

- f. During “Probation” a student must be making progress to stay eligible. If they are still failing 2 or more subjects to maintain eligibility they must show at least a 4 point increase in a grade 0-50, 2 point increase in a grade 50-60 and 1 point increase in a grade 60-64. If they do not show progress they will be put on “Restriction” and deemed ineligible until they can show the appropriate progress. If a student is already on “Restriction” they must also show the adequate progress in order to be removed.
- g. For the beginning of the school year the 4th quarter marking period for the previous school year will be used. A student can replace a 4th quarter failing course with a passing summer school course. The school will create an “On Watch” report 2 weeks from the start of school. The interim will be the first marking period for the new school year for the “Probation” list.
- h. All students who are no longer failing 2 or more courses shall be responsible for securing an eligibility form and completing the eligibility form prior to rejoining the extra-curricular activity. A student cannot be removed from “Probation” without the form complete. At the interim a student may be removed as soon as they can show the passing courses and at the quarter they must stay in the after school study session for at least 2 weeks.

Appeal Process: Appeals of a determination of student ineligibility for participation in extracurricular activities, as described above, will be entertained solely at the discretion of the Superintendent of Schools or her/his designee. The manner of making a determination of whether or not to allow an appeal shall be solely at the discretion of the Superintendent. In the event that an appeal is to be heard, the building principal shall convene a committee to hear the student’s concern and render a decision. If an activity being denied is an athletic team then the Director of Athletics shall serve as a member of the committee. One activity advisor shall be designated administratively each year to serve on the committee for all activities that are not athletic activities. The faculty members(s) whose evaluation of the student’s work has led to the student’s loss of eligibility shall also serve on the committee.

STUDENT CONDUCT AND DISCIPLINE

Discipline at Cairo-Durham is enforced fairly and firmly to provide for the orderly operation of the school. We feel that parents should be kept up to date on their child’s status in school. Therefore, it will be our policy to attempt to notify parents each time their child is sent to the office with a discipline referral. As with any student records, we are not allowed to talk about consequences or results of other students involved. In addition, consequences for infractions may be different from one student to another due to the progressive nature of the system. In some cases a specific student may have multiple infractions and receive a certain discipline outcome where another student it may only be the first infraction thus resulting in a different outcome as well.

How Discipline is Handled:

The Principal and/or his designee will be responsible for the enforcement of the School Disciplinary Code of Conduct. Students engaged in misconduct may have disciplinary action taken against them. This action may come in the form of one or more of the following consequences: a reprimand, detention, loss of privileges, a letter in their file, suspension, a Superintendent’s hearing, or civil action. In all cases, students will be afforded the right of due process.

1. Students guilty of misconduct are subject to disciplinary action and will be dealt with by a teacher in the manner that the teacher feels will be most effective, with the approval of the administration. Extreme misconduct or major offenses are subject to immediate suspension and referral to the Superintendent for Administrative Review.
2. Discipline cases are referred to the main office through the use of a discipline referral form that is completed by the faculty/staff.
3. Students are called to the office to review the discipline problem with one of the administrators assigned to discipline, and to receive proper consequence for the infraction.
4. A discipline code as well as the school-wide student rules will be provided to each student by each of his/her teachers.

DISCIPLINARY ACTIONS/CONSEQUENCES

As outlined in the Student Code of Conduct, the following is a list of offenses and the disciplinary actions that will be administered at Cairo-Durham High School. The list of offenses and actions is not intended as an all-inclusive list. For any infraction to the Student Code of Conduct appropriate disciplinary actions can be taken which may deviate from the provided list at the discretion of the administration.

Insubordination

Insubordination will be deemed to occur when a student refuses to comply with a reasonable directive and warning from a staff member or teacher. Disciplinary responses will depend on the seriousness of the offense and may include parent notification, detention, ALE and/or out-of-school suspension. Repeated incidents of insubordination will result in suspension from school and/or a Superintendent’s hearing.

CONSEQUENCES FOR INFRACTIONS

Students who are found to have violated the district’s code of conduct may be subject to the following penalties, either alone or in combination. The school personnel identified after each penalty are authorized to impose the penalty, consistent with the student’s right to due process. The school personnel identified is documented in the district Student Code of Conduct.

