



Student Handbook

2020-2021

1106 North Dixie Hwy

Cave City, KY 42127

Phone: 270-773-3671

Fax: 270-773-4120

www.caverna.kyschools.us

www.facebook.com/cavernaelementaryschool

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(Revised July 2020)

**2020-2021
Caverna School Calendar
(subject to change due to
weather, etc)**

Date Events

Aug. 25 - First Day for Students

Sept. 4 - NO SCHOOL (Contract Day for Staff)

Sept. 7 – NO SCHOOL (Labor Day)

Oct. 5 thru 9 – NO SCHOOL (Fall Break)

Oct. 23 – NO SCHOOL (Contract Day for Staff)

Nov. 3 – NO SCHOOL (Election Day)

Nov. 13 – NO SCHOOL (Contract Day for Staff)

Nov. 25 thru 27 – NO SCHOOL
(Thanksgiving Break)

Dec. 11 – NO SCHOOL (Contract Day for Staff)

Dec. 21 thru 31 – NO SCHOOL (Christmas Break)

Jan. 1 – NO SCHOOL (New Years Day)

Jan. 15 – NO SCHOOL (Contract Day for Staff)

Jan. 18 – NO SCHOOL (Martin Luther King)

Feb. 12 – NO SCHOOL (Contract Day for Staff)

Feb. 15 – NO SCHOOL (Presidents Day)

March 19 – NO SCHOOL (Contract Day for Staff)

Apr. 5 thru 9 – NO SCHOOL (Spring Break)

May 27 – Last Day for Students

Dear Parents,

I want to extend a warm welcome to our Caverna Elementary family. It is a privilege to serve and work with our students, faculty, and families to make our school the best it can be. My goal is to lead our school community in a manner that allows us to reach our goals.

At Caverna Elementary, we strive to create a safe and nurturing environment, which allows every student to be successful. We also aim to challenge our students, so they become well rounded and develop emotionally, socially, and academically.

Our teachers are passionate and committed to each student, to ensure they grow in confidence and problem solving skills. We want each student to develop values of respect, cooperation, perseverance, and a desire to strive for excellence in everything they do.

As principal of Caverna Elementary, I will be devoted, every day, to our students and community. I look forward to the memories we are going to make together, but most importantly, I look forward to seeing our students chase and achieve their dreams.

The Caverna Elementary Student Handbook is a quick reference guide that you will find extremely useful as questions arise throughout the school year. It has been carefully prepared and reviewed in order for you and your family to know and understand the policies and procedures of our school. Communication is key, when dealing with a student's education, so I am always available to help in any way, but I want to encourage parents and guardians to be in constant communication with their child's teacher to ensure a productive school year for everyone involved.

"Teaching kids to count is fine, but teaching them what counts is best." - Bob Talbert

Sincerely,

Tyler Richardson
Principal

CES COVID-19 Reopening Plans

Below is a link to our COVID-19 reopening plans and guidelines for the 2020-21 school year.

[CES COVID-19 Reopening Plans](#)

STUDENT SERVICES

Family Resource Youth Service Center

Caverna's FRYSC is available to all students and parents. Our director, Wilma Bunnell, can be contacted at 773-4665. Mrs. Bunnell has offices at all three school buildings. The FRYSC helps students and families with issues that might interfere with student learning, such as family and/or financial difficulties. The goal of FRYSC is to coordinate needed services and make them available to our students and their families.

SBDM

Caverna Elementary has a School- Based Decision Making Council will meet monthly starting in July. The times and dates have not been set by the new council. The purpose of the Caverna Elementary School Council is to set school policy and make decisions that will provide an environment to improve student achievement and will enable the teachers to impact the educational process.

2020-2021 SBDM MEMBERS

Tyler Richardson, Principal
Melissa Tobin, Teacher
Christina Anderson, Teacher
Donna Carrera, Parent
Jennifer Reyna, Parent

How Can Parents Support Student Learning?

- Read and discuss the contents of this handbook with your child.
- Check that all homework is completed.
- Talk to you child about what he/she is learning at school. Try to make connections to life.
- Become familiar with the school's program, policies and operations.
- Actively support expectations held by staff for the behavior of your child at school and school events.
- Become involved in school events.

FREQUENTLY ASKED QUESTIONS

How do I contact my child's teacher?

