



RAINEY-MCCULLERS  
SCHOOL OF THE ARTS

# STUDENT HANDBOOK

1700 Midtown Drive  
Columbus, GA 31906

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# HISTORY

The plans for Rainey-McCullers School of the Arts began at the turn of the 21st century, but the story of our school goes back much further, back to the lives of our namesakes.

Stars are born in Columbus, Georgia, and yet our greatest stars of the 20th century traveled elsewhere to complete their education and start their careers. Gertrude Pridgett, later Ma Rainey, began her blues career here, but her work thrived in New York City in the 1920s. Lula Carson Smith, later Carson McCullers, founded her writing education here, but she found the further education she needed in New York City in the 1930s. As Columbus expanded and became the third largest city in the state of Georgia (behind Atlanta and Augusta), the arts and arts education grew to the point that community leaders laid the foundation for our first School of the Arts.

Artists are born here. Artists create here. In the 21st century, artists experience the full life of education, professionalization, and career here.

## Namesakes

### Ma Rainey



The “Mother of the Blues” was born in our community in the mid 1880’s. Gertrude Pridgett, or “Ma Rainey” as she was better known, was a noted African-American professional blues singer, and one of the earliest to record her music.

Ma Rainey was a flamboyant performer who was exceedingly popular during the 1920’s blues era. Her first performance was at a talent show here in Columbus, at Georgia’s official state theater, the Springer Opera House. In 1904 she married William Rainey, a vaudeville performer called “Pa Rainey.”

Rainey began performing alone in 1916 when she separated from her husband. She sang of everyday life and emotion and was known for her strong contralto voice. In 1923, Paramount Records made phonograph recordings of her music, including her hits “See See Rider” and “Bo Weavil Blues,” which are now considered blues classics.

Ma Rainey retired in 1933 to a house she built for her mother here in Columbus, GA. She died of a heart attack in 1939. She is in the Blues Hall of Fame, as well as the Rock

and Roll Hall of Fame. Rainey was a U.S. Postage Stamp honoree in 1994. In 2007 a museum was opened in her home here in Columbus, GA.

Students at Rainey-McCullers School of the Arts continue the musical legacy of Ma Rainey through their study of music, art, dance, and theatre. Learn more about Rainey by visiting the website for the [Ma Rainey House and Blues Museum](https://bit.ly/3fyDppl) (<https://bit.ly/3fyDppl>).

## Carson McCullers



One of the most noteworthy American writers of the 20th century, Carson McCullers, was born in Columbus in 1917. A graduate of Columbus High School, McCullers wrote novels, short stories, plays, essays, and poetry throughout her lifetime. She is well known for her novels, with the most famous being *The Heart is a Lonely Hunter*.

During her lifetime she had multiple strokes from rheumatic fever, which was untreated due to a misdiagnosis. The first stroke was at age 24, and the final stroke was in 1967 when she died at age 50. In 2004, *The Heart is a Lonely Hunter* became a No. 1 bestseller, when Oprah Winfrey selected it for her book club.

At Rainey-McCullers School of the Arts, future writers, artists, actors, and musicians receive an education in an environment that fosters creativity while continuing the legacy of Carson McCullers.

Learn more about Carson McCullers by visiting the website (<http://www.mccullerscenter.org/>) of the [Carson McCullers Center for Writers and Musicians at Columbus State University](#) here in Columbus, GA.



## Rainey-McCullers School of the Arts

The Rainey-McCullers School of the Arts (RMSOTA) is a fine arts academy located in Columbus, GA. Students study visual art, dance, theatre, music, and creative writing. RMSOTA is a full magnet school within the Muscogee County School District (MCSD) that was funded through Special Local Option Sales Taxes (SPLOST). The \$36 million dollar facility opened on August 7, 2017 and serves students in grades 6 through 12. The school was designed by [Hecht Burdeshaw Architects, Inc.](#) and constructed by [Brasfield & Gorrie](#). RMSOTA is a three-story, 120,000 square feet of space with room to house up to 500 middle and high school students. There are dedicated spaces for band, chorus, orchestra, a piano lab, a black box theatre, dance studios, an art gallery, a dark room, practice rooms, digital editing rooms, a film edit suite, a film screening auditorium, and a 650 seat concert hall.

RMSOTA is a 2019 Distinguished Title I School, a Georgia Department of Education recognition bestowed upon the Top 5% of Title I performing schools in the state. Our status for the 2020 – 2021 academic year has not been determined at the time of release of this handbook.

Rainey-McCullers School of the Arts is honored to be a K-12 Steinway Select School. Through this partnership with [Steinway & Sons](#), our school is equipped with the finest pianos possible. This partnership enables students of Rainey-McCullers to realize their artistic potential using the best instruments available, preparing them to compete at the highest level in the professional world.

## **PHILOSOPHY & OBJECTIVES**

Rainey-McCullers School of the Arts (RMSOTA) is a center of excellence in the visual and performing arts. It provides a comprehensive educational program of artistic training, academic and creative development, and preparation to compete for scholarships toward advanced study in institutions of higher learning.

Talented students are educated in an artistic and personalized atmosphere designed to achieve mastery of traditional artistic forms while stimulating creativity in the context of research and experimentation. Students are encouraged to explore the full range of their discipline in a collaborative environment, which meets the highest standards of academic and professional arts training.

The curriculum of RMSOTA is designed to develop both the academic and artistic skills of talented students to prepare them as practicing artists in the changing context of contemporary society. All academic areas will provide a comprehensive high school education with full preparation for college admission. Independent study and experimental opportunities which stimulate artistic problem-solving and creative growth are encouraged throughout the curriculum, as well as in studios, workshops, masterclasses, and collaborative cross-disciplinary student projects. We sustain an academically challenging environment by personalizing the curriculum.

# Rainey-McCullers Faculty and Staff

Location	Faculty or Staff
Front Desk Clerk	Ms. Mayo
Secretary	Ms. Rutherford
Principal	Dr. Williams
Assistant Principal	Mr. Brown
Guidance Director	Dr. Sparks
Guidance Counselor/Magnet Coordinator	Ms. Jefferson
Guidance Clerk	Ms. Tucker
Media Specialist	Ms. Obert
ISST/Attendance Clerk	Mr. Hughes
Clinic Worker	Vacant
Technical Theatre Director	Mr. Rich
Cafeteria Manager	Ms. Adams
Lead Custodian	Mr. Foster
English Language Arts and Creative Writing	Ms. Brock
	Ms. Gebhardt
	Ms. Hill - Department Chair
	Ms. Mendoza
	Ms. Wright
Mathematics	Ms. Dove
	Ms. Landers
	Ms. Livsey
	Dr. Taylor - Department Chair
Science	Mr. Ellis
	Ms. Griffin
	Ms. Manning - Department Chair



	Ms. Smith
Social Studies	Mr. Alexander
	Mr. Brock - Department Chair
	Ms. Moyer
	Ms. Williams
World Languages	Ms. Lopez
	Ms. Stone - Department Chair
Physical Education	Ms. Wilson
Learning Support	Ms. Idahosa - Department Chair
	Ms. Millican
	Ms. Wampler
Arts	Ms. Barr-Dodds - Visual Arts
	Mr. Gratoich - Guitar
	Mr. Jakovic - Orchestra
	Ms. Reed - HS Theatre
	Ms. Sands - Visual Arts
	Ms. Tweed - Dance
	Mr. Urda - MS Theatre
	Mr. Walker - Band & Department Chair
	Mr. White - Choir
	Dr. Xian - Piano

# ACADEMICS

Rainey-McCullers School of the Arts opened in 2017 and is a magnet school for the arts that serves students in grades 6-12 and is a unit of the Muscogee County School District. RMSOTA is accredited by the Georgia Department of Education and the Southern Association of Colleges and Schools (AdvancEd). The Muscogee County School District's graduation requirements consist of a core curriculum and additional credit requirements. A minimum of twenty-three credits are required for graduation, not inclusive of special requirements at Rainey-McCullers School of the Arts. The Muscogee County School District's schools operate on a semester system. Two semesters comprise one regular academic year. Each semester contains eighteen weeks that are the sum of two nine week marking periods per semester. Students may earn  $\frac{1}{2}$  unit course credit per semester.

Students and parents should be familiar with the following terms:

- ❑ **Core Curriculum** – areas of study in which all students must complete specific courses in order to fulfill graduation requirements
- ❑ **Required Course** – one that is mandatory for a specific program of study
- ❑ **Selective Course** – one of several designated courses from which a student may choose in meeting the requirements of a specific program of study
- ❑ **Elective Course** – a course that counts towards the total number of units required for graduation but does not apply toward particular requirements of a specific program of study
- ❑ **Seal** – an attachment placed on a high school diploma indicating the successful completion of one or more programs of study

## Block Schedule

RMSOTA utilizes the 4x8 Block A/B alternating day schedule. Students will enroll in a total of 8 courses and take four courses per day. "A Day" or "Cyan Day" will consist of blocks 1A – 4A and "B Day" or "Grey Day" will consist of blocks 1B – 4B. The school year consists of two 18-week semesters. Students earn one-half unit of credit for each course per semester. While a few semester-long courses are offered, most courses meet for the entire school year, earning a total of one unit of credit.

## Bell Schedules

RMSOTA utilizes three bell schedules. The first bell schedule is the **Regular Bell Schedule** that divides the school day into 4 instructional block periods with 30 minute lunch breaks embedded in the third block. The regular bell schedule will be used on Monday, Wednesday, and Friday. The second bell schedule is the **ILT Bell Schedule** which will be used on Tuesday and Thursday each week. ILT or "Increased Learning Time" allows students to have 30 minutes of focused time to work in

Achieve 3000, Lexia, or IXL. This time may also be used to facilitate lessons from the Guidance Department or the PBIS Team (Positive Behavior Interventions and Supports). The third bell schedule is the **Activity Day Bell Schedule**. This schedule is unique in that it offers an additional 5th block that provides optimal time for in school concerts, guest lecturers and other events that are deemed appropriate by the school's administration.

