

# **Newcastle Elementary School**

## **Newcastle Charter School**

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

### **Student/Parent Handbook**

#### **2024-2025**



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 are our highest priorities, 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 2024-2025

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

## TK Transition Schedule

8/7 will attend from 8:30 - 10:00 with parent/guardian  
8/8 - 8/30 will attend from 8:10 - 12:00 (School starts at 8:10)  
9/3/24 - 6/5/24 will attend from 8:10 - 12:45

## Kindergarten Transition Schedule

8/7 will attend from 8:30 - 10:00 with parent/guardian  
8/8 - 8/30 will attend from 8:00 - 12:10 (School starts at 8:10)  
9/3/24 - 6/5/25 will attend from 8:00 - 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	Arrival 7:45 - 8:10	Dismissal 12:45
K	Arrival 7:45 - 8:00	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	9:25 - 9:55	10:45 - 11:25	12:45
K	8:00	9:30 - 10:00	10:45 - 11:25	2:10
1	8:00	10:00 - 10:20	11:30 - 12:10 (play 11:30 - 11:50/eat 11:50 - 12:10)	2:30
2	8:00	10:00 - 10:20	11:30 - 12:10 (play 11:30 - 11:50/eat 11:50 - 12:10)	2:30
3	8:00	9:40 - 10:00	11:30 - 12:10 (eat 11:30 - 11:50/play 11:50 - 12:10)	2:30
4	8:00	10:00 - 10:20	11:30 - 12:10 (eat 11:30 - 11:50/play 11:50 - 12:10)	2:30
5	8:00	9:30 - 9:50	11:30 - 12:10 (eat 11:30 - 11:50/play 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	11:40
K	8:00	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	9:30 - 9:50	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

- TK/K students who do not have siblings must be dropped off and picked up at the upper circle by the flagpole.
- K students who have siblings in grades 1-5 should be dropped off and picked up at the circle with their older siblings.
- Students in grades 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 working in 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. 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:** School begins at 8:10

- **TK Drop-Off & Pick-Up** - TK students must be dropped off in the circle by the flagpole between **7:45 - 8:10** and picked up in the same location at **12:45**.
- **Kindergarten Drop-Off and Pick-Up** - Kinder students who do not have older siblings should be dropped off and by the flagpole between **7:45 - 8:00** and picked up at **2:10**. Kinder students with older siblings in grades 1-5 can be dropped off by the flagpole or at the circle with their siblings between **7:45 - 8:00** and picked up at **1:35** on Mondays and **2:35** Tuesday - Friday. There will be adult supervision at this time. **School begins at 8:00.**

- **Grades 1-8:**
- **Drop-Off** - Use the lower circle on the upper 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**.

#### **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** - NESD has entered into a contract with Placer Hills Union School District to provide a school-to-home transportation program for the upcoming school year. **This service is free of charge to families.** Routes are for dismissal times only. There is no option to ride the bus to school. Limits on the number of riders are determined by the capacity of the school bus. If the number of applications exceeds the capacity, a lottery will be held to determine which students receive a bus pass. The remaining students will be placed on a waiting list. All students must adhere to bus rules and conduct expectations - including regular attendance. Failure to obey the rules and procedures will result in the student losing bus riding privileges. Complete details, rules, and a transportation application can be found on our school website at <https://nec.newcastledistrict.org>
- **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. 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 are required to attend school regularly. Education Code 48260 (a) requires that a pupil who is absent from school without a valid excuse three (3) or more days from school in one school year or who is tardy in excess of thirty (30) minutes on three (3) or more days in one school year is reported as truant. Students who are absent 10% of the school year (18 days or more) due to excused absences are considered chronically absent.** Parents will receive formal notification from the school when their child is absent 3, 5, 10, and 15 days. When a student has reached 10 days of absence, the school will ask to meet with the parents to discuss attendance strategies. Additional absences will be addressed on a case-by-case basis. 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). Students attending Newcastle Charter School *may* have their Charter status revoked due to excessive absenteeism.

## 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 and completed in its entirety. Students who do not complete the IS contract will 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.** Parents may call 10 minutes prior to arrival to have their child called to the office for pick-up.

## Homework Requests

Parents may request work by emailing or leaving a telephone message with their child's teacher. Teachers need at least 24 hours to compile assignments.

