

H. B. du Pont Middle School 2009 – 2010 Handbook

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**Ms. Katherine Wallace
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This Handbook Belongs To:

Name _____

Address _____

City/Town _____

Zip _____

Phone _____

The Red Clay Consolidated School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies
(Title IX and Section 504):

Mr. Daniel Deppe
Assistant Principal
735 Meeting House Road
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Dear Students,

The faculty and administrative team welcome you to the 2009-2010 school year. You are encouraged to take full advantage of the educational opportunities that await you. We provide an outstanding course selection and an excellent staff of instructors. It is up to you to take full advantage of each component of our total program. Remember, these middle school years are laying the foundation that will shape your entire future.

The teachers, counselors, and administrators are here to provide help and support in your daily activities. Assisting you in obtaining your goals is our main priority. Your responsibility is to come with a positive attitude to help you become successful.

Take pride in yourself, your school, and your classmates. You cannot expect others to respect you unless you are respectful. Be a model student. Have others look to you as an example of the best that H. B. du Pont Middle School offers.

This booklet contains some of our rules and procedures. Please be advised that H.B. du Pont Middle School has adopted a no-nonsense discipline policy. Abiding by these rules and those detailed in the Red Clay Student Code of Conduct will help ensure that your stay at H. B. du Pont Middle School is productive. Along with your parents, we encourage you to use your best judgment when making decisions regarding your actions at school. What you do speaks volumes as to who you are.

Again, welcome to the new school year, and in the tradition of H. B. du Pont Middle School, be H. B. Proud.

Sincerely,

H.B. Faculty and Administration

EDUCATIONAL PHILOSOPHY RED CLAY CONSOLIDATED SCHOOL DISTRICT

The Board believes that each pupil in the school district is entitled to the opportunity of receiving an education and that the instruction should meet the needs of each child. The belief is fostered that all students need to learn to live with other human beings; to achieve and maintain sound mental and physical health; to learn to live in their total environment; to learn to think logically and express themselves clearly; to prepare for work, or for further education, or for both; and to learn to use their leisure time well.

The Board believes that the school should help each individual to develop respect for the dignity and worth of people regardless of race, religion, nationality, and socio-economic status and that ethical values should be emphasized.

The Board believes that the school should acquaint individuals with educational and vocational opportunities and should develop in those individuals an appreciation for all kinds of work.

The Board believes that the curriculum is a coordinated series of experiences, continually changing according to the needs of the maturing individuals and the demands of society. This flexible curriculum should utilize all community resources.

The Board believes that responsibility for providing a public school system is shared by the community, the state, and the nation.

EDUCATIONAL MISSION H. B. du Pont Middle School

The mission of H.B. du Pont Middle School is to achieve a successful transition of the adolescent in the academic, physical, social and emotional realms within a diverse community of learning and caring.

STATEMENT OF PURPOSE

Our concept of a good school is one that preserves the individual student's right to learn and the teacher's right to teach in an environment conducive to learning for all children.

We take pride in our school. It takes a united effort to maintain a clean, safe, and orderly environment. The Red Clay Consolidated School District Student Code of Conduct is followed when a student violates the expected behavioral standards. H. B. du Pont Middle School has established a positive educational climate. Several programs are in place at the school to help students understand the importance of high achievement and appropriate behavior. These include positive incentive programs to recognize students displaying appropriate behaviors as well as holding students accountable for undesirable behaviors.

We call on all students, parents and educators to join us in the quest to assure that H. B. du Pont Middle School is a pleasant place to teach and learn.

H. B. du PONT MIDDLE SCHOOL'S KEYS TO SUCCESS:

- Respectful
- Responsible
- Safe

We take pride in...

1. Being on time
2. Being prepared for class
3. Walking orderly
4. Keeping the school clean
5. Cooperating with each other

HOURS

7:25 a.m. - Students enter building

7:35 a.m. - Homeroom begins

2:25 p.m. - School day ends

Students are not permitted to leave school grounds during school time. Students are not permitted to stay after school without direct teacher supervision.

Student Safety — Drop-offs and Pick-ups — Student Safety

Parent drop-offs and pick-ups take place at the front of our building. Many parents are choosing to drive their children to and from school. Please make student safety a priority:

- **Always drive slowly and look for children.**
 - **Have your vehicle seats clear so your child can easily enter the vehicle.**
 - **Students should exit the car as quickly as possible (gather belongings when approaching drop-off area and exit vehicle immediately upon arrival at drop-off area). If students require extra time to exit the vehicle, please pull into the parking lot to unload.**
 - **Please do not pass other vehicles in the driveway unless instructed to do so.**
 - **Please use the entire length of the sidewalk for “student drop-off area.” This includes rainy weather conditions – students should dress accordingly to walk in the rain.**
 - **When possible, have children enter and leave the vehicle on the curb side.**
 - **Try to get out of fire lane as quickly as possible. Try to hold conversations in the parking lot or elsewhere.**
 - **Avoid using handicapped parking spaces to pick up your child unless you have a designated permit.**
 - **Do not double park or stop on crosswalks. Please wait your turn in line.**

TELEPHONE

If a student must use the phone during the school day, they must report to their grade level advisor. Students cannot be called to the telephone. Only urgent messages will be delivered.

- Main Office 239-3420
- Guidance Office 239-3424
- Nurse's Office 239-3423
- Meadowood 239-3452

CHANGE OF ADDRESS/TELEPHONE

It is important that the school always have your correct address and telephone number. If you move or change your phone number, report the new information to the main office. NOTE: Contact the office even if you submitted the new information on the emergency card.

EMERGENCY CARDS

At the beginning of the school year, each student will be given an emergency card. This card must be filled out completely, signed by parent/guardian, and returned promptly to the homeroom teacher. The nurse MUST have a signed emergency card on file to treat you for any reason or to contact a parent in situations of an emergency. If any information changes, please update the work/home telephone number with the school nurse and the school office.

TEXTBOOKS/ STUDENT OBLIGATION FOR SCHOOL MATERIALS/EQUIPMENT

All schools are required to establish and maintain efficient procedures for the distribution, monitoring and collection of school materials and equipment on loan to students. Textbooks, combination locks, and other educational materials are loaned to students for a given year. In case a student owes money, books, or other obligations, his or her report card will be held until the debt is discharged. If a book is lost or damaged, the student should immediately inform the teacher. Students will be charged the replacement cost for books and materials. Students will be denied participation in after-school activities, field trips and school sponsored activities until provisions are made to clear the debt. Failure to return a library book or pay library fines will result in the loss of the opportunity to check books out of the library until the book is returned or the debt is cleared. School-initiated legal action through the Magistrate's Court is an option that may be exercised to collect unmet obligations.

STUDENT VALUABLES

Students are cautioned not to bring large amounts of money or other items of value to school, including iPods and other expensive electronic devices. Personal property should be carefully safeguarded at all times. Coats, book bags, band instruments, and other articles of value should be labeled. Lost items should be reported to your teachers. The school is not responsible for lost/stolen articles or money.

TRANSFERS OR WITHDRAWALS

If you plan to withdraw or transfer to another school, notify the main office in advance with a written note from your parent/guardian. On your last day obtain a checkout form from the office and present it to each of your teachers, who will record grades and other information for your new school. Students are to return all textbooks, report to the school nurse for processing their health record, clear all debts and obligations owed to the school and then return the signed withdrawal form to the office.

