



DeKalb School of the Arts

Student Handbook **2015-2016**

On behalf of the faculty and staff, welcome to DeKalb School of the Arts (DSA). If you are entering DSA for the first time, you will soon discover why we are so proud of our great school. Our teachers are highly trained, dedicated and caring. These factors, along with outstanding support from your parents and community, make our school one of the most prestigious secondary schools in the state. We are looking forward to assisting you in fulfilling your educational goals. **We expect you to meet the established goals and to carry on the tradition to make your school a better place to grow, learn and share. “If it is meant to be, it is up to me!”** You can benefit from everything DeKalb School of the Arts has to offer by being actively involved in your school. We are here to make your years in school educationally and artistically successful. We welcome the opportunity to help you as you proceed through your high school career.

Mrs. Susan M. McCauley
Principal

DEKALB SCHOOL OF THE ARTS MISSION STATEMENT

The mission of DeKalb School of the Arts is to ***provide the highest quality education through academics and the arts***. Students are provided an opportunity to complete the state and local district requirements for a high school diploma while improving their artistic skills concurrently.

This handbook is designed as a supplement to the 2013-2014 Code of Student Conduct – Student Rights and Responsibilities and Character Development Handbook 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 school house and are subject to change without notice.

Academic Probation

*Students who's GPA falls below 80% and/or receive a D or F.

*One semester to remediate

*See program contracts for details

*Students failing classes during the school year must take summer school and/or credit recovery on-line during the school year (DOLA 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

Time	Class	Duration
7:35-8:00	Breakfast	25
8:00-8:15	Mtgs, study, getting ready time	
8:15	Students move to class	
8:20-9:40	1/2	80
9:40-9:45	Class Change	5
9:45-9:50*	Announcements	5
9:50-11:10	3/4	80
11:10-11:15	Class Change	5
11:10-11:40	A lunch	30
11:45-1:05	5/6A	80
11:15-12:35	5/6 B	80
12:35-1:05	B Lunch	30
1:05-1:10	Class Change	5
1:10-2:30**	7/8	80
2:30-3:20	SPA or other activity	50

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

Administrative and Counseling Offices

*Students must have passes for offices.

*Official business only.

*Will receive a pass to return to class.

After-School Activities

DSA is a very busy place after 3:10 pm. Students will adhere to the following guidelines:

- Only students with legitimate reasons (rehearsals or tutoring) will be in the building after 4:00.
- All student not in tutoring report to cafeteria to await rehearsals.
- Students must respect their school surroundings. Students must clean-up after themselves in the restrooms, dressing rooms and hallways. **Please place all trash in appropriate containers.**
- Students should not be on school grounds if waiting for transportation to another site. All students not involved in DSA sanctioned activities will be off campus by 4:00.
- Only students currently enrolled at DSA may be on campus after school hours.

Attendance

- In order for students to maximize instructional time, daily attendance is expected.
- Students who are ill should stay home in order to get well.
- When returning to school after an illness, students must bring a note or have a parent e-mail administration to convert the absence to excused.
- **Legal 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 student 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.
- **Students will not be allowed to have access to make-up work without an admit pass from the main office for a legal absence (see above).**
- See Attendance Contract for more details.
- **In order to participate in after-school activities (clubs, rehearsals, performances, and weekend performances- Friday), students must be in attendance for at least one-half of the school day. Students arriving after 11:20 or checking out before 11:20 will not meet the criteria for full day attendance.**
- Administrative committee approval is needed to obtain make-up work for any activity outside of the 7 legal reasons mentioned above. Parents must submit for activity approval at least 30 days in advance of activity. Submission of information does not guarantee granting of approval.

Authorized Areas for DSA Students

*Students should only be in DSA areas at all times (assigned 200 rooms, 300 hall, music/art wing and lower level).

*Cafeteria: 7:35-8:00 am.

*Media center with pass or full class – as needed or before/after school

*Students in unauthorized areas will be subject to administrative referral.

***Students 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.**

***Students will respect the authority of any adult with whom they come in contact.** All staff members should and will correct inappropriate behavior of DSA students as necessary. DSA students will be cooperative and correct behavior if asked (move from unauthorized areas, show passes, lower voices, etc.). Any student who fails to cooperate with any adult on campus will be subject to administrative referral.

