

# CACHE INTERMEDIATE SCHOOL

## 2019-2020 STUDENT HANDBOOK

### Index

Forward	4
Admission to Intermediate School	5
Enrollment	
Requesting of Teachers	
Attendance	
Arrival and Dismissal	6
Asbestos	7
Assemblies	7
Availability of Teachers	7
Cafeteria	8
Child Find	8
Closed Campus Policy	8
Conferences	9
Corporal Punishment	9
County Health Department Services	9
Counseling Program	10
Discipline	10
Dress Code	15
Drop-off/Pick-up Routine	16
Drugs	16
Emergency Care Procedure	16
Grading Scale	17
Guidelines for Retention	17
Head Lice	18
Health and Wellness	18
Homework	19

Intermediate School Rules	19
Playground	
Building	
Lost & Found	19
Medicine	19
Money	20
Newsletter	20
Non-School Activities	20
Notice of Non-Discrimination	20
Notice of Compliance with the Title IX Section	21
Parties	21
Physical Education	21
Privacy Rights	21
Public Notice of Family Education Rights and Privacy Act	22
Pupils-Suspension-Appeal	23
Report Cards	23
School Assembly	23
School Property	23
School Visitors	23
Sexual Harassment of Students	23
Student File Policy	24
Telephone	24
Testing	24
Toys	24
Transportation	24
Bus Riders	
Walkers	
Bicycles	
Volunteer Program	27
Wireless Telecommunications	27

# **CACHE INTERMEDIATE SCHOOL**

## **MISSION STATEMENT**

To Provide All Students with the Knowledge, Competencies, And Orientations Needed For Future Success.

## **SCHOOL FACTS**

Grade levels: Second Grade through Fourth Grade

Mascot: Bulldog

Colors: Red and White

## **CACHE INTERMEDIATE SCHOOL CREED**

I am a Cache Intermediate School Student  
I have great expectations for myself.  
I accept the challenge to become the best that I can be.

I accept the responsibility for my behavior and its results.  
I do not have the right to interfere with the learning and well-being of others.

With my family and teachers, I will determine what I become,  
For the education I receive today will make me a leader of tomorrow.

## CACHE INTERMEDIATE SCHOOL

Dear Parents and Students;

Welcome to Cache Intermediate School. We believe students are our nation's most valuable resource! We are pleased to have you in our school system and look forward to a great year.

Students, the summer may have seemed short but that has not hampered the enthusiasm of our incredible staff. They have already been preparing lessons, materials, and classrooms anticipating your arrival. We want to make sure that you are successful and that you enjoy coming to school every day.

Parents, you have the most important role that anyone can have. You are your child's first and most crucial teacher. If education is a priority for you, it will be for your child. We encourage you to make this a very special and successful year for your child by visiting us often and by becoming an active member of the school community. We ask only that you contact the office prior to your visit so an appointment with the teacher or principal can be made. Also, please use this handbook to familiarize yourself with the schools' policies and procedures. If you have any other questions, please feel free to call me at the Intermediate building.

On behalf of the entire staff at Cache Intermediate School we thank you for your support and cooperation.

Sincerely,

Skeeter Sampler, Principal

Note: Any situation that is not covered in this handbook is left to the discretion of the principal.

## ADMISSION TO INTERMEDIATE SCHOOL

Enrollment: A student transferring from one school to another (grades 1-5) must present a certification form signed by a physician or authorized representative of the State Department of Health that the child is adequately protected against pertussis, whooping cough, tetanus, rubeola, rubella, mumps and polio, hepatitis A, hepatitis B and Varicella.

Request of Teachers: It is the policy of the Cache Intermediate School that the professional staff will assign and place students in classes.

### Attendance:

1. It is important that the children attend regularly. Of course, if your child is ill, it is best for him/her to stay at home.
2. If your child is absent from school, please call the school to report the absence between 8:15 and 9:00 a.m. on the same day, if possible.
3. When a child returns to school after an absence, a note must be sent to the office stating the reason for the absence, if you have not called the previous day. If your child was seen by a physician, please send a copy of that note as well.
4. Students will be given sufficient time to make up any work that may be missed because of absences. Please do not plan to pick up any work ***prior to 3:00 PM*** on the day your child is absent.
5. When a student is tardy they are missing valuable classroom instruction. We cannot ask a teacher to wait to begin teaching until all students arrive. **Therefore, when a student has reached their fourth tardy (and any thereafter) in one semester they will be asked to remain after school (detention) to make-up the missed instructional time. The student will be released from after school detention by 4:00 and will be required to find their own transportation home.**
6. **Students will be allowed only ten (10) absences (excused or unexcused) per semester in order to pass in said semester. Any exceptions will be at the discretion of the principal and/or verification from a doctor. Any exceptions will be at the discretion of the principal only after a parent and principal conference.**

7. If a child comes in after 10:30 a.m., he/she will be absent 1/2 day. If a child is checked out before 1:30 p.m., he/she will be absent 1/2 day.
8. Any situation not covered in this policy will be left up to the discretion of the building principal.