HOMEWORK

Homework is a natural extension of the educational program. It serves to reinforce and enrich daily class work. A reasonable amount of homework has proven to enhance student achievement. Effective study habits include:

- **WRITE:** Record all homework assignments in this agenda.
- **PLAN:** Schedule home study time. Take home all necessary books, papers and other materials
- **PLACE:** Have a definite place to study at home away from distractions. Do not attempt to study while talking on the phone or watching television
- **ORGANIZE:** Place completed work in folders and put all materials in book bag, ready for the next school day.

REPORT CARDS

Report cards are distributed four (4) times during the school year. Students will receive their report cards during November, February, and April. The final report card will be mailed in June. The grading and reporting process is designed to inform students and parents/guardians of academic and behavioral achievement. Grading policies are explained at the beginning of each year and reflect a combination of class work, homework and test results.

If a student performs significantly higher or lower than the previous marking period, an interim report may be mailed to the parent. An interim report will include either academic commendations or academic concerns. Parents are encouraged to schedule teacher conferences in regard to academic concerns.

Students are reminded of their responsibility to keep parents informed of their progress in all classes. Use the Record of Achievement section in this Agenda to monitor progress.

COMPUTER LITERACY

The Computer Literacy requirement may be satisfied in three separate ways:

- High school students may pass the district computer literacy examination, which is given several times throughout the year. Middle school students will not take this examination. A student has until 12th grade to complete computer literacy requirements.
- A student may complete one approved course.
- A student may complete a Computer Literacy Portfolio. This method requires students to submit five (5) projects demonstrating their skills in computer applications. The

Computer Literacy Portfolio projects may begin as early as grade seven and need not be completed in one year.

PHYSICAL EDUCATION/HEALTH

State regulations requires 6th grade students to receive a minimum of 35 hours of comprehensive health education of which 15 hours must address drug/alcohol education.

State regulations require 7th and 8th grade students to receive a minimum of 60 hours of comprehensive health education, separate from other subject areas, of which 15 hours, in each grade, must address drug/alcohol education. If all of these 60 hours are provided in one year at grade 7 or 8, an additional 15 hours of drug/alcohol education must be provided in the other grade.

State regulations require all 6 – 8 students to be enrolled in a physical education program.

Uniforms are required for participation in physical education. They can be purchased from the physical education teachers throughout the year. The uniform is a yellow t-shirt and navy blue shorts with HB du Pont Warriors printed on them. Students who get dressed and participate everyday earn their preparation for class and participation points. Non-marking athletic/tennis shoes are required. Students must have a signed, dated note from home to be excused from participating due to illness or injury. Excuse notes should be submitted to the nurse before homeroom. If the illness or injury lasts longer than one day, a doctor's note is required specifically stating the length of time to be excused and the nature of illness/injury.

USE OF GUIDANCE SERVICES

Students are encouraged to use the services of the guidance office for consultation about schedules, high school plans, personal problems that need a sympathetic ear, and advice on many aspects of school. The office is open daily from 7:20 a.m. to 2:50 p.m. including lunchtime.

If you need to talk to the counselor, ask your teacher or student advisor. In an emergency, the counselor will try to promptly see the student. The student should notify our office secretary about emergencies.

GRADING SYSTEM

Secondary report cards will be issued four times each year, usually in November, January, March, and June. Interim reports are mailed between report periods to students failing, in danger of failing, and for students doing exceptional work. Interim and final reports are mailed home. The report cards will also include comments regarding behavior standards. In case a student owes money, books, or other obligations, his or her report card will be held until the debt is discharged.

Letter grades will be used on report cards to designate student progress.

A	Excellent	4 Quality Points	93 -100%
B	Very Good	3 Quality Points	85-92%
C	Satisfactory	2 Quality Points	77-84 %
D	Poor	1 Quality Point	70-86%
F	Failure		Below 70%
I	Incomplete	Work must be completed	No Credit
M	Medical	Excused - medical reasons	No Credit
W	Withdraw		
N	No Grade	Used in special instances	
X	Audit	Does not affect honor roll status	
O	Outstanding*	* May be used in some No Credit subjects that do not lend themselves to traditional grades	
S	Satisfactory*		
U	Unsatisfactory*		

HONOR ROLL

The District encourages students to strive for academic excellence. To that end, we recognize students who have achieved specific academic standards.

The Grade Point Average (GPA) in the District is a weighted average and is computed by using only the grades in the academic core courses of English, Social Studies, Mathematics, Science, Foreign Language, and any Advanced Placement (AP) course. A grade of C or better in an AP level course receives an additional one and one-half (1.5) quality points in the computation of the GPA. A grade of C or better in an honors level course receives an additional one (1.0) quality point in the computation of the GPA. The weighted cumulative GPA is used to determine class rank.

To determine eligibility for honor roll status, an un-weighted GPA, which includes all grades of A, B, C, D, or F in the five academic core courses as identified above, is used. Students who receive a grade of D, I, U, or F in non-core content areas are not eligible for the honor roll. A GPA of 4.0 = Distinguished Honors; a GPA of 3.0 – 3.9 = Honors.

- A 4 points
- B 3 points
- C 2 points
- D 1 points
- F 0 points

ALGEBRA I AND ALGEBRA II

Why do middle school students who take and pass Algebra II not receive credit at the middle school level?

The state requirement for high school graduation stipulates that all students must take 4 years of high school math, and one of those courses must be taken in the senior year. Red Clay allocates a credit for Algebra I for students who meet the requirements. The decision was made, however, not to allocate credit for Algebra II, because that could encourage students to skip a year of math prior to the required math course in the senior year. Skipping one year of math instruction could put students at a disadvantage for taking the mandatory senior math class and also could impact students' admission to colleges.

When comparing high school and middle school Algebra courses, why is the credit requirement different?

At the middle school level, Red Clay offers an accelerated math program for students of exceptional ability. Students may take Algebra I as early as 7th grade, and they may take Algebra II in 8th grade. Since Algebra I is the foundation for the high school math program, it is essential that middle school students clearly demonstrate their mastery of the subject before going on to a higher level math course. Therefore, the district does have two requirements for students to earn high school credit for Algebra I. Those requirements include: 1) 70% or higher score on the end of course Algebra I test 2) final grade of A or B in the course. For middle school students who took Algebra I but don't meet those requirements to earn the credit, they still may enroll in Algebra I Honors or Geometry when they enter high school.

NATIONAL JUNIOR HONOR SOCIETY (Grade 8 only)

To qualify for membership in our Kathryn S. Howie Chapter of the National Junior Honor Society, students must meet the following national standards:

- Students must meet an academic eligibility of a 3.5 cumulative grade average for the first three marking periods.
- Students must be free of any exclusions or suspensions and received no more than one referral during the current school year
- Students meeting the academic and behavioral qualifications must submit a Student Activity Form and a self-nominating essay giving evidence of leadership, service, character and citizenship.
 1. Service- performing civic duties within the community (i.e.: scouts, church) and school activities
 2. Leadership- taking a prominent role in at least one of the service activities; demonstrating positive leadership in all school situations.
 3. Character- demonstration of integrity, positive behavior, and cooperation with classmates and staff
 4. Citizenship- respecting the school, community and country.Final selection decisions are made by a faculty committee.