1. **Oral Warning** – A warning to students regarding behavior.
2. **Written Warning** – Written documentation in form of a discipline referral regarding behavior.
3. **Written notification to parent** – Written documentation in a form of a discipline referral and/or letter regarding behavior.
4. **Lunch Detention/After School Detention** - Detention is assigned by teachers. Students are expected to report on time for detention. Tardiness to detention, misbehavior during detention or failure to complete assigned work during detention will result in additional disciplinary action.
5. **Administrative Detention/Lunch Detention** - An administrator may assign a student one or more days of lunch or after school detention. The student and his/her parents will receive notification of the detention.
6. **Alternative Learning Environment (ALE)** - An administrator may assign a student one or more days of ALE. Students will remain in ALE for the entire school day. A student’s teachers will send assignments to the ALE room.
7. **Out of School Suspension (OSS)** - When a situation is considered severe enough or when other methods have failed to solve the problem, a student may be suspended for varying lengths of time depending upon the nature of, and the degree of the infraction and the prior discipline record of the student.
8. **Removal from Class** - A student may be removed from class by the decision of the administrator handling the problem if the presence of that student in that particular class constitutes a chronic disruptive element that adversely affects the educational process of the other students in that class. Parents will be notified of this action or any other disciplinary action relating to that particular situation.
9. **Referral to the Superintendent of Schools** -Administrative Review by Cairo-Durham High School.

SCHOOL-WIDE STUDENT RULES

1. Every student must be on time and prepared for each class daily with proper books, paper, and pen/pencil.
2. Students must behave appropriately in class at all times.
3. Water is allowed, with the exception of flavored water. Drinks and food may be brought as part of a complete lunch from home.
4. There will be no running or horseplay in the hallways, classroom, or restrooms.
5. There will be no excessive public displays of affection.
6. Items not related to coursework are inappropriate during class time.
7. Students shall remain in their assigned seats during class.
8. Lockers should be used by one student only. Sharing of lockers or locker combinations is strictly prohibited.

Rules for Student Activities

1. All dances are age appropriate for grades 9-12 unless designated otherwise by the administration.
2. Once a student leaves an activity, he/she may not return.
3. Any person who has been drinking alcohol or using illegal drugs will be subject to appropriate disciplinary actions, including law enforcement notification.
4. No smoking is permitted on school grounds.
5. Refreshments must only be consumed in designated areas of the school building.
6. Police may be hired for an activity if deemed necessary.
7. Chaperones must be present with the ratio of 20 students to 1 chaperone for on-campus events and 10 students to 1 for off campus activities.
8. Clean up is the responsibility of the organization sponsoring the activity.
9. An activity sheet must be completed and returned to the high school principal for approval one week prior to any scheduled activity.
10. Advisors are solely responsible for supervising the planning and the implementation of each activity.

Zero Tolerance For Violence Policy

The Zero Tolerance For Violence Policy will apply to school, school buses, school grounds, athletic and all extra curricular activities and/or events sponsored by the school district on or off campus.

1. If an incident involving a violent act occurs, the Principal may use his/her own discretion to assign penalties or a combination of penalties. Examples of penalties would be detention, ALE, out-of-school suspension, parent conferences, parent notification, warning letters, counseling, Superintendent hearings, and other procedures as the Principal may deem appropriate.
2. Repeated occurrence of an incident involving a violent act will incur five days suspension from school and referral to a Superintendent's hearing.
3. If an incident involving a violent act takes place in which there is serious injury or force is used, this will result in a five-day suspension from school, law enforcement involvement, and referral to a Superintendent's hearing.
4. An incident involving a violent act in which a student refuses to take redirection from supervisors will result in a five-day suspension and referral to a Superintendent's hearing.
5. Single occurrences of violent acts that arise from gang conflict, use of weapons, an altered state of mind because of drug or alcohol abuse, third party participation or physical assault will result in a five-day suspension and a referral to a Superintendent's hearing.
6. Repeated acts of harassment, threats and/or physical intimidation will result in suspension from school and possible referral to a Superintendent's hearing based on the severity of the incident.
7. The Superintendent of Schools shall cause this policy to be posted in appropriate places in the district and to appear in all student handbooks.
8. The notification of law enforcement officials will be assessed by the school administration. For purposes of the policy, "**violent act**" shall mean any intentional act by a Cairo-Durham Central School District pupil involving force or threat of the use of force, or an intentional act by a District pupil that supports or assists the use, or threat of the use, of force:
 - Against any person or group of persons, with intent to injure, intimidate, or otherwise harm, when the act occurs during school hours, or on a vehicle being used by the District to transport students to or from school or school-sponsored programs, activities, or functions, or at any school-sponsored program, activity, or function; or
 - To prevent, inhibit, or otherwise interfere with the conduct or operation of any educational or other school-sponsored program, activity, or function.

