

Newcastle Elementary School Newcastle Charter School

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

Student/Parent Handbook 2023-2024



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 partnership, trust, and 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 2023-2024

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

TK/K Transition Schedule

8/9 TK/K will attend from 8:30 - 10:00 with parent/guardian
 8/10 - 9/1 will attend from 8:10 - 12:10 (School starts at 8:10)
 9/5/22 - 6/6/23 will attend from 8:10 - 2:10 (2:30 pick-up in the circle if they have older siblings in grades 1-5)

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

TK/K	Arrival 7:45 - 8:10	Dismissal 1:10 - 1:30
Grades 1 - 8	Arrival 7:45 - 8:00	Dismissal 1:30

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

Grade	Begin	Recess	Lunch	Dismiss
TK	8:10	9:30 - 10:00	10:45 - 11:25	2:10
K	8:10	9:30 - 10:00	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	9:40 - 10:00	11:30 - 12:10 (play 11:30 - 11:50/eat 11:50 - 12:10)	2:30
4	8:00	10:00 - 10:20	11:30 - 12:10 (play 11:30 - 11:50/eat 11:50 - 12:10)	2:30
5	8:00	9:40 - 10:00	11:30 - 12:10 (play 11:30 - 11:50/eat 11:50 - 12:10)	2:30
6	8:00	9:45 - 10:00	12:15 - 12:55	2:30
7	8:00	9:45 - 10:00	12:15 - 12:55	2:30
8	8:00	9:45 - 10:00	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	9:40 - 10:00	Sack lunch available upon dismissal	12:10
4	8:00	10:00 - 10:20	Sack lunch available upon dismissal	12:10
5	8:00	9:40 - 10:00	Sack lunch available upon dismissal	12:10
6	8:00	9:45 - 10:00	Sack lunch available upon dismissal	12:10
7	8:00	9:45 - 10:00	Sack lunch available upon dismissal	12:10
8	8:00	9:45 - 10:00	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 at the circle with their older siblings. 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 7:45 am. At that time, safety supervisors will meet students. 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 they are participating in a supervised activity, as we do not have supervision beyond these designated times. **The first bell rings at 7:55, so please plan on arriving by 7:55 to allow students time to walk to class, which starts promptly at 8:00.** We greatly appreciate your help and cooperation!

ALL:

- **Please DO NOT arrive before 2:35 Tuesday - Friday and 1:35 on Monday as it backs up traffic.**
- Please only use the designated pick-up/drop-off locations and do not allow students to walk across the parking lot from your car unassisted.
- **Parents may park in designated visitor areas only.** The yellow painted curbs are loading and unloading zones only – no parking.
- **Parents may NOT use the MTU handicapped parking spaces at any time.**
- Please do not park on our side streets as it blocks our neighbors from getting in/out of their homes.
- Please do not use the side streets to cut through the neighborhood. We want to be good neighbors.
- Please do not block the crosswalk or the intersection as it creates a safety hazard for the students and safety guard.
- Please use your rearview mirror placards during pick-up and keep them displayed until your child is in the car, as it helps to expedite the process.
- Please carpool if possible.

TK/K:

- **All TK/K students with older siblings in grades 1-5 should drop off and pick up in the lower circle**
- **7:45-8:00:** Drop off is in the **lower circle by the gym** with Mrs. Bolf supervising; the upper circle (flagpole) will be closed off until 8:00. Please do not block the entrance.
- **8:00-8:10:** TK/K drop off in the **upper circle by the flagpole**
- **School begins at 8:10**

Grades 1-8:

- **Drop-Off** - Use the lower circle; first bell is at **7:55**; School begins at 8:00
- **Pick-Up** - Monday pick-up begins at **1:35**, Tuesday - Friday pick-up begins at **2:35**

Grades 6-8:

- **Drop-Off** - At the lower campus; first bell is at **7:55**; School begins at 8:00
- **Pick-Up** - Monday pick-up begins at **1:35**, Tuesday - Friday pick-up begins at **2:35**
- Click [HERE](#) for a map of the lower campus pick-up route.

