



**John Dickinson High School  
1801 Milltown Road  
Wilmington, DE 19808 – 4011**

**2009 – 2010 Handbook**

**Mr. Byron Murphy, Principal**

**This Handbook Belongs To:**

**Name** \_\_\_\_\_

**Address** \_\_\_\_\_

**City/Town** \_\_\_\_\_

**Zip** \_\_\_\_\_

**Phone** \_\_\_\_\_

### TABLE OF CONTENTS

Educational Philosophy .....	4-5
Academic Dishonesty/Forms Of .....	10-11
Activity Bus.....	18
Adding a Course.....	9-10
Attendance.....	12
Bell Schedule .....	24-25
Cafeteria.....	18
Class Cutting .....	13-14
Commencement .....	10
Computer/Internet Guidelines.....	23
Course Level Assignments .....	10
Discipline.....	15-17
District Attendance Policy.....	12-13
District Visitor's Policy.....	21
Driving Privileges.....	18
Early Dismissal.....	14
Grade Point Average and Class Rank .....	6
Grading System.....	7-8
Graduation Requirements.....	6
Honor Roll .....	10
Illness/Accidents.....	17
Inclement Weather Procedures .....	18
Lateness to Class or School .....	14
Lockers.....	18
Lost and Found .....	18
National Honor Society.....	10
Options for Awarding Credit.....	10
Parent Rights and Responsibilities.....	19
Promotion Policy .....	8-9
Report Cards .....	7
Scheduling Change .....	9
School Calendar .....	22
Student Code of Conduct .....	19
Student Publications.....	19-20
Telephone Use.....	18
Use of Guidance Services.....	9
Visitors .....	18-19
Welcome Letter .....	3

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.

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 high 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 Dickinson offers.

This booklet contains some of our rules and procedures. Please be advised that Dickinson High 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 Dickinson 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 John Dickinson High School,  
**BE DICKINSON PROUD!**

Sincerely,

The Faculty and Administration

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.

EDUCATIONAL PHILOSOPHY  
RED CLAY CONSOLIDATED SCHOOL DISTRICT (RCCSD)

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.

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.

EDUCATIONAL PHILOSOPHY  
JOHN DICKINSON HIGH SCHOOL

We believe that all students have the right and privilege, under our democratic way of life, to be exposed to learning situations that will help them grow intellectually, physically, socially, and emotionally to the fullest extent of their individual ability. To accomplish this, the staff encourages initiative, curiosity, creativity, and the development of skills in communicating, understanding abstractions, and solving practical problems. We believe that all students have obligations to themselves, their family, their community, and their nation to attain high standards of values, responsibility, and achievement.

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.

## GRADE POINT AVERAGE and CLASS RANK

The Grade Point Average (GPA) at John Dickinson High School 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 course. A grade of “C” or better in an Advanced Placement (AP) level course receives an additional one and one-half (1.5) quality points in the computation of the GPA (provided the Advanced Placement Exam is taken by the student). **Students are responsible for the fee attached to the test.** Students who might find the fee (approximately \$80) restrictive may apply through the guidance office to administration for support. In an effort to ensure students do not carry large sums of money, we advise parents to make checks payable to Dickinson High School. The school will then remit payment to the testing service. Honors level courses receive an additional quality point (1.0) 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, is used. To determine district **athletic eligibility**, a weighted GPA, which includes all grades of A, B, C, D or F, is used.

The weighted, cumulative GPA is used to determine class rank. Final grades will take precedence over marking period grades when computing indexes. These rankings are available to students by checking with their guidance counselor. Students transferring from other schools will be awarded the additional quality point for courses taken only from the highest phase for schools using the “phase” system. If a school does not offer honors level courses, no additional quality points can be awarded.

Additional information on the grade requirements for individual courses should be obtained from the teachers.

## GRADUATION REQUIREMENTS

<b>GRADUATION REQUIREMENTS BY GRADUATING CLASS DATE</b>			
	<b>Class of 2010 (12<sup>th</sup> Gr. – 2009-10)</b>	<b>*Class of 2011 (11<sup>th</sup> Gr. – 2009-10)</b>	<b>*Class of 2012 and Beyond (10<sup>th</sup> Gr. – 2009- 10)</b>
<b>COURSE TITLE</b>			
ENGLISH	4	4	4
<b>**MATH</b>	3	4	4
SOCIAL STUDIES	4	4	4
SCIENCE	3	3	3
HEALTH	0.5	0.5	0.5
PHYS. ED.	1	1	1
FOREIGN LANGUAGE	2	2	2
<b>**COMPUTER LITERACY</b>	1	0	0
CAREER PATHWAY	3	3	3
ELECTIVES	2.5	2.5	2.5

**\*PLEASE NOTE:** Beginning with the **graduating class of 2011 (2009-2010 Juniors)**, the graduation requirements were changed.  
**Class of 2010**

**\*\*1 credit in Computer Literacy**

**3 credits in Math**

**Class of 2011 FORWARD**

**\*\*ZERO credits needed in Computer Literacy; 4 credits in Math**

**\*\*COMPUTER LITERACY**

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

1. A student may pass the district computer literacy examination, which is given several times throughout the year.
2. A student may complete one (1) credit of approved course work.
3. 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).

