

# **Caverna High School**

## **Student Handbook**

# **2019-2020**



## CHS Parents & Students,

Let me welcome you to **Caverna High School** and the 2019-2020 school year. We are excited to welcome the Class of 2023 and continue to build on the strong foundation that has been laid the last few years.

We have many new and exciting things happening at **CHS**! Make sure to follow us on Twitter @CavernaHighSch1 and on Facebook for school events, sports, & student activities this year! Please take some time to review this handbook as our SBDM Council and I have worked hard to ensure that our students are provided a safe, fair, and structured learning environment as we start a new school year.

This is intended to be a resource for both students and parents. We cannot do what we do at **CHS** without the support of our incredible community. To fulfill our mission of **Graduating Life-Ready Leaders with 21st Century Knowledge, Essential Skills, and Quality Dispositions**, it takes a village. We are all valuable and must contribute for the sake of our students. Let's start this journey together! We want everyone to get off to a great start and be aware of policy changes for the 2019-20 school year. Please take note of some changes this year at CHS, particularly the cell phone and dress code policies, to name a few.

Mr. Chris Crain  
CHS Principal

# Caverna High School Student Handbook

## 2019-20 SCHOOL YEAR

2276 South Dixie Street  
Horse Cave, KY 42749

Phone (270) 786-2828  
Fax (270) 786-2825

<http://www.caverna.k12.ky.us/>

Principal.....Chris Crain  
Guidance Counselor.....Jessica Miles  
Bookkeeper.....Debra Bethel  
Administrative Assistant.....Debra Bethel  
Administrative Assistant.....Ronnie Cobb  
Family Youth Service Center Coordinator.....Wilma Bunnell

English.....Kalyn Goodwin and Jessica Nunn  
Math.....Amanda Nutt and Krista Colello  
Science.....Eric Self and Brandi Matthews  
Science/Project Lead the Way.....Brandi Matthews  
Social Studies/STEAM.....Shauna Jessie and Logan Baker  
Special Education.....Blake Render, Ellen Holley and Stephanie Karl  
Industrial Maintenance.....Brad Davis  
Band/Music.....Jeff Williams  
College and Career Coach/ESS.....Random Harrison  
Physical Education/Health.....Lexee Wilson  
Family Consumer Science.....Angie Gott  
Visual Arts.....Harlie Phelps

Instructional assistant.....Jeanette Boles  
Instructional assistant.....Pam London  
Instructional assistant.....Whitney Stratton  
Day Custodian.....Billy Baise  
Night Custodian.....Michael Richardson

## **CAVERNA HIGH SCHOOL ALMA MATER**

On our cities' eastern borders, reared against the sky.  
Proudly stands our Alma Mater as the years go by.  
Onward Ever is our watchward, Conquer and Prevail,  
Hail to Thee our Alma Mater, Caverna High all hail.

## **CHS FIGHT SONG**

Oh, when those CHS boys fall in line,  
We're going to win this game another time,  
We're going to fight, fight, fight for victory,  
And let our names go down in high school history.  
We're going to yell, yell, yell for the COLONEL team  
And the results will always be the same.  
We're going to fight, fight, fight, for victory, victory, VICTORY.



<b>LEADER Name</b>	<b>Position</b>	<b>Room #</b>	<b>Twitter</b>
<b>Chris Crain</b>	<b>Principal</b>	<b>219</b>	<b>@CavernaHighSch1</b>
<b>Jessica Miles</b>	<b>Counseling</b>	<b>202</b>	<b>@CavernaGuidance</b>
<b>Jeff Williams</b>	<b>Music</b>	<b>117</b>	
<b>Angie Gott</b>	<b>Family Con. Sciences</b>	<b>116</b>	
<b>Brad Davis</b>	<b>Ind. Maintenance</b>	<b>111</b>	
<b>Amanda Nutt</b>	<b>Math</b>	<b>204</b>	<b>@MissNuttKHBM</b>
<b>Logan Baker</b>	<b>Social Studies</b>	<b>212</b>	<b>@CoachBaker29</b>
<b>Ellen Holley</b>	<b>Exceptional Ed.</b>	<b>203</b>	<b>@ellenholley15</b>
<b>Stephanie Karl</b>	<b>Exceptional Ed.</b>	<b>215</b>	<b>@KarlStephanie</b>
<b>Brandi Matthews</b>	<b>Life Sciences</b>	<b>218</b>	<b>@BMatthewCHS1</b>
<b>Harlie Phelps</b>	<b>Visual Arts</b>	<b>112</b>	<b>@CavernaArtKY</b>
<b>Krista Colello</b>	<b>Math</b>	<b>205</b>	
<b>Bryan Priddy</b>	<b>Alternative Learning</b>		<b>@CavernaAth</b>
<b>Blake Render</b>	<b>Exceptional Needs</b>	<b>209</b>	
<b>Eric Self</b>	<b>Physical Science</b>	<b>216</b>	
<b>Shauna Jessie</b>	<b>STEAM/Social St.</b>	<b>208</b>	<b>@mrsshounajessie</b>
<b>Kalyn Goodwin</b>	<b>Language Arts</b>	<b>206</b>	
<b>Jessica Nunn</b>	<b>Language Arts</b>	<b>207</b>	
<b>Lexee Wilson</b>	<b>Health/Physical Education</b>	<b>214/100</b>	
<b>Random Harrison</b>	<b>College Coach/ESS</b>	<b>201</b>	<b>@CHSCollegeC</b>

## Master schedule

### M-Thurs.

8:15am - 9:18am

1st Period

9:25am - 10:28am

2nd Period

10:32am - 11:35am

3rd Period

11:39am - 1:06pm

4th Period

11:39am - 12:05pm

1st Lunch

12:10pm - 12:35pm

2nd Lunch

12:41pm - 1:06pm

3rd Lunch

1:10pm - 2:10pm

5th Period

2:15pm - 3:15pm

6th Period

### Early Release Friday

8:15am - 8:52am

1st Period

9:00am - 9:28am

Academic Time

9:32am - 10:10am

2nd Period

10:14am - 10:50am

3rd Period

10:54am - 11:30am

4th Period

11:34am - 12:35pm

5th Period

11:35am - 12:00am

1st Lunch

12:10pm - 12:35pm

2nd Lunch

12:40pm - 1:15pm

6th Period

## **District Parent/Guardian Information**

### **HOMELESS CHILDREN AND UNACCOMPANIED YOUTH**

The District shall provide educational and related services to homeless children and youth, including preschool-aged homeless children, and homeless children or youth not in the physical custody of a parent or guardian (unaccompanied youth) in a manner that does not segregate or stigmatize students on the basis of their homeless status.

The District shall provide its schools with guidelines that detail the rights of homeless students and the responsibilities that schools have to meet their needs and eliminate barriers to school attendance. These guidelines shall emphasize the right of homeless students to:

1. Have equal access to all educational programs and services, including transportation, that non-homeless students enjoy;
2. Have access to preschool programs as provided to other children in the District;
3. Continue attending their school of origin, when deemed in the best interest of the child, for the duration of homelessness;
4. Attend regular public school with non-homeless students; and
5. Continue to receive all services for which they are eligible (i.e., special education, gifted and talented, English learners).

The District shall provide transportation to the school of origin for homeless children at the request of the parent or guardian (or in the case of an unaccompanied youth, the liaison) if the child continues to live within the area served by the District in which the school of origin is located. If the child locates to a District other than that of his/her school of origin, the districts shall work together to apportion transportation to and from the school of origin and associated costs. If the districts are unable to reach agreement, responsibility and costs for transportation shall be shared equally.

The District shall designate an appropriate staff person to serve as liaison to homeless children and unaccompanied youth. Nathan Wyatt (nathan.wyatt@caverna.kyschools.us) serves as the Homeless Liaison for Caverna Independent Schools.

### **Children in Foster Care**

Children in foster care, including preschool aged children if the District offers a preschool program, shall be eligible to attend their "school of origin" unless a determination is made that it is not in the child's best interest.

The District shall designate an appropriate staff person to serve as liaison to foster children. Nathan Wyatt (nathan.wyatt@caverna.kyschools.us) serves as the Foster Care Liaison for Caverna Independent Schools.

### **Testing Transparency**

(A) IN GENERAL. – At the beginning of each school year, a local educational agency that receives funds under this part shall notify the parents of each student attending any school receiving funds under this part that the parents may request, and the local educational agency will provide the parents on request (and in a timely manner), information regarding any State or local educational agency policy regarding student participation in any assessments mandated by section 1111(b)(2) and by the State or local educational agency, which shall include a policy, procedure, or parental right to opt their child out of such

(B) ADDITIONAL INFORMATION. – Subject to subparagraph (C), each local educational agency that receives funds under this part shall make widely available through public means (including by posting in a clear and easily accessible manner on the local educational agency’s website and, where practicable, on the website of each school served by the local educational agency) for each grade served by the local educational agency, information on each assessment required by the State to comply with section 1111, other assessments required by the State, and where such information is available and feasible to report, assessments required districtwide by the local educational agency, including—

- (i) the subject matter assessed;
- (ii) the purpose for which the assessment is designed and used;
- (iii) the source of the requirement for the assessment; and
- (iv) where such information is available—(I) the amount of time students will spend taking the assessment, and the schedule for the assessment; and (II) the time and format for disseminating results.

### **Improvement Plans and School Report Card**

The District and School Improvement Plans can be located on the district/school webpage at: <http://www.caverna.kyschools.us/>.

The District and School Report Cards can be located on the district/school webpage: <http://www.caverna.kyschools.us/> and: <https://www.kyschoolreportcard.com/home>

### **Notification of Right to Request Teacher Qualifications**

Our district receives federal funds for Title I, Part A programs as a part of the Every Student Succeeds Act (ESSA). Under ESSA, you have the right to request information regarding the professional qualifications of your child’s teacher(s). If you request this information, the district will provide you with the following:

1. Whether the teacher has met the state requirements for licensure and certification for the grade levels and subject matters in which the teacher provides instruction;
2. Whether the teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived;
3. The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree; and
4. Whether your child is provided services by paraeducators, and if so, their qualifications.

If you would like to request this information, please contact Cornelius Faulkner by phone at 270-773-2530 or by email at [Cornelius.faulkner@caverna.kyschools.us](mailto:Cornelius.faulkner@caverna.kyschools.us)



## ***Caverna Policy Educational Rights & Privacy Act***

As returned by the Family Educational Rights and Privacy Act of 1974, the Caverna Board of Education hereby adopts the following policy governing the school records of students: (Section 513 and 438 of PL 93-300).

1. Parents have the right to inspect and review all material that is incorporated into students' cumulative records. This includes all academic work completed, level of achievement (grades, standardized achievement test scores), attendance data, scores on standardized intelligence aptitude and psychological tests, interest inventory results, health data, family background information, teacher or counselor rating and observations and reports of serious or recurrent behavior patterns.
2. This information is kept at the school the student attends and may be REVIEWED by submitting a written request to the principal and arranging an appointment. The appointment shall be granted within 45 days from the date the request is received by the school official.

Any complaints from a student, parent of a student, teacher, or an employee working in a given building shall be made in written form and presented to the building supervisor. Other employees should present their complaint(s)) to their immediate supervisor.

