



## Middle School Student Memorandum of Understanding

SAY Sí is committed to providing its students with the highest quality multi-disciplinary arts education, encouraging high standards of achievement and fostering excellence and leadership. In order to do this, **SAY Sí students must observe all program policies.**

### Participation:

- **Working Artists and Mentors [WAM]** students are not allowed to leave campus for any reason.
- No visitors, friends or relatives are allowed in the SAY Sí classrooms during sessions.
- Students must have reliable transportation to and from SAY Sí.
- Students are required to participate in and expected to attend every exhibition/production.
- Students must model good behavior; respect themselves, others, and the programs' (as well as other students') materials and supplies.
- All students must be a positive and productive influence in the studios/theatre.
- Drugs, weapons and abusive language [including music] **are not permitted at SAY Sí.**
- No toys, games, phones, etc. can be used during studio sessions. Items will be picked up and will not be returned until the end of the session.
- Cell phones should be put away during class time and can only be used during snack time and after session to call parents.
- Work areas must be cleaned daily before leaving.

### Attendance Policy

WAM and ALAS MS students must attend at least 75% of scheduled Saturdays each trimester. During the school year, which includes both fall and spring trimesters, students are allowed a maximum of 3 absences. During the summer trimester, students are allowed no more than 4 absences. Missing a WAM/ALAS MS session counts as an absence regardless of the reason or whether instructors are notified ahead of time or afterward. If a student is late to their sessions they may be marked absent. Missing more than the maximum amount of absences will result in probation during the following trimester. If a student violates probation it is grounds for dismissal.

Spring trimester: January – April.

Summer trimester: May – August.

Fall trimester: September – December.

### *Communication*

In order to ensure that students are able to take full advantage of the benefits of SAY Sí, it is imperative that parents and students maintain clear lines of communication with instructors and/or the program coordinator. This includes, but is not limited to: changes in contact information (i.e. address, phone number, email address, schools etc.), issues with attendance, scheduling conflicts, family emergencies and other issues families feel are important to share with SAY Sí staff.

### *Disciplinary Procedure*

Student misses 2/3 allowed sessions in spring or fall or 3/4 allowed sessions in summer: parents are notified.

Student misses maximum days allowed: warning letter is sent including attendance policy.

Student misses more than maximum days allowed: probation letter is sent stating terms of probation.

Student violates probation: conference is called / dismissal letter is sent.

### *Probation*

A student on probation must continue with exemplary performance: not miss more than the allotted number of absences for the entirety of the next trimester, complete all projects and have good communication with SAY Sí staff. Violating probation will result in dismissal. Based on the student's performance status and history of communication, a conference may be called to appeal dismissal under extenuating circumstances. Any leniency given is at the program instructors' and program director's discretion and will require a second probation period. Second violation of probation will result in automatic dismissal.

**Other Requirements**

Academics: Students are expected to prioritize their education and maintain grades that reflect their best efforts. If a student is struggling to maintain their grades, it is their responsibility to communicate with instructors if time is needed to focus on school and improve their grades. It is at the instructor’s discretion to decide whether the student can take a short leave of absence or will need to drop the program and reapply at a later time. Students who fail to maintain a C average in their academic studies *and who fail to meet with staff regarding such issues* will be suspended from the program until the next grade period. Failure to do so is grounds for suspension from SAY Sí.

**A copy of students’ final report cards are due to SAY Sí at the end of the school year/beginning of summer each year.**

Equipment: The use of the SAY Sí printers, copier, art materials and equipment [shop and media] should be limited to projects that fall within the context of the program. Use of the SAY Sí printers, copier, art materials and equipment for personal use is prohibited unless preauthorized from the instructors or program director.

Annual Review: Students are required to have an annual review at the beginning of each calendar year. The annual review will be based on attendance, performance and attitude and will be used to gauge the student’s continuation in the program.

**Disciplinary Action**

Disregard of the above rules will result in the following. First, the student is warned. Second, a meeting is called with the student and parent. Third, if the problem persists, the student will be dismissed from SAY Sí.

This Memorandum of Understanding serves as an agreement between SAY Sí, the student and parent(s)/guardian(s).

Rules are made for the protection and wellbeing of the student body, and to promote the ideals of scholarship, character and professional behavior. SAY Sí pledges to provide the highest caliber of training possible in the arts. In return, SAY Sí expects its policies to be honored. SAY Sí wants to train the best artists possible; therefore, the signatures of the student and program staff are required on this form, signifying understanding and agreement with the above rules.

Student Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

Student’s Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

Parent’s Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Program Director: \_\_\_\_\_ Date: \_\_\_\_\_

Artistic | Executive Director: \_\_\_\_\_ Date: \_\_\_\_\_