The State of Delaware and the Red Clay Consolidated School District also require three (3) career pathway credits, earned by enrolling in sequential /specialized course work within the same career area.

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.

- Additional Academic Course Work (Academic, Visual and Performing Arts, Foreign Language, and/or Vocational Technical Education Program).....2 ½ Credits

REPORT CARDS

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.

GRADING SYSTEM

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	70-76%
F	Failure	0 Quality Points	Below 70%
I	Incomplete	Work must be completed within 2 weeks following the end of each MP	No Credit
M	Medical	Excused - medical reasons	No Credit
W	Withdraw	See section for Dropping a Course – p. 10 (*)	
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*		

Academic Warnings—the computerized mid-term notice is to be completed as scheduled. Three-part NCR forms shall be given to students at any other time during the marking period when there is any question about student progress or after failure warnings have gone out. Teachers will document efforts to contact the parents by phone. Guidance personnel must notify parents of seniors, whose grades indicate possible failure at the end of the second or third making periods, in writing. Warning of potential failure to graduate should be mailed by May 1. Each letter should include those requirements, which must be completed to enable the student to be considered for graduation. Final notification must be given to students prior to the first commencement rehearsal if their academic deficiencies will not permit graduation.

Determination of Final Grades

Final course grades fall into three separate categories:

1. Courses with no mid-term or final exam
2. Courses with final exam only
3. Courses with a mid-term and final exam

All categories will use the following quality point conversion chart:

- 3.51 – 4.00 = A
- 2.51 – 3.50 = B
- 1.51 – 2.50 = C
- 0.75 – 1.50 = D
- Less than 0.75 = F

In category one (1) each making period grade has an equal weight. Grades are determined using the above quality point conversion chart:

Example:

- Marking period grades: B, B, B, C
- Quality Point: 3, 3, 3, 2 = 11 points
- Calculation:  $11 \div 4 = 2.75 \rightarrow$  Grade B

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.

In category two (2) each marking period grade and the final exam grade have an equal weight. Grades are determined using the above quality point conversion chart:

Example:

- Marking period grades: B, B, B, C & final exam grade = B
- Quality Point: 3, 2, 3, 3 = final exam 3 = 14 points
- Calculation:  $14 \div 5 = 2.8 \rightarrow$ Grade B

In category three (3) the marking period grades count double. The mid-term and final examination grades each count as one grade. Grades are determined using the above quality point conversion chart:

Example:

- Marking period grades are: C, C, C, B  
Mid-term grade: B  
Final exam grade: C
- Double marking period quality points: 4, 4, 4, 6 = 18  
Mid-term quality points: 3  
Final exam quality points: 2
- Calculation  $23 \div 10 = 2.3 \rightarrow$ Grade C

Note:

- Students receiving 3 F's for marking period grades will not receive credit for the course.
- Grading policies must be distributed within the first week of school and should list any course requirements i.e., research paper, major project or notebook.
- Attendance is a vital ingredient for success in school. Therefore as listed in the Student Code of Conduct, a student with excessive unexcused absences will not receive course credit. See the section on Attendance.

Incomplete grades must be made up **within two weeks** following the end of each marking period (medical problems excepted) or the grade will become an "F." If the work is not made up within the designated time frame, the course grade becomes a permanent failure and no credit will be granted.

Exception - Incomplete grades in Driver Education due to roadwork not being completed may be considered for make-up the following school year. The teacher will grade with an "N" – No grade.

Three English credits must be earned in a sequential program: grades 9, 10, and 11. Each level of the sequence must be successfully completed before proceeding to the next level. A student may not take more than one required sequential English course in any school year, 9-11.

All courses must meet the minimum time required by the Delaware Handbook for Secondary Schools.

#### PROMOTION POLICY

For promotion **from Grade 9 to Grade 10** students need a **total of 6 credits**. Courses must be in the following areas:

- 1 English
- 1 Social Studies
- 1 Math (Algebra 1)
- 3 Additional

\*Students who do not meet the above criteria will progress appropriately in all classes but will not have the opportunity to take Driver's Education until classified as a tenth grader.

