



**ALEXIS I. DUPONT HIGH SCHOOL**  
**STUDENT HANDBOOK**

**2011- 2012**

# **ALEXIS I. DUPONT HIGH SCHOOL**

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## TO THE STUDENTS:

Welcome to Alexis I. du Pont High School. As a member of the student body, you are part of a tradition of excellence in education that goes back over one hundred years. This student handbook is filled with useful information about school policies, activities, grades and many other questions that students ask daily. It is your responsibility as a student to become familiar with the Handbook, the Curriculum Guide, and the Student Code of Conduct for the Red Clay Consolidated School District.

While brief parts of these three documents overlap, each is distinct in the type of information it gives you. Keep them for easy reference. They will answer many questions that will continually arise about things you need to know.

If you have questions that are not answered in this book, seek help and advice from your advisory teacher, classroom teachers, school administrator and/or the nurse.

Your guidance counselor will probably be rather busy the first few weeks of school, but he or she will be glad to listen to your concerns and to answer questions. Get the maximum benefit from our educational and co-curricular programs. Joining a club or activity is an opportunity to form friendships, develop leadership capacities and to learn to work as part of a team. All of these qualities contribute to success in later life.

Enjoy your school. Respect its rules, protect its property and make the best contribution you can. These are the years you will look back on with fondest memories in the future. Our wish is that those memories be filled with the valuable contributions that you have made to the school, society, and world.

Sincerely,

THE ADMINISTRATION AND STAFF

### **Resolution**

The RCCSD will provide a high quality education to all of our students in all of our schools. All Delaware Content Standards will be taught. All our students will learn this content. This will promote understanding and prepare all our students for success in the 21<sup>st</sup> century.

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**ALEXIS I. du PONT ALMA MATER**

Alexis I. we bring to thee  
Devotion tried and true.  
With honor, faith and loyalty  
Your standards we'll imbue.  
And when we think in later life  
Of years we spent with you,  
Then from within our hearts  
You'll hear  
Hail to the Gold and Blue.

**Alexis I. du PONT FIGHT SONG**

We're from Old Alexis. We're not as big as Texas,  
But we've got what it takes to make a name.  
We've got lots of spirit and you're gonna hear it  
When we win this football game.  
Now there's a time for learning,  
But now it's time for turning  
To the boys who will get us what we want.  
The foes will suffer when they see we're tougher  
From Alexis I. du Pont.

MASCOT: The Tiger

COLORS: Blue & Gold

**MOTTO: Stand Upright and Endure**

**SCHOOL PRIDE SLOGAN: You Cannot Hide That Tiger Pride**

### A/B Block Schedule

Block	START TIME	END TIME	TOTAL MINUTES
1 <sup>ST</sup>	7:35	9:10	95
2 <sup>nd</sup>	9:15	10:40	85
3 <sup>rd</sup>	10:45	12:55	130
Lunches			
1 <sup>st</sup> lunch	10:40	11:10	30
2 <sup>nd</sup> lunch	11:15	11:45	30
3 <sup>rd</sup> lunch	11:50	12:20	30
4 <sup>th</sup> lunch	12:25	12:55	30
4th	1:00	2:25	85

### SUCCEED IN HIGH SCHOOL

As a High School Student, you hear many opinions about what it takes to be successful. From the Administration & the Guidance Counselors the following recommendations are the keys to your success

- Every student should get involved in a sport, an activity or a club
- As a Freshman begin planning for the future
- Achieve high grades-starting with the first marking period
- Challenge yourself with harder classes
- Be responsible
- Be consistent; do not get behind in your class assignments; homework assignments; projects and schedule allotted study time for test.
- Study every evening what you learned in your classes that day
- Seek help whether it is academically, emotionally, or socially
- Study hard
- Have fun
- Get a job no more than 3-4 hours a day to make some money.
- develop good organizational skills, discipline and responsibilities
- Make the use of your School Agenda routinely by writing in your; homework assignments, projects & test dates.

