

# School Of The Arts

**2018-2019**

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

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

School Website: [sotarochester.org](http://sotarochester.org)

Social Media: @RCSDSOTA

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## ADMINISTRATION, CLERICAL AND COUNSELOR CONTACT INFORMATION

**SCHOOL PHONE NUMBER: 585-242-7682**

<b><u>PRINCIPAL</u></b> Mrs. Kelly Nicaastro	Scheduling/Registration, Graduation Requirements, Counselors, Math, SLO Approvals, OCR/Appeals/BEDS Building-Wide Safety/Security Cafeteria, Fire Drills, Evacuation Plan	<b><u>PHONE</u></b> Ext. 1667
<b><u>ASSISTANT PRINCIPALS</u></b> Mr. Alan Tirre	Creative Writing, English/ESOL, Reading, Foreign Language, Testing, AP/NWEA Support, Transportation, Tech/Website/Twitter/Facebook	Ext. 6111
Mrs. Jo Ann Aspenleiter	Grades 10, 11, 12, Attendance, AP Science, Chemistry, Physics, Social Studies, Social Workers, Professional Development, Senior Events, Center for Youth, Library, SBPT, Graduation Ceremony, Cafeteria	Ext. 6333
Mr. Brian Chandler	Grades 7, 8, 9, General Science, Earth Science, Incentive Luncheon, Living Environment, M.S. Counselors, SSO's, In School Suspension	Ext. 6444
TBD	Building Substitutes, Substitutes calls, Auditions, Eligibility Arts, Gaggle, Report, Hillside Work Scholarship, Lockers, Productions, Student Teachers, Saturday of the Arts, Graduation Performances	Ext. 2492
<b><u>COORDINATORS OF INSTRUCTION</u></b>		
Mrs. Tina Peets	Special Education, CSE Overview, 1 to 1 Paras, Compliance	Ext. 6222
Mr. David Michelsen	Athletics, Dance, Eligibility, Health, Locker Rooms, Nurse's Office, Physical Education, Sports/Scheduling	Ext. 2270
<b><u>ART CENTER DIRECTOR</u></b>		
Ms. Adele Fico	Art Center Director	Ext. 1551
<b><u>CLERICAL SUPPORT</u></b>		
Ms. Evelyn Castello	Project Administrator/Executive Assistant to the Principal	Ext. 1667
Mrs. Linda Gutzmer	Account Clerk	Ext. 1666
Mrs. Chris Moffatt	Attendance Secretary	Ext. 1561
Mr. Angel Muniz	Foundation Academy Secretary – Grades 7-9	Ext. 4000
Mrs. Patricia Pierce	Guidance/Records Department Secretary	Ext. 1790
Ms. Maria Rodriguez	Commencement Academy Secretary - Grades 10-12	Ext. 3000
Ms. Wendy Underhill	Main Office Secretary	Ext. 1560
Ms. Joyce Victorious	Office Clerk 4 - Special Ed	Ext. 2000
Mr. Patrick Griffin	Custodial Engineer	Ext. 6017



## CALENDAR DATES - RCSD

8/23/2018	3:00 PM	New Student Orientation - Main Stage
8/23/2018	6:30 PM	Board of Education Meeting
8/29/2018	3:00 PM	Orientation - Main Stage
8/29/2018	3:00 PM	New Student Orientation
9/3/2018		Labor Day - Building Closed
9/4/2018		Superintendent Conference Day
9/5/2018	7:30 AM	School Opens
9/12/2018	6:00 PM	Curriculum Night
9/19/2018		Yom Kippur
9/24/2018		Sukkot
9/25/2018	6:30 PM	Board of Education Meeting
10/5/2018		Superintendent's Conference Day (No school for students)
10/8/2018		Columbus Day - Building Closed
10/11/2018	5:00 PM	Parent Teacher Conference - Secondary
10/18/2018	6:30 PM	Board of Education Meeting
11/6/2018		Superintendent's Conference Day (No school for students)
11/12/2018		Veterans Day - Building Closed
11/15/2018	6:30 PM	Board of Education Meeting
11/21/2018		Recess Day - No School for Students
11/22-23/2018		Thanksgiving Recess - All Facilities Closed
12/3/2018		Chanukkah
12/7/2018	12:30 PM	Parent Teacher Conferences
12/7/2018	7:30 AM - 11:00 AM	Half Day for Students
12/20/2018	6:30 PM	Board of Education Meeting
12/21-31/2018		Winter Recess - No School for Students
1/11/2019	7:30 AM - 11:00 AM	Half Day for Students
1/21/2019		Martin Luther King Day - Building Closed
1/22-25/2019		Regents Exams
1/24/2019	6:30 PM	Board of Education Meeting
2/15/2019	7:30 AM	Black Lives Matter Event -All Art Center Spaces
2/18/2019		Presidents Day Holiday - Building Closed
2/19-22/2019		Mid-Winter Recess
2/28/2019	6:30 PM	Board of Education Meeting
3/7/2019	5:00 PM	Parent Teacher Conferences - Secondary
3/21/2019	12:30 PM	Parent Teacher Conferences - SOTA

3/21/2019	7:30 AM - 11:00 AM	Half Day for Students
3/22/2019		Holiday Recess
3/28/2019	6:30 PM	Board of Education Meeting
4/15-18/2019		Spring Recess
4/19/2019		Good Friday - Building Closed
4/20/2019		Passover
4/25/2019	6:30 PM	Board of Education Meeting
4/26/2019	7:30 AM - 11:00 AM	Half Day for Students
5/6-17/2019		AP Exams
5/23/2019	6:30 PM	Board of Education Meeting
5/24/2019		Holiday Recess
5/27/2019		Memorial Day Holiday - All Facilities Closed
6/3/2019	8:00 AM	Regents Exam
6/7/2019	7:00 PM	Junior/Senior Prom - Location - TBA
6/18-25/2019		Regents Exams
6/20/2019	6:30 PM	Board of Education Meeting
6/26/2019	7:00 PM	SOTA Graduation - Auditorium Center

**CALENDAR DATES - SOTA**

**CURRICULUM NIGHT FOR ALL STUDENTS - GRADES 7-12**

**Wednesday, September 12, 2018 – 6:00 PM to 8:00 PM**

**SOTA PARENT CONFERENCES**

**Thursday, October 11, 2018 – 5:00 PM to 7:00 PM**

**Friday, December 7, 2018 – 12:30 PM to 2:30 PM \*\*Half Day for Students**

**Thursday, March 7, 2019 - 5:00 PM to 7:00 PM**

**Thursday, March 21, 2019 – 12:30 PM to 2:30 PM \*\* Half Day for Students**

**MARKING PERIOD END DATES**

**MP1 – 11/2/18**

**MP2 – 01/25/19**

**MP3 – 04/19/19**

**MP4 – 06/26/19**

**REPORT CARDS MAILED THIS WEEK**

**11/12/2018**

**2/4/2019**

**4/29/2019**

**7/1/19**

**Top Twenty-Five Senior Scholars Reception – Monday, November 19, 2018 – 5:30 PM**

**NHS Induction – Monday, November 19, 2018 – 7:00 PM**

**Senior Prom – Friday, June 7, 2019 – 7:00 PM**

**SOTA Graduation – Wednesday, June 26, 2019 – 7:00 PM**

**MARK YOUR CALENDARS NOW!**

## FACULTY MEETINGS / PROFESSIONAL DEVELOPMENT

### \*\*HIGHLY RECOMMENDED SOTA BUSINESS MEETINGS FOR FACULTY

Wednesday, September 12, 2018 – 2:30 PM to 3:30 PM

Wednesday, January 9, 2019 – 2:30 PM to 3:30 PM

Wednesday, June 5, 2019 – 2:30 PM to 3:30 PM

**\*\*Please Note: SOTA Faculty Meetings have been replaced by three (3) mandatory Business Meetings for teaching staff; due to the volume of information being shared, attendance is highly recommended.**

### SCHOOL BASED PLANNING TEAM MEETINGS – SBPT

Thursday Afternoons at 4:15 PM in A178

8/20/18	9/26/18	10/24/18	11/15/18	1/17/19
2/12/19	3/19/19	4/23/19	5/21/19	6/13/19

### PTO MEETINGS

6:00 PM to 7:30 PM in the Band Room (N117)

9/11/18	10/09/18	11/13/18	1/08/19
3/12/19	4/09/19	5/28/19	6/19 TBD

## GENERAL SCHOOL PROCEDURES AND INFORMATION

### 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.

# ACADEMIC OFFERINGS

	Grade 9	Grade 10	Grade 11	Grade 12
<b>English</b>	English I English I H	English II English II H	English III (R) AP English Language (R)	English IV Journalism Public Speaking Women's Literature
<b>Foreign Language</b>	Spanish I Spanish II	Spanish II Spanish III (R)	Spanish III (R) Spanish IV H	Spanish IV H
<b>Mathematics</b>	Algebra (R) Geometry Geometry (R)	Algebra/Geometry Blend Geometry Geometry (R) Algebra II (R) Algebra 2	Algebra II (R) Pre-Calculus Algebra 2 Financial Algebra	Algebra II (R) Pre-Calculus AP Calculus Financial Algebra Statistics
<b>Physical Education</b>	PE Tap NM Health Jazz NM	PE Tap 2 Health Tap NM Jazz NM	Health Tap 3 Jazz/Mod NM Tap NM	PE Health Jazz/Mod NM Tap NM
<b>Science</b>	Living Environment (R) Earth Science (R) Environmental Science	Living Environment (R) Earth Science (R) Chemistry (R) General Chemistry	AP Biology AP Chemistry General Chemistry Chemistry (R) Earth Science (R) General Physics Physics (R)	AP Biology AP Chemistry Chemistry (R) General Physics Physics (R)
<b>Social Studies</b>	Global I Global I H	Global II (R) AP World History (R)	US Hist & Government (R) AP US Hist & Government	Economics/Participation in Government AP Government Latino Studies (.5) Pan African Studies (.5)

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

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

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

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

# ART OFFERINGS

	Grade 9	Grade 10	Grade 11	Grade 12
<b>Dance</b>	Ballet Tap Lab Modern Jazz	Ballet II Modern II Jazz II Anatomy / Kinesiology	Ballet III Modern III Somatics	Adv Techniques Jazz III Ballet Lab
<b>Drama</b>	Tech Theater for Drama Majors Actors Studio I (Voice)	Music Theatre Dance Actors Studio II (Movement)	Music Theatre Literature Actors Studio III (Portfolio)	Advanced Dramatic Literature Actors Studio IV (Adv Portfolio)
<b>Creative Writing</b>	Performance Word & Text Reading & Writing for Self Discovery Grammar & Style Writing for Publication	Creative Writing Creative Journalism I	Contemporary Writers Playwriting Film Studies	Adv Poetry Adv Fiction Writing Across Cultures
<b>Music</b>	Piano/Voice Voice I Piano I Chorus I Concert Band Jazz Band String Orchestra	Music Theory Piano/Voice Voice II Piano I Chorus I Chorus II Concert Band Wind Ensemble String Orchestra Symph Orchestra Jazz Band Jazz Ensemble	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 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 Stagecraft 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>	Studio Art Foundations I Studio Drawing & Painting Art History	Studio Art Foundations II Studio Drawing & Painting Art History ii	3D II Media II Drawing & Painting II AP Art History (YR or Virt) Commercial Arts Studio in Photography I FC	3D II 3D III Media II Media III Drawing & Painting II Drawing & Painting III Commercial Arts AP Art History (YR or Virt) Studio in Photography II FC

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

## **ELECTIVES/SOTA VIRTUAL COURSES FOR 2018-2019**

### **0519V-AP English Literature and Composition (Grade 12 English Option) - 1.0 English Credit**

Students act as food critics of exquisite literary cuisine. Menu items include reading, analyzing, writing, rewriting, and discussing creations by the master chefs, renowned authors. With intensive concentration on composition skills and on authors' narrative techniques, this dining experience equips students with recipes for success in college, in a career and the AP exam.

### **1439V – AP Psychology - 1.0 Social Studies ELECTIVE Credit**

AP Psychology is a college level course providing students an overview of the development of human behaviors and thoughts. Along with preparation for the AP Psychology exam, the goals of this course are to immerse students in modern psychological investigation techniques, to accentuate the ethics and morality of human and animal research, and to emphasize scientific critical thinking skills in application to the social sciences. Psychology is a diverse social and biological science with multiple perspectives and interpretations.

### **7189V – AP Art History - 1.0 Art Credit**

This course provides college-level instruction in art history beginning with pre-history and concluding with 21<sup>st</sup> century art and architecture. The course challenges students to examine major forms of artistic expression from the past and present within a variety of cultures, examine works of art critically with intelligence and sensitivity, and articulate how it represents the culture it was created within.

### **2508V – AP Computer Science A - 1.0 ELECTIVE Credit**

This course is equivalent to the first semester of a college level computer science course. The course involves developing the skills to write programs or part of programs to correctly solve specific problems. AP Computer Science A also emphasizes the design issues that make programs understandable, adaptable, and when appropriate, reusable. At the same time, the development of useful computer programs and classes is used as a context for introducing other important concepts in computer science, including the development and analysis of algorithms, the development and use of fundamental data structures, and the study of standard algorithms and typical applications. In addition, an understanding of the basis hardware and software components of computer systems and responsible use of these systems are integral parts of the course.

### **4105V – American Sign Language 1 - 1.0 Foreign Language Credit**

Includes fingerspelling and basic sign vocabulary, allowing for immediate conversation at the simple sentence level. Aspects of Deaf Culture will be explored, including characteristics, famous role models and its history.

### **4195V - Mandarin Chinese 1- 1.0 Foreign Language Credit**

This exciting introduction course is open to all who wish to communicate with speakers of the world's most commonly spoken language! You will practice the four skills of listening, speaking, reading and writing and explore the culture of one of the world's oldest continuous civilizations. A school exam completes this course.

### **2279V – AP Statistics – 1.0 Mathematics Credit**

Students will become familiar with the vocabulary, method, and meaning in the statistics which exist in the world around them. This is an applied course in which students actively construct their own understanding of the methods, interpretation, communication, and application of statistics. Students will also complete several performance tasks throughout the year consisting of relevant, open-ended tasks requiring students to explore the world of data and the patterns which can be found by analyzing this information as well as statistical relationships. General topics of study include exploring data, planning and design of a study, anticipating patterns, and statistical inference.

### **359V – AP Environmental Science – 1.0 Life Science Credit, Prerequisite: Living Environment and Chemistry**

This course is the equivalent of a college level environmental science class. This course emphasizes the "science" in environmental science, but also integrates portions of many different sciences. Throughout the course, students are taught

multidisciplinary methods for collecting, analyzing, and interpreting data to monitor and abate problems within the environment in which we live. Students then use this information and data to identify and analyze environmental problems, both natural and human-made, to evaluate the risks associated with these problems, and to critically examine alternative solutions for resolving and/or preventing them. We will incorporate social sciences such as economics, politics, ethics, and law to understand real-world perspectives on environmental problems.

**1438V – Abnormal Psychology Through Film – 1.0 Social Studies ELECTIVE Credit**

This elective will explore abnormal human behavior through film. The films/topics covered will include, but are not limited to, “The Lord of the Flies” (Nature v. Nurture), “The Matrix” (How the Mind and Body Interact), “A Beautiful Mind” (Schizophrenia) and “I Am Sam” (Intellectual Disability). The course will focus on basic foundations of the Psychology discipline and specific abnormal behaviors that are classified by the American Psychological Association (APA) as disorders. Students will view films that address these topics and then respond through analytical writing and group discussions.

**0245V – Literature to Film (Grade 12 English Option) – 1.0 English Credit or 1.0 Elective Credit, Prerequisite: English III**

Film, while it may be influenced by written pieces of text, should often be considered an entirely unique piece of art for the purposes of critique and analysis. This course explores the multifaceted relationship between film and literature. Selected novels, short stories and plays are analyzed in relation to film versions of the same works in order to gain an understanding of the possibilities and problems involved in the transportation to film. Students will also be asked to look at the literature and film from varying perspectives and contexts (i.e. cultural, historical, biographical, political, economic, etc.).

**VIRTUAL ACADEMY OF ROCHESTER OFFERINGS AT SOTA**

**Virtual Advanced Placement (VAP)**

**Virtual Initial Credit (VIC)**

Courses	Courses
AP Art History (Virtual) - 7189V	Abnormal Psychology thru Film (Virtual) - 1438V
AP Biology (Virtual) - 3509V	American Sign Language I (Virtual) -4105V
AP Calculus (Virtual) - 2259V	<i>American Sign Language II (Virtual) - 4106V</i>
AP Computer Science (Virtual) - 2508V	<i>Computer Programming I (Virtual)- 2575V</i>
AP English Literature (Virtual) - 0519V	Digital Solutions I (Virtual)* - 2618
AP Environmental Science (Virtual) - 3549V	Digital Solutions II (Virtual)* - 2616
AP Government & Politics (Virtual) - 1449V	Literature to Film (Virtual) - 0245V
AP Psychology (Virtual) -1439V	Mandarin Chinese I (Virtual) - 4195V
AP Statistics (Virtual) - 2279V	Mandarin Chinese II (Virtual) - <i>awaiting course code per Karl</i>

\*Pre-approved schools only.

*Revised 2/17*

**ONLINE CREDIT RECOVERY (OCR) COURSES**

Online Credit Recovery offers a unique opportunity for students who have previously failed courses to recover those online credits online, the eLearning platform. The versatility of the eLearning platform allows for courses to be accessible before, during, and after the school day providing students with the resources to recover a course. Students work through courses at a differentiated pace, can complete courses in as little as 16 weeks, and can complete up to three classes in a year.

### Online Credit Recovery (OCR)

Courses	Courses
Adv Algebra with Financial App - 2205OCR	Economics - 1412OCR
<i>Intro Integ Alg** - 2213OCR</i>	Global His & Geo I - 1115OCR
<i>Integrated Alg R** - 2215OCR</i>	Global Hist & Geo II - 1215OCR
Algebra I R - 2223OCR	Participation / Govt - 1415OCR
Algebra II R - 0130OCR	Us Hist /Gov - 1315OCR
Algebra 2 - 2222OCR	Chemistry Gen - 3303OCR
Alg 2 & Trig R - 2235OCR	Earth Science*** - 3115OCR
<i>Essentials of Geometry** - 2220OCR</i> <ul style="list-style-type: none"> <li>• Took and failed before September 2014           <ul style="list-style-type: none"> <li>○ Essentials of Geometry (OCR) 2220 - old local course</li> </ul> </li> </ul>	Environmental Sci*** - 3363OCR
<i>Geometry - 2226OCR</i> <ul style="list-style-type: none"> <li>• Took and failed after September 2014           <ul style="list-style-type: none"> <li>○ Geometry OCR 2226 - new local course (CC)</li> </ul> </li> </ul>	Living Env*** - 3205OCR
Geometry - 2225OCR <ul style="list-style-type: none"> <li>• Took and failed after September 2014           <ul style="list-style-type: none"> <li>○ Geometry Regents OCR 2225 - new Regents course (CC)</li> </ul> </li> </ul>	Health - 5951OCR
English I - 0105OCR	Phys Ed 1 - 5911OCR
English II - 0205OCR	Phys Ed 2 - 5913OCR
English III - 0305OCR	Spanish I - 4155OCR
English IV - 0405OCR	

\*\*By approval only.

\*\*\*All Science OCR course are for course credit only. Students must have completed all lab minutes.

### MATH

- 2223OCR – Algebra 1
- 2220OCR – Essentials of Geometry
- 2228OCR – Geometry R\*
- 2226OCR – Geometry \*
- 2225OCR – Geometry Regents \*\*
- 2235OCR – Algebra 2 & Trig R
- Algebra 2 & Trig R

\* Courses pending director approval.

- Took and Failed before September
  - Essentials of Geometry (OCR) 2220 – old local course
  - Geometry R (OCR) 2228 – old Regents course
- Took and failed after September



- Geometry OCR 2226 – new local course (common core)

**\*\* Pre-Approved Course**

- o Took and failed after September
  - Geometry Regents OCR 2225 – new Regents course (common core)

**SCIENCE**

- 3115OCR – Earth Science
- 3363OCR – Environmental Science
- 3205OCR – Living Environment

**HISTORY**

- 1115OCR – Global History & Geography I
- 1215OCR – US History & Geography II
- 1315OCR – US History & Government
- 1415OCR – Participation & Government
- 1412OCR – Economics

**ENGLISH**

- 0105OCR – English I
- 0205OCR – English II
- 0305OCR – English III
- 0405OCR – English IV

**LOTE**

- 4155OCR – Spanish I

**HEALTH & PE**

- 5951OCR – Health 9-11
- 59111OCR – Personal Fitness Physical Education I
- 5913OCR – Personal Fitness Physical Education II \*

\* Course pending director approval.

