

**CAIRO DURHAM**  
**HIGH SCHOOL**  
**STUDENT HANDBOOK**  
**2016-17**



**Expect Excellence...**

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## CAIRO-DURHAM HIGH SCHOOL STUDENT HANDBOOK

### Alma Mater

Here among the Catskill Mountains, Reaching towards the sky,  
Proudly stands our Alma Mater, Cairo-Durham High.

#### **\*Chorus\***

How we honor, love, respect it, our school so dear,  
May we all be true and loyal, through the coming years.  
Stand thou strong o school of service, always victor be,  
And the ray of truth and love, shall linger long o'er thee.

#### **\*Chorus\***

### Cairo-Durham Central School District

It is the primary purpose of the Cairo-Durham School District to educate and encourage the lifelong learner in each of us. That education should include all members of the community and should extend beyond the three R's, subject matter, state requirements and even academic education. The education we pursue in Cairo-Durham should include our physical selves as well as our inner character. It is with this in mind that we define the character we seek to integrate into every aspect of our learning. We challenge all to try to reflect these traits in the way we act, teach, learn, and treat each other.

*The Board of Education Policy Book, which has all the policies of the Cairo-Durham School District, is available for review at any of the school buildings in the Cairo-Durham District, as well as the District office*

### Administration

\*Anthony Taibi, Superintendent \*Nick Fitzgerald, Principal, High School \*Michael Mitchell, Principal, Middle School \*Joseph Witzak, Assistant Principal, MS/HS

### School Telephone Numbers

Business Office	622-8534	Fax #	622-9566
Middle School	622-0490	Fax #	622-0493
High School	622-8543	Fax #	622-8857
Transportation	622-2236		
Cairo-Durham WEB Site	www.cairodurham.org		

### School Policies and Procedures

We welcome you as a member of the 2016-17 Cairo-Durham High School student body. Cairo-Durham High School and the Cairo-Durham Central School District take pride in their tradition of academic excellence. Comprehensive student activities and athletic programs are also offered. All students are expected to demonstrate **civility, citizenship and responsibility** on a daily basis. The following is a guideline of the student regulations and consequences.

#### **Motor Vehicle Use and Parking Guidelines**

Seniors are permitted to drive vehicles to school if they retain a valid student-parking permit. A driving permit must be applied for each year. Information must be accurate and updated. Student drivers must conduct themselves in a responsible manner and abide by the rules and regulations set forth on the application to register vehicles. **Failure to obey the rules stated in the parking application/guidelines will result in loss of driving privileges.** Students who lose their driving privilege but continue to drive to school will risk having their vehicle towed at their own expense. **Anything related to parking, student vehicles, or student behavior in the parking lot that is deemed disruptive or unsafe by administration, will result in revocation of parking privileges.** For additional expectations related to motor vehicle use and parking, please refer to the CDCSD parking guidelines application sheet signed by student and parent

### Attendance Policy

All students who are absent from class are expected to bring in a note to explain their absence and are responsible for consulting with their teachers to find out what work they need to make up as a result of missing classes.

#### **For full block classes:**

-Semester class - in excess of **5 unexcused** class absences may result in denial in credit for that course

-Full year course - in excess of **10 unexcused** class absences may result in denial of credit for that course

#### **For half-block classes:**

-Semester class - in excess of **10 unexcused** class absences may result in denial in credit for that course

-Full year course - in excess of **20 unexcused** class absences may result in denial of credit for that course

In this policy a "class absence" shall be a student's failure to be in class within 15 minutes (half-block) and 30 minutes (full-block) after the start of class; "an instance of class absence" shall be one class absence.

If a student is absent, documentation must come from the parent/guardian stating the legal reason for the student's absence and the specified date(s) of absence is required to be excused. (See Board Policy 5100 in the Cairo-Durham Central School District Policy Book for further details.)

### Late to School Policy

Students who report to their 1<sup>st</sup> block class after 7:35 without a legal excuse will be marked as tardy. Unexcused tardiness will result in the following consequences: Tardy numbers will reset at the beginning of each quarter.

- 6 late to school- Warning
- 7 late to school- Detention
- 8 late to school- Double Detention
- 9 late to school - A.E.
- Continued offenders beyond 9 days will result in A.E and loss of parking privileges

**Late to Class Tardiness:** Tardiness is detrimental to student learning. Six instances of tardiness equals one absence from a given class and is subject to discipline to be determined by the administration and/or teacher and parental contact with a conference if the tardiness persists. A student is considered tardy if he or she arrives after the bell but within the first fifteen minutes of class.

### Failure To Report To An Assigned Class

When a student fails to report to an assigned class, the following action will be taken: Referral to Administration, parent notification by teacher and detention and/or A.E. Parent Conference and/or suspension may occur if multiple infractions.

