

## **Cairo-Durham Middle School Student Handbook 2016-17**

September 7	First Day of Student Attendance
September 19-20	MS School Pictures
October 4	Parent Conferences 12 – 7 PM
October 10	<b>Columbus Day - No School</b>
October 21	<b>Supt. Conference Day – No School</b>
October 26	Picture Re-takes
November 11	<b>Veterans Day - No School</b>
November 23-25	<b>Thanksgiving Recess</b>
December 4	11:45 Early Dismissal
December 23- Jan. 2	<b>Holiday Recess - No School</b>
January 3	School Reopens
January 16	<b>Rev. Martin Luther King, Jr. Day</b>
February 3	11:45 Dismissal
February 21-24	<b>Winter Recess - No School</b>
April 14-21	<b>Spring Recess</b>
May 10	8 <sup>th</sup> Grade Panoramic Picture
May 16	BUDGET VOTE 11:45 Dismissal
May 29	Memorial Day- No School
June 14	6/7 Grade Awards
June 21	8 <sup>th</sup> Grade Awards/Promotion <b>8am</b>
June 22	Last Day of School

### **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 3 R's, beyond 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.

## **MIDDLE SCHOOL CONTACT INFORMATION**

**Phone 622-0490**

Michael Mitchell, Principal: Ext- 45010

Joseph Witazek, Ass't Principal: Ext. 45010

Kristina Westfall, School Counselor: Ext. 46010

Attendance/ Parent-Teacher Meetings: Ext.46010

## **DISTRICT TELEPHONE NUMBERS**

Business Office 622-8534

Fax # 622-9566

Middle School 622-0490

Fax # 622-0493

High School 622-8543

Fax # 622-8857

C-D Elementary School 239-8412

**Transportation 622-2236**

Cairo-Durham WEB Site **[www.cairodurham.org](http://www.cairodurham.org)**

## **SCHOOL CLOSINGS**

If it is necessary to close schools due to adverse weather conditions, the announcement will be made over the automated school messenger system, at [www.cairodurham.org](http://www.cairodurham.org), as well as the following stations:

**WRIP** - Windham - 97.9FM

**WRGB - TV** - Albany - Channel 6

**WHUC** - Hudson - 93.5FM

**WNYT - TV** - Albany-Channel 13

**WCTW** - Catskill - 98FM

**WTEN - TV** - Albany Channel 10

**WCKL** - Catskill - 560AM

**WGY**- Schenectady - 810AM

## **DELAYED OPENINGS**

Should weather conditions indicate that schools might be able to open safely later than the regular starting time, notices of delayed starting time will be broadcast in the manner listed above. Announcements will be made at regular intervals.

## **EARLY DISMISSALS**

If an unexpected storm necessitates the closing of school earlier than the regular dismissal, such notice will also be broadcast over the automated school messenger system as well as the media stations listed above. In such cases, the Middle/High School will be dismissed first, followed by the release of elementary school children.

In the event of a school delay or closing, please tune in to one of the stations listed above to receive accurate information. Updates and conditions will be broadcast at regular intervals. **Please do not call the school**, radio, or television stations to determine if school will be delayed or closed. If schools are closed during the day due to

adverse weather conditions, all evening activities and adult education classes are automatically canceled.

### **EMERGENCY DRILLS**

State law requires that every school conduct a minimum of twelve emergency drills during the school year, four of which must be lockdown drills. It is every pupil's responsibility to take these drills seriously. Students who violate our emergency drill procedures will receive a disciplinary consequence that ranges from a reprimand to a detention or possible suspension depending upon the degree of the infraction.

### **BUS ASSIGNMENTS**

Bus routes are designed based on the address of the students that is provided by the parents/guardians. Students are not permitted to switch bus routes without permission from the building principal. In the event that a student needs to ride an alternative bus due to an EMERGENCY, parents need to send a letter to the main office for approval.

