

Alexander W. Dreyfoos
SCHOOL OF THE ARTS
501 South Sapodilla Avenue
West Palm Beach, Florida 33401
(561) 802-6000 (561) 802-6065 FAX

2011 - 2012
PORTFOLIO PLANNER
Student / Parent Handbook

THIS PORTFOLIO PLANNER BELONGS TO:

NAME _____

ADDRESS _____

CITY _____

PHONE _____

E-MAIL _____

STUDENT NUMBER _____

LOCKER INFORMATION _____

ADMINISTRATION

Ellen Van Arsdale, *Principal*
Leo J. Barrett, *Assistant Principal*
George Miller, *Assistant Principal*
Suzanne Smith, *Assistant Principal*
Jane Grandusky, *Magnet Coordinator*

Alexander W. Dreyfoos
SCHOOL OF THE ARTS

MISSION STATEMENT

The Alexander W. Dreyfoos School of the Arts will provide an outstanding arts-centered education, in concert with a strong academic program, for students with exceptional ability in communication arts, dance, music, theatre, or visual arts. The faculty and staff, in partnership with students, parents, and the community, will strive to meet the individual creative and academic needs of these students.

BELIEFS

We, at Alexander W. Dreyfoos School of the Arts believe

we have a unique population selected on the basis of artistic talent in communication arts, dance, digital media, music, theatre, or visual arts.

the major function of our school is to provide our students with the tools necessary to pursue the arts at the college, conservatory, or professional level.

the student's primary focus should be on the arts.

strong art and academic programs stimulate excellence in artistic and intellectual endeavors.

all faculty, parents, and students see art as a common purpose at the School of the Arts.

each student's talent is enhanced by his/her success in all classes.

the School of the Arts fosters a life of appreciation and support of the arts.

Board Approved - 12/16/2010 and Revised 2/23/2011

JULY 2011					AUGUST 2011					SEPTEMBER 2011					
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	
					1	2	3	4	5 School District Closed					1	2
4	5	6	7	8 School Closed On Friday's	9	10	11	12	13 School for Teachers	14	15	16	17	18	
11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	
18	19	20	21	22	23	24	25	26	27	28	29	30	31		
25	26	27	28	29	30	31									
OCTOBER 2011					NOVEMBER 2011					DECEMBER 2011					
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	
3	4	5	6	7	1	2	3	4	5	1	2	3	4	5	
10	11	12	13	14	7	8	9	10	11	12	13	14	15	16	
17	18	19	20	21	14	15	16	17	18	19	20	21	22	23	
24	25	26	27	28	21	22	23	24	25	26	27	28	29	30	
31					28	29	30								
JANUARY 2012					FEBRUARY 2012					MARCH 2012					
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	
2	3	4	5	6	1	2	3	4	5	1	2	3	4	5	
9	10	11	12	13	8	9	10	11	12	9	10	11	12	13	
16	17	18	19	20	15	16	17	18	19	16	17	18	19	20	
23	24	25	26	27	22	23	24	25	26	23	24	25	26	27	
30	31				29	30				30					
APRIL 2012					MAY 2012					JUNE 2012					
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	
2	3	4	5	6	1	2	3	4	5	1	2	3	4	5	
9	10	11	12	13	8	9	10	11	12	9	10	11	12	13	
16	17	18	19	20	15	16	17	18	19	16	17	18	19	20	
23	24	25	26	27	22	23	24	25	26	23	24	25	26	27	
30					29	30	31								

THE DATES ON THE CALENDAR WERE APPROVED BY THE SCHOOL BOARD OF PBC, FL. IF DATES ARE ADDED FOR OTHER SCHOOLS OR ACTIVITIES, A CALENDAR DISCLAIMER SHOULD BE USED.

**PALM BEACH COUNTY SCHOOL CALENDAR
2011 - 2012**

FIRST SEMESTER

August 22	First Day for Students <i>Start of 1st 9-weeks & 1st Semester</i>
August 31	Learning Team Meeting - LTM Day
September 5	Holiday (Labor Day)
September 15	Learning Team Meeting - LTM Day
September 20	Pupil Progress Reports
September 29	Fall Holiday
October 13	Learning Team Meeting - LTM Day
October 20	<i>End of the 1st 9-weeks</i>
October 21	NO SCHOOL (Teacher Work Day)
October 24	<i>Start of 2nd 9-weeks</i>
November 3	Learning Team Meeting - LTM Day
November 7	Report Card Distribution
November 11	NO SCHOOL (Teacher Work Day)
November 22	Pupil Progress Reports
November 23 - 25	Holiday (Thanksgiving)
December 1	Learning Team Meeting - LTM Day
December 22	<i>End of 2nd 9-weeks & 1st Semester</i>
December 23 - 30	Holiday (Winter Holidays)

**PALM BEACH COUNTY SCHOOL CALENDAR
2011 - 2012**

SECOND SEMESTER

January 2 - 6	Holiday (Winter Holiday)
January 9	NO SCHOOL (Teacher Work Day)
January 10	<i>Start of 3rd 9-weeks & 2nd Semester</i>
January 16	Holiday (M. L. King Birthday)
January 24	Report Card Distribution
January 26	Learning Team Meeting - LTM Day
February 9	Learning Team Meeting - LTM Day
February 14	Pupil Progress Reports
February 20	NO SCHOOL (Teacher Work Day)
February 28 - 29	FCAT (Florida Writes)
March 1	FCAT (Florida Writes)
March 8	Learning Team Meeting - LTM Day
March 16	<i>End of 3rd 9-weeks</i>
March 19 - 23	Holiday (Spring Break)
March 26	NO SCHOOL (Teacher Work Day)
March 27	<i>Start of 4th 9-weeks</i>
April 6	Holiday (Spring Holiday)
April 10	Report Card Distribution
April 16 - 27	FCAT (Reading, Math, Science)
May 2	Pupil Progress Reports
May 30	Holiday (Memorial Day)
June 7	<i>Last Day of School</i> <i>End of 4th 9-weeks & 2nd Semester</i>
June 14	Report Cards Mailed Out

MY SCHEDULE

ODD DAY	(1, 3, 5 & 7)	Wednesday & Friday
EVEN DAY	(2, 3, 4 & 6)	Tuesday & Thursday
7-PERIOD DAY	All Classes	Monday & As Needed
LTM	(2, 3, 4 & 6) or	(1, 3, 5 & 7)

PERIOD	SUBJECT	TEACHER	ROOM #
1			
2			
3			
4			
5			
6			
7			

WHERE TO GO FOR WHAT YOU NEED

Admission to Class	Student Services - Building 1
Appointments with Guidance Counselors	Guidance Office - Building 1
Athletic Information	Mr. Webb - Building 1
Attendance Information	Data Processing - Building 2
Bullying Complaint Forms & Drop Boxes	Student Services - Building 1 Data Processing - Building 2
ID Card Problems	Media Center - Building 5
Illness or Accident	Clinic - Building 1
Locker Information	Student Services - Building 1
Lost and Found	Student Services - Building 1
Lunch Tickets - Free/Reduced	Cafeteria Manager - Cafeteria
Magnet Office	Building 2
Parking Permits	Student Services - Building 1
Permission to Leave Campus	Student Services - Building 1
PSAT/SAT/ACT Information	Guidance Dept. - Building 1
Report Loss of Personal Property	School Police - Building 1
Student Records	Records Room - Building 1
Testing Information	Guidance Dept. - Building 1
Textbooks	Assistant Principal - Building 2
Technology Questions	Media Center - Building 5
Communication Arts Department	Building 1
Dance Department	Building 4
Music Department	Building 7
Theatre Department	Building 7
Visual Arts Department	Building 9

PHONE NUMBERS YOU MIGHT NEED...

Absentee Line	802-6057	Music Band	802-6045
Athletics	802-6014	Music Keyboard	802-6075
Bookkeeper	802-6004	Music Orchestra	802-6015
Bullying Hotline	805-6210	Music Vocal	802-6044
Cafeteria	802-6090	Music Theatre	802-6049
Clinic / Nurse	802-6006	Newspaper Dept.	805-6252
Communications	802-6020	Obligations	802-6003
Costume Dept.	802-6050	P.E. / Health Dept.	802-6038
Dance Dept.	802-6040	Principal Office	802-6002
Data Processor	805-6220	Science Dept.	802-6042
English Dept.	802-6031	School Police	802-6076
ESE Dept.	802-6037	Sculpture Dept.	802-6022
ESOL Dept.	805-6276	Social Science Dept.	802-6035
Foreign Language	802-6021	Speech/Debate Dept.	805-6208
Guidance Dept.	802-6007	Stagecraft Dept.	802-6047
Guidance Fax	802-6065	Student Services	802-6011
Magnet Office	802-6001	Student Services Fax	805-6217
Magnet Fax	802-6059	Textbooks	802-6003
Main Office	802-6000	Theatre Dept.	802-6061
Math Dept.	802-6017	Visual Arts Dept.	802-6023
Media Center	802-6029	Yearbook Dept.	805-6252

YOUR IMPORTANT PHONE NUMBERS

NAME	PHONE NUMBER

2011 - 2012 BELL SCHEDULE

ODD / EVEN BLOCK SCHEDULE

8:23	First Bell
8:30 - 10:10	1st / 2nd hour class
10:17 - 10:27	Morning Announcements
10:27 - 11:17	3rd hour class
11:17 - 12:06	Lunch
12:13 - 1:53	4th / 5th hour class
2:00 - 3:40	6th / 7th hour class

SEVEN PERIOD DAY

8:23	First Bell
8:30 - 9:17	1st hour class
9:24 - 10:11	2nd hour class
10:18 - 10:28	Morning Announcements
10:28 - 11:15	3rd hour class
11:15 - 12:04	Lunch
12:11 - 12:58	4th hour class
1:05 - 1:52	5th hour class
1:59 - 2:46	6th hour class
2:53 - 3:40	7th hour class

LEARNING TEAM MEETING - LTM

11:20 - 11:52	Lunch
11:59 - 12:49	1st / 2nd hour class
12:56 - 1:46	3rd hour class
1:53 - 2:43	4th / 5th hour class
2:50 - 3:40	6th / 7th hour class



EMERGENCY MAKE-UP DAYS

(1) **October 21, 2011 ~ Teacher's Work Day**

(2) **November 11, 2011 ~ Teacher's Work Day**

(3) **November 23, 2011 ~ Thanksgiving Holiday**

(4) **January 5, 2012 ~ Winter Holiday**

(5) **January 6, 2012 ~ Winter Holiday**

(6) **January 9, 2012 ~ Teacher's Work Day**

(7) **February 20, 2012 ~ Teacher's Work Day**

(8) **March 26, 2012 ~ Teacher's Work Day**

("EMD" inserted into calendar as needed.)