### Field Trips

Academic/Attendance/Discipline problems may prohibit a student from attending a scheduled field trip. A teacher may recommend to the administration that a student be prohibited from attending a field trip. Also, an administrator may bar a student from attending a scheduled field trip as part of a disciplinary penalty.

The School administration will make the final determination as to whether a student can or cannot attend a field trip. Students who are not allowed to participate in the field trip will still be expected to attend school on the day of the trip for instruction.

### Cafeteria Guidelines

Student behavior in the dining room is based on courtesy and cleanliness. Students are to remain in the cafeteria until they have finished eating. At no time are students allowed to take food outside of the cafeteria. Students are never permitted to go into areas where classes are being conducted during their lunch hour. The lunchroom supervisor and/or building administrator will deal with students who violate cafeteria rules.

### Off-Limit Areas

Students are not permitted in the following areas:

1. Teacher's lounges or workrooms unless in the company of a staff member.
2. Main office without written permission or pass from a teacher or staff member.
3. Hallways without a written pass during class periods
4. Vending machines in the teacher's lounge
5. All parking lots except when unloading from or loading onto a school bus or walking through on the designated sidewalks.
7. Designated middle school areas unless going to the nurse.

### Passes

1. Students found in the hall or any place other than class after the beginning of a class period, must have a Cairo-Durham written pass issued and signed by a teacher, with time specified, authorizing their presence outside of class.
2. Students must have an authorized pass written by the teacher, with time specified, to use the restrooms.
3. Failure to comply with these regulations will result in disciplinary action.

### Late Bus

Students who have an after school activity may sign up for the late bus during their lunch period. Students must list the teacher/coach they are staying with. Students who are planning to work in the computer lab or study in the Media Center must have a pre-signed pass from the teacher who has given them an assignment before they may sign up for a late bus. Student must have a pass from the teacher and coach in order to get on the bus. Failure to comply with these rules will result in loss of after school privileges.

### Physical Education

Students must come prepared to be active participants in the physical education program. Failure to comply with this directive will result in a loss of preparation grade and possible disciplinary actions. In order to graduate, every student must earn 2 credits in Physical Education. **Money and other valuables should never be stored in the gym lockers. If a student does not participate in PE for the day they cannot participate in any extra-curricular activity for that day, which includes practices, games, meetings, or plays.**

### Dress Code

The dress code for students at Cairo-Durham High School requires students to follow the criteria below. With the discretion of the administration with regard to the criteria below, if a student is not appropriately attired, the administration may contact the parents and have the student dress suitably before returning to school.

A student's dress shall:

1. Be safe, appropriate and not disrupt or interfere with the educational process.
2. Not include items that are vulgar, obscene, and libelous or denigrate others on account of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex.
3. Not promote and/or endorse the use of alcohol, tobacco or illegal drugs and/or encourage other illegal or violent activities.
4. Not show bare midriffs, plunging necklines (front and/or back), see-through garments and/or undergarments. Shorts must cover the backside and be touching the thigh and dresses/skirts must be covering at least ½ of the thigh.
5. Ensure that underwear is completely covered with outer clothing. Pants should be pulled up to the student's waist.
6. Include footwear at all times. Footwear that is a safety hazard (i.e.-slippers) will not be allowed.
7. Not include the wearing of sunglasses. Hats and head coverings are permitted during the school day with classroom teacher discretion.

### Disruptive Devices

Students will not be permitted to have disruptive devices or items that are deemed unsafe (discretion of the administration) that may interfere with the educational process. Students are not to bring items to sell or trade. These items will be confiscated and will only be returned to a parent. If these items are brought to school, and are lost or stolen, they do not become the responsibility of the school district.

Head phones are permitted in school. Only one head phone or earbud can be worn in the hallway with teacher discretion in the classroom and media center.

### Cellular Phone Policy

**Policy:** While Cairo-Durham High School recognizes cell phones as being everywhere and necessary in today's world, we also recognize that cell phones equipped with cameras, and other features such as text messaging, pose risks to academic integrity and overall safety. Cell phones can be used during school with classroom teacher discretion.

**Students who refuse to turn over cell phones or other devices to school personnel when instructed will be deemed insubordinate and may be subject to immediate suspension.**

**1st Offense:** If caught using a cell phone in an area that is not appropriate, staff will immediately confiscate phone, and bring it to the main-office; cell phone will be returned to student at the end of the day.

