

# WELCOME TO NCMS!



As we busily prepare for another school year, we want to welcome all 6th, 7th & 8th grade students and their families to NCMS. We are excited about the prospects of working with our returning 7th and 8th graders, and although the 6th graders will be new to the building, we have heard some excellent reports on them from the elementary schools.

With all our past successes, we continue to raise the expectations for each school year to a higher level. This year will be no exception. We will be emphasizing that we want nothing less than your child's best effort.

We believe our single greatest task is to prepare every student, whether it is on the playing field, in

the practice room, or, most importantly, in the classroom and life.

We also want to increase the involvement of parents in all aspects of our school. This is a difficult transitional time for your child, and, with school and home working together, the child will reap the reward!

All middle school students are responsible for their devices 24/7. Because we know accidents happen, our school corporation is creating an opportunity to help defer costs for broken laptops. The cost for the Insurance Repair Plan is just \$10.00 for the school year. The form for insurance will be available at orientations, back-to-school night and anytime in the main office.

The faculty and staff hope you will profit from the time you and your child are with us. If you are ever in doubt concerning an issue, a phone call to school will receive our close attention.

The remainder of this newsletter will be used to cover issues related to the opening of school. Please take time to go over this information with your child so that we can all have a smoother beginning to the school year.

Mr. Jacob White  
Principal

Mr. Stephen Sullivan  
Assistant Principal

Mrs. Amanda Ruble  
Dean of Students

Mr. Brad Hart  
Athletic Director

NEW CASTLE  
COMMUNITY  
SCHOOL  
CORPORATION

Volume 16

July 2023

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Interest

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**Enjoy what is left of your summer — school begins Thursday, August 3, 2023**

**STUDENT SCHOOL HOURS for 2023 - 2024 School Year:**

**8:30 AM - 3:30 PM**

## **6th Grade Parent/Student Orientation**

on Tuesday, July 25, 2023  
12:30 P.M.

**6th,7th & 8th Grade  
Parent/Student Orientation**  
on Wednesday, July 26, 2023  
12:30 P.M.

**6th,7th & 8th Grade  
Parent/Student Orientation**  
on Thursday, July 27, 2023  
6:00 P.M.

Orientations this year will begin by obtaining a checklist. Once you have everything picked up/completed on the checklist you will then report to the cafeteria for Orientation to begin.

**Supply List**—Students may want to purchase some basic supplies before the start of school. Please locate all 6th, 7th & 8th grade supply lists on the NCMS home page under the "Resources" tab. Teachers will notify students if other materials are required.

## **Book Bags & Sports Bags**

Book bags/backpacks, "sling bags" and sports bags may not be carried to and from classes. Book bags/backpacks or sling bags must be stored in students' lockers during the school day. Students need to secure their athletic equipment in their gym lockers.

## **Bus Routes**

If you have questions regarding what bus your child should ride, please call the Transportation Department at 765-521-7235 for more info.

**Call the school at 521-7230  
if you have any questions.**



## **Student Handbook / Calendar**

Student Handbooks are available to anyone by going to the NCMS home page and looking under the "Resources" tab and click on "Handbook". Students - schedule your life both in and out of the classroom. Never forget a test, assignment, or practice with e-mail and text reminders. Parents - stay up-to-date with school events and your student's calendar. The school calendar is also located on the NCMS home page under the "News and Event" tab.

***Please watch for important documents that will be coming home with students on August 3rd. We are required to have these documents for all students this year. Thank you for your assistance!***

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**Trojan Quest**— This year the Trojan Quest will be for **6th students** on Friday, July 28th. This program is designed to acquaint students with the layout of the new building and some of their classmates through a variety of games and activities. We have received many positive comments on this program, and we would encourage all students to take advantage of it. Snacks and prizes will be provided with this program.

