

# **Newcastle Elementary School Newcastle Charter School**

## **Student-Parent Handbook 2019-2020**



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. If you have any questions or concerns regarding this handbook, please contact our school office. Again, we welcome you to the Newcastle School family, and look forward to a fantastic school year!

**Dave Cory, *Principal***

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

**<http://nec.newcastledistrict.org>**

## 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 on the office window and on the Newcastle web site at

### 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 21<sup>st</sup> 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. SCHEDULES

### REGULAR DAILY SCHEDULE

#### Transitional K & Kindergarten:

8:15 AM - 12:00 PM	until August 14th
8:15 AM - 1:50 PM	August 14-June 5th

#### Grades 1-8

8:00 AM - 2:30 PM

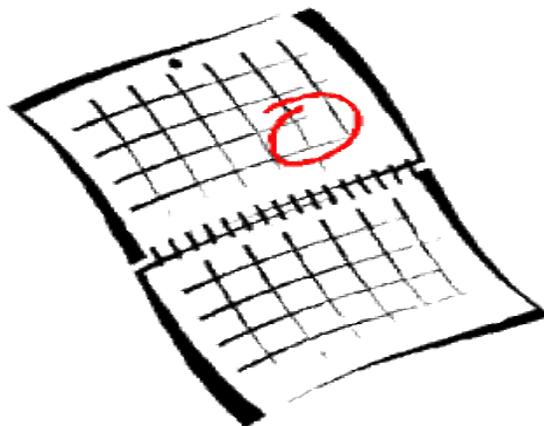
Students are considered tardy to school if they are not in class by the 8:00 bell. 5 tardies = a lunch detention.

### Early Release Mondays/Minimum Days

Grades Tk and K will be released at 12:50 on Monday's starting August 14th

Grades 1-8 will be released at 1:30 every Monday during the school year and on minimum days.

**A.M. Playground Supervision:** Supervision begins at 7:30 a.m. Students should report immediately to the playground (gym on rainy days).



### III. SCHOOL POLICIES AND PROCEDURES

#### ARRIVAL AND DISMISSAL

##### Arrival/Departure

For safety and supervision purposes, **students may not arrive at school prior to 7:30am. At that time, safety supervisors will meet students at the lower parking lot drop off circle and open the playground to students.** On rainy days, supervision is provided in the gym. 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 7<sup>th</sup>-8<sup>th</sup> grade, you may use the parking lot off Kentucky Greens Way.

Please refrain from the following:

- **Blocking driveways**
- **Using Plum**
- **Using Howell**
- **Arriving before 2:30 Tuesday - Friday and 1:30 on Monday.**
- **Holding up traffic on Old State Hwy**

##### Options:

- **Ride bus to first stop at Newcastle Fruit Sheds**
- **Walk to and from school. Crossing/Safety guards are provided at Peach before and after school, and on the nature trail after school only**

- **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.

- **WALKERS** Safety is our priority. Please observe traffic rules and cross under the direction of the safety guards.
- **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.
- **THE YELLOW PAINTED CURBS** are loading and unloading zones only – **no parking.**
- **Parents may park in designated visitor areas only.**

### **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 6<sup>th</sup> grade **MUST** be accompanied by an adult and remain under the supervision of the adult for the entire event.

### **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.

#### **Absence**

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**

#### **Illness**

*If you child is ill, they should not return to school until they have been without a fever nor vomiting for 24 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.

#### **Verification**

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.

#### **Requests of homework**

Students above sixth grade should check Schoology for daily assignment postings. TK-5th grade parents may request work by emailing or leaving a telephone message with your child's teacher. Teachers will have work ready and sent to the office by the next school day.

### **Tardiness**

Tardiness is detrimental to learning and is disruptive to other students. A warning bell rings at 7:55 a.m.

**Students 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. After 5 tardies a student will be assigned to lunch detention for each tardy thereafter. 5 tardies may be cleared by one hour of community service. Form for community service are available in the office.

### **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.**

### **SCHOOL ATTENDANCE REVIEW BOARD (SARB)**

The School Attendance Review Board (SARB) brings together parents, students, school personnel, county law enforcement, county probation and other agencies to review cases of students who are referred for irregular attendance. These meetings occur on a monthly basis (if necessary) at the Placer County Office of Education.. Students and their families are referred to SARB for **BEHAVIOR** and **ATTENDANCE**. A student and his/her family will be summoned to appear before the SARB Board if s/he has been declared a habitual truant, if s/he has excessive absences or if s/he has significant behavior issues.