**ACADEMIC ADVISEMENT PERIODS**

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

1. **Attendance is mandatory - Students must report to his/her assigned Advisement period.**
2. Middle School students will be allowed to go to the library for the purpose of book check out only.
3. Use for quiet study.
4. Come prepared... bring homework, books, pens etc.
4. No food or beverages are allowed.
5. No passes issued during the first or last ten (10) minutes of the period.
6. Report on time.
7. **No Cell Phones, iPods or similar electronic music devices are allowed.**
8. No card playing or socializing is allowed... quiet work only.
9. **Remember... this is an Academic Study Center.**

**PLEASE NOTE: Juniors and Seniors who have 2 or more Advisement periods will be issued an early dismissal. Failure to adhere to the above rules may result in disciplinary action.**

## 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. The school nurse must be informed of any student or staff accidents/injuries.

**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 SAF Advisor will bring monies for deposit, with a completed SAF Deposit Slip, directly to the Account Clerk. Deposit slips are available from the Office Account Clerk or RCSD Intranet Site. Once a club is approved, it will be provided with a lockable money bag that should be used to transport funds to the Account Clerk. If the funds cannot be verified at the time of drop off, the Account Clerk will put the locked bag in the school safe. The Advisor will keep the key and a mutual time will be scheduled between the Advisor and the Account Clerk to verify the deposit. In case of a discrepancy, the Advisor will be notified for a recount. Once the funds are verified, the Account Clerk will issue a system generated receipt to be attached to a copy of the deposit slip and returned to the Advisor. The treasurer also receives a copy of each transaction for their records.

The following information must be included with the deposit slip at the time the money is turned in:

- Date deposit submitted to Account Clerk
- Amount of deposit
- Club name and the event
- Student Activity Club Advisor and Treasurer signatures
- Cash breakdown, individual check numbers and amounts; coins should be converted to bills
- All checks should be made out to the School of the Arts and reference the Student Activity Club Name. The Account Clerk will stamp the checks "for deposit only."
- Bank deposits are picked up once a week on Fridays. Please have deposits to the Account Clerk by Thursday at 10:00 AM.
- Individual account statements will be issued the first of each month as part of the mandatory NYS reconciliation process.

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

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

- For SBPT clubs, the Principal must PRE-APPROVE any monies spent. **You will not be reimbursed for something bought without prior approval.** NOTE: SBPT purchases must be for school-related use and/or consumption on school premises.
- The SOTA Principal approves all SAF clubs. Meeting minutes are required and must reflect decisions that were made. Meeting minutes **MUST** be submitted with any check request.
- SBPT items purchased with "A-Funds" intended for student use and consumption on school premises are tax exempt. These purchases are restricted to instructional supplies (no food, T-shirts, trophies, etc.) and should be done via a P.O. or P-Card. The Accounting Department prefers that reimbursements from SBPT funds be avoided. If this is not feasible, then see the Account Clerk for a Tax-Exempt Certificate to submit to the vendor.
- Most items purchased for SAF Club and/or resale **are taxable.** See Account Clerk Typist for Resale Certificate to submit to vendor.

- Student Activity Advisors should refer to the *Procedures Manual for Student Activity Funds* and *The Safeguarding Accounting and Auditing of Extra Classroom Activity Funds Finance Pamphlet 2* for further information on the collection and payment of sales tax. Both documents are available on the RCSD Intranet site.
- For **SAF** expenses, obtain a “Check Authorization Form” from the Account Clerk Typist or from the RCSD Intranet site. Fill it out completely and turn it into the Account Clerk Typist, along with **an original receipt**, and the club meeting minutes. Be sure to retain a copy of the receipt for the club records. **Please Note: Both the Student Treasurer and Club Advisor must approve and sign the form.**
- For **SBPT** expenses, make a copy of the receipt for your records and then submit the **original receipt** to the Account Clerk Typist.
- Reimbursements made from credit card purchases require an original “detailed” receipt of the items purchased **and** a copy of the page from the credit card statement confirming the purchase with any personal information blacked out, with the exception of your name and the charge to be reimbursed. The only exception to providing a copy of this credit card statement is if the detailed receipt also substantiates that the purchase was cleared through a credit card.
- Once the Principal approves the request, a reimbursement check will be issued.
- PLEASE understand that this process will take a minimum of four (4) working days and you should plan ahead. ONLY in an absolute emergency will this process be waived or altered in any way.
- All receipts from purchases must be turned in for reimbursement within TWO WEEKS of the date on the receipt.
- **Do not hold any receipts for longer than two weeks.** All receipts from purchases must be turned in for reimbursement within TWO WEEKS of the date on the receipt.
- Individual account statements will be issued as requested.

**ACTIVITY BUS PASSES - AFTER SCHOOL DISMISSAL 3:30 PM**

There will be a second dismissal for students involved in after-school activities. Traditionally referred to as 10th Period. The second dismissal will occur on Monday, Tuesday, and Thursday at 3:30 p.m. Student's must stay with the advisor until 3:30 PM. **Students must be under the supervision of a faculty member at all times if they are staying after school**

Students that elect to sign up for clubs, extracurricular activities rehearsals, academic or intervention services will be able to stay after school only if they have signed-up to do so with a teacher or advisor. They will be transported from SOTA via a yellow school bus and will be shuttled to the RTS Transit Center downtown. They will need their ID Bus Pass/SmartCard and a Student Activity Pass.

Activity Passes will be distributed to the school from the Transportation Department based on rosters provided by the faculty advisors prior to the start of each season.

Activity passes will be issued ONLY on Monday, Tuesday and Thursday 3:30 PM (bus leaves at 3:35 PM)  
**ACTIVITY BUS PASSES ARE NOT VALID ON WEEKEND EVENTS.**

Teachers will only be able to obtain Activity Passes from Ms. Underhill in the Main Office.

Athletics will be in direct purview of the Athletic Director, coaches will receive their activity passes from the A.D.

Please Note: Student Activity Passes will be issued only to the teachers who supervise sanctioned SOTA activities. Students are not to exit the building and try to re-enter to stay with you. **Students may not remain in the building after school unless they are under the direct supervision of a coach, faculty or staff member.**

A student will be issued a RTS 2+2 Activity Pass. The RTS 2+2 AP is valid from 3:30 pm - 9:00 pm during the week, weekends, as well as holidays and during school breaks. Activity Passes are valid for 10 days, on the 11th day they will be deactivated (ONLY valid on Mondays, Tuesdays and Thursdays). The days will be marked on the sign-in sheet that will be in the envelope. You will receive an email from the Ms. Underhill to pick up your activity passes. Please provide (via email), an estimate of what

you expect for the next 10-day period. We will be using two different envelopes to issue you the passes. ALWAYS bring down the old envelope to exchange for the new. We MUST always have one while you have the other. Upon picking up your new passes, you will need to hand-in the undistributed Activity Passes and sign-in sheet with student names that were in receipt of Activity Passed issued. Do not allow students to handle these envelopes or sign their names. We ask you to print their names. If you have any questions on this process, please see Ms. Underhill.

School of the Arts hosts numerous after-school performances and events. For your child's safety and security, please make and confirm arrangements to pick up your child/children prior to the conclusion of all SOTA events.

**Please Note: All SOTA students who are not picked up within 30 minutes after the conclusion of the after school activity will lose the privilege of attending future after school events.**

## 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.

Students must submit an AP Contract, signed by Parent, Student, recommending Teacher, AP Course Instructor and Guidance Counselor. This Contract binds the student to sit for the AP exam in May 2019, unless the student has dropped the respective course from their schedule by the end of the first marking period.

<u>Courses Offered</u>	<u>Exam Dates</u>	<u>Time</u>
AP Art History	Tuesday, May 14	PM
AP Biology	Monday, May 13	AM
AP Calculus AB	Tuesday, May 14	AM
AP Computer Science	Friday, May 17	PM
AP English Language and Composition	Wednesday, May 15	AM
AP English Literature and Composition	Wednesday, May 8	AM
AP Environmental Science	Monday, May 6	PM
AP Chemistry	Thursday, May 9	AM
AP Psychology	Thursday, May 9	PM
AP Statistics	Thursday, May 16	PM
AP United States Government and Politics	Monday, May 6	AM
AP United States History	Friday, May 10,	AM
AP World History	Thursday, May 16	AM

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

*School Based Planning Team, 2005*

## ANNOUNCEMENTS

Morning announcements will be delivered via YouTube during period one. Announcements can be accessed through the RCSDlink, SOTA website, SOTA Facebook, Twitter and YouTube page.

All announcements must be submitted by email to Ms. Sapere by 7:00 AM the day prior to production.

Afternoon announcements should be submitted to the Main Office secretary by phone call **prior to 2:15 PM.**

## ASSEMBLIES

School assemblies, "teasers" of major productions, recitals, concerts and heritage assemblies will be noted on the school calendar. A mandatory two-week notice of participating students MUST go out to all of SOTA staff members. **A list of audience members attending the performance/event must be sent out in an email 14 days prior to the event to inform teachers of the students who will not be present for classes due to the event.** It should be noted that opportunities arise for special events on short notice. There may be a nominal fee of \$3.00 connected to attending such events.

*SOTA Communications Committee, SBPT*

## ATTENDANCE PROCEDURES – ABSENCES FOR STUDENTS

Parents and guardians have the obligation to inform the school if their child will be absent by phone prior to the absence or as soon as they are aware of the intended absence. Written notification must be provided upon the student's return to school.

### **To report a full day absence:**

Please call the Attendance Secretary at 242-7682 ext. 1561

### **To turn in a written excuse:** (including all doctor notes)

The Attendance Secretary in the Main Office

### **To report an Early Dismissal due to an appointment:**

Please send a note in with your child detailing the reason for the early dismissal and the number where you can be reached or call the Academy Office Secretary at least 2 hours prior to pick up:

#### **Grades 7 - 9**

242-7682 ext. 4000

#### **Grades 10 – 12**

242-7682 ext. 3000

### **If you have questions regarding absences that you are not aware of call your child's administrator:**

#### **Grades 7 - 9**

242-7682 ext. 6444

#### **Grades 10 - 12**

242-7682 ext. 6333

**Please Note:** Parents will be contacted multiple times throughout the school day by Connect Ed, the RCSD automated phone service, if a student has not reported to school.

Upon your child's third absence, as well as at subsequent intervals of a student's absence, a letter will be sent to the home. A copy of the letter will be kept in the student's file.

It is the teacher's professional responsibility to enter attendance into Power School within the first 15 minutes of class.

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 either by phone or email. Each call is required to be logged under Attendance Actions. **Teachers Please Note: Leaving a message does NOT constitute a completed call home.**

Each School of the Arts teacher will contact the administrator in charge of attendance via email when a student has been absent three (3) days, either consecutively or otherwise. **Please Note:** It is mandatory that teachers record all attempts under Attendance Actions that were made to reach the student's parent or guardian. Please include both successful and unsuccessful attempts.

A home visit will be scheduled after continued absences. Proof of this home visit must be placed in the student's file. A letter documenting the visit must be left at the home of the parent or guardian.

**Upon the tenth day of absence, a letter will be sent to the parent or guardian, and the administrator in charge of attendance will begin the process for an Attendance Referral, investigation/intervention, which may lead to a referral for a PINS Petition.**

Classroom attendance is essential to instructional outcomes. It is imperative that students arrive to school on time and ready to learn. To maximize student outcomes, SOTA's administration expects families to fully cooperate with this standard.

## **ATTENDANCE - MISSED CLASSROOM ASSIGNMENTS**

It is the **STUDENT'S RESPONSIBILITY** to complete and turn in all missed classroom assignments and work within 10 days following a **EXCUSED ABSENCE**. An absence is considered **EXCUSED**: due to a sickness, death in the family, a doctor, dentist, psychiatrist appointment, a court appearance, or college visit. All other absences are codified as illegal absences.

**GENERAL EDUCATION STUDENTS** who are absent from class because of inappropriate or disruptive behavior must be provided with missed assignments and the opportunity to make up these assignments within the teacher specified timeframe, without penalty.

**SPECIAL EDUCATION STUDENTS** with IEP'S and 504 Plans that are removed from class due to inappropriate or disruptive behaviors require full implementation of their IEP'S/Instruction.

**Please Note:** Homework may be counted up to 20% of your student's grade. Failure to complete missed homework will have a direct negative effect on final grades. Teachers are **NOT** mandated to issue make-up work for unexcused absences.

## **AUDIO - VISUAL AND COMPUTER REQUESTS**

- **Permanent Equipment - In Room All Year** - Please see the AV Tech Director in Room N255 during office hours to sign-out equipment, including Chromebook carts. Faculty members must sign out and pick up all AV equipment and Chromebook carts themselves; they will not be delivered. Office hours will be communicated through email before the first day of school.
- **Temporary Requests for VCR/DVDs, Overhead Projectors and Other Equipment** - Please make requests to the AV Tech Director via email, at least one-week prior to date needed. AV equipment is subject to availability.
- **Temporary Requests for Video Projectors** – Please make requests through the Librarian. A video projector may only be kept a week at a time to allow everyone the ability to utilize the equipment as needed. You may make multiple requests for the equipment if there are not any pending requests.
- **Computers** - All equipment at SOTA is marked with security code numbers and assigned to rooms. You may not remove equipment from the building or from one room to another. You may not disconnect or set aside computer equipment within a room. This does not include laptops assigned to you. **Please Note:** Software installation requests are to be made via e-mail to the AV Tech Director. Computer repair requests may be made by calling the Central Office Help Desk at (585)262-8151 or, for expediency, email both the Help Desk and AV Tech Director.

## **BICYCLES, SKATEBOARDS AND ROLLERBLADES**

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

- Once on campus, bicycles must be walked to the bike rack located in front of the building. Skateboards and rollerblades must be carried into the building.
- All items must be stored in the designated closet 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.

**Please Note: School of the Arts will not be responsible for lost or stolen items.**

## **BREAKFAST, LUNCH AND LUNCHROOM PROCEDURES**

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

- Students will be allowed to enter the lunchroom only according to their schedule. **TEACHERS ARE NOT ALLOWED TO SEND STUDENTS TO THE CAFETERIA FOR ANY REASON.**
- 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 in charge of the lunch period.
- Students are expected to 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 in the lunchroom with permission from their administrator in charge of the lunch period.
- **Students are not allowed to leave the lunchroom without a valid pass. If a teacher or a counselor needs to meet with a student during lunch, they MUST have a pass prior to entering the Commons.**
- **Students are not permitted to order food and have it delivered to school.**
- Any violation to the SOTA Lunchroom Procedures may result in the student being disciplined.
- No food or beverages, other than water, are allowed outside of the lunchroom at any time.
- **Students are responsible for cleaning up after themselves.**

### **BREAKFAST PROCEDURE:**

- School of the Arts offers breakfast to its students from 7:00 AM until 7:20 AM. **Please Note: Breakfast ends at 7:20 AM and First Period will begin promptly at 7:30 AM.** After breakfast is served, all students are expected to clean-up after themselves, leave on time, report to their first period class on time, and not loiter in the hallways or Commons area. **Please Note:** Late passes will not be issued to students leaving the cafeteria after breakfast.

### **LUNCH POLICY FOR GRADES 7 - 10:**

- **Lunches for Grades 7 through 10 are CLOSED LUNCHESES. All students must remain in the building and report to the Commons during their assigned lunch period 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.

### **LUNCH POLICY FOR GRADES 11-12:**

- **Lunch for Grades 11 and 12 are considered OPEN LUNCH.** Only designated Grade 11 and 12 students are free to leave the building during this time. 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).** For safety purposes, the EXIT CARD enables SOTA to determine the student's assigned lunch period and whether the student is physically in the building or off school grounds. Students exercising open lunch must leave their

EXIT CARD with the School Safety Officer at the front door. 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.

- **If students lose their EXIT CARD they will not be allowed to leave school until they have purchased and received a new one.** Replacement EXIT CARDS may be purchased from the Main Office Secretary for \$1.00 and will not be available to pick up until the next day. If students are late returning to school from lunch, they will need to see the Administrator in charge of that particular lunch period to retrieve their EXIT CARD and will be subjected to a consequence. Students, who repeatedly return to school late, may lose their privilege of open lunch.
- **Grade 11 and 12 students with Open Lunch privilege must return to building and be in 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 WILL BE ALLOWED IN THE BUILDING UPON RETURN FROM LUNCH**
- Students are expected to leave their book bags in the designated space before leaving the building or they will be subject to scanning upon re-entry.
- Students who opt to not follow these rules may be subjected to a consequence.

**\*\* OPENED or BROKEN SEALED drinks to include but not limited to; coffee, soda, gatorade, juice are NOT allowed in the building. A sealed drink intended for lunch will be allowed in the Commons only. Students found to be in possession of a drink other than water outside of the Commons will be expected to turn the drink over to administration until the end of the school day.**

#### **“GRAB AND GO” BREAKFAST:**

Students who enter school after breakfast will be allowed to take part in our “GRAB AND GO” breakfast option. When students enter school after breakfast, prior to signing in, they will be allowed to pick up a bag breakfast and eat it in the foyer. All food must be consumed before signing in and going to classes.

### **EXIT CARDS – LUNCH**

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

### **CELL PHONES/ELECTRONIC DEVICES**

Cell phones continue to create significant distractions to student learning. In order to maintain our focus on education, the use of cell phones, iPods, CD players, MP3 players, pagers, beepers, Apple watches and any other electronic devices are prohibited during scheduled instructional periods. Improper use during these times may result in a school consequence.

**SOTA IS NOT RESPONSIBLE FOR ANY LOST OR STOLEN ELECTRONIC DEVICES and as such SOTA will not investigate the loss or theft of these items as such, for this purpose we recommend that all electronic devices be kept home.**

If you require your child to carry a cell phone for emergency purposes, **they may not be turned on or used during instructional periods. Cell phones must not be visible at any time during any instructional periods to include hallways and bathrooms, throughout the school day.**

Violations of this policy will result in the following:

1. The student will be sent to the Administrator.



2. The cell phone will be confiscated until the parent or guardian chooses to pick the phone up.
3. The Administrator will contact the parent/guardian.
4. The Administrator will issue a Saturday School to the student.
5. The cell phone will be returned to the parent or upon successful completion of the Saturday School.

**Failure to report to Saturday School will result in further consequences.**

### **CELL PHONES DURING EXAMS**

**NEW YORK STATE EDUCATION REGULATIONS CLEARLY STATE STUDENTS ARE NOT TO BE IN POSSESSION OF A CELL PHONE DURING AN EXAM.**

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

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

### **PROCEDURE:**

- All students will adhere to the following procedure. Plastic bags will be included with the exams that will be distributed by each proctor. The proctors will use these bags in the following way:
- Distribute a plastic bag to each student who has a cell phone or prohibited device.
- Students will turn off the device, place items in baggie, label with their name, and submit to proctor.
- Proctor will store in container in front of room.
- Proctor will return student property at conclusion of exam.
- Proctor will retain baggies and place in brown bag included with exam materials.
- Proctor will return baggies and brown bag to exam room with exams to be reused.

**Effective August 2012 from the New York State Department of Education:** Any student observed with any prohibited device while taking a State exam must be directed to turn it over to the proctor or monitor immediately. To allow for all possible outcomes of procedural due process, the student should be allowed to complete the exam. The incident must be reported promptly to the school principal. If the principal determines that the student had a prohibited device in his or her possession during the test administration, the student's test must be invalidated. No score may be calculated for that student.

## **CENSORSHIP**

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

### **WE FURTHER AFFIRM OUR COMMITMENT TO:**

- Respect the dignity and essential worth of all individuals.
- Promote a culture of respect throughout the school community.
- Respect the privacy, property, and freedom of others.

- Reject bigotry, discrimination, violence, or intimidation of any kind.
- Practice personal, academic and artistic integrity and expect it from others.
- Promote the diversity of opinions, ideas and backgrounds which is the lifeblood of the school.

### **CENSORSHIP: THE 3M POLICY**

The “Community Standards” is a policy which is adhered to when deciding if something is appropriate to present to children (i.e., a production, viewing of a video in class, etc.).

The District policy requires films to be PG in order for them to be viewed. We will expand this to plays and readings (Creative Writing) as well.

Teachers are expected to explain to students that they are free to express themselves anyway they wish to in their homes and during their non-school leisure time. All activities in school, or related to the school arena, come under school guidelines for appropriateness.

The criteria for judging all acceptable work will be the 3-M policy. That is, the work would be approved by all three of these:

- Mom (parent/guardian)
- Minister
- Me (the principal)

## **CENTER FOR YOUTH PREVENTION EDUCATION SERVICES**

### **Prevention Education Services (PES)**

The Center’s School-Based Services is committed to providing opportunities that empower youth and help improve their lives. Prevention Education Services specialists offer research-based, interactive workshops geared toward schools and other youth organizations in Monroe County. Evidence-based prevention programs such as Botvin’s Life Skills help children and teens make healthy decisions.