**2nd Offense:** Only a parent may retrieve the phone. Additionally, a detention will be assigned.

**3rd offense:** A 3rd violation of the school's cell phone policy will result in the same confiscation and parent retrieval process as a 2nd offense. However, a 3rd violation will also result in 3 days of detention and the *complete loss* of cell phone privilege for the rest of the school year. Also, upon this 3rd offense the below process and meeting **must** take place:

*A meeting between student, parent, and administrator will take place where all parties will sign a student behavior contract that states further violation of the school's cell phone policy will result in escalating disciplinary procedures. Any violation of the cell phone policy after the 3rd offense will result first in 3 days of ALE. Continued violations of the cell phone policy will result in immediate OSS for a period of time to be determined by the building principal.*

**NOTE: \*The cell phone policy is subject to change/alteration at administrator discretion\***

### Computer Policy

The Cairo-Durham Central School District encourages the use of the computer systems for student educational purposes. Students must submit written permission from a parent to access the system (Board of Education Policy # 4526-R, 4526-E1, 4526-E2). Students who violate the acceptable use policy may be subject to disciplinary action and loss of computer privileges.

### Media Center Services

The Media Center for the Middle School/High School is equipped with the latest technology. Students have access to a variety of on-line databases and other reference tools in print and non-print. The Media Center is open between the hours of 7:30 and 3:30 each school day. Students may only go to the Media Center with a pre-signed pass from study hall or lunch.

### Counseling

Guidance services are available for every student in the school. These services include assistance with educational planning, interpretation of test scores, occupational information, career information, study help, and assistance concerning family and social issues.

### Lockers

For your convenience, you have been assigned a corridor and a gymnasium locker. You are responsible for the contents of your locker. Sharing of lockers is not permitted. Do not give out your locker combination. **Lockers remain the property of the school and will be subject to inspection without prior notice.**

### Leaving School

If it is necessary for a student to leave school, both verbal and written permission from the parent is required prior to leaving school property. A note must be submitted to the office upon arrival at school before 1st period. Before a student leaves the school, he/she must sign out in the main office. The designated student sign out form should be completed prior to leaving with a student and the responsible adult must be listed on the emergency contact form. Those students who sign out and/or leave the building without authorization, arrive on school grounds and depart without permission, will be considered illegally absent and subject to disciplinary action.

### Textbooks

Textbooks are the property of the Board of Education and are loaned to each student. Students will be held responsible for each textbook issued to them.

1. All textbooks must be covered by the students.
2. Damage to books beyond reasonable wear will be paid for by the student.
3. All textbooks must be returned at the end of the school year.

### Fire

State law requires that every school conduct a minimum of eight fire drills during the school year. It is every pupil's responsibility to take these drills seriously. Students who violate our emergency drill procedures will be subject to disciplinary consequences at the discretion of the building principal(s).

### Distribution of Literature

Students may distribute literature on school grounds and on school buildings only with prior approval of the administration. The administration may prohibit the distribution of such material if it does not comply with the rules for responsible journalism. (See section on newspapers.) Distribution of literature must adhere to the Board of Education Policy.

### Ceremonies

Students may decline to recite the Pledge of Allegiance and may refrain from saluting the flag. Those who choose to refrain from such participation must respect the rights and interests of classmates who do wish to participate in a meaningful ceremony. A student who chooses not to participate is expected to stand while the Pledge of Allegiance is recited.

### School Newspapers

Publications such as school newspapers should reflect the policy and judgment of the student editors. Students must refrain from libelous statements, unfounded charges, accusations, obscenity, defamation of character, false statements, advocating racial or religious prejudice, hatred, violence, the breaking of laws and school regulations or any materials designed to disrupt the educational process. Within this framework, the student newspaper is as free as other newspapers to report the news and to editorialize.

### Plagiarism

Plagiarism is defined as the theft or use of ideas or writings without proper acknowledgment. This is an unacceptable act, which could result in the failure of the class. The teacher and administration will assess the situation and apply consequences.

### Extra - Curricular Activities and Clubs

The school will register any group organized for a purpose not prohibited by law if the group submits a list of members, its constitution and by-laws and the constitution and by-laws of any off campus organization with which it is affiliated. Student organizations may not restrict membership on the basis of race, sex, national origin or a criterion deemed unacceptable by the administration. Student groups have the responsibility to make clear to the public that their programs do not necessarily reflect the views of the institution as a whole. Use of the school name when participating in a public demonstration is not permissible unless the Principal has granted permission.

### Eligibility for Extracurricular Activities

The Cairo-Durham Central School District Board of Education views Participation in extracurricular activities as a privilege rather than a right. Students who would represent the District in extracurricular activities shall therefore be required to maintain an acceptable level of academic achievement, and to exhibit conduct that is acceptable. The Board therefore establishes the following criteria and procedures related to student participation in extracurricular activities in grades 7-12.

Activities Considered to be Extracurricular: The following are considered to be extracurricular activities for purposes of this policy.