## **Cairo-Durham Middle School Policies and Procedures**

### **Our Motto:**

**GRIT: Passion, Perseverance and Stamina**

We welcome you as a member of the 2016-2017 Cairo-Durham Middle School student body. **Students** are expected to demonstrate **civility, citizenship** and **responsibility** on a daily basis and always show **GRIT: Passion, Perseverance and Stamina.**



## **POSITIVE BEHAVIOR INTERVENTION AND SUPPORT (PBIS)**

Positive Behavior Intervention and Support, or PBIS, is a program that focuses on teaching and reinforcing the good behavior that most students display, instead of focusing on undesirable behavior. By reinforcing or rewarding good behaviors, students will demonstrate behaviors that will lead to academic success and a more positive learning environment. In order to ensure the success of PBIS, it is imperative that we teach and reward students, teachers and staff for displaying positive behaviors that reflect a dedication to learning and citizenship.

Privilege cards can be earned each marking period. Students fill out an application each 5 weeks. Conditions to earn a privilege card:

- No AR during the past 5 weeks
- No disciplinary referrals
- No more than “1” unexcused absence
- No more that “2” tardies to school
- Passing all classes
- Showing GRIT

Privileges are:

- Cell phone/electronics in cafeteria
- Hats (as long as badge is also worn)
- Gum Chewing (with teacher permission)
- No pass needed from a teacher (badge must be worn)
- Can wear a backpack
- ½ price water bottles (.50)

PBIS will be integrated throughout the Middle School building and in a number of student events throughout the school year. All staff members will work together to “catch” students following school-wide expectations. When students are “caught” following an expectation, they will be rewarded with “no referral parties” and other incentives.

### **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. **Attendance letters from the Middle School will be sent home at regular intervals, depending on the severity of the absences.** After the second attendance letter, the school may contact outside agencies to assist in student attendance. Any student who abuses this policy and uses the attendance policy in a way to avoid the academic consequences of repeated unexcused absences from school shall have appropriate disciplinary action taken against them. (See Board Policy 5100 in the Cairo-Durham Central School District Policy Book for further details.)

### **LATE TO SCHOOL POLICY**

Arriving to school on time is vital for students to be prepared for class and ready to learn. Students who report to school between 7:35-7:40, must report to late homeroom and bring a parent note

explaining their tardiness. Five unexcused tardies per marking period will result in a warning. A student who receives a second tardiness referral will be assigned lunch detention. A student who continues to receive additional tardiness referrals will be assigned any combination of the following: multiple lunch detentions, after school detentions, and-or ALE.

Students who arrive after 7:40 must report to the main office.

### **CLASSROOM TARDINESS**

Students are to be seated and ready to work when the bell sounds. A student is considered tardy if he or she arrives after the bell but within the first fifteen minutes of class. Arrival after the first fifteen minutes is considered an absence. When a student is tardy, the following procedures will be adhered to:

**1<sup>st</sup> referral (3 tardies)** – Referral to Main Office

**Additional tardiness** will result in parent notification, referral to the Administrator and detention

**Continued tardiness** will result in a parent conference, detention and-or ALE or OSS.

### **FAILURE TO REPORT TO AN ASSIGNED CLASS**

When a student fails to report to an assigned class, the following action will be taken:

**1<sup>st</sup> Offense** – Referral to Principal, parent notification by teacher and detention.

**2<sup>nd</sup> Offense** – Referral to Principal, parent notification by teacher, detention and-or ALE or OSS

**Additional Offenses** – Parent conference and/or ALE or OSS.

## FIELD TRIPS

Academic/Attendance/Discipline problems may prohibit a student from attending a scheduled field trip. *Also, an administrator may bar a student from attending a scheduled field trip as part of a disciplinary action and consequence.*

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

Student behavior in the cafeteria 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. Students who violate cafeteria rules will be dealt with by the lunchroom supervisor. Repeated offenses will be dealt with by the building administrator. Students are expected to follow all school rules while in the cafeteria. Failure to follow those rules can result in disciplinary action, such as assigned detention(s), ALE, and/or OSS.

