



The DeKalb School of the Arts
Scholar Handbook
2023-2024

Scholars,

Welcome to The DeKalb School of the Arts (DSA), “Where Passion Meets Performance.” If this is your first experience, you will soon discover why we are so proud of our great school. If you are a returning scholar, continue to be the example of what it means to be a scholar at The DeKalb School of the Arts.

Our staff is highly competent, professional, dedicated and caring. These factors, along with outstanding support from parents and community, makes The DeKalb School of the Arts one of the most prestigious schools in the state of Georgia. We look forward to assisting you in fulfilling your educational goals and expect you to exceed expectations while upholding the traditions of this uniquely designed institution. You can benefit from every opportunity The DeKalb School of the Arts has to offer by being remaining committed to our core values of Passion, Professionalism, Academic Excellence, Resilience, Compassion, Community Engagement.

We are here to make your years in high school educationally and artistically successful. We welcome the possibility to assist in your growth and development as you matriculate through this program. The journey of evolving from a scholar to a fully self-actualized adult artist is a priceless and thrilling adventure. We, the DSA community, will serve as your guide as you embark on this arduous, compelling, and fulfilling journey.

Keith Jones, Ed.D.
Principal

DEKALB SCHOOL OF THE ARTS MISSION AND VISION

Mission: is to foster a community of competitive artist-scholars, creative leaders, and professionals through immersion in the arts, academics, and service in a supportive and inclusive environment. We embrace the arts as a means of transformation, self-actualization, and mindful engagement with the world.

Vision: Empowering artist-scholars to lead change and transform lives through arts and innovation.

This handbook is designed as a supplement to the 2023-24 Code of Scholar Conduct – Scholar Rights and Responsibilities and Character Development Handbook (<https://www.dekalbschoolsga.org/documents/code-of-conduct/2023-2024-dcsd-code-of-scholar-conduct.pdf>) as it pertains to the unique nature of DeKalb School of the Arts. All local policies and procedures fall within the purview of the local schoolhouse and are subject to change without notice.

ACADEMIC PROBATION

- ❖ Scholars with a numerical GPA below 80% and/or receive a D or F.
- ❖ One semester to remediate; see program contracts for details.
- ❖ Scholars failing classes during the school year must take summer school and/or credit recovery on-line during the school year (FLEX or GA Virtual School) opportunities to earn back credit, stay on track for graduation, and meet local magnet guidelines for continuation in the program.

ACTIVITY SCHEDULE

This schedule is used to facilitate meeting time for SPA meetings and other schedule whole school presentations.

AM Activity Schedule	
Activity Block (Home Room)	8:10 – 9:20
1 st Block	9:25 – 10:40
2 nd Block	10:45 – 12:30 <ul style="list-style-type: none">• A Lunch 10:45 – 11:15• B Lunch 11:55 – 12:30
3 rd Block	12:35 – 1:50
4 th Block	1:55 – 3:10

PM Activity Schedule	
1 st Block	8:10 – 9:25
2 nd Block	9:30 – 10:45
3 rd Block	10:50 – 12:30 <ul style="list-style-type: none">• A Lunch 10:50 – 11:20• B Lunch 11:55 – 12:30
4 th Block	12:35 – 1:50
Activity Block (Wait For Announcement)	1:55 – 3:10

ADMINISTRATIVE AND COUNSELING OFFICES

- ❖ Scholars must have passes for office visits.
- ❖ **Official** business only and a return pass will be provided to scholar.
- ❖ Unless it is an emergency, scholars must have an appointment for their office visit.

AFTER-SCHOOL ACTIVITIES

- ❖ DSA is a very busy and vibrant environment after-school. Scholars will be expected to adhere to the below guidelines for ALL after-school activities.
- ❖ Only scholars with legitimate reasons (rehearsals or tutoring) will be allowed on campus after 4:00 pm. If scholars are not participating in activities, they will be expected to exit campus by 4:00 pm
- ❖ Scholars must maintain appropriate noise levels within the building. Many teachers are tutoring and working with other scholars. Therefore, noise levels should be conducive to success.

