24 August 2017

Dear VPA students and parents/guardians:

Attached to this letter you will find the VPA Policies, Rules, and Regulations and contract. Please read the information carefully with your student paying particular attention to the sections regarding minimum grade point average(s), probation parameters, and required parent volunteer hours. Then, both student and parent/guardian must sign the contract page (parent/guardian signature must be **notarized)**. Notary services are available at the Booker Middle School main office during regular school business hours.

Please return only the signed contract page to your VPA teacher or Savannah Holds at school no later than Friday, September 8th, 2017. ***Failure to return the signed contract by this date may result in your student being placed on program probation.*** Each VPA student only needs to return one signed contract page, even if he/she is part of two VPA disciplines. Keep the rest of this year's document for your reference and records.

Please do not hesitate to contact the school with any questions or concerns you may have. We look forward to a very creative year with your student!

Sincerely,

Dr. LaShawn Frost

Dr. LaShawn Frost
Booker Middle School Principal

VISUAL & PERFORMING ARTS:

POLICIES, RULES, AND REGULATIONS

BOOKER MIDDLE SCHOOL
2017-2018

VPA POLICIES AND REGULATIONS

Enrollment in Booker Middle School's Visual and Performing Arts program is a privilege extended only to the most committed students. Once accepted into the program, the student assumes responsibility for his/her own success.

The training offered requires time, concentration, and cooperation. Rules and conventions have evolved, which, if adhered to, will allow students to attain professional standards of performance.

In order to remain a member of the VPA Program, every student must adhere to the following:

- Maintain an *overall* GPA of 3.0 *per quarter* in his/her VPA classes.
- Maintain a combined average of 2.0 in academic classes.
- Demonstrate continued development of artistic ability.
- Demonstrate appropriate behavior and involvement in the classroom, rehearsals, and productions/shows.

STANDARDS/GUIDELINES/EXPECTATIONS

CLASSROOM/STUDIO WORK

A. Classroom Conduct

- Punctuality is mandatory.
- Assignments are due on the day specified by the instructor and will NOT be accepted after that date unless otherwise specified by the instructor.
- Consideration and cooperation for the instructor and classmates is mandatory.
- Classrooms should be left in good order.
- Other than BOTTLED water, food and beverages are not permitted in the classroom. NOTE: The stage is considered a classroom.

B. Absences

- Our individualized in-class instruction in the performing arts is nearly impossible to make up due to the fact that so much of the learning takes place in a rehearsal setting and requires other classmates' participation or requires the school's equipment.

REHEARSAL AND PERFORMANCE STANDARDS

A. Conflicts

- Any student wishing to participate in any activity, production, show, or performing ensemble that may conflict with other activities such as other productions, sports, jobs, vacations, etc. must follow the guidelines put forth by the instructor/advisor BEFORE auditioning or committing to any of the aforementioned activities. The instructors/advisors do their best to allow for each student to participate in as many activities as possible, but sometimes a choice needs to be made when the schedules of more than one discipline cannot be accommodated.

B. Rehearsals

- Absolute punctuality is required of all persons scheduled to be at any rehearsal.
- In the event of an emergency severe enough to warrant missing a rehearsal, the director should be notified as soon as possible. DO NOT inform the director through another student.

- All those attending rehearsals are expected to devote their attention to the work at hand and to cooperate with the director/stage manager at all times.
- No one should leave the rehearsal site until released by the director/stage manager or permission is obtained from the director BEFORE the rehearsal begins.
- Instructors/Directors will post rehearsal/performance schedules in advance with a reasonable amount of notice. Students must adhere to the guidelines required of each respective activity/ensemble. These requirements will vary depending on the activity/ensemble. Refer to the SPECIFIC guidelines for the activity/ensemble provided by your respective VPA program instructors. Every effort will be made to adhere to the posted schedules, although changes are sometimes necessary and unavoidable. Any change will be posted at least twenty-four hours in advance.
- It is expected that all students appear at rehearsal with a positive attitude and are prepared for work. Personal problems should be left at the door before entering the rehearsal site.
- All personnel problems are to be referred to the director.
- All students involved in a production, show, or performance are to be present as scheduled. Extenuating circumstances may result in an excused absence by the director.
- An un-excused absence from rehearsal may result in dismissal from the production or performing ensemble, which would mean automatic probationary status in the VPA Program. If excused absences require the student to miss rehearsal time, he/she may be pulled from the production/performance for the production's/performance's benefit, without penalty.
- Students must adhere to the school and departmental attendance regulations in order to participate in that day's rehearsal or performance. (Pre-arranged excused absences are an exception.)