#### **ARRIVAL AND DISMISSAL**

1. Students are allowed into the building at 7:45 a.m. Students will be considered tardy after 8:20 a.m.
2. Students will be dismissed at 3:25 p.m.
3. Sometimes it is necessary for school to be dismissed early without warning because of emergency situations. Please make arrangements with your child as to where he/she should go and what he/she should do at those times. It would be very helpful if this information was written on the enrollment sheet.
4. At times it becomes necessary to cancel school due to adverse weather conditions. To make calling unnecessary and for your convenience, listed below are social media outlets and TV stations that will announce when there is to be no school:

- A. CACHE PUBLIC SCHOOLS – FACEBOOK
- B. CACHE PUBLIC SCHOOLS – TWITTER
- C. SCHOOL MESSENGER (ALL CALL SYSTEM)
- D. KSWO TV CHANNEL 7

5. If it becomes necessary for you to pick up your child before regular school dismissal, go to the office to sign your child out. No student will be dismissed from the classroom unless the teacher is called over the intercom from the office. This is a protective measure both for your child and school personnel.
6. If you bring your child in to school tardy, you must come into the office to sign your child in and an admit slip will be given to the child to take to their teacher.
7. When entering the building, please ring the doorbell and stop at the office. We will call for your child. This is for the safety of all our students.

### **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**

Assemblies are scheduled as part of the curriculum for education and entertaining experiences. They provide an opportunity for students to learn proper audience behavior. Regardless of what type of program is being presented, the audiences (students) are expected to be respectful and appreciative. Loud disruptive behavior is discourteous and disturbing and will not be tolerated. Yelling is appropriate only at pep assemblies. Students who have been removed from one assembly for disruptive behavior will be restricted from attending future assemblies during the semester. These students will be assigned to a supervised class.

### **AVAILABILITY OF TEACHERS**

Teachers and support personnel will be on duty at 7:45 a.m. each day and will remain at school until 3:45 p.m. to help students, use the copier, etc. You can also find email addresses at our school website [www.cacheps.org](http://www.cacheps.org)

## CAFETERIA

Lunch prices will be reflective of the Cache Public Schools Policy.

1. A hot lunch program is provided in the cafeteria for the benefit and convenience of both the student and parent.
2. Students may bring their lunch, but they will be required to eat in the cafeteria.
3. Students will not be allowed to leave the school premises during the lunch hour, without written permission from parents.
4. A nutritious breakfast will be served daily. The breakfast line will be open from 7:45-8:10 a.m.
5. Visitors are allowed to eat breakfast and lunch in the Cache Intermediate Cafeteria, but they are required to come by the office first and purchase a ticket.
6. **PREPAYMENT OF MEALS IS REQUIRED. Students with a negative balance can be served an alternate lunch.** To qualify for free and reduced lunches you should fill out a Federal Lunch Form and return it as soon as possible. A Federal Lunch form may be submitted anytime during the year if family income changes.

## CHILD FIND

CACHE PUBLIC SCHOOL is continuing its search for handicapped persons, age 21 and younger, who are not presently being served by the Cache School, but who are living in the Cache School District. This search is part of the Child Find Project that finds children with mental and physical handicaps, visual and hearing impairments, learning disabilities, multiple handicaps, and serious emotional disturbances.

Anyone who knows of a handicapped child, age 21 or younger, who is not currently receiving district services, is encouraged to call 429-3266.

## **CLOSED CAMPUS POLICY**

The Cache Intermediate School campus will be closed from the time school begins in the morning until school is dismissed in the afternoon. This means that all intermediate school students will not be permitted to leave the campus during school hours without gaining permission from the principal.

## **CONFERENCES**

Parent/teacher conferences are designed to promote maximum understanding and cooperation between home and school for the benefit of the student. It is recommended that parents make an appointment with teachers at any time they feel a conference is needed. Conferences with teachers should be scheduled before or after school hours. Parents can make an appointment directly, or through the office, with a teacher. See calendar in back of this handbook for scheduled Parent/Teacher Conference Day.

## **CORPORAL PUNISHMENT**

It is the policy of the Cache Board of Education to administer corporal punishment only as a last resort after other reasonable corrective measures have been used without success.

Corporal punishment must be administered only in the presence of another professional, certified staff member, preferably an administrator. Corporal punishment is defined as paddling with a paddle made of wood and may never be administered to any degree that will result in serious injury.

The teacher or the administrator or both shall make careful documentation of each occasion. Such documentation will identify the student and set forth the behavior which necessitates the punishment; the person who administered the punishment; and the name of witnesses.

Under no circumstances shall other students or non-certified personnel observe the administration of corporal punishment. The student shall be carefully advised of the nature of the rule infraction for which the punishment is being administered. The parent(s) or legal guardian shall be notified that corporal

punishment is being planned.