***Please attend on July 28th according to the following schedule:***

Last Name: A-D 8:30—9:45 am  
 Last Name: E-J 10:00—11:15 am  
 Last Name: K-P 12:30—1:45 pm  
 Last Name: Q-Z 2:00—3:15 pm

**Pick-Up/Drop-Off Policy —**

If students are being dropped off or picked up individually, this may be done only at the entrance of the school (Door 17 C) using the main drive. Please DO NOT park or leave your car unattended on the front drive between 7:30-8:40 A.M. and 3:15-3:45 P.M. Use the north parking lot if you need to enter the building. We ask drivers to pull as far forward as possible to unload. Students are discouraged from entering the building prior to 7:30 A.M. unless a supervised activity is in progress. Any student entering the building before 8:20 A.M. will report directly to the cafeteria/auxiliary gym

**Lunch Prices**—Breakfast and lunch are both free to all students. A la carte items will have to be purchased if student wishes to have any of these optional items. Students will have a 5 minute passing period between each class and a 30 minute lunch period. Fast food will not be delivered individually to students at lunch time.

**Cell Phones/IPODS/MP3's/Smart Watches**—Students MAY carry electronic devices on their person during the school day. These items must be turned off at all times! The school is not responsible for lost/stolen items if left in lockers. These devices can be checked into the Main Office—see Ms. Rose, directly inside Door 17C, at her desk.

**APPEARANCE**— *Please review and follow the Appearance Guide. This has been School Board approved and updated as of 7/10/2023.*

**School Pictures**—School pictures for all students will be taken on Thursday, August 24th beginning at 8:30 A.M. These pictures will be used for the yearbook and for student I.D.'s.



**Yearbooks on Sale**—The New Castle Middle School Yearbook, the Review, will be on sale for \$25 starting on Back to School Night on August 15th. The cost of the yearbook will go up substantially after Fall Break. Yearbooks can be purchased online this year at [www.jostensyearbooks.com](http://www.jostensyearbooks.com)



**P.T.O.** —The NCMS P.T.O. has been very active and beneficial to the school over the past several years. We would encourage any and all parents/guardians to become involved in this group at some level. Parents may become members of this group at any time. Please contact the main office. **Dues are \$5.00 per family (sign up at Back to School Night (August 15th))**, and you can be as actively involved as you want. Parents can also sign up to be a part of the P.T.O. Executive Committee which meets on the following dates in the middle school community room:

Thursday, September 14, 2023 @ 6:00pm  
 Thursday, November 9, 2023 @ 6:00pm  
 Thursday, February 15, 2024 @ 6:00pm  
 Thursday April 11, 2024 @ 6:00pm



## Boys Tennis

- Practices begin August 7th.



- 7th and 8th grade VB open gym/call outs will be held August 3rd from 3:30 - 4:00 pm.

- Try-outs will be on August 4th, 7th & 8th from 3:45-5:30 pm.



- 1st practice August 3rd, 3:45 - 5:15 pm. Watch for any other updates on our home New Castle Middle School FaceBook page or the athletics page.



- XCC call outs will be held on August 4th at 3:30 pm in the middle school gym. Practices begin August 7th at 3:45 pm.



- Call out meeting August 3rd at 3:30 pm.



**All Sports Tickets**— Information regarding the purchase of All Sports Tickets for students will be forthcoming. Be sure that your child listens to school announcements or check the NCMS website or FaceBook page for information once it does become available.

**21st Century Scholars**—This is an opportunity for students to receive money for college who 1) qualify; and 2) are willing to work hard in school. You **MUST** enroll your child by the time they leave the 8th grade. After that, it is too late and you could lose out on college tuition! Call Mrs. O'Malia, Mrs. Havens or Ms. Diep for information.

**Box Tops for Education**—Our school participates in the Box Tops for Education Program. Download the Box Tops for Education app on your smartphone to electronically scan your receipts for NCMS to earn rewards! Help earn cash for our school by simply scanning your receipt containing eligible Box Tops after your purchase! ***Visit Box Tops website for more info at [boxtops4education.com](http://boxtops4education.com).***

**\*\*Kroger Community Rewards—** Did you know you can support NCMS by shopping at Kroger? It's easy when you enroll in Kroger Community Rewards®! To get started, sign up online with your Plus Card, select New Castle Middle School as the organization you wish to have your rewards sent to. Once you're enrolled, you'll earn rewards for NCMS every time you shop at Kroger and swipe your Plus Card! ***NPO #for NCMS is HL914.*** Enroll now for the Kroger Community Rewards Program. And remember...all participants must re-enroll each year to continue earning rewards for their chosen organization. See how to easily enroll with the link for Kroger Community Rewards. <https://www.kroger.com/i/community/community-rewards>



**LiveSchool /Incentive Program**—We offer an incentive program to each student during the school year which reward students for positive accomplishments in all areas of school life. Please review this program with your child and encourage him/her to strive for the reward(s) throughout the entire school year.



