



**John S. Davidson Fine Arts  
Magnet School  
2019-2020**

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Clint Saunders..... Assistant Principal

## Welcome to John S. Davidson Fine Arts!

John S. Davidson is designed to provide strong academic college-bound instruction with emphasis on the fine arts. It is the vision of this school to offer opportunities and encouragement to students with special talents in the arts to develop not only their artistic skills, but also their intellectual insights, moral character and sense of community responsibility by involving parents, teachers, and students in the process. The mission is defined as "Excellence in education achieved through a passion in the fine arts." It is understood at Davidson that students learn to be more focused in their academics by integrating the arts. They have to practice their art before they actually get on stage. That carries over to the classroom as they learn they have to practice a problem over and over before they master it in class.

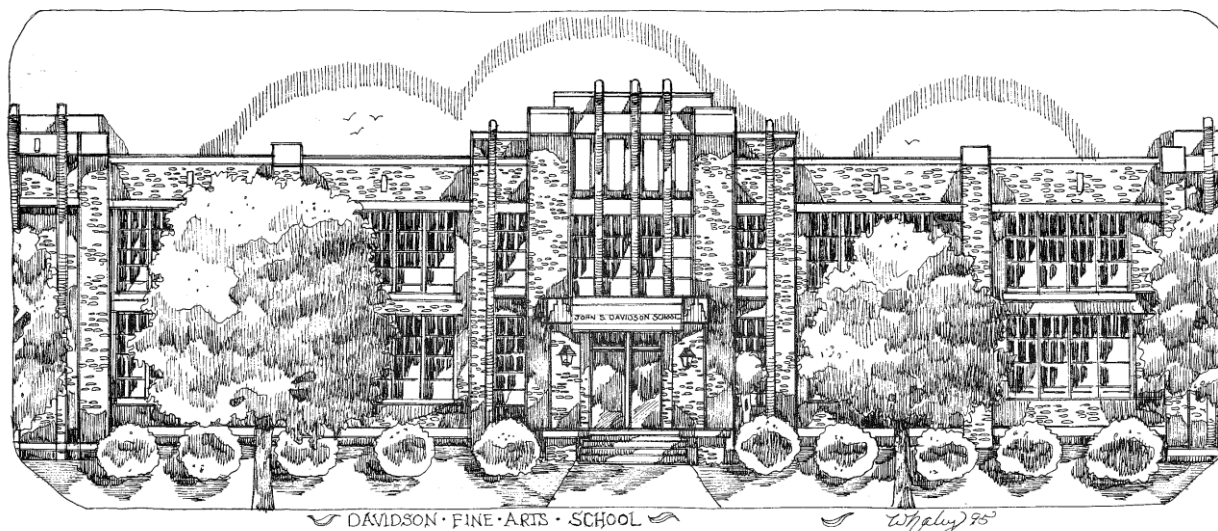
Davidson's fine arts program is built on the premise that in order to attain excellence, students must possess a superior work ethic and prepare for the tasks set before them. Students at Davidson understand preparation is a necessity in all subject areas, from core academic areas to their fine arts.

Please take the time to familiarize yourself with this agenda, as it includes many important policies and procedures specifically related to Davidson. Use this agenda to help enhance your experience throughout your middle school and high school career. Davidson is creating students who are high achievers and future leaders of our community.

Again, welcome to Davidson, where opportunities are limitless. We look forward to working with you and your family to ensure an outstanding experience while here with us.

Sincerely,

Dr. Renee Kelly, Ms. Angela Sneed and Mr. Clint Saunders



## DAVIDSON FINE ARTS MAGNET SCHOOL CONTRACT FOR PARENTS AND STUDENTS

At Davidson, teaching takes place in structured classrooms where limits are firmly established and understood. Each student is encouraged to achieve his or her potential, both artistically and academically. Because of its nature, this school expects students to comply with the requirements of the school.

**A list of expectations is given below. Please read carefully. Then parents and students sign the contract.**

1. I understand my child is expected to attend school daily, to arrive promptly, and to remain throughout the scheduled hours.
2. I understand my child is to cooperate and conduct himself/herself with teachers, other adults, and classmates in a manner showing respect to all persons.
3. I understand my child is to complete all required work, including homework and work missed due to conflicting performances, field trips, and/or illness.
4. I understand that, in grades 6-8, it is my child's responsibility to maintain an overall 75 average in academic subjects (language arts, math, science, and social studies) and not have a yearly average below a 70 in any subject. In grades 9-12, it is my child's responsibility to pass each subject with a 70 or above. Students in grades 6-8 having a yearly average below 70 in any class or having a cumulative average below 75 in the core classes will be required to return to the student's zoned school. Students in grades 9-12 having an end-of-course average below 70 are required to attend summer school in order to remain on track for graduation.
5. I understand my child is to respect and care for all equipment, supplies, and school property he/she uses.
6. I understand that if I choose to remove my child, or if I am asked to remove my child from this school, my child may not re-enter unless there are rare and extenuating circumstances as approved by the Superintendent or determined by the Board of Education.
7. Students who withdraw due to military transfer or other family relocation may apply for readmission by the annual school application deadline date contingent upon proof of being residents of and domiciled in Richmond County by the start of the school year, and meeting all admission requirements.
8. I understand that my child is expected to participate in school artistic events and rehearsals which sometimes extend beyond the normal school hours. Outside community artistic events and rehearsals must be limited so as not to restrict school attendance or class work. Davidson events and rehearsals will take priority over outside activities.
9. I understand that items for personal use, such as most musical instruments, dance leotards, ballet shoes, etc., shall be provided by the student.
10. I understand my child must maintain the highest standards of honesty and integrity while attending Davidson.
11. I understand that, to remain a DFA student, my child must take appropriate level classes as determined by the school each year, not only in the fine arts but also in the academics. Davidson offers no alternative program.
12. I understand my child must adhere to all school policies and/or Richmond County Board of Education policies.
13. The undersigned certify and represent that they are both bona fide residents of and domiciled in Richmond County and agree that they must remain residents in order to maintain continued enrollment at Davidson Fine Arts School.

The privilege of attending this school rests upon the personal responsibility of the child and the parent. For and in consideration of the County Board of Education of Richmond County offering this fine arts educational program and selecting my child to attend, as a parent, I promise my child will be regular in attendance, cooperative, respectful of people, and studious in order to remain enrolled at Davidson. This contract will be renewed each year.

The student hereby agrees to work with the parents and staff in compliance with the above responsibilities.