Examples topics include:

- communication
- alcohol and drug awareness and counseling
- prejudice
- social media dangers
- bullying
- depression and suicide
- sexuality
- conflict resolution

## **CHANGE OF MAJORS**

Students who wish to change their major must complete the process during Grade 8 in order to be considered for a new major for freshman year. This process begins with a formal conversation with their primary Arts teacher, their counselor and the Assistant Principal for the Arts. Students will need to obtain the necessary Change of Major Request Form from their counselor, provide the necessary signatures/approvals in addition to successfully completing a formal audition in January. PLEASE NOTE: 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 your Counselor.
- Complete and return it to Counselor.
- The Counselor will schedule an appointment to discuss the change with the student.

You will need to discuss all course changes with your counselor prior to making any changes. **No course changes will occur after November 9, 2018** 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*

## CHROMEBOOKS

Mandatory retraining is needed for ALL staff who plan to use Chromebooks this year. Teachers must register for these classes on True North Logic. Please Note: These are NEW CLASSES.

Mandatory classes are:

- 1<sup>st</sup> – Google Transformation 101 (2 hrs.)
- 2<sup>nd</sup> – Chromebooks in the Classroom (4 hrs.)
- 3<sup>rd</sup> – Google 101 (4 hrs.)

## CLASSROOM CULTURE AND CLIMATE PLAN

### RULES

- **ALL ELECTRONIC DEVICES ARE PROHIBITED IN ALL CLASSROOMS.** This includes, but is not limited to: cell phones, ear buds, headphones, iPods
- **THE SOTA DRESS CODE WILL BE STRICTLY ENFORCED.** This includes, but is not limited to: no hats, hoods and bandanas. Please see SOTA Student, Parent and Faculty Handbook for complete information.
- **DISRESPECT/DISRUPTION TO THE EDUCATIONAL PROCESS IS PROHIBITED.** This includes, but is not limited to: no bullying, profanity, food consumption or personal grooming.

### CONSEQUENCES

- Verbal/Non-Verbal Warning/Contact Log
- Move Student to Different Seat
- Parent Contact/Parent Conference
- Lunch Detention

- After-School Detention
- Conference with Administrator
- ~ *Determined by the Teacher* ~

### **NON-NEGOTIABLES RESULTS IN IMMEDIATE REMOVAL FROM CLASSROOM**

This includes, but is not limited to: fighting; physical and verbal altercations, vandalism, theft, chronic disruption, and suspicion of being under the influence of illegal substances.

### **SEVERE CONSEQUENCES**

This includes, but is not limited to: Saturday School, In-School Suspension (ISS), Out-of-School Suspension (OSS), Long Term Suspension (LTS), ~ *Determined by the Administration* ~

## **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. EARLY IS ON TIME AND ON TIME IS LATE!**
- Take pride in your personal appearance.
- Students must put away all electronics during class time.
- Hats, other headgear, and coats must be left 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 **ALL instructional periods throughout the school day.**
- Keep the school building and grounds clean and free of graffiti. Please see SOTA's policy on graffiti.
- Food is allowed **ONLY** in the Commons/Cafeteria area.
- Cooperate with one another and with the adults who are in charge. Listen carefully, be courteous and follow directions given by adults.
- Show respect for your classmates and all adults.
- When asked to identify yourself to a staff member, please do so willingly.
- Use adult assistance when needed to resolve conflict.
- Accessing inappropriate websites is prohibited. Any unauthorized use of computers, software or the Internet is a violation of RCSD policy.
- Promote physical safety and security for yourself and others.
- Observe the SOTA Dress Code; please see SOTA's Dress Code Policy.
- **Absolutely no food or drinks, except for water without a broken seal, are allowed into the building.**
- **Weapons, drugs and alcohol are not permitted.**
- **Fighting, shoving, harassing, and abusing others will have severe consequences.**

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

## **COLLEGE APPLICATIONS**

We are eager to assist you to apply for colleges and to plan for your career. Unfortunately, we are unable to provide stamps for your recommendations, applications or make long-distance phone calls for your personal planning. College recruiters visit School of the Arts throughout the year. These visits are listed on the weekly bulletins. Students will need a pass from their

counselor to meet with a college recruiter excusing them from class. Students are responsible for any missed class assignments. Please be aware that counselors are NOT able to assist with financial aid paperwork. The District will have a scheduled day where parents/guardians and students can meet with financial aid counselors.

**Please Note:** The counselors encourage seniors to submit their college applications by **Tuesday, November 27, 2018**. Counselors are not able to assist with financial aid paperwork. The District will have a scheduled day where parents/guardians can meet with financial aid counselors.

Students must have a conversation with each staff member that they will be requesting a recommendation from.

**Please Note:** A resume sheet is required by each person you ask to write a recommendation. All recommendations must be completed on Naviance.

## COMMUNITY SERVICE/VOLUNTEERING

**Community service** is a non-paying job performed by one person or a group of people for the benefit of the **community** or its institutions.

Each 11<sup>th</sup> and 12<sup>th</sup> grade student must complete community service hours in order to fulfill the community service hours that many colleges expect to see, and to fulfill the **mandatory requirement** for the successful completion of Participation in Government (PIG) and Economics.

Beginning in Grade 11, all juniors are expected to complete at least **10 hours** of community service to be performed **outside** of the school day. Students in Grade 12 are expected to complete an **additional 10 hours** of service, also to be performed outside of the school day for a **combined total of 20 hours** of service earned during the junior and senior years.

Community Service opportunities are listed on the information board located on the 3<sup>rd</sup> floor outside of the Academy Office. If you would like to participate in a Community Service Activity that is **NOT** listed, you must get that activity pre-approved by the Administrator in charge of 11<sup>th</sup> and 12<sup>th</sup> grades. The Administrator in charge of Community Service or his or her designee verify all hours that do not originate from the board and has the authority to refuse any or all un-approved service hours.

### **Community Service Guidelines and Resources:**

- Community service hours must be unpaid.
- You should strongly consider completing more than 20 hours of community service as it can strengthen your college applications.
- Volunteer at a hospital, nursing home, a community summer program, or church.
- Participate in an organized cleanup activity at a local park, playground or community center.
- Register at [www.volunteermatch.com](http://www.volunteermatch.com), [www.RochesterCares.org](http://www.RochesterCares.org), or visit Foodlink at [www.foodlinkNY.org](http://www.foodlinkNY.org) to find other great opportunities.
- Serve as a SOTA Ambassador for events at school.
- Check out the volunteer opportunities at the Seneca Park Zoo, Lollypop Farm or the Rochester Animal Services Center.
- **REMEMBER...** you must return a completed community service form to the Commencement Office for each service opportunity.
- Community Service hours will not be accepted on a day that the student was not in school.
- Community Services cannot be completed during the school day unless pre approved.
- Community Service hours cannot be signed off by a family member.
- **If you have any questions before beginning your service hours, please call the Commencement Office.**

**TEACHERS:** Filing or grading **does not** count as Community Service hours. Most Community Service hours must be completed after 2:30 PM outside of the school day. For additional information or any other questions, please contact the Grade 10-12 Administrator at 585-242-7682 ext. 6333 for prior approval.

**Please Note: All Community Service hours must be completed by Friday, May 31, 2019. Hours turned in after May 3, 2019 will not be processed in time to purchase prom tickets.**

**If a junior or a senior does not fulfill their Community Service hours they will not be allowed to participate in SOTA's Prom or graduation ceremony.**

*Approved by the School Based Planning Team 2009*

## **CONSULTANT CONTRACTS**

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

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

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

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

A formal quote should be submitted from the vendor as part of the required paperwork. Contracts less than \$2,000 should only take about 45-60 days. For contracted services between \$2,000 and \$20,000, a "Request to Issue" must also be prepared and submitted. For contracted services greater than \$20,000, additional paperwork is required.

### **FINGERPRINTING REQUIREMENTS:**

Any consultant on school premises for five (5) or more days must provide a NYSED Fingerprinting Clearance Certificate, regardless of the amount of the contract. This process must be done seven to ten days (7-10) prior to teaching.

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

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

Never sign contracts of any kind with candy manufacturers, bus companies, tour groups, or book vendors, etc. **Only the Superintendent or Designated Representative (School Principal) can enter into formal contracts.**

## **COPIES / COPYING SYSTEM**

**NOTE TO FACULTY:** Please do not send students to use the copy machines in the office.

**FACULTY:** Faculty and staff may use the copy machines located in the Main Office and in each Academy Office. In order to use any of the copy machines, a staff member will need to swipe their staff ID badge or manually log in using their employee ID and computer logon.

Another method of printing is to send the job to the District’s Printing Services Department. “Free Print” for schools is available at the RCSD Print Shop and is to be used by teachers and administrators to print curriculum/instructional materials for their students.

In an effort to provide schools with an alternative so that they can spend more time in the classroom with students and less time making copies. **The Print Shop will complete print jobs within 48-hours and the completed job will be delivered to schools.**

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

**To connect to your Toshiba copier,** we have established three different printer links for you to use. The one you use is dependent on the specific Toshiba machine you want to print to. You can find directions to access the Toshiba copiers both below or on the Intranet at the following link:

<http://intranet/departments/Office%20of%20Administration/Information%20Management%20%20Technology/Print%20Management%20Initiative/Pages/Default.aspx>

**COUNSELING DEPARTMENT**

<b>Counselor Name</b>	<b>Grade Assignment</b>	<b>Student Last Name</b>	<b>Phone Number (585)242-7682</b>
<b>Mrs. Coe</b> Middle School Student Government National Junior Honor Society	<b>7 - 9</b>	<b>A – J</b>	<b>X4320</b>
<b>Mrs. Coccia</b> Middle School Student Government Modified Girls Volleyball Coach	<b>7 - 9</b>	<b>K – Z</b>	<b>X4240</b>
<b>Mrs. Sirianni</b> Foreign Exchange Students National Honor Society	<b>10 – 12</b>	<b>A – F</b>	<b>X2493</b>
<b>Mr. Murphy</b> AP & SSD Coordinator, NCAA Eligibility Center, Military Recruitment, Student Government	<b>10 – 12</b>	<b>G – N</b>	<b>X1791</b>
<b>Ms. Kasdin</b> SADD, Awards, National Honor Society	<b>10 – 12</b>	<b>O – Z</b>	<b>X3492</b>
<b>Ms. Pierce</b>	<b>Records and Counseling Secretary</b>	<b>All</b>	<b>x1790</b>

### 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
- **Sophomores and juniors will take the PSAT exam on Wednesday, October 10, 2018.**

### COLLEGE APPLICATIONS ARE PROCESSED THROUGH THE COUNSELING DEPARTMENT:

- Students on the Free/Reduced Lunch list are eligible for five (5) College Board requests for application fee waivers.
- Visits by recruiters from Colleges, the Military and employment agencies are arranged through the Counseling Department.
- Student athletes who wish to pursue athletics in college at the NCAA Division I or II Level need to see the counselor in charge of NCAA 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 two fee waivers for the ACT.
- Letters of Recommendation MUST be requested two-weeks in advance through Naviance and must include a resume.
- **It is recommended that all college applications be turned in by Tuesday, November 26, 2018.**

## 2018 - 2019 SAT TEST AND REGISTRATION DATES

[www.sat.collegeboard.org](http://www.sat.collegeboard.org) – Customer Service – 1-866-756-7346

TEST DATE	REGISTRATION DEADLINE	LATE REGISTRATION DEADLINE	SAT SCORES AVAILABLE
August 25, 2018	July 27, 2018	August 15, 2018	September 9 , 2018
October 6, 2018	September 7, 2018	September 26, 2018	October 21, 2018
November 3, 2018 (SOTA)	October 5, 2018	October 24, 2018	November 18, 2018
December 1, 2018	November 2, 2018	November 20, 2018	December 16, 2018
March 9, 2019 (SOTA)	February 8, 2019	February 27, 2019	March 24 , 2019
May 4, 2019 (SOTA)	April 5, 2019	April 24, 2019	May 19, 2019
June 1, 2019 (SOTA)	May 3, 2019	May 22, 2019	July 14, 2019

Test Fees - \$54.50 for tests through January 2017. Beginning in March, the fee is \$43.00 (fee waivers available from counselors for qualifying students.)  
Late Registration Fee - \$28.00

**SOTA School Code: 3 3 4 8 3 5**

## 2018 -19 ACT TEST AND REGISTRATION DATES

[www.actstudent.org](http://www.actstudent.org) – Customer Service – 1-319-337-1270

TEST DATE	REGISTRATION DEADLINE	LATE REGISTRATION DEADLINE- FEE	ACT SCORES AVAILABLE
September 8, 2018	August 10, 2018	August 11-26, 2018	September 18, 2018 – November 1, 2018
October 27, 2018	September 28, 2018	September 29-October 14, 2018	November 13, 2018 – January 2, 2019



December 8, 2018	November 2, 2018	November 3-19, 2018	December 18, 2018 – February 1, 2019
April 13, 2019	March 8, 2019	March 9-25, 2019	April 23, 2019 – June 7, 2019
June 8, 2019	May 3, 2019	May 4-20, 2019	June 18, 2019 – August 2, 2019

Test Fees - \$39.50 with no writing section; \$59.50 with writing section - per exam. Fee waivers are available from counselors for qualifying students. Late Registration Fee - \$25.00; Standard Day Fee - \$49.00

**SOTA School Code: 3 3 4 8 3 5**

### **IMPORTANT COUNSELING DEPARTMENT DATES:**

- **COLLEGE NIGHT:** Tuesday, October 4, 2018 at 6:30 PM
- **PSAT:** Wednesday, October 10, 2018 at SOTA.  
\*\*The PSAT Registration Fee is paid for by the Rochester City School District
- **SENIOR DAY OF SERVICE:** Wednesday, October 10, 2018 - Various Community Locations
- **SENIOR AWARDS CEREMONY:** Wednesday, June 11, 2019 at 6:30 PM

## **COURSE CRITERIA/SYLLABUS**

Teachers will create Course Criteria Sheet/Syllabus, making certain to include any additional information required by the principal, and ensure that they are approved by their supervisor prior to distribution to students and parents. Teachers will provide students with a copy of their Course Criteria Sheet/Syllabus on the first day of class. Parents who attend **Curriculum Night on Wednesday, September 12, 2018 at 6:00 PM**, should be afforded a copy upon request.

## **CRISIS INTERVENTION SPECIALIST/CENTER FOR YOUTH**

The Crisis Intervention/Prevention Specialist (CIPS) as part of a school-based, support services team. The CIPS works to create a youth/family/faculty friendly presence within the school that is founded on cooperative relationships and direct communication. The CIPS is able to provide the full continuum of care; specific areas of focus are prevention education, Help Zone services and immediate crisis response and mediations. CIPS will also deliver a variety of best-practice and research-based services (i.e., groups, workshops, curricula), as needed, with a focus on the Positive Behavior Intervention and Supports (PBIS). The CIPS also provides access to additional resources from The Center for Youth.

## **CONSEQUENCES FOR POOR CLASSROOM BEHAVIOR PROCEDURES**

When teachers have exhausted all of their strategies for bringing about good behavior in class and student(s) continue to disrupt the educational process and they have previously implemented the following to include but not limited to:

1. Lunch Detention
2. After School Detention
3. Calling the parent/parent conference
4. Counselor Referral

The teacher/student may require administrative intervention. The teacher should:

1. Call the appropriate Academy Office based on the student's grade level
2. Tell the secretary that the student is being sent to the office (make sure to include the reason the student is being sent)
3. Follow up with the administrator immediately after class
4. Complete an online referral

5. Contact home as soon as possible to explain the incident that took place in the classroom and that it required administrative involvement.

## CUSTODIAL REQUESTS

All requests for custodial services are to be e-mailed to the Chief Custodian and CC the School Principal.

## DIGNITY FOR ALL STUDENTS ACT – DASA

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

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

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

**Please report any violations to the Administrator in charge of your child's grade level.**

## DOUBLING CLASSES

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 such as illness, excessive transfers, etc. Mere failure of a course is not to be considered an unusual circumstance. The student understands that they will be on probation during the first two marking periods. **Failing the course in which the student is doubling in, during either the first or second marking periods, will result in an automatic drop from the upper level course.** SOTA students must have the approval of the Academy Director in order to double in sequential courses.

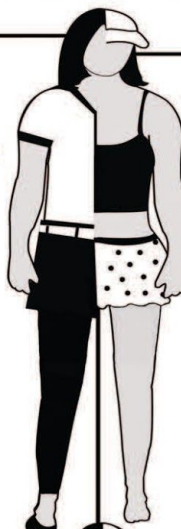

## DRESS CODE – RCSD POLICY

**The Administration at School of the Arts has the discretion to determine appropriate dress. Below you can find a list of items to avoid wearing as they may NOT adhere to the SOTA Dress Code:**

- Revealing necklines.
- strapless tops.
- tube tops.
- halter tops.
- sleeveless “muscle” shirts.
- low-cut, open-back, backless.
- Bare midriff (belly shirts), or any other clothing which exposes the midriff area to school. As a rule of thumb - when the arms are raised, tops that expose the midriff area may not be worn in school. 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. **Please Note: All straps must be two (2) inches wide or the equivalent width of two (2) fingers.**
- See-through shirts or blouses may not be worn.
- Shirts with obscene language, unacceptable graphics and/or advertisements for illegal substances may not appear on clothing or accessories.

- Students are prohibited from wearing any sign, symbol, logo, or garment which has become synonymous with any gang, cults, Satanism, unauthorized or organizational activity.
- Hats, caps, bandanas, do-rags, head coverings, hair curlers, picks or sunglasses will not be worn in school.
- Shorts, skirts, and dresses must be no shorter than five (5) inches above the knee. If the article is slit, the top of the slit must be no higher than five (5) inches above the knee. Five (5) inches equals the length of a 3x5 card.
- **Pants must be securely fastened with a button, snap or zipper at the waist.** Belts must be worn at the waist and fit properly. Pants worn too low, too large or too loose are not permitted.
- Winter coats must be stored in lockers.
- House-shoes or slippers are not allowed for safety purposes.
- Students are prohibited from wearing any metal chains, metal spiked apparel or accessories.
- **DRESS CODE VIOLATORS WILL BE ADDRESSED BY ADMINISTRATION. STUDENTS MAY BE OFFERED AN APPROPRIATE OPTION AND ALLOWED TO RETURN TO CLASS. HOWEVER, IF THE STUDENT DOES NOT OPT TO ACCEPT THE OPTION OR DEVISE AN ACCEPTABLE PLAN THEY WILL NOT BE ALLOWED TO ATTEND CLASS, THE PARENT OR GUARDIAN WILL BE CALLED AND THE STUDENT MAY BE SENT HOME.**

*School of the Arts* **DRESS CODE POLICY**  
TO INCLUDE BUT NOT LIMITED TO:

<b>✓ YES</b>		<b>NO</b>
✓ Shirts must have appropriate language and graphics.		⊘ No strapless tops, tube tops, or spaghetti straps.
✓ All shirt straps must be at least 2 inches wide on the shoulder.		⊘ No bare midriffs.
✓ Shorts and skirts must be no more than 5 inches above knee.		⊘ No see-through shirts or blouses.
✓ Appropriate and safe shoes should be worn at all times.		⊘ No holes in pants 5 inches above knee.
✓ Sunglasses should be kept off of the face at all times.		⊘ No barefeet or slippers.
✓ Muscle shirts should be covered by a shirt.		⊘ No exposed undergarments.
✓ Outerwear including heavy coats, puffy vests and jackets need to be stored in the locker.		⊘ No hats, hoods, knit caps, do-rags or bandanas.
✓ Pants must be worn around the waist.		⊘ No inappropriate language or graphics on clothing.
		⊘ No accessories or jewelry with reference to drugs, weapons, alcohol, or gangs. No metal chains.
		⊘ No sagging pants.

Adherence to the SOTA dress code is an expectation for all students. The SOTA Administration has the discretion to determine appropriate dress.