ADMISSIONS AND EXIT POLICIES AND PROCEDURES

Admissions

Students gain admission to the Dreyfoos School of the Arts through a competitive audition/portfolio process held annually. More specific information can be found in the Admission Information brochure.

Probation and Exit:

Probation:

Students may only be on any type of probation once in their high school career. A student who goes on any type of probation for a second time will be dismissed at the end of the school year.

Academic Probation: A student is placed on academic probation for one semester when his/her cumulative grade point average (GPA) falls below a 2.0.

Any student whose overall Grade Point Average (GPA) falls below 2.0 at the end of a semester will be prohibited from participating in any interscholastic sports or extracurricular competitive interscholastic non-sports activities and clubs. Eligibility to return to these activities will be granted when the overall GPA increases to 2.0 or higher.

Arts Probation: A student is placed on arts probation for one semester when his/her honors point average (HPA) for all arts courses in a semester fall below 3.0. Seniors on art or academic probation will not be permitted to participate in the City Place lunch program.

A student may be released from art or academic probation at the end of the semester if he/she meets the requirements listed below.

- The student has attained an accumulative GPA of 2.0 or higher.
- The student earns an art area HPA of 3.0 or higher.
- The student is on track for graduation and meets the requirements stated in the School District of Palm Beach County Pupil Progression Plan.

Attendance Probation: Students who have excessive unexcused absences will be placed on Administrative Disciplinary Contract (ADC) for attendance.

Administrative Disciplinary Contract (ADC): A student may be placed on an ADC as a result of a serious or chronic discipline problem. The contract will outline the terms of the probation.

Disciplinary Probation: Students who have excessive referrals or have serious violation of a school rule will be given an Administrative Disciplinary Contract (ADC). A violation of the ADC will result in the student being re-assigned to his/her home school.

Exit:

Academic Probation: A student who is on academic probation and does not meet the requirements as stated above will be dismissed at the end of the school year.

Arts Probation: A student who is on arts probation and does not meet the requirements as stated above will be dismissed at the end of the school year.

Administrative Disciplinary Contract (ADC): A violation of the ADC will result in the student being re-assigned to his/her home school.

Insufficient Credit to Graduate: Any student at the end of their junior year who is not on track to graduate will be dismissed and returned to their SAC area school (home school).

Immediate Dismissal: A serious violation of the student code of conduct (for example, an incident involving an illegal substance or violence) may require the student to return immediately to his/her SAC area school (home school).

Appeal of the Exit Decision:

There is an established appeals committee, made up of Dreyfoos School of the Arts administrators and faculty members, that reviews appeals from a parent/guardian on behalf of their child in the event that a student is dismissed from the school. The appeal is initiated by a letter, addressed to the principal.

Voluntary Withdrawal:

A parent/guardian who wishes to withdraw their student must meet with the Magnet Coordinator for an exit interview. To reenter Alexander W. Dreyfoos School of the Arts a student must apply and re-audition.

ARTS SCHOOL ETIQUETTE

Students are exposed to all aspects of the five art areas as a part of the arts school culture. They attend and participate in performances, exhibits, discussions, and debates. Arts school students recognize the value of all works presented and demonstrate respect for the presenters.

Students are expected to adhere to the following rules of etiquette during all performances, presentations, and exhibits.

1. **REMAIN QUIET DURING PERFORMANCE**
2. **LIMIT MOVEMENT** - Arrive on time and remain for the entire performance. Restroom breaks should be taken at scheduled intermissions.
3. **PROPER APPLAUSE** - For example, during a concert, hold all applause until the conductor drops his hands and turns

around. In any performance setting, applause is all that is required to praise a performance; shouting and whistling are unnecessary.

4. **DRESS APPROPRIATELY** - Your attire should coincide with the type and location of the event. For example, an evening performance at the Kravis Center or Meyer Hall requires semi-formal attire while an outdoor performance at the Meyer Amphitheatre calls for informal attire.

ATTENDANCE

The students at the School of the Arts are expected to perform at the maximum level of their capabilities in academic classes as well as arts classes. School attendance is the direct responsibility of parents/guardians and students. All students are expected to attend school regularly and to be on time for classes in order to benefit from the instructional program and to develop habits of punctuality, self-discipline and responsibility. If students do not meet the required attendance standards, they will be returned to their SAC area school.

ALL STUDENTS MUST BE ENROLLED AND BE IN ATTENDANCE FOR A FULL SEVEN PERIODS. PERIOD ATTENDANCE IS TAKEN AND RECORDED BY EACH CLASSROOM TEACHER.

1. **Excusing An Absence:**

- a. **Any absence, partial day or full day, is excused by the parent or guardian calling the attendance recorder (561) 802-6057. The recorder is available 24 hours a day, 7 days a week.**
- b. The parent/guardian must call and excuse the absence no later than 8:00 A.M. the day following the absence.
- c. It is extremely important for a parent/guardian to call the attendance recorder as early as possible to insure their child's name is placed on the class roll for each period that day. Make-up work can be accepted per the make-up policy only for students with an excused absence.

ATTENDANCE AUTOMATED CALLING SYSTEM

The Palm Beach County School District has an automated attendance calling system that will call parents/guardians when the student has been marked absence from one or more periods each day. Please note that the system cannot distinguish between an unexcused or excused absence only that the student has been marked absence. If you are aware of the student's absence, you **do not** have to call the number the recording has

provided. That number is for parents/guardians who **are not** aware that their student has been marked absence. Should you have a question regarding an absence, your student needs to do the following.

1. Get a printout of their attendance record from Data Processor.
2. Take the printout to the teacher in question.
3. Have teacher indicate the change on the printout.
4. Obtain teacher **signature** and date for the change - (*Teacher's initials are not acceptable.*)
5. Take printout back to Data Processor for verification.
6. **Parent/Guardian needs to call the attendance line at (561) 802-6057 to designate the absence as excused - (see page 12.)**

BULLYING AND HARASSMENT

The paramount goal of the School Board is to ensure a safe, secure, civil and respectful learning environment for all students and school employees. Bullying or harassment, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe environment.

The policy applies not only to students or school employees who directly engage in an act of bullying or harassment, but also to students or school employees who, by their indirect behavior, condone or support another student's or employee's act of bullying and harassment.

The School Board prohibits bullying and harassment of any type of students or school employees, by either a student or a group of students, a school volunteer or visitor, or a school employee. Bullying and harassment are expressly prohibited on school district property or at school-related functions.

- a. No teacher, administrator, volunteer or other school employee shall permit, condone or tolerate bullying and harassment.
- b. The apparent permission or consent by a student being bullied or harassed does not lessen the prohibitions contained in this policy.
- c. Reprisal or retaliation against a victim, good faith reporter, or a witness of bullying or harassment is prohibited.
- d. False accusations or reports of bullying or harassment against another student are prohibited.
- e. A person who engages in an act of bullying, reprisal, or false reporting of bullying and harassment, or permits, condones or tolerates bullying and harassment shall be subject to discipline for that act in accordance with school board policies.
- f. The school district will act to investigate all complaints of bullying or harassment and will discipline or take appropriate

action against any student, teacher, administrator, volunteer, or other employee of the school district who is found to have violated this policy.

- g. The submission of good faith complaints or reports of bullying or harassment will not affect the reporter's future employment, grades or work assignments, or education or work environment.

Bullying means systematically and chronically inflicting physical hurt or psychological distress on one or more students or school employees. It is further defined as unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, by an adult or student, that is severe or pervasive enough to create an intimidating, hostile, or offensive education environment; cause discomfort or humiliation; or unreasonably interfere with the individual's school performance or participation; and may involve but is not limited to:

- i. Teasing
- ii. Social exclusion
- iii. Threat
- iv. Intimidation
- v. Stalking
- vi. Physical violence
- vii. Theft
- viii. Sexual, religious, or racial/ethnic harassment
- ix. Public humiliation
- x. Damaging or Destruction of property
- xi. Placing a student in reasonable fear of harm to his or her person or property
- xii. * Cyberbullying
- xiii. * Cyber-stalking

* SB Policy 5.002 describes consequences for a student, employee and/or visitor of a public K-12 education institution who is found to have wrongfully and intentionally accused another of an act of bullying or harassment. The physical location or time access of a computer-related incident cannot be raised as a defense in any disciplinary action initiated.

* **A Bullying/Harassment hotline has been established to take phone calls from parents/guardians or students to report any cases of bullying. The number is (561) 805-6210**

CAFETERIA

All students at the Arts School will be expected to have a nourishing lunch each day so that they may perform at their highest level. Students are restricted to the eating area during lunch.

In order to keep the eating area clean and attractive, the following rules must be observed:

1. Students are to enter and leave the eating area in an orderly manner. **NO FOOD IS TO BE TAKEN OUT OF THE ASSIGNED AREA.**
2. Students are to take a place in the serving line as they enter the area. **NO SKIPPING OR CUTTING IN LINE IS PERMITTED.**
3. Tables and floors are to be left clear and clean. Each student is responsible for the table area where he/she is seated.
4. Students may not sell any food on campus during school hours for fund raising purposes.
5. Students who take disposable items to the outside lunch area during lunch must place trash in the trash receptacles.
6. Food is not to be eaten in the classrooms.

NOTE: *Cafeteria clean up duty and/or detention(s) may be assigned to those students who do not cooperate.*

The cafeteria will not charge lunches. We will accept checks to establish a lunch account for the purchases only. Checks should be made out to the Dreyfoos School of the Arts. We **cannot** cash checks; therefore, no change can be given.

Free and Reduced Lunch:

Free or reduced lunches are available to students meeting Federal guidelines. Free/reduced lunch applications are available during the first week of school and thereafter through Student Services and the cafeteria. Those interested should complete an application and return it to the cafeteria for processing. Students will be informed of approval or denial as soon as possible. Students must **reapply each year** for a free or a reduced status. All students will be issued a cafeteria PIN (personal identification number). Students will enter this number after securing their meal, and the cashier will know the cost or if student is on a free or reduced plan.

CAMPUS SUPERVISION

DSOA staff members are stationed in various locations around campus before and after school hours for student supervision purposes. This supervision begins 30-minutes before the first class of the day and ends

30-minutes after the dismissal bell. Students are not permitted on campus before or after these times without prearranged supervision with a staff member.

CHANGE OF ADDRESS

If you move or change your telephone number at any time during the school year, please have student pick up a change of address form from Student Services. This form must be filled out completely and signed by a parent or guardian. It is then returned to Student Services.

