

# School Of The Arts

**2010 – 2011  
Parent, Student and Faculty  
Foundation and Commencement  
Academy 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  
MAIN SWITCHBOARD PHONE NUMBER: 585-242-7682**

**PRINCIPAL**

Ms. Brenda Pacheco

**PHONE**

ext. 1667

**ASSISTANT PRINCIPALS**

Mrs. Jo Ann Aspenleiter	Grades 11, 12, and Social Studies	ext. 2290
Mr. Brian Chandler	Transportation, Suspension, Safety and Security	ext. 6111
Mr. Kwame Donko-Hanson	Grades 9, 10 and Foreign Language	ext. 2000
Mrs. Jeanne Markman	Grades 7, 8, Home and Careers, Science	ext. 4000
Mrs. Kelly Nicastro	Math, English, AIS, Counselors	ext. 3000
Mr. Alan Tirre	Arts	ext. 1860

**COORDINATORS OF INSTRUCTION**

Mrs. Barbara Brown	Special Education	ext. 2493
Mr. David Michelsen	Health and Athletics	ext. 3320

**SCHOOL SECRETARIES**

Main Office Secretary	<b>TBA</b>	ext. 1560
Attendance Secretary:	Mrs. Karen Richardson	ext. 1561
Commencement Academy Secretary:	Ms. Lissette Gonzalez	ext. 2000
Foundation Academy Secretary:	Ms. Judy Hepburn Daniels	ext. 4000
Guidance Department Secretary:	Mrs. Patty Pierce	ext. 1790
Special Education Secretary:	Mrs. Christine Atseff	ext. 2492
Teaching / Learning Academy Secretary:	Mrs. Anne Marie Hetzer	ext. 3000

**GUIDANCE COUNSELORS**

Mr. John Hardaway	Grade 7-8 (A-Z)	ext. 4240
Mrs. Talya Sirianni	Grade 9-12 (A-E)	ext. 3492
Mr. Michael Murphy	Grade 9-12 (F-L)	ext. 1791
Ms. Lisa Kasdin	Grade 9-12 (M-Sc)	ext. 1792
Mrs. Gladys Irizarry	Grade 9-12 (Se-Z)	ext. 3491

# ACADEMIC CRITERIA AND POLICIES

## 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
<u>Physical Education</u>	<u>2 * *</u>
<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.

## 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: American History, Art History, Biology, Calculus, English Literature, English Composition, Music Theory, Macro/Micro Economics (2 separate courses) and World History. The AP College Board charges \$86.00 per course and examination. **AP exam fees must be paid in full by Friday, November 12, 2010.** Cash or checks are accepted; please make checks payable to School of the Arts.

**Please Note: Students eligible for free and reduced lunch are entitled to a course/examination fee waiver. If you are not eligible for free or reduced lunch, a \$13.00 non-refundable registration fee must be paid in advance of taking each AP course. Please see Mrs. Ann Marie Hetzer in the Academy Office to make the necessary arrangements for fee waivers and payments.**

**Students interested in taking AP courses are encouraged to attend AP INFORMATION NIGHT on Wednesday, April 6, 2011 at 6:00 PM in the Ensemble Theatre.**

**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*

# School of the Arts

## Academic Requirements

	9th Grade	10th Grade	11th Grade	12th Grade
<b>English</b>	English I English I H	English II English II H	English III (R) English III H (R) AP English Language (R)	English IV AP English Literature Journalism Advanced Music Theatre Literature
<b>Foreign Language</b>	Spanish I Spanish II Latin II French I	Spanish II Spanish III (R) Latin III (R) French I	Spanish III (R) Spanish IV H Latin IV H French I	Spanish IV H French I Latin IV H
<b>Mathematics</b>	Integrated Algebra (R) Geometry H (R) Geometry (R)	Essentials of Geometry Geometry (R) Algebra II & Trigonometry (R)	Essentials of Algebra II & Trigonometry Essentials of Geometry Geometry (R) Algebra II & Trigonometry (R) Pre-Calculus	Essentials of Algebra II & Trigonometry 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>	Environmental Science Living Environment (R) Earth Science (R)	Living Environment (R) Earth Science (R) General Chemistry Chemistry (R)	Earth Science (R) General Chemistry Chemistry (R) General Physics Physics (R) AP Biology Environmental Science	General Chemistry Chemistry (R) General Physics Physics (R) AP Biology Environmental Science
<b>Social Studies</b>	Global I Global I H	Global II (R) AP World History (R)	US History & Government (R) AP US History & Government	Economics & Participation in Government AP 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 science classes with a R need a lab.

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

# School of the Arts

## Art Requirements

	9th Grade	10th Grade	11th Grade	12th Grade
<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 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 II 3D III Media II 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.*

# 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>

\* Or, students must pass the Grade 8 Proficiency Exam to earn credit.

\*\* 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.

Students entering Grade 9 after September 2008 and beyond must receive a score of at least 65% on five Regents Exams.

Seniors in the Class of 2011 who entered Grade 9 in 2007 need to pass four Regents Exams with a score of 65% and one with a 55% to receive a Local Diploma.



## 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 Mr. Alan Tirre, 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 March. 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 Academy Office.
- 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 27, 2010** 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*

## 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. **Please remember to submit your applications by Monday, November 1, 2010.** 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.

## 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 performed outside of school. Students in Grade 12 are expected to complete at least 10-hours of Community Service performed outside of school for a combined total of 20-hours of service earned during junior and senior years. All Community Service hours must be completed by May 2, 2011. 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 or 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.**

All junior and senior students and their parents/guardians are expected to complete a Community Service Contract with Ms. Aspenleiter. The contract will be updated at the end of each marking period and the number of Community Service hours will be monitored and logged. Ms. Aspenleiter and the student will agree upon appropriate ways to serve the mandated 20-hours. For more information, contact Ms. Aspenleiter at 242-7682 ext. 2290

*Pending Approval by School Based Planning Team*

## COUNSELING DEPARTMENT

<b>Counselor Name</b>	<b>Grade Assignment</b>	<b>Student Last Name</b>	<b>Phone Extension</b>
<b>Mr. Hardaway</b>	<b>7-8</b>	<b>All</b>	<b>X4240</b>
<b>Mrs. Sirianni</b>	<b>9-12</b>	<b>A-E</b>	<b>X3492</b>
<b>Mr. Murphy</b>	<b>9-12</b>	<b>F-L</b>	<b>X1791</b>
<b>Ms. Kasdin</b>	<b>9-12</b>	<b>M-Sc</b>	<b>X1792</b>
<b>Mrs. Irizarry</b>	<b>9-12</b>	<b>Se-Z</b>	<b>X3491</b>
<b>Mrs. Pierce</b>	<b>Records &amp; Counseling Secretary</b>	<b>All</b>	<b>X1790</b>

**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
  - Mr. Murphy: NCAA Eligibility and Military Recruitment
  - Ms. Kasdin: Senior Awards
  - Mrs. Irizarry: Honor Roll and Urban League Black Scholars
- Seniors will be provided with documentation of graduation and diploma status during Senior Meetings to be held beginning at the end of September
- Sophomores and Juniors will take the PSAT exam on October 13, 2010
- Freshman will participate in the Harrington O’Shea Career Inventory
- Grades 7 and 8 students 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 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

## 2010 AND 2011 SAT AND ACT TEST DATES ARE LISTED BELOW

DATE	REGISTRATION DEADLINE	LATE DEADLINE
October 9, 2010*	September 10, 2010	September 24, 2010
November 6, 2010*	October 8, 2010	October 22, 2010
December 4, 2010	November 5, 2010	November 19, 2010
January 22, 2011*	December 23, 2010	January 7, 2011
March 12, 2011	February 11, 2011	February 25, 2011
May 7, 2011*	April 8, 2011	April 22, 2011
June 4, 2011*	May 6, 2011	May 20, 2011