Success in High School leads to success in later in life. Whether you choose to continue your

education at a higher level or pursue a career, find the balance that works for you to start achieving success now.

### **A QUICK GUIDE TO THE STUDENTS' DAY**

1. First period meets for 95 minutes. During this time, your first period teacher takes attendance, and gives out information from the office. The pledge of allegiance is said, a moment of silence is observed, and announcements are read over the public address system
2. SCHEDULED CLASSES: The school operates on an A/B day block schedule. Because of the alternating A/B schedule, each class does not meet every day.
3. BREAKFAST: Grab n' Go breakfast is from 7:20 to 7:30. Students purchase pre packaged breakfast in the cafeteria and proceed to their first period class.
4. LUNCH: Lunchtime is from 10:40 to 12:55. You eat with your class that meets during the 3<sup>rd</sup> block. A schedule of which classrooms have which lunch slot is posted on each teacher's bulletin board.
5. LOCKERS: Each student is provided with a locker and a combination that is known only to you, your first period teacher, and the office staff. ***Do not give your combination out.*** It only causes problems. You may go to your locker before classes and at lunchtime. Keep your locker clean and organized. You are responsible for its contents at all times. If a locker problem occurs, put it in writing and hand your concerns to the office staff. A form is provided for that purpose in the main office.
6. USE OF SCHOOL GROUNDS DURING THE DAY: All outside areas are off limits during the school day.

### **WHEN STUDENTS & PARENTS HAVE PENDING QUESTIONS:**

- Please gather your facts/information on topic.
- If the topic is related to a class situation or subject matter immediately contact the teacher through email or a phone call.
- If the topic is guidance related please call the Guidance Office and request the assigned guidance counselor to contact you.
- Contact the Administration if protocols are not followed through.

### **HOME ACCESS (HAC) CENTER**

HAC is a website for parents, guardians and students should visit on a routine basis as one means of monitoring student scheduling, grades, assignments etc. Any questions regarding student academic performance should be directed to the teacher involved, counselor or administrator.

### **Student Success Plans (SSP)**

The SSP program is both unique and exciting in that it empowers students to plan their own success. The online tools are user friendly and invite exploration and discovery. Students can use the program at school and home or anywhere they have computer access. While teachers and counselors will provide guidance, students will be encouraged to use the program on their own to create their future.

## **ADVISORY PROGRAM**

Advisory is a program to assist students in meeting the challenges of their high school career:

- All students meet during pre-arranged dates
- It supports students in meeting their goals
- Helps students develop self-advocacy skills
- A vehicle for quality control of information
- A feedback mechanism from students
- Forum for open communication....school...student...parent...community
- Proactive strategies to help seek out students in crisis
- Monitors and assess progress...academics...involvement...and career activities

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## **BASIC RULES OF GOOD STUDENT CONDUCT**

In keeping with district policy, the Student Code of Conduct is a detailed guide to appropriate behavior, and the consequences of misconduct. It deals also with the student's rights of appeal of disciplinary action. Summarized below are the basic expectations of good student conduct at Alexis I. duPont High School.

- Attend school every day, unless legally excused. Arrive in sufficient time to reach the first class before the bell rings.
- Provide a written excuse from a legal guardian for all absences and/or tardiness upon arrival at school. This must be done no later than the second day after the absence.
- Come prepared to work with books, writing materials, and an attitude conducive to learning.
- Be polite and respectful to everyone.
- Passing time is five minutes between classes.
- This is a closed campus. Students remain on school property during the school day.
- Weapons, drugs, alcohol, and tobacco products are not permitted.
- Fighting, stealing, and verbal harassment are unacceptable behaviors.
- Dress appropriately for school. Clothing must not distract or interfere with the educational process. Bare feet and head apparel (hats, scarves, headbands, bandannas, etc.) are not allowed. Coats (outside apparel) are not to be worn during class.
- Your behavior on and off campus reflects on the school.
- Challenge yourself daily to be the best you can be.

