



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.

# SAY Sí High School Student Memorandum of Understanding

## Community Agreements

- SAY Sí Students are expected to model good behavior; respect themselves, others, and the programs. All students should be a positive and productive influence in all spaces, meetings and platforms, building empathy as a leadership trait.
- The safety of our spaces requires everyone's involvement and care. Drugs, weapons and abusive language (including music) are not permitted at SAY Sí or at SAY Sí community events.
- Bullying of any kind is not permitted at SAY Sí or any other SAY Sí community spaces, this includes online and social media platforms.
- SAY Sí students are expected to remain engaged in class. Toys, games, and electronic devices should be stored away during SAY Sí sessions. Exceptions can be made for items like fidget toys that help students focus.
- SAY Sí sessions and digital workspaces (Like Trello) are designed for student-instructor collaboration and are not open to visitors, friends, or relatives with the exception of special events.
- Health and Safety Precautions: All students, staff and guests must follow shared & posted SAY Sí safety protocol.

## Participation

- Attendance Requirement: Students must attend at least one weekly studio class and the weekly student meeting on Mondays at 5 pm. Students are strongly encouraged to attend twice a week to stay on top of their projects.
- 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.

- With only one day a week required, quality engagement, project progress, and completion will be observed as evidence of good participation. Progress will be different for each studio. For example, for theater or film production, rehearsal weeks require mandatory attendance during all sessions in the week.
- All students must complete project assignments in a timely manner.
- Students are required to participate in and expected to attend every high school program exhibition /production.

Schedule is as follows:

- *After-school* Monday and Wednesday (all studios) until 7:30pm, Thursday (ALAS studio until 7pm)
  - Class begins at 5pm
- *Summers: Mon, Tues, & Wed 1-6 pm*

## Expectations:

In order to graduate from the SAY Sí program, students must commit to the following:

- Portfolio creation & development
- Development of a resume, short artist profile (or biography), and artist statement
- Completion of senior thesis exhibit and presentation
- Completion of exit interview and/or survey
- 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 pre-authorized by program staff.
- Annual Review: Students are required to have an annual review at the end/beginning of each school 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. Parents/caregivers are welcome to reach out to

instructors regarding student progress/performance at any time throughout the year.

- Communications about absences or other participation issues need to be shared with instructors via email, text or phone. 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.

## 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 or a warning letter is sent.
  - 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.

## Leave of Absence

- In exceptional circumstances where students require increased flexibility in their participation, families can utilize a Leave of Absence (LOA). The LOA policy enables SAY Sí to reserve a student's spot when they need to take a break from their studio due to health reasons or to focus on improving their grades. The duration of the LOA can vary depending on a mutually agreed upon period of time between instructors, students, and parents. Approval for the return date and the reintegration process is contingent upon the SAY Sí instructor's consent. It's important to note that LOAs are not granted for students engaging in extracurricular activities.

## Probation

- A student on probation must adhere to the policies, improve performance, and will be closely supervised for the entirety of the next trimester. 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. A second violation of probation will result in automatic dismissal.

## 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



# High 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 and parent/guardian signatures also gives SAY Sí permission to utilize identification information such as birthdate and/or Social Security Number to access student's postsecondary information through National Student Clearinghouse's Student Tracker.

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

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

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

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

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

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