

# School Of The Arts

**2013 – 2014**

## **Parent, Student and Faculty Handbook**

*OUR MISSION IS STUDENT SUCCESS...ACADEMIC, ARTISTIC AND HUMANISTIC!*

[www.sotarochester.org](http://www.sotarochester.org)

# PARENT - STUDENT - FACULTY HANDBOOK

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**ADMINISTRATION, CLERICAL AND COUNSELOR  
CONTACT INFORMATION  
SCHOOL PHONE NUMBER: 585-242-7682**

**PRINCIPAL**

Ms. Brenda Pacheco      General Science, Library, Safety & Security,  
Transportation      Ext. 1667

**ACADEMY DIRECTOR**

Ms. Kelly Nicaastro      Academic Assessment/Testing, Math, Counselors,  
Academic Coaches, Student Scheduling      Ext. 2492

**ASSISTANT PRINCIPALS**

Ms. Jo Ann Aspenleiter      Grades 11, 12, Chemistry and Social Studies      Ext. 1792

Mr. Brian Chandler      Grades 7 & 8, Creative Writing, Foreign Language, ISS,  
Visual Arts      Ext. 6444

Mr. Kwame Donko-Hanson      Grades 9, 10; English and ESOL      Ext. 6333

Mr. Alan Tirre      Arts Assessment, Auditions, Dance, Drama, Music,  
Theater Technology, Teacher Substitutes      Ext. 3320

**COORDINATORS OF INSTRUCTION**

Ms. Latoya Manon      Special Education      Ext. 6222

Mr. David Michelsen      Health and Athletics, Physical Education      Ext. 2290

**ART CENTER DIRECTOR**

Ms. Adele Fico      Art Center Director      Ext. 1551  
Ticket Sales/Box Office

**CLERICAL SUPPORT**

Ms. Evelyn Castello      Project Administrator/Executive Assistant to the Principal      Ext. 1667

Ms. Theresa DePre      Library Secretary      Ext. 6024

Ms. Linda Gutzmer      Special Education Secretary      Ext. 2000

Ms. Anne Marie Hetzer      Foundation Academy Secretary – Grades 7-8      Ext. 4000

Ms. Roberta Messimer      Account Clerk      Ext. 1666

Ms. Patricia Pierce      Guidance/Records Department Secretary      Ext. 1790

Ms. Maria Rodriguez      Commencement Academy Secretary - Grades 9-12      Ext. 3000

Ms. Wendy Underhill      Main Office Secretary      Ext. 1560

Ms. Rose Mary Verno      Attendance Secretary      Ext. 1561

**GUIDANCE COUNSELORS**

Mr. John Hardaway      Grade 7-8 A-Z      Ext. 4240

Ms. Gladys Irizarry      Grade 9-12 R-Z      Ext. 3491

Ms. Lisa Kasdin      Grade 10-12 Se-Z      Ext. 3492

Ms. Lisa Kasdin      Grade 9 M-Q      Ext. 3492

Ms. Lisa Kasdin      Grades 10-12 M-Sc      Ext. 3492

Mr. Michael Murphy      Grade 9-12 F-L      Ext. 1791

Ms. Talya Sirianni      Grade 9-12 A-E      Ext. 3422

<b>2013-2014 SOTA/RCS D CALENDAR</b>		
Tuesday, August 27	SOTA Open House – Grades 6-Go-7	6:30 – 8:00 PM
Monday, September 2	Labor Day Holiday	All Facilities Closed
Tuesday, September 3	Superintendent’s Conference Day (School-Based)	Teachers Report
Wednesday, September 4	School Opens	Students Report
Wednesday, September 18	Curriculum Night	6:30 – 8:30 PM
Thursday, September 26	Board of Education Meeting	6:30 – 8:30 PM
Wednesday, October 3	BEDS Day	
Monday, October 14	Columbus Day	All Facilities Closed
Thursday, October 17	Parent/Teacher Conference – SOTA/Secondary	6:30 – 8:30 PM
Thursday, October 24	Board of Education Meeting	6:30 – 8:30 PM
Monday, November 11	Veteran’s Day	All Facilities Closed
Wednesday, November 13	Schools of Choice Recruitment Night	6:30 – 8:30 PM
Thursday, November 21	Board of Education Meeting	6:30 – 8:30 PM
Wednesday, November 27 - Friday, November 29	Thanksgiving Recess	All Facilities Closed
Thursday, December 19	Board of Education Meeting	6:30 – 8:30 PM
Tuesday, December 24 – Wednesday, December 25	Winter Recess	All Facilities Closed
Monday, December 23 – Friday, January 3	Winter Recess	No School for Students
Wednesday, January 1	Winter Recess/New Year’s Holiday	All Facilities Closed
Monday, January 6	School Resumes for all Students/Staff	
Wednesday, January 8	Parent Teacher Conference – SOTA/Secondary	6:30 – 8:30 PM
Monday, January 20	Dr. Martin Luther King, Jr. Day	No School for Students
Monday, January 20	Dr. Martin Luther King Jr. Day	All Facilities Closed
Monday, January 27 – Thursday, January 30	Regents and Local Exams	
Thursday, January 23	Board of Education Meeting	6:30 – 8:30 PM
Monday, February 17	President’s Day	All Facilities Closed
Thursday, February 20	Board of Education Meeting	6:30 – 8:30 PM
Monday, February 18 - Friday, February, 22	February Recess	No School for Students
Tuesday, March 4	Parent/Teacher Conferences – Elementary	
Thursday, March 6	Parent/Teacher Conferences – SOTA/Secondary	6:30 – 8:30 PM
Friday, March 14	Superintendent’s Conference Day	No School for Students
Thursday, March 20	Board of Education Meeting	6:30 – 8:30 PM
Monday, April 14 – Friday, April 18	Spring Recess	No School for Students
Friday, April 18	Good Friday	All Facilities Closed
Thursday, April 24	Board of Education Meeting	6:30 – 8:30 PM
Monday, May 5 – Friday, May 16	Regents Exams	
Thursday, May 15	Parent Teacher Conferences – SOTA/Secondary	6:30 – 8:30 PM
Thursday, May 22	Board of Education Meeting	6:30 – 8:30 PM
Friday, May 23 - Monday, May 26	Memorial Day Holiday	No School for Students
Monday, May 26	Memorial Day Holiday	All Facilities Closed
Tuesday, June 3 – Wednesday, June 4	Common Core	
Tuesday, June 17 – Thursday, June 26	Regents and Local Exams	

Thursday, June 19	Board of Education Meeting	6:30 – 8:30 PM
Thursday, June 26	Last Day of School for Students (K–12)/Teacher/Rating Day	
Friday, June 27	SOTA Graduation	7:00 PM

**IMPORTANT CALENDAR DATES – 2013-2014 – SOTA**

**IMPORTANT CALENDAR DATES**

**MARK YOUR CALENDARS NOW!**

**CURRICULUM NIGHT FOR ALL STUDENTS**

**Grades 7 - 12**

**September 18, 2013**

**6:30-8:30 PM**

**SOTA PARENT CONFERENCES**

**Thursday, October 17, 2013 - 6:30 - 8:30 PM**

**Wednesday, January 8, 2014 – 6:30 – 8:30 PM**

**Thursday, March 6, 2014 - 6:30 - 8:30 PM**

**Thursday, May 15, 2014 – 6:30 – 8:30 PM**

**MARKING PERIOD DATES**

**MP1 – 09/04/13 – 10/18/13**

**MP2 – 10/19/13 – 12/06/13**

**MP3 – 12/07/13 – 01/31/14**

**MP4 – 02/01/14 – 03/21/14**

**MP5 – 03/22/14 – 05/09/14**

**MP6 – 05/10/14 – 06/26/14**

**REPORT CARDS MAILED THIS WEEK**

**OCTOBER 28, 2013**

**DECEMBER 16, 2013**

**FEBRUARY 10, 2014**

**MARCH 31, 2014**

**MAY 19, 2014**

**JUNE 30, 2014**

**FACULTY MEETINGS/ PROFESSIONAL DEVELOPMENT**

**SCHOOL BASED PLANNING TEAM MEETINGS – SBPT**

September 18, 2013

January 15, 2014

May 21, 2014

October 16, 2013

February 12, 2014

June 11, 2014

November 20, 2013

March 19, 2014

December 18, 2013

April 9, 2014

# GENERAL SCHOOL PROCEDURES AND INFORMATION

## ABSENCE – FACULTY - DURING SCHOOL TIME

Any staff member who must leave the building for any reason during the school day must notify an Assistant Principal or the Academy Secretary PRIOR to leaving the building, as well as sign-out/sign-in at the Main Office. **A Certificate of Personal Illness (CPI) may be requested for a prolonged absence, as well as any absences due to illness the day before or after a holiday.**

## ABSENCE – STUDENTS

Please see Attendance Procedures.

## ACADEMIC COURSES

Students must meet the following course requirements for graduation from School of the Arts:

<u>COURSE</u>	<u>CREDITS</u>
English	4
Social Studies	4
Math	3
Science	3
Health	.5
Foreign Language	3 *
Arts (Electives included)	8
Physical Education	2 **
<b>TOTAL</b>	<b>25.5</b>

\* Since all of our students have more than a 5-credit sequence in the arts, they may be exempted from the 3-credit sequence in a foreign language. Students must complete 1-credit of foreign language study between grade 9 and 12.

\*\* School of the Arts students may substitute a dance class for a Physical Education class. All students must be enrolled in either PE or Dance every year from grades 7-12 to fulfill the necessary PE requirement.

# School of the Arts Academic Offerings

	Grade 9	Grade 10	Grade 11	Grade 12
<b>English</b>	English I English I H	English II English II H	English III (R) AP English Language (R)	English IV AP English Literature Journalism
<b>Foreign Language</b>	Spanish I Spanish II	Spanish II Spanish III (R)	Spanish III (R) Spanish IV H	Spanish IV H
<b>Mathematics</b>	Algebra (R) Geometry H (R) Geometry (R)	Geometry (R) Algebra II & Trigonometry (R)	Algebra II & Trigonometry (R) Pre-Calculus	Algebra II & Trigonometry (R) Pre-Calculus AP Calculus
<b>Physical Education</b>	PE Tap NM Health	PE Tap 2 Health Tap NM	Health Tap 3 Jazz/Mod NM Tap NM	PE Health Jazz/Mod NM Tap NM
<b>Science</b>	Living Environment (R) Earth Science (R)	Living Environment (R) Earth Science (R) Chemistry (R)	Earth Science (R) Chemistry (R) AP Physics Physics (R) AP Biology	AP Chemistry Chemistry (R) Physics (R) AP Biology
<b>Social Studies</b>	Global I Global I H	Global II (R) AP World History (R)	US History & Government (R) AP US History & Government AP Government Politics	Economics & Participation in Government

**Drama Majors should take a dance class in place of PE**

**R = course ends in a Regents exam**

***AP and Honor course recommendations will be re-evaluated after final report card grades.***

***All course offerings are subject to change based on enrollment and staffing.***



# School of the Arts

## Art Offerings

	Grade 9	Grade 10	Grade 11	Grade 12
<b>Dance</b>	Ballet Tap Lab Modern Jazz	Ballet II Modern II Jazz II Anatomy / Kinesiology	Ballet III Modern III Somatics	Adv Techniques Jazz III Ballet Lab
<b>Drama</b>	Tech Theater for Drama Majors Actors Studio I (Voice)	Music Theatre Dance Actors Studio II (Movement)	Music Theatre Literature Actors Studio III (Portfolio)	Advanced Dramatic Literature Actors Studio IV (Adv Portfolio)
<b>Creative Writing</b>	Performance Word & Text Reading & Writing for Self Discovery Grammar & Style Writing for Publication	Creative Writing Creative Journalism I	Contemporary Writers Playwriting Film Studies	Adv Poetry Adv Fiction Writing Across Cultures
<b>Music</b>	Piano/Voice Voice I Piano I Chorus I Concert Band Jazz Band String Orchestra	Music History Music Theory Piano/Voice Voice II Piano I Chorus I Chorus II Concert Band Wind Ensemble String Orchestra Symph Orchestra Jazz Band Jazz Ensemble	Music History Music Theory AP Music Theory Chorus I Chorus II Piano I Piano II Concert Band Wind Ensemble String Orchestra Symph Orchestra Jazz Band Jazz Ensemble	Music History Music Theory AP Music Theory Advanced Voice Chorus II Chorus I Piano I Piano II Concert Band Wind Ensemble Jazz Ensemble String Orchestra Symph Orchestra
<b>Theatre Technology</b>	Intro to Drafting Stage Craft Tech Practicum I Light/Sound Design	CAD I Tech Practicum. II Dramatic Literature for Tech Majors Stagecraft II	CAD II/Portfolio Costume Design Tech Practicum III Light/Sound/Scenic Design	CAD III/Advanced Portfolio Production Management Tech Practicum IV Senior Project
<b>Visual Arts</b>	Foundations in Art I	Foundations in Art II	3D II Media II Drawing & Painting II AP Art History	3D III Media III Drawing & Painting II Drawing & Painting III Commercial Arts AP Art History

*All course offerings are subject to change based on enrollment and staffing.*

## ACADEMIC ADVISEMENT PERIODS

**ALL ADVISEMENT PERIODS ARE CONSIDERED ACADEMIC STUDY TIME.** Please adhere to the following policy regarding attendance and procedures:

- 1. Attendance is mandatory.**
2. Use for quiet study.
3. Come prepared... bring books, pens etc.
4. No food or beverages are allowed.
5. No passes issued during the first or last ten (10) minutes of the period.
6. Report on time.
7. No iPods or similar electronic music devices are allowed.
8. No card playing or socializing is allowed... quiet work only.
9. Follow the SOTA Dress Code.
- 10. Remember... this is an academic study center.**

## ACCIDENT INFORMATION FOR STUDENTS

Every RCSD student is covered by a School Accident Insurance Policy issued by Blue Cross/Blue Shield of the Greater Rochester area. The policy provides minimal coverage in case of injury occurring during the school day, at a school event or during a sporting event or field trip.

**PLEASE NOTE: In case of injury, it is the parent or guardian's health insurance coverage, if any, which must first be applied to cover medical costs. Only after the parent's or guardian's health insurance benefits are exhausted does the school accident policy apply and then only up to the policy limits. Parents or guardians must be responsible for medical costs beyond the policy limits or which are not reimbursable under the school accident policy.**

## ACCOUNTS FOR STUDENT ACTIVITIES - PROCEDURE

### DEPOSITS:

**No funds of any kind should be accumulated or stored in a classroom or office.** They must be verified, receipted and stored in the school safe. Each account manager will bring monies for deposit with a completed SAF Deposit Slip (available from the Account Clerk Typist or RCSD Intranet site) directly to the Account Clerk Typist. Funds will be verified and a numbered receipt will be issued to the account manager with a copy of the SAF Deposit Slip. The account manager will be notified in case of a discrepancy and asked to recount funds prior to issuance of the numbered receipt. The following information must be included with the deposit slip at the time money is turned in:

- Date deposit submitted to Account Clerk Typist and the amount.
- From whom and for what purpose.
- Student activity club name, **Advisor and Club Treasurer signature**, Cash breakdown, check numbers and amounts.
- All checks should be made out to School of the Arts reference the Student Activity Club Name and endorsed on back For Deposit Only.
- On your deposit slip, please state clearly the source of the monies and remember that:
  - **Coins will not be accepted for deposit.** Coins should be converted to bills.
  - Bank deposits are picked up once a week on Fridays. Please have deposits to Account Clerk by Thursday at 10:00 AM
- Individual account statements will be issued as requested.

**\*\* Deposit procedures must be strictly adhered to or deposits will not be accepted.**

**SBPT CLUB AND STUDENT ACTIVITY FUNDS (SAF) – PURCHASES AND REIMBURSEMENTS:**

- For SBPT clubs, the Principal must PRE-APPROVE any monies spent. YOU WILL NOT BE REIMBURSED for something bought without prior approval. NOTE: SBPT purchases must be for school-related use and/or consumption on school premises.
- For SAF clubs, Principal pre-approval is not required, but meeting minutes reflecting decisions must be documented and submitted with the check request.
- Only SBPT items purchased with “A-Funds” intended for student use and consumption on school premises are tax-exempt. See Account Clerk Typist for Tax-Exempt Certificate to submit to vendor.
- Most items purchased for SAF Club and/or resale **ARE TAXABLE**. See Account Clerk Typist for Resale Certificate to submit to vendor.
- Student Activity Advisors should refer to the *Procedures Manual for Student Activity Funds* and *The Safeguarding Accounting and Auditing of Extra Classroom Activity Funds Finance Pamphlet 2* for further information on the collection and payment of sales tax. Both documents are available on the RCSD Intranet site.
- For SAF expenses, obtain a “Check Authorization Form” from the Account Clerk Typist or from the RCSD Intranet site. Fill it out completely and turn it into the Account Clerk Typist, along with an **original receipt**, and the club meeting minutes. Be sure to retain a copy of the receipt for the club records.  
**NOTE: Both the Student Treasurer and Club Advisor must approve and sign the form.**
- For SBPT expenses, make a copy of the receipt for your records and then submit the **original receipt** to the Account Clerk Typist.
- Reimbursements made from credit card purchases require an original “detailed” receipt of the items purchased **AND** a copy of the page from the credit card statement confirming the purchase with any personal information blacked out, with the exception of your name and the charge to be reimbursed. The only exception to providing a copy of this credit card statement is if the detailed receipt also substantiates that the purchase was cleared through a credit card.
- Once the Principal approves the request, a reimbursement check will be issued.
- PLEASE understand that this process will take a minimum of four (4) working days and you should plan ahead. ONLY in an absolute emergency will this process be waived or altered in any way.
- All receipts from purchases must be turned in for reimbursement within TWO WEEKS of the date on the receipt.
- DO NOT HOLD ANY RECEIPTS for longer than two weeks.
- Individual account statements will be issued as requested.

## ACTIVITY PASSES

Students participating in after-school sports activities will be issued a new “Activity Pass” that will allow them to use RTS from any school in the District at which they are participating in a sport event until 9:00 PM. If it is a home game, and the students live within 1.5 miles of their home school, they will not qualify for the Activity Pass.

**\*\* Activity Passes are not valid on weekend sports events.**

These passes will be distributed to the Athletic Director from the Transportation Department Office based on rosters provided by the Athletic Director prior to the start of each season.

## ADVANCED PLACEMENT COURSES

The School of the Arts offers students the highest quality of instruction and the opportunity to gain college credits through Advanced Placement courses. Courses offered are based on student demand. The following courses are offered: Art History, Biology, Calculus, Chemistry, English Language and Composition, English Literature and Composition, Music Theory, Physics B, AP Government Politics, United States History and World History. **The College Board charges each student \$90.00 per examination.**

NOTE: If a student qualifies for free or reduced lunch or the Rochester Children’s Scholarship, the exam fee is reduced to \$15.00 per exam. **AP exam fees must be paid in full by Friday, October 11, 2013.**

Any student who does not pay their exam fee(s) will not be permitted to purchase prom tickets.

Students interested in taking AP courses are encouraged to attend the **AP INFORMATION NIGHT on Thursday, April 24, 2014 at 6:30 PM in the Ensemble Theatre.**

Students must submit an AP Contract, signed by Parent, Student, recommending Teacher, AP Course Instructor and Guidance Counselor. This Contract binds the student to sit for the AP exam in May 2014, unless the student has dropped the respective course from their schedule by the end of the first marking period.

<b>Courses Offered</b>	<b>Exam Dates 2014</b>	<b>Time</b>
AP Art History	Tuesday, May 6	PM
AP Biology	Monday, May 12	AM
AP Calculus	Wednesday, May 7	AM
AP Chemistry	Monday, May 5	AM
AP English Language and Composition	Friday, May 9	AM
AP English Literature and Composition	Thursday, May 8	AM
AP Music Theory	Monday, May 12	AM
AP Physics	Monday, May 12	PM
AP United States Government and Politics	Tuesday, May 13	AM
AP United States History	Wednesday, May 14	AM
AP World History	Thursday, May 15	AM

**All students enrolled in AP courses must complete the final AP exam in order to receive credit for the course. Failure to take the exam may affect the student's transcript, grade and credit received for the course.**

*School Based Planning Team, 2005*

## **ASSEMBLIES**

School assemblies, "teasers" of major productions, recitals, concerts and heritage assemblies will be noted on the school calendar. Every effort is made to communicate the dates of guest performances or other special events in the Weekly Bulletin in a timely fashion. At least two (2) full school weeks advance notice is provided. **It should be understood that opportunities arise for special events on short notice. There may be a nominal fee of \$3.00 connected to attending such events.**

*SOTA Communications Committee*

## **ATTENDANCE PROCEDURES**

Parents and guardians have the obligation to inform the school if their child will be absent. **Please call in all absences by 8:30 AM to the Academy Office:**

**Grades 7-8 Academy Office – ext. 4000**

**Grades 9-12 Academy Office – ext. 3000**

**Upon returning to school, students must present a written excuse from their parent or guardian to the grade-appropriate Academy Office.** An anticipated student absence of three (3) or more days due to health or medical problems must be documented by a physician's statement and turned into the **Academy Secretary.**

**Parents will be contacted daily by Connect Ed, the RCSD automated phone service.**

- Connect Ed calls will go out to all students who were absent after Period 1. This call will include the periods that the child was absent.

