



# 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

- 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: 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.
- Absences: Missing a class counts as an absence, regardless of the reason or whether instructors are notified beforehand or afterward. Students may be marked absent if they are late to their class. Chronic tardiness

and/or missing more than the maximum absences will result in probation during the following trimester. If a student violates probation, it is grounds for dismissal.

- Equipment: The use of SAY Sí printers, copiers, 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 the instructors or program director.
- 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 must participate in every middle school WAM program exhibition/production. Studio Instructors must be notified if student will be absent.

Schedule is as follows:

- *After-school* Tuesday and Thursday (all studios) until 7:00 pm.
  - Class begins at 5pm.
- *Summers: Thursdays 1:30-6 pm*

## Communication

- Communications about absences or other participation issues must be shared with instructors via email, text, or phone. To ensure that students can take full advantage of the benefits of SAY Sí, parents and students must 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.), attendance issues (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 for larger issues or counsel.

## Process for Absenteeism

- Student misses 2/3 of 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 the maximum days allowed: probation letter is sent stating terms of probation.
- Student violates probation: conference is called/dismissal letter is sent.

## 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, spanning from 2 weeks to 3 months. 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 continue with exemplary performance: not miss more than the allotted number of absences for the entirety of the next semester, complete all projects, and communicate well 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. A second violation of probation will result in automatic dismissal.

## 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



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: \_\_\_\_\_