



**RAINEY-MCCULLERS**  
SCHOOL OF THE ARTS

**2019 – 2020 Student Handbook**

**1700 Midtown Drive  
Columbus, Georgia 31906**

**Rainey-McCullers School of the Arts is a member school  
of the  
Muscogee County School District**



**Muscogee County School District School Board Members**

School Board Commissioner's District

District 1, Board Chair  
At Large Member  
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District 5, Board Vice Chair  
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Cathy Williams  
Philip Schley, Sr.

**Muscogee County School District Administration**

2960 Macon Road  
Columbus, Georgia 31906  
(706) 748 – 2000  
[www.muscogee.k12.ga.us](http://www.muscogee.k12.ga.us)  
Dr. David Lewis, Superintendent  
Dr. W. Briant Williams, III, Principal  
Dr. Tabitha Ginther, Assistant Principal  
Ms. Erica Witzke; Academic Dean and Magnet Coordinator  
Ms. Denise Belt; Guidance Director  
Mr. James Wilson, Central Region Schools' Chief

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## Welcome Message from the Principal

Welcome to Rainey-McCullers School of the Arts! This student handbook is provided to give you a clear perspective of the expectations for and opportunities offered to students at Rainey-McCullers School of the Arts. As you become thoroughly acquainted with this guidebook, you will know what your school has to offer and what is expected of you as a student. As a student, you are an integral part of the life and advancement of Rainey-McCullers School of the Arts. You are indeed history makers. As we march into our school's third year of existence, it is important that you share ownership in the positive development and support of the school's culture and climate. You may do this by being an excellent role model, achieving academic and artistic excellence, and being a good steward of the opportunities and resources offered at Rainey-McCullers School of the Arts.

Rainey-McCullers School of the Arts is your new school home. Our school is the place for students to reach their fullest potential artistically and academically. Please know that the faculty and staff at Rainey-McCullers School of the Arts are here to serve and support our student and parent community. If you need support, please do not hesitate to reach out to the administrative team.

Sincerely,

A handwritten signature in black ink, appearing to read "Dr. Briant Williams". The signature is fluid and cursive, with a large initial "D" and "W".

Dr. Briant Williams | Principal

July 2019						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

**1-31** Summer Break  
**4** Independence Day observed

August 2019						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

**1-7**-Teacher planning/staff professional development days  
**2**-System-wide verification day  
**8**- 1<sup>st</sup> day of school; 1<sup>st</sup> semester begins

September 2019						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

**2**-Labor Day  
**9**-Progress reports



**2019-20  
 School Year Calendar**

October 2019						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

**10**-End of 1<sup>st</sup> nine weeks  
**14**-Staff professional development day -End of 1<sup>st</sup> nine weeks  
**17**-Report cards (all grades)

November 2019						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

**11**-Veterans Day  
**13**-Progress reports  
**25-29**-Thanksgiving Break

December 2019						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

**20**-1<sup>st</sup> semester grading period ends  
**23-31** Winter Break

- Student/teacher holiday
- Semester start dates
- Teacher planning/staff development/student holiday
- Inclement weather make-up day *or* student/teacher holiday
- Progress reports/report cards

January 2020						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

**1-3**-Winter Break  
**6-7**-Teacher planning/staff Professional development days  
**8**-2<sup>nd</sup> Semester begins  
**14**-Report cards (all grades)  
**20**-Martin Luther King, Jr. Holiday

February 2020						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

**7**-Progress Reports  
**17**-Presidents' Day

March 2020						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

**12**-End of 3<sup>rd</sup> nine weeks  
**19**-Report cards (all grades)  
**30-31**-Spring Break

April 2020						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

**1-3**-Spring Break  
**20**-Progress reports

May 2020						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

**21-23**-Graduation  
**22**-Last day/report cards (elementary)  
**25**-Memorial Day  
**26-27**-Teacher post-planning days  
**27**-Report cards (secondary)  
**28-29**-Summer break

