

CACHE HIGH SCHOOL



**STUDENT HANDBOOK
2017-2018**

#Win One Today

CACHE HIGH SCHOOL STUDENT HANDBOOK 2017-18

TABLE OF CONTENTS

ABOUT OUR SCHOOL	3
MASCOT	3
SCHOOL SONG	3
SCHOOL COLORS	4
ALMA MATER	4
PHILOSOPHY	4
MISSION STATEMENT	5
7 KEYS TO SUCCESS	5
ACADEMICS	5
ACADEMIC INTEGRITY	5
ACADEMIC CLASSIFICATION	6
ACADEMIC LETTER AWARDS	6
BETA CLUB	6
CREDIT RECOVERY	6
CONCURRENT ENROLLMENT	7
GRADES	7
GRADING SYSTEM	7
HONOR CLASSES	8
HONOR ROLL – NATIONAL HONOR SOCIETY	8
HONOR ROLL – OKLAHOMA HONOR SOCIETY	8
HONOR STUDENTS	8
INELIGIBLE POLICY	9
REPORT CARDS	9
REQUEST FOR CLASS SCHEDULE CHANGES	9
REQUIREMENTS FOR GRADUATION	9
RESEARCH PAPER	10
SEMESTER TESTS	11
STANDARDIZED TESTING	11
VALEDICTORIAN & SALUTATORIAN	11
ASBESTOS: NOTIFICATION OF AHERA	12
ASSEMBLIES	12
ATTENDANCE	12
ABSENTEE POLICY	13
MAKEUP WORK	13
PERFECT ATTENDANCE AWARD	14
TARDINESS	14
TEN DAY STUDENT ACTIVITY FILE	14
TRUANCY	14
ATHLETICS	14
BELL SCHEDULE	15

BUS REGULATIONS	15
CACHE ACADEMY (NOVA)	16
CANCELLATION OF SCHOOL NOTIFICATION	16
CELLULAR PHONES	16
CHILD FIND	17
CLASS & ORGANIZATION MEETINGS	17
CODE OF SPORTSMANSHIP	17
DISCIPLINE POLICY	17
GRADUATED POINT SCALE	18
DETENTION	19
DETENTION HALL RULES	19
FIGHTING	19
GANGS	19
SCHOOL BULLYING	20
CYBER BULLYING	20
SUSPENSION	20
DRESS CODE	21
EMERGENCY CARE	22
FIRE/TORNADO	23
FOOD	23
GREAT PLAINS TECH CENTER	23
HEAD LICE	23
HEALTH SERVICES	24
ID BADGES	24
INTERSCHOLASTIC ACTIVITIES	24
LIBRARY	25
LUNCHESES/BREAKFAST	25
MEDICINE	26
NOTICE OF NONDISCRIMINATION	26
PARENT/TEACHER CONFERENCES	26
PARENT VISITING OF TEACHERS	26
PERMISSION TO LEAVE	26
PROM	27
PUBLIC DISPLAY OF AFFECTION – PDA	27
PUPIL POSSESSION: DANGEROUS WEAPONS	28
PUPIL POSSESSION: ALCOHOL/DRUGS	28
SCHOOL PROPERTY (DESTRUCTION)	29
SCHOOL TELEPHONE	29
SEXUAL HARASSMENT	29
SMOKING	30
STUDENT CONDUCT	30
STUDENT COUNCIL	30
STUDENT DRIVING	31
STUDENT RECORDS	32
TEACHER AVAILABILITY	33
VISITORS	33
EMERGENCY/MEDICAL FORM	34

Any situation not covered in this handbook is left to the discretion of the administration.

The CHS administration reserves the right to make any change necessary to this handbook at any time.

CACHE HIGH SCHOOL STUDENT HANDBOOK 2017-18

ABOUT OUR SCHOOL

Cache High School was first organized in 1902, the same year the post office was built in Cache. Three years later in 1905, the settlement known as Cache became an incorporated municipality now known as the city of Cache, Oklahoma. Since then over 20 other original school districts in the surrounding area have joined the Cache School District. Today, Cache Public School is a rapidly growing district of over 250 square miles. In 1978 the new high school was built on the South side of Cache Road, which consisted of nine classrooms, a central office, and a library. In 1988 a new addition of 10 classrooms was added which included science rooms and a film projection room. Also, the Cache library/media center and a new cafeteria/meeting hall were added as part of this new addition. In 1995 another new addition was added to the east end of the building. Four classrooms, a lab preparation room, and a set of bathroom facilities were added. In 2001 we added 2 computer labs and 2 classrooms onto the East end of the high school. In 2007 we opened our Auditorium, which is designed to seat 1200 people. Later that year we also opened our New Gymnasium. It is designed to hold 1600 spectators. In 2008 our Mid-High was opened to the East of our High School. The Mid-High is designed to include mostly freshman and sophomore level classes. In 2012, eight classrooms and a commons area were added to the Mid-High, and the cafeteria was expanded. We have expanded our campus to meet the needs of our students and patrons. We take pride in all our facilities and our campus. We are blessed to have such an attractive campus with modern buildings.

CHS MASCOT

The Cache High School mascot is the bulldog. The bulldog is known for its fierce competitiveness, bravery, and courage, which represent the theme of Cache sports and academics.

CHS SCHOOL SONG

“Oh when the Cache High Bulldogs fall in line, we’re gonna win this game another time. For the football team we love so well, for the football team we’ll yell and yell and yell. We’re gonna fight, fight,

fight forever more, we're gonna circle in and win some more. We're gonna roll old (opposing team) off the field, Fight, Fight, Fight."

CHS SCHOOL COLORS

The Cache High School colors are red and white. Red, a symbol of heartiness and courage emphasizes that students attain success through responsibility to their school, family and community. White a symbol of fairness and purity. These colors give Cache students the encouragement to strive for the highest in conduct and cooperation.

CHS ALMA MATER

Red and White
From the land, below the mountains
Hearts are full of Praise
Tis the song of Alma Mater
Cherished High School Days
Red and White with all our might, Heart and Soul
Proudly we will reach our goal
Hail to thee our Alma Mater
Dear old Cache High School

PHILOSOPHY OF CACHE HIGH SCHOOL

It is the philosophy of Cache High School to expect its students to demonstrate a code of behavior, which reflects the best of the community in which it exists. It is the belief of Cache High School that such standards of conduct not only induce the highest ideals of citizenship under the Constitution of the United States, but also promote an atmosphere in which each student is afforded equitable educational opportunities to achieve their highest aspirations. United, we believe that all students can learn and that the paramount goal of public education is to "discipline" the mind. Because ours is an era of great change, Cache High School constantly examines its course offerings with a hope of making them more relevant to an ever-changing society. We are here to meet the needs of our community and individuals, to excel in the fields of education, and to produce the leaders of tomorrow that will meet the challenge of rising above mediocrity.

At Cache High School our goals and objectives are:

- 1) For teachers, administrators, non-certified personnel, and students to work as a unit toward preparing students to be college, career, and citizenship ready.

- 2) To provide on-going programs that will be fully utilized to develop the students' communication skills in different areas, including written, oratorical, and technological communications.
- 3) To aide students in cultivating clean and wholesome health habits and developing mental and physical fitness.
- 4) To promote a commitment to excellence in educational programs, which are essential for preparing students to function constructively in adulthood.
- 5) To ensure that all students will be provided a safe, healthy and orderly educational climate and least restrictive learning environment conducive for academic, physical, emotional, and social growth.
- 6) To encourage students to develop higher thinking skills for use in problem solving situations which should remain with them through adulthood.
- 7) To place an emphasis on respect, responsibility, and readiness.

Students need respect for themselves as well as others in society. Students need to understand their responsibilities as citizens in a democracy. Students must be ready to take upon themselves the opportunities to be productive members of society.