CELL PHONES and OTHER ELECTRONIC DEVICES

Cell phones and electronic devices must be **turned off** and **out of sight during the instructional day**. Students not following this policy will have their cell phones or electronic devices confiscated and will face disciplinary consequences. In addition parents will be required to pick these items up from the appropriate assistant principal in case of repeated violations. If a student refuses to relinquish the device, an additional disciplinary action will result. **The school can not assume responsibility for lost or stolen cell phones or electronic devices.**

CLINIC and EMERGENCY INFORMATION CARDS

The school clinic is intended for the use by those students who become ill after reaching school or who suffer an accident during school hours on school property. No student will be admitted to the clinic unless the parent/guardian has completed the required emergency information card. The clinic is located in the Student Services building. Students are not to stop in the clinic between classes or without a pass from their teacher. If a student feels ill, he/she is to report to class first and get a clinic admit pass from the teacher. Students returning to class will receive a clinic pass indicating the date and time the student left the clinic. A clinic stay is limited to twenty minutes, after which a phone call will be made to parents/guardians to determine if the student will remain in school. Any student exceeding this time limit will be given an unexcused absence for the additional time missed unless Administrative approval is given. If a student needs to go home, the school nurse will contact a parent/guardian and a permission to leave (PTL) form must be approved through the assistant principal's office. Proof of guardianship may be required before a student is allowed to leave campus.

The Palm Beach County Health District is providing School of the Arts with a full time Registered Nurse, who is in the clinic Monday through Friday from (8:15 A.M. to 3:45 P.M.) In addition to caring for student

illnesses and injuries, and administering medications, the school nurse will act as a resource for students and parents/guardians, and will be available for conferences regarding any aspect of student's physical or mental health. Individualized health education and referrals to appropriate outside agencies will also be provided.

Authorization of Medication:

1. Request from a parent/guardian for a student to receive medication during school hours must be made by submitting to the school a completed "Physician's Authorization of Medication/Treatment for a Student at School" (PBSD 0257) form which details the name of the drug, dosage and time interval for the medication which the student is to receive. This form requires a physician's signature and contains a statement of parent/guardian permission which must be signed by the parent/guardian. A separate "Physician's Authorization of Medication/Treatment for a Student at School" form must be submitted for each medication a student is to receive. School personnel shall not be responsible for the administration of medication which is not prescribed by a physician.
2. The medication which has been prescribed by the physician must be brought to school by a parent/guardian in the original container appropriately labeled by a pharmacy. The amount of medication listed on the pharmacy label must match the amount of medication in the container.
3. Medications are to be kept locked in the clinic. Exceptions may be made for medicine which requires refrigeration. The school nurse is responsible for securing medications in the clinic and administering daily medications to students. Alternate faculty/office staff members, who have been designated by the principal, will administer medication in the absence of the nurse. The school nurse will provide orientation and instruction to designated persons, whose names shall be listed on authorizations forms. "Physician's Authorization of Medication/Treatment for a Student at School" forms shall be kept on file in the clinic, available to designated staff and faculty.
4. Student Medication Sheets will be kept for each student receiving medication at school, and every dose administered will be documented and signed by school nurse or designated person. These medication administration records will be kept in the clinic throughout the school year and will provide the school nurse with a tool to monitor students' compliance with their prescription medications.

CLOSED CAMPUS

The School of the Arts is a closed campus, in order to satisfy state and school board requirements for supervision of students FS 230.22,22; FS 230.12,6,c.

1. Students are not permitted to leave the campus during the school day without written permission from parent/guardian and administration.
2. During lunch, students must remain in the assigned eating area. All other portions of the campus are off limits. Food deliveries are not permitted. Leaving campus for lunch is not permitted unless it is part of an approved DSOA activity. In the case of an approved off-campus lunch activity a notarized parent signed approval form **must** be on file with the school..
3. Students are not permitted to bring or invite friends onto the campus during school hours for any reason.

CLUBS

The Dreyfoos School of the Arts has many clubs and organizations for students to participate. These clubs will be advertised in the beginning of the school year with sign-ups occurring in September. Students / Parents may inquire about these clubs in Student Services.

COLLEGE NIGHT

Each year, the Palm Beach County School District hosts a college night at the South Florida Fair Grounds. Time and date will be announced to all students.

COMMUNITY SERVICE HOURS

In grades 9-12, students must earn 20 community service hours as a Florida graduation requirement. In addition the state of Florida has increased the minimum of community service hours needed for the various 2012 Bright Futures Scholarships. See your guidance counselor for the requirements.

COMPUTERS / STUDENT CONDUCT and RESPONSIBILITIES

Because the School of the Arts computers and the Palm Beach County Net are used as part of school activities, the school's code of conduct applies to computer use and network activities. These rules apply to vandalism of computer equipment, unauthorized access to information, computer piracy, and tampering with hardware or software. Other types

of damage and information loss to a computer system may be caused by viruses. If anyone responsible for a computer becoming infected with a virus, will be held liable. These rules further apply to the electronic use of harassing and abusive or obscene language. No student should use the network to annoy, harass, or offend other people. ALL students must have an INTERNET ACCESS form signed and returned prior to having access to the internet. Students may pick up the required internet documentation in the Media Center.

Electronic Libraries:

Guidelines for access to information have already been established in the Library Bill of Rights of 1980. These principles can be applied to the Internet. School libraries are required to build collections of resources which support the curriculum and which are consistent with the philosophy, goals and objectives of the school district. This means that students have the right to information, but the school has the right to restrict any information that does not apply to the approved curriculum.

It is reasonable to consider the Internet as a vast digital library. After all, the electronic-database and information-search tools it uses are rapidly becoming part of school media centers and libraries, and many public libraries are beginning to offer some type of network access as part of their services. The Palm Beach County Net is beginning to provide such a connection to establish direct access to the appropriate materials that support curricular concerns.

Each student who uses these electronic resources is required to have the Consent/Waiver Form signed by the student, parent/guardian, and the principal or designee of the school. This form is available in the Media Center.

Moral and Ethical Issues:

The moral and ethical issues involving the use of world-wide information systems deal with the appropriate access to information, the type of information accessed, and the behavior of the user. The Palm Beach County Net wants to provide students with a stimulating educational environment, but at the same time, the district wants to protect students from information that is not appropriate for student use.

Palm Beach County wants students to use this valuable educational tool, but at the same time it cannot condone the use of inappropriate information on the Internet. The district acknowledges the fact that these materials exist and do everything we can to actively avoid them, including using filtering software. However, the district cannot weed out all of the materials that are unacceptable for academic purposes, and it should be clearly understood by all students that access to such material in any form is strictly forbidden. The network is designed to achieve and support instructional goals, and any information that does not support

classroom learning is to be avoided. The actual percentage of unacceptable or inaccurate materials is small but unfortunately growing, and is a cause for concern for students, parents/guardians, and teachers. If a fellow student stumbles onto the information while doing legitimate research, he/she should contact the teacher or the person responsible for technology at the school for appropriate action.

CONFERENCES and PROGRESS REPORTS

A Pupil Progress Report is issued to each student at the mid-point of each grading period. To insure communication, parents/guardians will be requested to sign and return one copy of the progress report. Parents/Guardians who wish to have a conference regarding their student's work are asked to schedule an appointment with the teachers. We encourage parents/guardians to contact the school with any concern questions regarding their child's progress. A teacher may issue individual progress reports at any time if he/she feels that parents/guardians need to be informed of changes in a student's progress. Parents/Guardians may request weekly progress reports via the Guidance Department.

DISCIPLINE

The Dreyfoos School of the Arts adheres to the Palm Beach County School District Discipline Plan for high schools. Specific unacceptable behaviors and consequences can be found in the School District Student and Family Handbook. This handbook is distributed annually at DSOA. Parents can view its entire contents on the Palm Beach County School District website.

DRESS CODE

1. Students are expected to come to school with proper attention having been given to personal cleanliness, grooming, and neatness of dress.
2. Students whose personal attire or grooming distracts the attention of other students or teachers from their school work shall be required to make the necessary alterations to such attire or grooming before entering the classroom or be sent home by the principal or the designee to be properly prepared for school.
3. Students are not allowed to wear clothing, jewelry, buttons, haircuts or other items of markings, which are offensive, suggestive or indecent, associated with gangs (Policy 5.0921), encourage use of drugs, alcohol, or violence. or support discrimination on the basis of age, color, disability, national origin, marital status, race, religion, or sex.

4. A student who wears items of clothing which, because of fit, design, color, texture, or inadequate coverage of the body, creates classroom or school disorder, or which creates a safety or health hazard will be required to change the clothing to eliminate the disorder, distraction or hazard. Special clothing may be required for health and safety reasons or specific programs.
 - a. Proper street shoes must be worn at all times.
 - b. Undergarments shall not be worn as outer garments. All undergarments are to be covered at all times.
 - c. ALL hats or head coverings shall NOT be worn on campus unless they are required for safety in specific programs or are worn for bona fide religious or medical reasons.
 - d. Curlers and other hair-grooming aids are not permitted in the classroom.
 - e. Sunglasses may NOT be worn indoors unless a doctor's permit is on file.
 - f. Any article of clothing or jewelry that may cause injury is not permitted.
 - g. Skirts, dresses and shorts should extend no higher than mid thigh.
 - h. Shirts and/or blouses featuring spaghetti straps, bare midriffs or back, tanktops or tube tops are NOT permitted.

NOTE: A student missing class time to conform to the dress code policy will receive an UNEXCUSED absence for the time away from class. Jackets or sweaters are NOT acceptable as cover-ups for inappropriate attire.

DUAL ENROLLMENT

The Dual Enrollment Program, sponsored by PBCC, FAU and the Palm Beach County School District, offers eligible high-school students the unique opportunity to enroll in both high school and college credit courses.

1. Students may take selected college-credit course that will fulfill a full credit toward graduation.
2. Students may take required credits through dual enrollment.
 - Students intending to complete more than two post-secondary courses may be required to submit an appeal to the respective post-secondary institution.

Students are enrolled free of charge. The application, tuition, and textbooks are also free. To be eligible for the Dual Enrollment Program, a student must have a cumulative (GPA) or (HPA) of 3.0 or better. In addition all students are required to have a passing score on the SAT, ACT or PERT as specified in the Interinstitutional Agreement. Students should contact the DSOA guidance department.

EARLY DISMISSAL

LEAVING SCHOOL WITHOUT FOLLOWING PROPER CHECKOUT PROCEDURES WILL RESULT IN THE STUDENT BEING CONSIDERED FOR DISCIPLINARY ACTION.

Once a student arrives on campus he/she may not leave without proper checkout procedures. This regulation includes the morning prior to classes beginning. Students must follow the steps below for early dismissal from school for a doctor or dentist appointment.