3. School records may not be taken from the school and must be inspected only under the supervision of the principal or his designee.
4. If parents disagree with the content of any part of the school record or wish to make corrections and deletions, the school principal shall provide an opportunity for a hearing. This hearing must be requested in writing to the principal of the school the student attends by the parent or legal guardian. The hearing shall be held within 45 days after the request is received and the parent or guardian shall be notified in writing of the time and place. The meeting may be attended by the parent or guardian; the student, if requested, and the principal, an official of the school, or other person assigned by the principal.  
Changes in school records will be made only upon proof furnished by the parent of any inaccurate, misleading or otherwise inappropriate data.
5. Parents have the right to inspect all instructional material, including teachers' methods of maintaining an efficient system of common education programs.
6. Students who are 18 years of age and older have the same rights of inspection and review of their school records as outlined for parents.
7. Parents of a child, who has graduated or otherwise left the district and who is formerly enrolled in the program for exceptional children, may request the destruction of any personally identifiable information in the education record of their child which was collected, maintained, or used for the identification, evaluation, or placement of the exceptional child. Such request should be addressed, in writing, to the principal or superintendent.
8. Permission for student directory/videotape/photograph – any parent/ guardian of a student not wishing his/her child's name released in a student directory should contact the school and request the child's name to be omitted. At some time during the school year, your child may be videotaped or photographed participating in activities or projects. On special occasions, a general audience on local cable television, the Internet, or other media may view the tape or photograph. If you do not want your child videotaped or photographed, you should notify the school. Throughout the school year, various surveys may be administered to students. The survey results would be used to determine needs and results of various programs. Student participation would be voluntary. If you do not want your child to participate, please inform the school in writing.

### ***Harassment/Discrimination***

Students who engage in harassment/discrimination of an employee or another student on the basis of race, color, national origin, age, religion, marital status, political beliefs, sex, or disability shall be subject to disciplinary action including, but not limited to suspension and expulsion. School Resource Officer (SRO) will be notified if necessary and further consequences are possible.

**Hazing, bullying, menacing, or abuse of students or staff members will not be tolerated.** Violators are subject to discipline at the administrators' discretion.

## ***Discipline for Students with a Disability***

### **Removal of a student with a Disability for 10 Days or Less**

A student with a disability may be removed from his or her current educational setting for ten school days or less in a given school year. There are no specific actions required during this removal; however, it is recommended an ARC meeting be scheduled to review the current IEP and the incident resulting in the removal.

### **Removal of a Student with a Disability for more than 10 Days**

Suspension of exceptional children, as defined in KRS 157.200, shall be considered a change of placement if: The child is removed for more than ten (10) consecutive days during a school year; or the child is subjected to a series of removals that constitute a pattern because the removals accumulate to more than ten (10) school days during a school year and because of other factors, such as the length of each removal, the total amount of time the child is removed, and the proximity of removals to one another.

The admissions and release committee shall meet to review the placement and make a recommendation for continued placement or a change in placement and determine whether regular suspension or expulsion procedures apply. Additional evaluations shall be completed if necessary.

If the admissions and release committee determines that an exceptional child's behavior is related to his disability, the child shall not be suspended any further or expelled unless the current placement could result in injury to the child, other children, or the educational personnel, in which case an appropriate alternative placement shall be provided that will provide for the child's educational needs and will provide a safe learning and teaching environment for all. If the admissions and release committee determines that the behavior is not related to the disability, the local educational agency may pursue its regular suspension or expulsion procedure for the child, if the behavior so warrants. However, educational services shall not be terminated during a period of expulsion and during a suspension after a student is suspended for more than a total of ten (10) days during a school year. A district may seek temporary injunctive relief through the courts if the parent and the members of the admissions and release committee cannot agree upon a placement and the current placement will likely result in injury to the students or others.

### **Danger to Self and Others**

If it is determined that the student is a danger to self or others, even if a causal relationship exists, a change in placement may occur with the parent's consent. If the parent refuses a change in placement, the school may apply to the Court or a Hearing Officer for an IAES placement up to 45 days. By day 46, the student will return to placement current when the behavior subject to discipline occurred. If the ARC determines the child is still likely to injure self or others, the school may apply for an additional 45 days. An expedited hearing will occur.

### **Weapon or Drugs**

If it is determined that drugs or weapons are involved, even if a causal relationship exists, a change in placement may occur with the parent's consent. If the parent refuses a change in placement, the ARC may move the child to IAES for up to 45 days. By day 46 the student may return to the placement current when the behavior subject to the discipline occurred. Parents may agree to the extension of the IAES placement or to a change in placement. If the ARC determines the child is likely to injure self or others, the school may apply to the Court or a Hearing Officer for up to 45 days IAES placement. If the parent asks for a hearing to challenge the placement by the ARC after the expiration to the IAES, the student will return to placement current just prior to the IAES placement until the end of the proceedings. An expedited hearing will occur.

### **Other Violations – No Causal Relationship**

(There is no connection between the incident and the student's disability). If the ARC determines there is no causal relationship, regular discipline may be imposed, but the school must continue to provide general curriculum educational services and IEP services. If the parent requests a hearing, the student will remain in the current placement where the behavior occurred until the end of the proceedings. An expedited hearing will occur.

### **Causal Relationship**

(A connection exists between the incident and the student's disability). The ARC can change placement with parent consent. There will be no further discipline for this behavior throughout the due process proceedings and appeals. If the parent requests a hearing, the student remains in the placement current when the behavior subject to disciplinary action occurred until the end of the proceedings. An expedited hearing will occur.

## ***Student and Parent Non-Discrimination Grievance Procedure/Due Process***

Students are guaranteed the right of procedural due process when any charge or accusation has been made against them. Students and/or their parents or guardians have the right to appeal any action taken by the school, which they feel is unfair or inequitable regarding any of the rights listed in this document.

Students or parents who feel they have been discriminated against or denied an opportunity because of age, color, disability, parental status, marital status, race, national origin, religion, sex, or veteran status in an educational program and/or activities have the right to file an informal and/or formal grievance as follows. This process is conducted through the Title IX, Title VI, and Section 504 Coordinator at the Caverna Board of Education.

### ***Informal Non-Discrimination Grievance Process***

**Step 1:** If a student feels he/she has been discriminated against, the student should first bring the problem to the attention of the coordinator (listed above) within five (5) school days of the knowledge or alleged cause for grievance occurs.

**Step 2:** The student, coordinator (the others involved) will work informally to negotiate a solution within five (5) school days.

**Step 3:** If the grievance cannot be satisfactorily resolved working informally, the student may want to proceed to file a formal grievance.

### ***Formal Non-Discrimination Grievance Process***

**Step 1:** A grievance shall be filed in writing with the Title IX, Title VI, Section 504 Coordinator within fifteen (15) school days of the knowledge or alleged cause. The student shall set forth in writing the nature of the violation, the dates the violation occurred, and the complaint should be signed by the student making the complaint.

**Response:** The designated Title IX, Title VI, Section 504 Coordinator shall notify the complainant in writing within thirty (30) calendar days from the date of the written notice what (if any) action was/or will be taken.

**Note:** If the coordinator does not resolve the complaint to the satisfaction of the student, the student may appeal to the next step.

**Step 2:** The student (complainant) may appeal in writing to the school principal within five (5) school days of the date of the coordinator's response in Step 1.

This written notice must contain all written information from the student and the coordinator's response.

**Response:** The principal of the school will notify the complainant in writing within five (5) school days, from the date of the appeal, as to what action was/or will be taken.

**Step 3:** If the student (complainant) is not satisfied with the action taken by the school principal in Step Two (2), the complainant may notify in writing within five (5) school days of response, the superintendent. This written notice must identify the grievance and dates and all written information and responses from all of the previous steps.

**Response:** The superintendent of the local schools will notify the complainant in writing within twenty (20) school days of the date of the appeal letter in Step Three (3) as to what action was/or will be taken.

**Step 4:** In the event that the complainant is still not satisfied with the action taken, the complainant may write, within five (5) days of the last response, to the Office for Civil Rights, U.S. Department of Education, 101 Marietta Tower, Suite 280, Atlanta, GA 30323.

**Note:** If appeals are not made, it is assumed the decision at that level is accepted. A student at any point in the grievance process has the right to call the Equal Educational Opportunities Coordinator in Frankfort. This person would only act as a consultant.

### **Building hours--Length of School Day**

The official school day is from 8:15 a.m. until 3:15 p.m. Students may be required to remain after school for additional instruction or disciplinary reasons. Students of Caverna High School should not arrive until 7:40am; All high school students shall report to the gym. Please do not drop students off before 7:40am due to lack of supervision. Students not riding the bus or driving to school shall enter at the rear gym doors. **Doors will open at 7:40am.**

### **School Fees**

Each student will be required to pay a \$15.00 locker fee at the beginning of the school year. This fee will include the locker (with lock provided). If the student chooses to bring their own lock, then the fee is only \$10 for the locker fee. Students who will be driving to school will be required to purchase a parking permit for \$10. This can be paid in the front office; a valid copy of a driver's license and proof of insurance is required.

### **Emergency Procedure Information**

An attempt is made to keep up-to-date emergency information on file in the office. These cards contain important phone numbers and in some cases important health information. **It is the responsibility of all students and parents to make sure that the information on file is current because the health and welfare of any student may depend on this information.**

**Students will not be released to anyone who is not listed as a contact person on their Emergency Contact Card.** Phone approvals will not be accepted. For the safety of the student, there will be no exceptions to this rule.

### **Fire, Earthquake and Tornado Drills**

Fire, earthquake, and tornado drills are conducted during the school year. Evacuation plans are posted in all classrooms and will be reviewed by all teachers. Proper evacuation habits should be developed during all drills. It is essential that when the first signal is given, everyone obeys orders promptly and follows the prescribed route as quickly as possible. The teacher in each classroom will give the student instructions.

### **Free/Reduced Lunches**

All students receive free breakfast and free lunch at Caverna High School. Students are still required to put their lunch number into the system for both breakfast and lunch for record keeping purposes. **Students are not allowed to leave the cafeteria with food or drink for any reason.**

### **Student Charge Lunch Policy**

**We will not be charging any item, it is pay as you purchase.** The only exception would be if they have money in their account from last year or wish to put money in their account specifically for this purchase. Anyone who already has a food service debt balance will not be allowed to purchase extra items until the debt is paid in full.

Any existing charge amounts that are not paid within a reasonable time frame (i.e. within 30 days) will be subject to contacts by school authorities via letters and/or phone calls in an attempt to collect monies due.

Charged amounts for the school year that are not reconciled by the end of the school year will be reviewed and attempts to collect will be conducted. If unsuccessful then the student's account for the present school year will be put on hold and no further changes will be allowed until the student's account is paid in full.

## ***Student Identification Numbers for the Lunch Program***

Student identification numbers are issued to all students before purchasing a reimbursable meal in the lunchroom. Numbers are issued using a four digit sequence uniquely assigned to each student. At no time will the mishandling of these ID numbers be tolerated. Students will also be easily identified by use of student pictures that are located on the point of sale computer screen.

Upon report of a student who illegally uses another student's identification number the following actions will take place: first offense – the student will be reprimanded by the building principal; second offense – the student will be reprimanded by the superintendent of the school district. That meal will not be claimed for reimbursement by the school district.

Upon report of a student who allows or supplies another student with their personal identification number for the purpose of purchasing a reimbursable meal the student will be reprimanded by the school principal.

## ***Caverna High School Attendance Policy***

Please review the attendance and truancy handbook for board policy governing attendance procedures and expectations. The following procedures will be in place for administering the attendance policy:

The classroom teacher will keep an accurate daily attendance record for each of their classroom assignments. All reports concerning attendance will be completed and forwarded to the proper person.

When a student has been absent for three (3) times per semester in a class period, notification will be sent to the parent/guardian. It will be the parent's/guardian's and student's responsibility to schedule make-up time for any additional unexcused absences.

Failure to comply with the attendance policy will result in the loss of class credit(s).

Should a student need additional make-up time to complete the first semester attendance requirement, the school administration will schedule a maximum of 18 additional hours. Make-up time must be completed within three (3) weeks beyond the end of the first semester.

Should a student need additional time to complete the second semester's attendance requirement, the school administration will schedule a maximum of thirty (30) additional hour's make-up time. Make-up time must be completed within one (1) week beyond the end of the second semester.

During each semester, attendance will be monitored. Any student who has exceeded four (4) unexcused absences will have school privileges (driving, extracurricular field trips and activities) denied, until such time as the hours are made up.

### **159.150 Definitions of truant and habitual truant — Attendance record requirements — Adoption of truancy policies by local school boards — Implementation of early intervention and prevention programs. (Effective July 1, 2015)**

Any student who has attained the age of 6 years, but has not reached his or her 18th birthday, who has been absent from school without valid excuse for 3 or more days, or tardy without valid excuse on 3 or more days, is a truant.