Block Schedule

*DSA follows an alternating block schedule – Day 1 and Day 2.

*Students take eight classes per year.

*Each class is 90 minutes long with a five minute passing period.

Breakfast/Lunch

*DSA students have full access to the DCSD Food Nutrition Program through the cafeteria.

*Check DCSD nutrition calendars for bi-weekly menu listing.

*Breakfast is served for DSA from 7:35-8:00

* Visit DCSD www.dekalb.k12.ga.us for update menus and pricing.

*Applications for the free or reduced lunch program must be submitted each year. See the cafeteria manager for an application or on-line.

***Students may not charge meals.**

*Microwaves are available for students to heat lunches. Please clean up after yourself!

*Students are expected to clear up after themselves when leaving the cafeteria.

*Students are not allowed to leave campus or order-in for lunch.

*All breakfasts and lunches will be eaten in the cafeteria. Seniors may eat outside in the DSA courtyard.

*Parents may pay into a school account through the internet: www.mylunchmoney.com . It takes at least 24 business hours for payments to clear through the site. Plan ahead!

Buses

*Transportation is provided through the Modified Satellite Bus System.

*Follow all rules and regulations regarding transportation.

*Issues regarding transportation may be directly reported to DCSD: 678-676-1300

Certificate of Attendance

*Print the Certificate of Attendance (COA) form from the DSA web-site or Department of Motor Vehicles.

*Complete top portion and submit to main office.

*Indicate if the ADAP certificate is needed (after permit is issued, ADAP is needed for actual license).

*Documents requests will be processed on Tuesday for pick up on Wednesday.

***A notarized COA is valid for 30 days.**

Change of Address/Phone Number

*Parents may change contact information (phone and email) through the Infinite Campus Parent Portal.

*Updated proof of residency must be submitted to the front office in order to change address.

Checking Out

*Check out through main office.

*ALL students, regardless of class or age must have verbal parent/guardian permission through an administrator to leave campus.

*Parents/guardians come into the office and sign the student out.

*Only parent(s)/guardian(s) or those listed on the parental permission form may check out a student.

*Adults checking out students may be asked for identification.

***Students may not be checked out after 2:30. Dismissal is at 3:10.**

Class Dues

*Juniors and Seniors have dues which go towards prom, graduation, other activities. If these dues are not paid, students 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.

*Failure to pay class dues will not affect graduation status, but will limit access to activities and functions supported by the dues.

*Lower grade levels may have minimal dues and/or fundraising activities to build a “bank” for future activities with the support and guidance of sponsor.

Classroom Teaching and Learning Expectations

*Students/teachers are expected to be on time and prepared to learn/teach with materials, textbooks, and content readiness.

*Students/teachers are expected to familiarize themselves with the teachers’ syllabus for grading, individual class supplies/needs, and overall curriculum expectations.

- *Students/teachers are expected to enter every class ready to engage and participate.
- *Students/teachers 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 operate with a DSA staff member sponsor.
- *Any requests for fund raising, activities, special events and meetings must have administrative approval. The SGA will approve items, then forward to administration.
- *The administration supports students being involved in organized activities such as service clubs or national societies, but reserves the right to deny forming new groups if a comparable organization already exists, if a no sponsor is available, or the activity is something students can do outside of the school environ. This is effort to make sure that the building and staff are being utilized appropriately.
- *All clubs and organization must have by-laws to include election of officers, procedures, officer duties, and DSA staff sponsor.**

Communication

- *Remember that kindness and respect go a long way.
- *Students should do as first asked by adults, treat everyone with respect, and keep their “business” to themselves.
- *Be positive, be polite, be pro-active! When conflicts arise with production/performance obligations, it is imperative that students initiate conversations with adults in charge. Do not wait until the last minute to inform directors of rehearsal and/or performance conflicts (loss of production credit will occur if this happens).

Computer Use

*Student responsibility for school computer use and technology issues is included in the Students Rights and Responsibility brochure. Specific school policies enhance and support as needed. Policies will be distributed to students at the beginning of each school year. Students in noncompliance with the policy will be subject to the following disciplinary actions:

- 1st Offense: Student will be denied access to computers immediately for the remainder of the school day.
- 2nd Offense: Student will be denied access to computers for three (3) days.
- 3rd Offense: Student will be referred to the administrative office and may be denied privileges for the rest of the semester.

