

Chaffee Trail Middle

A-Z Reference Sheet



504 Plan	<ul style="list-style-type: none"> If you need to request or revise your student support plan, please schedule an appointment with a school counselor.
Administration	<ul style="list-style-type: none"> Principal-Dr. Cicely Tyson-White Assistant Principal of Curriculum- Rebecca Durkin (hamiltonR1@duvalschools.org) Assistant Principal- TBA
Athletics	<ul style="list-style-type: none"> Athletic Director- Everson Sanders (sandersE@duvalschools.org) Students who wish to participate in sports must have a sports physical on file and complete the CTMS Athlete Honor Code form.
Afterschool Care	<ul style="list-style-type: none"> Team-Up Program (TBA)
Arrival	<ul style="list-style-type: none"> Students can begin arriving on campus any time after 9:00 Students who walk, bike, or get dropped off should report to the cafeteria holding area 9:00-9:15 am.
Attendance	<ul style="list-style-type: none"> If students are absent, they will need a note. Notes should be dropped off in the main office or to the 1st/6th period teacher Notes need to be submitted within 48 hours after returning from an absence in order to be keyed into Focus Notes can be emailed to Ms. Gabbard (GabbardD@duvalschools.org)
Before School Care	<ul style="list-style-type: none"> 7:00am-9:15am www.duvalschools.org/extendedday Registration and pricing is online TBA
Bell Schedule	<ul style="list-style-type: none"> Start Time 9:30-Stop Time 4:15 Early Dismissal Time 2:30pm The building will be open to students at 9:00 A/B Block Schedule (1-5 A Day/6-10 B Day)
Bike Riders	<ul style="list-style-type: none"> Students should purchase their own lock to safely secure their bike in the bike-rack.
Blue Card	<ul style="list-style-type: none"> Please update online via parent portal (FOCUS)
Books	<ul style="list-style-type: none"> Most books are either digital or will remain in the classroom
Breakfast	<ul style="list-style-type: none"> Chaffee Trail Middle participates in the National Breakfast in the Classroom Program. All students have access to breakfast at NO CHARGE. Breakfast is grab-and-go. Students will report to cafeteria upon arrival, get breakfast, and eat breakfast in the classroom.
Bus Transportation	<ul style="list-style-type: none"> Students must register for bus transportation via Focus Bus routes will be assigned in your Focus account by DCPS Bus routes are usually assigned the week before school starts
Car-Riders	<ul style="list-style-type: none"> AM Drop-off will be in the front of the school beginning at 9:00. PM Pick-up will be in the front of the school (2 lanes).

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Check-out	<ul style="list-style-type: none"> • Adults must be on the blue-card and have proper ID • No student check-out after 3:30 • No student check-out after 1:45 on early dismissal
Conferences	<ul style="list-style-type: none"> • Call guidance to schedule a parent teacher conference
Counselors	<ul style="list-style-type: none"> • TBA
Dean	<ul style="list-style-type: none"> • 6th Grade- Dean Williams (williamsA17@duvalschools.org) • 7th Grade-Dean Santiago (santiagoA2@duvalschools.org) • 8th Grade-Dean Crisp (crispM@duvalschools.org)
Detention	<ul style="list-style-type: none"> • Tuesday and Thursday After school 4:30-5:30
Discipline	<ul style="list-style-type: none"> • The Deans support student discipline issues • If you have a concern about bullying, please report the issue to the Dean as soon as possible, we can't address the situation if you don't report it. • Chaffee Trail Middle is a ZERO Tolerance Bully Zone
Dismissal	<ul style="list-style-type: none"> • No student pick-up after 3:30 • Dismissal will begin at 4:08
Dress Code	<ul style="list-style-type: none"> • Reference Code of Conduct • No Backless Shoes or Slides • Crocs MUST be worn in sports mode
Early Dismissal	<ul style="list-style-type: none"> • Please reference school calendar • No after-school activities on early release (sports and club meetings)
ESE	<ul style="list-style-type: none"> • To request or revise an IEP please contact the ESE Lead • VE- Ms. Totter (williamsk6@duvalschools.org)
Extra-Curricular Activities	<ul style="list-style-type: none"> • TBA
Facebook	<ul style="list-style-type: none"> • Please check our Facebook page for the most up-to-date information
Fines	<ul style="list-style-type: none"> • Students can incur fines for lost or damaged instructional materials, laptops, and IDs. • Students can pay their fines/debt at ID Central
Focus	<ul style="list-style-type: none"> • Please refer to Focus to review attendance, grades, and request transportation. • All parents are required to have a Focus account linked to their student account and to update contact info in FOCUS
Hall pass	<ul style="list-style-type: none"> • No hall passes should be given the first 15 and last 15 minutes of class • Students will need a hall pass to leave class • No hall passes after 3:45/2:00 for early dismissal
Health Aide	<ul style="list-style-type: none"> • Make sure you register for Hazel Health • Applications will be handed out at orientation or picked up in the clinic.