Any student enrolled in a public school who has attained the age of 18 years, but has not reached his or her 21st birthday, who has been absent from school without valid excuse for 3 or more days, or tardy without valid excuse on 3 or more days, is a truant.

Any student who has been reported as a truant 2 or more times is an habitual truant.

For the purposes of establishing a student's status as a truant, the student's attendance record is cumulative for an entire school year. If a student transfers from one Kentucky public school to another during a school year, the receiving school shall incorporate the attendance information provided under KRD 159.170 in the student's official attendance record.

A local board of education may adopt reasonable policies that:

Require students to comply with compulsory attendance laws.

Require truants and habitual truants to make up unexcused absences.

Impose sanctions for noncompliance; and

Collaborate and cooperate with the Court of Justice, the Department for Community Based Services, the Department of Juvenile Justice, regional community mental health centers, and other service programs, such as truancy diversion, truancy boards, mediation, and alternative dispute resolution to reduce referrals to a court-designated worker.

**The Caverna Independent School System is required to enforce the compulsory attendance law.** Our district asks that as a matter of safety, that parents notify the school any time their student is to be absent from school.

Caverna High School will allow **six (6) written, "parent notes"** to be used to excuse any absence or tardy. **Caverna High School restricts the number of parent notes that may be used to two (2) per trimester, which totals six (6) for the school year.** One parent note can only be used for a single day of absence or tardy. All excuses are required to be turned into the office within 5 days of returning to school.

After three (3) days of unexcused absences, the principal/designee shall make contact with the parent or guardian to ascertain the cause(s) for the student's absences. After six (6) unexcused absences have accumulated, the principal/designee shall make a second contact with the parent or guardian. In addition, the director of pupil personnel shall then be notified and will make contact with the student's parent/guardian to inform them of the consequences for violating the Compulsory School Attendance Law (KRS 159.010), a final notice will be issued to the parent/guardian that the student should attend school regularly.

In the event that a student accumulates seven (7) days of unexcused absences, the director of pupil personnel will make a referral to the juvenile court designated worker against the student and parent/guardian.

Absence from school shall be deemed valid and excused if the student is too ill to be in attendance and the student presents a doctor's statement upon his/her return to school. The doctor's statement must be presented to the proper school officials.

An excused absence or tardy is one for which work may be made up. These include the following:

Death in the student's immediate family (Mother, Father, Son, Daughter, Grandfather, Grandmother, Sister, Brother, Aunt, Uncle, Niece, Nephew, Father-in-Law, Mother-in-Law, Guardian, Spouse). (Proof will be required).

Illness of the student – verification of illness shall be required by a doctor in order for the absence to be excused.

Student illness at school – if the parent is notified to pick the child up at school that day, the student will be excused for that day and that day only.

Religious holidays.

Caverna High School **will accept two (2) parent notes as excused absences per trimester (6 total for the school year).**

One (1) day attendance at Kentucky State Fair. Any entry ticket for that day to the fair must be presented for an excused absence.

Prior permission absences – if the absence is not due to any of the above-mentioned reasons, prior permission may be obtained from the principal or designee for other absences. This must be done at least one (1) day prior to the absence. Generally, prior permission absences will be limited to situations where the student's presence at home is required to prevent financial loss or the student will derive educational benefit while away from school. All requests must be accompanied by a note from the parents/guardians and in each instance the principal will verify the request. Upon the student's return to school, he or she should follow the procedures for other excused absences.

Students are not considered absent when they are participating in school activities that have been authorized by the Caverna Board of Education and are a definite part of the instructional program of the school. Participation of a pupil in 4-H activities that are regularly scheduled and under the supervision of a county extension agent or the designated 4-H club leader shall be considered school attendance. Students who attend classes for moral instruction at the time specified and for the period fixed shall be credited with the time spent as if they had been in actual attendance in school, and the time shall be calculated as part of the actual schoolwork required by law. Students shall not be penalized for any schoolwork missed during the specified moral instruction time.

Schoolwork may be made up for all **excused** absences.

**Please Note: Any student who has any unexcused tardies or more than three excused tardies will not be eligible for the perfect attendance awards or benefits.**

**Effective July 1, 2006 the Kentucky Board of Education has amended 702 KAR 7:125 to require attendance to be calculated and recorded based on the actual amount of time a student is absent from school, rather than using percentages to obtain attendance data.**

### **Truancy Defined**

Any pupil, who has been absent from school without valid excuse for three (3) days or more, and/or tardy three (3) days or more, is truant. A pupil who has been reported as a truant three (3) or more times is a habitual truant. Parents/Guardians need to contact Caverna High School whenever their child will not be in attendance. All absences are unexcused until written verification is returned to CHS.

### **Tardiness – Class Absenteeism (tardies to class)**

The following is the policy for tardies at Caverna High School:

**Student must be in the classroom when class is scheduled to start.**

Excused tardy notes from teachers or administration or for doctor's appointment with notes, or approved by teacher in advance.

The **1st unexcused tardy** will result in a warning from the teacher.

The **2<sup>nd</sup> unexcused tardy** will result in one (1) day of lunch detention

The **3<sup>rd</sup> unexcused tardy** will result in three (3) days of lunch detention

The **4th unexcused tardy** will result in four (5) days of lunch detention

The **5th unexcused tardy** will result in five (7) days of lunch detention

**Six or more tardies will result in additional consequences at the discretion of the administration**

**After more than three (3) tardies to 1st period, disciplinary action will be taken**

### **Nonresidence Attendance Contract**

Any student may enroll and attend Caverna Independent Schools providing he/she agrees to follow conditions set forth by the Caverna Board of Education:

He/She obeys all rules and regulations of the Caverna Board of Education and student handbooks.

He/She pays all required fees at the time of enrollment and as needed thereafter.

He/She regularly attends school. (No unexcused absences after six (6) days of absence from school).

He/She makes satisfactory academic progress (C Average, 2.0 on a 4 point scale) toward graduation.

KCCT/ACT/Plan/Explore scores will be considered prior to admission to CHS.

The Caverna Board of Education reserves the right to comply with maximum class size by utilizing the procedure of withdrawing the last nonresident students enrolled in the grade to their home district.

**The Caverna Board of Education reserves the right to withdraw a student back to the home district at any time the student becomes disruptive and/or interferes with the educational process and/or safety of students and employees of the Caverna Independent School System.**

Any violation of this agreement shall cause a student to be immediately withdrawn to their home district. The students and parents forfeit the right to appeal to the Caverna Board of Education.

## **STUDENT RULES FOR DRIVING/PARKING ON CAMPUS**

**Parking on school board property is a privilege and may be granted or revoked by the principal or principal's designee. Students are responsible for the care of your vehicle. Students must observe all safety rules, and remain courteous and considerate of others. Weapons are prohibited in vehicles at school and at all school events at all times. The Board is not responsible for motor vehicles which are lost, stolen, or damaged.**

**Students parking vehicles on campus without authorization or who repeatedly violate campus-parking rules may have their parking decal revoked. The presence of a vehicle on school board property or at a school sponsored event implies consent by the student to a search of the vehicle upon reasonable suspicion that illegal, prohibited, harmful items or substances, or stolen property may be contained therein. Vehicles parked on School Board property or at a school sponsored event by a student are subject to search if school personnel have *reasonable suspicion* that illegal, prohibited, harmful items or substances, or stolen property may be contained therein. Each student who parks a vehicle on a school campus is presumed to know what is contained in his/her vehicle and will be held accountable for any contraband, weapons, drugs, etc. which may be found in the vehicle.**

**\*All students must have a valid CHS parking pass visible in their vehicle**

### ***Driving Regulations***

Students who drive to school must report to the principal/designee before the beginning of the school term to receive a parking pass/number. Students that drive to school will be expected to lock their cars and enter the school building immediately upon arrival on campus. Cars are not to be reentered during the course of the school day except in an emergency. Even then, this must be done in the presence of an administrator or other school personnel. Cars are to be driven in a safe manner while on school property.

Pupils' automobiles may be searched by the administration if there is reason to believe there is cause. Violations of any of the above regulations may result in the loss of driving privileges for the remainder of the year.

### **"No Pass/No Drive"**

Beginning August 1, 2007 any sixteen (16) or seventeen (17) years old applying for a driver's license permit (instruction permit) will be required to have a completed School Compliance Verification Form. This form verifies that the student is compliant with the components of the statute. This form may be picked up and filled out in the counselor's office prior to taking the driver's test.

If the student is not compliant, a form will not be issued. If a sixteen (16) or seventeen (17) year old student (with a driver's permit or license) accumulates nine (9) or more unexcused absences, the school will report the student as noncompliant via the web portal at the end of each semester or may be made earlier in the semester. Any absences due to suspension shall be unexcused absences. Additionally, if a sixteen (16) or seventeen (17) year old driver drops out of school, a report of noncompliance will be made via the web portal.

A student shall be deemed academically deficient when he or she has not received passing grades in at least four (4) courses, or the equivalent of four (4) courses. Reports of noncompliance based on academic deficiency will be made via the web portal beginning with grades from the fall 2008 semester. The "No Pass, No Drive" law specifies that a student "shall" pass four (4) courses per semester.



### **Unexcused Tardies to School – Driving Policy**

Caverna High School students that drive to school will be responsible for getting to school in their first period classroom **before** the tardy bell rings. Those students with continuous **unexcused tardies** to 1<sup>st</sup> period class will be subject to the following consequences:

<b>OFFENSE</b>	<b>DRIVER</b>	<b>NON-DRIVER</b>
<b>1st</b>	<b>Warning, parent contact</b>	<b>Warning, parent contact</b>
<b>2nd</b>	<b>One week no parking on campus</b>	<b>2 days lunch detention</b>
<b>3rd</b>	<b>Two weeks no parking on campus</b>	<b>4 days lunch detention</b>
<b>4th</b>	<b>Three weeks no parking on campus</b>	<b>2 days ISS</b>
<b>5th</b>	<b>Four weeks no parking on campus</b>	<b>4 days ISS</b>
<b>6th</b>	<b>Six weeks no parking on campus, referral to DPP</b>	<b>5 days ISS, referral to DPP</b>
<b>7+</b>	<b>Referral to DPP and admin discretion</b>	<b>Referral to DPP and admin discretion</b>

### **Closed Campus/Competitive Food Act**

All students are to be confined to the school campus during the hours that school is in session. **No outside food and/or drink is allowed from restaurants due to the Federal Law on Competitive Food Act. This includes breakfast in the morning and lunch in the afternoon.**

**\*\*ALL outside food and drink must be consumed before the school day and NOT be brought inside to school\*\***

### **Leaving School Grounds/Building**

Students will be released from school prior to the time school is dismissed for the following reasons: Picked up at school by their parents/guardians; family emergencies; students who drive to school may be permitted to leave school with a written request from their parent/guardian for an early dismissal. Requests of this nature shall be only for doctor or dental appointments or emergencies that occur. Routine personal or business matters are to be conducted when school is not in session.

If students who do not drive to school are to leave with an adult other than the parent/guardian, or family member, the student must present a written request for early dismissal. The request must include the name of the adult with whom the student is requesting to leave, the signature of a parent/guardian and the telephone number at which the parent/guardian can be contacted for verbal verification, which must be given before the student will be allowed to leave. A student will not be permitted to leave the building with only a phone approval.

On a regular school day, students who have entered the school building **may not leave the building without supervision or written permission**. Also, once on school grounds, students must enter the building in a timely manner and may not congregate outside the building. At the end of a regular school day, students who do not ride a bus must leave the school grounds in a timely manner unless they are attending a Caverna High School sponsored event.