1. Bring a note from your parent/guardian to the assistant principal in the Student Services Office for a Permission To Leave (PTL) form BEFORE SCHOOL. The request should contain the following information:
 - i. Student name and grade level
 - ii. Time and reason for the request
 - iii. Approximate time of return (if any)
 - iv. A daytime phone number
 - v. Parent/Guardian signature and date
2. At the time of leaving, show the PTL to your teacher.
3. Bring the PTL to the Student Services Office and give the PTL to the secretary.
4. Sit and wait quietly for parent/guardian to sign you out.
5. Parents/guardians are to report to the Student Services Office and sign the student out.
6. Identification must be presented before a student can be released from school. Parents/Guardians must not go directly to classrooms.
7. It will NOT be possible to call students for early dismissal during the last half hour of the school day.

Release of Students:

Students will not be released to persons other than parents or guardians by the principal or representative unless the identity and authority of the person has been established by either written or oral notification from the parent or guardian. The release request will be denied unless the person provides proper identification. Parents/Guardians are not to go to the classroom. This is for the students' protection. Student drivers will not be permitted to leave early without written notification from their parent/guardian. In the event of an unforeseen need for a student to leave early, the parent/guardian must fax a note with the information required for early dismissal included with a copy of his/her driver's license to Student Services fax number 802-6065. The student must be 16 years old or older to leave in this manner.

In the event of a crisis requiring evacuation of the school, children will be instructed to go home in the usual manner.

Those who walk will be told to go directly home. IF THE PARENTS/ GUARDIANS ARE NOT AT HOME DURING THE DAY, IT IS WISE TO ESTABLISH EMERGENCY ARRANGEMENTS WITH YOUR CHILD IN ADVANCE. This information should be on file in writing in the school office. Please try to avoid attempting to pick up the child at school if this is not your usual policy; communication might be disrupted, and traffic confusion might delay a safe evacuation. Bus students will be transported by bus as usual. (School Board Policy 5.10 Administrative Directive D-5.21.)

FLORIDA VIRTUAL SCHOOL

Students wishing to participate in the Florida Virtual Education Program (FLVS) should schedule a meeting with their Guidance Counselor prior to beginning the enrollment process. Students may participate in this program during the regular school hours with guidance approval only. This opportunity can be provided in specific situations only.

GUIDANCE SERVICES

The functions of the guidance department include:

1. Individual and group counseling for students
2. Assisting in the planning and scheduling of student's educational programs
3. Maintaining information files on colleges, scholarships, occupations, and vocations
4. Supervision of student cumulative records
5. Withdrawal information
6. Class ranking
7. Transcript requests

For an appointment with your guidance counselor:

1. Complete a conference request form in the guidance office.
2. The counselor will send a pass for the student when the appointment is confirmed.
3. Students should not "drop in" to see their counselor during classes without a pass from a teacher or administrator.

Note: Violations of these procedures will result in unexcused tardies or absences from the classes missed.

ELEVATORS

Elevators are in all buildings containing multiple floors. These elevators are designed for those students with a medical need and are unable to use the stairways.

Students who have a medical need to use the elevators must provide documentation from a medical practitioner to the school nurse to receive an elevator pass to use the elevators. Students found riding the elevator without proper permission will be reported to the administration for disciplinary action.

EMERGENCY DRILLS

Fire:

Fire drill evacuation routes are posted in all classrooms. The signal to evacuate will be an intermittent ringing of the bell system or an announcement over the P.A. system.

Students are to evacuate quietly and walk single file, as quickly as possible to the area designated. Teachers will check role at their designated area. Students and teachers are to return to classrooms and buildings when the all-clear signal is given.

Fire drills are held periodically. When in the classrooms, proceed as follows:

1. Teacher signals students to leave room in single file, no talking.
2. Classes proceed immediately to the designated area, away from the school buildings and wait until the all clear bell is sounded.
3. Teachers remain with students and call roll upon arriving at the designated area.
4. No one should take the time to close windows or doors.
5. If classes are changing, or students are in assembly or elsewhere when the signal sounds, students should leave the school buildings immediately and quietly by the shortest route.
6. Emergency instructions are to be posted in all rooms at all times. Students should know where these instructions are located.

Tornado Emergency Actions:

A TORNADO WATCH signal means that there is a chance of dangerous weather with damaging wind. Be on the lookout for danger signs and be prepared to move quickly to the safety area if a WARNING SIGNAL is given.

A TORNADO WARNING signal means that a tornado has been sighted nearby and that you should go at once to your assigned shelter area. If you see or hear the tornado coming, do not wait for a warning signal; go to the shelter area if there is time. If not, curl up on the floor and protect yourself. Lie face down, draw your knees up under you, and cover the back of your head with your hands.

A tornado WATCH OR WARNING will ordinarily be given over the school intercom; however, tornadoes usually occur during thunderstorms, and we may be without power. In this situation, the alert will be delivered verbally by an administrative staff person in each building of the school.

We always hope that we would have enough notice in order to have the WATCH before the WARNING, but this is never certain.

FAMILY EDUCATIONAL RIGHTS and PRIVACY ACT **(FERPA)**

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students." Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

1. Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the records, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
2. Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99-31):

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

School may disclose, without consent, “directory” information such as a student’s name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them.

Schools must notify parents and eligible students annually of their rights under FERPA.

GRADUATION REHEARSAL

A mandatory commencement rehearsal will be held prior to the commencement exercises. Seniors planning to participate in the commencement exercises must attend the commencement rehearsal in order to participate in the commencement exercises. Seniors who do not attend the practice **WILL NOT** be allowed to participate in the commencement exercises. Although notification of this practice will be distributed to seniors and their parents/guardians, it is the senior's responsibility to seek out the date and time of this rehearsal.

Rules and regulations concerning commencement exercises will be announced to all graduates prior to graduation rehearsal. Students graduating will be expected to follow all rules.

GRIEVANCE PROCEDURE - STUDENT

Any student who has a grievance may communicate the concern orally or in writing to any member of the instructional staff or to the school administration. The principal/designee will investigate the matter and determine whether or not a grievance hearing is warranted. The student or

parent/guardian, as appropriate, will be advised as to the status of a hearing.

Grievance Regarding Disciplinary Action Taken By School Administration:

An appeal arising from disciplinary action taken by a member of the school staff shall be made to the principal/designee. The principal/designee will conduct a hearing in a fair and impartial manner and afford the student (or parent/guardian) the right to present evidence and testimony. The implementation of disciplinary action shall not be delayed by the appeal process. Following the hearing, the principal shall inform the parent/guardian about the decision in writing. (Administrative Directive D-2.02).

HALL PASSES

Each student in the hall during class must have an official hall pass from the teacher of that hour. Failure to do so will result in disciplinary action. Students must realize that it is at the teacher's discretion when hall passes are issued. One student per pass is allowed. All passes will have the time of departure from class, the destination and must be signed by the issuing instructor.

1. NO TELEPHONE PASSES during class, except in an emergency situation. If it is an emergency, the student will report to the Student Services office to use the telephone.
2. NO VEHICLE PASSES any time during the school day, except as noted in item number two under "Parking Regulations."

I. D. CARDS

1. Because of the Dreyfoos School of Arts curriculum, extended hours for rehearsals and practices, location in the downtown area it is important that all students, staff, parents/guardians and visitors be identified. All students are required to carry a DSOA photo-I.D. card at all times. I.D. cards will be issued during the first month of the school year for all new students. The first I.D. is provided free of charge, however the replacement free is \$5.00.
2. Each student is required to show his/her I.D. card upon request to any faculty and staff member, including Tri Rail or school district transportation representatives.

NATIONAL HONOR SOCIETY

Students are selected to the Dreyfoos School of the Arts National Honor Society Chapter through their demonstration of scholarship, service, and

character. Beginning in the first marking period of their junior year, students with a minimum of a 4.125 Honors Point Average will be considered for admission. Students who are qualified to join NHS will be notified of their eligibility and be required to submit an application by the required deadline. Students will be able to obtain an application from the NHS sponsor.

INSURANCE - (ACCIDENT)

Each family is responsible for arranging for its own insurance. School insurance covering accidents on the way to/from school, while on school grounds, and at school sponsored activities, is available, however, at a nominal fee.

Application forms are sent home to the parents/guardians early in the first month of school. All students participating in interscholastic sports must be covered by some type of accident insurance.

INTEGRITY POLICY

Alexander W. Dreyfoos School of the Arts is committed to excellence in every aspect of our school. As members of a scholastic community and of society at large, students have both rights and responsibilities. All members of the community at the Alexander W. Dreyfoos School of the Arts are responsible for its integrity. On October 4, 2006, the following **Integrity Policy** honor code was implemented at the Alexander W. Dreyfoos School of the Arts.

Principles of Scholastic Honesty

1. Tests, Quizzes, Exams: Take assessments on your own, without the assistance of others, without assisting others or utilizing books, class notes, the internet, cell phones, iPods, or any electronic devices.
2. Essays, Papers: Select a topic, complete your own research, develop your own thoughts, conduct your own analysis, and write the report in your own words. If you want to use someone else's thoughts, you must properly cite the work, taking all necessary steps to avoid plagiarism. When using another's words or ideas, even when paraphrased in your own words, you must cite your source. Any student who may be confused about whether a particular act constitutes plagiarism should consult the appropriate instructor prior to submitting the assignment for grading.
3. Homework: All work completed outside the classroom must be yours alone, without the help of anyone or any other resources outside the directions provided by the instructor.

4. General Honesty: Do not fabricate excuses or misrepresent your work and/or your grade in any way. Inform the instructor about any breaches of these guidelines by other students when they occur.
5. Know the Rules: Ignorance is no defense. Those who violate campus rules regarding integrity will be subject to disciplinary sanctions.

A school-wide **Integrity Policy** was implemented during the 2006-2007 academic year. The Alexander W. Dreyfoos School of the Arts **Integrity Policy** will be distributed to all incoming Freshman and new students each year.

Changing the Mindset to One of Honesty and Integrity

1. On every test, quiz, paper, or worksheet, each student must write, *“I attest this is my own work, and accept the consequences if it is not.”* and sign his/her name.
2. Signs with Alexander W. Dreyfoos School of the Arts **Integrity Policy** honor code will be displayed in every classroom to ensure maximum visibility.
3. Specialized curriculum in Character Education will be provided.
4. In accordance with guidelines established by the School District of Palm Beach County, Alexander W. Dreyfoos School of the Arts will maintain the Valedictorian and Salutatorian Policy. This policy may potentially be replaced with a Cum Laude merit system, similar to college ranks, in order to facilitate high performance in an honest environment:

A. Cum Laude	(min) 4.0 HPA
B. Magna Cum Laude	(min) 4.5 HPA
C. Summa Cum Laude	(min) 5.0 HPA
5. All students and their parents/guardians must sign the **Integrity Policy** honor code.
6. Students will attend assemblies in which honesty, stress management, study skills, and art appreciation will be addressed to ensure each Alexander W. Dreyfoos School of the Arts student obtains the maximum opportunity for success.