June 2020						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

**1-30**-Summer Break

## 2019 – 2020 Administrative Team

Individual	Capacity of Service	Email Address	Telephone Number
Dr. W. Briant Williams, III	Principal	williams.briant@muscogee.k12.ga.us	(706) 748-3304
Dr. Tabitha Ginther	Assistant Principal	Ginther.tabitha@muscogee.k12.ga.us	(706) 748-3304
Mrs. Erica Witzke	Academic Dean and Magnet Coordinator	Witzke.ericar@muscogee.k12.ga.us	(706) 748 - 3370
Mrs. Denise Belt	Guidance Director	Belt.Denise.N@muscogee.k12.ga.us	(706) 748-3371

## 2019 – 2020 School Office and Non-Instructional Support Personnel

### Office Support Personnel

Individual	Capacity of Service	Email Address	Telephone Number
Mr. Kevin Shirley	School Secretary and Bookkeeper	Shirley.Kevin.S@muscogee.k12.ga.us	(706) 748-3362
Mr. Ivan Hughes	In School Suspension and Other School Support	Hughes.Ivan.D@muscogee.k12.ga.us	(706) 748-3304
Ms. Debra Snyder	Clinic Worker	Snyder.Debra.M@muscogee.k12.ga.us	(706) 748-3368
Ms. Theresa Mayo	Front Desk Clerk	Johnson.Theresa.Y@muscogee.k12.ga.us	(706) 748-3304
Ms. Delta Tucker	Guidance Clerk	Tucker.Delta.F@muscogee.k12.ga.us	(706) 748-3369

# School Colors



Cyan and Grey

## Mascot



The Phoenix

## Academic Information

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. Rainey-McCullers School of the Arts 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 ½ 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

### Academic Day

The 2019 - 2020 school year academic will continue Rainey-McCullers School of the Arts' 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 very few semester long courses are offered, most courses meet for the entire school year, earning a total of one unit of credit.

### Bell Schedules

During the 2019 – 2020 academic year, Rainey-McCullers School of the Arts will utilize two 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 imbedded in the third block. The second is an "Activity Day" bell schedule that is used for special school day events or activities that involve the school wide population. The bell schedule is organized so that each period or block meets for about 66 minutes of instructional time and does not interrupt the instructional day. This schedule is unique in that it offers an additional 5<sup>th</sup> block that provides optimal time for in school concerts, guidance presentations, guest lecturers and other events that are deemed appropriate by the school's administration. *Note: RMSOTA will continue to use the 2018-2019 bell schedules. There may be a change to the bell schedules in the fall, as a result of the district rollout of 1:1 Chromebooks. If necessary, bell schedules will be updated at that time.*





**RAINEY-MCCULLERS**  
SCHOOL OF THE ARTS

**REGULAR BELL SCHEDULE**

**Regular School Hours: 8:10am - 3:25pm**  
**5 Minute Class Transition Time Between Blocks**

<b>Transition to 1st Block</b>	<b>8:00am - 8:10am</b>
<b>Block 1A/1B</b> <small><i>*The First Eight Minutes Will Be Reserved for Morning Announcements</i></small>	<b>8:10am - 9:48am</b>
<b>Transition to 2nd Block</b>	<b>9:48am - 9:53am</b>
<b>Block 2A/2B</b>	<b>9:53am - 11:23am</b>
<b>Transition to 3rd Block</b>	<b>11:23am - 11:28am</b>
<b>Block 3A/3B</b>	<b>11:28am - 1:43pm</b>

<b>Grade Level</b>	<b>A Lunch</b> <small>11:28am - 11:58am 30 Minutes</small>	<b>B Lunch</b> <small>12:03pm - 12:33pm 30 Minutes</small>	<b>C Lunch</b> <small>12:38pm - 1:08pm 30 Minutes</small>	<b>D Lunch</b> <small>1:13pm - 1:43pm 30 Minutes</small>
<b>Middle School</b>	<b>Lunch</b>	<b>In Class</b>		
<b>Middle School</b>	<b>In Class</b>	<b>Lunch</b>	<b>In Class</b>	
<b>High School</b>	<b>In Class</b>		<b>Lunch</b>	<b>In Class</b>
<b>High School</b>	<b>In Class</b>			<b>Lunch</b>