### **Non-Bus Students**

All non-bus students are responsible for their conduct from the time they leave home for school and until they return home from school. Misconduct on the way to or from school is subject to the same disciplinary measures as misconduct at school, and will be handled

accordingly by the building principal. **Non-bus students should not arrive at school before 7:40 a.m. and should depart school at the 3:15 p.m. bell unless they are participating in a school-sponsored program.**

### **Search and Seizure**

School authorities have a legitimate concern as to whether or not they may conduct search and seizure activities within the school. While school officials should be concerned with safeguarding the rights of students, they must also be concerned with the rights of the school, its teachers and its administrators.

Students' lockers, desks, automobiles or person may be inspected by the principal and/or other persons designated by the school board should the following circumstances prevail:

***\*\*If facts exist which give the administration reasonable belief that articles and materials which might be secreted there would be injurious to other students, or could pose a threat to the maintenance of discipline and order in the school. Knives, weapons or other contraband brought onto school property will be confiscated and turned over to the superintendent for further disposition.\*\****

### **Pupil and Personnel Conduct Policy**

(Adopted by Caverna Board, August 14, 1973)

Whereas, the Caverna Independent Board of Education is charged with the responsibility of maintaining an efficient system of common public schools for the pupils in its district; and Whereas, in order for the Board to insure that a favorable and orderly learning situation must exist in all schools and in all classrooms at all times; and Whereas, the Caverna Independent Board of Education is charged with statutory responsibilities of holding all pupils to a strict accountability for their conduct at school, on school grounds, and on the way to and from school; and Whereas, the Board recognizes the constitutional right of freedom of expression of all pupils and employees; and Whereas, the Board must balance the equities between the interests of the public and the private rights of the individuals. Now, therefore, be hereby resolved by the Caverna Independent Board of Education as follows:

While the Board recognizes the right of the dissent of all its employees, this constitutional guarantee does not include the right to disobey federal, state or local laws or to disrupt the orderly administration of the public common schools.

Any pupil, who during school hours participates in any way, or is responsible in any way for, any unauthorized demonstration, walkout, or other disruptive school action, shall be subject to immediate suspension by the principal or head teacher. The Board, in the exercise of its discretion, may consider other disciplinary action authorized by KRS 158.150 and 160.290.

Any employee (certified or non-certified) of the Caverna Independent Board of Education, who during the regular hours of employment, participates in or encourages unauthorized demonstrations, walk-outs, or any disruptive acts, will be considered to have committed an act of insubordination, improper of employment, terminated as authorized by law.

### **Valuables/Lost and Found**

**Any article or item that is lost or found should be immediately reported or turned into the office**

**Lockers are provided for the students use. All students are issued locks for their lockers and all lockers should be locked at all times. Caverna High School is not responsible for any lost or damaged items, including books, left in unlocked lockers or left unattended throughout the campus.**

**Caverna High School is not responsible for any lost, stolen, or damaged electronic devices (e.g. iPods, mp3 players, handheld gaming devices, etc). The use of these items on campus is only allowable at specified times and may result in their confiscation.**

**It is the students' responsibility to ensure that his/her cell phone is turned off and put away at all times. Caverna High School is not responsible for lost, stolen, or damaged cell phones.**

## **Lunch Period**

The cafeteria is operated on a non-profit basis, and wholesome food is secured at a reasonable price. Students who bring their lunch must eat in the cafeteria. No food is to be taken out of the cafeteria to be eaten in the halls or classes. **No outside food is allowed from restaurants due to the Federal Law on Competitive Food Act (this applies for breakfast and lunch).** All students in each room must go to the cafeteria when their room is scheduled and must remain in the cafeteria for their designated time. It is the student's responsibility to see that their eating area (table, chairs, and floor) is left clean for the next class.

## **Social Events**

Social events must be properly chaperoned and supervised. The sponsors of the group are responsible for the supervision. The principal must approve all events. A student who leaves the building during the social event may not reenter the building. All regular school rules apply during social events.

## **Prom**

The Caverna High SBDM has passed the following policy, "Anyone attending the Caverna High School Prom may not be any younger than 14 years of age, nor older than 20 years of age. All Caverna High School students must inform the prom sponsors of who they plan to bring to the prom by a date to be set by the prom sponsors. The building principal and the prom sponsors will make every effort to determine if the person escorting a CHS student is a person who has exhibited good behavior at their home school (if they are a student). The administration reserves the right to refuse entry to the prom anyone deemed as unsuitable.

Parents and students should also note that **students must be in attendance all day the day before prom or they will not be allowed to attend the actual function unless the absence is an excused absence.** Please see the attendance policy for what is considered an excused absence.

**Attendance at the prom requires formal attire--**The administration reserves the right to refuse entrance to the prom if this dress code is not adhered to.

**Only** Caverna High School students and their escorts, Caverna Independent faculty and staff, and Caverna Board of Education members will be admitted into the prom facility. Students with attendance below 90% must have Principal permission to attend. **All prom tickets must be paid by a deadline to be set by the prom sponsors.** Tickets are not transferable.

**Students will NOT be able to attend Prom if he or she has the following:**

10 or more **UNEXCUSED** absences from school for the year AND/OR  
10 or more **UNEXCUSED** tardies to school (1st period)

## **Visitors**

The school policy is to accept only those visitors who have legitimate business to attend to at the school. **Guest and visitors must register AND enter in the CHS front office.** Parents are always welcome at Caverna High School. Visitors are expected to show photo identification and to leave promptly when their business is completed. **It is recommended that parents/guardians call the front office ahead of time if they need to visit the school for any reason.**

## **Insurance**

In the fall of each year, students are given the opportunity to buy school accident insurance. The cost is nominal and affords coverage, on a scheduled plan, while students are on their way to school, during school hours and returning home from school. There is a 24-hour plan, which provides year-round coverage available for those who choose it. **Students who participate in the athletic program and band students are urged to carry this insurance**

### ***Medication***

A trained staff member may administer a drug or other preparations (drops, ointments, inhaler, etc.) prescribed by a physician in its original container for health conditions that must be administered during the school day. This includes **prescription and non-prescription medications**. We encourage morning medications to be given at home, if possible. A student may be permitted to carry medication that has been prescribed or ordered by a physician to stay on or with the pupil due to a pressing medical need, e.g., an asthma inhaler. Students shall not share any prescription or over-the-counter medication with another student.

### ***KRS 158.160 – Communicable Diseases***

A parent, legal guardian, or other person or agency responsible for a student shall notify the student's school if the student has a medical condition which is clearly defined by the Cabinet for Human Resources in administrative regulations as threatening the safety of the student or others in the school. The notification shall be given as soon as the medical condition becomes known and upon each subsequent enrollment by the students in a school. The principal, guidance counselor, or other school official who has knowledge of the medical condition shall notify the student's teachers in writing of the nature of the medical condition. (2) If any student is known or suspected to have or be infected with a communicable disease or condition for which a reasonable probability for transmission exists in a school setting, the superintendent of the district may order the student excluded from school. The time period the student is excluded from school shall be in accordance with generally accepted medical standards which the superintendent shall obtain from consultation with the student's physician or the local health officer for the county in which the school district is located. During the presence in any district of dangerous epidemics, the board of education of the school district may order the school closed

### ***Application of Student Discipline Code***

The Caverna Independent School District Student Discipline Code shall apply to all students enrolled in the Caverna Independent Schools during the time they are on school buses, on school grounds, and while in attendance at any Caverna School sponsored extracurricular activity. Caverna High School will follow the established discipline matrix.

#### **Students have the right to:**

- A system of public education, which meets the needs of the individual students.
- Reasonable and timely notice of all rules, regulations, policies and penalties to which they may be subject.
- Physical safety and protection of their personal property.
- Consultation with teachers, counselors, administrators, and other school personnel.
- Free election of their peers in student organizations in which students have the right to seek and hold office.
- Examination of their own personal school records, by the students, their parents/guardians, or their authorized representatives.
- Involvement in school activities without being subject to discrimination on the basis of race, sex or religion.
- Respect from other students and school personnel.
- Present complaints or grievances to school authorities and receive replies from school officials regarding such matters.

#### **Each student had the responsibility to:**

- Be accountable for his/her own conduct and for showing consideration for the rights and property of others.
- Exhibit neatness and cleanliness of personal dress and hygiene.
- Refrain from fighting, creating disturbances, excessive noise, abusive language, denying others the use of school facilities or buildings, using or carrying any weapon on school premises or at school activities, intentionally injuring another person or exposing others to harm, or using threats or intimidation against any other person.
- Refrain from gambling, extortion, theft, or any other unlawful activity.
- Refrain from using tobacco, or using, possessing, or transmitting any alcoholic beverage or illegal or controlled substance.
- Show respect for the education process by taking advantage of every opportunity to further his/her education.
- Practice self-control at all times.

Care for the equipment and physical facilities of the school by refraining from willful destruction and damage.  
Follow the rules and regulations of the Board of Education and/or the school administration.

**Behavioral Consequences**  
**(will be consistently enforced)**

**Lunch Detention** – Lunch detention can be used as a behavior consequence. Students report directly to lunch detention and wait until all parties have gone through the lunch line before getting their food. Students cannot use their cell phone during lunch, talk to other people, or put their head down and sleep. There is a designated space in the cafeteria for lunch detention.

**After School Detention** – After school detention is held 1-2 days per week from 3:15pm-4:15pm. Students who receive after school detention are required to stay at the next offering after receiving consequences for disciplinary action. Students are to have something to work on and cannot use their cell phones, talk to other people, or put their head down and sleep. Students will report immediately to the ISS room when the bell rings for dismissal.

**Early Release Friday Detention** – Held once per month (or more if necessary), this is primarily for repeat offenders or specific consequences or a failure to serve detention. Early Release Friday Detention lasts from 1:15pm-3:15pm and parents/guardians must pick up student. Students will immediately report to the ISS room when the bell rings.

**In-School Suspension** – In-School Suspension is a short term assignment where teachers will send work and students will be removed from the regular class setting for the full day. Students cannot have cell phones, sleep, or talk during lunch isolation. Students are not allowed to attend or participate in extracurricular activities on the days where In-School Suspension is served.

**Out-of-School Suspension** – Caverna High School reserves the right to suspend a student out of school for a gross misconduct infraction.

**Alternative Learning Center** – The alternative learning center is a long-term alternative setting for students who have demonstrated a pattern of gross misconduct. Students cannot have cell phones, cannot talk, and cannot sleep during the day. Students complete work on the APEX program via the computer.