**The AB Block Schedule and Bell Schedules may be accessed via the RMSOTA Community Communication Canvas course (accessible to current students and parents only).**

## Grading

### Determination of Grades

Teachers should use a variety of ongoing, developmentally appropriate assessments to measure students' achievement and progress such as tests, exams, performances, quizzes, projects, reports, homework, class participation and other assignments. Grades should be based on the individual student's mastery of Georgia State Standards for the grade level in which the student is currently placed and is subject to any Individual Education Plan (IEP) where applicable. Grades are not determined by a bell curve, nor are grades lowered as a result of unsatisfactory conduct except in cases of cheating. Grades reflect ALL evaluations and each piece of work or each assignment may be valued according to the established grading rationale. Careful consideration is given to all work per assignment instructions and rubrics. Failure on one test or project/performance, except for instances of cheating or failing the final exam, is not sufficient basis to prevent passing. The following academic grading scale shall be used for students in grades 6-12: 90 – 100 = A; 80 – 89 = B; 70 – 79 = C; Below 70 = F.

### Grade Documenting and Reporting

All student work should be considered in the calculation of student grades. Teachers are required to accurately update all student grade records in the Infinite Campus on a weekly basis, each Monday by 5:00 pm to provide students and parents with "real time" academic progress data in each course of enrollment. Progress reports and report cards are utilized as a method to communicate with parents and guardians concerning student grades. Progress reports are issued in the middle of each nine weeks and report cards are issued at the end of each nine weeks. Additional communication methods include: emails, letters or other written progress notifications from the teacher, as well as telephone calls and parent conferences. Students who withdraw from Rainey-McCullers School of the Arts will receive the grade they earned in each subject up to the date of withdrawal.

## Parent Portal – Grade Access

Parents can access their child's grades through [Parent Portal](#), a student information system through Infinite Campus. This program allows parents to monitor their child's academic progress and attendance at school. Logins transfer from school to school, so there is no need to create a new login upon promotion to the next grade. Instructions for gaining access to Parent Portal are available in the "Resources" section of the school's website: [rmsota.org](http://rmsota.org).

## Grade Improvement and Recovery Opportunities

Teachers are required to provide their students with a course syllabus and to communicate course expectations. When a student has demonstrated an effort to meet all course requirements including attendance, students should be provided an opportunity to recover from a low or failing cumulative grade. Students and or parents should contact the teacher concerning recovery opportunities. Teachers will work with students and/or parents to establish a reasonable time period for recovery work to be completed during the semester. In the event that a student is out of school due to illness, field trips or excused absences, the student will be allowed to recover any assignments and/or assessments that were missed.

## Promotion/Retention

High School students must earn a certain number of units in order to earn promotion to the next grade level. Requirements for promotion are:

- Freshman: promotion from eighth grade
- Sophomore: minimum of 5 units of credit
- Junior: minimum of 11 units of credit
- Senior: minimum of 17 units of credit

Summer school is an extension of the previous school year. Summer school courses count toward promotion to the next grade level. Eighth grade students who do not meet state expectations for the EOG assessment in English and or Mathematics will have to successfully complete a summer remediation and enrichment program.

## Graduation Participation Requirements

Students will be allowed to participate in graduation exercises after all requirements for a High School Diploma or a Special Education Diploma have been met. A student shall become eligible for graduation upon meeting the following criteria: (a) 23 units of credit plus all arts credit requirements have been completed, (b) state assessment requirements have been met and (c) attendance requirements have been met. Special education students will be permitted to participate if they have met their

special education diploma requirements based on their Individualized Education Plan (IEP).

## Academic Honesty

At RMSOTA, students create academic and artistic work honestly. Academic honesty means that you work hard, you make honest mistakes, and you learn from them. Academic dishonesty means taking work that someone else has created and presenting it as your own; academic dishonesty is passing off significant portions or entire works of writing, test answers, exam responses, visual art works, musical composition, choreography, blocking, recorded performance, etc. as your own submission for any assigned performance/product. Academic dishonesty also means sharing your work with another student who then passes it off as his or her own work or knowledge. Sometimes we make the honest mistake of depending too much on a source or forgetting a citation; these honest mistakes show up early on in creating a work. With your growing skills and guidance from your teacher, you can correct these honest mistakes as part of the learning process. At RMSOTA, we develop academic honesty by providing clear instructions for assignments, guidance throughout your process of creating your original academic and artistic work, and clear, timely feedback at checkpoints throughout major projects. Academic dishonesty, cheating, and plagiarism are prevented as well as prohibited at our school. Please address any questions about academic honesty to your course instructor. Instances of academic dishonesty/cheating/plagiarism are addressed with three strikes:

- **1st instance:** parent contact, write up for detention, and 0 on assignment
- **2nd instance:** parent contact and conference, in-school suspension (ISS), 0 on assignment, behavior contract specific to academic honesty
- **3rd instance:** removal from RMSOTA

## **Testing**

### Georgia Milestones Assessment System (GMAS)

The Georgia Milestones Assessment System (GMAS) is an assessment that measures levels of student learning and provides data to evaluate the effectiveness of classroom instruction at the school, system, and state levels. The assessment is designed to provide information about how well students are mastering the state-adopted content standards in the core content areas of English Language Arts, Mathematics, Science, and Social Studies. Students who are enrolled in and/or receiving credit for a GMAS course, regardless of grade level, will be required to take the GMAS upon completion of that course. Students in grades 3 through 8 take an end-of-grade assessment in English Language Arts and Mathematics while students in grades 5 and 8 are also assessed in Science and Social Studies. High school students take an end-of-course assessment for each of the ten courses designated by the State Board of Education. Students at the high school level are assessed in the

following courses end-of-course tests (EOC): American Literature and Composition, Algebra I, Biology, and United States History. The end-of-course measures are administered at the completion of the course, regardless of the grade level. These measures serve as the final exam for the course, and contribute 20% to the student's final course grade. Middle school students who are enrolled in one or more of these courses are required to take the associated end-of-grade (EOG) measure. If enrolled in a mathematics and/or science EOC course, these middle school students will not take the corresponding content area end-of-grade (EOG) measure. For more information on the [Georgia Milestone Assessment System](http://www.gadoe.org/Curriculum-Instruction-and-Assessment/Assessment/Pages/Georgia-Milestones-Assessment-System.aspx) please visit: <http://www.gadoe.org/Curriculum-Instruction-and-Assessment/Assessment/Pages/Georgia-Milestones-Assessment-System.aspx>.

## Preliminary Scholastic Aptitude Test – PSAT 8/9 and PSAT/NMSQT

The PSAT is a test that may be taken by eighth graders, sophomores and juniors. The test is administered once per year in October. The testing date is set by the testing company and may not be changed or altered. Scores earned in the junior year determine eligibility for consideration in the National Merit Scholarship Program. Fee and registration information may be obtained through the Guidance Department. All parents and students are encouraged to set up a profile for the PSAT and the SAT, and use the services and guidance provided through The College Board website. The Muscogee County School District administers the PSAT 8/9 to students in grade 8 and the PSAT to students in grade 10 and 11. For additional information on [PSAT Testing](http://www.collegeboard.com/student/testing/psat/about.html) please visit: <http://www.collegeboard.com/student/testing/psat/about.html>

## Scholastic Aptitude Test (SAT)

The SAT is a multiple-choice test used for college admission. The test consists of three areas, including a 25 minute essay, critical Reading and Mathematics sections. Fee and registration information; fee waivers (for students who are on free/reduced lunch); may be obtained in the Guidance Office. Students are encouraged to [register on-line](http://sat.collegeboard.org/home?navid=ghsat) at <http://sat.collegeboard.org/home?navid=ghsat>.

## American College Testing (ACT)

The ACT is a multiple-choice test used for college admission. The test consists of four areas including English, Math, Reading, and Science Reasoning. Fee and registration information: fee waivers (for students who are on free/reduced lunch) may be obtained in the Guidance Office. Students are encouraged to [register on-line](http://www.actstudent.org/) at <http://www.actstudent.org/>. All parents and students are encouraged to set up a profile for the ACT and use the services and guidance provided through the ACT website.

## Armed Services Vocational Aptitude Battery (ASVAB)

Sophomores, juniors and seniors can take the ASVAB. The test consists of eight short individual tests and measures aptitudes (Verbal Skills, Math Skills, and Science & Technical Skills) that are related to success in different careers. Students can use their scores to match their interests and skills with occupations and to determine the job requirements and educational training needed for specific occupations. Scores can also qualify a student for certain jobs and training in the Armed Forces. Students who are interested in sitting for the ASVAB should contact their respective guidance counselor. For more information on the [ASVAB](http://official-asvab.com/) please visit: <http://official-asvab.com/>

## **Course Registration**

At the end of the first semester or beginning of the second semester of the academic year, students at RMSOTA begin the process of selecting a course of study for the following year. Course request forms and information regarding honors, advanced placement, and career and technical education courses are distributed during the registration period. Current Juniors will be scheduled to individually meet with their respective guidance counselor to review graduation requirements and to select courses for the following year. Current Freshmen and Sophomores, as well as all middle school students, will be registered via grade-level group registration/course selection meeting process. Individual meetings may be scheduled as needed.

**A course progression and a curriculum guide are currently being developed by the administrators for rollout to all stakeholders during the course registration process for the 2023-2024 school year.**

## **Services for Exceptional Children**

U.S. Public Law 94-142 (now titled IDEA) mandates a free appropriate public education (FAPE) to all children with disabilities in a least restrictive environment. Rainey-McCullers School of the Arts offers services to students with identified disabilities according to the Americans with Disabilities Act. Individual Education Plans (IEPs) are developed annually according to the student's birthday. The Special Education Consultant (SEC) program includes core academic courses offered in the least restrictive environment (consultative, supportive, team taught, or self-contained) as determined by the IEP team. Students with learning disabilities, emotional behavior disorders, and mild intellectual disabilities are primarily served in this program. Students participate in all state and district mandated assessments. Services are determined by a team according to the individual needs of each student using an Individual Educational Plan. Each SEC student has a case manager to coordinate all services. Prior written notice of required scheduled meetings is provided to parents. Parental rights are explained at each IEP meeting. Please contact your child's case manager or his/her counselor with any questions.