CACHE HIGH SCHOOL MISSION STATEMENT

“We provide the tools to students of today to be the successful citizens of tomorrow.”

7 KEYS TO SUCCESS

At Cache High School we take pride in providing a quality education for our young adults. We teach our students how to become successful. To do this we start with the basics: How to be successful in class.

Although each class has its own characteristics, listed below are seven keys to classroom success that are applicable to all classes.

1. Take notes every day.
2. Work every assignment as far as possible. Never settle for a zero.
3. Always do extra credit work when given the chance.
4. Ask questions when you don't understand. Chances are you are not alone.
5. Make appointments for extra help with your teacher.
6. Be alert in class. Listen to questions and answers by both teachers and students.
7. Have a positive “I will succeed” attitude in class.

ACADEMICS

ACADEMIC INTEGRITY

Cache High School is a learning community of high academic standards. All members of the school community assume a responsibility in creating an ethical learning environment which promotes honor in academics. Students are responsible for their education and are expected to produce their own work.

Honest communications are also expected. Students who engage in activities of academic dishonesty may receive academic, as well as disciplinary penalties.

ACADEMIC CLASSIFICATION

Students are classified according to credits and will attend class meetings in accordance with the following classification:

Six (6) credits of completed work = Sophomore
Twelve (12) credits of completed work = Junior
Seventeen (17) credits of completed work = Senior

Students in the 7th and 8th grades who successfully pass Algebra I or Geometry will receive credit on their transcripts but neither class grade is included in figuring the student's high school GPA.

ACADEMIC LETTER AWARDS

Cache High School is proud of their academic leaders. Each year in May, students will be recognized in an academic letter awards night at Cache High School. In order to receive an academic award, the following grade point criteria must be met.

Freshman: 3.85 for the first semester.
Sophomores: 3.65 for the first 3 semesters
Juniors: 3.50 for the first 5 semesters
Seniors: 3.30 for the first 7 semesters

BETA CLUB

Beta Club is a non-profit, leadership service organization for high school students in grades 9-12. The purpose of the club is to build leadership qualities, reward academic achievement, character development and promote service opportunities both within and outside school. to include community involvement.

The qualifications for membership are worthy character, academic achievement and leadership. . Any student from grades nine through twelve is potentially eligible provided they maintain a 3.5 grade point average and display leadership qualities. Individual membership fees for new members are \$25, while old members have a membership fee of \$10 per year.

Senior members must meet the set defined criteria in order to wear a BETA CLUB sash at graduation. This criteria will be provided each year during the first meeting.

CREDIT RECOVERY

Credit recovery is a program, where students may retake a previously failed course through computer instruction. The student completes a course by demonstrating mastery of content standards through completion of prescribed lessons and quizzes.

Because credit recovery is provided during school, attendance policies apply. Students who exceed ten absences will not receive credit for the courses completed. Further information on attendance policies is located under the attendance section of this handbook.

Final grades for each course consist of a course grade (weighed 80%), which is an average of lessons and quiz attempts, and a review test grade (weighed 20%) averaged together. Before the student is allowed to take a review test, a minimum course grade of 65% is required. Additionally, a 65% is required to pass the review test. Students who do not pass the review test initially, may retake it a second time. Students who do not receive a 65% on both the course and test must start the course again from the beginning. Therefore, students are encouraged to take notes during the lessons and study the notes before each quiz and test. Students may use notes, which they wrote during the course, on all tests and quizzes.

Students are provided this opportunity as an incentive to stay on track for graduation. They must be disciplined, as the courses are self-paced. Each semester, a student must complete a minimum of one semester credit (3.5 credits) in assigned courses to remain in the program. Students who do not complete the required credits will no longer be eligible to stay in the credit recovery as a class.

CONCURRENT ENROLLMENT

When a student becomes a junior or senior, he or she may be eligible to enroll in college while still in high school. A student needs to see the high school counselor or principal for details. University classes will not count towards a student's high school grade point average or standings for valedictorian unless a graduation requirement is being met by the college course. A student that is concurrently enrolled must file their college schedule in the counselor's office. If these courses are dropped before the end of the semester, the student must enroll in high school courses and finish the semester for no credit. More details on this program can be found on the Cache High School counselor's website.

The CHS EOI/Grades Committee will consist of the principal or principal designee, the teacher who taught the student in the failed course, and the counselor or counselor designee.

This policy may also be used for students who transfer in from a non-accredited school or from home schooling. In these cases, where an EOI exam is passed, the course will be added to the transcript with a "P", which does not calculate into the student's grade point average. Oklahoma Promise will use an average of 67% for a "P" when determining student eligibility.

Students may not appeal a No Credit or NC grade due to lack of attendance. There is an attendance appeal committee, however that the student may go to for NC grades.

GRADES

In order to provide academic feedback on student's progress in classes, teachers are required to record two grades per week for students. (Flexibility to this policy is given to teachers for short work weeks and during the state testing weeks.)

Grades can be accessed by students and parents through the online grade book at <https://ok.wengage.com/Cache/> Usernames and passwords can be picked up at the office.

GRADING SYSTEM

The following grading system will be followed:

100-90 = A

- 89-80 =B
- 79-70 =C
- 69-65 =D
- 64 & under=F

(Driver education courses will be graded on a pass/fail basis and will not be averaged into the overall GPA.)

It is very rare for there to be a situation where parties do not agree on the assignment of a grade. In the event that this does occur the CHS Grades Committee will review the case.

The CHS Grades Committee will consist of the principal or principal designee, the teacher who taught the student in the failed course, and the counselor or counselor designee.

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HONOR CLASSES

The following courses are designated on transcripts as honors:

Geometry –Honors		English I- Honors/PreAP
Algebra II- Honors	Biology I- Honors	English II- Honors/PreAP
Trigonometry	Physiology	EnglishIII-Honors/AP
Calculus		English IV- Honors/AP
Spanish II- Honors	Spanish III/IV - Honors	
US History – Honors//AP	Government - AP	World History - Honors

HONOR ROLL – NATIONAL HONOR SOCIETY

The grade requirements to be selected into the National Honor Society are those students who have at least a 3.5 cumulative grade point average in grades 10-12 and have leadership qualities at CHS and within the community.

HONOR ROLL – OKLAHOMA HONOR SOCIETY

The grade requirements to be selected in the Oklahoma State Honor Society are those students who make up the top ten percent (10%) of their school (grades 9-12) based on the cumulative grades from the first semester of the current school year and the second semester of the previous year.

HONOR STUDENTS

Any graduating student from Cache High School that has maintained a 4.0 GPA but is not awarded the Valedictorian or Salutatorian awards will be given special recognition by being acknowledged on the graduation program as a “Graduate with Distinction.” They will also receive a special red cord to be worn during graduation exercises, a plaque at Commencement and recognition in the local newspaper.

INELIGIBLE POLICY

Grades are calculated each Thursday by noon. Students not passing a class will be put on a Probation/Ineligible list. Probation is for the first week a student is placed on the list. If the student is on the list for a second week in a row they become INELIGIBLE. These students are not permitted to participate in activities according to policy the following week, beginning Monday through Sunday. NOTE: Probation and ineligible is not “subject” specific. EXAMPLE: A student is failing Algebra so he/she is put on probation. The next week their Algebra grade is above passing, but they are failing History class. The student would be ineligible for failing any class for two consecutive weeks.

Students with passing grades will be invited to attend Cache School extra-curricular activities. However, students who are serving suspension from school will NOT be allowed to attend as a participant OR a spectator the following activities, i.e. athletic events: football, basketball, softball, volleyball, baseball, soccer, plays, or any music performance productions, etc. The participation restriction for those who are on the ineligible list will NOT be in effect for the Jr./Sr. Prom provided the student is only ineligible in two or fewer classes.