## **COUNTY HEALTH DEPARTMENT SERVICES**

The Comanche County Health Department in cooperation with the Cache Public Schools offers various services to the students throughout the year. These services include: hearing and vision screening, dental hygiene programs, scoliosis screening, counseling services and head lice referral checks. These programs are offered on request basis.

## **COUNSELING PROGRAM**

The Counselor has regularly scheduled guidance sessions with each class. During this classroom guidance sessions, issues such as drug awareness, friendship skills, nonviolent ways to deal with conflict, social skills, safety, personal body safety, etc., are just a few of the topics discussed with the students.

Individual sessions with the Counselor are also available. A student can be referred to the Counselor by their parent, teacher, principal or themselves. The reasons can vary from problems with peers, behavior problems at school, or just needing to visit with someone who will listen about the problems that student is dealing with at home and school. Information shared with the Counselor is kept confidential; however, the Counselor is obligated by Law to report the suspicion of child abuse or neglect to the Department of Human Services (DHS). The Ryan Luke Bill specifies that schools are not responsible for notifying parents that a child was interviewed at the school regarding a child abuse report. The task for notifying parents is the responsibility of DHS.

The counselor is available for parent consults. Parents need to call to schedule a time with the Counselor. The Counselor will also be conducting parent meetings for parents to have an opportunity to visit with other parents and to get information on different parenting issues.

## **DISCIPLINE POLICY**

### CODE OF STUDENT CONDUCT/WHAT IS EXPECTED OF ME?

It is very important for parents, students, teachers and principals to work cooperatively to ensure that each student receives a high quality education free from disruption.

### WHAT IS A CODE OF STUDENT CONDUCT?

- Describes a behavior that builds a positive environment for learning
- Describes specific examples of student misbehavior
- Defines penalties that will be imposed for student misbehavior
- Provides for district-wide uniformity in dealing with student discipline

### WHEN IS THE CODE IN EFFECT?

- During regular school hours (including from the time students leave home until he/she returns home)
- While waiting for the school bus, being transported on the school bus, or leaving the school bus
- At school related functions when school personnel have responsibility for students

### PARENTS

- Assume major responsibility for helping their children develop good habits of behavior
- Recognize and help their children understand that the teacher assumes the role of the parent while their children are at school
- Teach their children respect for property and rights of others
- Speak positively about the school and education in front of their children
- Assist their children to come to school well-groomed and appropriately dressed
- Explain any necessary absences or tardies promptly to the appropriate school office
- Provide necessary school supplies for their children to be able to perform classroom work
- Discuss daily work assignments and report cards with their children in a constructive manner
- Keep in close contact with the school to ensure good communication
- Attend requested parent conferences

### PRINCIPAL

- Establish a school climate for learning, which is conducive to good teacher performance and maximum student growth
- Implement a positive discipline framework for all students using the Code of Student Conduct as a reference point
- Strive to assist students to perform in a socially acceptable manner.
- Serve as a leader for the instructional program
- Work to assure that physical surroundings are conducive to a learning environment
- Manage human and physical resources in a manner that supports the overall goals of the educational program
- Appear at school in a well-groomed and appropriately dressed manner

### TEACHERS

- Provide an effective program of instruction
- Maintain an atmosphere conducive to learning
- Serve as a model for students by showing respect for themselves, their students, their parents and other school personnel
- Be in regular attendance and on time
- Maintain a well-groomed appearance and dress appropriately to serve as a role model to students
- Indicate a genuine interest and concern for the welfare of the students
- Assist students in every possible way to follow the rules of expected behavior
- Teach students responsibility for their actions by enforcing the rules of conduct and disciplining fairly and appropriately those students who violate these rules
- Recognize the growth, success and achievement of students

### STUDENTS

- Attend school daily and arrive on time
- Respect the authority of the teachers and school administrators

- Cooperate in the development of good habits of behavior
- Assume responsibility for their actions
- Come to school well groomed and dressed appropriately
- Help to keep all school property clean and free from unnecessary destruction
- Respect the rights of others
- Keep parents informed regarding school assemblies, supplies needed and written information sent from the school to the home

The examples of violation to the Code of Student Conduct are listed in three specific groups depending on the seriousness of the offense. Below each group is a list of penalties from which the teacher or principal will determine appropriate action. The penalty for the offense will be assessed depending on the seriousness of the violation and the frequency of misbehavior. The groups are not intended to be inclusive of all possible actions of misbehavior.