## **English to Speakers of Other Languages (ESOL)**

Students qualifying for ESOL services through testing are scheduled for appropriate classes based on their English proficiency. Sheltered academic classes are available for students to build language proficiency while earning academic credits. Sheltered classes are offered in mathematics, American government, geography, world history, physical science, biology, American literature, and senior English electives. The Push-In ESOL model is a service delivery model designed to support language and content

## **Schedule Change Policy**

Once classes are scheduled, it may be difficult, if not impossible to make schedule changes because of schedule limitations. Students may not be enrolled in a class that is considered filled. If there is a need to request a course or schedule change, students have two options. The first option is during the spring semester course verification process prior to the beginning of the new school year and the second during the specified drop/add period at the start of the fall semester. Requests for teacher changes will not be permitted. Course changes will be granted on an “as available” basis and only when requests follow the communicated timelines. Please know that every effort is made for placement in selected elective courses, but elective preferences cannot be guaranteed.

## **Change of Major**

Middle school students wishing to change their major arts discipline may do so when they register for their courses using the Course Registration form. Because the middle school program is intended to be exploratory, middle school students are able to change their major each year, if they wish to do so. High school students wishing to change their major arts discipline may only do so once prior to the end of their sophomore year. Changes only take place at the beginning of a semester. To transfer majors the student must be in good standing in their current program. Change of Major applications are available in the RMSOTA office. Program Directors of both arts disciplines must approve, in writing, the student’s transfer request.

NOTE: Students on probation may not request a change or transfer of majors.



# Jury Grades

Jury grades are utilized to convey to both students and their parents the department's assessment of the student's achievement as related to the arts instructional program. In assigning a jury grade, the adjudication committee must consider the student's potential, artistic growth, presentation and preparation. Ten numerical grades (expanded to a 100 scale for use in the RMSOTA gradebook) are used to reflect growth:

1. A Jury grade of "10 - 9" indicates outstanding effort on the part of the student. The student consistently works to the best of his ability, and is demonstrating artistic growth.
2. A Jury grade of "8 - 7" indicates satisfactory effort on the part of the student. All work is approached with an appropriate degree of seriousness. Artistic progress is demonstrated.
3. A Jury grade of "6 or lower" reflects insufficient effort on the part of the student. There appears to be very little artistic growth. This level of grade will constitute a probationary status in the program.

*A student who has an excused absence on a jury day will be responsible to arrange a makeup jury before final exams.*

# Senior Project

- Upper division students must complete a Senior Project to program standards - defined by each arts area department.
- The Senior Project is required for graduation with a full RMSOTA Certificate of Completion.
- Any student who chooses not to participate in this requirement must complete a parent conference with teaching artists from their department and will be granted transfer to their zoned high school to complete their graduation requirements.

*Please see the [Senior Project section in the Appendix](#) for more detailed requirements toward completion of the Senior Project.*

# Status in Magnet Program

RMSOTA provides a distinctly valuable environment for students to immersively study and grow as artists and academics. RMSOTA students are expected to maintain a 80 average in their arts major and a 70 or higher in all other courses. They must also sustain excellent attendance, work supportively with their peers, demonstrate artistic growth, and display respectful, responsible behavior. Each

student must have a completed and signed declaration of major and student/parent compact form on file. RMSOTA believes in setting the bar high and inspiring students to surpass expectations. We believe that the path to creating an exceptional learning environment means seeing students and colleagues as the creative, determined artists and academics we are; that the active support of parents is imperative to student achievement; and that students achieve ultimate success when they wholeheartedly pursue mastery of their art and academics for its own sake and as its own reward.

## **Probation & Magnet Revocation Process**

Students are expected to maintain behavior and academic standards that promote the best environment for social and academic success. Students who do not meet the attendance, academic, and behavior standards of RMSOTA will be recommended for revocation of their magnet status.

### Progress Alert

Students who are not meeting the school's standards and expectations may be sent a Progress Alert. The Alert notification warns a family that the student is not making progress and that, without some intervention, the student is in jeopardy of being placed on Probation. Parents who receive a Progress Alert are encouraged to contact their child's teachers. Students on Artistic Alert should set a conference with the teachers in their Arts Department. Students on Academic Alert should set a conference with all of the student's teachers. It is the hope of all parties involved to resolve the issue at this level and keep the student in good standing.

*Note: Students may be placed directly on Probation without a Progress Alert due to a low jury score, lack of extended hours, or a major discipline infraction.*

### Probation

The intent of the Probation status is to inform the student and parents that expectations are not being met. It is time to make a sincere effort to improve. The instructional and support staff are committed to giving additional attention to the needs of any student on probation - extra time, tutoring, etc. It is the sincere hope that all students in a probationary status will become students in good standing at the next semester review. Students on probation will be placed on a contract. If a student does not meet the terms of his or her contract, the student's magnet status will be recommended for revocation. A student cannot be placed on the same type of probation more than twice during their middle or high school years.

A student falling short of expectations may be placed on probation for any one, or combination, of the following reasons:

- **ACADEMIC** - any student falling below a 70 in any course (or below an 80 in his or her fine arts major courses) will be placed on academic probation. All students

must remain academically on track for promotion (middle school students) or graduation (high school students).

- **DISCIPLINE** - a student will be placed on probation (also referred to as a Behavior Contract) for excessive discipline problems or a major violation of the RMSOTA or MCSD Code of Student Conduct.
- **ATTENDANCE** - a student will be placed on probation for excessive attendance problems

Students on probation, for any reason, may be prohibited from participating in mainstage productions, performing in concerts, or participating in any competitions. They are expected to use this time to work on resolving the issues that caused Probation. A probationary student must complete and submit an application to perform while on probation from the magnet office.

Students and parents can expect clear communication when probationary status is administered. Notice of the probation and interim reports will request parent conferences to assure that all are informed of concerns for the student's efforts toward regaining a status of good standing at the end of the probation period. It is the parent's responsibility to make sure that their address is correct in the Portal system to ensure that they receive these notices in a timely manner.

### **Summary of the probation process:**

- The probation process alerts the student that expectations of the RMSOTA program are not being met.
- This process is designed to focus additional attention / staff attention on the student.
- The time period for initial probationary status is one semester.
- Reasons for probation:
  - Falling below the required course grade percentages.
  - Excessive discipline problems as defined by the Code of Student Conduct.
  - Excessive participation problems.
  - Excessive attendance problems.

### **Expectations for students on probation:**

- Restriction of student participation in the program while under probationary status is respected.
- Students on probation are required to complete progress at the designated interval.
- Students on probation can be dismissed at the end of the probationary period.

## Reinstatement

Once a Probationary student has fulfilled all of the requirements of their Probationary period and returned to good standing in the program, they will be notified of their Reinstatement to the program. If a reinstated student has a relapse into academic/artistic struggles, the process will start over with probation.

## Magnet Revocation/Reassignment

Should the recommendation of reassignment be the result of the probation period, the process of dismissal will be handled in a timely manner to allow the student to promptly register in his/her zoned school to avoid any lapse of instructional time. A student who commits a major violation of the code of conduct while on probation can be subject to immediate dismissal from the program.

### **Summary of the revocation/reassignment process:**

- Clear communication to students and parents is completed.
- Notices of the Progress Alert and Probation suggest or request parent conferences.
- Recommendation of dismissal comes at the result of the probation period.
- A probationary student who commits a major violation of the code of conduct can be subject to immediate dismissal from the program.
- Process of reassignment will be handled in a timely manner to allow the student to promptly register in the zoned school.
- Re-entry is not permitted.

## Withdrawal

Please note that exiting Rainey-McCullers School of the Arts is a final decision. Re-entry is not permitted. To voluntarily exit, student and parent conferences with the guidance counselor must be held first. A written request to exit, signed by the parent/guardian, must be submitted to the program administrator. An RMSOTA withdrawal form and an exit interview form must be completed. All financial obligations must be cleared before records are sent to another school. This is to be done on the last full day of attendance at RMSOTA. The parents will be contacted by the Division of Student Services Office of Muscogee County School District regarding their next school placement.

### **Summary of the withdrawal process:**

- To voluntarily withdraw from RMSOTA, student and parent conferences must be held.
- An Exit Interview is required.
- Financial obligations must be cleared.

- Time period for the withdrawal process must not impact credits earned - recommended to occur at the semester.
- Re-entry is not permitted.

# STUDENT ARTIST EXPECTATIONS

## Code of Conduct

To create and maintain an environment conducive to the growth and development of young artists, RMSOTA is dependent on the mutual understanding and supportive teamwork of every student, teacher, administrator, and staff member. The purpose of a Student Code of Conduct is to ensure students understand and recognize the traits and skills necessary for mutual respect and constructive arts education. The rules and structures included here exist as guidelines for students to fulfill the expectations of honesty, self-respect, empathy, and regard for those in charge of students' artistic and academic growth. Students must abide by the MSCD behavior rules outlined in the MSCD Student Handbook and Code of Conduct in addition to all RMSOTA policies given in this handbook. Consequences for negative behavior include, but are not limited to

- detention,
- in school suspension,
- out of school suspension,
- behavior contract, and/or
- revocation of magnet status.

Both the MSCD Student Handbook and Code of Conduct and the RMSOTA student handbook may be utilized to inform decision-making for appropriate consequences.

## PBIS

Rainey-McCullers School of the Arts is a PBIS (Positive Behavioral Interventions and Supports) school. Our school is an environment which reinforces positive behavior to help educate, support, and prepare our students for the real world. Our schoolwide expectations align with our **RISE** acronym:

- 1. We are RESPONSIBLE.**  
RMSOTA students take initiative, set goals, and reflect on their learning.
- 2. We have INTEGRITY.**  
RMSOTA students seek truth. They value honesty, openness, and authenticity.
- 3. We are SUPPORTIVE.**  
RMSOTA students find strength in their community of peers. They are compassionate and reliable--ready to help those in need.
- 4. We are ENGAGED.**

RMSOTA students pursue excellence by showing up to “do the work” every day.