- ❖ Scholars must respect their school surroundings. Scholars must clean-up after themselves in the restrooms, dressing rooms and hallways. Please place all trash in appropriate containers.
- ❖ Unless inclement weather has been forecasted, all scholars must wait for rides outside the main lobby.
- ❖ Only scholars currently enrolled at DSA may be on campus before, during and after-school.

ARRIVAL TIME

- ❖ Scholars may arrive to campus at 7:30 am each day. Scholars will be housed in the cafeteria until the 8:00 bell rings for transition to 1st period. Morning tutorial and other activity passes will be provided by teacher(s) in advance. Otherwise, scholars are expected to report to the cafeteria.

ATTENDANCE

- ❖ To maximize instructional time, daily attendance is expected of ALL scholars.
- ❖ Scholars experiencing an illness, should remain home until condition improves. (Make-up work will be provided)
- ❖ When returning to school after an illness, scholars must bring a note or have a parent e-mail the attendance administrator to convert the absence to excused.
- ❖ Excused Absences: personal illness, death or illness in the immediate family, religious holidays, serving as a page for the Georgia Assembly, instances where attendance by the scholar will be hazardous, and tests and physical exams for military service and the National Guard (documentation required)
- ❖ Seniors are allotted 3 days of excused absences for college visits and interviews. Documentation is required from the institution.
- ❖ Juniors are allotted 2 days of excused absences for college visits. Documentation is required from the institution visit.

AUTHORIZED AREAS FOR SCHOLARS

- ❖ Scholars should always be in designated areas. (Assigned 200 rooms, 300 hall, music/art wing and lower level/dance drama). Unauthorized areas are off-limits for ALL scholars (Gym, Stadium, Theatre) unless it's a teacher sponsored activity.
- ❖ Cafeteria: 7:30-8:00 am and 3:20-3:45
- ❖ Media center with pass or full class – as needed or before/after school.
- ❖ Scholars in unauthorized areas will be subject to administrative referral.

- ❖ Again, scholars are not allowed in the stadium or gym area for any reason except as part of an authorized teacher sponsored activity during the school day.
- ❖ Scholars will respect the authority of any adult with whom they come in contact. All staff members have the autonomy to correct inappropriate behavior of DSA scholars as necessary. DSA scholars will be cooperative and correct behavior if asked (move from unauthorized areas, show passes, lower voices, etc.).
- ❖ Any scholar who fails to cooperate with any adult on campus will be subject to administrative referral.

BELL SCHEDULE

Daily Bell Schedule

Mondays, Tuesdays, Thursdays, Fridays	
1 st Block	8:10 – 9:50
2 nd Block	9:55 – 11:25
3 rd Block	11:30 – 1:35 <ul style="list-style-type: none"> • A Lunch 11:30 – 12:00 • B Lunch 12:05 – 12:35
4 th Block	1:40 – 3:10

Wednesdays	
1 st Block	8:10 – 9:35
Homeroom/ SEL	9:40-10:10
2 nd Block	10:15 – 11:40
3 rd Block	11:45 – 1:35 <ul style="list-style-type: none"> • A Lunch 11:45 – 12:15 • B Lunch 12:20 – 12:50
4 th Block	1:40 – 3:10

- ❖ DSA follows an alternating block schedule – Day 1 and Day 2; also called “Odd” and “Even”. Odd periods (1, 3, 5, 7) are on Odd Days and even periods (2, 4, 6, 8) are on Even Days.
- ❖ Scholars take eight classes per year.
- ❖ Each class is 90 minutes long with a five-minute transition period.
- ❖ Scholars are expected to be in class prior to the bell ringing. Morning announcements **does not** imply an extra 5 minutes for scholars to be late to the classroom.
- ❖ Ten Minute Rule – Scholars will not be allowed to leave class the first or last 10 minutes of a period.
- ❖ Scholars are expected to be off campus by 4:00 p.m. Parents should pick-up scholars by 4:00 pm unless scholar is participating in a DSA rehearsal and/or activity.
- ❖ Daily check-outs will conclude at 2:45 pm daily.
- ❖ Teachers will monitor hallways during class changes and as assigned in the mornings and afternoons.
- ❖ A Moment of Silence for no less than 20 seconds and no more than two minutes will be observed each morning. Teachers are responsible for monitoring this in each classroom.

