAY CELEBRATIONS are at the teacher's discretion. Please contact your child's teacher in advance for specific information regarding times and possible activities. In accordance with our school's wellness policy, we ask that Instead of bringing an edible treat, families are encouraged to celebrate by donating a book, assisting in the classroom, or bringing non-edible celebration items. In consideration of all students, party invitations may not be passed out at school unless all students in the class are invited.

DRESS CODE

The Governing Board believes that appropriate dress and grooming contribute to a productive learning environment. The Board expects students to wear clothing that is suitable for the school activities in which they participate. Students shall not wear clothing that presents a health or safety hazard or causes a substantial disruption to the educational program. If a clothing style, hairstyle or hair color is disruptive to the educational process or constitutes a threat to the safety or health of the student or others, it will not be permitted. Students found in violation of the dress code will be asked to remedy the situation at school. If that is not possible, parents will be called for assistance.

***Special school activities contrary to the dress code (crazy hair day, etc.) will be announced in advance by the school and/or classroom teacher. Dress Code applies to all grades.**

Clothing

- Shorts must have at least a 3" inseam (~post-it note size).
- Undergarments should not be visible.
- Jewelry, and personal items (backpacks, book covers, water bottles, etc.) shall be free of: writing, pictures or any other insignia which are crude, vulgar, profane, or sexually suggestive, gang related, which bear drug, alcohol or tobacco company promotions and likenesses, or which advocate racial, ethnic or religious prejudice.
- Revealing clothing with holes which show undergarments or exposes private body parts is not acceptable.
- Tank top shirts should have straps 1" (or combined 1") across the shoulders. Low cut tops exposing cleavage are not allowed. Tops that expose midriffs are not allowed.
- See-through fabrics, halter, and strapless tops are not allowed.
- Leggings or spandex may not be see through. They may be worn with shorts or jeans that have rips and tears to cover the skin in personal areas.
- Pajama pants and slippers are not acceptable unless it is a dedicated spirit day activity.
- Skirt length should be as long as shorts would be.
- Leggings or spandex, camis and bandeaus are acceptable under dresses, loose tops and purposefully "ripped" clothing.
- Appropriate PE clothing must be worn during PE. Students will be allowed time to change if necessary.

Shoes

- Shoes must be worn at all times and have a back ankle strap.
- High heels and sandals are discouraged as they are a student safety issue.
- Athletic shoes are required for physical education.
- Slippers are not acceptable footwear for school.

Hats/Hair

- Hats and caps shall be removed indoors unless approved by the school principal.

GRADUATION/PROMOTION REQUIREMENTS – 8th GRADE

*Board Adopted 11/7/16

(*NOTE - July, 2021 - Graduation requirements are currently under review by the NESD Board of Trustees)

Academic

- 2.0 8th grade cumulative GPA (PE included, criterion based on progress towards goal rather than PFT results)
- No F's in the final trimester
- An F grade incurred in the Fall and Winter trimesters must be cleared by completing credit recovery with 70% proficiency. Clearing an F constitutes a pass and is not calculated in the GPA
- Students transferring after the start of the school year will be subject to the criteria stated above. Student records from the prior school district will be reviewed for eligibility. *Grades from previous enrollment honored for midyear transfers

Behavior

- 240/300 Merits for the year
- No suspensions or serious behavior infractions as determined by administration during the last six weeks of school

Attendance

- 90%

Community Service

- 12 hours

Constitution Test/Project

- 70%

Financial

- All balances met

Deadline for completion

- 5 days prior to date of activity

All families will receive written progress toward completion of promotion/graduation requirements at the end of each trimester with the report cards. In addition to the written notification, parents of students at risk of not meeting 8th grade graduation/promotion requirements will conference with teachers and the principal at the end of each trimester. A plan for improvement will be developed and/or revised during each meeting. School staff will meet regularly to define specific supports for students who are not on track for graduation. School staff will assist students in securing opportunities to complete community service hours and on-site academic support.

MEDICATION AT SCHOOL

By State Law, no child is allowed to take ANY medication, including prescriptions, at school without a form signed by the DOCTOR AND PARENT. Forms are available in the office for your convenience. The completed form and medication must be brought to the office by an adult, and, in the original container.

Students may not have in their possession any medications. Cough drops, throat lozenges, inhalers, aspirin, vitamins, ointments, etc. require a doctor's note and must be kept in the office. Special circumstances for possession of medications, if cleared and documentation is in the office, will be considered for 6-8th grade students.

Anaphylactic Reaction: California Education Code 49414 authorizes Newcastle Elementary School District to provide epinephrine auto-injectors to trained personnel to use to provide emergency medical aid to persons suffering from an anaphylactic reaction.

SCHOOL TELEPHONE USAGE

Student use of the telephone is limited to emergencies and/or illness. Students may not call to make play date arrangements after school. The office staff will make calls home for students when appropriate.

Texting is not allowed at school. Please do not text your child during school hours. If you need our assistance getting an emergency message to your child, please call the school office. If your child is not feeling well, they need to come to the school office for assistance and if necessary, we will call a parent with any concerns.

SMOKE FREE CAMPUS

The Board of Trustees has established Newcastle Elementary/Charter School Campus as SMOKE FREE and smoking (including vaping) is not permitted anywhere on campus at any time. This includes sitting in your car in the parking lot.