On short weeks, due to holidays or vacations, we will not run a new ineligible list unless there are four days in the week. On a short week, the same list received previously will be used for the shortened week.

REPORT CARDS

Report cards are sent out following each semester. Progress reports are available through the online grade book at <https://ok.wengage.com/Cache>. Usernames and passwords are given at enrollment or can be picked up at the high school office upon request. For families without internet access, the principal may be contacted to make other arrangements.

REQUEST FOR CLASS SCHEDULE CHANGES

Class changes will only be permitted during the first week of each semester. After that time, class changes will only be allowed with principal/counselor permission. Seniors who are interested in the work/study program need to contact the principal or counselor. If enrolled in work-study, the student may not be on campus during the work study period without principal permission.

REQUIREMENTS FOR GRADUATION ACTIVITIES PARTICIPATION

Students must have met all the district and state requirements for graduation. One exception to graduation activities participation shall be any student who needs one credit or less at the end of the spring semester to qualify for graduation, shall be permitted to participate in the graduation exercises.

In response to the passage of HB 3218, which became law on July 1, 2016 and replaces the former policy in which students must pass 4 End of Instruction (EOI) exams, Cache Public Schools is amending the graduation policy. HB 3218 states, “For students who start the ninth grade prior to or during the 2016-2017 school year, school districts shall adopt a plan that establishes the assessment or assessments those students are required to take in order to graduate from a public high school with a standard diploma.”

The new policy for seniors to graduate from Cache High School during the 2017-18 school-year and earn a High School Diploma requires the student must:

- have obtained the 23 required credits in coursework and
- have met federal requirements by completing an approved state and/or national level assessment in math, science and English language arts at least one time in grades 10-12.

Students may meet this federal testing requirement by taking, or by having already taken, any nationally or state recognized test in the subject areas of math, science, and English language arts. Examples of acceptable assessments includes: ACT exam, College Board SAT, PSAT or Advanced Placement (AP) exam, previous forms and the current forms of the Oklahoma End of Instruction (EOI) exams, or any other state level assessment or nationally recognized assessment which independently or collectively covers the assessment areas required by federal law as previously listed.

If there is a question about the acceptability of the test, the high school principal will have the final decision as to whether the test meets the graduation requirement. Additionally, no minimum score is required on the assessment.

The tests scores will be documented in the student’s permanent record.

If you have any questions about high school graduation or college bound requirements see your counselor.

RESEARCH PAPER

Cache High School believes teaching and promoting proper writing and research skills are an important part of preparing a student for success in post high school endeavors. For this reason, the English Curriculum Team will teach various modes of writing (Expository, Persuasive, Narrative, Argumentative, and Reflective) in assigned essays and research papers as part of English I, English II, English III, and English IV course assignments. These courses will emphasize the MLA format for research papers, annotated bibliographies, citations, and works cited page. The length of the essays will range from 1-2 pages in English I, 2-3 pages in English II, English III and English IV. The length of the research papers will range from 2-3 pages in English I, 4-5 pages in English II, 5-6 pages in English III, and 6-7 pages in English IV. All of the writing assignments from English I to English IV will be placed in a student portfolio. At graduation, the student will be given the portfolios as a record of their writing while at Cache High School and for future reference/use. It is very important a student makes an honest effort to complete the research paper assignments not only because we believe effective writing is critical to future post-graduate success, but also because the research papers will be weighted more than regular daily grades/tests and therefore will have a significant impact on a student’s overall grade in the English course.

SEMESTER TESTS

Each student at Cache will be eligible for semester test exemptions during the fall and spring semesters. The criteria for these exemptions will be one (1) absence and a C average, two (2) absences and a B average or three (3) absences and an A average. This is all type of absences except school activities and there will be no exceptions. Three tardies in a class equals an absence for that class. In addition, if a student is assigned ISD (In School Detention) for more than two offenses, the student is not exempt. Any student who is suspended from school during the semester is not exempt from any semester tests.

These exams test the long-term memory and comprehension. Semester tests will count a full 20% of a student's total semester grade. Students are strongly encouraged to study in length for these tests. Students failing to take semester tests will receive a zero "O" for 20% of their semester grade. **No semester test will be given early unless the Cache School Board has granted permission.** Students or parents requesting permission to take a test early must alert the high school principal by the Wednesday before the board meeting in that semester. Board meetings are held in the Primary School at the Library on the second Monday evening of each month at 6 p.m.

Semester Test Schedule

Fall semester tests will be administered on December 18 and December 19.

Spring semester tests will be administered on May 23 and May 24

Students who are required to take semester exams must remain in the testing room for the entire testing period.

STANDARDIZED TESTING

The Oklahoma State legislation is in the process of determining mandates for state testing. As of July 2017, in the spring of 2018 Cache High School will administer the following exams to junior level students.

ACT, ACT Writing, State Science, State United States History

Please check our Cache High School web-site link for updates.

VALEDICTORIAN & SALUTATORIAN

In case of a tie in GPA, numerical averages will be used to break the tie. We will use actual classroom percentile averages from semester grades to determine a tie break. Example: 10 students have perfect 4.0 GPA. We will calculate all semester percentile grades, i.e. 97, 98 to determine which student has the highest percentile average.

Seniors who graduate with a 3.5 GPA and who take 6 honors classes (to include Career Tech Pre-engineering and Biomedical) will receive an "Honors Diploma" at graduation.

ASBESTOS: NOTIFICATION OF AHERA

This is to inform you that Cache Public Schools is in compliance with regulations established by AHERA (Asbestos Hazard Emergency Response Act) calling for schools serving kindergarten through high school students to identify and remove or safely maintain asbestos materials in the facility structure. Tests conducted in 1988 by a licensed laboratory revealed asbestos material in several areas of our facility. None pose a hazard to any student or employee and they are being maintained in a manner which will insure that they do not become a hazard in the future. Staff members have been trained in the appropriate maintenance of the materials in order to assure the safety of all that use this facility. If you have questions, please contact the Office of the Superintendent. A copy of the management plan is also located in this office.

ASSEMBLIES

During any school assembly all classes will attend and teachers will sit with their respective classes. Students are expected to conduct themselves in a manner that best exemplifies CHS and the 3 R's and give their undivided attention to the program.

A few assemblies may require admission. Alternative classes are always available on these days.

ATTENDANCE

Students attending Cache Schools must be legal residents of Cache School District, or under legal (court ordered) guardianship of an adult living in Cache School District. Blood relatives do not constitute "legal" guardianship according to Oklahoma State Laws. As a part of this policy, in order to establish guardianship and/or residency, a completed Residency Affidavit Form must be on file before the student will be allowed to enroll. Proof of residency is required, and can be verified by a home visit at the discretion of the principal and/or school resource officer.

Section 193 of the School Laws of Oklahoma states that: "It shall be the duty of any parent, guardian, or person having charge of any child of compulsory attendance age to notify that child's school concerning the cause of any absences of such child."

Absences due to causes such as illness, death in the family, weather conditions, medical needs, or other valid reasons (with proper documentation) shall be excused and class work may be made up. These absences, although excused, still count towards the student's number of days absent during a semester.

Absences due to a student's attendance at a **state** playoff (not regional, district, or area) where Cache High School team is participating and the student is not a participant on the team, shall be excused and class work may be made up. These absences, although excused, still count toward the student's number of days missed during a semester. If the student brings proof (either a ticket to the event for day missed or signed documentation by a Cache school administrator also in attendance at event) to the office the following school day after the event, the absence will be changed to a state school activity absence and will not count towards the number of days absent during a semester.

Unexcused absences are different from the above-mentioned excused absences. Intentional skipping is unexcused. Any absences that are not covered in the above will be considered unexcused. Any time you have an unexcused absence you will be given a zero to average in your grades. A tardy is not being in your room when the tardy bell rings (See Truancy and Tardiness).

