

# School Of The Arts

**2009 – 2010**  
**Parent, Student and Faculty**  
**Foundation and Commencement**  
**Academy Handbook**

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

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

# PARENT - STUDENT - FACULTY HANDBOOK

## TABLE OF CONTENTS

	<b>PAGE</b>
<b>Academy and Counselor Contact Information</b> .....	4
<b>ACADEMIC CRITERIA AND POLICIES</b> .....	5-14
Academic Courses .....	5
Advanced Placement .....	5
Academic Requirements.....	6
Arts Requirements.....	7
Change of Majors .....	9
Change of Program/Course Withdrawal.....	9
College Applications.....	9
Community Service.....	9-10
Course Criteria.....	10
Diploma Requirements.....	10
Doubling.....	10
Grade Placement Requirements.....	10
Grading Policy.....	11-12
Graduation Requirements.....	8 and 12
Honor Roll.....	12-13
Important Calendar Dates – Curriculum Night, Parent Conferences, & Marking Periods .....	13
National Honor Society.....	14
<b>GENERAL SCHOOL PROCEDURES AND INFORMATION</b> .....	<b>15-50</b>
Absences – Faculty.....	15
Absences – Student.....	15
Accident Information for Students.....	15
Accounts for Student Activities - Procedures.....	15-16
After-School Events.....	16
Anti-Bullying Policy.....	16
Assemblies.....	16
Attendance Procedures .....	17-18
Attendance Guidelines.....	18
Audio-Visual Requests.....	18
Bicycles, Skateboards and Rollerblades.....	18
Building Committee.....	19
Buses (see Transportation page 51-52) .....	19
Calendar – School of the Arts / RCSD .....	20
Cell Phones .....	21
Clearance Card.....	21
Code of Conduct.....	21
Community Standards.....	22
Consultant Contracts.....	22
Contracts.....	22
Copies / Copying System.....	22
Custodial Requests.....	22
Dress Code.....	23
Early Dismissal / Excused Periods - Daily Privilege.....	23
Early Dismissal / One-Time Request.....	24
Electronic Equipment.....	24
Elevators.....	24
Eligibility Policy – RCSD.....	24-25
Eligibility Grading Policy.....	25
E-Mail – Microsoft Outlook.....	25
Evacuation Procedures.....	26
Events Policy.....	26
Exams – Use of Electronic Devices.....	26-27
Exit Cards.....	29
<b>EXTRACURRICULAR ACTIVITIES AND CLUBS:</b> .....	<b>51-55</b>
Expenses.....	27
Facility Use.....	28
Faculty and Professional Development Meetings.....	29
Field Trips – New RCSD Policy .....	29
Fire Alarm Procedures / Drills.....	30
Friends of SOTA.....	30

Functional Behavioral Assessments.....	30
Funds Raised at Events – Gate Money.....	30
Guidance Assistance Procedures and Sample Referral Form.....	30-31
Guidelines and Rules for Student Performance.....	31
Guidelines for Audiences - House Rules.....	32
Gym Lockers / Uniforms.....	32
Hallway Procedures – Students.....	32
Homework.....	32
Honor Code.....	33-34
Illness – Requesting Homework.....	34
Internal Ticket Sales Procedure.....	34
Internet Acceptable Use Policy - RCSD.....	35
Keys.....	35
Late Arrival to School.....	36
Library Hours.....	36
Lock Down Procedures.....	36
Lockers.....	36
Lost and Found.....	36
Lunches / Breakfast / Lunchroom Procedures / Exit Cards.....	36-37
Marking Period / Report Card Dates.....	38
Map of SOTA.....	38
Medication.....	38
Moving / Change of Address.....	38
Nurse’s Office.....	38
Outside the Classroom – Faculty Guidelines.....	38
Parking – Students and Visitors.....	39
Passes and Excuses.....	39
Phone Extension and E-Mail Listing – Faculty and Staff.....	Separate Distribution
Phone Messages – Students.....	39
Phone Usage – Faculty and Staff.....	40
Phone Usage – Students.....	40
Plagiarism (see Honor Code and Plagiarism).....	33-34
PTSA General Information / Networking Dates.....	40-41
PTSA Membership Application Form.....	59
Public Address Announcements.....	41
Pull-Outs.....	41
Purchasing.....	42
Receiving Orders.....	42
Required Paperwork for Teachers and Substitutes.....	42
Scanning.....	43
School-Based Planning Team.....	43
School Security.....	43
Senior Exit Interview Day.....	43
Senior Lounge.....	43
Signs and Posters.....	43
Smoking Policy RCSD.....	44
Special Events / Fund Raising.....	44
Storehouse Orders.....	44
Student Drop-Off.....	45
Student Government By-Laws.....	56-58
Study Hall.....	45
Substitute Teachers – Important Information.....	45
Supervision of Students After School.....	45
Textbooks.....	46
Tickets – Sporting Events and Performances.....	46
Time Schedule.....	47
Transportation – Buses – ID.....	47-48
Transportation Liability Insurance.....	48
Videos in the Classroom.....	48
Visitor Policy – Classroom.....	48-49
Visitor Policy – General Procedure.....	49
Voice Mail – Setup Instructions.....	49-50
Weekly Bulletin.....	50

# ACADEMY AND COUNSELOR CONTACT INFORMATION

## MAIN SWITCHBOARD PHONE NUMBER: 585-242-7682

	<b><u>PRINCIPAL</u></b>			
Executive Assistant:	Ms. Brenda Pacheco			x 1667
	Mrs. MaryKay Cordello			x 1667
	<b><u>ASSISTANT PRINCIPALS</u></b>			
Assistant Principal Attendance:	Mrs. JoAnn Aspenleiter			x 2290
Assistant Principal Safety and Security:	Mr. Brian Chandler			x 6111
Assistant Principal for the Arts:	Mr. Alan Tirre			x 1860
Attendance Secretary:	Mrs. Karen Richardson			x 1561
Main Office Secretary	Mrs. Debbie Stanton			x 1560
	<b><u>ACADEMY DIRECTORS</u></b>			
	To Be Announced			x 3000
Math, English, AIS, Counselors	Mrs. Kelly Nicaastro			x 3000
Teaching / Learning Academy Secretary:	Mrs. Anne Marie Hetzer			x 3000
	<b><u>FOUNDATION ACADEMY</u></b>			
Assistant Principal:	Mrs. Jeanne Markman			x 4000
Foundation Academy Secretary:	Ms. Lissette Gonzalez			x 4000
	<b><u>FOUNDATION ACADEMY GUIDANCE</u></b>			
Guidance Counselor	Mr. John Hardaway	Grade 7-8	(A-Z)	x 4240
	<b><u>COMMENCEMENT ACADEMY</u></b>			
Assistant Principal:	Mr. Kwame Donko-Hanson			x 2000
Commencement Academy Secretary:	Ms. Judy Hepburn-Daniels			x 2000
	<b><u>COMMENCEMENT ACADEMY GUIDANCE</u></b>			
Guidance Counselors:	Mrs. Talya Sirianni	Grade 9-12	(A-E)	x 3492
	Mr. Michael Murphy	Grade 9-12	(F-L)	x 1791
	Ms. Lisa Kasdin	Grade 9-12	(M-Sc)	x 1792
	Mrs. Gladys Irizarry	Grade 9-12	(Se-Z)	x 3491
Guidance Secretary:	Mrs. Patty Pierce			x 1790
	<b><u>STUDENT SUPPORT/ADMINISTRATIVE STAFF</u></b>			
Coordinator Special Education:	Ms. Barbara Brown			x 2493
Special Education Secretary:	Mrs. Chris Atseff			x 2492
Social Worker:	Mr. Larry DeBellis			x 4332
School Psychologist:	Ms. Mette Stromnes			x 2450
Speech Therapist:	Ms. Janice Kriegel			x 1000
Intervention Specialist:	Ms. Maria Mendicino			x 3250
Coordinator of Health/Athletics:	Mr. David Michelsen			x 3320

### **GUIDANCE COUNSELORS:**

The Guidance Counselor's primary focus is to address the educational, vocational, personal and social needs of each SOTA student, as well as to encourage their maturity and academic development.

### **INTERVENTION SPECIALIST:**

The Intervention Specialist is available for crisis counseling relating to any issue that affects the learning process including family problems, depression, relationship conflict, abuse, suicidal thoughts, etc. Several on-going groups addressing specific issues or concerns are offered. These include the Girls Group, Boys Group, Children of Chemically Dependent Parents, Natural Helpers and the supervision of peer mediation. Confidential referrals can be made by teachers, parents, friends, and administrators or by the individual. Referrals to community agencies and/or family involvement may be appropriate. Students under the age of 18 have the right to three meetings before a parent may be contacted.

# ACADEMIC CRITERIA AND POLICIES

## ACADEMIC COURSES

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

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

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

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

## ADVANCED PLACEMENT COURSES

The School of the Arts offers students the highest quality of instruction and the opportunity to gain college credits through Advanced Placement courses. Courses offered are based on student demand. The following courses are offered: American History, Art History, Biology, Calculus, Chemistry, English Literature, English Composition, Music Theory, Macro/Micro Economics (2 separate courses) and World History. The AP College Board charges \$86.00 per course and examination. **AP exam fees must be paid in full by Friday, November 13, 2009.** Cash or checks are accepted; please make checks payable to School of the Arts.

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

Students interested in taking AP courses are encouraged to attend AP INFORMATION NIGHT on Tuesday, May 18, 2010 at 6:00 PM in the Main Stage Theatre.

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

*School Based Planning Team 2005*

# School of the Arts

## Academic Requirements

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

Drama Majors should take a dance class in place of PE

R = course ends in a Regents exam

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

\*All science classes with a R need a lab.

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

# School of the Arts

## Art Requirements

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

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

# SCHOOL OF THE ARTS GRADUATION REQUIREMENTS

	Required Credits: SOTA Diploma	Required Credits: RCSD Diploma	Required Credits: Regents Diploma W/Honors**	Required Credits: Adv Regents Diploma W/Honors**
English	4	4	65 on ELA Exam	65 on ELA Exam
Social Studies	4	4	65 on Global History & US History	65 on Global History and US History
Mathematics	3	3		
Science	3	3	65 on one (1) Regents Exam	65 on Living Environment and 65 on one (1) other Regents Exam
Foreign Language	1*	1*	1*	65 on Foreign Language Regents Exam
Physical Education	2	2	2	2
Health	.5	.5	.5	.5
Arts	8	4.5 electives	8	8
<b>Total Required Credits</b>	<b>25.5</b>	<b>22</b>	<b>25.5</b>	<b>25.5</b>

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

\* After 2008 all students must earn 65% or above on all five regents exams

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

*Students entering 9<sup>th</sup> grade in September 2008 must receive at least a score of 65 on five Regents exams.*

*Students entering 9<sup>th</sup> grade in September 2007 must receive at least a score of 65 on four Regents exams.*

## CHANGE OF MAJORS

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

## CHANGE OF PROGRAM OR COURSE WITHDRAWAL

During the first two weeks of school:

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

You will need to discuss all course changes with your counselor prior to making any changes. You are required to complete special forms that must be signed by both the teacher from the class dropped and the teacher from the class entered. **No course changes will occur after Monday, September 28, 2009** 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).