### **BUS**

A Transportation Information Packet is available in the school office and on the website at [www.newcastle.k12.ca.us](http://www.newcastle.k12.ca.us). The packet contains a transportation application, routes, and bus rules.

Disciplinary actions (and 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 bus packet. In addition, students are expected to follow all school general rules coming to and from school and while on the bus.



### **CELL PHONES/ iPADS & ELECTRONICS**

Students are allowed to have cell phones or other electronics (iPods, kindles, etc.) 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 (7:30-2:45).
- 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 parent only and merit loss.

**Further Offenses:** Devices will be returned to the parent only, merit loss, and detention.

\*Violation of our Technology Use Policy will result in loss of technology devices, privileges, merit loss and possible suspension.

### **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.

### **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.

Students are encouraged to automatically check in the office for missing items during recess or lunch. Nonessential items such as balloons, flowers, etc. will not be delivered to a student's class.

BIRTHDAY CELEBRATIONS are at the teacher's discretion. Please contact your child's teacher in advance for specific information regarding times and possible activities. 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 such as stickers or a pencil.



In consideration of all students, PARTY INVITATIONS may not be passed out at school unless all students in the class are invited.

### **DRESS CODE**

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, gym bags, 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 shows 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 must 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.
- 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.
- Flip-flop privileges are given to 6<sup>th</sup>-8<sup>th</sup> grade students.
- Slippers are not acceptable footwear for school.

### Hats/Hair

- Hats and caps shall be removed indoors by girls or boys, unless they are worn as a result of medical procedure/treatment.
- Hair color and cuts shall not distract from the learning environment.

### *Consequences for dress code violations:*

- A. Warning to the student with the opportunity to correct
- B. Referral, call home for change of clothes
- C. Lunch detention with parent notification, call home for change of clothes
- D. After school detention or loss of privilege with parent notification, call home for change of clothes

## **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 6-8<sup>th</sup> 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.

## **SMOKE FREE CAMPUS**

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

### 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.**



### TEXTBOOKS/EDUCATIONAL MATERIALS

Textbooks, electronics, borrowed classroom materials and library books are the student's responsibility. If issued/borrowed books 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.**

### GRADUATION/PROMOTION REQUIREMENTS – 8<sup>th</sup> GRADE

#### 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 6 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 students/families will receive graduation requirements no later than the first week of their 8th grade year, or within one week of registration if transferring mid-year. At that time, process and procedures for the constitution test/project, community service, merit retrieval and credit recovery will be explained. 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 (Homework Lab, etc.).

\*Board Adopted 11/7/16

## **IV. 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](http://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.

### **EMERGENCY CARDS**

**Please be sure that Emergency Cards in the office are KEPT CURRENT\*.** In the event your child becomes ill or is injured at school, it is critical that we have a phone number 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 card must have both parents' approval.*

### **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 home page of the school's website [www.newcastle.k12.ca.us](http://www.newcastle.k12.ca.us)

**If you suspect school has been closed, please: Tune into RADIO 950 AM KAH1, wait for contact from the school from the autodialer or email, check the school's website.**

Keeping phone lines free, yours and the school's, assist with the communication process! Please be sure your information is kept up to date with the school at all times.

### **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** be 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 attention/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 office.



### HOME/SCHOOL COMMUNICATIONS

Our school sends home weekly Sunday Night Announcements by phone and email to inform parents of schoolwide news. Sunday Announcements contain facts about our educational programs, dates of school activities/closure, and sports news. Weekly announcements will be archived on the school's website.

**Newcastle School District Website\*** [www.nec.newcastledistrict.org](http://www.nec.newcastledistrict.org) is updated regularly to include school wide information and forms. Other methods of school communication are:

- **Parking lot announcement board**-schoolwide news
- **Student's Daily Planner**-class specific information and due dates
- **Autodialer**-automated telephone/email/text for weekly announcements and emergencies
- **Telephone/voicemail**
- **Paper notices**
- **Teacher email, Schoology, and webpages**

**\*If you do not use the internet, please inform your child's teacher. Hard copies of the Knightly News and other bulletins are available in the office.**

### 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 send a text message directly to students that they may check text under the supervision of a staff member at the end of the day. If your child doesn't have a cell phone, please contact the office prior to 12:00 to insure that the emergency message is received by your child.