**Caverna High School Discipline Matrix**  
**2019-20**

<b>Behavior</b>	<b>1st offense</b>	<b>2nd offense</b>	<b>3rd offense</b>	<b>4th offense</b>
<b>Cheating/Plagiarism</b>	3 days LD/redo assignment	5 days LD/redo assignment	2 days ISS & Zero on assignment	5 days ISS & Zero on assignment
<b>Defiance (Minor)</b>	3 days LD or 1 ASD	5 days LD or 2 ASD	2 days ISS	4 days ISS
<b>Disrespect (Minor)</b>	3 days LD or 1 ASD	5 days LD or 2 ASD	2 days ISS	4 days ISS
<b>General Profanity/Obscene Gestures</b>	3 days LD or 1 ASD	5 days LD or 2 ASD	2 days ISS	4 days ISS
<b>Profanity/Obscene Gestures toward Staff</b>	5 days ISS/SRO notified	10 days ISS/SRO notified	20 days ALC/SRO notified	40 days ALC/SRO notified
<b>Off Task Behavior</b>	3 days LD or 1 ASD	5 days LD or 2 ASD	2 days ISS	4 days ISS
<b>Public Display of Affection</b>	3 days LD or 1 ASD	5 days LD or 2 ASD	2 days ISS	4 days ISS
<b>Inappropriate Sexual Behavior (beyond PDA)</b>	5 days OSS/SRO notified	20 days ALC/SRO notified	30 days ALC/SRO notified	40 days ALC/SRO notified
<b>Possession Tobacco/Vapor Products</b>	3 days LD or 1 ASD or 1 ERFD	5 days LD or 2 ASD or 2 ERFD	3 days ISS	4 days ISS
<b>Use of Tobacco/Vapor Products</b>	5 days LD or 2 ASD	3 days ISS	5 days ISS	10 days ALC
<b>Bus Disturbance</b>	Conference/Assigned Seat	1-5 days bus suspension	5-10 days bus suspension	10+ days bus suspension
<b>Dress Code Violation</b>	Warning/Compliance	3 days LD & Compliance	5 days LD & Compliance or ERFD	10 days LD & Compliance or 2 ERFD
<b>Electronic Media Violation</b>	3 days LD or 1 ASD or 1 ERFD	5 days LD or 2 ASD or 2 ERFD	4 days ISS	5 days ISS
<b>Cell Phone Violation</b>	Warning/phone held in office end of day student may pick up	3 days LD or 1 ADS Parent must pick up	3 days ISS and Parent must pick up	5 days ISS and Parent must pick up
<b>Parking Lot Violation</b>	1-3 days parking lot ban	3-5 days parking lot ban	5-10 days parking lot ban	10 + days parking lot ban

<b>Unexcused Tardies to Class</b>	Warning from teacher	1 day LD	3 days LD	5 days LD
<b>Skipping Class</b>	3 days LD or 1 ASD or 1 ERFD	5 days LD or 2 ASD or 2 ERFD	3 days ISS	5 days ISS
<b>Failure to Serve Consequences LD or ASD</b>	Add 1 additional day or ERFD	2 additional days or 2 ERFD	3 days ISS	5 days ISS
<b>Unexcused Tardies to School</b>	Driver: Warning/parent Non-driver: Warning/parent contact	Driver: 1 week no park Non-driver: 2 days LD	Driver: 2 weeks no park Non-driver: 4 days LD	Driver: 3 weeks no park Non-driver: 2 days ISS
<b>Physical Aggression</b>	2 days ISS	3 days ISS	5 days ISS	10 days ALC
<b>Fighting</b>	2 days OSS/5 days ISS/SRO notified	5 days OSS/10 days ISS/SRO notified	5 days OSS/20 days ALC/SRO notified	OSS indefinitely pending pre-BOE hearing
<b>Contributing to Fight</b>	2 days ISS/SRO notified	3 days ISS/SRO notified	4 days ISS/SRO	5 days ISS/SRO
<b>Bullying/Hazing</b>	3-5 days ISS/SRO notified	5-10 days ISS/SRO notified	10 days ALC//SRO	20 days ALC//SRO
<b>Theft/Vandalism (under \$20)</b>	1-2 days ISS & Restitution	3-5 days ISS & Restitution	5-10 days ISS & Restitution	10 days ALC & Restitution
<b>Theft/Vandalism (above \$20)</b>	3-5 days ISS & Restitution	5-10 days ISS & Restitution	20 days ALC & Restitution	40 days ALC & Restitution
<b>Possession of Alcohol/Drugs</b>	20 days ALC/SRO notified	30 days ALC/SRO notified	40 days ALC/SRO notified	OSS pending a pre-board meeting
<b>Under the Influence of Alcohol/Drugs</b>	30 days ALC/SRO notified	40 days ALC/SRO notified/BOE referral	OSS pending a pre-board hearing	OSS pending a pre-board hearing
<b>Distribution of Alcohol/Drugs</b>	40 days ALC/SRO notified	OSS pending a pre-board hearing	OSS pending a pre-board hearing	OSS pending a pre-board hearing
<b>Defiance (Major)</b>	2 days ISS	5 days ISS	10 days ALC	20 days ALC
<b>Disrespect (Major)</b>	2 days ISS	5 days ISS	10 days ALC	20 days ALC
<b>False Rep. of Emergency (bomb threat, fire alarm)</b>	20 days ALC/SRO notified	OSS pending pre-board hearing	OSS pending pre-board hearing	OSS pending pre-board hearing
<b>Harassment (non-sexual)</b>	2 days ISS/SRO notified	5 days ISS/SRO notified	10 days ALC/SRO	20 days ALC/SRO
<b>Sexual Harassment</b>	5 days ISS/SRO notified	10 days ALC/SRO notified	20 days ALC/SRO notified	40 days ALC/SRO notified

<b>Gang Affiliated Behavior</b>	5 days OSS/SRO notified	20 days ALC/SRO notified	OSS pending pre-board hearing	OSS pending pre-board hearing
<b>Possession of Weapon</b>	OSS pending pre-board hearing	OSS pending pre-board hearing	OSS pending pre-board hearing	OSS pending pre-board hearing
<b>Possession of Banned Items</b>	3 days LD/Confiscation	5 days LD/Confiscation	2 days ISS/Conf.	5 days ISS/Conf.
<b>Making Threats</b>	2 days ISS/SRO notified	5 days ISS/SRO notified	10 days ALC/SRO	20 days ALC/SRO
<b>LD= Lunch Detention</b>	<b>ASD= After School Detention</b>	<b>ISS= In School Suspension</b>	<b>OSS= Out of School Suspension</b>	<b>ALC= Alternative Learning Center</b>
		<b>ERFD= Early Release Friday Detention</b>		

**DISCLAIMERS**

**\*The administration reserves the right to modify any behavior consequences for behaviors not identified on the discipline matrix OR when the severity of the situation warrants additional consequences OR if the student has an IEP.**

**\*Parents/guardians will be notified for any disciplinary issues regarding major discipline referrals.**

**Required Principal Reporting**

When the principal has reasonable belief that an act has occurred on school property\* or at a school-sponsored function involving assault resulting in serious physical injury, a sexual offense, kidnapping, assault involving use of weapon, possession of firearms in violation of a law or possession of controlled substance in violation of a law, or damage to property, the principal shall immediately report the act to the appropriate law enforcement agency.

*\*Any public school building, bus, public school campus, grounds, recreational area or athletic field in charge of the principal.*

**Communication Plan**

Caverna High School will use the following plan to communicate with all stakeholders. Emphasis will be placed on keeping the community, parents, students and staff aware of all events and happenings at the school.

Types of communication:

- Daily Announcements – The Secretary will email the daily announcements to as many parents and community members as possible. The Daily Announcements go out to the staff as well.
- OneCall System-as needed
- School Report Card – This electronic report will be available on the school website. This report will detail the make-up of the school, awards and current performance status.



Marquee – Upcoming events will be displayed on the school marquee.

Social Media/website -- Upcoming events will be posted on the school website and/or social media.

Local Access TV – Upcoming events will be placed on the Local Access Cable Channel.

#### Teacher – Parent Contacts

Teachers will contact parents when:

- The student is failing the course
- The student showed up tardy to class for the 2<sup>nd</sup> time
- The student is absent from the class period

#### Special Event Contacts

Back to School Event – All possible media outlets, one call, email and the marquee will be utilized to advertise the back to school event.

Parent Teacher Conferences – Parent Teacher Conferences are available by request.

### **Assessment Policy**

**Teachers will follow the guidelines below for assessing student learning in their classroom.**

**The instructor giving at least 3 summative assessments per 12 weeks.**

**These tests will be ACT like in format and will be times.** Each test will start with two minutes per question and decrease as the year progresses until it reaches around 50 seconds per question.

The ACT like assessments will be composed of 15-18 Multiple Choice questions and 2-3 constructed response questions.

All summative assessments will be analyzed with the summative assessment analysis tool that we have constructed.

Other small formative assessments will be given throughout the 12 weeks and may be used as test grades or quiz grades.

Daily work will be graded and recorded as homework and/or class work.

Practice ACT test will be given to prepare students for these exams.

**Exams and Assessments will comprise 70% of the students' class grade. The remaining 30% of the grade will come from class work/homework.**

### **CDs, CD Players, IPOD Devices, Video Games, Earbuds**

Students are not allowed to bring radios, tape players, tape recorders, tapes, IPOD Devices, MP3 Players, CD's, CD Players, and video game devices or similar items to school that will create distraction or interfere with orderly classroom procedures. This includes not using them in the hallway, breakfast and lunch, or any other part of the non-instructional day.

However, these devices can be used in the classroom **only if** the teacher is using these devices for some type of instructional purpose. Otherwise, these items are prohibited from being used during the regular school day. The use of these items on campus is against school policy and may result in the confiscation. Students will be allowed to use IPOD devices, headphones, MP3 players and other related devices on field trips and extracurricular activities.

**Caverna High School is not responsible for missing or stolen items. If a student brings these items to school, the student is responsible for the care and supervision of his/her own items.**

### **Field Trip Policy (And Senior Trip)**

**Students that are eligible for field trip participation will need to meet the following criteria:**

May not have been assigned to Alternative School at any point prior to the field trip.

No more than 4 unexcused absences or below 90% attendance.

No more than three (3) major referrals the trimester of the field trip

No F's in any classes; no more than one (1) suspension from school

If absent the day before the field trip, the absence must be excused

## **Dress and Appearance**

All students who attend Caverna High School are expected to respect the school community by dressing appropriately for a K-12 educational environment. Student attire should facilitate participation in learning as well as the health and safety of students and the adults that supervise them. This policy is intended to provide guidance for students, staff, and parents.

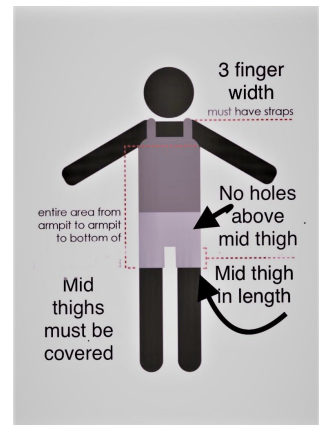
### **Minimum Requirements:**

1. Clothing must cover areas from one armpit across to the other armpit, down to mid thigh (**see image below**). Tops must have shoulder straps (3 finger width). Pants, shorts, skirts must be worn at the waist--no sagging.
2. Rips or tears in clothing should be below mid thigh. No skin or underwear should be exposed above mid thigh.
3. Shoes must be worn at all times and should be safe for the school environment (pajamas, bedroom shoes or slippers shall not be worn, except for school activities approved by the principal).
4. See-through or mesh garments may not be worn without appropriate undergarments that meet the minimum requirements of the dress code.
5. Headgear including hats, hoodies, caps, and bandanas are not allowed unless permitted for religious, medical, or other reason by school administration.

### **Additional Requirements:**

1. Clothing may not depict, imply, advertise, or advocate illegal, violent, or lewd conduct, weapons, or the use of alcohol, tobacco, marijuana or other controlled substances.
2. Clothing may not depict or imply pornography, nudity, or sexual acts.
3. Clothing may not display or imply vulgar, discriminatory, or obscene language or images.
4. Clothing may not state, imply, or depict hate speech/imagery targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation, or any other protected classification.
5. Sunglasses may not be worn inside the building.
6. Clothing and accessories that endanger student or staff safety may not be worn (e.g. trench coats, dusters, chains on wallets, etc.)
7. Apparel, jewelry, accessories, patches, tattoos, or manner of grooming that, by virtue of its color, arrangement, trademark or any other attribute, denotes membership in a gang that advocates illegal or disruptive behavior is prohibited.

The administration at each school reserves the right to determine what constitutes appropriate dress. Students who do not adhere to these guidelines will not be allowed to attend class. Parents will be called if appropriate clothing is not available or the student refuses dress-code appropriate clothing.



## **Cell Phones/Personal Electronic Devices**

**Students may have cell phones/ear buds in their possession; however, all cell phones must be turned off and put away when the bell rings at 8:15am to go upstairs to start the school day (including Ear buds). Students may use cell phones & ear buds in the gym and cafeteria before school from 7:40-8:15 AND during their designated lunch period in the cafe. Any cell phone/ear buds visible is subject to being checked to see if the phone is on. Any phone found to be on any other time but the designated times is in violation of the CHS Cell Phone Policy.**

**THE SCHOOL HAS NO RESPONSIBILITY TO INVESTIGATE AND THEREFORE MAY NOT INVESTIGATE THE LOSS OR THEFT OF ELECTRONIC COMMUNICATION DEVICES (ECD) SUCH AS CELL PHONES, I-PODS, VIDEO GAMES, ETC.**

When a cell phone is being used for any non-instructional purpose during class time (including but not limited to the following: to check the time, to use as a calculator, to text, or talk) it will be confiscated by the teacher and turned in to the office. When a phone is confiscated it must be turned over intact. Students will be asked to turn the phone OFF and hand over to staff. Students must put away earbuds and/or headphones when the 8:15 am bell rings to report to class.