BREAKFAST/LUNCH

- ❖ DSA scholars have full access to the DCSD Food Nutrition Program through the cafeteria.
- ❖ Applications for the free or reduced lunch program must be submitted each year. See the cafeteria manager for an application.
- ❖ Microwaves are available for scholar use. If necessary, scholars will be required to clean microwave after each use.
- ❖ Scholars are expected to clean up their respective areas when exiting the cafeteria.
- ❖ Scholars are not allowed to leave campus or order-in for lunch via any food delivery app (i.e., DoorDash, Uber Eats, Grubhub)
- ❖ All breakfasts and lunches will be eaten in the cafeteria. Scholars do have the option of eating in a designated courtyard. Hallways, library, gymnasium are NOT options to eat breakfast and/or lunch.

CERTIFICATES OF ATTENDANCE

- ❖ Print the Certificate of Attendance (COA) form from the DSA website or Department of Motor Vehicles.
- ❖ Complete top portion and submit to main office.
- ❖ A notarized COA is valid for 30 days.

CHANGE OF ADDRESS/RESIDENCY

- ❖ Parents may change contact information (phone and email) through the Infinite Campus Parent Portal.
- ❖ Updated proof of residency must be submitted to the Registrar to change address.

CHECKING OUT

- ❖ Check out through main office.
- ❖ ALL scholars, regardless of class or age must have verbal parent/guardian permission through an administrator to leave campus.
- ❖ Only parent(s)/guardian(s) or those listed in Infinite Campus may check out a scholar.
- ❖ Adults checking out scholars will be asked for identification.
- ❖ **Scholars may not be checked out after 2:45. Dismissal is at 3:10.**

CLASS DUES

- ❖ Juniors and Seniors have dues that assist with prom, graduation, other activities. If these dues are not paid on or before the requested deadlines, scholars will not have access to the events.
- ❖ Grade level sponsors will clearly communicate dues, payment options, and manage bookkeeping of said funds. **Grade level dues may not be used for non-school sponsored activities.** All collected funds will be receipted.
- ❖ Failure to pay class dues will not affect graduation status but will limit access to activities and functions supported by the dues.
- ❖ With the support and guidance of a sponsor, lower grade levels may have minimal dues and/or fundraising activities to assist establishing funds.

CLASSROOM LEARNING EXPECTATIONS

- ❖ Scholars are expected to be on time and prepared to learn with materials, textbooks, and content readiness.
- ❖ Scholars are expected to familiarize themselves with the teachers' syllabus for grading,
- ❖ individual class supplies/needs, and overall curriculum expectations.
- ❖ Scholars are expected to enter every class ready to engage and participate.
- ❖ Scholars are expected to practice positive communication in all situations (even when disagreeing – take time to calm down, breathe, try again later or in a different setting).

CLUBS AND ORGANIZATIONS

- ❖ ALL clubs, grade levels, and organizations must have a DSA staff member sponsor. (NO EXCEPTIONS)
- ❖ Any requests for fundraising, activities, special events and meetings must have Principal approval.
- ❖ DSA administration supports scholars being involved in organized activities such as service clubs or national societies. However, the building Principal reserves the right to deny forming new groups if a comparable organization already exists, lack of sponsorship, or the activity is not conducive to the school's culture and climate.
- ❖ All clubs and organization must have by-laws to include election of officers, policies and procedures, officer duties, and DSA staff sponsor(s).

COMMUNICATION

- ❖ Kindness, Respect and Positivity should ALWAYS be exhibited as a DSA scholar.
- ❖ When conflicts arise, it is imperative that scholars initiate conversations with the appropriate adult. Do not wait until the last minute to advise of conflicts (loss of production credit will occur if this happens)

COMPUTER USE

- ❖ Scholars are responsible for all school-issued devices and must return them in the state in which they were originally received.
- ❖ Scholar responsibility for school computer use and technology issues is included in the Scholar Code of Conduct Handbook.
- ❖ Use of technology outside the schoolhouse or via alternate networks which interferes with learning inside the schoolhouse (i.e., Instagram, TikTok, etc.) will be dealt with according to the DCSD Scholar Code of Conduct Handbook.