## **PLAGIARISM**

To use and pass off as ones own ideas/writing /work without creating a source. Students that plagiarize any writing projects will be referred to the administration and their grade will reflect a deficiency in the quality of the work.

## **ALEXIS I. DUPONT HIGH SCHOOL ATTENDANCE POLICY**

Every parent, guardian, or in temporary guardianship of a child between the ages of 5 through 16 is required to send such child to school. School attendance is mandated by statute & by-laws and regulations of the State Board of Education.

If a student has 10 or more absences, official documentation such as a physician's note is required to excuse any absences thereafter. A written note from an appropriate individual such as a student's parent or physician must verify all absences.

The chief school officer of the local school district is responsible for enforcing the attendance laws of the state and is the person who may excuse a child for necessary and legal absences, subject to the provisions of the Delaware Code (Title 14, Chapter 27).

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**Excuses recognized as valid for "necessary and legal absences" are:**

1. Illness of child attested, if necessary, by a physician's certificate.
2. Contagious disease within the home of the pupil.
3. Death in the immediate family or a close friend.
4. Legal business.
5. Observance of a religious holiday.
6. Remedial health treatment.
7. Pre-arranged absence to visit a college or university, to participate in other educational experiences, and/or other emergency situations as determined by the school principal
8. Suspension
9. Absences for other reasons are classified as "unexcused."

**EXCUSED ABSENCE**

An excused absence from school or class is an absence for one of the reasons listed previously. For which the required parental note of explanation has been presented on the first or second day of the student's return to school or class.

Following such an absence, the student will:

1. Bring a note signed by a parent or guardian. The note shall contain the student's legal name, the date (s) of the absence, and the reason for the absence. (Failure to report the reason for the absence will cause the absence to be considered unexcused).

Note: A student who fails to bring a note signed by a parent or guardian on the first or second day of returning to school following an absence shall have the absence defined as unexcused. Work will be made up upon agreement between the teacher and student for unexcused absences.

**UNEXCUSED ABSENCE**

While an unexcused absence may result in a failing grade for all assignments due or tests missed, other instructional materials or assignments missed during the absence may, where feasible, be obtained at the initiation of the student and teacher. Following an unexcused absence from school or class, the time allowance for requesting the instructional materials or assignments from the teacher shall be equal to the number of school days or number of class meeting missed due to the absence. A teacher may extend this time allowance if the specific circumstances of the situation merit such action.

## **EXCESSIVE UNEXCUSED ABSENCES**

When a student is absent without an excuse more than the equivalent of ten days in one school year the student's absences are considered "excessive." When a student has excessive absences, the Superintendent's designee may, in his or her discretion, investigate whether extenuating circumstances exist which excuse the excessive absenteeism. The Superintendent's designee may be the immediate supervisor of the school in which the student is enrolled. If no extenuating circumstances exist which excuse the absences, the Superintendent or designee may determine that the student shall repeat his or her current grade, or in the case of a high school student, *shall not* receive course credits towards graduation. The policy does not apply to students with disabilities, as defined elsewhere in the Student Code of Conduct.

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### **Truant**

A child is considered truant if such child is absent from school without 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 fine or, in default payment of the fine imprisonment for not more than two (2) days for the first offense and not more than five (5) days for each subsequent offense.

### **Pre-Arranged Absence**

A pre-arranged absence is a student's absence from school for one or more days to visit a college or university or for other educational activities approved by the administration. The absence should be pre-arranged by writing the administration giving the full particulars of the absence. Approval for such absences should be sought, where practical, at least one (1) week prior to the date on which the absence is to occur. Upon the development of a plan by student and teacher for making up the assignments to be missed, the principal may then define the absence as "excused".

## **EARLY DISMISSAL AT PARENTAL REQUEST**

1. On the day that the student is to be excused early, the parent shall send a note to the school listing:
  - a The student's legal name
  - b Reason for leaving school early
  - c The phone numbers where the parent can be contacted for verification.