*RCS D Board Policy*

## COLLEGE APPLICATIONS

We are eager to assist you to apply for colleges and to plan for your career. Unfortunately, we are unable to provide stamps for your recommendations, applications or make long-distance phone calls for your personal planning. **Please remember to submit your applications by Monday, November 2, 2009.** College recruiters visit School of the Arts throughout the year; college visits are listed on the weekly bulletins. Students will need a pass from their counselor to meet with a college recruiter excusing them from class. Students are responsible for any missed class assignments.

## COMMUNITY SERVICE

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

Beginning in Grade 11, all juniors are expected to complete at least 10 active, outside community service hours. Students in Grade 12 are expected to complete at least 10 active, outside hours for a combined total of 20 hours of Community Service earned during junior and senior years. All Community Service hours must be completed by May 1 of that school year. All hours accrued require the signature of the coordinator of the Community Service activity.

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

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

*Pending Approval by School Based Planning Team*

## COURSE CRITERIA

Teachers will provide students with a criteria sheet of course expectations. This will also be available to students and parents at **Curriculum Night on Wednesday, September 23, 2009.**

## DIPLOMA REQUIREMENTS

To earn a SOTA diploma, students must meet arts and academic course requirements, and they must pass Regents Exams in Math, Science, Global Studies, English III and American History & Government. These diploma requirements may be met by passing the Regents Exam in that course. Students may also satisfy requirements by earning acceptable scores set by the New York State on the Scholastic Aptitude Test (SAT) or American College Test (ACT). New York State is in the process of raising standards for all students. Some students may earn an IEP (Individual Education Plan) diploma. The students' counselor can address any questions or concerns regarding IEP, Local or Regents diploma requirements. **Please Note: It is a New York State requirement that students entering the 9<sup>th</sup> grade in September 2008 must score at least 65% on all 5 (five) Regents exams.**

## DOUBLING

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

## GRADE PLACEMENT REQUIREMENTS

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

1.0 English	1.0 Math
1.0 Social Studies or Science	2.0 Arts

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

2.0 English	1.0 PE
3.0 Social Studies and Science	4.0 Arts
2.0 Math	

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

3.0 English	2.0 Science
3.0 Social Studies	1.5 PE
2.0 Math	6.0 Arts

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

# GRADING POLICY

## HISTORICAL DATA:

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

- The "Grading Guidelines" chart served to reinforce poor habits by demonstrating that doing nothing in class, while not winning you accolades, can still get you through. Students were learning the lesson that they can do nothing and still get by as long as they demonstrate a minimum competency on a final standardized test.
- The RCSD's original policy minimized the accomplishments of students who worked hard to achieve decent grades, even as they struggled to score well on standardized tests.
- The RCSD's original policy removed the incentive to make you work or work harder, complete a project, or get help after school since none of it mattered if one can pass the test with a 65. Teachers generally don't like to fail students and work hard to intervene early when they anticipate student failure. This was the intention of requiring all students to get a Regents Diploma to encourage teachers to help students work harder to accomplish more. The motivation of some students is gone if only the test is necessary to pass.
- The damage that this does to students has been fairly well documented. A recent issue of *American Educator Magazine* contains some alarming statistics about what happens to our high school graduates who do not challenge themselves in class. *American Educator* also indicated that there are some significant correlations between effort in classes which shows in the summary grades, but not always on the final exam and success in college and the workplace. A false sense of accomplishment does much more harm than good.
- In some cases summer school is available, for students who pass the final exam, but fail the course. Students will still have the opportunity to earn credit for the course.
- Students must meet all science lab requirements in order to sit for the exam and therefore pass the course.
- Many staff felt that the RCSD's original policy devalued the content of SOTA courses and the work of SOTA teachers. Since success or failure might depend only on a final exam, discounting the creative and innovative work of teachers and students that does not serve merely as test preparation.

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

## RCSD GRADING POLICY:

- All marking periods grades and final exam grades will be input by teachers directly into the Chancery Student Management System – SMS
- 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 populated into the report card file. 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.

- **Each marking period, every teacher must input a numerical grade. The system will convert the numerical grade to a letter grade for the report card.** The system will use the District Grade Equivalent Chart. SMS 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.
- SMS will automatically calculate the summary grade using the numerical values for each marking period. A letter grade will appear on the report card. Teachers will not calculate the summary grade and cannot override the automatic calculation of the marking periods.
- **The teacher will input the numerical value of the final exam if there is one.** The numerical value will appear on the report card.
- SMS will automatically calculate the final grade using the summary numerical value as 75% and the final exam, if there is one, as 25%. The teachers will not calculate the final grade and cannot override the automatic calculation of the summary grade and final exam. The final grade will appear as a letter grade on the report card.

The District guideline is that a failing mark cannot have a numerical value of less than 50 unless the School-based Planning Team decides otherwise. Therefore, unless your SBPT has decided otherwise, the lowest numerical value that a teacher can record for a marking period is 50. When entering a final exam numerical value, the actual value earned is recorded. The mid-term exam counts as 25% of the grade for the third marking period.

*RCSD Chief of Operations - August 2006*

**SUMMARY GRADE = 75%**

**FINAL EXAM SCORE = 25%**

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

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

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

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

To calculate the **Final Grade**, the Summary Grade counts at  $\frac{3}{4}$  or 75% and Final Exam counts as  $\frac{1}{4}$  or 25% per RCSD policy.

## GRADUATION REQUIREMENTS

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

## HONOR ROLL

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

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

A+ = 4.5	A = 4.0	B+ = 3.5	B = 3.0
C+ = 2.5	C = 2.0	D = 1.0	F = 0

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

**RCSD Academic Standards**

**Honor Roll with Distinction:**

Students who earn "A" in all courses

**High Honor Roll:**

Students who earn all "A" and "B" in all courses

**Honor Roll:**

Students with a "B" average in all courses

No grade of "D" or below"

**SOTA Standards**

**Honor Roll with Distinction:**

Students who earn "A" in all courses

**High Honor Roll:**

3.50 GPA and no grade below "B"

**Honor Roll:**

3.20 GPA and no grade below "C"

**IMPORTANT CALENDAR DATES**

**MARK YOUR CALENDARS NOW!**

**CURRICULUM NIGHT FOR ALL STUDENTS**

**Grades 7 through 12  
Wednesday, September 23, 2009  
6:30-8:30 PM**

**SOTA PARENT CONFERENCES**

<b>Thursday, October 15, 2009</b>	<b>6:30 - 8:30 PM</b>
<b>Thursday, January 14, 2010</b>	<b>6:30 - 8:30 PM</b>
<b>Thursday, March 4, 2010</b>	<b>6:30 - 8:30 PM</b>
<b>Thursday, May 20, 2010</b>	<b>6:30 - 8:30 PM</b>

**MARKING PERIOD DATES**

<b>OCTOBER 16</b>	<b>DECEMBER 4</b>	<b>JANUARY 29</b>
<b>MARCH 19</b>	<b>MAY 7</b>	<b>JUNE 24</b>

**REPORT CARDS MAILED THIS WEEK**

<b>OCTOBER 26</b>	<b>DECEMBER 14</b>	<b>FEBRUARY 8</b>
<b>MARCH 29</b>	<b>MAY 17</b>	<b>JUNE 29</b>

# NATIONAL HONOR SOCIETY AT SCHOOL OF THE ARTS

The purpose of the National Honor Society is to create enthusiasm for scholarship, stimulate a desire to render service, to promote leadership and to develop character in the secondary school student. Membership in the School of the Arts National Honor Society is an honor bestowed upon selected members of the junior and senior classes. Selection is determined by the NHS Faculty Council and is based on outstanding scholarship, leadership, service and character. Once selected, members have the responsibility to continue to demonstrate these qualities. **The NHS Induction Ceremony is Monday, November 23, 2009 at 7:00 PM in the Ensemble Theatre.**

## **Criteria for Membership:**

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

## **Selection Procedure:**

- In summer and early fall, the counselor identifies students who have a cumulative scholastic average in high school of 3.5 out of 4.5. The final grades are reviewed once the school year has begun.
- Based on having met the scholastic requirement, students are notified of their initial eligibility in late spring. They receive a description of the requirements for leadership, character and service in a NHS assembly program. The deadline and procedure for submitting the letters of recommendation is Monday, October 5, 2009.
- The names of those students who submitted three acceptable letters of recommendation for character, leadership and service and have met the application deadline are sent to the full high school faculty for comment. The criteria for selection into NHS include attendance, current scholarship as well as demonstration of leadership, service and character.
- Letters of recommendation and faculty comments are forwarded to the NHS Faculty Council. They vote on their selections by simple majority.
- In November, SOTA hosts an NHS Induction Ceremony for the students selected to receive this prestigious honor and their families. Election in the NHS is a life-long honor. High school members should fully understand that dismissal could occur if they do not maintain the standards for scholarship, leadership, service and character.
- After induction, all members are required to provide a form of community service that will benefit School of the Arts and / or the community. .

## **Procedure for Continuing Membership:**

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

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

**Christine Jensen**

**James Tillotson**

*SOTA National Honor Society Advisors*

# GENERAL SCHOOL PROCEDURES AND INFORMATION

## ABSENCE – FACULTY - DURING SCHOOL TIME

Any staff member who must leave the building for any reason during the school day must clear it with Assistant Principal, JoAnn Aspenleiter at x2290 and sign out/in with Mrs. Debbie Stanton at x1560.

## ABSENCE – STUDENTS

Please see Attendance Procedures on pages 17-18.

## ACCIDENT INFORMATION FOR STUDENTS

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

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

## ACCOUNTS FOR STUDENT ACTIVITIES -PROCEDURE

### DEPOSITS:

**No funds of any kind should be accumulated or stored in a classroom or office.** They must be verified, receipted and stored in the school safe. Each account manager will bring monies for deposit in a sealed envelope along with a completed SOTA deposit slip directly to Lisa Blase-DeSanto. Funds will be verified and a numbered receipt will be issued to the account manager. The account manager will be notified in case of a discrepancy and asked to recount funds prior to issuance of the numbered receipt. The following information must be included on the deposit slip at the time money is turned in for deposit:

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

### CLUB AND ACTIVITY ACCOUNTS - PURCHASES

- Obtain a "Check Authorization Form" from Lisa Blase-DeSanto.
- Fill out completely and return to Lisa Blase-DeSanto.
- **Student Treasurer must approve and sign the form.**
- A check will be issued, once the Principal approves the request.
- PLEASE understand that this process will take a minimum of four (4) working days and you should plan ahead. ONLY in an absolute emergency will this process be waived or altered in any way.
- The Principal must PRE-APPROVE any monies spent. **YOU WILL NOT BE REIMBURSED** for something bought without prior approval.