## EARLY DISMISSAL DAYS

Early Dismissal Days for All Students	
FRIDAY, DECEMBER 7, 2018 **	
FRIDAY, JANUARY 11, 2019	
FRIDAY, MARCH 21, 2019 **	
FRIDAY, APRIL 26, 2019	
** Indicate Parent Teacher Conference - 12:30 PM - 2:30 PM	
Regular School Schedule 7:30 AM – 2:30 PM/3:30 PM	Early Dismissal Time 11:00 AM

## EARLY DISMISSAL PROCEDURE – APPOINTMENTS

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

Grades 7-9	Foundation Academy	242-7682 x 4000
Grades 10-12	Commencement Academy	242-7682 x 3000

**Please Note: Only people pre approved by you and currently listed in the system are allowed to pick up your child. Students will not be dismissed if we cannot reach a parent/guardian.**

## EARLY DISMISSAL / LATE ARRIVAL PRIVILEGE FOR GRADES 11-12

Juniors and seniors who wish to take advantage of Early Dismissal/Late Arrival must understand that this is a **privilege**. Students who have first period or last period free or a block of periods free throughout the day can apply for this privilege. Applications for Late Arrival/Early Dismissal are located in the 3<sup>rd</sup> Floor Academy Office. All Applications must be signed and will be verified with the student's parent prior to officially receiving an early dismissal on their schedule. This privilege will only be granted if the student is academically eligible. Students who are granted this privilege must:

- Sign in/out with the SSO in the foyer daily
- Have their Student ID's in their possession AND be identified appropriately,
- Be off property until their class begins or directly after the class ends.

Students with this privilege who are repeatedly tardy to classes (if applicable) or found in the building when they should not be will lose the privilege and be assigned an Academic Advisement class and if deemed necessary issued a consequence.

Juniors and Seniors, who with their parent's/guardian's permission, complete an application and have been approved for a schedule change to include a daily Early Dismissal can receive a GREY bus pass. To receive this bus pass, you must inform the Assistant Principal of the Junior and Senior Class of your need and you **MUST** live more than 1.5 miles away from School of the Arts.

**Please note: Students with this privilege MUST remember to sign-in and/or out of the building each day with the School Security Office at the front desk/foyer. Failure to do this will result in the loss of this privilege.** If you have questions, please contact the Administrator in charge of Grades 11-12.

Students with early dismissal privileges who have rehearsals, games, or practices scheduled for after-school, MUST obtain a Sports/Activity Pass from the Coach or the Coordinator of the After School Event in order to regain entry into the building at the appointed time. Students will NOT be allowed to enter the building before 2:30 PM.

## **ELEVATOR FOR STUDENT USE**

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

- A physician's note must be turned into the Nurse's Office requesting the use of the elevator. The note should contain a beginning and ending date for use.
- Students will need to report to the closest Academy Office to request assistance with getting on the elevator or ask an SSO.

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

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

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

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

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

- A cumulative "C" or a 2.0 average for all scheduled subjects
- A 90% daily in-class attendance for all classes.
- Students must be present for a minimum of 50% of the school day in order to participate in an evening performance, game or event.
- Demonstrate good citizenship

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

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

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

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

**TUTORING** - All students on probation or ineligible must attend tutoring in any failing subject.

- Tutoring will be made available through special academic assistance as assigned/approved by the building Principal or their designee i.e. the Athletic Director/Assistant Principal in a specific subject area

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

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

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

**Any student in Grades 7-12 who wishes to participate in an interscholastic sport or an extracurricular activity must maintain an overall GPA academic average of 2.0.** Grades are calculated on a 10-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 10-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 4-weeks.

**PROBATION** – Probation is defined as a period of time that student/athlete will be allowed to practice, play or participate in extracurricular activities provided that the student/athlete meets all other conditions of probation. If at the end of the 3-week “probation” period the student/athlete fails to raise their overall academic average for all subjects to a minimum 2.0 GPA and/or does not pass all courses with a minimum of a D, he/she is declared “academically ineligible” for the next 10-weeks. The student remains ineligible until there is a 10-week grade period with a minimum 2.0 GPA and all courses passed. The first 10-weeks after becoming eligible, the student/athlete remains on “probation.”

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

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

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

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

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

<b>CHARACTER:</b>	<i>The formation of universally desirable traits such as respect and responsibility. A person who has a well-formed character will most likely aspire to act in a consistently just and caring manner. Note: It is important for a teacher to share with students their goals regarding character. In conveying these goals; the teacher should use easy-to-understand terminology.</i>
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The Athletic and Arts/Extracurricular Eligibility program will adhere to the RCSD’s Code of Conduct in qualifying student behavior and the penalties associated with students who violate the district’s Code of Conduct. Schools will be authorized to promulgate regulations designed to implement this Code in the determination of eligibility.

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

## **ELIGIBILITY – GRADING POLICY**

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

- Students must maintain a GPA of 2.0 to be eligible.
- Students with below a GPA of 2.0 and/or one “F” must attend mandatory academic eligibility study hall.
- Students with two “F’s” are declared ineligible regardless of their GPA and must attend mandatory academic eligibility study hall and can practice but cannot play/perform.
- Students with three “F’s” or more will be removed from the team or the performance.

## **ELIGIBILITY DATES**

### **FALL SEASON**

The initial check for eligibility must be done prior to the first competition.

#### **September 21, 2018**

- All player’s grades are checked - Modified, JV, and Varsity.

#### **October 12, 2018**

- All players’ grades are checked - Modified, JV and Varsity.

#### **November 2, 2018**

- All player’s grades are checked - Modified and JV.
- Varsity grade check for only ineligible players from the 10-6 grade check.

### **WINTER SEASON**

Initial check - Use the grades from the first Marking Period of the 2017-2018 school year.

#### **November 30th, 2018**

- All player’s grades are checked - Modified, JV, and Varsity.

#### **December 20, 2018**

- All player’s grades are checked - Modified, JV, and Varsity.

#### **January 18, 2019 (January 25<sup>th</sup> last day of marking period)**

- All player’s grades are checked - Modified, JV, and Varsity.

#### **February 1, 2019 (report card grades from second marking period)**

- All players’ grades are checked – Modified, JV and Varsity.

#### **February 8, 2019 (from the work completed from 1-30-19 to 2-10-19)**

- Varsity grade check for only ineligible players from the 2-5 grade check.

### **SPRING SEASON**

Initial check - Use the grades from the second marking period –2018- 19.

#### **March 29, 2019**

- All player’s grades are checked - Modified, JV, and Varsity.

#### **April 22, 2019 (report card grades from the third marking period)**

- All players’ grades are checked – Modified, JV and Varsity.

#### **May 3, 2019**

- All player's grades are checked - Modified, JV, and Varsity.

## **E-MAIL – MICROSOFT OUTLOOK**

All faculty and staff members will use Microsoft Outlook email. It is used to send both internal and external emails. **District e-mail is a primary mode of communication. It is expected that all staff will check their email periodically throughout the school day.**

If you are having difficulty with your Microsoft Outlook please contact Central Office for assistance **AND** contact the Technical Director. Emailing both can sometimes result in SOTA'S Technical Director resolving your issue quicker than the request routing through the help desk/CO technician. This also allows SOTA's Technical Director to keep track of any development.

## **EMERGENCY 911 CALL PROCEDURE**

If anyone is unresponsive or showing signs of severe distress, you are to call 911 immediately and send a student to the nearest classroom or adult who will notify the Main Office (dial 0) or the Nurse's Office, (dial 1460 or 1440). The Nurse/Nurse's Assistant will be asked to respond to the area to support until emergency response personnel arrive.

**PLEASE NOTE:** The adult calling is using their judgment that the person is in imminent danger for 911 to be called and that the situation is a matter of life or death. When calling the Nurse's Office with a 2-way radio or via phone (x1460 or x1440), BE CALM, CLEAR AND CONCISE with the student's name, location, symptoms, and what is needed (i.e. wheelchair).

**All calls from classrooms/offices to 911 trigger an emergency alert to the Operator on the Switchboard.** 911 will call the school to confirm the nature of the call. This is done to facilitate the emergency response team in getting into the building and to the location of the person(s) involved. By notifying the Main Office (dial 0) that you have called 911, ensures that the 911 dispatcher understands that there is indeed an emergency and not a prank call from the school. Remember, time is of essence. This chain of command is critical in ensuring that the person(s) involved is attended to ASAP.

- Main Office Secretary/Designee will notify the Principal/Designee of the incident.
- The Principal/Designee will communicate to School Resource Officer, School Safety Officers and Administration via two-way radio. Personnel with two-way radios will immediately report to the location.
- The School Safety Officer in the foyer will communicate to Leadership via the 2-way radio upon the arrival of the emergency response team and assist them with getting to the location.

### **REMINDERS:**

- Stay calm.
- Be clear.
- Be specific.
- Keep the area clear.

The nurse/Nurse's Assistant have full authority to call 911. The Main Office Clerk/Designee will serve as the primary point of contact for the Principal/Designee.

## **EVACUATION PROCEDURES**

- Principal's Evacuation Plan can be found in each classroom on a clipboard along with class rosters.
- Each classroom has a clipboard hanging on the wall close to the door.
- Evacuation Plan Procedure Folder will be available to staff under a separate addendum.



## EVENTS POLICY – A SPECIAL MESSAGE FOR SOTA PARENTS

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

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

### ATTENDANCE:

- Student performers must meet the District's mandatory attendance requirement in all classes in accordance with the current Attendance Policy. **Students will not be allowed to participate in evening events if they are not present in school on the day of the event.**
- **Students in Grades 7 and 8 are not permitted to attend any after-school building-based activities such as sporting events, heritage assemblies, recitals, performances or concerts without being accompanied by an adult chaperone.**
- The chaperone **MUST** remain with the child throughout the event.
- School of the Arts hosts numerous after-school performances and events. For your child's safety and security, make and confirm arrangements to pick up your child/children prior to the conclusion of all SOTA events. Please do not wait until the end of an event to call for your ride.
- **Please Note:** All SOTA students who are NOT picked up within 30 minutes of the conclusion of the event/performance will lose the privilege of attending future events/performances even if they are a participant. This will negatively affect your child's grade for recital/showcase participation.
- **Please Note:** **If a student cannot provide their own way home within the 30 minute time allotment, an alternative form of transportation will be called to transport the student home at the parent or guardian's expense.**
- **THE MAIN OFFICE SWITCHBOARD CLOSSES AT 3:30 PM.**

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

## EXCUSED PERIODS – DAILY PRIVILEGE – GRADES 11-12

- ONLY juniors and seniors are eligible to apply for daily excused periods. Excused periods can occur where the student has AT LEAST two study halls (Advisement) or a study hall and lunch in consecutive succession. Students **MUST** fill out an application, found in the third floor Academy Office, have it signed by either a parent or guardian and then return it to the Assistant Principal in charge of the juniors and seniors.
- The parent or guardian will be contacted to verify the student request. **All students approved for this privilege must sign out with the safety and security officer and leave the school of the arts building and campus. Students, who have mid-day excused periods and are returning to school, are required to sign in and go directly to class. Failure to sign in or out may result in loss of privilege.**
- Students with this privilege 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. **Students must leave the school grounds.**
- Students with early dismissal privileges who have rehearsals, games, or practices scheduled for after-school, **MUST** obtain a pass from the Coach or the Coordinator of the After School Event in order to regain entry into the building at the appointed time. **Students will only be allowed in the building with a pass ONLY at 2:30 PM.**

## 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. **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.**
- 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 fourth floor Academy Office. Assignment books are strongly recommended for all other students. They are custom designed to help students organize themselves.
- **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 dancewear 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: sketchbooks, 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 for a cost through your classroom teacher.
- **ACADEMIC CLASSES/TESTING/EXAMS** - Students are required to have the necessary pens, pencils, for use during all classes and exams. Calculators are required for use during state exams.

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

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

## FACILITY USE

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

**All events, meetings, review classes, rehearsals, practices, study sessions etc. that occur outside of the normal school day (7:30 AM-4:00 PM) or on weekends - now require an RCSD Building Permit.**

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

<https://www.rcsdk12.org/domain/5275>

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

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

## **FIELD TRIPS – RCSD POLICY AND EXPECTATIONS**

School of the Arts works diligently to offer our students opportunities outside of the building. These experiences are referred to as School Trips. **The Superintendent's updated Regulation 4400-R States:**

- Anyone planning a school field trip must complete in entirety and submit a School Field Trip Planning Form.
- Receive approval for the field trip.
- **Local Trips** (within 60 miles of Rochester) require approval from the Principal at least 15 days prior to the trip.
- **Overnight or out of town trips** (60 miles or more from Rochester) require the approval of the principal and must be submitted 60 days prior to the trip and receive approval by the School's Chief at least 45 days prior to the trip.
- **International trips** require Principal approval at least 180 days prior to the trip, the School's Chief approval 150 days prior to the trip and the Superintendent's approval 120 days prior to the trip.
- Special Education students with 504 Plans must be provided transportation and accommodations appropriate to their needs.
- A plan for as well as parental permission and provisions for medical emergencies during field trips must be in place.
- Requirements for field trip chaperones/supervision must be in place.
- Emergency circumstance plan/procedures must be put in place.
- Authorized transportation must be determined and approved. The entity responsible for paying for the service must also be identified at this time.
  - The TEACHER is responsible for arranging bus transportation (if applicable) by faxing the approved FIELD TRIP REQUEST FORM, signed by the Principal, to First Student Education Services, FAX: (585) 458-3225
- Insurance requirements must be accounted for.
- Required Forms:
  - School Field Trip Planning Form
  - Parental Permission and Medical Consent and Release Form
  - Educational Field Trip Statement

### **Student Funded Field Trips:**

1. Money collected can be deposited into a Student Activity Fund account. Fill out a deposit slip and give to the Account Clerk Typist for deposit; a check request will be drawn against the club account to pay the vendor. The money can be cash or checks made payable to School of the Arts.
2. If there is NO active Student Activity Fund Account, receipts must be CASH ONLY because there is no way to facilitate deposits, check cashing or payments. The Teacher will be responsible for holding the Money and facilitating payment directly to the vendor with cash, a personal check/credit card, or money order. This should be clarified with vendor when scheduling the event. All monies should be stored in the safe. Please make arrangements with the Account Clerk Typist.

### **School Funded Trips:**

After the Principal's verbal approval and when submitting your Field Trip paperwork to the Project Administrator, please provide the Account Clerk Typist with three (3) quotes for bussing and any registration/admission fees so a PO can be created.

### **The Sponsoring Teacher Must Make ALL Arrangement Including:**

- Filing of transportation requests and plans for the trip
- This must be cleared with the Supervising Administrator and the Principal
- Notify SOTA by email a list of students who will be attending the field trip and the date and time of the trip
- If the teacher will miss any classes, arrangements for class coverage must be approved by the Assistant Principal in charge of substitutes
- The teacher must make arrangements for students who will not be participating in the field trip activity 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 the Attendance Secretary
- 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; 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
- All-day field trips will be scheduled for classes in Grades 9 through 12 during the last two weeks of the school year

### **Field Trips and The School Nurse**

The District has a responsibility of obtaining and submitting a Field and Walking Trip Medical Consent Form to the nurse seven (7) days prior to the trip. Please be advised that the Field and Walking Trip Medical Consent Form has been updated and is located in the Main Office and/or the Nurse's Office, as well as on the District SharePoint Site.

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

\*Specific Field Trip Information Packets can be found in the Main Office Copy Room File Cabinet.

<https://www.rcsdk12.org/domain/5275>

**Please Note: The Office of the Superintendent will not approve any field trips in the month of June.**

### **EXPECTATIONS**

**If you are planning a field trip you must notify SOTA staff by email two weeks prior to your trip. This email should include names of the potential students along with the date(s) of your trip.**

- . Each student who attends a school trip is expected to:
  - Complete the required permission slips and medical forms and turn them in by the designated deadline.
  - Pay for the field trip by the designated deadline (if payment required).
  - Follow all SOTA and RCSD Code of Conduct expectations.
  - Adhere to the SOTA Dress Code.
  - Conduct themselves as distinguished young men and women at all times.

Students who fail to complete any of the above mentioned expectations can be:

- Not allowed to attend the trip.
- Be sent home at the parent/guardian's cost.
- Be subjected to school discipline, such as suspension, including the possibility of NOT attending Prom or crossing the stage at graduation.

## **FIRE ALARM PROCEDURES / DRILLS**

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

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

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

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

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

Fire drills may or may not occur during each of your instruction periods. Teachers need to review the appropriate evacuation location with each class. Please become familiar with the information on the Evacuation Information clipboard found near the door inside each classroom.

### **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 found by your classroom door. 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, the Evacuation Information Clipboard, 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.
- Teachers and students are not 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 during the fire drill any student(s) are not accounted for, email the name(s) of the students to the principal ASAP.**
- 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.

### **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 School Nurse must inform the student and notify the student's teachers of the procedures below:

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

**Please Note: If you are missing a fire drill sign and emergency procedure clip board, please contact your supervising administrator.**

## FORM REQUESTS FOR PROCESSING

Completion of any form that requires a counselor, secretary, teacher or administrator's signature or input, to include but not limited to; Social Security paperwork and Attendance Verification paperwork must be dropped off to the school with the name of the person who is required to complete the necessary paperwork. **Please allow 48 hours requests to be completed.**

## FRIENDS OF SCHOOL OF THE ARTS

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

- Allocation requests must be made at least one month (preferably two months) prior to the date the check is needed.
- Staff making a large allocation of \$500 or more must attend a Friends of SOTA Board Meeting where the request will be discussed, at least one/two months prior to when the funds are needed.
- Friends of SOTA is returning to its core mission of supporting student trips and activities via our existing allocations process and will no longer accept and account for student payments for field trips/activities in order to reimburse trip expenses from that pool of money.

## FUNDS RAISED AT SPECIAL EVENTS - GATE MONEY

Monies collected from admission to events are "gate money." Gate money raised from an event sponsored by a SAF club will be deposited into that club's account. Refer to Accounts for Student Activities Section in the SOTA handbook. Gate money

events will require the use of the pre-numbered tickets which will be submitted with the Deposit paperwork to substantiate the amount of the deposit.

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

## FUNDRAISING

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

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

- ALL snack sales - as per commissioner regulations, all items sold in schools should be of a healthy nature
- The yearbook
- Apparel Sales
- Rental or loan of lights/equipment/ props/ costumes
- Rental or loan of space/facilities
- Hiring speakers/consultants/guest artists
- **ALL FUND-RAISING of any nature, in any way, shape or form!**
- **A RCSD Request for Approval of Fund-Raising Activity, along with a Preliminary Budget Meeting Minutes must be submitted to Principal for approval prior to any fund-raising activity start-up.**

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

### Our discussions will focus on:

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

Speakers, consultants and guest artists are an exciting and enriching part of our curriculum. Generally, we invite people to join us on a pro-bono basis. Stationary is available for writing thank you notes, as well as a token gift to thank our guests. Occasionally, an honorarium can be offered for services performed. Budget constraints make it impossible to pay typical consultant or workshop fees. This should be anticipated and fees should be requested through the Friends of School of the Arts' **Money-Money-Money Fund** process in October. Please speak to the Principal first, if you are interested in securing an artist using any other financial method.

## GRADE PLACEMENT REQUIREMENTS

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

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

## GRADING POLICY

### RCSD GRADING POLICY:

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

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

*RCSD Chief of Operation, 2006*

**The Summary Grade is the numerical average of the four 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.
- Parent/guardian of any student who earns a grade of a D or F at the end of a marking period must be contacted by the classroom teacher.

## GRADUATION REQUIREMENTS

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

In order to cross the stage at graduation, each senior must:

- Pass all academic classes and required exams.
- As part of a requirement for Participation in Government and Economics Seniors must complete and participate in the Senior Exit Project/Presentation.
- Complete a minimum of 20 hours of community service.
- Return or pay for all books, bills, uniforms, etc.
- Pay for their Cap, Gown and Sash.
- Engage in appropriate behavior on/off (field trip) school grounds.

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



## SCHOOL OF THE ARTS - GRADUATION REQUIREMENTS

Subject	Required Credits: SOTA Diploma	Required Credits: RCSD Diploma	Regents Diploma
English	4	4	65% on ELA exam
Social Studies	4	4	65% on Global History and US History
Math	3	3	65% on One (1) Regents Math exam
Science	3	3	65% on One (1) Regents Science exam
Foreign Language	1*	1*	1*
P.E.	2	2	
Health	.5	.5	
Arts	8	4.5 electives	
<b>Total Required Credits</b>	<b>25.5</b>	<b>22</b>	

\*Or pass the 8<sup>th</sup> grade Checkpoint A exam to earn credit

\*\* Regents or Advanced Regents with Honors: Must achieve an average of 90% on required Regents exams.

\*5-credit sequence in fine arts exempts students from Advanced Regents Foreign language requirement

*Students obtaining a score of 85% or above on three math regents exams will receive a notation of Mastery in Math.*

*Students obtaining a score of 85% or above in three science regents exams will receive a notation of Master in Science.*

## GRADUATION CEREMONY - GUEST EXPECTATIONS

Graduation from high school is an important event in the lives of students, parents, and families. It is an opportunity to celebrate the educational accomplishments of students. The graduation ceremony is designed to provide memories and impressions that will last a lifetime. We need your assistance to ensure your child's graduation ceremony is conducted in a dignified manner.