Students who leave school during the day and do not check out of school at the office will be turned in as truant.

ABSENTEE POLICY

School attendance is the responsibility of the student and the parents. **Students will be allowed only ten (10) absences (excused or unexcused) per semester in order to pass said semester.** These (10) absences include illness of the student, illness or death in the immediate family, weather conditions, medical appointments, a driver's test, and other valid reasons at the principal's discretion. **Students who are absent 15 minutes or more from a class period will be recorded as absent.** In order to get credit for attendance in a given class period, the student must be in class for 70% of the class period. Missing more than 15 minutes of a given class will result in the student being counted absent. Students who are absent more than the allowed number of days may forfeit credits earned in any or all classes. Doctor's recommendation for students to stay at home or doctor illness/treatment appointments must be on file in the office within five days of the absence for this policy to be altered. All Dr.'s notes should be turned into the office on the day the student returns from their illness or injury.

Routine doctor's appointments will not be considered as an excuse to alter this policy. Parents are requested to please call the high school office (580-429-3214) as soon as they realize that their child is ill or will not be attending school that day.

Students who are absent will not be permitted to attend or participate in activities that occur on the day they are absent without permission from the principal. The regulation of Oklahoma Activities Association which requires a student be in attendance in every class 90 percent of the time in order to be eligible for school activities will also be enforced.

MAKE-UP WORK

It is the student's responsibility to ask for makeup work. A maximum of one to five days will be allowed to complete makeup work. Work must be in within this time frame:

Days Absent	Days To Makeup
1	1
2	2
3	3
4	4
5	5

Arrangements may be made through the principal and teacher if more time is needed to complete makeup work.

PERFECT ATTENDANCE AWARD

Cache High School recognizes those students who have obtained perfect attendance on a yearly basis at our annual awards assembly each May. **Those receiving a perfect attendance award must not miss or be tardy to classes for any reason** (other than school sponsored events.)

It is a State Department of Education award. Their policy requires any recipient of the perfect attendance award to not have been absent or tardy for any classes during the entire school year. More information is available at the SDE website: <http://www.ok.gov/sde/>.

TARDINESS

A student shall be considered “tardy” when he/she is not inside the classroom when the bell starts ringing. Unless the student is ill or was detained by a member of the faculty and has a signed note from that teacher, no excuses will be accepted. Surely everyone agrees that a student must be in class in order to make a grade for that class. A student who has not attended the full class time cannot possibly receive the full class grade. Therefore, Cache High School will record 3 tardies as an absence and one day of detention will be assigned. When 3 tardies are converted to an absence, those absences count against the exemption policy for semester tests and the attendance policy for course credits.

TEN DAY STUDENT ACTIVITY FILE

A student may not miss more than ten (10) countable times of a single subject-class for school activities per year. Students should check with principal and sponsor to keep up with their file. For post-season competitions, in which the student has qualified to compete, activity absences do not count against the ten day file.

In addition, non-participating, but eligible students may be released from school to attend events in which the school team has qualified for **state competition**. (Does not apply to districts, regional, area, etc.)

Because these are not absences, the expectation is that students will collect assignments beforehand and have them completed upon return; however, in the case where it was impossible to know the assignment ahead of time, the student will be given a day upon returning to do the assignments.

TRUANCY

Any student who is away from classes without authorized parent or school permission is Truant. Truancy is cutting or skipping class. If a student is found to be truant the school will notify the parent(s). Students who are reported as truant will be assigned one day of ISD. Students who refuse to attend the ISD assignment may receive up to three days out of school suspension.

ATHLETICS

Any student who wishes to take part in the athletic program of the Cache School may do so as long as he or she is eligible as prescribed by the Oklahoma Secondary School Activities Association including

scholarship and abides by the training rules set up by the team and coach. Athletics receives 1 credit per year. To participate in athletics, athletes must have a current physical exam, signed drug testing consent form, a cardiac, a concussion and an amortization consent form. These forms are available electronically at www.rankonesport.com

If a student drops a sport after the add/drop window for changing schedules has passed, the student will be assigned to a classroom during that period for the remainder of that sport's season. (Further, the student cannot not transfer to another sport until the season of the sport, which was dropped has ended.) Additionally, if a student drops a sport, and does not enroll in another sport during the same semester, the student may not receive a grade for athletics, thus losing the semester credit, as well.

BELL SCHEDULE

1st Period 8:20-9:15

2nd Period 9:20-10:10

3rd Period 10:15-11:05

4th Period 11:10-12:00

Lunch 12:00-12:30

5th Hour 12:35-1:25

6th Hour 1:30-2:20

7th Hour 2:25-3:20

BUS RIDER RULES

The driver of a bus is a school official and has the same authority as a classroom teacher over the students in his/her care. Riding the school bus is a privilege Cache High School extends to our students. Any student may be removed from riding the bus that persists in disobeying regulations.

BUS REGULATIONS

In accordance with the policy of the board of education, the following rules and regulations shall govern the conduct of school bus passengers:

1. Students and other school bus passengers shall conduct themselves in a manner consistent with good classroom behavior while waiting for and traveling on school buses. The school bus driver will bring misconduct to the attention of the principal.
2. The noise level on school buses must remain at a low level to enable the driver to hear emergency and train signals. Therefore, passengers must not shout, sing, or otherwise cause any disturbance that may distract the driver.
3. Smoking or the consumption of food or beverage is not permitted on school buses.

4. School bus windows must remain closed unless the driver permits them to be opened. When windows are open, passengers must not throw object from windows or extend any part of the body through a window.
5. Any passenger who defaces a school bus shall be reported to his/her principals and shall be immediately suspended from riding the bus until arrangements have been made to pay for repairs. For a second offense, the student shall be suspended from the bus for 5 days. On the third offense the student shall be suspended for the remainder of the semester.
6. For misconduct other than vandalism, the student will have a conference with the principal, and the parent will be notified. The second misconduct will be a 3-day suspension from riding the bus. Any other incident will result in the student being suspended for the remainder of the semester or year.
7. Students must board the school bus at designated bus stops, if any, and at school bus boarding areas on school premises. Students must remain orderly until the bus comes to a complete stop and the driver gives boarding permission. Seats may be assigned at the driver's discretion. Passengers must be seated immediately. Seats may not be held for later passengers and must be shared when necessary.

The above rules and regulations will apply to any trip under school sponsorship. Pupils shall respect the wishes of a chaperon appointed by the school.

CACHE ACADEMY (NOVA)

Alternative education is an opportunity for students who have difficulty in the regular classroom or school environment. If you are interested please visit with a school counselor or administrator. Admission is by application and selection.

CANCELLATION OF SCHOOL NOTIFICATION

When bad weather hits our community, Cache High School will notify students and families of school cancellation through the media sources listed below. We will always have cancellation notices listed before the start of the school day.

TV = KSWO Channel 7, Lawton

Radio = KLAJ, 101.3 FM

School cancellations will also be announced via Twitter @CacheSchools and Facebook Cache Public Schools

For families who have a phone number and/or email address as a primary contact with the school, School Messenger will call and email alerts regarding inclement weather cancellations.

CELLULAR PHONES (electronic devices including smart watches)

Following Cache School Board Policy, Cache High School allows students to possess cell phones and electronic devices (such as iPods, headphones, e-readers, etc.) at school. Phones and electronic devices

may NOT be used during class time without express permission of the principal or teacher. Students are expected to follow the guidelines provided in the acceptable use policy.

CHILD FIND

Cache Public Schools is continuing its search for handicapped persons, age 21 and below, who are not presently being served by Cache Schools, but who are living in Cache. This search is part of a child find project that finds children in need of an education. Anyone who knows of a handicapped child, age 21 or younger, who is not currently receiving district services, is encouraged to call 429-3266 for more information.