## 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. Other grade level halls without a written pass
4. Vending machines in the teachers' lounge and the high school cafeteria should never be used.
5. High school areas unless going to a middle school class within the high school. **When going to the high school for a middle school class, students may only use the shared middle/high school wing (the eighth grade hallway) to get there. At no time, can a middle school student walk through other areas of the**

**high school.** Failure to follow these rules can result in disciplinary action, such as assigned detention(s), ALE, and/or OSS.

### **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 to use the restrooms.
3. Failure to comply with these regulations will result in disciplinary action.

### **LATE BUS SIGN UP**

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 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. 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. Students should refrain from bringing in aerosol deodorant and colognes. **Money and other valuables should never be stored in the gym lockers. The school is not held responsible for lost or stolen items.**

### **DRESS CODE**

The dress code for students at Cairo-Durham Middle School requires students to be neat and well groomed. When, in **the opinion of the administrator**, a student is not appropriately attired

or exhibits grooming which constitutes a distraction/disturbance to the school environment, the principal may contact the parents and have the student dress suitably before returning to school.

A student's dress, grooming and appearance shall:

1. *Be safe, appropriate and not disrupt or interfere with the educational process.*
2. *Recognize that extremely tight and/or brief garments such as tube tops, bare midriffs, net tops, halter tops, spaghetti straps, plunging necklines (front and/or back) and see-through garments are not appropriate.*
3. *Ensure that underwear is completely covered with outer clothing. THIS INCLUDES BOY'S TANK TOPS.*
4. *Include footwear at all times.*
5. *Not include the wearing of hats, sunglasses, chains, bandanas or head coverings.*
6. *Not include items that are vulgar, obscene, and libelous or denigrate others on account of race, color, religion, creed, national origin, gender, sexual orientation or disability.*
7. *Not promote and/or endorse the use of alcohol, tobacco or illegal drugs and/or encourage other illegal or violent activities.*

### **USE OF DISRUPTIVE DEVICES**

Students are not permitted to have cell phones, MP3 players, electronic devices or games, radios, or any other device that may interfere with the educational process. Students are not to bring items to sell or trade (candy, gum, sports cards, toys, etc.) These items will be confiscated and POTENTIALLY subject to search. Confiscated items 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.**

## **USE OF CELL PHONES**

Student may NOT use the office phone for personal calls except in an emergency or directed to do so by school staff. **Cell phone use is NOT permitted in the Middle School during school hours, except if the student has a privilege pass. If the student earned a privilege pass, they may use their phone during their lunch period ONLY. Cell phones need to be kept in lockers at all times. If a student has a cell phone taken away during the day, it is our policy that a parent will pick the phone up from the main office.**

## **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. Any form of cyber-bullying that uses school provided computers or email/Google accounts will result in revocation of computer and Internet privileges.

## **MEDIA CENTER**

The Media Center for the Middle School/High School is equipped with the latest technology. It has over 20 computers, each accessible to the Internet. Students also 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 every day. Students may go to the Media Center with a pre-signed pass from study hall or lunch.

## **COUNSELING SERVICES**

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, students have been assigned a corridor locker. You are responsible for the contents of your locker. Do not give out your locker combination. Lockers are NOT to be shared.

**Lockers remain the property of the school and will be subject to inspection without prior notice. The school is not responsible for lost or stolen items from lockers.**

## **ILLNESS**

If a student becomes ill while in school, the student should report to the scheduled class and obtain a pass from the assigned teacher to the health office. Students are not permitted to the nurse without a pass from a staff member. **Students should NOT be calling their parents on their own to be picked up from school.**

## **LEAVING SCHOOL**

If it is necessary for a student to leave school, 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 block. Before a student leaves the school, he/she must sign out in the main office. 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 AND OTHER SCHOOL OWNED EQUIPMENT-MATERIALS**

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.

4. Students who do not return textbooks will not receive them the following school year.

### **DISTRIBUTION OF LITERATURE**

Students may distribute literature on school grounds and on school buildings only with prior approval of the Administrator. The Administrator 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.