ACADEMIC DISHONESTY

Students of H. B. du Pont Middle School are expected to be honest and forthright in their academic endeavors. To falsify the results of one's research is to steal the words or ideas of another; to cheat on an examination corrupts the essential process by which knowledge is advanced.

It is the official policy of H. B. du Pont Middle School that all acts of alleged academic dishonesty be reported to the administration of the school. Upon investigation and a finding that cheating did occur, the student would receive a grade of "F" for the assignment, or possibly for the marking period, or possibly as a final grade in the course.

FORMS OF ACADEMIC DISHONESTY

Plagiarism

Plagiarism is the inclusion of someone else's words, ideas, or data as one's own work. When a student submits work for credit that includes the words, ideas, or data of others, the source of this information must be acknowledged through complete, accurate and specific reference, and if verbatim statements are included, through quotation marks as well. By placing his/her name on work submitted for credit, the student certifies the originality of all work not otherwise identified by appropriate acknowledgements. Plagiarism covers unpublished as well as published sources.

Examples:

1. Quoting another person's actual work in complete sentences or paragraphs or if an entire piece of written work without acknowledgment of the source.
2. Using another person's ideas, opinions or theory, even if it is completely paraphrased in one's own words, without acknowledgment of the source.
3. Borrowing facts, statistics, or other illustrative materials that are not clearly common knowledge, without acknowledgment of the source.
4. Copying another student's essay test answers.
5. Copying, or allowing another student to copy, a computer file that contains another student's assignments and submitting it, in part or in its entirety, as one's own.
6. Working together on an assignment, sharing the computer files and programs involved, and then submitting individual copies of the assignment as one's own individual work.

When in doubt, students are urged to consult with individual faculty members, academic departments, or recognized handbooks in the academic field.

Fabrications

Fabrication is the intentional use of information or the falsification of research or falsification of other findings with the intent to deceive.

Examples:

1. Citation of information not taken from the source indicated. This may include the incorrect documentation of secondary source materials.

2. Listing sources in a bibliography that were not used in the academic exercise.
3. Submission in a paper, lab report, or other academic exercise of falsified, invented, or fictitious data or evidence, or deliberate and knowing concealment, or distortion of the true nature, origin, or function of such data or evidence.
4. Submitting as your own academic exercises (such as written work, printing, sculptures, etc.) prepared totally or in part by another person.
5. Taking a test for someone else or permitting someone else to take a test for you.

Cheating

Cheating is an act or attempted act of deception by which a student seeks to misrepresent that he/she has mastered information on an academic exercise that he/she has not mastered.

Examples:

1. Copying from another student's test paper.
2. Allowing another student to copy from a test paper.
3. Using a course textbook or other material, such as a notebook, brought to a class meeting, but not authorized for use during a test.
4. Collaborating during a test with any other person and receiving information without authority, or collaborating with others on projects where such collaboration is expressly forbidden.
5. Using or possessing specifically prepared materials during a test, such as notes, formula lists, notes written on student's clothing, etc., that are not authorized.

ATTENDANCE

A student is considered to be absent from school if he or she attends school for less than 50% of the scheduled day. Absences include both excused and unexcused absences. As on of the qualifications for promotion, credit for course work, eligibility for graduation or administrative assignment a student shall not exceed 25 days absent during the school year.

Being in school and in all classes every day requires personal responsibility and self-discipline. Only a few reasons for absence are recognized as valid. Excuses acceptable as "necessary and legal absences" are:

1. Illness or pregnancy of pupil, if necessary attested by a physician's certificate
2. Contagious disease within the home of a pupil.
3. Critical illness and/or death in the family or of a friend.
4. Legal business.
5. Observance of a religious holiday.
6. Remedial health treatment.
7. Pre-arranged absence to visit a college or university, or to participate in other educational experience, including emergency situations as determined by the school principal.
8. Suspension or expulsion from school.

Absences for other reasons are classified as "unexcused." Students will receive a zero for any work missed during an unexcused absence. Following an excused absence, the student will be

allowed to make up all work missed to take tests that were missed and to submit any assignments that became due during the absence. Following the excused absence from school or class, the time allowance for taking tests or turning in assignments shall be equal to the number of school days or number of class meetings missed due to the absence. The responsibility for initiating make-up work and turning in assignments rests with the student.

A child is considered truant if such child is absent from school without a valid excuse for more than three (3) days or an unreasonable amount of intermittent attendance or tardiness without valid reason. Parents who allow their children to be truant are subject to a referral to the courts.

A student's attendance records will become a part of the permanent record and consequently will be a part of the information sent to colleges and employers.

RETURN TO SCHOOL FOLLOWING AN ABSENCE

Following an absence from school, the student must submit a written excuse signed by a parent/guardian to their homeroom teacher. Failure to bring the note within two days of the absence will result in an unexcused absence. Unexcused absences may result in discipline actions and the no credit for work missed.

DISTRICT ATTENDANCE POLICY

The Red Clay Consolidated School District Board of Education shall require all students to attend school every day of the scheduled school year and to be punctual for all assigned classes in order to benefit from the instructional programs and to develop good work habits through self discipline and responsibility.

The District will develop procedures for the implementation of this policy in accordance with State law and Department of Education regulations and will publish the procedures in the district's code of conduct. The procedures must include the following provisions:

As one of the qualifications for promotion, credit for course work, eligibility for graduation or administrative assignment, a student shall not exceed 25 days absent during the school year.

Students who exceed 25 days absent, but less than 45 days absent, will be allowed to recover absent days by attending after school programs, Saturday school, or by successfully completing an approved supplemental instructional program. Students who exceed 45 days absent may recover absent days only by attending an approved summer school program. Absences referred to in this policy includes both excused and unexcused absences for personal illness, family vacation, family problems, professional appointments, suspensions and all other unauthorized absences from school. Days absent from class or school for participation in approved school sponsored activities, such as but not limited to, field trips, driver education, and athletic or academic events shall be excluded from the total number of days absent.

A student is considered to be absent from school if he/she attends school for less than 50% of the scheduled day. Absences include both excused and unexcused absences. As one of the qualifications for promotion, credit for course work, eligibility for graduation or administrative assignment a student shall not exceed 25 days absent during the school year.

RECOVERING DAYS ABSENT

A student absent from school may recover the days absent by attending an after-school program, Saturday School (where available), or by participating in an approved supplemental instructional program. Participation in an after-school program one day shall recover on half day's absence. The Principal shall have sole discretion in determining when after-school and Saturday School programs will be offered and/or supplemental programs are appropriate; he shall further determine the content, length, and requirements of such programs. Students who exceed 45 days absent may recover days absent only by completing an approved summer school program.

After-school and Saturday School programs provide a supervised setting for students to complete school assignments missed during the absence from school. Students are responsible for requesting missed assignments from their teachers as outlined in the Code of Conduct. Students who violate the Student Code of Conduct while attending after-school programs and Saturday School may be banned from such programs and are subject to disciplinary action as defined in the Code of Conduct.

It is the responsibility of the student and parent to monitor school absences and to recover days absent in order to comply with the district's attendance policy.