#### LEVEL I MISBEHAVIOR

##### **INFRACTIONS**

1. Unexcused tardiness
2. Disruption of class or assembly
3. Lunchroom misconduct
4. Use of tobacco on school grounds
5. Inappropriate display of affection on school grounds
6. Failure to bring necessary materials to class
7. Copying the work of another student
8. Failure to do assigned class work

##### **PENALTIES**

1. Student/teacher conference
2. In-class disciplinary action
3. Assigned school duties other than class tasks
4. Student/counselor conference
5. Parent/teacher conference
6. Student/teacher/principal conference

7. Exclusion from extracurricular activities
8. Student/parent/teacher/principal conference
9. Detention
10. In School Detention
11. Suspension up to 3 days
12. Corporal Punishment

#### LEVEL II DISRUPTIVE AND DISORDERLY BEHAVIOR

##### **INFRACTIONS**

1. Cutting class
2. Leaving school without permission
3. Truancy
4. Bus misconduct
5. Profanity
6. Altering or disrupting school records
7. Defiance of authority of school personnel
8. Defacing school property
9. Harassment of students or school personnel
10. Immoral conduct

##### **PENALTIES**

1. Student/parent/principal
2. Exclusion from extracurricular activities
3. Detention
4. In School Detention
5. Suspension up to 3 days
6. Suspension more than 3 days
7. Withdrawal of privileges
8. Financial restitution
9. Refer to court related services
10. Corporal Punishment
11. Bus Suspension

#### LEVEL III ILLEGAL BEHAVIOR

##### **INFRACTIONS**

1. Theft

2. Assault (verbal or physical)
3. Fighting
4. Vandalism
5. Use of drugs or alcohol
6. Possession, threat or use of a deadly weapon
7. Conduct that jeopardizes the safety of others
8. Fireworks

**PENALTIES**

1. Detention
2. In School Detention
3. Exclusion from activities
4. Suspension
5. Refer to court related services
6. Involve law enforcement
7. Financial restitution
8. Expulsion
9. Corporal Punishment

The student will accept the punishment, as designated by the administrator and/or teacher, or be suspended from school until a parent or guardian returns with them for a conference with the administrator and teacher involved.

**CLASSROOM BEHAVIOR**

If a student is disruptive to the point of depriving other students of their education, that student will immediately be removed from the classroom by the principal and/or teacher. The parent/guardian will be notified.

**IN SCHOOL DETENTION (ISD)**

In School Detention will be conducted in a designated area apart from the regular class work activity. ISD will be used as a disciplinary action for those students in grade two through four who have demonstrated they cannot or will not abide by the rules of the school district. The principal will have the authority to assign a student to the ISD room. The duration of the assignment will be determined by the severity of the offense and the student's developmental age. The parent/ guardian of any student that has been assigned to the ISD room will be notified.

The student will report promptly after their teacher has taken roll, lunch count, etc... and remain in the ISD classroom until 3:15 each day they are assigned to the ISD room. The student will not be permitted to leave the ISD classroom during regular classroom instruction time, except for restroom breaks and lunch as assigned by the supervising teacher. During the time period that a student is assigned to the ISD room, they will not be allowed to attend any school functions; e.g., assemblies, school programs, or any school activity.

### **DRESS CODE**

The student policies are determined by the administration. It is understandable that criteria be established to prohibit extreme styles and designs in clothing which might disrupt the educational process or endanger the health and safety of pupils.

All policies pertain to school hours or activities and apply to all students enrolled at Cache Intermediate School.

1. T-Shirts designed for street wear, and school sponsored organization shirts may be worn. Shirts with advertisements of alcoholic beverages or objectionable slogans may not be worn. Midriff's will be covered at all times. Tank tops must be at least 3 finger widths at their narrowest point. Dress must be appropriate at all times. Undergarments should not be seen.
2. No short shorts. Shorts and skirts must be within 8 inches of the knee.
3. All students are required to wear shoes. Intermediate students participate in movement activities in the classroom, gym, and playground. Flip flops, open-toed, and high soled shoes are unsafe. Tennis shoes must be worn during these activities. Students must wear tennis shoes during physical education. Exceptions may be made by the principal for special circumstances. Students may not wear tennis shoes with rollers.
4. Students will not wear hats, caps, or headbands in the building.  
No exception except for medical reasons.
5. Any known gang/cult related attire or personal grooming including headgear, colors, "sagging", "Dickies", or "Dickey" look-alikes, etc. is prohibited. Students may not wear colors, clothing or identified articles denoting gang/cult membership.

In interpretation of the dress code to all students the principal will have authority. If there are situations that arise that are not specifically covered in this code, the administrator in charge will interpret the situation in light of the basic intent of this policy and that ruling will be final until such time that the policy is revised or changed to cover the situation.

### **DROP-OFF/PICK-UP ROUTINE**

For student safety and time efficiency, we have a routine for morning drop-off and afternoon pick-up of our CIS students.

**\*\*THE CIRCLE IN FRONT OF THE BUILDING IS RESERVED FOR BUSES ONLY\*\***

#### **Morning Routine:**

If you need to escort your student(s) into the building, please park in the south parking lot and not in the circle drive, Arter Circle.

All drop-offs should be done in the back (on the west side) of the Intermediate School. There is a door on the back side of the multipurpose building students may enter. **STUDENTS SHOULD NOT BE DROPPED OFF IN THE CIRCLE.**

All buses will drop-off students in the circle (on the east side) near the front doors.

**Afternoon Routine:**

All students being picked up by a vehicle will be escorted to the back of the Intermediate School (on the west side). Once there, teachers will be in place to help students to vehicles. **AFTERNOON PICKUP SHOULD NOT BE DONE IN FRONT OF THE INTERMEDIATE SCHOOL.**

Students riding buses will board their respective bus in front of the school (on the east side).