- You should make a copy of the receipt you are submitting for your own records. You must submit the **original receipt** or you will not be reimbursed.
- Only items purchased for student use and consumption are tax exempt. MOST items purchased for fundraising and/or resale ARE TAXABLE.
- Student activity advisors should refer to the Business Services Manual section on Extra-Curricular Activity for further information on the collection and payment of sales tax.
- Tax-exempt forms (if appropriate) are available from Lisa Blase-DeSanto.
- All receipts from purchases must be turned in for reimbursement within TWO WEEKS of the date on the receipt.
- DO NOT HOLD ANY RECEIPTS for longer than two weeks.

## AFTER-SCHOOL EVENTS

Parents must be informed in writing of an after-school event. Teachers must include the following message (*see paragraph below*) "word-for-word" regarding emergencies on any permission form sent by SOTA regarding field trips, outings etc. **Faculty members must provide Mr. Gill with the names of each student involved in all after-school activities and the time and the location of each event. Students must remain with an adult supervisor during that time period. They will be issued a bus pass to ride the 4:00 PM bus; students may not ride the 4:00 PM bus without a Bus Pass.**

*“In the event of an emergency or illness, the persons listed below will be contacted for care and transportation if the school is unable to contact a parent or guardian. If the student has a medical emergency and the parent/guardian or designated persons cannot be contacted school authorities will carry out their responsibility to ensure that the student receives medical assistance.”*

School Based Planning Team and Building Committee

## ANTI-BULLYING PROGRAM

School of the Arts endorsed an Anti-Bullying Campaign through the **Respect and Protect Initiative** approved by the Rochester City School District Board of Education and has implemented the following:

- All staff trained in bullying prevention.
- All 7<sup>th</sup> and 8<sup>th</sup> grade students participate annually in a Bullying Prevention Assembly where contracts are signed by the students.
- Health curriculum includes a speaker on sexual harassment and how to deal with it.
- Center for Youth Services provides a **Get Real About Violence** program in Health class where students learn to identify violence, learn how to constructively handle anger and where to go for help.
- Activities to build a caring community include student recognition for good citizenship for grades 7 - 12.
- Student groups are formed to discuss tolerance and appreciation of diversity. Students volunteer and are referred as needed.
- Many SOTA students observe a **Day of Silence** activity to learn empathy for diverse groups.
- SOTA has an active Gay Alliance Support Group.
- SOTA has an active student mentoring program.
- Students and their families must report any incident of harassment or bullying to their teacher or counselor in a timely fashion in order for the matter to be handled swiftly.

## ASSEMBLIES

School assemblies, "teasers" of major productions, recitals, concerts and heritage assemblies will be noted on the school calendar. Every effort is made to communicate the dates of guest performances or other special events in the Weekly Bulletin in a timely fashion. At least two (2) full school weeks advance notice is provided. **It should be understood that opportunities arise for special events on short notice. On average, assemblies occur approximately once per month and there may be a nominal fee (\$1.00-\$5.00) connected to attending such events.**

*SOTA Communications Committee*

# ATTENDANCE PROCEDURES

## GRADES 7-12

### REPORT ALL ABSENCES TO ATTENDANCE SECRETARY AT 585- 242-7682 X 1561

Parents and guardians have the obligation to inform the school that their child will be absent. Please report all absences by 8:30 AM. **Upon returning to school, students must present a written excuse from their parent or guardian to the Attendance Secretary.** An anticipated student absence of three (3) or more days due to health or medical problems must be documented by a physician's statement and turned into the Attendance Department.

Parents will be contacted by the classroom teacher when the student has missed 3 (three) classes. In many cases the student's grade will be affected by poor attendance. Students who report late to class without a standard pass will be allowed entrance. However, should the number of tardy arrivals to class accumulate the parent / guardian will be notified by the classroom teacher. **Please Note: In many instances, daily grades require full participation in classroom activities.**

#### THE TEACHER WILL:

- Take attendance. This procedure must be completed by the last 10-minutes of class and record all absences on the Chancery Student Management System.
- **Record attendance for Periods 1 and 2 by the end of the period on Chancery.**
- Attendance for Periods 3-9 must be recorded by 9:00 PM nightly.
- Teachers must also record the students who are tardy and the number of minutes tardy on Chancery.
- **Recording attendance is a legal process.**
- The information recorded must be accurate at all times.
- All phone calls regarding absences, made by teachers, **MUST BE RECORDED** on the comment section in Chancery.
- **After calling the parent or guardian, teachers will report any student absences of 3 or more consecutive days to JoAnn Aspenleiter.**
- Report any attendance concerns to **JoAnn Aspenleiter.**

#### ACADEMY SECRETARIES WILL:

- Correct all change of addresses and phone numbers on Chancery.
- Carry out attendance verifications upon request.
- Verify and enter early dismissal information into Chancery.
- Record attendance of the students who are sent to the Academy Offices.

#### ATTENDANCE SECRETARY WILL:

- Record late arrivals.
- Record attendance for OCS (in-school suspension) students.
- Record attendance for field trips, senior lounge, music lessons, the nurse and tardy students.

#### GENERAL GUIDELINES:

- **Teachers are legally responsible for keeping an accurate record of attendance every day in every class and study hall. Students are tardy if they are not in their assigned places at the start of each class.**

#### TEACHERS ARE REQUIRED TO:

- Make sure students understand that regular attendance is required.
- Check and record absence and tardiness carefully.
- Be firm in holding to those regulations.
- **It is expected that the subject area teachers will take daily attendance and will call the parent or guardian regarding class absences, truancies, or tardiness.** It is the teacher's responsibility to call home on the **third absence from class.**
- It is imperative that the teacher speak to an adult. Leaving a voice-mail message does **NOT** constitute a completed phone call.

- The teacher is required to complete a Guidance Form.
- **Students who are late to class must be admitted to the class.** The teacher is expected to take necessary corrective action as discussed and approved by the School Based Planning Committee.
- On-going concerns should initially be addressed with parents; a students' "daily grade" may reflect full participation in classroom activities.

#### **PARENTAL NOTIFICATION - SCHOOL AND CLASS ABSENCES:**

- After the teacher has made contact by calling the parent or guardian at home and reported absences of (3) three or more consecutive days to the parent or guardian, the teachers should consult with JoAnn Aspenleiter at x2290.
- JoAnn Aspenleiter will notify the parent or guardian of any student accumulating (5) five school-days absent. The Counselor is also asked to inform the parent or guardian regarding the amount of absence and instances of truancy or tardiness.
- The Absence Policy and Procedure should then be implemented as established by the School Based Planning Team.

## **ATTENDANCE - IMPORTANT GUIDELINES**

Please refer to these attendance guidelines:

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

## **AUDIO-VISUAL REQUESTS**

- **Permanent Equipment - In Room All Year** - Please see George Comes in N255 to sign-out equipment. Faculty members must sign out and move all AV equipment themselves; it will not be delivered.
- **Temporary Requests for VCRs, Overhead Projectors and other equipment** - Please make requests to George Comes, via e-mail, at least one-week prior to date needed. AV equipment is subject to availability.
- **Computers** - All equipment at SOTA is marked with security code numbers and assigned to rooms. You may not move equipment from the building or from one room to another. Software installation requests are to be made via e-mail to George Comes.

## **BICYCLES, SKATEBOARDS AND ROLLERBLADES**

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

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

## **BUILDING COMMITTEE**

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

## **BUSES**

**ALL STUDENTS MUST WEAR THEIR SOTA ID AT ALL TIMES.  
Please See Transportation / Buses on pages 51-52.**

## CALENDAR 2009–2010 – SCHOOL OF THE ARTS/RCSD

Tuesday, September 1	1 <sup>st</sup> Day of School for Teachers Superintendent's Conference Day	No School for Students
Wednesday, September 2	School Opens - 1 <sup>st</sup> Day for Students	
Monday, September 7	Labor Day Holiday	
Tuesday, September 15	PTSA Welcomes Families to SOTA	6:00 PM
Wednesday, September 23	Curriculum Night	6:30-8:30 PM
Thursday, September 24	Board of Education Meeting	6:30-8:30 PM
Monday, October 12	Columbus Day – All Facilities Closed	
Thursday, October 15	SOTA Parent/Teacher Conferences	6:30-8:30 PM
Thursday, October 22	Board of Education Meeting	6:30-8:30 PM
Tuesday, November 3	Superintendent's Conference Day	No School for Students
Wednesday, November 11	Veteran's Day – All Facilities Closed	
Thursday, November 19	Board of Education Meeting	6:30-8:30 PM
Wednesday, November 25 thru Friday, November 27	Thanksgiving Recess – No School for Students All Facilities Closed - 11/27-11/28	
Thursday, December 17	Board of Education Meeting	6:30-8:30 PM
Monday, December 21 thru Monday, January 4	Winter Recess – No School for Students All Facilities Closed - 12/24/09-12/25/09 and 1/01/10	
Thursday, January 14	SOTA Parent/Teacher Conferences	6:30-8:30 PM
Monday, January 18	Dr. Martin Luther King, Jr. Day	All Facilities Closed
Tuesday, January 26 - Friday, January 29	Regents and Local Exams	
Thursday, January 28	Board of Education Meeting	6:30-8:30 PM
Monday, February 15 February 16-19	President's Day February Break	All Facilities Closed
Thursday, February 25	Board of Education Meeting	6:30-8:30 PM
Thursday, March 4	SOTA Parent/Teacher Conferences	6:30-8:30 PM
Friday, April 2	Good Friday	All Facilities Closed
Monday, April 19-Friday, April 23	Spring Recess	No School for Students
Thursday, April 29	Board of Education Meeting	6:30-8:30 PM
Thursday, May 20	SOTA Parent/Teacher Conferences	6:30-8:30 PM
Thursday, May 27	Board of Education Meeting	6:30-8:30 PM
Monday, May 31	Memorial Day Holiday	All Facilities Closed
Tuesday, June 15 thru Thursday, June 24	Regents and Local Exams	
Thursday, June 24	Board of Education Meeting	6:30-8:30 PM
Thursday, June 24	Last Day of School for Students	
Friday, June 25	Rating Day	Last Day for Teachers
Friday, June 25	SOTA Graduation – Rochester Auditorium Center	7:00 PM

## CELL PHONES

As per Rochester City School District policy, the use of cell phones, Walkmans, iPods, CD players, MP3 players, pagers, and beepers may result in a suspension from school; please leave these at home. **If you require your child to carry a cell phone for emergency purposes, it must be turned off during the school day and must NOT be visible at any time during the school day.**

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

## CLEARANCE CARD

- The student who is being transferred from or leaving SOTA must return their books to the library.
- The teacher must complete and sign Secondary Transfer Form. Forms can be found in the Third Floor House Office.
- **Notations MUST BE MADE on the “clearance section” if books are not returned or if the student owes any outstanding fees.**
- The grade recorded reflects the current marking period.
- Students enrolled in class for less than three weeks (15 school days or less) of the current marking period may receive a letter grade or an “NE” or No Grade.
- Students enrolled in class for more than three weeks (16 school days or more) of the current marking period must receive a grade.
- Record date and reason for the drop in the Class Record Book.