NOTICE TO PARENTS

Parents will be sent notice that their child is in violation of the District attendance policy when their child exceeds 25 days absent. The notice will instruct parents of the requirements for recovering absent days in order to be eligible for credit, promotion, or administrative assignment. When students under the age of 16 exceed 45 days absent, parents will be sent notice that their child must attend Summer School to be eligible for credit, promotion, or administrative assignment. When students over the age of 16 exceed 45 days absent, parents will be sent notice that their child is in violation of the attendance policy and will be provided with alternative education options outside the regular school program.

APPEAL PROCESS

Parents may appeal the attendance procedures by filing a written request to the principal within 10 days of the 25th or 45th day absent. Appeals are limited to the following:

1. The total number of days absent.
2. Days absent were a result of the school related activities.

3. The student was not provided an opportunity to recover time.
4. The days absent were caused by factors beyond the student and parent's control.

The principal will schedule a meeting with parents to hear the appeal. The principal will render a written decision within 10 days of meeting.

Parents may appeal the principal's decision by submitting a written request to the Manager of Secondary or Elementary Education within 10 days of the principal's decision. The Manager will review both the parent and principal's documentation and render a written decision within 10 days of the request for an appeal. The Manager's decision will be final.

LATENESS TO CLASS OR SCHOOL

Homeroom period begins at 7:35 am. Students arriving at school after 7:45 am must report to the office to receive an admission slip to class. Lateness resulting from missing the bus, car trouble, oversleeping or personal problems, though understandable, is not excused. Students who are late to school are subject to disciplinary action. Parents driving to school should plan to arrive at 7:35a.m.

EARLY TO SCHOOL

Except on days when it is extremely cold, raining or snowing, students should remain outside until the bell rings at 7:25 am.

EARLY DISMISSAL

Bring a note from a parent or guardian requesting an early dismissal. Take it to the main office as soon as you enter the building and receive an early dismissal pass. At the appointed time, show your teacher your pass and report to the office with books, coats, etc., to wait until the parent/guardian arrives. For the student's safety and welfare, it is required that the parent/guardian come into the building to sign out their child. No students will be permitted to leave the building without following these procedures.

H. B. du Pont Middle School is a closed campus. If a student does leave the school grounds without the proper authorization, the student will be suspended.

EXTRA-CURRICULAR ACTIVITIES

All students are encouraged to participate in these extra-curricular activities. Information and enrollment procedures are announced during homeroom. Students are required to submit a permission slip for each activity during the enrollment period. After-school clubs and intramurals, unless otherwise specified, occur between 2:30p.m and 4:00p.m.

INTERSCHOLASTIC ATHLETICS

Fall	Winter
Girls Volleyball	Girls Basketball
Co-Ed Soccer	Boys Basketball
Girls Field Hockey	Wrestling

Spring
Co-Ed Track and Field
Boys Volleyball

INTRAMURALS AND CLUBS

<u>Intramurals</u>	<u>Clubs</u>
Soccer	Student Council
Basketball	Yearbook
Flag Football	Kids Who Care
Lacrosse	Drama
Geography Bee	Student Council
Math Counts	Art
Math League	Technology
Science Olympiad	
Odyssey of the Mind	
Geography Bee	
Spelling Bee	

Any student may be removed from any extracurricular activity for failure to maintain a good academic average or for disciplinary reasons. In some activities, a suspension from school will result in disqualification.

Transportation After Athletic Events

Home games: Students are required to provide their own transportation home after athletic events. Any student who cannot provide themselves with transportation must take the 4:30 activity bus home.

Away games: Students are required to take the activity bus to the visiting school. The activity bus will return students to H.B. du Pont Middle School following the competition. The drivers will then transport those athletes who need a ride home.

Students are required to take the activity bus back to H.B. after games or competitions. Parents who wish to take their child home from an away game should consult with the coach prior to the game for permission.

Please note that all athletic competitions (home & away) usually last later than 4:30 p.m.

Coaches with student athletes without a ride home or are waiting for a parent pickup must wait with that child until they are safely picked up by a parent or guardian.

Parent pick-up after athletics & clubs will be in the staff parking lot only. We are having issues with parents occupying the bus lane in the front of the building causing the busses to have to wait for space in the circle. This issue may cause delays to the driver's schedule. Thank you from the staff and administration at H.B. duPont for your cooperation and understanding.

Athletic Eligibility, Passing Work, From the DIAA Handbook

2.6.1 In order to be eligible for participation in interscholastic athletics, including practices, a student must pursue a regular course of study or its equivalent as approved by the local governing body, and must be passing at least four (4) courses. Two (2) of those courses must be in the areas of English, Mathematics, Science, or Social Studies.

2.6.1.1 A student who is receiving special education services and is precluded from meeting the aforementioned academic requirements due to modifications in the grading procedure or course of study, shall be adjudged eligible by the principal if he/she is making satisfactory progress in accordance with the requirements of his/her individualized education plan (IEP).

District procedures for riding a bus due to their participation in a school sanctioned activities

- A student is to receive a pass daily when the student has permission to ride a bus due to their participation in a school sanctioned activity.
- The advisor/sponsor will need to sign the pass with the student's name and month on the pass and check the date number.
- Bus drivers have been directed to turn these in (contractors will have a process established by the transportation supervisor).
- Students will not be allowed on the bus if they do not have a signed pass.

BAND AND CHORUS

Students are placed into different rehearsal and performance groups based upon auditions and instrumentation needs.

Chorus is available in all three grades to interested students.

Students who have been suspended or excluded from school are not eligible for participation in band or chorus field trips or festivals.

DANCES/TEEN CENTERS

Throughout the school year dances or teen center activities are scheduled for H.B. students. A few simple rules are listed below to assure not only that students enjoy themselves at the event, but also that the conditions of the dances are in accordance with school policy.

- Students must be in school to attend any after school event.
- Students must enter and leave through the front entrance of the building.
- Students must remain at the event until the end unless their parent or guardian arrives to escort them prior to the scheduled ending time.
- Students must arrange rides home for the scheduled ending time of the event.
- Students must dress in accordance with the school dress code.
- Students must cooperate fully with teachers and chaperones.
- Students with behavior problems are not permitted to attend these activities.
- Admission costs will vary based upon the event.
- Guests, non HB students, are not permitted.

LIBRARY

The school library is an information and research center. Its collection of books, magazines, and computers support our academic curriculum and can be a source of genuine pleasure. The library is available for student use during the school day with a note from your teacher.

Students are to return books directly to the librarian or to the book-drop container, never back to the shelves. Students are to return magazines and reference books to the shelves provided.

Students will be financially responsible for lost or damaged books. Fines are assessed for overdue books.

Library/school computers are for school related work, ONLY. Students are NOT permitted to send E-Mail messages through school computers.

FIRE AND SAFETY DRILLS

Fire and safety drills are periodically held to teach the students the proper way to leave the building. Fire and safety drill exit signs are posted in each classroom. Students are to quietly and quickly follow all directions given by teachers and other school or fire department personnel.

ASSEMBLY ETIQUETTE

Assemblies for educational and entertainment purposes are held during the school year. Conduct should include courtesy and appreciation at all times. Reasonable applause is acceptable to show appreciation. Whistling and “booing” will not be tolerated as means of expression. Attending assemblies is a privilege. Students abusing this privilege will be removed from the assembly.