### REPORT CARDS

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

- K-4th grade students receive standards based report cards
- 5<sup>th</sup>-8<sup>th</sup> grade students receive letter grade report cards

Informal reporting may take place at any time during the school year.

## 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. In the lower grades students are encouraged to attend. Beginning in 4<sup>th</sup> grade, student attendance is a vital piece of the school/home partnership. Student-led conferences are conducted in the 6<sup>th</sup>-8<sup>th</sup> grades. Report Cards are issued during these conferences and at the conclusion of the school year.

## 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 6<sup>th</sup>-8<sup>th</sup> 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.
- Helpdesk is available daily at lunch in the library as a study hall for students.



**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 in 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. 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 menu and setting up online accounts.

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 Lori at [lbiagioni@newcastle.k12.ca.us](mailto:lbiagioni@newcastle.k12.ca.us)

### 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. A volunteer interest form goes home the first week of 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. (All Docents receive special training and materials before going into the classroom.)
- **Computer and Library Helper** – Assist your child's class or others during their weekly visit. Assist with general library function.
- **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 Members** – Serve on the School Improvement Program Committee which reviews curriculum and oversees special programs, as well as the Charter School. The Council meets monthly to discuss, review and make decisions regarding curriculum, textbook adoptions, block grants, safety issues, and most recently, to provide oversight to Newcastle Charter School. 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, chaperoning parents may not bring younger siblings with them.
- **Academic Tutor**-The Afterschool Academy assists students with academic needs. The Afterschool Academy needs adult supervision to maintain a studious atmosphere and help students with their study skills and homework.
- **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.

## 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.

## V. SPECIAL PROGRAMS

### ASSEMBLIES

Newcastle provides a wide range of assemblies each year focusing on topics such as theater, athletics, music, 100 merit, character building, citizenship education, Student of the Month, and Newcastle school spirit.

### ATHLETICS / EXTRA CURRICULAR ELIGIBILITY ACADEMIC AND BEHAVIORAL ELIGIBILITY for EXTRACURRICULAR ACTIVITIES

***Students interested in participating in athletics, clubs, academic & non academic field trips, student council and dances must meet the following requirements.....***

#### **Behavioral Eligibility**

Students must maintain 80 or more merits

#### **Academic Eligibility**

Students must have a 2.0 or better grade point average and no F's in core subjects (Math, Science, English, & History)

#### **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 from the league schedule.
- Students are responsible for providing verification to the Athletic Director
- Completed forms must be turned in to the Athletic Director.
- Athletic Director will be responsible for checking merits.

Please note: Students who are below a 2.0 GPA or students who have an F will be removed from the team by the Athletic Director for the remainder of the season (**there is no probationary period**).

### **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 (Yosemite, Washington D.C.).
- 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.
- Club advisors will be responsible for checking merits.

## **ATHLETICS**

We have a well-rounded, after-school athletic program that includes boys and girls inter-school basketball, cross-country, track, and volleyball. Newcastle regularly schedules games with local schools of a similar size by participation in the Loomis Basin Athletic League.

- Eligibility for Sports-defined above and monitored by the athletic director.
- Sports Donation: **A donation of \$30 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 for 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 5<sup>th</sup> 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.



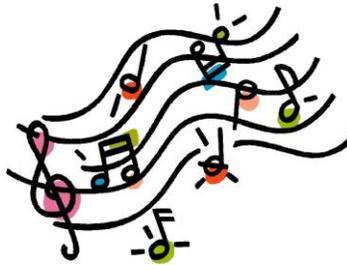
## **CLUBS**

STEM Club, History Club, etc. 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 several times a year for 6<sup>h</sup>, 7<sup>th</sup>, and 8<sup>th</sup> 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-8<sup>th</sup> grades as budget and staffing allows.

### **AFTERSCHOOL ENRICHMENT AND CARE**

Safety is our priority! Parents now have 2 options for onsite after school enrichment and care:

**StarNova** Newcastle has partnered with Star Nova to provide after school enrichment programs. Register directly with [StarNova](#)

**Discovery Club** will again offer after school care until 6:00 p.m. and can be contacted directly at (530) 887-1682 or (916) 663-9655 or by visiting [Discovery Club's website](#)

### **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 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 has 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. In addition, 7<sup>th</sup> grade students are screened for Scoliosis. 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 and proper rules, Project Fit America activities, and Rhythm & Movement. Our P.E. Specialist works with all grade levels and classroom teachers supplement this program. 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 P.E. 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 achieving below his/her learning potential because of 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, and 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 7<sup>th</sup> and 8<sup>th</sup> grade students. Class representative positions are held by 5<sup>th</sup>-8<sup>th</sup> 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 positive change on the Newcastle campus through the Leadership Class.