*Students will be financially responsible for any violation which causes an expense to be incurred.

***Students should invest in a “Flash” or “Travel” drive for school use.**

*No eating/drinking at any work station.

*Turn off computer when finished.

*Priority use if for school business.

*Be kind and share available computer resources with peers.

***Use of technology outside the school house or via alternate networks *which interferes with learning inside the school house* (i.e. Facebook, Twitter, MySpace, etc) will be dealt with according to the DCSD Code of Student Conduct – Student Rights and Responsibilities and Character Development Handbook.**

Conduct in the Administrative/Counseling Offices

*Any student sent to the administrative office for disciplinary reasons should report directly to that office, be seated and talk to no one except the administrator or adult in charge.

*Students working in the administrative offices or “just visiting” should observe office decorum: finish business quickly, use appropriate voice level, and on-task conversation.

***Students without official business in the administrative/counseling offices will be directed to leave and rejoin their scheduled class.**

Counseling Services

The following services are provided through the counselor’s office:

- Diploma choice, tracking, and maintenance of schedule
- Educational and career advisement for post secondary options
- Student Support Team
- Individual and small group counseling, personal and crisis counseling
- Social worker and school psychologist referral
- Classroom guidance programs
- Peer Helper training
- Collaborative services for parents, students and teachers
- Mentoring
- Please be mindful that DSA only has ONE counselor to serve all the needs of all DSA students. Be respectful of deadlines and procedures. Be respectful in expressing needs, concerns, or “Wants”.

Daily Bell Schedule

*Announcements at the start of classes imply that students will enter classrooms before the bell and be ready to listen. This is not an extra 5 minutes for them to be late to the classroom.

*Ten Minute Rule – Students will not be allowed to leave class the first or last 10 minutes of a period.

*Students are expected to be off campus by 4:00 p.m. Buses will leave campus at 3:15. Parents should pick-up students by 4:00 pm unless student is participating in a DSA rehearsal/activity.

***No check-outs after 2:30 pm.**

*The *Moment of Silence, Pledge of Allegiance* and brief morning announcements will be at 10:00 am at the start of 2nd block.

*Teachers will monitor hallways during class changes and as assigned in the mornings.

**Reminder: It is state law that every school observes the Moment of Silence for no less than 20 seconds and no more than two minutes each day. Teachers are responsible for monitoring this in each classroom.*

Dance and Gym Locker Rooms

*Using locker rooms is a privilege.

*Students are responsible for properly disposing of trash and collecting clothing items.

*All valuables must be locked in lockers.

***DSA is not responsible for lost or stolen items not properly secured.**

Detention

*Detentions may be assigned by teacher or administrator as part of student code of conduct.

*Failure to serve detention will result in further administrative referral.

Dress Code

ALL DSA students will adhere to the DCSD Student Dress/Appearance Guideline and Regulations and local policies.

STUDENT DRESS CODE - per DCSD Student Code of Conduct

The atmosphere of a school must be conducive to learning. A student’s appearance can positively or negatively impact the climate of a school. Students must adhere to DeKalb School System dress code requirements. Students who fail to comply with the DeKalb School System dress code requirements, as enumerated below, may be charged with Offense #25 –**Student Dress Code Violation (see page 28 of DCSD Student Code of Conduct):**

- Students are expected to follow all school rules governing safety in specialized programs that may require the wearing of protective clothing, safety glasses, or other similar requirements.
- Clothing or jewelry that disrupts the educational process or endangers the health or safety of other students, staff or visitors is prohibited.
- The wearing of clothing, insignia, symbols, or adornments worn or carried on or about a student which promote gangs, the use of controlled substances, drugs, alcohol, or tobacco is prohibited.
- The wearing of clothing which shows offensive and/or vulgar words, pictures, diagrams, drawings, or includes words or phrases of a violent nature, a disruptive nature, a sexual nature, or words or phrases that are derogatory regarding a person’s ethnic background, color, race, national origin, religious belief, sexual orientation, or disability is prohibited.
- Shoes must have a back strap behind the ankle/heel area. Flip flops, sandals, show shoes, etc. that do not have a back supporting strap are prohibited.