BUS TRANSPORTATION

Safety is of primary concern in bus transportation. Riding the school bus is a privilege, which may be revoked if safety and school rules are not observed. Rigid standards of discipline must be maintained at all times in order to assure the safety of each passenger.

Students should be on time at their designated school bus stop and wait until the bus comes to a complete stop before attempting to enter. Students must board and depart the bus at their

assigned bus stops. Students may not ride a different bus or ride to a different destination. The Red Clay School District does not provide personal transportation for social reasons.

Questions about transportation should be directed to the transportation office at 322-0251. School bus discipline procedures are found in the Code of Student Conduct.

While riding the bus students should remember the following:

1. Stay seated while the bus is in motion.
2. Do not throw trash on the floor of the bus.
3. Keep all parts of the body inside the bus window.
4. Do not leave the bus from the emergency door, unless directed by the driver or if a genuine emergency exists
5. Screaming and shouting are prohibited.
6. Do not throw objects either in the bus or out the windows of the bus.

Students assigned a bus are not permitted to walk or ride their bicycles to or from school without prior written parental request and approval of the principal.

FIELD TRIPS

All trips must be approved by the principal and by the district office. Appropriate conduct and behavior is important. All school rules apply while on a field trip. Students who display behavior problems in school may be denied permission to attend a field trip.

RETENTION GUIDELINES FOR GRADES 6-8

RETENTION: In middle schools that schedule Reading and English as one (1) class: students must earn passing final grades in Reading/Language Arts plus two (2) of the remaining three (3) core subjects (Mathematics, Social Studies and Science). If Reading and English are two classes, students must earn passing final grades in Reading and English and two (2) core subjects (Mathematics, Social Studies, and Science).*

At the Cab Calloway School of the Arts (middle school), students must meet the above requirements and earn passing final grades in three (3) of the four (4) core subjects (Mathematics, Science, Social Studies, and Arts major).

Students can have no more than two (2) failing grades in exploratory courses (e.g., health, physical education).

PLACEMENT IN GRADE: Students in grades 6, 7 and 8 not meeting promotional requirements may be placed in the next grade if it is in the best interest of the pupil, or he/she has been retained two (2) years or more years and if not prohibited by State Law.

PROMOTION AND PLACEMENT REQUIREMENTS FOR STUDENTS WITH AN INDIVIDUALIZED EDUCATION PLAN: For students with an Individualized Education Plan, including students who participate in a functional life skills curriculum, the IEP team will determine promotion and placement according to the provisions of the student's IEP using all available data and in consultation with the student's parent(s) or guardian(s).

PROMOTION REQUIREMENTS FOR STUDENTS WITH LIMITED ENGLISH PROFICIENCY/ENGLISH LANGUAGE LEARNERS: For LEP/ELL students, decisions for promotion and placement shall be made by the school principal in consultation with teacher(s) and parent(s) or guardian(s). After one (1) year, promotion decisions for ELL students shall be determined as for other students.

TIMELINE: The following timeline is recommended for grades 6-8:

END OF SECOND MARKING PERIOD: Students who failed Reading/Language Arts or two (2) core subjects will receive notice that they are in danger of failing for the year.

THIRD MARKING PERIOD CONFERENCES: Parents of students who are failing Reading/Language Arts or two (2) core subjects will be asked to attend a conference.

END OF THIRD MARKING PERIOD: Students who are failing Reading/Language Arts or two (2) core subjects will be notified that their promotion is in danger.

FOURTH MARKING PERIOD INTERIMS: Parents will be notified as to which subjects students are in danger of failing.

STUDENT WELLNESS

In accordance with the Child Nutrition and WIC Reauthorization Act of 2004, the Red Clay Consolidated School District establishes this Student Wellness Policy.

Red Clay Consolidated School District recognizes that student wellness and proper nutrition are related to students' physical well-being, growth, development, and readiness to learn. The Board is committed to providing a school environment that encourages student wellness, proper nutrition, nutrition education, and regular physical activity as part of the total learning experience. In a healthy school environment, students will learn about and participate in positive dietary and lifestyle practices that can improve student achievement.

To ensure the health and well-being of all students, the Board establishes that the district shall provide to students:

- A comprehensive food service program consistent with federal and state requirements.
- Access at reasonable cost to foods and beverages that meet established nutritional guidelines.
- Physical education courses and opportunities for developmentally appropriate physical activity during the school day.
- Curriculum and programs for grades K-12 that are designed to educate students about proper nutrition and lifelong physical activity, in accordance with State Board of Education curriculum regulations and academic standards.

The Superintendent, through the Food Service Manager and the School Principals, shall be responsible to monitor district schools, programs, and curriculum to ensure compliance with this policy, related policies, and established guidelines or administrative regulations.

The Board shall appoint a Wellness Committee that includes at least one of the following: a Board member, a district administrator, the district food service manager or representative, a parent or guardian of an enrolled student, an enrolled student, a PTO representative, a member of the public, a teacher, a school nurse, and a representative of special needs students.

The Wellness Committee shall serve as an advisory committee regarding student health issues and shall be responsible for developing and reviewing the Student Wellness Policy in order to make appropriate recommendations to the Board concerning the Policy.

The Wellness Committee may examine pertinent research and laws, assess student needs and the current school environment, review existing Board policies and administrative regulations, and raise awareness about student health issues. The Wellness Committee may make policy recommendations to the Board related to other health issues necessary to promote student wellness.

NUTRITION EDUCATION

The goal of nutrition education shall be to teach, encourage, and support healthy eating by students – for the reason that promoting student health and nutrition will enhance readiness for learning and increase student achievement.

Nutrition education will be provided within the sequential, comprehensive health education in accordance with State Board of Education curriculum regulations and the academic standards for Health, Safety, and Physical Education and Family and Consumer Sciences.

Nutrition education shall provide all students with the knowledge and skills needed to lead healthy lives. Lifelong lifestyle balance shall be reinforced by linking nutrition education and physical activity.

The staff responsible for providing nutrition education shall be trained and prepared and shall participate in professional development.

BULLYING PREVENTION PROGRAM

Definition of Bullying: "Bullying is where one person or a group of people with power intentionally target another person who has less power, repeatedly and over time, to hurt the person physically, socially or emotionally" (Dr. Dan Olweus, 1993).

Prevention Program: H. B du Pont Middle School has adopted a bullying prevention program in order to maintain a learning and working environment which is free from bullying.

Bullying Prevention Committee: The Bullying Prevention Committee will coordinate our research-based schoolwide program. The committee will look for opportunities to prevent or reduce bullying in order to maintain a safe orderly learning environment. The committee will include an administrator, support staff, students, parents and teachers.

Committee Review Requirement: The Bullying Prevention Committee will be required to review the school's supervisory system in non-classroom areas.

Staff Reporting Requirement: The school staff will report bullying issues immediately to administrators.

Investigation Procedures: In a timely manner, administrators will promptly investigate possible bullying incidents to determine whether bullying has occurred.

Department of Education Reporting: All confirmed bullying incidents will be reported to the Department of Education within five working days.

Student or Caregiver Reporting: Students or caregivers will be encouraged to report possible bullying activity.

Caregiver Notification: When bullying activity has occurred, affected caregivers will be notified of the investigation results, which will identify the bullying activity, perpetrator(s), and victim(s).