Drug and Alcohol Policy

Any student who sells, gives, possesses, uses, or is under the influence of illegal drugs, narcotics or alcohol, in or on school property, including buses, shall be subjected to the following disciplinary actions:

Distribution, Possession, Sale or Use – Except as otherwise indicated by a consideration of all the factors involved, the consequences for a student illegally in possession or use of a drug may include: out of school suspension, the length of which to be dependent upon the circumstances; notification of parents; notification of appropriate law enforcement authorities; meeting with the school's substance abuse counselor; and provide a report to the Superintendent of Schools for further potential disciplinary action.

Threatening or Intimidating Actions

Students who engage in threats or intimidation will be subject to the following penalties:

1st Offense - Reprimand by teacher depending upon the severity of offense, notification of school administration and DASA coordinator.

Additional Offenses – Suspension and/or Superintendent's conference. (See Board of Education Policy Book, section 520.1 and 520.2 [also reference DASA policy])

A. **Theft or Vandalism - Stealing or destroying** others' property, and vandalism will not be allowed. Those who violate this policy will have parent notification, restitution, possible police involvement, and possible suspension from school. **Repeated Offenses** - Possible Superintendent's hearing.

B. **Possession of Weapons or Explosives in School** is prohibited. Carrying or harboring a weapon is punishable by parent notification, police involvement, immediate suspension from school and/or Superintendent's hearing.

E. Students are not to wear or to have chains in school. Chains will be confiscated and returned at the Principal's discretion.

Extortion- Extorting money or property from another student will result in the following disciplinary action:

1st Offense - Depending upon the severity of the incident, disciplinary action may range from parent notification by the teacher to detention or suspension.

Additional Offenses - Parent conference, suspension from school, request for Superintendent's hearing, and/or possible involvement of a law enforcement agency.

Discrimination, Harassment and Bullying

It shall be a violation of District policy for any student, teacher, administrator or other school personnel to harass, bully or discriminate against someone on the basis of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex. Complaints may be made to the High School Dignity Act Coordinator at 518-622-8543.

Students who are in violation of this procedure will be subjected to the following disciplinary action:

1st Offense - Parent notification and alternate consequences administered based upon severity of the incident.

Additional Offenses - Suspension and/or Superintendent's conference.

(See Board of Education Policy Book, sections 520.1 and 520.2; [also reference DASA policy])

Corporal Punishment

The Cairo-Durham Central School Board of Education prohibits the use of corporal punishment as defined in administrative regulation 100.5 (a). Such definition does not include reasonable physical force for any of the following purposes of punishing a pupil:

A. To protect oneself from physical injury.

B. To protect another pupil or teacher or any other person from physical injury.

C. To protect the property of the school or others.

D. To restrain or remove a pupil whose behavior is interfering with the orderly performance of school district functions if that pupil has refused to comply with a request to refrain from further disruptive acts.

Whenever a parent or student has a complaint about the alleged use of corporal punishment, the individual will report the incident. The report shall be submitted in writing to the Principal or the Superintendent within ten days of the alleged occurrence. The appropriate administrator shall commence an investigation of all complaints within five school days of the receipt of the complaint. At a minimum, this will consist of a meeting with all parties invited, jointly or separately. The investigation shall be completed within ten school days of receipt of the allegations. The administrator to whom the complaint is submitted shall render a decision in writing within five school days of the close of the investigation with recommendations for action, if deemed necessary. Copies of the decision shall be forwarded to the parents, the Superintendent and the Board of Education. In the event the parent or the student who has initiated the complaint believes that the action taken is insufficient, he or she may file a written appeal of the recommendation and its implementation to the next appropriate step (the Superintendent, in the case of a complaint first presented to a Building Administrator; or the Board of Education, in the case of a complaint first presented to the Superintendent) within five school days of receipt of the recommendation. Upon receipt of a notice of appeal the Superintendent or the Board of Education shall schedule a hearing. That hearing shall take place within fifteen school days of the receipt of the notice of appeal. A decision shall be rendered within ten school days of the close of the hearing and shall be made available to all parties concerned.