TEXTBOOKS/EDUCATIONAL MATERIALS

Textbooks, electronics, borrowed classroom materials and library books are the student's responsibility. If school issued and/or borrowed items are lost, damaged or stolen, the student will be expected to pay for a replacement copy. Students who do not return library materials will not be allowed to check out additional materials until the missing items are returned or replacement costs are paid. **Students will not be issued report cards, awards, yearbooks, and will be denied participation privileges in end of year activities until the fines/costs are paid.**

TRANSPORTATION

We will make every effort to provide after school transportation. A Transportation Information Packet containing the transportation application, routes, and bus rules is available in the school office and on the website at:

<https://www.newcastle.k12.ca.us/Departments/Transportation/Transportation-Forms/index.html>

Disciplinary actions/consequences that arise on the bus become part of a student's behavior record and may affect privileged standing at school. The specific rules for riding the bus are included in the transportation packet. In addition, students are expected to follow all school general rules coming to and from school and while on the bus.

III. GENERAL INFORMATION

AIR QUALITY

On days when the air quality is predicted to be in the unhealthy range, our office monitors the air quality through www.sparetheair.com to track current conditions. At such time as an unhealthy level is reached, student physical activity is reduced and/or students are kept indoors as much as possible.

CONFERENCES

Parent Conferences are held in November for all students and in March by request. Parents and teachers may contact one another any time throughout the year if they have a question or concern regarding student progress. Student attendance (as appropriate) is a vital piece of the school/home partnership. Student-led conferences are conducted in the 6th-8th grades. Report Cards are issued during these conferences and at the conclusion of the school year.

EMERGENCY CONTACT INFORMATION

Please be sure that Emergency Contact Information is KEPT CURRENT with the school office and that we have a minimum of 2 emergency contacts (other than parent(s)/guardian(s) on file. In the event your child becomes ill or is injured at school, it is critical that we have a current phone number(s) where you or a designated substitute can be reached. Be sure to include cell phone numbers and email addresses. *Parents with joint custody of students must list information for both parents unless legal documents indicate otherwise. In conflicted cases, changes made to the emergency contact information must have both parents' approval.*

FIELD TRIPS

Field trips provide off-site experiences that enhance and reinforce the classroom curriculum. Students are responsible for bringing district permission slips to school when field trips are planned. Students who do not turn in appropriate written permission slips or have non-privileged status will not be allowed to go on fieldtrips. Verbal approvals or notes from parents **are not** accepted.

Parents as Chaperones: Fingerprinted and TB cleared volunteers are encouraged to work with classroom teachers to determine supervision needs and space availability. To ensure proper supervision of Newcastle students, chaperoning parents may not bring younger siblings with them.

Medication: If a child needs medication on a fieldtrip the above school protocol applies. In addition, it is the parent's responsibility to record medical information/medication needed on the permission form for their child.

TRANSPORTING STUDENTS IN A PRIVATE VEHICLE requires drivers to have a completed driver packet on file with the district. **Packets must be renewed each year** and are available on the website or in the school office.

HOME/SCHOOL COMMUNICATIONS

Our school sends home weekly Sunday night announcements by phone and/or email to inform parents of school-wide news. Sunday Announcements contain facts about our educational programs, dates of school activities/closure, enrichment opportunities, and sports news. Weekly announcements will be archived on the school's website. Also, follow us on social media: [Facebook](#), [Instagram](#), and [Twitter](#).

Newcastle School District Website* <https://nec.newcastledistrict.org/> is updated regularly to include school-wide information and forms. Other methods of school communication are:

- **Parking lot marquee**-school wide news
- **Autodialer**-automated telephone/email/text for weekly announcements and emergencies
- **Telephone/voicemail**
- **Paper notices**
- **Teacher email, Google Classroom, and webpages**

TEACHER/CLASSROOM COMMUNICATIONS

Parents are encouraged to speak directly to teachers regarding matters related to their students. Teacher's check telephone and email messages each school day. Families can expect a response by the end of the following school day. If you have an urgent message for your child, please contact the office or classroom teacher.

REPORT CARDS

Report Cards are issued three times per year at the end of each trimester.

- TK-5th grade students receive standards-based report cards
- 6th-8th grade students receive letter grade report cards



HOMEWORK

Regular homework is a means of extending necessary practice time and cementing new learning into a solid foundation on which future lessons can be built. Research has shown that students who read a minimum of 30 minutes daily significantly improve their vocabulary and fluency. It is hoped that beyond homework you will set aside time on a daily basis for your child to read and be read to.

Homework time may fluctuate during the school year depending on assignments and your child's work habits. If your child consistently has no homework, or the homework takes more time than indicated, please contact the teacher. Individual classroom homework policies will be sent home during the first week of school.

General homework policy for 6th-8th grade

- Homework that is turned in the next school day after it was due, will receive a deduction in value.
- Assignments are expected to be 100% attempted or they will be considered incomplete and therefore late.