School Staff Members and Medical Professionals Communication: When bullying activity results in the need for medical professional assistance, administrators will communicate with the appropriate medical professionals.

Program Implementation: The H. B. du Pont Middle School Bullying Prevention Program will be a year-round program.

District Notification: The H. B. du Pont Middle School Bullying Prevention Committee will notify the district office in writing of their compliance with the Red Clay Consolidated School District Bullying Prevention Policy by December 1 of each year.

Handbooks and Distribution: The H. B. du Pont Middle School Bullying Prevention Program will be placed in student handbooks and teacher handbooks. The handbooks will be distributed by January 1 each year.

Red Clay Consolidated School District Guidelines for Choice Termination

CHOICE TERMINATION FOR OUT OF DISTRICT STUDENTS

Attendance: A student is eligible for choice termination if he/she has at least 10 days unexcused absent or ten days unexcused tardy. A student is also eligible for choice termination if he/she has 25 or more absences or tardies, excused or unexcused. A visiting teacher referral must be

initiated when a student has reached ten days unexcused absence. A VT referral for ten days tardy is not required.

Academic Performance: A student is eligible for choice termination if he/she fails to meet the district or State criteria for promotion to the next grade.

Behavior: A student is eligible for choice termination if he/she has at least three out of school suspensions, a combination of at least five in or out of school suspensions or one or more serious violations of the code of conduct. Serious violations are considered to be actions that jeopardize the safety of students or staff.

CHOICE TERMINATION FOR IN-DISTRICT STUDENTS

In-district students may have their choice enrollment terminated for failure to meet the district standards for attendance and/or behavior. An in-district student is not eligible for choice termination based only on academic performance.

In-district students will be judged by the same standards as out-of-district students for attendance and behavior. The procedures outlined above are applicable for in district students.

DISCIPLINE: A GENERAL STATEMENT

Discipline policies of H. B. du Pont Middle School are in compliance with the Red Clay Consolidated School District's Student Code of Conduct. Students are given a copy of the Code at the start of each year. Instruction in the Code is carried out through our Social Studies Department and is a part of our curriculum. Students are responsible for reading and understanding the Code. Students who enroll after the Code of Conduct is disseminated in the fall will be given a copy of the Code through the Guidance office. A major consideration of the code is to identify appropriate disciplinary actions that bring about positive student behavior. Both administrators and staff play a vital role in the process.

Under the state law, school districts may terminate CHOICE placements at the end of the school year for specific reasons. These reasons include: failure to comply with the receiving district's requirements for attending school or class; multiple violations of, or one or more serious violations of, the district's student code of conduct; and failure to meet the academic standards (out-of-district students only) for the school or program.

The Student Code of Conduct contains pertinent information for students and parents, much of which is not repeated in the Student Handbook. The Code contains chapters on:

1. Student Rights and Responsibilities
2. School Attendance
3. The Rights of Students and Parents
4. Drug and Alcohol Policy
5. Violations of the Code of Student Conduct

Our commitment is to an atmosphere conducive to learning. No student will be allowed to disturb a class, or violate the rights of a staff member or other student. We have adopted a no-nonsense policy toward discipline.

Students will be arrested for any infractions that violate the laws of this State in conjunction with any administrative action as a response to the infraction as stated in the Red Clay Consolidated School District Code of Conduct.

In School Suspension Room

Any student sent out of a classroom for disruptive behavior will report immediately to the Time Out Room/In School Suspension Room. A refusal by a student to leave the room will be viewed as defiant behavior. If a student feels that he or she has been unfairly treated he or she will report to the in school suspension room and arrange for a meeting with his or her administrator in an appropriate way.

The In School Suspension Room will address the need to remove disruptive and disorderly pupils from the regular classroom. The setting is intended to facilitate behavioral changes. It will also serve as an option to out-of-school suspension and will assist in the transitioning of students from an alternative to regular school program. The coordinator will interface with students having difficulty with any aspect of social or academic behavior. The Coordinator will work collaboratively with the administrative staff and school intervention team to initiate contacts with parents and to make recommendations for referrals to district and outside agencies and organizations for assistance and follow-up.

The program is designed to provide students the opportunity to continue their schoolwork in a quiet study atmosphere, to explore positive alternatives to problems, and to learn to make decisions that lead to productive school and/or classroom behavior.

DETENTION (2:35 pm to 4:15 pm)

Students who are assigned detention are required to stay after school on the appointed day. Bus transportation is provided. Failing to show for an assigned detention may result in suspension. If a conflict should arise, the student should share the concern with the staff member who assigned the detention. Office detentions will be given with at least a 24-hour notice. Detention days are determined at the start of each school year.

Detention Rules

1. Students must report to detention by 2:35 p.m. and will remain until 4:00 p.m.
2. Behaviors will be the same as expected in a regular class with the exception that students are not allowed to speak to one another without permission from the supervising teacher.
3. Students may be allowed to do homework or other writing or reading of their choosing.

Any student who violates any of the rules of the detention will be referred to an administrator. The administrator will decide on further disciplinary action. Students who are disruptive in the ISS or detention setting are subject to out-of-school suspension.

COMMUNICATION DEVICES/CELLULAR TELEPHONES

The RCCSD acknowledges that electronic communication devices such as cell phones are increasingly common and provide students and their families with a sense of security and safety through immediate and direct communication. However, use of electronic devices during the school day disrupts the educational process. In addition, use of cell phones during fire drills or in the case of an emergency may create dangerous situations by disseminating misinformation, or interrupting administrative procedures.

Therefore, the unauthorized use of an electronic communication device, including but not limited to cell phones, text messages, iPods, CD players etc. is prohibited during the school day or at designated school events. During the school day, students must turn electronic devices off and secure them out of sight.

Please refer to the administrative guidelines included in the Code of Conduct for the disciplinary consequences associated with the unauthorized use of electronic communication devices.

Cell phones and other electronic devices are personal property and students are urged to take precautions to guard against loss or theft. The RCCSD is not responsible for the loss or theft of students' personal property.

HALL PASSES

If you need to be excused from one teacher's class to do work in another class, you must obtain written permission before that class period. Both teachers must give permission, and you must be supervised. Students are not permitted in the halls during class periods unless they are accompanied by a teacher or have a hall pass signed by a teacher. Bathroom and locker passes will be issued by the teacher only on an emergency basis during class. Students should use the restroom before homeroom, between classes, during lunch, and after school. A student must request a pass from the teacher before leaving the classroom. A "10 Minute Rule" applies throughout the school day. Students may not be excused from class for the first or last ten minutes of the period.

Dress Code 2010/2010

The following regulations shall govern the dress and grooming of students. Student dress may vary with instructional activity and special events when announced by the principal.

H. B. du Pont Middle School Dress Code 2010/2010

- H. B. du Pont Middle School shirts (Polo style)
 - Polo style shirt (any solid color)
- Dockers/uniform style pants (khakis – any solid color) or corduroy pants (any solid color)
- “Reasonable length” shorts will be considered acceptable wear if they are “Dockers

- style (khakis– any solid color) or corduroy (any solid color)”
 - H. B. du Pont Middle School sweatshirts (in class, during cold weather)
 - H. B. du Pont Middle School jackets (in class, during cold weather)
- GIRLS have an additional option of wearing dresses and skirts
- Dresses and skirts (any solid color) must be no shorter than 3 inches above the knee (both front and back).
 - No denim skirts are allowed.
 - Slits in the skirt are to be no higher than 2 inches above the hem.
 - Slits on long skirts/dresses may not extend above the knee.