**\*\*BUILDING SECURITY!!** - We at NCMS, take every measure to keep your child safe while they are in our care. The main entrance of the school is activated by a buzzer for entry at Door 17C. If you come to school, please press the button on the wall to the right of the door. Once you are acknowledged, speak loud and clear facing the intercom giving us your name and reason you need to enter the school. Once you have entered the building, please report to the front desk. If you are planning on having to be elsewhere in our building (upon prior approval), you will need to produce a valid driver's license that we are now required to run through a Raptor security scanner that instantly provides a background check and prints a badge for our building's visitors.

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**\*\*BACKGROUND CHECKS** - Also, parent volunteers (chaperones, classroom helpers, etc.) MUST have a limited background check on file in order to work with our children. Parent volunteers are GREATLY needed in our schools. Please complete a "Request for Limited Adult Criminal History Information" form and drop off at the main office. You only need to fill in the areas marked by an "✓". **We are required to complete a NEW background check on any volunteer EACH year.** If you have children in other New Castle school buildings, only one background check is necessary per parent/guardian/helper for the entire corporation.

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***Thank you in advance for your help and support in keeping your children safe in our school!***

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**1:1 Computers** - All students will receive (or should already have) a laptop to use in their classes at NCMS. Students who do not change classrooms, will be able to use the same device but it will stay in the classroom.

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#### **ACCEPTABLE USE POLICY FOR LAPTOPS, NETWORK ACCEPTABLE USE AND GOOGLE APPS FOR EDUCATION**

*(This form will need to be filled out and signed every school year.)* This document explains expectations and use of the school's device. This document also explains about using the internet/network through New Castle Community Schools. This document also goes over the Google Apps for Education guidelines for the students. This will allow students to complete the on-line coursework as well as working in groups by not even being in the same room!

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#### ***\*NCMS Community Service\****

All students are encouraged to complete two (2) hours of community service each year. We believe it is very important for students to learn about "giving back" to our community. Two hours is very simple to complete. Ideas such as:

- Volunteer at animal shelter
- Campus clean-up
- Cards for nursing homes
- Be a volunteer at elementary fairs
- Donate food, pencils, animal food, papers
- Participate in any community walks, runs, bowls

are all worthy examples of service. Please check with administrators or counselors with questions. Only things you need to provide are a creative brain, willing hands and an open heart!

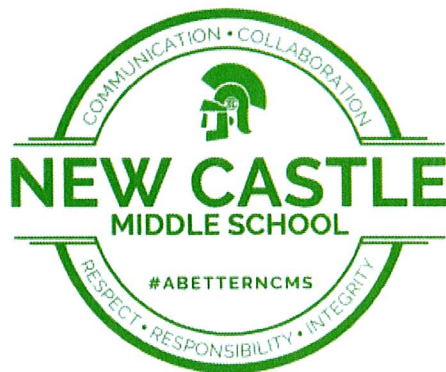
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#### ***\*Miscellaneous Info\****

**SUBSTITUTE CAFETERIA WORKERS**—We are in need of substitutes for our cafeteria staff. If you are interested please apply at the New Castle Food Service Department, Dee Orick, Director; 521-7240.