Removing the SIM card from the phone or refusing to surrender the phone will result in serious disciplinary action at the discretion of the administration. Students will not be allowed to have confiscated phones returned to them except on the 1st offense.

The parent or guardian **of record** must come to the school to retrieve the device. The parent or guardian as well as the student must sign a notice of future consequences if the student has another device confiscated before the phone may be returned.

\*Students **may only have their cell phones/ear buds out from 7:40am to 8:15am AND** during their designated lunch period during school day

**\*\*The administration may allow students to use cell phones in addition to these times as a reward\*\***

**1st Offense** the student must surrender the phone immediately to any staff member. The phone may be picked up at the end of the day by the student and will be informed of future consequences. Parent contacted.

**2nd Offense** the student must immediately surrender the phone to any staff member. The phone may be picked up at the end of the school day by a parent or guardian and the student will be assigned two (2) days lunch detention or one (1) day after school detention.

**3rd Offense** the student must immediately surrender the phone to any staff member. The phone may be picked up at the end of the school day by a parent or guardian and the student will be assigned two (2) full days in ISS.

**4th Offense** the student must immediately surrender the phone to any staff member. The phone may be picked up at the end of the school day by a parent or guardian and the student will be assigned five (5) full days in ISS..

**Subsequent offenses may be viewed as defiant behavior and consequences will continue to escalate at the discretion of the administration.**

**Any phone and/or electronic device left at the school after the school year may be donated to an appropriate charitable organization.**

### ***Backpack /Purse Policy***

All students will be required to place their backpack or purse in their locker before first period (8:15am) and cannot remove their backpack until the end of sixth period (3:15). **Exceptions will be for students reporting for PE and/or Vocational School.** Violations of this policy will result in detention, ISS, suspension, and if required, alternative school.

### ***Leaving the Classroom***

Teachers are discouraged from allowing students to leave their classroom except in an emergency. Only one student is to leave the room at a time. **Students cannot leave the classroom for any reason during the first 10 minutes or the last 10 minutes of the class period.** Students will be required to use classroom hall pass when leaving the classroom.

### ***Allowances in the Code for Flexibility and Individual Review to Consider Extenuating Circumstances***

It is recognized that a discipline code cannot be written that will apply in every situation. As within our judicial system, the application of the Caverna Independent School district discipline code must take into account extenuating and mitigating circumstances. Therefore, teachers and administrators must view each breach of the code separately and weigh all the circumstances under which the breach of discipline occurred.

### ***Lockers***

A locker with a lock will be assigned to each individual student and the locker fee in \$15. The student is responsible for damage to his/her locker or lock. Students are permitted to use their personal lock, however, a key and/or combination code must be provided to front office for emergency purposes. Failure to do so may result in the lock being cut off in necessary; students will be responsible for replacing lock.

Lockers may not be shared under any circumstances. The principal may inspect the student lockers with or without student permission or knowledge if the principal has reasonable suspicion that the locker contains stolen articles, weapons, narcotics, alcoholic beverages, stimulant drugs, or any type of explosive or disruptive devices. School personnel may hold periodic inspection of all lockers and any illegal material will be seized and proper action will be taken through the board of education.

### ***Books***

**Books are loaned to students free of charge.** Books are the responsibility of parents and students. They should be returned in excellent shape. If lost, stolen or damaged they are the full responsibility of the student or parent. The financial condition of the parent will not relieve them of the responsibility to pay for lost, stolen or damaged books.

### ***Bus Regulations for Vocational School Students***

Students **must ride the bus** to and from the vocational school.

Vocational school bus students must obey the bus regulations set forth by the Caverna Board of Education.

Attendance will be checked daily.

**If a student misses the bus**, on the 2nd offense, the student will be assigned an unexcused absence at assigned vocational school and be assigned to **ISS for the remainder of the school day.**

Driving to vocational school is permitted only after the principal or designee has approved a written request from the parent that their child be allowed to do so, and a written request from Barren/Hart Co. Vocational School.

Caverna High School Attendance Policy is applicable at Barren/Hart Co. Vocational School.

### ***School Closing Information***

During the school year, when inclement weather like sleet, snow or freezing rain and other emergencies occur, school delay or cancellation decisions must be made. Every effort will be made to make the decision as early as possible. The Caverna Schools will notify radio stations: WLOC (105.0 AM) in Horse Cave, WGGC (95.1 FM) in Glasgow, WCLU (102.3) in Glasgow, WOVO (105.3 FM) in Glasgow, WQXE (98.3) in Elizabethtown, WLYE (94.1) in Glasgow, WKNK (99.1) in Edmonton and television stations: WBKO Channel 13, in Bowling Green, WDRB in Louisville, WHAS Channel 11 in Louisville, Channel 5 in Nashville and also via Facebook and Twitter.

### ***Bus Pass Information***

All students must obtain a bus pass from the office if they are to ride a bus different from their normal routine. Bus passes must be obtained in the morning before the morning bell. They will be obtained from the teacher assigned to duty in the office. A bus pass will only be issued from a written note turned into the office from the student's guardian. **THERE WILL BE NO PHONE APPROVALS ACCEPTED EXCEPT IN EMERGENCY CASES.**

### ***School Bus Routing Information***

This information may be obtained by contacting the school or transportation director two weeks prior to the scheduled opening of school and will remain on file in the school office throughout the school year. Copies are available upon request.

### ***Guidance Services***

Counseling services are available to all students. Many problems concerning both school and one's personal life can be helped by counseling with a competent person. The school counselor or your teacher will be happy to help you with these problems. Some of the guidance services available include assistance with education planning; interpretation of test scores, occupational information, career information, study help and assistance with home and/or social concerns.

### ***Schedule Changes***

Students are encouraged to complete all changes before school begins. Any schedule changes shall be completed by the end of the first week of school and/or trimester **and MUST be approved by the administration.**

### ***Parent Conferences***

Parents may make appointments for conferences with staff members by telephoning the school office at (270) 773-2828 or (270) 773-3462. Attempts will be made to schedule conferences with teachers during their planning periods in order to avoid interrupting classroom instruction.

### ***Grading Scale***

Caverna High School has 3 twelve (12) week grading periods (trimesters) for all students' grades 9-12. Grades may be checked at any time via Infinite Campus Parent Portal. The following grades will equal the corresponding letter grade:

**90-100 (A)**

**80-89 (B)**

**70-79 (C)**

**60-69 (D)**

**0-59 (F)**

## **Grading Policy**

Grades in a course will be determined by:

The instructor giving at least three (3) tests per 12 weeks.

Other small formative assessments will be given throughout the 12 weeks and may be used as test grades or quiz grades.

Daily work will be graded and recorded as homework and/or class work.

Homework & class work will count 30% of the total grade. Exams will count 70% of the total grade.

**All courses are eligible for ½ credit; students can earn up to nine (9) credits per year.**

## **College Credit in High School**

Caverna High School will offer advanced placement classes if student interest and enrollment permit such classes to be offered. In an advanced placement class, an exam, which requires a fee, is given at the end of the course to determine whether college credit can be awarded. Exams are scored with a 1, 2, 3, 4, or 5. A score of 3, 4, or 5, may earn from 3 to 6 hours credit.

**Not all colleges and universities accept AP credit.** It is your responsibility to check with the college or university of your choice to see if they accept credit awarded through the AP program.

Dual Credit is offered to juniors and seniors through Campbellsville University and Western Kentucky University.

A student must be a Junior or Senior, have the recommendation of the guidance counselor and/or principal, and the student must meet the prerequisites for English 100 and Math 116.

There may be additional opportunities for selected students to attend the WKU Glasgow campus to earn dual credit hours. Questions regarding cost of classes, current registration requirements and additional information should be directed to the high school guidance counselor.

## **Report Cards/Progress Reports**

Report cards will be available to students three (4) times a year, on the week following the end of each twelve (12) weeks' grading period via Infinite Campus Parent Portal. These report cards are a communication from the school to the parents as to what progress each student is making.

We will also be sending progress reports home with students every three weeks. Progress reports are also available at any time via Infinite Campus Parent Portal. Parents may call at anytime to the guidance office (270) 773-3462 to discuss the progress of their child or to get IC Parent Portal login information.

## **Final Exam Policy**

All students are required to take a final exam for the class in which they are enrolled. All final exams will be comprehensive and count as a final test grade. There will be no exemptions from finals and no finals will be given early during finals week.

## **Makeup Work**

Assignments missed because of an excused absence or tardy, **must be made up by the end of the unit unless previous arrangements have been made with the teacher.** Homework in a class will be collected and graded in a timely fashion. **MAKEUP WORK IS THE RESPONSIBILITY OF THE STUDENT**, not the instructor, counselor, or principal. Teachers will cooperate with students in order to allow them to complete the makeup work in a timely manner.

The emphasis of this policy is to ensure students have the chance to do the work and master the material. Teachers will monitor the progress of mastery through homework and formative assessment. The amount of homework and the weight those assignments carry is at the teachers' discretion.

### ***Honor Roll***

To be eligible for the Honor Roll, a student must have a "B" or better in each subject.

### ***Performance Based Instruction***

Caverna High School implements the performance based program APEX in order to allow students certain academic opportunities. These opportunities include allowing students to take a class that isn't currently being offered at Caverna High School, to repeat a class that will not be offered in a time frame that will allow a student to graduate on time, and to remediate instruction. Students will be assigned to APEX for these reasons and only if there is no other alternative available. Assignments to APEX must be approved by the principal.

### ***Extended School Service***

ESS will be provided as determined by the school and school council for students who need additional time to achieve skills. ESS will be offered during and/or after school 1-2 times per week. **Students who are failing a core course may be required to attend these sessions at the discretion of the teacher and/or administration.**

### ***Summer School Requirements***

Students will be eligible to take summer school courses to recover credits lost during the regular school year. Students must have a minimum average of 50-59 and no higher than a 59 to qualify for summer remediation. Students below the average of 50 are deemed too far below mastery and must repeat the course during the school year. Students will be able to raise their grade to the level of a "D" but no higher. Students may complete up to two (1) credits during summer school each year.

# CREDIT REQUIREMENTS

Area	# of Credits
<b>English Language Arts</b>	<b>5</b>
<b>Mathematics</b>	<b>5</b>
<b>Science</b>	<b>3</b>
<b>Social Studies</b>	<b>3.5</b>
<b>Visual and Performing Arts</b>	<b>1</b>
<b>Physical Education</b>	$\frac{1}{2}$
<b>Health</b>	$\frac{1}{2}$
<b>Electives</b>	<b>13.5</b>
<b>TOTAL</b>	<b>32</b>

**Class of 2020** Graduation Requirements 27 Credits  
**Class of 2021 - Class of 2023**  
 Graduation Requirements 32 Credits

	% 2020	% 2021	% 2022	% 2023
<b>Soph.</b>			8	8
<b>Junior</b>		16	16	16
<b>Seniors</b>	20	24	24	24



## **Caverna High Graduation Requirements**

A student shall have eight (8) semesters of high school residence to be eligible for graduation from Caverna High school. Students who are eligible for graduation are expected to have all charges, fees, etc. owed to the school taken care of before they receive a signed diploma. Additionally, all books, locks, etc. belonging to the school must be returned or proper financial restitution made for misplaced books, locks, etc. to participate in the graduation exercises. A student must meet all graduation requirements, including graduation practices, to graduate, including the appropriate number of credits to receive a signed diploma.

Effective with the graduating Class of 1999, any ties for the honor of Valedictorian and Salutatorian figured from the 4.0 grade point scale, will be broken by averaging the final numerical grade from all classes taken in grades nine (9) through twelve (12).