## VI. BEHAVIOR POLICY

### *Student—Parent—School Agreement*

The Newcastle Elementary School District is committed to work in a partnership with the home and community to develop an instructional/educational 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 and to be among the nation's best. That curriculum 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**
11. **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. **Make 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.

## **GENERAL SCHOOL RULES**

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

**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. Students will treat school and other's property with care and respect.)

6. 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 between the hours of 7:30AM and 2:30 PM.
7. Students will follow the directions of any campus supervisor or staff member **the first time** the directions are given.
8. Students will wait outside the classroom door until given permission to enter the classroom.
9. Students will keep all language free from profanity and rude remarks.
10. Students will use all restrooms appropriately.
11. Students **will walk** on all sidewalks and stairs. Running is reserved for the playgrounds.
12. Students will not chew gum or bring sunflower seeds to school.
13. Students will dress appropriately at all times and wear hats outdoors only.

### **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. Tell 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/Middle**

1. Do not go past the portable or on sides of gym without supervision.
2. Do not play/stay between the portable and the wall near the ball shed, or around the bathrooms.
3. Do not play in back of the backstops or on the track at the far side of the field.

### **Gym/Cafeteria Rules**

1. Raise 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 cafeteria
4. Hot lunch line up quietly-no pushing or cuts
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 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 cards

### ***WHEN 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 (merit loss)
- Students will be placed on the non-privileged list if merits fall below 80.
- Access to privileges or technology may be restricted
- One or more recesses will be missed or detention may be assigned.
- Work-detail 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

**Further descriptions of disciplinary actions can be on the discipline continuum.**

### ***MERIT PROGRAM***

All students begin each trimester with 100 merits.

Academic referrals that require detention do not result in merit loss unless that detention is not served.

**THIS MERIT SYSTEM IS ONLY A RECORD KEEPING SYSTEM. DISCIPLINARY ACTION WILL BE TAKEN IN ADDITION TO THE RECORDING OF MERIT LOSS. GOOD CITIZENSHIP IS **Mandatory** FOR THE PRIVILEGE OF PARTICIPATION IN EXTRACURRICULAR ACTIVITIES.**

Trimester Merit STANDINGS (based on 100 possible merits) are determined as follows:

100-80 = Superior to acceptable behavior

-----**NON-PRIVILEGED**-----

79 and below = Unacceptable behavior. Student should consider merit retrieval (if eligible).

Loss of all trimester extracurricular activities (non-privileged placement) will result if the current trimester merit status falls and remains below 80 merits.

If there is any question regarding merit standing, please see an administrator to review the student's records.

#### **Merit Retrieval Contract**

A student may complete a merit retrieval contract to regain eligibility. A Merit Retrieval Contract requires pre-approval of the principal for community service hours to be completed by the student. **One hour of community service is required for each five merits retrieved**; merits must be retrieved by the Friday prior the last week of

each trimester. For complete details of the Merit Retrieval Contract Program, contact administration.

### **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, merit loss, loss of privilege, parent contact

#### **Level 3: Excessive Merit Loss**

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 merit retrieval.

#### **Level 4: Referral to administration for serious infraction or habitual merit loss.**

Students who are referred to the principal for a conference are subject to a phone call to parent/guardian, merit loss, 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](tel:916.663.3307).**

**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.

**Cyberbullying** - bullying that uses technology

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

**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.

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

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

**Inappropriate Bus Conduct** - Not following bus rules.

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

**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.

**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.

**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.

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

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

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

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

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

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

**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.

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

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

**Cheating** - Dishonesty on a test or school related assignment.

**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.

**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.

**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.

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

### **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:

**\* Harsher consequences set for 6<sup>th</sup>-8<sup>th</sup> grade offenses.**

#### **Suspension and Expulsion**

Violations of the following sections of the 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, student may be recommended for expulsion

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

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

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

\*\* For Items G-K the Sherriff may be contacted

\*\*\*All items will result in the loss of merits

Behavior	Occurrence and Consequences			
	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>
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) parent conference; 3) notification of parent by telephone, letter, home visit; 4) detention, Saturday School, class suspension, in-house supervision; 5) suspension; 6) 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 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.