**DRUGS**

In recognition of the school's obligation to students and community, we stand ready to assist in dealing with drug related problems.

Any student found possessing, using, or under the influence of drugs, or possessing drug paraphernalia, may be suspended for the current semester and possibly the next semester.

The door of the principal and counselor is open to anyone wishing to seek help, and every effort will be made to keep this information confidential.

**EMERGENCY CARE PROCEDURE - ACCIDENT**

In the event an accident occurs in which the principal, school nurse, or teacher in charge deems immediate care necessary, the following steps will be taken.

1. Parent or individuals designated on the student emergency section of the enrollment sheet will be contacted.
2. In the event no one can be located, the principal, school nurse, 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.
3. The school assumes no liability for expenses incurred for the treatment of the student. These expenses will be the responsibility of the parent.

**Students with the following symptoms should not be sent to school:**

1. Fever of 100 degrees or more (students should be free of fever for 24 hours before returning to school).
2. Any inflammation of the eye or lids (known allergies accepted)
3. Any eruption of the skin or rash (know allergies accepted)
4. Any nasal discharge accompanied by fever or cough e.g. Severe cough

5. Sore throat or tonsillitis
6. Vomiting or diarrhea
7. Head lice
8. Students with ringworm may come to school if the ringworm is covered.

Insurance packets are available upon enrollment if a parent wishes to participate in this program.

### **GRADING SCALE**

90-100	A
80-89	B
70-79	C
60-69	D
BELOW 60	F

### **GUIDELINES FOR RETENTION**

1. Must be an indication on report card that student is functioning below grade level or: failing in three subjects.
2. Teacher assessment of student performance will be very important and retention will be based upon total growth of each individual child rather than mental growth alone. Social, emotional, physical, and mental growth will be considered.
3. Retention will also be a consideration for any student not reading at grade level as determined by multiple assessments including a Reading Sufficiency Act approved reading assessment.
4. Utilization of individual and group testing information.
5. Retention possibilities discussed with teacher and parents close to end of 3rd nine weeks or beginning of 4th nine weeks.
6. Parental acceptance is helpful in retention. However, the final decision will remain with the classroom teacher and must be approved by the principal.
7. There will be a file maintained of those who are retained. This file will be kept in the principal's office.

Regulation on retention: (Section 504)

Whenever a teacher or teachers recommend that a student be retained in the present grade level or has not passed in a course, the parent or guardian, if dissatisfied with the recommendation, may appeal the decision by complying with the district's appeal process. The decision of the board of education will be final.

The parent may prepare a written statement to be placed in and become part of the permanent record of the student stating the reason(s) for disagreeing with the decision of the board. (70-24-114.1)

The intermediate school will follow any laws and regulations set forth by The State of Oklahoma regarding student retention.

## **HEAD LICE**

The building principal and/or designated building personnel will assume the responsibility for enforcing the following steps:

1. Identify and temporarily exclude only those students with live lice and/or nits.
2. Contact student's parents with letter or phone call and explain the recommended treatment guidelines.
3. 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."
4. Seven calendar days after the initial exclusion, a second clearance must be obtained.
5. 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 & WELLNESS**

Schools have a responsibility to help students learn, establish, and maintain lifelong healthy eating and activity patterns. In compliance with Cache Public School Wellness Policy, Cache Intermediate School will implement the following:

Foods of minimal nutritional value (FMNV) are prohibited from being sold or served during student meal services in the cafeteria.

Students will not have access to FMNV except on special occasions.

Snacks in the classroom will be limited to healthy food choices. Sodas, cupcakes and candy will not be served except on special occasions and with permission.

Fast food and sodas are not permitted in the cafeteria.

## **HOMEWORK**

If a student is absent (excused) the work that is missed can be assigned as homework. The student will have as many days as he/she was absent to complete the work.

## **INTERMEDIATE SCHOOL RULES**

### **Playground and Building Rules:**

Students are to play in assigned areas of the playground and stay out of the buildings. If parents need to speak to a child, they **must report** to the office.

### **Students are discouraged from:**

Fighting  
Trading  
Name calling  
Cursing  
Throwing things such as rocks, etc.  
Chewing gum and eating in classroom  
Defacing school property  
Running in the halls, restrooms, or classrooms  
Lingering in restrooms  
Stealing  
Bringing animals or toys to school unless given permission by their teacher  
Using tobacco in any manner  
Drinking or handling intoxicating beverages  
Leaving school grounds without permission  
Making rude or discourteous comments to others  
No weapons, pocket knives, razor blades, needles, etc. are allowed at school or school functions.

## **LOST AND FOUND**

1. All articles found are to be placed in the lost and found boxes.  
Many articles are not claimed and will be given to a charitable organization. Please check periodically if your child has lost something.
2. Please use name labels or some form of identification on items of clothing so that the child will recognize it.