## 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.

## Immunizations

Students must have received all required immunizations prior to the first day of school. If we do not have the necessary documentation, your child will not be allowed to attend school until it is provided. If your child is out of the Newcastle Elementary School District, they *may* lose their placement in at Newcastle Charter School. See the [CDPH Immunization Requirements](#) for more information regarding immunizations.

## Independent Study

If you have advance notice of an unavoidable absence, please request an Independent Study Contract in the office. **We require that you provide a minimum of 3 days notice prior to the absence. Independent Study contracts can be for three or more days, but are limited to up to 14 total days total in the school year.** In extreme circumstances, we will work with families as needed to extend IS. While we provide alternative work, additional assignments or tests may be required upon a student's return. Completed work and contract are due the day a student returns to school. Students who do not complete the IS contract will lose the right to request them in the future.

## 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. 5 or more tardies in a trimester may result in an attendance meeting and/or disciplinary action. Students with excessive tardiness *may* have disciplinary consequences and/or be placed on an attendance contract. Students in grades 6-8 with excessive tardiness *may* lose their eligibility to participate in extracurricular activities.

## 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.
- Students may not use their smart watches for unauthorized purposes including but not limited to gaming, texting, and calling. Watches should only be used to tell time during the school day.
- Devices may be used during school hours under direct instruction and permission of teachers.
- Students assume liability for their personal devices.



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

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

**Further Offenses:** Devices will be returned to the parent only and the student will begin a progressive discipline process including but not limited to campus beautification and/or lunch detention. Students may also lose the opportunity to bring electronic devices to school for excessive violations.

### **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 or unauthorized recording on school grounds is absolutely forbidden and against the law.**

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 the 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 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 – 8<sup>th</sup> 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**

90% 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 in earning credit recovery.

**HEALTH / 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.

**Cancer Prevention Act:** Effective January 1, 2024, the Cancer Prevention Act requires that every public and private school notify 6th-grade students and their parents/guardians that they are advised to follow current human papillomavirus (HPV) immunization guidelines before starting 8th grade. (Most children in this age group are recommended to receive 2 doses of HPV vaccine.) The Act seeks to help reduce the burden of cancers caused by HPV in California. The Act also includes requirements for California Universities and the Department of Managed Health Care. Read more about the Cancer Prevention Act [here](#).

**Synthetic Drug Use Dangers:** Parents/guardians should be aware of the possibility that dangerous synthetic drugs can be found in counterfeit pills. Information about the dangers associated with using synthetic drugs that are not prescribed by a physician, such as fentanyl, is available on the District's website. Education Code § 48985.5.

### **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, including but not limited to library books, athletic jerseys, Chromebooks, chargers, and school curriculum.**

### **TRANSPORTATION**

NESD is able to provide AFTER SCHOOL bus transportation. The transportation routes, rules, and application are available through our school website at: <https://www.newcastle.k12.ca.us/Bus-Transportation/index.html> Disciplinary actions/consequences that arise on the bus become part of a student's behavior record and may affect privileged standing at school. The specific rules for riding the bus are included in the transportation information. 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](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.

### **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. 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 'ineligible' status will not be allowed to go on field trips. Verbal approvals or notes from parents **are not** accepted. Students who have received a suspension during the trimester or within two weeks prior to a new trimester are not eligible to participate in a field trip.

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.

**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-5<sup>th</sup> grade students receive standards-based report cards
- 6<sup>th</sup>-8<sup>th</sup> 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 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.

**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 - 3.99 or higher are eligible for the Principal's Honor Roll. Students with a 4.0 GPA are eligible for the Distinguished Achievement 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**

Breakfast and lunch meals are available daily during the designated meal times.

- First Chance Breakfast:
  - All grade levels: available at 7:40 am – 7:55 am in front of the school gym via the Breakfast Cart.
  - All Kindergartens: available 8:00 am – 8:10 am at the kindergarten playground entrance via the Breakfast Cart.
- On rainy mornings, all First Chance Breakfast meals are only available at the Knights Café inside the main gym until 5 minutes prior to school start time.
- Second Chance Breakfast is available at both upper and lower campus at their designated morning recess time:
  - 6<sup>th</sup> – 8<sup>th</sup> graders will have a Breakfast Cart at lower campus
  - TK – 5<sup>th</sup> graders may pick up at the Knights Café.
- Lunch meals are only served in the main gym at the Knights Café during designated lunch times.