When a student returns from an excused absence, it is the student's responsibility to check in with the teacher to get missed assignments. There will be a one-day extension for each day of excused absence. **Teachers are not required to allow students with unexcused absences to make up missed work.**

HONOR ROLL

Students in grades 6-8 who maintain a GPA of 3.33-3.74 for the entire trimester in all subjects and maintain good citizenship are eligible for the Honor Roll. Students with a GPA of 3.75 or higher are eligible for the Principal's Honor Roll. Students who maintain a GPA of 3.75 or higher for the entire year are eligible for the Principal's Academic Award.

LOST AND FOUND

Each year we collect an enormous amount of items left behind by students. Please label everything as clearly and as permanently as possible with the student's name. **If an item becomes lost, please check the basket on the patio as soon as possible.** Unclaimed items will be donated to a worthy cause at winter recess and again at the end of the school year.

MEAL PROGRAM

Lunch will be served every day at school for \$3. Breakfast is served daily from 7:30 – 7:50 a.m. for \$2.00. [Meal Menus](#) are available on the school's website. Students may call home if they forget their lunch money or lunch. In some instances, with prior permission, charging may be allowed. All lunch inquiries can be directed to Cirbie Krslovic at ckrslovic@newcastle.k12.ca.us.

If you believe your family may qualify for free/reduced lunch please complete a confidential application available in the office and online. A new [application](#) must be submitted each school year for review. If your child received free or reduced meals last year, they will remain that way for 30 days into the new school year until a renewal application is complete. Lunches may be paid for in advance by using an **online account** (allows for multiple siblings and up-to-date account balance) or the payment box located in the office. Please visit the school's website for more information on menus and setting up online accounts.

OPPORTUNITIES FOR PARENT INVOLVEMENT

There are many different ways you can help out at school and we highly recommend you get involved. It is an excellent way to "be there" for your child and the school. **ALL VOLUNTEERS WHO CHAPERONE FIELD TRIPS, DRIVE OR SUPERVISE STUDENTS, WORK IN THE CLASSROOM, OR GO ON OVERNIGHT EXCURSIONS MUST BE FINGERPRINTED AT THEIR OWN EXPENSE.** Live Scan Forms are available in the office for anyone anticipating a trip of that nature and fingerprints should be done at least 2 weeks in advance to allow for processing. Unfortunately fingerprint information cannot be shared from another agency, even if you were recently fingerprinted.

SAMPLE VOLUNTEER ACTIVITIES DURING SCHOOL:

- **Classroom Volunteer** – Assist teachers in a wide variety of duties.
- **Room Parent** – Coordinate special class activities and events.
- **Docents (Art, Garden or Music)** – Provide monthly lessons to your child's class.
- **Parent Teacher Club (PTC)** – Support Newcastle in a variety of ways, while meeting other parents and having fun! See our school website for a link to the [PTC website](#).
- **Site Council/District Advisory Committee (DAC)/LCAP Advisory Committee Members** – The purpose of the School Site Council is to develop, monitor, and evaluate the Single Plan for Student Achievement (SPSA) that coordinates all programs funded through the consolidated application process and operated at the school to improve student achievement. DAC members serve in an advisory capacity to the school district and as a communication link between the school and community which constitute the school district. The LCAP Advisory Committee consists of representatives from our school that together, provide ongoing input on our district's LCAP and provide guidance in the annual revision and updating process required by the State of California. Meetings are open to all parents. Council Members serve a 2-year term and elections are held each year in September. If you are interested in serving on this council, please contact the school office.
- **Playground/Lunch Supervision - especially on rainy days!**
- **At Home Support** – One of the most important ways to support your child and become involved is to provide follow-up at home. **Stay active and keep informed.** Review lessons with students, assure homework is complete, cooperate and communicate with the school, read together, provide proper rest and nutrition, play games and participate in activities that foster learning.
- **Field Trip Supervision** - Parents are encouraged to participate with their child's class away from campus. To ensure proper supervision of Newcastle students, chaperone parents may not bring younger siblings with them.
- **Board of Trustees** - The Board of Trustees is comprised of individuals residing within the Newcastle Boundaries who have been elected during a general election or appointed by the Board. They serve a 4-year term. Anyone interested in serving on the Newcastle School Board is encouraged to attend meetings and apply as openings become available.



SCHOOL CLOSURE AND/OR EMERGENCY NOTIFICATIONS

If it is found necessary to close the school or implement the Emergency Plan, the school will use one or all of the following to contact families: the autodialer (emergency telephone/text notification system), email, and/or emergency posting on the homepage of the school's website <https://nec.newcastledistrict.org/>

Keeping phone lines free, yours and the school's, assists with the communication process! Please be sure your information is kept up to date with the school office at all times. For more information on emergency procedures for the school, please see our website.

VISITING SCHOOL

Fingerprinted and TB cleared parents are always welcome visitors at school. A student's friends or relatives are not appropriate visitors during the school day.

In order to protect the learning environment, **it is our intent that regular classroom procedures not be interrupted.**

The following are suggestions that will make your visit of greater value:

- Arrangements for classroom visitations must be made with the classroom teacher in advance.
- For the security of all you must sign in at the office and obtain a visitor's badge to be worn while on campus.
- Schedule time for discussions before or after the school day. Discussions regarding individual student performance may not be held during the class instructional time.
- Preschool children may be classroom distractions and are not encouraged as visitors.

