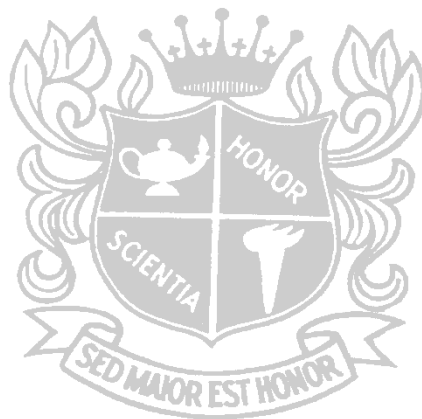


CAVE SPRING HIGH SCHOOL

2023 - 2024

3712 Chaparral Drive
Roanoke, VA 24018
(540) 772-7550
Fax: (540) 772-2107
Activity Hotline: (540) 224-8522
<https://www.rcps.us/CSHS>

Honor - Knowledge But Greater Is Honor



CAVE SPRING HIGH SCHOOL

MISSION STATEMENT

The mission of Cave Spring High School is to promote both honor and knowledge in an educational environment by challenging and guiding students toward their intellectual, academic, physical, emotional, aesthetic, social, and vocational potential.

Dear Students and Parents:

Welcome you to the 2023-2024 edition of the Cave Spring High School Student/Parent Handbook.

This handbook outlines the policies and procedures that are specific to you. Please understand that the information in this handbook is intended to provide guidance and structure to the many facets of an effective high school. It can in no way address all potential situations that may occur with individual students, families, and the many interactions that occur every day between students, staff, parents, and other members of the Cave Spring community.

At Cave Spring High School, we want to ensure that each student feels safe, supported, and is provided with the best opportunities to learn and grow. When our students graduate, we want them to always remember the great experiences they had at Cave Spring, as Knights, becoming opportunity ready citizens.

The teachers, counselors, support staff, and I are excited about working together with you as we explore the educational opportunities that Cave Spring High School has to offer.

On behalf of all the staff at CSHS, I want to wish each of you great success in this special place.

Ms. Haley Deeds
Principal

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ADMINISTRATIVE STAFF

Principal	Ms. Haley Deeds
Assistant Principal	Mr. Brian Hall
Assistant Principal	Mr. Chuck Parker
Dean of Students	Mr. Robb Shipp
Athletic Director	Mr. Jon Hartness

IMPORTANT PHONE NUMBERS 562-3900

Front Office/Attendance	x 20000/x 20008
Counseling Office	x 20010
School Nurse	x20039
Band/Choral Director	x 20043/x 20044
Voice-Mail After-Hours	562-3900 + extension

INFORMATION ABOUT: REPORT TO:

Absence/Checking Out/Tardiness	Attendance Office
Academic Assistance	Counseling Office
Athletics	Mr. Jon Hartness
In School Support	Room 122
Free Lunch.....	Ms. Haley Deeds
Illness	Nurse
Lost and Found	Main Office
Medications (Medication Form Required).....	Nurse/Main Office
Parking.....	Mr. Chuck Parker
Temporary Parking Permit	Main Office
Textbooks	Mr. Chuck Parker

WEBSITE ADDRESSES

Cave Spring High School: <https://www.rcps.us/CSHS>

Roanoke County Schools: <https://www.rcps.us/>

GENERAL GUIDELINES

Teachers and administrators are employed to educate each student as well as enforce rules and regulations of the school. A student shall comply with directions of principals, teachers, student teachers, substitute teachers, administrative assistants, instructional assistants, bus drivers, cafeteria workers, building operators, or other authorized personnel during any period of time when he/she is properly under the authority of school personnel. This includes authority anywhere in the building, on school grounds, and at school-sponsored activities.

- All persons must, upon request, identify themselves to proper school authorities in the school building, on school grounds, and at school-sponsored events.

ACCIDENT INSURANCE

- Accident insurance is available to all students.
- Insurance fees are not collected with other school fees.
- Each student will be given an application with rates and coverage at the beginning of school.

The Roanoke County School Board makes student accident insurance available to students at the beginning of school. Students who participate in extra-curricular activities should seriously consider taking this coverage. Participation in interscholastic football is not covered under this general policy. Special insurance is available for participation in football.

https://www.hsri.com/K12_Enrollment/Main/default.asp

CLUBS AND ORGANIZATIONS

<https://www.rcps.us/Page/3167>

DANCES

Student clubs or organizations sponsor dances. A club sponsor must secure approval from the administration prior to scheduling a dance or any social function at the school. The following regulations will apply to all dances:

1. Only students, their dates, their parents or guardians, (with approval of the school administration) and members of the faculty may attend.
2. Students with dates from other schools must obtain a guest permission form. This form must be signed and returned prior to reserving/purchasing a ticket.
3. If for any reason a student wishes to leave the dance and return, he must obtain permission from a chaperone. Students leaving the dance without permission will not be allowed to return to the dance.
4. All students should make arrangements to have a ride home as soon as the dance is over.
5. Students must be in good standing.
6. Middle School Students (6th-8th) are not permitted to attend.

EMERGENCY DRILLS

As a safety consideration, students must respond during emergency drills and emergency situations without questioning and with complete cooperation.

FIRE DRILLS:

Signal: Fire alarm shall consist of a continuous sounding of the fire alarm. Fire drills will be conducted at least once a month. Instructions posted in the classroom will give directions for prompt exit from the building. Walk quickly and quietly to assigned places.

TORNADO DRILLS:

Signal: One long sounding of an air horn. Directions are posted in each room with instructions as to where to move. Move quickly to assigned place and remain quiet for further instructions.

LOCKDOWN DRILLS:

Drills will be conducted during the school year. Administration and teachers will provide direction.

FIELD TRIPS

1. Field Trips sponsored by the school will be indicated by a Roanoke County Public School permission slip (ID.1-400-15). 2. **The permission slip is to be returned to the teacher five (5) days before the trip. Permission slips are to be complete, with parent/student information, signatures, insurance name and policy number. If the permission slip is not into the teacher five (5) days before the trip, you are not permitted to go on the field trip.**
2. Administration of medication to students must be done in accordance to RCPS Policy and Administrative Regulation 7.13: Administering Medication to Students. Administration of medications to a student can only be assigned to a RCPS employee who has been trained to administer. "If your child requires prescription/over the counter medication during (a) field trip, the medication administration form must be completed and signed by a parent and physician if it is a prescription medication. All medications must be delivered to the school by the parent in original container with only the necessary number of doses needed" (for the field trip day).
3. The RCPS Student Conduct Code must be followed by all trip participants.
4. Should you have any question(s) as to whether a trip is school sponsored, please call the teacher or principal.

Please see RCPS Policy & Regulation Link 6.43

Final Assessments & Exemptions for Full-Year Credit Bearing Courses

Final assessments are teacher-designed assessments (as designed by the teacher) given at the conclusion of second semester in full-year, credit bearing courses. The purpose of final assessments is to allow the student to demonstrate cumulative mastery of course content and content-related skills. The final assessments may be a traditional test or a performance-based assessment, but must be designed to be completed in class. The grade for the final assessment will be averaged as part of the fourth grading period, and will carry a percentage weight of a major test within the grading period.

Non credit bearing courses are courses whereby no credit is awarded. The administration and staff of each school have the flexibility to assess their students as necessary to ensure mastery of the content.

Semesterized courses are full year courses that have been compressed to be completed in a semester in a block scheduling format.

Semester courses are courses that are one semester in length and end at the semester. No final assessments are required for these courses regardless of credit bearing status.

Dual Enrollment courses are courses in which students may simultaneously earn community college credits along with credit toward high school graduation. Dual enrollment students are required by the college to take final assessments for each semester in which college credit is earned. For the calculation of the grade assigned to the high school credit, final assessments given first semester are averaged into the second grading period and final assessment given second semester are averaged into the fourth grading period. For the calculation of the grade assigned for college credit, the policies of the community college are followed.

Exemption from final assessments

A. Criteria for Exemption from Final Assessments

1. Seniors enrolled in any full-year credit bearing class, with the exception of classes taken for dual enrollment credit, may be exempt if they meet the criteria listed in (a), (b), (c), (d), and (e) below. Students taking courses for dual enrollment credit must take all exams in conformance to the policies of the college and, therefore, are not eligible for exemption from final assessments.

AND

- a. Must have an A or B average in course for the second semester at the time exemptions are declared.
- b. Students may not miss more than five days of school for the second semester for courses on the A/B day and seven days of school for the second semester for courses that meet daily. Exceptions include school-sponsored activities and nationally recognized religious holidays. Students must attend at least 50% of a class period in order to be counted present in a class for the purpose of exemption from final assessments.
- c. The student may not be absent more than 13 full days during the entire school year (includes A and B days combined and not counting days absent for exam exemptions). Students must miss 100% of the school day to be considered as absent for a full day.
- d. The student must attend all review session held for a course. (Students are still responsible for all work and must maintain their A or B grade average through the review sessions)
- e. If the student is enrolled in a subject with an industry certification, the student must have passed the corresponding industry certification.