For promotion **from Grade 10 to Grade 11** students need a **total of 12 credits**. Courses must be in the following areas:

- 2 English
- 2 Social Studies
- 2 Math
- 1 Science
- 5 Additional

For promotion **from Grade 11 to Grade 12** students need a **total of 18 credits**. Courses must be in the following areas:

- 3 English
- 3 Social Studies
- 2 Math
- 2 Science
- ½ Physical Education
- 7 ½ Additional

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.



In addition to the regular promotion guidelines, it is important for students to understand that the final grade is not just determined by quality point conversion alone. Students are required by state law to complete a fixed number of instructional hours. To this end, it is important that work is completed and attendance is maintained through the fourth quarter. Students need to stay focused and finish the school year with excellent fourth marking period grades.

#### USE OF GUIDANCE SERVICES

Students are encouraged to use the services of the guidance office for consultation about schedules, post-secondary plans, personal problems that need a sympathetic ear, and advice on many aspects of school. The office is open daily from 7:15 a.m. to 2:40 p.m. including lunchtime.

Students who wish to make an appointment to see the counselor should complete a Request for Counselor Meeting form located on the Guidance office counter and submit it to any teacher who will turn it in to the Guidance office. In an emergency, the counselor will try to see the student promptly. Counselors are assigned to all grades on an alphabetical basis.

#### SCHEDULING CHANGE

Considerable administrative planning, time, and effort, as well as student and counselor input, has gone into the generation of the master and individual student schedules. The schedule of classes is based on student's requests.

Changes in the schedule shall occur only for valid educational reasons and only after consultation with parents, counselors, teachers and administrators. In all instances, the minimum credit course load (six credits) per year must be maintained (or the number of credits required to graduate). A student may request a schedule change prior to the start of school provided that written permission is presented from a parent or guardian.

After the start of school, a student's schedule may be changed for one of the following reasons:

1. Clerical or computer errors
2. Inappropriate placement in a course
3. Academic overload

Please note: Other than numbers one and two above, a parent/guardian MUST sign off on all schedule change requests. Student schedules will NOT be changed for any other reason including teacher preference.

#### Dropping a Year-long Course (\*)

Dropping a course during the second marking period means that the student must withdraw with penalty according to the following:

1. During the second marking period but before the interim grades are due:  
If the grade for the first marking period is a **passing** grade, then the grade for the remaining marking periods and final is "W".  
If the cumulative grade at the point of withdrawal is **failing**, then the grade for the remaining marking periods is "W", and the final grade is "F".
2. During the second marking period but after the Interim grades are sent to the Data Service Center:  
If the grade for the second marking period (at the time of withdraw) is a **passing** grade, then the grade for the second marking period, the remaining marking periods, and the final is "W". If the grade for the second marking period (at the time of withdraw) is a **failing** grade, then the grade for the second marking period is "F", the grade for the remaining marking periods is "W", and the final is "F".
3. After the second semester.  
The grade for the remaining marking periods is "W" and the final grade is "F" regardless of the previous grades.

#### ADDING A COURSE

A course may be added during the first three weeks of a semester course and the first six weeks of a yearlong course with full credit being allowed upon successful completion of the course.

A course added after the 15<sup>th</sup> school day of a semester course and the 30<sup>th</sup> day of an annual course may be allotted either full or partial credit upon the successful completion of the course.

Transfers from one instructor to another within a given course are only allowed with the approval of the Principal. Such requests either by the student/parent or the teacher must be substantial.

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.

Grading policy when changes are made from an Honors/AP level class to an Academic level class:

**Option 1:** The final grade is calculated by using only the grades earned in the Academic level class.

**Option 2:** The final grade is calculated by using the weighted grade method with all marking period and exam grades. The weighted grade method means that a “C” in an honors course will have a point value of 3, a “B” will have a value of 4, and an “A” a value of 5 points. The grade “D” has a value of 1.

In all cases the pupil is required to follow her/his original schedule until officially notified of the schedule change. All schedule changes require the signature of a parent or guardian. Schedule changes will not be permitted unless there is another class the student can enter. No student will have more than one (1) study hall.

Transferring from one instructor to another within a given course is only allowed with administrative permission. The transfer will be permitted only if it provides substantial learning benefits to the student.

#### COURSE LEVEL ASSIGNMENTS

If a parent feels that a student should be placed in a higher or lower level course than a teacher recommends, the following policy will be in effect: The student may be placed in the requested level. In the event that the course is found to be too difficult, transfer to a lower level will be allowed only after the completion of one marking period. The acquired grade will follow into the lower level course.