### **PLAGERISM and/or CHEATING**

*Plagiarism* is defined as the theft or use of ideas or writings without proper acknowledgment. This is an unacceptable act and if caught plagiarizing or cheating, a student can lose credit for the assignment and face other disciplinary consequences.

Additional disciplinary action may include parent notification, reduction of grades or loss of credit, and-or possible intervention by the Administration and disciplinary consequences.

**Cheating** – Possible disciplinary action by teacher ranging from parent notification, reduction of grades or loss of credit, possible intervention by the Administration and disciplinary consequences.

### **CEREMONIES**

Students are expected to stand for the Pledge of Allegiance though they 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.

### **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.

## **EXTRA-CURRICULAR CLUBS AND ACTIVITIES**

The Middle School offers a number of extra curricular clubs and activities. Students have the opportunity to participate in yearbook club, the school newspaper, Interact, Earth club, gifted and Talented, Intramurals, Student Council

### **Eligibility for Extra - curricular Activities and Interscholastic Sports**

1. Any student who is failing 2 or more courses with a grade of 65 or below (when interim progress reports are prepared or 2 or more courses with a grade below 65 when report cards are issued) will be considered ineligible. Ineligibility will begin on the Tuesday following the submission of the progress report or the issuance of report cards:
2. Students will be considered ineligible for a minimum of 10 school days for the first incident of ineligibility. All subsequent incidents will restrict a student for a minimum of 5 weeks.
3. An alternative to the suspension of participation in activities is the daily attendance at the prescribed Eligibility Study Hall. The Eligibility Study Hall begins promptly at 2:30 PM and students must be in attendance before the designated time. Dismissal is at 3:15 PM or may be altered with approval of the administrators. Failure to attend Eligibility Study Hall will result in the loss the student's eligibility.
4. At the conclusion of each period of ineligibility it is the responsibilities of the student to have the teacher document his or her current academic standing on an appropriate eligibility form. The student must meet the eligibility requirement prior to participating in any school sponsored activity or sport.

## **STUDENT CONDUCT AND DISCIPLINE**

At Cairo-Durham, 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.

*\*The list of offenses, consequences, 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.*

### **How Discipline is Handled:**

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, which 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 and is available in the Main Office.

## SCHOOL-WIDE STUDENT RULES

1. Students must behave appropriately in school at all times and follow the THREE R's: **Be RESPONSIBLE, Be RESPECTFUL, Be READY TO LEARN**
2. Every student must be on time to every class and ready to learn.
3. Students must come prepared for each class daily with proper books, paper, pen/pencil, or any item needed to participate appropriately.
4. Students shall remain in their assigned seats during class and not display any behavior that is inappropriate or may cause a disruption to the learning environment.
5. There will be no running or horseplay in the hallways, classroom, or restrooms.
6. There will be no public displays of affection such as hugging and kissing.
7. Note writing, slang books, baseball cards, toys and other collections are inappropriate during class time.
8. Students should not throw any objects during class.
9. Students may not sell any items while on campus without prior permission from the principal.
10. Gum, candy, or any type of food is not allowed in the school building or on school grounds. Drinks and food may be brought as part of a complete lunch from home.
11. All bags (i.e. messenger bags, sports bags, book bags, purses) and jackets are not allowed in the classrooms and must be left in the student's locker.
12. **Lockers should be used by one student only. Sharing of lockers or locker combinations is prohibited. The school is not responsible for lost or stolen items.**

## CONSEQUENCES FOR INFRACTIONS

The following list reflects the consequences that can result from violating the above list of school rules.

1. **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.

2. **Administrative After School Detention** - An administrator may assign a student after school detention. A student and his/her parents will receive notification of the after school detention.

3. **Alternative Learning Environment (ALE)** - An administrator may assign a student one or more days of ALE at Durham Elementary School. Students will remain in ALE for the entire school day. A student's teachers will send assignments to the ALE room.

4. **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 in question. If placed on OSS, the student is permitted to attend the District's Alternative Education Program (AEP) from 2:30 – 4:30 after school. While there, the student is expected to refrain from having any disciplinary issues and is to complete his/her work to the best of their ability.