The Executive Director of Secondary Instruction may grant an appeal for excessive absences based on: prolonged illness, hospitalization, doctor visits/directed bed rest, severe injury, and bereavement. All absences considered under the appeal process must be supported by medical or supporting documentation.

Seniors with incompletes will not be eligible for exemption from final assessments.

2. Students enrolled in a course with a corresponding SOL test that the student must take for verified graduation credit or due to a federal requirement, are exempt from final assessments for that course.

2. Procedures for Exemption

A list of proposed exempted students will be submitted to the principal by the classroom teacher prior to declaring any student exempt from the final examination. This list is subject to review by the principal prior to final approval and notification. Proper notification of each student's parents shall be made to ensure the parent understands his/her student's status during the final days of the second semester.

Exemption decisions upon teacher and principal concurrence are final

Please see RCPS Policy & Regulation Link 6.16

FLOWERS

Delivery of flowers for students will be held in the front office until the end of the day. The students will be notified of the flowers but will not be allowed to take them to their classes.

FOOD DELIVERY

Students may **not** utilize food delivery companies such as Grubhub, Door-Dash, etc.. Students should plan on bringing their own lunch or purchasing a lunch from our school nutrition staff. This will prevent interruptions to the student's learning environment while also maintaining school safety.

GRADING SCALE AND REPORT CARDS

The parent and the child have a right to know how the student performs in relation to his ability, in relation to established standards, and in relation to school and national norms. In the Roanoke County School System, such information is made available to parents and students by a full range of evaluation and reporting procedures. The standard testing program reflects the student's ability and his level of achievement in relation to school and national norms. Conferences provide the opportunity to communicate in depth the performance of the individual student within the content of a particular class. A letter grade cannot provide all this information for grades 2 through 5, nor can a grading scale provide all this information for grades 6-12.

The proper function of a grade should be to assess knowledge and understanding and not for reward or punishment. Attitudes, abilities, disabilities, and work habits may have a bearing on the level of the student's accomplishment of objectives. The grade should reflect student performance as objectively and accurately as possible and be understood by the teacher, the student, and the parent.

In order to inform students and parents of progress made by students in their studies, teachers grade students according to the following grading scale:

A - Excellent	90 - 100
B - Good	80 - 89
C - Average	70 - 79
D - Poor	60 - 69
F - Failure	0 - 59

Incomplete grades are not recorded, and the student should complete these grades as soon as possible.

Grades can be found on Blackboard throughout the school year. An e-mail reminder will be sent at the midpoint of each grading period. At the end of each nine weeks grading period, a report card is given to the student to take home. A final report card is sent home by mail.

Please see RCPS Policy & Regulation Link 6.17 AR

GRADUATION

For most students and parents high school graduation is a milestone in their lives. Because it is such an important and significant event, they along with the school community demand that the exercise be formal and one of dignity.

Students who have met the requirements set forth by the Commonwealth of Virginia and Roanoke County Public Schools and who are considered "in good standing" by the Roanoke County School Board will be allowed to participate in graduation exercises.

Please see RCPS Policy & Regulation Link 6.51

SCHOOL COUNSELING SERVICES

The purpose of the school counseling program is to help individual students achieve their highest level of academic growth and social/emotional development. Each student is assigned a guidance counselor who helps the student plan an academic program that meets his/her individual needs. All students will be expected to maintain a balanced program of studies.

Please see RCPS Policy & Regulation Link 6.46

The School Counseling Office is open from 8:00 AM to 4:00 PM daily. The guidance coordinator, or one of the counselors, will be present to answer questions or help with any personal need. Counseling is offered for vocational and academic planning, employment skills and personal problems by a well-trained staff. Students are urged to talk with their counselors and to use academic materials, which are available in the Guidance Office. Mrs. Penny Williams is the School Counseling Coordinator.

Students are assigned to their counselors in the following alphabetical sequence:

A – G	Ms. Penny Williams,
H - M	Ms. Katie Bredenkamp
N - Z	Ms. Lesley Swartz
Life Counselor	Ms. Kim Heck
Counseling Secretary	Ms. Anna Hollins

HOMEWORK/MAKE-UP WORK

Homework: defined as any schoolwork assigned to be completed outside of class time.

- Homework may be assigned at the discretion of the teacher to meet individual student learning needs.

Make-up Work: Students in grades K-12 are expected to make up all missed work from an absence within 10 school days upon the student's return to school. If the student does not complete the make-up work within that time frame, he/she shall earn a zero for work not completed.

Assignments completed prior to an absence are due upon the return to school. Exceptions may be granted by individual teachers.

Teachers are expected to contact parents regarding the completion of make-up work in an effort to ensure that the student completes the work and meets the 10-school day deadline.

- **Excused and School Related Absence**: Students are required to request make-up work on the first day of return to class. Students will be given 10 school days to make up the work. Exceptions for a longer time period for make-up work may be granted by individual teachers.
- **Unexcused Absence**: Students in grades 9-12 may be denied full credit for assignments missed due to an unexcused absence.
- **Incomplete Work**: A grade of incomplete (I) will be entered on a student's report card when make-up work has not been completed, and the allowed make-up time extends across the end of the grading period into another. After make-up work is completed, a corrected grade will be submitted by the teacher. If make-up work is not completed by the established deadline, the incomplete (I) will be changed to the computed average with incomplete work averaged as a zero.
- **Pre-Approved Absences**: Students with pre-approved absences may request assignments prior to their absence from school. Make-up work for students with pre-approved absences that is not available to the student prior to the absence is given to the student upon the student's return to school. The student shall be responsible for contacting the teacher to arrange for completing the make-up work.

Please see RCPS Policy & Regulation Link 6.14 & 7.07 AR

TECHNOLOGY USAGE/REGULATIONS

The Internet is an electronic medium connecting computers and users all over the world. Students and teachers use the Internet as a learning tool to gather and evaluate information from multiple sources as well as to communicate and collaborate with individuals both within and outside the classroom. In the hands of skillful teachers who plan thoughtfully, technology is leveraged to transform lessons into engaging and purposeful learning experiences.

The School Board provides a computer system, as defined below, to catalyze the acquisition of knowledge and the development of 21st century skills: collaboration, communication, critical thinking, creativity and citizenship. Technology and digital resources are powerful tools for engaging and purposeful learning, but they are tools that must be used responsibly and ethically within the school community. All users bear the responsibility of cultivating and enforcing the principles of digital citizenship when using technology and digital resources.

The term computer system includes, but is not limited to, hardware, software, online resources, network infrastructure, data, communication lines and devices, terminals, printers, CD, DVD and other media devices, flash drives, servers, computers, the internet, mobile devices (both personal and school owned) and other internal or external networks. This includes any device that may be connected to or used to connect to the school division's network or electronically stored division material.

All use of the Division's computer system must be (1) in support of education or research and be consistent with the educational objectives of the Division, or (2) for legitimate school business. Use of the computer system is a privilege, not a right. Inappropriate use may result in cancellation of those privileges, disciplinary action, and/or legal action. Any communications or materials generated using the district RCPS Secure network, including email, instant or text messages, social media posts, social networking, and other files, including communications and materials deleted from a user's account, may be monitored, read, and/or archived by division staff.

This policy applies to all users of the division's computer system. By using or accessing the computer system, the user agrees to abide by this policy and the Technology Use Guidelines established by the superintendent.

The superintendent is responsible for establishing Technology Use Guidelines containing the appropriate uses, ethics and protocols for use of the computer system. The superintendent is also responsible for reviewing and

updating, as necessary, the Guidelines at least every two years. It is the user's responsibility to know and follow this policy and the Technology Use Guidelines. The Guidelines include:

1. a prohibition against use by Division employees and students of the Division's computer equipment and communications services for sending, receiving, viewing or downloading illegal material via the Internet;
2. provisions, including the selection and operation of a technology protection measure for the Division's computers having Internet access to filter or block Internet access through such computers, that seek to prevent access to
 - A. child pornography as set out in Va. Code 18.2-374.1:1 or as defined in 18 U.S.C. 2256;
 - B. obscenity as defined by Va. Code 18.2-372 or 18 U.S.C. 1460; and
 - C. material that the School Division deems to be harmful to juveniles as defined in Va. Code 18.2-390, material that is harmful to minors as defined in 47 U.S.C. 254(h)(7)(G), and material that is otherwise inappropriate for minors;
3. provisions establishing that the technology protection measure is enforced during any use of the Division's computers;
4. provisions establishing that all usage of the computer system may be monitored;
5. provisions designed to educate students and employees about digital citizenship, including interacting with students and other individuals on social networking websites and in chat rooms and cyber bullying awareness and response;
6. provisions designed to prevent unauthorized online access by users, including "hacking" and other unlawful online activities;
7. provisions requiring every user to protect the security of information necessary to access the computer system, such as usernames and passwords, and prohibiting the sharing of passwords;
8. provisions prohibiting the unauthorized disclosure, use, and dissemination of photographs and/or personal information of or regarding minors; and
9. a component on Internet safety for students that is integrated in the Division's instructional program.