**Graduation 2019 will be held on Wednesday, June 26, 2019 at the Auditorium Theater, 885 East Main Street, Rochester, NY, and the ceremony will begin promptly at 7:00 PM.**

1. Admittance to the ceremony is by ticket only. Due to the size of the Auditorium Theater the confirmed graduates will receive ten (10) graduation tickets upon completion of their academic, financial and graduation obligations (please note that lost or stolen tickets cannot be re-issued)
2. Given the length of the graduation ceremony, (2 hours), it is NOT recommended that children under the age of 5 years old attend.
3. Any child over the age of three (3) will require a ticket.
4. Balloons, floral arrangements, signs/posters or any item that may obstruct someone's view will be logged in at the door and you will be issued a ticket to retrieve your item at the end of the ceremony.
5. Horns, whistles, noisemakers of any kind will be confiscated. Unsolicited shouting, whistling, and applauding will not be tolerated.
6. Any guest whose actions are deemed inappropriate will be escorted out of the theater for the duration of the ceremony.
7. Any guest thought to be under the influence of any drugs or alcohol will not be allowed to enter the theater

8. SOTA's Graduation Ceremony begins promptly at 7:00 PM - Guests will not be allowed to enter the theater once the graduates have begun their procession into the theater until each graduate is seated.
9. The Auditorium Theater reserves the right to implement scanning for any event therefore it is recommended that all guests plan on going through security prior to entering the theater.
10. Doors will open 45 minutes prior to the beginning of the ceremony at 6:15 PM. Guests who require special seating should plan on arriving early as accommodations are limited.
11. Personal use of cameras without flash and hand held video cameras are permitted as long as one remains in his/her seat and respects the viewing rights of graduation attendees. Flash photography and stand up videotaping are not permitted during the graduation ceremony. The use of tripods is also prohibited.
12. At the conclusion of the graduation ceremony and in an effort to ensure the safety of all attendees, the audience will remain seated until all the graduates have exited the theater. You can meet your graduate outside in front of the theater

**We request that all students, parents and guests conduct themselves in a respectful manner during the graduation ceremony. Students and attendees may be removed from the graduation ceremony if their behavior or conduct is inappropriate and disruptive.**

## **GRAFFITI / VANDALISM**

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

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

### **NEW YORK STATE GRAFFITI LAWS**

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

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

## **GUIDANCE - ASSISTANCE PROCEDURES**

**When a student is in need of intervention or may be in crisis , 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 consequence. 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**. **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 Crisis Intervention Team. The Crisis Intervention Team includes but is not limited to: The School Social Worker(s), the Center For Youth Counselor, the Crisis Intervention Counselor, the School Psychologist, the school nurse and the administrator.

## **GUIDELINES FOR THEATER AUDIENCES - HOUSE RULES FOR STUDENTS AND ADULTS**

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...**

- Turn off all cell phones as they may interfere with the performance.
- Leave the theater to take any emergency call.
- 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.
- Use the restroom before performances begin.
- Help maintain the cleanliness of the theatre.
- Come to all performances prior to "Show Time" or you may lose your reserved seat(s).

### **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.
- Smoke anywhere on the SOTA property.
- Record any performances as the use of video and photographic equipment is strictly prohibited.
- Leave the building for any reason during a performance. Doors will be locked 20 minutes after the performance begins.

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

**\*\* PLEASE NOTE: All students must be picked up no later than 30 minutes after the performance.**

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

Students that need to use the restroom, must obtain a Bathroom Pass from the teacher in order to leave the classroom. The pass must be returned to the teacher upon return to the class. Other movement throughout the building would require 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.**

## HALLWAY PROCEDURES – FACULTY

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

**IT IS ESPECIALLY IMPORTANT THAT TEACHERS ASSIST IN THE HALLWAYS DURING THE PASSING TIME BETWEEN CLASSES.**

## HALLWAY PROCEDURES - STUDENTS

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

**PLEASE NOTE: STUDENTS ARE EXPECTED TO REPORT TO THEIR CLASSROOM PRIOR TO THE BELL.**

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

## HAT / HEADWEAR POLICY

Policy indicates that headwear of any kind, except for approved religious or medical reasons, is not permitted to be worn on school grounds. The standard expectation is that students place their headwear in their lockers prior to the start of first period to remain there until the end of the day.

**It is prohibited to have headwear on your person at any point during the school day. Students may not hold or attach these items to clothing. They should not be visible or in the possession of students.**

Violations will result in the following:

- Headwear will be confiscated.
- Parent will be contacted.
- Saturday School will be issued.
- Headwear will be returned upon successful completion of Saturday School.

## **HOMEWORK**

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

- The teachers 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 20% of your grade.

### **Expectations and Purposes of Homework**

- Individual abilities are contributing factors in determining how long a student will spend on any given task. Homework should make authentic use of students' reading and writing skills.
- Homework should be a meaningful experience, designed to develop independent work habits that will assist students during their years of study. Students need to learn to organize their work and budget their time, both for daily and long-range assignments.
- Homework should be seen as a reinforcement of skills learned at school, a way of practice remediation or enrichment. In addition, it is an opportunity to complete unfinished class assignments if deemed necessary by the teacher.
- Homework should provide a means of communication between the home and the school and an opportunity for parents to become involved in their child's education.

### **Responsibilities**

The success of a homework program depends upon the cooperative efforts of students, parents, teachers and administrators.

#### **Students: What are your responsibilities?:**

- Think of your homework assignment as part of your learning experience. It is an opportunity to grow in your skill and knowledge and to pursue your interests.
- Refer to your agenda and collect the necessary materials.
- Be responsible for completing the assignment on time and returning it to your teacher. Follow the expected standards of quality. With your parent, set up a suitable environment for homework time.

#### **Parents: What are your responsibilities?**

- Understand that homework is an important part of your child's learning process that helps him or her accept the responsibilities of school life and develop and reinforce lifelong skills.
- Provide your child with the time and space needed to complete assignments.
- Show an interest by asking to see your child's homework on a regular basis. This reinforces the importance of homework and provides an opportunity for you to keep informed about your child's progress. Remember that homework is your child's responsibility. You are not responsible for doing your child's homework, but should be concerned that he or she does it carefully and accurately. Be available to provide guidance and answer questions without doing the homework.
- Encourage your child to have an organized approach to homework by providing requested materials such as notebooks, etc.

- Work closely and cooperatively with your child’s teacher(s), especially if there have been difficulties with homework. Your child needs to see a connection between home and school, with consistent expectations coming from parents and teachers. This will be the most effective way to help children improve in their responsibility.
- Check your child’s agenda daily and sign if expected.
- Contact your child’s teacher regarding any difficulties your child may be having with homework or projects. Contact may be in several ways:
  - Email the teacher. All teachers can be reached through district email, which uses the staff member’s first name.last name @rcsdk12.org. (i.e. [john.doe@rcsdk12.org](mailto:john.doe@rcsdk12.org)).
  - Voicemail – leave a message on teacher’s voicemail.

Homework grades will be determined by individual teachers. Contact your child’s teacher is you have any questions or concerns.

**Please Note: Teachers are NOT mandated to issue make-up work for students who are illegally absent.**

## 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.

### RCS D ACADEMIC STANDARDS

**Honor Roll with Distinction:**

Students who earn “A” in all courses

**High Honor Roll:**

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

**Honor Roll:**

Students with a “B” average in all courses  
No grade of “D” or below”

### SOTA STANDARDS

**Honor Roll with Distinction:**

Students who earn “A” in all courses

**High Honor Roll:**

3.50 GPA and no grade below “B”

**Honor Roll:**

3.20 GPA and no grade below “C”

## ILLNESS - REQUESTING HOMEWORK

When requesting homework for your child in cases of legal excuses, please have your child check his or her teacher’s Google Classroom Page as most teachers list assignments in this location. Parents are also welcome to email teachers directly. If a teacher does not have an active Google Classroom Page or if you are having difficulty connecting with the classroomteacher.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 within 10 days.**

Ms. Sarah Coe	Grade 7-9	A-J	Ext. 3491
Ms. Michelle Coccia	Grade 7-9	K-Z	Ext. 4240
Ms. Lisa Kasdin	Grade 10-12	O-Z	Ext. 3492
Mr. Michael Murphy	Grade 10-12	G-N	Ext. 1791
Ms. Talya Sirianni	Grade 10-12	A-F	Ext. 3422

## **INFORMATION TECHNOLOGY / PARENT CONNECT**

**Students have access to one email account that can be accessed by logging into their Google accounts using their student ID#@RCSD121.org. This is also where students will be expected to save their important documents/assignments.**

In addition, we will provide students and parents with accounts to **ParentCONNECTxp**, so that they may monitor their grades and assignments. By linking their Google accounts to **ParentCONNECTxp**, students and parents now have the ability to directly communicate with their teachers. The system is designed to improve communication between school and home to support student achievement. Through this secure online system, you and your child will be able to check your child's academic progress from any computer, any time. ParentCONNECTxp includes homework assignments, grades, class scores, report cards, class and school attendance, the ability to communicate with teachers, and more. We ask that you to take advantage of ParentCONNECTxp to help you help your child succeed.

**If you need more information or have questions about ParentCONNECTxp, please contact the Office of Parent Engagement at 585-262-8568 or the SOTA Librarian at 585-242-7682, ext. 6025 between 7:30 AM – 2:30 PM.**

**ParentCONNECT - <http://www.rcsdk12.org/connectxp>**

**Please Note: Students will be expected to use ParentCONNECTxp.**

**Follow SOTA @RCSDSOTA on Facebook and Twitter.**

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

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

- The Assistant Principal for the Arts or Art Center Director produces event tickets that cannot be duplicated for the student matinees.
- The Assistant Principal for the Arts notifies faculty regarding matinee dates and the grades that are invited to attend.
- Beginning 2-weeks prior to matinee date, either the Art Center Director or Assistant Principal for the Arts make morning and afternoon PA announcements, promoting ticket sales and noting purchase times.
- The Account Clerk Typist will prepare a cash box for student matinee ticket sales.
- The Art Center Director and/or the Assistant Principal for the Arts sell tickets during grade-specific lunch periods one-week (1) prior to matinee date. The names of each student who purchased a matinee ticket will be sent out via e-mail to all staff.
- Ticket sales are limited to three days only.
- The Art Center Director prepares deposit for each day and delivers ticket receipts to the Account Clerk.
- Using the class roster lists, the Assistant Principal for the Arts, prepares a list of names of students attending the matinee and e-mails it to the faculty one (1) day prior to the matinee date.
- The Art Center Director and the Assistant Principal for the Arts supervises the seating of students on the day of the matinee.

- **NO STUDENT WILL BE ADMITTED WITHOUT VALID CLEARANCE OR A TICKET.**

*School of the Arts Policy*

## INTERNET ACCEPTABLE USE POLICY - STUDENTS AND SCHOOLS

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

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

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

### **INTERNET ACCEPTABLE USE**

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

As in all phases of instruction in the district, it is the responsibility of all adults to make every effort to ensure the safety and security of all students. It is the duty of all involved in the teaching and learning process to make every reasonable effort to monitor students while they are using the Internet. It is likewise the obligation of those charged with managing the educational environment to make every effort to assure the Rochester educational community that settings in which Internet access is provided are adequately resourced in terms of staff, technology, and inspirational guidance. This responsibility should extend to the design of the instructional task, the allocation of faculty and support staff, the level of staff development provided, user familiarity with Internet interfaces and resources, and technical support of the hardware and software. Ultimately, however, it is the user's responsibility not to access inappropriate material. All district Internet users must employ the Internet in a responsible manner. All must be consistent with the values and policies of the district in support of education and research.

Parents and guardians of district students need to be aware that Internet access is not censored by the District, and while every effort will be made to focus access on material appropriate to a given curriculum and assignment, and continued oversight of Internet activity will remain a priority of the educational community, users/students may be exposed to controversial and or offensive material.

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

***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. Doors and windows may not be covered and classrooms **must be locked** when not in use. If you need a new room key, please ask your supervisor to e-mail the Project Administrator, who will notify you if the request has been approved.

- Lost keys must be reported immediately to the Project Administrator.
- Building security is the collective responsibility of every student, faculty and staff member.

**Please Note: NEVER GIVE KEYS TO STUDENTS FOR ANY REASON WHATSOEVER.**

## LAPTOP POLICY

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

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

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

## LIBRARY HOURS

**The SOTA Library is open to all students from 7:30 AM until 2:30 PM daily.** Students must have a pass from their teacher to use the library. There are six (6) computers available for students to use in the library.

- There is **ABSOLUTELY NO EATING OR DRINKING IN THE LIBRARY.**
- Each student who enters the library **MUST** have a pass from the teacher who sent them to the library. that period .
- A teacher cannot give a pass to a student who is **NOT in their class at that time** (i.e. A student should not receive a pass to the library during their lunch period from their teacher.).
- **The use of electronics in the library MUST be approved by the librarian.**

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 a class time session in the Lab.

The Library may be reached during the school day by contacting the **Librarian at x6025.**

**PLEASE NOTE: The library is for academic purposes only! Therefore, the use of a cell phone is strictly PROHIBITED while in the library.**

## LOCKDOWN PROCEDURES

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

## LOCKERS

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

**Students in grades 7 and 12 DO NOT share lockers; students in Grades 8 - 11 DO share lockers.**

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

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

## LOST AND FOUND

A **Lost and Found** is maintained in the Safety and Security area in the Foyer. Every Friday students are offered an opportunity to identify their lost items by asking the Safety and Security Officer for assistance. Any item not claimed at the end of each week, will be donated to a local community organization.

## MARKING PERIOD DATES

### END MARKING PERIOD DATES

MP1 – 11/2/18

MP2 – 01/25/19

MP3 – 04/19 /19

MP4 – 06/26 /19

### REPORT CARDS MAILED THIS WEEK

11/20/18

2/5/19

4/23/19

7/02/19

## MAP OF SOTA

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

## MOVING AND CHANGES OF ADDRESS

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

**Grades 7, 8, 9      Foundation Academy      242-7682 x4000**

**Grades 10, 11, 12      Commencement Academy      242-7682 x3000**

# NATIONAL HONOR SOCIETY

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 19, 2018 at 7:00 PM.**

## **CRITERIA FOR MEMBERSHIP:**

**In order to be invited to apply for NHS, current 11<sup>th</sup> and 12<sup>th</sup> grade students must first be identified as meeting the cumulative unweighted grade point average of 3.50 or higher out of 4.50. Students who meet this initial criteria will be notified by letter and invited to complete the NHS application requirements. Prospective candidates are required to submit an application information form, resume, personal essay (500 words), and two letters of recommendation (one letter from an adult within the faculty/ staff at SOTA and one from an outside adult community member). The letters of recommendation are to address the candidate's qualifications in the areas of leadership, service, and character.**

## **SELECTION PROCEDURE:**

- **Beginning in early fall, the counselor/ NHS Advisors identify 11<sup>th</sup> and 12<sup>th</sup> grade students who have a cumulative unweighted grade point average of 3.50 or higher out of 4.50. The final grades are reviewed once the school year has begun.**
- **Based on having met the scholastic requirement, students are notified by letter and asked to complete the application requirements listed above. The deadline to submit all application materials is Friday, October 19<sup>th</sup>, 2018.**
- **Once the completed applications are submitted, they are then forwarded to the NHS Faculty Council for review. The council consists of a small group of SOTA teachers and counselors chosen to review the contents of each application.**
- **Students who have been approved for admission to NHS will then receive a congratulatory letter and invitation to participate in our Induction Ceremony.**
- **The Induction Ceremony is always held on the Monday evening before Thanksgiving break. Election into the National Honor Society 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 into NHS, all members are required to provide a form of community service that will benefit SOTA and/ or the community.**

## **PROCEDURE FOR CONTINUING MEMBERSHIP:**

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

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

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

## NAVIANCE

Naviance is a comprehensive college and career readiness platform that enables self-discovery, career exploration, and academic planning and college preparation for millions of students around the globe. Beginning in the Fall of 2017, Naviance will be the primary program that counselors will use to assist seniors through the college application process.

Tasks will include:

- Transcripts
- Secondary School Reports
- Letters of Recommendation will only be accepted through Naviance – Counselors and Teachers

Each student will receive a student login as such:

- Username: last 6 digits of ID#
- Password: Lowercase first initial of first name, lowercase first initial of last name, four digit year of birth

Next Steps:

- Log into your student account.
- Review activity for corresponding grade level.
- Watch Road Trip Nation video.
- Questions? See your counselor.

## NURSE'S OFFICE / MEDICATIONS / CONCUSSIONS / EVACUATIONS

**The Nurse's Office is open during school hours, and may be reached at 242-7682 ext. 1440/1460.**

Students should only be allowed to go to the Nurse's office for true medical reasons.

**DO NOT** send kids down due to:

- Being tired
- Broken nails
- Kleenex
- Being hungry unless they are dizzy (we can only provide food for Diabetics)
- We do not have water bottles (please send to drinking fountain)
- Daily cleansing of piercings (needs to be done at home)
- Inappropriate attire
- The Nurse's Office is not a place to "hang out"
- Do not send student's that simply do not want to participate in class
- Using the bathroom.

Please feel free to inquire what the student needs before sending. Please use your discretion when sending students down and please send them with a timed pass, not the bathroom pass. The Nurse's Office does not accept students during "Passing Time" without pass, unless emergency due to the overwhelming amount of students coming down daily, 100+ per day. If you need a few band-aides for your classroom, please stop down. We also **NEVER** do re-qualifications for sports during class time!

The number for the FAX machine located in the Nurse's office is 585-324-3532. Copies of student's physicals are encouraged to be sent to the Nurse's office every year. **However, it is now mandated by New York State for all students in grades 7 and 10 to send a copy of the student's physical to the Nurse's office.** 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.

If students are out of school for four days or more for medical reasons, the nurse must be notified and a doctor's note must be submitted regarding the absences.

## **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.

## **CONCUSSION PROTOCOL:**

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

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

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

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

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

If any concussion symptoms recur, the athlete should drop back to the previous level and try to progress after 24-hours of rest. The student-athlete should also be monitored for recurrence of symptoms due to mental exertion, such as reading, working on a computer, or taking a test. A doctor's note is required and teachers will be notified.

## **EVACUATION PROCEDURES FOR STUDENTS WITH MEDICAL CONCERNS:**

Any student who has been identified with a medical concern such as a concussion, broken leg, broken arm, requiring a wheelchair/crutches, is required to submit a doctor's note stating the injury, the accommodations for the injury and the length of time the student will need the accommodations.

The nurse will send out a detailed email to pertinent staff regarding the needs of the student during an evacuation. It is the responsibility of all staff members involved with the students to be aware of all necessary accommodations and evacuation plans.

## **OPENING AND CLOSING OF THE SCHOOL DAY**

The official opening time of school is **7:00 AM**. Prior to this time, students will not be able to access the building. We recognize that your schedule may necessitate you dropping off your child at a time earlier than this. However, we discourage this, as they will be outside and unsupervised.

Also, the official closing time for students who do not have a legitimate, adult-supervised after-school activity is 2:30 PM.

## THE SWITCHBOARD CLOSES AT 3:30 PM.

Once a student exits the building upon dismissal they may **NOT RE-ENTER** even if the student has a scheduled event/activity unless they have a pass from the coordinator of the after school event/activity.

From 2:30-3:30 PM, only students having a legitimate adult-supervised activity should be in the building and must have a pass from the coordinator of the after school activity. Students who do not meet these criteria should not be on school grounds. Moreover, they are in violation of school policy and subject to consequences. This behavior also jeopardizes your child's safety. These established school policies are necessary in order to maintain the safety and security of the building.

**PLEASE NOTE: Students found in the building, unsupervised, will be immediately escorted out and issued a discipline for the following day.**

## PARKING – STUDENTS, STAFF AND VISITORS

### 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 and the American Red Cross without a permit or in either SOTA Faculty parking lots on University Avenue or Prince Street is strictly prohibited.** Those lots are off-limits during school hours. However, students may park in either SOTA parking lots after school hours. All illegally parked cars will be towed at the owner's expense. Students cannot leave class to move their cars.

### STAFF:

Please note that campus parking in the lots located on either side of the main entrance on Prince Street and University Avenue and the Auditorium Theater is reserved for staff only on Monday through Friday during school hours. Cars parking in these lots are designated with a SOTA parking sticker. We ask that you respect this and do not park in a spot that is assigned to someone else or in the yellow fire lanes. Faculty and staff not assigned to one of the SOTA parking lots are assigned parking in various locations near school.