- **It is the teacher's PROFESSIONAL RESPONSIBILITY to enter attendance into Power School at the end of each day.**
- Each School of the Arts teacher will personally contact the parent or guardian of a student who has not been attending classes for three (3) days, either consecutively or otherwise in a marking period and input under attendance actions. **Teachers - Please Note: Leaving a message does NOT constitute a complete call home.**
- Each School of the Arts teacher will contact the grade appropriate administrator when a student has been absent three (3) days, either consecutively or otherwise. **Please Note: It is mandatory that you record all attempts under Attendance Actions that were made to reach the student's parent or guardian. Please include both the successful and unsuccessful attempts.**

**GRADES 7 AND 8 STUDENTS**  
**GRADES 9 AND 10 STUDENTS**  
**GRADES 11 AND 12 STUDENTS**

**Mrs. Jeanne Markman**  
**Mr. Kwame Donko-Hanson**  
**Mrs. Jo Ann Aspenleiter**

- **On the fifth (5) day of a student's absence, each grade appropriate administrator will send a letter to the home of the parent or guardian indicating the student's absences. A copy of the letter MUST be kept in the student's file.**
- A home visit may be scheduled with the Home School Assistant after the fifth day of absence. Proof of this home visit must be placed in the student's file. A letter documenting the visit must be left at the home of the parent or guardian.
- **Upon the tenth day of absence and the completion of the home visit, the Administrator in charge of Attendance will begin the process for an Attendance Referral. An attendance letter indicating the tenth day of absence must be sent to the parent or guardian and a copy must be filed in the student's folder.**

## ATTENDANCE - MISSED CLASSROOM ASSIGNMENTS

**It is the student's responsibility to contact teachers regarding missed classroom assignments and work.**

- Following an absence, students are to return make-up work to their teachers within ten (10) days of their return to school.
- If a student makes up all the missed work within ten (10) days after returning to school and if that work is of acceptable quality, the absence will not be counted against the 93% requirement.
- If a student falls below the 93% attendance threshold in every marking period they may be denied the opportunity to take the final exam.

## AUDIO-VISUAL REQUESTS

- **Permanent Equipment - In Room All Year** - Please see the AV Tech Director in Room M255 during office hours to sign-out equipment. Faculty members must sign out and pick up all AV equipment themselves; it will not be delivered.
- **Temporary Requests for VCRs, Overhead Projectors and other equipment** - Please make requests to the AV Tech Director via e-mail, at least one-week prior to date needed. AV equipment is subject to availability.
- **Temporary Requests for Video Projectors** – Please make requests through the Librarian. A video projector may only be kept a week at a time to allow everyone the ability to utilize the equipment as needed. You may make multiple requests for the equipment if there are not any pending requests.
- **Computers** - All equipment at SOTA is marked with security code numbers and assigned to rooms. You may not remove equipment from the building or from one room to another. This does not include laptops assigned to you. **Please Note:** Software installation requests are to be made via e-mail to the AV Tech Director.

## **BICYCLES, SKATEBOARDS AND ROLLERBLADES**

The use of bicycles, skateboards, and rollerblades is not permitted on school campus or on the grounds of our community neighbors. If this is a student's mode of transportation, they must adhere to the following procedure:

- Once on campus, bicycles **must be walked to the bike rack located in front of the building. Skateboards and rollerblades must be carried into the building.**
- **All items must be checked-in to an adult upon entering the building. The items will be stored for the school day and may be picked up at the conclusion of the day. Under no circumstance should any of these items be in the possession of a student during the school day.**
- After school, all bicycles, skateboards, and rollerblades must be picked up and may not be used on school grounds or on the property of our community neighbors. They should be pushed or carried to an appropriate area before using.
- Students should not return to school grounds with these items, but should instead proceed promptly to their after-school destination.

## **BUSES/TRANSPORTATION**

**Please See: Transportation/Buses – Page 58**

## **CELL PHONES/ELECTRONIC DEVICES**

As per Rochester City School District policy, the use of cell phones, iPods, CD players, MP3 players, pagers, beepers and any other electronic device may result in a suspension from school. **Please Note: SOTA IS NOT RESPONSIBLE FOR ANY LOST OR STOLEN ELECTRONIC DEVICES. Since these items are prohibited in school, SOTA will not investigate the loss or theft of these items.**

Please leave these items at home. **If you require your child to carry a cell phone for emergency purposes, it must be turned off during the school day and must NOT be visible at any time during the school day. The student alone will bear the cost of the loss of any prohibited item, and the SOTA Staff generally is not responsible for investigating the loss or theft of any prohibited items; so please leave these valuable items at home.**

**NEW YORK STATE EDUCATION REGULATIONS CLEARLY STATES...**

**YOU ARE NOT TO BE IN POSSESSION OF A CELL PHONE DURING AN EXAM.**

**IF A STUDENT IS FOUND TO BE IN POSSESSION OF A CELL PHONE DURING AN EXAM,  
THAT STUDENT WILL RUN THE RISK OF FAILING THE EXAM.**

## **CENSORSHIP**

### **THE 3M POLICY**

**The criteria for judging the use and presentation of acceptable work is the 3M policy. That is, the work would be approved by all of the following;**

Statement of integrity: The School of the Arts community is dedicated to the advancement of Academic knowledge and the development of Artistic and Humanistic integrity. In order to thrive and excel, this community must preserve the freedom of thought and expression of all its members. School of the Arts has a long and illustrious history in the area of academic freedom, freedom of speech and freedom of expression. A culture of respect that honors the rights, safety, dignity and worth of every individual is essential to preserve such freedom. We affirm our respect for the rights and well-being of all members.

We further affirm our commitment to:

- *Respect the dignity and essential worth of all individuals.*
- *Promote a culture of respect throughout the school community.*
- *Respect the privacy, property, and freedom of others.*
- *Reject bigotry, discrimination, violence, or intimidation of any kind.*
- *Practice personal, academic and artistic integrity and expect it from others.*
- *Promote the diversity of opinions, ideas and backgrounds which is the lifeblood of the school.*

## CHANGE OF MAJORS

Students who wish to change their major must complete the process during their 8<sup>th</sup> grade year in order to be scheduled into a new major for freshman year. This process begins with a formal conversation with their primary Arts teacher, their counselor and the Assistant Principal for the Arts. Students will need to obtain the necessary Change of Major Request Form from their counselor, provide the necessary signatures/approvals in addition to successfully completing a formal audition in January. Students are often denied their Change of Major Request due to the limited seat availability within all art disciplines.

## CHANGE OF PROGRAM OR COURSE WITHDRAWAL

During the first two weeks of school:

- Request a Change of Schedule Form from Academy Office.
- Complete and return it to Counselor.
- The Counselor will schedule an appointment to discuss the change with the student.

You will need to discuss all course changes with your counselor prior to making any changes. **No course changes will occur after Monday, September 23, 2013** without the approval of both teachers, a parent or guardian, the counselor, and the Academy Director. As per Rochester City School District policy, courses cannot be dropped after the first semester.

- The withdrawal deadline without academic penalty for SEMESTER COURSES is the end of the first five (5) weeks of instruction.
- The withdrawal deadline without academic penalty for FULL-YEAR COURSES is the end of the first semester.
- Withdrawal from course(s) after the above deadlines, regardless of circumstances, will result in academic penalty to the student, i.e. a failure (F) for the course/s.

*RCSD Board Policy*

## CLEARANCE CARD – STUDENT TRANSFERS DURING SCHOOL YEAR

- Any student requesting a voluntary transfer must first schedule a meeting with the Assistant Principal in charge of Safety and Security.
- The student who is being transferred from or leaving SOTA must return their books to the library.
- The teacher must complete and sign Secondary Transfer Form. Forms can be found in the Academy Offices.
- **Notations MUST BE MADE on the “clearance section” if books are not returned or if the student owes any outstanding fees.**
- The grade recorded reflects the current marking period.

- Students enrolled in class for less than three weeks (10 school days or less) of the current marking period may receive a letter grade or an “NE” or No Grade.
- Students enrolled in class for more than three weeks (11 school days or more) of the current marking period must receive a grade.

## CODE OF CONDUCT – RCSD POLICY

### STUDENTS MUST CARRY THEIR SOTA ID AT ALL TIMES.

#### SOTA STUDENTS WILL SUCCEED BY PRACTICING THE FOLLOWING EXPECTATIONS:

- **Be on time for class daily.**
- Take pride in your personal appearance.
- Students must leave electronic devices, hats, other headgear, and coats in your locker.
- Concentrate on your school-work; complete all class work and homework assignments every day.
- If you require your child to carry a cell phone for emergency purposes, it must be turned off during the school day and must NOT be visible at any time during the school day.
- **Weapons, drugs and alcohol are not permitted.**
- Keep the school building and grounds clean and free of graffiti. Please see SOTA’s policy on graffiti.
- Food is allowed ONLY in the Commons area.
- Cooperate with one another and with the adults who are in charge. Listen carefully, be courteous and follow directions given by adults.
- Show respect for your classmates and all adults. When asked to identify yourself to a staff member, please do so willingly.
- Use adult assistance when needed to resolve conflict.
- Accessing inappropriate web sites is prohibited. Any unauthorized use of computers, software or the Internet is a violation of RCSD policy.
- **Fighting, shoving, harassing, and abusing others will have severe consequences.**
- Promote physical safety and security for yourself and others.
- Observe the SOTA Dress Code; please see SOTA’s Dress Code Policy.

**SOTA IS NOT RESPONSIBLE FOR ANY LOST OR STOLEN ITEMS.**

## COLLEGE APPLICATIONS

We are eager to assist you to apply for colleges and to plan for your career. Unfortunately, we are unable to provide stamps for your recommendations, applications or make long-distance phone calls for your personal planning. College recruiters visit School of the Arts throughout the year; college visits are listed on the weekly bulletins. Students will need a pass from their counselor to meet with a college recruiter excusing them from class. Students are responsible for any missed class assignments. **PLEASE NOTE: The counselors encourage seniors to submit their college applications by Friday, November 1, 2013.**

## COMMUNITY SERVICE

In order to assist students in fulfilling the Community Service / volunteer hours that most colleges require, a Community Service component has been created at SOTA. Community Service is also part of the required course criteria for Participation in Government (PIG) and Economics (ECO) classes.

Beginning in Grade 11, all juniors are expected to complete at least 10-hours of Community Service to be performed outside of the school day. Students in Grade 12 are expected to complete at least 10-hours of Community Service to be



performed outside of the school day for a combined total of 20-hours of community service earned during junior and senior years.

All junior and senior students and their parents/guardians are expected to complete a Community Service Contract with the Assistant Principal for Grades 11-12. The Assistant Principal and the student will agree upon appropriate ways to serve the mandated 20-hours. For more information, contact the Assistant Principal for Grades 11-12 at ext. 1792.

The Community Service Coordinator **MUST** approve any volunteer work if not posted on the Community Service Board. If not pre-approved, the Community Service Coordinator has the authority to refuse the un-approved Community Service Hours.

**TEACHERS: Filing or grading does not count as Community Service Hours. All Community Service must be completed outside of the school day (after 4:00 PM).**

A Community Service Bulletin Board is updated weekly with various Community Service opportunities. This Bulletin Board is located across from the Third Floor Academy Office.

**All Community Service hours must be completed by Friday, May 2, 2014 and cannot be completed during school hours.** All hours accrued require the signature of the person coordinating the Community Service activity.

Students who fail to complete their necessary Community Service hours will not be allowed to purchase a prom ticket in order to attend the prom. **If a senior does not fulfill their Community Service hours they may not be allowed to participate in SOTA's graduation ceremony.**

*Approved by the School Based Planning Team 2009*

## **CONSULTANT CONTRACTS**

### **NO CONSULTANT MAY BE HIRED WITHOUT THE APPROVAL OF THE PRINCIPAL.**

Hiring consultants is a legal and financial process established by the Rochester City School District with specific guidelines and timelines that must be followed. A proposal for hiring a consultant must be submitted to the Principal. Consultant services include: guest artists, jurists, performers/DJs, speakers, technical advisors and/or professional services that entail instruction/teaching, design, creation, etc.

**Please see the Account Clerk Typist for complete procedures and guideline information packets. All procedures must be followed as outlined in SOTA's *Use of Consultants* packet.**

The entire request and approval process for contracts can take from two to three months. It is crucial that the required paperwork be submitted in a timely manner to assure that the necessary approvals are in place. **NO CONSULTANT may perform services PRIOR to approval and issuance of contract.**

**NOTE: NO CONSULTANT may perform services PRIOR to approval and issuance of contract.**

A formal quote should be submitted from the vendor as part of the required paperwork. Contracts less than \$2,000 should only take about 30-45 days. For contracted services between \$2,000 and \$20,000, a "Request to Issue" must also be prepared and submitted. For contracted services greater than \$20,000, additional paperwork is required.

### **Fingerprinting Requirements:**

Any consultant on school premises for 5 days or more must provide a NYSED Fingerprinting Clearance Certificate, regardless of the amount of the contract.

**\*\* Please see the Account Clerk Typist for complete procedures and guideline information packets. All procedures must be followed as outlined in SOTA's *Use of Consultants* packet.**

## CONTRACTS

**PLEASE FOLLOW THIS RULE OF THUMB REGARDING CONTRACTS...  
NEVER SIGN ON THE DOTTED LINE... JUST DON'T DO IT!**

Never sign contracts of any kind with candy manufacturers, bus companies, tour groups, or book vendors, etc. **Only the Superintendent or designated representative can enter into formal contracts.**

## COPIES/COPYING SYSTEM

**NOTE TO FACULTY:** Please do not allow students to use the copy machines in the office, please direct them to the library for assistance.

**FACULTY:** Faculty and staff may use the copy machines located in the Main Office and in each Academy Office. In order to use any of the copy machines, a staff member will need to swipe their staff ID badge or manually log in using their employee ID and computer logon. Another method of printing is to send the job to the District's Printing Services Department. "Free Print" for schools is available at the RCSD Print Shop and is to be used by teachers and administrators to print curriculum/instructional materials for their students.

This was a key requirement from the Superintendent – to provide schools with an alternative so that they can spend more time in the classroom with students and less time making copies. **The Print Shop will complete print jobs within 48-hours and the completed job will be delivered to schools.**

**EASY METHOD OF SENDING PRINTING REQUESTS TO THE PRINT SHOP:** Teachers and school administrators can send print requests directly to the Print Shop, as easily as if they were printing to their school printer. Use this internet site for instructions – <http://intranet.rcsdk12.org/RCSD%20Printers/default.aspx>.

## COUNSELING DEPARTMENT

Counselor Name	Grade Assignment	Student Last Name	Phone Extension
Mr. Hardaway	7-8	All	x4240
Mrs. Sirianni	9-12	A-E	x3422
Mr. Murphy	9-12	F-L	x1791
Ms. Kasdin	9-12	M-Q - Grade 9 M-Sc – Grade 10- 12	X3492
Mrs. Irizarry	9-12	R-Z – Grade 9 Se – Z - Grade 10-12	x3491
Mrs. Pierce	Records and Counseling Secretary	All	x1790

**SCHOOL OF THE ARTS' COUNSELING DEPARTMENT WEBSITE:** [www.rcsdk12.org/sota](http://www.rcsdk12.org/sota)

## THE COUNSELOR CORNER:

- E-mail Contact Information,
- Counseling Department Newsletter,
- SAT and ACT test dates and registration deadlines,
- Important web links for college applications,
- Counselors work with students and families to assist in academic planning, social and emotional development, college and career planning, and in various other capacities.

## UNIQUE COUNSELOR ASSIGNMENTS:

- Mrs. Sirianni: Foreign Exchange Students and the National Honor Society,
- Mr. Murphy: NCAA Eligibility and Military Recruitment,
- Ms. Kasdin: Senior Awards and the National Honor Society,
- Mrs. Irizarry: Honor Roll and the Urban League Black Scholars,
- Seniors will be provided with documentation of graduation and diploma status during Senior held at the end of September,
- Sophomores and juniors will take the PSAT exam on Saturday, October 19, 2013,
- Freshman will participate in the Harrington O'Shea Career Inventory,
- Students in Grades 7 and 8 will utilize the Career Game in developing career knowledge.

## COLLEGE APPLICATIONS ARE PROCESSED THROUGH THE COUNSELING DEPARTMENT:

- The goal of the Counseling Department is to have all applications completed by Thanksgiving break,
- Students on the Free/Reduced Lunch list are eligible for five (5) College Board requests for application fee waivers,
- Visits by recruiters from Colleges, the Military and employment agencies are arranged through the Counseling Department,
- The district distributes a letter in the fall giving families the opportunity to opt-out of information being released to different organizations,
- Student athletes who wish to pursue athletics in college at the NCAA Division I or II Level need to see Mr. Murphy to apply for the NCAA Eligibility Center,
- Students on the Free/Reduced lunch list are eligible for two fee waivers for the SAT and SAT Subject Tests and one fee waiver for the ACT.

## 2013 AND 2014 SAT TEST DATES ARE LISTED BELOW

<http://sat.collegeboard.org>

TEST DATE	REGISTRATION DEADLINE	LATE DEADLINE * Extra Fee
October 5, 2013 @ SOTA	September 6, 2013	September 20, 2013
November 2, 2013	October 3, 2013	October 18, 2013
December 7, 2013	November 8, 2013	November 22, 2013
January 25, 2014	December 27, 2013	January 10, 2014
March 8, 2014	February 7, 2014	February 21, 2014
May 3, 2014 @ SOTA ** Recommended test date for Juniors	April 4, 2014	April 18, 2014
June 7, 2014	May 9, 2014	May 23, 2014

Test Fees - \$51.00 per exam (fee waivers available from counselors for qualifying students.)

Late Registration Fee - \$27.50 + 51.00 for the exam = \$78.50

## 2013-14 ACT TEST AND REGISTRATION DATES

[www.actstudent.org](http://www.actstudent.org)

Test Date	Registration Deadline	Late Fee Required
September 21, 2013	August 23, 2013	September 6, 2013
October 26, 2013	September 27, 2013	October 11, 2013
December 14, 2013	November 8, 2013	November 22, 2013
April 12, 2014	March 7, 2014	March 21, 2014
June 14, 2014	May 9, 2014	May 23, 2014

Test Fees - \$36.50 per exam (fee waivers available from counselors for qualifying students.)

Late Registration Fee - \$22.00 + \$36.50 for the exam = \$58.50

### **IMPORTANT DATES:**

**College Night:** Thursday, October 3, 2013 at 6:30 PM

**PSAT:** Saturday, October 19, 2013 @ SOTA.  
\*\* The PSAT Registration Fee is paid for by the Rochester City School District.

**Senior Awards Ceremony:** Tuesday, June 3, 2014 at 7:00 PM

### **COURSE CRITERIA**

Teachers will provide students with a criteria sheet of course expectations on the first day of classes. Course Criteria Sheets will also be available to parents on **Curriculum Night on September 18, 2013 @ 6:30 PM.**

### **CUSTODIAL REQUESTS**

**All requests for custodial services are to be emailed to the Head Custodian.**

### **DIGNITY FOR ALL STUDENTS ACT (DASA)**

School of the Arts will comply with the Dignity for All Students Act (DASA).

No student shall be subjected to harassment by employees or students on school property or at a school function; nor shall any student be subjected to discrimination based on a person's actual or perceived race, color, weight, national origin, ethnic group, religious practice, disability, sexual orientation, gender (including gender identity or expression), or sex by school employees or students on school property or at a school function.

Any incidence in violation of the Dignity for All Students Act (DASA) will be investigated.

## DIPLOMA REQUIREMENTS

To earn a SOTA diploma, students must meet arts and academic course requirements, and they must pass Regents Exams in Math, Science, Global Studies, English III and American History and Government. These diploma requirements may be met by passing the Regents Exam in that course. Students may also satisfy requirements by earning acceptable scores set by the New York State on the Scholastic Aptitude Test (SAT) or American College Test (ACT). New York State is in the process of raising standards for all students. Some students may earn an IEP (Individual Education Plan) diploma. The students' counselor can address any questions or concerns regarding IEP, Local or Regents diploma requirements.

### School of the Arts - Graduation Requirements

SUBJECT	Required Credits: SOTA Diploma	Required Credits: RCSD Diploma	Regents Diploma/ with Honors**	Advanced Regents Diploma/ with Honors**
English	4	4	65% on ELA Exam	65% on ELA Exam
Social Studies	4	4	65% on Global History and US History	65% on Global History and US History
Math	3	3	65% on One (1) Regents Math Exam	65% on Integrated Algebra, Geometry and Algebra 2/Trigonometry
Science	3	3	65% on One (1) Regents Science Exam	65% on Living Environment and 65% on one (1) other Regents Exam
Foreign Language	1*	1*	1*	65% on Foreign Language Regents Exam***
P.E.	2	2	2	2
Health	.5	.5	.5	.5
Arts	8	4.5 Electives	8	8
<b>Total Required Credits</b>	<b>25.5</b>	<b>22</b>	<b>25.5</b>	<b>25.5</b>

\* Students may also earn credit by passing the Grade 8 Proficiency Exam.

\*\* Regents or Advanced Regents with Honors:

Students must achieve an average of 90% or above on required Regents Exams.

\*\*\* Please Note: A 5-credit sequence in Fine Arts exempts students from the advanced Regents Foreign Language requirement.

## DOUBLING

District policy states that doubling in sequential courses in English and Social Studies is the exception rather than the rule. We will consider doubling if the student has experienced unusual circumstances (illness, excessive transfers, etc.). Mere failure of a course is not to be considered an unusual circumstance. The student understands that they will be on probation during the first two marking periods. **Failing the course in which the student is doubling in, during either the first or second marking periods, will result in an automatic drop from the upper level course.** SOTA students must have the approval of the Principal in order to double in sequential courses.

## **DRESS CODE – RCSD POLICY**

- **The Administration has the discretion to determine appropriate dress.**
- Students are not permitted to wear revealing necklines. Students may not wear strapless tops, tube tops, halter tops, sleeveless “muscle” shirts, low-cut, open-back, backless, bare midriff (belly shirts), or any other clothing which exposes the midriff area to school. As a rule of thumb - when the arms are raised, tops that expose the midriff area may not be worn in school. **Please Note: All straps must be two (2) inches wide or the equivalent width of two (2) fingers.**
- Spaghetti and/or thin strapped shirts may be worn only over a sleeved T-shirt or if covered by a blouse with sleeves; camisole-style tops are not considered shirts.
- Obscene language, unacceptable graphics and/or advertisements for illegal substances may not appear on clothing or accessories.
- Hats, caps, bandanas, do-rags, head coverings, hair curlers, picks or sunglasses will not be worn in school.
- Shorts, skirts, and dresses must be no shorter than five (5) inches above the knee. If the article is slit, the top of the slit must be no higher than five (5) inches above the knee. Five (5) inches equals the length of a 3x5 card.
- **Pants must be securely fastened with a button, snap or zipper at the waist.** Belts must be worn at the waist and fit properly. Pants worn too low, too large or too loose are not permitted.
- See-through shirts or blouses may not be worn.
- Jackets and coats must be stored in lockers.
- For safety reasons, students are required to wear appropriate shoes that fit securely at all times. No house-shoes or slippers are allowed.
- No tight or revealing clothing may be worn.
- Students are prohibited from wearing any metal chains, metal spiked apparel or accessories.
- Students are prohibited from wearing any sign, symbol, logo or garment which has become synonymous with any gang, cult, Satanism, unauthorized club or organizational activity.