Valedictorian and Salutatorian shall be students who have attended Caverna High School grades nine (9) through twelve (12).

### ***Withdrawal***

Withdrawal from any class shall be at the discretion of the school counselor and the class instructor. Final approval must be obtained from the building principal. Another course or class must be added for each one dropped. No student will be permitted to add/drop a course after the seventh day of the course.

### ***Senior Failures***

If a student's ability to graduate rests upon a final examination score, that student will be allowed to walk the line regardless whether he or she passes the class(es). However, that student will not be given a signed diploma until the classes are completed with a passing grade. This may be accomplished during summer school depending on the class. However, if the class is not one that is offered during summer school, the student will be required to return to CHS in the fall as a senior. Any courses failed which prevented a student from graduating must be completed and passed for that student to receive a signed diploma and in order for that student to be considered a graduate of Caverna High School. If a student must return as a senior in the fall (due to course(s) not being offered during summer school), they will not be allowed to participate in the graduation ceremony the following spring.

Large quantities of makeup work will not be given to students at the end of the year, with the intent to allow the student to graduate. Students must pace themselves and complete all work as assigned in order to graduate on time.

### ***College Day***

Caverna High School will allow seniors **two (2) day to visit a college campus**. College days **must be approved in advance** and the students are responsible for any work they miss in class. The school calendar is built with several days that students could use as a college day. Please do not ask for a college day that is near a day that we are scheduled to be out of school. If the student knows they will attend Western, save the college day for orientation. Students will have a wider choice of course selection if they attend an earlier orientation date.

### ***Cheating/Plagiarism***

Any student caught cheating will be required to redo the assignment at no more than half credit and their parents will be notified by the teacher within 48 hours. Discipline matrix consequences apply. This shall include plagiarism and the purchase of research and materials.

## ***Withdrawals and Transfers***

All students departing Caverna High School must turn in textbooks, iPads, and all associated equipment issued to them and check out in the guidance office on the last full day of attendance. The procedure below should be followed:

Each student will receive a copy of his or her schedule from the guidance office. All books must be returned to the appropriate teacher and the schedule initialed by each teacher. The school principal will initial the schedule indicating all debts are paid. The schedule will be returned to the guidance office to complete the withdrawal process.

## ***Caverna Academic Society***

**Purpose:** The Caverna Academic Society was established to encourage high scholastic achievement. Necessary finances are handled outside of regular school channels. Strong parental support is necessary if the society is to continue to be successful.

Students must maintain a 3.5 grade point average for all twelve (12) weeks grading periods.

A grade of "C" in any course for the twelve (12) weeks will disqualify a student.

Candidates will be judged on all aspects of good citizenship by teachers.

Awards Banquet – awards announced at the awards banquet following the third grading period.

## ***Mr. and Ms. Caverna***

Any senior male or female who has attended Caverna since the 9<sup>th</sup> grade is eligible. They are nominated by faculty and chosen by the high school student body.

## ***Caverna High School Extracurricular Policies on Academics and Behavior Philosophy***

Students are enrolled in CHS for academic work first, extracurricular activities are a student choice, not required. Participation is a privilege and it is an honor to be selected to represent CHS.

Students engaged in school sponsored extracurricular activities such as sports, clubs and other organizations shall exhibit good moral character and maintain their academic work to their best ability.

The following policies are designed primarily for athletes, but also apply to all students engaged in CHS sponsored extracurricular activities. All clubs and organizations have their own rules and requirements for membership. These policies are based on the rules established by KHSAA and the Caverna High School Athletic Department. The Caverna High School Athletic Handbook is available on the athletic website.

All extracurricular coaches and sponsors will have written rules of discipline for participants and the approved rules will be signed by the student and parent. Copies will be kept on file in the athletic director's office. The AD/principal will be responsible to see that the policy is mandated. Also, all students must be current on paying fees in order to participate in any school sponsored activity.

## ***Participation Regulation***

To participate in school extracurricular events, a student must:

Meet the scholastic requirements of the KHSAA.

All students must be in attendance for the full day of and following day of a scheduled athletic event unless excused by the athletic director or principal. Only approved excused reason will be accepted. A student who accumulates his or her second unexcused tardy the day following an event shall not be permitted to participate in the next scheduled event. Doctor's statements will be required for "sickness" or injuries.

Never have been dismissed or "kicked off" the squad (breaking training, smoking, bad attitude, etc.) during his/her attendance at Caverna High School.

Good conduct on any extracurricular trip, or on any trip where the student athlete is representing the school.

Good community behavior. Since athletes and students involved in other extracurricular activities are always in the public eye, we as administrators, coaches, and teachers expect you to conduct yourself in a respectful and influencing manner.

Students are to ride to and from all extracurricular events on the school provided transportation. Students may not provide their own transportation to an athletic event they are participating in. Students shall only be released to the parent or a legal guardian.

#### **Academics Bylaw 5. Minimum Academic Requirement (Effective July 1, 1995)**

##### **Section 1. Proper Grade Level For All Schools/Districts**

On the first day of each school year, a student must be at his/her proper grade level. To be considered to be at the proper grade level, a student must have been enrolled during the previous grading period and must be on schedule to graduate on the first day of school. For the verification of this provision, all course work, including summer and correspondence work, must be complete including receipt of the final grade(s) by the first day of the school year for the student body.

For a student in the ninth grade to be considered to be on schedule to graduate that student must have been promoted from grade eight (8) to grade nine (9), and be in compliance with all other bylaws.

For a student in the second year following initial enrollment in grade nine (9) (normally grade 10) to be on schedule to graduate, that student must have received four (4) full units of credit applicable to graduation prior to the first day of the second year following initial enrollment in grade nine (9), and be in compliance with all other bylaws.

For a student in the third year following initial enrollment in grade nine (9) (normally grade 11) to be on schedule to graduate, that student must have received nine full units of credit applicable to graduation prior to the first day of the third year following initial enrollment in grade nine (9), and be in compliance with all other bylaws.

For a student in the fourth year following initial enrollment in grade nine (9) (normally grade 12) to be on schedule to graduate, that student must have received fourteen (14) full units of credit applicable to graduation prior to the first day of the fourth year following initial enrollment in grade nine (9), and be in compliance with all other bylaws.

The eligibility of a student failing to meet the provisions of subsections (a) through (d) above may be reinstated a maximum of one (1) time. This reinstatement is possible by the student passing five (5) full units credit applicable to graduation during the year he/she is ineligible. He/she, upon reinstatement, shall remain eligible as long as he/she passes five (5) full units of credit applicable to graduation during each subsequent year.

##### **Section 2. Proper Grade Level For All Schools/Districts**

On the first day of each school year, a student must be at his/her proper grade level. To be considered to be at the proper grade level, a student must have been enrolled during the previous grading period, and must be on schedule to graduate on the first day of school. For the verification of this provision, all course work, including summer and correspondence work, must be complete by the first day of the school year for the student body.

- (a) For a student in the ninth grade to be considered to be on schedule to graduate that student must have been promoted from grade eight (8) to grade (9), and be in compliance with all other bylaws.

For a student in the second year following initial enrollment in grade nine (9) normally grade ten (10) to be on schedule to graduate, that student must have received twenty (20) percent of the requirements of the school/district for graduation prior to the first day of the second year following initial enrollment in grade nine (9), and be in compliance with all other bylaws.

For a student in the third year following initial enrollment in grade nine (9) (normally grade 11) to be on schedule to graduate, that student must have received forty-five (45) percent of the requirement of the school/district for graduation prior to the first day of the third year following initial enrollment in grade nine (9), and be in compliance with all other bylaws.

For a student in the fourth year following initial enrollment in grade nine (9) (Normally grade 12) to be on schedule to graduate, that student must have received seventy (70) percent of the requirements of the school/district for graduation prior to the first day of the fourth year following initial enrollment in grade nine (9), and be in compliance with all other by laws.

The eligibility of a student failing to meet the provisions of subsections (a) through (d) above may be reinstated a maximum of one (1) time. This reinstatement is possible by the student passing twenty-five (25) percent of the requirements of the district for graduation during the year he/she is ineligible. He/she, upon reinstatement, shall remain eligible as long as he/she passes twenty-five (25) percent of the requirements of the district for graduation during each subsequent year.

\*The school counselor/athletic director/principal will have information on file to determine eligibility requirements of any student utilizing rules established by KHSAA and policies developed by the Caverna High School Site-Based Council or the Caverna Board of Education.

**Rationale:** Staff has met with representatives of the Department of Education, local districts, and the guidance counselors in the state in an effort to develop a set of rules which would maintain the current minimum standard and be enforceable and understandable in all districts, while addressing alternative scheduling. This revision maintains the basic premise that a student must be on schedule to graduate in order to play sports and must be passing during the current year.

#### **Athletic Practices**

**Wednesday practice sessions will be scheduled so as not to interfere with evening church services.** Sunday practice times must be approved by the principal. Coaches will distribute rules and regulations for each sport. Players and parents will sign this sheet and coaches will keep all signed copies on file.

### ***Integrated Pest Management Initial Notification***

The Caverna Independent School District Board of Education has implemented a special program of Integrated Pest Management (IPM) in order to control pests in a way that minimizes economic, health and environmental risks via a monitoring and inspection program and the judicious use of pesticides. Those individuals applying pesticides will be properly certified in keeping with applicable legal requirements for the IPM program.

If you want to be notified twenty-four (24) hours in advance of a planned pesticide application, other than when bait is used, or as soon as possible when an emergency pesticide application is necessary, please register at the front office of the school. You may also register by phone by calling your school office at (270) 773-2828.

### ***Caverna Independent Schools – Student Appropriate Use Policy (AUP)***

The Caverna Independent Schools System has placed a substantial investment of both time and money into the placement of technology into the classroom. To protect this investment, it is necessary to set proper guidelines for the utilization of this technology. The following policy is that guideline. It is important to read these guidelines and know what is acceptable and what is not acceptable. These guidelines are the school's implementation of the state mandated rules regarding technology in the school.

Please also be advised that data stored in relation to such services is managed by the District in pursuant to policy 08.2323 and accompanying procedures. You also understand that the e-mail address provided to your child can also be used to access other electronic services or technologies that may or may not be sponsored by the District, which provide features such as online storage, online communications and collaborations, and instant messaging. Use of those services is subject to either standard consumer terms of use or a standard consent model. Data stored in those systems, where applicable, may be managed pursuant to the agreement between KDE and designated service providers or between the end user and the service provider.

#### **General Usage**

I am aware that the computers are the property of Caverna Independent Schools and any information stored in them is the property of Caverna Independent Schools.

I will not engage in any illegal activity including copyright infringement, vandalism, harassment, or discrimination, i.e. copying licensed software, downloading MP3's downloading hacking software, etc.

I understand that I am financially responsible for any malicious damage, vandalism that I cause. Vandalism is defined as any attempt to harm or destroy a physical computer, the data stored on the computer, operating system or any applications installed or cause any damage to another student's data, or to upload any known virus or transmit any known virus, or cause any damage to Caverna Independent School's network or file server or other network that is connected to the KETS Internet backbone.

I will not alter the setup of any school computers or load programs or services without the expressed permission of the school technology coordinator and/or district technology coordinator.

I understand that the teachers, network administrators, and the district technology coordinator has the right to access any information stored in my user directory, in my computer e-mail account, or on the current screen.

At the end of the class day, I will turn off the classroom computer, monitor and speakers before leaving the classroom.

#### **Internet Usage**

I will not try to visit sites that have no educational purpose!

I understand that all Internet traffic of sites visited and duration of time in the pages will be logged.

I will not knowingly download/upload inappropriate graphics or text from the internet or via e-mail.

I understand that accessing audio or video services via the Internet, i.e. Real Audio or Real Video, without permission of the principal and the district technology coordinator is strictly prohibited.

I will not access newsgroups, chat rooms, or similar services.

I will not get on the internet without the teacher's permission because doing so would result in my internet privileges being revoked.

