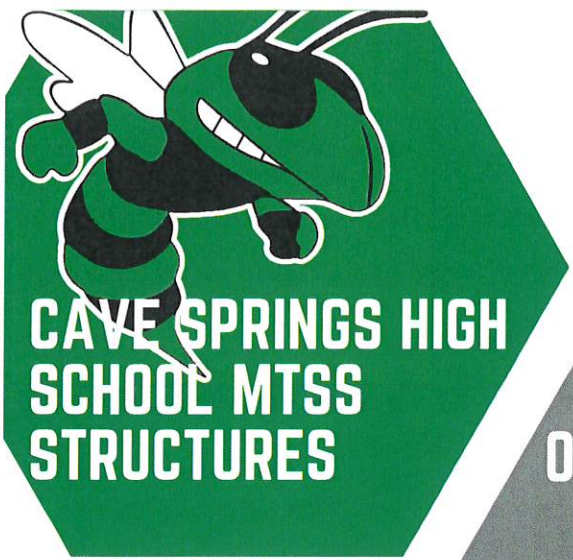


# STUDENT HANDBOOK



THE HORNET STANDARD:  
HONORING TRADITION WHILE  
REACHING FOR THE FUTURE

**CAVE SPRINGS HIGH SCHOOL**



**OUR MOTTO:  
HORNETS DON'T  
STING THEY  
S.O.A.R.!**

**OUR VISION:  
CULTIVATING  
EXCELLENCE IN  
EVERY STUDENT**



These six learner attributes serve as the foundation for teaching & learning

**PORTRAIT  
OF A  
GRADUATE**

insatiably  
curious



creative



critical  
thinker



problem solver



global citizen



SAFE &  
WELCOMING  
SCHOOLS

VIBRANT  
TEACHING &  
LEARNING

FAMILY &  
COMMUNITY  
ENGAGEMENT

CULTURE OF  
INNOVATION





# Equal Opportunity Statement/Notice of Nondiscrimination



**Cave Springs High School, as an equal opportunity educational provider and employer, prohibits discrimination on the basis of race, color, religion, sex, gender, (including pregnancy), national origin, disability, military status and/or age in educational programs or activities that it operates or in employment decisions. The district provides equal access to the Boy Scouts and other designated youth groups. The District is required by Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, and the Age Discrimination Act of 1975, as amended, not to discriminate in such a manner. (Not all prohibited bases apply to all programs.) Additionally, CSHS is committed to establishing and sustaining a school community that shares the collective responsibility to address, eliminate, and prevent actions, decisions, and outcomes that result from and/or perpetuate racism. CSHS will maintain a zero-tolerance policy relative to racism or discrimination of any kind.**

### Related BOE Policies:

[Discrimination.pdf](#)

### If you suspect discrimination please contact one of our Title IX Team Coordinators:

Employment Issues	Debbie Newman	dnewman@cavesprings.k12.ok.us Ex.1105
Student Issues	Debbie Newman	dnewman@cavesprings.k12.ok.us Ex.1105
Additional Issues	CD Thompson	cdthompson@cavesprings.k12.ok.us Ex.1102

General questions about the District should be directed to 918-775-2364

Cave Springs High School

89660 S 4637 Rd. Bunch, OK 74931

# 2025-2030 Strategic Focus



Ensuring that each student is able to thrive and pursue individual excellence is an exciting challenge for our school staff and community. Our community is on the precipice of the future, as expanding opportunities, new technologies, and innovations in teaching and learning push us to think differently about how to best prepare our children for success beyond graduation.

Our District Strategic Planning Team embraced the challenge to build on Cave Springs' long tradition of excellence by identifying critical opportunities for focus over the next five years. This strategic plan provides direction for achieving consistent, sustained excellence throughout our schools, while also promoting innovation and organizational agility to ensure we continue to meet the rapidly-changing needs of our students and community into the future.

## Our Mission

“Our mission at Cave Springs High School is to provide an educational experience unlike any other. Blending innovative hands-on experiences with learning activities that are both educational and enjoyable. We seek to encourage and equip student problem solvers who are supportive of one another and are assets to their community. Learning is key with plenty of fun along the way.”

## Our Values

Cave Springs High School is committed to preparing students for success by providing them with rigorous learning opportunities and a safe and respectful environment. We pledge to equip students socially, academically and emotionally to be successful and productive members of society.

1. Acquire and utilize the basic academic and communication skills necessary to become independent problem solvers and lifelong learners
2. Establish and sustain a respect for self and others
3. Demonstrate a comprehension of and a responsibility to local, national and international issues
4. Develop and express personal technology, literacy and life skills
5. Recognize the historical significance and contributions of the ethnic cultures that make up our national citizenry
6. Possess and practice personal technology, literacy and life skills
7. Acquire an awareness of career opportunities and attain the vocational and /or academic skills necessary for employment
8. Practice responsible mental and physical health



## **Preface:**

There are numerous school board policies that are linked or cited in this handbook. Currently all school board policy is on the CSHS website [Board Policies](#). Hard copies of CSHS Student Handbooks and/or BOE Policy can be obtained from any school site office or by calling 918-775-2364.

Although we anticipate a normal school year, the district reserves the right to make changes to this handbook as needed. Please see here for [CSHS COVID Protocol](#).\*

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## **Introduction**

This handbook is developed to address policies and operations at Cave Springs High School. This handbook is not all-inclusive and is designed to be in harmony with board policy. Please be aware that it is not a complete statement of all policies, procedures, or rules that may be applicable in a given circumstance. For a complete and updated copy of Board Policy please visit: [Board Policies](#)

## **A Guide for Students, Faculty & Patrons**

The school is a community. The rules and regulations of a school are the laws of that community. All those enjoying the rights of citizenship in the school community must accept the responsibilities, which include obeying the laws of the community.

## **Student Rights & Responsibilities**

All students have the same civil rights. These rights are limited by the capacity of each student to discharge the particular responsibilities necessarily linked to each right. The rights and responsibilities set forth in no way limit the legal authority of school officials to deal with disruptive students.

## **General Behavior**

The state of Oklahoma places the school “In Loco Parentis” which means, in place of the parent; this means that any student enrolled in the school comes under the protection and guidance of the school Administration and Teachers. Students are expected to follow and abide by the request of Teachers, Support Staff, and Administrators. Administrators, Teachers and Support Staff have the authority over Cave Springs Students at all times during the school day and at **all school sponsored activities away and at home events.**

## **The School Day**

As soon as a student steps foot on the bus the school day starts for that student.

## **Bus Rules**

1. Students should never tamper with the bus or any of its equipment.
2. Maintain possession of books, lunches, or other articles and keep the aisle clear.
3. Do not throw objects out or into the bus.
4. Remain in your seat while the bus is in motion.