### ACT Test and Registration Dates

Test Date	Registration Deadline	Late Fee Required)
September 11, 2010	August 6, 2010	August 7 – 20, 2010
October 23, 2010	September 17, 2010	September 18 – October 1, 2010
December 11, 2010	November 5, 2010	November 6 – 19, 2010
February 12, 2011*	January 7, 2011	January 8 – 21, 2011
April 9, 2011	March 4, 2011	March 5 – 18, 2011
June 11, 2011	May 6, 2011	May 7 – 20, 2011

\* NOT OFFERED IN NY

### IMPORTANT DATES

College Night	October 13, 2010
PSAT	October 13, 2010
Senior Awards Ceremony	June 1, 2011

## COURSE CRITERIA

Teachers will provide students with a criteria sheet of course expectations. This will also be available to students and parents at **Curriculum Night on Thursday, September 23, 2010.**

## 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 & 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. **Please Note: It is a New York State requirement that students entering the Grade 9 after September 2008 must score at least 65% on all 5 (five) Regents Exams.**

## 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 Mrs. Nicastro at ext.3000 in order to double in sequential courses.

## GRADE PLACEMENT REQUIREMENTS

**To enter Grade 10 a total of 5 credits with at least:**

1.0 English	1.0 Math
1.0 Social Studies or Science	1.0 Arts

**To enter Grade 11 a total of 12 credits with at least:**

2.0 English	1.0 PE
3.0 Social Studies and Science	3.0 Arts
2.0 Math	

**To enter Grade 12 a total of 17 credits with at least:**

3.0 English	2.0 Science
3.0 Social Studies	1.5 PE
2.0 Math	5.0 Arts

**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

### HISTORICAL DATA:

The handling of failing grades is the only significant change made by the School Based Planning Team (SBPT). This policy was motivated by a desire from Central Office to standardize grading procedure and the SOTA SBPT'S desire to preserve academic integrity. The proposed solution from RCSD Central Office was originally to require all schools and teachers to use a district chart called "Grading Guidelines." These guidelines essentially value all letter grades at their highest value. For example, a B (80-84), is valued at 84 on the chart. A grade of "F" (0-64) is valued at 64. Therefore the guidelines dictate that anyone with an "F" going into a final exam that scores between 65 and 84 on the final gets a final grade of "D," even if that student maintained an average of 0% all year. Previously, schools had some discretion about using the "Grading Guidelines" chart. Requiring its use would have several damaging effects on students at SOTA and especially on failing students. Please refer to the following points:

- The "Grading Guidelines" chart served to reinforce poor habits by demonstrating that doing nothing in class, while not winning you accolades, can still get you through. Students were learning the lesson that they can do nothing and still get by as long as they demonstrate a minimum competency on a final standardized test.
- The RCSD's original policy minimized the accomplishments of students who worked hard to achieve decent grades, even as they struggled to score well on standardized tests.
- The RCSD's original policy removed the incentive to make you work or work harder, complete a project, or get help after school since none of it mattered if one can pass the test with a 65. Teachers generally don't like to fail students and work hard to intervene early when they anticipate student failure. This was the intention of requiring all students to get a Regents Diploma to encourage teachers to help students work harder to accomplish more. The motivation of some students is gone if only the test is necessary to pass.

- The damage that this does to students has been fairly well documented. A recent issue of *American Educator Magazine* contains some alarming statistics about what happens to our high school graduates who do not challenge themselves in class. *American Educator* also indicated that there are some significant correlations between effort in classes which shows in the summary grades, but not always on the final exam and success in college and the workplace. A false sense of accomplishment does much more harm than good.
- In some cases summer school is available, for students who pass the final exam, but fail the course. Students will still have the opportunity to earn credit for the course.
- Students must meet all science lab requirements in order to sit for the exam and therefore pass the course.
- Many staff felt that the RCSD’s original policy devalued the content of SOTA courses and the work of SOTA teachers. Since success or failure might depend only on a final exam, discounting the creative and innovative work of teachers and students that does not serve merely as test preparation.

The School Based Planning Team of School of the Arts feels that our adopted policy meets the district need of standardization across our schools while still holding students accountable for their performance in all aspects of their class work. The “unearned” F gives students a second chance if they perform very poorly, while still distinguishing between failing students who make some effort and those who make almost none. It meets out standards for academic integrity while still using the final exam as a major assessment tool. The best interests of our students are served by this policy. Please address any questions to members of the SBPT or the Principal.

**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 be populated 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 teacher will input the numerical value of the final exam if there is one.** The numerical value 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. When entering a final exam numerical value, the actual value earned is recorded. The mid-term exam counts as 25% of the grade for the third marking period. *RCSD Chief of Operation, 2006*

**SUMMARY GRADE = 75%**

**FINAL EXAM SCORE = 25%**

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.

To calculate the **Final Grade**, the Summary Grade counts at ¾ or 75% and Final Exam counts as ¼ or 25% per RCSD policy.

# 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 and arts requirements. Parents are encouraged to discuss their child's academic plan with the guidance counselor each school year.

## 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:**

<b>A+ = 4.5</b>	<b>A = 4.0</b>	<b>B+ = 3.5</b>	<b>B = 3.0</b>
<b>C+ = 2.5</b>	<b>C = 2.0</b>	<b>D = 1.0</b>	<b>F = 0</b>

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"

# **IMPORTANT CALENDAR DATES**

**MARK YOUR CALENDARS NOW!**

## **CURRICULUM NIGHT FOR ALL STUDENTS**

**Grades 7 through 12  
Thursday, September 23, 2010  
6:30-8:30 PM**

## **SOTA PARENT CONFERENCES**

<b>Thursday, October 14, 2010</b>	<b>6:30 - 8:30 PM</b>
<b>Thursday, January 6, 2011</b>	<b>6:30 - 8:30 PM</b>
<b>Wednesday, March 2, 2011</b>	<b>6:30 - 8:30 PM</b>
<b>Thursday, May 19, 2011</b>	<b>6:30 - 8:30 PM</b>

## **MARKING PERIOD DATES**

<b>OCTOBER 15</b>	<b>DECEMBER 3</b>	<b>JANUARY 28</b>
<b>MARCH 18</b>	<b>MAY 6</b>	<b>JUNE 23</b>

## **REPORT CARDS MAILED THIS WEEK**

<b>OCTOBER 25</b>	<b>DECEMBER 13</b>	<b>FEBRUARY 7</b>
<b>MARCH 28</b>	<b>MAY 16</b>	<b>JUNE 27</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 Monday, November 22, 2010 at 7:00 PM in the Ensemble Theatre.**

## **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 and procedure for submitting the letters of recommendation is Monday, October 4, 2010.
- 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.

**Mrs. Christine Jensen**

*SOTA National Honor Society Advisor*



# 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.

## ABSENCE – STUDENTS

Please see Attendance Procedures on pages 18-19.

## 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 in a sealed envelope along with a completed SOTA deposit slip directly to the Account Clerk Typist. Funds will be verified and a numbered receipt will be issued to the account manager. 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 on the deposit slip at the time money is turned in for deposit:

- Date of deposit and the amount.
- From whom and for what purpose.
- Student activity, **advisor signature**, account number and the source of the receipts.
- Cash breakdown, check numbers and amounts.
- Student activity account number must be noted on all checks.
- Please state clearly the source of the monies on your deposit envelope and remember that:
- **Coins will not be accepted for deposit**, due to volume of money deposited and lack of space in safe.
- Bank deposits are generally made twice a week.
- Individual account statements will be issued as requested.
- Deposit procedures must be strictly adhered to or deposits will not be accepted.