Use of the School Division's computer system must be consistent with the educational or instructional mission or administrative function of the Division as well as the varied instructional needs, learning styles, abilities and developmental levels of students.

The division's computer system is not a public forum.

Users of the division's computer system have no expectation of privacy for use of the division's resources electronic devices including non-division owned devices while connected to division RCPS Secure networks or computer resources.

Software and/or services may not be installed or downloaded on the division's computer system without the prior approval of the superintendent or superintendent's designee.

No employee or agent of the School Board or person or entity contracting with the School Board may download or use any application, including TikTok or WeChat, or access any website developed by ByteDance Ltd. or Tencent Holdings Ltd. (i) on any device or equipment issued, owned, or leased by the School Board, including mobile phones, desktop computers, laptop computers, tablets, or other devices capable of connecting to the Internet.

Each user of the division's computer system and a parent/guardian of each student user shall sign the Acceptable Computer System Use Agreement, before using the Division's computer system. The failure of any user to follow the terms of the Agreement, this policy or accompanying regulation may result in loss of computer system privileges, disciplinary action, and/or appropriate legal action.

The School Board is not responsible for any information that may be lost, damaged or unavailable when using the computer system or for any information retrieved via the Internet. Furthermore, the School Board is not responsible for any unauthorized charges or fees resulting from access to the computer system.

The School Board reviews and amends, if necessary, this policy every two years.

Please see RCPS Policy & Regulation Link 6.42

LIBRARY

The CSHS library is evolving into a 21st century learning environment. The library will have maker spaces for students as well as collaborative areas for teachers and students alike to work in cross-curricular assignments and projects. Library hours are usually from 7:45 a.m. to 3:30 p.m. Monday through Friday. The library may be reserved for various functions and events through the librarian.

Loud or unnecessary talking, eating, drinking, or any other inappropriate conduct will not be tolerated. Students not using the library to the best advantage, who are disruptive or refuse to cooperate with the library staff will be sent back to study hall (or class) and their library privileges may be restricted.

LOCKERS

Students may request a locker through their Homeroom teacher during the first week of school. Forms will be given to those students wishing to have a locker. If enrolled in physical education, a gym locker for the school term will be issued. Lockers must be kept locked at all times.

Cave Spring High School cannot be held liable for items not secured in lockers.

If a problem occurs with the locker, the student should complete a blue locker problem form in the front office.

Lockers are the property of Roanoke County Schools. The school administration reserves the right to inspect lockers at any time according to Roanoke County Public School Board policy.

LOST AND FOUND

Any student finding articles in or around the school area should turn these articles in to the office. Lost items will be retained in the office until the end of the semester and then donated to a local charity.

LUNCH

All students must report to their assigned lunch period. In order to serve the entire student body, three lunch periods are provided. Students who buy lunch should return trays after finishing lunch. Student lunches are \$3.00.

While in the cafeteria, students should observe the following rules:

1. Students should enjoy the lunch period without boisterous conduct.
2. Students are expected to take their places in line and remain there while moving promptly with the line. Anyone leaving the line loses his/her place.
2. There is to be no saving of places in the lunch line, and students may purchase only their own lunch as they go through the line.
3. All food must be kept on the trays.
4. Chairs should not be moved to the table ends, as this causes congestion in the aisles.
5. Students **must** place paper, leftover food, flatware, plates, and trays in the designated areas.

MEDICATIONS

Administering Medication to Students Prescription & Non-Prescription

Medications Prescribed for Individual Students

Employees of Roanoke County School Board may give medication prescribed for individual students only pursuant to the written order of a physician, physician assistant, or nurse practitioner and with written permission from the student's parent or guardian. Such medicine must be in the original container and delivered to the principal, school nurse, or school division designee by the parent or guardian of the student. Parents must also deliver the necessary supplies with which to administer medications (ex. syringes, spacers).

Nonprescription Medications

Employees of Roanoke County School Board may give nonprescription medication to students only with the written permission of the parent or guardian. Such permission shall include the name of the medication, the required dosage of the medication, and the time the medicine is to be given. Such medicine must be in the original container and delivered to the principal, school nurse, or school division designee by the parent or guardian of the student.

Sharing, borrowing, distributing, manufacturing or selling any medication is prohibited. Permission to self-administer non-prescription medication may be revoked if the student violates this policy and the student may be subject to disciplinary action in accordance with the Standards of Student Conduct.

Exceptions to these regulations may be necessary depending on individual circumstances. Exceptions may only be authorized by the principal or designee.

Herbal Remedies and Over the Counter Supplements not approved by the FDA

Requests by a parent/guardian for an herbal remedy and/or over the counter supplement to be given to a student which is not approved by the FDA will require a written order from a physician, physician assistant, or nurse practitioner along with written permission from the student's parent or guardian. The herbal remedy/over the counter supplement must be in an unopened, original container and delivered to the principal, school nurse, or school division designee by the parent or guardian of the student.

Please see RCPS Policy & Regulation Link 7.13

PARKING REGULATIONS

Since bus service is provided by the taxpayers for all students who live over .6 miles from school, the driving of cars to school is unnecessary. Those who wish to drive must observe these regulations:

1. Seniors and juniors will be considered for parking on school grounds. Parking permits are a privilege and contingent upon remaining in good standing in both academics and attendance.
2. A current decal must be displayed. Students may not park on school grounds without a decal. Decals must be displayed on the lower left driver's side of the rear windshield and will be issued for \$40.00. **YOU MAY REGISTER ONLY ONE VEHICLE.** If you drive a different car to school on a particular day you must come to the office and be issued a temporary tag. If a decal is lost or destroyed, students are expected to purchase a replacement at a cost of \$2.00.
3. Students are to park only in designated spaces. **(Students shall not park in faculty, staff, or visitor parking.)** Students who park improperly will be subject to disciplinary action and/or their vehicles may be immobilized or towed. Students with more than one parking violation may have their parking privileges revoked.
4. Students are expected to arrive on time for school each day just as if they had ridden the bus. Students who are tardy six times during a semester are subject to revocation of their parking privileges. **Tardiness due to car problems will not be excused.**
5. The driver is responsible for the behavior and action of all students in his car while on school grounds. The driver of the car is responsible for the car and its contents, and the car is subject to search at the discretion of the administration.
6. All speed limits must be observed: 15 mph in the parking lot and 25 mph in a school zone. Reckless driving will cause the loss of parking privileges. **The Roanoke County Police Department has jurisdiction over all school grounds.**
7. Students should promptly enter the building upon arrival to school and leave campus upon dismissal from school.
8. Students not complying with these regulations will be subject to administrative disciplinary action and/or revocation of parking privileges. If a student's parking privileges are revoked, the student may not re-apply for a decal until the following semester.
9. ARBTC/Governor's School students who drive are required to have a Cave Spring High School parking decal.

PAYMENTS

All checks for payments of class dues, and other materials should be made payable to **CAVE SPRING HIGH SCHOOL.**

Class dues are charged in lieu of class fundraisers. Class dues cover publication and distribution of the student newspaper to all students, homecoming decorations in the school, class floats during spirit week, the Academic Awards Ceremony, prom and other school functions throughout the year. All remaining money is rolled to the student's senior year and is used to cover the expenses of senior day activities such as the senior breakfast, senior lunch, Senior Awards Ceremony and recreation activities provided to all seniors.

REMEDIATION

CSHS offers all students the opportunity to participate in our tutoring program. Students who require additional assistance with daily class work/homework, as well as students who benefit from additional support in preparation for SOL testing, are urged to attend tutoring sessions.

In-school tutorial services for math and English are offered daily, during each study hall period.

After-school tutorial services are offered Monday through Thursday, of each week, in core academic areas. After-school tutoring sessions run from 3:30 P.M. to 4:30 P.M. Please refer to the Tutoring/Remediation Schedule, on the CSHS website, for additional details.

Just-in-time tutoring is also available and provides students in grades 6-12 with an immediate online live tutor 24 hours per day/7 days per week. If a student is struggling with independent work, they can get immediate help to get them “unstuck,” even if they are at home late at night.

SCHEDULING ADJUSTMENT POLICY

Changes from one course to another will be made under the following circumstances **ONLY**:

1. Failure of a course/SOL that is a prerequisite for a scheduled course or a graduation requirement.
2. Human or computer error.
3. Grouping adjustments and/or balancing of class size.
4. Recommendation of Child Study Committee and Eligibility or IEP Committee.

SCHOOL PARTIES

Class and club parties of any type shall not be held during school. It is imperative that instructional time be used for instruction. Please plan all parties after school hours.