5. Refrain from horseplay and fighting on the bus.
6. Be courteous to fellow students and the bus driver.
7. Remain on the bus during road emergencies, except when it may be hazardous to your safety.
8. After leaving the bus go at least 10 feet in front of the bus and stop, check for traffic, and wait for the driver's signal to cross the road.
9. Go Home Immediately, staying clear of traffic.
10. Help look after the safety and comfort of small children.
11. Boys will be seated on the left and girls on the right.
12. No blankets allowed.

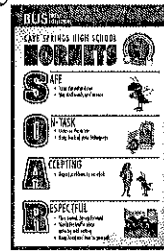
During the week the school will do activities on the bus to keep students busy and entertained on their ride home from school.

Mondays /Wednesdays -Audio Books

Tuesdays/Thursdays-Readers' Spotlight

Fridays-Student playlist

Classes will begin at 8:00 am. Students are to be in their seats and ready to begin working at 8:00 am. School is Dismissed at 3:15 for the day.



### Class Schedule



### CAVE SPRINGS HIGH SCHOOL SCHEDULE 2025



MWF

Teacher	1st 8:00-8:55	2nd 9:00-9:50	3rd 9:55-10:45	4th 10:50-11:45	5th 12:00-1:35	6th 1:40-2:00	7th 2:05-3:15
Brandy	Psychology	Sociology	Math Intervention	Criminology	Plan	Math Intervention	7 <sup>th</sup> & 8 <sup>th</sup> Math
Kari	ELA Intervention	ELA Intervention	ELA Intervention	English IV	7 <sup>th</sup> & 8 <sup>th</sup> ELA	Plan	Creative Writing
Dylan	7th Geography	World History	US History	8th US History	Ok History/Government	Plan	Athletics
Buens	Anatomy/Physiology	STEM	Speech/Debate/Drama	Plan	Leadership Communication	Art	Band
James	8th Tech	Tech I	Media	Plan	Tech II	7 <sup>th</sup> Tech	ESSENTS
Dreadfulwater	Cherokee	7 <sup>th</sup> & 8 <sup>th</sup> Boys	7 <sup>th</sup> & 8 <sup>th</sup> Boys	Cherokee	Cherokee	Elective	Elective
Peferman	AG 1	Plan	Natural Resources	Ag Power & Tech	Ag 2	8th Ag	Field
Sanders	Library	Library	Library	Library	Library	Life Skills	Life Skills
Cona	Drivers Ed	Drivers Ed	Drivers Ed	Drivers Ed	Drivers Ed	Athletics	Athletics
Coines	Elena PE	5 <sup>th</sup> 8 <sup>th</sup> P.E.	5 <sup>th</sup> - 8 <sup>th</sup> P.E.	Plan	Elena P.E.	Athletics	Athletics
Sherrell	ICU	7 <sup>th</sup> & 8 <sup>th</sup> P.E.	7 <sup>th</sup> & 8 <sup>th</sup> P.E.	ICU	ICU	Athletics	Athletics
Phillips	ACT Prep	ELA Intervention	ELA Intervention	ELA Intervention	ELA Intervention	ELA Intervention	Plan

Advisory 11:45-12:00-SEL Curriculum Implementation  
 Lunch for High School 12:00-12:20  
 Breakfast 7:30-8:00

1



### CAVE SPRINGS HIGH SCHOOL SCHEDULE 2025



T/TH

Teacher	1st 8:00-9:30	2nd 9:35-11:05	3rd 11:10-12:40	Advisory 1:15-1:40	5th 1:45-3:15
Brandy	Geometry	Alg. 2	Alg. I	ICAP/Career Exploration	Plan
Kari	English III	English I	English II	English IV	Plan
Dylan	Sr. Internships	Sr. Internships	Plan	ICAP/Career Exploration	Athletics
Boris	Physical Science	Biology I	Biology I	ICAP/Career Exploration	Plan
James	Attendance Data	7 <sup>th</sup> & 8 <sup>th</sup> ELA	Plan	ICAP/Career Exploration	7 <sup>th</sup> & 8 <sup>th</sup> History
Dreadfulwater	Elementary	Elementary	Cherokee	Cherokee	Elective
Peterman	Plan/Field	Ag Power & Tech	Ag Leadership/Internships	ICAP/Career Exploration	Ag Leadership/Internships
Sanders	Library	Library	Library	Library	Life Skills
Cone	Scheduling	Scheduling	Plan	Scheduling	Athletics
Colner	Elem. PE	Scheduling	Plan	Elem. PE	Athletics
Sharrill	Community Relations	Scheduling	7 <sup>th</sup> & 8 <sup>th</sup> Science	Plan	Athletics
T. Cone	7 <sup>th</sup> & 8 <sup>th</sup> Math				

Lunch for High School 12:45-1:15  
 Breakfast 7:30-8:00

### Minute of Silence

In compliance with Senate Bill 815, Cave Springs High School will implement the “Minute of Silence” Law. The law requires that all schools observe approximately one minute of silence each day for the purpose of allowing each student the opportunity to exercise individual choice to reflect, meditate, pray, or encourage in any other silent activity that does not interfere with, distract, or impede other students in the exercise of their individual choices.

### Dress and Appearance

1. No hats, caps, hoods, sunglasses, or bandanas will be worn during school hours unless designated by the principal (such as hat day).
2. All clothing must be neat and clean.
3. The wearing of shorts/skirts/dresses will be permitted provided they meet the following criteria: With the student standing upright, both arms to the side, they may not be shorter than the arm/hand length, i.e. tip of the finger. All students at school will adhere to the dress codes including those students wearing athletic attire or other school-sponsored activity clothing in the classroom.
4. All students are required to wear shoes. Tank tops, cutout t-shirts, muscle shirts, shirts with thin straps, shirts with spaghetti straps, or accessories with writing or pictures which are profane, vulgar, repulsive or obscene, or which are suggestive or symbolic of drugs, alcohol, tobacco, sex, gangs or gang activity, or anything illegal or immoral will not be permitted.



5. No leg or armbands are to be worn unless deemed a special occurrence.
6. No shirt or blouse which reveals a bare midriff or back (halter tops/cropped tops), or any see-through blouses or shirts, or any shirts or blouses with excessively low necklines shall be worn in school.
7. Jeans may be worn provided that they are neat, clean, with no open holes above the fingertip. All jeans and/or pants will be worn at the waist, not sagging on the hips. Extremely tight clothing of any type is not allowed.
8. Leggings are permitted given that the shirt worn with the leggings is fingertip length.

### **Advisory**

Advisory is a fifteen minute period between 4th hour and lunch on Monday, Wednesday and Friday. During this time the students will go to house status and complete Capturing Kids Hearts lessons. These are Social Emotional Learning lessons that meet the state SEL Curriculum requirement. This is not an optional activity and will be treated as any other class.