## CODE OF CONDUCT – RCSD POLICY

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

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

- **Be on time for class daily.**
- Take pride in your personal appearance.
- Students must leave electronic devices, hats, other headgear, and coats in your locker.
- Show respect for yourself and others by WALKING to the RIGHT in the hallways and by speaking kindly in a normal tone of voice.
- Concentrate on your school-work; complete all class work and homework assignments every day.
- If you require your child to carry a cell phone for emergency purposes, it must be turned off during the school day and must NOT be visible at any time during the school day.
- **Weapons, drugs and alcohol are not permitted.**
- Keep the school building and grounds clean and free of graffiti. Any student marking school property with graffiti will be responsible for removing it from the building.
- Food is allowed ONLY in the Commons area.
- Cooperate with one another and with the adults who are in charge. Listen carefully, be courteous and follow directions given by adults.
- Show respect for your classmates and all adults. When asked to identify yourself to a staff member, please do so willingly.
- Use adult assistance when needed to resolve conflict.
- Accessing inappropriate web sites is prohibited. Any unauthorized use of computers, software or the Internet is a violation of RCSD policy.
- **Fighting, shoving, harassing, and abusing others will have severe consequences.**
- Promote physical safety and security for yourself and others.
- Observe the SOTA Dress Code. An explanation of the SOTA Dress Code can be found on page 23.
- SOTA is not responsible for any lost or stolen items.

*RCSD Policy*

## COMMUNITY STANDARDS - THE "3-M POLICY"

SOTA adheres to its "Community Standards" guideline when deciding what materials are appropriate to present to our students:

- RCSD policy requires all films, plays, and reading materials to be rated "G" in order for them to be used in the classroom.
- In some instances certain films, plays, and reading materials with ratings other than "G" may be used in the classroom with the permission of the Principal and the parent/guardian.
- 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 school related activities fall under school guidelines for appropriateness.
- All journals are to be distinguished from diaries. A diary is personal, private and meant to be read only by the author. A journal is a school project that may be read by a faculty or staff member.
- SOTA's criteria for judging all acceptable work are the **3-M Policy**. The work would be widely acceptable vis-à-vis community standards when viewed by these three:

**MOM**

**\*\*\***

**MINISTER**

**\*\*\***

**ME - THE PRINCIPAL**

## CONSULTANT CONTRACTS

**NO CONSULTANT MAY BE HIRED WITHOUT THE APPROVAL OF THE PRINCIPAL.** Hiring consultants is a legal and financial process established by the Rochester City School District with specific guidelines and timelines that must be followed. A proposal for hiring a consultant must be submitted to the Principal.

**Please see Lisa Blase-DeSanto for complete procedures and guideline information packets. All procedures must be followed as outlined in SOTA's *Use of Consultants* packet.**

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

## CONTRACTS

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

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

## COPIES/COPYING SYSTEM

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

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

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

## CUSTODIAL REQUESTS

All requests for custodial services are to be put in writing and signed by the appropriate Administrator or Assistant Principal before being submitted to the Principal.

## DRESS CODE – RCSD POLICY

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

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

*RCSD Policy*

**RCSD BOARD POLICY STATES THAT STUDENTS WHO HAVE QUESTIONABLE OR INAPPROPRIATE DRESS WILL NOT BE ALLOWED TO ATTEND CLASS AND THE PARENT OR GAURDIAN WILL BE CALLED.**

## EARLY DISMISSAL AND EXCUSED PERIODS – DAILY PRIVILEGE

ONLY juniors and seniors are eligible to apply for a daily early dismissal. Junior requests will be reviewed more closely for approval due to the closed lunch policy for students in grades 7 - 10. Early dismissal can occur at the end of the day or in the middle of the day where the student has AT LEAST two study halls or a study hall and lunch in consecutive succession. Students MUST fill out an application, have it signed by either a parent or guardian and then return it to the Commencement Academy Office. ONLY the Commencement Academy Assistant Principal can approve this form.

The parent or guardian will be contacted to verify the student request. All students who have been approved for this privilege **MUST LEAVE THE SCHOOL OF THE ARTS BUILDING AND CAMPUS.** Students may not loiter in the senior lounge, in the front of the building, around the campus grounds, at the Memorial Art Gallery, or on surrounding neighborhood properties.

**Students with early dismissal privileges who have rehearsals, games, or practices scheduled for after-school, MUST leave SOTA at the appointed time. They will not be permitted back into the building until 3:00 PM. Violators will be subject to the revocation of this privilege and be put into assigned study halls.**

## EARLY DISMISSAL PROCEDURE - ONE-TIME REQUEST

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

Grades 7-9

Foundation Academy

242-7682 x 4000

Grades 10-12

Commencement Academy

242-7682 x 2000

## ELECTRONIC EQUIPMENT

As per Rochester City School District policy, the use of Walkmans, iPods, CD players, MP3 players, pagers, beepers and cellular telephones may result in a suspension from school; please leave these at home. **If you require your child to carry a cell phone for emergency purposes, it must be turned off during the school day and must NOT be visible at any time during the school day.**

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

## ELEVATORS

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

- A physician note must be turned into the Main Office, requesting the use of the elevator on the student's behalf. The note should contain a beginning and ending date for use.
- A \$5.00 deposit must be turned into the Main Office, before obtaining an elevator key. The deposit will be refunded when the elevator key is returned.
- Any misuse of the elevator and you will be required to return the key immediately.
- Please see Mrs. Stanton in the Main Office to obtain an elevator key.

## ELIGIBILITY PROCEDURE – ROCHESTER CITY SCHOOL DISTRICT

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

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

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

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

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

All students on probation or ineligible and playing on any team or in a performance will attend a mandatory study session on the Mondays, Tuesdays and Thursdays when school is in session and the student is present for school during that particular performance or sports season. Students may be assigned special assistance in a

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

### **ATTENDANCE**

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

### **CITIZENSHIP THROUGH ATHLETICS**

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

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

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

The Coordinating Administrator of Health, Physical Education & 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**

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

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

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

Please Note: Eligibility for the SOTA Step Teams is determined by the Rochester Step-Off Education Foundation committee. For further details please contact Patricia Mason at 585-295-1840.

## **E-MAIL – MICROSOFT OUTLOOK**

All faculty and staff members will use Microsoft Outlook E-Mail. It is used to send both internal and external e-mails. **District e-mail is a primary mode of communications; it is expected that all staff will check their e-mail periodically throughout the school day.** There will be printed information available at the Main Office with instructions for using Microsoft Outlook. Please contact George Comes at x2550 if you have questions about accessing your Microsoft Outlook account or contact Central Office to inquire about classes for Microsoft applications.

## **EVACUATION PROCEDURES - BOMB THREATS**

For security reasons, please contact the School of the Arts Main Office to obtain information regarding SOTA Evacuation Procedures.

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

For security reasons, please contact the School of the Arts Main Office to obtain information regarding SOTA Evacuation Procedures.

## **EVACUATION PROCEDURES – STAFF RESPONSIBILITIES**

For security reasons, please contact the School of the Arts Main Office to obtain information regarding SOTA Evacuation Procedures.

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

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

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

- Students in grades 7 and 8 are not permitted to attend any after-school building-based activities such as sporting events, heritage assemblies, recitals, performances or concerts without being accompanied by an adult chaperone.
- The chaperone **MUST** remain with the child throughout the event.
- Please make and confirm arrangements to pick up your child/children prior to the event's conclusion.
- **If a student can not provide their own way home within the 30-minute time allotment, a taxi will be called to transport the student home at the parent or guardian's expense.**
- Unfortunately, there is no receptionist to answer calls after the switchboard closes at 3:30 PM on Wednesday and Friday and at 4:00 PM on Monday, Tuesday and Thursday. **It is not possible to reach a student through the switchboard after those times.**
- A school telephone is NOT available for making or receiving outside calls. Please prepare your child with two (2) quarters (\$.50) and an emergency phone number! Please do not call the school switchboard because there is no one to answer.

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

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

### **POLICY:**

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

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

### **PROCEDURE:**

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

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

## **EXIT CARDS**

Any student in grades 11 or 12 who leaves the building during the school day must leave their EXIT CARD with the School Safety Officer at the front door. The EXIT CARD enables SOTA to determine what lunch period that student is scheduled to attend, to know the whereabouts of each student at all times during the school day, and determine if they have an excused period/periods and are permitted to leave the building.

**If students lose their EXIT CARD they will not be allowed to leave school until they have purchased a new one. If students are late returning to school, they will need to see an administrator to retrieve their EXIT CARD. Students who repeatedly return to school late, may lose their privilege of leaving school during lunch and free periods. Duplicate EXIT CARDS may be purchased from the 3<sup>rd</sup> Floor Academy House Office for \$1.00.**

## **EXPENSES**

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

**Daily** – A 4 (four) function scientific calculator is required for all students in grades 7 and 8. A graphing calculator is required for all students in grades 9 and above. For your convenience, all students in grades 7 through 9 will be issued an Assignment Book; this is required. In the event that the Assignment Book is lost or stolen, a limited number are available for purchase for \$3.00 in the Third Floor Teaching and Learning Academy Office. Assignment books are strongly recommended for all other students. They are custom designed to help students organize themselves. **Please Note: The Math Department does have an engraving tool that may be used to mark the calculator with the students name and phone number.**

**AP Courses** - There is a charge to take the AP examination. The AP Testing Services in Princeton, New Jersey charges students \$86.00 for review books, to participate in and score each AP examination. AP exam fees must be paid in full by Friday, November 13, 2009. Cash or checks are accepted; please make checks payable to School of the Arts. In some instances, the fee to take AP examinations is waived. Please see Mrs. Hetzer in A342 for information regarding fee waivers. There are no refunds. Successful completion of this examination may earn you college credit that could be worth hundreds of dollars.

