

Alfred I. duPont Middle School

International Business & World Language Academy



2024-2025

Parent and Student Handbook

“All Roads Lead to Greatness”

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“All Roads Lead to Greatness”

Marilyn Barnwell

Principal

Jacquelyn Cinotti – Dirman

Assistant Principal of
Curriculum

Leonora Harrell

Assistant Principal
PRIDE Academy
Assessment Coordinator

Dr. Jennifer Presley

Director of Student Affairs

School Colors

GREEN & GOLD

DRAGON CREED

I AM SOMEBODY

I WAS SOMEBODY WHEN I CAME

I’LL BE A BETTER SOMEBODY WHEN I LEAVE

I AM POWERFUL AND I AM STRONG

I DESERVE THE EDUCATION THAT I GET HERE

I HAVE THINGS TO DO, PEOPLE TO IMPRESS,

AND PLACES TO GO

-RITA PIERSON

Guidelines for Success

**DRAGONS are DETERMINED to do their best, show MUTUAL RESPECT,
and practice SELF CONTROL.**

FIRST DAY OF SCHOOL

Monday, August 12, 2024

SCHOOL HOURS

9:30a.m. – 4:15p.m

Welcome to the 2024- 2025 school year of **Alfred I. duPont International Business and World Language Academy!!**

Mission: Our mission is to create a learning community that empowers students to succeed in a complex global marketplace.

Vision: Alfred I. duPont Middle School graduates will be set up for post-secondary success and be lifelong advocates for the international community.

STUDENTS

- Strive for excellence and meet the standards in all of their classes.
- Participate in remedial programs that are available to help them meet the standards.
- Attend school regularly and be on time.
- Respect staff and fellow students
- Exhibit “Dragon Pride” by maintaining a clean school and show school spirit.
- Refrain from Student Code of Conduct violations.
- Bring materials needed for class (including pencil or pen, paper, and laptop).
- Stay engaged and remain positive while on campus.



PARENTS

- Encourage academic excellence by establishing a daily dedicated study time within the home.
- Encourage and enroll students in the school’s remedial programs or safety nets.
- Review progress reports and report cards every nine weeks.
- Promote regular school attendance.
- Schedule team conferences with administration, teachers, or counselors to discuss any academic or behavioral concerns.
- Support your child’s school by volunteering your time and talents. Support athletic and extracurricular events.

FACULTY & STAFF

- Model the behavior expected from our students.
- Respect students as individuals.
- Communicate with parents frequently regarding academics and behavior.
- Care about the kids.
- Collaborate with other faculty members (teams) to devise cross curricular strategies.
- Use student data to chart a success plan for students in your class.
- Engage in continuous professional developments... be a “Lifetime Learner.”

Student Holidays

- Sep 2 - Labor Day
- Oct 14- No School/Planning Day
- Nov 1- School Closed/ Weather Day
- Nov 11 - Veterans' Day
- Nov 27- 29 Thanksgiving Break
- Dec 23- Jan 6 Winter Break
- Jan 20- School Closed/ M. L. King Birthday
- Feb 14- School Closed/ Weather Day
- Feb 17- School Closed/ Presidents' Day
- Mar 17- 21 Spring Break
- Mar 18-22 Spring Break
- Apr 18- School Closed/ Good Friday
- May 26 Memorial Day



Early Dismissal

The Early Dismissal Program provides professional development for teachers by releasing students early. (Approved by the Board). Under the program, students in all Duval County Public Schools will be released * **Students are dismissed 75 minutes earlier than their normal dismissal time on early release days:**

- Sept 25
- Oct 30
- Nov 20
- Dec 18
- Jan 29
- Feb 26
- Mar 26
- Apr 30



GENERAL SCHOOL POLICIES AND INFORMATION

Code of Appearance

Each student has the responsibility to dress appropriately for the school environment. Wearing apparel, jewelry (such as body piercing(s) ornaments) hair, and general appearance shall not disrupt the classroom atmosphere, shall not be unusually provocative, and/or shall not violate health and safety rules of the school. These guidelines for dress and grooming are provided to assist parents and shall apply to all school-sponsored activities and events unless otherwise authorized by school administration.

duPont Middle School Uniform Policy

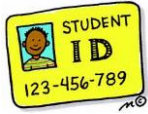
Alfred I. duPont Middle School International Business & World Language Academy is committed to providing a safe and structured learning environment. In the 2015-16 school year, our school began to require students to wear school uniforms. It is expected and imperative that your child attends school every day in complete uniform.