5. **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.

6. **Referral to the Superintendent of Schools** for Administrative Review by Cairo-Durham Middle School principal.

## **RULES FOR STUDENT ACTIVITIES**

1. All dances are age appropriate for grades 6-8 unless designated otherwise by the administration. **If a student receives a disciplinary referral at a dance, they will not be allowed to**

**participate in any remaining dances during that calendar school year.**

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 asked to leave the property. Law enforcement will be contacted and the appropriate action will be taken.
4. No smoking is permitted on school grounds.
5. Refreshments must only be consumed in designated areas of the school building.

**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.

1. a. If an incident involving a violent act occurs, an administrator may use his/her own discretion to assign penalties or a combination of penalties. Examples of penalties would be detention, in-school suspension, out-of-school suspension, parent conferences, parent notification, warning letters, counseling, Superintendent hearings, and other procedures as the Principal may deem appropriate. Law enforcement may also be contacted.
- b. Repeated occurrence of an incident involving a violent act will incur five days suspension from school and referral to a Superintendent's hearing.
- c. 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 and referral to a Superintendent's hearing.
- d. 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.
2. a. 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.

- b. 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.
- 3. The Superintendent of Schools shall cause this policy to be posted in appropriate places in the district and to appear in all student handbooks.
- 4. 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:

- a. 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;
- b. To prevent, inhibit, or otherwise interfere with the conduct or operation of any educational or other school-sponsored program, activity, or function.

ADOPTED: December 21, 1995

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, community service, in-school suspension (ALE), Out-of-school suspension (OSS), a Superintendent's hearing or civil action. In all cases, students will be afforded the right of due process.

## **DRUG AND ALCOHOL POLICY**

Any student who sells, gives, possesses, uses, or is under the influence of illegal and/or prescription drugs, narcotics or alcohol or is in possession of drug paraphernalia in or on school property, including buses, shall be subjected to the following disciplinary action:

**Possession or Use of illegal drugs** – Except as otherwise indicated by a consideration of all the factors involved, the consequences for a student illegally in possession 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.

**Sale or Distribution of illegal drugs** – Except as otherwise indicated by a consideration of all the factors involved, the consequences for a student illegally in possession 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.

## **CLASSROOM TARDINESS**

Students are to be seated and ready to work when the bell sounds. A student is considered tardy if he or she arrives after the bell but within the first fifteen minutes of class. Arrival after the first fifteen minutes is considered an absence. When a student is tardy the following procedures will be adhered to:

**1st referral (3 tardies)** - Referral to Main Office

**Additional tardiness** will result in parent notification, referral to the Administrator, and detention

**Continuous tardiness** will result in a parent conference, detentions, and/or ALE or OSS.

### **FAILURE TO REPORT TO AN ASSIGNED CLASS**

When a student fails to report to an assigned class, the following action will be taken:

**1st Offense** - Referral to Principal, parent notification by teacher and detention.

**2nd Offense** - Referral to Principal, parent notification by teacher, detention and/or ALE or OSS.

**Additional Offenses** - Parent conference and/or ALE or OSS.

### **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.

### **ZERO TOLERANCE FOR HARRASSMENT, BIGOTRY, DISCRIMINATION, SEXUAL HARRASSMENT and the DIGNITY FOR ALL STUDENTS ACT**

It is the policy of this District to maintain a learning environment that is free from harassment because of an individual's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender, sex, or any other protected classification. The School District prohibits any and all forms of harassment because of race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender identity, sex, or any other protected classification.

Actions which constitute harassment based on a person's protected status may include, but are NOT limited to:

- Degrading, demeaning, insulting, or abusive verbal or written statements;
- Taking personal belongings, taunting, teasing, name-calling, or spreading rumors;
- Drawing or writing inappropriate and/or offensive graffiti, slogans, visual displays (such as swastikas and/or confederate flags), or symbols on school or another person's property (e.g., books or backpacks);
- Telling degrading or offensive jokes;
- Unwanted physical contact of any kind;
- Physical violence, threats of bodily harm, physical intimidation, or stalking;
- Threatening letters, emails, instant messages, or websites;
- Defacing, damaging, or destroying school (e.g., desks, lockers or school walls) or another person's property; throwing objects (eggs, paint).