CLASS AND ORGANIZATIONAL MEETING DATES

Each organization (not class) is entitled to one fund raising project per school year. Grade nine will be allowed one fund raising project. Grade ten will be allowed one fund raising project. Grade eleven may have two fund raising projects because they sponsor the prom (this includes the gym concession stand). Grade twelve will be allowed one fund raising project. All fundraising projects must be board approved prior to the start date of the project. The sponsor for the class or organization will fill out the required form and submit to principal for approval, who will submit to the Cache School Board. There will be no fundraising projects within four weeks to the close of school will be allowed.

CODE OF GOOD SPORTSMANSHIP

We consider all athletic opponents as guests and treat them with courtesy. Any student showing unsportsmanlike conduct, disruptive behavior, or negative influence upon Cache High School will be asked to leave and may not be allowed to attend any other school events for the remainder of the semester.

DISCIPLINE POLICY

PREAMBLE:

Responsibility is one of the 3R's of Cache High School's philosophy. We encourage and expect this in class attendance, class assignments, and classroom behavior. When a student is having difficulty being responsible, we as educators have an obligation to the student and his parents/guardian to insure that the student has the opportunity to improve in that area. As with any learning tool, there must be consequences.

Cache High School believes it is our duty to provide a safe environment in which students can learn. We believe that it is also our duty to impress upon the students of CHS the virtues of punctuality, respect, responsibility, and individual readiness! We use a graduated point scale of detention days served.

One of the most important lessons education should teach is discipline. While it does not appear in the curriculum as a subject, it underlies the whole educational structure. Discipline is an absolute necessity for an organized group to operate successfully. At Cache High School, we emphasize the development of self-discipline, self-direction, and responsibility. When a student chooses to disregard school policies, he or she will be held accountable for their actions.

For this reason, we must protect the rights of all students to have the least restrictive learning environment. Students must be aware that their actions, even off campus, reflect upon our school and community. A student's irresponsible actions off campus during the lunch hour may face consequences by the Discipline Coordinator or Principal.

Inappropriate comments regarding sex, race, cursing or threatening remarks intended to insult or demean another individual will not be tolerated.

Repeat offenders must face the consequences for their total disregard for the rules and regulations of Cache High School. This continued irresponsible behavior reflects on our school and inhibits learning for other students.

GRADUATED POINT SCALE

The following scale will be observed for each semester:

Infraction #1 – MINOR: Detention

Infraction #2 – MINOR: Detention

Infraction #3 – MINOR: Detention

Infraction #4 – MINOR: Detention

Infraction #5 – MINOR: Detention

Infraction #6 – MAJOR: 1 day In-School Detention (ISD)

Infraction #7 – MAJOR: 3 days of ISD

Infraction #8 – MAJOR: 1 day of Suspension

Infraction #9 – MAJOR: 3 days of Suspension

Infraction #10 – MAJOR: Long term suspension or expulsion at the discretion of the Discipline Coordinator and/or Principal.

MAJOR Infractions, depending on the degree of severity, might accumulate more points as determined by the Discipline Coordinator or Administrator. In addition, certain infractions (drugs, fighting, sexual harassment, bullying, cyber bullying, etc.), at the discretion of the Discipline Coordinator and/or Principal, may result in immediate suspension. Lengths of suspensions are always at the discretion of the principal.

A suspension appeals committee is hereby established which will consist of an administrator and teachers or a combination thereof. The members of the committee shall be appointed by the superintendent and may include the superintendent. However, any member of the committee who initiated a suspension in a case shall be excused from the committee during any appeal of that particular case.

Only suspensions of 3 days or more may be appealed.

DETENTION

A detention hall monitored by the discipline coordinator or designee is set up daily during lunch periods. When assigned detention hall, the student must begin serving his/her time at next assigned detention hall or must serve that time upon their return to school if absent.

DETENTION HALL RULES

1. Students are to be on time. Students will report at 12:05.
2. Students will not be admitted to detention hall if they are late.
3. Students must sign in.
4. No talking.
5. Each student in the detention hall must have a school related book with them for study.
6. Offenses within the detention hall will result in additional infractions.
7. Failure to report for detention will result in 1 day of ISD.

FIGHTING

Cache High School has a “**NO TOLERANCE**” fighting policy. This means if a student is in a fight, he or she will face the consequences determined by the discipline coordinator and/or the principal. The Cache Police Department may also be notified to pursue criminal charges against those involved in any physical altercations. If a student decides to fight during school hours, he or she also decides to take the consequences for fighting. This policy is in effect at school or any school sponsored function and activity.

GANGS/GANG RELATED INCIDENTS

1. The Cache Board of Education recognizes that the presence of the emerging gang/gang-related incidents in our school can create an atmosphere of intimidation and harm. The mere presence can be disruptive and potentially dangerous. It is, therefore, the policy of the Cache Board of Education that gangs and gang-related incidents are prohibited in the Cache Public Schools.
2. Definition: Gangs/Gang-Related Incidents – Any group (three or more individuals) who gather together on a continuing basis to commit antisocial behavior. The following evidence of behavior is prohibited:
3. Possess, wear, use, distribute, or display any sign, symbol, badge, color or other item that is evident of affiliation or membership with a gang.
4. Participate in any act, verbal or nonverbal, to include gestures, expressions, handshakes, etc. that may indicate an affiliation or membership with a gang.
5. Participate in any act that may further the interest in gang affiliation or membership.
6. Participate in any act that may be evidence of intimidation, threats, “pay for protection” or any other behavior of potential violence.
7. Participate in the writing, painting or inscribing of gang-related graffiti, to include messages, symbols or signs on school property.

Violation of Policy:

Students who choose to violate this policy shall be subject to disciplinary action to include the filing of criminal charges, depending on the severity of the incident(s).

SCHOOL BULLYING

Harassment, bullying, and intimidation means any gesture, written or verbal expression, or physical act that a reasonable person should know will harm another student or place another student in danger, damage another student's property, or insult or demean any student or group of students in such a way as to disrupt or interfere with the school's educational mission or the education of any student.

Any person who shall devise any plan, scheme or program of action to cause serious bodily harm or death of another person with intent to perform such malicious act of violence, whether alone or by conspiring with others, shall be guilty of a felony, punishable upon conviction thereof by imprisonment for a period of not more than ten years.

CYBER BULLYING – students will not be allowed to use Internet social networks, i.e. Facebook, Twitter, Instagram, Snapchat, etc. to leave intimidating or harassing statements about another student(s). Violations will be considered as though they took place in person and on school grounds.

Bullying or harassing students will be handled by the Discipline Coordinator and/or Administration. Punishment may include suspension from school.

SUSPENSION

Oklahoma School Law gives schools the authority to suspend students from school classes and activities. There are three forms of suspension.

1. In-school detention will be a length of time determined by the discipline coordinator or principal, with students being allowed to receive grades for their work during this time.
2. Short-term suspension can range up to ten days.
3. Long-term suspension can range up to 2 semesters of school.

At Cache High School, suspension is only used as a last resort when other discipline alternatives have been exhausted or when the nature of the offence is severe. For grades taken on assignments while the student is under suspension, the suspended student will receive zeros. The number of required recorded zeros for suspension shall not exceed two per class. Any additional suspension days to be served over two, the student will be given the opportunity to make these assignments up for full credit. Additionally, the student will be put on an education plan for core classes (English, Math, Science, and History) and this will include making arrangements through the principal for how/when the assignments of the suspended student should be picked up and returned by the parent/guardian. The date of when these assignments are due will be determined by the principal and noted in the educational plan provided at the time of suspension. Any of the additional assignments not turned in by the deadline noted in the educational plan will be recorded as a zero.