Options:

- **BUS** - Newcastle continues to make every 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 and follow all traffic rules including crossing under the supervision of the crossing guard.**
- **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 bikes 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, ROLLERBLADES, AND ROLLER SHOES ARE NOT ALLOWED ON CAMPUS.**

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 the relationship of the person reporting the absence (i.e. mom, dad, grandma). If verification of a student's 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 for 3 or more consecutive days, a doctor's note is required. Students with excessive tardiness, absences and/or habitual truancy may be placed on an attendance contract, be required to attend a School Attendance Review Team meeting, and/or be referred to the School Attendance Review Board (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 (IS) contract is granted.** The IS contract must be fully completed; students that do not complete the IS contract may lose the right to request them in the future.

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.**

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 fever or 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.

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 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 may result in an attendance meeting and/or 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 and turned off as soon as students arrive on campus and throughout the school day. Students may not use their electronic devices until they are in their car or off campus for the 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 a 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 break. They are permitted during class only with the explicit consent of the teacher.

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, school administration for school business purposes, 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's 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

*Board Adopted 4/12/23

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 will be announced in advance by the school and/or classroom teacher. The Dress Code applies to all grades.**

Clothing

- Shorts, skirts, and pants must cover undergarments and buttocks when standing, seated, and while walking or running.
- Tops must cover private body parts, midriffs when standing, seated, and while walking or running; straps must cover undergarments. Strapless tops are not acceptable.
- Undergarments should not be visible. No see-through clothing.
- Clothing items with holes that reveal undergarments or private body parts are not acceptable.
- Pajamas, with the exception of flannel pants, are unacceptable unless it is a dedicated spirit day activity. All pajamas must meet the other dress code requirements.
- Appropriate PE clothing must be worn during PE. Students will be allowed time to change if necessary.
- Costumes and costume accessories are not acceptable unless it is a dedicated spirit day activity.

Shoes

- Shoes must be worn at all times. High heels and sandals without a back strap are discouraged as they may pose a student safety issue.
- Shoes worn for PE must not inhibit full participation.
- Slippers are not acceptable footwear.

Hats

- Head coverings shall be removed indoors unless approved by the school principal.

Miscellaneous

- Jewelry and personal items (clothing, backpacks, book covers, water bottles, etc.) will be free of writing, pictures, or any other insignia which are crude, vulgar, profane, sexually suggestive, gang-related, violent; or which bear drug, alcohol or tobacco promotions and likenesses; or which advocate racial, ethnic, sexual, or religious prejudice.

GRADUATION/PROMOTION REQUIREMENTS – 8th GRADE

*Board Adopted 5/11/22

Academic

2.0 GPA overall; No more than 1 F in a core class in the 3rd trimester; Students who receive a grade below a C/2.0 will have the ability to remediate. Once a student demonstrates proficiency in the deficient subject the student will receive a grade of PASS, equivalent to a 2.0 GPA. Teachers will provide documentation of a remediation plan(s).

Behavior

Students who have demonstrated or been suspended for egregious behavior during their 8th-grade year may be excluded per the principal's discretion.

Attendance

85% or better

Deadline for completion

5 days prior to the date of the activity

Students and parents have ongoing access to grades through Aeries. Parents of students at risk of not meeting 8th grade graduation/promotion requirements will be contacted by the teacher(s). A plan for improvement will be developed and/or revised to assist the student to earn credit recovery.

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 by a physician and documentation is in the office, will be considered on a case by case basis.

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, or yearbooks, and will be denied participation privileges in end-of-year activities until the fines are cleared.**

TRANSPORTATION

We will make every effort to provide after-school transportation. A Transportation Information Packet containing the transportation application, routes, and bus rules will be available in the school office and on the website at: <https://www.newcastle.k12.ca.us/Departments/Transportation/Transportation-Forms/index.html> once we can secure bussing. 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 submit the appropriate permission slip or are in a non-privileged status, will not be allowed to go on field trips. 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 field trip, 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 marquees for 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. Teachers 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 view grades through Aeries.