### VISITORS:

**Before 2:30 PM: All visitors to SOTA must sign in with the Safety Security Office in the foyer with the location, make, model and license plate number of their car.**

All other visitors to SOTA must park on the street and comply with the City of Rochester's parking restrictions posted on the signs at the curb. **Parking at the Memorial Art Gallery and the American Red Cross or in either SOTA Faculty parking lots at University Avenue or Prince Street is strictly prohibited.**

### PLEASE NOTE:

**SOTA staff members, substitute teachers and visitors are no longer able to park in the Memorial Art Gallery or Auditorium lots.** If you park at any of these locations, you will be subject to their policy on ticketing and towing. **Be advised that ticketing and towing will be strictly enforced.** You can choose to find on-street parking on Prince Street or University at your discretion. Please observe posted signage for appropriate parking times.

**After 2:30 PM:** Visitors may park in any available space in the SOTA lots on University Avenue and Prince Street as well as on the street. Please do not leave your automobile unlocked at any time and do not leave valuables in plain sight. Secure them in the trunk of your vehicle. **SOTA is not responsible for any lost or stolen articles.**

**\*\*Please Note: Saving a parking space with an orange cone is not permissible.**

## **PARTIES IN THE CLASSROOM**

In an attempt to keep our building clean and “critter free” it is the responsibility of each teacher/staff to get permission to have a party in your classroom from the Principal. **Please Note:** Without permission from the principal, **absolutely no food or drink will be allowed in the classrooms.** Each request for a classroom party must be sent to the principal via email within three days of the requested party.

## **PHONE MESSAGES - STUDENTS**

**IT IS NOT SOTA POLICY TO TRANSFER CALLS INTO THE CLASSROOM DURING INSTRUCTIONAL TIME. PLEASE DO NOT CALL YOUR CHILD ON THEIR CELL PHONE TO INFORM THEM ABOUT A FAMILY EMERGENCY.** PLEASE USE OUR COUNSELING SERVICES TO ASSIST WITH SHARING THIS TYPE OF INFORMATION.

However, messages will be given to students in a case of an extreme emergency. If there is an emergency, please call the grade appropriate Academy Office (see phone numbers below) and state the nature of the emergency. The Academy Secretary will see to it that the student is found immediately.

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

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

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

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

**RCSD POLICY states 48 hours are allowed to return a call.**

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

**IN CASE OF AN EMERGENCY IN YOUR CLASSROOM,  
PLEASE DIAL “0” FOR IMMEDIATE ASSISTANCE.**

**\*\* Please Note: Main Office Switchboard closes at 3:30 PM**

## **PHYSICAL EDUCATION / LOCKERS / UNIFORMS ATHLETE CODE OF ETHICS**

**PLEASE NOTE: Student athletes need to turn in their uniform promptly at the end of their season or they will be ineligible to participate in any other school activity. Failure to turn in athletic uniforms or equipment will result in the student NOT being allowed to attend Prom or Graduation until they have been turned in to the Athletic Director**

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

### **PROPER PE ATTIRE INCLUDES:**

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

**\*\* Repeat offenders that come unprepared to PE will need to report to the Athletic Director's office to complete a PE packet.**

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

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

**PLEASE NOTE: SOTA IS NOT RESPONSIBLE FOR ANY BROKEN, LOST OR STOLEN ARTICLES. This includes all electronics (i.e. Ipods, cell phones, headphones, etc.).**

There are situations that may require a conference between the coach and the parent. These are to be encouraged. It is important that both parties involved have a clear understanding of the others' position. When these conferences are necessary, the following procedures should be followed to help promote a resolution to the issue of concern.

### **PROCEDURES TO FOLLOW TO DISCUSS A CONCERN WITH A COACH:**

- Student-Athlete must contact the coach first in attempt to resolve the situation.
- If a resolution is not reached, the parent should contact the coach to set up an appointment.
- If the coach cannot be reached, the parent should contact the building Athletic Director.
- Please adhere to the RCSD's 24-hour cool-off period and do not attempt to meet with a coach before or after a game, contest or practice. After the 24-hour period is complete, you may then set-up an appointment with the coach to discuss your concerns.

### **WHAT PARENTS CAN DO WHEN MEETING WITH THE COACH DOES PROVIDE A SATISFACTORY RESOLUTION?**

- The parent should contact the building Athletic Director to set up an appointment. The parent/guardian, coach and Athletic Director will meet to discuss the problem.
- At this meeting, the appropriate next step can be determined.



### **ISSUES NOT APPROPRIATE TO DISCUSS WITH COACHES:**

- Playing time.
- Team Strategy and/or play calling.
- Other student-athletes.

We hope the information provided will help make you and your child's experience with the Rochester City School District's Athletic Program less stressful, more enjoyable, as well as rewarding.

## **RCSD STUDENT ATHLETE CODE OF ETHICS**

### **STUDENT ATHLETE RESPONSIBILITIES:**

- Demonstrate self-control and respect for others at all times, be they coaches, officials, spectators or other athletes.
- Remember that participation in athletics is a privilege that is not to be abused by unsportsmanlike behavior.
- Treat opponents with respect. Shake hands after all competitions and congratulate them on their performance.
- Respect the integrity and judgment of coaches and officials.
- Improper behavior while in uniform, in school or in the community reflects poorly upon yourself, your family, your school, your district and your community.
- Understand and abide by the rules and regulations of the game.
- Accept victory with grace and defeat with dignity.
- The use, abuse and resulting negative influence of drugs, including alcohol, tobacco and performance enhancing supplements is detrimental to the game and its participants.
- Participation in athletics is both a privilege and a responsibility. Athletes earn recognition for their achievements as representatives of their school, team, student body and the community. When an athlete accepts that privilege, he/she must live up to a "Code of Ethics" beyond that of the general student body on and off school property during the athletic season and off-season.
- As a prerequisite for participation, athletes and parents must sign a statement that commits the athlete to follow the established training rules and requires parents to do everything in their power to make sure the athlete abides by the established "Code of Ethics". Even if the athlete plays more than one sport, this "Code of Ethics" must be reviewed and adhered to.
- It is the expectation that every student athlete and their parent will attend the district's preseason parent/athlete meeting, which will be facilitated by the Athletic Director. The preseason parent/athlete meeting will be scheduled at the beginning of each sport season. Absence from the preseason meeting will not provide you exemption from the "Code of Ethics".
- The "Code of Ethics" is applicable during the entire calendar year. Violations in the off-season and summer recess will be administered during the next athletic season in which the student participates.
- The student athlete is expected to comply with the established team rules, procedures and instructions of the coach. Coaches have the authority to suspend a student athlete temporarily for failure to comply with the rules and procedures or when the athlete's safety or safety of others requires such action. Permanent removal from the team may occur only after a written recommendation, from the head coach, is submitted to the Athletic Director. The Athletic Director will consult with the building Principal to make a final determination.

## **PLAGIARISM POLICY / ACADEMIC INTEGRITY**

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.**

### **Academic Integrity**

Students attending School of the Arts are expected to maintain the highest standards of academic integrity. Academic honesty, integrity and upstanding behavior are essential to the existence and growth of any successful academic community. Without maintaining high standards of honesty and conduct, both the reputation of the school and the school programs are compromised.

### **Plagiarism**

#### **SOTA Defines Plagiarism As:**

- Copying someone else's work and using it as your own (including class work/ homework)
- Taking credit for (stealing) someone else's words or ideas
- Not using sources and citing sources
- Copying assignments from others
- Using papers published/sold on the Internet or other such services without citation
- Paraphrasing words and ideas from a source without giving credit
- Submitting work that was completed by a family member, friend, classmate or teacher
- Reproducing all or part of a work of art (visual arts, instrumental and vocal music, dance, creative writing, drama, theatre technology) of another artist and claiming it as one's original work.

The purpose of this policy is to help students learn the appropriate way of researching and accessing information, as well as using resources and learning the value of creating their own work based on their own merit.

#### **Consequences of Plagiarism at the Foundation Level (grades 7-9)**

- Address Student
- Contact Parent/Guardian
- Contact Administrator
- Give opportunity to redo the assignment for partial credit (this does not include tests)

\*Repeat offenders will have to meet with the principal

#### **Consequences of Plagiarism at the Commencement Level (grades 10-12)**

- Address Student
- Contact Parent/Guardian
- Contact Administrator
- Receive a score of 0 on the assignment

\*Repeat offenders will have to meet with the principal

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

We encourage parents and guardians to discuss the SOTA Plagiarism Policy with their child/children at the beginning of each school year and periodically each marking period.

Approved by SBPT 2017

### PROM

School of the Arts hosts an annual prom at the end of the school year for juniors and seniors who:

1. **Who are passing all classes**
2. **Have not missed more than 4 days in the 4<sup>th</sup> marking period**
3. **Fulfilled their financial responsibility such as uniforms, locks, cap and gown, returned all text/library books, paid all outstanding bills and exam fees**
4. **Completed all graduation requirements, to include but not limited to graduation photo**
5. **Completed their Community Service obligation necessary for graduation are welcome to attend. Please Note: Academic standing and discipline issues may also affect eligibility.**

**Please Note: Attendance to the prom is at the sole discretion of the Administration.**

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

- Submit a **VISITOR FORM, found in the third floor Academy Office**, completed by the Guest's home school administrator or if not attending high school, permission from the parent/guardian of the SOTA student.
- Two weeks prior to the purchase of prom tickets you must turn-in the completed **VISITOR FORM** for verification/approval of the guest.
- SOTA students and their guests **MUST** arrive to the prom by 9:00 PM or they will not be allowed to enter the event.
- On the evening of the prom, SOTA students and guests **MUST** turn over their driver's license or a valid picture school ID upon entering the venue. These items will be returned to the owner at the end of the evening.
- **If any student/guest attending the prom leaves the area designated for the SOTA, for any reason without an official escort, re-entry will not be permitted for that student.**
- Students/guests who attend the prom and are believed to be under the influence of alcohol or drugs will not be allowed entry to the prom or will be detained until the parent or, authorities have arrived. **Any questions regarding this policy may be directed to the Assistant Principal of the Junior and Senior Class.**

### PULL OUTS

**No teacher can "hold," pull out or excuse a student from another teacher's class.** This policy excludes individual pullouts by administrators, nurse, students in crisis, intervention specialist, speech therapist and scheduled individual music lessons.

At least 24-hour notice is required for pull out requests for social workers and representatives from outside agencies. In these instances, the Pupil Request Form should be used. In all pre planned cases, the Pupil Request Form is placed in the First Period teacher's mailbox for distribution to the student. The student will be directed to show the form to the classroom teacher at the time indicated for the meeting.

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

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

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

*SOTA Communications Committee*

## **PURCHASING**

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

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

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

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

All questions regarding purchasing and procurement issues or ordering should be directed to the Project Administrator or Account Clerk. **The only exception is payment made from Student Activity Accounts.**

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

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

If you are a P-card holder, make sure all orders are pre-approved by the Principal and that you reconcile your transaction/s by the fifth of every month. **Please provide copies of the receipts and P-Card statement immediately thereafter by the 8<sup>th</sup> of each month to the Project Administrator.**

## **REPORTING POOR GRADES TO PARENTS AND GUARDIANS**

It is the responsibility and obligation of each teacher to contact the family of every student who received a grade of D or F. The conversation that is had with each parent **MUST** be logged under Attendance Actions.

**Please Note:** A teacher must email or speak to a parent or guardian. It is imperative that a teacher makes every effort to make direct contact with the parent/guardian.

## **REQUESTING A SUBSTITUTE TEACHER**

If you need a substitute teacher, a minimum notice of 24-hours is required to arrange for a substitute. Please adhere to this request whenever possible.

Substitute Folders are to be submitted to the Main Office no later than: September 14, 2018.

**ALL absences MUST be reported to the Assistant Principal of the Arts between the hours of 5:30 AM and 10PM.**

When requesting a last minute substitute, please **DO NOT LEAVE A MESSAGE.**

**Please do not report your absences to the clerical staff.**

Be prepared to identify the reason for your absence and the location of the most current lesson plans. Please be sure to update Emergency Substitute Plans and Substitute Folder **REGULARLY**. 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 to cover your classes - even for one period.**

**ONLY ADMINISTRATORS MAY HIRE SUBSTITUTES.** RCSD policy states that teachers are not authorized to arrange for substitutes. **Please Note:** You are legally responsible to pay one (1) teacher's salary if two (2) substitutes arrive to teach on the same day

**A Request for Absence Form must be submitted for ALL staff absences.**

## **REQUIRED PAPERWORK FOR TEACHERS AND SUBSTITUTES**

### **PLAN ON MEETING TO SHARE THE FOLLOWING:**

Criteria Sheet/Long Range Plans for Each Course	Handed in to Supervising Administrator by September 4, 2018
Substitute Information Forms/Folders	Handed into the Main Office by September 14, 2018
SLOs	TBA by the District
APPR Evaluation Meeting	Meet with Supervising Administrator by June, 2019
Final Checkout Meeting	Meet with Supervising Administrator by the last Wednesday in June, 2019

## **SATURDAY SCHOOL - STUDENT EXPECTATIONS**

### **SATURDAY SCHOOL - STUDENT EXPECTATIONS:**

- Detention will be from 9:00 AM – 12:00 PM on scheduled Saturdays.
- The Administrator/Teacher should collect all students in the front foyer and escort to the detention room.

- Students must arrive by 9:00 AM. Any student arriving after 9:00 AM will not be accepted.
- Students must turn in all electronic devices to the Administrator in charge.
- Detention shall be used as an academic and or behavior intervention time. There will be no sleeping, eating or playing games during detention.
- Work will be provided by teachers in the 3<sup>rd</sup> or 4<sup>th</sup> floor Academy offices.
- Students not complying with teacher/administrative directives will be sent home and issued a one day In School Suspension.
- Staff should arrive in the building no later than 8:45 AM to receive students who arrive early, particularly during inclement weather conditions.
- Teachers will return work completed in Saturday School to the ALT mailbox located on the 3<sup>rd</sup> and 4<sup>th</sup> floor Academy offices.

## SCANNING

Rochester City School District policy requires that all students are subject to random metal detection scanning. **Anyone refusing to be scanned or in the possession of any prohibited items may be referred for long-term suspension.** Some of these items are, but not limited to, glass bottles, permanent or Sharpie Markers, scissors and lighters/matches or weapons of any kind or any type of alcohol, drugs and/or paraphernalia.

All items that may be deemed inappropriate are at the discretion of the Administration. Items will be taken away from students and parents may retrieve confiscated items from the grade appropriate Assistant Principal.

**\*\* 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.**

## STUDENT SCHEDULES

### HOW TO READ A STUDENT SCHEDULE:

**TERMS:** FY – Full Year                      S1 – Semester 1                      MP3 – Marking Period 3  
SOTA has two (2) semesters and four (4) marking periods.

### MEETING PATTERN:

- SOTA is a on a 4-Day, 9-Period rotating schedule.
- The days are A, B, C and D.
- Periods are 1-9.
- The Period is indicated first before the day pattern.

**EXAMPLE:** 1AC = Period 1 on A and C days                      2 ABCD = Period 2 every day

**HIGH SCHOOL ONLY:** 3AC4AC = Periods 3 and 4 on A and C days.  
1ABDC2AC = Periods 1 everyday, including Period 2 on A and C days.  
***This is an example of a science class with a lab.***

- Class Name is the course in which you are enrolled. There is a number after the course which stands for the section. You will not need to use that number. It will also indicate Year (Yr.), Quarter (Qtr.) also used for marking period and Semester (Sem.).
- Teacher – The teacher assigned to provide instruction.
- Room – The location of the room where the class will meet.

**EXAMPLES:**

<u>Term</u>	<u>Period</u>	<u>Day</u>	<u>Class Name</u>	<u>Teacher</u>	<u>Room</u>
FY	1:	ABCD	Spanish I P (Yr.)-4	Smith, S.	M232
<u>Term</u>	<u>Period</u>	<u>Day</u>	<u>Class Name</u>	<u>Teacher</u>	<u>Room</u>
S1	3:	AC	Health 7/8 (Sem.)-1	Wagner, T.	A029

**SCHOOL-BASED PLANNING TEAM**

School Based Planning Team (SBPT) 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/RTA (Rochester Teachers Association), parents, students, administrators and BENTE members (non-teaching school employees). The School-Based Planning Team meets each month at 4:15 PM on designated days. The membership names and meeting dates for 2018-19 SBPT will be posted on SOTA’s website.

**SCHOOL AND STUDENT PRANKS**

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

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

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

**SCHOOL SECURITY**

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

**When class is in session, please keep all doors unlocked.** The Fire Marshall has mandated that classroom doors cannot be propped open by any doorstep, rope or object.

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

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

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## **SENIOR ACTIVITY MEETINGS**

Senior year is filled with many events, such as fundraising, fun activities, trips and Prom. Each proposed event is made in total collaboration with the Class Advisors, the Assistant Principal of the Senior Class and seniors. Each month, seniors are invited to attend a Senior Activity Meeting to discuss proposals, suggestions and ideas. Each decision is voted upon and minutes are taken from each meeting and posted on the Senior Class Page (Google Classroom Page). It is in the best interest of Seniors to attend these meetings as decisions are made that will ultimately require payment. Senior Activity Meetings are held on the third Thursday of every month.

## **SENIOR EXIT PROJECT**

The Senior Exit Project, formerly known as Senior Exit Interviews, is a component of Participation and Government/Economics and is a necessary requirement for graduation. Each graduating senior will take part in the exercise that encompasses the following:

- Extensive research and preparation of an agreed upon topic.
- The use of technology in their presentation.
- A final paper and visual aids.
- The ability to engage in conversation regarding their presentation (ask and answer questions).
- Full participation in a final presentation.

The Senior Exit Project will be submitted on time, for a grade that will include a presentation to community members, parents and staff in May/June. All students are required to attend the Senior Exit Project Presentation.

## **SMOKING POLICY – RCSD**

**ABSOLUTELY NO SMOKING IS ALLOWED ANYWHERE ON SCHOOL OF THE ARTS PROPERTY.**

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.



## **SOCIAL MEDIA CONCERNS**

We recommend that you closely monitor your child's social media accounts such as Snapchat, Facebook, Instagram, Twitter, etc. Situations that take place **OFF** school grounds or outside of school hours due to social media concerns should be referred to the Office of Parent Engagement at 585-324-9999 or by email at [parentcenter@RCSDK12.org](mailto:parentcenter@RCSDK12.org).

HOWEVER, if you are concerned that your child is being bullied **AT** school, it is recommended that you contact your child's administrator or counselor to discuss the concern.

## **SOTA CLASSROOM CULTURE AND CLIMATE PLAN**

### **School of the Arts Mission is Student Success.... Academic, Artistic and Humanistic.**

We commit to enhance student concepts, improve student discipline and increase academic achievement through the establishment and maintenance of a safe and welcoming school climate, emphasizing positive interpersonal relationships with students, parents, faculty and community.

As an individual member of the faculty, certified or classified, I will perform my duties professionally, punctually, with caring and concern, and always with the understanding that my actions will be viewed as a model for others.

### **RULES**

- **ALL ELECTRONIC DEVICES ARE PROHIBITED IN ALL CLASSROOMS.** This includes, but is not limited to: cell phones, ear buds, headphones, iPods
- **THE SOTA DRESS CODE WILL BE STRICTLY ENFORCED.** This includes, but is not limited to: no hats, hoods and bandanas. Please see SOTA Student, Parent and Faculty Handbook for complete information.
- **DISRESPECT/DISRUPTION TO THE EDUCATIONAL PROCESS IS PROHIBITED.** This includes, but is not limited to: no bullying, profanity, food consumption or personal grooming.

### **CONSEQUENCES**

- Verbal/Non-Verbal Warning/Contact Log
- Move Student to Different Seat
- Parent Contact/Parent Conference
- Lunch Detention
- After-School Detention
- Conference with Administrator
- ~ *Determined by the Teacher* ~

### **NON-NEGOTIABLES RESULTS IN IMMEDIATE REMOVAL FROM CLASSROOM**

This includes, but is not limited to: fighting; physical and verbal altercations, vandalism, theft, chronic disruption, and suspicion of being under the influence of illegal substances.

### **SEVERE CONSEQUENCES**

This includes, but is not limited to: Saturday School, In-School Suspension (ISS), Out-of-School Suspension (OSS), Long Term Suspension (LTS), ~ *Determined by the Administration* ~

**BE ON TIME.... BE PREPARED...BE ENGAGED**

*We Are School of the Arts!*

**STAFF ABSENCES**

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, **and sign-out/sign-in at the Main Office.**

**A Certificate of Personal Illness – (CPI) - will be requested for any staff absence of three days or more, as well as any absences due to illness the day before or after a holiday**

The following will provide you with a guide for a successful transition when unforeseen or unavoidable circumstances require you to be absent. This section will identify our expectations of how to prepare for a substitute teacher.