IV. SPECIAL PROGRAMS

AFTERSCHOOL ENRICHMENT AND CARE

Discovery Club, through the Auburn Recreation Department offers after school care until 5:30 p.m. and can be contacted directly at (530) 320-01092 or by visiting [Discovery Club's website](#).

ASSEMBLIES

Newcastle provides a wide range of assemblies each year focusing on topics such as theater, athletics, music, character building, citizenship education, Student of the Month, and Newcastle school spirit.

ATHLETICS / EXTRACURRICULAR ELIGIBILITY

ACADEMIC AND BEHAVIORAL ELIGIBILITY for EXTRACURRICULAR ACTIVITIES - Students interested in participating in athletics, clubs, academic and non-academic field trips, student council and dances must meet the following requirements:

Academic Eligibility

Students must be positively working towards Meeting (Approaching) Standard and/or have a 2.0 or better grade point average and no F's in core subjects (Math, Science, English, & History)

Behavioral Eligibility

Students must not have had a serious behavioral infraction in the trimester of the extracurricular activity and/or within 30 days prior to the trip if it is a new trimester.

ATHLETICS

We have a well-rounded, after-school athletic program that includes boys and girls inter-school basketball, cross-country, track, and volleyball. Newcastle is a member of the Loomis Basin Athletic League.

- Eligibility - defined above and monitored by the AD.
- Sports Donation: **A donation of \$40 is requested per sport.** A donation does not limit a student's eligibility status to play. If insufficient donations are collected, the team may need to do fundraising or the sport may be cancelled for the season.
- Uniforms: Student athletes are responsible for their uniforms and they must be turned back in at the end of the season. If the uniform is damaged, lost or stolen, holds will be placed on report cards and a replacement fee will be required.
- Transportation: Parents must provide or arrange transportation for their own students to and from athletic events.
- Spectators and sports fans are fantastic! Fans must have extracurricular eligibility and be supervised by a parent if in the 5th grade or below.
- Sports Insurance An application for optional student insurance is sent home to each student at the beginning of the year. Students participating in after-school sports programs must carry some form of accident insurance and must turn in proof of said insurance to the school prior to participation in any sport. Students are encouraged to have a physical prior to participating in school sports.

Athletic Eligibility

Eligibility will be monitored in the following manner:

- Grade checks are required before try-outs and ½ way through the season. The dates are determined by the Athletic Director (AD) from the league schedule. Students are responsible for providing verification to the AD.
- Completed forms must be turned into the AD.
- The AD will be responsible for behavior eligibility.
- Students who are below a 2.0 GPA or have an F may be removed from the team by the AD for the remainder of the season.

After School Sporting Events

All students, staff, family and community are encouraged to attend athletic events. For the safety of all however, students below the 6th grade MUST be accompanied by an adult and remain under the supervision of the adult for the entire event.

Non-Athletic Extracurricular Activities: Clubs, academic & non-academic field trips, student council and dances

Eligibility will be monitored in the following manner:

- Grade checks are required before joining a club and/or signing up for a field trip.
- Final grade checks will occur 2 weeks prior to the larger field trips. Students are responsible for taking the grade sheet form to all core teachers and obtaining teachers' signatures.
- Completed forms must be turned into the club advisor and/or homeroom teacher.

CLUBS

All clubs are opportunities for students to extend their learning outside the classroom with unique opportunities and experiences. Students and families will be notified as offerings occur. Eligibility rules apply.

DANCES

Dances are held throughout the year for 6th, 7th, and 8th grade students. Students must have met academic and behavioral eligibility, a signed permission slip to attend.

BAND/CHOIR

Newcastle school may offer a before school band/choir enrichment program for students in the 4th-8th grades as budget and staffing allows.

GIFTED AND TALENTED EDUCATION (GATE)

As part of a comprehensive array of educational programs and resources, the Newcastle GATE program assists students in developing their unique skills and abilities. The goal is to provide every student with numerous opportunities for extended learning within and outside of the regular classroom experiences.

The screening assessment for GATE qualification will take place in the fall. Students not yet identified for GATE may be referred for screening by either their parents/guardians or current/past teacher. Students eligible for referral include any student who is new to NESD, or enrolled in grades 4-6 and has scored at the achievement level of *Standard Exceeded* in at least one area (ELA or math) of the California Assessment of Student Performance and Progress (CAASPP) with no scores below *Standard Met*. If you would like more information on this process or are interested in helping with the GATE program, please contact the GATE coordinator.

HEALTH SERVICES PROGRAM

A school nurse is at Newcastle on the average of one half day per week. Throughout the year she will be conducting vision and hearing screening to specific grade levels. Children who appear to have a problem in the initial testing in any of the health screenings are retested to assure that the test results are accurate. If the nurse feels a child should be seen by a doctor, vision specialist, or dentist, a referral slip will be sent home. If your child is referred for care and you need help in obtaining care, the nurse will be glad to assist.

PHYSICAL EDUCATION

Physical Education is an integral part of the entire curriculum, emphasizing the development of a healthy body, physical fitness and character development. The Physical Education Program includes skills development, sports, proper rules, Project Fit America activities, and Rhythm & Movement. Our PE Specialist works with all grade levels and classroom teachers supplement with additional PE. The school does not provide shower facilities. For safety reasons, students are required to wear athletic shoes and other appropriate attire during PE activities. Specific PE days will be announced to students and parents at the beginning of school so that students may plan dress and footwear accordingly.