### CLUB AND ACTIVITY ACCOUNTS - PURCHASES

- Obtain a "Check Authorization Form" from Ms. Lisa Blase-DeSanto.
- Fill out completely and return to Ms. Lisa Blase-DeSanto.
- **Student Treasurer must approve and sign the form.**
- A check will be issued, once the Principal approves the request.
- 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.

- The Principal must PRE-APPROVE any monies spent. YOU WILL NOT BE REIMBURSED for something bought without prior approval.
- You should make a copy of the receipt you are submitting for your own records. You must submit the **original receipt** or you will not be reimbursed.
- Only items purchased for student use and consumption are tax exempt. MOST items purchased for fundraising and/or resale ARE TAXABLE.
- Student activity advisors should refer to the Business Services Manual section on Extra-Curricular Activity for further information on the collection and payment of sales tax.
- Tax-exempt forms (if appropriate) are available from Lisa Blase-DeSanto.
- 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.

## 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. On average, assemblies occur approximately once per month and there may be a nominal fee (\$1.00-\$5.00) connected to attending such events.**

*SOTA Communications Committee*

## ATTENDANCE PROCEDURES - NEW

Parents and guardians have the obligation to inform the school if their child will be absent. Please report all absences by 8:30 AM to the grade-appropriate Academy Office. **Upon returning to school, students must present a written excuse from their parent or guardian to the Attendance Secretary.** 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 throughout the day. This call will include the periods that the child was absent.
- 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.  
**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 on your Contact Log that were made to reach the student's parent or guardian. Please include both the successful and unsuccessful attempts**

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

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

- Each School of the Arts grade appropriate administrator will run an Attendance by Period list daily to identify students who were absent and or skipping school.
- **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 (5) 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 (10) day of absence AND the completion of the home visit, the grade appropriate administrator will begin the process for an Attendance Referral. An attendance letter indicating the tenth (10) 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's attendance falls below 93% in any marking period the student may receive an "F."
- 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 Mr. George Comes in N255 to sign-out equipment. Faculty members must sign out and move all AV equipment themselves; it will not be delivered.
- **Temporary Requests for VCRs, Overhead Projectors and other equipment** - Please make requests to Mr. George Comes, via e-mail, at least one-week prior to date needed. AV equipment is subject to availability.
- **Computers** - All equipment at SOTA is marked with security code numbers and assigned to rooms. You may not move equipment from the building or from one room to another. Software installation requests are to be made via e-mail to Mr. George Comes.

## 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 outside the gym entrance on Prince Street. 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.

## BUILDING COMMITTEE

- The SOTA Building Committee meets monthly.
- Meeting dates are established after consulting with the Principal and will be announced.

## BUSES

**Please See Transportation / Buses on pages 49-50.**

## CALENDAR 2010–2011 – SCHOOL OF THE ARTS/RCSD

Wednesday, September 1	Teachers Report	
Thursday, September 2	School Opens – First Day for Students	
Monday, September 6	Labor Day Holiday	
Thursday, September 23	Curriculum Night	6:30-8:30 PM
Thursday, September 23	Board of Education Meeting	6:30-8:30 PM
Monday, October 11	Columbus Day – All Facilities Closed	
Thursday, October 14	SOTA Parent/Teacher Conferences	6:30-8:30 PM
Thursday, October 28	Board of Education Meeting	6:30-8:30 PM
Tuesday, November 2	Superintendent’s Conference Day	No School for Students
Thursday, November 11	Veteran’s Day – All Facilities Closed	
Thursday, November 18	Board of Education Meeting	6:30-8:30 PM
Wednesday, November 24 thru Friday, November 26	Thanksgiving Recess – No School for Students All Facilities Closed - 11/25/10-11/26/10	
Thursday, December 18	Board of Education Meeting	6:30-8:30 PM
Monday, December 20 thru Monday, January 3	Winter Recess – No School for Students All Facilities Closed - 12/23/10-12/24/10 and 12/31/10	
Thursday, January 13	SOTA Parent/Teacher Conferences	6:30-8:30 PM
Monday, January 17	Dr. Martin Luther King, Jr. Day	All Facilities Closed
Tuesday, January 25 - Friday, January 28	Regents and Local Exams	
Thursday, January 27	Board of Education Meeting	6:30-8:30 PM
Monday, February 21 February 22-25	President’s Day February Break	All Facilities Closed
Thursday, February 17	Board of Education Meeting	6:30-8:30 PM
Wednesday, March 2	SOTA Parent/Teacher Conferences	6:30-8:30 PM
Monday, April 18-Friday, April 22 Friday, April 22	Spring Recess Good Friday	No School for Students All Facilities Closed
Thursday, April 28	Board of Education Meeting	6:30-8:30 PM
Thursday, May 19	SOTA Parent/Teacher Conferences	6:30-8:30 PM
Thursday, May 26	Board of Education Meeting	6:30-8:30 PM
Monday, May 30	Memorial Day Holiday	All Facilities Closed
Wednesday, June 15 - Thursday, June 23	Regents and Local Exams	
Thursday, June 16	Board of Education Meeting	6:30-8:30 PM
Thursday, June 23	Last Day of School for Students	
Friday, June 24	Rating Day	Last Day for Teachers
Friday, June 24	SOTA Graduation – Rochester Auditorium Center	7:00 PM

## CELL PHONES

As per Rochester City School District policy, the use of cell phones, Walkmans, iPods, CD players, MP3 players, pagers, and beepers may result in a suspension from school; please leave these 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.**

**SOTA IS NOT RESPONSIBLE FOR ANY LOST OR STOLEN ELECTRONIC DEVICES.**

## CLEARANCE CARD – STUDENT TRANSFERS DURING SCHOOL YEAR

- 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 Third Floor House Office.
- **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 (15 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 (16 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. Any student marking school property with graffiti will be responsible for removing it from the building.
- Food is allowed ONLY in the Commons area AND Senior Lounge.
- 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. An explanation of the SOTA Dress Code may be found on page 22-23.
- SOTA is not responsible for any lost or stolen items. *RCSD Policy*

## 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.

**Please see Ms. Lisa Blasé DeSanto 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 a "Request to Issue" 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.

## 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 Principal should enter into formal contracts.**

## COPIES/COPYING SYSTEM

**STUDENTS:** Students may use the coin-operated copy machine in the library to make copies at .10 cents per copy and may see one of the library staff members for assistance.

**FACULTY:** Faculty and staff may use the copy machines located in the Main Office and in each Academy Office.

**Note to Faculty:** Please do not let allow students to use the copy machines in the office, please direct them to the library for assistance.

## CUSTODIAL REQUESTS

All requests for custodial services are to be put in writing and directed to Principal, Ms. Brenda Pacheco..

## DRESS CODE – RCSD POLICY

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

- **The Administration has the discretion to determine the 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, 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.
- 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 three (3) inches above the knee. If the article is slit, the top of the slit must be no higher than three (3) inches above the knee.
- **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 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 Mrs. Jo Ann Aspenleiter.

The parent or guardian will be contacted to verify the student request. All students who have been approved for this privilege **MUST LEAVE THE SCHOOL OF THE ARTS BUILDING AND CAMPUS.** Students may not loiter in the senior lounge, 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 leave SOTA at the appointed time. They will not be permitted back into the building until 3:00 PM. Violators will be subject to the revocation of this privilege and be put into assigned study halls.**

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

Students requesting early dismissal on a one-time basis to attend a scheduled appointment should go to 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.