**If you have an emergency absence, you will need to contact the Assistant Principal of the Arts. Absence calls will be accepted between the hours of 5:00 AM and 10:00 PM.**

**Prearranged absences require a Request for Absence Form to be turned into the Academy Director for approval.**

You may text absence requests. However, it is **YOUR** responsibility to follow up until a response is given indicating that your message was received. **Please Note: do not report your absences to the clerical staff.**

**Please make every effort to provide as much notification of your absence as possible. If you need a substitute teacher, a minimum notice of 24-hours is required to arrange for a substitute. Please adhere to this request whenever possible.**

**CRITICAL REMINDER IN REGARDS TO ABSENCES:**

- Late calls impact student management, the delivery of instruction, and it imposes on your colleagues who are called upon to cover your assignment at the last minute. Substitutes are not guaranteed especially at the last minute. Therefore, other than absolute extreme emergencies, please call as soon as you believe you will be out.
- Every absence will require staff to complete a Request for Absence Form, which is included in this section (including absences for Field Trips whether a substitute is required or not).
- Every teacher is in need of a substitute every now and then. Here is how to give a substitute teacher (and the class) the tools for a successful and productive day.

**STEP 1 – NOTIFY THE RESPONSIBLE ADMINISTRATOR OF YOUR ABSENCE:**

The building administrator responsible for calling in substitutes for all teachers, paraprofessionals and teacher assistants is as follows: **Assistant Principal of the Arts.**

**STEP 2 – PREPARE A SUBSTITUTE TEACHER FOLDER:**

The contents of this binder are extremely important to the substitute as it contains the building and classroom information necessary for the substitute to be successful. Your Substitute Teacher Folder is required to be turned into the Main Office no later than Friday, September 14, 2018. Here are some ideas on sections to include in your binder:

**For the unexpected absence, you will need to create three sets of general, emergency plans that can be followed on any given day.** Note in your binder that these plans are only to be used if no other lesson plans are prepared. All necessary copying for these generic plans should be located in a secure area in your classroom. Please indicate in your plans where these copies are located.

- **Welcome Greeting Letter** - Include a list of contact information for yourself, the principal, secretaries and nurse. Mention the location of important equipment such as the photocopier, mailbox and phone. Explain the phone and computer usage and procedures for your classroom.
- **Schedule** – Write or type out the days schedule, including beginning and ending times. Provide details on the taking of daily attendance and the daily routines. Describe any supervision duties that you may have, including after school responsibilities. Include information on early dismissal policy for your grade level.
- **Attendance** – attendance must be taken within the first 15 minutes. of class. Periods 1,2 and 9 attendance will be picked up by a school secretary. All other periods attendance must be submitted to the Attendance Secretary in the Main Office at the end of the class/throughout the day. All attendance sheets must be legible and signed/dated by the substitute teacher prior to being submitted.
- **Lesson Plans and Assignments** – When it comes to writing emergency sub plans, the more detail the better. Include updated lesson plans. Make all necessary copies and label what they are. Advise the substitute if the work assigned is to be completed in class or is due the next day. Organize the day’s work – teacher texts, handouts, answer keys, etc. – according to the schedule. Provide notes for each, including page numbers and any other relevant information.
- **List of Students, who display chronic behavior problems for each class period** - Provide the substitute teacher with a list of students who may require additional assistance with behavior. Also, provide information about disciplinary procedures, such as completing a referral and/or calling for assistance.
- **List of Reliable Students and Staff** – Develop a list of two to three students in each period that you teach who substitutes can rely on for assistance, as well as names and room numbers of nearby colleagues.
- **List of Special Needs Students** – Provide a list of students who have special needs and accommodations and modifications that they may require. If other school staff or adult visitors work with these students, include times and location of these services. Provide any pertinent information on students who have allergies.
- **Emergency Information** – Include building map, school emergency procedures, daily time schedule and class lists in the binder or identify the area in your room where this information is located. Include emergency information that a substitute should know.
- **Discipline Policy** – Be specific about how you run your classroom, including details about your behavior management system. Provide a copy of the school wide behavior support plan. Point out where classroom expectations are posted. Include reward/incentive coupons for students that are worth double when there is a substitute teacher.
- **Spare Time Guidance** – Provide your substitute teacher classroom activities available if students finish their assignments early. This could be review work, extra credit, and/or free reading.
- **Create a Substitute Feedback Form** – Create a substitute feedback form to hear about the day and get suggestions for future substitutes.

### **STEP 3 – PREPARE THE CLASS**

One of the best things a teacher can do to prepare for a substitute teacher is to establish expectations with your class before you are absent. Some examples of what to discuss with your students prior to a substitute entering your class are:

- Expectations regarding respect to all authority figures.
- Work completion.
- Following the rules and routines.
- Explain the use of the substitute feedback form – what it is used for.

- Provide information on rewards/incentives available when teacher is absent (double coupons).

#### **STEP 4 – FOLLOW-UP WITH FEEDBACK**

- Make sure that you follow-up with your class after a substitute teacher has been in the classroom. Ask students what went well for them and what could be improved. The feedback you receive from your students can be used for future substitute preparation.
- Read through the substitute teacher feedback form and respond accordingly. If the class has earned a group reward, either select a privilege, prize or activity from the reward menu or have the class vote on a reward from your menu.
- Follow-up with the substitute, if possible, to see how the day went. The more feedback you receive, the better you can prepare your classroom for future substitutes.
- If there is a concern with a particular substitute, please email the Assistant Principal of the Arts with the details so they can be properly addressed.

### **STUDENT DROP-OFF AND PICK-UP**

If you drive your child to school, please make every effort to approach the building moving southbound toward University Avenue so that students can be discharged curbside. This will help eliminate the danger of crossing Prince Street during the busiest and most congested time of the day.

**Please do not disrupt RTS Bus Service. Do not stop in front of the Main Entrance for any reason. Instead, please discharge students beyond the flag pole closest to Prince Street and University Avenue.** To better insure your child’s safety, please pull into the parking lots on either side of the building to discharge students.

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

#### **PROCEDURES FOR STUDENT DROP-OFF AND/OR PICK-UP FROM SCHOOL:**

##### **DROP-OFF - MORNING:**

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

##### **PICK-UP - AFTERNOON:**

- Your child should be picked up curbside by the flagpole at 2:40 PM weekdays. The flagpole is located on the lawn near the main entrance to the building.
- Not adhering to the suggested pick-up time conflicts with RTS bus arrivals and causes significant delay and disruption to dismissal procedures.

### **STUDENT REGENTS REVIEW/CASTLE LEARNING**

**Log into your student account** – (call 1-800-345-7606 if you are having trouble signing in)

- \* Go to [www.castlelearning.com](http://www.castlelearning.com).
- \* Click sign-in.
- \* Type your Castle Learning ID: rcsd.your studentID (be sure to use a period after rcsd and your own student ID that begins with 890 in the ID/email field). **NOTE:** Email cannot be used until you have logged in and set up your profile with your email address.

- \* Type your password into the Password field (leave blank if the first time in) and click Sign In. You will need to re-type your password the first time in to set your own password.
- \* Type in your email address if you have one.
- \* Click submit.

**SELECT A REGENTS REVIEW:**

- \* Click on Self Study.
  - \* Scroll down and click on the Regents Exams icon.
  - \* Choose the content (Math, Science, Social Studies, English Language Arts, Spanish, French)
  - \* Click on the course.
  - \* Click on the exam to start the Regents Review.
- NOTE:** If you do not complete the review, use the X in the upper left corner and then choose Exit and Save. You will find your incomplete review under Incomplete Assignments, Self-Study.

**INCOMPLETE REVIEW** (If you didn't get a chance to complete the Regents Review you started)

- \* Click on Incomplete Assignments.
- \* Click on Self Study.

**REPORTS:** (View your results)

- \* Click on Reports.
- \* Choose Completed Assignments, Self-Study Assignments.
- \* Use the 3 dots next to "for additional options" to sort

**OR**

- \* Use the Search Bar to look for an assignment.
- \* Click on the assignment to create the report.

**PRACTICE SPECIFIC AREAS OF WEAKNESS:**

- \* Click on Self Study.
- \* Above the course, click on Rocket Mode and change to Expert Mode.
- \* Choose Course.
- \* Choose Grade Level, High School (after selecting a grade group, click on X in the upper left corner of that box to get out of selection panel) – you will have to select a lower grade level to practice basic Math Skills.
- \* Choose Topics, Reading Sets or Math Skills.

**STUDENT SPEAKERS AT GRADUATION**

School of the Arts graduation ceremony is very prestigious, complete with department performances and speeches that reflect the time spent at SOTA from alumni, staff and students. Each year, the decisions regarding the ceremony are made with the input of department teachers, the Assistant Principal of the Arts and the Assistant Principal of the graduating class,, Class Advisors along with input from other staff members.

At School of the Arts, it has been the tradition that the Valedictorian will give a speech. While no one person or group is guaranteed a spot on stage or at the podium, students are encouraged to submit speeches for consideration if they are so inclined.

All students who are chosen to speak at the Commencement Ceremony will work closely with the Class Advisors and the Assistant Principal to create a final speech that is well written, includes the values of the class and will make a positive and lasting impact on those who are in attendance.

To this end, ANY student who has been chosen to speak at graduation must turn their rough draft into the Administrator of the graduating class by the **end of the first Friday in June**. **Please Note:** Absolutely no submissions will be accepted after this date.

If your speech has been chosen for consideration, you will be contacted to perform your speech for final consideration. The Administrator and the Class Advisors will meet with the speech writer multiple times prior to the graduation ceremony for re-writes and voice clarity. The final copy of each student's speech will be brought to the ceremony by administration.

## **STUDENT TRANSFERS DURING SCHOOL YEAR**

- Any student requesting a voluntary transfer must first schedule a meeting with the Assistant Principal.
- The Assistant Principal, along with the parent/guardian, must complete the Student Voluntary Transfer Form.
- All student transfer information must be submitted to the secretary in the Guidance Department to be placed in the student CUM file.
- The student who is being transferred from or leaving SOTA must return their books to the library.
- Each classroom teacher is responsible for completing and signing a Secondary Transfer Form for each student that transferring out of SOTA during the school year. The Secondary Transfer Form originates in the Counseling office on the first floor.
- The grade recorded reflects the current marking period.
- Students enrolled in class for less than two weeks (10 school days or less) of the current marking period may receive a letter grade or an "NE" or No Grade.
- Students enrolled in class for more than three weeks (15 school days or more) of the current marking period must receive a grade.

**PLEASE NOTE:** All requests to transfer to another school within the RCSD, after the school year has begun, will require the approval of Student Placement located at Central Office.

## **SUPERVISION OF STUDENTS - AFTER SCHOOL**

### **SCHEDULING PROCEDURE FOR AFTER-SCHOOL ACTIVITIES FOR TEACHERS OR ADVISORS:**

- **Advisors must stay with students until everyone has boarded the bus, been picked-up or left the building.**
- Students are not permitted in any classroom, studio, theatre, etc., unless accompanied by an adult or teacher.
- Please do not dismiss students early; the earliest time a student may be dismissed is 3:30 PM.
- Provide students who receive transportation with an Activity Bus Pass to get on the bus upon dismissal at 3:30 PM.

### **SUPERVISION OF STUDENTS PARTICIPATING IN SPORTS AFTER SCHOOL:**

- Students participating in after-school sports must be supervised by their coach at all times.
- The coach is expected to stay with their athletes until each one has been picked up or boarded the bus.

**Please Note: Advisors/Staff/Coaches must stay with students until every student has boarded the bus, been picked-up or left the premises. It is important to report if your child has been left without supervision.**

### **Once A Student Leaves The Premises, They Are Not Permitted To Re-Enter The Building.**

Students with early dismissal privileges who have rehearsals, games, or practices scheduled for after-school, **MUST** obtain a Sports/Activity ID pass from the Coach or the Coordinator of the After School Event in order to gain entry into the building at the appointed time. Students will not be permitted back into the building until 2:30 PM with a pass.

**PLEASE NOTE: All students who are not accompanied by a supervising faculty member will be removed from the building after the 2:30 PM dismissal, REGARDLESS OF THE WEATHER and be required to find transportation home.**

**STUDENTS WHO ARE NOT IN ATTENDANCE FOR THE MINIMUM OF A HALF DAY WILL NOT BE PERMITTED TO PARTICIPATE IN THE AFTER SCHOOL ACTIVITY/EVENT/PRACTICE/GAME.**

**Please Note: Students will not be allowed on the bus without their student RTS Bus Pass/ID and Activity Bus Pass.**

## **SUSPENSIONS**

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

### **LONG-TERM SUSPENSIONS (LTS) – 5 NON-NEGOTIABLES**

Students can expect immediate Long Term Suspension should they participate in any of the following.

**Please Note: These terms are non-negotiable.**

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

School of the Arts will not tolerate fighting of any kind, to include, but not limited to play-fighting or behavior deemed inappropriate by School of the Arts Administration and students will be disciplined accordingly. Students found promoting or recording any type of fighting or play-fighting will be subject to disciplinary action to include, but not limited to, suspension.

### **IN-SCHOOL SUSPENSION (ISS)/OUT OF SCHOOL SUSPENSION (OSS)**

- Will be issued by Administration.

## **TARDY TO CLASS POLICY**

Each and every minute counts! School of the Arts knows that when your child is not in class, they are not learning. As such, we have adopted a Tardy to Class procedure that each student is expected to adhere to.

Any student entering the classroom after the tardy bell is required to complete the following procedure:

- **Sign the classroom tardy sheet upon entering.**
- Sit in their assigned seat.
- See the teacher during the last several minutes of class.
- The teacher will use the classroom discipline plan to enforce the tardy policy by using the hierarchy portion and moving down the hierarchy if tardy behavior continues:

#### **Example:**

- First tardy - warning, conference with student.
- Second tardy – conference with student, parent is contacted.
- Third tardy – lunch detention, conference with student, parent contacted.

- o Fourth tardy – after school detention, conference with student, parent conference.
- o Fifth tardy – (online) referral to administrator for further consequence.

## TARDY TO SCHOOL POLICY

The school day begins at 7:30 AM, and as such, each and every student is expected to be in first period, ready and prepared to learn. When a student enters school late, they miss time in class, which ultimately will have a negative effect on their grades. Students who enter the building on or after 7:25 AM run the risk of being late to their first period class, as students are expected to go their lockers, put their personal belongings, such as coats, hats, electronics, away and get their necessary items required for the day and get to class before the bell rings.

Any student found in the Commons or entering the building on or after 7:30 AM will be required to:

- Complete a tardy slip in its entirety.
- Wait for individual scanning.
- Go to their locker.
- Go to class, sign in, and give their tardy slip to the teacher who will implement the Tardy to Class Policy (above).

**Please Note:** The same hierarchy of discipline will be issued to each student who continues to be tardy.

Please remember that School of the Arts and The Rochester City School District is built on the idea that  
**EVERY MINUTE IN SCHOOL MATTERS!**

## TEXTBOOKS

Students are responsible for all textbooks, library books and educational materials, tape-recorders, musical instruments, special equipment, uniforms, locks, calculators, etc. that are loaned to them for the school year. A record of textbooks and library books borrowed is created and maintained. When you return materials, they are scanned and the serial number of the returned material is deleted from your loan record. If any materials are lost, the student is expected to reimburse the RCSD. The costs range from \$.95 to \$175.00 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 financial responsibilities at School of the Arts.

**A notification of all books that have not been returned will be sent to students, by email, throughout the school year.**

**Please Note: Books can be purchased through Amazon.com for a fraction of the cost.** In order to do so, you must have the ISBN # and have the books shipped directly to SOTA in care of the Librarian. For more information, please contact the Librarian at ext. 6025.

Failure to return, replace or pay for missing textbooks may result in the student not being allowed to attend extracurricular events such as prom, field trips and graduation.

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



# TICKETS – SPORTING EVENTS AND PERFORMANCES

Locations for purchasing advance sale tickets for SOTA events vary, depending on the type of performance or event. The Art Center Director will sell matinee tickets during lunch periods prior to the event. Please refer to the following information:

**SELECTED DRAMA/MUSIC/JAZZ EVENTS:** Tickets for these events may be purchased from the Art Center Director.

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

**SOTA PERFORMANCE SEASON:** Please see the SOTA Ticket Information below.

**SOTA TICKET INFORMATION**

**ADVANCE SALE TICKETS AVAILABLE SEPTEMBER 1, 2018**

\$10.00 – Adults, \$8.00 - Seniors Citizens - 62-years and Up; Students/Child - 5 and Up

\$5.00 - Toddlers; \$5.00 - SOTA Students - ID Required; Infants on Lap Attend Free – 0-23 months

*There is an 8% processing fee per ticket for all online purchases.*

[WWW.SOTAROCHESTER.ORG](http://WWW.SOTAROCHESTER.ORG)                      ART CENTER OFFICE - 585-324-3535

# TIME SCHEDULE

The Academic day at the School of the Arts is 10 (ten) periods long. Daily attendance is taken in every class.

**THE SCHOOL DAY**

- 7:00 AM                                      Building Doors Open to Students
- 7:15 AM                                      Student will be allowed upstairs/to classrooms
- 7:00 – 7:20 AM                              Student Breakfast
- 7:15 AM                                      Teachers Report

PERIOD	(42-MINUTE CLASSES)
Breakfast	7:00 AM – 7:20 AM
1 Announcements	7:30 AM – 8:17 AM
2	8:21 AM – 9:04 AM

3	9:08 AM – 9:50 AM
4	9:54 AM – 10:36 AM
5	10:40 AM – 11:23 AM
6	11:27 AM – 12:10 PM
7	12:14 PM – 12:57 PM
8	1:01 PM – 1:44 PM
9	1:48 PM – 2:30 PM
10	2:35 PM – 3:30 PM

2:30 PM                      First Dismissal                      Monday - Friday

3:30 PM                      Second Dismissal                      Monday, Tuesday and Thursday

**There will not be any express RTS transportation for students who are in supervised activities after school.**

Activity passes will be issued only to teachers who supervise sanctioned activities on Mondays through Fridays. Students may not remain in the building after school unless they have a pass and are under direct supervision of a coach, faculty or staff member.

**PLEASE NOTE: Students will not be allowed on the bus without a Bus Pass.**

**TRANSPORTATION - BUSES AND IDENTIFICATION**

**\*\* STUDENTS MUST CARRY THEIR SOTA ID AT ALL TIMES DURING THE SCHOOL DAY**

**RULES AND REGULATIONS FOR STUDENT TRAVEL ON PUBLIC TRANSIT:**

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

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

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

**If a student misses the Express Transfer Bus, the student will be responsible for his/her own fare.** Students participating in after school activities must receive an Activity Pass to use along with their RTS card on regular bus lines 60-minutes after the school's regular dismissal time. Other students use regular line service which may require a transfer in the downtown area.

- The Rochester City School District expects students to behave appropriately on buses as in school buildings. In addition, as buses are moving objects with additional safety factors, we expect the following:
- The RTS driver needs to concentrate on safe operation of the bus. Students must not engage in any act that distracts the driver from being able to do that.
- Students may not engage in any act that endangers or threatens to endanger the health, safety or welfare of others.
- No food, drink, smoking or music (without ear piece) is allowed on any RTS bus.

- No fighting, profanity or vandalism.
- No possession of any sharp instrument, tool or weapon of any kind.
- Recognize and respect the rights and personal property of other traveling passengers.

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

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

- A Student Photo is a REQUIRED component for the Smartcard IDs. A Student ID will not print without a photo.
- Students may board a bus with a valid RTS Bus Pass. If a student does not have a valid pass, the student will be required to pay regular fare or get on the bus.
- Student may not give his/her School Identification Card to another student for any purpose, including use as a bus pass.
- Students may not mutilate, deface, replicate, cover the face on, or place someone else’s picture on the School Identification Card.
- Pass is valid only during hours posted on the back of the pass. Students riding on Express Transfer Routes must board those routes in the morning when traveling to school. **They cannot use their pass on regular line buses.** In the afternoon, they must ride the Express Transfer Routes home. They cannot use their pass on regular line service until 1 ½ hours after regular dismissal time (4:00 PM). Their pass will be valid until 9:00 p.m.
- Students with “All Day Passes” may travel on any city route from 5:30 AM – 9:00 PM.
- After leaving the bus, the student must remain on the sidewalk until the bus pulls away.

#### **REPLACING A LOST PASS:**

**Each student will be entitled to ONE (1) replacement card per year at no cost.** The lost pass must be immediately reported to the secretary in the Main Office, prior to 12:00 PM in order for the request to be sent to Transportation. There is no guarantee that the replacement pass will be received the same day. The secretary in the Main Office can provide a 2+2/All Day pass to students awaiting the delivery of the replacement pass if necessary.