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ID	<ul style="list-style-type: none"> • Students will receive their FREE ID the first week of school • Students are required to wear their ID and proper lanyard at all times • Lanyard Colors (TBA) • If students need a temporary ID they will be issued a wristband and charged \$1.00 • If students need a replacement, they will be charged \$5.00 • 1st-3rd Verbal Warning • 4th Time Parent Call Home • 5th Time Detention • 6th + Student could be excluded from activities
Immunizations	<ul style="list-style-type: none"> • All incoming 7th graders are required to have their Tdap vaccinations. For more information, please call guidance. • For more information please speak with the Data Entry Clerk Ms. Gabbard (GabbardD@duvalschools.org)
Laptops	<ul style="list-style-type: none"> • Every student will receive a laptop and charger to use for schoolwork. • Laptops can be used at school and at home. • Students and parents are required to sign laptop agreement form in order to receive a laptop. (Complete via Focus)
Late Arrival	<ul style="list-style-type: none"> • Late students should report to the main office for a pass • Students arriving after 10:15 am must have a parent escort them into the building.
Lockers	<ul style="list-style-type: none"> • We DO NOT use hallway lockers. Students should carry their belongings in their own backpack and laptop bag. • Students are assigned a P.E. locker to change clothes. There is a fee associated with locker rental. The P.E. Coach will provide more information.
Lunch	<ul style="list-style-type: none"> • Lunch is provided to every student at NO Charge • We DO NOT accept outside food deliveries • Students will need to sit with their assigned class • Students will be escorted to and from lunch by an adult
Lost Items	<ul style="list-style-type: none"> • The lost and found is located in student services
Maps	<ul style="list-style-type: none"> • Students will have a map printed on the back of their schedule the first few days of school
Medication	<ul style="list-style-type: none"> • All medication must be given to the Health Aide and stored in a secure closet • Proper paperwork must be completed for prescription and over the counter medication
One View	<ul style="list-style-type: none"> • Students should use OneView to check Focus, sign into school approved apps, and access email.
Open House	<ul style="list-style-type: none"> • TBA

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	<ul style="list-style-type: none"> •
P.E.	<ul style="list-style-type: none"> • Students will dress out for P.E. • Students will need to purchase a \$5.00 Gym Locker • Uniforms Cost- TBA
Progress Reports	<ul style="list-style-type: none"> • Progress reports/scholarship warnings will be posted via Focus each quarter • It is wise to monitor grades on Focus frequently
PTA	<ul style="list-style-type: none"> • TBA
Restrooms	<ul style="list-style-type: none"> • Students will need a hall pass to use the restroom during class. • Students will have access to use the restroom during class change • Students will need to use the restroom on their assigned hallway. • No restroom passes after 3:45/2:00 early dismissal
SAC	<ul style="list-style-type: none"> • TBA
Schedule	<ul style="list-style-type: none"> • Schedules will be published in Focus at the end of July • Each student should have 10 classes (5-A Day/5-B Day) • Summer 2024 Admin made elective selections for students
Stairwell	<ul style="list-style-type: none"> • Students should use the assigned stairwells to move around the campus.
Student Services	<ul style="list-style-type: none"> • Students will need a hall pass to enter student services • Students should use the phone in student services to make personal calls instead of their own cell phone.
Supply List	<ul style="list-style-type: none"> • Please check website for details
Team Up	<ul style="list-style-type: none"> • TBA
Transition	<ul style="list-style-type: none"> • Students will have 4 minutes to transition between classes • Students should walk towards the right of traffic
Walkers	<ul style="list-style-type: none"> • Walkers will exit through the front of the building