#### COMMENCEMENT

Commencement exercises are held prior to the close of school for seniors who have met all of the academic requirements prescribed by the Department of Education and the Red Clay School Board. Attendance at commencement is optional.

Pupils participating in commencement activities must conduct themselves in a manner that does not detract from the dignity of the program. Seniors who desire to participate in the commencement program must order a cap and gown and must attend commencement rehearsals. The dates of rehearsals will be publicized sufficiently early to enable seniors to plan accordingly.

#### OPTIONS FOR AWARDING CREDIT

Credits for graduation may be gained through a correspondence course with a nationally accredited school or any other option according to the Delaware Department of Education Regulations. A student who wishes to take a course through correspondence or another option must make the arrangements through a guidance counselor. Administrative approval must be given and documented on the appropriate form.

#### HONOR ROLL

Every report period, two honor rolls will be established based on all courses receiving a grade and a grade point average that is not weighted:

1. Distinguished Honor Roll: “A” average without any D, F, I, or U grades – index equals 4.0.
2. Honor Roll: “B” average without any D, F, I, or U – index 3.0 or above. Students receiving an incomplete “I” are not eligible for the Honor Roll until the incomplete grade is corrected to a grade above “D”. There is a two-week limit for make-up. It is the responsibility of the student who received the incomplete to inform the Guidance Office of the grade change if Honor Roll recognition is desired.

#### NATIONAL HONOR SOCIETY

The National Honor Society (NHS) is an honorary group for selected students. Membership in the NHS is both an honor and a responsibility. Students selected for membership are expected to continually demonstrate the qualities of scholarship, service, leadership, and character. Students eligible for the NHS include: juniors or seniors with a cumulative index of 3.25 or higher and who have been students at John Dickinson High School for at least one semester (two marking periods). Qualified students are asked to submit information regarding their service and leadership to the faculty council, who will approve students for membership on the basis of service, leadership, and character, with an emphasis on character. Students must be officially inducted to be a member and participate in NHS activities.

#### ACADEMIC DISHONESTY

Students of John Dickinson High 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.

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.

It is the official policy of John Dickinson High 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 will 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 of 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 bibliographies that were not used in the academic exercise.
3. Submission of 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.

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.

## 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 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.

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 with appropriate documentation.
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 experiences, 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

Upon returning to school from an absence, except suspension, the student must return to school with a note from a parent, guardian, doctor, or court official. The note must state the dates of absence and the reason. It must also contain the telephone number at which a parent or guardian can be reached during the day. Notes must be presented within 48 hours of the student’s return to school. When returning to school from an absence, students are required to drop off their note in the designated place in the main office. A determination will be made as to whether the absence is excused or unexcused and a list distributed to the staff each morning. Failure to bring a note, when returning from an absence results in an unexcused absence. Failure to bring a note the following day will result in the absence remaining unexcused and zeros being given for all classes on the date of the absence.

Remember, a note is required when returning to school from any absence, even one of less than a full day. **A note does not automatically make an absence excused.** In order for the absence to be excused, it must be deemed acceptable as a **“necessary and legal absence”** (see above). In the case of an excused absence, it is the student’s responsibility to arrange immediately to make up work missed. An unexcused absence results in zeros for the work missed.

If a student misses a midterm or a final examination, he or she must have an excused absence and receive permission from the principal or his designee to take the exam.

## 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 (where available), or by successfully completing an approved supplemental instructional program. Students who **exceed 45 days**

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.

## DISTRICT ATTENDANCE POLICY(CONTINUED)

**absent** may recover absent days only by attending an approved summer school program. Absences referred to in this policy include 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 one - half (1/2) 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 25<sup>th</sup> or 45<sup>th</sup> 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's 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 Director of Secondary Education within 10 days of the principal's decision. The Manager will review both the parent's 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.

## CLASS CUTTING

If a student misses a class entirely, is more than 10 minutes late to the class for any reason other than those listed as valid in the Student Code of Conduct, or has not received prior written approval from the teacher of the class that the student is missing, then the student will be considered to have cut the class. Student will receive a zero for any tests, quizzes, or assignments due on that day. Students leaving campus or demonstrating the intention of leaving campus (by being in the parking lot without permission, for instance) will be suspended.

If a student does cut a class, the teacher of the class will notify a school administrator by filling out a referral. **Teachers should notify students when they have submitted cut slips and make an effort to notify the parents of those students who are missing classes.** Subsequent infractions will be dealt with according to the Student Code of Conduct. No make up work will be allowed for class cuts.

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.

## CLASS CUTTING (CONTINUED)

If a student does cut a class, the teacher of the class will notify a school administrator. Appropriate disciplinary assignments will then be made. Assignments may include in-school suspension or out-of-school suspension.