SCHOOL SOCIAL WORKER

The school social worker assists in the evaluation of the underlying causes of a child's difficulties in the learning process or in social adjustment and provides a personal approach to alleviate the problems in which the school feels it needs assistance.

The school social worker is especially concerned with problems and conditions which influence a child's success in school, such as:

- Irregular or nonattendance
- Poor health
- Emotional disturbances
- Social relationships
- Economic conditions
- Home and family situations

Referrals to the school social worker should be made through the principal. This in no way prevents anyone from talking with the school social worker about issues regarding individual children.

The school has the responsibility to see that basic information concerning student cases is referred to the appropriate school social worker in a timely manner.

Please RCPS Policy Link 7.36

SELLING

No products are to be sold by groups or individuals during class time. The selling of products in the community must be kept to a minimum. Before any individual, club or organization sells any products in the community, at school or at school sponsored events, approval must be obtained from the principal.

SIGNS AND POSTERS

Students must get permission, from administration and sponsors before any materials, posters, or signs may be posted in the school. Sponsors should secure permission from administration.

1. No materials may be posted at any place in the school except on cork strips or white boards posted in hallways.
2. Do not put posters or signs on glass doors and windows; they block viewing areas of the school.
3. Individuals and groups posting signs, flyers, etc. **are responsible for removing all materials and cleaning up the area used after the scheduled event.**
4. Students are not allowed on ladders.

STUDENT ADVISORY COUNCIL

The purpose of the Student Advisory Council to the School Board is to act as advocates on behalf of all students of the Roanoke County Public Schools. The students work cooperatively to improve the education and environment in all Roanoke County Public Schools, and to aid in the communication among the students, the school administration, the School Board and the community.

STUDY HALLS

Students may be assigned to study halls for one or two semesters and must remember that this is a legitimate assignment, the same as a class, and that attendance is required. Study halls are to be quiet so each student will have an opportunity to study.

SUBSTANCE ABUSE / LIFE COUNSELOR

In order to maintain “safe and drug free schools” and in accordance with the “No Child Left Behind Act,” the possession, distribution, dispensation, use, and/or being under the influence of any form of alcohol, anabolic steroid, narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or other controlled substance (as defined in the Drug control Act of Chapter 15.1 of Title 54 of the Code of Virginia and as defined in schedules IV of 21 USC *182), imitation controlled substance, or drug paraphernalia (as described in *18.2-265.1 of the Code of Virginia) is prohibited within any Roanoke County Public School or its property to include school vehicles, at any school-sponsored event/trip, going to and from school, or while participating in school-sanctioned activities. A student who is determined to have brought a controlled substance, imitation controlled substance or marijuana, or synthetic onto school property or to a school-sponsored activity may be expelled in accordance with Policy 7.11 Student Conduct Code. Furthermore, in handling such violations the School Board authorizes the superintendent or designee to conduct a preliminary review of substance use policy violations to determine whether a disciplinary action other than expulsion is appropriate

In order to maintain “Safe and Drug-Free Schools” and in accordance with the “No Child Left Behind” act, schools are mandated to foster a safe and drug-free learning environment by implementing programs aimed at: 1) preventing or reducing violence; 2) preventing or reducing the use, possession of, or distribution of illegal drugs; 3) preventing or reducing delinquency; 4) creating a well-disciplined environment conducive to learning that includes consultation between teachers, principals, and other school personnel to identify early warning signs of drug use or violence; 5) providing behavior interventions as part of classroom management strategies; 6) promoting the involvement of parents; and 7) promoting coordination with community groups and coalitions as well as government agencies. The Roanoke County School Board embraces the ideals underlying “Safe and Drug-Free Schools” within “No Child Left Behind” act. Consequently, a Student Assistance Program will be implemented in each Roanoke County Public School, with the aforementioned goals incorporated in the mission statement.

Please see RCPS Policy & Regulation Links 3.22 & 3.27

TELEPHONES/MESSAGES

Messages for students will only be taken when a parent calls. In order to maintain an optimum learning environment, disruptions to classes to deliver messages must be kept to a minimum. Please keep this in mind when requesting that messages to be delivered to a student.

TEXTBOOKS/WORKBOOKS

Textbooks will be distributed to each student at no cost at the beginning of the school year. Students are responsible for the condition of their textbooks and will be charged for loss or damages. Students are responsible for keeping textbooks in good condition.

Fines will be assessed for replacement costs as follows:

Publisher's cover of book removed	\$10 to full cost
Spine damage & torn pages	\$ 5 to full cost
Water damage	Full replacement cost
Writing that cannot be erased	Full replacement cost
Missing pages	Full replacement cost
Lost or destroyed books	Full replacement cost

Workbooks will be issued as regular textbooks and returned at the end of the year. If students want to write in workbooks, they must be purchased.

The classroom teacher records each book issued to the student according to the book number. The student is responsible for returning the same book at the end of the year. Lost and damaged books are to be paid for by the student to whom the book is issued. Books must not be left on windowsills or on the floor.

VISITORS

Roanoke County Schools have installed new visitor sign-in kiosks where visitors to schools will sign-in using either their driver's license or their name and date of birth. That information is then checked against the national sex offender registry to determine if any registered sex offenders are attempting to enter schools.

We are asking parents who are checking out students to first sign-in using this system before going into the school office.

WITHDRAWAL PROCEDURES

Parents are requested to notify the School Counseling Department by letter of the student's intent to transfer or withdraw. The letter should state the last day of attendance and transfer destination. On the last day of attendance, the student should report to the guidance office before school starts for official withdrawal instructions from Mrs. Hollins, Guidance Secretary. The withdrawal procedure cannot be completed until all school-supplied materials are returned (i.e. books, library books, etc.). [A student will be withdrawn when he/she has been absent fifteen (15) consecutive days. This does not include those students under an approved program of Homebound Instruction or an educational placement has been decided on by administration or school social worker.]

WORK RELEASE PROGRAM

Any student excused for an early dismissal, COE, Marketing, or OJT, must leave the building and grounds immediately after his/her last class and not return for the remainder of the school day. Failure to follow this procedure will result in consequences. These students must keep an identification card in their possession.

STUDENT CONDUCT GUIDELINES

BURTON CENTER FOR ARTS & TECHNOLOGY STUDENTS

All Burton Center for Arts & Technology students are under the direct authority and control of BCAT and Cave Spring High while attending BCAT. The following rules and regulations will apply to BCAT students:

1. Buses will be provided for BCAT students. Students opting to drive their own vehicles must have an application for driving privileges and current parking permit on file at BCAT and Cave Spring High School. Students driving or riding with another student must have both of the above on file.
2. All BCAT students are to be prompt to the bus and to class.
3. Missing the bus or being late to class will constitute disciplinary action.
4. Signing in at the Attendance office is required or you will be marked absent. After having attendance checked, students should follow their schedules.
5. Students suspended from BCAT are also suspended from Cave Spring High School. A student suspended from Cave Spring High School is also suspended from BCAT.

ASSEMBLIES

Students are required to attend all assemblies unless specifically excused by the administration. If a student can justify that the assembly might personally and individually be offensive, he may ask for permission not to attend. A place is provided for those excused from assemblies.

ATHLETICS

Cave Spring High School is currently classified as a 3A school competing in Region 3D and is a member of the Virginia High School League. The Virginia High School League is a member of the National Federation of State High School Athletic Associations. Any student participating in any inter-school contest (athletics, forensics, drama, debate, etc.), must meet the eligibility requirements of these associations.

VIRGINIA HIGH SCHOOL LEAGUE

In order to represent our schools in certain competitions, middle school 8th graders and high school students must agree to abide by the rules of the Virginia High School League (VHSL). Events that are governed by the VHSL include all athletic sports contests, forensics, drama, creative writing and publications, and cheerleading. Students are expected to follow all eligibility requirements and conduct expectations of the VHSL. Additionally, all student competitors and their parents must agree to uphold local school board policies regarding personal conduct, on and off the playing field.

This expectation includes the awareness of consequences of violations of the athletic/training policy in regard to substance use.

Please see RCPS Policy & Regulation Link 7.06

SPORTS OFFERINGS

Cave Spring offers interscholastic competition in the following Virginia High School League sanctioned sports:

- **FALL SPORTS:** Varsity and junior varsity football, boys and girls cross-county, golf, girls' varsity and junior varsity volleyball and cheerleading (sideline and competition).
- **WINTER SPORTS:** Boys and Girls varsity and junior varsity basketball, boys and girls swimming, wrestling, boys and girls indoor track, and cheerleading
- **SPRING SPORTS:** Varsity and junior varsity baseball, girls' and boys' varsity and junior varsity soccer, varsity and junior varsity girls and boys' lacrosse, girls and boys track, boys and girls' tennis, and girls' varsity and junior varsity softball.
- **ACADEMIC ACTIVITIES:** Debate, scholastic bowl, yearbook, robotics

ATTENDANCE OF STUDENT ATHLETES

The administration believes that student/athletes should attend school regularly. Student athletes need to attend at least half the school day to be able to participate in practice or games unless they have an excused note from a doctor or prior approval from administration. Tardies the day after a contest need prior approval of the AD. If an athlete is irregular in attendance, the coach, athletic director, and/or principal will take steps to correct this. The penalty for failure to correct irregular attendance could be as severe as dismissal from the team for the remainder of the season.