<b>Grades 7-8</b>	<b>Foundation Academy</b>	<b>242-7682 x 4000</b>
<b>Grades 9-12</b>	<b>Commencement Academy</b>	<b>242-7682 x 2000</b>

## **ELECTRONIC EQUIPMENT**

As per Rochester City School District policy, the use of Walkmans, iPods, CD players, MP3 players, pagers, beepers and cellular telephones may result in a suspension from school; please leave these 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.**

**SOTA IS NOT RESPONSIBLE FOR ANY LOST OR STOLEN ELECTRONIC DEVICES.**

## **ELEVATORS**

If you have an injury or serious illness requiring use of the elevator, please adhere to the following procedure:

- A physician note must be turned into the Nurse's Office, requesting the use of the elevator on the student's behalf. The note should contain a beginning and ending date for use.
- A \$5.00 deposit must be turned into the Main Office, before obtaining an elevator key. The deposit will be refunded when the elevator key is returned.

- Any misuse of the elevator and you will be required to return the key immediately.
- Please see Mrs. Procter, in the Nurse’s Office to obtain an elevator key.

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

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

Any student in Grades 7-12 who wishes to participate in an interscholastic sport or an extracurricular activity must maintain an overall academic average of 2.0 GPA. 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 6-weeks.

**PROBATION** will be 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 6-week “probation” period the student/athlete fails to raise her/her overall academic average for all subjects for that block of time to a minimum of 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 average of 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 his/her GPA and 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 can be used to replace failing course marks during the previous school year.

All students on probation or ineligible and playing on any team or in a performance will attend a mandatory study session on the Mondays, Tuesdays and Thursdays when school is in session and the student is present for school during that particular performance or sports season. Students may be assigned special assistance in a specific subject area in lieu of the Study Session as deemed necessary and depending on teacher availability. **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 on extenuating circumstances 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 his/her goals in regard to character, and 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.



Mr. Dave Michelsen, the Coordinating Administrator of Health, Physical Education and Athletics, and Mr. Alan Tirre, 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**

Here are the highlights of the newly adopted eligibility policy for participation in extracurricular activities including athletics and art performances as outlined by the Rochester City School District.

- **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.**
- **Students on probation and ineligible will attend an Academic Study Hall.**

The purpose of the Academic Study Hall is to provide support for students. Students on probation are allowed to practice and play in games. In addition to maintaining a minimum GPA, students must meet the District’s attendance requirements. Also, students must adhere to the District’s Code of Conduct to remain eligible for participation in extracurricular activities. **All School of the Arts final grades are calculated as per RCSD policy.**

## **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.** There will be printed information available at the Main Office with instructions for using Microsoft Outlook. Please contact Mr. George Comes, SOTA Technical Director at x2550 if you have questions about accessing your Microsoft Outlook account or contact Central Office to inquire about classes for Microsoft applications.

## **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 P.A. system to give instructions and timeline for evacuation.**

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

- **When circumstances indicate immediate evacuation, students will exit using standard Fire Drill Procedures on pages 31-33.**

### **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.**
- Attendance will be taken and verified with the **Attendance Secretary.**
- 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, Mr. Gill 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 Receptionist/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.”

<u>NAME</u>	<u>COLOR</u>
1. Mr. Edmonson	Orange – First Floor
2. Mrs. Springett	Green – Second Floor
3. Mr. Gause	Blue – Third Floor
4. Mr. Williams	Red – Fourth Floor

- 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 follow accommodations will be made:

**Weight Room, Gymnasium, and Dance Studios** – Mr. Michelsen 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** - Mr. Gill 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** – Mr. Gill and 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**

**Mrs. Karen Richardson, Attendance Secretary:**

- Provides master alpha list by First Period class for attendance procedures.

**Mr. Gill, Receptionist/ Box Office Attendant:**

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

**The Main Office Secretary:**

- Bring substitute teacher information 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 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 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:

- 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 can not 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.**
- Unfortunately, there is no receptionist to answer calls after the switchboard closes at 3:30 PM on Wednesday and Friday and at 4:00 PM on Monday, Tuesday and Thursday. **It is not possible to reach a student through the switchboard after those times.**
- A school telephone is NOT always available for making or receiving outside calls. Please prepare your child with two (2) quarters (\$.50) and an emergency phone number! Please do not call the school switchboard because there is no one to answer.

**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 SECONDARY LEVEL EXAMINATIONS AND THIS STATEMENT WILL BE READ BY THE PROCTOR AT THE BEGINNING OF EACH EXAMINATION.**

You may not use any communications devices while taking a State examination – either in the room where the test is being administered or while on a supervised break (such as a restroom visit). Such devices include, but are not limited to, cellular telephones, pagers, CD and audiocassette players, radios, MP3 players, personal digital assistants, video devices and associated headphones, headsets, microphones, or earplugs. If your cell phone rings or vibrates, you MAY NOT answer it. If your pager beeps or vibrates, you MAY NOT look at it. You must, therefore, turn these and other devices OFF RIGHT NOW and secure them with the proctor. Your examination will be invalidated and no score will be calculated for you if you use any such device or related communications technology or if you wear headphones in the testing room.

### **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 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

## **EXIT CARDS**

Any student in Grades 11 or 12 who leaves the building during the school day must leave their EXIT CARD with the School Safety Officer at the front door. The EXIT CARD enables SOTA to determine what lunch period the student is scheduled to attend. This information is important to determine whether the student is physically in the building or off school grounds and to determine if they have an excused period/periods and are permitted to leave the building.

**If students lose their EXIT CARD they will not be allowed to leave school until they have purchased a new one. If students are late returning to school, they will need to see an administrator to retrieve their EXIT CARD. Students, who repeatedly return to school late, may lose their privilege of leaving school during lunch and free periods. Duplicate EXIT CARDS may be purchased from the Main Office Secretary for \$1.00.**

## 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 \$86.00 for review books, to participate in and score each AP examination. AP exam fees must be paid in full by Friday, November 12, 2010. Cash or checks are accepted; please make checks payable to School of the Arts. In some instances, the fee to take AP examinations is waived. Please see Mrs. Hetzer in A342 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 at SOTA, please be sure to arrange the date, time and location well in advance with the Ms. Adele Fico, Art Center Director ext. 1551.

**All events, meetings, review classes, rehearsals, practices, study sessions etc., that occur outside of the normal school day now require a RCSD Building Permit.**

If you are using a space in the Art Center for your event and it requires any technical assistance/equipment you must also fill out a Request for Technical Equipment Form at least three (3) weeks prior to your event. **Please see the Ms. Adele Fico in room M155 to make arrangements to complete all the necessary paperwork.**

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 Mr. Micah Smyth, Theatre Technical Director to arrange for your production meeting in Room A187 - ext. 1870.