At any time, an administrator may request a parent-student-teacher conference with subsequent action, possibly including suspension and/or a behavioral contract.

## LATENESS TO CLASS OR SCHOOL

Being on time for school and class is an important habit to build for one's life. In addition, in order not to disrupt the education of Dickinson students, every student should be in the classroom when the bell rings. If the student is not in the room when the bell rings, the teacher will allow entry into the classroom at his or her discretion, and when it is conducive to the educational environment of the class to do so (within first five minutes). If the student arrives to class 10 minutes or more after the bell, the student is considered to be cutting class. Procedures for lateness are as follows:

**Lateness to school** – Any student arriving at school after the first assigned period must sign-in in the Main Office and get an admit slip before going to class. Failure to sign in may result in the student being marked as absent for the day. On arrival, or no later than 24 hours after the lateness, the student must have a note, signed by a parent or guardian, explaining the cause for lateness. The note must have a telephone number where a parent or guardian can be reached for verification of the lateness under consideration. Those excuses recognized as valid for absence from school in the *Attendance* section are also acceptable reasons for excused lateness to school. All other reasons will be considered as unexcused lateness to school.

**Lateness to class or homeroom** – Once a student is in school, excuses dealing with administrative or academic concerns will be recognized as valid. The student must have a signed note from a teacher or administrator authorizing the lateness.

We have built a warning bell into the system announcing a one-minute time frame for all students to report to class. Students in the hall at the final bell will be deemed late to class.

Consequences for being late to school or class are:

- Every 3<sup>rd</sup> Infraction – Referral for tardiness will be submitted by the teacher to the appropriate administrator.

This cycle begins again at the start of each marking period. One out-of-school suspension will be waived in lieu of a conference with the principal.

## EARLY DISMISSAL

At this point in a student's life, it must be recognized that completing a high school education is a priority. Hence, leaving school during school time should be avoided if at all possible. Should a student need to leave during the school day, only those reasons recognized as valid in the *Attendance* section will be recognized as legitimate. Because school personnel are legally responsible for students during school hours, the following procedures must be strictly adhered to when students leave the school property.

1. A note from a parent or guardian must be submitted to the homeroom teacher. The note must contain the reason for the request, a phone number where the parent or guardian can be reached that day and the method of transportation the student will use. Students will not be released without phone verification to the parent from the Main Office.
2. Adults picking up students for early dismissals must come to the Main office and show identification. The students will then be called from class.
3. Before leaving the building, the student will complete the sign-out procedure in the Main Office. All students leaving early must have an early dismissal slip that is signed by the Main Office or administrator.
4. If returning during the same day, the Main Office personnel will put the time of return on the early dismissal slip and the student will sign back in through the Main Office.
5. Emergencies that occur after a student has left for school and necessitate an early dismissal require the parent to call the Main Office and pick the student up
6. in person in the Main Office. Proper identification will be required. A student can leave on school district transportation or with his or her own transportation, if authorized by a parent or guardian. Students may not call requesting early dismissal unless approved by an administrator.

Dickinson High School is a closed campus. If a student does leave the school grounds without the proper authorization, the student will be suspended. In addition, leaving the school building without authorization is seen by the administration to constitute reasonable suspicion and students may be searched when they return to school. Dickinson High School students 16 years of age or older, may access public transportation. Students under 16 may use public transportation only with parent approval.

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.

## DISCIPLINE: A GENERAL STATEMENT

Discipline policies of John Dickinson High 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. All students receive instruction regarding the code of conduct in the opening week of school. 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 Student Code of Conduct
6. Administrative Guidelines for Disciplinary Actions

Our commitment is to promote 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. We also have a State Police Resource Officer (SRO) on campus to assist providing and preserving a safe school environment.

**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.**

## DELAWARE STATE POLICE RESOURCE OFFICER PROGRAM

Our State Police Resource Officer (SRO) Program mission is outlined below.

- 1) Safe and secure school environment
  - a) To maintain a police presence within the school
  - b) To remove any element that would jeopardize the safety of the school
- 2) Prevention and repression of crime
  - a) To provide education to the school community on legal issues
  - b) To initiate conflict resolution as a prevention tool
  - c) To provide the school community with access to an array of state resources
  - d) To initiate enforcement action as indicated
- 3) Positive role model and mentor to the school community
  - a) To present a positive attitude
  - b) To be involved in the educational process through programs to assist the school community
  - c) To be involved as a mentor to students in need
  - d) To be involved in extracurricular activities to enhance communication through participation within the school community
- 4) Reporting of incidents as required by law
  - a) To receive reports from the superintendent as required by HB 85
  - b) To relay proper procedures to the administration and staff for assisting in criminal investigations.