*RCSD Policy*

**RCSD BOARD POLICY STATES THAT STUDENTS WHO ARE WEARING QUESTIONABLE DRESS WILL NOT BE ALLOWED TO ATTEND CLASS, THE PARENT OR GUARDIAN WILL BE CALLED AND THE STUDENT MAY BE SENT HOME.**

## **EARLY DISMISSAL, LATE ARRIVALS AND EXCUSED PERIODS – DAILY PRIVILEGE**

ONLY juniors and seniors are eligible to apply for a daily early dismissal. Early dismissal can occur at the end of the day or in the middle of the day where the student has AT LEAST two study halls or a study hall and lunch in consecutive succession. Students MUST fill out an application, have it signed by either a parent or guardian and then return it to the Assistant Principal in charge of the Juniors and Seniors.

The parent or guardian will be contacted to verify the student request. All students approved for this privilege **MUST SIGN OUT WITH THE SAFETY AND SECURITY OFFICER AND LEAVE THE SCHOOL OF THE ARTS BUILDING AND CAMPUS. STUDENTS WHO HAVE MID-DAY EXCUSED PERIODS AND ARE RETURNING TO SCHOOL, ARE REQUIRED TO SIGN IN AND GO DIRECTLY TO CLASS.** Students may not loiter in the front of the building, around the campus grounds, at the Memorial Art Gallery, or on surrounding neighborhood properties.

**Students with early dismissal privileges who have rehearsals, games, or practices scheduled for after-school, MUST obtain a pass from the Coach or the Coordinator of the After School Event in order to gain entry into the building at the appointed time. Students will not be permitted back into the building until 3:00 PM with a pass.**

**PLEASE NOTE: All Students who are given this privilege MUST sign out of the building and if applicable sign in upon their return. Failure to sign in or out may result in loss of privilege.**

## **EARLY DISMISSAL PROCEDURE - ONE-TIME REQUEST**

Students requesting early dismissal on a one-time basis to attend a scheduled appointment should go the Academy office and present a written request from their parent/guardian to the Academy secretary. Your child's safety is paramount to us. We will call to verify the written request. Parents/guardians must provide the school with a phone number for us to verify and validate.

**Grades 7-8**  
**Grades 9-12**

**Foundation Academy**  
**Commencement Academy**

**242-7682 x 4000**  
**242-7682 x 3000**

## **ELEVATORS FOR STUDENTS**

If a student has an injury or serious illness requiring use of the elevator, please adhere to the following procedure:

- A physician's note must be turned into the Nurse's Office, requesting the use of the elevator. The note should contain a beginning and ending date for use. The Nurse's Office will issue an elevator key if appropriate.
- **A \$5.00 deposit must be turned into the Nurse's Office, before obtaining an elevator key.** The deposit will be refunded when the elevator key is returned.
- Money that is not refunded will be turned into the Project Administrator.
- Misuse of the elevator will result in the key being confiscated.

## **ELIGIBILITY PROCEDURES – ROCHESTER CITY SCHOOL DISTRICT**

### **Athletic and Arts Eligibility for All Sports, Extracurricular Performances and Activities**

#### **ELIGIBILITY POLICY AND PROCEDURES FOR ALL CLUBS AND ATHLETIC TEAMS**

The information below provides a summary of the Superintendent's regulation for student eligibility for participation in extracurricular activities. Initial eligibility for all students will be checked at the start of the activity or season by using the most recently posted report card. Initial eligibility for all fall clubs and teams will be based on the previous school year's final marking period or final grades. Grades may be adjusted based on passing a failed course in Summer School.

**ELIGIBLE STUDENTS** – If the following conditions are met, this student will participate on the club or team without restrictions until the next report card is issued, at which time eligibility will be determined again:

- A cumulative "C" or a 2.0 average for all scheduled subjects,
- A 90% daily in-class attendance for all classes, and
- Demonstrate good school citizenship.

**STUDENT ON ACADEMIC PROBATION** - This student will continue to be allowed to participate in practices and competitions, as long as he or she meets the requirements for eligible students, but will be placed on probation with conditions:

- 3-week progress report or marking period report card shows that student is failing any one class,
- While on academic probation a student must meet all conditions of probation set by the building principal or designee and must attend a building-based study session in the failing class 3-to-5 days a week utilizing building resources.

**INELIGIBLE STUDENTS** - This student may not participate in competitions or practices/rehearsals if the student:

- Does not have a cumulative “C” average, 90% daily in class attendance, or demonstrate good school citizenship,
- Meets the requirements for eligible students, but is failing in two or more classes. Students who are ineligible under this paragraph may participate in practice if they attend tutoring in the failing subjects.
- Students are ineligible until the student receives either a 3-week progress report or marking period grade report which shows that the student meets the requirements for eligible students and is receiving a failing grade in no more than one class. Students failing one class will be placed on probation.

**TUTORING** - All students on probation or ineligible must attend tutoring in any failing subject. Tutoring will be made available through special academic assistance as assigned/approved by the building Principal or their designee i.e. Athletic Director/Assistant Principal in a specific subject area.

- Students must maintain 100% attendance in study sessions, in order to be able to participate in practices and/or contests as set forth above.

It will be the **student’s responsibility** to submit his/her 3-week progress report to his/her coach or the Athletic Director on the day before completing the mid-marking period. The forms will then be reviewed by Coordinator of Health, Physical Education and Athletics.

**All building principals, athletic directors and coaches should ensure that they are fully familiar with the Extra Curricular Eligibility Regulation, Superintendent’s Regulation 5305-R.**

Any student in Grades 7-12 who wishes to participate in an interscholastic sport or an extracurricular activity must maintain an overall GPA academic average of 2.0. Grades are calculated on a 6-week basis for all subjects taken during that period of time not the overall academic average for the year. Students failing to maintain a minimum 6-week average of 2.0 GPA and/or who have earned one (1) failing mark of “F” will be placed on “probation” for the following 3-weeks.

**PROBATION** – Probation is defined as a period of time that student/athlete will be allowed to practice, play or participate in extracurricular activities provided that the student/athlete meets all other conditions of probation. If at the end of the 3-week “probation” period the student/athlete fails to raise their overall academic average for all subjects to a minimum 2.0 GPA and/or does not pass all courses with a minimum of a D, he/she is declared “academically ineligible” for the next 6-weeks. The student remains ineligible until there is a 6-week grade period with a minimum 2.0 GPA and all courses passed. The first 6-weeks after becoming eligible, the student/athlete remains on “probation.”

A student/athlete who has two (2) or more “F’s” will be **ineligible** regardless of their GPA. The student/athlete who attends tutoring will be allowed to practice, but not participate in or play in any extracurricular activity/contests. In order to participate or play, the student must be fully eligible or on probation.

Eligibility for the fall will be determined by the sixth marking period or final GPA for the previous school year. Summer school grades may be used to replace failing course marks during the previous school year.

Depending on teacher availability, students may be assigned special assistance in a specific subject area in lieu of the study session as deemed necessary. **Students must maintain 100% attendance in the study session in order to be able to participate in shows, practices and/or contests.** Any appeals regarding a student’s/athlete’s eligibility status based will remain within the province of the building principal for determination.

**ATTENDANCE** - Students must meet the District’s mandatory attendance requirement in **all classes** in accordance with the current Attendance Policy.

**CITIZENSHIP THROUGH ATHLETICS** - The Rochester City School District will embrace the NYS *Citizenship Through Athletics* program in which all staff will be trained and incorporate the principles of this program with their athletes. A person of good character possesses knowledge and attitudes that are consistent with good behavior and beneficial to that person as well as to others. Attitudes reflect a person’s character, views, values and core virtues which are defined as follows:



**CHARACTER:** *The formation of universally desirable traits such as respect and responsibility. A person who has a well-formed character will most likely aspire to act in a consistently just and caring manner. Note: It is important for a teacher to share with students their goals regarding character. In conveying these goals; the teacher should use easy-to-understand terminology.*

The Athletic and Arts/Extracurricular Eligibility program will adhere to the RCSD's Code of Conduct in qualifying student behavior and the penalties associated with students who violate the district's Code of Conduct. Schools will be authorized to promulgate regulations designed to implement this Code in the determination of eligibility.

The Coordinating Administrator of Health, Physical Education and Athletics, and the Assistant Principal for the Arts have the primary responsibility for administering the Eligibility Policy. However, the Principal or designated Assistant Principal must declare individual student eligibility based on the data provided.

## **ELIGIBILITY - GRADING POLICY**

Students on after school sports teams must maintain a 2.0 GPA and have less than 2 "F's" on any report card in order to participate in an interscholastic game or event. The probationary period for ineligible students with 2 or more F's is 3-weeks from the last official grade check.

- **Students must maintain a GPA of 2.0 to be eligible.**
- **Students with below a 2.0 and/or one (1) "F" are placed on probation.**
- **Students with two (2) "F's" are declared ineligible regardless of their GPA.**

## **E-MAIL – MICROSOFT OUTLOOK**

All faculty and staff members will use Microsoft Outlook E-Mail. It is used to send both internal and external e-mails. **District e-mail is a primary mode of communications; it is expected that all staff will check their e-mail periodically throughout the school day.** Please contact the AV Tech Director at x2550 if you have questions about accessing your Microsoft Outlook account or contact Central Office Help Desk (262-8151) to inquire about classes for Microsoft applications.

# EMERGENCY PROCEDURES FOR CLASSROOMS

Fire/Evacuation	Shelter-In-Place	Lockout	Lockdown
<i>When the building needs to be evacuated quickly.</i>	<i>For Medical Emergencies, Bomb Threats &amp; Weather Emergencies.</i>	<i>When there is a potential threat outside of the building.</i>	<i>When there is a potential threat inside of the building.</i>
Fire/Evacuation will be announced by a series of short bells (fire alarm)	Shelter-In-Place will be announced by Public Address (PA) system using plain, English language.	Lockout will be announced by Public Address (PA) system using plain, English language.	Lockdown will be announced by Public Address (PA) system using plain, English language.
<p><b><u>Teacher Procedures:</u></b></p> <ul style="list-style-type: none"> <li>➤ <b>Leave the building via the nearest exit immediately by the route posted by the door in the classroom.</b> First students/staff out should hold the doors for the rest. All doors and windows should be closed. No one should reenter the building once the alarm goes off.</li> <li>➤ Students who are not in their classroom will leave the building via the nearest exit and join the nearest class outside.</li> <li>➤ Students in special area classes will leave the building with the special class teacher, using the designated route from that special class.</li> <li>➤ Classroom teachers whose students are in specials will evacuate the building and meet their students outside at the site of the special class evacuation.</li> <li>➤ Teachers will take roll and report all missing/extra students to the designated staff member(s).</li> <li>➤ All will remain outside, silently, until the signal to reenter the building is given.</li> </ul>	<p><b><u>Teacher Procedures:</u></b></p> <ul style="list-style-type: none"> <li>➤ Look into the hallway to direct any students or staff into your room.</li> <li>➤ Teachers and students will report to the nearest classroom as fast as possible.</li> <li>➤ Take attendance and call the office (or designated reporting number) if you have missing students.</li> <li>➤ Staff members with students from other classes contact the student’s teachers to report the location of the students.</li> <li>➤ <b>DO NOT</b> allow anyone to leave the classroom.</li> <li>➤ Wait for further instructions or the all-clear signal.</li> <li>➤ <b>DO NOT</b> evacuate the room until told to do so.</li> <li>➤ Classes will <u>continue</u> as normal, unless otherwise directed.</li> </ul>	<p><b><u>Procedures:</u></b></p> <ul style="list-style-type: none"> <li>➤ <b>Lock all</b> exterior doors and windows.</li> <li>➤ All outside activities are terminated.</li> <li>➤ Entry to the building is gained only on a one-on-one basis, and only through a locked and monitored door (the front main entrance). Notify facilities to turn off building card access.</li> <li>➤ Classes otherwise <u>continue</u> as normal.</li> <li>➤ Lockout is lifted when the external threat is resolved. Notification of such resolution will be made via the Public Address (PA) system.</li> </ul>	<p><b><u>Teacher Procedures:</u></b></p> <ul style="list-style-type: none"> <li>➤ <b>Immediately</b> gather students from hallways and areas near your room into your classroom or office. This includes common areas and restrooms immediately adjacent to your classroom.</li> <li>➤ <b>Lock classroom door(s)</b> and have students take a seated position on the floor next to the wall, out of view from the door window. <b>Stay out of sight.</b></li> <li>➤ <b>DO NOT</b> cover windows.</li> <li>➤ Leave the window blinds and lights as they are.</li> <li>➤ Document and Attend to any injuries as well as possible.</li> <li>➤ <b>No one should be allowed to enter or leave a classroom or office under any circumstances.</b></li> <li>➤ <b>DO NOT</b> answer or communicate through your locked door.</li> <li>➤ <b>DO NOT</b> allow anyone into your “secured” area.</li> <li>➤ <b>DO NOT</b> respond to a Fire Alarm unless imminent signs of fire are observed or you are advised to evacuate.</li> <li>➤ <b>DO NOT talk</b> within your secured area, except only as absolutely necessary.</li> <li>➤ Take attendance – include additions. The last location of missing students should be noted. Keep this record for when you are released from the lockdown.</li> <li>➤ <b>Lockdown will end ONLY when you are released from your room by emergency responders or other authority.</b> *</li> </ul>

Updated January 2010

# EVACUATION PROCEDURES - BOMB THREATS

In the event that it becomes necessary to evacuate the building due to a bomb threat, the following procedures will be employed: **An administrator will use the PA system to give instructions and timeline for evacuation.**

## **PLAN A: NON-INCLEMENT WEATHER:**

- **When circumstances indicate immediate evacuation, students will exit using the standard Fire Drill Procedures.**

## **PLAN B: INCLEMENT WEATHER:**

- **An administrator will use the PA system to give instructions for the evacuation process.**  
All students and staff need to pay close attention during this announcement.
- **All staff and students will evacuate the building following standard Fire Drill Procedures.**
- **All classrooms that normally exit the front of the building crossing Prince Street:** Proceed across Prince Street to the Memorial Art Gallery parking lot to the large field by Goodman Street.
- **All classrooms that normally exit the building on the side near University Avenue:** Turn left crossing Prince Street at University Avenue and proceed down University Avenue to Goodman Street. Turn left and enter the Memorial Art Gallery parking lot moving towards the field near that entrance.
- **All classrooms that normally exit the back of the building and turn right on University Avenue heading towards Alexander Street:** Turn left at University Avenue crossing Prince Street to Goodman Street. Turn left on Goodman Street and enter the Memorial Art Gallery parking lot moving towards the field near that entrance.
- **EXITS 9 and 13:** Exit building crossing Prince Street to College Avenue. Take College Avenue to Goodman Street and enter the Memorial Art Gallery parking lot at the Goodman Street entrance. Move toward field.
- **Once the school population has assembled in the field or parking lot at the back of the Memorial Art Gallery, the RESPONSE TEAM members will distribute signs with the FIRST PERIOD Room Numbers printed on them and student alpha lists arranged by FIRST PERIOD to teachers.**
- **Teachers will organize students by FIRST PERIOD CLASS.**
- **Teachers should notify Administrators of any students unaccounted for on your first period class roster.**
- Wait for further instructions. This will indicate whether or not the school population will be bussed to another location or will be moving to a local venue in the event of inclement weather.
- Prior to leaving the building, Lead School Safety Officer will take the four Orange, Green, Blue, and Red Portfolios with the designated signs out of the building.
- All School Safety Officers are to obtain a sign from the Box Office based on the information listed below. Once in the Memorial Art Gallery field, the following four School Safety Officers will display color-coded "FLOOR SIGNS."

### **NAME**

1. Foyer SSO
2. Second Floor SSO
3. Third Floor SSO
4. Four Floor SSO
5. Lead SSO

### **COLOR**

- Orange – First Floor  
Green – Second Floor  
Blue – Third Floor  
Red – Fourth Floor  
Middle Lot – Assist with Coordinating

- After distribution of the above signs, FIRST PERIOD teachers are to obtain a FIRST PERIOD SIGN based on color code system noted above and the FIRST PERIOD break down below:

- **FIRST PERIOD CLASS: A 173, A 174, A 175, A 176, A 177, A 178, Band Room, and Music Rooms will be labeled in ORANGE.**
- **FIRST PERIOD CLASS: M 224, M 225, M 231, M 232, A 234, A 235, A 236, A 237, A 238, A 239, A 240, A 247, A 250, A 251, A 252, and A 253 will be labeled in GREEN.**
- **FIRST PERIOD CLASS: A 334, A 335, A 336, A 337, A 338, A 340, A 347, A 350, A 351, A 352, A 353, M 327, and the adjoining M Floor Art Rooms will be labeled in BLUE.**
- **FIRST PERIOD CLASS: A 417, A 418, A 419, A 420, A 421, A 423, A 430, A 433, A 434, A 435, A 436, M 409, M 412, M 4132, M 415, and M 416 will be labeled in RED.**
- **First Period teachers will go to a prearranged area of our evacuation site and take attendance.**
- **Please refer to the information below regarding evacuation of the Commons, Gym, Dance Studios and Theatres.**

## **EVACUATION PROCEDURES: COMMONS, GYMNASIUM, DANCE STUDIOS, AND THEATRES**

The above locations may not be able to hear announcements and instructions over the PA system. In the event of a necessary evacuation, the following accommodations will be made:

**WEIGHT ROOM, GYMNASIUM, AND DANCE STUDIOS** – The Athletic Director will move through all dance studios and Physical Education classes informing teachers and students of the evacuation and what they need to do. The Exit 13 School Safety Officer will work with him to facilitate this process.

**COMMONS** – The School Safety Officer assigned to the Foyer will contact the Administrator/ School Safety Officer in the Commons on the radio to inform them of the evacuation. The Administrator/ School Safety Officer will make an announcement on the microphone for the students to begin evacuation procedures. The staff in that location will collaborate to evacuate the students from the location through the main foyer doors. This same procedure will be followed for the Black Box and Ensemble Theatres.

**MAIN STAGE / ENSEMBLE / BLACK BOX THEATRES** – The School Safety Officer assigned to the Foyer will collaborate to clear the theatre and evacuate all staff and students through the main foyer doors.

**Please Note: There is no color-coded designation for the Gym, Dance Studios, Commons, Main Stage, Senior Lounge, Ensemble Theatre and Black Box Theatre. In the event of an evacuation, students, faculty and staff in these areas are asked to proceed to the center of the Memorial Art Gallery parking lot.**

**REMEMBER: THESE PLANS WILL ONLY GO INTO EFFECT AFTER A PA ANNOUNCEMENT HAS BEEN MADE TO EVACUATE. PLEASE DO NOT EXECUTE PROCEDURES UNTIL THIS NOTIFICATION HAS BEEN GIVEN.**

**A reminder to staff clearing floors, please remember to clear the restrooms as well.**

## **EVACUATION PROCEDURES – STAFF RESPONSIBILITIES**

### **Main Office Secretary:**

- Provides master alpha list by First Period class for attendance procedures.
- Bring substitute teacher information to the Memorial Art Gallery meeting point.

### **The Lead School Safety Officer:**

- Bring color-coded portfolio of floor and room signs to the Memorial Art Gallery meeting point.

**Teachers:**

- Escort students to designated location.
- Assemble students according to First Period class roster.
- Take attendance and report any students who are not accounted for.
- Listen for further instructions.

**Administrators:**

- Bring bull horns, radios and cell phones.
- Once outside, help coordinate the student population according to First Period class.
- Relay all necessary directions to the appropriate staff.
- Help coordinate the entire process and maintain radio contact.

## **EVENTS POLICY – A SPECIAL MESSAGE FOR SOTA PARENTS**

The faculty and staff of School of the Arts are most concerned about the safety and well-being of all the members of our community, especially our children. Although we encourage our students to participate in a variety of wonderful extra-curricular and community events, we know that homework, home responsibilities, and a good night's sleep are critical elements for successful learning. Our students need to go home and get their rest.

Additionally, we are aware that staff members who volunteer many hours for extra-curricular events have personal responsibilities as parents and spouses. As we expect our students and faculty to be prepared, alert and ready for instruction the morning after an event, we need to assure they get home in a timely manner. All events begin promptly at 7:00 PM unless otherwise specified. Most events end at 8:30 PM SOTA's Annual Play Series and Dance Concert presentations end at approximately 9:00 PM Therefore, our staff will use the following guidelines regarding SOTA events:

- **ATTENDANCE:** Student performers must meet the District's mandatory attendance requirement in all classes in accordance with the current Attendance Policy. Students will not be allowed to perform during evening events if they are not present in school on the day of the event.
- Students in Grades 7 and 8 are not permitted to attend any after-school building-based activities such as sporting events, heritage assemblies, recitals, performances or concerts without being accompanied by an adult chaperone.
- The chaperone **MUST** remain with the child throughout the event.
- Please make and confirm arrangements to pick up your child/children prior to the event's conclusion.
- If a student cannot provide their own way home within the 30-minute time allotment, a taxi will be called to transport the student home at the parent or guardian's expense.
- **The Main Office Switchboard closes at 3:00 PM.**

**\*\*Your cooperation regarding these guidelines will help make SOTA a safer and more secure environment for all our children. Thank you for your assistance, it is greatly appreciated.**

## **EXAMS - USE OF ELECTRONIC DEVICES AND CELL PHONES**

**POLICY: THE FOLLOWING IS IN EFFECT FOR ALL EXAMINATIONS AND THIS STATEMENT WILL BE READ BY THE PROCTOR AT THE BEGINNING OF EACH EXAMINATION.**

All students are prohibited from bringing cell phones and certain other electronic devices. Test proctors, test monitors, and school officials shall retain the right to collect and hold any prohibited electronic devices prior to the start of the test administration. Admission to the test shall be denied to any student who is in possession of a cell phone or other prohibited electronic device and refuses to relinquish it.