## Performance Etiquette

These rules are for everyone attending a performance, be it a dance or music concert, play, musical, or opera. These rules ensure everyone in the audience enjoys their experience and supports the artists in their creative work. Every theatre has rules unique to their space and productions; these are ours.

- Arrive to the theater on time and if something unavoidable has forced you to be tardy, respectfully follow the usher’s instructions.
- Visit the restroom before the performance begins.
- Turn off your cell phone or, if it must be on, put it on vibrate. Do not speak on the phone during the performance. If you must call the person back, do it outside during intermission or after the show has finished. Do not text during the performance either. All of these actions are distracting to both your fellow audience members and performers.
- Pay attention to announcements that are made prior to many shows about the rules of the theater you are attending and the location of the fire exits.
- Don't speak during the performance...whispering is still speaking, so only speak in an emergency. Remember the Overture (introductory music) and Entre Act (music following intermission) in an opera, ballet, or musical is part of the performance, so be quiet when it begins.
- Do not take pictures during the performance. It can be very distracting to the actors and can cause a mishap. In many cases it is also a violation of the theatre’s contract with the licensing agency.
- Remain in your seat for the entire performance. If you must leave, exit during intermission. In an emergency, wait for an appropriate break in the show. It is rude to get up in the middle of a quiet moment...rude to the actors and your fellow audience members.
- Do not eat or drink in the theater. If you must have a cough drop, or something of that nature, do not make noise with the wrapper. Please dispose of the wrapper in the appropriate receptacle following the performance. Do not drop on the floor where it will have to be cleaned up by theatre personnel (students and teachers).
- Do not put your feet up on the seats or balcony and do not kick the seat in front of you.
- Avoid impeding the view of the audience members behind you by wearing a hat or angling your head together with your "special someone" as you obstruct the view of the people behind you.
- Don't put or throw anything on the stage.
- Do laugh when the performance is funny.
- Do applaud when it is appropriate during the performance.
- Do applaud when the performance is over...this tells the performers and crew that you appreciate their work.

- Stand and applaud if you really thought the show was great. A standing ovation should signify a truly astonishing performance, not merely adequate. Giving a standing ovation at every show diminishes its power.
- Do not whistle or scream out to the performers except for a Bravo or Brava.

Please see these articles of interest on the subject of theatre etiquette.

- [Broadway Theater Etiquette: Guidelines for Proper Decorum](#)
- [Audience Etiquette: The Ten Commandments of Good Theatre Behavior](#)
- [The New Rules of Theater Etiquette](#)

## Facilities

**All equipment is restricted for use only under adult supervision.**

A magnet program requires very specialized facilities to provide pre-professional arts training for the artistically talented. We are proud to have some of the finest instructional and performance facilities in the country. It is the responsibility of everyone to practice proper, safe use, and maintenance of the facilities. Any improper and abusive use of facilities will be treated with disciplinary action to the fullest extent of the Code of Student Conduct. As our buildings are used for public performances and exhibitions as well as for instruction, we must take special care to maintain them. Therefore the following regulations will be firmly adhered to:

1. No food, drink or gum is permitted in any building - its hallways, classrooms, studios, shops, galleries, performance areas, bathrooms, dressing rooms, etc. - unless they are so designated, e.g. the cafeteria.
2. All areas are off limits to students during lunch periods unless teacher supervision is provided.
3. Students are not permitted to be in the building, for any reason, beyond regular school hours without supervision.
4. All performance & rehearsal spaces must be thoroughly cleaned at the end of each use.
5. Practice rooms are for practicing and instrument storage rooms are for instruments. Faculty permission is required to access these areas.
  - Pianos in practice rooms, in rehearsal spaces, and on the main stage may not be used without faculty permission.
    - Do not place anything (bags, keys, phones, etc.) on the pianos regardless of their location or current use-- pianos are not furniture, they are very valuable musical instruments that require special care and regular maintenance.
    - Report any mechanical problems to the RMSOTA Piano Instructor immediately.
  - Absolutely no food or drink is allowed in practice rooms (water in a closed container is acceptable).

6. Students remaining for after-school rehearsals, work sessions, performances, etc., may bring nutritious snacks and drinks. They may consume these items only in designated areas.
7. Students are not permitted to leave campus during extended day activities without specific permission of the supervising sponsor. Students are not permitted to go off campus for meals or snack food items. Arrangements will be made to provide access to meals when necessary.

NOTE: Vandalism will be prosecuted. Any RMSOTA student involved in such activities will be considered for dismissal from the program.

All students are expected to assume responsibility for the care of all school property. Students who damage property accidentally are responsible for paying the damage. Damage of a malicious nature will be considered a very serious matter and dealt with administratively. Specific limitations pertaining to individual pieces of equipment are posted in the area where the equipment is housed.

## **Strike Procedures**

- The Technical Director (TD) has oversight and in consultation with the faculty director will make all decisions regarding strike.
- All students and faculty involved in the production must participate. If students have conflicts, they should notify the TD and Director as soon as they are aware of the conflict, at least 24 hours in advance of the strike. Unexcused absences will be considered when reviewing student retention in the department and/or student participation in departmental activities, and will be reflected in the student's participation.
- Strike may occur immediately following the last performance. All strikers will report to the stage (performers must get out of costume and makeup first) wearing shoes and clothing which are appropriate for fulfilling the standard tasks of a production strike.
- Area strike assignments will be posted following the final performance. If students complete their work, they should report to their direct supervisor and then to the TD for other assignments. When all work is completed, strikers will be permitted to leave.
- All costumes must be inventoried, cleaned and returned to storage.
- All set pieces must be struck entirely.
- All lumber must be cleaned and stored or thrown away.
- All hardware must be sorted and returned to storage.
- All props must be inventoried and returned to storage (all borrowed or rented props should be returned to respective owners within one week).
- Technical booth must be cleaned
- All headsets, belt packs, cable and related audio equipment should be struck to the booth.
- All chairs should be stacked on carts.



- All risers struck and stored.
- Floor must be swept and all discarded materials removed to the dumpster.
- All dressing rooms and rehearsal spaces must be cleaned completely, including the emptying of garbage cans.

## **Attendance Policies**

### Attendance

Daily and timely attendance is a vital part of being a successful student. The expectation is that Rainey-McCullers School of the Arts students are expected to attend school on a daily basis in a timely manner. When students arrive on campus, the designated report areas are the school cafeteria for breakfast or the multipurpose room. Students may not enter the building at any point earlier than 7:40 AM. The instructional day ends at 3:25 PM. Students are expected to leave campus at the dismissal time unless participating in a supervised, school-sanctioned rehearsal, tutorial or performance event supervised by a faculty member. Students who are not participating in a supervised, school-sanctioned event are to depart campus no later than 3:45 PM. All students are expected to observe the MCSD policies related to attendance and behavior expectation as printed in the MCSD Student Code of Conduct in addition to any and all school level policies. Attendance policies are the same for both virtual and traditional students. Being present in class for virtual students means being in the class' Zoom on time, on camera, for the full duration of the class.

### Tardy Policy

Students are to be on time for school and all classes. Punctuality is essential for uninterrupted instruction. Consequences for excessive tardies include detention, In School Suspension (ISS), and Out of School Suspension (OSS). Students who are consistently tardy to school and/or to class are in violation of their Student Compact may be withdrawn from enrollment and assigned to their zone school. RMSOTA will accept up to three parent notes per semester as excused tardies. Any additional tardies must be excused with a doctor's note, or the tardy will be considered unexcused. Tardy excuses must be submitted to the front office, either upon the student's return or no later than 8:10 AM the following morning. Once a student has ten unexcused tardies, his or her magnet status may be revoked.

### Unexcused Tardy Consequence Progression

- 1st Tardy – Verbal Warning
- 2nd Tardy – Verbal Warning
- 3rd Tardy – Lunch Detention
- 4th Tardy – Administrative Detention
- 5th Tardy – Administrative Detention

6th Tardy – ISS

7th Tardy – Refer to the Principal; OSS; Enrollment status review and decision.

Students who are tardy to school must check in at the main office. Students must have a written note from a parent/guardian and/or doctor stating the date and reason for the tardiness. Oversleeping, car trouble, running errands, missing the bus, and dress code violations are examples of unexcused tardies. Special circumstances may be taken into consideration by the school's administration. All students are expected to be in their assigned classes and seated at the start of the first class block at 8:10 AM. **After 8:10 a.m., students will be considered tardy (unexcused) and must report to the attendance office to receive a tardy slip.**

## Student Check Out/In Policy

Students must check in or out of school in the front office. Students checking in should present their written excuse to the front desk clerk upon arrival. Student checkouts are not permitted after 2:40. Only persons designated in Infinite Campus will be allowed to check out a student. Checkouts can only be conducted physically by an authorized individual. In order for checkouts to be marked as excused, a written excuse must be presented within three days of the student's return to school. If the student is returning to school on the same day of a check out, the student must be attended by an authorized person. Any class missed as a result of a check in or a check out will be considered an absence.

## Hall Passes

Students are to remain in class during the entire instructional period. If an emergency arises, hall passes may be obtained from the teacher at his or her discretion. Students are not to be in the halls at any time without a hall pass.

## Absences

It is the responsibility of the parent/guardian to notify the school in writing of the date and reason for the absence within three (3) school days of the absence. The parent/guardian must note the student's name, the date(s) of absence(s), and the reason for the absence. In order to have an excused absence, a note or appropriate documentation for the absence must be brought from the parent/guardian stating the reason for the absence. Students are granted **3 parent notes per semester** as an excused absence. Students who are absent due to illness must provide doctor's documentation, or the absence will be considered unexcused. All other absences will be subject to approval from the administration.