**SUBSTITUTE TEACHERS** - We are in need of substitute teachers! Apply at <https://jobs.willsubplus.com/>

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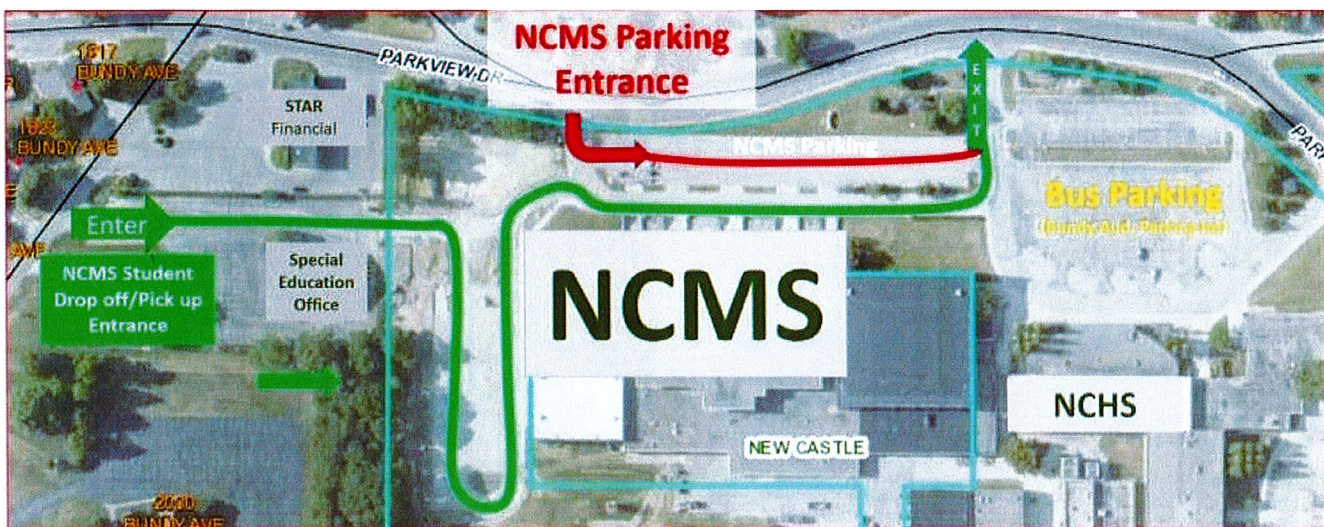


# NCMS Traffic Patterns

- All traffic will flow eastbound(From NCMS Pool to Bundy Auditorium).
- Enter the **NCMS Parking entrance** from Parkview Dr at the west entrance near the pool.
- Enter the **NCMS Student Drop off/Pick up lane** from Bundy Avenue, via New Castle Special Education offices, around the athletic parking lot, and move east towards Bundy Auditorium.
  - **Orange cones** will divide a curbside lane and passing lane.
- **NCMS Parking** and **NCMS Student Drop off/Pick up lane** will merge and exit in the same location.



## NCMS Traffic flow patterns





## FinalForms

### Parent registration

How do I sign up?

1. Go to: <https://newcastle-in.finalforms.com>
2. Locate the parent icon and click **NEW ACCOUNT** below.



3. Type your YOUR NAME, DATE OF BIRTH, and EMAIL. Next, click **REGISTER**.

*NOTE: You will receive an email within 2 minutes prompting you to confirm and complete your registration. If you do not receive an email, then check your spam folder. If you still can not locate the FinalForms email, then email [support@finalforms.com](mailto:support@finalforms.com) informing our team of the issue.*

4. Check your email for an **ACCOUNT CONFIRMATION EMAIL** from the FinalForms Mailman. Once received and opened, click **CONFIRM YOUR ACCOUNT** in the email text.

## *FINALFORMS*

Hello Clay Burnett,

Your FinalForms account with Demoville Local Schools (DHS) has been successfully created.

Please [click here to confirm your account](#) and complete your registration as a parent.

Thank you,  
Demoville Local Schools (DHS) Administration

5. Create your new FinalForms password. Next, click **CONFIRM ACCOUNT**.
6. Click **REGISTER STUDENT** for your first child.





## FinalForms

### Registering a student

#### What information will I need?

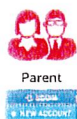
Basic medical history and health information. Insurance company and policy number. Doctor, dentist, and medical specialist contact information. Hospital preference and contact information.