Any student observed with any prohibited device while taking a State exam must be directed to turn it over to the proctor or monitor immediately. To allow for all possible outcomes of procedural due process, the student should be allowed to complete the exam. The incident must be reported promptly to the school principal. If the principal determines that the student had a prohibited device in his or her possession during the test administration, the student's test must be invalidated. No score may be calculated for that student.

### **PROCEDURE:**

All students will adhere to the following procedure. Plastic bags will be included with the exams that will be distributed by each proctor. The proctors will use these bags in the following way:

- Distribute a plastic bag to each student who has a cell phone or prohibited device.
- **Students will turn off the device**, place items in baggie, label with their name, and submit to proctor.
- Proctor will store in container in front of room.
- Proctor will return student property at conclusion of exam.
- Proctor will retain baggies and place in brown bag included with exam materials.
- Proctor will return baggies and brown bag to exam room with exams to be reused

### **Effective August 2012 from the New York State Department of Education:**

Any student observed with any prohibited device while taking a State exam must be directed to turn it over to the proctor or monitor immediately. To allow for all possible outcomes of procedural due process, the student should be allowed to complete the exam. The incident must be reported promptly to the school principal. If the principal determines that the student had a prohibited device in his or her possession during the test administration, the student's test **must** be invalidated. No score may be calculated for that student.

## **EXIT-LUNCH CARDS**

Any student in Grades 11 or 12 who leaves the building during the school day must leave their EXIT-LUNCH CARD with the School Safety Officer at the front door. The EXIT-LUNCH CARD enables SOTA to determine the student's assigned lunch period and whether the student is physically in the building or off school grounds.

**If students lose their EXIT-LUNCH CARD they will not be allowed to leave school until they have purchased a new one. If students are late returning to school from lunch, they will need to see the Administrator in charge of that particular lunch period to retrieve their EXIT-LUNCH CARD. Students, who repeatedly return to school late, may lose their privilege of leaving school during lunch. Replacement EXIT-LUNCH CARDS may be purchased from the Main Office Secretary for \$1.00 and will not be available for pick up until the next day.**

## **EXPENSES**

While most items you need are covered by the Board of Education, there are a number of supplies that students are expected to provide for themselves.

- **Daily** – A four-function scientific calculator is required for all students in grades 7 and 8. A graphing calculator is required for all students in grades 9 and above. For your convenience, all students in grades 7 through 9 will be issued an Assignment Book; this is required. In the event that the Assignment Book is lost or stolen, a limited number are available for purchase for \$3.00 in the Third Floor Teaching and Learning Academy Office. Assignment books are strongly recommended for all other students. They are custom designed to help students organize themselves. **Please Note: The Math Department does have an engraving tool that may be used to mark the calculator with the students name and phone number.**

- **AP Courses** - There is a charge to take the AP examination. The AP Testing Services in Princeton, New Jersey charges students \$90.00 for review books, to participate in and score each AP examination. **AP exam fees must be paid in full by Friday, October 11, 2013.** Cash or checks are accepted; please make checks payable to School of the Arts. Please see Mr. Nick Mergler, AP Test Coordinator, for information regarding fee waivers. **There are no refunds.** Successful completion of this examination may earn you college credit that could be worth hundreds of dollars.
- **Dance** – SOTA students taking or majoring in dance will need the proper shoes, dance attire and music for choreography. The Dance teachers will provide students with a list of specialty stores that carry necessary dance wear and footwear.
- **Music** - The following may be needed for Instrumental Music or Vocal major: musical instruments, music lessons, vocal and instrumental sheet music, theory lab book, and appropriate concert attire. Attire may include black skirt or black slacks, black shoes and a white, long-sleeved dress shirt for boys and a white, long-sleeved dress blouse for girls.
- **Visual Arts Classes** - Students may need a range of required art supplies such as: sketch books, paints, pencils and crayons. In other instances, items to enhance the learning experience may be necessary such as: special paper, film, photographic paper, cameras and video equipment.
- **Performances** - There is often a ticket charge or donation fee requested to attend SOTA performances. These fees support the additional costs associated with producing a production. Parents and friends attending these performances with a purchase of tickets make it all happen!
- **Review Books/Work Books** - There are a number of optional, supplemental texts that teachers feel are most important. These are yours to keep and are made available through your classroom teacher.
- **Testing/Exams** - Students are required to have the necessary pens, pencils, paper for use during exams. Calculators are required for use during state exams.

**If you cannot afford to purchase any of these items... please talk to us! Speak to your counselor or an administrator. We are all here to help. Arrangements may be made for scholarships for those who honestly need help.**

**PLEASE NOTE: SOTA IS NOT RESPONSIBLE FOR LOST OR STOLEN ITEMS.**

## **FACILITY USE**

If you have occasion to host or schedule a meeting or any type of event at School of the Arts, please be sure to arrange the date, time and location with the Art Center Director. Permission and clearance must be obtained prior to using a space at SOTA.

All events, meetings, review classes, rehearsals, practices, study sessions etc. that occur outside of the normal school day (8:20 AM-4:00 PM) or on weekends - now require an RCSD Building Permit.

If you are using a space in the Art Center for your event and it requires any technical assistance or equipment you must also fill out a Request for Technical Equipment Form at least three (3) weeks prior to your event.

A production meeting/s is also required to properly plan the technical aspects of your event. That meeting must take place at least three (3) weeks prior to your event. Please see the Art Center Director in M155 to arrange for your production meeting.

**PLEASE NOTE:** All necessary facilities and equipment usage forms may be obtained through the Art Center Director.

## **FIELD TRIPS – RCSD POLICY**

As part of Superintendent's updated Regulation 4400-R, the District has a responsibility of obtaining and submitting a Field and Walking Trip Medical Consent Form to the nurse seven (7) days prior to the trip. Please be advised that the Field and Walking Trip Medical Consent Form has been updated and is located in the Main Office and/or the Nurse's Office, as well as on the District SharePoint Site. Please be sure to replace the old form on your school site if needed, and communicate this change to all Teaching Staff.

It is essential that the nurse receives the Field Trip Medical Consent Form seven (7) days prior to the trip. These forms are reviewed and follow up with the parent is often required. If the forms cannot be completed prior to the trip due to a delay getting them to the nurse, then the responsibility to decide whether to proceed or cancel the trip must be made by the school administrator.

It is advised that this form be sent to all students at the beginning of the school year to enable the nurse to have time to follow up and ensure that when a trip is planned the necessary documentation is on file.

**\*\*Specific Field Trip Information Packets will be forthcoming.**

*Communications Committee*

## **FIRE ALARM PROCEDURES / DRILLS**

Individual room instructions on how to clear the building are posted in each room and will be explained at the beginning of the school year. It is essential that silence and order be maintained when clearing the building so that any change in directions may be given without undue difficulty. **Move quickly, but DO NOT RUN!**

If you are out of your room for any reason when the drill is called, go outside by the closest door. Then report to your class group, so your teacher will know that you are safe. Remember, each teacher is responsible for every student in his/her class. All students must be accounted for accordingly.

**PLEASE SEE EVACUATION PROCEDURES - BOMB THREATS IN TABLE OF CONTENTS.**

New York State Law requires that SOTA hold fire drills at least twelve (12) times in each school year; eight of these required drills shall be held between September and December. Some exits may be blocked during certain fire drills. Staff members in the immediate vicinity of the "blocked exit" will be expected to assess the situation and provide leadership. All students, teachers, staff members and visitors are required to leave the building.

### **TEACHER GUIDELINES FOR FIRE DRILL PROCEDURES:**

Fire drills may or may not occur during each of your instruction periods. Teachers need to review the appropriate evacuation location with each class.

### **IF YOU HAVE CLASS WHEN THE ALARM SOUNDS:**

- Line up your students at the door of your classroom. Then move them into the corridor under your supervision. Follow the directions on your fire alarm card. Make sure that every student for whom you are responsible for is in line and that your room is completely cleared.
- The last person out of the room must close the door.
- **DO NOT LOCK DOORS.**
- Take your class book, fire drill sheet, seating chart or other means of calling the roll.
- If your class is the first to reach a stairwell or an exit, please lead your class out of the building. If there are other classes in front of your group, follow your class out the building.
- Do not permit students to take coats or personal belongings, other than handbags, to carry with them during a drill. **Students not permitted to go to their lockers at any point for any reason.**
- Upon leaving the building, move a safe distance away from the building.



- Remain with your class.
- **Take attendance. Please note all students present and the names of missing students.**
- **If any student/s are not accounted for, give your attendance sheet to the first administrator you see upon re-entering the building.**
- Do not return to the building, until you see the unfurled yellow flag at your entrance to the school.  
**SUPERVISE YOUR CLASS AT ALL TIMES.**

**IF YOU DO NOT HAVE A CLASS WHEN THE ALARM SOUNDS:**

- Assist with supervision in the hallways where you are located.
- Once outside the building, identify yourself to the administrator "in charge."
- Move a safe distance away from the building.

**IF THE ALARM RINGS DURING A TIME WHEN CLASSES ARE NOT IN SESSION:**

- If you have students with you, follow the regular directive.
- If you do not have students with you, check the corridors and bathrooms. Direct all students in your vicinity out of the building. Keep them under your supervision and proceed to the nearest exit.

**FIRE EMERGENCIES**

- If you smell smoke in the building, report it to an administrator by telephone or messenger immediately.
- If you see a fire, pull the nearest corridor alarm, and notify the administrator by telephone or messenger immediately.

**EXIT PROCEDURES**

The following **Fire Alarm Procedures** must be reviewed with each one of your classes. This will help ensure that all students understand the procedures and follow them accordingly.

**MAIN ENTRANCE**

- The Assistant Principal in charge of Safety and Security will assist the Lead School Safety Officer at Prince Street and University Avenue.
- A School Safety Officer will stop traffic as students cross Prince Street and walk past the Memorial Art Gallery parking lot toward the Red Cross building.
- **A 340 through A 353** will exit the building at the **Main Entrance**.
- **A 185 through A 191** will exit the building at the **Main Entrance**.
- **Main Stage, Ensemble Theatre, Black Box Theatre, Commons** will exit the building at the **Main Entrance**.
- Cross Prince Street and go past the Memorial Art Gallery parking lot. Proceed down the sidewalk to the Red Cross building far enough so that all students are safely away from SOTA.
- **Make sure that students do not block the entrance to the either the Memorial Art Gallery or Red Cross parking lots.**

**EXIT 3**

- Go to University Avenue and proceed east; cross Prince Street and proceed past the Memorial Art Gallery parking lot. Proceed down the sidewalk. A School Safety Officer will be at the intersection of Prince Street and University Avenue.
- **A423 through A436** will exit the building at **EXIT 3**
- **A247 through A253** will exit the building at **EXIT 3**

**EXIT 5**

- Go to University Avenue and proceed east (left), cross Prince Street, then proceed down University Avenue towards Goodman Street.
- **A334 through A340** will exit the building at **EXIT 5**
- **A173 through A180** will exit the building at **EXIT 5**

### **EXIT 6**

- Go to University Avenue and proceed east on Prince Street past the Memorial Art Gallery parking lot. Proceed down the sidewalk
- A School Safety Officer will be at the intersection of Prince Street and University Avenue.
- **A417 through A423** will exit the building at **EXIT 6**
- **A234 through A240** will exit the building at **EXIT 6**

### **EXIT 8**

- **M 224 and M 225** will exit the building at **EXIT 8** to the **Main Entrance**
- **M 327 and the adjoining art rooms** will exit the building at **EXIT 8** to the **Main Entrance**
- **M 409 and M 413** will exit the building at **EXIT 8** to the **Main Entrance**
- **The Weight Room** will exit the building at **EXIT 8** to the **Main Entrance**

### **EXIT 9**

- **M231 and M232** will exit left at **EXIT 9** out the gym and cross Prince Street.
- **M 416** will exit left at **EXIT 9** out the gym and cross Prince Street.
- Go through the north parking lot (gym side) toward the Unitarian Church. Remain on sidewalk.

### **EXIT 13**

- **The Gym** will exit left at **EXIT 13** out the gym and cross Prince St. Remain on sidewalk.
- **The Dance Studios** will exit the building at **EXIT 13** out the gym and cross Prince St. Remain on sidewalk.
- **The Senior Lounge** will exit the building at **EXIT 13** by the **GYM**.

### **REMINDER:**

- Teachers are required to take attendance during a fire drill. If a student is not accounted for, the teacher should notify the nearest administrator.
- Teachers are required to fill out the Fire Alarm Attendance Sheets for students not accounted for and report it to the Administrator of Safety and Security upon returning to the building.
- The Administrator of Safety and Security will report concerns to the appropriate grade level Administrator and/or Principal.

### **FIRE EVACUATION PROCEDURES FOR DISABLED STUDENTS:**

In the event that a student comes to school using crutches or a cane etc., the student must check in with the School Nurse. If necessary, the School Nurse will then notify the Assistant Principal in order for the Fire Evacuation Plan to be put into action. The Assistant Principal must inform the student and notify the student's teachers of the procedure below:

- As soon as the fire alarm sounds, the student/s will promptly move to the Floor Academy Office and remain there until the "all clear" is given.
- Designated staff will remain with the student until the "all clear" is given.
- At the safe site, the designated staff person will be advised whether to leave the building or stay in a holding pattern. The Principal or the Assistant Principal in charge of Safety and Security will give this directive via the radio to the appropriate Administrator.
- In the event of an evacuation, student/s will be escorted out of the building to the designated area for that exit.
- After the "all clear" has been indicated, use the elevator to transport the student/s back to their floor.
- Students with disabilities have evacuation plans on file in the Student Support Services Office; all teachers will be given a copy of the plan.
- **Please Note: If you are missing a fire drill sign in your classroom, please see the Assistant Principal in charge of Safety and Security as soon as possible.**

## FRIENDS OF SCHOOL OF THE ARTS

*Friends of School of the Arts* is a community-based, 501(c)(3) not-for-profit organization that was organized in 1992 by interested business people, community leaders, artists and parents. These individuals recognized that the School of the Arts and its students often had financial needs beyond the scope of the City School District and sometimes beyond the means of parents. *Friends'* mission is to raise funds to support school activities and to financially assist students who need supplies and equipment such as arts supplies, dance wear, musical instruments and scores and registration/competition fees. In addition, *Friends* provides funding for field trips, master classes, guest artists and other important classroom activities not supported by the RCSD. *Friends'* long-range goal is to secure an endowment to provide a permanent fund to meet SOTA's future needs. Please support our students by making a tax-deductible contribution to *Friends of School of the Arts* or by volunteering your time and talents. *Friends* maintain an office at SOTA and 585-242-0290, or by visiting [www.friendsofsota.org](http://www.friendsofsota.org).

## FUNDS RAISED AT SPECIAL EVENTS - GATE MONEY

Monies collected from admission to events are "gate money."

Gate money raised from an event sponsored by a SAF club will be deposited into that club's account. Refer to Accounts for Student Activities Section in the SOTA handbook. Gate money events will require the use of the pre-numbered tickets which will be submitted with the Deposit paperwork to substantiate the amount of the deposit.

Gate receipts from Athletic events has its own set of procedures established by Central Office and is managed by the school's Athletic Director.

## FUND-RAISING

Monies raised by a club from outside sales may only be spent for items that benefit the students of that club in support of an academic or art activity such as field trips and/or the costs the club incurs to operate.

### **Examples of activities that require prior discussion and approval with the Principal:**

- ALL candy sales,
- The yearbook,
- The dance concert sweat shirt,
- Rental or loan of lights/equipment/ props/ costumes,
- Rental or loan of space/facilities,
- Hiring speakers/consultants,
- **ALL FUND-RAISING of any nature, in any way, shape or form!**
- **A RCSD Request for Approval of Fund-Raising Activity, along with a Preliminary Budget must be submitted to Principal for approval prior to any fund-raising activity start-up.**

**NOTE: All SAF Fundraising will require the submission of Inventory Control forms AND Profit & Loss Statements at the conclusion of the fundraiser. For year-long fundraisers, a periodic submission of Inventory Control forms and Profit & Loss Statements should be submitted.**

### **Our discussions will focus on:**

- The purpose of the fund raising,
- The responsibilities and personal liability to the students and faculty,
- How best to insure collection of funds/ products,
- Timelines,
- Samples of your written communication and contract with students and parents.

Speakers, consultants and guest artists are an exciting and enriching part of our curriculum. Generally, we invite people to join us on a pro-bono basis. Stationary is available for writing thank you notes, as well as a token gift to thank our guests.

Occasionally, an honorarium can be offered for services performed. Budget constraints make it impossible to pay typical consultant or workshop fees. This should be anticipated and fees should be requested through the Friends of School of the Arts' **Money-Money-Money Fund** process in October. Please speak to the Principal first, if you are interested in securing an artist using any other financial method.

## GRADE PLACEMENT REQUIREMENTS

- **To enter Grade 10** - A total of five (5) credits.
- **To enter Grade 11** - A total of eleven (11) credits with at least five (5) credits from core academic classes.
- **To enter Grade 12** - A total of sixteen (16) credits and a schedule that will allow them to graduate in June.

**Please Note:** Although a student may attend summer school to complete some academic courses, that student may still be lacking the specific required arts courses needed for grade advancement.

## GRADING POLICY

### RCSD GRADING POLICY:

- All marking periods grades and final exam grades will be input by teachers directly into Power Teacher.
- Prior to the Report Card being sent home, it is expected that teachers contact the parent/guardian and comments be recorded on the Report Card when a grade of a "D" or "F" is earned by a student.
- Attendance periods will match report card periods. Attendance data will be automatically populate into the report card. Teachers will not need to input attendance into the report card screen.
- Remarks will be done as drop down and are being revised and simplified on a District-wide basis.
- The system will use the District Grade Equivalent Chart. PowerTeacher will automatically calculate the summary grade using the numerical values for each marking period. A letter grade will appear on the report card. Teachers will not calculate the summary grade and cannot override the automatic calculation of the marking periods.
- The numerical value of the final exam will appear on the report card.

The District guideline is that a failing mark cannot have a numerical value of less than 50 unless the School-based Planning Team decides otherwise. Therefore, unless your SBPT has decided otherwise, the lowest numerical value that a teacher can record for a marking period is 50

*RCSD Chief of Operation, 2006*

The **Summary Grade** is the numerical average of the six marking period grades. According to district grading scale, teachers may need to convert letter grades into numerical values for this purpose:

A+ = 95 – 100%	B+ = 85 – 89%	C+ = 75 – 79%	D = 65 – 69%
A = 90 – 94%	B = 80 – 84%	C = 70 – 74%	F - see below

To determine the **marking period grade for failing students** (grade of F), teachers must do the following:

- If a student's marking period grade falls between 50 and 64%, use the actual numerical score as the grade for the marking period.
- If a student's marking period grade falls below 50%, than an "unearned" numerical score of 50 is the grade for the marking period.

## GRADUATION REQUIREMENTS

Rochester City School District policy states that students will not be allowed to participate in graduation ceremonies if they do not meet all academic, arts, and community service requirements. Parents are encouraged to discuss their child's academic plan with the guidance counselor each school year.

The honor of crossing the stage will be dependent upon the purchase of a cap and gown and return and/or payment of all library books, fees and uniforms.

## GRAFFITI

School of the Arts strictly forbids vandalism of any nature to the interior or exterior of the building, the adjacent property and surrounding public areas. Vandalism is defined as the willful destruction or defacing of property. In New York State, it is considered criminal mischief and classified according to degree. Graffiti is also specifically addressed in a similar fashion. The New York State criminal justice system does not assign sentences to classes of crimes but rather ranges that are applied based on the criminal history of the offender. In addition to the state laws, New York City also prohibits graffiti and other defacement of property. Under Title 145 of the New York Penal Code, making graffiti is defined as placing a mark on public or private property, whether by painting, drawing, etching, or covering, with the intent to damage the property. Such acts are not considered graffiti when performed with the expressed permission of the property owner. In New York State, graffiti is punishable as a Class A misdemeanor.

In addition, School of the Arts will issue consequences to students who engage in acts of criminal mischief on school property and/or the surrounding public areas. Consequences may include, but are not limited to, inability to attend prom and/or the loss of the privilege to walk across the stage at graduation.

### NEW YORK STATE GRAFFITI LAWS

**Title 145.00** of the State Penal Law states that a person is guilty of criminal mischief in the fourth degree when he or she, having no right to do so, intentionally damages property of another person, intentionally participates in the destruction of an abandoned building or recklessly damages property of another person in an amount exceeding \$250.

**Title 145.05** of the State Penal Law states that a person is guilty of criminal mischief in the third degree when with the intent to damage property of another person, and having no right to do so, he or she damages property of another person in an amount exceeding \$250. **Title 145.10** states that a person is guilty of criminal mischief in the second degree when, with intent to damage property of another person, and having no right to do so, he or she damages property of another person in an amount exceeding \$1,500.

## GUIDANCE ASSISTANCE PROCEDURES

**When a student is in need of intervention and/or discipline, please refer to the following guidelines to assist with the process to provide support and promote student success.**

- The teacher is responsible for providing intervention and discipline. This may include parental contact through phone calls home or scheduled meetings.
- After a child's behavior escalates to the point where assistance is needed, the teacher must complete a **REQUEST FOR GUIDANCE ASSISTANCE FORM** (see sample below). **Please be sure to include the actions the teacher has previously taken.** This referral should be sent to the appropriate counselor's office.
- After meeting with the student, the counselor will determine the appropriate plan of action for the student's success.
- The teacher and counselor will collaborate as necessary.
- If the teacher and the counselor have exhausted all reasonable means and the problem persists, a referral to the Academy Assistant Principal may become necessary and disciplinary action may be required.
- Should negative behaviors continue or escalate, the child may be recommended to the RTI - Response to Intervention team by the teacher, counselor and/or the Academy Assistant Principal for further assistance.