If the pass is lost again, a parent/guardian must apply for a new one at the Transportation Department at 835 Hudson Ave, Bldg.1. **\*\* There is a replacement fee of \$2.00.**

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

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

- **SOTA Transportation Contact – Academy Director – 585-242-7682, x6111**
- **RCSD Transportation Office: 585-336-4000**
- **RTS/RGRTA Customer Service: 585-288-1700**
- **RTS/RGRTA Lost and Found: 585-654-0610**

## **TRESPASSERS**

Trespassing is the legal term for the situation in which one or more person(s) enters onto school district property of without permission or the legal right to be there. Depending on the circumstances trespassing may be considered a crime.

If a person is found to be on school district property without permission they will be referred to the RPD.

If a SOTA student makes it possible for a trespasser to enter the building either by opening a door to a trespasser, scheduling the arrival of a trespasser or hiding a trespasser in the building they too will be referred to RPD and they will be issued a consequence which may include a referral for a long term suspension.

## TRANSPORTATION LIABILITY INSURANCE

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

*RCSD Policy*

## USEFUL LINKS

- SOTA Website - <http://www.SOTAROCHESTER.org>
- Follow SOTA @ RCSDSOTA on Facebook and Twitter.
- RCSDlink (app for your phone) – <http://www.rcsdk12.org/RCSDlink>
- SOTA Audition Process - <http://www.rcsdk12.org/site/Default.aspx?PageID=18694>
- Friends of SOTA - <http://friendsofsota.org/>
- Regents Prep - <http://regentsprep.org/>
- RCSD Library - <http://destiny.rcsdk12.org/>
- Parent Resources - [http://www.rcsdk12.org/cms/lib04/NY01001156/Centricity/Domain/5250/Adult\\_Guide%202011.pdf](http://www.rcsdk12.org/cms/lib04/NY01001156/Centricity/Domain/5250/Adult_Guide%202011.pdf)
- ParentCONNECT - <http://www.rcsdk12.org/connectxp>

### To File a Paper Copy:

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

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

## VIDEOS IN THE CLASSROOM

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

### As per Rochester City School District Guidelines:

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

*RCSD Policy*

## VISITOR POLICY

**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 in advance by calling the teacher or the counselors' office. For security reasons, no other guests may visit. Young siblings and/or friends who accompany

students to school will be asked to leave. Alumni wishing to visit the school must make arrangements to visit prior to the start of school or after school dismissal.

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

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

- There must be signage at every exterior door directing visitors to the appropriate entrance.
- There must be signage at the appropriate entrance instructing parents and visitors to sign-in.
- 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.
- 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.
- Visitors will not be escorted through the building to any office during passing times.
- All parents/visitors must be escorted out of the building through front door.
- When parents/guardians visit the school for a disciplinary conference or return from suspension conference, only the parent or guardian may enter the building. No one other than the parent or guardian is permitted in the building unless approved in advance by the Principal or Assistant Principal.
- 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.
- 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.
- Visitors are not allowed to report to any office or location in the building when students are not changing classes.
- Schools shall inform parents/guardians and students of the contents of this Administrative Policy in appropriate communications throughout the school year.
- SOTA staff cannot interrupt instruction to call a student out of class to retrieve an item from a parent or guardian. Any item that a parent/guardian needs to give to a student will be tagged and the student will be called down during a free period or passing time to pick up the item.
- **Alumni wishing to visit the school must make arrangements to visit prior to the start of school or after school dismissal. Alumni will not be able to enter the building after 8:00 AM until 3:00 PM.**

**Chief of Operations, 2007**

**PLEASE NOTE: ALL VISITORS TO SOTA MUST SIGN IN WITH THE SAFETY SECURITY OFFICER IN THE FOYER AND PROVIDE THE LOCATION, MAKE, MODEL AND LICENSE PLATE NUMBER OF THEIR VEHICLE.**

**VISITOR SCANNING WILL BE AT THE DISCRETION OF THE SAFETY AND SECURITY OFFICERS.**

## **VOICEMAIL: OFFICES AND CLASSROOMS**

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. All classrooms will be issued an 8000 number. Please refer to the Google Doc that has been shared with you for further instructions. Please contact the Main Office Secretary if you have any questions regarding using or setting up your voicemail system.

**HOW TO SET UP :**

- Dial 6999.
- Enter your voice mailbox number plus the \* sign - e.g.: 774-1111\*.
- Enter the temporary password – 2580.
- Listen to the tutorial completely. You must listen to the entire tutorial for the first time in order for it to save your password and not play again.
- When prompted, enter your new password and record your name and greeting.
- The tutorial is now over and you will be directed to the Mailbox Main Menu.
- Greetings should be professional in nature indicating your name, title and the information requested.
- Voice-mail is the designated method of conveying non-emergency messages to all staff members. All staff members are requested to check their voice mailbox daily.
- **Please make sure that your voice mailbox is cleared of messages daily. It is both frustrating and unprofessional for callers NOT to be able to leave a message on your voice mailbox because it is full.**
- All calls from outside the building will automatically be directed to your voice mailbox and not your classroom.
- If you are expecting a call of an urgent nature or in case of an emergency, please notify the Main Office so that no time is wasted putting the call through to your classroom. Please instruct family members, babysitters, etc., that if they call SOTA in an emergency to dial “O” and state the nature of the emergency call and specify to whom they wish to speak.
- Please contact the Main Office Secretary if you have questions regarding using the voicemail system.

#### **HOW TO CHECK YOUR VOICEMAIL:**

- Dial 9 followed by 6999.
- Enter your voicemail 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

## **WATER AND BEVERAGE POLICY**

- Students may bring sealed, unopened, plastic bottles of juice, vitamin water, sports drinks, soda, milk, and other legal beverages to school. These beverages may be consumed in the **Commons area only**.
- Only water may be consumed in the library, classrooms, theatres, lobby, hallways and gym ... except the Computer Labs.
- Students may bring empty plastic water jugs, water bottles or other covered beverage containers to school. These containers may be filled with water during any free time students have during the day. SOTA has 18 water fountains available for students to use.
- Coffee or tea must be finished in the cafeteria prior to the start of the school day.
- 

## **SCHOOL, PARENT AND STUDENT COMPACT**

### **SCHOOL COMMITMENT:**

#### **WE WILL:**

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

## **PARENT/GUARDIAN COMMITMENT:**

### **I WILL:**

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

## **STUDENT COMMITMENT:**

### **I WILL:**

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

## **EXTRACURRICULAR ACTIVITIES**

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

### **ACADEMIC ELIGIBILITY/AFTER SCHOOL SUPPORT – Grades 7-12**

Students who are risk of failing a class and participate in an after school activity or sport will be assigned to Academic Eligibility until their grades have improved.

**MODERATOR: Matt Fusco**

### **ACADEMIC TUTORING – Grades 7-12**

School of the Arts provides Supplemental Academic Services (SAS) through Title 1 funds. These services provide additional academic support to students in grades 7-12 outside of the school day. The services include:

**STUDY CENTER** – Tuesdays and Thursdays from 2:35 PM – 3:30 PM in the Library,

- Students can bring work for additional tutoring in English, Math, Science and Social Studies. There will be teachers available in each core subject are to provide support. This program is for active support, not homework completion.

**ELIGIBILITY CENTER TUTORING** – Mondays, Tuesdays and Thursdays from 2:35 PM – 3:30 PM in Room A419.

- If students are deemed to be on probation for athletics or artistic performances, they are assigned to Eligibility Center Tutoring until grades come up to eligibility standards.

**SAT PREPARATION** – Courses taught by Sylvan Learning Center

- Fall Course for seniors preparing for November SAT.
- Spring Course for juniors preparing for the May SAT.

**SATURDAY SCHOOL** – Saturdays from 9:00 AM – 12:00 PM

- Students assigned by their administrator.

**COORDINATOR: Mike Murphy**

**BLACK LIVES MATTER COMMITTEE**

This ad-hoc committee focuses on the celebration of diversity, encourages the practice of equity, helps to build understanding among all SOTA students, and works to actively engage our school community to create pathways to freedom and justice for all people. SOTA is dedicated to affirming the lives of black children, who represent the majority of our students, and to promote understanding that will strengthen the SOTA community as a whole.

**Moderators: Rob Arrendell, Adele Fico, De’Chelle Hester, Jessica Weaver**

**BUDDY UP CLUB - Grades 7 and 12**

Buddy Up is a peer mentoring club designed to welcome new Grade 7 students to SOTA. Grade 12 and Grade 7 students will be “Buddied Up” and meet once per month to take part in fun activities, discuss how to navigate through SOTA, make friends. Buddy Up gives incoming Grade 7 students an upper-class person to turn to if they have questions or concerns. All seniors who have a GPA of a 2.5 or higher can volunteer to be a Buddy and will receive Community Service hours for their participation in this club.

**MODERATOR: Jo Ann Aspenleiter**

**CHAMBER ORCHESTRA – Grades 9-12**

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

**MODERATOR: Elena Herman**

**CHESS TEAM – Grades 7-12**

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

**MODERATOR: Walter Lanik**

**COFFEE HOUSE READINGS – Grades 7-12**

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

**MODERATORS: Marcy Gamzon**

**COMMUNITY SERVICE – Grades 10-12**

In order to graduate, all students **MUST** complete 20 hours of Community Service. All service hours completed should be focused on making Rochester a better place to live. Students may seek opportunities from the Community Service board, located on the Floor Three Academy Office. Any service opportunities that students wish to serve that are not posted on the Community Service board must first be discussed with the Administrator for approval.

**MODERATOR: Jo Ann Aspenleiter**

**DANCE CONCERT – Grades 7-12**



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 September and includes tech, spacing and dress rehearsals leading up to the Annual Dance Concert in March. **Audition is required.**

**MODERATORS: SOTA Dance Department**

### **DIAL-A-TEACHER TUTORING - Grades 7-12**

Dial-A-Teacher is a program providing tutoring services for Hillside Work Scholarship Students. Our goal is to help students by providing the necessary skills to support students with their courses (ELA, Math and Global.US-History-based Courses at the Secondary Level). We meet after school on Tuesdays and Thursdays and provide late passes as necessary.

**MODERATORS: Jeffrey Feinberg, Colleen O'Mara**

### **DRAMA PRODUCTIONS – Grades 7-12**

You may participate in any SOTA Drama production by auditioning and being selected as a cast member. The fall and February productions are open to all grades, but are predominately cast with upper-class students. The winter musical is open to all students. The spring musical is usually comprised of upper-class students. The Middle School production takes place in late spring and is comprised solely of students in Grades 7-9. All students may audition; being a Drama major is not a requirement.

**MODERATORS: SOTA Drama Department**

**DEPARTMENT LIAISON: Luke Fellows**

### **FILM FESTIVAL – Grades 9-12**

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

**MODERATOR: Michelle Sapere**

### **FISHING CLUB – Grades 8-12**

Learn how to fish and experience the excitement of reeling in a catch! The club will meet approximately 1-2 times a month, more frequently during fishing seasons in the spring/fall. There will be field trips, demonstrations, community service, conservation project/education, possible tournaments and ice fishing depending on weather/conditions/availability permitting. No experience needed, equipment provided. There are required fees for the Bass Nation Membership (\$25) and the Fishing License (\$25) for students 16 years and older, for which fundraising opportunities may be available.

**MODERATORS: Wendy Underhill, Sherry VanderMaille**

### **GAME CLUB – Grades 7-12**

The Game Club student members learn how to play strategic board games that take more use of the creative side of students. The games chosen are complex in nature, but targeted to member's interests. The members engage in gaming and analyze the outcomes, strategies, theories and structures. The overarching goal is to develop understandings of the underlying Math, ELA, team building and conflict resolution base skills.

**MODERATOR: Brian Gallagher**

### **GAY STRAIGHT ALLIANCE – Grades 7-12**

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 observed nationally; students refrain from speaking in support of young people suffering from harassment and bullying based on their sexual orientation. Participation is optional.

**MODERATOR: Jeff Feinberg, Ashley Perez**

### **GREEN CREW - Grades 7 - 12**

This is an Environmental Club that focuses on raising awareness and taking action steps to conserve resources at School of the Arts. This club will teach students how be active in recycling, energy conservation, composting, environmental awareness and keeping SOTA beautiful.

**MODERATORS: Rob Arrendall, Jo Ann Aspenleiter**

### **HILLSIDE SCHOLARSHIP – GRADES 8-12**

This is an enrichment program open only to registered students.

**MODERATORS: Tara Cup, Tomeka Green, Sherylanne Diodato**

### **LITERARY MAGAZINE - LAMBENT – Grades 7-12**

Our school's literary magazine, *Lambent*, features student created short fiction, poetry, creative non-fiction and photography. Accepts annual submissions from students in grades 7-12. The *Lambent* is usually published in May or June.

**MODERATORS: Bradley Craddock, Marcy Gamzon**

### **MASTERMINDS – Grades 9-12**

MasterMinds is the academic challenge team similar to College Bowl. The game is played with a team of four students who answer toss-up questions and then receive bonus questions if the toss-up is answered correctly. Questions cover the areas of history, literature, science, music, art, pop culture and current events. School of the Arts competes in League 2 in the Greater Rochester area. There are six monthly meets in the season, followed by the playoffs in the spring. This year we have both a varsity and junior varsity team. To follow our team standings check the Democrat and Chronicle or visit the MasterMinds website at [www.newyorkrminds.com](http://www.newyorkrminds.com).

**MODERATOR: Marcy Gamzon, Heidi Breidenstein**

### **MATH LEAGUE – Grades 9-12**

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

**MODERATOR: Angela Fixsen**

### **MEDIA CLUB – Grades 9-12**

Media Club meets weekly from 2:30 PM – 3:30 PM. Students in grades 9-12 create artwork in a variety of media, including drawing, painting, digital art and photography, and explore career options in the arts by networking with local colleges and professional artists and designers; students of all majors are welcome.

**MODERATOR: Stephanie Lawson**

### **MIDDLE SCHOOL ACADEMIC CHALLENGE BOWL – Grades 7-8**

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

**MODERATOR: Michelle Coccia, Sarah Coe**

### **MODEL UNITED NATIONS – Grades 9-12**

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

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

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

**MODERATOR: James Tillotson**

#### **NATIONAL JUNIOR HONOR SOCIETY – Grades 7-9**

The National Junior Honor Society (NJHS) is a nationally recognized program dedicated to serving students in grades 7-9, who have excelled in the areas of Scholarship, Leadership, Service, Character and Citizenship. The 2016-17 school year will be the inaugural year for SOTA's NJHS. The main focus of the club is to build leadership skills through service-based projects. Students must apply and be approved by the faculty council before being inducted into the NJHS.

**MODERATOR: Michelle Coccia**

#### **NATIONAL HONOR SOCIETY – Grades 11-12**

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

**MODERATORS: Lisa Kasdin, Talya Sirianni**

#### **PLAYWRIGHTS' FESTIVAL – Grades 9-12**

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

**MODERATOR: Bradley Craddock, Marcy Gamzo**

#### **POSITIVE SCHOOL CLIMATE – Grades 9-12**

The Positive School Climate committee consists of staff members who are working to recognize the positive attributes that our students and staff contribute to School of the Arts. Throughout the year, we provide activities such as the pumpkin decorating and classroom door decorating contests, along with student and staff recognitions. Expanding this committee to parents and students is one of our goals. So if you are interested in serving, please let us know.

**Applause Committee Moderators: Melissa Fiorella**

#### **SOTA IMAGE MAKERS PHOTO CLUB – Grades 7-12**

The objective of the Photo Club is to help the students master the art of making a picture, not just taking a picture. It is never our intention to make images that would be later repaired in Photoshop. Students learn to control each step of the creative process of exposure, composition, framing the image by cropping in-camera, point of view, point of focus, depth of field, color temperature of light and angle of view are some of the key elements covered each year.

**MODERATORS: Susan Rudy and Alan Tirre**

#### **SOTA SUPERSTARS**

SOTA Superstars is a school-wide incentive that rewards our students for aspiring to high standards. It acknowledges academic excellence as a priority. It is also inclusive of other variables that are necessary for student success. As such, students who meet the designated criteria for SOTA Superstars will be treated to a special catered luncheon. This luncheon will occur three (3) times a year after marking periods 1, 2 and 3.

**MODERATOR: Brian Chandler**

#### **READERS' THEATRE – Grades 9-12**

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: Marcy Gamzon**

#### **SADD – STUDENTS AGAINST DESTRUCTIVE DECISIONS – Grades 9-12**

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

**MODERATOR: Lisa Kasdin**

### **SENIOR ACTIVITIES CLUB - Grade 12**

The Senior Activities Club meets on the third Thursday of the month to discuss, plan and implement activities that will take place throughout the school year for the Senior class. All Seniors are encouraged to attend these meeting so they will have active involvement in planning the year's activities.

**MODERATOR: JoAnn Aspenleiter, Carey Belair and Sue Rudy**

### **SOTA JAZZ COMBO – Grades 7-12**

The SOTA Jazz Combo is comprised of elite members of the SOTA Jazz Ensemble. The instrumentation includes a bassist, drummer, pianist, trumpet player, trombone player and saxophone player. The group rehearses once a week after school. The Combo performs small group jazz from virtually every era of jazz history: New Orleans style, swing, bebop, hard bop, fusion and works by contemporary jazz musicians. The SOTA Jazz Combo performs at private functions, public events, jazz venues and any other opportunity that arises.

**MODERATOR: TBD**

### **SOTA SKI CLUB – Grades 7-12**

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

**MODERATOR: Jo Ann Aspenleiter**

### **SPEECH AND DEBATE – FORENSICS – Grades 9-12**

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

**MODERATOR: Marcy Gamzon**

### **SPORTS – Grades 7-12**

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 examination within the past year on file in the nurse's office, along with a current tetanus shot on record and orders for self-carry medications on file if needed. You can check the status of your physical at any time from the nurse. In addition to eligibility, a currently physical is required.

**MODERATORS: Various Coaches**

**CONTACT: Dave Michelsen**

### **STUDENT GOVERNMENT ASSOCIATION – SGA – Grades 9-12**

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 the Talent Show, Spirit Week, SOTA T-shirt Design and First Generation College Scholarship.

**MODERATOR: Michael Murphy, James Tillotson**

### **WEIGHTLIFTING CLUB – Grades 7-12**

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

**MODERATOR: Brian Chandler**

### **THE SOTA YEARBOOK – ARTIS – Grades 7-12**

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 a Latin word meaning “of the arts.” Students take photos, write articles, or assist with layout and typing.

**MODERATOR: Susan Rudy**

## **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 (SOTA SGA).

This document was presented by the SGA President and ratified by the School of the Arts Student Government Association Full Assembly by unanimous vote on June 2, 2005.

This document was presented by the SGA President and approved by the School of the Arts School-Based Planning Team on June 14, 2005.

### **Contents**

Article I:	Officers
Article II:	Election of Officers
Article III:	SGA Representatives
Article IV:	Meetings and Announcements
Article V:	Committees
Article VI:	Communication
Article VII:	Amending the SGA Constitution and By-laws
Article VIII:	Ratification

### **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.

#### **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.

#### **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.

### **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.

### **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.

### **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**

### **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 the rules for campaigning.

### **Candidate Eligibility**

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

### **Election Procedures**

- 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.
- 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.
- 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**

### **Representation**

- Each grade, 9 through 12, shall be represented by 5 Representatives and 5 Alternates.

### **Selection of Representatives**

- 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.
- 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.
- 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 Representatives 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**

### **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.

### **Attendance**

- SGA Representatives and Officers should attend all meetings of the SGA Full Assembly. The SGA Secretary is responsible for recording attendance.
- 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.
- 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 permanently with a SGA Alternate.
- 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 permanently by a representative appointed by the SGA President with the approval of a majority vote of the Full Assembly.

### **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.

### **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 any Representative or Officer.

## ARTICLE V - Committees

### 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.

### 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-Chairpersons shall be selected by the SGA President.

### 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.

### 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

### Meeting Minutes

- 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.
- 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.
- The SGA Secretary will, with the assistance of the SGA Advisor, edit and publish the minutes of meetings and distribute these to school staff through staff email and to SGA members at the subsequent SGA Full Assembly.
- The SGA Secretary will also post minutes on a designated SGA bulletin board.

### 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.



**Honor Code Amendment (Ratified: June 5, 2017 (6-0))**

- Student Government Association (SGA) Candidates and Officers are to be held to the student code of conduct expectations and the highest standards of student behavior. All students involved in SGA activities serve as representatives of the student body as well as the entire school community. It is the expectation that Officers and Candidates serve as positive ambassadors for School of the Arts.
- In the event of any allegation(s) of deviation from the code of conduct or improper conduct, SGA Advisors will investigate allegations and consult with necessary parties.
- SGA Advisors have the right to consult with school administration to determine student eligibility to remain as a candidate or active member of SGA Office.