EXAMPLES OF DISCIPLINARY ACTION	
Reprimand	Denial of Driving Privileges
Parent Contact/Conference	Denial of Bus Transportation Privileges
Suspension	Disciplinary Probation
Referral to the Courts	Referral to Social Services Agency

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.

Arrest	Work Assignment
Restitution/Restoration	Behavioral Contract
Recommendation for Expulsion	

#### In-School Suspension (ISS)

Any student sent out of a classroom for disruptive behavior will report immediately to the ISS room. A refusal by a student to leave the room will be viewed as defiant behavior. The ISS 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 ISS 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.

**Administrators will assign students to the ISS room** Teachers will be notified of a student assignment to ISS. Teachers will provide work for students who have been assigned to ISS. Student behaviors while in the alternative center are to be as follows:

1. Students will work on class assignments or read from materials provided.
2. All assignments must be completed or the student may, at the discretion of the administration, receive another day in In-School-Suspension. The center coordinator will be available to assist the student in this and other assignments.
3. Student behaviors will follow the same guidelines as if they were in a regular class.
4. Disruptive students will be suspended with a parent conference (in-person or phone) required before re-admittance. When possible, the Coordinator will make a parent contact to enlist support for changing negative behaviors before they result in suspension.
5. Students absent on the day they are assigned to ISS will serve on the next day they are in attendance.

#### Disruptive Students

If a student is disruptive to the point he or she must be sent from the classroom, that student will report to the ISS room. The teacher will contact the center coordinator to advise of the pending student arrival. Please remember that a Student Behavior Referral must also be filled out if the infraction is more than a "time out". **It is the teacher's responsibility to contact a parent or guardian in order to discuss the incident.** An administrative meeting with the student will be arranged as soon as possible after the referral is submitted. When a student is referred to the center, that student will remain in the Center for the rest of the period.

#### Defiance of Authority

Compliance with reasonable requests from teachers, administrators, and other staff personnel is vital to maintaining a school atmosphere in which learning can occur in a safe and efficient manner. Consequently, verbal or non-verbal refusal to comply with a reasonable request from any teacher, administrator, or other staff person is a serious offense. Examples of defiance are refusal to give your name, refusal to change your seat at any teacher's request, or refusal to accompany school personnel to the classroom or office. Refusal to accompany an administrator may result in a five-day suspension and an arrest for disorderly conduct.

#### 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 messaging devices, 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.

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.



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

You need a written pass in the agenda book **on** the day and period from your teacher whenever you are in the hallway during class time.

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.

#### Corridor Traffic/Lavatories

Good order and an atmosphere conducive to learning must be achieved and maintained so that pupils have the optimum opportunity to learn. Schools are to be free from disruptions that interfere with teaching and learning.

To ensure the safety of all students, passage in the corridors should be in an orderly fashion. As much as possible, students should walk to the right of the corridor. Running is prohibited. Behavior and language should be respectful of others.

Except for emergencies, lavatory use should be limited to the time between classes.

Violations of this policy are defined below:

1. Traveling in the school corridors to lavatories during the first or last ten minutes of class or after 2:00 p.m.; students are not permitted out of class during these times. When they do leave class students need a **pass in their agenda book** signed by the appropriate staff member.
2. Running, pushing, shoving, etc.
3. Abusive language, which is not permitted and which will be dealt with by using the appropriate disciplinary action according to the student Code of Conduct.

#### Tobacco Possession/Use

Students have a right to learn in a healthful atmosphere. Because smoking/possession of tobacco products is illegal for juveniles, smoking in school buildings or on school grounds at any time is prohibited. Smoking is also prohibited on school buses, on school-sponsored educational field trips at all times, and when students are participating in athletic and extra-curricular activities.

#### Dress Code

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

1. Appropriate and safe footwear must be worn at all times. Specifically, house slippers are not appropriate in school or at school functions.
2. Hats, headbands, head coverings and ear coverings are not to be worn in the building during school hours.
3. Any garment deemed inappropriately tight, short, or revealing (mesh tops, midriff tops, tank tops, tube tops, short shorts, etc.) is prohibited during school hours.
4. 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.
5. Decals, slogans, or pictures that contain references to illegal substances (i.e. e. alcohol, drugs, etc.) or immoral behavior are not allowed.
6. Removal of accessories (jewelry, dangling scarves, etc.) during shop, physical education or lab is required for safety.
7. **Items not specifically covered in the above-listed regulations will be at the discretion and judgment of the Principal.**
8. 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.
- 9.

#### 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.

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.

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.

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).