COUNSELING SERVICES

The following services are provided through the Counseling Department:

- ❖ Diploma choice, tracking, and maintenance of schedule
- ❖ Educational and career advisement for post-secondary options
- ❖ Scholar Support Team
- ❖ Individual and small group counseling, personal and crisis counseling
- ❖ Social worker and school psychologist referral
- ❖ Classroom guidance program

DANCE AND GYM LOCKER ROOMS

- ❖ Locker room usage is a privilege
- ❖ Scholars are responsible for properly disposing of trash and collecting clothing items.
- ❖ All valuables must be properly secured
- ❖ DSA is not responsible for lost or stolen items not properly secured.

DETENTION

- ❖ Detentions may be assigned by teacher and/or administrator as part of Scholar Code of Conduct
- ❖ Failure to serve detention will result in further consequences (including suspension)

DRESS CODE

- ❖ ALL DSA scholars will adhere to the DCSD scholar dress code guidelines outlined in the 2023-2024 Code of Scholar Conduct.

STUDENT DRESS CODE

The atmosphere of a school must be conducive to learning. While the focus of the DeKalb Code of Student Conduct is behavior expectations, students clothing can affect their safety and their appearance can positively or negatively impact the climate of a school. Students must adhere to the school district’s dress code requirements. Students who fail to comply with the dress code requirements, as enumerated below, may be charged with Rule #25 –Student Dress Code Violation, Rule #8B – Refusal to Follow Instructions of Faculty or Staff Member/Insubordination and Rule #19 Repeated Violations and subject to the listed consequences.

DeKalb County School District Dress Code The Dress Code is enforced at all school district sponsored events.	
As a reasonable accommodation, exceptions for religious reasons, medical conditions, disabilities, or other extraordinary reasons may be granted on a case-by-case basis. Exceptions must be approved by the principal. This is not an exhaustive list of dress wear.	
All Students Must	All Students Must Not
<ul style="list-style-type: none"> • Wear suitable clothing that maintains a safe and orderly environment promoting respect, care for self, and others. • Wear a shirt of opaque (non-see through) fabric that covers all undergarments including during any movement while sitting or standing. • Wear bottoms of opaque (non-see through) fabric that covers all undergarments including during any movement while sitting or standing. • Wear clothing that corresponds with the demands and purpose of the activity in which the student participates. • Wear protective clothing, headgear, eyewear, etc. required for specific programs, classes, or activities. • Wear shoes at all times. Footwear that interferes with freedom, movement, or safety are prohibited. 	<ul style="list-style-type: none"> • Wear pajamas, pajama shirts, bottoms, or sleepwear of any kind. • Wear house shoes, bedroom slippers of any kind, or footwear that interferes with freedom, movement, or safety. • Wear headgear of any kind (religious practices, medical conditions, disabilities, specific school activities are excluded). • Wear clothing, jewelry, tattoos, piercings, or other body ornaments that disrupt the educational process or endanger the health or safety of other students, staff or visitors. • Wear clothing, insignia, symbols, tattoos, piercings, jewelry, or adornments worn or carried on or about a student which promote gangs or the use of controlled substances, drugs, alcohol, or tobacco. • Wear clothing, tattoos, or other adornments which show offensive and/or vulgar words, pictures, diagrams, drawings, or includes words or phrases that are derogatory regarding a person’s ethnic background, color, race, national origin, religious belief, sexual orientation, or disability.

DISCIPLINE

- ❖ Scholars will follow the Code of Scholar Conduct. Scholars will be subject to appropriate discipline if/when local or district policies or laws are not followed. Scholars will adhere to all local school policy and procedures.
- ❖ Scholars will be given opportunities to remediate behavior as first recourse.

- ❖ Scholars are expected to always practice SELF-DISCIPLINE. Controlling voice levels, promptness to class, interacting with peers and adults in a respectful and positive manner.
- ❖ Behaviors that are disruptive, disrespectful, or are in violation of the Code of Conduct will be referred to an administrator.

ELECTRONIC EQUIPMENT/CELLPHONE USAGE

- ❖ Scholars may bring cell phones to school but usage during instructional time is prohibited.
- ❖ Other electronic items (iPods, Chromebooks etc.) may be used in the classroom at the teacher's discretion.
- ❖ DSA is not responsible for the use or security of any items loaned to another scholar or not secured in locked locker.