OSSAA Rule

RULE 4 - CONDUCT OF STUDENTS

Section 1.

a. A student who is under discipline or who is suspended from school or an activity shall be ineligible until reinstated by the school principal.

DRESS CODE

It is our belief that a student's dress affects his or her behavior. Appropriate school dress is the responsibility of every student and parent. A school is a place for business as well as a place for fun and enjoyment.

Clothing should be conservative in taste and should be adequate for weather conditions. Reasonable differences in clothing standards for male and female will be permitted so long as the goals of such standards are the same, such as the maintenance of order, modesty, or cleanliness.

Students are expected to be neat, clean, and orderly in their dress and appearance. Student dress should in no way interfere with the orderly process of learning. **A detailed student dress code will be left to the discretion of the CHS administration.**

Styles Not Allowed

1. Dresses, tops, or shirts not covering the stomach, midsection, chest, side, or back: No tank tops, strapless, spaghetti straps, or straps narrower than a Cache School ID measured horizontally (unless garment covers entire shoulder), low necklines showing cleavage or any see-through apparel, and no undergarments showing.
2. Clothing with lace-up or button up closures must remain laced and buttoned or must be worn with an additional layer of clothing underneath.
3. Extremely short dresses and skirts are not to be worn. Skirts or dresses must be 6 inches from the knee. Skirts and dresses will be measured while a student is sitting with upright posture. A ruler will be used to measure from the end of the knee to the bottom hem or top of the slit of the article of clothing.
4. Shorts will be measured with the student kneeling on both knees. Shorts will be 8 inches from the knee. A ruler will be used to measure from the floor to the bottom hem or top of the slit. NO bicycle shorts, spandex shorts, wind shorts, or boxers.
5. No hats worn in the building. More specific, no headwear allowed in the hallway, the classrooms, the cafeteria or the Mid High commons. Headgear, including but not limited to, hats, caps, beanies, bandanas, do-rags, sweatbands, or any other band worn on the forehead, stocking caps and sunglasses. Exceptions may be made by the principal.
6. No spandex, running and/or yoga style stretch pants. The only exception being when a school appropriate top/shirt is worn and the top/shirt meets the dress length requirement of 6 inches from the knee.
7. No Clothing containing vulgar, suggestive, subversive, sexual, tobacco, narcotic or alcoholic meaning, weapons, and/or gang related items.
8. Shoes must be worn at all times. (House shoes/slippers are not acceptable footwear.)

9. No chains attached to clothing, worn as bracelets, necklaces, or on billfolds are allowed.
10. No pajama-type clothing or house shoes.
11. “Sagging” will not be tolerated.
12. No jeans with holes that are more than eight (8) inches above the knee, unless there is **clothing** that covers the hole from under or on top of the hole.
13. Leggings may only be worn as an accessory under proper skirts or shorts.(see above) They cannot be worn as pants by themselves.
14. Trench coats are not to be worn on campus. This includes the school day or any school functions, i.e. ball games, plays, etc.
15. Students will be allowed to have no more than three piercings on their face (i.e. nose, eyebrow, below bottom lip) with only a small stud permitted in the piercing. No large objects will be allowed in the piercing.
16. No vulgar tattoos or brandings shall be visible, as they may distract from the learning process.
17. If not in compliance with the dress code, a first offense the student will report to ISD and remain until appropriate dress can be obtained. No infraction points will be assigned for first offense. Repeat offenders will be given a discipline slip and assigned an infraction point, as well as spend the remainder of the day in ISD.
18. Please remember the self-image you present to others is exhibited in your dress. The ultimate goal of the dress code is to ensure that the learning environment is preserved and that distractions are eliminated. Student dress should in no way interfere with the orderly process of learning. The CHS administration reserves the right to make any change necessary at any time. The CHS administration also reserves the right to make a determination of the appropriateness of a student’s dress or appearance at any time and assign discipline accordingly.

EMERGENCY CARE PROCEDURE/ACCIDENT

1. In the event an accident occurs in which the principal or teacher in charge deems immediate care necessary, the following steps will be taken:
2. Parent or individuals designated on the student emergency section of the enrollment sheet will be contacted.
3. In the event no one can be located, the principal or teacher in charge will seek emergency care for the student as indicated by the parent or guardian on the emergency section of the enrollment sheet.
4. The school assumes no liability for expenses incurred for the treatment of the student. These expenses will be the responsibility of the parent.
5. Parents are requested to fill out the perforated “Authorization For Emergency Care to Minors” sheet at the back of the handbook. In the event of an accident and when no one can be found, this sheet will allow us to provide your child with the best care possible. This sheet will be kept on file in the principal’s office.
6. Insurance packets are available upon enrollment if a parent wishes to participate in this program.

FIRE AND TORNADO DRILLS

A long buzzer and flashing firelights in the hallways will be the signal to evacuate the building for a fire drill.

Upon sighting or receiving warnings of a tornado, the principal will alert the school over the intercom. Your classroom teacher will give you instructions and lead the class to the proper emergency location.

Food

Outside food and drink may only be consumed in the Mid High Commons or the cafeteria during lunch. Any other food or drinks will not be permitted in the building during the school day except **water in a clear container**.

GREAT PLAINS CAREER TECHNOLOGY CENTER

Students attending GPTC at Lawton must furnish their own transportation to Cache High School each morning. The bus going to GPTC will leave Cache High School at 8:05 a.m. each morning and will return by the start of 4th hour each day. Students will be permitted to drive their own cars to GPTC upon approval by parents and the building principal. Student drivers must be on file in the office and have a driving decal.

HEAD LICE

1. The building principal and/or designated building personnel will assume the responsibility for enforcing the following steps:
2. Identify and temporarily exclude only those students with live lice and/or nits.
3. Contact student's parents with letter and explain the recommended treatment guidelines.
4. Student must be adequately treated and readmittance to school requires a clearance slip from the City-County Health Department or a physician stating, "the student has been adequately treated and appears to be free of all live lice and nits".
5. Seven calendar days after the initial exclusion, a second clearance must be obtained.
6. If a second clearance is not received by the eighth day of the initial exclusion, the student must be temporarily excluded until this clearance is obtained.

HEALTH SERVICES

Cache High School is interested in the health and well being of all of its students. All students are expected to maintain good grooming habits. Cache Schools will administer first aid to any student as needed. Health services are provided by the Comanche County Health Department.

ID BADGES

In an effort to provide additional safety for our campus, Cache High School requires all students to have a visible current year CHS school-issued ID badge. The badge needs to be worn in a manner where it is easily seen by teachers and administration at all times during the school day. Student's name and picture must be visible, and the ID badge should be worn at chest level. For example: use of lanyard around the neck, badge attached to clothing with a clip, etc.

The first ID badge will be provided for free. If the badge becomes unrecognizable or is lost, the cost to replace is \$2. Lanyards can be purchased for \$1.

The goal of this additional safety measure is to keep our campus open during the day and lunch. Many students come and go during the day to Great Plains Career Technology Center, Cameron University, or work study, for example. Also, by going to the ID badge system 10th through 12th grade students will still be allowed to leave campus for lunch provided the student is wearing their school ID badge.

Badges will not be required to be worn during extracurricular activities or practices.

Cache High School ID badges may enable students to certain privileges throughout the year (for example, discounted entry into ball games, occasional early release for lunch, etc.) On the other hand, if a student does not have on their ID badge, he/she may receive detention and a minor infraction point (see discipline policy.) Temporary badges will be provided on a day to day basis or a student may purchase a replacement ID. Students who chose a temporary ID will be issued detention. Repeated failure to comply with requirement will involve serious consequences to be determined by the principal.