California Universal Meal Program allots one breakfast meal and one lunch meal \*free of charge for each student every school day when students complete their meal with a ½ cup serving of fruit and/or vegetables. Seconds of main entree items can be purchased at \$3 for breakfast and \$4 for lunch. All school meals are nutritionally adequate and follow strict meal guidelines, requirements, and nutritional values set forth by the USDA school meal programs. Lunch meals include access to the Knights Café garden bar. Students may only charge their account for seconds of the main entree when they have funds currently \*\*available.

Each student has a Knights Café meal account as every transaction is recorded to not only keep track of meals for each student daily, but also for reimbursement claims that are submitted monthly to both the state and federal meal programs.

\*\*Funds can be added to a student Café account via online, and by cash or check (made payable to Newcastle Elementary and Charter School) in the payment box located at the main office. Multiple sibling accounts can be linked together by contacting the Nutrition Services Manager. Please visit the school's website for more information on menus and setting up online accounts.

\*Newcastle Elementary and Charter School is approved to participate in the National School Lunch Program (NSLP) and the School Breakfast Program (SBP) of which is federally funded through the USDA (United States Department of Agriculture). In school year 22–23, California became the first state to implement a statewide Universal Meal Program (UMP) for school children. California’s UMP builds on the foundation of the NSLP and the SBP. Students and families who qualify for free/reduced price meals are strongly encouraged to submit a completed confidential application. Approved applications are not only helpful for school funding, but may also qualify families for benefit programs like CalFresh, Medi-Cal, SNAP, etc. Applications are available in the office and online. A new [application](#) must be submitted each school year for review. If your child(ren) qualified for the free/reduced price meals last school year, they will remain eligible for 30 days into the new school year until a current application is completed and submitted. All meal-related inquiries can be directed to the Nutrition Services Manager, Cirbie Krslovic, at [ckrslovic@newcastle.k12.ca.us](mailto:ckrslovic@newcastle.k12.ca.us).

### OPPORTUNITIES FOR PARENT INVOLVEMENT

There are many different ways you can help out at school, and we highly recommend that 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 away 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) 320-0109 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 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.

### **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 work in conjunction with site administration regarding behavior eligibility. Students who are suspended within the trimester of the sport, or two weeks prior to the start of the sport, *may* be ineligible.
- Students who are below a 2.0 GPA or have an F may be 'benched' by the AD until the student shows academic improvement. If after two weeks the student does not make academic improvement, they *may* be removed 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 6<sup>th</sup> 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**

Students who have been suspended within the trimester, or 2 weeks prior to the end of a trimester, in which an extracurricular event occurs are ineligible to participate. Students with egregious behavior may be ineligible to participate at the discretion of site administration.

#### **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 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> 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 4<sup>th</sup>-8<sup>th</sup> grades as budget and staffing allow. Enrichment programs may be offered before school, after school, or during lunch.

#### **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 7<sup>th</sup> and 8<sup>th</sup> grade students. Class representative positions are held by 6<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 bring positive change on the Newcastle campus.

## **V. BEHAVIOR POLICY**

### *Student—Parent—School Agreement*

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

#### **Student responsibilities:**

1. Protect the rights of others to study and learn.
2. Work to their full potential.
3. Be on time for all classes.
4. Follow school and classroom rules.
5. Volunteer information and cooperate with school staff in disciplinary cases.
6. Complete all in-class and homework assignments and meet deadlines.
7. Respect public property and carefully use and return all materials and equipment.
8. Come to class with 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. **UNIFORM Uniform**

**Complaint Procedures - [Link](#)**

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



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

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

At Newcastle Elementary & Charter School, we believe in working in partnership with our parents to support academic achievement and to reinforce appropriate behavior. Should a student have a behavior infraction, a behavior referral will be issued electronically, allowing us to communicate in a timely manner. Parents are encouraged to reach out to the teacher or school administration with any questions. Below is sample Referral information.

## 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):**

- Instruction (Reteach school-wide behavior expectations)
- Time Out (Detention, time in office or alternative location)
- Conference with Student (Problem-solving, mediation)
- Restitution (Apology, community service)
- Parent (Contact, conference)
- Campus Beautification (Litter detail)
- Loss of Privilege (Activity, sports, assembly)
- In-School Suspension
- Out of School Suspension
- Other: \_\_\_\_\_

**Notes:**

\_\_\_\_\_

# **THE CODE OF THE CASTLE**

***Be Safe.***

***Be Respectful.***

***Be Responsible.***

***Be Chivalrous.***

***Every Knight, Every Day.***

# **GO KNIGHTS!**