The best way to reach teachers is by email, DOJO, or a note in this agenda book. Their email addresses can be accessed on Caverna's website at www.caverna.kyschools.us. Teachers can also be reached during their planning period by phone at 270.773-3671. The office will not

forward calls to teachers during the school day to allow for your child to receive the maximum amount of time learning without disruptions. Teachers will do their best to return calls during their planning or immediately after school. Conferences can be scheduled with your teacher throughout the year. If you would like to schedule a conference or talk with a teacher just send a note with your child or leave a message in the office for your child's teacher to return your call.

What if I need to speak to the Principal?

Mr. Richardson welcomes all parents who wish to meet with him. To be assured of an appointment, please call the office to arrange a time. "Drop-in" conferences certainly do occur, but there is no guarantee that the principal or counselor will be available. In the event of a problem, please contact your child's teacher first. The principal will enter the problem-solving process if the parent and teacher are unable to develop a mutually agreeable solution that is in the best interest of the child.

How does drop off and pick up work?

The school day officially starts at 7:20 and ends at 2:20. Tardy students will miss valuable instructional time. (See attached Handbook for more details)

Car riders should be dropped off in the circle in the back of the school. Students may enter the building at 6:45. Parents and visitors are not allowed to enter the back doors. For the safety of your child, do not drop your child off unless an ADULT IS STANDING OUTSIDE ON THE SIDEWALK. Once the adult on duty leaves the back sidewalk area at 7:20, you must drive your child to the front of the building and walk them to the front office.

Afternoon car riders should be picked up out back. Drivers should remain in your cars and wait for your child and must have car tag in their window for pick up. Please do not come in the building for student pick up.

Do you have after school care?

At this time our after school program has not been renewed. If anything changes throughout the year we will keep you informed. We will have some clubs and ESS and will give you further information as it comes available.

SCHOOL VISITATION

Anyone coming to the school for any reason MUST check in at the office. Visitors must be escorted by school staff throughout the building. If you bring your child to school in the mornings, you should drop him/her off out back with the teacher who is on duty. School personnel will get your child to breakfast, gym or the classroom.

Every student must have an emergency information card on file in the office. This information is valuable not only on a day- to-day basis, but also in an emergency. Only people listed on the card will be permitted to check your child out. Students leaving school early must be signed out in the office by an authorized person. If for some reason you need to make a change to your

child's emergency card during the year, please come by the office to add or omit the name to your child's card.

Parents are asked not to go down the hall to wait for students in the morning or afternoon. This is disruptive to the learning process, and it causes hall congestion during afternoon dismissal. Parents will wait in their cars around back.

Attendance Policy- See District Attendance/Truancy Prevention Plan

PROGRESS REPORTING TO PARENTS

Report cards are sent home at the end of each nine-week period for grades K through 5. The report card must be signed by a parent/guardian and returned to the homeroom teacher as soon as possible. Parents/Guardians may call the school at 773-3671 to arrange for conference sessions with teachers. There will be a conference with every student the first 9 weeks. If a child is failing or not performing at the expected level of achievement either academically and/or behaviorally, the parent/guardian will be notified.

MEDICATION POLICY

If a student is required to take medication (including aspirin or Tylenol) during school hours, the following procedures are followed:

1. Parent must fill out paperwork from the school nurse.
2. Parent must bring medication to the school nurse.
3. School will only give medicine that comes in a prescription bottle with instructions written on it.
4. Any other medication like aspirin or Tylenol must have a note with it explaining dosage.
5. The student will take the medication under the supervision of office staff.
6. Students are never allowed to transport medication on the bus.

TOYS

No toys, games, cards of any kind, or other personal items which are not needed for instruction are to be brought to school unless requested by the teacher. The school reserves the right to collect these items and store them until the end of the school year if they are brought without permission. Items will only be returned to parent/guardian. The school is not responsible for these items if a child loses them or they are stolen from the child.

TEXTBOOKS AND LIBRARY BOOKS

Each child will be responsible for the care of textbooks and library books. The parent/guardian will be required to pay the replacement cost of any damaged, lost or stolen books.

TELEPHONE USE

School telephones are not for student use. Students are not to receive phone calls.