The wearing of pants below the waist line, bare midriffs, halter tops/tank tops, tops/blouses revealing cleavage, short shorts, net/see through garments, flip-flops, between-the-toe shoes without heels, bedroom shoes, or other footwear that interferes with freedom of movement and dresses, pants, or skirts with high splits is prohibited. Note: Students/Parents are urged to review local school handbooks for any additional requirements related to student dress.

The following applies to all student dress code violations:

Number of Offenses	Action of the School
First Offense	Verbal Reprimand, Contact Parent and In-School Suspension (ISS) until end-of-day or correction of the violation
Second Offense	Required Parent Conference and two (2) days ISS
Third Offense	Contact Parent, three (3) Days ISS and Local Formal Hearing, which may result in up to ten (10) days ISS, Local Probation and/or parent attend classes with student in lieu of ISS. Chronic violation of this expectation will result in the charge of #19a – Repeated Violation of School Rule, refusal to follow instructions and a possible referral to an alternative setting upon a finding of guilty by the Student Evidentiary Hearing Committee.

The DSA Dress Code includes the following guidelines:

- **Local guidelines and reminders: If in doubt, don’t wear it!!!**
 - All Students – No...
 - Hat
 - Jeans/pants with holes, rips (even if purchased that way)
 - Flip flops, house shoes, sandals/shoes without back heel strap
 - Below the hip saggy pants
 - Pajama/lounge wear bottoms
 - Arguing if dress is addressed

Ladies:

- Dresses, skirts, shorts, long sweaters must fall at or below “finger-tip length”
- **Leggings, tights, spandex does not replace appropriate pants, skirts or shorts under not so long tops**
- Cleavage must be covered
- Tops/blouse must cover shoulder (no tanks, spaghetti straps or “razor backs”)
- Skirts, dresses and tops of sheer material should be worn with appropriate under garments
- Super tight or leggings/jeggings/yoga pants – non sweat or jeans
- Large arm-hole cut out which reveals under garments

Gentlemen:

- Pants worn at waist
- No tanks or oversized sleeveless shirts

Parents are expected to support the student and school by making sure that their child leaves home appropriately dressed for school. If called regarding a dress code violation, parents should make every effort to assist the school in bringing a change of clothes so the student may return to class.

When in doubt, don't wear it! Use common sense and modesty when dressing for school. Students are not to argue with adults if dress code is addressed.

Discipline

*Students will follow the *Code of Student Conduct – Student Rights and Responsibilities and Character Development Handbook*. **Students will be subject to appropriate discipline if/when local or district policies or laws are not followed.**

*Students will adhere to all local policy and procedures.

*Students will be given opportunities to remediate behavior as first recourse.

*Each teacher will develop, post, and implement a classroom management plan which will aid them in ensuring that each student is afforded the best classroom atmosphere in which to learn.

***Students are expected to practice SELF-DISCIPLINE at all times. Controlling voice levels, promptness to class, interacting with peers and adults in a respectful and positive manner, following class, school and district policies and being on time to class are part of self-discipline.**

Electronic Equipment/Use of Cell Phones

*Due to the late and often busy schedule of students, they may bring cell phones to school.

*Local policy dictates:

- Cell phones are not to be used for any reason once a student enters the building and throughout the school day (including lunch). Phone should be off and out of sight.
- Electronic items turned in to the administration may only be retrieved by legal parent or guardian at the administrator's convenience.
- Other electronic items (iPods, 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 student or not secured in locked locker.**
- Consequences will follow local and district policy.
- Students will not be allowed to charge cell phones or other electronic devices during the school day except in the media center.

Other Electronic Items

*DSA is not responsible for the loss of **any student's personal items**, including phones, money, and other electronic items (camera, portable CD/tape players, etc.) not secured in a **LOCKED** locker.

*If a teacher allows students to use an iPod/CD/tape player in class, headphones should be worn.

***Headphones/earpieces should not be worn or seen during the day. .**

Document Processing

*COE, transcripts and other document requests will only be processed on Tuesday for pick-up on Wednesday.

Enrollment

*Only those students who have auditioned and have been accepted to DSA may attend.

Financial Obligations

*Fundraiser monies, lost textbook fees, media center fines/fees, etc, must be cleared each semester.