SPECIAL EDUCATION PROGRAM

Newcastle offers **Speech and Language** and a **Resource Specialist Program** for students identified with a specific, diagnosed learning disabilities. If the child cannot be served within the regular classroom, he/she is referred for consideration of placement in other appropriate programs which may be located within other districts.

- The **RSP Program** serves students within the regular classroom structure and as a pull out program. The team determines the most suitable environment on a case by case basis.
- A **Speech and Language Specialist** serves preschool through eighth grade students who have difficulties in articulation, fluency, voice, stuttering, or hearing.
- Concerned parents or staff members may refer a child to the speech therapist for evaluation.
- Parents are involved in all phases of referral, assessment, placement, and no action is taken without parental approval.

STUDENT COUNCIL

Officer positions such as president, vice president, secretary, treasurer, and special events coordinator are held by 7th and 8th grade students. Class representative positions are held by 6th-8th grade students. Eligibility rules apply. All members play a valuable role in design and implementation of school-wide spirit and service activities. Students are encouraged to get involved for fun and bring positive change on the Newcastle campus.

V. BEHAVIOR POLICY

Student—Parent—School Agreement

The Newcastle Elementary School District is committed to work in partnership with the home and community to develop an instructional program consisting of high academic standards that are designed to allow students to acquire attitudes, knowledge, and skills necessary to become active and effective global citizens in a safe, positive learning environment that meets all students' needs, challenges each individual to reach his or her academic potential, and develops self-worth and esteem. The program is dependent upon maintaining safe school environments and classrooms conducive to learning, which can only be achieved through the total cooperation of the student and a positive, supportive relationship between the home and the school. The purpose of this Agreement is to establish such a relationship.

Student responsibilities:

1. Protect the rights of others to study and learn.
2. Work to their full potential.
3. Be on time for all classes.
4. Follow school and classroom rules.
5. Volunteer information and cooperate with school staff in disciplinary cases.
6. Complete all in-class and homework assignments and meet deadlines.
7. Respect public property and carefully use and return all materials and equipment.
8. Come to class with necessary books and materials.
9. See that school correspondence to parents reaches home.
10. Work with parents, students, and school staff to eliminate bullying behavior and develop appropriate communication.

Parent responsibilities:

1. Demonstrate positive interest, involvement and support of the education process of the school.
2. Follow appropriate communication procedures and deal directly with the school and staff member involved in a respectful and courteous manner when expressing a concern over a class action, school action, program or policy.
3. Provide supervision and a learning environment for the completion of homework.
4. Monitor and review all student assignments and classroom progress.
5. Ensure that students are prepared and appropriately dressed for school.

6. Cooperate with the school in resolving student academic or behavioral issues.
7. Work with their students and school staff to eliminate bullying behavior and develop appropriate communication.

School/responsibilities:

1. Provide an educational environment that is safe, orderly and challenging.
2. Focus on an academic program that will enhance the student's ability to be successful.
3. Provide meaningful assignments designed to further the educational goals of the program.
4. Recognize learning variability by utilizing a variety of teaching strategies.
5. Utilize educational technology as a means to enrich and further the curriculum.
6. Recognize the key role parents play in the educational process. Maintain appropriate communication to include parents as partners in their child's education and behavior.
7. Respond in a timely manner to parent concerns and requests for information.
8. Recognize and respect the values represented in the home of the student.
9. Work with parents, students, and school staff to eliminate bullying behavior and develop appropriate communication.

We understand that from time to time concerns arise that need to be addressed. NESD has a procedure to address such issues. Formal complaint forms and procedures are available in the office and posted online.

VI. GENERAL SCHOOL RULES

Be Safe. Be Respectful. Be Responsible. Be Chivalrous.

At all times, the safety of students and staff and the maintenance of an orderly school environment shall be priorities in determining appropriate behaviors. Positive encouragement and reinforcement of school-wide expectations will promote a positive and safe learning environment. When misconduct occurs, staff shall attempt to identify the causes of the student's behavior and implement appropriate discipline. When choosing between different disciplinary strategies, staff shall consider the effect of each option on the student's health, well-being, and opportunity to learn. Staff shall enforce disciplinary rules fairly, consistently, and in accordance with the district's nondiscrimination policies.

General School-Wide Rules

1. Students will come to school appropriately dressed, prepared, on time, with books and materials.
2. Students will behave in a manner that allows the teacher to teach and other students to learn.
3. Students will treat others with respect, kindness and courtesy (foul language, bullying or harassment will not be tolerated).
4. No physical contact.
5. Students will respect the rights and properties of others. Students may not use words or body gestures that will bring harm to, embarrass, threaten or intimidate any other student on campus.
6. Students will treat school and other people's property with care and respect.
7. Students will not use cell phones or other electronic equipment during school hours unless permission is granted by a staff member. Students must keep electronics in their backpacks and turned off upon arrival and during school hours.
8. Students will follow the directions of any campus supervisor or staff member **the first time** the directions are given.
9. Students will wait outside the classroom door until given permission to enter the classroom.
10. Students will keep all language free from profanity and rude remarks.
11. Students will use all restrooms appropriately.
12. Students **will walk** on all sidewalks and stairs. Running is reserved for the playgrounds.
13. Students will not chew gum or bring sunflower seeds to school.
14. Students will dress appropriately at all times and wear hats outdoors only unless there is a special medical accommodation.