#### DRIVING PRIVILEGES

Driving to school is a privilege, not a right. An administrator at his/her discretion may rescind this privilege. If you are driving to school, the following rules apply:

1. All school and state traffic and parking regulations must be observed.
2. Cars must be parked in the areas below:
  - a. Lower lot directly in front of the school
  - b. Side parking lot located between the cafeteria and the football stadium for designated students only. A student vehicle parked in any other area is subject to towing at the owner's expense. Loss of driving privileges may also result.

#### ACTIVITY BUS

Activity buses will be provided for pupils who participate in after school activities on a limited basis. **After sporting events, the bus service is only to be used by athletes who participated in the sporting event; the sports bus will not be used to take spectators home.**

#### TELEPHONE USE

Emergency calls may be made when an administrator grants permission. Telephones in the Main Office are not authorized for student use. Students who need to make emergency calls during the school day need to get permission from an administrator.

#### LOCKERS

Students are assigned lockers at the beginning of each school year according to homerooms. A number of students may be required to share lockers. Lockers should be kept in order at all times. Students are also issued lockers for physical education. All personal items must be secured in a locker. We strongly advise that items of value and large amounts of money be left at home. We provide lockers, but will not be held responsible for items left in lockers, either secured or unsecured. School lockers are school property and are subject to search at any time.

#### LOST AND FOUND

Check in the Main Office for lost articles.

#### CAFETERIA

Dickinson High 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 socialize. 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.

#### 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.

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.

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.

#### STUDENT CODE OF CONDUCT

The infractions listed in the Red Clay Consolidated School District Code of Conduct manual should be reviewed thoroughly by parents and students. The following administrative actions can take place for an infraction of the code:

Reprimand  
Investigation by administrator or designee  
Parent contact/conference  
Referral to police or courts  
Denial of school privileges (school transportation, driving)  
Behavioral contract  
Suspension  
Referral to an alternative program  
Recommendation for expulsion

A thorough review of the district's Student Code of Conduct and an understanding of its contents is imperative; any questions are to be forwarded to the school administration for clarification. This manual is updated and reissued on an annual basis.

#### 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 to 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.

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.

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.

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.

Red Clay Consolidated School District  
**SCHOOL VISITATION POLICY**

The Red Clay Consolidated School District welcomes visitors to its schools. It recognizes the importance of parent involvement in their children's education, and encourages parents, as well as others, in fostering positive home, school and community relationships. The District also considers the safety of its students and staff to be one of its highest priorities. We feel that we have a strong obligation to provide a safe, secure learning environment in each of the District's schools.

**Definition of Visitor:**

**For the purpose of this policy, the term "visitor" shall be defined as any individual who is not an employee or student of the Red Clay Consolidated School District. (Contractors and vendors are to sign in, wear badges, and follow the same guidelines as other school visitors.)**

**VISITATION GUIDELINES:**

The following procedures will be in effect in all school buildings in the Red Clay Consolidated School District and we ask your cooperation in following them. The District's objective is to promote a safe and welcoming learning environment for all learners.

- All **visitors** are required to use the main entrance to the building.
- All **visitors** are required to report to the main office immediately upon entering any school building.
- All **visitors, including those whose visits are pre-arranged**, will be asked to sign a visitors' log and will be issued a visitor's badge.
- **Visitors** are required to wear the badge during all times while in the school building.
- **Visitors** are required to sign out in the visitors' log and return the visitor's badge.
- If parents/guardians need to deliver lunch, homework, or some other item a student needs, it must be brought to the main office. The office staff will make arrangements to get the item to the student.
- If a parent/guardian wishes to visit his/her child's classroom to volunteer, arrangements must be made through the school administrator and teacher, who will indicate the best time for such activities and required training.
- Parents/guardians are welcome to visit their child's classroom to view a lesson. However, in order to ensure that the educational process is not interrupted, the District requires that parents/guardians make arrangements through the principal **at least 24 hours in advance**. Teachers may request that an administrator attend during the classroom visit.
- **Visitor badges** are valid to/from the location noted in the visitor's log. The badge does not denote permission to travel to other areas of the building without authorization.
- Visits to areas other than classrooms (cafeteria, gymnasium, etc.) require permission of a building administrator.
- District staff may ask for photo identification. **Visitors** are assured that this safeguard is for the protection of all students.

**LIMITATION OF VISITS:**

- Administrators are authorized to limit the visiting of school/classes when, in their judgment, the visiting by an individual is disruptive/inappropriate to the classroom learning or the orderly school process.

**FAILURE TO COMPLY WITH DISTRICT POLICY:**

- Failure to comply with this policy subjects violators to arrest for trespass on school grounds and facilities in violation of Delaware Code, Title 11, Section 821 of the Delaware Criminal Code.

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.