ENROLLMENT

- ❖ Only those scholars who have auditioned and have been accepted may attend The DeKalb School of the Arts.
- ❖ Scholars on probation who do not meet the requirements of their probation will be exited from the program to their home school.
- ❖ Scholars must remain in their major when they enter for three years to complete the pathway; they must remain in minors for two years. Scholars may elect to change major or minor in the arts review process after aforementioned policy has been fulfilled.

FINANCIAL OBLIGATIONS

- ❖ All financial obligations must be cleared each semester. (Fundraising funds, club dues, textbook fees, etc.)
- ❖ Scholars who have outstanding financial obligations will risk not being issued report cards, transcripts, diplomas, Certificates of Attendance, Work Permits, duplicate textbooks, or school records.

FIRE AND EMERGENCY DRILLS

- ❖ Fire and other emergency drills will be conducted throughout the year. State law requires monthly fire drills.
- ❖ Scholars are expected to follow all drill related directions.
- ❖ Emergency exit plans are posted in each classroom.

GRADE REPORTING (DCSD)

- ❖ Scholars receive progress reports every 4.5 weeks.
- ❖ Report cards are issued at end of semester.
- ❖ Scholars and parents may monitor grades through the Parent Portal grade book program.
- ❖ All scholars will have an account in Parent Portal. Parents not already registered may do so through the district's website: <http://www.dekalb.k12.ga.us/parent-portal>

GRADING SCALE (DCSD)

- ❖ 90-100 = A 80 – 89 = B 71 – 79 = C 70 = D 69 and below = F
- ❖ Scholars who have grades below 75% at progress report time will receive deficiency notices with plans for remediation from the teachers.

GRADUATION REQUIREMENTS

- ❖ All DCSD high school scholars (9-12) must earn 24 units with certain core and elective class requirements prior to graduation.
- ❖ The counselor will facilitate group meetings with scholars and families during advisement to select courses and monitor progress towards graduation.
- ❖ Guidelines for earning a Georgia/DCSD diploma will be communicated continuously through advisement and parent meetings.

HALL PASSES

- ❖ Scholars must have a pass when exiting the learning environment (For Any Reason)
- ❖ Scholars should not be in the hallways the first or last 10 minutes of class.

ILLNESS DURING SCHOOL

- ❖ If a scholar falls ill during the day, scholar will receive permission to call home to determine next steps.
- ❖ Scholars are responsible for all make-up work due to illness and teachers will work in collaboration with scholars to ensure make-up work is completed.

IMPORTANT TELEPHONE NUMBERS

- ❖ Main Office: 678-676-2502
- ❖ FAX: 678-676-2510
- ❖ DCSD Main Number: 678-676-1200
- ❖ DCSD Transportation: 678-676-1300

LOST AND FOUND

- ❖ Found coats, jackets, book bags, and other items will be collected and placed in the lost and found area in the cafeteria.
- ❖ Found purses or other valuables will be kept in the office.
- ❖ DSA is not responsible for the loss of items left unattended or not locked in hall/dance lockers.
- ❖ DSA is not responsible for the recovery and/or search of lost items of value...It is the scholars' responsibility to keep up with ALL items.

MAGNET/DSA GUIDELINES

ALL scholars will sign a contract stating they understand the conditions of remaining in the DCSD Magnet program:

- ❖ Maintain an 80% or 3.0 GPA
- ❖ Pass ALL classes with a 71 or higher.
- ❖ Meet promotion requirements each year.
- ❖ Earn twenty (20) production credits a year (10 each semester)
- ❖ Exhibit regular attendance and exemplary discipline.
- ❖ See Magnet Continuation Guidelines for more details.

MAJOR/MINOR POLICY

- ❖ Scholars must declare a major and a minor upon entry to DSA.
- ❖ Scholars will remain in their major courses for three years to complete the pathway; scholars must remain in their minor for two years.
- ❖ Major/minor change requests can be submitted during Arts Reviews. All requests are subject to review and may not be honored.