**Dance** – SOTA students taking or majoring in dance will need the proper shoes, dance attire and music for choreography. The Dance teachers will provide students with a list of specialty stores that carry necessary dance wear and footwear.

**Music** - The following may be needed for Instrumental Music or Vocal major: musical instruments, music lessons, vocal and instrumental sheet music, theory lab book, and appropriate concert attire. Attire may include black skirt or black slacks, black shoes and a white, long-sleeved dress shirt for boys and a white, long-sleeved dress blouse for girls.

**Visual Arts Classes** - Students may need a range of required art supplies such as: sketch books, paints, pencils and crayons. In other instances, items to enhance the learning experience may be necessary such as: special paper, film, photographic paper, cameras and video equipment.

**Performances** - There is often a ticket charge or donation fee requested to attend SOTA performances. These fees support the additional costs associated with producing a production. Parents and friends attending these performances with a purchase of tickets make it all happen!

**Review Books/Work Books** - There are a number of optional, supplemental texts that teachers feel are most important. These are yours to keep and are made available through your classroom teacher.

#### **Testing/Exams**

Students are required to have the necessary pens, pencils, paper for use during exams. Calculators are required for use during state exams.

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

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

## **FACILITY USE**

If you have occasion to host or schedule a meeting at SOTA, please be sure to arrange the date, time and location well in advance with Adele Fico, Art Center Director x1551.

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

If you are using a space in the Art Center for your event requires any technical assistance/equipment you must also fill out a Facilities Request Form at least six (6) weeks prior to your event. **Please see Adele Fico, in room M155 to make arrangements to complete all the necessary paperwork.**

**A production meeting/s is also required to properly plan the technical aspects of your event.** That meeting must take place at least three (3) weeks prior to your event. Please see Mr. Smyth to arrange for your production meeting, x1870.

## FACULTY MEETINGS/ PROFESSIONAL DEVELOPMENT

### FACULTY MEETINGS WEDNESDAYS - 2:20 PM

September 2                      October 14                      November 4                      December 9                      January 20  
February 10                      March 3                      April 14                      May 5                      June 9

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

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

September 9    October 7    November 18    December 2    January 6  
February 3    March 10    April 7    May 12    June 2

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

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

September 23                      October 28                      December 16                      January 27                      March 24

## FIELD TRIPS – NEW RCSD POLICY

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

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

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

- Filing of transportation requests and plans for all trips, even if the students walk.
- This must be cleared with the Supervising Administrator and the Principal.
- Notify the teachers whose classes will be affected at least (10) ten school days in advance. This "students' participating list" must be signed by the Principal.
- E-mail class lists to the Attendance Secretary and to JoAnn Aspenleiter.
- If the teacher will miss any classes, arrangements for class coverage must be approved by JoAnn Aspenleiter.
- Teacher arrangements for students not participating in the field trip activity must be carefully made by the sponsoring teacher and approved by JoAnn Aspenleiter.

- 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 JoAnn Aspenleiter.
- Before leaving the building, teachers should have a signed copy of the Parental Permission for Field Trip for each student who participates. This form should be kept on file all year long. In addition, the following forms are required by the RCSD: a Medical Consent and Release Form for each student, the Educational Field Trip Form to be filed with First Student, and School Field Trip Planning Form.
- No performances or all-day field trips will be scheduled for classes in grades 9 through 12 during the last two weeks of the school year.
- Please give a copy to Cafeteria Manager and School Nurse at least two (2) weeks prior to the field trip.

*Communications Committee*

## FIRE ALARM PROCEDURES / DRILLS

For security reasons, please contact the School of the Arts Main Office to obtain information regarding SOTA Evacuation Procedures.

## 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 1989 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 artistic equipment such as dance shoes, music scores, film or drawing supplies. *Friends'* long-range goal is to secure an endowment to provide a permanent fund to meet SOTA's future needs. Please support our students by making a tax-deductible contribution to *Friends of School of the Arts* or by volunteering your time and talents. *Friends* maintain an office at SOTA, may be reached by calling Linda Melendez at 585-242-0290, or by visiting [www.friendsofsota.org](http://www.friendsofsota.org).

## FUNCTIONAL BEHAVIORAL ASSESSMENTS

When a student is in need of assistance due to behavioral concerns, they will be referred to the Functional Behavioral Assessment Team. The FBA Team, along with the student, the classroom teachers, guidance counselor, and parent or guardian will be involved in creating and implementing a plan that best meets the needs of the student. For more information please contact JoAnn Aspenleiter at x2290.

## FUNDS RAISED AT EVENTS - GATE MONEY

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

## GUIDANCE ASSISTANCE PROCEDURES

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

- The teacher is responsible for providing intervention and discipline. This may include parental contact through phone calls home or scheduled meetings.

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

**SAMPLE FORM**

**REQUEST FOR GUIDANCE ASSISTANCE**

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

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

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

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

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

\_\_\_\_\_

\_\_\_\_\_

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

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

**Present action/recommendation of counselor:**

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

**Action take by:** \_\_\_\_\_

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

**Description of incident prompting referral:**

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

**GUIDELINES AND RULES FOR STUDENT PERFORMANCES**

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

**Please DO NOT...**

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

### **Please DO...**

- Come to the auditorium with your teacher - we cannot seat you without a teacher.
- Turn off all cell phones as they may interfere with the performance.
- Applaud according to the dictates of the performance. For example, it is appropriate to applaud a jazz soloist immediately upon conclusion of the solo. However it is not appropriate to applaud between movements of a symphony.
- Be tolerant of performers who may make an error. Each performer is trying his/her best, and needs your understanding and support.
- Please use the restroom before performances begin.
- Please help maintain the cleanliness of the theatre.
- **Finally, disruptive behavior will result in your immediate removal from the theatre. All audience members have the right to fully appreciate the performance.**

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

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

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

## **GYM LOCKERS/UNIFORMS**

For Physical Education class, students will be required to wear clothing different from that worn to school. Proper gym attire includes sneakers - rubber soles with laces - no boots or street shoes; T-Shirts, shorts - must have elastic waist or drawstring - must be above the knee - fit properly - no jean shorts or sweatpants. Gym lockers will be provided for each student. Students will be issued a gym lock from the Physical Education Department. If lost, the lock will cost \$5.00 to replace.

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

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

## **HALLWAY PROCEDURES - STUDENTS**

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

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

## **HOMEWORK**

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

- The teacher will evaluate all homework assignments.
- All students are expected to thoroughly complete homework assignments in a timely fashion.

- Frequent homework assignments are an important tool for developing good work habits.
- Homework assignments count for up to 10% of your grade.

## **HONOR CODE / PLAGIARISM POLICY**

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

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

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

### **SOTA PLAGIARISM POLICY**

#### **SOTA DEFINES PLAGIARISM TO INCLUDE:**

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

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

### **CONSEQUENCES OF COMMITTING PLAGIARISM**

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

- Warning
- Rewrite of assignment required
- Rewrite of assignment with grade penalty
- Teacher conference with student
- Call home
- Conference with student, teacher, parent/guardian, and administrator
- No credit for assignment
- Disciplinary referral to administrator

### **THE SOTA HONOR CODE**

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

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

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

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

**PLEASE SEE THE SOTA POLICY ON THE USE OF CELL PHONES AND ELECTRONIC DEVICES DURING EXAMINATIONS ON PAGE 28-29.**

## ILLNESS - REQUESTING HOMEWORK

When requesting homework for your ill child, please contact your child's Guidance Counselor. **Please allow two school days for this request to be honored.** Please refer to the list below when contacting your child's Guidance Counselor.

**Please Note: Each student is responsible to acquire and complete all work assignments missed during an absence.**

<u>FOUNDATION ACADEMY</u>			
Assistant Principal:	Mrs. Jeanne Markman		x 4000
Academy Secretary:	Ms. Lissette Gonzalez		x 4000

<u>FOUNDATION ACADEMY GUIDANCE</u>			
Guidance Counselors	Mr. John Hardaway	Grade 7, 8	(A-Z) x 4240

<u>COMMENCEMENT ACADEMY</u>			
Assistant Principal:	Mr. Kwame Donko-Hanson		x 2000
Academy Secretary:	Ms. Judy Hepburn-Daniels		x 2000

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

## INTERNAL TICKET SALES PROCEDURE FOR STUDENT MATINEES

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

- The Art Center Director produces event tickets that cannot be duplicated for the student matinees.
- The Assistant principal of 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 of the Arts make morning and afternoon PA announcements, promoting ticket sales and noting purchase times.
- The Executive Assistant prepares a cash box for student matinee ticket sales.
- The Art Center Director and/or the Assistant Principal of the Arts sell tickets during grade-specific lunch periods 1-week prior to matinee date. The names of each student who purchased a ticket are highlighted on the class roster. Ticket sales are limited to three days only.
- The Art Center Director prepares deposit for each day and delivers ticket receipts to the Executive Assistant.
- Using the class roster lists, the Coordinator of Arts Instruction, prepares a list of names of students attending the matinee and emails it to the faculty (1) one day prior to the matinee date.
- The Art Center Director and the Assistant Principal of the Arts supervise the seating of students on the day of the matinee. When necessary, the Art Center Director prepares seating charts.
- NOTE: NO STUDENT WILL BE ADMITTED WITHOUT A VALID CLEARANCE OR A TICKET.

*SOTA Policy*

## INTERNET ACCEPTABLE USE POLICY - STUDENTS AND SCHOOLS

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

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

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

### INTERNET ACCEPTABLE USE

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

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

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

*RCSD Board Policy*

## KEYS

All staff must keep their keys in their possession at all times. Keys will not be turned in at the end of the day. An extra set of room keys will be kept in Main Office for substitute teachers. Please be reminded that classroom doors must remain unlocked while instruction is taking place. Door windows may not be covered and classrooms **must be locked** when not in use.

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

## LATE ARRIVAL TO SCHOOL

If you know you are going to arrive late to school, please notify the Attendance Secretary immediately by calling 585-242-7682 x1561. Students are expected to be sitting in their seats in their classrooms at 8:20 AM. Students who arrive to school after 8:20 AM are considered late and are expected to produce a note signed by the parent or guardian explaining the reason for being tardy.

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

## LIBRARY HOURS

The SOTA Library is open to all students from 8:00 AM until 3:00 PM daily. Students must have a pass from their teacher to use the library. There are six (6) computers available for student to use in the library at all times. The Computer Lab may only be used with an instructor present. Teachers may request the use of the Computer Lab by contacting the Librarian to schedule class time session in the facility. The Library may be reached during the school day by contacting either Mrs. Christine Jenssen at x 6026 or Mr. Darrell Bittle at x 6023.