## SAMPLE - REQUEST FOR GUIDANCE ASSISTANCE

Counselor: \_\_\_\_\_ Date: \_\_\_\_\_ Class & Period: \_\_\_\_\_

Student Name: \_\_\_\_\_ Teacher Name: \_\_\_\_\_

**Teacher-Reason(s) for this referral:**

1. Does not do homework
2. Not prepared for class
3. Poor Grades
4. Does not participate in class
5. Personal Problems
6. Suspected drug/alcohol abuse
7. Suspected child abuse
8. Excessive tardiness or absence
9. Inappropriate classroom behavior

**Description, etc.:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Action taken by teacher prior to referral:**

- Conferred with student
- Conferred with parent (email, phone, letter)

**Present action/recommendation of counselor:**

- Conferred with student
  - Conferred with teachers
  - Letter Sent home
- Telephoned parent/Emailed parent
  - Parent conference requested

- Filed RSA or FBA referral
- Home Visit
- Other

**Action taken by:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Description of incident prompting referral:**

White: Counselor's Copy      Yellow: Assistant Principal's Copy      Pink: Teacher's Copy      Green: AD's Copy

## **GUIDELINES AND RULES FOR STUDENT PERFORMANCES**

There are numerous opportunities to attend performances at SOTA. Acceptable theatre etiquette begins with each audience member understanding that respect is a fundamental life lesson.

**Please DO NOT...**

- Bring food, gum, candy or beverages into the Theatres at any time... this is acceptable behavior only at the movies or in your home.
- Call out names, yell at the performers and disrupt the action on the stage.
- The use of cell phones and text messaging is strictly prohibited during performances.
- Enter the theatre when a performance is in progress. If you are not seated before a performance begins, please wait until intermission or until you are seated by an usher.
- Show disrespect for the performer/s by reading, writing, talking or propping feet on seats in front of you.
- Enter the theatre through the stage door.
- Leave the theatre during a performance.

**Please Note: Disruptive behavior will result in your immediate removal from the theatre. All audience members have the right to fully appreciate the performance.**

**Please DO...**

- Come to the auditorium with your teacher - we cannot seat you without a teacher.
- Turn off all cell phones as they may interfere with the performance.
- Applaud according to the dictates of the performance. For example, it is appropriate to applaud a jazz soloist immediately upon conclusion of the solo. However, it is not appropriate to applaud between movements of a symphony.

- Be tolerant of performers who may make an error. Each performer is trying his/her best and needs your understanding and support.
- Please use the restroom before performances begin.
- Please help maintain the cleanliness of the theatre.

## **GUIDELINES FOR THEATRE AUDIENCES – HOUSE RULES**

To insure the safety and comfort of all audience members, the School of the Arts requests that any individual attending performances or events at SOTA adhere to the following:

- Food and Drink Are Strictly Prohibited in All Theatres.
- Smoking is Strictly Prohibited in All Areas of the School and on All School Property.
- Turn Off All Cell Phones and All Other Electronic Devices.
- For Emergency Calls, Leave Seat Location and Pagers at the Box Office.
- The Use of All Recording Devices is Strictly Prohibited.
- The Use of Video and Photographic Equipment is Strictly Prohibited.
- Late-Comers Will Be Seated at the House Manager's Discretion.

## **GYM/PE/LOCKERS/UNIFORMS**

For Physical Education class, students will be required to change into appropriate PE attire.

### **Proper PE attire includes:**

- T-shirts
- Shorts or warm-ups. Shorts must have an elastic waist or drawstring AND must fall above the knee and fit properly. Students are not permitted to wear denim shorts of any kind.
- Sneakers
- Students may not wear boots or street shoes.
- Jewelry is not recommended to be worn during class for safety reasons.

PE lockers will be provided for each student. Students will be issued a gym lock from the Physical Education Department. If lost, students should report the loss to their Physical Education teacher and secure a new lock from the Athletic Director. The lock will cost \$5.00 to replace. All PE lockers will be cleaned out the first week of June.

**PLEASE NOTE: If a student does not turn in their sports uniform or lock on time they will be ineligible to participate in any other school activity and may lose the privilege to participate in the prom or walk across the stage at graduation.**

**PLEASE NOTE: SOTA IS NOT RESPONSIBLE FOR ANY BROKEN, LOST OR STOLEN ARTICLES.**

## **HALLWAY PROCEDURES – FACULTY**

All teachers are expected to be alert to the need for supervision of students at all times during the school day, not only in their classrooms, but also in corridors, around the school and in areas outside the building. The teacher should report hallway discipline issues/concerns to the Academy Office whenever necessary.

**IT IS ESPECIALLY IMPORTANT THAT TEACHERS BE SEEN STANDING OUTSIDE THEIR CLASSROOM DOOR DURING THE PASSING TIME BETWEEN CLASSES.**

## HALLWAY PROCEDURES - STUDENTS

Students are expected to walk appropriately, act appropriately and move safely in the hallways at all times. Written passes are required and must be presented when asked for when moving in the hallway, except during common passing times. Running and/or play fighting will not be tolerated. Students will be directed as to the appropriate stairwell/exit to use when moving from floor to floor.

- **The Main Office should not be used as a cut-through for students for the spiral staircase, cafeteria, or to obtain access to any other part of the building.**
- Students exiting from the nurse's office must use the Main Office exit when returning to the cafeteria or their classroom.
- Any student that has an appointment with staff members located in the Main Office Area, **MUST show their pass** to the Main Office Secretary prior to going to the appointment.

**PLEASE NOTE: No passes will be issued to any student during the first and last 10-minutes of class.**

## HOMEWORK

Homework is used to sharpen your skills and understanding. Completing homework will have a positive effect on academic performance.

- The teacher will evaluate all homework assignments.
- All students are expected to thoroughly complete homework assignments in a timely fashion.
- Frequent homework assignments are an important tool for developing good work habits.
- Homework assignments count for up to 10% of your grade.

## HONOR CODE/PLAGIARISM POLICY

Students attending School of the Arts are expected to maintain the highest standards of academic integrity. Honor means each SOTA student stakes his/her good name on their truthfulness and reliability. Academic honesty, integrity and upstanding behavior are essential to the existence and growth of any academic community. Without maintaining high standards of honesty and conduct, both the reputation of the school and the school programs are comprised.

**Parents, administrators, teachers and students are opposed to cheating for several reasons:**

- Cheating allows a student to receive the same or better grade than students who have put in the time and effort to learn the material. Dishonest/higher grades ultimately and unfairly raise the cheater's Grade Point Average and class rank. This simultaneously lowers the rank of students who study and earn their grades honestly.
- Cheating misrepresents a student's mastery or achievement of a subject to parents, colleges and other students. It also distorts the teacher's perception of curriculum effectiveness and class progress. Cheating makes it very difficult for teachers to evaluate their effort so that necessary changes can be made to help students better understand and learn the subject material.
- The threat of cheating forces teachers to "patrol" activities. This impacts course development and improvement by reducing the amount of actual productive, teaching time.
- Students, who are mature enough to select a difficult and valuable program, must also be mature enough to face a low grade when they have earned it.
- **All students have the right to pursue an education free from the problems caused by any form of educational dishonesty.**

**SOTA DEFINES PLAGIARISM TO INCLUDE:**

- Copying someone else's work and using it as your own.
- Taking credit for (stealing) someone else's words or ideas.
- Not citing resources used.
- Using papers published/sold on the Internet or other such services without citation.



The purpose of this policy is to help students learn the appropriate way of citing research resources and the value of written work and ideas.

### **CONSEQUENCES OF COMMITTING PLAGIARISM**

**The penalty for students committing plagiarism may include one or more of the following:**

- Warning.
- Rewrite of assignment required.
- Rewrite of assignment with grade penalty
- Teacher conference with student.
- Call home.
- Conference with student, teacher, parent/guardian, and administrator.
- No credit for assignment.
- Disciplinary referral to administrator.
- Failure, with the possibility of not graduating.

### **THE SOTA HONOR CODE**

Every student understands that the courses of study at the School of the Arts are difficult, and while group study is both accepted and encouraged, ethical conduct is expected at ALL times. All SOTA students realize that academic violation of the HONOR CODE consists of the following:

- Cheating includes actually giving or receiving of any unauthorized aid or assistance on any form of any academic work
- Plagiarism includes the copying of or representation of another's work as my own.
- Plagiarism also includes claiming information from the Internet as my work.

## **SIMPLY STATED... SOTA STUDENTS AGREE NOT TO CHEAT!**

We encourage parents and guardians to discuss the SOTA Honor Code with their child/children at the beginning of each school year and periodically each marking period. Students must understand that breaches of the Honor Code may result in failing the assignment, removal from any or all of the programs, and a mandatory parent conference. Violation of the Honor Code will be handled in accordance to the current disciplinary guidelines of the School of the Arts and the Rochester City School Code of District.

### **NEW YORK STATE EDUCATION REGULATIONS CLEARLY STATES:**

**STUDENTS ARE NOT TO BE IN POSSESSION OF CELL PHONES DURING AN EXAM.**

**IF A STUDENT IS FOUND TO BE IN POSSESSION OF A CELL PHONE DURING AN EXAM, THAT STUDENT WILL RUN THE RISK OF FAILING THE EXAM.**

## **HONOR ROLL**

A list of students on the Honor Roll, High Honor Roll and Honor Roll with Distinction is published after each report card is issued. To be considered for Honor Roll, students must earn a grade point average of at least 3.20 rating and no grade below a "C." High Honor Roll requires students earn a grade point average of 3.50 rating and no grade below a "B." Honor Roll with Distinction is awarded to students who earn "A" in all courses.

**Each letter grade is assigned a number of points. The ratings are determined as follows:**

**A+ = 4.5**  
**C+ = 2.5**

**A = 4.0**  
**C = 2.0**

**B+ = 3.5**  
**D = 1.0**

**B = 3.0**  
**F = 0**

Final ratings are determined by dividing the total number of points by the total number of credits.

## RCSD Academic Standards

### **Honor Roll with Distinction:**

Students who earn “A” in all courses

### **High Honor Roll:**

Students who earn all “A” and “B” in all courses

### **Honor Roll:**

Students with a “B” average in all courses

No grade of “D” or below”

## SOTA Standards

### **Honor Roll with Distinction:**

Students who earn “A” in all courses

### **High Honor Roll:**

3.50 GPA and no grade below “B”

### **Honor Roll:**

3.20 GPA and no grade below “C”

## **ILLNESS - REQUESTING HOMEWORK**

When requesting homework for your ill child, please contact your child’s Guidance Counselor. **Please allow two school days for this request to be honored.** Please refer to the list below when contacting your child’s Guidance Counselor. **Please Note: Each student is responsible to acquire and complete all work assignments missed during an absence.**

Guidance Counselors	Academy	Grade/Alpha	Alpha	Extension
Mr. John Hardaway	Foundation	7-8	A-Z	x4240
Ms. Talya Sirianni	Commencement	9-12	A-E	x3422
Mrs. Gladys Irizarry	Commencement	9-12	R-Z: Grade 9 Se-Z: Grades 10-12	x3491
Mr. Michael Murphy	Commencement	9-12	F-L: Grade 9	x1791
Ms. Lisa Kasdin	Commencement	9-12	M-Q: Grade 9 M-Sc: Grades 10-12	X3492
Mrs. Patty Pierce	Guidance Office Secretary			x1790

## **INFORMATION TECHNOLOGY/PARENT CONNECT**

### **OFFICE 365 AND PARENTCONNECTXP FOR STUDENTS IN GRADES 7-12**

Microsoft has discontinued its support for Live@edu and has been migrating users to their Office 365 platform.

Students have two separate accounts with the same user name and password that they used to access Live@edu.

1. **Office 365 Account** – This is the account students will use to access to their school email. This account is linked directly to the student’s RCSD account.
2. **Personal Microsoft Account** – This personal account will give students access to all of their existing SkyDrive content, Messenger, and other Microsoft services. **Please Note** – This account is no longer linked to the student’s RCSD account. As a result, the Helpdesk cannot reset the password for these accounts.

**Email** – Students will continue to use Microsoft Outlook Web App to view and send email, but they will need to sign in at a different website. The new login url is <http://mail.office365.com>.

**Online Storage** – Students will use their personal Microsoft Account (SkyDrive) for sharing files and Office Web Apps for creating and reading documents.

- Students can access their email and calendar at <http://mail.office365.com> using their RCSD username and password.
- Sign into their SkyDrive at <http://skydrive.com>.

In addition, we will provide our students with accounts to ParentCONNECTxp, so that they may monitor their grades and assignments. By linking their new Microsoft email accounts to ParentCONNECTxp, students and parents now have the ability to directly communicate with their teachers.

The system is designed to improve communication between school and home to support student achievement. Through this secure online system, you will be able to check your child's academic progress from any computer, any time. ParentCONNECTxp includes homework assignments, grades, class scores, report cards, class and school attendance, the ability to communicate with your child's teacher, and more. We encourage you to take advantage of ParentCONNECTxp to help you help your child succeed. If you need more information or have questions about ParentCONNECTxp, please contact the Office of Parent Engagement at 585-262-8568 between 8:00 AM – 4:00 PM.

ParentConnect - <http://www.rcsdk12.org/connectxp>

## **INTERNAL TICKET SALES PROCEDURE FOR STUDENT MATINEES**

Student attendance at SOTA matinees will be determined by the Leadership Team based on the school calendar and the content and appropriateness of each production on an individual basis.

- The Art Center Director produces event tickets that cannot be duplicated for the student matinees.
- The Assistant Principal for the Arts notifies faculty regarding matinee dates and the grades that are invited to attend.
- Beginning 2-weeks prior to matinee date, either the Art Center Director or Assistant Principal for the Arts make morning and afternoon PA announcements, promoting ticket sales and noting purchase times.
- The Account Clerk Typist will prepare a cash box for student matinee ticket sales.
- The Art Center Director and/or the Assistant Principal for the Arts sell tickets during grade-specific lunch periods 1-week prior to matinee date. The names of each student who purchased a matinee ticket will be sent out via email to all staff.
- Ticket sales are limited to three days only.
- The Art Center Director prepares deposit for each day and delivers ticket receipts to the Executive Assistant.
- Using the class roster lists, the Assistant Principal for the Arts, prepares a list of names of students attending the matinee and e-mails it to the faculty one (1) day prior to the matinee date.
- The Art Center Director and the Assistant Principal for the Arts supervises the seating of students on the day of the matinee.
- NOTE: NO STUDENT WILL BE ADMITTED WITHOUT A VALID CLEARANCE OR A TICKET.

*School of the Arts Policy*

## **INTERNET ACCEPTABLE USE POLICY - STUDENTS AND SCHOOLS**

The Board encourages the use of computers and computer-related technologies as an integral part of the curriculum in district classrooms to support learning and enhance instruction and considers a computer network to be a valuable tool for education.

The Internet, a network of networks, allows people to interact with thousands of networks of computers; offers a diverse, vast, and unique resource for staff, students and other users for communicating, learning and instructing; is an excellent tool for retrieving information, for teaching searching strategies, sharpening research skills, promoting critical thinking and facilitating resource sharing. The skills used in accessing the Internet are one that promotes life-long learning.

The Board seeks to enable its members, administration, faculty, staff, students and community partners to be able to use the Internet in ways that foster appropriate instructional activities. Therefore, the Board issues the following standards of acceptable District use of the Internet and directs the Superintendent to issue suitable guidelines for its implementation

## INTERNET ACCEPTABLE USE

Because the Internet provides access to computer systems worldwide, faculty and staff cannot exhaustively monitor the contents of all data, or control user access to all controversial material. However access to valuable information far outweighs the possibility that users may find and access inappropriate material.

As in all phases of instruction in the district, it is the responsibility of all adults to make every effort to ensure the safety and security of all students. It is the duty of all involved in the teaching and learning process to make every reasonable effort to monitor students while they are using the Internet. It is likewise the obligation of those charged with managing the educational environment to make every effort to assure the Rochester educational community that settings in which Internet access is provided are adequately resourced in terms of staff, technology, and inspirational guidance. This responsibility should extend to the design of the instructional task, the allocation of faculty and support staff, the level of staff development provided, user familiarity with Internet interfaces and resources, and technical support of the hardware and software. Ultimately, however, it is the user's responsibility not to access inappropriate material. All district Internet users must employ the Internet in a responsible manner. All must be consistent with the values and policies of the district in support of education and research. Parents and guardians of district students need to be aware that Internet access is not censored by the District, and while every effort will be made to focus access on material appropriate to a given curriculum and assignment, and continued oversight of Internet activity will remain a priority of the educational community, users/students may be exposed to controversial and or offensive material.

The Board, administration, faculty, staff, students and community partners are responsible for being aware of the district's Internet Acceptable Use Policy. All Internet users are required to have the district's Internet Use Agreement Form signed by appropriate parties. The Board, administration, faculty, staff, students, parents and guardians and community partners should also be aware that there are certain types of activity or misuse of internet resources which are prohibited by federal and/or state law and which can subject individuals to legal sanctions of civil and or criminal nature, including, but not limited to violations of copyright laws, or accessing of distributing pornographic materials depicting minors. All such proscribed activity or use by any person on District property; or using equipment owned, leased or otherwise controlled expressly prohibited by this policy. Any use or access prohibited by law shall be deemed to be outside the scope of employment for any employee of the District.

*RCS D Board Policy*

## **KEYS**

All staff must keep their keys in their possession at all times. Keys will not be turned in at the end of the day. An extra set of room keys will be kept in Main Office for substitute teachers. Please be reminded that classroom doors must remain **unlocked** while instruction is taking place. Door and windows may not be covered and classrooms **must be locked** when not in use. If you need a new room key, please ask your supervisor to email the Project Administrator, who will notify you if the request has been approved.

- **Lost keys must be reported immediately to the Project Administrator.**
- **Building security is the collective responsibility of every student, faculty and staff member.**
- **Please Note: Never give keys to students for any reason whatsoever.**

## **LAPTOP POLICY**

School of the Arts has been technologically upgraded, and as such, teachers will be assigned a district laptop. This laptop is a tool that has been assigned to you, the teacher, to be used to access student information such as grades, phone numbers and parent information. The laptop will also aid you in lesson planning and curriculum development.

Please be advised that while this laptop is property of the Rochester City School District, it is also the property of the person it has been assigned to. To this end, it will be the responsibility of the teacher to maintain possession of this tool and ensure that it is in working condition.

This laptop is YOUR responsibility and will be entrusted to YOUR care. Should your laptop be missing or stolen, you are to report it directly to Ms. Pacheco, your Administrator in charge of your discipline and MIS. Please understand that if you lose or damage your assigned laptop, it will ultimately be the responsibility of you and the RCSD MIS Team to determine the next steps. School of the Arts will be unable to replace a lost or stolen laptop.

## LATE ARRIVAL TO SCHOOL/TARDY

If you know you are going to arrive late to school, please notify the grade-appropriate Academy Secretary immediately. Students are expected to be sitting in their Period 1 classrooms by 8:05 AM.

- Students who arrive to school after 8:05 AM are considered late and are expected to produce a note signed by the parent or guardian explaining the reason for being tardy.
- **Students who enter the building between 8:05-8:47 AM must sign in with a SOTA representative at the front desk. The student and the representative will complete a Tardy Slip, time-stamp it, attach the signed note. The student will be given a copy of the paperwork.**
- **PLEASE NOTE: STUDENTS WHO ARRIVE BETWEEN 8:05 – 8:47 AM WILL NOT BE PERMITTED TO ATTEND THEIR PERIOD 1 CLASS. TO PREVENT THE DISRUPTION OF CLASSROOM INSTRUCTION, TARDY STUDENTS WILL REMAIN IN THE CAFETERIA UNTIL THE END OF PERIOD 1.**
- Students who enter the building after 8:47 AM are responsible for completing the Tardy Slip and reporting to the Academy Office/administrator. The administrator and/or their proxy will sign-off of the Tardy Slip and direct student to class.
- Students who are chronically late to school will be referred to the grade-appropriate Assistant Principal for investigation/ intervention and will be given consequences for their behavior. **Classroom instruction is essential to instructional outcomes. It is imperative that students arrive to school on time and ready to learn. To maximize student outcomes, SOTA's administration expects families to fully cooperate with this expectation.**

## LIBRARY HOURS

The SOTA Library is open to all students from 8:00 AM until 3:00 PM daily. Students must have a pass from their teacher to use the library. There are six (6) computers available for student to use in the library at all times. The Computer Lab may only be used with an instructor present. Teachers may request the use of the Computer Lab by contacting the Librarian to schedule class time session in the facility. The Library may be reached during the school day by contacting the Librarian at x6025.

## LOCKDOWN PROCEDURES

To insure the safety of our students, information regarding SOTA's Lockdown Procedure will be distributed under separate cover. \*\*\* **Please refer to Emergency Procedures for Classrooms.**

## LOCKERS

Lockers are provided for all students and have combination locks on them. **We strongly advise that you do not bring items of great value to school.** Lockers are to be kept locked and the combinations are to be kept confidential. It is the student's responsibility to keep lockers clean and neat. Lockers are to be used exclusively by the person/persons to whom it is assigned; that person/persons will be responsible for its contents and security. **Students in grades 7 and 12 DO NOT share lockers; students in Grades 8 - 11 DO share lockers.**

**PLEASE NOTE: DO NOT WRITE OR PLACE STICKERS ON LOCKERS.**

**SOTA IS NOT RESPONSIBLE FOR ANY LOST OR STOLEN ARTICLES.**

## LOST AND FOUND

A **Lost and Found** is maintained in the Safety and Security area in the Foyer. Every Friday students are offered an opportunity to identify their lost items. Any item not claimed at the conclusion of the identification period will be donated to a local community organization. All items that are not claimed at the end of the school year are donated to a social service or community organization at the beginning of the summer.