Path of Disciplinary Action

1. A written Discipline Referral will be written by each teacher for each offense.
2. Every student’s offense record will be maintained by the school. Each occurrence of a dishonest act will count as one offense. For example, a cheating offense twice in a single class OR once in two

separate classes will both count as two individual offenses.

3. An extreme case of cheating (i.e. cheating on any test or academic assessment) may result in accelerated discipline level(s) and/or may be moved to the appropriate Level, at the discretion of the faculty and administration.
4. **Level I** ~ first occurrence of academic dishonesty and/or cheating. Student will earn a grade of “0” on the affected assignment, the parent or guardian will be contacted to sign the document and cheating notification, and the student will write a letter of apology to the teacher and to all affected individuals.
5. **Level II** ~ second occurrence of academic dishonesty and/or cheating during student’s high school career. Student will earn a grade of “0” on the affected assignment, the parent or guardian will be contacted to sign the document and cheating notification, the student will write a letter of apology to the teacher and to all affected individuals, the student will attend an Ethics Training Session during lunch, and the student will be removed from all Honor Societies for the duration of high school.
6. **Level III** ~ third occurrence of academic dishonesty and/or cheating during student’s high school career. Student will earn a grade of “0” on the affected assignment, the parent or guardian will be contacted to sign the document and cheating notification, the student will write a letter of apology to the teacher and to all affected individuals, there will be a conference with the appropriate Art Dean regarding future art area consequences, and the student will also receive an “F” for the 9-weeks grade in the class of incident.
7. **Level IV** ~ fourth occurrence of academic dishonesty and/or cheating during the student’s high school career. Student will earn a grade of “0” on the affected assignment, the parent or guardian will be contacted, and student will be dismissed from Alexander W. Dreyfoos School of the Arts at the conclusion of that school year.

INTERSCHOLASTIC SPORTS

Boys Basketball
Bowling
Boys Soccer
Cross Country
Girls Soccer
Girls Volleyball
Golf
Swimming
Tennis Team
Track Team

JURIES

A jury is a written or oral assessment of a student's work by one or more faculty members. At the School of the Arts, each art department will notify students and parents/guardians of the guidelines and/or requirements.

LEARNING TEAM MEETING - (LTM)

LATE ARRIVAL

August 31, 2011	January 26, 2012
September 15, 2011	February 9, 2012
October 13, 2011	March 8, 2012
November 3, 2011	
December , 2011	

LTM School Hours: 11:20 A.M. - 3:40 P.M.

LOCKS and LOCKERS

1. All lockers will be assigned on a rental basis. Students will be allowed to select the locker of their choice. The lock affixed to each locker will remain school property. **The rental for each locker for the entire school year is \$5.00.** Lockers may be rented in Student Services.
2. No personally owned locks may be secured to any locker. Students who place personal locks on lockers will be in violation of school policy and subject to disciplinary action. In addition personal locks may be cut off, as the identify of its owner may be unknown.
3. Students are advised not to divulge the combination of their locks to any other student. Locker sharing is forbidden.

Writing on or marking any locker is defacing school property and is subject to disciplinary action.

The School Does Not Guarantee The Security Of Lockers:

The school reserves the right to enter any student locker without warning or consent from student if the Administration feels that it has reasonable cause pursuant to State of Florida law (FSS 2321.250).

Students must purchase a lock from the Physical Education Department for the lockers in the Physical Education dressing rooms. These lockers are for use during Physical Education class only. Students are **not permitted** into the locker rooms except during their physical education class; therefore, students are **not** to leave any books, papers, supplies, etc.

in these lockers since they will not be allowed to get into it during the day. This rule also applies to the Dance Department locks and locker rooms.

Student lockers must be emptied of all personal belongings on or before the last day of student attendance. Textbooks left in lockers after the last day will **NOT** be credited to students.

LOST and FOUND

Articles of clothing, eyeglasses and other items found are to be taken to lost and found in Student Services. **THE SCHOOL OF THE ARTS IS NOT RESPONSIBLE FOR LOST, STOLEN, OR DAMAGED PROPERTY.**

MAKE UP WORK

Students with an excused absence or an approved SRA have one day for each day absent from that respective class to turn in missed assignments or complete work, unless other directions are provided by the teacher. Nine weeks projects, for example, notebooks and reports, are due on the date assigned by the teacher. If the student is absent it is recommended that the project be submitted immediately upon the return of the student.

MASTERY - HIGH SCHOOL COURSE

Credit in a course shall not be awarded when a student has missed more than 10 period equivalents of instruction in a semester, unless the student demonstrates mastery. Mastery is defined as: passing at least one of the two nine-week marking periods and passing the semester exam.

MEDIA CENTER

The Media Center (library) is open for students before and after scheduled classes and during the lunch period. To use the Media Center during class time each student must have his/her own pass signed by his/her assigned teacher.

In addition to a large collection of books, music scores, CD's, videos and periodicals, the Media Center offers students technology tools for research including computer data banks of magazine and newspaper articles, CD ROM programs, and Internet access. Materials not available in the DSOA Media Center may be obtained through SUNLINK data bank of all Florida School libraries. A student copy machine is available.

- While in the media center students are expected to conduct themselves in an orderly manner so that reading, research and studying may go on uninterrupted. Students whose behavior is

distrupting to others will be returned to their scheduled classroom.
Unacceptable behavior could result in loss of Media Center use.

All forms of vandalism and taking materials from the Media Center without checking them out are grave matters. Such improper behavior will be dealt with most severely. A security system is in force. Students may check out up to three (3) items at a time. Reference materials are due in 24 hours. Other items may be borrowed for two weeks. A fine of \$.10 a day per regular item and \$1.00 a day per reference item will be levied against those items overdue. Replacement value will be charged for lost items.

A suggestion box encourages library patron participation in collection development and library policy decisions.

MESSAGES

Parents/Guardians should contact students during school hours ONLY IN EMERGENCY SITUATIONS. Arrangements for doctor/dental appointments, transportation, rehearsals, sleep overs, etc. should be made PRIOR to leaving for school each day.

NOTIFICATION TO PARENTS REGARDING SCHOOL CONTROL AND DIRECTION OVER STUDENTS

Under Florida law, a **student is under the control and direction of the School District** during the following times: (a) while being **transported to or from school at public expense**; (b) while attending school; (c) while physically present at a school activity, or physically on the property or in a facility which is owned by or operated under the jurisdiction of the School Board and; (d) during a **reasonable time before and after the student is on the premises** for attendance at school or **for authorized participation** in a school-sponsored activity, **and only when on the premises**. The term **“reasonable time” may mean 30 minutes** before or after the activity is scheduled or actually begins or ends, whichever period is longer.

Note that the School District’s duty of supervision is limited as “Casual or incidental contact between school district personnel and students on school property shall not result in a legal duty to supervise” at other times parents should not rely on additional supervision from the school district. The duty of supervision applies only to students attending school and students authorized to participate in school-sponsored activities.

Parents, guardians and students have the following responsibilities in relation to transportation: “1. To ensure the safe travel of their students during the portions of each trip to and from school and home when the

students are not under the custody and control of the school district, including during each trip to and from home and the assigned bus stop when the school district provides bus transportation, 2. To ensure that students ride only in their assigned school buses and get off only at assigned bus stops, except when the district has approved alternative buses or arrangements, 3. To ensure students are aware of and follow the district's adopted code of student conduct while the students are at the school bus stops and **to provide necessary supervision during times when the bus is not present**, 4. To ensure that, when the physical disability of the student renders the student unable to get on and off the bus without assistance, the parent or guardian provides the necessary assistance to help the student get on and off at the bus stop, as required by district policy or the student's individual educational plan."

NON-DISCRIMINATION POLICY

The School District of Palm Beach County is an Equal Opportunity Provider and Employer. The State and Federal laws and regulations require institutions to designate one or more persons to coordinate compliance with civil rights protections. The School District of Palm Beach County coordinators are as follows:

- American with Disabilities Act (ADA)/504
Debra A. Neeson Okell, ADA/504 Specialist
3308 Forest Hill Blvd., A-203
West Palm Beach, Florida 33406-5869
(561) 434-8817
- Americans with Disabilities Act (ADA) Facilities
Carey Kelly, Existing Structures, Program Management
Thomas Hogarth, New Structures, Building Department
3300 Summit Boulevard
West Palm Beach, Florida 33406
(561) 681-2406
- Equal Employment Opportunity (EEO)
American with Disabilities Act (ADA) Accommodation
Sandra Gero, Director, Employee Relations
3362 Forest Hill Blvd., C-310
West Palm Beach, Florida 33406-5870
(561) 434-8873
- Florida Educational Equity Act Coordinator
Janice S. Cover, Ed.D, Assistant Superintendent
3300 Forest Hill Blvd.
West Palm Beach, Florida 33406
(561) 649-6000

- Gender equity in Athletics/Title IX
Yetta Greene, Assistant Principal on Assignment for Athletics
Palm Beach Lakes High School

PARENT PICK-UP and DROP-AREA

The school provides the access road (Burt Reynolds Road) in front of Buildings 1, 2, & 3 as the **ONLY** authorized pick-up / drop-off area before and after school.

- Parents/Guardians providing transportation to their child must follow the traffic off South Sapodilla Avenue onto Gardenia Street and proceed in a north to south direction on the right hand side of the driveway.
- Students should exit the car in front of the flagpole on the right hand side of the driveway.
- Parents/Guardians must remain in the car at all times.
- Once the student is out of the car parents/guardians may proceed slowly in the left hand side to the Iris Street exit.

Students may **not** be dropped off or picked up in any other parking lot during the morning hours of 7:30 A.M. to 8:25 A.M. and 3:40 P.M. to 4:10 P.M.

Students' and parents' cars are **not** permitted in the bus loop from 7:30 A.M. to 4:10 P.M.

PARKING PRIVILEGE FOR STUDENTS

1. All vehicles must be registered with the Office of Student Services. In addition, copies of drivers license, vehicle registration, and insurance verification must be submitted before student vehicles receive a parking permit.
2. Parking decals will be sold in the Student Services Office and may be purchased for \$65.00.

Rules and Regulations for Student Parking:

Any of the following infractions may result in the loss of campus parking privileges either temporarily or permanently. The cost of the parking permit will not be refunded.

1. The parking decal or hang-tag must be on display through the front windshield and the permit number easily viewed from the outside of the vehicle at all times while on campus.
2. The parking decal or hang-tag must be used for the vehicle identified within this permit. Any changes in vehicle use or specific vehicle being driven must be submitted to the school immediately.