## **MEDICINE POLICY FOR DISPENSING MEDICATION**

1. Medications must be ordered/advised by physician/dentist, with permission granted to school to contact physician/dentist if necessary.
2. A Written authorization form, provided by school, from parent or guardian, must be on file at this

- school for each medication. (Prescription or Nonprescription)
3. All medication brought to school must be in **ORIGINAL CONTAINER** with the following information:
    - A. Student's name
    - B. Physician's name
    - C. Medication name
    - D. Directions for giving medication, which includes dosage and time.
    - E. Signed PARENT MEDICATION CONSENT FORM
  4. The medication will be kept at the school stored in a proper place and not readily accessible to others.

*THE STUDENT IS RESPONSIBLE FOR REPORTING TO THE PROPER DESIGNATED SCHOOL EMPLOYEE AT THE APPROPRIATE TIME FOR MEDICATION TO BE ADMINISTERED.*
  5. Record of administering medication will include:
    - A. Date medicine given
    - B. Name of student
    - C. Time medication given

**NO MEDICATIONS WILL BE FURNISHED BY CACHE INTERMEDIATE SCHOOL.**

### **MONEY**

When it is necessary to send money to school, please send correct change or a check, if possible. Please put the money in an envelope with your child's name and what the money is for written on the envelope.

### **NON-SCHOOL ACTIVITIES**

The school assumes no responsibility for information or management of non-school activities, such as scouts, soccer, baseball, and other such activities.

### **NOTICE OF NON-DISCRIMINATION**

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 non-discrimination policies:

Chad Hance, Superintendent  
102 East H Avenue, Cache, Oklahoma 73527  
580-429-3266  
Corey Holland, Assistant Superintendent  
102 East H Avenue, Cache, Oklahoma 73527  
580-429-3266

**NOTICE OF THE CACHE PUBLIC SCHOOLS COMPLIANCE WITH TITLE IX,  
SECTION 504**

The Cache Public School System intends to fully comply with the Title IX of the Education Amendments of 1972 which prohibit discrimination on the basis of sex in the educational programs and activities also extend to employment therein and admission thereto.

Superintendent of Cache Public School has been designated to coordinate the District Title IX efforts. His office is located in the Administration Building, P.O. Box 418, Telephone 429-3266. He will be responsible for the investigation of any complaint brought to the attention of the district under Title IX.

Anyone who has a complaint concerning discrimination by sex should make such a complaint in writing. This complaint should be mailed to the coordinator of Title IX at the above address. The coordinator will conduct an investigation of the complaint, and then will refer the complaint to the Grievance Committee. This committee will be composed of six members from the certified staff of the Cache Public School. If a person is dissatisfied with the decision of the committee, that person will have the right to appeal to the board of education.

**PARTIES**

There will be two parties during the year: one in the first semester and one in the second semester. Children are recognized during their birth month. Therefore, we will not celebrate your child's birthday at school and birthday invitations will not be distributed at school. Balloons/ flowers will not be delivered during the school day to students; they may pick them up at the end of the school day. For bus safety, students will not be allowed to take balloons or other large items with them on the bus.

**PHYSICAL EDUCATION**

1. There will be no competitive athletics in the intermediate school. Intramural activities will be provided in grade 2, 3, and 4.
2. Students not participating in gym due to a short term illness must have a note dated and signed by a parent. This is to be given to the gym teacher.
3. Before an injured student will be allowed to resume physical activity, a written release from the doctor must be presented to the gym teacher.

**PRIVACY RIGHTS**

Pupils shall not have any reasonable expectation of privacy towards school administrators or teachers in the contents of a school locker, desk, or other school property. School personnel shall have access to school lockers, desks, and other school property in order to properly supervise the welfare of pupils. School lockers, desks, and other areas of school facilities may be opened and examined by school officials at any time and no reason shall be necessary for such search. Schools shall inform pupils in the student discipline code that they have no reasonable expectation of privacy rights toward school officials in school lockers, desks, or other school property. SECTION 24 - 102 TITLE 70.

### **PUBLIC NOTICE OF RIGHTS UNDER THE FAMILY EDUCATION RIGHTS AND PRIVACY ACT**

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:

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 records may be inspected.

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.

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 performing 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 personal responsibility.

Upon request, the district discloses education records with 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.)

The right to file a complaint with the United States Department of Education concerning alleged failures by the district to comply with requirements of FERPA. The name and address of the office that administers FERPA is: Family Policy Compliance Office, United States Department of Education, 600 Independence Avenue, SW, Washington, DC, 20202-4605.

### **PUPILS - SUSPENSION - APPEAL**

Oklahoma School Law gives schools the authority to suspend students from school classes and activities. These are two forms of suspension. Short-term suspension can range up to ten days. Long term suspension can range up to the end of the current and next following semester of school. At Cache Intermediate School, suspension is used only as a last resort when other discipline alternatives have been exhausted or when the nature of the offense is severe. During a long-term suspension, students may be offered alternative, home-based educational services.