Please read the following bullet points carefully to review the nuances of our absence policy:

- Students who participate in approved performance events with sanctioned arts entities will be excused pending advance submission of documentation and written approval from RMSOTA administration.
- Students participating in school field trips, athletic events or college visits (up to the number of 3 excused college visit days). College visits must be approved on the RMSOTA college visit request form **at least 24 hours PRIOR** to the college visit occurring. Approved college visit days do not replace the 3 granted parent note excusals.
- After 3 parent notes, absences are unexcused unless accompanied by a note from a physician.
- Excuse notes are due the day the student returns from a respective absence.
- Check outs must be conducted by 2:40 PM. Student's will not be dismissed based on a text message, cell phone call or email to the student (or to a classroom teacher/non front office staff). All checkouts must be processed and requested through the main office **ONLY**. Any and all other means will be considered invalid and will not be honored. **Please do not email, text or call students during class time. Please be aware that students who use cell phone or other devices outside of the teacher's instructions may be penalized with disciplinary action.**
- If a student is checked out during an assignment, quiz or a test the completion and accuracy at the time of check out will reflect the actual grade and there will not be a make-up opportunity. It is incumbent upon the parent to communicate with the respective teacher (and plan accordingly) to ensure that there is no missed opportunity.

#### **Excused Absences per MCSD Board Policy:**

- Personal illness or attendance in school that endangers a student's health or the health of others, note that students may be asked to present appropriate medical documentation upon return to school;
- A serious illness or death in a student's immediate family necessitating absence from school;
- In the event of a serious illness in a student's immediate family, note that documentation regarding the family member upon returning to school;
- An order by a governmental agency, including pre-induction physical examinations for service in the armed forces, mandating absence from school;
- Observing religious holidays, necessitating absence from school;
- Conditions rendering attendance impossible or hazardous to student health or safety;
- Students whose parent is in military service in the armed forces of the United States or the National Guard and such parent has been called to duty for or is on leave from overseas deployment to a combat zone or combat support posting, shall be granted excused absences up to a maximum of five school days per school year to visit with their parents prior to parent's deployment or during parent's leave;
- Students serving as pages with the Georgia Legislature;

- Students in foster care attending foster care-related Court proceedings, and
- Voting, for a period not to exceed one day.

Examples of what will **NOT** constitute an excused absence (not exhaustive):

- Over slept
- Cell Phone or other Alarm Didn't Go Off
- Automobile malfunction
- Vacations of Any Kind
- Missing the Bus (Not A Late Bus – Late Bus Arrivals to School are Excused)
- Skipping School
- Parent's Physician Appointments (Student's Physician Appointments are Excused)

Pursuant to MCSD policy, students will receive a grade of 0 for all work not submitted for each day of unexcused absences. Please note that schools are not required to provide make-up work for unexcused absences; for more information about this, please contact the Principal or Building Leader. RMSOTA leaves the decision to allow make up work for unexcused absences to the respective teacher.

Students will be given a 1:1 match as it relates to time needed to complete make up work. For each day absent, the student will be given the same time equivalent given to students in the same class to complete the respective task. IEP and 504 accommodations will be honored as written under the auspices of the policy.

The Teenage and Adult Driver Responsibility Act (TADRA) states that a student may not apply for or keep a driver's permit or license if he or she is not enrolled in and attending school. **After five (5) unexcused absences, students will be placed on an Attendance Contract. Once a student has missed ten or more days of class, his or her magnet status may be revoked.**

## College Visits

College visits must be approved by an administrator prior to the absence. Please note that these days are considered unexcused absences until documentation from the college is received from the student at which time the absence becomes excused. Seniors are allowed four college visits for the year and juniors are allowed two college visitations per year. Generally, only a one day absence is necessary for college visits. An absence beyond two days, such as for auditions and travel, will be considered on an individual basis. All students must obtain approval from an administrator prior to an absence of two days or more to be considered "excused." College representatives also schedule visits to RMSOTA throughout the school year. Students may attend these seminars with prior permission from their parents/guardians and teachers.

## Rehearsal & Performance Attendance Policy

Students are required to attend all rehearsals and performances as outlined and communicated by the respective arts program leader. This requirement includes all arts program participants. Students, parents, and families are expected to schedule any non-school related events around the school's event date communication. Participation in rehearsals, preparations and performance/showcase events are all co-curricular, not extra-curricular. Because the arts are the driving force behind students being admitted to and matriculating at RMSOTA, it is imperative that the associated schedules and dates set forth by the teaching artists are observed. This includes but is not limited to school concerts, community performances, theatrical productions, art shows, creative writing events, state performance assessment events, outside of school performances or exhibitions, and other campus and non-campus related performances. Students will be required to sign a contract detailing these expectations and will be held accountable for honoring this expectation. Failure to adhere to this expectation may result in magnet revocation and reassignment to the respective zoned school. In the case of an expected or emergency absence, the student must complete an absence approval form that must be signed by the student and the parent to request approval to be absent for the events indicated in this section of the handbook. If approval is not granted in writing from the program leader, the absence is not approved. Please do NOT assume an approval. Approval will be granted on a case-by-case basis.

## Loss of Credit

Please see the MSCD Student Handbook and Code of Conduct for information pertaining to a loss of credit as a result of attendance issues. In cases of prolonged absence due to illness, the parent or guardian should seek assistance from guidance or the administration.

## **Discipline**

Rainey-McCullers School of the Arts' students must abide by the MSCD Student Handbook and Code of Conduct as well the expectations of our school. We believe that the purpose of discipline is to teach social competence and to provide our students the guidance they need to be conscientious members of society. Students should consistently act in ways that serve the best interests of their school community; those who do not will be assigned consequences, most often according to our school's Discipline Matrix. Please see the Discipline Matrix located in the appendix.

## **Dress Code**

MCSD has a district-wide dress code that is enforced at each school. For additional information about the District-wide dress code, please visit the MCSD website. MCSD

has also given Principals authority and discretion to set school-specific dress codes and uniform codes at each school. The following items pertain specifically to RMSOTA: Due to the rigorous physical demands of many classes, leggings, joggers, and sweatpants are permitted during those classes.

In order to allow students time to obtain appropriate clothing, school-specific uniform codes are not enforced during the first five (5) school days students attend. If students or parents need assistance to comply with dress or uniform codes, please contact the school.

Please see the Appendix for the MCSD Dress Code Outline (Individual schools are permitted to designate uniforms or apparel for students to wear).

## **Electronic Devices**

In the 19-20 SY, Muscogee County School District rolled out a Personalized Learning initiative and 1-1 Chromebooks for all middle and high school students. As a result, RMSOTA is no longer a bring-your-own-device school. Students may no longer use personal cellular, tablet, or computer devices in the classroom as the Chromebooks have now taken on that role.

RMSOTA recognizes that many students will bring cellular devices to school for communication with parents before and after school hours. However, RMSOTA assumes no risk or liability for loss, damage or theft of personal devices that are brought to school. Additionally, MCSD is not liable for any personal device that is lost, stolen or damaged on school district premises; owners are responsible to keep personal devices secure. Students are never permitted to use communication devices or other recording devices in restrooms or locker rooms. Using an electronic device, including a cell phone, with camera, video, or voice recording function to take or transmit audio and/or pictures/video of an individual without his/her consent is prohibited. Failure to adhere to this rule will result in a warning, then confiscation of the device and a consequence as deemed appropriate by administration. Consequences will include but are not limited to detention, ISS, OSS, probation, and possible magnet enrollment revocation.

## **Chromebooks**

RMSOTA students are expected to come prepared and ready for school each day. Part of their daily instructional materials includes their school issued Chromebook. New school procedures regarding Chromebooks have been implemented to minimize the loss of instructional time. It is imperative that students adhere to the MCSD student usage guidelines and school Chromebook policies.

## **Student Expectations**

- Students are expected to charge their Chromebooks each night as power cords will not be permitted in the classrooms. Power cords must remain at home.
- Charging stations will be made available before school and during lunch in the media center. Students should not expect to fully charge their Chromebooks during this time as Chromebooks are expected to remain with the student. Students will not be permitted to leave their Chromebooks or stay in the media center to charge their Chromebooks after the charging window ends. Students will not be given an excused late pass to class.
- If a Chromebook needs repair, students must bring their Chromebook to the media center so that a work order can be submitted. Students will be issued a temporary replacement until their Chromebook is repaired.

**Students who forget to bring their Chromebook to school or have a Chromebook with a dead battery**

- Students will be given three free checkouts in the media center per semester without penalty. Free checkouts will only take place between 7:45-8:05 A.M.
- Free checkouts do not constitute an excused tardy.
- Students who check in late to school who need a netbook will need to report immediately with their check-in slip/tardy pass to the media center to check out a netbook.
- After three free checkouts per semester, each subsequent checkout will be followed by an administrative detention or other consequences as determined by administration.
- Students will not be permitted to borrow or loan their Chromebook to other students. Violators will be issued Administrative detention. Students will not be permitted to use personal computers or tablet devices. Netbooks must be returned to the media center by 3:15 P.M. on the day of checkout.
- Students who check out of school early must return their netbooks before leaving campus.

**NOTE: Students who have opted-out from receiving a Chromebook must adhere to the check out policy outlined above.**

- Students who have opted-out from receiving a Chromebook must check out a device from the media center in the free checkout window (7:45-8:05 A.M.).
- Students who check in late to school who need a netbook will need to report immediately with their check-in slip to the media center to check out a netbook.
- Students who check out a netbook after the free checkout window, will be issued a lunch detention with their netbook checkout. Administrative detention will be issued on the fourth occurrence per semester.
- Students will not be permitted to borrow or loan out their Chromebook to other students. Administrative detention will be issued for violations.
- Students will not be permitted to use their own personal electronic devices.

- Netbooks must be returned to the media center by 3:15 P.M. each day. Students who check out of school early must turn in their netbooks before leaving campus.

\*If the media specialist is absent, students should report to the main office for assistance.