## FACULTY MEETINGS/ PROFESSIONAL DEVELOPMENT

### FACULTY MEETINGS WEDNESDAYS - 2:20 PM

September 15      October 20      November 17      December 8      January 19  
February 9      March 16      April 27      May 18      June 8

*The dates listed above will be used for Faculty Meetings which are held in the Ensemble Theatre.*

### CITY WIDE / DEPARTMENT MEETINGS SPECIAL SUBJECTS WEDNESDAYS – 2:20 PM

September 8    October 13    November 10    December 1    January 5  
February 2    March 2    April 6    May 4    June 1

*The above indicate dates when Special Subjects and related service providers are to be released for mandatory training.*

### INSTRUCTIONAL TASK MEETINGS WEDNESDAYS - 2:20 PM

September 29    October 27    January 12    February 16    March 9    March 30    May 25

## FIELD TRIPS – NEW RCSD POLICY

The Superintendent's Regulation 4400-R, *School Field Trips* became effective September 1, 2009. A complete procedural packet will be distributed to staff under separate cover. Highlights of this regulation include:

- Submission and approval of *School Field Trip Planning Form* for ALL field trips.
- Local trips (within 60 miles of Rochester) require approval by Principal at least 15 days prior to trip.
- Overnight or out-of-town trips (at least 60 miles from Rochester) require approval by Principal at least 60 days prior to trip and approval by School Chief at least 45 days prior to trip.
- International trips require Principal approval at least 180 days prior to the trip, School Chief approval 150 days prior to the trip and Superintendent approval at least 120 days prior to trip.
- Special education students with 504 plans must be provided transportation and accommodations appropriate to their needs.
- Planning, parental permission and provisions for medical emergencies during field trips.
- Requirements for field trip chaperones/supervision.
- Emergency Circumstance Procedures
- Authorized types of transportation.
- Insurance requirements.
- Required Forms:
  1. **School Field Trip Planning Form**
  2. **Parental Permission, Medical Consent and Release Form**
  3. **Educational Field Trips** (to be mailed or faxed to First Student)
- The TEACHER is responsible for arranging bus transportation (if applicable) by faxing or mailing an approved FIELD TRIP REQUEST FORM, signed by the Principal, to First Student Education Services, 575 Colfax St., Rochester, NY 14606, FAX: 458-3225 – Attention: Stephanie.

**The sponsoring teacher must make ALL arrangements including:**

- Filing of transportation requests and plans for all trips, even if the students walk.
- This must be cleared with the Supervising Administrator and the Principal.
- Notify the teachers whose classes will be affected at least (10) ten school days in advance. This "students' participating list" must be signed by the Principal.

- E-mail class lists to the Mrs. Mary Beth Mueller, Registrar and to Mrs. Karen Richardson, Attendance Secretary.
- If the teacher will miss any classes, arrangements for class coverage must be approved by The Assistant Principal.
- Teacher arrangements for students not participating in the field trip activity must be carefully made by the sponsoring teacher and approved by the supervising Administrator of that curricular area.
- The sponsoring teacher must collect permission slips from each student; the school must have written permission from a parent or legal guardian for each individual field trip occurring outside of the building.
- Before leaving the building, an accurate list of students participating, and their expected return time, must be filed with Mrs. Mary Beth Mueller, Registrar.
- Before leaving the building, teachers should have a signed copy of the Parental Permission for Field Trip for each student who participates. This form should be kept on file all year long. In addition, the following forms are required by the RCSd: a Medical Consent and Release Form for each student, the Educational Field Trip Form to be filed with First Student, and School Field Trip Planning Form.
- No performances or all-day field trips will be scheduled for classes in Grades 9 through 12 during the last two weeks of the school year.
- Please give a copy to Cafeteria Manager and School Nurse at least two (2) weeks prior to the field trip.

*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 ON PAGES 25-27.**

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**

- Mr. Chandler will assist Ms. Springett at Prince Street and University Avenue.
- Mr. Gause 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. Ms. Springett 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 west to Alexander Street; then proceed north on Alexander Street and proceed to **410 Alexander Street**. Mr. Edmondson will be at the intersection of University Avenue and Alexander 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
- Ms. Springett 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 fill out the Fire Alarm Attendance Sheets after taking attendance in their class.
- Upon returning to the building, each faculty members should submit their Fire Alarm Attendance Sheet to the administrator who is closest to them. The sheet should list the names of students who are **not** accounted for.
- Mr. Chandler will then meet with the Attendance Secretary to discuss any concerns or absences.

#### **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. Mr. Chandler or Ms. Pacheco 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 Mr. Chandler 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 dance shoes, music scores, film or drawing supplies. 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 may be reached by calling Mrs. Jean Graupman Executive Director or Mrs. Linda Melendez Finance Director at 585-242-0290, or by visiting [www.friendsofsota.org](http://www.friendsofsota.org).

## **FUNCTIONAL BEHAVIORAL ASSESSMENTS**

When a student is in need of assistance due to behavioral concerns, they will be referred to the Functional Behavioral Assessment Team. The FBA Team, along with the student, the classroom teachers, guidance counselor, and parent or

guardian will be involved in creating and implementing a plan that best meets the needs of the student. **For more information please contact the grade appropriate Assistant Principal.**

**FUNDS RAISED AT EVENTS - GATE MONEY**

Monies collected from admission to events like theatrical productions, the heritage assemblies, special concerts, etc., is "gate money." Gate money is restricted to the account of the sponsoring organization. Example: if the sale of art tickets raises \$400.00 for admission to an art show, the \$400.00 goes to the art account. These accounts are to be used to purchase equipment, supplies, materials, guest professional and technical advisors, festivals admission fees, and professional fees or royalties. The faculty is reminded that ALL EXPENDITURES require PRIOR written approval from the Principal. The necessary forms are available through the Main Office.

**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 Functional Behavioral Assessment (FBA) team by the teacher, counselor and/or the Academy Assistant Principal for further assistance.

**SAMPLE FORM**

**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.:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Present action/recommendation of counselor:**

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

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

- Conferred with student
- Conferred with parent (email, phone, letter)
- Filed RSA or FBA referral
- Home Visit
- Other

**Action take 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 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.
- **Finally, disruptive behavior will result in your immediate removal from the theatre. All audience members have the right to fully appreciate the performance.**

## 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, Electronic Watches, Pagers and Electronic Devices.
- For Emergency Calls Seat Location and Pagers Must Be Left 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 LOCKERS/UNIFORMS

For Physical Education class, students will be required to wear clothing different from that worn to school. Proper gym attire includes T-shirts, sneakers, rubber soled-shoes with laces, sweatpants or athletic shorts. Students may not wear boots or street shoes or denim shorts of any kind. Shorts must have an elastic waist or drawstring, must fall above the knee and fit properly. Gym 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 SOTA Athletic Director, Mr. Dave Michelsen. The lock will cost \$5.00 to replace.

**PLEASE NOTE: If a student does not turn in their sports uniform on time they will be ineligible to participate in any other school activity. All gym lockers must be cleaned out the first week in June.**

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

## 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.

**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 PLAGIARISM POLICY

**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

**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.

**PLEASE SEE THE SOTA POLICY ON THE USE OF CELL PHONES AND ELECTRONIC DEVICES DURING EXAMINATIONS ON PAGE 28.**

**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.**

	<b><u>FOUNDATION ACADEMY GUIDANCE</u></b>			
Guidance Counselors	Mr. John Hardaway	Grade 7, 8	(A-Z)	x 4240
	<b><u>COMMENCEMENT ACADEMY GUIDANCE</u></b>			
Guidance Counselors:	Ms. Talya Siranni	Grade 9-12	(A-E)	x 3492
	Mrs. Gladys Irizarry	Grade 9-12	(Se-Z)	x 3491
	Mr. Michael Murphy	Grade 9-12	(F-L)	x 1791
	Ms. Lisa Kasdin	Grade 9-12	(M-Sc)	x 1792
Guidance Secretary:	Mrs. Patty Pierce			x 1790

**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.

- Ms. Adele Fico, Art Center Director produces event tickets that cannot be duplicated for the student matinees.
- Mr. Alan Tirre, 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.
- Ms. Lisa Blasé DeSanto 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 ticket are highlighted on the class roster. 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 emails it to the faculty (1) one 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. When necessary, the Art Center Director prepares seating charts.
- NOTE: NO STUDENT WILL BE ADMITTED WITHOUT A VALID CLEARANCE OR A TICKET.

*SOTA 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 world wide, 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.

*RCSD 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 windows may not be covered and classrooms **must be locked** when not in use.

**Building security is the collective responsibility of every student, faculty and staff member. Please Note: Never give keys to students for any reason whatsoever.**

## LATE ARRIVAL TO SCHOOL

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 seats in their classrooms at 8:20 AM. Students who arrive to school after 8:20 AM are considered late and are expected to produce a note signed by the parent or guardian explaining the reason for being tardy.