### **Without verification, no student will be dismissed.**

2. The student will bring the note to the main office before 7:50 a.m. The EARLY DISMISSAL excuse will be available in the main office prior to the student leaving school.
3. Upon his/her return to school, the student shall present the signed EARLY DISMISSAL form to the teachers whose classes were missed.
4. Early dismissals for reasons other than those defined as legal absence by the state can only be issued by the school administration.

5. The nurse shall sign Early Dismissals for illness and the student will leave when the parent arrives.

### **TARDINESS TO SCHOOL**

All students are expected to be punctual both to school and to classes. Any student who arrives after 7:35 will be listed as tardy. A student who arrives at school after 7:35 must report to the Late Center with a written explanation for his/her tardiness. Students should be aware that a written explanation from home is not an excuse for tardiness. Such reasons as car trouble, personal business, heavy traffic, needed at home, etc. **while understandable, are not acceptable excuses, and will be listed as unexcused.** Reasons as personal illness, medical appointments, and appearances in court will be considered as excused tardiness when verified by a note from home. The note must be brought on the date the student is tardy.

**Students returning back from an early dismissal are to report to the Late Center for an admission slip to class. (Except during lunch periods-students should report to the main office)**

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Unexcused tardy days to school and class will result in the following consequences:

- 1<sup>st</sup> tardy to school/class =Warning
- 2<sup>nd</sup> tardy to school/class=Warning
- 3<sup>rd</sup> tardy to school/class=Student/Administration Conference Parent/Guardian contacted
- 4<sup>th</sup> tardy to school/class=Warning
- 5<sup>th</sup> tardy to school/class=Warning
- 6<sup>th</sup> tardy to school/class=Student/Administration Conference Parent/Guardian contacted  
(Consequence assigned – Detention or Saturday School)
- 7<sup>th</sup> tardy to school/class=Warning
- 8<sup>th</sup> tardy to school/class=Warning
- 9<sup>th</sup> tardy to school/class=Student/Administration Conference Parent/Guardian

Conference

(Consequence assigned – Detention or Saturday School)

- **Continued tardiness to school/class after the 9<sup>th</sup> occurrence will be considered defiance and will result in student's Suspension from school and required parent conference upon return to school.**
- **All tardy days are reset to zero at the end of each marking period.**

### **CLASS CUT REGULATIONS AND PROCEDURES**

The following regulations/procedures will be implemented as an on-line referral that we may establish the importance of class attendance.

- Teachers will report students skipping class to the appropriate administrator using the on-line Behavior Referral system.
- No credit for work due on missed day of cut

### **CLASS CUT REPORT CONSEQUENCES**

- 1<sup>st</sup> class cut =Detention, Parent/Guardian Contacted
- 2<sup>nd</sup> class cut =Detention, Parent/Guardian Contacted
- 3<sup>rd</sup> class cut =Saturday School, Parent/Guardian Conference
- 4<sup>th</sup> class cut =Saturday School, Parent/Guardian Conference
- 5<sup>th</sup> class cut =Saturday School, Parent/Guardian Conference

**Continued incidents of cutting class will result in student's Suspension from school and required parent/guardian conference to return to school.**

**DRESS CODE VIOLATION CONSEQUENCES**

The following consequences will result for violations of the Dress code Policy:

1<sup>st</sup> dress code violation= Student changes clothes or waits in Time Out room for parent

2<sup>nd</sup> dress code violation= Student changes clothes or waits in Time Out room for parent and student is assigned (1) one after school detention.

3<sup>rd</sup> dress code violation= Student changes clothes or waits in Time Out room for parent and student is assigned (1) one Saturday School.

4<sup>th</sup> dress code violation= Student changes clothes or waits in Time Out room for parent and student is assigned (1) Saturday School and Parent conference required to return to school.

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Continued violations of the Dress Code Policy will be considered defiance and the student will serve 1 day Suspension from school.