Playground Rules

1. Walk directly to the playground upon arrival to school or when dismissed from the classroom.
2. Play all games by the rules. Do not exclude anyone from playing.
3. No physical contact. Keep hands and feet to yourself at all times.
4. Use all equipment properly.
5. Do not throw anything at another person, including balls.
6. Stop playing when the bell rings and walk directly to class.
7. Eat in designated areas. Place all trash in a trash can.
8. Stay off the grass/field/track if it is wet or muddy.
9. Notify the playground supervisor if someone is hurt or there is a problem.
10. Do not leave the playground without permission.

Primary

1. Wait at the top of the stairs for a yard duty to arrive.
2. No physical contact during games or play.
3. Use the slide correctly; seated forward only. Do not take balls or rocks onto the slide.
4. Do not go onto the hillside or over fences.
5. Everyone can play. No closed games.

Elementary/Upper Grades

1. Everyone can play. No closed games.
2. Do not go past the portable or on the sides of the gym without supervision.
3. Do not play/stay between the portable and the wall near the ball shed, or around the bathrooms.
4. Do not play in back of the backstops or on the track at the far side of the field.

Gym/Cafeteria Rules

1. Raise your hand for permission before leaving your seat for any reason.
2. Clean your area in the cafeteria before you leave.
3. No running or throwing anything in the cafeteria.
4. Hot lunch line requires calm, quiet, orderly lining up.
5. Do not touch other students' lunch or personal belongings.
6. When the lights go off, get ready for announcements and dismissal.
7. No bouncing or playing with playground equipment in the cafeteria.
8. Use the gym bathroom during lunch.

WHEN STUDENTS FOLLOW THE RULES

- Students will receive praise and recognition.
- Students will be able to participate in special programs, events, sports, and field trips.
- Students will be considered for "Student of the Month".
- Students will earn Stellar Knight tickets.

WHEN A STUDENT CHOOSES NOT TO FOLLOW THE RULES

The Governing Board desires to provide a safe school environment that allows all students equal access and opportunities in the district's academic and other educational support programs, services, and activities. The Board prohibits, at any district school or school activity, unlawful discrimination, harassment, intimidation, and bullying of any student based on the student's actual race, color, ancestry, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, or gender expression; the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics. [BP 5145.3](#)

Discipline MAY include but not be limited to:

- Behavior referral will be written
- Access to privileges or technology may be restricted
- One or more recesses will be missed or detention may be assigned
- Community service
- Parent conferences may be arranged and/or a behavior contract may be written.
- Students may be excluded from special or end of year activities
- Suspension from class and/or school per Ed Code, Section 48900

Anonymous Reporting

Students and adults alike have access to anonymous reporting via our school website. We always want students to share with staff members so that questions can be asked and we can respond quickly. However, the anonymous reporting allows this to happen at times outside of school hours.

Classroom Behavior

Each teacher will establish and review disciplinary policies and procedures with students at the beginning of the school year and with parents at back-to-school night. This policy will be reviewed periodically throughout the year. Routine classroom discipline will be handled by teachers. Students violating classroom rules will be subject to warnings, time-out, detention, calls to parents and conferencing. Students may be referred directly to the principal for defiance or other serious offenses using a Behavior Citation.

Level 1: Warning

Teachers have established a warning discipline procedure to be taken prior to issuing a behavior referral. These procedures will be outlined in the classroom discipline policy. Teachers work with students to modify inappropriate behavior and reinforce behaviors which enhance student success. If these efforts do not correct behavior, action is taken to Level 2.

Level 2: Behavioral Modification

Referral, detention, possible loss of privilege, parent contact

Level 3: Excessive Infractions

Behavior conference with teachers, parents, and student (principal may be present). Behavior conference will determine whether a behavior contract will be established and options for remediation.

Level 4: Referral to administration for serious infraction or habitual infractions.

Students who are referred to the principal for a conference are subject to a phone call to parent/guardian, detention, on campus suspension, suspension, or expulsion from school.

DEFINITION OF INFRACTIONS

The Governing Board is committed to maintaining a safe school environment that is free from harassment and discrimination. The Board prohibits sexual harassment of students at school or at school-sponsored or school-related activities. The Board also prohibits retaliatory behavior or action against any person who files a complaint, testifies, or otherwise participates in district complaint processes. (BP 5145)

Any student who feels that he/she is being or has been sexually harassed on school grounds or at a school-sponsored or school-related activity (e.g., by a visiting athlete or coach) shall immediately contact his/her teacher, the principal or assistant principal or any other employee.

Policies relating to Sexual Harassment, Discrimination, and the complaint procedures are located on the school and district website. For more information, contact the site administration at (916) 663-3307.

Arson - Starting or setting a fire anywhere on school campus.

Battery on a Staff Member - Aggressive physical contact with an employee of the school district.