INTERSCHOLASTIC ACTIVITIES

Students must be in attendance the day of a school sponsored activity in order to be eligible to participate. This includes music, athletics, organizational or academic activities (School plays, FFA, Band, FHA, etc.), or any activity sponsored by the school (Cache School District Policy #700.75. Students must be in attendance at school the preceding day to be eligible to attend a school-sponsored activity that might leave before 8:00 a.m. the following day. Any exceptions are at the discretion of the principal.

Students must meet the academic eligibility requirements set down by the Oklahoma Secondary Schools Activity Association. All Cache High School rules and regulations apply at any school sanctioned event or activity. To participate in interscholastic activities, students are required to have a signed drug testing consent form.

LIBRARY

The school library will be open from 8:05 a.m. to 3:35 p.m. for the benefit of students and faculty. Our media resources complement the curricula in every department of the school. The collection includes a vast array of selective print and non-print material in a variety of media.

Reference materials such as encyclopedias, etc, are allowed to be checked out for overnight use only and cannot be checked out until after 3:10 p.m. each day. This area is also open to the community for overnight checkout. Cache Public Schools policy books are available in the library for anyone to check out. Students are allowed to checkout books for a two-week period. Fines are assessed for material kept beyond the due date. The fine is 5 cents per day not counting holidays or weekends. All rules set by the Cache High School and the librarian must be followed.

LUNCHESES AND BREAKFAST

Balanced, nutritious meals will be served and students are encouraged to eat in the lunchroom. Each family is requested to fill out a Federal Meal Application to see if they qualify by income for free/reduced lunch prices. The meal costs for grades 9-12 are below:

Breakfast:	Regular - \$1.30	Reduced - \$0.30
Lunch:	Regular - \$2.60	Reduced - \$0.40

ALL meals must be pre-paid. Students will not be allowed to charge meals in accordance with our District policy.

Cache High School has an open campus policy during the lunch break for 10th - 12th grades. Ninth graders must remain on campus upon arrival and until the end of the school day. Tenth - twelfth grade students are allowed to leave campus on foot, provided that they are wearing their school issued ID badge. Leaving campus for lunch is a privilege and may be revoked at the discretion of the principal. Students will not be allowed to leave in their cars. All students should cross the roads at the crosswalks. Please be courteous to drivers and watch for cars to ensure your own safety. Students who leave in a vehicle at lunch with a parent/guardian must be checked out of school at the office.

Students who are not allowed off campus for lunch, but are caught doing so will be disciplined as follows:

1st offense: 5 days lunch detention

2nd offense: 10 days lunch detention

3rd offense: 3 days ISD

Further offenses may lead to additional days of ISD and/or suspension from school.

MEDICINE

If a student is to take medication at school, he/she must have a note signed and dated by the parent or guardian. The note must explain the dosage and frequency the medicine is to be taken. All medicine must be kept at the office and students are to come to the office to take it. This protects your child as well as others (see emergency medical slip in back of handbook). No medications will be furnished by Cache High School.

NOTICE OF NONDISCRIMINATION

The Cache Public Schools does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups.

The following person has been designated to handle inquiries regarding the nondiscrimination policies:

Chad Hance, Superintendent
102 East H Ave, Cache, Oklahoma 73527
580-429-3266

Corey Holland, Assistant Superintendent
102 East H Ave, Cache, Oklahoma 73527
580-429-3266

PARENT/TEACHER CONFERENCE DAYS

Each school year Cache High School sets aside four evenings for official parent/teacher conferences. Parent/Teacher conferences are scheduled this year for October and February. We encourage parents to attend parent teacher conferences. At the high school, conference times are not scheduled. Parents are welcome to visit with teachers during the designated times on a come and go basis.

PARENTS VISITING TEACHERS

Parents/legal guardians are always welcome at Cache Public School. Parents/legal guardians are asked to call the secretary to set up an appointment with teachers so that class will not be disrupted.

PERMISSION TO LEAVE CLASSROOM

Students must have approval from the teacher and a hall pass before they will be allowed to leave the classroom. Students will only be allowed to leave the classroom to use the bathroom, for medical reasons with documentation from a physician, emergency reasons, or with parental permission. The

principal or discipline coordinator may excuse students. Students may be excused for an activity from the classroom after the teacher has been given approval by the principal or discipline coordinator.

PERMISSION TO LEAVE SCHOOL

Parents are reminded that students who are not sponsored have at times met with accidental or criminal disaster. Therefore, it will be the school policy that all students being picked up by parents during school time (8:20-3:20) must come to the office of the principal and accept the responsibility of the child at the principal's office. (This includes lunch.)

Parents wishing their children to leave school during the day for an appointment or sickness without being picked up by the parent must call the principal's office and make arrangements or the child will be considered absent without permission, truant, which can result in one day of ISD. No one, other than a student's parents or legal guardian, may check them out of school. Students will not be allowed to leave the school if parental contact cannot be made. This protects the child as well as the parent. Students who are not homeless and are 18 years old or older must have parental permission to leave school.

PROM

The Junior Class hosts the Junior-Senior Prom in honor of the Senior Class. Junior and Senior class members are permitted to invite a guest. Money for prom tickets must be paid prior to the date of prom. Any guest that is not a member of the junior/senior class must be signed up in the principal's office for approval prior to the date of prom. Guests must be in the tenth grade or above, and must be under 21.

Appropriate dress for the prom is formal dress. Hats may be worn if they are obviously a part of the ensemble (i.e., cowboy hat with a western tuxedo and boots).

Attendees will not be allowed to leave the building without a sponsored escort. If a student or guest does leave without an escort, they will not be allowed to re-enter. The Prom may last no later than midnight.

All guests will follow the same rules that apply to the students.

The participation restriction for those who are on the ineligible list will NOT be in effect for the Jr./Sr. Prom provided the student is only ineligible in two or fewer classes. In addition, students who have been suspended for more than 10 days prior to the prom must seek principal approval to attend.

PUBLIC DISPLAY OF AFFECTION (PDA) POLICY

Affection is meant to be shared between two people, not an audience. Therefore, any action that is deemed sexually inappropriate or suggestive will not be tolerated.

Students are not allowed to:

1. Kiss

2. Inappropriately touch
3. Long embracing hugs
4. Arms around one another

1. Hold hands
2. Greet or dismiss with a quick hug

Students are permitted to:

PUPIL POSSESSION OF DANGEROUS WEAPONS, DANGEROUS SUBSTANCES, AND DRUG PARAPHERNALIA

The principal of any public school in Oklahoma or any teacher or security personnel, shall have the authority to detain and authorize the search of any pupil(s) on any school premises or while in transit under the authority of the school or any function authorized by the school for dangerous weapons, drug paraphernalia or controlled dangerous substances as defined in Senate Bill 916 which prohibits weapons on school property and in the Uniform Controlled Dangerous Substances Act which includes alcoholic beverages, drugs, drug paraphernalia or other dangerous substances. This includes guns, facsimiles of guns, ammunition, explosives, fireworks, knives, pepper spray or any other deemed inappropriate item. The principal may conduct a search based on probable cause. A person of the same sex as the person being searched shall conduct the search. The principal authorizing the search shall have the authority to search lockers and to detain the pupil or pupils to be searched and to preserve any dangerous weapons or controlled dangerous substances, drug paraphernalia, intoxicating beverages, missing or stolen property that might be in their possession including the authority to authorize any other persons they deem necessary to restrain such pupil(s) or to preserve any dangerous weapons or controlled dangerous substances.

Students may be required to be searched by metal detectors.

Any pupil found to be in possession of dangerous weapons or controlled dangerous substances, intoxicating beverages, missing or stolen property may be suspended by the principal for a period not to exceed the current school semester and the succeeding semester. Section 390 – School Laws of Oklahoma.