For each violation the parent will be notified (phone call). If a parent cannot be reached the student will remain in Time Out and written notification will go home with the student that day.

**ELECTRONIC OFFENSE/ CONSEQUENCES**

Electronic devices are not permitted to be used during the school day. Examples of devices not permitted: cellphones; hand held gaming devices, personal music devices (iPod, CD player, MP3 player, etc.) and any other device the administration determines to be a distraction or safety concern. All electronic devices should be turned off and stored out of sight before entering the school building.

1<sup>st</sup> violation = electronic device is confiscated and returned to the student at the end of the school day

2<sup>nd</sup> violation = electronic device is confiscated and parent will pick up the device at the end of the school day

3<sup>rd</sup> violation = electronic device is confiscated, student is assigned (1) one after school detention and parent will pick up device at the end of the school day

4<sup>th</sup> violation = electronic device is confiscated, student is assigned (1) Saturday School and parent will pick up device at the end of the school day

5<sup>th</sup> violation = electronic device is confiscated, student is assigned (1) Saturday School, parent will pick up device at the end of the school day and parent conference required

Subsequent violations of the electronic devices policy will be considered defiance and result in a (1) one day Suspension out of school.

**BULLYING**

Is an act, physical, verbal or electronic, towards a student, school employee, or school volunteer that causes reasonable fear or substantial harm; interferes with a safe educational environment or coerces others to cause harm.

Bullying is a serious offense and can result in suspension/expulsion out of school. Please check the Red Clay Student Code of Conduct for details.

## **HALL PASSES**

Hall passes are required for all student movement through the halls except during the regular passing times between classes. A student leaving the classroom must use the hall pass (clipboard), located in each teacher's room. Students should not use the clipboard pass for guidance appointments. A blue pass is required to the guidance office; the pass must state (a) student's name, (b) the time, (c) destination, (d) teacher's signature, and (e) the date.

A student found in the halls without a pass will be directed to the Late Center.

When large groups of students are called on the P.A. system, e.g. a team leaving early for an away meet or a group going on a field trip, hall passes will not be required.

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## **USE OF THE NURSE'S OFFICE**

The School Nurse has the responsibility of keeping on file all student emergency information. She sees students who are referred by staff for medical or other personal problems.

A pass is required to go to the nurse's office except in the case of a real emergency or when a student wishes to see the nurse before 7:50 a.m. or after 2:24 p.m.

If a student becomes ill while the nurse is at lunch, the student should report to the main office.

The nurse will issue an early dismissal form when a student is going home ill.

Students on prescription medication are required to leave their medication with the nurse.

## **THE SCHOOL CAFETERIA**

Upon entering the cafeteria students are not to have hats in hand or electronics; earphones should not be visible. All of these items should be in a secured place (locker, back pack, etc.) and not in the cafeteria.

Students are expected to be courteous in the cafeteria. Approximately 350 students eat lunch each session. Crowded lines become less crowded if students have exact change and make up their minds promptly as to what to buy.

Students are not to cut into the line. Staff members are allowed to do this since they leave the room last and must get back to open it.

Each student is responsible for picking up his/her trash after lunch, and is expected to leave the cafeteria as neat as possible.

Students found making a mess or throwing things will be assigned clean-up duty.

**Card playing in any location on campus is prohibited.**

### **USE OF THE LIBRARY**

The Library is officially open from 7:30 a.m. to 3:00 p.m.

Students may enter the library with a Library Pass issued by a staff member at the time designated on the pass. Students may also visit the library with his/her class when the teacher has scheduled a research period in the library.

The student may:

1. Select resource materials for an assignment.
2. Use resource materials for working on an assignment.
3. Sign out materials for home study.
4. Read or view materials for personal enjoyment.
5. Request assistance from the librarian to locate needed resources.

Consideration of the rights of all students to a quiet study environment is to be observed.

Students who are disruptive will be denied use.