***Students who have outstanding financial obligations will not be issued report cards, transcripts, diplomas, Certificates of Attendance, Work Permits, duplicate textbooks, or school records.**

***Personal checks to clear obligations will not be accepted after April 30, 2015.**

Fire and Emergency Drills

*Fire and other emergency drills will be conducted throughout the year. State law requires monthly fire drills.

*Students are expected to follow all directions quickly and quietly.

*Emergency exit plans are posted in each classroom.

Food and Drink in the Classroom

*Eating in the classrooms is not allowed.

*Do not leave open containers of food or drink in lockers.

*All food should be in commercially sealed packaging to best insure safe-keeping.

***Lunch is to be eaten only in the cafeteria.**

*Seniors may eat in the courtyard between 200-300 halls.

Grade Point Average (DCSD)

4.0 Scale A = 4 B = 3 C = 2 D = 1 F = 0

5.0 Scale* A = 5 B = 4 C = 3 D = 2 F = 0

*For AP courses only – Students must take the corresponding AP exam to earn the “quality” point.

*Grades for all eight classes are used in determining progress and/or probation status for each student at the end of each semester.

Grade Reporting (DCSD)

*Students receive progress reports every 4.5 weeks.

*Report cards are issued at end of semester.

*Students and parents may monitor grades through the *Parent Portal* grade book program.

*All students 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

*Students who have grades below 80% at progress report time may receive deficiency notices with plans for remediation from the teachers.

Graduation Requirements

*In order to graduate from a DCSD high school, students currently in grades 9-12 must earn 24 units with certain core and elective class requirements.

*The counselor will meet with each student and family at least three (4) times during grades 8-12 to monitor progress towards graduation.

*Guidelines for earning a Georgia/DCSD diploma will be communicated throughout a student's DSA career.

**Pending GA state law and education codes, the GHSGT is being phased out. More details will be given to students as the year progresses. EOCT will gradually replace GHSGT except for the Writing Test in 11th Grade.

Hall Passes

*Student should have a pass to be in the halls for any reason.

*Student working for yearbook, newspaper, office aid, technical theater, and stage management, will use permanent passes.

*Students should not be in the hallways the first or last 10 minutes of class.

Illness During the School Day

*If a student becomes too ill to stay in school during the day, he/she will receive permission to call for a parent/guardian to come pick him/her up from school.

*If a student is feeling very unwell in the morning, he/she should probably stay at home and get well. **If a student is well enough to come to school, he/she will be expected to attend all classes and be responsible for all work.**

Important Telephone Numbers

DSA Main Office: 678-676-2502

DSA FAX: 678-676-2510

DCSD Transportation: 678-676-1300

DCSD Main Number: 678-676-1200

Lockers

*Hall lockers have a built-in combination lock.

*If a student wishes to secure items in a dance or gym locker, they must purchase and use a lock.

***Only magnets should be used on the outside for decorations. No tape or sticky stuff.**

*Lockers which are over-stuffed or improperly used will be cleaned out.

*No lockers will be used during the last 2-3 days of school.

*Periodic locker clean-outs will aid students in maintaining lockers, returning media center materials and monitoring textbooks.

***Students will either secure belongings in locker or carry with them during the school day. Bags and items may not be left in the hallway during the day.**

***DSA is not responsible for any items left out of lockers or in unlocked lockers.**

***Lockers are not to be shared. Only the locker assigned to an individual student will be used by that student.**

*Broken or damaged lockers should be reported to the main office.

*Locker decorations for celebrations may only be up for 1 week.

*Students are held responsible for the contents of their lockers. School administrators or their designee have the authority to search lockers if there is a reasonable suspicion of the student being in violation of an offense listed in the *bro Code of Student Conduct – Student Rights and Responsibilities and Character Development Handbook*.

Lost and Found

- Found books will be returned to the appropriate teacher.
- Found coats, jackets, book bags, and other items will be collected.
- Found purses or other valuables will be kept in the office.
- All unclaimed lost and found items of clothing will be donated to charity at least twice a year.
- 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...KEEP UP WITH YOUR STUFF!**

Magnet/DSA Guidelines

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

- Maintain an 80% or 3.0 GPA
- Pass ALL classes with a 71 or higher
- Meet promotion requirements each year
- Earn two (2) production credits a year
- See Magnet Continuation Guidelines for details.