CELL PHONE USE

All cell phones brought to school should remain turned off and out of sight during the school day. Lost or stolen cell phones are not the responsibility of the school. Violation of the cell phone policy will result in the following: 1st offense – confiscated until parent picks up; 2nd offense – confiscated until parent picks up and office referral; 3rd offense – confiscated until parent picks up and student will not be allowed to bring cell phone to school, plus office referral.

EMERGENCY DRILLS

Emergency drills such as fire, earthquake and tornado will be conducted throughout the school year. The students are expected to follow the instructions of the teacher. Order and silence will be maintained during these drills.

FIELD TRIPS / PARENT VOLUNTEERS

Most classes take trips away from Caverna Elementary periodically. Teachers and other authorized people always accompany students on these trips to help provide supervision. Written permission by parents/guardians is required in order for a child to participate in these field trips. Excellent behavior is expected at all times on these field trips. Parents are not allowed to ride the school bus, however IF the parent has a background check with our Central Office then they will be allowed to meet us at the field trip site and volunteer with our group.

PARENT TEACHER ORGANIZATION

We encourage all members of the community to join the CES PTO. This organization meets on a monthly basis. Notes will be sent home with students notifying parents of times and dates.

SCHOOL PARTIES

Three “Sweet” parties will be celebrated during the school year: Halloween, Christmas, and Valentine’s Day. The homeroom teachers will organize parties. Birthday treats must go through the teacher first and cannot be handed out until after lunch.

HOUSE BILL 91 - BULLYING

Students will not use lewd, profane or vulgar language. Students shall not engage in behaviors such as bullying, hazing, menacing, taunting, intimidating, verbal or physical abuse, or threatening behavior.

This policy extends to any/all student language or behavior including, but not limited to, the use of electronic or online methods. Such behavior is disruptive of the educational process and interferes with the ability of other students to take advantage of the educational opportunities offered.

Violations of any portion of this section of the student discipline code will be subject to disciplinary action including but not limited to: detention, in-school suspension, and/or suspension.

If the violation constitutes a felony under KRS Chapter 508 the violation will be reported to the principal either in writing or orally. The principal will immediately report the violation to the local authorities who will investigate the incident. Within 48 hours the principal will file a written report with the superintendent of schools, the local authorities, and both the parents of the victim and the parents of the person committing the violation.

Retaliation against a student who reports a violation of the code, participates in any investigation, proceeding, or hearing regarding the violation is strictly forbidden. The Superintendent/designee shall take measures needed to protect students from such retaliation.

This portion of the student discipline code protects students who are at school, on school grounds, at school sponsored activities, or any school supported transportation.

Discipline Policy Revised July 2019

CAVERNA SCHOOL DISTRICT CODE OF CONDUCT, RIGHTS, AND RESPONSIBILITIES

DUE PROCESS POLICY

Students are guaranteed the right of procedural due process when any charge or accusation has been made against them. Students and/or their parents or guardians have the right to appeal any action taken by the school that they feel is unfair or inequitable regarding any of the rights listed in this document. Students and/or their parents or guardians also have the right to file a complaint when they feel the student has been discriminated against because of race, sex, age, national origin, economic status, marital or parental status, handicapped condition, and/or veteran status.

STUDENT GRIEVANCE PROCEDURE

Any student who feels his/her rights have been violated should immediately file a complaint with the principal of his/her school. The principal shall call an immediate investigation of the alleged violation. Within five days of the filing of the violation, the student filing the complaint will be notified of the principal's findings, recommendations and corrective action. If required, the principal will forward the results of his/her investigation to the Superintendent for further investigation. The Superintendent will, within five working days of receipt of the complaint, inform the student of his findings and recommendations. In the event the student is not satisfied

with the finding and recommendation of the Superintendent, he/she will be informed of their right to ask for a hearing of the complaint by the Board of Education. Upon receipt of written request by the student, the Superintendent shall notify the Chairman of the Caverna Board of Education of the request for a hearing. The Chairman may set the date and time for a Board meeting to hear the complaint within the constraints of notification requirements and due process procedures.

ALLOWANCES IN THE CODE FOR FLEXIBILITY AND INDIVIDUAL REVIEW TO CONSIDER EXTENUATING CIRCUMSTANCES

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

APPLICATION OF THE DISCIPLINE POLICY

The Caverna Independent School District Student Discipline Code shall apply to all students enrolled in the Caverna Independent schools during the time they are on school buses, on school grounds during the regular school day and while in attendance at any Caverna School sponsored extra-curricular activity.