### **General Information and Expectations**

- Students and parents must adhere to the MCSD acceptable use policies.
- A Chromebook is a school device, not a personal device. Do not assume or expect any element of privacy in usage of the Chromebook device on or off campus.
- Students may be selected at random to provide their Chromebook for inspection.
- Reasons for Chromebook inspection may include but are not limited to the following: functionality, maintenance, serviceability, and various violations of student acceptable responsibilities when using the Chromebook
- Chromebooks will be collected at the end of the school year during a specified window of time. Each student must return their assigned Chromebook with the bag and all accessories. Failure to submit each component will result in a **replacement fine**.
- If a student transfers or withdraws from Rainey-McCullers School of the Arts, the student must return the Chromebook with the bag and all accessories. Failure to do so will result in a **replacement fine** for each item and a hold of records.
- Students are expected to use the Chromebook to complete coursework and assignments.

### **Caring for the Chromebook**

- In an effort to be good stewards of taxpayer dollars, students must be responsible for the care of their Chromebook and not damage it in any way. Chromebooks are to be carried in a case at all times when not in use. Students who damage Chromebooks and/or accessories can be assessed a replacement fee as per Board (see MCSD Board Policy JS: Student Fees, Fines, and Charges)
- No food or drink is to be near the Chromebook.
- Chromebook must remain free of any writing, drawing and stickers or labels that are not property of Rainey-McCullers School of the Arts or the Muscogee County School District.
- Chromebooks are very sensitive to extreme heat and extreme cold; therefore, leaving the devices in cars, direct sunlight, etc. could be potentially harmful to the device and should be avoided.
- Do not stack any books, heavy materials, etc. on top of the Chromebook.
- Take care to protect your password. Do not share your password.



- Lock your screen when you leave your Chromebook unattended for ANY amount of time.
- Chromebooks should never be carried while the screen is open.
- Do not lean on top of the Chromebook when it is closed.
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, or disks). Clean the screen with a soft, dry cloth or antistatic cloth.
- Do not “bump” the Chromebook against lockers, walls, car doors, floors, etc. as it will eventually cause damage to the Chromebook.
- Under no circumstances should Chromebooks be left in unsupervised areas. Unsupervised areas include the school grounds and campus, the lunchroom, computer lab, locker rooms, library, unlocked classrooms, dressing rooms, and hallways.
- Chromebooks that malfunction or are damaged must be reported to the administration. The school district will be responsible for repairing Chromebooks that malfunction. Chromebooks that have been damaged from student misuse, neglect, or are intentionally damaged will be repaired with cost being paid by the student. Students will be responsible for the entire cost of repairs to Chromebooks that are intentionally damaged or lost.

### **Using the Chromebook**

- Chromebooks are to be used for MCSD and Rainey-McCullers School of the Arts educational purposes only. Downloading any inappropriate material, copy written materials, games, applications, or non-approved software is strictly prohibited.
- Inappropriate images, photography, weapon or drug related images are not acceptable.
- Photos/Videos require a large amount of storage space on the devices. Only photos that are for an educational purpose should be saved to the device. All other photo/videos should not be taken or stored.
- Students are encouraged to periodically upgrade the apps on the Chromebook as prompted. Chromebooks run Chrome OS (Operating Software) Web browser. OS updates are conducted automatically on the OS. This applies to installed MCSD/RMSOTA sanctioned apps.
- Music should only be obtained legally and played during class time for the purposes of the class as determined by the teacher for educational purposes only.
- Data storage is limited. School administration or officials may remove or direct the student to remove apps, music, videos, etc. if the storage of instructional materials is compromised.

### **Managing Files and Saving Work**

- MCSD nor RMSOTA make no guarantee that the network will be up and running 100% of the time. In the case that the network is down, MCSD nor RMSOTA will not be responsible for lost or missing data. Students will not be

penalized if the network is down and a completed assignment cannot be accessed for class projects, presentations, etc. as this type of network outage will affect all students and staff in the school building.

- It is the student's responsibility to ensure that their work is backed up and therefore not lost due to mechanical failure or accidental deletion.
- Chromebook malfunctions are not an acceptable excuse for not submitting work on time.

## **Fines & Fees**

- Care and Use of School Property - Chromebooks, Textbooks, and Media Center Checkouts: Students will be held responsible for the proper care of all books, supplies, Chromebooks, and accessories or equipment furnished to them by the school. A student who defaces, damages, or loses school property shall be required to pay for the damage or loss(see MCSD Board Policy JS: Student Fees, Fines, and Charges).
- A Parent/Student must pay all fees and fines owed to the school in a timely fashion. Parent/Student must clear all fines or fees during the year the fines are assessed. Fines must be paid/cleared where they were assessed and before moving to the next level in school.

## **Consequences**

- If a student violates any part of the policies, procedures or expectations outlined in this document, the student handbook, or Division policies, he/she may be disciplined in accordance with MCSD/RMSOTA discipline policy
- Chromebooks left in an unsupervised area are in danger of being stolen. If a Chromebook is found in an unsupervised area, it will be taken to the Media Center or the main office and may result in disciplinary action.
- Examples of Consequences:
  - Reflective Assignment
  - Digital Citizenship Assignment
  - Lunch Detention
  - Administrative Detention
  - ISS

## **Media Releases**

The MCSD does not authorize or permit media, organizations, groups, or businesses on or in its schools/facilities for the purposes of video, recordings, or interviews etc. of students or its facilities without those individuals first obtaining express written permission from MCSD Communications Department. Requests, which include (but are not limited to) interviews, photographs, television broadcasts, print, radio, videos and social media, must be approved.

NOTE: From time to time, with the Superintendent or Designee's prior approval, media representatives may be permitted for a brief/limited time to cover an activity or event that takes place on school district property or at a school. At these times, students' images or voices may be captured by the media.

At the beginning of each school year, parents are given a document called an AUP/Media Release form that discusses this. **Parent(s) must complete the AUP/Media Release form (or other paperwork as dictated by the MCSD) indicating whether or not their child(ren) may be photographed, video-taped, interviewed, posted/published online or in promotional materials for school-related academics, awards or sports events etc.** If a parent(s) objects to the child being photographed, video-taped, or interviewed etc., the form must be marked 'no,' and returned to the school administrator within the first thirty 30 days after the student's school start date.

While the decision to authorize the media release form rests solely with parent(s), RMSOTA **requests** that parent(s) give permission for their child's image or information to be publicized. With frequent website, newsletter, and social media updates being shared with the community, students will be recognized for their achievements as they would be in their professional careers. It is important for our young artists to be recognized and celebrated in the community. Students are also encouraged to keep a record of their recognitions for college or job applications.

## VISITORS

**All visitors must report to the main office to check-in and receive a visitor's pass.**

Visitors will not interrupt classes or school functions with unannounced visits to classrooms or teachers. This policy includes before, during, and after school. Parents/legal guardians are encouraged to meet with their student's teachers during their planning period, scheduled conference time or during a scheduled time mutually agreed upon by the teacher and parent. All rehearsals and auditions are closed unless otherwise indicated by the arts program instructor.

Please notify our Guidance Department a minimum of twenty-four (24) hours in advance to schedule a parent conference. Students are not to bring guests or friends to school. Visitors are NOT welcome in the parking lots, school building, or premises before, during, or after school unless on official business. Trespassers and loiterers are subject to criminal prosecution.

## TICKET POLICY

RMSOTA Events Calendar is full and varied, providing our students and the community with many concerts, recitals, and performances. A considerable amount of expense goes into each and every performance: copyright royalties, purchase of music, costuming, scenery, light and audio equipment, marketing, and security. In order to support our production requirements all mainstage performances at

RMSOTA are ticketed events. To maintain consistency and alleviate confusion, every effort will be made to have a unified curtain time of 7:00 PM whenever possible. Ticket prices will vary depending on the production costs of each event. Patrons are encouraged to purchase tickets in advance via BookTix; however, they will also be available at the RMSOTA Box Office the day of the event, an hour and a half prior to curtain. Cash is the only tender allowed for box office purchases. Personal checks cannot be accepted.

## **ADMISSIONS**

Admission to the RMSOTA is granted on a competitive basis. Admission to prospective students is based on several factors that will help make a well-informed decision. Admission is based on artistic and academic merit, as well as prior student attendance and behavior. The artistic criteria are all based on the audition requirements for admission for high school students. Consideration is also given to the applicant's attendance records, behavior records, and teacher recommendations. All high school applicants must audition for admission.

### **MS Grades (6-12) Admission Requirements**

Admission to the middle grades program is based on the applicant's academic performance (including academic testing), interest in the arts, and attendance and behavior records. Students must complete their required academic testing (scheduled during the application process) in order to be considered for admission. Once admitted, an audition may be utilized for the purposes of program level placement. Once admitted, each student will commit to an arts area track while taking other arts-related courses on an elective basis. The middle school arts program is offered on an exploratory basis and allows for students to change their major focus each year (if desired). Admission to the middle grades program will be granted on a limited basis due to the current high enrollment counts and limited seat availability.

### **HS (9-12) Admission Requirements**

Admission to the high school program is highly selective and based on the applicant's talent audition, academic performance, evidence of work ethic, and willingness to engage in the creative process, along with other factors that will support an admission decision, including prior attendance and behavior. High school students will sign a "Declaration of Major Form" and commit to following a course curriculum specific to their respective arts major. Audition requirements can be found in the following pages or by clicking on the admissions tab located at the top of the school website.

Audition Information Applicants must submit a complete magnet application through the Muscogee County School District webpage for RMSOTA to be scheduled

for an audition. Prospective students are also asked to complete the student interest and information form on the school's website homepage to receive regular updates and information related to open house and admissions. \*\*All auditions are by appointment only.

## **Enrollment**

Once a student is accepted into the program, the student must both register with the district (if not currently a MCSD student) and enroll in Rainey-McCullers. Please see the MCSD website for information about online registration. Rainey-McCullers will reach out to each accepted student regarding the enrollment process.

# APPENDIX

## A. DISTRICT MEMBERSHIP

Rainey-McCullers School of the Arts is a member school of the Muscogee County School District in Columbus, Georgia.



### **Muscogee County Board of Education**

District 1, Board Chair.....	Patricia Hugley-Green
At Large Member.....	Kia Chambers
District 2.....	Nickie Tillery
District 3.....	Vanessa Jackson
District 4 .....	Naomi Buckner
District 5, Board Vice Chair.....	Laurie C. McRae
District 6.....	Mark Cantrell
District 7.....	Cathy Williams
District 8.....	Philip Schley, Sr.