## LOCKDOWN PROCEDURES

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

## LOCKERS

Lockers are provided for all students and have combination locks on them. **We strongly advise that you do not bring items of great value to school.** Lockers are to be kept locked and the combinations are to be kept confidential. It is the student's responsibility to keep lockers clean and neat. Lockers are to be used exclusively by the person/persons to whom it is assigned; that person/persons will be responsible for its contents and security. **Students in grades 7, 8 and 12 DO NOT share lockers; students in grades 9, 10 and 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 Box Office. Periodically students are offered a three-day opportunity to identify your lost items. Any item not claimed at the conclusion of the identification period will be donated to a local community organization. All items that are not claimed at the end of the school year are donated to Goodwill at the beginning of the summer.

## LUNCH, BREAKFAST AND LUNCHROOM PROCEDURES

There is required lunch periods assigned to each grade level. Each student will be scheduled and provided the opportunity to enjoy 30-minutes of unstructured time.

- Students will be allowed to enter the lunchroom only according to their schedule.

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

### **THE LUNCH POLICY:**

**Lunches for grades 7 through 10 are CLOSED LUNCHES, you must remain in the building. Lunch for grades 11-12 is OPEN LUNCH. Only designated grade 11-12 students are free to leave the building. All grade 11-12 students who choose to participate in OPEN LUNCH must leave the school and campus. Students are required to leave their EXIT CARD with the School Safety Officer when leaving the building (see below). Students may not loiter in the building, in the front of the building, around the campus grounds, at the Memorial Art Gallery, or on surrounding neighborhood properties. Grade 11-12 students with Open Lunch privilege must return to class on time! There will be no restaurant deliveries during any lunch period. Students who purchase lunch off campus are expected to eat their lunch off campus. Absolutely no food and / or drinks without a cap / lid are allowed back into the building.**

### **EXIT CARDS:**

Any student in grades 11 or 12 who leaves the building during the school day must leave their EXIT CARD with the School Safety Officer at the front door. The EXIT CARD enables SOTA to determine what lunch period that student is scheduled to attend, to know the whereabouts of each student at all times during the school day, and determine if they have an excused period/periods and are permitted to leave the building.

**If students lose their EXIT CARD they will not be allowed to leave school until they have purchased a new one. If students are late returning to school, they will need to see an administrator to retrieve their EXIT CARD. Students who repeatedly return to school late, may lose their privilege of leaving school during lunch and free periods. Duplicate EXIT CARDS may be purchased from the 3<sup>rd</sup> Floor Academy House Office for \$1.00.**

### **BREAKFAST PROCEDURE:**

School of the Arts offers **BREAKFAST** to its students as a privilege. Breakfast begins at 7:50 AM and ends promptly at 8:15 AM. After breakfast is served, all students are expected to clean up after themselves, leave on time, report to their First Period Class and not loiter in the hallways or Commons area. **Please Note: Late passes will not be issued to students leaving the lunch room after breakfast. Students are expected to report to class on time.**

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

## MARKING PERIOD DATES

### MARKING PERIOD DATES

OCTOBER 16  
MARCH 19

DECEMBER 4  
MAY 7

JANUARY 29  
JUNE 24

### REPORT CARDS MAILED THIS WEEK

OCTOBER 26  
MARCH 29

DECEMBER 14  
MAY 17

FEBRUARY 8  
JUNE 28

## MAP OF SOTA

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

## MEDICATION

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 Nursing 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.

## MOVING AND CHANGES OF ADDRESS

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

<b>Grades 7-9</b>	<b>Foundation Academy</b>	<b>242-7682 x 4000</b>
<b>Grades 10-12</b>	<b>Commencement Academy</b>	<b>242-7682 x 2000</b>

## NURSING OFFICE

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

## OUTSIDE THE CLASSROOM – 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 has and should exercise the right to administer discipline whenever necessary. Teachers should immediately correct students who overstep the bounds of reasonable conduct both in and out of their classrooms.

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

## PARKING – STUDENTS AND VISITORS

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

### STUDENTS:

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

### VISITORS:

**Before 3:00 PM:** Visitors to SOTA must park on the street and comply with the City of Rochester's parking restrictions posted on the signs at the curb. Parking at the Memorial Art Gallery, Visual Studies Workshop, and the American Red Cross or in either SOTA Faculty parking lots at University Avenue or Prince Street is restricted to faculty and staff.

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

## PASSES AND EXCUSES

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

Students may not 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 a House Office. Passes should not be issued to a counselor, Assistant Principal or another teacher, at a student's request. Students may see these people by appointment, during lunch, or before and after school. Students are to request appointments at passing times or during the FIRST PERIOD class. Students are not allowed to leave the lunch room or visit with teachers without a pupil form or a standard pass.

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

## PHONE MESSAGES - STUDENTS

It is not SOTA policy to transfer calls into the classroom during instructional time. However, messages will be given to students in a case of an extreme emergency. If there is an emergency, please call the switchboard at 242-7682 and press 0 to reach the receptionist. Or call the Academy Office directly (*see phone numbers below*) and state the nature of the emergency. The Academy Secretary will see to it that the student is found immediately. **Please Note: The emergency must be specified to a school official before a call will be place to a classroom and instructional time is interrupted.**

We cannot interrupt instructional time to call students away from class to answer a phone call. The SOTA Switchboard is open from 7:30 AM - 3:30 PM on Wednesday and Friday; it is open from 7:30 AM-4:00 PM on Monday, Tuesday and Thursday. Unfortunately, there is no one to answer phone inquiries or locate students past these times. **If you need to reach your child after the Switchboard is closed, parents are advised to please provide their child with a cell phone (which may only be turned on at the end of the school day) or drive to school to find their child.** During school hours please use the following numbers to reach your child in case of an emergency.

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

## PHONE USAGE – FACULTY AND STAFF

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

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

**IN CASE OF AN EMERGENCY IN YOUR CLASSROOM,  
PLEASE DIAL x1115 FOR IMMEDIATE ASSISTANCE.**

## PHONE USAGE - STUDENTS

Rochester City School District policy states that the use of cellular telephones pagers, beepers, and electronic devices may result in a suspension from school; please leave these items at home. **If you require your child to carry a cell phone for emergency purposes, it must be turned off during the school day and must NOT be visible at any time during the school day.** A payphone is located in the Main Entrance and the Physical Education area. Please provide your child with a half-dollar (\$.50) in case they have to make an emergency phone call.

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

## PTSA GENERAL INFORMATION

The SOTA PTSA – Parent Teacher Student Association – is affiliated with NYS PTA and the National PTA. **The PTSA meets monthly during the school year at 7:00 PM in the Commons; the dates and times are listed below.** All meetings are open to all parents, students and staff members. Memberships are available for \$7.00 per year and may be acquired anytime during the year by e-mailing [editor@SOTANews.org](mailto:editor@SOTANews.org); by visiting the SOTANews website at [www.SOTANews.org](http://www.SOTANews.org); or by calling Elaine Francesco at 585-244-3272.

Officer elections for the 2009-2010 will be held in fall 2009. Once elected, the officer's names and contact information will be published on the SOTANews website and e-mail, sent home via students, and posted at school. SOTA PTSA is always looking for chairpersons and volunteers to join its standing committees in communications, programming, fundraising, hospitality, parent involvement, membership, and to write / edit the newsletter. **To become a member of SOTA's PTSA, please complete and return the form on page 63 and return with payment as directed.** Please consider joining us.

If you have any questions contact: Elaine Francesco at 585-244-3272 or via e-mail at [editor@SOTANews.org](mailto:editor@SOTANews.org).

The SOTA News website ([www.SOTANews.org](http://www.SOTANews.org)) created by parents, for parents, students, and the faculty is undergoing redesign. It will include as much pertinent information as we can gather. The topics covered include: calendars of events, lunch menus, contact information, PTSA meeting minutes; accomplishments in the arts, academic & sports; student kudos, building maps, and more!

**SOTA News offers a free “e-mail subscription” for any SOTA parent, guardian, student, and faculty member. It provides more immediate notice of upcoming events, information of interest, and forum discussion topics. To sign up for this free service offered by SOTA parents, please send an e-mail to [editor@sotanews.org](mailto:editor@sotanews.org). All e-mail addresses remain private – they are not shared with other members, sold or given to any outside group.**

## SOTA PTSA NETWORKING NIGHTS

*Networking, Discussion and Information Sharing for SOTA Parents, Guardians, Students and Faculty...*

**Welcome Back! Welcome for the First Time!**

**Tuesday, September 15 - 6:00 PM**

**SOTA Commons**

\* 2009-2010 Networking Nights Dates

October 13    November 10    December 8    January 12

February 9    March 9    April 13    May 11    June 8

*\* Networking Nights are held on the second Tuesday of each month.*

**All Are Welcome to Attend the SOTA PTSA Networking Nights and Any Other PTSA Events.  
Membership is NOT Required. Please Join Us!**

## PUBLIC ADDRESS ANNOUNCEMENTS

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

## PULLOUTS

**No teacher can "hold," pullout or excuse a student from another teacher's class.** This policy excludes individual pullouts by administrators, counselors, nurse, intervention specialist, speech therapist and scheduled individual music lessons. At least 24-hours notice is required for pullout requests for social workers and representatives from outside agencies. In these instances, the Pupil Request Form should be used. In all cases, the Pupil Request Form is placed in the First Period teacher's mailbox for distribution to the student. The student will be directed to show the form to the classroom teacher at the time indicated for the meeting.

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

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

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

### MUSIC LESSONS:

- The names of students who take music lessons must appear on the scheduled lesson sheet. Music lessons will be posted via school e-mail weekly.
- **Students should report to their assigned class first to receive their homework assignment. Homework assignments should be written on the board for all students to see.**
- The teacher may or may not wish to discuss anything with the student, or hand them an assignment.
- The music teacher should remind the student that music lessons are an absence and all class assignments are to be completed.
- The music teacher is responsible for reporting daily lesson attendance to Attendance Secretary as required by Chancery.

- If a student misses a scheduled class to take a music lessons, the class counts as an absence.
- The music teacher is required to keep accurate attendance for all students, including those students missing other classes to attend music lessons.
- In the event of tests or other unusual circumstances, the classroom teacher may either call or meet directly with the music teacher and request the student return to class. In this case, the student is required to make up the music lesson.
- The student may return to their music lessons when the classroom teacher releases them with a Standard Pass. This is the only exception to the 10-minute rule.
- School Safety Officer should have a copy of the music lesson schedule to monitor student activity in the corridors.