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.
- **Docents (Art, Garden or Music)** – Provide lessons to various classes.



- **Enrichment** - Share a talent or passion with our students! Enrichment classes are offered in the fall, winter, and spring. They typically run for one hour per week for five weeks. We would love for you to share your interest with our children.
- **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](#).
- **Field Trip Supervision** - Parents are encouraged to participate with their child's class way from campus. To ensure proper supervision of Newcastle students, chaperoning parents may not bring younger siblings with them.
- **Playground/Lunch Supervision** - Much-needed supervision, especially on rainy days!
- **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.
- **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, ensure 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.
- **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/>. **Please remember to keep phone lines free, yours and the school's, as this assists with the communication process!**

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

AFTER-SCHOOL ENRICHMENT AND CARE

Discovery Club - 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

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 more than (1) F in a core subject (English, math, science, and history).

Attendance Eligibility

Student attendance must be in good standing with 85% or higher.

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 a 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, attendance, and behavioral eligibility. A signed permission slip is required to attend. Students must be picked up promptly after the dance.

BAND/CHOIR

Newcastle School will make every effort to provide band and/or choir enrichment programs for students in the 4th-8th grades as budget and staffing allow. Enrichment programs may be offered before school, after school, or during lunch.

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 teachers. 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 an average of one day per week. Throughout the year, he/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 ensure 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 their 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 an 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.

Uniform Complaint Procedures - [Link](#)

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 the 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.

NEWCASTLE ELEMENTARY SCHOOL DISCIPLINE

We believe that a positive school climate and a safe learning environment are essential for our student's success. In order to provide a safer learning environment for our students, we have implemented Progressive Discipline and a Restorative Approach to promote positive student behavior.

Progressive Discipline and Restorative Approach

Progressive discipline is a whole-school approach that promotes positive student behavior and utilizes a continuum of interventions, supports, and consequences to address inappropriate behavior infractions. At Newcastle, we encourage students to take responsibility for their behavior and to accept the consequences of their actions. A progressive discipline approach is used to address inappropriate behavior. A record for each student is also created when progressive discipline approaches are utilized. A progressive discipline approach consists of:

- review of expectations
- verbal reminders
- parent involvement
- conflict mediation and resolution
- volunteer services in the school community
- referral for support services (if applicable)
- reparations (if applicable)
- behavioral support plan and/or safety plan (as needed)
- referral, detention, or suspension (as deemed appropriate by site administration)
- expulsion

Suspension and Expulsion

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

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, anonymous reporting allows this to happen at times outside of school hours.