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Signature of Parent/Guardian

Date

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Signature of Student

Date

## **JOHN S. DAVIDSON**

John S. Davidson was born in Augusta, Georgia, on June 17, 1846. He received a common school education in Augusta and completed his studies at Aubury Institute in Twiggs County, Georgia. He was admitted to the bar in 1866.

Davidson was a charter member of the Richmond County Board of Education when it was organized on January 11, 1873. Five years later, he was elected president of the Board and held that position until his death in 1894. In 1893, when Davidson was one of the two charter members still serving on the Board, he was described by the school superintendent as a "staunch and tried champion of public schools for many years."

As a citizen interested in community welfare and early childhood, Davidson was credited with establishing the first local kindergarten in 1890 at Davidson School. As a result of his efforts and contributions, Augustans refer to him as "the father of the education system in Richmond County."

The original Davidson School, built in 1886, was the second oldest public school in the county - the first being Richmond Academy. While other school buildings during that era were converted from churches, homes, or offices that were either donated or purchased by the board, the original school was actually constructed by the Board of Education.

The Davidson School was rebuilt in the early 1930s on the same site as the original building.

In 1981, Davidson began a new era as the John S. Davidson Fine Arts School that now offers a strong academic program with a special emphasis in dance, drama, art, music and writing. During its early years, the new school was quickly recognized as number one in the state in academics and quality of instruction.

We believe that John S. Davidson would be proud that his name has followed this unique educational program.

## **DAVIDSON MISSION STATEMENT**

Excellence in Education Achieved Through a Passion for the Fine Arts.



***Learning Today... Leading Tomorrow***

*The mission of the Richmond County School System is building a world-class school system through education, collaboration, and innovation*

# ACADEMIC AND FINE ARTS REQUIREMENTS

## Class Schedules

Class schedules will not be changed for frivolous reasons. Students are expected to attend all assigned classes. NOTE: WE WILL NOT PERMIT YOU TO BE UNPREPARED FOR COLLEGE OR FOR LIFE! ACADEMICS AND FINE ARTS ARE STRONGLY EMPHASIZED. CLASSES ARE NOT CHANGED AT THE END OF FIRST SEMESTER, EXCEPT FOR CERTAIN HIGH SCHOOL CLASSES. Each student must have at least one course of fine arts each year. High school students must earn at least three credits in their fine arts path. (See Course Requirements)

## Course Requirements

Students are expected to sustain a rigorous course schedule throughout their academic career at Davidson. Students must meet all state and local requirements in the foundation courses of math, science, social studies, foreign language, and language arts. Additional courses are offered and recommended. Each Davidson high school student must choose a fine arts pathway, which will be one of the fine arts or a foreign language. DAVIDSON REQUIREMENTS: Students are required to complete all work and to participate in all classroom activities. Students must observe county and school academic policies. **Homework is a part of each student's total evaluation.** (See homework.) **Required rehearsals and performances also affect grades in fine arts classes.**

## Dual Enrollment

Students who are interested in pursuing dual enrollment must schedule a conference between the parent, student, and counselor prior to signing up for any coursework. All courses must be approved by the counselor in writing before the state will pay for the course.

## Homework

Expect it! Students are expected to complete homework independently. Not only is homework academically necessary, but it teaches responsibility. All students will have to work and study regularly each day. If you find yourself cramming for tests, daily preparation should be increased. (See Course Requirements given by teachers.) Refer to the DFA teacher pages for assignments.

## Honor Roll

Honor Roll at Davidson is based on 85 - 100 in all classes. This is higher than the general county requirement.

## Report Cards

Report cards are given at the end of each 9-week term.

## Grading Scale

All students will be graded on the following scale:

A: 90 – 100    B: 80-89    C: 75-79    D: 70-74    F:69 and below

Note: DFA Honor Roll is 85 – 100 in all classes for each 9 weeks

Promotion shall be based upon the teacher's evaluation of the student's proficiency as well as county policy.

## Progress Reports

In addition to online access, progress reports are sent home near the mid-point of each grading period. Grades will be reported as numerical scores based on tests, homework, class participation, etc. Progress reports provide an opportunity to improve grades before report cards are issued. If you see that your child is not doing well in a class, please contact the teachers or Mrs. Landis to schedule a conference.

## ACADEMIC PROBATION

At the end of each nine-weeks grading period, a list will be compiled of all students who are on academic probation. A student will be placed on academic probation if either of the following is true:

- a. an average below 70 in any individual class for that nine weeks, OR
- b. a cumulative academic average below 75 in mathematics, social studies, science, and language arts combined

Academic probation will continue for nine weeks, at the end of which the average(s) will be reevaluated. While on academic probation, a student will not be allowed to miss academic classes for school-related functions such as performances and field trips. Any fees submitted in advance for such activities will not be refunded. (If an entire grade is going on a field trip, the student will be allowed to go.) Also, casting opportunities for fine arts performances may be limited so that the student has more time to devote to ensuring academic success. If a student has already been cast and is already rehearsing, the student can fulfill his/her performance obligations as long as the student does not miss any academic classes.

## ATTENDANCE

Absence from class results in the loss of instruction. Missed work must be made up within one week (5 school days). Generally, if you are only absent the day of a scheduled test/quiz, you are expected to take that test/quiz on the day of your return. Makeup work/tests due to multiple, intermittent absences will be scheduled at the discretion of the teacher. Excessive absences, for whatever reason, invariably cause lower grades. Make-up work is allowed following an excused absence. Unexcused absences are subject to the DFA late assignment policy. Students are expected to attend all classes and to be prepared for those classes. Being prepared means having paper, pencils, books, dance clothes, instruments, homework, etc. Absences are classified in the following manner:

### School Activity

An absence due to a student's participation in a recognized school activity or performance is officially excused. The student will not be marked absent from school. However, the student is responsible for getting, completing, and submitting **all** assignments according his or her assignment sheet.

### Full School Day

For a student to be marked present for a full school day, a student must be in attendance for one half or more of the school day. However, a student will not be recognized for perfect attendance after (10) tardies.

### Excused

An absence is excused if it is caused by illness, death in the family, or a medical appointment. A note for all absences is required upon the student's return to school. Occasionally a student will be asked to perform off campus in a community production or other activity. This type of absence will be excused provided the student is not on academic probation and does not have any current grades below 75.