MAKE-UP WORK

- ❖ When a scholar is absent because of a legal reason as defined by Georgia law or when the absence is apparently beyond the control of the scholar, the scholar shall be given an opportunity to earn grade(s) for those days absent. Make-up work must be completed within the designated time allotted.
- ❖ Work assigned prior to absence(s) is due upon return. Tests or projects assigned before absence are due upon return. Tests will be made up according to teacher(s)' schedule.
- ❖ If the scholar is absent due to unforeseen circumstances within board approved absences, the scholar will be permitted the equal number of absent days to make up work assigned during the

absence. See Board Policy IHEA.

- ❖ Unexcused Absences: Make-up work will not be available for unexcused absences.

MEDICATION

- ❖ ALL medication will be administered by the school nurse.
- ❖ Scholars who must take prescription medication should report this to the nurse's office so arrangements can be made to take the medication according to the policies of the DCSD Board of Education.
- ❖ All medication should be brought to the nurse's offices upon arrival at school.
- ❖ State law now allows scholars who must use an inhaler or EpiPen to keep it with them during the school day. Written doctor's orders must be on file in the office.

ONLINE CLASSES

- ❖ Online classes will be recommended for the following reasons only:
- ❖ To resolve schedule conflicts or accommodate virtual dual enrollment coursework.
- ❖ Credit recovery
- ❖ Meet graduation requirements due to previous enrollment in private school, home school or out of state/district enrollment.
- ❖ Provide opportunity for academic elective not offered in DSA course programming.
- ❖ Online classes are subject to local school and district approval.

PARKING PERMIT/SCHOLAR DRIVERS

- ❖ Permits must be purchased each semester from Campus Security.
- ❖ Permit must be displayed while the vehicle is on school grounds during the school day.
- ❖ The designated parking area for DSA scholars is near the fence on the upper lot. DCSD and DSA are not responsible for loss or damage to vehicles or contents.
- ❖ Scholar's parking in unauthorized areas or failure to display parking permit are subject to towing and/or fines.
- ❖ Scholar vehicles are subject to searches as defined in the DCSD Code of Conduct.
- ❖ Scholars driving to school are expected to be on campus prior to school beginning. Scholars will not be excused from being on time to school for weather, traffic, coffee stops, breakfast pick-ups, etc.

PLAGIARISM

- ❖ Plagiarism is NOT acceptable. It is expected that scholars always exhibit integrity in respects to instruction and completion of assignments. Plagiarism is NOT acceptable.
- ❖ Internet sources must be cited when used in scholar work (Internet plagiarism can be traced!).
- ❖ Most teachers will require scholars to submit written work through TurnItIn.com.
- ❖ Scholars who plagiarize, cheat, or copy another person's work will be subject to consequences including but not limited to losing credit for work, administrative referral, or recreating original work with a reduced grade.
- ❖ Teachers and/or administrators reserve the right to define plagiarism/cheating.
- ❖ Scholars will not engage in an act of academic dishonesty including, but not limited to, cheating, providing false information, falsifying school records, forging signatures, or using an unauthorized computer user ID/passwords.

PRODUCTION CREDITS

- ❖ Earn a minimum of twenty (20) production credits during the school year. (Preferably 10 per semester)
- ❖ Credits and partial credits are earned for on- and off-stage work. Scholars will receive a full listing of production credit opportunities.
- ❖ The DCSD/DSA Magnet Contract includes grades, promotion requirements and production credits.
- ❖ A complete and separate Production Handbook is located on the school's website and available to scholars.

POLICIES AND PROCEDURES

- ❖ A hard copy of The DCSD Code of Scholar Conduct is available upon request. Please review the school's website for the 2023-2024 Code of Scholar Conduct.
- ❖ Scholars are required to take a test on the Code of Conduct each year. The district expectation is for a scholar to achieve 100% on the test. Scholar will remediate and retake the test until 100% is achieved.
- ❖ Policies which may be unique to a school may be implemented in addition to the Code of Scholar Conduct for the safety and welfare of scholars in that program.
- ❖ DSA scholars are not exempt from consequences if they fail to follow policy and procedure as outlined in the DSCD Code of Scholar Conduct.