## LUNCH, BREAKFAST AND LUNCHROOM PROCEDURES

There is required lunch periods assigned to each grade level. Each student will be scheduled and provided the opportunity to enjoy 42-minutes of unstructured time in the cafeteria.

After 8:00 AM:

- Students will be allowed to enter the lunchroom only according to their schedule.
- Students must present their ID with the appropriate color sticker on it to enter the lunchroom.
- Students are expected to enter the cafeteria on time and in an orderly manner. They will be seated and released to the lunch line by their administrator.
- Students are expected to pick-up after themselves and act appropriately in the lunchroom at all times.
- Running, mock fighting and throwing food or any other disruptive behavior will not be tolerated. Students will be subject to immediate disciplinary action.
- Students are allowed to use the restroom located at the back of the lunchroom during their lunch period with permission from their administrator.
- Students will be dismissed from the lunchroom at the end of the lunch period.
- Students are not allowed to leave the lunchroom without a pass from their teacher.
- **Students are not allowed to order food and have it delivered to school.**
- We expect your full cooperation in keeping all food and beverages in the cafeteria.
- Any violation to the SOTA Lunchroom Procedures may result in the student being disciplined.

**\*\* Students are responsible for cleaning up after themselves.**

### THE LUNCH POLICY:

- **Lunches for Grades 7 through 10 are CLOSED LUNCHESES**, you must remain in the building. **Lunch for Grades 11 and 12 are OPEN LUNCH.** Only designated Grade 11 and 12 students are free to leave the building. All Grade 11 and 12 students who choose to participate in OPEN LUNCH will have the option to leave the campus or eat in the Commons.
- **Students are required to leave their EXIT CARD with the School Safety Officer when leaving the building** (see below). Students may not loiter in the building, in the front of the building, around the campus grounds, at the Memorial Art Gallery or on surrounding neighborhood properties. **Grade 11 and 12 students with Open**
- **Lunch privilege must return to class on time! There will be no restaurant deliveries during any lunch period.** Students who purchase lunch off campus are expected to eat their lunch off campus.

**\*\* Absolutely no food and / or drinks without a cap / lid are allowed back into the building.**

## EXIT CARDS:

- Any student in Grades 11 or 12 who leaves the building during the school day must leave their EXIT-LUNCH CARD with the School Safety Officer at the front door. The EXIT-LUNCH CARD enables SOTA to determine the student's assigned lunch period and whether the student is physically in the building or off school grounds.
- **If students lose their EXIT-LUNCH CARD they will not be allowed to leave school until they have purchased a new one.** If students are late returning to school from lunch, they will need to see the Administrator in charge of that particular lunch period to retrieve their EXIT-LUNCH CARD. Students, who repeatedly return to school late, may lose their privilege of leaving school during lunch. **Replacement EXIT-LUNCH CARDS may be purchased from the Main Office Secretary for \$1.00 and will not be available to pick up until the next day.**

## BREAKFAST PROCEDURE:

- School of the Arts offers **BREAKFAST** to its students from 7:40 AM until 8:00 AM. Please Note: Breakfast ends promptly at 8:00 AM. After breakfast is served, all students are expected to clean-up after themselves, leave on time, report to their First Period Class, and not loiter in the hallways or Commons area. **Please Note: Late passes will not be issued to students leaving the lunch room after breakfast. Students are expected to report to class on time.**

**PLEASE NOTE: SOTA EXPECTS FULL COOPERATION AND COMPLIANCE WITH THE GUIDELINES AND PROCEDURES FOR BREAKFAST AND LUNCH FROM BOTH YOU AND YOUR *CHILD*.**

## MARKING PERIOD DATES

### MARKING PERIOD DATES

MP1 – 09/04/13 – 10/18/13

MP2 – 10/19/13 – 12/06/13

MP3 – 12/07/13 – 01/31/14

MP4 – 02/01/14 – 03/21/14

MP5 – 03/22/14 – 05/09/14

MP6 – 05/10/14 – 06/26/14

### REPORT CARDS MAILED THIS WEEK

OCTOBER 28, 2013

DECEMBER 16, 2013

FEBRUARY 10, 2014

MARCH 31, 2014

MAY 19, 2014

JUNE 30, 2014

## MAP OF SOTA

A map of SOTA's facility is available at the Art Center Office for anyone visiting SOTA upon request. Building maps are also handed out at Curriculum Night.

## MOVING AND CHANGES OF ADDRESS

In case of an emergency it is imperative that we have accurate contact information. Files must be immediately updated reflecting new phone numbers and addresses. Help us insure your child's safety by updating this vital information. All address or contact information changes are to be reported to the grade appropriate Academy Office and require proof of address such as rent receipt, phone bill, or bank statement, etc.

<b>Grades 7-8</b>	<b>Foundation Academy</b>	<b>242-7682 x4000</b>
<b>Grades 9, 10, 11, 12</b>	<b>Commencement Academy</b>	<b>242-7682 x3000</b>

## NATIONAL HONOR SOCIETY AT SCHOOL OF THE ARTS

The purpose of the National Honor Society is to create enthusiasm for scholarship, stimulate a desire to render service, to promote leadership and to develop character in the secondary school student. Membership in the School of the Arts National Honor Society is an honor bestowed upon selected members of the junior and senior classes. Selection is determined by the NHS Faculty Council and is based on outstanding scholarship, leadership, service and character. Once selected, members have the responsibility to continue to demonstrate these qualities. **The NHS Induction Ceremony is DATE/TIME/LOCATION.**

### Criteria for Membership:

The NHS Handbook specifies membership requires a cumulative scholastic grade point average in high school of 3.5 out of 4.5. In addition, prospective candidates are required to submit three letters of recommendation from respected individuals from the community or school to assist SOTA's NHS Faculty Council in reviewing the other qualifications of leadership, service and character. Two individuals from outside the School of the Arts must submit two of the three letters of recommendation. The service requirement should verify a recent activity, which has been ongoing in the last year and which may include summer experiences.

### Selection Procedure:

- In summer and early fall, the counselor identifies students who have a cumulative scholastic average in high school of 3.5 out of 4.5. The final grades are reviewed once the school year has begun.
- Based on having met the scholastic requirement, students are notified of their initial eligibility in late spring. They receive a description of the requirements for leadership, character and service in a NHS assembly program. The deadline for submitting the letters of recommendation is Friday, October 18, 2013.
- The names of those students who submitted three acceptable letters of recommendation for character, leadership and service and have met the application deadline are sent to the full high school faculty for comment. The criteria for selection into NHS include attendance, current scholarship as well as demonstration of leadership, service and character.
- Letters of recommendation and faculty comments are forwarded to the NHS Faculty Council. They vote on their selections by simple majority.
- In November, SOTA hosts an NHS Induction Ceremony for the students selected to receive this prestigious honor and their families. Election in the NHS is a life-long honor. High school members should fully understand that dismissal could occur if they do not maintain the standards for scholarship, leadership, service and character.
- After induction, all members are required to provide a form of community service that will benefit School of the Arts and / or the community.

### Procedure for Continuing Membership:

- In the fall, current NHS members are sent a letter reviewing the criteria on which their membership is based. The requirements of scholarship, service, character and leadership for continuing membership are clearly defined.



- In September, the NHS advisor(s) review these four requirements for each member including final grades from June, service requirement, attendance and disciplinary records from the past year.
- If necessary, letters of warning will be sent out for the member to correct his/her grade point average or any behavior that may jeopardize membership. The deadline to correct any problems is the end the first marking period.
- If the warnings are not met, the student's name will be forwarded to the NHS Faculty Council to determine whether membership should be revoked. Such a vote includes an appeal process.

The SOTA Chapter operates according to the guidelines of the Constitution of the NHS as set out in the NHS Handbook. We are happy to respond to any questions or concerns regarding NHS membership.

**For more information, please contact Ms. Lisa Kasdin or Mrs. Talya Sirianni**  
***SOTA National Honor Society Advisors***

## NURSE'S OFFICE/MEDICATIONS/CONCUSSIONS

The Nurse's Office is open during school hours, and may be reached at 242-7682 ext. 1440/1460. Our FAX machine is located within our office at 585-324-3532. We encourage copies of student's physicals every year. However, they are now mandated by New York State for all students in grades 7 and 10. If there are any health concerns with a student, please contact the office as soon as possible. This will assist us in better caring for our children.

### MEDICATIONS

In order for a student to carry medications in school, the School Nurse must have an order from the student's physician, along with parent permission to do so. If it is necessary for the medications to be dispensed by the Nurse, then we will also need an order, the medications brought into school by the parent, and a parent permission form signed for this as well. You can obtain these order forms from the Nurse's Office. **Medication found during scanning without a doctor's note prescribing the medicine for the student will be confiscated.** Please call 242-7682 x1460 with any questions.

### CONCUSSIONS:

#### Return to Play Following a Concussion:

The following protocol has been established in accordance to the National Federation of State High School Associations and the International Conference on Concussion in Sport, Prague 2004.

When an athlete shows **ANY** signs or symptoms of a concussion:

- The athlete will not be allowed to return to play in the current game or practice.
- The athlete should not be left alone, and regular monitoring for deterioration is essential over the initial few hours following injury.
- The athlete should be medically evaluated following the injury.
- Return to play must follow a medically supervised stepwise process.

The cornerstone of proper concussion management is rest until all symptoms resolve and then a graded program of exertion before return to sport. The program is broken down into six steps in which only one step is covered a day. The six steps involve the following:

- No exertional activity until asymptomatic for seven consecutive days.
- Light aerobic exercise such as walking or stationary bike etc. No resistance training.
- Sport specific exercise such as skating, running, etc. Progressive addition of resistance training may begin.
- Non-contact training/skill drills.
- Full contact training in practice setting.
- Return to competition.

If any concussion symptoms recur, the athlete should drop back to the previous level and try to progress after 24 hours of rest.

The student-athlete should also be monitored for recurrence of symptoms due to mental exertion, such as reading, working on a computer, or taking a test.

## OPENING OF SCHOOL

The official opening time of school is **7:35 AM**. Prior to this time, students will not be able to access the building. We recognize that your schedule may necessitate you dropping off your child at a time earlier than this. However, we discourage this, as they will be unsupervised.

Also, the official closing time for students who do not have a legitimate, adult-supervised activity is 3:00 PM.  
**The Switchboard closes at 3:00 PM**

From 3:00PM to 4:00PM, **only students having a legitimate adult-supervised activity should be in the building and must have a pass from the coordinator of the after school activity**. Students who do not meet these criteria should not be on school grounds. Moreover, they are in violation of school policy and subject to consequences. This behavior also jeopardizes your child's safety. These established school policies are necessary in order to maintain the safety and security of the building.

## PARENTCONNECT

ParentConnect - <http://www.rcsdk12.org/connectxp>

## PARKING – STUDENTS AND VISITORS

**All visitors to SOTA must sign in with the Safety Security Office in the foyer with the location, make, model and license plate number of their car.**

**SOTA staff members, substitute teachers and visitors will no longer be able to park in the Memorial Art Gallery Lot.** If you park at the Memorial Art Gallery, you will be subject to their policy on ticketing and towing. Be advised that ticketing and towing will be strictly enforced. You can choose to find on-street parking on Prince Street or University at your discretion. Please observe posted signage for appropriate parking times. There are two (2) parking spaces designated in the University Lot for PARENTS visiting SOTA, located near the handicapped spaces.

**Please note that campus parking in the lots located on either side of the main entrance on Prince Street and University Avenue is reserved for staff only on Monday through Friday during school hours.** Cars parking in these lots are designated with a SOTA parking sticker. We ask that you respect this and do not park in a spot that is assigned to someone else. Faculty and staff not assigned to one of the SOTA parking lots are assigned parking in various locations near school. There are two (2) parking spaces designated in the University Lot for PARENTS visiting SOTA, located near the handicapped spaces.

### **STUDENTS:**

**The School of the Arts does not provide parking for students.** If a student drives to school, they must secure on-street parking and comply with the City of Rochester's parking restrictions posted on the signs at the curb. **Parking at the Memorial Art Gallery, Visual Studies Workshop and the American Red Cross or in either SOTA Faculty parking lots on University Avenue or Prince Street is strictly prohibited.** Those lots are off-limits during school hours. However, students may park in either SOTA parking lots after school hours. All illegally parked cars will be towed at the owners' expense.

## **VISITORS:**

**Before 3:00 PM:** There are two (2) parking spaces designated in the University Lot for PARENTS visiting SOTA, located near the handicapped spaces. All other visitors to SOTA must park on the street and comply with the City of Rochester's parking restrictions posted on the signs at the curb. **Parking at the Memorial Art Gallery, Visual Studies Workshop, and the American Red Cross or in either SOTA Faculty parking lots at University Avenue or Prince Street is strictly prohibited.**

**After 3:00 PM:** Visitors may park in any available space in the SOTA lots on University Avenue and Prince Street as well as on the street. Please do not leave your automobile unlocked at any time and do not leave valuables in plain sight. Secure them in the trunk of your vehicle. **SOTA is not responsible for any lost or stolen articles.**

## **PASSES AND EXCUSES**

Students should not be allowed out of class, study hall or the library without a **standard pass** that is properly filled in and signed. Teachers are responsible for completing the pass with the "TIME SENT" and "TIME RETURNED" indicated. The teacher marking the "TIME RETURNED" should also sign the pass. **Do not issue passes to "use the telephone."**

Students may not leave class to make phone calls, unless it is an emergency. In that case, the pass is filled out so that the student can report to an Academy Office. Passes should not be issued to a counselor, Assistant Principal or another teacher, at a student's request. Students may see these people by appointment, during lunch, or before and after school. Students are to request appointments at passing times or during the FIRST PERIOD class. Students are not allowed to leave the lunch room or visit with teachers without a pupil form or a standard pass.

**TEACHERS, PLEASE NOTE: DO NOT ISSUE PASSES OR ALLOW STUDENTS TO LEAVE CLASSES DURING THE FIRST OR LAST 10-MINUTES OF EACH CLASS PERIOD.**

## **PHONE MESSAGES - STUDENTS**

**IT IS NOT SOTA POLICY TO TRANSFER CALLS INTO THE CLASSROOM DURING INSTRUCTIONAL TIME.** However, messages will be given to students in a case of an extreme emergency. If there is an emergency, please call the grade appropriate Academy Office (see phone numbers below) and state the nature of the emergency. The Academy Secretary will see to it that the student is found immediately. **Please Note: The emergency must be specified to a school official before a call will be place to a classroom and instructional time is interrupted.**

**We cannot interrupt instructional time to call students away from class to answer a phone call.**

<b>REPORT EMERGENCIES:</b>	<b>Main Office</b>	<b>242-7682 x1560</b>
	<b>Grades 7, 8</b>	<b>242-7682 x4000</b>
	<b>Grades 9, 10, 11, 12</b>	<b>242-7682 x3000</b>

## **PHONE USAGE – FACULTY AND STAFF**

School telephones are for school business only. Please remember that we have limited number of outside lines and they are in very heavy demand. **Incoming calls will not reach you directly.** A message will be forwarded to your voice mailbox, except in case of an **emergency**. It is your responsibility to check your voice-mailbox every day and periodically throughout the day. It is also your responsibility to regularly clear-out your voice-mailbox to insure that callers can leave messages. **ALL STAFF VOICE MAILBOXES** must be set up **YEARLY** with a professional greeting indicating name, title and requesting pertinent information from the caller. Set-up information will be given to you in your opening day packet.

Any staff member making a long-distance call must first notify the school operator to dial the number for you. Expect the operator to ask who you are calling and the nature of the call. **This privilege is for school business only!**

**IN CASE OF AN EMERGENCY IN YOUR CLASSROOM,  
PLEASE DIAL "0" IMMEDIATE ASSISTANCE.**

**\*\* Please Note: Main Office Switchboard closes at 3:00 PM**

**PHONE USAGE - STUDENTS**

Rochester City School District policy states that the use of cellular telephones pagers, beepers, and electronic devices may result in a suspension from school; please leave these items at home. **If you require your child to carry a cell phone for emergency purposes, it must be turned off and NOT visible at any time during the school day.**

**PLEASE NOTE: SOTA IS NOT RESPONSIBLE FOR ANY LOST, BROKEN OR STOLEN ELECTRONIC DEVICES.**

**PROM**

School of the Arts hosts an annual prom at the end of the school year for the junior and senior class. Those students who have fulfilled their financial responsibility, returned all text/library books, paid all outstanding bills and exam fees and completed their Community Service obligation are welcome to attend. **Please Note: Academic standing and discipline issue may affect eligibility. Attendance is at the sole discretion of the Principal.**

SOTA students may ask to bring a date from another school to prom. Students who choose to bring a guest from another school are expected to do the following:

- Submit a **VISITOR FORM** completed by the friend's home school administrator or if not attending high school, permission from the parent/guardian of the SOTA student.
- Turn-in the completed **VISITOR FORM** for verification prior to purchasing prom tickets.
- On the evening of the prom, SOTA students and guests **MUST** turn over their driver's license or a valid picture school ID to the administrator in charge. These items will be returned to the owner at the end of the evening.
- If any student/guest attending the prom leaves for any reason, re-entry will not be permitted.
- Students/guests who attend the prom under the influence of alcohol or drugs will not be allowed entry to the prom.

Any questions regarding this policy can be directed to the Assistant Principal of the Junior and Senior Class.

**PUBLIC ADDRESS ANNOUNCEMENTS**

All PA announcements must have the approval of the **Principal or Assistant Principal**. All requests for morning announcements must be turned in to the Main Office by 7:45 AM on the required form. The PA announcement forms are located in the Main Office near the PA.

**PULLOUTS**

**No teacher can "hold," pullout or excuse a student from another teacher's class.** This policy excludes individual pullouts by administrators, counselors, nurse, intervention specialist, speech therapist and scheduled individual music lessons. At least 24-hour notice is required for pullout requests for social workers and representatives from outside agencies. In these instances, the Pupil Request Form should be used. In all cases, the Pupil Request Form is placed in the

First Period teacher's mailbox for distribution to the student. The student will be directed to show the form to the classroom teacher at the time indicated for the meeting.

Requests made by teachers to work with a student who is scheduled to be in another class must be made in person -- teacher-to-teacher. The request may not be handled using notes presented to the teacher by the student.

- Teachers may not keep a student beyond their scheduled class time.
- Students may not miss a class to rehearse.
- Students may not arrange to miss a class.
- Passes are not acceptable - no student may be taken out of a class.
- Students may not be placed in detention during another scheduled class period.

If an extenuating circumstance occurs requiring a student to be excused from a class, alternate plans may be made **ONLY** if the teachers speak to one another **IN-PERSON**.

*SOTA Communications Committee*

## **PURCHASING**

The RCSD will continue to use the **Procurement or "P-Cards" for single transaction purchases up to \$1,000.00/vendor, with a \$5,000.00 limit per billing cycle.**

The Principal will designate authorized P-Card holders who will be responsible for department purchases, budget tracking, bank statement reconciliation and forwarding of approved receipts and invoices to the Project Administrator. Detailed guidelines and procedures will be distributed to all P-Card holders.

Purchase requisitions/purchase orders will still be required for orders totaling more than \$1,000.00.

**Please note: Any purchases exceeding \$1,999.99 also require three (3) quotes be attached to the PO.**

All questions regarding purchasing and procurement issues or ordering should be directed to the Project Administrator or Account Clerk Typist. **The only exception is payment made from Student Activity Accounts such as: Drama, Yearbook, Junior/Senior Class, Music, SOTA Singers, etc.**

## **RECEIVING ORDERS/P-CARDS**

When you place an order, please include your name on the shipping notice. This will insure that your package will be delivered to your room. It is the P-Card holder's responsibility to verify that the order is complete. Please give a copy of the packing slip to the Account Clerk Typist for purchase orders. Please include the date, your name and note if shipment was received in full. Please advise the Account Clerk of any discrepancies.

If you are a P-card holder, make sure all orders are pre-approved by the Principal and that you reconcile your transaction/s by the fifth of every month. **Please provide copies of the receipts and P-card statement immediately thereafter to the Project Administrator.**

## **REQUESTING A SUBSTITUTE TEACHER**

**ALL absences MUST be reported to the Assistant Principal of the Arts between the hours of 5:30 AM and 10 PM.** When requesting a last minute substitute, please **DO NOT LEAVE A MESSAGE.** Be prepared to identify the reason for your absence and the location of the most current lesson plans. Please be sure to update Emergency Substitute Plans and Substitute Folder **REGULARLY.**

**Please do not report your absences to the clerical staff.** Please be absolutely sure to indicate the **REASON** for your absence. Teacher absence information will be entered into the SEMS system for the purpose of obtaining a substitute and will automatically transfer into the PeopleSoft Time and Labor Management System.

**Do not make arrangements to hire substitute teachers directly.** Please Note: You are legally responsible to pay one (1) teacher's salary if two (2) substitutes arrive to teach on the same day. **ONLY ADMINISTRATORS MAY HIRE SUBSTITUTES.** RCSD policy states that teachers are not authorized to arrange for substitutes. **If you need a substitute teacher, we need a minimum of 24-hour notice to arrange for a substitute. Please adhere to this request whenever possible.**

## REQUIRED PAPERWORK FOR TEACHERS AND SUBSTITUTES

### Plan on meeting to share the following:

Criteria Sheet for Each Course	Handed in to Supervising Administrator by September 3, 2013
Substitute Information Forms/Folder	Give to Supervising Administrator by September 13, 2013
Long-Range Plans	Meet with Supervising Administrator by September 20, 2013
Daily/Weekly Lesson Plans	Walk through observations with Supervising Administrator during academic year.
Professional Goals	Meet with Supervising Administrator by September 27, 2013
APPR Evaluation Meeting	Meet with Supervising Administrator by May 30, 2014
Final Checkout Meeting	Meet with Supervising Administrator by June 26, 2014

## SCANNING

Rochester City School District policy requires that all students are subject to random metal detection scanning. **Anyone refusing to be scanned may be referred for long-term suspension. Possession of weapons must be referred for long-term suspension.** Students are not permitted to have prohibited items in their possession. Some of these items are, but not limited to, glass bottles, permanent or Sharpie Markers, scissors and lighters. All items that may be deemed inappropriate are at the discretion of the Administration. Items will be taken away from students and parents may retrieve confiscated items from the Assistant Principal in charge of Safety and Security.