- Tests, quizzes and regular assignments: These are to be made up at the convenience of the teacher, and it is the student's responsibility to contact teachers regarding make-up work. Students who fail to see the teacher and schedule a time to make up missed work may receive a zero for that assignment or test and may not be permitted to make-up that assignment.
- Pre-assigned essays and projects: Since students have advance notice of these assignments, they are still due on the assigned day even if the student is absent. Please make arrangements to email, fax, or send any essays or projects to the school on the day they are due, even if the student will not attend school that day

- Assignment Request Sheet: Students who will be out for 3 or more days or who have been sick for 2 or more days may request an assignment sheet using the following procedure:
  - *Absences for 3 or more days with prior notice: A parent must write a note asking for permission* from Dr. Kelly 2-3 days in advance. Upon the principal's approval, the front office will issue an assignment sheet that the student can take to his/her teachers, requesting advance assignments.
  - *Extended absence due to sickness:* On the second day of an absence due to sickness, a parent may call the school and request an assignment sheet. This sheet will be available for pick up in the front office the following day.
  - *Please note that most assignments are available on the website. Assignment sheets may contain only information not readily available on the web.*

### Unexcused

Absences due to vacations, trips, etc., are considered unexcused.

- **Parent Notes:**

- 1) A total of 5 parent notes for absences will be allowed per school year.
- 2) A total of 5 parent notes for tardiness will be allowed per semester (a total of 10 parent excuses).
- 3) When these excuses have been exhausted, each absence and tardy thereafter will be considered unexcused and no other parent notes will be accepted.

### Special Circumstances (Prearranged)

The principal may grant an approval under special circumstances. These must be **pre-approved** by the principal and documentation may be necessary.

### College Visits

Students are allowed three college visits between their junior and senior years, which must be requested and approved by Dr. Kelly's office prior to attending the visit. **You must turn in you visit agenda or confirmation from the college.**

**If a student is absent from school for whatever reason, whether excused or unexcused, he/she may NOT participate in scheduled rehearsals or performances for that day. Since most fine arts have a performance requirement, this may affect the student's grade.**

### Truancy

Any student guilty of cutting or skipping school is guilty of truancy. Truants break the contract required by the school, as well as county rules. Discipline will be administered following the Richmond County Code of Conduct. Students who are repeat offenders will be referred to a Richmond County social worker.

### Absentee Procedure

When the student returns from an absence, **a note explaining the absence is required within three days.** This note must be dated and signed by the parent/guardian. Please include the full name of the student and telephone numbers of where you can be reached during the day. If the absence is for an excused reason, the note goes to the office for attendance records and we will notify the homeroom teacher. The principal must approve any other type of absence. The student is responsible for obtaining missed assignments. **If the parent knows in advance that the student will be absent, the parent should send a note to the principal stating the date and reason for the absence AHEAD OF TIME. The principal will then decide whether the absence is excused or unexcused and will return the note to the student stamped "Excused" or "Unexcused."**

**PLEASE NOTE: According to the Attendance Protocol (in Uniform Code of Conduct booklet), a parent may write excuses for no more than five absences per year.**

**MISSED WORK MAY BE MADE UP FOR ABSENCES. LATE WORK WILL BE SUBJECT TO A PENALTY ACCORDING TO THE DFA LATE WORK POLICY.**

### **Early Dismissal**

If a student leaves school before 3:25p.m., he or she must provide the office with a note from a parent/guardian with phone numbers where the parent/guardian can be reached to confirm the early dismissal. Notes may be given to the office or to the homeroom teacher on the morning of the day the early dismissal is requested. Upon returning from a medical appointment, the student must also give the front office an excuse from the doctor's office; otherwise the early dismissal will be unexcused. Early dismissals should be kept to a minimum. Dismissal at the end of the day, to avoid traffic, is not acceptable. We request your cooperation in avoiding early sign out of your student from 3:00-3:10 p.m. **AN EARLY DISMISSAL THAT IS UNEXCUSED WILL BE COUNTED AS A TARDY. THESE TARDIES WILL COUNT IN THE TOTALS FOR DETERMINING DETENTION HOURS.**

### **Field Trips**

Field trips are an extension of what is being taught in the classroom and are usually conducted during school hours. Davidson presents many opportunities for outside enrichment. However, students who are in danger of failing any class, or students having excessive absences may be denied participation in certain field trips. **Certain field trip provisions may result in payments not being refunded.** Each student is responsible for getting, completing, and submitting all assignments according to his or her assignment sheet. There will be no make-up work allowed and zeros will be given for all assignments not submitted prior to leaving unless special written permission is given by the teacher.

### **Tardiness**

Punctuality is expected of Davidson students. Classroom teachers handle tardiness according to county policy. Excessive, unexcused tardies are viewed as cuts and such cases will be referred to the principal and may be considered grounds for dismissal from Davidson. Being sick and coming to school a few minutes late will not be counted as excused. "A little sick" and "a little late" is still considered a tardy. **Also, a train delay is a tardy since other routes may be used or one may plan an earlier start to school. Late carpools are also considered an unexcused tardy. BUS TRANSPORTATION IS PROVIDED FOR ALL STUDENTS and should be used if being on time is a concern.**

The punishment for the first 16 tardies are as follows:

1. 3 tardies, a warning letter will be sent to parents
2. 8 tardies, 3 hours of detention
3. 11 tardies, 1 day out of school suspension, disciplinary probation and the student's parking privileges will be revoked
4. 16 tardies, 3 days out of school suspension and the student will have to return to their zoned school

### **Tardiness Procedure**

Students who arrive at school between 8:15 a.m. and 8:25 a.m. are considered tardy and **should report immediately to their homeroom teacher.** Students who arrive **after 8:25 a.m. must report to the office.** Unless the students have a written valid excuse, or a medical card, the number of late arrivals will go on record as unexcused. If you are delivering students by car, plan to be here prior to 8:00 a.m. so that car pool students are not tardy. Students are expected to be in homeroom by 8:15 a.m. Students whose school bus arrives late **must sign the late bus list in the commons, but will be marked as an excused tardy.**

**Students who drive and are excessively late to school may lose their parking privileges.**



## DISCIPLINE

Rules as stated in the **RCBOE Code of Student Conduct** will be upheld. Exemplary behavior is a must at Davidson Fine Arts School. Students will not be permitted to disrupt the vital process of teaching and learning; **therefore, compliance with the signed Davidson Contract and Discipline Criteria is mandatory for each student.** (A copy of the contract and discipline criteria is included in this handbook).