3. Violation of any traffic or criminal laws and/or School District/ school rules.
4. Discourteous, reckless, or defiant road behavior.
5. Exceeding the designated speed limit of 5 mph on campus.
6. Unsafe acts, (i.e. riding on car hoods, bumpers, radiators, fenders, spinning wheels, burning rubber, running boards, etc.) will result in suspension of parking privileges.
7. Unauthorized vehicles will not be permitted on campus. These vehicles will be towed away at the owner's expense or booted with a \$25.00 removal fee.
8. Students are not permitted to remain in parking lots or to sit in parked vehicles before school, during school, during lunch, or at the completion of the school day.
9. Students are to park in their designated parking lots only. Students are not permitted to park in staff parking lots, visitor lots or in non-designated parking areas.
10. Any student caught duplicating or falsifying a parking permit or transferring the permit to another person will lose their parking permit privilege.
11. A radio, tape player, or other mechanical sound making device or instrument from within the motor vehicle cannot be louder than necessary for the convenient hearing by persons inside the vehicle in areas adjoining the school.
12. Students shall not use cell phones or other wireless devices while driving.
13. Operators of motor vehicles must use seat belts and passengers must use seat belts or child restraining devices as require by law.
14. No student is allowed to ride in the back of a pick-up or flat-bed truck.
15. If an accident occurs on campus and is not reported immediately to the administration by the student(s) involved, then the student(s) will lose their parking privileges for the duration of the school year and/or duration of their enrollment at the school.

PUPIL PROGRESSION PLAN

Promotion Requirements - High School

Grade classification at the high school level is determined by the following:

Classification from 9th Grade to 10th Grade

- ◆ At least 5 credits
- ◆ A 2.0 cumulative GPA

Note: The cumulative GPA requirement includes all credits earned except for those replaced through the district forgiveness policy.

Classification from 10th Grade to 11th Grade

- ◆ At least 11 credits, and
- ◆ A 2.0 cumulative GPA

Note: The cumulative GPA requirement includes all credits earned except for those replaced through the district forgiveness policy.

Classification from 11th Grade to 12th Grade:

- ◆ At least 17 credits
- ◆ A 2.0 cumulative GPA in the 24 credits required for graduation are required for 12th grade classification. At the time a student earns the appropriate number of credits and GPA, he/she will be classified as a 12th grade student provide the student is eligible for graduation by the end of summer school.

Promotion occurs twice each year, once during the first week in August after the summer school session is completed and once after the 1st semester grades are posted.

High School Graduation Requirements:

Twenty-four (24) credits must be earned in grades 9-12. Each student receiving a standard diploma must pass the FCAT and satisfy student performance standards for each course in grades 9-12 for which credit toward graduation is awarded. Students must achieve a passing score on the Florida Comprehensive Assessment Test (FCAT) administered in grade 10 or subsequently thereafter. Students, must earn a grade point average of 2.0 on a 4.0 scale for all credits except for those replaced through the School District's forgiveness policy.

Required Subjects:

- * **Arts Course Requirements** - All students are required to take two classes within their art area each semester. A cross-over art class in another art area can be taken if it is the third or more arts class in a students schedule.
- * **English/Language Arts** - 4 credits (courses must include literature and composition).
- * **Mathematics** - 4 credits (one of these credits must be Algebra I, or

a series of course equivalent to Algebra I, or higher level mathematics course). For students who have taken and passed Algebra I while in middle school, Geometry may serve as a “higher level” mathematics course. Three required math credits must be earned in grades 9-12. However, students who score a minimum of 550 on the math portion of the SAT I or a minimum of 24 on the math portion of the ACT may be exempt from the requirement that the three credits be earned in grades 9-12.

- * **Science** - 3 credits (including 1 credit in Biology and 1 credit in a Physical Science course).
- * **Social Studies** - 3 credits (½ credit in American Government, 1 credit in World History, 1 credit in American History, ½ credit in Economics).
- * **Physical Education** - 1 credit (½ credit must include Personal Fitness). Students may waive out of these 2 classes by electing to complete two, interscholastic sports seasons plus pass a state competency exam on Personal Fitness with a “C” or better. No credit will be earned when waiving the physical education requirement through interscholastic sports participation. Additional elective credit coursework is needed in order to achieve the number of credits required for graduation.
- * **Practical and Performing Arts** - 1 credit in performing fine arts, OR 1 credit in practical arts, OR ½ credit each in performing and practical arts.
- * Students entering grade nine in the 2007-2008 school year (class of 2011) and thereafter, must complete 4 credits in Mathematics and 1 credit in physical education to include integration of health.

NOTES: If a student selects a special magnet program that requires more than 18 credits, the student would be unable to complete the magnet program credit requirements within three years. Therefore, he or she would need to complete the 24 credit traditional graduation program.

Students must provide documentation of 20 hours of community service, using the honor system, as a graduation requirement.

Original community service forms must be submitted with original signatures. No copies or facsimiles will be accepted.

- * **FCAT Remediation:** As a result of the FCAT scores in the most recent tests, a student will be automatically placed into an Intensive class as mandated by the Florida Department of Education as denoted below:
 - Mathematics level one or two
 - Reading level one

- Reading level two for disfluent readers only

Reporting Student Conduct:

At the secondary level, teachers record their best judgments of how each student's behavior affects learning in the classroom. The following are the general descriptions used in secondary schools. The numerals on the left are used to reference the description on the right when recorded on the report card. Student conduct indicators are separate from grade earned for the grading period.

- 4 = Student's behavior very constructive to learning.
- 3 = Student's behavior generally supportive to learning.
- 2 = Student's behavior detrimental to own learning. Parent/Guardian conference requested.
- 1 = Student's behavior detrimental to own learning and the learning of others. Parent/Guardian conference requested.

Grade Point Average Requirements:

Grade point average (GPA) is defined as that numerical average represented by the point value of the letter grades earned divided by the number of courses. The point value based on a 4.00 scale on 4.0 (A), 3.0 (B), 2.0 (C), 1.0 (D), and 0 for any other grade.

Description and Definition of Grades:

- A = 90 - 100 Outstanding Progress
- B = 80 - 89 Above Average Progress
- C = 70 - 79 Average Progress
- D = 60 - 69 Lowest Acceptable
- F = 0 - 59 Failure
- * N = Attendance problem indicating the student has exceeded the absence limits and did not show mastery. When determining the GPA, a grade of "N" will be averaged as an "F".
- * I = Incomplete (0%). Indicates a problem that causes the student's work to be incomplete. For a transfer student it may also indicate that the student's grades from the previous school have not been received.
- (*) These grades are for report card purposes only. Unless changed, a grade of "N" or "I" causes the final semester average to be computed as an "F" on the student transcript.

Calculation of Semester Grades:

High school course grades are reported on student transcripts as semester grades. Semester exams at the high school level count 20% of the final semester grade. All students in grades 9-11 must take the semester exams for each course. Semester grades for each course are calculated by multiplying each nine week grade value by 2 and adding the semester grade

value. The total is divided by 5.

To receive a passing grade for the semester, the student must earn a passing grade in two of the three grades used to calculate the semester average. Semester exams must show evidence of effort as determined by the teacher. Graduating seniors shall, at their option, be exempt from the final semester exam given just prior to the graduation exercises, provided they have not received a failing grade for any grading period of their final semester. Failure to comply with this provision shall result in a mark of "I" (Incomplete) for the semester exam. An "I" appearing for the semester exam will result in a semester grade of "F" until changed by the school center.

All make-up work should be completed within two weeks of the end of the semester unless the principal feels an exception is warranted. Graduating seniors, who are exempt from the final examination, will have as the final grade the average of the third and fourth grading periods. If these are adjacent grades, the average will be the fourth quarter grade.

REPORTING ACCIDENTS

It is the responsibility of the student and his/her parent/guardian to see that all accidents, major or minor, that occur on the way to/from school, while on school grounds, and at school sponsored activities be IMMEDIATELY REPORTED TO THE STUDENT SERVICES.

REPORTING OF PUPIL PROGRESS

Frequency of Grade Reports:

1. All Palm Beach County high schools are on a nine-week grade reporting schedule.
2. Mid-Term Progress Reports are provided to all students within each nine-week grading period, teachers will provide each student who is failing or performing below expectations with a written progress report listing areas of strength, areas requiring improvement, and current grade average. This report is issued during the middle week of the grading period or any time thereafter, if a student's grade drops to failing.

General Rules of Grading:

1. Grades are based on the quality of work completed. A student's regular attendance, daily preparation, and promptness in completing assignments must be consistent and congruent with these grades.
2. Student grades are based on a combination of assessment procedures including but not limited to:

- teacher observations (oral presentations or reports, speeches, recitations, impromptu speaking, student participation, laboratory practicals, and demonstrations);
- classroom assignments (paper and pencil assignments, reports, term or research papers, models, projects, exhibits, posters, computer programs, and homework); student grades are based on a combination;
- examinations (paper and pencil tests, including essay, multiple choice and completion, oral tests, and skill tests requiring demonstration);
- alternative methods (portfolios and performance assessments).

There will be sufficient grades recorded in each teacher's roll book to justify the nine-weeks grade. A nine-weeks grade is not based solely on a single project.

3. Grades once recorded, will not be changed without a review of the reason(s) and approval by the principal. Any grade change requires two signatures on the form indicating the change and the reason for the change. All grades changes must be initiated by the teacher and approved by the Principal.
4. An "N" given for attendance reasons and indicates the student has not satisfactorily demonstrated mastery of the subject. Unless changed, a grade of "N" will result in a final semester average of "F".
5. An "I" (Incomplete) unless changed, remains on the report card, and the final semester average will compute to an "F."

SCHOOL REQUESTS OF PAYMENT FROM STUDENTS

(District Policy 2.21)

A. Purpose:

1. This District acknowledges the provisions within Article IX, Sec. 1 of the Florida Constitution, which state, in relevant part, as follows:
The education of children is a fundamental value of the people of the State of Florida. It is therefore, a paramount duty for the state to make adequate provision of the education of all children residing within its borders. Adequate provision shall be made by law for a uniform, efficient, safe, secure, and high quality system of free public schools that allows students to obtain a high quality education...

The School Board of Palm Beach County affirms that the state's duty to make adequate provision for this education of every student

in the K-12 public school system, subject to the requirements of Florida and federal laws.

Policy 2.21 is intended to provide guidelines for interpretation of a portion of this constitutional provision and the relevant laws. Policy 2.21 neither adds nor removes the obligation that adequate provision be made by law to provide a uniform system of free public schools, but merely provides guidance for implementation, enforcement and compliance therewith.