Additional Safety /Clarifying Comments:

- Clothing must be solid color.
- Clothing must be in good condition. For example, the hem at the bottom of pants may not be intentionally cut or torn.
- Appropriate and safe footwear must be worn at all times. Shoes must have a "closed back" for safety reasons. House slippers are not appropriate in school or at school functions.
- Hats, headbands, head coverings and ear coverings are not to be worn in the building during school hours.
- Any garment deemed inappropriately tight, short, or revealing is prohibited. For example, polo shirts must fit so that they may be easily buttoned.
- Any attire that is disruptive to the educational process is prohibited. Attire that is unsafe, unhealthy, offensive to generally accepted standards, or obscene is not to be worn. Decals, slogans, or pictures that contain references to illegal substances (i.e. e. alcohol, drugs, etc.) or immoral behavior are not allowed.
- Accessories such as obtrusive jewelry, dangling scarves, and large belts are not permitted.
- Pants worn in a “Sag and Drag” fashion (pants worn below the waist to the extent that the underwear and/or skin is/could be exposed) are not permitted in school or at school functions.
- Cargo shorts and cargo pants are not permitted in our dress code. Cargo pants were designed for "tough, outdoor activities." They have baggy pockets and are loose, permitting free movement. In most cases, close fit pockets will be considered acceptable wear and may be worn.
- Polo style shirts must be worn under sweatshirts.
- An additional layer of solid color clothing such as turtlenecks or long sleeve thermals may be worn under the polo style shirt for warmth.
- Items not specifically covered in the above listed regulations and dress code will be at the discretion and good judgment of the principal.

ILLNESS/ACCIDENTS

Students who become ill during the school day shall report to the nurse. Linger in the lavatory is not allowed. Only the nurse is authorized to arrange early dismissals for illness. If a student suffers an accident at school, the nurse will take appropriate medical action to include submitting a detailed report of the accident in a timely fashion. Students and parents are responsible for keeping Emergency Data Cards current. Only if this is done, will we be able to provide the standard of childcare expected. Every accident in the school building, on the school grounds, during intramurals or any athletic event sponsored by the school must, be reported immediately to the person in charge and to the school nurse.

HEALTH SERVICES/NURSE

The duty of the school nurse is to promote and maintain the health and safety of students and to provide direct intervention in emergencies, illness, communicable disease, and other health problems. Health screening will include vision and hearing exams.

The school nurse is available during the school day. Unless an emergency exists, the student is to report to class first, get a hall pass from the teacher, and then proceed to the nurse.

MEDICATION POLICY

The school nurse may administer medication during school hours upon written request from a physician or parent. All medications sent to school must be in the original container, this is the law. Medication must be labeled with the student's name, medication name, and dosage, date of prescription and doctor's name. Both must be kept in the nurse's office. Students may not carry any medication on their person or store it in their locker i.e., Tylenol, Aspirin, inhalers, etc.

INCLEMENT WEATHER PROCEDURES

Inclement weather may necessitate a decision to delay the opening of or to cancel school on certain days. In those cases, parents and students will be notified through local radio stations. Early closings will also be announced on the radio. All days lost because of inclement weather must be made up at a later date.

It is important that when there are school opening delays, such as two hours late, that our school be considerate to those children who arrived early for whatever reason. During times of school opening delays, staff members are expected to arrive at work as close to their regular work time as possible. The reason for delayed openings is generally to keep busses off of the highways during the morning rush hour. Early dismissals for emergency reasons should be treated in a similar manner. The staff is expected to remain with students until they have been dismissed and busses have departed.

Emergency broadcasts will be made from these radio stations: WILM (1450 AM); WDEL (1150 AM); KYW (1060 AM); WJBR (99.5 FM); WSTW (93.7 FM).

ACTIVITY BUS

Transportation will be provided for students involved in clubs and intramural activities. The activity buses leave school at 4:15 p.m. Parents picking up students after the conclusion of activities are requested to be at the school by 4:00 p.m. When the activity buses are ready to leave, any student still waiting for a ride will be placed on the bus. The bus will be provided Monday through Thursday. A 5:30 bus will be provided for students who are members of sports teams and who are engaged in after school practices.

TELEPHONE USE

Public phones have been installed as a public service. Telephone calls on these phones cannot be made during the school day. Emergency calls may be made when an administrator grants permission.

Students who need to make emergency calls during the school day need to get permission from an administrator.

LOCKER RULES/EXPECTATIONS

A locker is assigned to each student at the beginning of the school year. Due to the large number of students, lockers are shared. The lockers remain the property of the school, not the student, and as such, the lockers remain under the authority of the school. The school is not responsible for lost/stolen articles or money.

1. Your locker should be used to store books, outer garment (including hats) and other school-related materials.
2. The student is responsible for keeping his/her locker combination private and must not share this information with any other student for any reason.
3. Students are permitted to use their lockers prior to homeroom, before and after lunch and at the end of the school day. Exceptions to these times require written teacher permission.
4. If for some reason the locker does not function properly, the student is to report the problem to the grade level administrator. Forgotten combinations can also be requested from the homeroom teacher.
5. Students may not install another lock on their hall or physical education lockers. Lockers are checked periodically by school officials to assure cleanliness; and if necessary, to search for possible stolen materials or forbidden items. The cost of replacement for a combination lock is \$5.00

School lockers are school property and may be subjected to search at any time.

LOST AND FOUND

Students should check with their advisor and the main office for lost items. Unclaimed clothing is periodically donated to charity during the school year.

COPY MACHINE

No individual student may use the copy machine for private purposes.

CAFETERIA

Our cafeteria operates on a personal ID number system. Once you receive your PIN number, do not share it with anyone.

H. B. du Pont Middle School is a closed campus. No student is to leave school except as set forth in the early dismissal regulations. During the assigned lunch period, a student must be in the cafeteria or designated area. No one is to be anywhere else during lunch. Lunches/food may not be taken from the cafeteria.

Cafeteria behavior is expected to be within the bounds dictated by good manners and common courtesy. Obviously, throwing food, leaving trays, etc., do not fit examples of good behavior. Throwing food or any object is grounds for immediate suspension. The cafeteria is a place to eat, relax, and chat with friends. The cleaner we keep it, the more pleasant the time, and the more pride we can take in our school.

Red Clay Consolidated School District is part of the Federal Lunch Program, and reduced price lunch information will be made available to all students at the beginning of the year. Federal Law prohibits the sale of any food items not part of the lunch program during lunch. This applies to both fundraisers and school stores.

Conduct in the cafeteria is to be the same as what is expected in any other eating establishment. Each group using the cafeteria is responsible for leaving the tables neat and clean for those who follow. The teachers, cafeteria personnel, and your fellow students will appreciate your cooperation in the following:

- Sit at your reserved table.
- Glass containers are not allowed.
- Remain seated at your table unless a staff member on duty gives permission to do otherwise.
- Rearranging chairs or tables is not allowed.
- Cutting into the lunch lines is not allowed.
- Throw away all lunch litter in trashcans.
- Throwing food is not allowed.
- Leave the table and floor in your area in a clean condition for others.
- Remain in the cafeteria until properly dismissed.