*\*A Five Minute Transition Window Exists Between Each Lunch Break\**

<b>Transition to 4th Block</b>	<b>1:43pm - 1:48pm</b>
<b>Block 4A/4B</b> <small><i>*The Last Seven Minutes Will Be Reserved for Afternoon Announcements</i></small>	<b>1:48pm - 3:25pm</b>



**RAINEY-MCCULLERS**  
SCHOOL OF THE ARTS

**ACTIVITY DAY BELL SCHEDULE**

**Regular School Hours: 8:10am – 3:25pm**  
**5 Minute Class Transition Time Between Blocks**

<b>Transition to 1st Block</b>	<b>8:00am – 8:10am</b>
<b>Block 1A/1B</b> <small>*The First Five Minutes Will Be Reserved for Morning Announcements</small>	<b>8:10am – 9:16am</b>
<b>Transition to 2nd Block</b>	<b>9:16am – 9:21am</b>
<b>Block 2A/2B</b>	<b>9:21am – 10:27am</b>
<b>Transition to 3rd Block</b>	<b>10:27am – 10:32am</b>
<b>Block 3A/3B</b>	<b>10:32am – 12:47pm</b>

<b>Grade Level</b>	<b>A Lunch</b> 10:32am – 11:02am 30 Minutes	<b>B Lunch</b> 11:07am – 11:37am 30 Minutes	<b>C Lunch</b> 11:42am – 12:12pm 30 Minutes	<b>D Lunch</b> 12:17pm – 12:47pm 30 Minutes
<b>Middle School</b>	<b>Lunch</b>	<b>In Class</b>		
<b>Middle School</b>	<b>In Class</b>	<b>Lunch</b>	<b>In Class</b>	
<b>High School</b>	<b>In Class</b>		<b>Lunch</b>	<b>In Class</b>
<b>High School</b>	<b>In Class</b>			<b>Lunch</b>

*\*A Five Minute Transition Window Exists Between Each Lunch Break\**

<b>Transition to 4th Block</b>	<b>12:47pm – 12:52pm</b>
<b>Block 4A/4B</b>	<b>12:52pm – 1:58pm</b>
<b>Transition to 5th Block</b> <small>Students will report to their assigned homeroom for attendance and dismissal to the Activity Block 5A/5B</small>	<b>1:58pm – 2:03pm</b>
<b>Block 5A/5B</b> <small>*The Last Five Minutes Will Be Reserved for Afternoon Announcements</small>	<b>2:03pm – 3:25pm</b>

## **General Registration**

At the end of the first semester or at the beginning of the second semester of the academic year, students at Rainey-McCullers School and the three feeder middle schools 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 Freshman and Sophomore students will be registered via a group registration/course selection meeting process. Individual meetings may be scheduled as needed.

## **Enrollment Materials for Registration – New or Transfer Students**

Students who are registering at Rainey-McCullers School of the Arts must submit the required enrollment information outlined in this guide, completed in its entirety, and must schedule an enrollment and registration appointment with their guidance counselor. High school students must also satisfactorily complete and pass an entrance audition.

- Two current proofs of residency (examples include: a utility bill, mortgage information, rental agreement, etc.)
- A Signed and Notarized Affidavit of Residency (As Needed)
- A Copy of the Student's Social Security Card
- A Copy of the Student's Birth Certificate
- Immunization Records
- Georgia Eye, Ear, Dental Form
- Proof of Guardianship or Legal Custodial Documentation
- Name, Address, and Telephone Number of Previous School
- Copy of Academic (Transcripts), Discipline and Attendance Records from Previous School Including Standardized Test Scores
- If Applicable, Copies of All Special Educational Services Documentation, Including the Individualized Education Plan (IEP) or 504 Plan
- Any Gifted Program Eligibility Documents

## **Schedule Change Policy**

Once classes are scheduled, it may be difficult or not possible 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 to make their request. The first option is during the course verification process in the spring semester prior to the beginning of the new school year and during the specified drop/add period at the start of the fall semester of the new school year. Requests for teacher changes will not be permitted.