Students who engage in harassment, 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 parent, possible disciplinary action, possible referral to a Superintendent's hearing, and possible police involvement.

**Continued Actions** will be referred to the Administrator, parent conference, disciplinary action, possible out-of-school suspension, possible Superintendent's hearing, possible police involvement, and/or a community-based agency.

**Additional Offenses** - Parent notification, disciplinary action, out-of-school suspension, request for Superintendent's hearing, possible police involvement and/or a referral to a related community based agency.

## **DIGNITY ACT COORDINATORS**

At least one employee in every school shall be designated as a Dignity Act Coordinator and instructed in the provisions of this subdivision and thoroughly trained in methods to respond to human relations in the areas of race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender and sex. The Dignity Act Coordinators for the Middle School are: Michael Mitchell, MS Principal; Joseph Witazek, MS Assistant Principal; Krissy Westfall, MS Guidance Counselor; Karen Drossel, School Social Worker; Claire Marcus; School Psychologist.

Please contact any of the above individuals with concerns related to bullying, harassment, or any form of discrimination.

## **THEFT OR VANDALISM**

A. **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 or loss of credit, possible intervention by Principal and disciplinary consequences.

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 and possible disciplinary action.

## **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, and/or possible involvement of law enforcement.

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

### **WEAPONS AND/OR EXPLOSIVES**

**Possession of Weapons in School is prohibited. Offense –**

Carrying or harboring a weapon is punishable by parent notification, possible police involvement, suspension from school and-or a Superintendent's hearing depending the seriousness of the incident.

**Possession of or the igniting of explosives on school property is strictly prohibited.**

**Offense –** Possession of or igniting an explosive is punishable by parent notification, possible police involvement, suspension from school and/or a Superintendent's hearing depending on the seriousness of the incident.

*A decision regarding further OSS from the Superintendent shall be rendered within ten school days of the close of the hearing and shall be made available to all parties concerned.*

### **TRANSPORTATION/STUDENT BEHAVIOR**

Riding the school bus to and from school is a privilege. Failure to follow all school rules and demonstrate appropriate behavior while riding the bus can result in the suspension of bus privileges. The below list reflects the school's expectations for students while being transported on the bus. This list is not intended to be all-inclusive and any other behavior deemed inappropriate or disruptive by administration may also be addressed with possible disciplinary action and suspension from the bus.

1. The use of loud, boisterous or obscene language is prohibited.
2. Remain seated at all times when the bus is in motion.
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 windows.
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.

## **TRANSPORTATION CONSEQUENCES**

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 and also possible disciplinary action including lunch detention(s), after school detention(s) and ALE or OSS depending on the severity.

**2nd offense** - A letter is sent to parents with notification that the student has been denied transportation rights for 3 days and also additional disciplinary consequences may be assigned, such as lunch detention(s), after school detention(s) and ALE or OSS depending on the severity.

**3rd offense** - A letter is sent to parents with notification that the student has been denied transportation rights for 5 days and also additional disciplinary consequences may be assigned such as lunch detention(s), after school detention(s) and ALE or OSS depending on the severity..

**Continued Offenses** –Continued reported infractions will result in additional disciplinary action such as ALE or OSS and a possible

referral for a Superintendent's Hearing with a recommendation that a hearing be conducted to deny transportation rights for additional time during the school year.

### **OUT-OF-SCHOOL SUSPENSION AND AFTER SCHOOL EDUCATION PROGRAM**

If a student returns to the 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.

Cairo-Durham Middle School provides an After School Alternative Education Program to students who have been suspended in order to provide students with an opportunity to complete their educational requirements in a modified school setting. The After School Alternative Education Program