Athletes who arrive tardy to school after 11:35 a.m. will not be allowed to participate in practice or game activities unless approved by the principal. Athletes who find it necessary to leave school because of illness are not to return to school during the remainder of the day or participate in any school sponsored activity that day without a doctor's or principal's note.

INDIVIDUAL ELIGIBILITY RULES:

To be eligible to represent your school in any VHSL interscholastic athletic contest, you must be a regular bona fide student in good standing of the school you represent.

- Must be enrolled in the last four years of high school. (Eighth-grade students may be eligible for junior varsity.)
- Must have enrolled not later than the fifteenth day of the current semester.
- For the first semester must be currently enrolled in not fewer than five new subjects, or their equivalent, offered for credit and which may be used for graduation and have passed five subjects, or their equivalent, offered for credit and which may be used for graduation the immediately preceding year or the immediately preceding semester for schools that certify credits on a semester basis. (Check with your principal for equivalent requirements.)
- For the second semester must be currently enrolled in not fewer than five subjects, or their equivalent, offered for credit and which may be used for graduation and have passed five subjects, or their equivalent, offered for credit and which may be used for graduation the immediately preceding semester. (Check with your principal for equivalent requirements.)
- Must sit out all VHSL competition for 365 consecutive calendar days following a school transfer unless the transfer corresponded with a family move. (Check with your principal for exceptions.)
- Must not have reached your nineteenth birthday on or before the first day of August of the current school year.
- Must not, after entering the ninth grade for the first time, have been enrolled in or been eligible for enrollment in high school more than eight consecutive semesters.
- Must have submitted to your principal before any kind of participation, including tryouts or practice as a member of any school athletic or cheerleading team, an Athletic Participation/Parental Consent/Physical Examination Form, completely filled in and properly signed attesting that you have been examined during this school year and found to be physically fit for athletic competition and that your parents' consent to your participation.
- Must have insurance through parents or have purchased school insurance that covers athletic participation.
- Must not be in violation of VHSL Amateur, Awards, All Star or College Team Rules. (Check with your principal for clarification.)

Eligibility to participate in interscholastic athletics is a privilege you earn by meeting not only the above-listed minimum standards, but also all other standards set by your League, district and school. If you have any question regarding your eligibility or are in doubt about the effect an activity might have on your eligibility, check with your principal for interpretations and exceptions provided under League rules. Meeting the intent and spirit of League standards will prevent you, your team, school and community from being penalized.

INSURANCE

Any participant in the athletic program, whether engaging in practice or interscholastic contests, must be properly covered for accidents that could occur in participation or in travel to and from contests. Participants in all activities must be covered by the student accident policy offered by the school or have on file a form, properly signed by the parent/guardian, stating that their son/daughter has sufficient insurance coverage and that they do not desire to have the policy offered by the school.

SPECTATORS/SPORTSMANSHIP

CSHS and the River Ridge District/Region 3D have made a concerted effort to raise the standards for good sportsmanship during play. School teams along with the spectators are evaluated each year. Patrons who exhibit poor sportsmanship during an athletic contest will be asked to leave and may be banned from future attendance. Noise makers are not allowed during indoor events. All spectators should realize that all behavior represents the school., and therefore, everyone has an obligation to be a true sportsman, encouraging through this behavior the practice of good sportsmanship by others. They should always practice the following:

1. Recognize that good sportsmanship is more important than victory, by approving and applauding good team play, individual skill, and outstanding examples of sportsmanship and fair play exhibited by either team.
2. Recognize that, since the primary purpose of inter-school athletics is to promote the physical, mental, moral, social, and emotional well-being of the players through the medium of contests, victory or defeat is in reality of secondary importance.
3. Treat visiting teams and officials as guests, extending to them every courtesy.
4. Be modest in victory and gracious in defeat.
5. Respect the judgment and integrity of officials, realizing that their decisions are based upon game conditions as they observe them.

Roanoke County Schools recognizes the value and importance of extracurricular activities in the educational process. Students, coaches, and sponsors involved in School Board approved extracurricular activities are expected to maintain the highest level of integrity and ethics resulting in positive experiences for all participants. The teaching and display of positive values through participation in extracurricular activities enhances the conduct of participants and coaches.

Roanoke County Schools further encourages the development of sportsmanship, integrity and ethics at all levels of the educational process. This extends to the community, parents, booster clubs and fans as well as coaches and athletes.

Coaches, athletes, patrons and students are all held accountable for their actions.

CONCUSSION MANAGEMENT

Roanoke County Public Schools have established a concussion protocol for handling concussions and shall make those procedures known to student athletes, parents, coaches, and other appropriate school personnel.

The procedures will enable school administrators to have written documentation available for reference when explaining the appropriate action regarding concussion management, including referral policies, and the return to play (RTP) guidelines. These procedures are to be followed when dealing with an athlete that is suspected to have a head injury. It is the goal to minimize and prevent further injury to the brain, such as second impact syndrome, while allowing student athletes to return to play (RTP) in the healthiest and safest manner.

A concussion policy team that includes, at minimum, a school administrator, athletic administrator, appropriate licensed health care provider, coach, parent *or* guardian of a student-athlete, and a student athlete shall review and revise local concussion management policies/procedures as needed biannually.

Please see RCPS Policy & Regulation Link 7.31

SUNDAY RULE

No member school may schedule or play an athletic contest or engage in regular practice on Sunday.

TRAVEL

The school within the school board guidelines will make travel arrangements to all activities for transporting pupils. Pupils shall not drive a vehicle on a school-sponsored trip nor ride in a vehicle driven by another student.

USE OF GYM / PRACTICE AREA / FITNESS CENTER

Students will **NOT** be allowed in the gymnasium, locker rooms, fitness center, or practice area **unless supervised by a faculty member or coach**. The person supervising must be in the same location where students are using the facilities.

ATTENDANCE OF STUDENTS

ATHLETES

Athletes who arrive tardy to school after 11:35 a.m. will not be allowed to participate in practice or game activities unless approved by the principal. Athletes who find it necessary to leave school because of illness are not to return to school

during the remainder of the day or participate in any school-sponsored activity that day without a doctor or principal's note.

GOVERNOR'S SCHOOL STUDENTS

All Governors' School students are to report to the Attendance office by 11:35 a.m. each morning for attendance and homeroom information.

HOMEBOUND

Students who cannot attend school due to extended illness documented by a physician should contact your principal or counselor about homebound instruction.

The School Board shall maintain a program of Home-bound instruction for students who are confined at home or in a health care facility for periods that would prevent normal school attendance based upon certification of need by a licensed physician, psychiatrist, or licensed clinical psychologist. When a school receives information that a child may be in need of homebound instruction, The Child Study, 504, or IEP team, as appropriate, must meet within ten days.

Please see RCPS Policy & Regulation Link 6.28

ROANOKE COUNTY SCHOOL BOARD STUDENT ATTENDANCE POLICY

Daily student attendance is a key factor in student success in school. Being present each day contributes to a student's feeling connected to the school and to the student's learning. Cave Spring High School takes seriously our obligation to provide high quality, engaging, and purposeful learning experiences designed to meet students' needs and prepare them for future opportunities.

This handbook outlines the attendance policies and procedures that are specific; the full version is located in Policy 7.07 and Administrative Regulation 7.07AR under the School board Policies on the RCPS website: www.rcps.us.

Student Attendance

Under the compulsory school attendance law, the school must account for **ALL** absences. Parents should notify the school of their child's absence as soon as possible. Messages may be left on the voice mail (562-3900 X 20008) prior to 8:00 AM. School personnel must be able to verify by contact with the absent student's parent/guardian whether each absence is excused or unexcused. School personnel will attempt to contact, by phone, each absentee's parent/guardian. After an absence, **all** students must report to the attendance office with a note of explanation for the absence.

EXCUSED ABSENCES include:

- Illness of student (up to 3 days without doctor note)
- Doctor and dental appointments (with dr. or dental note)
- Death in the family
- Legal obligations (with documentation)
- Religious Holidays (nationally recognized and verified by school, with prior approval)
- Hospitalization (with appropriate written documentation)
- Suspension from school
- School sponsored activities
- Other absences approved in advance by the principal (see **Prior-Excused Absences** section)

Absences and tardies that do not meet the criteria for being excused absences or tardies are considered unexcused absences or tardies. Students in grades 9-12 may be denied full credit for assignments missed due to an unexcused absence or tardies. For the purposes of avoiding excessive tardiness to school that results in frequent loss of instructional time, five (5) tardies to school without adequate written documentation will be considered the equivalent of one (1) absence. For the purpose of avoiding excessive early releases from school that result in frequent loss of instructional time, five (5) early releases from school without adequate written documentation will be considered the equivalent of (1) one absence.