Course changes will be granted on an “as available” basis and only when stated timelines for requests are followed. Please know that every effort will be made for placement in selected elective courses. This is NOT a guarantee. Priority is given to the student’s required Arts, English, Math, Science, Social Studies, and World Language courses. Selection of an elective for middle or high school students is NOT a guarantee and there is a change the student may be placed in an elective that was not selected due to the observance of the stated scheduling priorities, class closures, changes in enrollment or staffing or other factors that may prove to be a limitation placement in an elective.

After classes have been scheduled, requests for course changes will generally be considered only for the following reasons:

- The student has failed a required course and must repeat the course.
- The student has failed a course prerequisite and is not eligible to continue in the course sequence.
- The student has not enrolled in a course required for graduation.
- The student is enrolled in a class where a passing grade has been earned.
- The student demonstrates poor achievement in a prerequisite course and is advised by the both the teacher and the counselor or administrator not to enroll in a more advanced course.
- There is a scheduling conflict or a course has been cancelled.

Requests for changes of a class period or lunch will not be honored. *Rainey-McCullers School of the Arts reserves the right to make adjustments to student schedules due to changes in enrollment, staffing or to balance class sizes.*

## **Honors and Advanced Placement (AP) Courses**

### **Honors Level Courses**

Rainey-McCullers School of the Arts provides opportunity for students who demonstrate academic promise to enroll in advanced or honors level courses. These courses offer an enhanced level of academic rigor, and bear an expectation that students will demonstrate and utilize enhanced skill sets as a self-guided learner who is committed to meeting the expectations of rigor and achievement in the content area. Advanced and Honors courses are offered in English, Mathematics, Science, Social Studies and World Languages content areas.

### **Advanced Placement (AP) Courses**

The Muscogee County School District offers numerous Advanced Placement courses representing language arts, mathematics, science, social studies, world languages, performing and visual arts. Most colleges and universities award credit for specific levels of performance on the AP exams given in May. Students may earn credit for AP courses by successfully completing the course and scoring a 3 or higher on the respective AP exam. The score range is 1 – 5. Interested students should contact the Guidance Director for information and application procedures. Students who are interested in enrolling AP courses must attend (with their parent or guardian) an AP orientation night to become better acquainted with the AP course offering(s), expectations, criteria, waiver and other processes germane to AP courses. All students must complete an AP course contract as a condition of registration and enrollment. For further details please visit: <https://apstudent.collegeboard.org/home?navid=ap-ap>

**Rainey - McCullers School of the Arts Club and Organization Meeting Schedule**

*\*Tuesdays are reserved for faculty, content team, PLC and planning meetings.*

<b>Club or Organization Name</b>	<b>Sponsor</b>	<b>Meeting Day and Time</b>
NJHS	Ms. Taylor	1st Wednesday of each month, 3:30 - 4:15 pm
Academic Bowl	Mr. Ellis/Mr. Denson	Thursdays and Fridays, 3:30-4:30
NHS	Ms. Taylor	2nd Wednesday of each month, 3:30 - 4:15 pm
4H	Dr. White	4th Thursday of each month, 3:30- 4:30
FCA	Mr. Ferreira	Wednesdays, 7:00-7:30 AM
Creative Writing Club	Ms. Wright	Wednesdays, 3:30-4:30
Creative Writing Officers Meeting	Ms. Wright	Wednesdays, 4:30-5:00
Helen Ruffin Reading Bowl	Ms. Martinez-Ross Ms. Dove	Every other Wednesday, 3:30-4:30
Recycling Team	Ms. Manning	Mondays, 3:30-4:00
Toastmasters	Dr. Culpepper	Dates Vary, 3:45-4:45 See Calendar from Dr. Culpepper
NAHS	Ms. Lovin	Wednesdays, 3:30-5:00
NSHS	Dr. Culpepper	3rd Monday of each month, 3:30-4:30
Board Game Club	Ms. Manning	2nd and 4th Fridays, 3:30-5:00
Theatre Techies	Mr Rich	Times/days Vary See calendar from Mr. Rich
Speech and Debate	Mr. Brock	Thursdays, 3:30-4:30
Dance Company	Dr. Walden/ Ms. Bowden	Mondays and Wednesdays, 3:30-5:00
Math Team	Ms. Livsey	Mondays, 3:30-4:30
One Act/ThesCon	Ms. Hansen	Dates Vary See Calendar from Ms. Hansen