**\*\* Any medication found during scanning without a doctor's note will be given to the School Nurse for the student to obtain permission to carry.**

**PLEASE NOTE:** Any student who tries to avoid the line will be suspended. Please refer to the RCSD Code of Conduct.

## SCHOOL-BASED PLANNING TEAM

School Based Planning Team is the organizational structure for improving school productivity within the Rochester City School District and across New York State. SBPT is a deliberative, decision-making body whose main focus is directed towards instruction, curriculum and to support student learning. SBPT is made up of teachers, parents, students, administrators, BENTE members (non-teaching school employees) and an RTA representative – RTA - the teacher's union. We maintain an active and on-going School-Based Planning Team. The School-Based Planning Team meets each month in from 4:00 – 6:00 PM on most Wednesdays. The membership names and meeting dates for 2013-14 SBPT will be posted on SOTA's website.

## SCHOOL PRANKS

The School of the Arts is committed to providing a safe and orderly school environment where students may receive, and district personnel may deliver, quality educational services without disruption or interference. Responsible behavior by students, teachers, administrators and other district personnel, parents and visitors is essential to achieving this goal.

Any SOTA student who initiates or participates in a school prank of any nature, either on or off school property, will be subject to disciplinary consequences, which may include the inability to attend prom and/or the loss of the privilege of crossing the stage at graduation.

## SCHOOL SECURITY

In the interest of security and safety, it is essential that students identify themselves at the request of any staff member. When a staff member requests that a student accompany them to a school office, the student must cooperate. Student ID's are required to ride the buses to and from school. However, a student may be required to present their SOTA ID when asked by a RCSD employee. Please report missing or stolen IDs immediately to the Project Administrator. Your RCSD ID may be used only during regular school hours. **ALL FACULTY, STUDENTS AND STAFF MUST WEAR THEIR SOTA ID AT ALL TIMES.**

**When class is in session, please keep all doors unlocked.** When leaving any classroom, please lock the classroom. Make sure windows are closed and locked at the end of the day; secure all personal belongings at all times. NEVER leave keys, purses, wallets, cell phones or valuables unattended!

Teachers should not, for any reason, confiscate any items from students that can be deemed disruptive in class (i.e., electronic devices, cell phones, I-Pods, etc.). Please contact the House Office and request an SSO or an Administrator to assist. The Administrator will further investigate the situation.

## SIGNS AND POSTERS

Signs and posters may be used to advertise SOTA school-related activities. **Permission to hang posters and signs must be secured from the Principal or an Assistant Principal.** Posters may ONLY be displayed on the bulletin boards located on each floor. Under no circumstances should display materials be taped to painted surfaces, windows, doors, or walls etc. Signs not hung on the proper surfaces will be taken down. **A REPRESENTATIVE OF THE ACTIVITY MUST REMOVE SIGNS AFTER THEIR PURPOSE HAS BEEN SERVED.**

## SMARTBOARDS

Virtually all academic classrooms are equipped with SmartBoards. All teachers are required to be trained on using a SmartBoard prior to use. Training sessions can be found on Avatar and are offered several times throughout the year. **SmartBoards should not be used without proper training.**

Necessary repairs should be reported by email to the Technical Director.

## SMOKING

It is the policy of the Board of Education and New York State law that there will be no smoking by staff and students on City School District property. The Memorial Art Gallery is private property; smoking in the parking lot or on the sidewalk of the MAG is strictly forbidden.

## STOREHOUSE ORDERS

There is no longer a paper copy of the Storehouse Catalog. You can access the catalog for pricing, catalog numbers, etc., by going online to: <http://intranet/co/>. Then click on:

1. Departments
2. Storehouse
3. Catalog

You may use this online catalog to print your order and then attach it to a STOREHOUSE REQUISITION with "ATTACHED LIST" written on the form. Turn in to the Project Administrator for the Principal's approval and for processing. Storehouse no longer carries office supplies of any kind such as pens, pencils, whiteout, folders, paper clips, markers, etc. **All orders for office supplies must go through the Academy Secretaries.** These items will be ordered from Staples and delivery will be within 2-5 business days.

## STUDENT DROP-OFF/PICK-UP

If you drive your child to school, please make every effort to approach the building moving southbound toward University Avenue so that students can be discharged curbside. This will help eliminate the danger of crossing Prince Street during the busiest and most congested time of the day. **Please do not disrupt RTS Bus Service. Do not stop in front of the Main Entrance for any reason.**

Instead, please discharge students beyond the flag pole closest to Prince Street and University Avenue. To better insure your child's safety, please pull into the parking lots on either side of the building to discharge students.

Vehicles blocking the RTS Bus Services, the Main Entrance or the fire hydrant, will be reported to the Rochester Police Department and are subject to towing at the owner's expense.

For parents who either drop off or pick-up their children from school, please adhere to the following:

### Drop-Off - Morning:

- Your child should be dropped off curbside by the flag pole, past the main entrance to the building.
- Not adhering to suggested drop-off location interferes with RTS arrivals and creates a dangerous situation.

### Pick-Up - Afternoon:

- Your child should be picked up curbside by the flag pole at 3:00 PM weekdays. The flag pole is located on the lawn near the main entrance to the building.
- Not adhering to the suggested pick-up time conflicts with RTS bus arrivals and causes significant delay and disruption to dismissal procedures.

## STUDENT PRANKS

Under no circumstances, will students from any grade be permitted to partake in school pranks in or around School of the Arts buildings or property. Any participants in student pranks will be referred to the Principal and Rochester Police Department for possible criminal charges and for additional consequences that may include but are not limited to, suspension, inability to attend prom, and/or the loss of privilege to walk the stage at graduation.

## SUPERVISION OF STUDENTS AFTER SCHOOL

**Teachers or Advisors Scheduling After-School Activities Must Adhere to the Following Procedure:**

- Submit a list of students to the Safety Security Officer in the foyer that includes the names of the student, the location of the activity and what time the activity ends.
1. **Advisors must stay with students until everyone has boarded the bus, been picked-up or left the building.**
  2. Students are not permitted in any classroom, studio, theatre, etc., unless accompanied by an adult or teacher.
  3. Please do not dismiss students early; the earliest time a student may be dismissed is 3:55 PM.



4. Provide students with a Late Bus Pass.

#### **Supervision of Students Participating in Sports After School:**

- Students participating in after-school sports must be supervised by their coach at all times.
- During game days, they must exit the building if a coach is not present.

**Advisors must stay with students until everyone has boarded the bus, been picked-up or left the building.**

**ONCE A STUDENT LEAVES THE PREMISES,  
THEY ARE NOT PERMITTED TO RE-ENTER THE BUILDING.**

Students with early dismissal privileges who have rehearsals, games, or practices scheduled for after-school, **MUST** obtain a pass from the Coach or the Coordinator of the After School Event in order to gain entry into the building at the appointed time. Students will not be permitted back into the building until 3:00 PM with a pass.

**PLEASE NOTE: All students who are not accompanied by a supervising faculty member will be removed from the building after the 3:00 PM dismissal and be required to take the 3:00 PM bus.**

The 4:00 PM bus may only be taken by students who remain after school under the supervision of a faculty member. These students will be issued a special bus pass permitting them to board the 4:00 PM bus. Students will not be permitted to board the bus without this special bus pass.

## **SUSPENSION AND PLAY-FIGHTING POLICY**

Students in violation of school expectations and the district code of conduct may be referred to In School Suspension (ISS), Out of School Suspension (OSS) or Long Term Suspension (LTS). Please be advised that Out of School Suspension (OSS) entails a student being sent home for the duration of the suspension. Long Term Suspension (LTS) entails a student being sent to an alternative site for a period of six (6) days or more.

### **Long-Term Suspensions (LTS) – 5 NON-NEGOTIABLES**

Students can expect immediate Long Term Suspension should they participate in any of the following. **Please note these are NON-NEGOTIABLE!!**

1. Participation in any group that engages in violence. This applies, not only to joining an organized group, but also to taking part in a fight. It also includes, but is not limited to, participation in any effort to promote or encourage violence, such as videotaping a fight.
2. Bullying other students, as defined by the *Dignity for All Students Act*.
3. Carrying weapons.
4. Assaulting any person in the school community.
5. Trespassing on school property, which means being in the building or on the grounds of a school that is not the location of a student's assigned program.

School of the Arts will not tolerate fighting of any kind, to include, but not limited to play-fighting or behavior deemed inappropriate by School of the Arts Administration and students will be disciplined accordingly.

Students found promoting or recording any type of fighting or play-fighting will be subject to disciplinary action to include, but not limited to, suspension.

## TEXTBOOKS

Students are responsible for all textbooks, library books and educational materials, tape-recorders, musical instruments, special equipment etc. that are loaned to them for the school year. A record of textbooks and library books borrowed is created. When you return materials, they are scanned and the serial number of the returned material is deleted from the loan record. If any materials are lost, the student is expected to reimburse the RCSD. The costs range from \$.95 to \$75.00 for lost items.

It is critical that you write your name in the *designated area* of each of your textbooks. The library will have a record of all calculators, books, and materials loaned. If you move during the school year, each textbook and library book must be returned to the library and a clearance slip will be issued. We will not forward your school records until you have completed your responsibilities at School of the Arts.

**Please Note:** The library staff will have individual discussions with all students who have an excessive number of books on loan or books that are overdue. The library staff will arrange a payback agreement plan for any fines accrued by the student before they will be granted permission to attend SOTA's special activities. Students may not be allowed to attend any school dances, proms, graduation, or recreational field trips unless all debts are cleared through the library.

**At the end of each school year, a letter will be sent home identifying books that have not been returned and outstanding fees. It is the responsibility of the parent and student to return and/or pay for all unaccounted for books.**

**SENIORS:** Payment for all lost books and outstanding bills **MUST** be made prior to purchasing a prom ticket and receiving your graduation tickets and cap and gown. Graduating students will not be allowed to attend the prom or graduation ceremony or receive their diplomas until their fines are satisfied and library clearance is obtained. **Please Note:** Once all library obligations have met, students can schedule an appointment with the Administrator in charge of the graduating class to obtain their diploma.

## TICKETS – SPORTING EVENTS AND PERFORMANCES

Locations for purchasing advance sale tickets for SOTA events vary, depending on the type of performance or event. Please refer to the following information:

The Art Center Director will sell matinee tickets during grade-specific lunch periods one (1) week prior to the event.

### **SELECTED MUSIC AND JAZZ EVENTS / SOTA DANCES:**

Tickets for these events may be purchased from the Arts Director.

**SPORTING EVENTS:** The policy for selling tickets to sporting events is determined by the RCSD on an annual basis. Please contact the Athletic Director for further information. Please refer to the Athletics Page on the SOTA website ([sotarochester.org](http://sotarochester.org)) for information on all sports schedules, rosters and practice sites.

### **SOTA PERFORMANCE SEASON:**

Please see the SOTA Ticket Information below.

# SOTA TICKET INFORMATION

Advance Sale Tickets Now Available Only Online at:

**SOTAROCHESTER.ORG**

School of the Arts Online Box Office

\$9.00 – Adults; \$7.00 - Children, Students and Senior Citizens;

\$5.00 for SOTA Students with ID

Please Note: There is a \$1.50 processing fee per ticket for online purchases.

**ART CENTER OFFICE - 585-324-3535**

## TIME SCHEDULE

The Academic day at the School of the Arts is 10 (ten) periods long. Daily attendance is taken in every class. Students may not remain in the building after school unless they have a pass and are under the direct supervision of a coach, faculty or staff member. **Students will not be allowed on the bus without a Bus Pass.**

### THE SCHOOL DAY

7:35 AM	Building Doors Open to Students
8:05 AM	Students Report to First Period
2:55 PM	First Dismissal.....Monday, Tuesday, Thursday & Friday
3:55 PM	Second Dismissal .....Monday, Tuesday, Thursday & Friday

Period	Monday, Tuesday, Wednesday, Thursday & Friday (42 Minute Classes)
Breakfast	7:40 AM – 8:00 AM
1	8:05 AM – 8:47 AM
2	8:51 AM – 9:33 AM
3	9:37 AM – 10:19 AM
4	10:23 AM – 11:05 AM
5	11:09 AM – 11:51 AM
6	11:55 AM – 12:37 PM
7	12:41 PM – 1:23 PM

8	1:27 PM – 2:09 PM
9	2:13 PM – 2:55 PM
10	3:00 PM – 3:55 PM

**BREAKFAST PROCEDURE:**

School of the Arts offers **BREAKFAST** to its students from 7:40 AM until 8:00 AM. Please Note: Breakfast ends promptly at 8:00 AM. After breakfast is served, all students are expected to clean up after themselves, leave on time, report to their First Period Class and not loiter in the hallways or Commons area. **Please Note: Late passes will not be issued to students leaving the lunch room after breakfast. Students are expected to report to class on time.**

**PLEASE NOTE: SOTA EXPECTS FULL COOPERATION AND COMPLIANCE WITH THE GUIDELINES AND PROCEDURES FOR BREAKFAST AND LUNCH FROM BOTH YOU AND YOUR CHILD.**

**TRANSPORTATION - BUSES AND ID'S**

**\*\* ALL STUDENTS MUST CARRY THEIR SOTA ID AT ALL TIMES.**

**Rules & Regulations for Student Travel on Public Transit:**

The Rochester City School District provides transportation services to students who live more than 1.5 miles from their school by providing them bus passes that allows them to ride Regional Transit Service buses. The students use transportation service that is accessible to the general public.

Students are entitled to transportation from home to school and school to home only.

The majority of our schools are serviced by Express Transfer Routes. These routes are designed to bypass the downtown area. Students assigned to Express Transfer Routes must use it to get to school and to go home at the end of the day.

**If a student misses the Express Transfer Bus, the student will be responsible for his/her own fare.** Students participating in after school activities may use their cards on regular line buses 90 minutes after the school's regular dismissal time. Other students use regular line service which may require a transfer in the downtown area.

- The Rochester City School District expects students to behave appropriately on buses as in school buildings. In addition, as buses are moving objects with additional safety factors, we expect the following:
- The RTS driver needs to concentrate on safe operation of the bus. Students must not engage in any act that distracts the driver from being able to do that.
- Students may not engage in any act that endangers or threatens to endanger the health, safety or welfare of others.

- No food, drink, smoking or music (without ear piece) is allowed on any RTS bus.
- No fighting, profanity or vandalism.
- No possession of any sharp instrument, tool or weapon of any kind.
- Recognize and respect the rights and personal property of other traveling passengers.

In the event that a Student is asked to surrender his bus pass by a school official, bus operator or Rochester Police Dept. (RPD), please do so cooperatively. Confiscation of a pass will result in a loss of rider privilege and the student will be responsible for his/her own fare. **At any time a student may be asked to get off a bus if he/she engages in unsafe or inappropriate behavior.** Repeated offenses could result in permanent loss of transportation.

The student's School Identification Card with the RTS logo and Student Photo on it will serve as the student's personal bus pass.

- A Student Photo is a **REQUIRED** component for the Smartcard IDs. A Student ID will not print without a photo.
- Students may board bus with a valid RTS Bus Pass. If a student does not have a valid pass, the student will be required to pay regular fare or get off the bus.
- No Student may give his/her School Identification Card to another student for any purpose, including use as a bus pass.
- No Student may mutilate, deface, replicate, cover the face on, or place someone else's picture on the School Identification Card.
- Pass is valid only during hours posted on the back of the pass. Students riding on Express Transfer Routes must board those routes in the morning when traveling to school. They cannot use their pass on regular line buses. In the afternoon, they must ride the Express Transfer Routes home. They cannot use their pass on regular line service until 1 ½ hours after regular dismissal time. Their pass will be valid until 9:00 p.m.
- Students with "All Day Passes" may travel on any city route from 5:30 AM – 9:00 PM.
- After leaving the bus, the student must remain on the sidewalk until the bus pulls away.

### **Replacing a Lost Pass:**

**Each student will be entitled to ONE (1) replacement card per year at no cost.** The lost pass must be immediately reported to the secretary in the Main Office **BEFORE 12:00 PM NOON** in order to be processed and received the same day. Any requests received after 12:00 PM NOON will be processed and delivered to the school on the following school day. The secretary in the Main Office can provide a 2+2/All Day pass to students awaiting the delivery of the replacement pass.

If the pass is lost again, a parent must go to apply for a new one to 835 Hudson Ave, Bldg.1.

**\*\* There is a replacement fee of \$2.00.**

**Replacing a Confiscated Pass:** If a pass is confiscated by a school official, bus operator or RPD, the student's parent must go to 835 Hudson Ave. - Bldg. 1 in order to retrieve the pass.

**\*\* There is a minimum 5 day suspension for confiscated cards.**

**RCSD Transportation Office: 336-4000**

**RGRTA Customer Service: 288-1700**

## TRANSPORTATION LIABILITY INSURANCE

If a Rochester City School District vehicle, or other hired vehicle arranged for by the RCSD is transporting a SOTA student, additional automobile liability insurance is provided. Under the New York State Motor Vehicle No-Fault Law, it is the parent's or guardian's automobile insurance, if any, which first must be applied in case of accident. THE CARRIER'S INSURANCE APPLIES ONLY IF THE PARENT CARRIES NO AUTOMOBILE INSURANCE, OR IF THE CLAIM IS IN EXCESS OF THE LIMITS OF THE PARENT'S OR GUARDIAN'S POLICY.

*RCSD Policy*

## USEFUL LINKS

SOTA Audition Process - <http://www.rcsdk12.org/site/Default.aspx?PageID=18694>

Friends of SOTA - <http://friendsofsota.org/>

Regents Prep - <http://regentsprep.org/>

RCSD Library - <http://destiny.rcsdk12.org/>

Parent Resources - [http://www.rcsdk12.org/cms/lib04/NY01001156/Centricity/Domain/5250/Adult\\_Guide%202011.pdf](http://www.rcsdk12.org/cms/lib04/NY01001156/Centricity/Domain/5250/Adult_Guide%202011.pdf)

ParentConnect - <http://www.rcsdk12.org/connectxp>

National School Lunch Program:

File Online – <http://rochester.schoollunchapp.com>

Or File a Paper Copy:

English - [http://aramarkrochester.livesitehost.com/files/2013-14\\_English\\_mailout.pdf](http://aramarkrochester.livesitehost.com/files/2013-14_English_mailout.pdf)

Spanish - [http://aramarkrochester.livesitehost.com/files/2013-14\\_spanish\\_mailout.pdf](http://aramarkrochester.livesitehost.com/files/2013-14_spanish_mailout.pdf)

## VIDEOS IN THE CLASSROOM

We will adhere to community standards when deciding when something is appropriate to present to children. To that extent, the following guidelines will be adhered to:

**As per Rochester City School District Guidelines:**

- All movies/videos are to be relevant and connected to the instructional program of the class in which movies/videos are to be shown.
- Only "G" rated movies/videos are approved for classroom use.
- The Administrator must approve all other movies/videos.

*RCSD Policy*

## VISITOR POLICY – CLASSROOM

### VISITORS TO SCHOOL BUILDINGS

**Building security is the collective responsibility of every student, faculty and staff member.** Classroom visits must be pre-arranged with the student's administrator or counselor. All visitors to schools must sign in to the school immediately at the Safety Security Office in the foyer upon their entrance to the building. All schools are required to implement the following procedures and actions when visitors enter the building:

1. There must be signage at every exterior door directing visitors to the appropriate entrance.
2. There must be signage at the appropriate entrance instructing parents and visitors to sign-in.
3. All visitors to the building must be given a name-tag to wear while in the building. The name-tag must contain the name of the visitor, the date, the time of entry, and the name of the person signing in the visitor.
4. If the visitor is going to a location other than the Main Office, the visitor must be escorted to that location by a staff member or School Safety Officer.
5. Visitors will not be escorted through the building to any office during passing times.
6. All parents/visitors must be escorted out of the building through front door.
7. When parents/guardians visit the school for a disciplinary conference or return from suspension conference, only the parent or guardian may enter the building. No one other than the parent or guardian is permitted in the building unless approved in advance by the Principal or Assistant Principal.
8. When parents/guardians visit the school for a disciplinary conference or return from suspension conference, they are to be escorted by a School Safety Officer immediately upon entry to the Main Office or conference area near the entrance.
9. If a parent or a guardian must report to an office elsewhere in the building, they will be escorted by a school representative to that location.
10. Visitors are not allowed to report to any office or location in the building when students are not changing classes.
11. Schools shall inform parents/guardians and students of the contents of this Administrative Policy in appropriate communications throughout the school year.
12. **Alumni wishing to visit the school must make arrangements to visit prior to the start of school or after school dismissal.**

Chief of Operations, 2007

**Please Note: All visitors to SOTA must sign in with the Safety Security Officer in the foyer with the location, make, model and license plate number of their car.**

## VISITOR POLICY - GENERAL

**Building security is the collective responsibility of every student, faculty and staff member.** Parents, guardians and alumni are always encouraged to visit, but unscheduled visits are not permitted. All visits must be arranged for in advance by calling the teacher or the counselors' office. For security reasons, no other guests may visit. Young siblings and/or friends who accompany students to school will be asked to leave. **Alumni wishing to visit the school must make arrangements to visit prior to the start of school or after school dismissal.**

**Visitors may only enter the building through the main entrance at 45 Prince St. For safety and security reasons, students and staff are not permitted to circumvent this process for any reason, at any time. All visitors must register with the Safety Security Officer in the foyer to get a visitor pass and will be escorted to their destination. A school map is available upon request. Please refer to Parking Instructions.**

## VOICE-MAIL: SET-UP INSTRUCTIONS

All voice mailboxes are reset at the beginning of the school year. **All individual voice mailboxes must be set up as soon as possible with appropriate recorded greetings.** Please refer to the phone extension listing for your voice-mail extension. Please note that **774** is the prefix for all voice mail extensions listed.