DISTRACTION OF OTHER STUDENTS/DISRUPTIVE BEHAVIOR IN SCHOOL/CLASS

Students must follow rules and regulations set forth by individual instructors. A student may be sent to the office when his or her conduct interferes with the learning process or the safety and welfare of others.

The list of Infractions and Consequences is not intended as an all-inclusive list. For any infraction to the Student Code of Conduct appropriate disciplinary actions can be taken which may deviate from the provided list at the discretion of the administration.

Students referred to an administrator may be dealt with in the following manner:

INFRACTION AND CONSEQUENCES:

The Cairo Durham CSD follows a progressive discipline policy that includes progression of discipline relating to the number of infractions.

Forgery

Defamation-which includes making false or unprivileged statements about an individual or groups

Disrespect to Teachers or Any Staff Member

Use of Profane or Obscene Language/Gestures

Throwing Food, Utensils, or Any Object in the Cafeteria

Possession/Distribution of Obscene Materials/Possession of Forbidden Items

Recklessly Engaging in Conduct which creates a substantial risk of physical injury to students or school personnel

Trespassing without authorization or remain in the any building or facility after it is normally closed

Use of Profane or Obscene Language/Gestures

1st Offense – Warning, detention, ALE or OSS

2nd Offense – Detention, ALE or OSS

3rd Offense – ALE or OSS

***The consequences may change per the discretion of the administration due to the severity of the infraction ***

Failure to Serve Detention

1st Offense – Two detentions

2nd Offense – ALE

3rd Offense – OSS

Offensive Touching and Indecent Exposure

1st Offense – OSS, possible police action

2nd Offense – OSS, possible police action

3rd Offense – OSS and recommendation for administrative review with the Superintendent and police action

Misbehavior in ALE

Any offenses will result in OSS

Use or Possession of Tobacco or Smoking Paraphernalia

1st offense – ALE or OSS

2nd offense - OSS

3rd offense -OSS and recommendation for review with the Superintendent *Possible police action

Gambling

1st offense – Detention

2nd offense - ALE

3rd offense – OSS *Possible Police Action

Transportation/Student Conduct

1. Use of loud, obscene, or profane language is prohibited

2. Must remain seated at all times

3. Defacing the bus is prohibited.

4. Carry only those items aboard which you can hold on your lap.

5. File on and off the bus in an orderly manner.

6. Keep head, arms, hands, feet and all belongings inside the bus at all times.

7. Objects are not to be thrown while riding the bus, into or out of the window.

8. Keep your hands off other people and their property.

9. Do not attempt to carry on conversation with the driver while the bus is in motion.

10. Do not tamper with emergency equipment, levers, or buzzers.

11. Harass, bully or discriminate on the basis of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex.

The following procedures will be employed when a student is in violation of bus safety procedures:

1st offense - A warning slip is sent to parents.

2nd offense - A letter is sent to parents with notification that the student has been denied transportation rights for 3 days.

3rd offense - A letter is sent to parents with notification that the student has been denied transportation rights for 5 days.

4th offense - The matter will be presented to the Board of Education with a recommendation that a hearing be conducted to deny transportation rights for the remainder of the school year if another incident is reported.

5th offense - Superintendent's Hearing

OUT-OF-SCHOOL SUSPENSION

If a student returns to school while on suspension, he or she may be subject to additional disciplinary action and possible trespassing charges. Suspension from school includes all in and out of school activities.

ALTERNATIVE EDUCATION PROGRAM

Cairo-Durham High School provides an evening Alternative Education Program to provide students with an opportunity to complete their educational requirements in a modified school setting. The program is designed to serve students who have been suspended from school for disciplinary reasons. The Alternative Education Program will run from 2:30 - 3:30 Monday through Thursday. Any student who, for disciplinary reasons, is assigned to Out-of-School suspension will automatically be placed in the Alternative Education Program. Attendance for these students is mandatory. Failure to attend for any unexcused reason will be deemed a violation of the program's policy. Students are expected to make up the time within five (5) school days of the absence. Students who chronically violate the attendance policy of the program will be subject to further disciplinary action. Parents MUST contact transportation directly at 622-2236 in order to arrange bussing for their child to and from the program.