**Red Clay Consolidated School District  
2009 - 2010 School Calendar**

Dates	Day(s)	Reason	Teachers	Students	
				Grades	Days
August			5	BK- 9 10-12	1 0
24 - 27	Mon-Thurs	Inservice (No School)			
31	Monday	School Opens BK-9			
September			19		19
1	Tuesday	School Opens 10-12			
2-3	Wednesday-Thursday	Schools in Session BK-12			
4	Friday	No School			
7	Monday	Labor Day (No School)			
28	Monday	Yom Kippur (No School)			
October			22		21
9	Friday	Inservice (No School) <sup>1</sup>			
November			18		17
11	Wednesday	Veterans Day (No School)			
25	Wednesday	Inservice BK-12 (No School)			
26 - 27	Thursday - Friday	Thanksgiving (No School)			
December			17		16
23	Wednesday	Inservice (No School)			
24 - 31	Thursday - Thursday	Winter Vacation			
January			19		19
1	Friday	Winter Vacation			
4	Monday	School Reopens			
18	Monday	M. L. King Day (No School)			
February			19		18
1	Monday	Inservice (No School) <sup>1</sup>			
15	Monday	Presidents' Day			
March			23		23
April			16		16
2 - 9	Friday - Friday	Spring Vacation			
May			20		20
31	Monday	Memorial Day			
June			10		8
10	Thursday	Last Pupil Day			
11	Friday	Inservice			
14	Monday	Last Teacher Day <sup>1</sup>			
15	Tuesday	Weather Contingency			
16	Wednesday	Weather Contingency			

- All grades will meet the number of hours as required by the State.
- June 15<sup>th</sup> and 16<sup>th</sup> are weather-related contingency days. In the event the district misses less than two days, the calendar will be shortened by the appropriate number of days. Any additional days lost because of bad weather or forced closings will be made up with the cancellation of the following inservice day: February 1<sup>st</sup>. If additional days are needed, above and beyond the two weather-related contingency days and the inservice day listed, they will be added at the end of the school year, so the total school year for teachers does not exceed 188 days, and the student year does not fall below 1060 student hours.
- The Central School, which houses grades 6-12, will follow the middle school calendar. Conrad and Cab Calloway will follow the high school calendar. Brandywine Springs will follow the elementary school calendar.
- <sup>1</sup> in the reason column indicates that paraprofessional staff members do not report to work.

Board Approved: 4/22/09

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.

***JDHS 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.

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.

**Bell Schedule 2009 - 2010**  
**John Dickinson High School**

2009-10 BELL SCHEDULES

Ninth Grade Academy

<b>Period</b>	<b>Start Time</b>	<b>End time</b>
Freshman Seminar	7:28	7:50
First Block 1	7:54	9:20
2	86 minutes	
Second Block 3	9:24	10:50
4	86 minutes	
Ninth Grade Lunch	10:50	11:20
Third Block 5	11:24	12:50
6	85 minutes	
Fourth Block 7	12:54	2:28
8	94 minutes	
Fifth Block	2:35	4:00

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.



**Ninth Grade Academy**

Block	Start Time	End time
Seminar	7:28	7:50
1	7:54	9:20
2	9:24	10:50
9 <sup>th</sup> Grade Lunch	10:50	11:20
3	11:24	12:50
4	12:54	2:28

**Grades 10 through 12**

Period	Start Time	End time
1	7:28	8:13
2	8:17	9:04
3	9:08	9:53
4	9:57	10:42
5	10:46	11:31
B Lunch	11:31	12:01
6	12:05	12:50
7	12:54	1:39
8	1:43	2:28

**Ninth Grade Academy**

Block	Start Time	End time
Seminar	7:28	7:50
1	7:54	9:20
2	9:24	10:50
9 <sup>th</sup> Grade Lunch	10:50	11:20
3	11:24	12:50
4	12:54	2:28

**Grades 10 through 12**

Period	Start Time	End time
1	7:28	8:13
2	8:17	9:04
3	9:08	9:53
4	9:57	10:42
5	10:46	11:31
6	11:35	12:20
C Lunch	12:20	12:50
7	12:54	1:39
8	1:43	2:28

**Impact of the eight period day**

- Number of class meetings is the same and class meeting times are reduced by 5 minutes (10%)
- Passing time reduced to four minutes
- Same start and end time for the day
- Increased planning time – the plan is for all faculty to teach 6 of 8 periods
- Common plan by subject and inclusion teams will be attempted
- Increased duty schedule will have positive impact on a variety of issues
- Increased credit opportunity for students
- Allows us to offer ninth grade students participation in full year “skinny’s” (at the end of the day) including
  - Band / Chorus
  - Language
  - JDG

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.