#### **E-Mail Usage**

I understand that the use of my school e-mail is for educational purposes only and that the content of my mail will be randomly checked.

I will not open, forward or create chain letters, joke of the day, or any other form of non-educational e-mail.

All third party e-mail accounts are expressly prohibited.

#### **Network Usage**

I understand that my user account that gives me access to the internet, e-mail and my home folder will not be activated until the AUP has been signed and returned to my homeroom teacher.

I will not attempt to access the network with other user accounts or give their account—to another user. Doing so will result in immediate loss of the computer account. I will also protect my username and password to ensure that no one uses it for any reason.

Giving out my username and password to others is a violation of this AUP.

I understand that the use of my user account and the use of a computer at school is a privilege and that failure to comply with any or all of the rules listed above will result in immediate termination of my computer privilege and user account for no less than one (1) year, in addition to other consequences as prescribed in the student discipline code.

Please read carefully, sign and return to school the following form:

**Acknowledgement of Handbook Form**

**We the undersigned acknowledge receipt of the 2019-20 school rules and regulations.\***

\*Failure to sign and return these forms does not prevent students and parents from being held accountable for the rules and procedures set forth in the Caverna High School Student Handbook.

I give my son or daughter permission to attend any CHS field trips deemed educational in nature.

**Parent or Guardian Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Student Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

***Sign below ONLY if you do NOT grant parental permission***

I **DO NOT** give permission for \_\_\_\_\_ picture to be used in  
(Student's Name)

any article, video or event such as yearbook, local newspapers, School or Board newsletters or publications of any kind, team photos, class photos, graduation, or recognition for awards conducted by Caverna High School.

**Parent or Guardian Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

## **Invite Others to View My ILP**

### **About the Invite Others to View My ILP (Individual Learning Plan) Feature**

Students can invite other individuals to view selected sections of their Individual Learning Plan. This feature can be used to share the ILP with college admissions officers, organizations offering scholarships, and potential employers. Students can access this option from the “Quick Links” section of the ILP homepage.

Invitees receive an e-mail invitation with a web link and a personal password that is active for fourteen (14) days. The recipient clicks on the link and enters his or her password to view a printer-friendly version of the student's ILP. They can enter comments about the ILP, which students can see in the “Guest Views” section.

Parents and guardians can access the “Guest View” log from the “Parent/Guardian ILP” tool.

This feature is only available to students in grades nine (9) through twelve (12) and parents or guardians may choose to have this feature disabled for their child.

#### **Special Contacts**

Schools can also enter special contacts to make it easy for students to send invitations to common recipients, such as the local community college or organizations offering co-op placements. Students are not limited to these contacts.

To add or modify special contacts, log into the “School ILP Administration” tool and click on the “Add/Edit Special Contacts” link on the advisor homepage.

#### **Parent/Guardian Opt-Out**

To disable this feature for an individual student, log into the “School ILP Administration” tool and use the “Search for Students” function to locate the student for whom you would like to deactivate this feature. From the “View/Action” dropdown, select, “Invite Others Access.” Select “No, this student should NOT have access to the Others to View My ILP feature” and click on the “Save” button.

#### **Activate and Deactivate the Invite Others Feature by Grade**

Schools can also deactivate this feature for all students in a particular grade. To disable this feature for a specific grade level, log into the “School ILP Administration” tool and click on the “ILP Options” button in the menu bar on the left side of the page. In the ILP sections to include chart, deselect the “Invite Others to View My ILP” option for the desired grades and click on the “Save” button below the chart.

Please note that only users with ILP Administrator level access can modify these settings. If you do not have access to this feature, please click on the “View List of All Advisors” link on the “Advisor Homepage” to see who at your school has ILP Administrator level access.

#### **FERPA NOTICE FOR INDIVIDUAL LEARNING PLAN – ILP**

The Individual Learning Plan (ILP) is a web based tool that the schools will use with students and their parents/legal guardians. It is a comprehensive tool that allows students to compile information about their education while exploring careers and planning for their future. The ILP will contain personal data information, educational information similar to transcripts, and other related student information. This will be created while the student is at school, although accessible offsite. Under the Family Education and Privacy Rights Act, a school district requires permission from the parents (until the student is 18 at which point the right belongs to the student) to share an educational file. There are a few exceptions to this requirement; for example, the district is allowed to share the educational record with institutions, including postsecondary, where a student seeks to enroll.

The Individual Learning Plan will make it possible for a student to choose to share some or all of the information with others including educational institutions, even those where he or she may not be seeking to enroll, for a one time viewing of student selected information. While technically the ILP is not part of the educational record, it will contain the data also found in the educational record. If you do not wish to have your child share his or her ILP with others, as parents, (or an 18 year old student) you may opt out if you so choose.

**Granting Permission to Release Student Contact Information to Military Recruiters**

Pursuant to the "No Child Left Behind Act," U.S. military recruiters can request access to the names, addresses and phone numbers of high school students. However, the law also provides that **EITHER a student (regardless of age) OR a parent/guardian** may choose to require the school to withhold this contact information.

To grant permission for your school to release this information to military recruiters, please fill out this form and return it to your school principal or counselor's office. **If you do not return this form Caverna High School will assume that you do not authorize us to release the requested information, and the student's name, address and phone number will not be released.**

Please Check One:

\_\_\_\_\_ I grant permission to Caverna High School to release my/my child's name, address, and phone number to military recruiters upon request.

\_\_\_\_\_ I do not grant permission to Caverna High School to release my/my child's name, address, and phone number to military recruiters upon request. This is not to be taken as a request to withhold my information from school publications or from college recruiters, scholarship agencies, prospective employers or any other entity.

**I understand that this decision regarding the granting or denial of permission to release said directory information will be in effect for the student's entire high school career, and that I can revoke this option at any time by notifying my school and or school district in writing of my decision.**

**A request to withhold information from military recruiters is not be taken as a request to withhold information from school publications or from college recruiters, scholarship agencies, prospective employers or any other entity.**

Student's Name \_\_\_\_\_

Student's School \_\_\_\_\_

Student or Parent's (circle one) signature: \_\_\_\_\_ Date: \_\_/\_\_/\_\_

**Denial of Permission to Release Student Contact Information to Military Recruiters**

Pursuant to the "No Child Left Behind Act," U.S. military recruiters can request access to the names, addresses and phone numbers of high school students. However, the law also provides that **EITHER a student (regardless of age) OR a parent/guardian** may choose to require the school to withhold this contact information.

To request that your school not release this information to military recruiters, please fill out this form and return it to your school principal or counselor's office. The school must then delete your information from any directory provided to recruiters (NCLB-sec.9528).

(You should retain a copy for your own records).

**For students:**

I wish to request that my contact information (name, address, and phone number) not be released to military recruiters. I understand that this withholding of information will be in effect for my entire high school career, and that I can revoke this option at any time by notifying my school and/or school district in writing of my decision. This is not to be taken as a request to withhold my information from school publications or from college recruiters, scholarship agencies, prospective employers or any other entity.

Student's name \_\_\_\_\_

Student's school \_\_\_\_\_

Student's \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**For parents:**



I wish to request that my son or daughter's contact information (name, address, phone number) not be released to military recruiters. I understand that this withholding of information will be in effect for his/her entire high school career, and that I can revoke this option at any time by notifying my school and/or school district in writing of my decision. This is not to be taken as a request to withhold information from school publications or from college recruiters, scholarship agencies, prospective employers or any other entity.

Student's name \_\_\_\_\_  
Student's school \_\_\_\_\_  
Parent/Guardian's name \_\_\_\_\_  
Parents/Guardian's signature \_\_\_\_\_  
Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

### *Caverna High School Emergency Procedure*

#### **Fire**

- I will immediately respond when the fire alarm sounds.
  - I will move from my location, in an orderly manner, to the nearest exit.
  - I will not stop until I am approximately 100 feet from the building.
  - I will remain with my class until given further instructions.
  - I will join another class if I am separated from my class.
  - I will notify the teacher immediately if I must join a class other than my own.
  - I will respond to a fire drill in the same manner I would to an emergency.
  - I will refrain from using my cell phone in case of an actual emergency.
  - I will re-enter the building and go immediately back to class upon receiving the re-entry signal from the principal.
- Above all, I will follow all adult instructions.

#### **Tornado**

- I will immediately respond to a tornado alert.
  - I will move to my "safe" spot in an orderly manner.
  - I will be ready to assume the "Duck and Cover" position following my teacher's command.
  - I will "Duck and Cover" by kneeling on the floor, placing my head on my knees and covering my head with my hands or a book if one is available.
  - I will remain with my class until I receive further instructions.
  - I will respond to a tornado drill in the same manner I would to an actual weather emergency.
  - I will refrain from using my cell phone during an actual emergency.
  - I will return to my class in a timely manner once I have received the "all-clear" from my principal.
- Above all, I will follow all adult instructions.

#### **Earthquake**

- I will immediately respond to an earthquake alert.
  - I will move to a "safe spot" in an orderly manner.
  - I will move under the nearest desk or table as quickly as possible.
  - I will hold onto the leg of the desk or table that is serving as my "safe spot."
  - I will remain in my "safe spot" until I am given further instructions.
  - I will respond to an earthquake drill in the same manner as I would to an actual earthquake emergency.
  - I will refrain from using my cell phone during an actual emergency.
  - I will return to my seat once I have received the "all-clear" from my principal.
- Above all, I will follow all adult instructions.

#### **Lockdown**

- I will immediately respond when I hear the lockdown code, "We are now in Lockdown."
- If I am in the hallway I will move as quickly and orderly as possible to the nearest room (even if it isn't my assigned classroom).
- I will make every effort to move away from the "trouble area."
- I will stay away from doors and windows.
- I will refrain from using my cell phone during an actual emergency.
- I will lie on the floor if I hear gunshots.

I will remain where I am until I am given further instructions.  
Once the principal gives the "All Clear," I will immediately return to my seat/classroom.  
Above all, I will follow all adult instructions

#### **Weapon on School Grounds**

I will immediately respond to a weapon on school grounds alert.  
I will move to the nearest "Safe" spot in an orderly manner.  
I will kneel on the floor away from all windows and doors.  
I will remain with my class until I receive further instructions.  
I will respond to a weapon on school grounds in the same manner I would in an actual related emergency.  
I will refrain from using my cell phone during an actual emergency.  
I will return to a normal school day routine after the principal has given the "All Clear" signal.  
Above all, I will follow all adult instructions.

#### **Bomb Threat**

I will immediately respond when I hear the bomb threat code "BOMB IN CHS/CMS."  
I will move as quickly and as orderly as possible to the nearest exit.  
I will go immediately to the football field and seek out my homeroom teacher.  
I will use the band field as an alternate location if there is an indication that there is a bomb on the football field.  
I will remain with my homeroom teacher until I receive further instructions.  
I will refrain from using my cell phone during an actual emergency.  
I will immediately return to my classroom once a drill concludes.  
Above all, I will follow all adult instructions.

#### **Lost and Missing Child**

I will immediately respond when I hear that a student is missing and participate with the school's administration in an orderly manner.  
I will provide information to the school's administration and/or staff to help find a lost/missing student.  
I will refrain from using my cell phone in an actual emergency.  
Above all, I will follow all adult instructions.

#### **Power Outage/Utility Failure**

I will immediately respond to my teacher's directions when there is a power outage/utility failure.  
I will listen to my teacher to find out what I need to do.  
I will follow adult directions and participate in an orderly manner.  
I will refrain from using my cell phone during an actual emergency.  
Above all, I will follow all adult instructions.



## ***2019-20 SIGNATURE PAGE***

I acknowledge that I have read and/or reviewed the Student Handbook of Caverna High School pertaining to the 2010-20 school year. As a student of Caverna, I agree to follow and abide by the written/verbal guidelines of Caverna High School.

I understand that my failure to follow the rules and regulations as stated in the Student Handbook may result in consequences set forth in the discipline matrix.

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**Printed Name of Student**

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**Signature of Student**

**Date:** \_\_\_\_\_