Newcastle Elementary & Charter
School-Wide Expectations

School Rules			
Common Area	Be Safe	Be Responsible	Be Respectful and Chivalrous
Cafeteria	<ul style="list-style-type: none"> ★ Sit and eat your own food ★ Keep hands and feet to yourself ★ Walk at all times 	<ul style="list-style-type: none"> ★ Wait in line patiently ★ Eat at tables/designated areas ★ Clean up after yourself ★ Let adults know about spills ★ Use good manners 	<ul style="list-style-type: none"> ★ Choose kindness in words and actions ★ Put garbage in the trash can ★ Use an indoor voice ★ Help others ★ Follow directions
Bus	<ul style="list-style-type: none"> ★ Keep hands and feet to self and inside the bus at all times ★ Enter and exit bus one at a time ★ Stay seated & facing forward ★ Youngest students sit up front ★ Walk at all times 	<ul style="list-style-type: none"> ★ Wait in line patiently ★ Have bus pass ready ★ Be on time ★ Pick up after yourself 	<ul style="list-style-type: none"> ★ Use appropriate language ★ Use kind words and actions ★ Use an indoor voice ★ Follow instructions ★ Be respectful to driver ★ Share the seat
Library	<ul style="list-style-type: none"> ★ Keep hands and feet to self ★ Use chairs and tables appropriately ★ Walk at all times 	<ul style="list-style-type: none"> ★ Return books to proper places and on time ★ Take care of library property ★ No food or drinks ★ If you need help, ask 	<ul style="list-style-type: none"> ★ Choose kindness in words and actions ★ Use inside voices ★ Handle books with care ★ Follow library rules ★ Be patient when waiting in line ★ Use shelf markers ★ Help books stay in their proper place
Restrooms	<ul style="list-style-type: none"> ★ Keep water in the sink ★ Wash hands ★ Enter and exit cautiously 	<ul style="list-style-type: none"> ★ Flush toilets ★ Wash hands and leave ★ Inform adults if there is a problem ★ Leave food and drink outside 	<ul style="list-style-type: none"> ★ Use appropriate language ★ Use kind words and actions ★ Give people privacy ★ Respect school property
Office	<ul style="list-style-type: none"> ★ Keep hands and feet to self ★ Use chairs appropriately 	<ul style="list-style-type: none"> ★ State your purpose politely ★ Clean up after yourself 	<ul style="list-style-type: none"> ★ Use appropriate language ★ Use an inside voice ★ Wait patiently and quietly
Assemblies/ Special Events	<ul style="list-style-type: none"> ★ Follow all directions ★ Keep hands and feet to self ★ Stay seated ★ Wait for dismissal instructions 	<ul style="list-style-type: none"> ★ Focus on presentation ★ Sit quietly during the presentation ★ Stay with your class 	<ul style="list-style-type: none"> ★ Use appropriate language ★ Listen respectfully ★ Applaud at appropriate times ★ Use kind words and actions

Common Area	Be Safe	Be Responsible	Be Respectful and Chivalrous
Playground	<ul style="list-style-type: none"> ★ Keep hands and feet to self ★ Play games appropriately ★ Use equipment in the appropriate area ★ Walk at all times 	<ul style="list-style-type: none"> ★ Put garbage in the trash ★ Eat in the appropriate area ★ Pick-up personal items ★ Return equipment ★ Honor the rules of the game ★ Ask permission to leave the area ★ Patiently wait your turn for games and on equipment 	<ul style="list-style-type: none"> ★ Use appropriate language ★ Choose kindness in words and actions ★ Practice inclusion ★ Share
Walkways/ Stairs	<ul style="list-style-type: none"> ★ Keep hands and feet to self ★ Hands-only on railing ★ Walk at all times 	<ul style="list-style-type: none"> ★ Use a quiet voice ★ Travel with a purpose (in a timely manner) 	<ul style="list-style-type: none"> ★ Choose kindness in words and actions ★ Keep to the right-hand side on the stairs ★ Share the path
Car Pick-up	<ul style="list-style-type: none"> ★ Load into the car in the loading zone only ★ Go directly to car pick-up after school ★ Listen to instructions ★ Stay in your line 	<ul style="list-style-type: none"> ★ Face cars and be looking for your ride ★ Keep everything in your backpack 	<ul style="list-style-type: none"> ★ Keep hands and feet to yourself ★ Set a good example
Classroom	<ul style="list-style-type: none"> ★ Keep hands and feet to self ★ Use furniture appropriately ★ Use supplies appropriately 	<ul style="list-style-type: none"> ★ Clean up after yourself ★ Use whole body listening ★ Have pride in your work ★ Allow others to learn 	<ul style="list-style-type: none"> ★ Use appropriate language ★ Choose kindness in words and actions ★ Use inside voices ★ Appreciate others ideas
Electronics	<ul style="list-style-type: none"> ★ Only use school approved websites ★ Phones in backpacks and off while on campus ★ Watches are not to be used as communication tools during school hours 	<ul style="list-style-type: none"> ★ Use electronics only when directed by an adult ★ Treat equipment with care as they are fragile devices 	<ul style="list-style-type: none"> ★ Phones in backpacks and off while on campus ★ Watches are not to be used as communication tools during school hours ★ Use appropriate language and images in all communications
School-Wide	<ul style="list-style-type: none"> ★ If you see something, say something ★ Follow all staff directions 	<ul style="list-style-type: none"> ★ Report vandalism ★ Keep toys at home ★ Clean-up after yourself 	<ul style="list-style-type: none"> ★ Respect school property
Nature Trail	<ul style="list-style-type: none"> ★ Stay on the path 	<ul style="list-style-type: none"> ★ Respect nature 	<ul style="list-style-type: none"> ★ Choose kindness in words and actions