### **Muscogee County School District Administration**

Muscogee County Public Education Center  
2960 Macon Road  
Columbus, Georgia 31906  
(706) 748 – 2000

[www.muscogee.k12.ga.us](http://www.muscogee.k12.ga.us)

Dr. David Lewis, Superintendent  
Mr. Matthew Bell, Central Region Schools' Chief  
Dr. W. Briant Williams, III, Principal  
Mr. Samuel Brown, Assistant Principal  
Dr. Monica Sparks; Guidance Director  
Ms. Veronica Flakes-Jefferson, Guidance Counselor and Magnet Coordinator

## B. SAMPLE PERFORMANCE CONTRACT



### ***Working, Spring Musical 2020* CAST & CREW CONTRACT**

As a member of the company:

1. I understand I must maintain a 2.5 GPA in my academic classes and a 3.0 in arts area classes to be eligible for casting and or production work. Failure to maintain the required GPA will result in removal from any aspect of the play or musical.
2. I agree to attend all rehearsals, production meetings, and work calls for which I am scheduled.
3. I will remain at all rehearsals, production meetings, and work calls until the rehearsal has ended or I am released by the Stage Manager or Director.
4. If I must miss or will be late for a rehearsal, production meeting, or work call for any reason, I will personally contact the Director and Stage Manager prior to the beginning of the event.
5. If I miss a rehearsal and do not contact the Director and Stage Manager, I understand that my lack of consideration is enough for me to be dismissed from the show entirely.
6. If I miss more than one rehearsal, production meeting, or work call, for any reason, I understand that I may lose my role or position.
7. I agree to support the entire company in this creative process by being a polite, positive, encouraging, problem solving member of the production cast and crew.
8. I agree to meet all deadlines including "off line" and "off book" deadlines.

9. I agree to record the musical parts, choreography, and blocking I am responsible for, then to commit to doing my outside of rehearsal “homework” to be prepared for rehearsal and performance.

10. I understand that I may be called on to help provide parts of my costume.

11. I understand that I am participating in a collaborative art, so I must contribute to each rehearsal, production meeting, or work call, with my best energy, even when I’ve had a bad day. Rehearsal is the strongest antidote to a crummy day anyway!!

12. I understand the Director will make final choices pertaining to all aspects of the production.

13. I understand and will follow production rules and theatre etiquette, which include, but are not limited to:

- NOT eating or drinking in the theatre, dressing rooms, or while in costume! Only re-usable, personal water bottles are permitted! Please help prevent adding to our landfills by not bringing *single use* plastic bottles!
- NO GUM!
- Remaining quiet in the wings, house, or on deck.
- Wearing appropriate rehearsal clothes! No flip flops, please and remember the three Bs! No bosom, no belly, no bum!
- Seeking out and sustaining respectful, amiable attitudes and relationships with the faculty and staff of RMSOTA.
- No Cell Phones on Deck!
- Only actors, production staff, musicians and run crew allowed on stage, back stage, in the dressing rooms, and green room.
- Getting out of make-up and putting away costumes before going to the lobby following rehearsal or performance.
- Only actors, stage managers, crew, musicians, director, musical director, choreographer, designated parent volunteers, faculty, and staff will be allowed backstage during rehearsal or performance

14. If I cause problems by disrupting the ensemble, the Director, Musical Director, or Choreographer, causing rehearsal to cease or be delayed, I understand I may lose my role in the production and that a parent or guardian will be called to pick you up immediately.



15. I understand that all rehearsals and shows are school functions; thus, all school policies will be strictly enforced.

16. I promise to communicate ALL information regarding the production, its deadlines, rehearsals, work calls, and performances to my parents/guardians **in a timely manner!!!**

17. The director will end all rehearsals, production meetings, or work calls when they have been scheduled to end, whether we have completed everything planned or not! Parents/Guardians agree to arrive promptly to pick up their student/students at the conclusion of the event.

18. I agree to turn in all rehearsal materials issued to me, including script/score/libretto by the deadline, March 11, 2020 and attend the mandatory "erasing" day to ensure their prompt, fine-free return to Music Theatre International. If this is not done, you will be responsible for the cost of the script/score/libretto.

Please keep the above rules and guidelines for reference and return the signature page to the director.

I have read and agree to these terms:

STUDENT \_\_\_\_\_ DATE \_\_\_\_\_

Contact # \_\_\_\_\_

As the parent or guardian of \_\_\_\_\_ I agree to support all the above and to attend the parent/guardian meeting following rehearsal Jan. 8<sup>th</sup> at 6:00 pm.

PARENT \_\_\_\_\_ DATE \_\_\_\_\_

Contact # \_\_\_\_\_

# C. MUSIC EQUIPMENT CONTRACT

## MUSCOGEE COUNTY SCHOOL DISTRICT Music Equipment Contract

School \_\_\_\_\_ School Year \_\_\_\_\_ Director \_\_\_\_\_

Equipment \_\_\_\_\_ Brand \_\_\_\_\_ Model \_\_\_\_\_

Finish/ Style \_\_\_\_\_ Current Value \$ \_\_\_\_\_

MCSO Number \_\_\_\_\_ Factory Serial Number \_\_\_\_\_

Supplied with the following accessories: (Check each item issued. Indicate ID number on uniform part.)

- | Instrumental Equipment                  |                                      |                                   | Uniforms          |                  |  |
|---|--------------------------------------|-----------------------------------|-------------------|------------------|--|
| <input type="checkbox"/> Case           | <input type="checkbox"/> Swab        | <input type="checkbox"/> Cover    | _____ Hat         | _____ Skirt      |  |
| <input type="checkbox"/> Bow            | <input type="checkbox"/> Bocal       | <input type="checkbox"/> Strap    | _____ Plume       | _____ Cumberbund |  |
| <input type="checkbox"/> Handcrutch     | <input type="checkbox"/> Sling       | <input type="checkbox"/> Ligature | _____ Hat Box     | _____ Sash       |  |
| <input type="checkbox"/> Mouthpiece Cap | <input type="checkbox"/> Joint Sling |                                   | _____ Coat        | _____ Gloves     |  |
| <input type="checkbox"/> Other _____    | <input type="checkbox"/> Other _____ |                                   | _____ Spats       | _____ Trousers   |  |
| <input type="checkbox"/> Other _____    | <input type="checkbox"/> Other _____ |                                   | _____ Robe        | _____ Blouse     |  |
|   |                                      |                                   | _____ Belt/Buckle | _____ Other      |  |

Date Issued \_\_\_\_\_ Condition \_\_\_\_\_

Director's Signature \_\_\_\_\_

\*\*\*\*\*  
\*\*\*\*\*

Date Returned \_\_\_\_\_ Condition \_\_\_\_\_

Assessment \$ \_\_\_\_\_ Date Paid \_\_\_\_\_ Receipt Number \_\_\_\_\_

Director's Signature \_\_\_\_\_

\*\*\*\*\*  
\*\*\*\*\*

**WE ACKNOWLEDGE RECEIPT OF THE ABOVE EQUIPMENT AND ACCESSORIES AND AGREE TO THE FOLLOWING:**

1. To be personally responsible for the safe-keeping of this equipment and to return it immediately to the school upon the request of the director, principal, or other school district official.
2. To be responsible and pay restitution if this equipment/instrument is lost or stolen.
3. To maintain equipment in good condition at all times including having it repaired as deemed necessary and as requested by the director.
4. To have the equipment assessed by the teacher at the end of the contract period and pay a fair assessment for all damages in excess of normal wear and tear.
5. To allow no person other than myself to play, handle, wear or use this equipment without specific permission from the director.
6. To use the equipment to the best of my ability for serious study including regular attendance at all organization rehearsals and

Student's Name \_\_\_\_\_ Grade \_\_\_\_\_

Home Address \_\_\_\_\_ Home Phone \_\_\_\_\_

Parent/ Guardian's Name \_\_\_\_\_ Daytime Phone \_\_\_\_\_

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

Parent/ Guardian's Signature \_\_\_\_\_ Date \_\_\_\_\_

White – School Music Director      Yellow – Parent/Guardian      Pink – Arts and Humanities

## D. FINE ARTS DIPLOMA SEAL

### **GEORGIA DEPARTMENT OF EDUCATION**

The Georgia Department of Education, upon successful completion of the requirements, awards a Fine Arts Diploma Seal to students who are prepared for college and career in the fine arts related industries. The application and deadlines associated are listed on the GADOE website that can be found using the link provided:

<http://www.gadoe.org/Curriculum-Instruction-andAssessment/Curriculum-and-Instruction/Pages/Fine-Arts.aspx> The details of the seal requirements are provided for you in this curriculum guide. The expectation is that 100% of the students enrolled at Rainey-McCullers School of the Arts will graduate college and career ready, with the Fine Arts Diploma Seal Awarded. The Fine Arts Diploma Seal is awarded to graduating high school students who complete a Georgia Fine Arts Pathway and engage in creative industry focus courses, extracurricular activities and experiences that foster fine arts mastery. The diploma seal is a signal to employers and higher education institutions that a student is prepared to participate in the creative economy.

Students will be required to complete the following requirements:

- Complete a Georgia Fine Arts Pathway - A Fine Arts Pathway consists of a minimum of three credits in one of the fine arts subject areas. These areas include dance, music, theatre and visual arts. Pathway completion denotes mastery in one art form.
- One credit is required in either a CTAE course that provides a creative industry skill focus for students or a fourth fine arts course, and two fine arts related extracurricular activities.
- Engagement in Community Arts Partnerships - To achieve a Fine Arts Diploma Seal, students share their talent and industry knowledge by providing at least 20 hours of arts related community service and presenting a capstone presentation on their experiences.

### **Frequently Asked Questions – Provided by the Georgia Department of Education**

Do the three fine arts credits have to be in the same subject area?

Yes. A pathway includes three credits in dance, music, theatre, or visual art.