### Cheating

A student shall not commit the offense of academic dishonesty which includes cheating, lying, plagiarism, altering records, or other fraudulent acts on school assignments, exams, records, or statewide assessments; using the computer network for any illegal activity such as copying or downloading copyrighted software or violation of copyright laws which includes using BYOT devices to copy or share copyrighted items or intellectual property. Students who are caught cheating on a test or assignment will be given a “0” and placed on disciplinary probation. Examples include but are not limited to: copying another student’s work, plagiarism, completing another student’s online assignment, using a “cheat sheet”, etc. If the student holds a position (office) in a club, on an athletic team, or in an organization, he/she will be dismissed from that position.

### Computer Use/Internet—General Guidelines. SEE CODE OF CONDUCT FOR SCHOOL SYSTEM’S NEW INTERNET POLICY.

1. Internet is accessed only for support of the instructional program and the curriculum as outlined in the Richmond County Curriculum Guides.
2. Transmission of any material in violation of any US or state law or regulation is prohibited, including copyrighted material, threatening or obscene material, or material protected by trade secret.
3. Use for commercial activities is prohibited.
4. Use for product advertisement or political lobbying is prohibited.
5. Netiquette—Generally accepted rules of network etiquette shall include, but are not limited to, the following: Be polite, use appropriate language, no swearing or vulgarities; e-mail is not necessarily private; therefore, be careful about what you say about others; no disruptive use of the network, such as “chain letters” or other non-educational traffic; remember statements offered by the user are a personal opinion and do not necessarily reflect the views of Richmond County Schools.
6. Internet usage is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges and may result in disciplinary action.
7. Security—Students are not to reveal their personal information (home address, telephone number, social security number, etc.) to other individuals on the Internet. On E-Mail, use only school addresses.
8. Vandalism—Vandalism is defined as any attempt to harm or destroy hardware, software or data of another user, Internet or any agencies or other networks that are connected to the Internet. This includes, but is not limited to, the uploading or creation of computer viruses. Vandalism will result in the immediate cancellation of privileges and disciplinary action.
9. No software of any kind may be brought from the student’s home for use on any school computer.
10. Each school media/technology committee shall establish an individual school Internet policy in accordance with the Richmond County policy.

### Detention

Some rule infractions will result in the assignment of morning detention from 7:00 a.m.-8:00 a.m. Detention procedures are as follows:

1. Report to the front office by 7:00 a.m. The detention teacher will take all students to the detention location.
2. Detention is served on the date assigned. Rehearsals, work, etc., are not an excuse for not serving detention. Detention students may be given work activities to do in the school as their detention.
3. Sign out in the detention book after completing your time.
4. If afternoon detention is assigned, parents **MUST pick-up no later than 4:30 p.m.**, as the building closes at 4:30 p.m. **Students will be given additional detention if picked up later than 4:30 p.m. This detention must be served in the morning starting at 6:45 a.m.** On occasions where students are continuously not being picked up on time, other disciplinary measures besides detention will occur and shall not exclude suspension.

5. **Not being picked up on time can also put your status at Davidson in jeopardy, and you may have to return to your zoned school. This policy will be strictly enforced.**
6. If you do not notify the office before you cannot serve a detention, you will be given another hour of detention.
7. If you accumulate detention hours that are not being served, you will be suspended.

### **Disciplinary Probation**

If a student accumulates multiple infractions or is suspended, he/she will be placed on Disciplinary Probation. Detention hours for tardies will not count toward disciplinary probation unless the student reaches the 11<sup>th</sup> tardy, for which he/she will receive a 1day suspension. This suspension **will** apply to Disciplinary Probation because 11 tardies are considered excessive. The student's status will be reviewed at the end of each semester. If improvement does not occur, the student will be asked to return to his/her zoned school. When a student is **suspended**, he/she is put on disciplinary probation. If that student is suspended **a second time during that school year**, he/she will have to return to their zoned school. Furthermore, students who go to **tribunal and are found guilty** of the charges will not be able to return to Davidson after the tribunal.

### **Dress Code**

The dress code as stated in the **Uniform Code of Student Conduct** is, with a few exceptions, followed at Davidson Fine Arts. Students should be aware of the following guidelines:

1. At all times students are responsible for body cleanliness, neatness of appearance, and good grooming.
2. Clothing with large holes larger than 3inches are not permitted. Holes in pants must be below fingertip-length.
3. All tops/dresses must cover the waist, shoulders, and back (Muscle shirts must fit close underarms).
4. Crop tops are not permitted (leotards may be worn underneath).
5. Pajama pants are not allowed. Bedroom shoes and slippers, i.e. furry slides, are not permitted.
6. Hair color must be within the "natural" range, not green, blue, purple, fuchsia, pink, orange, bright red, etc.
7. Hats, caps, headscarves (bandanas), brushes/combs/picks, and sunglasses (unless prescribed by a physician) are to be kept in lockers while students are at school. This means no hats inside buildings.
8. All shorts must be at least beneath fingertip-length (No running shorts).
9. All skirts must be at least beneath fingertip-length and mini-skirts are not permitted. Slits in skirts must not be above the fingertips.
10. If leggings or tights are worn, the student's skirt/shorts and top must still reach the fingertips.  
PE and dance classes will have separate guidelines.
11. T-shirts may not have sorority/fraternity logos, or derogatory writing or pictures.
12. The waistband of pants must be worn at the waist. Pants worn low on the hips are not allowed.
13. Shoes with wheels are not permitted.
14. No body piercing (Ear piercing is allowed).
15. Every student is expected to wear proper undergarments.

Students who do not abide by the dress code will be subject to disciplinary action. For the first offense, students will be given a warning. Parents will be called for a change of clothing. On the 2<sup>nd</sup>, 3<sup>rd</sup>, and 4<sup>th</sup> offenses detention will be assigned. Parents will be called to bring a change of clothing. Students will sit in the office until parent arrives with a change of clothing and will receive a zero in all classes missed. **Upon the 5<sup>th</sup> violation, the student will be suspended for one day.**

### **Forgery**

If a student is caught forging a parent's signature, the student will be given three hours of detention and placed on disciplinary probation.

### **Leaving Class**

Students who leave class without permission will be given three hours of detention.

### **Manners: Theater Etiquette**

Students at Davidson should exhibit appropriate theater etiquette. Teachers and/or administrators will issue detention where necessary when a student is not adhering to proper audience behavior.