RESTROOMS

- ❖ Scholars will use only the restrooms designated for scholars.
- ❖ Restrooms should not be used as changing rooms for PE/Dance classes.
- ❖ During breakfast/lunch, scholars may use the restroom across from the cafeteria.
- ❖ Scholars are not allowed to use restrooms which are marked for Faculty/Staff Use Only.

SCHEDULE CHANGES

- ❖ Due to the unique nature of scheduling at DSA, changes to a scholar's schedule are limited. Changes
- ❖ after the first 10 days of school will be made for the following reasons only:
 - To adjust for failing grades or summer schoolwork
 - To balance the number of scholars in a class
 - To correct clerical or administrative errors
 - To enroll in performance class through auditioning
- ❖ Requests for schedule changes must be e-mailed to the Counselor and/or Assistant Principal of Instruction

SELLING FOOD AND/OR OTHER ITEMS ON SCHOOL PROPERTY

- ❖ Scholars are not allowed to sell items for personal gain or supporting outside organizations during the school day.
- ❖ Official DSA School Groups may sponsor fund-raising activities with administrative approval.
- ❖ Fundraising activities should remain clear of interference with the district's school nutrition program.

STANDARDIZED TESTING

- ❖ MAP Testing, DCSD Benchmarks will be given at different periods throughout the year.
- ❖ 9th-12th Grade: End of Course (EOC – Georgia Milestones Assessments) will count as 20% of final grade second semester in the following areas:
 - American Literature (American Literature/AP Language and Composition)
 - Coordinate Algebra (Coordinate Algebra/Accelerated Coordinate Algebra and Geometry B)
 - Biology
 - United States History (US History/AP US History)
- ❖ Advanced Placement Exams (early May) – Any DSA scholar enrolled in AP courses will take the corresponding AP exam. Scholars will only earn possible college credit by completing the AP course and taking the exam. Scholars will have to pay for AP exams fees in lieu of district and state funding.

SCHOLAR SUPERVISION

- ❖ Scholars may arrive on campus beginning at 7:30 a.m. each morning but must remain in the cafeteria until the 8:00 dismissal bell.
- ❖ Scholars may enter DSA halls at 8:00.
- ❖ Scholars relying on parental transportation should be picked-up no later than 4:00 pm each day and are expected to wait outside. In cases of inclement weather, scholars will wait in the cafeteria.
- ❖ The school is only responsible for scholars staying after for AUTHORIZED activities with a staff sponsor.
- ❖ All scholars staying after school should remain with their sponsor until they are dismissed from their club and/or organization.
- ❖ Scholars are not allowed to leave campus during the school day. Scholars participating in off-campus internships, joint-enrollment, work-based learning, will sign in/out in the main office or designated area upon arrival and departure.

TARDY TO SCHOOL

- ❖ Scholars are tardy to school at 8:10 a.m. After 8:10, scholars must receive a pass from the attendance liaison.
- ❖ Instruction begins at 8:10 am for ALL classes.
- ❖ Excused tardies will be granted only with written note from parent or doctor.
- ❖ Traffic, weather, etc. do not validate tardiness.
- ❖ Exceptions MAY be made when extreme conditions exist which might impact scholar safety – this will be made at the principal's discretion.
- ❖ Class tardies will be handled by individual teacher but referred to administration if additional support is needed.

TELEPHONE/MESSAGES

- ❖ Scholars may use the public telephone in the main office for emergency purposes.
- ❖ Two (2) minute time limit on calls.
- ❖ Plans for transportation, doctors' appointments, etc., should be made before a scholar comes to school in the morning.
- ❖ Messages from parents will be delivered during non-instructional time.
- ❖ Emergency communications must go through administrative personnel.

WITHDRAWAL PROCEDURES

- ❖ Parents/Guardians may contact the DSA Registrar for withdrawal information.
- ❖ Parents/Guardians must provide appropriate information for placement in next school. Homeschool programs must have official documentation as well.
- ❖ Once a scholar withdraws from DSA, they may reapply for the following school year.
- ❖ Scholars applying for re-entry will be expected to complete the application process as required new applicants.

PLEASE NOTE

THIS IS A LIVING DOCUMENT AND SUBJECT TO CHANGE IN SUPPORT OF DISTRICT POLICY.