How long should the rationale be for non-approved Creative Skills Focus courses?  
Please explain in a paragraph how the curriculum of the course addresses and supports creative industry skills or fine arts mastery.

What should the Capstone Presentation entail?

Students should give a presentation in the format of their choice to report and reflect on the fine arts experiences in which they have engaged. We encourage creative ideas for the presentations (e.g., art, performance, journal reading, video, presentation). Each school may organize the capstone presentations in the format that works best for them.

Can the Capstone Presentation be part of a regular Senior Project presentation?

Yes. Schools need to ensure that students interested in the seal reflect on fine arts skills and creative industry competencies during the senior project presentation.

Can students apply individually for the Fine Arts Diploma Seal?

No. Parents and students should reach out to their high school and ask them to apply for the program.

Do memberships to the National Art Honor Society, National Thespian Society or the Tri M count as extracurricular activities?

Membership alone does not count but the activities that students undertake do qualify.

## E. MCSD Dress Code

MCSD Dress Code
Halter-tops, bare midriff, see-through apparel are not to be worn. Dresses and tops must have sleeves and backs. Cleavage must be covered.
Dresses, skirts or shorts may be no shorter than three (3) inches above the top of the knee. Tights or leggings must be accompanied by a top or dress no shorter than three (3) inches above the top of the knee.
Pajamas may not be worn to school.
Undergarments are not to be visible at any time. Outer garments are to be worn in a manner which will cover up all undergarments. See through materials do not constitute "cover."
All pants and slacks must be worn at the waist. No pants, shorts, or skirts may have holes above the knee.
Blankets are not permitted in school.
Hats, caps, sunglasses, rollers, picks, bandanas, do-rags and any other head coverings are not to be worn in the building during the school day. However, students may be required to wear a hairnet and/or other hair restraints in technology classes, laboratory, swimming, and instructionally related activities or advised by the teacher. Authentic religious attire is permitted
Shoes must be secured to the foot in the front or the back. Discretion should be used as to the appropriateness and safety of certain types of shoes. No house slippers or shoes with cleats may be worn.
Designs or insignias that are part of a haircut, satanic symbols, gang-related tattoos, badges, insignias and colors; logos or symbols which denigrate social or ethnic groups are prohibited.
Attire that may damage school property or cause personal injury to others (such as chains or studded items) is not to be worn. Clothing items which advertise alcoholic beverages, sex, tobacco, obscene, crude suggestive messages, or use profanity or slurs pertaining to race, gender, ethnicity, religion or national origins are prohibited. Designs or insignias that are part of a haircut, satanic symbols, gang-related badges, insignias and colors, or logos or symbols which denigrate social or ethnic groups are also prohibited. "Fake" alcohol or drug advertisement is also disallowed.

## F. RMSOTA DISCIPLINE MATRIX

Offenses	Consequences
<p><b>Bus Behavior Infractions</b></p>	<p>First Offense: suspension from riding 1 day            Second Offense: suspension from riding 3 days            Third Offense: suspension from riding 1 week            Fourth Offense: long term suspension or expulsion from bus for remainder of the school year - based on severity of incident</p>
<p><b>Level I Violations</b></p> <ul style="list-style-type: none"> <li>● Being unprepared for class (no supplies)</li> <li>● Class disruptions</li> <li>● Abuse of hall pass</li> <li>● Excessive talking</li> <li>● Having gum/candy/food/drink</li> <li>● Out of assigned seat without permission</li> <li>● Sleeping in class</li> <li>● Tardy to class</li> <li>● Tardy to school</li> <li>● Hallway behavior</li> </ul>	<p>Level I Violations result in Class I Consequences.</p> <p><b>Class I Consequences</b> include:</p> <ul style="list-style-type: none"> <li>● Verbal Warnings</li> <li>● Parent Contact</li> <li>● *Lunch Detentions</li> </ul> <p>*Students may not receive more than three Lunch Detentions. Beyond three Lunch Detentions, offenses will result in Class II Consequences.</p>
<p><b>Level II Violations</b></p> <ul style="list-style-type: none"> <li>● Repeated Level I Violations (see level I Consequences)</li> <li>● AUP violations</li> <li>● Disrespect</li> <li>● Disruption</li> <li>● Dress Code violations</li> <li>● Skipping</li> <li>● Driving to school without a parking permit</li> <li>● Electronic devices during instructional day</li> <li>● Excessive tardiness (including lunch)</li> <li>● Failure to stay for detention (after doubled)</li> <li>● Forgery, falsify, alter, or illegally possessing forms/documents</li> <li>● Food/drink in the building</li> <li>● Gambling</li> <li>● Hallway disruptions / horseplay</li> <li>● Leaving Class or designated area without permission</li> <li>● Loitering</li> <li>● Lunchroom violations</li> <li>● Non-attendance of Administrative Detention</li> <li>● Public display of affection</li> <li>● Selling non-approved items</li> <li>● Profanity, obscene, suggestive, or inappropriate language, gestures, material, or acts</li> <li>● Verbal or physical assault of students</li> </ul>	<p>Level II Violations result in Class II and Class III Consequences.</p> <p><b>Class II Consequences</b> include:</p> <ul style="list-style-type: none"> <li>● Parent Contact</li> <li>● *Administrative Detention</li> </ul> <p>*Students may not receive more than two Administrative Detentions. Beyond two Administrative Detentions, offenses will result in Class III Consequences.</p> <p><b>Class III Consequences</b> include:</p> <ul style="list-style-type: none"> <li>● *In-School Suspension</li> <li>● **Behavior Contract</li> <li>● Parent Conference</li> </ul> <p>*Students may not receive more than two ISSs. Beyond two ISSs, offenses will result in Class IV Consequences.</p> <p>**Once a Behavior Contract is signed, students may not receive any Class I Consequences; a second Class II Consequence will become a Class IV Consequence, and a singular Class III Consequence will become a Class IV Consequence.</p>
<p><b>Level III Violations</b></p> <ul style="list-style-type: none"> <li>● Repeated Level II Violations (see Level II Consequences)</li> <li>● Alcohol related</li> <li>● Bullying (recurring offenses)</li> <li>● Drugs (as defined by MCSD handbook)</li> <li>● Physical assault of a school employee</li> <li>● Verbal or physical assault of students</li> <li>● Possession/ transmission of fireworks</li> <li>● Possessing and/or Transmitting/Receiving pornographic images</li> <li>● Sexual acts and/or harassment</li> <li>● Theft/possession of stolen property (3rd offense)</li> <li>● Vandalism (3rd offense)</li> <li>● Verbal or written threats to school employee</li> <li>● Weapons/dangerous instruments</li> <li>● Severe threats of violence (verbal or written) to the school and its occupants</li> </ul>	<p>Level III Violations result in Class IV or Class V Consequences.</p> <p><b>Class IV Consequences</b> include:</p> <p>*Out-of-School Suspension            Behavior Contract (if not on one already)            Magnet Revocation</p> <p>*Students may not receive more than one OSS. Further violations will result in Magnet Revocation.</p> <p><b>Class V Consequences</b> include:</p> <p>Recommendation to Tribunal Based on MCSD Policy            Magnet Revocation            Criminal Prosecution (Law Enforcement)</p>
<p>The severity of an offense will dictate the severity of the consequence, ISS or OSS may be assigned for an offense, regardless of whether or not previous offenses have occurred. Additionally, any violation of a Behavior Contract could be grounds for Magnet Revocation.</p>	

## G. RMSOTA SENIOR PROJECTS

### **Goals of the Senior Capstone Project**

- To provide students with the opportunity to apply the knowledge and skills acquired in their courses to a project relating to their arts major interest area
- To allow students to extend their academic experience, to include working with new ideas, organizations, and individuals
- To encourage students to think critically and creatively about academic, professional, and/or social issues and to further develop their analytical and ethical leadership skills
- To provide students with the opportunity to refine research skills, performance skills, and to demonstrate their proficiency in written and oral communication skills

### **Components of the Capstone Project**

#### **Project Proposal**

- At least 2 pages in length
  - Typed; MLA format; double spaced
- Contains the following information:
  - What you want your project to be
  - Why this is important to you
  - What you hope to learn from this process
  - What the final product/outcome will be/look like
  - What resources will be needed to complete the project
    - Include physical, financial, and human resources (if applicable)
  - Final statement on why your project should be approved
- The project must provide a worthwhile stretch in knowledge beyond what is already known by the student

#### **Digital Portfolio**

- The use of portfolios enables students to:
  - Discover, document, and develop their employability and performance skills
  - Reinforce integration of academic skills, course-specific skills, and employability skills
  - Reflect on their work and goal setting
  - Showcase their best work
  - Establish and strengthen their personal integrity

- Become a self-directed, life-long learner
- Document achievements in a professional manner
- The digital portfolio must include
  - Student Resume (job or college application ready)
  - Approved Proposal Essay
  - Mentor Evaluation Forms
  - Time Log
    - Must have a detailed entry for each period of time you worked on your project
      - Each entry should state exactly what is done during that time and include a description of: new skills/techniques learned, growth/successes, and/or problems encountered/challenges
    - All work done should be documented in the time log
    - Keep a hard copy for backup
    - A minimum of 30 documented hours are required
      - What counts:
        - Any time that you spend directly working on your project or practicing/researching skills related to the project
        - Any recitals or performances that you participate in for your project
        - Any time that you spend with your faculty instructor working on the project
      - If you are unsure if you should document something in your log, please clear it with your arts instructor or Mr. Urda
  - Pictures
    - Pictures should include the date and a brief caption
    - Pictures must show the student actively working on the project
    - 30 picture minimum
  - Videos
    - Video evidence is the most reliable form of proof of completion and progress



- Must have at least 3 videos, documented with the date and a brief description of what is taking place
- Videos should be 5-10 minutes in length
- Student Reflection
  - At least 1 page in length

### **Student Presentation**

- This presentation is a formal presentation before a panel of community judges where students present their project
- Students should share any tangible evidence/application of the skills and knowledge acquired from the project
- Presentations will include the student's purpose and reasons for choosing their specific project and new information gained as a result of their effort