PREAMBLE

In the last decade our society has gone through many changes. One part of these changes has been that students are citizens and do not lose their guaranteed rights when they enter a school building. As citizens, they may exercise their right as long as they do not violate the rights and responsibilities of others including their rights to learn and the responsibilities of adults to educate.

The uniform code of student conduct describes standards of conduct that are important to the success of both learning and community life in our schools. For students to have a successful educational experience, they must understand that individual rights and responsibilities go hand in hand. When people come together their individual rights become limited because of the need for mutual respect.

This includes the responsibilities of following rules and respecting the authority of adults whose jobs are to ensure a successful education for many and not just one individual.

In light of this concept, it follows that students at different ages and grade levels will exercise their rights differently; the younger the child, the greater the need for adult guidance and protection.

The wonder of living in a democracy is the constant challenge of individuals expressing their rights while honoring and upholding their responsibilities.

A. STUDENTS

1. Students have the right to:

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

2. Each student has the responsibility to:

- a. Be accountable for his/her own conduct and for showing consideration for the rights and property of others.
- b. Exhibit neatness and cleanliness of person, of dress, and have acceptable personal hygiene.
- c. Refrain from fighting, creating disturbances, excessive noise, abusive language, denying others the use of school facilities or buildings, using or carrying any weapon on school premises or at school activities, intentionally injuring another person or exposing others to harm, or using threats or intimidation against any other person.
- d. Refrain from gambling, extortion, theft, or any other unlawful activity.
- e. Refrain from using tobacco, or using, possessing, or transmitting any alcoholic beverage or illegal or controlled substance.
- f. Show respect for the educational process by taking advantage of every opportunity to further his/her education.
- g. Practices self-control at all times.
- h. Care for the equipment of physical facilities of the school refraining from willful destruction and damage.
- i. Follow the rules and regulations of the Board of Education and/or the school administration.
- j. Refrain from using/possessing paging devices while they are on school property.

B. PARENTS AND GUARDIANS

1. Parents/Guardians have the right to:

- a. Send their child to school with an environment where learning is valued.
- b. Expect that classroom disruptions will be dealt with fairly, firmly and quickly.
- c. Enroll students in the Kentucky School District where they shall attend classes regularly and promptly with minimal interruptions.
- d. Expect the school to maintain high academic standards.
- e. Review the student's academic progress and other pertinent information that may be maintained in the student's personal records.
- f. Address any question concerning their child to the proper authority and to receive a reply in a reasonable time period.

2. Parents/Guardians have the responsibility to:

- a. Instill in their children the values of an education.
- b. Instill in their children a sense of responsibility.
- c. Instill in their children a sense of respect.
- d. Understand that unnecessary interruptions in the school are detrimental to the educational program for all students.
- e. Be familiar with the educational program and the procedures.
- f. Inform children about the disciplinary procedures of the school and emphasize the importance of following those procedures.
- g. See that children attend school regularly and promptly.
- h. Check with the proper school officials regarding the facts of any situation that they might question.
- i. Support the efforts of the school personnel.
- j. Demonstrate respect for the teachers, administrators, school personnel at school and all school related activities.
- k. See that students exhibit neatness and cleanliness in their personal attire and hygiene.

C. TEACHERS

1. Teachers have the right to:

- a. The support of co-workers, administrators, and parents.
- b. Work in an educational environment with a minimum of disruptions.
- c. Expect all assignments, including homework, to be completed and turned in as assigned.
- d. Remove any student, from class, whose behavior significantly disrupts a positive learning environment, for no more than one class period during which time the students will be in the office or other designated area.
- e. Safety from physical harm and freedom from verbal abuse.
- f. Provide input to aid in the formulation of policies that relate to their relationships with students and school personnel.

g. Take action, necessary in emergencies, to protect their own person or property of those in their care.