### **REPORT CARDS**

1. Report cards are sent out on Wednesday following each semester.
2. A progress report will be sent at the end of the first four weeks, nine weeks, and thirteen weeks of each semester.

### **SCHOOL ASSEMBLY**

During any school assembly all classes will sit as class groups and teachers will sit with their respective classes.

### **SCHOOL PROPERTY & PERSONAL PROPERTY**

If students maliciously or purposely destroy personal property, they or their parents will have to pay for the expense of replacing the property.

### **SCHOOL VISITORS**

1. Parents are welcome to visit the school, but **must** stop by the office for permission to visit.
2. Both the teacher and the principal do not allow students to bring other visitors to the school room, without approval. Visiting students will not be allowed to ride the school bus.

## **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.

## **STUDENT FILE POLICY**

In compliance with Section 513-515 of Public Law 92-380 Cache School does not maintain any closed student files. Parents or legal guardians can at any time look at or go through all school files that pertain to their child. There is no waiting period, but immediate access available.

No files may be scrutinized by persons other than parents or guardians without written consent of the parents or guardians, with certain exceptions such as other school officials who have a legitimate educational interest, authorized representatives of the U.S. in connection with the student's application for financial aid.

Whenever a student has attained eighteen years of age, or is attending post-secondary education institutions, the permission or consent required of and the rights accorded to the parents of the student shall thereafter only be required of and accorded to the student.

## **TELEPHONE**

1. Students must have permission from the teacher and the office personnel to use the school phone.
2. Outgoing calls are to be made only in case of emergency: such as illness or inclement weather. PERMISSION TO VISIT A FRIEND DOES NOT CONSTITUTE AN EMERGENCY.
3. Recommendation is made that the parent and child work out an agreement at the beginning of the term as to where the parent will meet the child during bad weather, thus saving some phone calls.
4. Students will be called to the telephone only in case of emergency (deemed by the principal or secretary).

## **TESTING**

Our schools are currently using a state testing program to evaluate the student body. The testing points out various strengths and weaknesses a student might have. In an effort to better educate our students, we are using the test information and teacher suggestions to provide appropriate settings and materials for your child. The school will notify you when test dates are set. As an interested parent, you should make a "special effort" to see that your child is prepared and properly rested during the test week.

## **TOYS**

Students should not bring toys, electronic games, trading cards, CD players, etc. to school unless given permission by the classroom teacher (show & tell). The school is not responsible for stolen or broken items.

## **TRANSPORTATION**

### **Bus Regulations - Walkers - Bicycles**

#### **BUS RIDERS:**

All buses used by the Cache Schools meet the requirements of the State Board of Education and operate in compliance with their regulations. All students are urged to regard the bus as a classroom as far as conduct is concerned. Safety is stressed at all times.

The driver of the bus is a school official and has the same authority as a classroom teacher over the students in his/her care. After a student gets on the bus, he/she is under the supervision of the bus driver and is expected to help him/her maintain discipline in order to prevent serious accidents. The driver has absolute authority and is expected to look after the welfare of all students under his/her care: any student may be removed from the bus that persists in disobeying regulations.

Students may not ride a bus home with another student unless a note has been sent by the parents and approved by the school principal.

#### **BUS REGULATIONS:**

Cache Public School buses meet the requirements of the State Board of Education and operate in compliance with their regulations.

The provision of school bus transportation is not a right of students but is a privilege extended by the board of education. Students are expected to regard the bus rules and expectations in the same manner as classroom rules and expectations. While on a bus the student is under the supervision of the bus driver and is expected to follow the rules as if in a classroom. The bus driver has the same authority as teachers in looking after the welfare of the students under his/her care.

School districts are only funded for students living 1.5 miles or greater from the school they attend. This is measured by driving distance, not radius from the school.

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

- 1.** Transportation will only be provided to and from the student's home address on file at the school. No student shall get on or off the bus except at their designated bus stop. No student shall ride any bus except

the bus that is assigned to him/her according to his/her residence. Any student who needs to ride a bus to which he/she is not assigned, **in an emergency**, must receive prior permission to do so. A parent must make the request in writing, the bus director must approve, and the principal must sign the note. The signed note is then to be given to the bus driver. **If permission is granted, it is for that day/days only, not for future privileges. Please be aware that a written request does not guarantee permission to ride another bus.**

2. Students must board the bus at their designated bus stop and at the school bus boarding areas on school premises. Student will only be dropped off at school and their designated bus stop. Students may not get off at another bus stop unless there is written parental permission. Students must remain orderly and seated until the bus comes to a complete stop. Upon exiting the bus, the student must move away from the bus. The bus will not move until the driver can observe that the student is clear from the bus. If a student must cross the street to get to his/her residence, the student shall look to the driver for permission to cross the street. Once the driver has established that it is safe, he will motion for the student to cross the street.

3. In order to keep our buses running on schedule, students must be waiting at the bus stop. We suggest arriving at the bus stop at least 10 minutes early. The bus driver does not have to wait for a student to come to the bus stop. If a child misses their bus at their bus stop, it is the responsibility of the parent to get the child to school. **DO NOT** follow, chase, or pursue the bus in order to put your child on the bus once your child has missed the bus. This is an unsafe measure to get your child on the bus.