### **ICAP/Career Exploration**

Individual Career Action Plan(ICAP)/Career Exploration is a time for students to create a plan for their future. This is also a requirement from the state department and will not be optional.

### **Students Leaving School**

1. Students should not be released from class to anyone unless it is cleared in the office.
2. Students may not check themselves out at any time.
3. Parents must notify the office if their child is allowed to leave school early.
4. High School students must check out in the High School and Elementary students must check out in the Elementary.

### **Students Going Somewhere Other Than Normal Destination**

1. Students will not be allowed to go anywhere except their normal destination without a signed note from their parents, countersigned by the office.
2. A copy of this note must be presented to the teacher, who will give it to the bus driver.

### **Students Who Drive**

1. Students who drive need to present a drivers license and proof of insurance.
2. Students who drive to school will be required to turn in their keys daily.
3. Our campus is a closed campus. This means that students cannot leave to get lunch and then return.
4. Students will not be allowed to take home other students without parental consent from both students' guardians.
5. If the student has to leave early for any reason:
  - a. The student's parent/caregiver must contact the school and speak with the office



- b. The student will then sign out in the office and be released

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

Cave Springs High School utilizes Chromebooks for technology and instruction. Students may possess other wireless telecommunication devices (principally cell phones) while on school premises, but the use of these devices are prohibited in the classroom. Students may use cell phones before school and during the lunch period. The purpose of this policy is to ensure cell phones/wireless devices are not a disruption or distraction from the learning environment. To ensure maximum attention is focused on learning through teacher instruction, students are required to keep cell phones in the off position and stored in lockers or in the numbered cell phone holder on the wall, in each teachers' room. The school's policy is that cell phones should not be seen or heard with the exception of before school or during the lunch period when these devices are permitted. Parents, please assist the high school with these efforts to limit learning distractions by communicating with your child and making plans before the school day.

Additionally, student safety is our primary concern. Students need to be aware of their environment every second of the day. Intercom messages, fire alarms/safety warnings, or instructions from teachers cannot be heard if students are wearing Earbuds/Air pods/Headphones. Thus, these devices similar to cell phones are prohibited except before school and during the lunch period.

1. First Offense – Device will be retained by the school and student may pick up at the end of the school day.
2. Second Offense – Device will be retained by the school and parent may pick up at the end of the school day.
3. Third Offense – Device will be retained by the school and parent may pick up at the end of the school day. Student will be assigned additional penalty to be determined by administration.

Additional cell phone/electronic device violations will be treated the same as the third violation or a more severe disciplinary action may be imposed. Failure on the part of the student to turn in his/her cell phone/electronic device, if requested by the staff member, will be considered defiant, and disciplined accordingly.

### **Assemblies:**

All students are encouraged to attend school assemblies. These are provided for educational experiences and are an important part of the school program. During the school year students will have the opportunity to attend a number of planned assemblies. Cooperation and good



behavior during assemblies will result in a more pleasurable experience for all. Some of these assemblies will be for the purpose of fostering school spirit, (usually in the form of pep assemblies). Others will focus on the many and varied talents of the student body such as dramatic or musical presentations. All assemblies will be the result of the hard work and efforts of participants. Student behavior should reflect how you would like to be treated if you were one of the participants. Follow these guidelines for attending assemblies:

- 1) Report to class. The teacher will take attendance.
- 2) Wait until the announcement is given for students to report to the assembly.
- 3) Go quickly and quietly with the teacher to the assigned seating area.
- 4) Quietly stand at attention during the Flag Salute.
- 5) Reserve cheering and shouting for pep assemblies.

Students who choose not to behave in accordance with the above list of guidelines will not be permitted to attend future assemblies. If the student body is rude, it will result in the cancellation of the assembly.

### **Directions**

Directions by teachers, substitutes and other members of the staff must be followed. Students may not always agree with the direction of a staff member, but the staff member has a position of authority that must be respected. Students have recourse in situations where they feel inappropriately directed, but they do not have the right to refuse the directions as given. Any student who disobeys a reasonable request made by school personnel will be disciplined.

### **Disruptive Behavior**

Students may be suspended immediately for disruptive behavior. Disruptive behavior is such action that:

- (a) impedes the educational program,
- (b) prevents students from attending classes or activities,
- (c) is designed to discourage attendance to school or classes,
- (d) encourages demonstrations and forms of protest (violent or non-violent),
- (e) indicates a student might be under the influence of alcohol or drugs,
- (f) involves possession or consumption of any narcotic drug, stimulant, barbiturate, or alcohol,
- (g) jeopardizes the safety of others,
- (h) involves assault and battery to another person.



## **Lockers**

Lockers are provided for the students' convenience. Lockers are located in the halls with two or three students assigned to a locker. Objects of value should not be left in coats or lockers (i.e., money, watches, purses, etc.). Students will not be allowed to have bags in classrooms so lockers will be required for every student. The school does not supply its students with lockers for illicit use in harboring pilfered property or harmful substances; it is a proper function of school authorities to inspect the lockers under their control and to prevent their use in illicit ways or for illegal purposes.

## **All Sports Coronation/Homecoming:**

Fall Homecoming will consist of representatives from each of the fall sports teams/clubs and the coronation will be held at a home football game.

Spring Homecoming will consist of representatives from each of the spring sports/clubs and the coronation will be held at a home basketball game.

The Student Council will host these events and organize the decorating. Candidates will be voted on by their respective sports. Each sport will have the opportunity of being represented.

## **Elections for Class Office, Student Council, and Clubs/Organizations**

**Class Officers and Election Procedure** - In late spring, each grade will elect officers for the following year. There are guidelines that must be met in order to campaign and applications will be available from the respective class sponsors. Each grade's sponsors have specific duties that relate to that grade. Candidates will need to give a speech to their grade only and candidates must win by majority vote whether running opposed or unopposed.

### **Student Council Officers and Election procedures**

- In late spring, students who have participated in StuCo and met the application guidelines to run for an officer position. Specific details are outlined in the constitution for specific positions. Candidates will need to give a speech to the student body and candidates must win by majority vote whether running opposed or unopposed. Students may only hold the office of President in one club/organization. They may still run for another office if they meet all the requirements.

**Make-Up Work:** A student who is out of school for one or two days is expected to obtain make-up work from each teacher through direct contact. When a student is absent three (3) days or more, the parent is expected to contact the Counselor's Office and make arrangements for the schoolwork to be picked up. Parents of a student who will be absent for an extended period of time should contact the High School Counselor so that arrangements can be started for a homebound teacher. Work missed because of absence can be, and often needs to be, made up on



the student's return to school. Make-up provisions vary depending upon the type of absence. Teachers are granted discretion in setting deadlines for make-up work within these guidelines.

**1. Unexcused Absence:** All work missed for this reason may be entered as zero credit. If make-up work is required in any class, the deadline may be set at whatever time the teacher feels it is appropriate.

