

DeKalb School of the Arts

Student Handbook

2021-2022

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 staff is 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, and in the nation. We look forward to assisting you in fulfilling your educational goals and expect you to exceed expectations, and to carry on the tradition of our great institution. 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 high school educationally and artistically successful. We welcome the opportunity to help you as you proceed through your high school career.

George H. Greene, Ed.S

Principal

DEKALB SCHOOL OF THE ARTS MISSION AND VISION

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

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

This handbook is designed as a supplement to the 2021-22 Code of Student Conduct – Student Rights and Responsibilities and Character Development Handbook (https://www.dekalbschoolsga.org/documents/code-of-conduct/2021-2022-dcsd-code-of-student-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

- *Students with a numerical GPA 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 (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 use to facilitate meeting time for SPA meetings and other schedule whole school presentations.

SPA/PM Activity Schedule	
1 st Block	8:10 – 9:20
2 nd Block	9:25 – 10:35
3 rd Block	10:40 – 11:50
Lunch A/ Advisory B	11:53 – 12:18
Lunch B/ Advisory A	12:22 – 12:50
4 th Block	12:55 – 2:05
Activity Period	2:10 - 3:20

AM Activity Schedule	
Activity Period	8:10 - 9:20
1 st Block	9:25 – 10:35
2 nd Block	10:40 - 11:50
Lunch A/ Advisory B	11:53 – 12:18
Lunch B/ Advisory A	12:22 – 12:50
3 rd Block	12:55 – 2:05
4 th Block	2:10 – 3:20

Administrative and Counseling Offices

After-School Activities

DSA is a very busy place after the school day ends. Students will adhere to the following guidelines:

- *Only students with legitimate reasons (rehearsals or tutoring) will be in the building after 4:00.
- *Students must maintain appropriate noise levels within the building. Many teachers are tutoring and working with other students after-school and must have relative quiet to work with your peers.

^{*}Students must have passes for office visits.

^{*}Students should be handling official business only.

^{*}Will receive a pass to return to class.

^{*}Unless it is an emergency, students must have an appointment for their office visit.

- *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.
- *Unless unusually inclement weather, students will wait for rides outside the cafeteria.
- *Only students currently enrolled at DSA may be on campus after school hours.

Arrival

*Students may arrive to campus at 7:30 am each day. Students will be housed in the cafeteria unless they have a pass for tutorial or a meeting.

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 the attendance administrator 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.
- *See Attendance Contract for more details.

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: 7:30-8:00 am and 3:20-3:45
- *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.

Bell Schedule

- *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 Day and even periods (2, 4, 6, 8) are on Even Day.
- *Students take eight classes per year.
- *Each class is 90 minutes long with a five-minute transition period.
- *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. Parents should pick-up students by 4:00 pm unless student is participating in a DSA rehearsal/activity.
- *No check-outs after 2:45 pm.
- *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.

Regular Schedule	
1 st Block	8:10 – 9:40
2 nd Block	9:45 – 11:15
Lunch A/ Advisory B	11:18 – 11:43
Lunch B/ Advisory A	11:47 – 12:15
3 rd Block	12:20 – 1:50
4 th Block	1:55 – 3:20

Breakfast/Lunch

- *DSA students have full access to the DCSD Food Nutrition Program through the cafeteria.
- *School breakfast and lunch is free for all students for the 2021-2022 School Year
- *Applications for the free or reduced lunch program must be submitted each year. See the cafeteria manager for an application.
- *Microwaves will not be made available in the cafeteria
- *Students are expected to clean 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.

Certificates 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.
- *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 ParentPortal.
- *Updated proof of residency must be submitted to the Registrar 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.
- *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 2:45. Dismissal is at 3:20.

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 fundraising, activities, special events and meetings must have administrative approval.
- *DSA 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 no sponsor is available, or the activity is something students can do outside of the school environment. 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, and treat everyone with respect

*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

- *Students are expected to keep up with and maintain all school-issued devices and return them in the state in which they were originally received.
- *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. Acceptable Use 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 workstation.
- *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 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 Code of Student Conduct Student Rights and Responsibilities and Character Development Handbook.

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
- *Please be mindful that counselors wear many hats at DSA. Be respectful in expressing needs, concerns, or "Wants".

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

- *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 towards 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 waistline, bare midriffs, halter tops/tank tops, low-cut tops/blouses, short shorts, pajamas/ loungewear, 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 DCSD Dress Code policy

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.
- *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.
- *Behaviors that are disruptive, disrespectful, or are in violation of the Code of Conduct will be referred to the discipline administrator

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. 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.

Other Electronic Items

*If a teacher allows students to use an electronic device in class, headphones should be worn.

Headphones/earpieces should not be worn during direct instruction time. If a student cannot hear basic instructions or conversations, the volume of the personal device is too loud.

Enrollment

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

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.

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.

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 75% 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 facilitate group meetings with students and families during advisement to select courses and monitor progress towards graduation.
- *Guidelines for earning a Georgia/DCSD diploma will be communicated throughout a student's DSA career.

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 provided by the teacher.
- *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/they will receive permission to call for a parent/guardian to come pick him/her/them up from school.
- *If a student is feeling very unwell in the morning, he/she/they should probably stay at home and get well. If a student is well enough to come to school, he/she/they will be expected to attend all classes and be responsible for all work.

Important Telephone Numbers

DSA Main Office: 678-676-2502

DSA Box Office: 678-676-2552

DSA FAX: 678-676-2510

DCSD Transportation: 678-676-1300

DCSD Main Number: 678-676-1200

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.

*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 ITEMS!

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 twenty (20) production credits a year

*Exhibit regular attendance and exemplary discipline

*See Magnet Continuation Guidelines for details.

Major/Minor Policy

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

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.

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:

- *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.
- *On-line classes are subject to local school and district approval.

Parking Permits/Student Drivers

- *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.

Production Credits

- *Earn a minimum of twenty (20) 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.
- *The DCSD/DSA Magnet Contract includes grades, promotion requirements and production credits.
- *A complete and separate Production Handbook is made available to students.

Policies and Procedures

- * The DCSD Code of Student Conduct is distributed to each student and family at the beginning of the year.
- *Students are required to take a test on the Code of Conduct 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 10 days of school 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 Counselor and/or Assistant Principal of Instruction

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.

Standardized Testing

- *All 10th and 11th grade students will take the PSAT in October. 9th grade students may pay to take the exam as an option.
- *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 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.

Student Supervision

- *Students may arrive on campus after 7:30 a.m. but must wait in the cafeteria.
- *Students may enter DSA halls at 8:00.
- *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 and advisory period 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 every day.
- *Exceptions MAY be made when extreme conditions exist which might impact student safety this will be made at the Principal's discretion.
- *Students in the building before 8:10 are expected to be in class at 8:10.
- *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 as staffing permits.
- *Emergency communications must go through administrative personnel.

Withdrawal Procedures

- *Contact the DSA Registrar 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

*due to DCSD Covid-19 policy, no visitors are allowed on campus at this time

Note: This is a living document and regulations are subject to change.