#### How do I register my first student?

*IMPORTANT: If you followed the steps on the previous page, you may Jump to Step number 3.*

1. Go to: <https://newcastle-in.finalforms.com>

2. Click **LOGIN** under the Parent Icon.



3. Locate and click the **ADD STUDENT** button.

4. Type in the **LEGAL NAME** and other required information. Then, click **CREATE STUDENT**.

5. **If your student plans to participate in a sport, activity, or club**, then click the checkbox for each. Then, click **UPDATE** after making your selection. Selections may be changed until the registration deadline.

6. Complete each form and sign your full name (*i.e.* 'Jonathan Smith') in the parent signature field on each page. After signing each, click **SUBMIT FORM** and move on to the next form.

Form Signatures

Parent Signature:

Jonathan Smith

Student Signature:

Submit Form

7. When all forms are complete, you will see a 'Forms Finished' message.

*IMPORTANT: If required by your district, an email will automatically be sent to the email address that you provided for your student that will prompt your student to sign required forms.*

#### How do I register additional students?

Click **MY STUDENTS**. Then, repeat steps number 3 through number 7 for each additional student.

#### How do I update information?

Login at any time and click **UPDATE FORMS** to update information for any student.

# NCMS - 2023/2024

**Indiana State Police**  
**Criminal History Information**  
**Limited Criminal History**  
**& Fee Exemption**  
**317-233-5424**  
**[www.IN.gov/ISP](http://www.IN.gov/ISP)**

ID Billing Number  
Or Customer ID #

\* This agency is requesting disclosure of your Social Security Number in accordance with IC 4-1-8-1; disclosure is voluntary and you will not be penalized for refusal.

**PLEASE TYPE OR PRINT ALL INFORMATION.**

RECORD CHECK ON:

[illegible]

**Last Name**

**✓**

**First Name**

First Name

☒ M.I.

M.J.

[illegible]

Date of Birth MM / DD / YYYY

M = Male ☒ ☐  
F = Female ☐ ☐ Sex

W = White      B = Black  
U = Unknown      M = Multi Racial  
I = American Indian Alaskan  
A = Asian / Pacific Islander

✓ ☐ Race

Race

### REASON FOR SEARCH

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Private Adoption, Employment,  
Licensing (type), etc.

( )

**Daytime Telephone Number**

Name (where this response will be sent)

Mailing Address (number and street)

City, State, ZIP Code

**ATTENTION:**

**✖ Limited Criminal History Information Request for Release ✖**  
 The cost is \$\_\_\_\_\_. Mark an "X" in one box below if this request is for:  
 ✖ Certified check ✖ Money order ✖ By enclosure ✖ If request is mailed ✖  
 ✖ Money orders will be accepted in person ✖

- (1) ☐ Has applied for employment with a non-criminal justice organization or individual;
  - (2) ☐ Has applied for a license or is maintaining a license; and has provided criminal history data as required by law to be provided in connection with the license.
  - (3) ☐ Employment with a state or local governmental entity.
  - (4) ☐ Is a candidate for public office or a public official;
  - (5) ☐ Is in the process of being apprehended by a law enforcement agency;
  - (6) ☐ Is placed under arrest for the alleged commission of a crime;
  - (7) ☐ Has charged that his rights have been abused repeatedly by criminal justice agencies;
  - (8) ☐ Is the subject of judicial decision or determination with respect to the setting of bond, plea bargaining, sentencing, or probation;
  - (9) ☐ Has volunteered services that involve contact with, care of, or supervision over a child who is being placed, matched, or monitored by a social services agency, or a nonprofit corporation;
  - (10) ☐ Is employed by an entity that seeks to enter into a contract with a public school (as defined in IC 20-10.1-1-2) or a non-public school (as defined in IC 20-10.1-1-3), if the subject of the request is expected to have direct, ongoing contact with school children within the scope of the subject's employment;
  - (11) ☒ Has volunteered services at a public school (as defined in IC 20-10.1-1-2) or non-public school (as defined in IC 20-10.1-1-3) that involve contact with, care of, or supervision over a student enrolled in the school; Student Teacher IC 5-2-5-5.
  - (12) ☐ Is being investigated for welfare fraud by an investigator of the Division of Family Resources, or a county office of the Division of Family Resources;
  - (13) ☐ Is being sought by the parent locator service of the Child Support Bureau of the Division of Family Resources;
  - (14) ☐ Is or was required to register as a sex and violent offender under IC 5-2-12; or
  - (15) ☐ Has been convicted of any of the following:
    - (A) Rape (IC 35-42-4-1), if the victim is less than eighteen (18) years of age.
    - (B) Criminal deviate conduct (IC 35-42-4-2), if the victim is less than eighteen (18) years of age.
    - (C) Child molesting (IC 35-42-4-3).
    - (D) Child exploitation (IC 35-42-4-4(b)).
- (OVER**