2. Teachers have the responsibility to:

a. Present subject matter and experiences to students and to inform students and parents or guardians of achievement

and/or problems.

b. Aid in planning a flexible curriculum which meets the needs of all students and which maintains high standards of academic achievement.

c. Assist in the administration of such discipline as is necessary to maintain order throughout the school without discrimination on any basis.

d. Evaluate student's assignments and return them as soon as possible.

e. Exhibit exemplary behavior in action and speech.

f. Exhibit neatness and cleanliness of personal dress and hygiene.

g. Reward exemplary behavior or work of students.

h. Maintain an atmosphere conducive to good behavior and to exhibit an attitude of respect for students.

i. Recommend for retention in a class any student who fails to meet the basic standards for such class.

j. Maintain necessary records of student progress and attendance as accurately as possible.

k. Follow and enforce rules and regulations of the Board of Education and/or school administration.

l. Care for the equipment and physical facilities of the school.

D. PRINCIPALS

1. Principals have the right to:

a. The support of students, parents, and teachers in carrying out the educational programs and policies established by the school system.

b. Provide input for the establishment of procedures and regulations that relate to the school.

c. Safety from physical harm and verbal abuse.

d. To take necessary action in emergencies to protect their own person or property, or the persons or property of those in their care.

e. Suspend any student whose conduct disrupts the educational process.

f. Administer the school environment to provide the proper learning atmosphere.

2. Principals have the responsibility to:

a. Create and foster an atmosphere of mutual respect and consideration among students and staff members.

b. Administer discipline fairly and equally, following the guidelines set forth herein, but in doing so use his/her own best judgment.

c. Exhibit exemplary behavior in action, dress, and speech.

d. Implement and evaluate all aspects of the educational program to improve learning and comply with the policies, regulations, procedures or laws of the District, State, and Nation.

SUSPENSION/EXPULSION PROCEDURES FOR EXCEPTIONAL CHILDREN

In cases where disciplinary action involves exceptional students and students who have been referred for evaluation for possible special education placement and/or related services, the following procedures shall be followed:

A. If the misconduct is determined to be unrelated to the handicapping condition by the ARC and the infraction does not require suspension or expulsion, then the student will be disciplined according to the Uniform Code of Student Conduct defined in the Caverna Elementary Handbook.

B. If suspension is essential to protect persons or property or to avoid disruption of the ongoing educational process then:

- The student must first be granted an informal hearing by the principal and then may be suspended.
- If a student is at risk of being suspended or expelled from school for more than 10 days in a school year, the ARC must be convened to determine whether the discipline problem is related to the student's handicapping condition.

C. If the discipline problem is determined to be related to the handicapping condition, then:

- The suspension is immediately lifted, and
- The ARC must continue the appropriateness of the placement and/or the Individual Education Program (IEP)
- If the behavior is related to the handicapping condition, then the ARC considers the appropriateness of the placement and/or the IEP are not being fully or correctly implemented, modifications should occur and no further disciplinary action beyond the suspension should be contemplated.

D. If the ARC finds that the IEP and placement are appropriate, being fully and correctly implemented, and that the misconduct was not a manifestation of the student's handicapping condition, this should be a written determination. The ARC should transmit their written determination directly to the Superintendent, who may then recommend expulsion of that student to the Board of Education. If the student is expelled, educational services may not cease.

E. If the proposed disciplinary action will result in the student being suspended for more than five (5) consecutive school days or ten (10 days) in one semester, prior written review and approval by the Exceptional Child Education Specialist/Student Relations and the Assistant Director for Student Relations must be obtained.

SEARCH AND SEIZURE

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

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

1. The student should be present.
2. If facts exist which give the administration reasonable belief that articles and material that might be secreted there would be injurious to other students, or could pose a threat to the maintenance of discipline and order in the school.

Knives, weapons, or other contraband brought onto school property will be confiscated and turned over to the Superintendent for further disposition.

STUDENT AND PERSONNEL CONDUCT POLICY **(Adopted by Caverna Board - August 14, 1973)**

Whereas, the Caverna Independent Board of Education is charged with the responsibility of maintaining an efficient system of common public schools for the students of its district; and whereas in order for the Board of Education; to fulfill its responsibilities, it is incumbent upon the Board to insure that a favorable and orderly learning situation must exist in all schools and in all classrooms at all time; whereas, the Caverna Independent Board of Education is charged with statutory responsibilities of holding all students to a strict accountability for their conduct at school, on the playground, and on the way to and from school; whereas, the Board must balance the equities between the interest of the public and the private rights of the individuals. Now, therefore, it is hereby resolved by the Caverna Board of Education;

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

(2) Any student, who, during school hours participates in any way, or is responsible in any way for any unauthorized demonstration, walkout or other disruptive school action, shall be subject to immediate suspension by the Principal or Head Teacher. The Board, in the exercise of its discretion, may consider other disciplinary action authorized KRS 158.150 and 160.290.