**2. Excused Absence:** It is the responsibility of the student to check with each teacher and arrange to make up missed assignments. A student will have two days after the first day of absence and one more day for each additional consecutive day of absence to hand in make-up work. Example: If students are absent on Monday, then work will be due no later than the end of class Wednesday. If they are absent two days, they will have the day of their return and two more days to complete the missed assignments. If work is not made up on time a zero may be given.

**3. Activity Absence:** If students are to be absent for a school activity, they must check with their teacher and pick up work in advance of their absence. Work assigned and due prior to or on the day of the activity absence should be handed in when due; no extra days will be given.

**4.** All work that was due the day(s) the student was absent, and had been assigned previous to the absenteeism, would be due on the day the student returned to class. Any tests, quizzes, etc. that were administered while the student was absent, but had been announced prior to the student's absence(s) and no new information had been covered, would be taken on the day the student returns to that class period.

**Medical Confidentiality:** A student's medical problems will not be disclosed by the nurse/designated employee to other staff members without the consent of the parent. The parent has a duty to inform school officials of the student's disability. Medical information cannot be given out without the consent of a parent or guardian.

**Meningococcal Disease:** Meningococcal (men-IN-jo-kok-ul) disease is a rare but sometimes fatal disease caused by a bacterium called *Neisseria meningitidis*. The disease causes either meningitis, severe swelling of the brain and spinal cord, or meningococemia, a serious infection of the blood. Although the risk is extremely low, disease does occur. Teenagers and young adults, aged 15 to 22 years, are at increased risk because of behaviors that spread the



disease. College freshmen living in dormitories have a greater chance of contracting the disease than other persons their age. Vaccines can prevent many types of meningococcal disease, but not all types. The newest vaccine, called Menactra, or MCV4, is currently available for:

Adolescents entering high school (15 years of age),

College freshmen who live in dormitories,

Other people at high risk 11- through 55- years-of-age.

Teenagers and young adults can also reduce their risk by taking good care of themselves, by eating a balanced diet, getting enough sleep and exercise, as well as avoiding cigarettes and alcohol. This vaccine is not required to attend kindergarten through the 12th grade in Oklahoma. However, it is required for students who are enrolling in colleges and other schools after high school who will live in dormitories or on-campus student housing.

**Elementary School Property:** High School students are not to loiter at the Elementary School or on the south side of the High School. This includes before school, lunch period, and after school. Students who enter by the south doors should do so in an expedient manner.

**National Honor Society:**

The purpose of the Cave Springs Chapter of National Honor Society is to create enthusiasm for scholarship, to stimulate a desire to render service, to promote worthy leadership and to encourage the development of character in pupils of Cave Springs High School. Membership in the Cave Springs Chapter of NHS is based upon scholastic grades, character, leadership and service. Students in grades 10 - 12 having a cumulative grade point average of 3.75 are eligible for consideration as prospective members. Prospective members are notified by mail during the second semester of the school year. The notification letter includes a Student Activity Information Form. Students who complete the form are recommended to the Faculty Council for further consideration. Once the results of the student's self-evaluation and the Faculty Council's evaluations are tabulated, the inductees are notified by letter and public announcement.

**Major Discipline Infraction Code**

The following behaviors at school, while on school vehicles or going to or from or attending school events will result in disciplinary action, which may include in-school placement options or out-of-school suspension:

1. Arson
2. Altering or attempting to alter another individual's food or beverage
3. Assault (whether physical or verbal) and/or battery
4. Attempting to incite or produce imminent violence directed against another person because of his or her race, color, sex, pregnancy, gender, gender expression or identity, national origin,



religion, disability, veteran status, sexual orientation, age, or genetic information by making or transmitting or causing or allowing to be transmitted, any telephonic, computerized or electronic message

5. Attempting to incite or produce imminent violence directed against another person because of his or her race, color, sex, pregnancy, gender, gender expression or identity, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information by broadcasting, publishing or distributing or causing or allowing to be broadcast, published or distributed, any message or material

6. Cheating

7. Conduct that threatens or jeopardizes the safety of others

8. Cutting class or sleeping, eating or refusing to work in class

9. Disruption of the educational process or operation of the school

10. Extortion

11. Failure to attend assigned detention, alternative school or other disciplinary assignment without approval

12. Failure to comply with state immunization records

13. False reports or false calls

14. Fighting

15. Forgery, fraud, or embezzlement

16. Gambling

17. Gang related activity or action

18. Harassment, intimidation, and bullying, including gestures, written or verbal expression, electronic communication or physical acts

19. Hazing (whether involving initiations or not) in connection with any school activity, regardless of location

20. Immorality

21. Inappropriate attire, including violation of dress code

22. Inappropriate behavior or gestures

23. Indecent exposure

24. Intimidation or harassment because of race, color, sex, pregnancy, gender, gender expression or identity, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information, including but not limited to: (a) assault and battery; (b) damage, destruction,



vandalism or defacing any real or personal property; or threatening, by word or act, the acts identified in (a) or (b)

25. Obscene language

26. Physical or verbal abuse

27. Plagiarism

28. Possession or distribution of a caustic substance

29. Possessing, distributing or viewing obscene materials, including electronic possession, distribution or viewing (sexting)

30. Possession, without prior authorization, of a wireless telecommunication device

31. Possession, threat or use of a dangerous weapon and related instrumentalities (i.e., bullets, shells, gun powder, pellets, etc.)

32. Possession, claimed possession, use, manufacture, distribution, sale, purchase, conspiracy to sell, distribute or possess or being in the chain of sale or distribution, or being under the influence of an alcoholic beverage.

33. Possession or claimed possession of illegal and/or drug related paraphernalia

34. Possession or claimed possession of prescription and/or non-prescription medicine while at school and school related functions without prior district approval 35.

35. Profanity

36. Purchasing, selling and/or attempting to purchase or sell prescription and non-prescription medicine while at school and school related functions

37. Sexual or other harassment of individuals including, but not limited to, students, school employees, volunteers

38. Theft

39. Threatening behavior, including but not limited to gestures, written, verbal, or physical acts, or electronic communications

40. Truancy

41. Use, possession, claimed possession, distribution or selling tobacco or tobacco related products in any form, including but not limited to cigarettes, cigars, loose tobacco, rolling papers, chewing tobacco, snuff, matches, lighters, e-cigarettes, personal vaporizers, electronic nicotine delivery systems, and any cartridge, container or product designed to be used in conjunction with these delivery systems, regardless of the nicotine content of the product.