*SOTA Communications Committee*

## PURCHASING

The RCSD will continue to use the **Procurement or “P-Cards” for purchases under \$500.00**. Purchase requisitions/purchase orders will still be required for orders totaling more than \$500.00. The principal will designate authorized P-Card holders who will be responsible for department purchases, budget tracking, bank statement reconciliation and forwarding of approved receipts and invoices to the school secretary. Detailed guidelines and procedures will be distributed to all P-Card holders. All questions regarding purchasing and procurement issues should be directed to the school secretary. Or if you have any questions about ordering anything, please see Ms. Pacheco or Lisa Blase-DeSanto. **The only exception is payment made from Student Activity Accounts such as: Drama, Yearbook, Junior/Senior Class, Music, SOTA Singers, etc.**

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

## RECEIVING ORDERS

When orders are delivered to SOTA they will be delivered to your room. It is the teacher's responsibility to verify that the order is complete. **Please see that Mary Kay Cordello receives a signed copy of the Purchase Order, P-Card Receipt or P-Card Statement along with invoice and packing slip as soon as possible.**

## REQUIRED PAPERWORK FOR TEACHERS AND SUBSTITUTES

**Plan on meeting to share the following:**

Criteria Sheet for Each Course	Handed in to Supervising Administrator by September 4, 2009
Professional Observations (3)	Meet with Supervising Administrator
Long-Range Plans	Meet with Supervising Administrator by September 18, 2009
Review Plan Books/Student/Parent Contact Ledger	Meet with Supervising Administrator
Substitute Information Forms/Folder	Due by September 18, 2009 to JoAnn Aspenleiter (Mrs. Stanton – x1560)

## SCANNING

Rochester City School District policy requires that all students are subject to random metal detection scanning. **Anyone refusing to be scanned will be referred for long-term suspension. Possession of weapons must be referred for long-term suspension.** Students are not permitted to have glass bottles, permanent or Sharpie Markers, and other prohibited items in their possession. They will be taken away from the student; parents may retrieve confiscated items from Mr. Chandler. **Any medication found during scanning without a doctor’s note prescribing the medicine for the student will be confiscated. Any student who tries to avoid the line will be suspended.** Please refer to the RCSD Code of Conduct.

## SCHOOL-BASED PLANNING TEAM

School Based Planning Team is the organizational structure for improving school productivity within the Rochester City School District and across New York State. SBPT is a deliberative, decision-making body whose main focus is directed towards instruction, curriculum and to support student learning. SBPT is made up of teachers, parents, students, administrators, BENTE members (non-teaching school employees) and an RTA representative – RTA - the teacher's union. We maintain an active and on-going School-Based Planning Team. You may call the Principal's office for current membership names. The School-Based Planning Team meets each month in Room A 175 from 4:30-6:30 PM. The meeting dates for 2009-2010 SBPT will be announced.

## SCHOOL SECURITY

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

In the interest of security and safety, it is essential that students identify themselves at the request of any staff member. When any staff member requests that a student accompany him/her to a school office, the student must cooperate. Student ID's are required to ride the busses to and from school, and for admittance to many SOTA events including sports activities and school dances. **Please lock the door when leaving any classroom. Make sure windows are closed and locked at the end of the day; secure all personal belongings at all times. NEVER leave keys, purses, wallets, or valuables unattended! Please wear your RCSD ID with you at all times when you are in the building. Please report any missing or stolen ID's immediately to Mary Kay Cordello. Your RCSD ID's may be used only during regular school hours.**

## SENIOR EXIT INTERVIEW DAY

In the fall, the seniors are offered an opportunity to meet with community members and gain valuable information regarding the important steps needed to begin the next phase in their careers. Students are offered tips on resume preparation, interviewing skills, and how to present themselves to prospective employers. Individuals from all walks of life and professions provide invaluable feedback and assist SOTA's seniors to be more fully prepared after graduation. For information regarding the process and preparation for Senior Exit Interviews, students should contact either their counselors or Mrs. Belair.

**Senior Exit Interview Day is Friday, November 13, 2009 in the Library.**

## SENIOR LOUNGE

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

## SIGNS AND POSTERS

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

## SMOKING

It is the policy of the Board of Education and New York State law that there will be no smoking by students on City School District property. Students must have permission from their parent or guardian to smoke outside of school property. The Memorial Art Gallery is private property; smoking in the parking lot or on the sidewalk of the MAG is strictly forbidden.

## SPECIAL EVENTS/FUND-RAISING

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

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

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

### Our discussions will focus on:

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

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

## STOREHOUSE ORDERS

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

You will then "click on" to:

1. Departments
2. Storehouse
3. Catalog

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

## STUDENT DROP-OFF

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

## STUDY HALL

Please adhere to the following policy regarding study hall attendance and procedures:

1. Attendance is mandatory.
2. Use for quiet study.
3. Come prepared... bring books, pens etc.
4. No food or beverages are allowed.
5. No passes issued during the first or last ten (10) minutes of the period.
6. Report on time.
7. Check into study hall first and then proceed to community service, tutoring, another teacher etc. **The exceptions to this are scheduled labs, and music lessons.**
8. No Walkmans, iPods or similar electronic music devices are allowed.
9. No card playing or socializing is allowed... quiet work only.
10. Follow the SOTA Dress Code.
11. **Remember... this is an academic study center.**

## SUBSTITUTE TEACHERS - IMPORTANT INFORMATION

**ALL absences MUST be reported to JoAnn Aspenleiter. Please do not report your absences to the clerical staff. Please be absolutely sure to indicate the REASON for your absence. Teacher absence information will be entered into the SEMS system for the purpose of obtaining a substitute and will automatically transfer into the PeopleSoft time and labor management system.**

**Do not make arrangements to hire substitute teachers directly.** Please Note: You are legally responsible to pay one (1) teacher's salary if two (2) substitutes arrive to teach on the same day. **ONLY ADMINISTRATORS MAY HIRE SUBSTITUTES.** RCSD policy states that teachers are not authorized to arrange for substitutes. If you need a substitute teacher we would like to know the day before, if possible. **Teachers must call JoAnn Aspenleiter on her cell phone AS EARLY AS 6:00 AM. Please adhere to the administrator's instructions.**

**PLEASE DO NOT LEAVE A MESSAGE. TEACHERS MUST SPEAK DIRECTLY TO THE SUPERVISING ADMINISTRATOR WHEN REQUESTING A SUBSTITUTE.**

## SUPERVISION OF STUDENTS AFTER SCHOOL

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

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

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

**Please Note: All students will be swept from the building after 3:00 PM. The 4:00 PM bus may only be taken by students who remain after school under the supervision of a faculty member. These students will be issued a special bus pass for the day permitting them to board the 4:00 PM bus. Students will not be permitted to board the bus without this special bus pass. All other students must take the 3:00 PM bus and will not be allowed to ride the late bus.**

## TEXTBOOKS

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

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

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

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

## TICKETS – SPORTING EVENTS AND PERFORMANCES

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

### HERITAGE ASSEMBLIES / SELECTED MUSIC & JAZZ EVENTS / SOTA DANCES:

Tickets for these events may be purchased from Mr. Gill at the Reception Desk or in some instances through the Academy Offices.

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

### SOTA 2009-2010 PERFORMANCE SEASON:

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

## SOTA TICKET INFORMATION

Single tickets go on sale on Thursday, October 1, 2009 at all Wegmans Food Markets

Wegmans accepts all major credit cards, debit cards, checks and cash

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

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

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

**SOTA PERFORMANCE INFORMATION HOTLINE - - 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. During 10th period some students will have class. Others will have the opportunity to participate in after-school clubs, extra-curricular activities or to receive help in their academic classes. Students may not remain in the building after school unless they are under the direct supervision of a faculty or staff member. **Students will not be allowed on the bus without a Bus Pass.**

### THE SCHOOL DAY

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

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

School of the Arts offers **BREAKFAST** to its students as a privilege. \* Breakfast begins at 7:50 AM and ends promptly at 8:15 AM. After breakfast is served, all students are expected to clean up after themselves, leave on time and not loiter.

**Please Note:** Late passes will not be issued to students leaving the lunch room after breakfast. Students are expected to report to class on time. We expect full cooperation and compliance with these guidelines from both *you* and *your child*.

## TRANSPORTATION - BUSES AND ID'S

### **ALL STUDENTS MUST WEAR THEIR SOTA ID AT ALL TIMES.**

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

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

**Students will be given a temporary bus pass/student ID at the beginning of the school year with a designated expiration date. During this time period, it is important that students do not lose this ID/pass. However, if it is lost, it may be replaced at no charge until the expiration date noted on the temporary pass. Once the permanent ID's/bus passes have been issued students will be charged for any replacements. The replacement fee is \$3.00 and must be ordered by 1:00 PM daily. Please see Mrs. Stanton in the Main Office.**

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

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

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

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

## **TRANSPORTATION LIABILITY INSURANCE**

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

*RCSD Policy*

## **VIDEOS IN THE CLASSROOM**

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

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

*RCSD Policy*

## **VISITOR POLICY – CLASSROOM**

### **VISITORS TO SCHOOL BUILDINGS**

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

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

1. There must be signage at every exterior door directing visitors to the appropriate entrance.
2. There must be signage at the appropriate entrance instructing parents and visitors to sign in.
3. All visitors to the building must be given a name tag to wear while in the building. The name tag must contain the name of the visitor, the date, the time of entry, and the name of the person signing in the visitor.
4. If the visitor is going to a location other than the Main Office, the visitor must be escorted to that location by a staff member or School Safety Officer.
5. Visitors will not be escorted through the building to any office during passing times.
6. All parents/visitors must be directed to exit the building through front door.
7. When parents/guardians visit the school for a disciplinary conference or return from suspension conference, only the parent or guardian may enter the building. No one other than the parent or guardian is permitted in the building unless approved in advance by the Principal.

8. When parents/guardians visit the school for a disciplinary conference or return from suspension conference, they are to be escorted by a School Safety Officer immediately upon entry to the Main Office or conference area near the entrance.
9. If a parent or a guardian must report to an office elsewhere in the building, they will be escorted by a School Safety Officer to that location.
10. Visitors are not allowed to report to any office or location in the building when students are not changing classes.
11. Schools shall inform parents/guardians and students of the contents of this Administrative Policy in appropriate communications throughout the school year.

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

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

**Before 3:00 PM:** Visitors to SOTA must park on the street and comply with the City of Rochester's parking restrictions posted on the signs at the curb. Parking at the Memorial Art Gallery, Visual Studies Workshop, and the American Red Cross or in either SOTA Faculty parking lots at University Avenue or Prince Street is restricted to faculty and staff.