1. Students who enter the building between 8:20-9:00 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, and attach the signed note from home or the doctor. They will then be given a copy of the paperwork. The student should proceed through scanning and go directly to class.
2. Students who enter the building after 9:00 AM are responsible for completing the Tardy Slip and attaching the signed note to the school copy. The note and Tardy Slip should be placed in the black box at the front desk. The student should then proceed through scanning and go directly to class.
3. Students who are chronically late to school will be referred to the grade-appropriate Assistant Principal for investigation and intervention.

## 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 either Mrs. Christine Jenssen at x 6026 or Mr. Darrell Bittle at x 6023.

## LOCKDOWN PROCEDURES

**To insure the safety of our students, information regarding SOTA's Lockdown Procedure will be distributed under separate cover.**

## 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, 8, 9, 11 and 12 DO NOT share lockers; students in grades 10 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 Box Office. Every Friday students are offered an opportunity to identify your 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 Goodwill 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 30-minutes of unstructured time.

- 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.

### THE LUNCH POLICY:

**Lunches for Grades 7 through 10 are CLOSED LUNCHES**, 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 CARD with the School Safety Officer at the front door. The EXIT CARD enables SOTA to determine what lunch period that student is scheduled to attend, to know the whereabouts of each student at all times during the school day, and determine if they have an excused period/periods and are permitted to leave the building. **Duplicate EXIT CARDS may be purchased from the Main Office Secretary for \$1.00.**

### BREAKFAST PROCEDURE:

School of the Arts offers **BREAKFAST** to its students from 7:50 AM until 8:15 AM. Please Note: Breakfast ends promptly at 8:15 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

OCTOBER 15  
MARCH 18

DECEMBER 3  
MAY 6

JANUARY 28  
JUNE 23

### REPORT CARDS MAILED THIS WEEK

OCTOBER 25  
MARCH 28

DECEMBER 13  
MAY 16

FEBRUARY 7  
JUNE 27

## MAP OF SOTA

A map of SOTA's facility is available at the Box Office for anyone visiting SOTA upon request. Building maps are also handed out at Curriculum Night. Please ask at the Box Office for a copy if needed.

## 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 Academy Office and require proof of address such as rent receipt, phone bill, bank statement, etc.

**Grades 7-8**

**Foundation Academy  
Foundation Academy Secretary**

**242-7682 x 4000  
Ms. Judy Hepburn Daniels**

**Grades 9, 10, 11, 12**

**Commencement Academy  
Commencement Academy Secretary**

**242-7682 x 2000  
Ms. Lissette Gonzalez**

## NURSE'S OFFICE/MEDICATIONS

The Nurse's Office is open during school hours, and can 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 NY 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.

## OUTSIDE THE CLASSROOM – FACULTY RESPONSIBILITY

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.**

## PARKING – STUDENTS AND VISITORS

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

### 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 at University Avenue or Prince Street is strictly forbidden. Those lots are off limits during school hours. However, students may park in SOTA's parking lots after school hours. All illegally parked cars will be towed at the owners' expense.

### VISITORS:

**Before 3:00 PM:** 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 restricted to faculty and staff.

**After 3:00 PM:** Visitors may park in any available space in the SOTA lots on University Avenue and Prince Streets 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 a House 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 switchboard at 242-7682 and press 0 to reach the Receptionist/Box Office. Or, call the Academy Office directly (*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 placed to a classroom and instructional time is interrupted.**

We cannot interrupt instructional time to call students away from class to answer a phone call. The SOTA Switchboard is open from 7:30 AM-3:30 PM on Wednesday and Friday; it is open from 7:30 AM-4:00 PM on Monday, Tuesday and Thursday. Unfortunately, there is no one to answer phone inquiries or locate students past these times. **If you need to**

reach your child after the Switchboard is closed, parents are advised to please provide their child with a cell phone (which may only be turned on at the end of the school day) or drive to school to find their child. During school hours please use the following numbers to reach your child in case of an emergency.

<b>REPORT EMERGENCIES:</b>	<b>Main Office</b>	<b>242-7682 x1560</b>
	<b>Switch Board</b>	<b>242-7682 x 0</b>
	<b>Grades 7, 8</b>	<b>242-7682 x 4000</b>
	<b>Grades 9, 10, 11, 12</b>	<b>242-7682 x 2000</b>

## PHONE USAGE – FACULTY AND STAFF

School telephones are for school business only. Please remember that we have limited number of outside lines that 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 everyday 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. Please see the Receptionist/Box Office for information and instructions about Voice Mail.

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 x1115 FOR IMMEDIATE ASSISTANCE.**

## 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.** A payphone is located in the Main Entrance and the Physical Education area. Please provide your child with a \$.50 in case they have to make an emergency phone call.

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

## PUBLIC ADDRESS ANNOUNCEMENTS

All PA announcements must have **Principal, Brenda Pacheco or Mr. Brian Chandler's approval.** All requests for morning announcements must be turned in to Ms. Brenda Pacheco or Mr. Brian Chandler by 7:45 AM. The necessary forms for PA announcements may be secured from Main Office Secretary in the Main Office.

## 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-hours 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 when that student 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**.

#### **MUSIC LESSONS:**

- The names of students who take music lessons must appear on the scheduled lesson sheet. Music lessons will be posted via school e-mail weekly.
- **Students should report to their assigned class first to receive their homework assignment. Homework assignments should be written on the board for all students to see.**
- The teacher may or may not wish to discuss anything with the student, or hand them an assignment.
- The music teacher should remind the student that music lessons are an absence and all class assignments are to be completed.
- The music teacher is responsible for reporting daily lesson attendance to Mary Beth Mueller, Registrar as required by Chancery.
- If a student misses a scheduled class to take a music lessons, the class counts as an absence.
- The music teacher is required to keep accurate attendance for all students, including those students missing other classes to attend music lessons.
- In the event of tests or other unusual circumstances, the classroom teacher may either call or meet directly with the music teacher and request the student return to class. In this case, the student is required to make up the music lesson.
- The student may return to their music lessons when the classroom teacher releases them with a Standard Pass. This is the only exception to the 10-minute rule.
- School Safety Officer should have a copy of the music lesson schedule to monitor student activity in the corridors.

*SOTA Communications Committee*

## **PURCHASING**

The RCSD will continue to use the **Procurement or “P-Cards” for purchases under \$500.00**. Purchase requisitions/purchase orders will still be required for orders totaling more than \$500.00. 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 school secretary. Detailed guidelines and procedures will be distributed to all P-Card holders. All questions regarding purchasing and procurement issues should be directed to the school secretary. Or if you have any questions about ordering anything, please see the Principal or the Account Clerk Typist. **The only exception is payment made from Student Activity Accounts such as: Drama, Yearbook, Junior/Senior Class, Music, SOTA Singers, etc.**

**PLEASE NOTE: YOU WILL NOT BE REIMBURSED FOR ANYTHING PURCHASED WITHOUT PRIOR APPROVAL.**

## **RECEIVING ORDERS**

When orders are delivered to SOTA they will be delivered to your room. It is the teacher's responsibility to verify that the order is complete. **Please see that the Senior School Secretary receives a signed copy of the Purchase Order, P-Card Receipt or P-Card Statement along with invoice and packing slip as soon as 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 1, 2010
Substitute Information Forms/Folder	Due by September 10, 2010 to the Assistant Principal
Long-Range Plans	Meet with Supervising Administrator by September 17, 2010
Professional Observations (3 – if applicable)	Meet with Supervising Administrator during academic year
Review Plan Books/Student/Parent Contact Ledger	Meet with Supervising Administrator by June 2011

## 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 glass bottles, permanent or Sharpie Markers and other prohibited items in their possession. They will be taken away from the student; parents may retrieve confiscated items from Mr. Chandler. **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. 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. You may call the Principal's office for current membership names. The School-Based Planning Team meets each month in Room A 175 from 4:30-6:30 PM. The meeting dates for 2010-2011 SBPT will be announced.