Such manners include the following:

1. Arrive on time.
2. Avoid unnecessary talking or other forms of noise.
3. Do not enter or leave during the performance.
4. Be attentive.
5. Applaud where appropriate - **but do not whistle, yell, or call out the names of performers.**
6. **Do not take food or drink into the theatre. No chewing gum!**
7. Dress appropriately.
8. Do not use flash photography during performances.
9. Stay until the performance is finished - including curtain calls.
10. Do not touch or handle pieces of art on display.
11. Do not place your feet on the backs of chairs or on the walls.
12. The use of cellular devices is never appropriate during a performance.
13. Please do not leave the theater as a performance is in progress. Wait until the end of the performance/section before you exit.

### **Scissors, Nail Files, Clippers, and Pocket Knives**

In the Code of Student Conduct, the items above are considered to be weapons and/or dangerous instruments. Therefore, they are not allowed at school. Teachers will provide students with scissors in class if they are needed for a project. Students are not to bring scissors from home. (See Rule 6 in Code of Student Conduct.)

## **COUNSELING DEPARTMENT**

The Counseling Department provides each student with the opportunity for maximum personal growth and achievement. The counselors provide students with advisement regarding academics, colleges, careers, and scholarships, as well as personal/social development. Classroom guidance lessons are provided as a part of the comprehensive school counseling program. In addition to some testing, the counselors also coordinate special programs such as the Governor's Honors Programs for 10<sup>th</sup> and 11<sup>th</sup> grade students and the Duke Talent Identification Program for 6<sup>th</sup> and 7<sup>th</sup> grade students. Several parents' night programs are conducted each year on various topics of interest through the Counseling Department. Information on colleges, careers, scholarships, financial aid, and summer enrichment programs are also available in the Counseling Department.

The first three days of school are reserved by the Counseling Department for student scheduling needs. Students are to address scheduling concerns by following outlined procedures. During this time if an emergency arises, the counselors will be available. Parents may arrange an appointment with the counselors any time after the first two weeks of school.

### **Student Records/Confidentiality**

The records of the school system concerning individual students are used in accordance with state and federal laws and will not be made available to any person or organization without prior written permission from the student's parents or legal guardians. Student records; however, may be used to gather directory information (student names, addresses, phone numbers.) After graduation, records are sent to the Richmond County Board of Education Student Records Department.

### **Withdrawal Procedure**

A 24-hour notice is required to process a student withdrawal. A parent or guardian must withdraw the student in person through the Counseling Office. The following information must be provided at the time of withdrawal:

- Last day student will attend Davidson
- Reason for withdrawal
- Written statement with signature from the student's guardian or parent

All fines must be cleared and textbooks, library books, and other school property returned to Davidson before the withdrawal can be completed.

**\*It is very important to remember that, once a student withdraws from Davidson, he or she cannot re-enroll.**

## HONORS

Honor roll recognition at Davidson is reserved for those students earning grades of 85 to 100 and having satisfactory conduct in all classes. (Students must be aware that discipline is an integral part of the magnet school program and that all students will be held to the signed contract.) We recognize honor roll students at the end of each nine weeks. All year Honor Roll requires students to be on the Honor Roll each nine weeks.

Membership in the National Senior Beta Club and the National Junior Beta Club is an honor reserved for outstanding students at Davidson. Membership in the National Beta Club is contingent upon a student having a cumulative GPA of not less than 92.5 in middle school and 3.7000 in secondary school, and demonstrating the highest level of scholarship, leadership, service, and character. Eligible students are invited to apply based on these GPA requirements and are selected by a faculty committee. Parents and students must understand that no student has a right to be selected for membership in a chapter of the National Beta Club. Selection in National Beta Club is an honor that must be earned. Students may also be placed on probation and/or removed from the honor societies for low grades, behavior infractions, and/or failure to complete the required number of service hours.

## MEDIA CENTER PROCEDURES

The media center hours are as follows:

Monday – Thursday: 7:45-3:45

Friday: 7:45–3:25

No passes are required before or after school; however, all students must sign in. Students must wait in the commons in the morning until the breakfast doors open at 7:30. The media center usually opens along with the breakfast line. Please arrive at the media center prior to 7:45 for early morning access. There is a no-entry time from 7:45- 7:50. Early morning time is a silent time for study hall activities only. Please remain in the commons if you need to do group-work.

Students may also come to the media center during their lunch period if they get a pass from the teacher on duty in the lunch room. The student is responsible for arriving at lunch, signing the book for a pass, and checking out with the lunch teacher on duty. When the student arrives in the media center, they must sign into the media center computer. **No food or drinks are allowed in the media center at any time.** There are computers for student use in the media center. During the academic day, students wishing to use a computer must have a pass that states the nature of the research and their teachers' signatures.

A laser printer, a color printer, a scanner and a copier are all available for student use in the media center. A fee of 10 cents per black and white page, and 25 cents per color page will be charged. Students must pay at the time copies are made.

Students may check out up to 3 books at a time for 10 school days. After that point, a fine of ten cents per day will accrue. (Overnight materials accrue a fine of .25 cents per day.) Students may not check out materials if overdue items or fees are on their account. Students losing materials will be responsible for replacement cost.

## MESSAGES AND PHONE CALLS

Classes will not be interrupted for messages, deliveries, or phone calls (except for verified emergencies) during the school day. **Please make your arrangements with your children before they leave for school.** When the office receives personal messages or items for students, the students are asked to pick them up between classes from the front office.

### Visitation

Davidson encourages parents to visit the school, but with prior notice. "Drop - in" visits are not appropriate. Anyone visiting a classroom or a teacher (by appointment) must report to the front office to obtain a visitor's pass. Please do not go directly to a teacher's room. Remember that teachers cannot conference in front of other students. Please call the assistant principal's office to make appointments for parent conferences.

## **PARENT/TEACHER ORGANIZATION**

The Parent Teacher Organization integrates resources of the home, school, and community by enhancing the quality of education for the students it serves. The organization allows parents, teachers, and students the opportunity to contribute to the general planning of educational and social activities of the school. Suggestions are always welcome. Davidson Fine Arts School's PTO encourages 100% participation. The times and dates of regular meetings will be announced on the Davidson website. PTO dues and fundraisers support many endeavors including award plaques and scholarships which are presented to students and teachers each year.

## **PERFORMANCE PARTICIPATION POLICIES**

Fine Arts performances and after-school rehearsals are an important part of the experiences of students at Davidson and are graded activities.