Students will receive positive praise and recognition for following school expectations. In the event of a behavioral infraction, the staff and administration will follow a progressive discipline and restorative justice approach.

Be Safe

Be Respectful

Be Responsible

Be Chivalrous

NEWCASTLE ELEMENTARY/CHARTER SCHOOL

Date _____ Time _____ Referring Staff/Teacher _____

Student _____ Grade _____

Pre-Intervention(s) Description: _____

Location:

- Classroom
- Playground
- Gym
- Hallway
- Cafeteria
- Bathroom
- Other _____

Behavior Infraction:

Minor (Staff Managed)

- Disrespect
- Disruption
- Inappropriate Language
- Property Damage
- Physical Contact
- Attendance Concerns
- Technology Violation
- Teasing/Rude
- Other: _____

Major (Office Managed)

- Disrespect (Blatant or Excessive, Defiance, Leaving Assigned Area, Ongoing Pattern)
- Disruption (Yelling excessively, Pattern of teacher not being able to teach or children learn)
- Inappropriate Language (Blatant or Excessive, Intimidating)
- Property Damage (Excessive, Permanent, Vandalism)
- Physical Contact (Fighting, Repeated Physical Aggression, Intent to Harm)
- Attendance Concerns (Excessive Absences, Excessive Tardies)
- Technology Violation (Accessing "Off limit," Inappropriate websites on school device)
- Bullying/Harassment (ongoing, deliberate verbal, physical or emotional behavior causing harm)
- Other: _____

Description of Incident:

Possible Motivation:

- Avoid Adult(s)
- Avoid Peer(s)
- Avoid Task(s)/Activity
- Obtain Peer(s) Attention
- Obtain Task(s)/Activities
- Other: _____

Teacher or Staff Member Follow-Up Decisions:

- Instruction (Reteach school-wide behavior expectations)
- Conference with Student (Problem-solving, class meeting, mediation)
- Time Out (Give a break, sensory accommodation, redirect)
- Parent (Conference, phone call or email with scanned referral)
- Detention/Campus Beautification (Sit out at recess, loss of privilege)
- Class Suspension

Others Directly Involved:

- None
- Unknown
- Peer(s)
- Substitute: _____
- Staff: _____

Administrative Action/Decision (If referred to office):

- | | |
|--|--|
| <ul style="list-style-type: none"> <input type="checkbox"/> Instruction (Reteach school-wide behavior expectations) <input type="checkbox"/> Time Out (Detention, time in office or alternative location) <input type="checkbox"/> Conference with Student (Problem-solving, mediation) <input type="checkbox"/> Restitution (Apology, community service) <input type="checkbox"/> Parent (Contact, conference) | <ul style="list-style-type: none"> <input type="checkbox"/> Campus Beautification (Litter detail) <input type="checkbox"/> Loss of Privilege (Activity, sports, assembly) <input type="checkbox"/> In-School Suspension <input type="checkbox"/> Out of School Suspension <input type="checkbox"/> Other: _____ |
|--|--|

Notes:

Student Signature: _____

Parent/Guardian Signature: _____

White copy to student for parent signature

Yellow copy to office

Pink copy to teacher

THE CODE OF THE CASTLE

Be Safe.

Be Respectful.

Be Responsible.

Be Chivalrous.

Every Knight, Every Day.

GO KNIGHTS!

