



# SAY Sí Middle School Student Memorandum of Understanding

As a leading creative youth development organization, SAY Sí is committed to creating a premier, inclusive, dynamic and nurturing educational environment for San Antonio's youth through dedication to: Creativity, Leadership, Equity and Community. In order to do this, SAY Sí students must observe all program policies.

## Community Agreements

- Students must model good behavior and respect themselves, others, and the programs.
- All students must be a positive and productive influence in all spaces, meetings and platforms, building empathy as a leadership trait.
- Drugs, weapons and abusive language (including music) are not permitted at SAY Sí meetings or other SAY Sí community spaces. The safety of our spaces requires everyone's involvement and care.
- No toys, games, outside messaging, etc. can be used during sessions.
- No visitors, friends or relatives are allowed in the SAY Sí sessions or SAY Sí-only spaces like Trello.
- COVID-19 Precautions: All students, staff and guests must follow shared & posted SAY Sí safety protocol such as wearing a mask, not eating inside the building (or with a minimum distance of 6 feet from another person if weather requires eating indoors), and social distancing.

## Participation

- **Attendance Requirement:** Middle school students must attend at least 75% of scheduled classes 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 class 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 class, they may be marked absent. Chronic tardiness and/or 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.
- Communications about absences or other participation issues need to be shared with instructors via email, text, or phone.
- Quality engagement, project progress, and completion will be observed as evidence of good

participation. Progress will be different for each studio. For example, for productions of film or performance, rehearsal sessions are required and students are expected to be ready to rehearse. This may require practice and prep outside of regular class times.

- Students are required to participate in and expected to attend every middle school-WAM program exhibition/production.

The trimester schedule is as follows:

|                          |                          |
|--------------------------|--------------------------|
| <i>Spring trimester:</i> | <i>January - May</i>     |
| <i>Summer trimester:</i> | <i>June - July</i>       |
| <i>Fall trimester:</i>   | <i>August - December</i> |

## 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. This includes, but is not limited to: changes in contact information (e.g. address, phone number, email address, schools, etc.), issues with attendance (e.g. when and why students cannot be present during class or work on projects), scheduling conflicts, family emergencies, and other issues that are important to share with SAY Sí staff. SAY Sí's Directors and Administrators are available to you for larger issues or counsel.

## Process for Absenteeism

- *Student misses 2/3 allowed sessions in fall or spring semesters and 3/4 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 semester, 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 grading period. Failure to do so is grounds for suspension from SAY Sí. Leaves of absence are only permitted to bring grades up or for extenuating health or family issues. All students must submit their academic report cards at the end of each grading period. Failure to do so is grounds for dismissal from SAY Sí.
- **Equipment:** The use of 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.

## Breach of MOU

- Disregard of these agreements will result in the following:
  - First, the student is communicated with to address the issue.
  - Second, if speaking with the student does not result in positive progress, a meeting is called with the student and parent/caregiver.
  - Third, if the problem persists, the student will be dismissed from SAY Sí. For violations regarding grades, attendance, or behavior a student may be put on "probation" with a period of observation for improvement.

## Parent/Caregiver Expectations

- Attend exhibitions and productions
- Ensure students fulfill the requirements of this MOU
- Contribute to a community of support for SAY Sí *as able*: including volunteerism, donating and/or fundraising

Policies are made for the protection and well-being 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.



Middle School Student  
Memorandum of Understanding  
Signature Agreement

This Memorandum of Understanding (MOU) serves as an agreement between SAY Sí, the student and parent(s)/guardian(s) and these signatures represent that all parties have read and agree to all terms outlined.

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 rules outlined in the MOU.

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

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

Parent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

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

SAY Sí Programs Director: \_\_\_\_\_ Date: \_\_\_\_\_