1. Attendance at after-school rehearsals and at the performance(s) is MANDATORY for your grade and should not be taken lightly.
2. Please do not schedule after school appointments or schedule yourself for work on rehearsal days. Please place performance dates and rehearsals dates on your personal and family calendars, so that there are no conflicts between personal appointments and fine arts class requirements.
3. There are four valid excuses for missing an after-school rehearsal or performance without penalty (a "0"):
  - a. *Serious, contagious illness or an injury for which a physician has been consulted and a written excuse from him or her is provided.*
  - b. *A death in the family.*
  - c. *Suspension from school.*
  - d. *A conflict in scheduling for another fine arts performance, honors activity or other similar event about which the instructor has been informed a minimum of two months in advance.*
4. The acceptance of such absences is at the discretion of the fine arts teacher. Disciplinary action and grading penalties will be assessed if procedures are not followed.
5. You are excused from Student Council and Club meetings during the week of production without penalty.
6. Family trips, church trips, and other such extra-curricular activities will not be accepted as valid excuses for missing a performance.
7. Students who *are excused* from performance should expect to receive a substantial written assignment to make up for the missed performances. The student will be given a substantial written assignment to complete for a makeup grade. The maximum grade that may be achieved from such a makeup assignment is an 85.
6. From time to time, there may be conflicts between fine arts and other school activities. Fine Arts teachers will try to work with you so that you are able to attend both activities when at all possible if your teacher is notified well in advance.
7. **STUDENTS WHO ARE ABSENT FROM SCHOOL ALL DAY FOR AN EXCUSED OR UNEXCUSED ABSENCE WILL NOT BE ALLOWED TO PERFORM THE EVENING OF THAT ABSENCE. BE REMINDED THAT YOU ARE CONSIDERED ABSENT IF YOU CHECK OUT BEFORE 11:30AM OR IF YOU ARRIVE AFTER 11AM.**

8. Students involved in performances should be aware of the following guidelines:

- a. The student is responsible for wearing the assigned performance attire or costume for the performance. If not provided for the production by the instructor or department, additional performance attire may be required and must be provided by the performer.
- b. Proper rehearsal and performance etiquette is required of students at all times. Students are expected to exhibit diligence, self-discipline, skill, purpose, teamwork, dignity, and professional grooming during the rehearsal and performance process. Performers are expected to conduct themselves as professionals and abide by the following procedures:
  - Performers are responsible for all performance information that is distributed by the director concerning the performance. If a performance contract is provided, the student is responsible for returning the contract by the deadline for a homework grade. School-wide late penalties will apply
  - Remain in your assigned location during rehearsals and performances as assigned by the director or the stage manager
  - Follow the stage directions of the director, technical director, stage manager, assistance stage manager, or other authorized member of the technical staff before, during and following rehearsal and performances onstage
  - **NO FOOD OR DRINKS ARE ALLOWED IN THE WINGS OR IN THE THEATER AT ANY TIME.** Bottled water is permissible at the discretion of the director and technical theatre staff
  - If a student displays improper performance or rehearsal etiquette the student will be disciplined at the discretion of the director or an administrator
  - General rules of rehearsal & performance etiquette include:
    - Arriving promptly (if not earlier) than your call time
    - Come to rehearsals with all supplies and be prepared to work
    - Accept direction and corrections with respect; your director gives you feedback in order to improve your performance
    - When given directions or warnings by an authorized member of the production or technical staff, always say, "Thank you," in reply
    - Don't leave your rehearsal or your assigned rehearsal location until dismissed by the director. This may lead to your missing an entrance cue
    - **NO TALKING** in the backstage or in the theatre during a rehearsal
    - It is inappropriate to be seen in costume/makeup before a performance by the audience
    - Unless given permission by the director, performers are required to remain until the end of their performance
    - Props, set pieces, lighting equipment, etc. are under the jurisdiction of the technical theater staff and should not be touched or moved by a performer without permission
    - Give your best performance at each performance

### **Assemblies**

During all-school assemblies, students are to sit in their assigned seats. Audience behavior is strictly enforced. All-school assemblies, if held during the day, are for students only due to space restrictions. The front center section of the auditorium is reserved for seniors in all school assemblies, unless otherwise announced by the principal. Except for emergencies, students will not be excused from school while an assembly is in progress. Parents wishing to pick up a student early must arrange with the front office to have the student waiting for them at the office. Assemblies typically begin at 1:45 p.m.

### **Auditions for School Productions**

During the school year, Davidson students make numerous performances available to the public. For the major productions, auditions are held during and after school hours. All students who qualify are invited to these auditions. Final selections for individual parts are made at the discretion of the director (and at times, with the advice of the principal.) **Students' academic and disciplinary standing is a factor in determining whether a student is allowed to accept a role**

# SAFETY

## **Fire Alarm Procedures**

Every room in the school has a fire-escape plan posted near its door. (If a fire-escape plan is not visible, students should ask the teacher to find out the instructions from the main office.) At the sound of the alarm, students and teachers are to:

1. Stop work immediately and turn off equipment.
2. The students will file out of the classroom quietly, following the exit route of their classroom.
3. Once outside, the teacher will check the roll (teachers will have brought roll and grade books with them).
4. Students need to stand in their respective lines quietly.

## **Fire Alarm at Lunch**

Students will be informed of the appropriate exits to use during lunch and will follow regular fire alarm procedures.

## **Fire Alarm during Class Change**

Students in the corridors should fall into double lines and walk quietly and quickly to the nearest exit. Under no circumstances is anyone to run. Once outside, students should regroup with the class they were going to attend.

## **Theatre Evacuation**

Students will exit through the assigned door. The nearest exit free from obstruction is the second choice with immediate regrouping outside the building with their assigned homeroom teacher.

## **Blocked Exits**

In case a student meets a blocked exit or stairway, he/she should immediately reverse direction and proceed to the nearest exit.

**ALL FIRE ALARM PROCEDURES WILL BE CLARIFIED AND PRACTICED DURING THE SCHOOL YEAR.**

## **First Aid/Illness during the School Day**

If students require first aid or become ill during the day, they are to report to the school nurse or the office. The nurse or office will determine if it is necessary for the child to go home. If an injury is severe or if a student is too ill to continue the school day, the parents will be notified. Any medicine must be checked into the office (with a note) each morning that the student brings it to school. **Parents should notify the school of any change in work or home phone number as soon as the change occurs, so that in emergency situations the school can contact you in a timely manner.**

## **Tornado Warning Procedure**

Actions to be taken when a tornado alarm sounds are prescribed below. The principal will alert students and teachers via the PA system.