## SCHOOL SECURITY

### **ALL FACULTY, STUDENTS AND STAFF MUST CARRY THEIR SOTA ID AT ALL TIMES.**

In the interest of security and safety, it is essential that students identify themselves at the request of any staff member. When any staff member requests that a student accompany him/her to a school office, the student must cooperate. Student ID's are required to ride the busses to and from school. However, a student may be required to present their SOTA ID when asked by a RCSD employee.

**Teachers, Please Note:** Please lock the door when leaving any 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, or valuables unattended! Please wear your RCSD ID with you at all times when you are in the building. Please report any missing or stolen ID's immediately to Senior School Secretary. Your RCSD ID's may be used only during regular school hours.

## SENIOR LOUNGE

Use of the Senior Lounge is a privilege awarded to seniors who are passing all classes and have a good attendance record. Seniors in good-standing may go the Senior Lounge in lieu of their regularly scheduled lunch period. **If a senior chooses to use the Senior Lounge, they MUST remain there for the entire class period and may not leave.**

## 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.** 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.**

## 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.

## SPECIAL EVENTS/FUND-RAISING

Monies raised by outside sales may support academic and arts field trips to the Albright Knox Gallery in Buffalo, the RMSC Nature Center and trips to Washington, D.C., etc. Monies raised by outside sales may not support recreational amusements such as trips to Darien Lake and roller-skating parties. Club monies or any new monies collected by SOTA groups may only be spent for items for the benefit of students in support of a particular club or activity.

### 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 in any way, shape or form!**
- **A RCSD Request for Approval of Fund-Raising Activity must be submitted to Principal for approval prior to any fund-raising activity start-up.**

### 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 some token gifts (SOTA hat or T-shirt) 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 "**Money-Money-Money**" process in October. Please speak to the Principal first, if you are interested in securing an artist through any other financial method.

## 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/>

You will then "click on" to:

1. Departments
2. Storehouse
3. Catalog

You may use this online catalog to print out your order and then attach it to a STOREHOUSE REQUISITION with "ATTACHED LIST" written on the form. Turn in to Senior School Secretary 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

If you drive your child to school, please do not block the Main Entrance. To insure your child's safety, pull into the parking lot to discharge students.

## STUDY HALL

Please adhere to the following policy regarding study hall 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. Check into study hall first and then proceed to community service, tutoring, another teacher etc. The **exceptions to this are scheduled labs, and music lessons.**
8. No Walkmans, iPods or similar electronic music devices are allowed.
9. No card playing or socializing is allowed... quiet work only.
10. Follow the SOTA Dress Code.
11. **Remember... this is an academic study center.**

## SUBSTITUTE TEACHERS - IMPORTANT NEW INFORMATION

**ALL absences MUST be reported to the Principal, Ms. Brenda Pacheco. Teachers must call Ms. Pacheco at 585-766-9095 between the hours of 5:30 AM and 10 PM to report an absence. You may leave a detailed message regarding the absence and the location of the most current lesson plans on Ms. Pacheco's cell phone.**

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-hours notice to arrange for a substitute. Please adhere to this request whenever possible.

## SUPERVISION OF STUDENTS AFTER SCHOOL

**Teachers or advisors who schedule an after-school activity must adhere to the following procedure:**

1. Submit a list of students to the Receptionist/Box Office that includes the names of the student, the location of the activity and what time the activity ends.
2. You must stay with your students until everyone has taken the bus, been picked up or left the building.
3. Students are not permitted in any classroom, studio, theatre, etc., unless accompanied by an adult or teacher.
4. Please do not dismiss students early; the earliest time a student may be dismissed is 3:55 PM.
5. Provide students with a Late Bus Pass.

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

**Please Note: All students will be swept from the building after 3:00 PM. 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 for the day permitting them to board the 4:00 PM bus. Students will not be permitted to board the bus without this special bus pass. All other students must take the 3:00 PM bus and will not be allowed to ride the late bus.**

## 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.**

**Graduating students will not receive their diplomas until their fines are satisfied and library clearance is obtained. Diplomas may be picked up once all library obligations have been met.**

## 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:

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

Tickets for these events may be purchased from the Receptionist/Box Office at the Reception Desk or in some instances through the Academy Offices.

**SPORTING EVENTS:** The policy for selling tickets to sporting events is determined by the RCSD on an annual basis. Please contact your child's coach or Mr. Dave Michelsen, SOTA Athletic Director for further information at x 3320.

### **SOTA 2010-2011 PERFORMANCE SEASON:**

These events include the Drama productions and SOTA's Annual Dance Concert. Tickets may be purchased at all Wegmans Food Markets. Please see the SOTA Ticket Information below.

## SOTA TICKET INFORMATION

Single tickets go on sale on Friday, October 8, 2010 at all Wegmans Food Markets  
Wegmans accepts all major credit cards, debit cards, checks and cash

\$9.00 – Adults; \$7.00 - Children, Students and Senior Citizens; \$5.00 for SOTA Students with ID

To purchase tickets online visit [www.sotarochester.org](http://www.sotarochester.org)

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

**ART CENTER OFFICE - - 585-242-7682 EXT. 1551**



## TIME SCHEDULE

The Academic day at the School of the Arts is 10 (ten) periods long. Daily attendance is taken in every class. During 10th period some students will have class. Others will have the opportunity to participate in after-school clubs, extra-curricular activities or to receive help in their academic classes. Students may not remain in the building after school unless they are under the direct supervision of a faculty or staff member. **Students will not be allowed on the bus without a Bus Pass.**

### THE SCHOOL DAY

8:05 AM	Students Report to School
2:55 PM	First Dismissal .....Monday, Tuesday, and Thursday
3:55 PM	Second Dismissal .....Monday, Tuesday, and Thursday
2:55 PM	Dismissal All .....Friday
2:10 PM	Dismissal All .....Wednesday

	<u>REGULAR SCHEDULE</u>	<u>WEDNESDAY SCHEDULE</u>
<b>Breakfast*</b>	7:50 - 8:15 AM	7:50 - 8:15 AM
<b>Period 1</b>	8:20 - 9:05 AM	8:20 - 9:00 AM
<b>2</b>	9:09 - 9:48 AM	9:04 - 9:38 AM
<b>3</b>	9:52 - 10:32 AM	9:42 - 10:16 AM
<b>4</b>	10:36 - 11:15 AM	10:20 - 10:54 AM
<b>5</b>	11:19 - 11:58 AM	10:58 - 11:32 AM
<b>6</b>	12:02 - 12:41 PM	11:36 AM- 12:10 PM
<b>7</b>	12:45 - 1:24 PM	12:14 - 12:48 PM
<b>8</b>	1:28 - 2:07 PM	12:52 - 1:26 PM
<b>9</b>	2:11 - 2:55 PM	1:30 - 2:10 PM
<b>After School</b>	3:00 - 3:55 PM	

### BREAKFAST PROCEDURE:

School of the Arts offers **BREAKFAST** to its students from 7:50 AM until 8:15 AM. Please Note: Breakfast ends promptly at 8:15 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.**

A School of the Arts Photo ID Card is required to be worn at all times; it is used as both a bus pass and library card. Lost ID's cost \$3.00 each to replace. If you need a new student ID or bus pass, or have a transportation problem, please see Main Office Secretary in the Main Office for assistance.