- Interscholastic sports/b. Festivals/c. Student committee meeting/d. Student Council membership, including status as an officer thereof/e. Membership in any club that is sponsored by the District/f. Class office (e.g., class president)/g. Musical or theatrical production of the school/
- Provided, however, if any of the aforementioned activities is part of a given student's curriculum, then that student shall be deemed eligible to participate simply by the that fact.

Student Eligibility: Every student in grades 9-12 shall be deemed as eligible under this policy to participate in any extracurricular activity except in the circumstances described below:

- a. The following are policy definitions:
  - a. On Watch – defined as a student who is failing 2 or more courses who is eligible to participate in the extracurricular activity
  - b. Probation – defined as a student who is failing 2 or more courses and must attend an after school study session at least 2 times per week
  - c. Restriction – defined as a student who is failing 4 or more courses or does not meet the Probation requirements. The students are now deemed ineligible to participate in the extracurricular activity (cannot practice or play).
  - d. Ineligible – defined as a student who cannot practice, play or participate in the extra-curricular activity but still must attend the after school study session at least two times per week
- b. Two weeks prior to the interim or marking period a list will be constructed by the main office and administration of all students failing 2 or more subjects. This list will be called the "On Watch" list. A student will receive a letter stating they are on watch and have two weeks to pass their courses or they will be put on "Probation" at the interim or marking period (failing 2 or more courses).
- c. At the interim and marking period a "Probation" list will be created by the main office and administration with students failing 2 or more courses. A letter will be submitted to the student who is participating in an extracurricular activity stating that they must attend the after school study session at least 2 times per week until they are no longer failing 2 or more courses. 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 before they can be removed.
- d. If a student is failing 4 or more courses at the interim or quarter they are on "Restriction" and are deemed ineligible until they can show they are not failing 2 or more courses. 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 before they can be removed.

- e. A student may also be put on "Restriction" if he/she fails to attend 2 or more after school study sessions in a week. They will be deemed ineligible until they make up the sessions the following week.
- 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 4<sup>th</sup> quarter marking period for the previous school year will be used. A student can replace a 4<sup>th</sup> 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

At Cairo-Durham High School, we view discipline as a necessary facet in the maintenance of the educational environment. We also feel that part of learning and maturing is the acceptance of and adherence to established rules of conduct. Thus, 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.

#### **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.

#### **PENALTIES**

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 a 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. **After School Detention** - Detention can be 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/After School 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. **Suspension from transportation** – A student will not be allowed to be transported using district vehicles.
7. **Suspension from athletic/extracurricular activities/other privileges**- A student may be suspended from participating in any and all extracurricular activities and/or privileges due to violating the Student Code of Conduct.
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 or a teacher, 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. A detailed explanation of the actions to be taken by a teacher and/or administrator is located in the district Code of Conduct.
9. **Referral to the Superintendent of Schools** for 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 possession of a weapon, 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 drugs, narcotics or alcohol, in or on school property, including buses, and other school districts associated with student activities, 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. **Cheating** - Possible disciplinary action by teacher ranging from parent notification, reduction of grades and possible intervention by Principal.
- C. **Forging notes and passes** - Teacher notification to parents. Depending upon severity and number of offenses, teacher may assign detention and/or request principal's intervention.
- D. **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.  
Hazing is also included, which is defined as an induction, initiation or membership involving harassment to a club or extracurricular activity.

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 and District 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.**

##### **Cheating, Forgery, Lying, Plagiarism**

1st offense - Classroom teacher discretion

2nd offense - ALE, loss of credit and teacher consequence

3rd offense - OSS, loss of credit and teacher consequence

##### **Defamation, which includes making false or unprivileged statements about an individual or groups**

1st offense - ALE; possible OSS

2nd offense - OSS

##### **Disrespect to Teachers or Any Staff Member**

Discretion of the administration due to severity and recurrence of the situation

##### **Failure to Serve Detention**

1st offense - Two Detentions

2nd offense - ALE 3rd offense - OSS

##### **Initiating a report warning of fire or other catastrophe including bomb threats**

1st offense - OSS; possible police action

2nd offense - OSS; police action

##### **Misbehavior in ALE**

Any offenses will result in 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; possible police action

##### **Possession/Distribution of Obscene Materials/Possession of Forbidden Items**

1st offense - After school detention, ALE, or OSS

\*Forbidden items will be confiscated

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

1st offense - ALE; possible OSS; possible police action

2nd offense - OSS; possible police action

##### **Throwing Food, Utensils, or Any Object in the Cafeteria**

Discretion of the administration due to the severity and recurrence of the situation

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

Discretion of the administration due to the severity and recurrence of the situation

##### **Use of Profane or Obscene Language/Gestures**

Discretion of the administration due to the severity and recurrence of the situation

##### **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.

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