The uniform policy in effect for the 2024-2025 school year consists of the following:

1. Black (6th), Green (7th), or Gold (8th) polo/golf style shirt with a collar. Logo shirt is preferred. A plain collared shirt in the appropriate grade level color may be worn in place of the logo shirt. All shirts must be tucked in at all times. No t-shirts.
2. Khaki or black pants or shorts for both girls and boys. Khaki or black skirts for girls are acceptable as well. All pants, shorts and skirts are to be plain in design. Pants, shorts and skirts must adhere to the DCPS Code of Appearance and must be acceptable as deemed by school administration.
3. Pants and shorts with belt loops must have a belt worn at the appropriate waist location. All pants, shorts, and skirts must fit at the waist and be worn at that level.
4. NO jeans or jean material. NO leggings or jeggings. NO athletic shorts or pants.
5. NO hats/baseball caps on campus.
6. Plain long sleeve shirts (black or white) may be worn underneath polo shirts in cold weather.
7. When necessary, ONLY black jackets may be worn. Jackets must be plain, have a full zipper (NO quarter zipper) and may NOT have a hood. Logo jackets are available from the school's uniform vendor.
8. When necessary, a plain sweatshirt in the appropriate grade level color may be worn over the uniform shirt (NO hoodies). Logo sweatshirts are available from the school's uniform vendor.
9. Shoes must be closed toed and have a full back. No sandals, slides, flip flops, Crocs, or heels are allowed.
10. Uniforms are required for P.E. students. Student uniforms consist of green shorts and a gray t-shirt. P.E. uniforms are available through the school's uniform vendor

With a uniform policy, several DCPS schools have seen a decrease in the number of referrals, as well as bullying/harassment of students. In an effort to continue this trend, we are asking for your assistance in ensuring that all students are in "full compliance" of the uniform policy. STRICT attention and monitoring will be paid to the policy areas specifically outlined above. **There is no opt out policy regarding the school uniform.**

We have contracted with a local vendor, *RC Uniforms*, to supply uniform shirts, sweatshirts and jackets with our school logo embroidered on them. You can find ordering information on our website. If you have any questions or concerns regarding the uniform policy, please contact the school at 904-739-5200. Thank you for your assistance and support.



Identification Cards

All students are required to wear identification (ID) badges provided by the school. All students will receive a free badge that must be worn around their neck at all times except when in physical education. **If students lose their ID badge, they will be required to purchase a new one at a cost of \$5.00. If only a lanyard is needed, a new one will cost \$2.00.**



Book Bags/Back Packs Students may bring book bags to and from school, but they must be clear or mesh.



Attendance Policy

ATTENDANCE is critical to success in school. Students should be present and arrive on time each day. There may be some circumstances or incidences when you are unable to attend school, absences may be **excused** for the following reasons:

1. Illness or injury of the student.
2. Serious illness or death in the student's family.
3. Inclement weather
4. Special and recognized holidays observed by the student's faith.
5. Participation in an academic class or school program such as a field trip, competition, etc.
6. Insurmountable conditions as determined by the school principal or other school personnel.

Should students have prolonged excused absences (**3 days or more**) parents/guardians should contact the Dean's office who will issue a request for work. **PLEASE ALLOW 24 HOURS** for the assignment folder to be prepared. Parents/guardians may pick up the requested work from the **main office**. Students are allowed as many days to make-up work assigned during absences as the length of the absence.



Tardy Policy Instructional time is critical at Alfred I. duPont Middle School; therefore interruptions should be kept to a minimum. **The day begins at 9:15a.m. and ends at 4:15 p.m.** If you are tardy to school **you must report to the front office for a tardy slip**. Unexcused tardies will result in disciplinary action. The policy for **excused tardies** is the same as the attendance policy for excused absences. Students arriving to school late due to a late school bus will be excused (**an announcement will be made by the attending administrator**).



Class Changes/Tardies

Students have 3 minutes to change from class to class. Students who arrive after the passing time will be marked tardy. Students who are habitually late will receive disciplinary consequences.



School Arrival/Departure

Students should not arrive on campus prior to 9:00a.m. to ensure proper supervision. Students enrolled in the Before School Program are allowed on campus starting at 7:30am. After arrival, students may not leave school grounds unless they are checked out through Student Services by a parent/guardian.



Authorization for Emergency Care (Blue Cards) It is extremely important that we have emergency contact information for each student. Please complete the authorization card and have your child return it to the school immediately. NO STUDENT will be able to attend any extracurricular activities including off campus events. It is the parents' responsibility to notify the school if your contact information has changed.