42. Use or possession of missing or stolen property if property is reasonably suspected to have been taken from a student, a school employee, or the school



43. Using racial, religious, ethnic, sexual, gender or disability-related epithets

44. Vandalism

45. Violation of board of education policies, rules or regulations or violation of school rules and regulations including, but not limited to, disrespect, lingering in restrooms, running in halls, bringing unauthorized items to school, inappropriate or unauthorized use of cellular phones or other electronic media, name calling, destroying or defacing school property

46. Vulgarity

47. Willful damage to school property

48. Willful disobedience of a directive of any school official

49. 3 Minor Infractions

In addition, conduct occurring outside of the normal school day or off school property that has a direct and immediate negative effect on the discipline or educational process or effectiveness of the school, will also result in disciplinary action, which may include in school placement options or out-of-school suspension. This includes but is not limited to electronic communication, whether or not such communication originated at school or with school equipment, if the communication is specifically directed at students or school personnel and concerns harassment, intimidation or bullying at school. School Safety and Bullying Prevention Act (OKLA. STAT. tit. 70, § 24-100.2)

The Oklahoma Legislature established the School Safety and Bullying Prevention Act with the express intent of prohibiting bullying in all schools. In addition to the prohibition listed in the student discipline code, above, the board has adopted a separate policy prohibiting bullying and outlining the district's plan to address it.

### **Minor Disciplinary Infractions Code**

1. Profanity.
2. Plagiarism.
3. Cheating.
4. Back-talking.
5. Refusing to do what is asked.
6. Not following the matrix.

### **Possible Disciplinary Options**

#### **▪ Instructor or Administrator Intervention**

May include, but is not limited to: warning conference with student, parent conference, referral to counselor, behavioral contract, restriction of privileges, requirement of corrective action by student, changing student's seat or class assignment, involvement of local authorities or agencies,



or other appropriate action as required or indicated by the circumstances.

▪ **Detention or In-School Intervention**

Detention is a correctional measure used when it is deemed appropriate. Students are to report to the appropriate teacher/principal at the specified time with class work to be studied. Detention may be assigned on a week-day or on a Saturday, as deemed appropriate.

▪ **Alternative In-School Placement** Alternative in-school placement is an optional correctional measure that may be used by the school when deemed appropriate. It involves assignment to a school site, designated by the school, for a prescribed course of education as determined by school representatives. Any such placement will be made in accordance with applicable special education procedural safeguards.

▪ **Alternative Out-of-School Placement**

Alternative out-of-school placement is an optional correctional measure specifically authorized in cases when a student has made electronic communications intended to terrify, intimidate, harass, or threaten injury or harm to faculty or students. Any such placement will be made in accordance with applicable special education procedural safeguards.

▪ **School Service**

Service may be required of students when an administrator believes that it would allow the student to understand the logical consequences of his/her conduct. Examples include, but are not limited to, cleaning after vandalism or littering, helping a teacher after disrupting a class, etc. School service will not be utilized to augment the district's workforce, in ways which are likely to endanger a student, or in a manner which is designed to unduly embarrass a student.

▪ **Corporal Punishment**

Corporal punishment may be administered at the discretion of the school administration. Prior to administering corporal punishment, the administrator will explain to the student the offense he/she is alleged to have committed and allow the student to explain his/her version of events. Corporal punishment must be administered by a school administrator in a private office area with another certified employee serving as a witness. If possible, the witness will be the same gender as the student. Corporal punishment will only be administered to a student's buttocks with a finished wooden paddle after the student has emptied his/her pockets. No student will receive more than 3 swats per incident, and no more than 3 swats per day. The corporal punishment must be reasonable in force considering the student's age, sex, physical and mental condition, whether the force was degrading and the likelihood of permanent harm to the student. Corporal punishment will not be administered to special education students with the most severe cognitive disabilities unless the student's parents have signed a written waiver permitting corporal punishment. As to any other special education students, the person administering corporal punishment must first determine that such punishment is not prohibited by the student's IEP or



504 plan. A report must be completed by the administrator and signed by both the administrator and the witness. The report will specify the infraction, the number of swats given, the date, time and location of the corporal punishment and the name and position of the witness. Parents who object to the use of corporal punishment for their student must notify the school principal, in writing, at the beginning of each school year.

#### **• Out of School Student Suspension**

Students may be suspended out of school pursuant to the district's policy regarding student suspension.

#### **Revocation of Student Transfer**

It is a privilege for a transfer student to attend Cave Springs Public School. Students on an open or emergency transfer. As such, all transfer students must meet the following expectations to remain on emergency/open transfers:

- 1) The student has maintained passing grades. Any failing grades at either the fall or spring semesters may cause the transfer to be revoked.
- 2) The student has not been suspended, had multiple discipline referrals, or a major infraction.
- 3) The student has maintained a 94% attendance record.

Students and their parents may appeal a revoked transfer by writing the principal a letter stating why an exception should be made for the family.

#### **Student Privileges While Under Suspension**

Participation in extracurricular activities of the school is a privilege and not a right. Accordingly, when a student's behavior results in a determination by the principal to impose disciplinary or other correctional measures against a student, the student will not be permitted to participate in any extracurricular activities offered by the school during the term of the discipline unless, in the sole judgment of the principal, such participation is appropriate given the nature of the offense committed by the student.

"Extracurricular activities" include, but are not limited to, all school sponsored teams, clubs, organizations, ceremonies, student government, band, athletics and all other school sponsored activities and organizations.

In addition, conduct occurring outside of the normal school day or off school property that has a direct and immediate negative effect on the discipline or educational process or effectiveness of the school, will also result in disciplinary action, which may include in-school placement options or out-of-school suspension.

For more information on student behavior and discipline please visit our [BOE Policies](#)



## **Out-Of-School-Activities**

Cave Springs Schools provides field trips, class trips, sports related trips, out-of-school learning experiences and activities. Students that have been suspended will not be allowed to participate in off campus activities during the time of their suspension. These and other extracurricular school events are privileges that are available to all students and are subject to the **Cave Springs Schools policies and procedures as outlined in this handbook.**

### **Class Trips**

To be eligible to attend the 8th or Senior trip, students must first earn the point total as follows:

1. The student must earn the total number of points needed to attend the class trip. The class sponsor will clarify how many points are needed to attend the class trip.
2. Each point represents one dollar earned or profited for the applicable fund.
3. No refunds will be given if the student fails to make the required amount of money for the trip or the points needed or if the student fails to attend the class trip.

To be eligible for attending the trip the students must adhere to attendance requirements and be eligible to go according to their grades. They must also not have more than 4 major discipline infractions.

### **Academic Trip**

The academic trip was designed to reward students who put forth an effort to attain achievements in their studies, attendance and behavior. The following requirements to attend the academic trip are as follows:

1. Students must have a 3.0 GPA for the school year
2. Students must not have more than 2 major or 6 minor disciplinary infractions
3. Students must not miss more than 8 eight days in a school year

### **Absence on day of Activity**

To be eligible to participate in extracurricular activities, a student must be present in 100% of classes the day an activity is scheduled or the preceding school day if the activity is scheduled on a weekend, holiday or an all day school activity. Any exception to this policy must be approved by the principal.