All borrowed materials are to be checked out at the Circulation Desk and returned on time. Fees will be charged for lost and damaged materials.

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Overdue notices for borrowed materials will be sent to students through the advisory teacher at the end of each marking period. All overdue books must be returned to the Library before report cards are issued.

### **TEXTBOOK AND LIBRARY MATERIALS: USE AND CARE**

All textbooks and library materials are issued to students as loans for a specific period of time.

Students have the responsibility to care for these materials. All losses will be paid for at replacement cost. Damages to texts are paid for by teacher assessment.

All student obligations must be met before report cards are issued. Seniors must clear all obligations before they will be issued caps and gowns for graduation. No senior will receive a diploma who owes for books and materials.

### **EXPECTATIONS OF STUDENT BEHAVIOR AT LARGE GROUP ASSEMBLIES**

Assembly programs are provided periodically throughout the year. The following expectations are applicable to specific assemblies.

#### **PEP RALLIES**

Loud cheering is encouraged especially when your class is announced. A display of school spirit can help win the spirit stick and the spirit cup.

Students are seated by class in designated areas.

Paper and other objects are not to be thrown onto the floor of the gym. Misconduct can result in

your removal from the pep rally.

### **ASSEMBLIES IN THE AUDITORIUM**

Students are to sit quietly with their teacher and class, be polite, and applaud as appropriate. Students are not to leave until dismissed.

### **VISITORS**

All visitors are required to register at the desk in the Main Office upon arriving at the school, at which time a Visitor ID. Card will be issued for wearing.

Students are not permitted to “shadow” registered students. The school arranges periodic tours for students and their parents. Contact the main office for dates and times.

### **LOCKER INFORMATION**

As stated in the Code of Student Conduct, students have the right to privacy in their personal possessions. However, the locker continues to be the property of the school and is not to be used to store illegal materials that might jeopardize the health, safety, and welfare of others.

Students are to be aware that lockers may be inspected, with reasonable cause.

Students should periodically clean their lockers of unnecessary materials.

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Students are responsible for the contents of their lockers. All lockers must be cleaned out by the last day before final exams. Materials left in lockers are disposed of by donations to charity or are thrown in the trash. Seniors must clean their lockers by the last senior day.

### **MISCELLANEOUS**

- The administration will confiscate any item that causes a disruption to the school’s educational atmosphere.
- ALL FOOD AND DRINKS SHOULD BE CAREFULLY CARRIED IN THE CLASSROOM OR HALLWAY. It is the student’s responsibility to clean up trash and help keep the building neat and orderly.
- CLASS DUES: 9<sup>TH</sup> grade \$5....10<sup>th</sup> grade \$10....11<sup>th</sup> grade \$15....12<sup>th</sup> grade \$20
- Hats are not to be worn in the building at any time. Students are not allowed to carry their hats in their hand through out the day.
- Suspended students will not be allowed to attend any after school activities / functions.

### **STUDENT USE OF MOTOR VEHICLES**

Senior and Junior students with valid drivers' licenses are permitted to drive to and from school. All student vehicles are to be parked in the student parking lot near the football stadium. All other parking areas are restricted. All vehicles must be registered. Each vehicle is allowed one space in the students' lot.

The speed limit on school grounds is 10 m.p.h. Traffic signs and speed limit must be obeyed. Students are not allowed access to their cars during the school day unless they are leaving with an early dismissal or have administrative approval. The privilege of driving to school and parking on school property may be withdrawn for violations of driving policy or for other violations involving the use of the student’s vehicle, for example, driving recklessly or leaving campus without permission.

Parents may request that junior students drive on a temporary emergency basis. Emergencies do not generally include after school participation in sports or jobs. Temporary permits can be obtained at the main office with administrative approval.

**School Store Policy**

- Open 7 a.m. – 3:00 p.m.
- Closed to students during the lunch periods.
- Any items students wish to purchase from the school store must be purchased before their lunch period.
- Closed in-between classes
- Students can only enter with a pass from your teacher