4. For bus safety, students are not permitted to bring large items on the bus that cannot be held. This includes, but not limited to, large band instruments, boxes or projects, balloon/gift arrangements. The transportation of animals, weapons, drugs, tobacco products, liquor, e-cigarettes, vapes, glass, and objects that pose a threat to the other passengers is strictly prohibited.

5. Students 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.

6. The noise level on school buses must remain at a low level to enable the driver to hear emergency and/or train signals. Passengers must not shout, scream, sing, or cause any other disturbances that may distract the driver. Music, videos, or video games shall only be listened to with headphones or earbuds.

7. Consuming food or beverages on the bus is prohibited.

8. School bus windows must remain closed unless the driver gives permission for them to be opened. When the windows are open, passengers must not throw objects from the windows or extend any part of the body out of the window.

9. Seats may be assigned to any and all children at the driver's discretion. Seats may not be saved by students for other students that will be getting on the bus at a later time. Seats must be shared when necessary.

**10.** For misconduct other than vandalism on a bus, the driver shall report the incident or behavior to the principal. The principal will have a conference with the student/students involved and the principal will notify the parent. For a second offense, there will be a three (3) day or more suspension from riding the bus (Principal's discretion). Any other incidents will result in the student being suspended for the remainder of the semester or year. More serious offenses will result in immediate suspension from the bus. (Principals to determine the amount of days). Parents will be notified and suspension will begin immediately without a first warning. Any major or repeated misconduct may result in long term suspension. If a student is suspended or denied transportation for any reason, the parent will be notified as soon as possible.

**11. Vandalism:** Any passenger who defaces a school bus shall be reported to his/her principal and shall be immediately suspended from riding the bus for at least 3 days and until the damages are paid for. For a second offense, the student shall be suspended from riding the bus for the remainder of the semester or year. No suspended student shall be permitted to resume school bus privilege until all damages for which the student was responsible for are paid.

#### **WALKERS:**

1. Those not riding a bus should not arrive before 8:00 a.m.
2. Parents should advise their children not to accept rides, clothing, gifts, pills, food, drinks, etc. from strangers.
3. It is best if students have a definite route agreed on by parents and child to follow to and from school.

#### **BICYCLES:**

The parent should consider the following recommendations:

1. The bicycle should be in good repair and meet all safety requirements.
2. The rider should know and observe all traffic laws.
3. Bicycles are to be parked upon arriving at school and not ridden again until school is dismissed.
4. School is not held responsible for stolen bikes. We suggest padlocks on bicycles.
5. Bicycles should be walked across school grounds.

### **VOLUNTEER PROGRAM**

Definition of a volunteer: Parents, grandparents, or concerned citizens who are brought into the school to assist teachers and principal in education of children.

Goals of a volunteer program:

1. Involve our parents, community, and school personnel in a cooperative and sustained system of activities, which will increase the educational opportunities of the children both in school and at home.
2. To improve school-home relationships by enabling parents and school personnel to:
  - a. define their relationship to each other
  - b. define their roles as they pertain to the children in the project
  - c. identify family needs and resources, including those of the community as well as school needs and resources.

Duties and Responsibilities of the volunteer:

1. Assist teachers in promoting individualized instruction.
2. Be prepared for the learning activities that you will be responsible for.
3. To keep school business within the school itself.
4. To call upon the teacher or principal when pupil behavior requires strong action.
5. To abide by the rules, regulations, and policies of the Cache School Board of Education.
6. To develop good human relation skills with parents and community leaders toward the school program.

**ALL VOLUNTEERS** NEED TO SIGN-IN AND PICK UP A VOLUNTEER BADGE THROUGH THE OFFICE BEFORE GOING TO THE CLASSROOM.

### **WIRELESS TELECOMMUNICATIONS DEVICES**

Following the Cache School Board policy for Cache Intermediate School, students are allowed to bring & keep cell phones as long as they are turned OFF. Cell phones or electronic devices may NOT be used during school time without express permission of the principal or designee. Cell phone use is a distraction... When students are sending or receiving texts, taking pictures, making or receiving phone calls, classroom instruction is compromised. Personal safety, mandated testing, and student privacy are also at risk. (There are also various legal issues affecting both students and parents as a result of advanced technology, i.e. inappropriate pictures, text and videos).

Note: Failure to follow these guidelines of responsibility and self- control may result in loss of privileges, confiscation of the device, and/ or other disciplinary action.

Cache School is not responsible for lost, stolen, or damaged cell phones.

### **WITHDRAWALS**

Parents who wish to withdraw their child must follow these steps:

1. Inform the office at least three days prior to leaving.
2. Make sure all charges are paid to the cafeteria and all school property is returned (i.e. library books, textbooks, etc.)
3. Pick up withdrawal form and all personal belongings in the office.
4. Leave a forwarding mailing address.