Make-up Work

- When a student is absent because of a legal reason as defined by Georgia law or when the absence is apparently beyond the control of the student, the student 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 student is absent due to unforeseen circumstances within board approved absences, the student 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.**
- OSS: at administrators' discretion

Medication

***No medication, including aspirin, may be administered to students by school personnel.**

*Students who must take prescription medication should report this to the front 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 administrative offices upon arrival at school.

*State law now allows students 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.

On-Line Classes

*On-line classes will be recommended for the following reasons only:

- Upper grades (11-12) resolve schedule conflicts
- 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.

- *On-line classes may not supplant full participation in the DSA curriculum and programming.
- *On-line classes are subject to local school and district approval.

Packages/Deliveries

- If a parent delivers a package for the student, the office will contact the student during non-instructional time to pick-up the item.

Parent Portal Access

*Parents and students may sign-up for on-line grade access. <http://www.dekalb.k12.ga.us/www/infinite-campus>

Parking Permits/Student Drivers

- *Parking permit are \$20.00 per semester.
- *Permits must be purchased within the first 3 weeks of 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 students is near the fence on the upper lot. DCSD and DSA are not responsible for loss or damage to vehicles or contents.
- *Students parking in unauthorized areas or failure to display parking permit are subject to towing and/or fines.
- *Student vehicles are subject to searches as defined in the DCSD Code of Conduct.
- *Students driving to school will not be excused from being on time to school for weather, traffic, coffee stops, breakfast pick-ups, etc.**

Plagiarism

- *Whether directly copied from a book, magazine, another student's work or the Internet, plagiarism is not acceptable.
 - *Internet sources must be cited when used in student work (Internet plagiarism can be traced!).
 - *Most teachers will require students to submit written work through TurnItIn.com
 - *Students 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.**
- Students 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 or password. **See the Code of Student Conduct - Student Rights and Responsibilities and Character Development Handbook.**

Planners

*It is highly suggested that students use some type of calendar or planner to keep track of their busy DSA schedules. The DSA PTSA sell planners at the beginning of the school year for \$5.00.

Production Credits

- *Earn a minimum of two (2) production credits during the school year.
- *Credits and partial credits are earned for on and off stage work. Students will receive a full listing of production credit opportunities.
- *Production Credit Progress reports will be issued every 4.5 weeks (excluding first progress report).
- *The DCSD/DSA Magnet Contract includes grades, promotion requirements and production credits.
- *A complete and separate Production Handbook is issued to students.

Policies and Procedures

- * The *DCSD Code of Student Conduct – Student Rights and Responsibilities and Character Development Handbook* (SRRC DH) is distributed to each student and family at the beginning of the year.
- *Students are required to take a test on the SRRC DH each year. The district expectation is for a student to achieve 100% on the test. Student will remediate and retake the test until 100% is achieved.
- *“*Local school rules may supplement, but not conflict with [the Code of Student Conduct] (p. 5).*”
- *Policies which may be unique to a school may be implemented in addition to the *Code of Student Conduct* for the safety and welfare of students in that program.
- ***DSA is a DCSD public school. DSA students are not exempt from consequences if they fail to follow policy and procedure at the county, school or classroom level.**
- ***DSA reserves the right to amend, adopt, or delete local policies/procedures as needed without prior notification.**

Restrooms

- *Students will use only the restrooms designated for students.
- *Keep them clean and neat for all – these are YOUR restrooms. Restrooms should not be used as changing rooms for PE/Dance classes.
- *During breakfast/lunch, students may use the restroom across from the cafeteria.
- *Students 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 student’s schedule are limited. Changes after the first 5 days of Semester 1 and the first 3 days of Semester 2 will be made for the following reasons only:
 - To make adjustments for failing grades or summer school work
 - To balance the number of students 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 assistant principal through a teacher – not a student.

Selling Food and Other Items on School Property

- *Students 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.
- *Short term or long-term food fundraisers may not interfere with the district’s school nutrition program.

Signs/Poster

- *Signs, announcements or poster must only be adhered to bulletin boards.
- *Taping to walls, windows, doors or door frames ruins the finishes.