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

## VISITOR POLICY - GENERAL

**Building security is the collective responsibility of every student, faculty and staff member.** Parents, guardians and alumni are always encouraged to visit, but unscheduled visits are not permitted. All visits must be arranged for in advance by calling the teacher or the counselor's office. For security reasons, no other guests may visit. Young siblings and/or friends who accompany students to school will be asked to leave. Alumni or former students must make prior arrangements to visit SOTA by calling Mr. Brian Chandler at 242-7682 x6111.

**Visitors may only enter the building through the main entrance at 45 Prince St. For safety and security reasons, students and staff are not permitted to circumvent this process for any reason, at any time. All visitors must register at the Reception Desk/Box Office to get a visitor pass and will be escorted to their destination.** A school map is available upon request.

**Please refer to Parking Instructions on page 43.**

## VOICE MAIL: SET-UP INSTRUCTIONS

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

### **HOW TO SET UP VOICE MAIL:**

- Dial 6998.
- Enter your voice mailbox number plus the \* sign - e.g.: 774-1111\*.
- Enter the temporary password – 2580.
- Listen to the tutorial completely. You must listen to the entire tutorial for the first time in order for it to save your password and not play again.
- When prompted, enter your new password and record your name and greeting.
- The tutorial is now over and you will be directed to the Mailbox Main Menu.
- Greetings should be professional in nature indicating your name, title and the information requested.
- Voice mail is the designated method of conveying non-emergency messages to all staff members. All staff members are requested to check their voice mailbox daily.
- **Please make sure that your voice mail box is cleared of messages daily. It is both frustrating and unprofessional for callers NOT to be able to leave a message on your voice mailbox because it is full.**
- All calls from outside the building will automatically be directed to your voice mailbox and not your classroom.

- If you are expecting a call of an urgent nature or in case of an emergency, please notify Mr. Gill 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 Mr. Gill if you have questions regarding using the voice mail system.

**HOW TO CHECK YOUR VOICE MAIL:**

- Dial 9 followed by 6998.
- Enter your voice mail box number followed by the \* sign - e.g.: 774-1111\*.
- Enter your password when prompted
- Follow the prompts as outlined
- Press “P” to listen to messages
- Press “K” to save messages
- Press “D” to delete messages

**WEEKLY BULLETIN**

Information for inclusion in the SOTA Weekly Bulletin is due to Mrs. Debbie Stanton in the Main Office on Wednesdays by 1:00 PM. Please post the Weekly Bulletin in all classrooms and offices.

# EXTRACURRICULAR ACTIVITIES

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

## **BLACK HISTORY ASSEMBLY**

This annual performance in February showcases black history and culture through song, dance, poetry, and dramatic presentations. **Audition required.**

**Moderators:** Mr. Kwame Donko-Hanson  
Grades 7-12

## **CHAMBER ORCHESTRA**

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

**Moderators:** Ms. Elizabeth Ristow  
Grades 9-12

## **CHESS TEAM**

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

**Moderator:** Mr. Walter Lanik, Mr. Jesse Pryor  
Grades 7-12

## **COFFEE HOUSE READINGS**

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

**Moderators:** Mr. Brad Craddock, Ms. Marcy Gamzon  
Grades 7-12

## **DANCE CONCERT**

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

**Audition is required.**

**Moderators:** SOTA Dance Department  
Department Liaison - Mrs. Tina Scahill  
Grades 7-12

## **DRAMA PRODUCTIONS**

You may participate in a drama production by auditioning and being cast for it. The fall production is usually open to all ages but is predominately cast with upper class members. The winter musical is cast with 7<sup>th</sup>, 8<sup>th</sup>, and 9<sup>th</sup> grade students. The February show is usually comprised of upper class students. All students may audition; being a drama major is not a requirement.

**Moderators:** SOTA Drama Department  
Department Liaison – Mrs. Lorie Dewey  
Grades 7-12

## **FILM FESTIVAL**

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

**Moderator:** Mr. Brad Craddock  
Grades 9-12

### **FRISBEE TEAM**

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

**Moderator:** Mr. Tillotson  
Grades 9-12

### **GAY STRAIGHT ALLIANCE**

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

**Moderator:** Ms. Laura Ferris  
Grades 7-12

### **HERITAGE MUSIC FESTIVAL**

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

**Faculty Representative:** Mr. Mario Belcufine  
Grades 9-12

### **HISPANIC HERITAGE ASSEMBLY**

SOTA produces an annual performance in October which showcases Hispanic and Latino history and culture. Audition is required and student participation is based on eligibility.

**Moderator:** Mrs. Nicole Robinson  
Grades 7-12

### **MASTERMINDS**

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

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

**Moderator:** Ms. Marcy Gamzon  
Grades 9-12

### **MATH LEAGUE**

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

**Moderator:** Ms. Angela Fixsen. Mr. Matthew Bonawitz  
Grades 9-12

### **MODEL UNITED NATIONS**

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

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

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

**Moderator:** Ms. Marcy Gamzon  
Grades 9-12

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

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

**Moderator:** SOTA Dance Department  
Grades 9-12

### **NATIONAL HONOR SOCIETY**

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

**Moderators:** Mrs. Christine Jenssen, Mr. James Tillotson  
Grades 11 and 12

### **PLAYWRIGHT'S FESTIVAL**

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

**Moderator:** Mr. Brad Craddock  
Grades 9-12

### **PRIS2M**

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

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

**Moderator:** Mrs. Nicole Robinson  
Grades 9-12

### **READER'S THEATRE**

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

**Moderator:** Mr. Brad Craddock  
Grades 9-12

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

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

**Moderator:** Ms. Lisa Kasdin  
Grades 9-12

### **SOTACRAT AND CHRONICLE**

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

**Moderator:** Ms. Marcy Gamzon  
Grades 9-12

### **SOTA SINGERS**

The SOTA Singers is the school's official Show Choir. Approximately 60 additional hours of rehearsal are required throughout the school year. **Students from grade 7 – 12 are auditioned in September and selected.** The SOTA Singers have performed with Michael Bolton, Paul Anka, Jeff Tyzik and Barry Manilow for such dignitaries as Bill and Hillary Clinton, the Buffalo Bills and Former Rochester Mayor Johnson.

**Moderators:** Mrs. Lorie Dewey, Mrs. Patti Olender  
Grades 7-12

### **SOTA SKI CLUB**

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

**Moderator:** Mrs. JoAnn Aspenleiter, Mr. Johann Wolf  
Grades 7-12

### **SOTA STEP TEAMS**

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

**Boys and Girls Moderators: TBA**  
Grades 7-12

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

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

**Moderator:** Ms. Marcy Gamzon  
Grades 9-12

### **SPORTS**

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

**Moderators: Various Coaches**

Contact - Athletic Director: Mr. Dave Michelsen  
Contact - Nurse: Mrs. Christine Proctor, RN  
Grades 7 – 12

### **STUDENT GOVERNMENT ASSOCIATION**

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

**Moderator:** Mr. Mike Murphy  
Grades 9-12

### **WEIGHTLIFTING CLUB**

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

**Moderator:** Mr. Brian Chandler

Grades 7-12

### **YEARBOOK - ARTIS**

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

**Moderator:** Mrs. Susan Rudy

Grades 7-12

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

## **Preamble and Mission**

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

This document was ratified by the Student Government Association Full Assembly by unanimous vote on June 2, 2005.

## **Article I. Officers**

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

### **Section 1.01 President:**

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

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

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

### **Section 1.03 Treasurer:**

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

### **Section 1.04 Secretary:**

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

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

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

## **Article II. Election of Officers**

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

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

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

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

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

- (a) SGA Officer Candidates must attend an informational meeting about Election rules (unless special arrangements are made with the current SGA Secretary), and must complete a form indicating interest in a particular office. This meeting must take place at least 3 days prior to the start of campaigning.
- (b) The SGA will set dates for campaigning. Campaigning will last for no more than one week. The final day of campaigning should include a public candidates' forum for students to hear the various candidates.

- (c) Voting will be conducted by members of the election committee on the one or two days following the campaign period. Each office will be won by the candidate with the most votes in that office category.

### **Article III. SGA Representatives**

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

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

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

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

### **Article IV. Meetings and Attendance**

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

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

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

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

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

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

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

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

### **Article V. Committees**

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

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

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

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

**Section 5.03 Standing Committees:**

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

**Section 5.04 Ad Hoc Committees:**

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

**Article VI. Communication**

**Section 6.01 Meeting Minutes**

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

**Section 6.02 Communication with Students:**

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

**Article VII. Amending the SGA Constitution and By-Laws**

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

**Article VIII. Ratification**

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

# SOTA PTSA Membership Form 2009-2010

**MISSION:** To promote the overall welfare of students and to advocate for policies and laws for their protection and well being; to encourage and facilitate communication between families, the school's staff, administration and the Rochester City School District.

## Basic Membership

\_\_\_\_ Student Member      \$3.50      \_\_\_\_ Adult Member      \$7.00

## Levels of Giving

\_\_\_\_ Household Level      \$20.00      \_\_\_\_ Family Level      \$27.00  
1 adult and 1 student membership      2 adults and 1 student membership  
plus \$9.50 donation      plus \$9.50 donation

\_\_\_\_ **Donation** (no membership)      \$\_\_\_\_

### Please Print

Name \_\_\_\_\_

Name \_\_\_\_\_

Student Name \_\_\_\_\_ Grade \_\_\_\_\_ Major \_\_\_\_\_

Student Name \_\_\_\_\_ Grade \_\_\_\_\_ Major \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone # \_\_\_\_\_ Cell Phone # \_\_\_\_\_ Best Time to Call: \_\_\_\_\_

E-mail Address (please print clearly) \_\_\_\_\_

Please sign me up for SOTANews - a free e-mail newsletter for SOTA Families: \_\_\_\_\_

### I'm Willing to Help:

\_\_\_\_ Hospitality Committee      \_\_\_\_ Web Site Up-Keep      \_\_\_\_ in my Student's Major \_\_\_\_\_

\_\_\_\_ Fundraising Committee      \_\_\_\_ Planning      \_\_\_\_ in another Major \_\_\_\_\_

\_\_\_\_ Hold a Parent and / or Student Workshop in: \_\_\_\_\_

\_\_\_\_ Sports Booster Activities – Sport: \_\_\_\_\_

\_\_\_\_ Other Skills / Services: \_\_\_\_\_

Please Note: The first \$3.50 of every membership goes to pay for your annual PTSA membership at the state and national level. Any additional money donated stays right here at SOTA to help enrich the academic and artistic experiences for all of our students. Please make your check payable to: SOTA PTSA.

**Please return to the SOTA PTSA Mail Box in SOTA's Main Office or mail to:  
School of the Arts, Attn: PTSA, 45 Prince St., Rochester, NY 14607**