1. If a classroom is next to a restroom or a vacant room, students near the door will check the room. If anyone is in the room, that person will accompany the class to the shelter area.
2. Personal articles will be left in the room. Possible exceptions are a hand-carried bag, sweater, or coat if taking them does not delay the movement of the class.
3. Students should move quickly, calmly, and quietly, without running.
4. Groups will stay together in the shelter area until authorized to return to the room, or until dismissed.
5. If insufficient time is available to reach the shelter area of the building, students should:
  - a. Go to the inside of the hall away from windows, squat on the floor next to the wall, head and knees together, or lie face down on the floor
  - b. Cover their heads with a book if one is available
  - c. Notify the teacher immediately in case of injury
  - d. Realize that help is on the way - and keep calm.

## TECHNOLOGY

Students are now permitted to bring personal technology to school to use for instructional purposes only. All users bringing technology must agree to the RCSS Technology Policy. **Technology (including headphones and/or earbuds) is not permitted in the halls, restrooms, theater or commons area (or anywhere the student does not have permission by a teacher).** Students may use technology (not including social media) afterschool unless engaged in a rehearsal, performance or concert. Davidson has a phone in the main office for student use and students should not make phone calls on cellular devices before, during or after school. Social media use is not allowed while on school campus. Please see the acceptable use policy and the BYOT agreement for additional guidelines.

### **IF AN ELECTRONIC DEVICE IS USED OUTSIDE OF THE AUTHORIZED CLASSROOM OR WITHOUT THE PRESENCE OF A TEACHER, THE CONSEQUENCES ARE:**

1<sup>st</sup> Offense—School will require a parent to pick up the phone and sign a letter documenting they understand the guidelines for appropriate use of cellular devices during school.

2<sup>nd</sup> Offense—Student will receive 3 hours of detention. Parent must pick up phone from school.

3<sup>rd</sup> Offense—Student will receive 5 hours of detention. Parent must pick up phone from school.

\*If after the 3<sup>rd</sup> offense the student continues to use an electronic device inappropriately, more severe consequences will follow.

### **Toys, Skateboards and Scooters**

Students are not permitted to bring any of the items listed above to school. Toys, skateboards, and scooters of any sort are not to be brought to school. **FOR ADDITIONAL INFORMATION AND CONSEQUENCES, SEE RICHMOND COUNTY CODE OF CONDUCT.**

## TRANSPORTATION

**Morning Bus Transportation**-Students who ride a bus to school should board the bus designated for the zoned high school in their area from their residence. At the students zoned high school, students will board shuttle buses that transport magnet school students directly. **Afternoon Bus transportation**- After 3:15 p.m. students will be transported from Davidson to their zoned middle school. Buses drop off students in the morning and pick up in the afternoon in the 13<sup>th</sup> Street parking lot. Cars also "drop off" and "pick up" at the 12th Street entrance area. Pick up/Drop off is not permitted on the 13<sup>th</sup> street side.

PARENTS ARE ASKED NOT TO LEAVE THEIR CARS UNATTENDED AT THE CURB OR PARK BEHIND TEACHERS' CARS IN THE PARKING LOT DURING AFTER-SCHOOL PICK-UP. As parents leave, cars need to move up in order to keep the traffic flowing. Parents wishing to come into the building are to park in the spaces provided, not behind the teachers' cars. The office will not call into classrooms between 3:00-3:10 p.m. If a parent needs to change transportation for a student, the parent should call the school before 2:10 p.m.

Should a parent need to park in the parking lot on the 12<sup>th</sup> Street side, please park in a space that is not numbered. The numbered spaces are assigned for student parking.

**NO PARENTAL CAR PICK-UP ON 13<sup>TH</sup> STREET. THIS PARKING LOT IS RESERVED FOR DFA STUDENT DRIVERS AND SCHOOL BUSES.**



### Parking

STUDENTS: A limited number of parking spaces are available to students who wish to drive to school. The student parking lot is on 13th Street. Also a few spaces are available in the teachers' parking lot in the front of the school. The gravel lot across 12th Street is not used for student parking. The student is assigned a parking space number and that is the only space in which the student has permission to park. The office will determine the order in which students will be allowed to purchase permits. Cars are subject to routine examinations, and consent is a condition to parking vehicles on school grounds. To obtain stickers, students must provide the bookkeeper with 1) car model information, 2) proof of insurance, 3) driver's license, and 4) payment of a \$25.00 fee for each car. **Students are not allowed to return to their cars until the end of the school day without office permission. Also, excessive tardies to school may result in the loss of parking privileges.**

## TYPICAL SCHOOL DAY

- 7:30 - No supervision before this time; students are to report to commons area
- 8:00 - 1st bell - go to locker
- 8:15 - tardy bell - must be in homeroom
- 8:25 - homeroom over
- 8:30 - 1st period begins -
  - Hour class goes to 9:25
  - 1A Half hour class 8:30 - 8:55
  - 1B Half hour class 9:00 - 9:25
  - Bells ring only at the end of a class period.
- 3:25 - End of 7th period
  - Drivers are cautioned to place students' safety before a fast pick up. **STUDENTS ARE NOT TO REMAIN AFTER 3:45 P.M. unless they are involved in a teacher-supervised activity. STUDENTS MAY NOT STAY AFTER SCHOOL UNSUPERVISED!**
- 4:30 - School is closed and locked; no supervision provided

**Not being picked up on time for activities may result in detention, suspension, and even returning to the zoned school. If your job does not allow you to pick up your child by 3:30, please have your child ride his/her assigned bus.**

### Book Bags

No rolling book bags may be used unless the principal receives a written statement of medical need from the student's doctor. Once the principal approves the request, the student will be issued a rolling book bag permit from the office. The permit will need to remain on the book bag all year. Students are expected to use their locker. Book bags are to be used sparingly. Students cannot carry huge book bags; they are to use their locker for book storage. Warning-- a loaded book bag is too heavy for students' backs and dangerous to others who get bumped.

### Dismissal

Students who are car riders **must be picked up every day by 3:30**. After that time there will be no one to supervise them. Students who cannot be picked up on time should ride the school bus.

### Instrument Care and Responsibility

Students are expected to provide their own instruments, place their names on their cases, and be responsible for the security of their instruments. **It is not the school's responsibility to locate lost instruments.** Students should be wary of lending their instruments to other students. If students borrow school instruments, they are responsible for securing and caring for those instruments. Students are expected to pay for lost school instruments and for any damage that is beyond normal wear and tear. The school cannot be responsible for damages to personally owned instruments.