### **Attendance Policy**

**Oklahoma State Law-** Any child over the age of five (5) years and under the age of eighteen (18) who has not finished four (4) years of high school work must comply with the Compulsory Education Law. Violation of the Compulsory Education Law by any parent, guardian, custodian, or child is a misdemeanor.

In Adair County, conviction of noncompliance will result in a minimum fine of \$25 and a maximum fine of \$200. Court costs are an additional \$49. Adults may be cited with 15 days in jail.



It is the duty of the principal to notify the attendance officer of the absence of children together with the causes, if known.

If a child is absent without valid excuse four (4) or more days or parts of days within a four-week period or is absent without valid excuse for ten (10) or more days or parts of days within a semester, the attendance officer shall notify the parent, guardian or custodian of the child and immediately report such absences to the district attorney in the county wherein the school is located for juvenile proceedings pursuant to Title 10A of the Oklahoma Statutes.

**Step 1-** Attendance Clerk notifies administrator once a student has four (4) absences without valid reason.

**Step 2-** Administrator contacts Parent/Guardian to discuss the child's attendance and inform them of the Compulsory School Attendance Law.

**Step 3-** Administrator determines if absences are chronic and directs the Attendance Clerk to send the initial Truancy Warning Letter to Parent/Guardian. Must include a request for a meeting to complete the Attendance Contract.

**NOTE: If the Parent/Guardian fails to contact the school within five (5) school days, Attendance Clerk calls the Parent/Guardian to confirm receipt of the Truancy Warning Letter.**

**Step 4-** Notify Social Services Specialists to assist the parents and if needed to perform a home visit.

**Step 5-** Attendance Contract completed.

**Step 6 -**Attendance Contract broken or parent/guardian doesn't comply with the administrator's meeting request.

**Step 7-** Truancy charges will be processed when/if:

- 1) Attendance contract is broken/attendance is not improved.
- 2) Student drops or leaves the district without notice.

**Step 8 -**Site Attendance Clerk or Administrator will complete:

- 1) Notice of Non-Attending Student: Court Copy (with Principal Signature)
- 2) Parent Contact Report (with Parent)
- 3) Attendance Contract
- 4) \*Withdrawal Form/GED Form

\*Use as a 10-day drop form (if applicable)

- 5) Need parents' Birth Date off of the Birth Certificate.



**Step 9a-** Non Native American 5-15 yrs - Notify ACSD by calling 918-696-2106 to request an officer to come take a report and provide documentation. Person confirming the documentation may be required to testify:

- 1) Notice of Non-Attending Student: Court Copy with all dates listed
- 2) Parent Contact Report w/parent response, even no response
- 3) Attendance Contract w/parent signature and interventions offered
- 4) All other supporting documents/emails. (Student Grade Sheet, Attendance Report, Student Contacts, Copy of Parent ID)

\*\* If over 16 and under 18 - email packets directly to [elizabeth.brown@oscn.net](mailto:elizabeth.brown@oscn.net) or call 918-696-7633.\*\*

**Step 9b-** Native American 5-17 yrs - Complete Cherokee Nation Referral and email packet along with form to [sarah-barton@cherokee.org](mailto:sarah-barton@cherokee.org) or call 918-453-5645

(1-4) Same as above

5) Cherokee Nation referral form.

#### **Examples of Excused Absences**

1. Sick with a doctor's note
2. Transportation Problems-note from parents
3. Doctor's visit of any kind-note from the doctor

#### **Examples of Unexcused Absences**

1. Three tardies
2. Sick without a doctor's note
3. Skipping class

#### **Perfect Attendance**

Students with perfect attendance at the end of each nine weeks will be treated to an ice cream party, pizza party or trip at the end of the nine weeks. Students who have perfect attendance for the week will have their name in a drawing for a prize, these drawings will be held once a month in the gym.

#### **Extra Curricular Activities**

In order to participate in extracurricular activities students must attain and hold a grade point average of 60% or higher. Also, the student must abide by the rules and guidelines put in place by the district school board.



**How eligibility to participate in extracurricular activities will be determined:**

1. Weekly grade check is for the cumulative grade a student has earned for all of the time he/she has been in school during a semester.
2. The period of ineligibility is defined as beginning the Monday following the day grades are checked and continuing through the next Sunday.
3. Once a student becomes ineligible he/she will remain ineligible for a period defined by the rule to be from Monday through the next Sunday.
4. A student must be passing in all subjects he/she is enrolled in during a semester. If a student is not passing all subjects enrolled in on the day of the grade check, he/she will be placed on probation for the next one-week period.
5. If a student is still failing one or more classes during the next week on the grade check day, he/she will be ineligible to participate during the next one-week period.
6. A student's grade average must be 60% or higher in all classes he/she is enrolled in to participate in extracurricular activities.

**Academic Information**

Numerical grades will be given in all subjects except P.E., Driver's Education, and other applicable classes. Grades for P.E. will be given as an S or U and grades for Driver's Education will be P or F. The level of performance will be shown on the student's report card. Quarterly report cards will be given to the students and semester reports cards will be mailed to the parents or guardian. The report cards should be given to your parents or guardian for examination.

<b>A+</b>	<b>100-97</b>	<b>C+</b>	<b>79-77</b>	<b>F Below 60</b>
<b>A</b>	<b>96-94</b>	<b>C</b>	<b>76-74</b>	
<b>A-</b>	<b>93-90</b>	<b>C-</b>	<b>73-70</b>	
<b>B+</b>	<b>89-87</b>	<b>D+</b>	<b>69-67</b>	
<b>B</b>	<b>86-84</b>	<b>D</b>	<b>66-64</b>	
<b>B-</b>	<b>83-80</b>	<b>D-</b>	<b>63-60</b>	

**Progress Reports**

Approximately every four weeks a written report of a student's progress will be sent home to parents. This report is not a report card, but should include the following information:

1. Assignments the student has not turned in
2. Number of days the student has missed in class

Written and verbal Notification to Parents

Notification to parents in writing and verbally will take place:

1. Student has more than 3 assignments out at one time



2. The student has drastic change in quality of work, (good or bad)

### **Valedictorian and Salutatorian**

#### **8th Grade**

A student must attend Cave Springs Elementary for at least 3 Semesters prior to the selection of the honors. Selection will be made at the end of the first semester of the 8th grade. The grade point average for the Valedictorian and Salutatorian will be figured from total grades given in grades 5th, 6th, 7th, and the 1st semester 8th.

#### **12th Grade**

A student must attend Cave Springs High School for at least 3 Semesters prior to the selection of the honors. Selection will be made at the end of the first semester of the 12th grade. All grades are to be figured on a 12-point scale corresponding to A, B, C, and D. P's and S's are not averaged when compiling the averages. Students taking college courses will be weighted with a 14 point scale. Students must contain a 90% attendance rate in their senior year to be considered as a candidate for Valedictorian or Salutatorian.