(Continued on page 2)

**(OVER --->)**



- (E) Possession of child pornography (IC 35-42-4-4(c)).
- (F) Vicarious sexual gratification (IC 35-42-4-5).
- (G) Child solicitation (IC 35-42-4-6).
- (H) Child seduction (IC 35-42-4-7).
- (I) Sexual misconduct with a minor as a *Class A or Class B* felony (IC 35-42-4-9).
- (J) Incest (IC 35-46-1-3), if the victim is less than eighteen (18) years of age.
- (K) Attempt under IC 35-41-5-1 to commit an offense listed in clauses (A) through (J).
- (L) Conspiracy under IC 35-41-5-2 to commit an offense listed in clauses (A) through (J).
- (M) An offense in any other jurisdiction in which the elements of the offense for which the conviction was entered are substantially similar to the elements of an offense described under clauses (A) through (J).

**A Subject**

(16) ☐ is identified as a possible perpetrator of child abuse or neglect in an assessment conducted by the department of child services under IC 31-33-8; or

(17) ☐ is:

- (A) a parent, guardian or custodian of a child; or
- (B) an individual who is at least eighteen (18) years of age and resides in the home of the parent, guardian or custodian; with whom the department of child services or a county probation department has a case plan, dispositional decree, or permanency plan approved under IC 31-34 or IC 31-37 that provides for reunification following an out-of-home placement.

**REASON FOR NO FEE REQUEST**

**Before checking any box below read the defined Indiana Code IC 10-13-3-36**

- A. ☐ Has been in existence for ten (10) years and has a primary purpose of providing an individual relationship for a child with an adult volunteer, if the request is made as part of a background investigation of a prospective adult volunteer for the organizations; (i.e. Big Brothers & Big Sisters)
- B. ☐ Home Health Agency (Copy of license must accompany this request).
- C. ☐ Community mental retardation and other developmental disabilities centers, for purposes of IC 12-29. (Copy of CARF Certificate must be submitted with this request).
- D. ☐ Is a supervised group living facility licensed under IC 12-28-5.
- E. ☐ An area agency on aging designated under IC 12-10-1.
- F. ☐ Community action agency (as defined in IC 12-14-23-2).
- G. ☐ Owner operator of a hospice program licensed under IC 16-25-3.
- H. ☐ Community mental health center (as defined in IC-7-2-38).
- I. ☐ Department of Child Services (as defined in IC 1-13-3-27-5).
- J. ☒ Is a School Corporation, Special Education Cooperative, or Nonpublic School (as defined in IC 20-18-2-12).
- K. ☐ (1) The church or religious society is a religious organization exempt from federal income taxation under Section 501 of the Internal Revenue Code;  
(2) The request is made as part of a background investigation of a prospective or current adult volunteer; and  
(3) The employee or volunteer works in a nonprofit program or ministry of the church or religious society, including a child care ministry registered under IC 12-17.2-6.

**WARNING PENALTY FOR MISUSE**

A non-criminal justice organization or individual receiving a limited criminal history may not utilize it for purposes other than those stated in the request or which deny the subject any civil right to which the subject is entitled. IC 10-13-3-27: Any person who uses limited criminal history for any purpose not specified in the request commits a Class A misdemeanor offense.

**I affirm, under penalty of perjury, that the Limited Criminal History Information requested will be used as specified.**

**PRINT Name of Requester**

**Signature of Requester**

**Date (month, day, year)**

**Do not accept cash checks and money orders personally. "NO" personal checks.**

Mail request to:  
Indiana State Police Criminal History Section  
Box 6188  
Indianapolis, Indiana 46206-6188