Medications If students need to take medication during school hours, parents/guardians must complete a **medication** release form (prescription and over-the-counter medication). Forms may be obtained from the Clinic. Medication is to be left with the Health Aide prior to school and will remain in the Clinic until time to be administered to the student. Students **may not retain any medications in their possession** on school grounds (e.g. inhaler, pills, aspirins, etc.).



Illness If a student becomes ill during the school day, he/she must obtain a hall pass from a teacher and report to the Clinic. The parent/guardian will be contacted and arrangements made for early dismissal. Due to limited space in the clinic area, students will only be allowed to remain in the clinic for 30 minutes. If a parent cannot be reached, the student will be sent back to class and we will continue to attempt contact with the parent/guardian.

Our school Health Aide is available daily to support students and families. DCPS has partnered with Hazel Health to provide on-demand virtual doctor visits for students who has the appropriate release agreement on file. This service is free to use.

Accidents Students must report all injuries to a teacher or an administrator immediately. An accident report will be completed and students will be assessed by the Health Aide.



Breakfast & Lunch – Free for all students. 6th grade students will eat their breakfast in the cafeteria beginning at 9:00am. Seventh and eighth graders will eat breakfast in their A1 or B5 classroom once they are escorted from their holding areas. All students eat lunch in the cafeteria during the assigned time.



Cafeteria Procedures

Coming to Lunch:

- Students must be escorted to the cafeteria by the teacher at the designated time in a quiet and single file.
- Students will enter the cafeteria through the designated doors in a single file line with their teacher. **NO EXCEPTIONS!**

Lunch Area/Lunch Line:

- Students must enter the cafeteria in an orderly fashion.
- Students will remain seated at their assigned table until directed by an adult to line up.
- Students will use good manners.
- Students will not wander the cafeteria. **No visiting!**
- Students must purchase/receive all food items during **one trip**.
- Students will keep hands, feet, and objects to themselves.
- Students will not horseplay, throw food, pop cartons, etc.
- Students are not to leave the cafeteria without permission.

Dismissal from the Cafeteria:

- Students will keep lunch table/area clean.
- Students will place their own trash in the waste basket.
- Students will remain seated at their assigned table for teacher pick up.
- The assistant principal/dean will dismiss students to the teacher.
- Students will not remove any food or drink from the cafeteria.
- Teacher and students will move back to the classroom in an orderly and expedient manner.



Fire Drills

Teachers will discuss fire drill procedures during the first week of school and place the procedures in each classroom. When a fire alarm is heard, students will follow the procedures and walk in a single file line. **During a fire drill, talking is not allowed for safety reasons so that all students may hear instructions from their teacher or administrators.** Students should refrain from talking until they return back into their classroom safely. Fire drills are important as they save lives. Any student found falsely activating a fire alarm will be charged with a **Class III Offense** as per the Code of Student Conduct.



Code Red Drills

Per state requirements, the school will hold monthly Code Red Drills. Teachers will discuss Code Red Drill procedures during the first week of school including showing students where to go during the drill. When a Code Red Drill is called, all students must be secured in a classroom. If students are in the hallway when the drill is announced, they must quickly go to the nearest room – classroom, office, restroom. **During a Code Red Drill, talking is not allowed for safety reasons.** Code Red Drills are important as they save lives. Any student found not following instructions or talking during the drill will be charged with a Class II Offense as per the Code of Student Conduct.



Field Trips

During the course of the year, students may have the opportunity to attend field trips as enrichment to the curriculum. Students must have written parental consent for participation and an updated blue card. Verbal consent over the phone cannot be accepted. Students who are suspended cannot attend field trips. Field trips are considered school-related functions therefore, the Code of Student Conduct is enforced



Hall Passes Students must remain in class to allow maximum opportunity for learning to occur. However, should it become necessary for a student to leave class on a hall pass, he/she must have their planner signed by the teacher. Students without hall passes will be sent back to class. Hall passes are not allowed the first or last 10 minutes of class.



Deliveries to the School

Flowers, balloons, cookie bouquets, candy etc., will not be accepted by the school. Our goal is to minimize disruptions to the classroom and maximize instructional time.

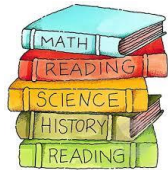


Cell Phones

Cell phones may be brought to school but **MUST** be out of sight and kept in an “off” mode while on the school property during regular school hours. **Any student who chooses to bring a cell phone to school shall do so at his or her own risk. School personnel will not be responsible for lost or stolen cell phones.** Students who have their phones out in class without permission may have their phones confiscated by the teacher and parents may have to come to the school to pick up the phone.