Food or beverages may not be taken from the cafeteria. Any food or beverages found in any other area of the school are subject to confiscation by school personnel.

Examples of responsible cafeteria behavior are:

- maintaining an appropriate voice level
- leaving a clean table when through eating
- making sure all waste is properly discarded
- keeping food in the designated eating areas
- sitting in your assigned area

Examples of inappropriate behavior are:

- using a loud voice
- taking food from a classmate's tray
- leaving the table without cleaning the area
- wandering around the cafeteria
- leaving the cafeteria or recess area without permission

VISITORS

Students may not bring visitors to school, unless they request and receive administrative permission prior to the visiting day. Upon arrival to school, the host and guest should proceed directly to the main office. The visitor should be introduced to one of the principals or the secretary, who will issue a permit to allow the visitor to attend class.

Other visitors here on legitimate business should first report to the main office to obtain a visitor's pass. Upon completion of their business, all visitors will return the visitor's pass to the office and leave the building.

No visitor will be approved who cannot display valid identification. No outside student may visit more than once during the school year.

Anyone without legitimate business on school property may be charged and arrested, without warrant, by the police.

BUILDING USE

H. B. du Pont Middle School is community oriented and our facilities are available for use by the community. A Facilities Use form is available through the main office.

PARENT'S RIGHTS AND RESPONSIBILITIES

The Red Clay Consolidated School District has adopted policies requiring students to meet our Board of Education's standards and also, for promotion in grades K-12. The Board believes that learning best takes place when there is a shared effort, interest and motivation by parents, school and district staff. We are committed to your child's success in school and promise to work together to promote student achievement.

The school and district have a responsibility to:

- Notify parents when their student's absences become excessive and/or attendance interferes with student progress according to the Red Clay Attendance Code;
- Provide appropriate instruction that reflects State and District standards;
- Respond to parent communications within three days;
- Promote consistency in following the Red Clay *Student Code of Conduct* to ensure the safety and well-being of all;

- Share information about outside resources with parents having problems keeping students properly prepared for school; i.e., well rested, fed, clothed, clean and health needs met; and
- Provide parents information related to instructional programs.

As your child's first teacher, parents have a responsibility to:

- See that your child attends school daily, as outlined in the attendance code
- See that your child's homework is completed on time and eliminate distractions--- (television, video games, computer play);
- Respond to school staff communications, i.e., conferences, telephone calls or letters, within three days;
- Accept responsibility for your child's school behavior outlined in the Student Code of Conduct by supporting the District's discipline policies and,
- See that your child is properly prepared for school; i.e., well rested, fed, clothed, clean and has all health needs met and is ready to learn.

STUDENT PUBLICATIONS

School publications such as yearbooks and school newspapers afford an educational experience for those students interested in these activities and should provide an opportunity for the sincere expression of all facets of student opinion. These guidelines should be followed:

- 1) The faculty advisors shall advise on matters of style, grammar, format, and suitability of materials.
- 2) School publications shall reflect the policy and judgment of the student editors. Materials of a controversial nature should not be prohibited unless:
 1. Material clearly endangers health or safety of students.
 2. Material imminently threatens to disrupt the educational process of the school.
 3. Material is of a libelous or obscene nature.
 4. Material threatens any person or group within the school or advocates discrimination based on race, color, religion, gender, national origin, or handicapped status.
 5. Material advocates violation of the law or official school regulations.
 6. Material is not verifiable in the light of available facts.
 7. Material that is not consistent with the basic educational mission of the publication and/or its theme.
- 3) All school publications must be submitted to the principal or his/her designee prior to distribution. The final decision as to the suitability of material shall rest with the school administration after consultation with the student editor and faculty advisor. Parties shall have the right of appeal.

SCHOOL WIDE COMPUTER / **INTERNET GUIDELINES**

1. Computers are intended for school related research. Sites that contain vulgar, anti-social, harassing, or pornographic information are strictly prohibited.
2. Only school related information is permitted to be printed.
3. Recreational use is prohibited. This includes chat rooms and game sites. Games slow down the network.
4. The programs, settings, and the desktop may not be altered.
5. Red Clay computers are not to be used by students for e-mail. This is a district policy.
6. Unauthorized programs may not be loaded or downloaded.
7. Students must have a signed Acceptable Use Policy on file to access the Internet.
8. No food, drink, or gum is permitted near the computers.
9. Students who violate these guidelines will lose computer privileges and/or receive a student behavior referral.

Computers should not be moved from one room to another. Technology must approve and make all moves.

Class Rotation

Sixth Grade

	DAY 1	DAY 2	DAY 3
1	7:45- 8:35	6 7:45- 8:35	4 7:45- Exploratory 8:35 1
2	8:35- 9:25	7 8:35- 9:25	5 8:35- Exploratory 9:25 2
3	9:25- 10:25	1 9:25- 10:25	6 9:25- 10:25
4	10:25- Exploratory 11:15 1	10:25- "A" Lunch 10:55	7 10:25- 11:15
5	11:15- Exploratory 12:05 2	2 11:00- 11:50	11:15- "B" Lunch 11:45
	12:05- "C" Lunch 12:35	3 11:50- 12:40	1 11:50- 12:40
6	12:40- 1:30	4 12:40- Exploratory 1:30 1	2 12:40- 1:30
7	1:30- 2:25	5 1:30- Exploratory 2:25 2	3 1:30- 2:25

Seventh Grade

	DAY 1	DAY 2	DAY 3
4	7:45- Exploratory 8:35 1	1 7:45- 8:35	6 7:45- 8:35
5	8:35- Exploratory 9:25 2	2 8:35- 9:25	7 8:35- 9:25
6	9:25- 10:25	3 9:25- 10:25	1 9:25- 10:25
7	10:25- 11:15	4 10:25- Exploratory 11:15 1	10:25- "A" Lunch 10:55
	11:15- "B" Lunch 11:45	5 11:15- Exploratory 12:05 2	2 11:00- 11:50
1	11:50- 12:40	12:05- "C" Lunch 12:35	3 11:50- 12:40
2	12:40- 1:30	6 12:40- 1:30	4 12:40- Exploratory 1:30 1
3	1:30- 2:25	7 1:30- 2:25	5 1:30- Exploratory 2:25 2

Eighth Grade

DAY 1		DAY 2		DAY 3	
6	7:45- 8:35	4	7:45- 8:35	Exploratory 1	1 7:45- 8:35
7	8:35- 9:25	5	8:35- 9:25	Exploratory 2	2 8:35- 9:25
1	9:25- 10:25	6	9:25- 10:25		3 9:25- 10:25
	10:25- 10:55	"A" Lunch	7	10:25- 11:15	4 10:25- 11:15
2	11:00- 11:50			11:15- 11:45	"B" Lunch
3	11:50- 12:40		1	11:50- 12:40	
4	12:40- 1:30	Exploratory 1	2	12:40- 1:30	6 12:40- 1:30
5	1:30- 2:25	Exploratory 2	3	1:30- 2:25	7 1:30- 2:25
					5 11:15- 12:05
					12:05- 12:35
					"C" Lunch