Excessive Absences or Tardies Without Adequate Written Documentation

If absences or tardies excused solely based on parent explanation become excessive (more than 5), the school will require additional documentation in order to ensure compliance with the compulsory student attendance law. Such additional documentation may include written documentation from a physician treating the student for a chronic or extended illness or court documentation resulting from student involvement in a legal matter.

Excessive Absences Solely Based on Parent Documentation

- i. First Notification Letter

Within the first semester, if a student accumulates five absences excused solely based on parent explanation, the school will notify the parent of the student (First Notification Letter) and list the dates the student has been absent.

During the second semester, if a student accumulated fewer than five (5) absences excused solely based on parent explanation within the first semester, but he student subsequently accumulates ten (10) such absences during the second semester, he school will notify the parent of the student (First Notification Letter) and list the dates the student has been absent.

ii. Second Notification Letter

Within the first semester, after the First Notification Letter has been sent to a parent as required in section (a)(i), the school will send a Second Notification Letter to the parent if the student accumulates ten (10) absences without adequate documentation. The Second Notification Letter will list the dates the student has been absent, and the parent will be advised that the matter may be referred to the 23rd District Court Service Unit or Juvenile and Domestic Relations Court.

During the second semester, after the First Notification Letter has been sent to a parent as required in section (a)(ii), the school will send a Second Notification Letter to the parent if the student accumulates an eleventh (11th) absence without adequate documentation. The Second Notification Letter will list the dates the student has been absent, and the parent will be advised that the matter may be referred to the 23rd District Court Service Unit or Juvenile and Domestic Relations Court.

iii. Student Support Meeting

Within the first semester, after the school has sent the First and Second Notification Letters and upon the eleventh (11th) absence without adequate documentation, the school will schedule a mandatory Student Support Meeting with the parent to address the excessive number of absences and develop a plan of support. The Student Support Meeting will include the parent, student, school-level administrator, school counselor, and school social worker.

During the second semester, after the school has sent the First and Second Notification Letters and upon the twelfth (12th) absence without adequate documentation, the school will schedule a mandatory Student Support Meeting with the parent to address the excessive number of absences and develop a plan of support. The Student Support Meeting will include the parent, student, school-level administrator, school counselor, and school social worker. If the parent has been adequately notified of the Student Support Meeting but fails to attend the meeting, the Director of Administration will be notified and will reschedule the meeting to be held at the home school. The Student Support Meeting will include the parent, student, school level administrator, social worker, and the Director of Administration.

iv. Complaint filed with 23rd District Court Service Unit or Juvenile and Domestic Relations Court

After conferencing with the parent, if a student accumulates three (3) additional absences without adequate documentation, the school social worker will file a complaint with the 23rd District Court Service Unit or Juvenile and Domestic Relations Court.

Virtual Learning Attendance Expectations:

- Students are expected to have at least two meaningful interactions in their classes each week. Meaningful interactions can involve face-to-face attendance, Blackboard and WebEx participations, assignment completions, and student emails.
- If a student has zero meaningful interactions on an A Day, they will be marked absent for Monday, Tuesday, Wednesday.
- If a student has zero meaningful interactions on a B Day, they will be marked absent for Wednesday, Thursday, Friday.

LEAVING CAMPUS

Leaving the school campus during the school day without proper authorization is a violation of the Roanoke County Student Conduct Code. Violators of this rule will be subject to revocation of parking privileges and/or strong disciplinary action as indicated in the Roanoke County Student Conduct Code.

I. EARLY DISMISSAL - LEAVING SCHOOL:

ALL STUDENTS MUST CHECK OUT AT THE ATTENDANCE OFFICE BEFORE LEAVING SCHOOL.

Proper Authorization includes:

- Have written permission from a parent, a subpoena from court, or in the case of a medical/dental appointment, a doctor's appointment slip.
- Present the permission slip or signed parent note **BEFORE 1st BLOCK of the DAY** at the attendance office to ensure

that your child is released in a timely manner for pending appointments

- **Last minute phone calls or parent pick-up (without AM note) are disruptive to the learning environment and may delay the release of your child.**
- Upon returning to school, a student must check back in at the attendance office.

II. LEAVING SCHOOL IN CASE OF ILLNESS

- When a student becomes ill in class, he must follow the steps listed below. Failure to follow these procedures will result in consequences.
- Notify the teacher and request a green "sick form" and permission to go to the Nurse's Office. THE NURSE (or the Main Office, in the absence of the Nurse) MUST CONTACT A PARENT/GUARDIAN BEFORE THE STUDENT CAN BE CHECKED OUT.
- Students who are so ill that they must leave school are not permitted to return to school that day, including after school activities, practices and games.
- Students with chronic health problems: Parent should contact the school nurse to make arrangements for individual health plans.

PRIOR-EXCUSED ABSENCES

PRIOR-EXCUSED ABSENCES

Only the principal or designee may give permission for planned absences from school (college interviews, family trips, Religious Holidays or illness of immediate family member). A "Prior Notice of Absence" (given by the Attendance secretary) is needed for full day absences. Students should obtain the form from the Attendance Office and have parents/guardians complete. Student should bring the signed form back to the Attendance Office one week prior to absence. Once Principal approval is obtained (may take up to 24 hours), students can take the form to teachers for signatures. Once teachers' signatures are in place, the student **must** return the form to the Attendance Office where the excused absence status is applied in Synergy. The student must make arrangements with each instructor concerning work that will be missed while he/she is absent from school.

CSHS TARDY POLICY

All students are expected to be in the classroom by 8:20 AM and to be on time to all classes each day. Late arrivals disrupt the learning atmosphere for all students in the classroom. Any student arriving late to school should report directly to the attendance office with a written statement of the cause of the tardiness. **All assigned detentions must be served within 5 days of the received tardy.**

Parents will receive an email or phone call detailing the consequence if the tardy is unexcused.

- | | |
|-----------------------------------|--|
| 1 st Unexcused tardy – | Warning |
| 2 nd Unexcused tardy – | 2 nd Warning |
| 3 rd Unexcused tardy – | After or Before School Detention assigned |
| 4 th Unexcused tardy – | After or Before School Detention assigned that day |
| 5 th Unexcused tardy – | Assignment of 2 Detentions |
- (for the purposes of avoiding excessive tardiness to school that results in frequent loss of instructional time, five (5) tardies to school without adequate written documentation will be considered the equivalent of one (1) absence from class)
- | | |
|--|---|
| 6 th Unexcused tardy – | Assignment of 2 Detentions |
| 7 th Unexcused tardy – | Saturday School or Suspension of parking privilege. |
| 8 th Unexcused tardy – | Saturday School or Suspension of parking privilege |
| 9 th Unexcused tardy – | Scheduled conference with school administrator and school social worker |
| 10 th -15 th Unexcused tardy | will repeat consequences from the 3 rd -8 th . |
| 16 th -21 st Unexcused tardy | will repeat consequences from the 3 rd -8 th . |

E-HALLPASS

Cave Spring High School is a Tier I Positive Behavior Interventions and Supports (PBIS) school. We maintain consistent expectations for all students, across all settings. Remaining in alignment with PBIS key practices, we explicitly teach our expectations and maintain a continuum of procedures for encouraging expected behavior and discouraging problem behavior.

Cave Spring High School (CSHS) utilizes a digital system to monitor and manage out of class time called e-hallpass. When used with fidelity, this system provides school administrators with real-time access to out-of-class data, which increases building security, increases instructional time, and allows for social distancing management as needed. Students adhere to the following expectations related to e-hallpass.

- Students will use e-hallpass anytime they need to leave the classroom.
- Students will use e-hallpass on their Roanoke County Public Schools (RCPS) issued laptop only.
- Teachers and staff retain the right to establish all expectations and norms for out-of-class time specific to their classroom or setting.
- Students will utilize the restroom facilities that are most near their location in the building.

Students who fail to comply with the expectations listed above will be subject to disciplinary consequences which include, but are not limited to after-school detention, lunch detention, in-school support, Saturday School, and being placed on an escort status. The administration at CSHS reserves the right to provide additional or alternate consequences at their discretion.

TRUANCY

Truancy from school or "skipping" assigned classes cannot be tolerated. This not only can hinder achievement, but also can lead to habits of irresponsibility. Those students who wish to attend public school must expect to attend daily unless a valid excuse is presented and must follow the assigned schedule.

BULLYING / CYBERBULLING POLICY

A. Policy Statement

Roanoke County Public Schools division (RCPS) is committed to maintaining a learning/working environment free from bullying as defined by RCPS.