## Testing Programs

### **Georgia Milestones Assessment System (GMAS - Georgia Milestones)**

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): 9<sup>th</sup> Grade Literature and Composition, American Literature and Composition, Algebra I, Geometry, Biology, Physical Science, United States History and Economics.

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 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 please visit:

<http://www.collegeboard.com/student/testing/psat/about.html>

### **Required Arts Senior Recital or Capstone Project**

At the advisement of their respective arts area major instructor, each high school student will be required to complete a senior recital (music and dance majors) or a cap stone project (creative writing, art and film students) in their respective concentration area. Students must pass an initial screening that will measure the level of preparedness to perform recitals or exhibit their capstone project. Recitals and exhibits will be scheduled and open to faculty, students, families and guests to attend. The appropriate spaces must be reserved at least 4 – 6 weeks in advance.

## **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 at <http://sat.collegeboard.org/home?navid=gh-sat>.

## **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 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 please visit: <http://official-asvab.com/>

## **Admission Requirements**

### **Rainey-McCullers School of the Arts Admission Requirements**

Admission to the Rainey-McCullers School of the Arts is granted on a competitive basis. With this in mind, it is the shared goal of the admission committee to grant admission to prospective students based on several factors that will help make a well-informed decision. Admission is based on academic and artistic merit. The academic criteria include a baseline GPA of 75% and other performance factors to develop a whole picture perspective. The artistic criteria are all based on the audition requirements for admission. Consideration is also given to the applicant's attendance records, behavior records, and teacher recommendations.

- Middle School Grades (6-8) Admission Requirements: Admission to the middle grades program is based on the applicant's academic performance and other factors that will support the admissions committee's decision. An audition is not required as a condition of admission. Once admitted, an audition will 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. Admission to the middle grades program will be granted on a limited basis due to the current high enrollment counts and limited seat availability.
- High School Grades (9-12) Admission Requirements: Admission to the high school program is highly selective and is based on the applicant's audition, academic performance and other factors that will support an admission decision based on the total person. All high school applicants must audition for admission. Once admitted, grades

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 Rainey-McCullers School of the Arts 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.

### **Arts Staff Listing**

Applicants are encouraged to contact their respective arts area program instructor to have any questions answered about audition requirements, audition processes or any specific program related information.

<b>Arts Program</b>	<b>Instructor</b>	<b>Email</b>
Band	Mr. K. Agee	agee.kameron.c@muscogee.k12.ga.us
Chorus	Mr. C. Barbee	barbee.christopher.m@muscogee.k12.ga.us
Orchestra	Mr. A. Jakovcic	jakovcic.anton.g@muscogee.k12.ga.us
Guitar	Mr. M. Gratovich	gratovich.michael.e@muscogee.k12.ga.us
Piano	Mr. S. Brown	brown.samuel.n@muscogee.k12.ga.us
Dance	Dr. L. Walden	walden.leslie.p@muscogee.k12.ga.us
Dance	Ms. M. Bowden	mittchell.maryjane@muscogee.k12.ga.us
Theatre	Ms. C. Hansen	hansen.christine.R@muscogee.k12.ga.us
3D Art	Ms. L. Lovin	lovin.elizabeth.l@muscogee.k12.ga.us
2D Art	Mr. Ferreira	ferreira.renato.b@muscogee.k12.ga.us
Creative Writing	Ms. M. Wright	wright.molly.k@muscogee.k12.ga.us