### **ACE Graduation Policy**

The school district of Cave Springs requires that a minimum of 23 units of credits be earned in the subject areas listed below to be eligible for graduation.

4 units of English

3 units of math

3 units of laboratory Science(Physical Science & Biology I)

3 units of History

2 units of Foreign Language/Technology

1 additional unit

1 unit of art

6 Electives

½ Financial Literacy

CPR

In addition, in order to meet the state assessment requirement Cave Springs schools will give semester tests in order ensure the proficiency of our students.

### **Student Classification**

Pupils who are enrolled as regular high school students are classified as:

**Freshman:     Until 5 credits are acquired**



**Sophomore: Until 10 credits are acquired**

**Junior: Until 15 credits are acquired**

**Senior: Until 15 credits are acquired**

### **Concurrent Enrollment**

Concurrent enrollment is available to applicable, qualifying students who meet eligibility criteria. Anyone interested in participating in concurrent enrollment should contact the counselor.

### **Telephone Calls and Messages**

Except in an emergency, students will not be called to the telephone or given a message while he/she is in a class or assembly. A notice will be sent to the student called, so that the number may be called during the student's lunch break or recess. Students will only be allowed to use the phone in cases of emergencies. Students are to request permission from the Superintendent or person in charge before making calls. Students will not be allowed to call during school hours to make arrangements to go home with other students.

### **Parent Visits/Contacting Teachers**

Parents are required to go through the office to check out their children. They may not go directly to the classrooms for any reason. Also, when calling the school to contact teachers, please be aware that we will not interrupt their classes. If you will leave a message or contact them on their plan time you will not have a problem getting in contact with them.

### **Emergency Dismissal**

School may be dismissed for reasons of bad weather, (snow & ice), disaster, or other reasons, which could affect the safety of the students. The Superintendent will evaluate weather conditions. If school dismissal is required the announcement will be made through the school app, social media, KTUL Channel 8, KOTV Channel 6, and KJRH Channel 2. On the enrollment form be sure you have completed the section of where your child is to go if school should be let out for some unforeseen event.

### **Food & Pop Guidelines**

- a. No pop in cafeteria
- b. No food will leave the cafeteria
- c. No food or drinks in classroom unless special permission
- d. Snack items, drinks and food items will be served in the school store during lunch time and activity days.

### **Health Service Plans**

#### **General**

1. Cave Springs School has a population of approximately 190 students in grades Preschool



thru Twelfth grades. Our student population is composed of 95% Native American children with the other 5% composed of Caucasian children.

2. The students of Cave Springs School have health care available through the W.W. Hastings Hospital, Wilma Mankiller Clinic, and also the Adair County Health Department. These entities provide services to Cave Springs School such as needed shots, head checks, lice medicine, aids prevention, health fairs, dental sealant, and many other health related services too numerous to mention.

### **Administering Medication to Students**

If a child is required by a physician to take medication during school hours and the parent or guardian cannot be at school to administer the medication or if circumstances exist that indicate that it is the best interest of the student that non prescribed medication be dispensed to the student, only the school nurse, administrator, or the administrator's designee may administer the medication in compliance with regulations.

### **Self-Administration of Inhaled Asthma/ Anaphylaxis Med**

The Board of education of Cave Springs Public School adopts the following policy for self-administration of inhaled asthma medication by a student for the treatment of asthma and the self-administration of Anaphylaxis medication by a student for treatment of Anaphylaxis

1. The parent or guardian of the student must authorize in writing the student's self-administration of medication.
2. The parent or guardian must provide a written statement from the physician treating the student that the student has asthma or anaphylaxis and is capable of, and has been instructed in the proper method of, self-administration of medication.
3. The parent or guardian of the student must provide an emergency supply of the student's medication to be administered.
4. Cave Springs School district, employees, and agents shall incur no liability as a result of any injury arising from self-administration of medication by the students.
5. The parent or guardian of the student must sign a statement acknowledging that the school district shall incur no liability as a result of any injury arising from the self-administration of medication by the student.
6. The permission for self-administration of asthma or anaphylaxis medication is effective for the school year for which it is granted and shall be renewed each subsequent school year upon fulfillment of these requirements.

A student who is permitted to self-administer asthma or anaphylaxis medication shall be permitted to possess and use a prescribed inhaler or anaphylaxis medication, including but not limited to an epinephrine injector at all times. All other prescribed medication must be turned into the office upon arrival at school. When medication is to be taken home the student must return to the office to get medication to take home.



## **Passport to Financial Literacy**

House Bill 1476 that created the Passport to Financial Literacy Act of 2007 became effective July, 1 2007. The law requires the Oklahoma students beginning with the seventh grade in 2008-2009 shall fulfill the requirements for a Personal Financial Literacy Passport in order to graduate from a public high school with a standard diploma. Requirements for a PFLP “shall be satisfactory completion in all areas of instruction” during Grades 7 through 12.

Students shall fulfill the requirements for a PFLP in order to graduate from a public high school with a standard diploma. Requirements for a PFLP shall be satisfactory completion and demonstration of satisfactory knowledge in each of the 14 areas of instruction during grades 7 through 12 listed;

1. Earning an income
2. Understanding state and federal taxes
3. Banking and financial services
4. Balancing a checkbook
5. Savings and investing
6. Planning for retirement
7. Understanding loans and borrowing money, including predatory lending and payday loans
8. Understanding interest, credit card debt, and online commerce
9. Identity fraud and theft
10. Rights and responsibilities of renting or buying a home
11. Understanding insurance
12. Understanding the financial impact and consequences of gambling
13. Bankruptcy
14. Charitable giving

Instruction in these 14 areas may be taught in a single Personal Financial Literacy course or be integrated into other coursework, Grades 7 through 12, as decided by the local district.

Instruction must align and meet the Priority Academic Student Skills (PASS) for Personal Financial Literacy as adopted by the Oklahoma State Board of Education. These PASS standards are available on the Oklahoma State Department of Education Web site [www.ok.gov/sde](http://www.ok.gov/sde).

The Cave Springs School District will teach Personal Financial Literacy in the middle and high schools, implementation will begin fall 2008. The Cave Springs School District shall maintain a PFLP cumulative record for each student. The PFLP cumulative record shall be a uniform document used by all school districts within the state. The State Department of Education shall provide an electronic version of the PFLP cumulative record to the districts. The PFLP



cumulative record shall accompany the student when transferring to a new district. Completion of the 14 areas of instruction of PFLP shall be documented on the student's high school transcript. Upon completion of the 14 PASS for PFLP, the student's transcript shall state, "The student has satisfactorily completed the 14 areas for Personal Financial Literacy".