B. Harassment/Bullying Definition

There has been confusion at times as to whether a reported offense is harassment or conflict. Harassment/bullying means any aggressive and unwanted behavior that is intended to harm, intimidate, or humiliate the target; it involves a real or perceived imbalance of power between the aggressor(s) and target; and it may or may not be repeated over time or causes severe emotional trauma. Harassment/Bullying includes cyber bullying. Harassment/Bullying does not include ordinary teasing, horseplay, argument, or peer conflict.

The principal or principal's designee notifies the parent of any student involved in an alleged incident of bullying within 24 hours of learning of the allegation of bullying.

Conflict is a disagreement between two or more people where each person involved is participation. It may involve repeated discussion and actions by all parties and may go on for a period of time before resolution occurs. Conflict mediation is recommended to end conflict. Conflict is not harassment/bullying but can lead to such behavior.

The entire school community is adversely affected when harassment/bullying occurs. Therefore, the RCPS division prohibits harassment/bullying of any person at school or any school sponsored activity. It shall be a violation of this policy for any person, including a parent/guardian, a student or an employee of RCPS to harass/bully another person.

While this list is not intended to be inclusive, the following acts illustrate bullying:

- Physical intimidation, taunting, name calling, and insults and any other prohibited activities.
- Bullying means any aggressive and unwanted behavior that is intended to harm, intimidate, or humiliate the victim: involves a real or perceived power imbalance between aggressor or aggressors and victim: and is often repeated over time or causes severe emotional trauma.
- Bullying includes cyber or online bullying.
- Bullying does not include ordinary teasing, horseplay, argument or peer conflict.
- Falsifying statements about other persons is also prohibited.
-

C. Actions Taken (one or more of the following may apply):

Conference with student/parent(s)

Threat Assessment

Anti-Bullying Contract

Referral to counseling/Student Assistance Program Before/after detention

Referral to Law Enforcement

Referral to Court System

In-school Suspension

Out of School suspension

Saturday School

Community Service

Alternative Education Program

Expulsion

Please see RCPS Policy & Regulation Link 7.11 – Rule 3

BUS TRANSPORTATION

1. Proper behavior is required to, from and at bus stops and while riding the bus to assure that the rights of others are respected.

2. School bus transportation is provided for many Roanoke County students. This service exists for elementary, middle and high school students to and from school, instructional field trips, athletic trips, special after-school activities, and from base schools to locations where specialized educational programs are available.

3. It is important to know that riding a school bus is a **privilege**. Students who do not behave on the school bus may have the privilege of riding revoked for a specified time or permanently. The driver of the bus has the authority to and the responsibility for maintaining order and providing a safe environment. When the driver requires assistance to resolve a potentially harmful situation on the bus, the schools served by the driver will render assistance.

Please see RCPS Policy & Regulation Link 7.11 H

DISCIPLINE PHILOSOPHY

Consistent discipline supports classroom instruction and creates a positive school atmosphere. Public education involves students from diverse backgrounds. While the school allows for individuality, it must have rules to function effectively and safely. **Our philosophy is that no individual shall be allowed to disrupt the learning environment at Cave Spring High School.**

CHEATING

Teachers will give full attention to all schoolwork including tests and in every possible way eliminate the causes and temptations to be dishonest. The following actions will be taken in cases of cheating:

1. The students will receive a zero on the test or exam.
2. The student may be suspended from all offices of leadership and honor and may be dropped as a member of any scholastic club, organization and/or athletic team.
3. More severe consequences will result with each additional cheating incident.

PLAGIARISM

Roanoke County Public Schools take a firm stance against plagiarism. We consider plagiarism to be a serious ethical and academic offense which can often carry severe consequences in both post-secondary settings and the workplace. Because of our convictions about the serious nature of plagiarism and our efforts to hold students to the highest academic standards, policies and procedures regarding plagiarism will apply to all Roanoke County Public Schools students. The policy and procedures will be upheld in all courses.

COMMUNICATION DEVICES

Cave Spring High School is a Tier I Positive Behavior Interventions and Supports (PBIS) school. We maintain consistent expectations for all students, across all settings. Remaining in alignment with PBIS key practices, we explicitly teach our expectations and maintain a continuum of procedures for discouraging problem behavior.

The following regulations apply specifically to the use of personal mobile devices and are intended to supplement those set forth in the Acceptable Use Policy (AUP) of use of the School Division's computer system. Regulations regarding the use of personal mobile devices apply to use of such devices on school property or at school-sponsored activities.

- A. As part of its Bring Your Own Device (BYOD) program, Roanoke County Public Schools allows students and staff to use privately-owned mobile electronic devices for educational or other school-related purposes.
- B. All provisions of the RCPS AUP must be observed by students or staff using personal mobile devices while on school property or while participating in a school-sponsored activity. In addition, staff members should see School Board Policy 5.56 regarding Standards of On-Line Conduct for Employees.
- C. The use of personal mobile devices is a privilege; not a right.
- D. Personal mobile devices are brought to school at the student's and parents' own risk. RCPS is not responsible for loss, theft, damage, or other associated cost of any personal mobile device and students are responsible for securing their device at all times.
- E. RCPS staff is not allowed to store, support, repair, or troubleshoot personal mobile devices.
- F. Students may use personal mobile devices only for learning activities under the direct supervision of a teacher. All other use is prohibited (see Policy 8.01.04 for other exceptions).
- G. No personal mobile device may be connected to the RCPS network via a cable. Staff network access is only provided via Wi-Fi.
- H. Wireless ad-hoc or peer-to-peer networking is prohibited.
- I. Voice, video, or image capture applications may only be used with teacher or administrator permission.
- J. Personal mobile devices must be kept in silent mode unless being used with teacher permission for a learning activity.
- K. The School Division reserves the right to inspect personal mobile devices and their content if reasonable suspicion exists that School Division policies or local, state, or federal laws have been violated. Such inspection may be limited in scope, as allowed for by current statute and case law.

Violation of these rules may result in any of the following disciplinary procedures: conference with student, conference with parents, in-school detention, and loss of computer privileges, suspension, expulsion, or criminal charges.

Students may possess a personal electronic device, including cell phones and wired or wireless earbuds, on school property, including school buses, provided the device must be "off" and out of sight during class time unless used as an approved part of the instructional process. Disciplinary action will be taken for those failing to comply with this policy. The administration at Cave Spring High School reserves the right to provide additional or alternate consequences at their discretion.

- First Offense: The student who chose to violate Policy 6.42dAR will place the device in the front office by the student and may be picked up at the end of the day, by the student.
- Second Offense: The student who chose to violate Policy 6.42dAR will place the device in the front office by the student and may be picked up at the end of the day, by the parent or guardian.
- Third Offense: The student who chose to violate Policy 6.42dAR will place the device in the front office by the student and may be picked up at the end of the day, by the parent or guardian. Additionally, the student will be assigned two lunch detentions.

The administration at Cave Spring High School reserves the right to provide additional or alternate consequences at their discretion.

CONDUCT IN HALLS

To help avoid unnecessary congestion in the halls, students should:

- Keep to the right when walking.
- Cut locker use to a minimum by securing supplies for more than one class.
- Avoid disturbing classes during lunch periods; be as quiet as possible.
- **NOT BE IN HALLS DURING CLASSES.**
- Walk – Do not run. Keep traffic moving. Do not stop to talk.
- Practice courtesy.
- Not display inappropriate forms of affection.

Your cooperation with these rules is essential for convenience and safety. Violations may result in disciplinary action.

CONSEQUENCES FOR SKIPPING CLASSES

Parent/guardian will be contacted; student will face either the assignment of **Lunch Detention/After School Detention or Saturday School** dependent upon the time missed from class.

Actions for violating school board rules must be included in scholastic records.

CRIME LINE

In accordance with the Code of Virginia, Section 22.1-280.2, Roanoke County high schools will participate in School Crime Line. Students who have information regarding hazards, threats, or crimes may anonymously call Crime Line at 344-8500. Calls could bring cash rewards of up to \$100.

DETENTION PROGRAM

Detention Program 2023-2024

Cave Spring High School is a Tier I Positive Behavior Interventions and Supports (PBIS) school. We maintain consistent expectations for all students, across all settings. Remaining in alignment with PBIS key practices, we explicitly teach our expectations and maintain a continuum of procedures for discouraging problem behavior.

- Student can earn detentions for violations of classroom expectations, school-wide expectations, or violations of Roanoke County Public Schools (RCPS) Code of Conduct.
- Students may earn detention from any staff member at Cave Spring High School (CSHS).
- Students are assigned detention in 30-minute increments.
- Students may serve any earned detentions during their assigned lunch block in Room 126 or afterschool from 3:30pm-4:00pm in Room 122.
- Students who fail to demonstrate on-time behavior when serving their detentions will not be permitted to serve. Students must be in the detention within 5 minutes of the start time.
- Students are required to serve their earned detention(s) within a 5-day timeline of the day received.
- Students who are unsuccessful in serving their detention within the [5 day](#) timeline, will meet with administration and will be assigned a lunch detention during their lunch block in Room 126.
- Students who are unsuccessful in serving their assigned lunch detention by administration will serve time served in Room 122, In School Support during the academic day.
- Students who are no longer in good standing (outstanding detentions) will have school privileges revoked, such as school dances, fundraisers, and on-campus parking.
- The administration at CSHS reserves the right to provide additional or alternate consequences at their discretion.