## 2019 - 2020 RMSOTA Audition Criteria

<b>Art - Visual Art Auditions</b>	
Portfolio Criteria	<p>Works completed under the guidance of an art teacher and/or that are recent (done within the last year) are preferred.</p> <p><b>Contents:</b> Your portfolio should include 6 works of art.</p> <ol style="list-style-type: none"> <li>1. 4 of the pieces must meet the following requirements:               <ol style="list-style-type: none"> <li>a. A drawing or painting of a pair of tennis shoes/boots</li> <li>b. A drawing or painting of an arrangement of kitchen tools/utensils.</li> <li>c. Self portrait (any medium) realistic to the best of your ability</li> <li>d. A drawing of a landmark or building structure</li> </ol> </li> <li>2. 2 pieces are your choice:               <ol style="list-style-type: none"> <li>a. Media can include drawing, painting, printmaking, photography, graphic design, sculpture, and/or ceramics.</li> <li>b. No Anime, Manga, cartoons, or images of celebrities will be accepted.</li> <li>c. Sketchbooks are encouraged and can count as one piece in the portfolio</li> </ol> </li> <li>3. <b>Size</b> can range from 8.5 x 11" to no larger than 18 x 24".</li> </ol>
How should the audition portfolio be presented?	<b>Presentation:</b> Pieces should not be framed. Sculptural work and works on canvas may be included but should be represented by a photograph or a digital print. Three-dimensional work should be photographed against a contrasting background. There is no set style or dimensions of the portfolio itself.
What should I bring and prepare for the audition?	You should bring your portfolio that meets the above criteria. All other drawing materials will be provided, but you are able to bring any other supplies you like.
How should I label my portfolio?	Write/ Type your name and all contact information including email and phone number. After the audition window, you will be able to pick up your portfolio in the front office.
What will the audition day consist of?	<p><b>Portfolio Drop Off</b></p> <p><b>Live Audition</b></p> <ol style="list-style-type: none"> <li>1. During the audition, you will have approximately 60 minutes to complete a series of drawing exercises as part of the audition. The drawings will be evaluated based on evidence and understanding of line, tone, form, perspective, emphasis, and composition. All drawing materials will be provided, but you may bring your own if you wish to do so.</li> <li>2. The series of exercises may include:               <ol style="list-style-type: none"> <li>a. Drawing from observation</li> <li>b. Creating compositions by responding to phrases or narratives</li> <li>c. Creating compositions and designs by drawing and/or manipulating various materials within a frame of reference</li> </ol> </li> </ol>
How long will the audition last?	Live Audition: 60 minutes
How should I dress for the audition and interview?	Formal attire is not required, but you should dress neatly and presentably. Most people dress business casual.

**Contact:** Ms. L. Lovin | **Email:** [Lovin.Elizabeth.L@muscogee.k12.ga.us](mailto:Lovin.Elizabeth.L@muscogee.k12.ga.us)

Mr. R. Ferreira | **Email:** [Ferreira.Renato.B@muscogee.k12.ga.us](mailto:Ferreira.Renato.B@muscogee.k12.ga.us)