### **Statement of Rights**

Parents and eligible students have the following rights under the family Education Rights to review the student's education record

1. The right to inspect and review the student's education record.
2. The right to exercise a limited control over the people's access to the student's education record.
3. The right to seek to correct the student's education records in a hearing, if necessary.
4. The right to report violation of the FERPA to the department of health, education and welfare.
5. The right to be informed about FERPA rights, all rights and protections given under FERPA, and this policy transfer to the student when he/she reaches the age of 18 or enrolls in a post-secondary school. The student then becomes an "eligible student."

### **Rights for Elementary, Middle, and Secondary Schools**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records.

These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the Cave Springs School receives a request for access. Parents or eligible students should submit to the Cave Springs School principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The Cave Springs School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate or misleading. Parents or eligible students may ask the School to amend a record that they believe is inaccurate or misleading. They should write to the School principal [or appropriate official], clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their rights to a hearing regarding the request of amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the



- right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interest. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on a school board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her professional responsibility.
  4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the office that administers FERPA are:

**Family Policy Compliance Office**

U.S. Department of Education

400 Maryland Avenue, SW

Washington, D.C.

**Notice of Directory Information**

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Cave Springs School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Cave Springs School District may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Cave Springs School District to include this type of information from your child's education records in certain school publications. Examples include: A playbill, showing your student's role in a drama production; the annual yearbook; Honor Roll or other recognition list; Graduation programs; and Sports activity sheets, such for wrestling, showing weight and height of team members. Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local



educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 information categories - names, addresses and telephone listings - unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

Cave Springs School District has designated the following information as directory information:  
[*Note: an LEA may, but does not have to, include all the **information** listed below.*]

- Student's name
- Participation in officially recognized activities and sports
- Address
- Telephone listing
- Weight and height of members of athletic teams
- Electronic mail address
- Photograph
- Degrees, honors, and awards received
- Date and place of birth
- Dates of attendance
- Grade level
- The most recent educational agency or institution attended
- Major field of study

### **School-Parent Compact**

The school personnel, parents and students of Cave Springs High School have high expectations. The purpose of this compact is to communicate our commitment to the highest quality instructional program and to show how we are working together to educate our students. The school personnel, parents and students of Cave Springs High School agree to implement the following programs and activities.

As a school we will:

- Communicate with families frequently at convenient times.
- Inform students, families, and the community about the high academic standards at our school and how they can help students learn those standards.



- Expect those students not only to learn the basics but also to take more rigorous courses in order to reach their individual potential while preparing for careers.
- Set firm and fair discipline policies.

As parents we will:

- Work with the school and our child to plan a rigorous academic program.
- Discuss with our child the importance of working hard to get the most out of school.
- Be champions of the school expressing our public support and working for school modernization, and the use of technology.
- Encourage my child to follow the rules and regulations of the school.

As a student I will:

- Have a positive attitude towards self, others, school, and learning.
- Recognize and do the hard work it takes to be successful in school.
- Complete assignments and participate in class.
- Arrange question time with the teacher if extra help is needed.

### **Annual Notice of Family Ed. Rights and Privacy Act**

Cave Springs School District has developed policies and procedures designed to meet the provisions of the Family Educational Rights and Privacy Act(FERPA). These policies may be found under section 500.15 Student Records in the Code of Federal Regulations. Copies of district policies are available for review in the Special Service Room. The Cave Springs School District will provide to parents and eligible students an annual notice of their rights under this policy. These rights are as follows:

The right of a student's parents and eligible students to inspect and review the student's educational records

The intent of the Cave Springs School District to limit the disclosure of information contained in a student's education records except:

- The prior written consent of the student's parents of the eligible student may utilize SDE form 11, Consent to Release information to Third Parties utilized to meet this requirement.
- As directory information:

Information may be sent from one educational agency to another using SDE form 10. This information may be released to school officials from another school system, or post-secondary authorities, to accredited SDE employees and to the



Comptroller General of the United States or the Secretary of the United States Department of Education.

The right of a student's parent or an eligible student to seek to correct parts of the student's education record which he or she believes to be inaccurate, misleading, or in violation of student's request.

- **The right to report violations of (FERPA)**

**The Family Education Rights and Privacy Act Office**

**United States Department of Education**

**Room 45 11 Swilzer Building**

**Washington, DC 20202**

### **Impact Aid**

The following policies and procedures related to tribal and parental involvement in the education of children residing on Indian lands are hereby approved by the Board of Education of the Cave Springs School.

1. Children living on Indian land participate in school programs on an equal basis with all other children attending school in the Cave Springs School District. No teacher or program director is to exclude or limit participation in any district activity on the basis of race. The Cave Springs School will review school data and comments from tribal officials and parents to assess the extent of Indian children's participation in the education program on an equal basis. An annual statistical study will be made in the Education programs as needed to allow participation of all children.
2. Pertinent program policies plan, application and evaluation will be disseminated through the local newspaper and/or notices to the parents from school.
3. Mail notice in advance to tribal leaders and send handouts home to parents or Indian children requesting their participation in meetings regarding education programs assisted with funds provided under Public law 81-874.
4. Inform the Indian Community of events in education programs assisted with funds provided under Public Law 81-874 through students' handouts and/or the students' newspaper and make greater use of the newspaper serving the Cave Springs School area.
5. Mail copies of an information summary sheet describing the Public Law 81-874 application and evaluation, programs plans and other information concerning education programs assisted with funds provided under Public Law 81-874 to the tribe and send copies home with children to all parents of Indian children when these items become available, with a note saying that upon request to the Superintendent/Principal copies of the original documents listed above will be provided.
6. By scheduling through the superintendent/principal's office a place on the agenda of any



open meeting of the Cave Springs School District may:

- Present views regarding applications.
- Make recommendations concerning the needs of their children.
- Provide input into the planning and development of the educational programs and policies and procedures of the district.

7. At least annually a Public hearing will be held at which parents of Indian children and/or tribal officials may discuss current status of school programs and desires directions for future development for Board consideration.

8. Letter of invitation will be sent to the tribe(s) and parents living on Indian lands requesting them to meet. A copy of that invitation with names and addresses of those in attendance will be available in the office of the superintendent/principal of the school. The above-adopted policy reflects the views of those tribal leaders and parents attending the meeting(s)

**Again please understand that this is a small portion of the policies and procedures that we have in place at Cave Springs Public Schools. We like to give this to the parents and student body so they know what is required of them. If you want to view all the policies and procedures that have been approved by the board and are in place visit our website at [www.cavesprings.k12.ok.us](http://www.cavesprings.k12.ok.us).**

#### **Board Approval**

The Cave Springs School Board of Education approved this Student Handbook on the 19th day of July 2022

President	V.President	Clerk	Member	Member
Stephanie Ross	Marion Girdner	Robert Ketcher	Ricky Sam	Vacant