Roanoke County Public Schools

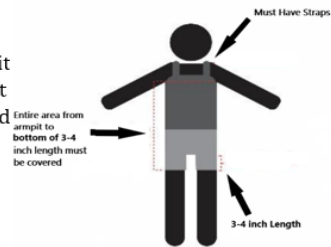
Student Dress Code

Dress Code 2023-2024

Cave Spring High School is a Tier I Positive Behavior Interventions and Supports (PBIS) school. We maintain consistent expectations for all students, across all settings. Remaining in alignment with PBIS key practices, we explicitly teach our expectations and maintain a continuum of procedures for discouraging problem behavior.

Roanoke County Public Schools (RCPS) Dress Code – Policy 7.11

Roanoke County Public Schools respects students' rights to express themselves in the way they dress. All students who attend Roanoke County Public Schools are also expected to respect the school community by dressing appropriately for a K-12 educational environment. Student attire should facilitate participation in learning as well as the health and safety of students and the adults that supervise them. This policy is intended to provide guidance for students, staff, and parents.



Minimum Requirements:

1. Clothing must cover areas from one armpit across to the other armpit, down to approximately 3 to 4 inches in length on the upper thighs (see images below). Tops must have shoulder straps. Rips or tears in clothing should be lower than the 3 to 4 inches in length.
2. Shoes must be worn at all times and should be safe for the school environment (pajamas, bedroom shoes or slippers shall not be worn, except for school activities approved by the principal).
3. See-through or mesh garments must not be worn without appropriate coverage underneath that meet the minimum requirements of the dress code.
4. Headgear including hats, hoodies, and caps are not allowed unless permitted for religious, medical, or other reason by school administration.
5. Specialized courses may require specialized attire, such as sports uniforms or safety gear.

Additional Requirements:

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

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

Dress Code Level Violations

Level 1 Dress Code Violation

Cave Spring High School (CSHS) defines a level 1 dress code violation as the following:

- Wearing headgear including hats, hoodies, and caps are not allowed unless permitted for religious, medical, or other reasons by school administration.
- Wearing sunglasses in the building.

Students who choose to violate Policy 7.11 in the above areas will be prompted by staff to comply with the following

- The student is given a warning and removal of the item(s) for the duration of the academic day.

Students who choose to ignore or refuse the staff directive will be subject to additional disciplinary consequences at the discretion of the administration at Cave Spring High School.

Level 2 Dress Code Violation

Cave Spring High School (CSHS) defines a Level 2 dress code violation as any violation of Policy 7.11 not covered under Level 1. Students who choose to violate this policy will be prompted by staff to comply with the following:

- The staff will enter the infraction (1st, 2nd or 3rd offense) into the Online Referral System and submit it to the student's grade level administrator.
- The staff will contact the grade level administrator and send the student to the office for administrative action.

Safety Concerns

Any staff member who identifies a dress code violation that presents a safety concern (i.e., science labs, physical education, wood shop) will ask the student to cease the activity until the identified concern is rectified.

The administration at Cave Spring High School reserves the right to provide additional or alternative consequences at their discretion.

IN-SCHOOL SUPPORT PROGRAM (ISS)

Cave Spring High School is a Tier 1 Positive Behavior Interventions and Supports (PBIS) school. We maintain consistent expectations for all students across all scholastic settings. Remaining in alignment with PBIS key practices, we explicitly teach our expectations to our student body and maintain a continuum of procedures for encouraging expected behavior and discouraging problem behaviors.

The In-School Support (ISS) Program at CSHS is designed to encourage positive behavior, discourage negative behavior, and to provide opportunities for students to have school expectations reenforced. Students may be assigned to ISS by a member of the administration at CSHS when students choose to ignore school-wide or classroom expectations. While participating in ISS, students can expect clear and consistent expectations, opportunity to reflect on their choices and problem-solve for future opportunities, to potentially meet with their school counselor, and/or to receive academic support as needed.

The following expectations will be maintained while the student in the ISS program.

- Student will report to ISS in Room 122 prior to the first block bell at 8:20
- Students will place their cell phone, earbuds, and any other electronic devices into the designated location upon entering ISS.
- Students will complete any tasks and assignments provided by administration or counseling department prior to completing any classwork or homework assignments.
- Students will remain awake for the duration of their ISS assignment.
- Students will remain quiet for the duration of their ISS assignment and will refrain from engaging with or distracting other students.
- Students will be engaged in an assigned project or assignment from a staff member.
- Students will be provided with an opportunity to eat lunch at 12:15PM each day.
- Students will be provided with an opportunity to use the restroom facilities at 10:00AM, 12:10PM, and 2:00PM
- Failure to follow these rules could result in a student being sent home for the day and potentially having to reserve their ISS the following school day.

LOSS OF PARKING PRIVILEGES

Students can lose parking privileges as outlined in the parking decal application contract. Please refer to the contract for more details.

Vehicles without parking decals and/or those parked in faculty-parking spaces are subject to being towed.

SATURDAY SCHOOL PROGRAM

Saturday School detentions are assigned by administration. These assignments are intended to avoid out-of-school suspension. Students assigned to Saturday School are required to remain busy throughout the Saturday School time frame. Saturday School time is from 8:30am-11:30am. Students who fail to comply with the Saturday School rules will be sent home for the remainder of the day with no credit for the time served.

Students who do not complete their Saturday School assignments will serve ISS the following school day and may be suspended from school in the case of multiple violations.

SECOND CHANCE SATURDAY SCHOOL PROGRAM

Second Chance Saturday School is an intervention plan designed to assist all students in completing their work and negating missing work. Research has indicated assigning zero for incomplete or late work is ineffective as a punishment and seldom reflects what a student has learned or is able to do. One of our expectations is that all students will complete all work assigned them. The assignment of Second Chance is a collaborative effort between the teacher and parent to help hold students accountable and promote good work habits. With cooperation and persistence of both parties this system can help reduce student failure.

Expectations:

- Students are expected to turn in completed work to teacher on or before the assigned time.
- Students who do not turn work in on time or who submit incomplete work will be assigned Second Chance Saturday on the date agreed upon.
- Second Chance Saturday can be cancelled if student work is satisfactorily completed and submitted to the teacher before assigned date.
- The teacher will determine the percentage of credit a student will receive for the work submitted after the assigned deadline.
- Students who do not attend assigned "Second Chance" will not face disciplinary action from the administration. Academic consequences will result due to their poor decision making and lack of effort.

SMOKING AND TOBACCO PRODUCTS

Virginia law prohibits smoking on public schools grounds. Students shall not possess, use, or transmit tobacco products including JUUL, vapes, pods and other electronic cigarette devices while under the supervision of school personnel (Rule 3, Roanoke County Student Conduct Code). Students violating this rule will be charged by the Roanoke County Police Department for underage use and/or possession of tobacco.

FIRST OFFENSE: Parent contacted, and student will be placed in ISS (In-School Support) for the remainder of the academic day and the following academic day.

SECOND OFFENSE: Parent contacted, and student will be placed in ISS for the remainder of the academic day and the following 2 days.

THIRD AND SUBSEQUENT OFFENSES: Parent contacted, and student will be placed in ISS for the remainder of the academic day and subsequent 3 academic days to progress as incidents occur.

Please see RCPS Policy & Regulation Link 3.29

TEACHER REMOVAL OF STUDENTS FROM CLASS

Teachers shall have the initial authority to remove students from class for disruptive behavior. Disruptive behavior is defined as a violation of school board regulations governing student conduct that interrupts or obstructs the learning environment.

Please see RCPS Policy & Regulation Link 3.41

WEAPONS & DANGEROUS INSTRUMENTS

Carrying, bringing, using or possessing any firearm, dangerous device, or dangerous or deadly weapon in any school building, on school grounds, in any school vehicle or at any school sponsored activity without the authorization of the school or the school division is prohibited and is grounds for disciplinary action. The disciplinary sanction for bringing a firearm to school or to a school sponsored activity is expulsion for at least one year or 365 days. Violation of this policy shall require that proceedings for the discipline of the student be initiated immediately by the principal.

Please see RCPS Policy & Regulation Link 7.11 – Rule



OUR VISION

**Preparing every student,
in every school, and
in every classroom to be
OPPORTUNITY READY**

OUR MISSION

Roanoke County Public Schools provides a safe, nurturing, and engaging environment in which students are empowered by knowledge, skills, and experiences to thrive as tomorrow's leaders, workforce, and citizens.