### HOW TO SET UP VOICE- MAIL:

- Dial 6999.
- Enter your voice mailbox number plus the \* sign - e.g.: 774-1111\*.
- Enter the temporary password – 2580.
- Listen to the tutorial completely. You must listen to the entire tutorial for the first time in order for it to save your password and not play again.
- When prompted, enter your new password and record your name and greeting.
- The tutorial is now over and you will be directed to the Mailbox Main Menu.
- Greetings should be professional in nature indicating your name, title and the information requested.

- Voice-mail is the designated method of conveying non-emergency messages to all staff members. All staff members are requested to check their voice mailbox daily.
- **Please make sure that your voice mailbox is cleared of messages daily. It is both frustrating and unprofessional for callers NOT to be able to leave a message on your voice mailbox because it is full.**
- All calls from outside the building will automatically be directed to your voice mailbox and not your classroom.
- If you are expecting a call of an urgent nature or in case of an emergency, please notify the Main Office so that no time is wasted putting the call through to your classroom. Please instruct family members, babysitters, etc., that if they call SOTA in an emergency to dial “O” and state the nature of the emergency call and specify to whom they wish to speak.
- Please contact the Main Office Secretary if you have questions regarding using the voice-mail system.

#### **HOW TO CHECK YOUR VOICE MAIL:**

- Dial 9 followed by 6999.
- Enter your voice mail box number followed by the \* sign - e.g.: 774-1111\*.
- Enter your password when prompted
- Follow the prompts as outlined
- Press “P” to listen to messages
- Press “K” to save messages
- Press “D” to delete messages

## **WEEKLY BULLETIN**

Information for inclusion in the SOTA Weekly Bulletin is due to the Main Office Secretary by Wednesday of each week. The Weekly Bulletin is sent via e-mail to all faculty and staff members on the Friday afternoon before the beginning of the following week.



## School, Parent and Student Compact

### School Commitment:

We will:

- Ensure that all students have an opportunity to learn and grow in a positive and safe environment.
- Provide a quality curriculum and meaningful instructional practices that will allow students to become effective citizens.
- Provide an environment that supports the whole child-academic, artistic and humanistic.
- Foster a culture of high expectations.

### Parent Commitment:

I will:

- Provide SOTA current contact information.
- Make sure my child arrives on time to school and attends each class on time every day.
- Make sure my child is prepared with paper, pen, pencil and other necessary materials and supplies every day.
- Ensure that my child completes all homework and classroom assignments on time.
- Ensure that my child will follow the RCSD Code of Conduct and SOTA rules and guidelines as per the handbook, including the dress code.
- Help my child take financial responsibility for any lost or damaged property belonging to school, teacher or student.
- Be a productive partner in my child's education by attending conferences, exhibitions and other school events.
- Be a parent who believes we are a community of high expectations.

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### Student Commitment:

I will:

- Attend school and every class on time each day.
- Be prepared with paper, pen, pencil and other necessary materials and supplies every day.
- Do my homework each night and turn in assignments by the deadlines.
- Be a productive student and actively engage in all of my classes.
- Work to the best of my ability every day.
- Be a good citizen by demonstrating responsible, respectful and safe behavior.
- Be courteous and polite in your communication with all members of the school community.
- Take financial responsibility for any lost or damaged property belonging to school, teacher or student.
- Abide by all rules and guidelines as outlined in the RCSD Code of Conduct and Student Handbook, including the dress code.
- Be a student who believes we are a community of high expectations.

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# EXTRACURRICULAR ACTIVITIES

This is a comprehensive list and description of the extracurricular activities that are currently offered at the School of the Arts. In all cases students must be eligible to participate in extracurricular activities and in some instances an audition may also be required.

**All offerings are subject to change.**

## **CHAMBER ORCHESTRA**

This group exposes the more experienced string student to the rich chamber music literature. Students explore and study various compositions, applying their knowledge of string techniques and styles. The Chamber Orchestra meets after-school and other ensembles are incorporated into the lesson rotation.

**Moderator: Elena Herman**

Grades 9-12

## **CHESS TEAM**

SOTA students play chess with other team-mates and teams from area schools and compete in area competitions. This exciting game of skill, strategy and concentration provides an excellent opportunity for students to develop focus and academic discipline.

**Moderator: Walter Lanik**

Grades 7-12

## **COFFEE HOUSE READINGS**

Twice a year, Creative Writing students are invited to share their written work with the public. The event is followed by refreshments.

**Moderators: Bradley Craddock**

Grades 7-12

## **DANCE CONCERT**

Our annual Dance Concert is the dance department's largest extracurricular activity. The students audition their own choreography with the hopes of having their pieces chosen for the concert. It is very competitive and requires focus and hard work. Student-choreographers whose pieces are chosen audition the dancers for their piece. Additionally, dancers audition for teacher-choreographed pieces. The preparation begins in November and includes tech, spacing and dress rehearsals leading up to the Annual Dance Concert in March. **Audition is required.**

**Moderators: SOTA Dance Department**

**Department Liaison: Tina Scahill**

Grades 7-12

## **DRAMA PRODUCTIONS**

You may participate in a Drama production by auditioning and being cast for it. The fall production is usually open to all ages but is predominately cast with upper class members. The winter musical is cast with students in Grade 7-9. The February show is usually comprised of upper-class students. All students may audition; being a Drama major is not a requirement.

**Moderators: SOTA Drama Department**

**Department Liaison: Ed Myers**

Grades 7-12

## **FILM FESTIVAL**

Student filmmakers showcase their original films at an evening screening which is open to the public.

**Moderator: Michelle Accorso**

Grades 9-12

### **GAY STRAIGHT ALLIANCE**

This is a support group for Gay, Bisexual, Lesbian, Transgender, and straight students. Meetings are held monthly. Each school year the group hosts a Day of Silence. This is a day is observed nationally; students refrain from speaking in support of young people suffering from harassment and bullying based on their sexual orientation. Participation is optional.

**Moderator: Brandin Jones**

Grades 7-12

### **MASTERMINDS**

Masterminds is the academic challenge team similar to College Bowl. The game is played with a team of four students who answer toss-up questions and then receive bonus questions if the toss-up is answered correctly. Questions cover the areas of history, literature, science, music, art, pop culture and current events.

School of the Arts competes in League 2 in the Greater Rochester area. There are six monthly meets in the season, followed by the playoffs in the spring. This year we have both a varsity and junior varsity team. To follow our team standings check the Wednesday "Our Towns" section of the Democrat and Chronicle or visit the Masterminds website at [www.newyorkrminds.com](http://www.newyorkrminds.com).

**Moderator: Marcy Gamzon**

Grades 9-12

### **MATH LEAGUE**

The School of the Arts entry to the Monroe County Math League averages more than fifty (50) students annually. Students compete against other Rochester area schools in solving fun and very challenging math problems. These meets improve creative problem solving skills and boost student confidence in math. Math League is held once a month from September to February, there is an All Star meet in March. Math League practices once a month on the Wednesday before the meet.

**Moderator: Angela Fixsen**

Grades 9-12

### **MIDDLE SCHOOL ACADEMIC CHALLENGE BOWL**

This offering is opened to any student in Grades 7 – 8. These students will compete against other middle school students, both in Rochester and suburban area schools. Students will enjoy answering academic questions while meeting other students in the surrounding areas. MSACB meetings are held at various times throughout the month, with a final competition towards the end of the school year.

**Moderator: TBA**

Grades 7 - 8

### **MODEL UNITED NATIONS**

The Model United Nations Club is open to any student in Grades 9 -12. It is customary for members to meet on designated Thursday afternoon after-school in the fall. In the winter, students prepare for conferences that are held in November and March. Students who are interested in learning about the next conference should contact the advisor, preferably during 1<sup>st</sup> Period. Actual meeting dates to prepare for the March conference will be announced at a later date. The advisors may also meet privately, by prior arrangements, with any student interested in knowing what actually goes on at a Model United Nations Conference.

Who is likely to join Model UN? Students who think they would enjoy learning about another country's issues and politics are ideal. These "representatives" change from researchers to actors if they decide to make a presentation, but they can also choose a low-key "listening" and "consulting" role, as they take regular breaks to discuss the hot issues of the day with the representatives of other nations.

Students who are intrigued should see one of the advisors. They can attend a meeting at SOTA and ask the veteran participants to describe the excitement found at a Model United Nations Conference, and the opportunity, as well to meet students from many other parts of New York State.

**Moderator: James Tillotson**

Grades 9-12

### **NATIONAL HONOR SOCIETY**

The National Honor Society recognizes excellence in academic, character, service and leadership. The requirements for induction are noted on page 15 of this handbook. NHS members may be inducted during their Junior or Senior high school year and may serve SOTA in several ways, most importantly as student tutors. Their membership is added to their transcript as part of their college application and identifies these students as part of a national honorary.

**Moderators: Lisa Kasdin, Traci Kraeger, Talya Sirianni and Mette Stromnes**

Grades 11 and 12

### **PLAYWRIGHTS' FESTIVAL**

Students taking Playwriting course in grade 11 will have the opportunity to see their original work produced and performed on stage in June. This innovative program celebrates the creativity, spontaneity and talent of SOTA students.

**Moderator: Bradley Craddock and Marcy Gamzon**

Grades 9-12

### **PRIS2M**

The program is to interest students in Science and Math's – PRIS2M – its primary mission is to:

- Develop students' interests and help them achieve their full potential in science, math and technology while simultaneously developing leadership and communications skills.
- Focus on increasing students' ability to graduate with Regents Diplomas and pursue post-secondary education and careers in science, math and technology.
- Enhance student academic curriculum with challenging hands-on math and science experience that take place outside of the classroom.
- Recruitment for SOTA's PRIS2M program is usually held at the end of the school year. The frequency of student meetings is dependent upon the activities for that month.

**Moderator: Nicole Robinson**

Grades 9-12

### **READERS' THEATRE**

Reader's Theatre is an oral interpretation performance of literature adapted into play form. Donations to the program assist the Creative Writing Department so that they may present lectures and presentations with outside authors and speakers for students.

**Moderator: Bradley Craddock**

Grades 9-12

### **SADD – STUDENTS AGAINST DESTRUCTIVE DECISIONS**

SOTA students organize various educational activities to address the issue of student drinking and driving and the consequences they present.

**Moderator: Lisa Kasdin**

Grades 9-12

### **SOTACRAT AND CHRONICLE ONLINE**

Students in Journalism II classes work year-round on the SOTACrat and Chronicle newspaper, but any student may contribute articles, photography, artwork or letters to the editor.

Please visit: <http://my.hsj.org/Schools/Newspaper/tabid/100/view/frontpage/newspaperid/1959/Default.aspx>

**Moderator: Marcy Gamzon**

Grades 9-12

### **THE SOTA SINGERS**

The SOTA Singers is the school's official Show Choir. Approximately sixty (60) additional hours of rehearsal are required throughout the school year. The SOTA Singers have performed with Michael Bolton, Paul Anka, Jeff Tyzik and Barry Manilow for such dignitaries as Bill and Hillary Clinton, the Buffalo Bills and former Rochester Mayors Johnson and Duffy.

**Moderator: Megan Koch & Daniel Lauritzson**

Grades 7-12

### **SOTA SKI CLUB**

Students enjoy skiing at Bristol Mountain on Friday evenings for a total of six trips, including a full day on a day to be determined. SOTA students will travel to and from Bristol on a bus to participate in this winter activity.

**Moderator: Jo Ann Aspenleiter & Nicholas Mergler**

Grades 7-12

### **SPEECH AND DEBATE - FORENSICS**

SOTA is a member of the Genesee Valley Forensic League (G.V.F.L.), an organization of secondary school Speech and Debate Teams in the Rochester, NY area. Through interscholastic contests in debate and in public speaking, the G.V.F.L. secondary school students to compete in tournaments and exercise their speaking skills. Member teams compete at all-day tournaments that are on Saturday approximately twice a month. There are seven different categories G.V.F.L. competitors may participate in including: Dramatic Interpretation, Duo Interpretation, Declamation, Original Oratory, Oral Interpretation, Extemporaneous Speaking and National Tournament. Students become eligible for state and national tournaments as well. The Speech and Debate Team welcomes students in Grades 9 – 12 throughout the year, and meet on Tuesday after-school to practice and prepare for tournaments.

**Moderator: Marcy Gamzon**

Grades 9-12

### **SPORTS**

Sign-up sheets for sports are posted in the locker rooms, gym, and around the school. You must have a 2.0 overall grade average, 90% school attendance, and good citizenship to participate. Seasonal meetings are held with students interested in participating in each season's sports. Every student involved in a sports activity must have a physical within the past year on file in the nurse's office, along with a current tetanus shot on record and orders for self-carry medications on file if needed. You can check the status of your physical at any time from the nurse. In addition to eligibility, a currently physical is required.

**Moderators: Various Coaches**

**Contact: Dave Michelsen**

Grades 7 – 12

### **STUDENT GOVERNMENT ASSOCIATION - SGA**

The SGA is governed entirely by high school students and works hard to improve the quality of student life at SOTA. The SGA is the student's voice in the school community and is responsible for a variety of activities including Hat Day and the March Madness Dance.

**Moderator: Michael Murphy & James Tillotson**

Grades 9-12

### **WEIGHTLIFTING CLUB**

The weightlifting club is an after school activity. As part of this program of strength training and conditioning, students will have the opportunity to improve their level of fitness through a variety of weight-training exercises. The focus is on proper technique and fostering a lifetime commitment to a healthy level of fitness.

**Moderator: Brian Chandler**

Grades 7-12

### **THE SOTA YEARBOOK - ARTIS**

Meetings are listed on the weekly bulletin and are usually held on Mondays, once or twice per month. Students are able to work during their study halls. Students are divided into categories to work on *Artis* including sports, Foundations Academy, Commencement Academy, Drama, Music, etc. *Artis* is the Latin word meaning "of the arts." Students take photos, write articles, or assist with layout and typing.

**Moderator: Susan Rudy**

Grades 7-12

# SCHOOL OF THE ARTS STUDENT GOVERNMENT ASSOCIATION CONSTITUTION AND BY-LAWS

## **PREAMBLE AND MISSION:**

We the students of the School of the Arts, in order to bring students together, to improve student life, and to represent student interests before the student body, the school staff, and the Rochester community, do ordain and establish this Constitution and By-Laws of the School of the Arts Student Government Association.

*Ratified by the Student Government Association Full Assembly by Unanimous Vote, June 2, 2005*

## **ARTICLE I - OFFICERS:**

The student Government Association (SGA) shall be governed by four elected officers (elected as described in Article II) with the assistance of a faculty SGA Advisor.

### **Section 1.01 - President:**

The president's responsibilities include setting the agenda for SGA meetings, running SGA meetings, and acting as the primary spokesperson for the SGA, including representing students at meetings of the School Based Planning Team.

### **Section 1.02 - Vice-President:**

The vice-president's responsibilities include substituting for the president in case of absence and assisting the president in carrying out his/her responsibilities, including representing students at meetings of the School Based Planning Team.

### **Section 1.03 - Treasurer:**

The treasurer's responsibilities include handling SGA monies, monitoring and reporting on the status of the SGA bank account (with the Senior School Secretary to the Principal), and coordinating fundraising efforts.

### **Section 1.04 - Secretary:**

The secretary's responsibilities include recording minutes of SGA meetings, taking attendance at SGA meetings, and arranging (with the SGA Advisor) for distribution of minutes.

### **Section 1.05 - SGA Advisor:**

The SGA advisor is a SOTA faculty member whose responsibilities include providing advice to the SGA officers, providing input at SGA meetings and facilitating communication with school faculty and staff.

## **ARTICLE II - ELECTION OF OFFICERS:**

### **Section 2.01 - Officer Election:**

The Election Committee (see Article V) will conduct elections in May of every year to select officers for the following school year. Students who are running for election should not be active participants on this committee beyond the initial setting up of an election calendar. This committee will set rules for campaigning.

### **Section 2.02 - Candidate Eligibility:**

- (a) SGA Officer Candidates must have a minimum GPA of 2.5, minimum attendance of 85% and must be in grades 9, 10, or 11.
- (b) The SGA Advisor will be responsible for establishing candidate eligibility.

### **Section 2.03 - Election Procedures:**

- (a) SGA Officer Candidates must attend an informational meeting about Election rules (unless special arrangements are made with the current SGA Secretary), and must complete a form indicating interest in a particular office. This meeting must take place at least 3 days prior to the start of campaigning.
- (b) The SGA will set dates for campaigning. Campaigning will last for no more than one week. The final day of campaigning should include a public candidates' forum for students to hear the various candidates.
- (c) Voting will be conducted by members of the election committee on the one or two days following the campaign period. Each office will be won by the candidate with the most votes in that office category.

## **ARTICLE III - SGA REPRESENTATIVES:**

### **Section 3.01 - Representatives:**

Each grade, 9 through 12, shall be represented by five (5) Representatives and five (5) Alternates.

### **Section 3.02 - Selection of Representatives:**

- (a) The Election Committee (see Article V) shall oversee the selection of Representatives and Alternates in September of each year. The Committee shall designate a sign-up period for students interested in representing their grade.
- (b) If five (5) or less students sign up from a particular grade, those students will become the Representatives for that grade. Alternates shall be recruited by those Representatives as needed.
- (c) If more than five students sign up, their names will be placed on a ballot distributed to all students in that grade. Students in that grade will vote for up to five names on that ballot. The five candidates receiving the most votes will be the Representative for that grade. The next five candidates in rank order will be the Alternates. If additional Alternates are needed, they shall be recruited by the Representatives as needed.

## **ARTICLE IV - MEETINGS AND ATTENDANCE:**

### **Section 4.01 - Scheduled Meetings of SGA Full Assembly:**

The Full Assembly of SGA shall meet two times per month as scheduled on a calendar to be created by the SGA officers in September of each year. Additional committee meetings will take place as needed. The announcement of meetings is the responsibility of the SGA Officers with the help of the Communication Committee.

### **Section 4.02 - Attendance:**

- (a) SGA Representatives and Officers should attend all meetings of the SGA Full Assembly. The SGA Secretary is responsible for recording attendance.
- (b) A SGA Representative should notify the SGA Secretary when he/she cannot attend a Full Assembly meeting. A SGA Officer should notify another officer or the SGA Advisor when he/she cannot attend a Full Assembly meeting.
- (c) SGA Representatives that miss two meetings without notifying the SGA Secretary will be contacted by a SGA Officer. Following that contact, if the SGA Representative misses an additional meeting without notifying the SGA Secretary, that Representative will be replaced with a SGA Alternate.
- (d) SGA Officers that miss two meetings without notifying another Officer or the SGA Advisor will be contacted by the SGA Advisor. Following that contact, if the SGA Officer misses an additional meeting without notifying another Officer or the SGA Advisor, that Officer will be replaced by a representative appointed by the SGA President with the approval of a majority vote of the Full Assembly.

### **Section 4.03 - SGA Full Assembly Agenda:**

Meeting agendas shall be set by the SGA President. Representatives or Officers may add to the agenda at the start of the meeting. The Agenda will include approval of the agenda, approval of minutes, a Treasurer's Report, Committee reports, any other relevant items, and an opportunity to introduce new business.

### **Section 4.04 - SGA Full Assembly Discussion and Voting:**

Discussion and voting at meetings shall be moderated by the President. Votes may be voice votes or hand counts as deemed appropriate by the President. A hand count may be requested by and Representative or Officer.

## **ARTICLE V - COMMITTEES:**

### **Section 5.01 - Responsibility of Committees:**

The business of SGA shall be conducted by committees. These committees will meet separately from the Full Assembly and will report to the Full Assembly regularly.

### **Section 5.02- Committee Members and Chairpersons:**

Any student in grades 9 through 12 may be a member of a SGA Committee. The Chairperson or Co-Chairpersons of a SGA Committee must be Representatives or Officers of the SGA. The Chairperson or Co-Chairperson shall be selected by the SGA President.

**Section 5.03 - Standing Committees:**

The Election Committee, Fundraising Committee, Communication Committee, Recycling Committee, and Student Concerns Committee are all Standing Committees of the SGA. These Standing Committees may form ad hoc sub-committees as needed.

**Section 5.04 - Ad Hoc Committees:**

Committees may be proposed by any member of the Full Assembly. The formation of a new committee requires a majority vote of the Full Assembly.

**ARTICLE VI - COMMUNICATION:**

**Section 6.01 - Meeting Minutes**

- (a) Minutes will be kept for all Full Assembly meetings by the SGA Secretary. If the Secretary cannot attend, the responsibility of taking minutes will be delegated by the SGA President.
- (b) Minutes will be kept for all committee meetings by a person delegated by the Chairperson of the committee. These minutes will be submitted to either the SGA Secretary or the SGA Advisor for editing and distribution.
- (c) The SGA Secretary will, with the assistance of the SGA Advisor, edit and publish the minutes of meetings and distribute these to school staff through staff email and to SGA members at the subsequent SGA Full Assembly.
- (d) The SGA Secretary will also post minutes on a designated SGA Bulletin Board.

**1. Section 6.02 - Communication with Students:**

The SGA Officers and the Communication Committee will be responsible for disseminating information about SGA events and issues as well as polling the student body about SGA events and issues.

**ARTICLE VII - AMENDING THE SGA CONSTITUTION AND BY-LAWS:**

Amendments to this Constitution and By-Laws may be proposed by any SGA Officer or Representative. A majority vote is required to officially introduce an amendment at the SGA Full Assembly meeting. The subsequent SGA Full Assembly meeting must ratify an amendment with a two-thirds majority.

**ARTICLE VIII - RATIFICATION:**

This Constitution shall be ratified by a majority vote of SGA Representatives and Officers and by the approval of the School-Based Planning Team.