PE Lockers Each student will be assigned a P.E. locker. **Sharing of lockers is not allowed. You may use only school issued locks.** The rental cost of a locker is \$5.00.



Textbooks are furnished to all students, and **you must** assume responsibility for them. Payment for textbooks, which are **lost, stolen, or damaged**, must be received before new books are issued.



Bicycles

If you ride a bike to school, you are reminded to observe all safety rules while traveling to and from school. Students must wear a helmet. **Bicycles are to be walked onto school grounds at all times.** Bikes must be locked in designated bike racks. **The school is not responsible for stolen bicycles.**



Bus Transportation

Bus transportation is a privilege provided that can be revoked. Students must ride their assigned bus and adhere to the student code of conduct while on the bus. Should a student need to ride a different bus at any time throughout the school year, a parent/guardian must make a written request, and the student must submit it to the Main Office. At that time, the specifics of the request will be confirmed with the parent/guardian. After being verified by the office, a bus pass will be provided to the student.



Bus Safety

School Bus Suspension or Revocation – Denial of the privilege of riding a school bus based on misconduct occurring while the student is being transported at public expense. Bus code infractions may result in the suspension of bus privileges. A student may be suspended or expelled from riding the bus at any point in the discipline process. A bus suspension is separate from a school suspension and applies only to the loss of bus riding privileges. Students are required to attend school. Bus suspension does not affect or excuse school attendance.

For the safety of the driver and students, students should

- Enter the bus in an orderly and quiet manner.
- Sit in assigned seats without being reminded.
- Remain seated and facing front at all times.
- Keep hands, arms, heads or any other objects in the bus at all times.
- Sit with feet on the floor and book bag and hands in lap.
- Abide by the request of the driver and follow all school and county rules and regulations.
- Food and drink are not allowed on the bus at any time.
- Be respectful to the driver and other students at all times.



After School Events/Activities (Conduct and Attendance)

Students are expected to adhere to the Code of Student Conduct while both on campus and/or participating in any school related function. Student should be with their designated coach, sponsor, or teacher at **all times** during any after school activity or school sponsored event off campus. **Student must be in attendance at school in order to attend or participate in any function after school.** Parents/guardians are responsible for transportation at the end of the event.



Team Up Buses are for students who participate in the after school programs (athletics or team up). All rules listed in the DCPS Code of Conduct regarding bus discipline will apply to any after school activity and/or school bus.

OFFICE OF STUDENT AFFAIRS



Dean's Office

The Dean's Office houses the Director of Student Services for all grade levels. The Dean's Office handles student needs pertaining to emergency telephone calls, request to ride a different school bus, and student discipline.



Safety and Security

Establishing and maintaining a safe and secure environment which is conducive to learning is paramount at Alfred I. duPont Middle School. We have a full time School Resource Officer (SRO), two security guards, three administrators, a Dean of Students, teachers and staff to patrol the school and supervise students. **The administration, Dean, teachers, and staff are always available to listen.** Should you hear or see anything that would make our school unsafe, or makes you feel uncomfortable, please report it to the nearest adult **immediately**.

Alfred I. duPont Middle School has a **"ZERO TOLERANCE"** rule concerning **bullying, arguing or fighting**. Fights are very dangerous and disruptive to the learning environment. Should you have a conflict with another student notify an **Administrator, Dean, Teacher, or staff immediately**.

Discipline

Students are expected to adhere to the **Code of Student Conduct** at Alfred I. duPont Middle School. Each student is expected visit www.duvalschools.org to read the Code of Conduct in its entirety and shall hold themselves responsible for its content. A printed copy of the Code of Conduct will be furnished upon request. The Code of Conduct provides a description of the various offenses and appropriate disciplinary action assigned to each. In addition to receiving a copy of the student/parent handbook; which provides a specific outline of the school rules and procedures. It is your responsibility to read and understand the Code of Student Conduct and student/parent handbook. Parent/student conference will be held by the Dean of Student and/or an administrator in an effort to decrease any recurring infractions.

Suspension

If a student is suspended from school, he or she may not return to school until the suspension period is over, unless accompanied by a parent or guardian (if that option is assigned). A suspended student ***may not*** attend school activities day or night while on suspension. Students are subject to arrest for trespassing if on campus while suspended without their parent/guardian.

GUIDANCE AND CURRICULUM

What is Middle School?

Middle School is a bridge between elementary and high school. Middle School provides students with an expanded curriculum and an opportunity to participate in extracurricular activities that will enhance their leadership and social skills.

What services will guidance provide?

School Counselors are available to assist students with academic planning, referrals to academic assistance programs within the school and externally, interpretation of standardized test scores, and counseling. A parent may arrange an appointment with a counselor or a teacher by contacting **the guidance office**.