Snack/Juice/Water Machines

- *According to DCSD Board Policy adopted in December of 2003, only water, juice, and sugar free sodas may be sold to students during the school day.
- *DSA is not responsible for monetary loss in vending machines.
- *Proceeds from vending machines are used for student incentives, awards, testing support, and other school events.

Standardized Testing

- *8th Grade: Georgia Milestones Assessment in Math, Reading ELA, Science and Social Studies - late April, must pass reading/ELA and math for promotion to 9th grade.
- *All 10th and 11th grade students will take the PSAT in October. 9th grade students may pay to take the exam as an option (\$15.00).
- *9th-12th Grade: End of Course (EOC – Georgia Milestones Assessments)– early May – will count as 20% of final grade second semester in Math 1 (CCGPS Algebra) or Accelerated Math 1, Math 2 (CCGPS Geometry) or Accelerated. Math 2, Biology, Physical Science, 9th Grade Literature, 11th Grade Literature, U.S. History, and Economics
- *Advanced Placement Exams (early May) – Any DSA student enrolled in AP courses will take the corresponding AP exam. Students will only earn possible college credit by completing the AP course and taking the exam. Students will have to pay for AP exams fees in lieu of district and state funding.
- *11th Grade: 11th Grade Writing Test will still be required of all students through the 2014-2015 school year (Class of 2016).

Student ID Cards

- *Each student has or will be issued at DSA Student Identification Card.
- *This card may be needed for certain school operations.

Student Supervision

- *Students may arrive on campus after 7:00 a.m. but must wait in the school upper lobby.
- *Students may enter DSA halls at 7:30.
- *Students should ride the 3:15 bus unless participating in a DSA activity.
- *Students relying on parental transportation should be picked-up by 4:00 p.m. and will wait outside.
- *The school is only responsible for students staying after for AUTHORIZED activities with a staff sponsor.**
- *All students will be in their assigned class at the assigned time during the day.
- *Students are not allowed to leave campus during the school day. Students participating in off-campus internships and joint-enrollment, will sign in/out in the office upon arrival and departure.**

Tardy to School and Class

- *Students are tardy to school at 8:10. After 8:10, students must receive a pass from the front office.
- *Excused tardies will be granted only with written card or note from parent or doctor.
- *Traffic, weather, etc. do not validate tardiness. There is traffic and weather everyday.**
- *Exceptions MAY be made when extreme conditions exist which might impact student safety.
- *Students in the building before 8:10 are expected to be in class at 8:10.
- *Parents making students late to school is not cool.☺
- *See Tardy and Attendance Contract for more details and consequences.
- *Class tardies will be handled by the individual teacher.**

Telephone/Messages

- *Students may use the public telephone in the main office for emergency contact.
- *Student must have note from teacher to be in office.
- * Two (2) minute time limit on calls.
- *Plans for transportation, doctors' appointments, etc., should be made before a student comes to school in the morning.
- *Messages from parents will be delivered during non-instructional time and a staffing permits.
- *Emergency communications must go through administrative personnel.

Title IX

*No person on the basis of sex, shall be excluded from participation in, or be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance.

Transcript Requests

*Complete form in counseling office.

*Transcripts requests will be processed once per week on Tuesday for pick up on Wednesday.

*Seniors will have \$10.00 added to class dues to defray cost of printing and mailing transcripts (limit 10 per semester).

*Transcripts will be withheld if student has financial obligations.

***Per county policy, official transcripts cannot be released to a student or parent.**

Withdrawal Procedures

*Contact the DSA main office for withdrawal information.

*Parents must supply appropriate information for placement in next school. Homeschool programs must have official documentation as well.

*Once a student withdraws from DSA, they may apply for the following school year.

*Students applying for re-entry into DSA will go through the same process as any other new student.

Visitors

*All visitors, including parents, must sign-in with the front office upon arrival and state purpose of visit, then wait for permission to enter building.

***Student visitors are not allowed on campus or in class unless special administrative prior (24 hours minimum) approval has been granted.**

*Conferences with teachers should be planned by appointment during a teacher's non-instructional time.

You are at DSA for a reason - You are great people, great artists, and great students.... "to whom much is given, much is expected"....expect the most from yourself, your peers, your teachers and your school!