USE OF PHYSICAL RESTRAINT AND SECLUSION

The use of Physical and Restraint and Seclusion shall be in accordance with board policy and procedure 09.2212

LUNCHROOM INFORMATION

All students at Caverna Elementary School will receive free lunch and breakfast as long as appropriate forms are filled out and filed with our district office.

STUDENT CHARGE POLICY

There will be no charging of extra food this year. Parents may put money in the student's account for extra items or the student may pay at time of purchase.

DELAYED OPENING TIME OF SCHOOL

When the opening of school at the regular time is not safe due to bad weather conditions, the Superintendent of Schools or his designee may delay the opening time one or two hours. This decision will be announced on the early news program of the local radio stations and on WBKO. School closings and delays will also be posted on our Facebook page.

SCHOOL BUS TRANSPORTATION INFORMATION

Bus change request will not be taken over the phone. A written note sent by the parent/guardian, with parent signature and phone number, will be required for any change from your child's regular transportation. If an emergency arises, please contact the school office at 773-3671.

Bus transportation is an essential part of any successful school setting. The following pages provide information on:

- Student conduct on School Bus
- General Bus Procedures (Elementary)

STUDENT CONDUCT ON SCHOOL BUS

The privilege of students to ride a school bus is conditioned upon their good behavior and observance of the following rules and regulations. A student who violates any of these rules or regulations will be reported by the driver to the principal for necessary corrective action.

1. The driver is in charge of the students and will assign seats.
2. Be on time. Be visible at your bus stop. Never stand in the road while waiting for the bus.
3. Students shall ride their assigned bus only. For an emergency that necessitates riding a different bus, you must bring a note from the parent or guardian to receive a bus pass.

4. Always cross in front of the bus and at a safe distance in front of the bus. Cross only on driver's signal.
5. Do not run toward or run across the street in front of a school bus while it is in motion.
6. Students shall board the bus and immediately take a seat, and remain seated at all times while the bus is in motion.
7. The following activities are prohibited at all times:
 - Improper behavior (insolence, vulgarity, foul language, fighting, pushing or similar offenses)
 - Smoking on the bus
 - Eating or drinking on the bus
 - Possessing knives or sharp objects
 - Throwing articles in or from the bus
 - Tampering with controls of the bus
 - Placing articles at the door by the driver
 - Obstructing the aisle in any manner
 - Occupying more space in a seat than required
 - Littering the bus
 - Opening or closing windows without permission
8. Students are expected to do the following at all times:
 - Stay seated
 - Face forward
 - Show respect to others
 - Keep the noise level down
 - Keep hands, feet and objects to themselves
 - Keep hands off windows

Any student who persists in violating any of these rules or regulations shall be reported to the principal for disciplinary action.

(1) Smoking/Vaping on the bus-

- a. First offense: Riding privileges suspended for one week.
- b. Second Offense: Suspension for two weeks.
- c. Third Offense: Suspended for the remainder of the semester.

(2) Fighting-

- a. First Offense: Suspension for one week.
- b. Second Offense: Suspension for two weeks.
- c. Third Offense: Suspended for the remainder of the semester.

(3) Vandalism-

- a. First Offense: Suspension for one week.
- b. Second Offense: Suspension for two weeks.
- c. Third Offense: Suspended for the remainder of the semester.

*Restitution for damage to the bus on any vandalism offense must be made by the last day of suspension period, or suspension will continue until payment is made. The principal will notify the driver when student is allowed to ride bus again.

(4) Any violation of rules of conduct or regulations not otherwise specified will be handled by the principal in the following manner:

- a. First offense will be an assigned bus seat for 10 school days and parents will be notified.
- b. Second offense will be suspension from bus for 1-5 days.
- c. Third offense will be suspension from bus from 5-10 days.
- d. Fourth offense will be suspension from bus for 10-20 days.
- e. Fifth offense will result in permanent suspension from the bus.

As defined in KRS 438.305, strictly PROHIBITS the use of TOBACCO.