2. No fee or charge may be required of any student as a condition of attendance and participation for credit in any class unless authorized under § 228.061, Fla. Stat., or any other federal or state statutes. Principals are permitted to request, as set forth in § A-5 herein, that students voluntarily purchase certain items or voluntarily pay to participate in an activity, which may aid in their learning. If a custodial parent/guardian does not make a voluntary payment to purchase a particular item, consumable or otherwise, or does not pay for an activity, and if the item is used and/or the activity is maintained, the school shall provide this item or activity without cost to the student of that custodial parent/guardian, or may choose to forego use of the item or engaging in the activity as part of the instructional program. Schools are required to provide technical and other resources at the school center for student use.
3. The basic supplies students need to complete work, such as paper, pens, pencils, notebooks, and rulers, are the responsibility of the parent or guardian and are not subject to the limitations of this policy.
4. There are items or activities that may be part of the regular curriculum of the school resources where students may be requested, as set forth in § A-5 herein, to pay fees based upon the associated costs. This policy identifies these costs, which may be requested of a student, as set forth in § A-5 herein, and are in addition to those otherwise allowed by law, if any.
5. Any request for money from a student shall be in writing, addressed to the student's parent or legal guardian, and shall clearly state:
 - a. no penalty of any type will be imposed against the student based upon a failure to pay;
 - b. no student shall be denied the right to participate for failure to pay;
 - c. the principal may forego a planned activity or use of a particular item based upon the collection of insufficient

funds to cover the cost of the item or activity, and no student shall be denied the right to participate for failure to pay;

- d. the principal may forego a planned activity or use of a particular item based upon the collection of insufficient funds to cover the cost of the item or activity, and this request is for a voluntary payment.
6. This notice shall also be provided in the school's or students' handbooks, or addendum thereto, which is published and distributed to all students at the beginning of each school year.
 - a. All principals, assistant principals, and teachers shall be notified of this policy.
 - b. This policy does not apply to the purchase of uniforms by students attending schools which require uniforms or particular clothing for attendance pursuant to the school board's dress code policy.

B. Acceptable Requests for Payment:

1. Students may be requested to pay the costs of materials which may be used for a take-home project. Such charges must be based on the actual cost of the materials and are subject to § A-5 herein.
2. In physical education class at secondary schools, students may be required to shower after physical activity. A student may purchase towel service and a physical education class uniform if provided by the school. The student may bring a towel or appropriate clothing from home for the physical education class.
3. Schools which sell items may request payment from students only for personal items. Principals must exercise caution to determine personal items from those that are clearly the responsibility of the school to provide.
4. Field trips, both off-school grounds and in-school field trips, are intended to enrich the educational experience of students and shall be related to the curriculum. Schools are permitted to request, subject to § A-5 herein, direct payments from a student for a field trip activity which occurs during school hours. If a custodial parent/guardian does not pay for a field trip, the student shall not be denied the opportunity to participate, and the school shall arrange for the student to attend without payment, provided other prerequisites (such as parental permission) have been met. The principal may forego a planned field trip based on insufficient payments to cover the cost of the field trip.

5. When students are given reading assignments which are not in the textbooks, or other materials provided for all students' use, adequate copies of these supplemental books and materials, and/or adequate technological equipment shall be available for use or loan in the school center or some other reasonably accessible location. Certain individual projects (such as book reports and term papers) may require use of reading materials available at a public library.
 - a. Schools may, subject to § A-5 herein, offer to sell to students books for the reading assignments. Purchase of these materials, is an option and shall not be required in order for a student to complete the assignment.
 - b. Charges for these materials shall be based on the cost of the materials to the school.
 - c. These books/reading materials may be made available to students to purchase at school, i.e. book fairs.
6. Students who choose to complete an enhanced project, which costs more than the minimum cost of a class project, may be charged for the cost of the additional materials. The choice of an enhanced project or the choice of a regular class project will not result in a higher grade for the student who chooses an enhanced project.
7. Cap and gown sales/rentals are appropriate, although no student shall be denied an opportunity to participate in graduation ceremonies by virtue of an inability to pay for cap and gown sales/rentals.
8. Students may be requested to pay fees for the costs of rental and cleaning of uniforms needed for extra-curricular programs which occur outside of regular school hours.
9. If a student loses or damages district property, including library books and textbooks loaned to said student, said student shall be required to pay for, replace or repair said district property.
10. Students may be charged a modest fine for library books returned late.
11. Lockers: As applicable, the school may furnish either a book locker and/or physical education locker for each student. The school has a right to require that only locks in a master series of locks, which can be opened by the school's master key, be used on these lockers. The student should have the opportunity to purchase or rent such lockers at the school's cost.
12. Parking fees:
 - High school parking fees may be charged.

- This request is for a voluntary payment
- This notice shall also be provided in the school's or students' handbooks, or addendum thereto, which is published and distributed to all students at the beginning of each school year.

C. Voluntary and Extracurricular Activities:

1. Extracurricular activities are not considered a part of this policy, and costs associated with these activities may be charged to the student.
2. Schools may charge students costs associated with activities which occur outside of school hours. Student participation is optional. There can be no penalty if the student does not participate, nor may the student be rewarded or receive extra credit for participation.
3. Students may be requested to pay for items and admission tickets for events outside school hours, including athletic events, concerts, and theater productions. Attendance at these events shall be considered optional. Any student who attends shall not receive extra credit nor shall the student who does not attend be penalized.

STATUTORY AUTHORITY: §§ 230.22(2), 230.23(22);
230.23005(2)(E), Fla. Stat.

LAWS IMPLEMENTED: §§ 230.33, 230.23; 228.061,
230.03(2); Fla. Stat.; Fla.
Const. Art. 9 §1.

HISTORY: 02/18/72; 07/21/82; 03/26/01

SCHOOL VISITORS

Due to the serious nature of instruction in classes, safety issues and the legal responsibilities of the school, students can not bring guests to school. **ALL VISITORS MUST REPORT TO THE STUDENT SERVICES OFFICE UPON ARRIVAL.** No unauthorized person is allowed on the school grounds at any time. When the school day is completed, students must leave the school grounds immediately unless they are under the supervision of a teacher. Visitors are not allowed on the campus without prior administrative approval. Visitors must wear at all times the visitor's pass issued by the Student Services Office at all times in an easily observable location.

SCHOOL RELATED ACTIVITY (SRA)

The purpose of an SRA is to maximize the educational experience that is unique to the Dreyfoos School of the Arts. **It is an activity sponsored and/or approved by the school that results in a student being out of a**

class/classes or is an extracurricular activity taking place outside of normal school hours.

An SRA is not counted as an absence against the student; however it is the student's responsibility to notify his/her teachers of an anticipated SRA.

The student is responsible for making up all missed work within the time allotted (students have the same amount of time to make up work as they do for an excused absence).

Students participating on an SRA must have their name turned in by their respective teacher or sponsor no later than seven days (seven consecutive days) prior to the activity in order to be granted an SRA. Any student on the obligation list will not be granted permission for a SRA.

Examples of SRA's:

- Field Trips (DSOA initiated)
- Athletic Contests (DSOA initiated)
- Art or academic related contests or tournaments (DSOA initiated)
- Master Classes (DSOA initiated)
- College representatives sessions at DSOA

Note: Personal performances, trips, auditions and assisting teachers after class are NOT considered school-sponsored SRA's.

STATE SCHOLARSHIP INFORMATION

You may log onto the website at: www.firn.edu/doi/brfuture for information concerning Bright Futures and all other state scholarship information.

SAT National Test Dates

www.collegeboard.com

October 1, 2011
November 5, 2011
December 3, 2011
January 28, 2012
March 10, 2012
May 5, 2012
June 2, 2012

ACT National Test Dates

www.actstudent.org

September 10, 2011
October 22, 2011
December 10, 2011
February 11, 2012
April 14, 2012
June 9, 2012

DSOA School Code is 101822

STUDENT GOVERNMENT ASSOCIATION (SGA)

The Student Government Association is an organization through which the students may express their opinions and assist in the management

of the school. The SGA strives to promote leadership, initiative, and self-control among its members. Any student(s) who wish(es) to do so is welcome and is encouraged to meet with SGA on any problem, suggestion or idea that the student(s) might have.

STUDENT INFORMATION FOR PUBLICATION

Parents/Guardians are required to provide written permission to their child's school authorizing their child to participate in school activities that require the use of the student's photograph, video image, artwork, writing, etc. in annual yearbooks, graduation programs, web sties, approved news gatherings, etc.

Please locate and complete the Release and Consent for Student Information Publication form located in the back of the Palm Beach County School District 2010-2011 Student and Family Handbook. This handbook will be provided separately to each student during the first marking period of the school year. This form must be on file in school for any student to appear in public media.

TARDY

Regular attendance and promptness are expected in all classes and are essential for success in school.

The prompt arrival to all classes is paramount to academic and artistic success. Students are considered tardy to class when they arrive to class after the final bell for that period. Students late to class must report to the Student Services Office to obtain a pass to class. If the tardiness is more than half of the class period the student will be marked absent from that class. When a student is tardy for an unexcused reason, the following consequences will be given to the student:

6th Unexcused Tardy	After school detention
7th Unexcused Tardy	After school detention
8th Unexcused Tardy	Saturday detention
9th Unexcused Tardy	Saturday detention
10th Unexcused Tardy	In school suspension - placed on Administrative Disciplinary Contract

The unexcused tardies are counted on the basis of the entire student's schedule and are not recorded on a period to period basis. Though student and parent drivers may travel a far distance to the Dreyfoos School of the Arts, traffic problems do not constitute an excused reason for being late to school.

TEACHER LOUNGE OR WORKROOM

Teacher workrooms are for faculty use only. Students are **NOT** permitted in these areas without the direct approval of the administration. Violation of this will result in disciplinary action.

TELEPHONES

The school telephones are for school business, school related calls and emergencies only. Students may use the phones to call a parent/guardian due to illness or in an emergency. **STUDENTS WILL NOT BE CALLED FROM CLASS TO THE PHONE.** Messages will be delivered only in case of an emergency. Alternate transportation arrangements should be discussed prior to school.

Cell phones are an important tool for families to communicate amongst themselves; however, please adhere to the following regulations:

1. Cell phones must be secured and out of view during the instructional day.
2. Cell phones must be turned to silent mode or off during the instructional day.
3. Cell Phones seen or heard by staff during the instructional day will be confiscated. The owners of those cell phones will be disciplined per school policy.

TEXTBOOKS AND DAMAGES

When textbooks or other instructional materials are assigned to a student and materials are lost or damaged, the parent/guardian is financially responsible for the book. Failure to pay for lost or damaged textbooks may result in the student's suspension from extracurricular activities or a requirement that the student perform community service equal to the value of the lost or damaged materials.