Bullying - involves two or more of the following components and applies to students, staff, parents and community members; A desire to hurt, a hurtful action, a power imbalance, repetition, an unjust use of power, evident enjoyment by the aggressor, and/or a sense of being oppressed on the part of the victim. Bullying may include verbal, non-verbal, physical, or cyber actions, and may be direct or indirect in nature.

Cheating - Dishonesty on a test or school related assignment.

Cyberbullying - bullying that uses technology

Defiance of School Personnel's Authority - Refusal to comply with reasonable requests of school personnel.

Destruction or Defacement of Property - Destroying or mutilating property or materials belonging to the school, school personnel or other persons.

Disorderly Conduct, Including Profanity And Obscene Behavior - Conduct and/or behavior which is disruptive to the orderly educational procedure of the school.

Drug/Alcohol/Paraphernalia - The use, possession or sale of a controlled substance, or otherwise furnished to another person, a controlled substance or alcoholic beverage, or the selling of other substances or materials and representing such substances or material as a controlled substance or alcoholic beverage.

Explosive Devices - The use, possession, or sale of any item that could be construed as an explosive device.

Extortion/Robbery - The solicitation of money, or something of value, from another person, in return for protection, or in connection with a threat to inflict harm.

False Fire Alarm - Deliberately pulling or setting off school fire alarm.

Fighting/Assault - Engaging in or threatening an act which causes or might cause harm to another person; mutual combat between two people.

Forgery - Writing and using the signature or initials of another person.

Gambling - Participating in games of chance for the purpose of exchanging money or something of value.

Harassment - knowing and willful course of conduct directed at a specific person which seriously alarms, annoys, or harasses the person, and which serves no legitimate purpose.

Hate Crimes - actions committed because of the victim's race, color, religion, nationality, country or origin, ancestry, disability, or sexual orientation.

Hazing - Any method of initiation into a student organization or group which causes or may cause physical harm or personal degradation or disgrace resulting in physical or mental harm to a student.

Inappropriate Bus Conduct - Not following bus rules.

Off Campus Without A Pass - Leaving campus without proper authorization.

Profanity/Obscene Acts - Vulgarity or acts which are considered obscene.

Sexual Harassment- Prohibited sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, and other verbal, visual or physical conduct of a sexual nature. Other types of conduct which are prohibited in the district and which may constitute sexual harassment include (EC 212.5):

- Unwelcome leering, sexual flirtations or propositions.
- Unwelcome sexual slurs, epithets, threats, verbal abuse, derogatory comments or sexually degrading descriptions.
- Graphic verbal comments about an individual's body, or overly personal conversation.
- Sexual jokes, stories, drawings, pictures or gestures.
- Spreading sexual rumors.
- Teasing or sexual remarks about students enrolled in a predominantly single-sex class.
- Touching an individual's body or clothes in a sexual way or inappropriate manner.
- Purposefully limiting a student's access to educational tools.
- Displaying sexually suggestive objects in the educational environment.
- Continuing to express sexual interest after being informed that the interest is not welcome.
- Any act of retaliation against an individual who reports a violation of the district's sexual harassment policy or who participates in the investigation of a sexual harassment complaint.

Smoking/Tobacco/Possession - The possession or use of tobacco or nicotine products on school property.

Tardiness - Arriving late to school or in classes after the final 8:00 AM bell.

Theft/Possession of Stolen Property - Taking or attempting to take property that does not belong to you, or knowingly being in possession of stolen property.

Unexcused Absence and Truancy - Any absence which has not been both excused by a parent or legal guardian and approved by the appropriate school official.

Weapons/Injurious Objects - The possession, use or sale of any object which might be used to inflict bodily injury to another person.

NEWCASTLE ELEMENTARY SCHOOL DISCIPLINE

The following information and chart indicates disciplinary action that applies to each type of misbehavior. In each instance, a minimum and a maximum action is stated, as well as a suggested action for the first occurrence and one for repeated occurrences. These measures are intended to be guidelines that assist in maintaining student discipline. If the situation develops whereby disciplinary measures should be more severe than the general guidelines indicate, the person responsible for enforcing discipline may override these guidelines as appropriate. Restitution may be required for any costs incurred by the District. Penalty may include one or more of the listed actions:

Suspension and Expulsion

Violations of the following sections of [Education Code 48900](#) are grounds for either suspension and/or expulsion from the district:

- Threatened, attempted or actual injury to another
- Possession or use of a controlled substance (defined by Health and Safe Code 1107)
- Possession or use of dangerous objects or weapons
- Caused or attempted to cause damage to school or private property
- Theft or attempted to steal school or private property
- Committed obscene acts, habitual profanity
- Possession of drug paraphernalia
- Disruption school activities or willful defiance of school authorities
- Harasses, threatens or intimidates a pupil or witness
 - Sexual harassment (48900.2)
 - Hate Violence (48900.3)
 - Create a Hostile Educational Environment (48900.4)
- Engaged in an act of bullying including electronic bullying

STUDENT CONSEQUENCES FOR BEHAVIOR CHOICES

After 10 total days of suspension, a student may be recommended for expulsion.

The following progression of consequences are general guidelines for staff and administration.