- Tobacco Products
- Alternative Nicotine Products
- ANY vapor products

These products are prohibited for ALL persons at ALL times on or in ALL Caverna Independent property including:

- Buildings
- Grounds
- Vehicles owned/used for school use

All school employees shall enforce this policy. Any person in violation of this policy shall be subject to discipline or penalties as set forth by the Board.

HOMELESS CHILDREN AND UNACCOMPANIED YOUTH

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

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

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

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

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

Children in Foster Care

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

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

Testing Transparency

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

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

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

Improvement Plans and School Report Card

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

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

Notification of Right to Request Teacher Qualifications

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

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

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

SIGN AND RETURN TO SCHOOL

Acknowledgement of Handbook Form

By my signature below, I acknowledge that I have received a copy of the 2020-2021 Caverna Elementary Student Handbook that contains the school policies, rules and regulations. If I ever have a question about something I do not understand, I can contact the building Principal for clarification.

Date: _____

Parent/Guardian Signature: _____

Student Signature: _____

Notice to Parents to Prevent the Release of Information

Parents can prevent the release of some or all directory information about student’s educational record that would not generally be considered harmful or an invasion of the student’s privacy if it were disclosed. Directory information currently consists of the following: Student’s name, address, telephone number, email address, photograph, date and place of birth, major field of study, dates of attendance, grade level, enrollment status, participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees received, honors and awards received, and most recent educational agency or institution attended. This also includes student pictures and videos that may be used on the school website or school Facebook page. Parents can decline release of some or all directory information in writing to the school.

SIGN AND RETURN TO SCHOOL

Caverna Independent Schools Student Appropriate Use Policy (AUP)

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

General Usage

- I am aware that the computers are the property of Caverna Independent Schools and any information stored in them is the property of Caverna Independent Schools.
- I will not engage in any illegal activity including copyright infringement, vandalism, harassment, or discrimination, i.e. copying licensed software, downloading MP3's, downloading hacking software, ETC.
- I understand that I am financially responsible for any malicious damage, vandalism that I cause. Vandalism is defined as any attempt to harm or destroy a physical computer, the data stored on the computer, operating system, or any applications installed or cause any damage to another students data, or to upload any known virus or transmit any known virus, or cause any damage to Caverna Independent School's network or file server or other network that are is connected to the KETS Internet backbone.
- I will not alter the setup of any school computers or load programs or services without the expressed permission of the School Technology Coordinator and/or District Technology Coordinator.
- I understand that the teachers, network administrators, and the District Technology Coordinator has the right to access any information stored in my user directory, in my computer email account, or on the current screen. Internet Usage
- I will not try to visit sites that have no educational purpose!
- I understand that all Internet traffic of sites visited and duration of time in the pages will be logged.
- I will not knowingly download/upload inappropriate graphics or text from the Internet or via email.
- I understand that accessing audio or video services via the Internet, i.e. Real Audio or Real Video, without the permission of the principal and the District Technology Coordinator is strictly prohibited.
- I will not access newsgroups, chat rooms, or similar services.
- I will not get on the Internet without a teacher's permission because doing so would result in my Internet privileges being revoked. Email usage
- I understand that the use of my school email is for educational purposes only and that the content of my mail will be randomly checked.

- I will not open, forward or create chain letters, joke of the day, prayer of the day, or any other form of non-educational email.
 - All third party e-mail accounts (i.e. Hotmail, Yahoo mail, etc.) are expressly prohibited.
- Network Usage
- I understand that my user account that gives me access to the internet, email, and my home folder will not be activated until the AUP has been signed and returned to your homeroom teacher only.
 - I will not attempt to access the network with other user accounts or give their account to another user. Doing so will result in immediate loss of the computer account. I will also protect my username and password to ensure that no one uses it for any reason. Giving out my username and password to others is a violation of this AUP.

I understand that the use of my user account and the use of a computer at school is a privilege and that failure to not comply with any or all the rules listed above will result in the immediate termination of my computer privilege and user account for no less than 1 year, in addition to other consequences as prescribed in the student discipline code.

Date: _____

Student: _____

Date: _____

Parent/Guardian: _____

****Please sign and date Acknowledgement of Handbook form and AUP form. Please return to school within one week of receiving.**