### Lockers and Locker Inspections

Students rent lockers from the school for a fee of \$10.00. The homeroom teacher assigns lockers. All locker combinations are filed in the assistant principal's office. Students may not share lockers with other students. Lockers should be kept in an orderly fashion with attention to appropriate storage. Doors of the lockers must close easily and not bulge from large items. **Damage fees will be assessed and/or the student may be subject to losing his/her locker.** Because lockers are the property of the school, they are subject to inspection at any time. Unannounced, supervised locker "clean-outs" should be expected. **Do not place permanent stickers or anything on the inside or outside of the locker.**

### Lost and Found

Lost items should be turned in to the classroom teacher or to the office. If students find lost textbooks, they should turn them in to the appropriate teacher or to the office immediately. Students should write their names on personal belongings. Lost items will be sent to the Lost & Found Room. **Students must keep the serial number, make/brand, and value of their musical instruments for identification purposes.** Students may check in the office after lunch or after school to see if lost items have been found. It is also wise **not to carry large sums of money** or to bring/wear expensive items to school. At the end of each semester, lost and found items are donated to local charities.

\*Purses should not be left unattended at any time!! Lost and unclaimed items will be sent to a charity at the end of each semester. **THE SCHOOL IS NOT RESPONSIBLE FOR LOST, STOLEN AND/OR DAMAGED ITEMS.** Each year many items are lost because they were left lying around in the locker-room during PE, dance class or afterschool rehearsals. **STUDENTS SHOULD KEEP ALL BELONGINGS SECURED. DO NOT SHARE A LOCKER!**

### Lunchroom

Students are responsible for emptying their lunch tray, cleaning their lunch tables, and making the eating areas neat. Lunchroom noise will be monitored. If students bring their lunch, they must remember that gum, candy, and soft drinks are not permitted. **Students may not order or have others deliver "fast foods".** No glass or can containers allowed in the lunchroom.

### Items for Resale

Bringing items (food, beverage, crafts, school supplies, etc.) for resale by students is not allowed.

### Parties during School

Parties during school for any occasion are not permitted. This is in accordance with county policy. **Students should not bring or have food delivered for themselves or other students or classes without permission from the office.** For example, **please do not bring a dozen cupcakes** to celebrate someone's birthday. At DFA, we decorate our rooms and halls in recognition of calendar events and holidays. However, we do not dress up for Halloween. On "spirit days," students dress in class colors and/or DFA T-shirts. Limousine-type pick-up is discouraged and may not interrupt school dismissal times nor block pick-up traffic.

### Passing from Class to Class

Students should be moving directly from one class to another. For orderly movement in the hall, students should walk on the right side. Each classroom teacher has an official hall pass for student use during class. Passes are not to be used for telephone calls or to permit a student to interrupt another class or teacher. Students must have a pass to come to the office, clinic, or media center. Students coming during class change should secure a pass from the next period teacher.

### Restrooms and Locker Rooms

Restrooms are located for student convenience in each area. Students are encouraged to use the restroom during the schedule class change. Restrooms are not to be viewed as a meeting place between class changes, nor are students to use a trip to the restroom as an excuse to use the office telephone. Loitering in the restrooms is forbidden. **Students should not leave their belongings in the restrooms or unlocked in the locker rooms,** during P.E./dance classes, especially purses, wallets, and money.

### **Teacher-Pupil Relationship**

An essential component of a proper teacher-student relationship is the respect shown to teachers by students. Students at Davidson are expected to follow the directions of all teachers and to be courteous, polite, and respectful at all times. Students should accept reprimands in a mature manner without sarcasm or demonstrations of disrespect. Students at Davidson have many different teachers, each of whom will have different expectations and requirements. Students must learn to adjust to individual teachers and their requirements. However, a student who has a misunderstanding with a teacher has every right **to discuss the problem with the teacher on a one-on-one basis outside of class time**. Students should bear in mind that teachers, like everyone else, may make a mistake, but above all they want to help and to maintain a pleasant relationship.

### **Telephone Use**

Students may use the office phone in the case of an emergency. Tardiness to class because of office phone use is considered unexcused and will be dealt with accordingly. **Students may not use cell phones during school hours to call/text parents in lieu of using the office phones.**

### **Textbooks**

The media center issues textbooks. Each textbook has an identification label on the inside of the front cover. When students receive textbooks, they should fill in these labels with the following information: student's name, school year, and the present condition of textbook. When receiving textbooks, students should examine them carefully. If the textbooks are defective in any way, they should be returned to the media center immediately. Otherwise, students may be fined for damaged textbooks at the end of the year. Students must care for textbooks and keep them covered, but not with contact paper. Students should expect fines if the textbook is uncovered. Should a student lose an assigned textbook, it is the student's responsibility to pay the replacement cost for the lost textbook BEFORE another is issued, or at the time the teacher requests the return of the textbook. If the condition of the textbook indicates that another student cannot use the textbook, total replacement cost is expected. Fines reflect the total cost of the textbook. Textbooks should be returned free of any pencil/pen marks, tears, or any other defacement.

### **UNIFORMS**

Different performing groups at Davidson are issued uniforms to be worn during performances. These uniforms are issued with specific instructions for care and maintenance. These instructions must be followed in order for students to receive their final report card or graduate from Davidson. All uniforms must be dry-cleaned before they are returned. A dry-cleaning receipt must be attached to the garment at the time it is turned in.

### **VOLUNTEERS**

Parents and teachers have a tremendous impact on a child's success in school and in life. When parents are involved, students achieve more and they exhibit more positive attitude and behavior. There are many volunteer opportunities within our school on a daily basis. Our active PTO also seeks volunteers each year to help with special events and activities. All volunteers must complete a volunteer training program provided through Richmond County (including a background check) every two years prior to working with students. Information on parent volunteer training sessions will be announced around the third week of school.

### **YEARBOOK**

A school yearbook for grades 6-12 is produced each year. The price will be determined at the beginning of each year and increases throughout the year. Orders take place during the fall. It is important to save your receipt for the spring delivery.

## John S. Davidson Fine Arts School

### Alma Mater

To Davidson Fine Arts School

Our Alma Mater dear,  
The gifts you have given,  
It's these we do revere,  
It's you we'll remember,  
You we will cherish,  
As we go on our way.

For this we pledge to always remain

Forever true to D-F-A.