- A. Warning to the student with the use of the classroom system / Restorative Conference
- B. Loss of equipment (electronics or recess equipment)
- C. Conference/Contact from Administration with Parent(s)
- D. Referral with notice home
- E. Lunch detention with parent notification / community service (onsite)
- F. After school detention or loss of privilege with parent notification
- G. In-house suspension or alternative learning setting with parent notification
- H. One to three-day suspension from school with parent notification
- I. Three to five-day suspension from school with parent notification
- J. May be recommended for expulsion

*Greater degree of accountability can be administered depending on circumstances.

** For Items G-K the Sheriff may be contacted

Behavior	Occurrence and Consequences			
	1 st	2 nd	3 rd	4 th
1. Bullying Verbal or with the use of social media	B/D*	G/H	I	M
2. Cheating	A/D	F	F	*
3. Defiance	A*	D	C	F*
4. Disrespect	A*	D	C	F/G
5. Disruption	A	D	C	F/G
6. Dress Code Violation	A	D	E	F
7. Fighting	H	J*	L*	M
8. Harassment	D/F*	G*	H*	*
9. Intent to harm	G/H*	J*	J*	M
10. Leaving Assigned Area	A*	D	C/D	F
11. Littering	A	D	D/C	E/F
12. Multiple referrals (x3's) every 3rd one	F	F/G	H	H/J
13. Possession of drug paraphernalia	H	J	L/M	M
14. Possession or use of dangerous objects or weapons	H/J	J	L*	M
15. Property Damage/Misuse	B/D*	D/F	G*	J/M
16. Physical Contact	A/D*	D/C*	F*	G*
17. Robbery	H	J	J/L*	M
18. Tardies (3 tardies)	E	E	F	*
19. Technology Violation	A*	B*/D	D/E	G*
20. Truancy	D*	E	F	*
21. Use of a controlled substance	H	J*	L*	M
22. Vandalism, defacing property	F/G*	H*	J*	*

For offenses not included, the administrator or designee will utilize one or more of the following disciplinary measures depending on the nature of the offense: 1) conference with pupil; recess restriction; 2) community service; 3) parent conference; 4) notification of parent by telephone, letter, home visit; 5) detention, Saturday School, class suspension, in-house supervision; 6) suspension; 7) expulsion.

DISCIPLINARY ACTIONS

Non-Privileged Status- A student is unable to participate in non-instructional assemblies, reward activities, field trips, classroom activities, and after school sports/special activities. An alternate detention location is assigned instead.

Community Service - A student may perform community service on school grounds during non-school hours. Such service may include, but is not limited to, outdoor beautification, campus betterment, and teacher or peer assistance programs. (EC 48900.6, AR 5144 a)

Detention - Assignment of a student to a supervised detention schedule. A student's recess time may be restricted (kept in supervised classroom, benching, sitting in office, etc.) and/or one hour after the close of the school day. A student who is transported by school bus shall be detained only after prior arrangements are made with the parent for transportation home. School personnel must give the parent/student 24-hour advance notice. Teachers requesting a same-day after-school detention must receive prior parental approval. (AR 5144 b)

Suspension

A teacher may suspend a student from their class for committing an obscene act, engaging in habitual profanity or vulgarity, disrupted school activities, or otherwise willfully defied valid staff authority. The teacher of the class may require any parent/guardian who lives with the student to attend a portion of the school day in the class from which the student is being suspended, to assist in resolving the classroom behavior problems. (EC 48900.1)

In-house Suspension* - Disruptive or disrespectful behavior will not be tolerated at Newcastle Elementary School. In such a case, the student is removed from one or more classes, but remains at school. In-House Suspension requires students to remain in the office or other designated area. Students are not allowed to participate with their class for academic or social purposes while on in-house suspension.

Suspension From School* - At Home Suspension requires that students remain off campus for the duration of the suspension. Parents and students are notified of suspension duration and due process procedures. In addition, students will be placed on the "non-privileged" list for each type of suspension including but not limited to the following violations of the Ed Code:

1) Fighting, 2) Defiant behavior toward an adult, 3) Possession of knives, weapons, or sharp instruments (or look-a-like weapons), 4) Possession of cigarettes, matches or lighters, 5) Theft or vandalism, 6) Threats or harassment (both physical and verbal), 7) Sexual harassment, 8) Hate crimes, or 9) Health code violations. 10) Bullying, including electronic, 11) Selling or arranging to sell prescription drugs, 12) Obscene acts or vulgarity.

***Students who are suspended from school may not return after school hours to attend extra-curricular or athletic events during their suspension.**

The school principal, Assistant Principal, or designee has the right to suspend a student for a period of up to five days. In cases of this type, an informal hearing between the principal or his/her designee, the student and any other appropriate persons will be conducted. If, after the hearing is completed the principal or designee decides that a suspension is necessary, it will become effective immediately. The principal or formal complaint designee will attempt to notify parents by telephone, and will send a copy of the suspension notice to the parents. The school principal or designee has the right to recommend to the district that a student would be expelled (expulsion). In cases of this type, a hearing will be conducted before a panel of Placer County Administrators.

For updated School Board policies on nondiscrimination/harassment, hate motivated behavior, formal complaint procedures, and anonymous reporting, please see our [district](#) and [school](#) websites.

School policies and procedures are created through a collaborative process, with the input of multiple stakeholders. Students, parents, staff, and community members are encouraged to participate in school committees and surveys to ensure that all perspectives are considered as we implement our school-wide policies.