When will Progress Reports and Report Cards be issued?

Progress reports will be issued on the 5th week of each grading period. Teachers will issue Progress/Scholarship reports to each student. This report serves as both a scholarship warning for students who are failing and recognizes students who are performing at or above average level. The original copy of the report is to be taken home, signed by a parent or guardian and returned to the homeroom teacher.



Safety Net Programs

Alfred I. duPont Middle School currently offers several School Safety Nets. We offer safety nets or strategies to assist low performing students in meeting course or promotional requirements.

At Alfred I. duPont Middle School we are committed to ensuring that every child achieve academic success.

- Differentiated classroom instruction
- Before and after-school tutoring
- Computer-Assisted instruction
- Mentoring
- Intensive skills development programs,
- ESOL services
- Exceptional Student Education services
- TEAM UP



What is the difference between Standard and Advanced classes?

Both standard and advanced classes adhere to state standard guidelines and curriculum. However, the major difference in standard and advance classes is the pacing of assignments, expectations for independent student activities (e.g. projects) and higher level conceptualization. ALL students must meet F.A.S.T. requirements in Reading and Math.



Homework

Homework is a critical part of a student's educational program. Teachers will assign homework on a regular basis and students are expected to complete and turn in the assigned work. Additionally, it allows for each student to uncover any areas of difficulty which they may have and therefore, seek assistance or remediation prior to a quiz or test. Homework reinforces the **standards** that are being taught in the classroom. In the event a student is absent, the same guidelines will apply as for missed classwork (see attendance).



ATHLETICS/PHYSICAL EDUCATION

Athletics

Our athletic department offers a competition for **sixth, seventh and eighth graders** in football, basketball, volleyball, softball, baseball, track and field, swimming and soccer. Each student athlete must **have** and **maintain** a 2.0 GPA in order to participate in athletics. Student athletes must adhere to all school rules and show good **sportsmanship** during all athletic contests. Failure to comply with school rules and or athletic contests will result in suspension to participate in any sport. Parents are **expected** to display good sportsmanship during and after athletic contests. If a parent has any issues or concerns please contact the athletic director directly. Student athletes must have a current physical on file **before** they can try out for any sport. It is expected that each student athlete participate in a fundraiser in each sports season (fall, winter, spring) to help defray cost for the end of the year athletic banquet and team expenditures. **Ms. Patterson, Athletic Director**



Student Activities and Clubs

Students are encouraged to join either a club or participate in sports and to support their school by participating in other activities such as school dances, volunteer opportunities, and sporting events. Alfred I. duPont Middle School will offer a variety of clubs and activities for enrichment. Students will be notified of meeting dates and times through homeroom and the activity board in the cafeteria.

PARENT/FAMILY INVOLVEMENT OPPORTUNITIES



PTSA (Parent Teacher Student Association)

Welcome! Are you ready to get involved in your community school? If so, we hope you will join the PTSA! The Parent Teacher Association (PTSA) is a non-profit service organization devoted to the improvement and enhancement of Alfred I. duPont Middle School. All duPont parents/students/teachers are welcome to participate and encouraged to bring their talents and ideas to the PTSA. Dues comprise a critical part of the PTSA budget. The suggested dues is \$5.00 per adult and \$3.00 per student. Parents/guardians are encouraged to join forces with the duPont family to carry out the school's vision and mission.



School Advisory Council (SAC)

The **School Advisory Council (SAC)** is composed of school administrators, teachers, support staff, parents, business leaders, and community members. The goal of SAC is to develop goals for the school which are implemented in the School Improvement Plan, and to establish a functioning committee that will bridge the gap between the school and the community.



Family Nights

Throughout the year, we will host various family nights in order to engage parents and guardians in their child's school. These events are free to attend and include dinner and door prizes. Some of family nights that will take place this year include:

- Progress Monitoring Night
- Multicultural Night
- Title I Night
- Literacy & Game Night
- Math & Science Night
- Parent University



Volunteers

Volunteer/Chaperone Information

For the safety of our children, Duval County requires all volunteers and visitors to register and be screened. It is a quick and easy process, so please apply online today at www.duvalschools.org/volunteer. Then go to community =>volunteer information tab. The turnaround time for this process to be completed is about 5 days.

This process must be completed for anyone who would like to volunteer, chaperone, visit classrooms and have lunch with their child. We suggest you go ahead and register now. **We look forward to having you join us in making our students' lives richer!**



Visitors

All visitors on campus **must** receive a visitor's pass from the main office.