**RTS bus passes are valid from 5:30 AM until 10:30 AM for traveling to school on Monday through Friday. RTS bus passes are valid from 10:30 AM until 7:00 PM for traveling home on Monday through Friday** Transportation services after the end of the regular school day may be accessed with the bus pass the students is issued. When students board the RTS bus, they must ask for a student connection pass, if they need to transfer to another bus to travel home. No other transportation service is available.

Students will be given a temporary bus pass/student ID at the beginning of the school year with a designated expiration date. During this time period, it is important that students do not lose this ID/pass. However, if it is lost, it may be replaced at no charge until the expiration date noted on the temporary pass. Once the permanent ID's/bus passes have

been issued students will be charged for any replacements. The replacement fee is \$3.00 and must be ordered by 1:00 PM daily. Please see Main Office Secretary in the Main Office.

We DO NOT provide bus transportation for dentist appointments, work, doctor appointments, etc. If parents wish to have a taxi drop-off or pick-up their student, the parent or guardian must arrange it in advance. The School DOES NOT make taxi cab arrangements for students.

**Please Note: School personnel are not permitted to put a child on a bus without a bus/student ID.** It is a good idea to provide your student with \$1.00 in case of emergencies.

#### **IMPORTANT INFORMATION REGARDING BUSES:**

The 4:00 PM bus may only be taken by students participating in an activity or who remain after school under the supervision of a faculty member. These students will be issued a special bus pass for the day permitting them to board the 4:00 PM bus. Students will not be permitted to board the bus without this special bus pass and their student ID. All other students must take the 3:00 PM bus and will not be allowed to ride the late bus.

## **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. **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, DOES THE CARRIER'S INSURANCE APPLY.**

*RCSD Policy*

## **VIDEOS IN THE CLASSROOM**

#### **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**

Principals are required by provisions of the RTA Contract to annually develop, in collaboration with the Building Committee, requirements and expectations for visitations to classrooms.

**Building security is the collective responsibility of every student, faculty and staff member.** Classroom visits must be pre-arranged with the student's administrator, counselor and /or teacher. All visitors to schools must sign in to the school immediately 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 directed to exit 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.

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.

**Issued: April 18, 2007, Chief of Operations**

**Please Note: All visitors to SOTA must sign in at the Box Office Reception Desk with the location, make, model and license plate number of their car.**

**Before 3:00 PM:** 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 restricted to faculty and staff.

**After 3:00 PM:** Visitors may park in any available space in the SOTA lots on University Avenue and Prince Streets 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.**

## 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 counselor's 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 or former students must make prior arrangements to visit SOTA by calling Mr. Brian Chandler, Assistant Principal at 242-7682 x6111.

**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 at the Reception Desk/Box Office to get a visitor pass and will be escorted to their destination.** A school map is available upon request.

**Please refer to Parking Instructions on page 42.**

## 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 mail box 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 Receptionist/Box 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 Receptionist/Box Office 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 Main Office Secretary in the Main Office on Wednesdays by 1:00 PM. Please post the Weekly Bulletin in all classrooms and offices.

# 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.

## 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.

**Moderators:** Ms. Elizabeth Ristow

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:** Mr. Walter Lanik, Mr. Jesse Pryor

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:** Mr. Brad Craddock, Ms. Marcy Gamzon

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 - Mrs. 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 7<sup>th</sup>, 8<sup>th</sup>, and 9<sup>th</sup> grade students. 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 – Mrs. Lorie Dengler Dewey

Grades 7-12

## FILM FESTIVAL

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

**Moderator:** Mr. Brad Craddock

Grades 9-12

## FRISBEE TEAM

Discover the sport of Frisbee. For nearly five decades, the image, mentality and focus of the Frisbee has soared in almost every conceivable direction. SOTA students can catch the fun and spirit of competitive Frisbee with this exciting new sport.

**Moderator:** Mr. Tillotson

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 (participation is optional) which is observed nationally where students refrain from speaking in support of young people suffering from harassment and bullying based on their sexual orientation.

**Moderator:** Ms. Laura Ferris

Grades 7-12

### **HERITAGE MUSIC FESTIVAL**

This national music festival is held in various cities throughout the country. The festival offers feedback to participating groups based on national standards. Student participation is based on eligibility.

**Faculty Representative:** Mr. Mario Belcufine

Grades 9-12

### **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 on Wednesday "Our Towns" section of the Democrat and Chronicle or visit Masterminds website at [www.newyorkminds.com](http://www.newyorkminds.com).

**Moderator:** Ms. Marcy Gamzon

Grades 9-12

### **MATH LEAGUE**

The School of the Arts entry to the Monroe County Math League averages more than 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:** Ms. Angela Fixsen. Mr. Matthew Bonawitz

Grades 9-12

### **MODEL UNITED NATIONS**

The Model United Nations Club is open to any student in grades 9 through 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 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 UN conference, and the opportunity, as well to meet students from many other parts of New York State.

**Moderator:** Ms. Marcy Gamzon

Grades 9-12

### **NATIONAL HIGH SCHOOL DANCE FESTIVAL**

This is a choreography and dance performance festival for high school students nationwide. Students come together to perform various pieces which have been previously juried. Students may audition for college scholarships and summer dance programs at the festival.

**Moderator:** SOTA Dance Department

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:** Mrs. Christine Jenssen

Grades 11 and 12

### **PLAYWRIGHT'S 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:** Mr. Brad Craddock

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:** Mrs. Nicole Robinson

Grades 9-12

### **READER'S 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:** Mr. Brad 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:** Ms. Lisa Kasdin

Grades 9-12

### **SOTACRAT AND CHRONICLE**

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.

**Moderator:** Ms. Marcy Gamzon

Grades 9-12

### **SOTA SINGERS**

The SOTA Singers is the school's official Show Choir. Approximately 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 Mayor Johnson.

**Moderators:** Mrs. Lorie Dengler Dewey, Mrs. Patti Olender

Grades 7-12

### **SOTA SKI CLUB**

Students enjoy skiing at Swain on Friday evenings for a total of six trips and a full day on Martin Luther King Day in January. SOTA students will travel to and from Swain on a bus shared with the East HS Ski Club to participate in this winter activity.

**Moderator:** Mrs. Jo Ann Aspenleiter

Grades 7-12

### **SOTA STEP TEAMS**

Stepping is a complex art derived from many African ritual dances. Its original purpose was to communicate various messages using a physical form of Morse Code. Colleges and fraternities have step teams bonding them to their African ancestors. As an ongoing memorial, children from ages 5 and up now dedicate themselves to keeping this unique tradition alive. To maintain a position on either the Boys or Girls Step Team you must meet the eligibility criteria, attend community workshops, do community service, have a sense of cultural awareness and maintain good sportsmanship. As a reward at the end of the school year, Step Teams from other schools in Monroe County compete for prizes, trophies and college scholarships. Eligibility for the SOTA Step Teams is determined by the Rochester Step-Off Education Foundation committee. For further details, please contact Patricia Mason at 585-295-1840. Audition required. **Boys and Girls Moderators: TBA**  
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. prepares a student of secondary school 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 Tuesdays after school to practice and prepare for tournaments

**Moderator:** Ms. 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 / Td at any time from the nurse. In addition to eligibility, a currently physical is required.

**Moderators: Various Coaches**

Contact - Athletic Director: Mr. Dave Michelsen

Contact - Nurse: Mrs. Christine Proctor, RN

Grades 7 – 12

### **STUDENT GOVERNMENT ASSOCIATION**

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:** Mr. Mike Murphy

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:** Mr. Brian Chandler

Grades 7-12

### **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:** Mrs. 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.

This document was ratified by the Student Government Association Full Assembly by unanimous vote on 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 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 distribute4 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.

**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.