***On the places you'll go,
Today is your day!
Your mountain is waiting,
So ...get on your way!***

--Dr. Seuss

DeKalb School of the Arts Glossary

ADAP	Alcohol Drug Awareness Program – Students participate in a specific curriculum offered through 9 th grade health classes. Students must meet a minimum competency in order to earn an ADAP certificate which is needed in order to secure a Georgia driver’s license.
Announcements	Morning and afternoon announcements are used to communicate information to students on a daily basis (lunch menu, special events, recognitions, deadlines, reminders, etc.).
Arts Reviews	Each year, students in grades 8-11 will go before the arts staff for an individual review. Grades, productions credits, schedule, major/minor goals, and overall performance/development evaluation are discussed. Students also have the opportunity to discuss challenges, concerns, and accomplishments with the arts staff.
Benchmark	Standardized formative assessments used to assist teachers in informing instruction.
Callboard	Bulleting board used for posting notices for crews, auditions, and performances.
CCRPI	College Career Readiness Performance Index – State of Georgia rating system for schools. Used multiple identifiers (test scores, attendance, AP testing, etc) to determine a school’s score. DSA has CCRPI scores for Middle School and High School.
COA	Certificate of Attendance – A document available from the Georgia Department of Motor Vehicles. It must be signed and notarized by school officials in order for students to receive either a learner’s permit or permanent license.
Crew	Students sign up for and are chosen to work on crews for all performances. Usher, lighting, costumes, media, tech, etc. are incorporated in the production. Students must follow guidelines for signing up.
Dark Night	Performances created through the Creative Writing Program. Initially presented at a local theater on a Monday which is the “dark night/closed night” of most theaters. Now, presented over 2-4 shows during a weekend.
Departmental Show	One night only performances which are developed as a result of regular classroom instruction and target after school rehearsals.
DESA	DeKalb Elementary School of the Arts – serves students in grades K-7
Drama Ensemble	Audition only drama ensemble. Meets as a class.
DRC	Dance Repertory Company – Audition only performance ensemble. Meets as a class.
Fringe Festival	The final week of the performance/production season usually held at the end of April/beginning of May. Evening performances during the week cap of departmental shows (chorus, band, etc.). A full day of performances, workshops, crafts, and concessions is held on the final day – Saturday.
HighLeit	Audition only vocal show choir ensemble. Meets as a class.
Infinite Campus	DCSD’s student information management system
Mainstage	A performance which involves 3-4 nights of performances in the DSA theater. Full cast and crew are utilized
Major	Area of study which student pursues for at least 3 years.
Minor	Single or multiple areas of study which a student pursues for at least 2 years.
Mongo	Mr. Nealer, production manager
ProArte’	Audition only ladies vocal ensemble. Meets as a class.
Production Credits	Credits earned for participating in concerts, shows, galleries, crews, etc. All students must earn 2 production credits a year for these extracurricular events. Arts teachers will provide information for their students earning credits. Production Credit reports are managed by Mr. Nealer. Production credit reports are issued with each progress

report (except the first one in September). A separate Production Credit Handbook will be published on the DSA website.

PTSA	Parent Teacher Student Association – Provides financial and volunteer support to the total school program.
School Council	An elected body (4 parents, 2 teachers, and principal) which monitors students' achievement, attendance, specific programming challenges, and strategic planning.
SGA	Student Government Association – The main student leadership organization which assists in organizing leadership for each of the grade levels and school wide. SGA monitors fund raisers, special events, and acts as a liaison between students and administration. Students are elected by their peers in the spring of each year for the following year.
SLO	Student Learning Objective – Used in classes which do not have standardized testing. This pre(Fall)/post (Spring) assessment is used in part for teacher evaluation scores. Post tests will count as a grade for students.
SPA	Students of the Performing Arts – student organization similar to Student Government, liaisons with arts staff and students, represented are selected by SPA board. SPA hosts the fall dance (semi-formal like homecoming), monthly meetings for the whole school, and Fringe Festival.
Universal Screener	An assessment platform used with all 8 th and 9 th grade students to monitor standards achievement in reading and math. The Universal Screener is used at least 3 times a year. Data from reports assist teachers in providing targeted instruction for students.
Work Permit	The local school is the last step in securing a work permit. Students ages 14-17 must have a work permit in order to work. The job site must register the student.