The door to the Principals and Counselors office is open to anyone wishing to seek help. EVERY EFFORT WILL BE MADE TO KEEP THIS INFORMATION CONFIDENTIAL.

REPORTING STUDENTS UNDER THE INFLUENCE OF OR POSSESSING NON-INTOXICATING BEVERAGES, ALCOHOLIC BEVERAGES, OR CONTROLLED DANGEROUS SUBSTANCES

It shall be the policy of the Cache School Board of Education that any teacher who has reasonable cause to suspect that a student may be under the influence of or said student has in his/her possession:

1. Non-intoxicating beverages (beer or near beer)
2. Alcoholic beverages

3. Controlled dangerous substances
4. Missing or stolen property
5. Drug paraphernalia

as the above are now defined by state law, shall immediately notify the principal of his/her designee of such suspicion. The principal shall notify the superintendent of school and a parent or legal guardian of said student of the matter. **REFERENCE: O.S. TITLE 70 – SECTION 133**

Any suspension and/or search of said students shall be subject to any applicable school policy, state law, or student handbook regulation. Every teacher employed by the Cache School Board of Education, who has reasonable cause to suspect that a student is under the influence of or has in his/her possession non-intoxicating beverages, alcoholic beverages, drug paraphernalia or a controlled dangerous substance, missing or stolen property, and who reports such information to the appropriate school, shall be immune from all civil liability. **REFERENCE: O.S. TITLE 70 SECTION 24 –132.**

The teacher shall report all suspicions to the principal. The principal shall investigate all reports made by school staff. Students suspected or showing evidence of being under the influence or possessing non-intoxicating beverages, alcoholic beverages, missing or stolen property, or controlled dangerous substances will receive disciplinary action and recommended to obtain professional counseling before returning to school. Senate Bill 720 also allows schools the right to refuse to enroll a suspended student from another district.

CANINE INSPECTION

This campus is routinely inspected by detection canines for prohibited items in order to provide our students and staff with a safe learning environment.

SCHOOL PROPERTY

If a student maliciously or by accident destroys school property, they or their parents will have to pay for the expense of replacing that property, plus disciplinary actions will be taken.

SCHOOL TELEPHONE

The school office phone will be used by students only after receiving permission from the principal and should not be used except for emergency.

SEXUAL HARASSMENT OF STUDENTS

The policy of the Cache School District forbids discrimination against, or harassment of any student on the basis of sex. The Cache Board of Education will not tolerate sexual harassment by any of its employees or students. This policy applies to all students and employees including non-employee volunteers whose work is subject to the control of school personnel. More information can be found

concerning Cache Public School sexual harassment policies in the Cache School Policy Books housed at any library, or one may contact the school offices for help.

SMOKING/TOBACCO/E-CIG

Students will not be allowed to possess, smoke or chew tobacco of any kind, including e-cigarettes, on the school premises at any time or during any school sponsored activity. If a student is caught with any on them, the product will be confiscated and destroyed. Students found to have tobacco products in their possession will be given 1 infraction point and 1 day of ISD.

STUDENT CONDUCT

Students are expected to conduct themselves in a manner that exemplifies Cache High School. Cache High School students are expected to be responsible and respectful to the faculty members and the school property and grounds. Students must be accountable for their decisions and must be willing to accept the consequences for their actions. We should all be proud of our school and facility. Therefore, we are all responsible for its upkeep.

Each student is expected to represent himself/herself with an attitude that reflects the philosophy of CHS. This manner is expected in class, in the hall, on campus, at extracurricular activities, or any other event that may be a representation of CHS. Remember that all CHS rules and regulations apply at any school sanctioned event or activity.

STUDENT COUNCIL

The student council serves as the student governing body. Its objective is to promote and support school activities, to create a spirit of cooperation and understanding between student and teacher, to promote a finer spirit of sportsmanship, and to present the desires of the students to the faculty and administration. Each class will elect a president, vice-president, secretary, and reporter to represent their class in the student council. Each spring, the existing members will elect student council officers (president, vice-president, secretary, reporter, treasurer, and parliamentarian) for the upcoming school year. Thus, there are potentially 22 members elected who serve on the C.H.S. student council. In addition, the principal may choose to appoint at-large representatives. Only students who have served in student council at least one year in high school are eligible to serve as student council officers.

The student council also serves as the principal's student advisory council. Various meetings throughout the year are held in order for the principal and the advisory council to talk about events and policies of the school.

STUDENT DRIVING

Drivers throughout the school day will adhere to the following administrative policies:

1. Each student who is allowed to drive on campus must be able to verify his or her license to the Discipline Coordinator.
2. A current year CHS driving decal must be placed on the rearview mirror of the vehicle.
3. Students will always lock their vehicles upon arrival.
4. Students may drive to school, but will not be allowed to drive a motor vehicle once they have arrived at school until they are dismissed at 3:20 p.m. Any exceptions will be at the principal's or discipline coordinator's discretion.
5. Students must have permission to return to their vehicles during school time.
6. Students will park their vehicles in the designated parking lot area. Do not block the handicap zones or fire zones at any time. Students may park in the "new" gym parking lot, the field house lot or the baseball/softball indoor facility lot.
7. Students will occupy only 1 parking spot per school day.
8. Cache High School assumes no responsibility for your auto or the contents within it.
9. Excessive stereo noise from vehicles will not be tolerated.
10. High School parking lot speed should be at a minimum.
11. If negligent operation of a vehicle results in injury to another person or damage to property, the offending student will be issued a major discipline point and will be assigned In-School Detention or Out-of-School Suspension as determined by the principal or discipline coordinator. The offending student, at the discretion of the principal or discipline coordinator, may also have his/her driving and parking privileges on campus restricted.

The purpose of any vehicle policy is to protect property and students from harm. A reprimand concerning one's driving practices administered by a teacher, administrator, or the police will be regarded as sufficient grounds for disciplinary action. The first incident will result in a warning. The second incident will result in a loss of driving privileges for a time to be determined by the discipline coordinator or the principal. Any further action will revoke your driving privileges on school grounds for the current semester.

STUDENT RECORDS (FERPA)

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. They are:

1. The right to inspect and review the student’s education records within 45 days of the day the District receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal 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 district to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the district decides not to amend the record as requested by the parent or eligible student, the district will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for 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 interests. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the district 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 performance of his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the district discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. (NOTE: FERPA requires a school district to state in its annual notification that it intends to forward records on request).
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 600 Independence Avenue, SW, Washington, D.C. 20202-4605

Google Apps for Education comply with the Family Educational Rights and Privacy Act (FERPA)

TEACHERS' AVAILABILITY

Teachers and support personnel will be on duty at 8:05 a.m. each day and will remain at school until 3:35 p.m. to help students. Students are urged to make appointments with teachers after school from 3:20-3:35 for extra help. This is free tutoring that students can take advantage of to get additional help in their academics.

VISITOR'S PASS

Cache Public Schools welcomes the public to visit our schools and observe the education process of our youth. We ask, however, that all visitors register at the principal's office for a pass. NOTE: During the school day, students from other schools are not to visit Cache High School without a parent or guardian.

If you have questions concerning the handbook you can come to the principal's office during school, or ask your instructors at their convenience.

Any situation not covered in this handbook is left to the discretion of the administration.

The CHS administration reserves the right to make any change necessary to this handbook at any time.

EMERGENCY INFORMATION

STUDENT'S NAME

SOCIAL SECURITY #

DATE

In case of emergency, Cache needs vital information quickly. Please give us the following information that can be used in case of sickness or injury to your child.

My child _____ has the following medical condition(s):

My child has permission to take (circle) Aspirin/Tylenol.

Please give an emergency phone number that you know is available during school hours. This is important for hospital information.

Phone number

Person on phone to contact

Parent Signature

Date

Please return this page to the office so we can keep information accurate.