PROBATION

Probation is a tool which the VPA Program uses to indicate to a student that he/she is deficient in one or more significant areas. A student may be placed on probation any time during the grading period, however, the student will be given a minimum of nine weeks (one full grading period) to correct the terms of his/her probation.

A student may be removed for continual problems in the following areas:

GRADES

- The student must maintain a 2.0 grade point average in all combined academic courses. In addition, the student must also maintain a 3.0 grade point average in all VPA courses.

ARTISTIC ABILITY

- The student must demonstrate continual progress in the development of his/her artistic ability each marking period.

COMMITMENT/ATTITUDE/BEHAVIOR

- The student must contribute to the classroom environment in a POSITIVE manner.
- The student must fulfill his/her responsibilities to his/her respective VPA program area and adhere to all of the rules and policies set forth.
- The student must demonstrate serious interest and intent toward his/her professional growth.

PROBATION PROCEDURE

- A phone or face-to-face conference will be convened including the student placed on probation and his/her parents/guardians for the purpose of informing the student of the areas in which the student needs to show improvement.
- A written notification explaining the terms of the probation will be sent separately to the parent/guardian.
- If the student fulfills the terms of his/her probation requirements, the student will be removed from probation status. Notification will be provided.
- If the student does not fulfill the probation requirements, the student may continue on probation, or the student may be dismissed from the VPA Program. A conference will be convened with the parents, the student, and an administrator.
- A student may be dismissed from the VPA Program at the end of a semester or the end of the school year.

SPECIAL CIRCUMSTANCES

There are certain circumstances in which a student may be placed on year-long probation, continual probation, or dismissed immediately from the VPA Program. These cases will be heard and decided upon by a faculty committee comprised of VPA staff and an administrator. The principal has the authority to dismiss a student from the VPA Program at any time. Offenses resulting in this action could be:

- Refusing to audition, accept a role, dropping out of a production, refusal to perform a jury, not attending a concert(s), not attending a department produced art show, etc. (Refer to the expectations/requirements provided by your respective VPA program area instructors.)
- Being removed from a production for violation of the rules, policies, and guidelines.
- If a student has been placed on probation on more than one instance.
- Violation of the rules and policies as specified by the VPA Department or in the school handbook and Sarasota County Schools Rules of Conduct.

PARENT/GUARDIAN VOLUNTEER HOURS

Parents/guardians of VPA students are required to serve ten (10) volunteer hours per academic year. Each parent/guardian must register with the PALS volunteer system at the school site and will be required to sign in at the office for each on-campus volunteer job.

- Hours will be tracked through the corresponding VPA faculty member and be transferred to a department database.
- Volunteer hours will accrue for meeting attendance, chaperoning, in-class support, after school activities, backstage help, parent phone calls, etc.
- All hours served will accumulate PER FAMILY and be credited to the individual VPA student.
- In lieu of serving the 10 volunteer hours, families of VPA students may opt to be of service through donations or other forms of support. For more information on this email Arts Coordinator Savannah Holds (bookermiddlevpa@gmail.com).

STUDENT AND PARENT CONTRACT
BOOKER MIDDLE SCHOOL
VISUAL & PERFORMING ARTS PROGRAM

Student Acknowledgement:

I accept the policies and regulations as a member of the Booker Middle School VPA for the entire time period that I am a member of the program. I have also been informed that compliance with the policies stated in this VPA Handbook, the Booker Middle School Student Handbook, and the Sarasota County Code of Student Conduct is mandatory.

Signature of Student Date

Printed Name of Student

Parent/Guardian Acknowledgement:

I agree that my child will be bound by the above conditions.

Signature of Parent/Guardian Date

Printed Name of Parent/Guardian

Sworn to (or affirmed) and subscribed before me this _____ day of _____ 20__ by _____

The foregoing instrument was acknowledged by:

_____ Personally known to me, or

_____ Produced Identification: _____ Type of Identification Produced: _____

Notary Public Signature: _____

Name of Notary Public: Print, Stamp, or Type as Commissioned: _____

My Commission Expires: _____ Commission Number: _____

For Office Use Only:
VPA Discipline #1: _____ Fac. In: ____ VPA Discipline #2: _____ Fac. In.: ____