The state of Florida provides most of the books used in the school and the books are issued at the beginning of the school year. The books are loaned to the students free of charge. It is their responsibility to keep the books clean and free from abuse. Lost books are no excuse for not doing class assignments. Failure on the part of any pupil to pay for lost or damaged books shall deprive him/her of further use of free textbooks. When a textbook is lost, the student will be required to pay for the book before another is issued. If the book is found and returned, the bookkeeper will then make a refund to the student, providing he/she has a receipt. *(See exception under "Locks and Lockers").*

If the student withdraws before the school year ends, he/she must account for all textbooks. Students who lose or damage a book while it is checked

out to them will be expected to pay for it according to the following scale:

<u>DAMAGE</u>	<u>AMOUNT OF FINE</u>
Dirty Binding	\$ 0.50
Page Torn	\$ 0.50
Page bent (“Dog Ears”)	\$ 0.10 per page (up to 50% of cost)
Writing	\$ 0.10 per page (up to 50% of cost)
Profane Notes	\$1.00 per page (up to full cost)
Defacing Inside Cover	\$1.00
False Names in Front Cover	\$1.00
Missing Page	FULL PRICE
Missing Book Number	FULL PRICE
Broken Backs	25% of cost
Book Unusable	Replacement cost
Lost Books	Replacement cost

(The students will be required to pay full price of a new text since the school must replace all lost textbooks). The teacher should emphasize the high cost of books and the importance of protecting them and should require students to cover all books issued to them. Do not allow other students to borrow your textbooks.

Textbook checks will be conducted every nine (9) weeks. Students must present their book to the teacher at this time or will be notified of an obligation owed.

The average cost of textbooks for a student is \$500.00. Please be advised of the Florida law, **Chapter 233.46(3)**, which states:

"It shall be the duty and responsibility of each principal to collect fees from each pupil or his/her parent/guardian.

*Students must sign the School District of Palm Beach County, Lost/ Damaged Instructional Materials Notice in order to receive a textbook. The student and teacher will be held accountable for the signing and receipt of each textbook. At the end of the school year each student should receive the white copy of their signed textbook form. **Students are reminded of the importance of the receipt of this form. It is proof, that they turned in the item. Students should retain this form until they receive their final report card in the mail.** The teacher will turn in all textbook forms that have not been cleared by the student and at that time the student will be placed on the obligation list.*

The purchase price of any instructional material the pupil has lost, destroyed, or unnecessarily damaged and to report and transmit such amounts so collected to the Superintendent."

Chapter 233.47 States:

"...Each parent, guardian or other person having charge of a pupil to whom materials have been issued, as provided herein, shall be held liable for any loss or destruction of, or unnecessary damage to, such materials or for failure of such pupil to return such materials when directed by the principal or teacher in charge, and shall be required to pay for such loss, destruction, or unnecessary damage as provided by law."

ALL OBLIGATIONS MUST BE MET BEFORE RECORDS CAN BE RELEASED OR PROPERLY TRANSFERRED.

TRANSCRIPTS

A transcript is a copy of your educational record from grade nine through grade twelve (if you attended public school in Palm Beach County). It includes courses taken and completed, semester grades, level of classes, general and honor point averages, class rank, scores earned on standardized tests such as FCAT, SAT, ACT and health immunizations. Some colleges and universities will not accept an official transcript unless it has the student's Social Security number. Accredited courses taken at schools, approved by the Palm Beach County School District and listed in the Florida Course Code Directory, will also be listed on the student transcript.

To obtain an official transcript the student must fill out an official transcript request form. These forms can be obtained at the Guidance office in building 1, room 114. The fee is \$3.00 for either a hard copy or an electronic transcript. Electronic transcripts can only be sent to public college and universities in Florida. Transcript requests for either Florida Atlantic Univeristy (FAU) or Palm Beach Community College (PBCC) are \$1.00 each. Transcripts must be paid for in advance. Hard copies of transcripts must be picked up at the Guidance Secretary's office.

TRANSPORTATION

Bus transportation for students living more than two miles from school is governed by the State and provided by the County.

Because the School of the Arts serves students district-wide, it has been necessary to explore a variety of transportation options. The Arts School staff works diligently with the district's Department of Transportation and the Tri-County Commuter Rail Authority in an effort to design a safe, timely and economical district-wide model for transporting our Arts School students. We feel that riding the school bus or utilizing the Tri-Rail system is a privilege. Arts School students being transported via school bus or Tri-Rail and/or its feeder bus system while going to or from school are subject to all school rules and discipline as if they were in class

on campus. ALL students are subject to the authority and discipline of each bus driver or designated Tri-Rail or Arts School staff at all times.

The bus driver or designated staff will notify the school administration if any problems occur. Parents of the students involved will be notified.

Bus Rules:

1. Students must exit their cars before the bus has arrived.
2. Students must stand off the roadway while they are waiting for the bus.
3. Students must keep seated at all times when the bus is in motion.
4. All riders must keep their arms and heads inside the bus at all times.
5. Students preparing to board the bus should cross the roadway immediately in front of the bus, BUT NOT UNTIL THE BUS DRIVER HAS GIVEN THE SIGNAL TO CROSS.
6. Riders should not engage in unnecessary conversation with the driver because this creates a dangerous situation.
7. Students are to observe classroom conduct. Ordinary conversation will be allowed.
8. Students must obey the driver since the driver is in full charge of both bus and students.
9. The driver has the right to assign pupils to certain seats if necessary to promote order and safety on the bus.
10. Eating, drinking or smoking is absolutely forbidden to all students who are riding the buses.
11. Be at the bus stop at least five minutes before the scheduled stop time.
12. Ride only the assigned bus.
13. Board and depart at the assigned bus stop.

PENALTY: For violating these rules a pupil will be reported by the driver to the school principal who has authority to suspend him/her temporarily or permanently from riding the bus. See Administrative Directive D.2.08 in Section II.

Tri-Rail Rules and Regulations:

1. No Smoking: Smoking is not allowed on any Tri-Rail car or at any station.
2. Food and Drinks: Food and beverages are allowed in designated areas.
3. Feet on the Seats: Students may not put their feet on the seats.
4. Baggage: Passengers may carry bags on board, but please do not block seats or aisles.
5. Proper Attire: Shoes and shirts are required.

6. No Solicitation: Solicitation or picketing on board is prohibited.
7. No Littering: Please take any trash (newspapers, shopping bags, etc.) with you when you leave the train. Trash receptacles are provided.
8. Radios/Tape Players: For the comfort of all Tri-Rail passengers, the playing of radios, cassette players, video playback devices or musical instruments is not allowed except with the use of personal headphones.
9. For Your Own Safety: Please stand well behind the yellow safety line on Tri- Rail station platforms and stay seated while the train is moving.
10. Lost Items: If you lose an item on a Tri-Rail train, please call the Tri-Rail Lost and Found hotline at 1-800-TRI-RAIL.
11. Proof of Purchase: Keep your ticket/Tri Rail I.D. with you at all times when riding the train. Tri-Rail fare inspectors check passengers at random for proof of ticket purchase. Failure to have a valid ticket as Proof of Purchase is punishable as a criminal offense, as well as subject to school discipline including suspension from the train.
12. Tri-Rail Chaperones: The school district provides chaperones to each train for safety and supervisory purposes. Students must obey the chaperones at all times.
13. Parking Lots: Station parking lots are provided for the commuting public; the TCRA is not responsible for theft of or for damage to personal property.

Traveling by Tri-Rail, an air-conditioned train, is a means of transportation that is a special privilege for School of the Arts students. In an effort to ensure student safety and to protect the Arts School's reputation, a Tri-Rail Contract which outlines a specific set of Tri-Rail Rules and Regulations and Consequences has been established and must be signed by both the student and the parent/guardian.

This contract will be given to students at the time of the I.D. / picture session.

Bus/Tri-Rail Suspension - The principal or the designated representative of the principal may suspend any student transported to and from school from the privilege of riding a school bus/Tri-Rail. Students and parents/guardians will be notified within 24 hours.

Alternate Transportation:

Students wanting to change their usual method of transportation (i.e. ride a bus other than the one they have been assigned or ride another student's bus or ride home with someone else) must bring a signed note from his/her parent/guardian to Student Services before school.

Verbal verification with a parent/guardian along with a written note is required and arrangements must be made prior to the start of the school day.

1. Bring a note from your parent/guardian to the assistant principal/designee in Student Services for a bus pass **before school**. The request should contain the following information:

Student name

Grade level

Method and reason for the request

Daytime phone number

Parent/Guardian signature

2. The assistant principal/designee will call the parent/guardian for verification.
3. The note will be filed and bus pass issued to the student.
4. It is the student's responsibility to give the bus pass to the appropriate bus driver or parent/guardian.

VALEDICTORIAN / SALUTATORIAN POLICY

To be eligible for valedictorian and salutarian status, a student must have been enrolled in and attended DSOA for three years, two of which must be the junior and senior years.

Early admission students taking classes at a university or college will not be eligible for this recognition.

Calculation for Valedictorian/Salutarian

- ◆ The valedictorian is the student with the highest honors point average (HPA). The HPA calculation will be carried to the ten-thousandth place.
- ◆ The salutarian is the student with the second highest honors point average (HPA). The HPA calculation will be carried to the ten-thousandth place.
- ◆ In the case of a tie, co-valedictorians will be named with the student with the third highest HPA designated as salutarian. In case of a tie for the second highest HPA, co-salutarions will be named.
- ◆ The calculation for valedictorian/salutarian will be determined at the end of the first semester. The calculation will include the following:
 - ◆ Grades earned after promotion from eighth grade.

- ◆ Grades earned from approved dual enrollment courses taken at institutions entered into the district inter-institutional articulation agreement.

Recognition of valedictorian and salutatorian does not ensure that the students earning this recognition will address the graduating class. The school principal has the authority to exclude any student from the above recognition.

VOLUNTEERS

Parent/Guardian volunteers are encouraged and welcome. Your help and assistance as a volunteer provides our school with valuable hours in many needed areas.

All DSOA parent /guardian volunteers including those registered last year must complete a Visitor in Public Schools (VIPS) application for the 2011-2012 school year.

The school district recently implemented a new procedure for this registration involving an online computer application done from any computer on the Dreyfoos campus. This procedure safeguards your social security number and other personal information placed on the application. Please contact Mrs. Berryman, Student Services Secretary in the Student Services office for directions and assistance in this registration.

All volunteers must record their volunteer hours! Volunteer hours must be recorded on a school computer with access to the school district's volunteer website. This recording of VIPS hours can easily be done each time a volunteer visits the school. When you chaperone school activities or provide service after school hours, you may email your volunteer hours to the school's Volunteer Coordinator, providing that a current volunteer application is on file. These hours can then be added by the Volunteer Coordinator to the database with just the volunteer's name, number of hours worked, date(s) and type of volunteer activity.

All volunteers must have a visitor's tag properly displayed while on campus during school hours. This volunteer tag may be obtained from the Student Services office.