<b>Dance Auditions</b>	
A solo in your chosen style that does not exceed 1 minute and 30 seconds..	
What should I expect at the audition?	Be prepared to take a ballet class with barre work and center exercises, as well as a modern warm up with center exercises. Also, prepare a solo in a style of the candidate's choice that does not exceed 1:30. Choreography presented may be done by the candidate or another choreographer.
How long is the audition?	An hour and a half. One hour ballet technique class and half an hour of modern technique. Following the audition class, students should be prepared to perform their solo for the dance instructors.
What information will be helpful to prepare me for the audition?	Students will be assessed on the following criteria: <i>Turn-out</i> <i>Footwork</i> <i>Performance</i> <i>Musicality</i> <i>Artistry</i> <i>Physicality</i> <i>Overall Potential</i> <i>Movement quality</i> <i>Ability to pick up choreography</i>
What should I bring and prepare for the audition?	Please bring a recent 8x10 headshot, a resume, and a solo that does not to exceed 1:30.
What should I wear to the audition?	<b>Ballet Technique Class</b> <u>Girls:</u> Black leotard, convertible pink tights, pink ballet shoes, hair slicked back into a classical ballet bun. If your hair is not long enough to put into a bun, please slick and pin it back away from the face. <u>Boys:</u> White short sleeve shirt, black tights, dance belt, or black gym shorts and black ballet shoes. If hair is long, must be secured. <b>Modern Technique</b> <u>Girls:</u> Black leotard, convertible pink tights, or black tights. Please roll the tights up to expose your feet. No shoes, bare feet please. <u>Boys:</u> White short sleeve shirt and black athletic pants. No shoes. Bare feet please. No jewelry is to be worn during the audition.
What will the audition day consist of?	The audition day will consist of an abbreviated ballet class with barre, center and across the floor exercises. Immediately following the ballet portion of the audition, students will get a few moments to remove their shoes for the modern/contemporary portion of the audition taught by the instructors.
How should I dress for the audition and interview session?	Please dress in the attire specified above for the dance portion of your audition. If you are selected for an interview we will contact you.

**Contact:** Dr. L. Walden | **Email:** [Walden.Leslie.P@muscogee.k12.ga.us](mailto:Walden.Leslie.P@muscogee.k12.ga.us)

Mrs. M. Bowden | **Email:** [Mitchell.MaryJane@muscogee.k12.ga.us](mailto:Mitchell.MaryJane@muscogee.k12.ga.us)

### Band - Instrumental Music Auditions

Wind Instruments: Flute, Oboe, Clarinet, Bass Clarinet, Bassoon, Trumpet, French Horn, Trombone, Euphonium/Baritone, Tuba, Alto/Tenor/Baritone Saxophone

**Entering 9th-10th Graders perform 4 Major Scales and Arpeggios:** Concert F, Concert Bb, Eb and Ab in the GMEA All State Scale pattern and range as well as the chromatic scale. [www.gmea.org/asb-audition-information](http://www.gmea.org/asb-audition-information).

**Entering 11th Graders perform 8 Major Scales and Arpeggios:** Concert G, Concert C, Concert F, Concert Bb, Concert Eb, Concert Ab, Concert Db, Concert Gb in the GMEA All State scale pattern and range as well as the chromatic scale. [www.gmea.org/asb-audition-information](http://www.gmea.org/asb-audition-information) "

**2018-2019 Audition Etudes (Grades 9-11):**

- [Flute Grade Audition Etude](#)
- [Oboe Grade Audition Etude](#)
- [Bassoon Audition Etude](#)
- [Soprano Clarinet Audition Etude](#)
- [Bass Clarinet Audition Etude](#)
- [Alto Saxophone Audition Etude](#)
- [Tenor Saxophone Audition Etude](#)
- [Baritone Saxophone Audition Etude](#)
- [Trumpet Audition Etude](#)
- [Horn Audition Etude](#)
- [Trombone Audition Etude](#)
- [Euphonium Audition Etude](#)
- [Tuba Audition Etude](#)

**All Grades Sight Reading:** All grade levels will be asked to sight read a brief musical excerpt. Each student will be given 30 - 60 seconds to review the excerpt before playing it.

What should I expect at the audition?	Registration Desk Check-in; Warm-up area; Classroom-size audition area.
How long is the audition?	10 Minutes
What information will be helpful to prepare me for the audition?	Obtain and review audition material with your current music teacher. Practice the material and seek advice from your teacher regarding your preparation. .
What should I bring to the audition?	In addition to your instrument, you may want to consider bringing a small portable tuner. Music stands are provided.
What will the audition day consist of?	Check-in at least 30 minutes in advance. Locate audition room, then report to the warm-up room.
How should I dress for the audition and interview session?	Business Casual Attire

**Contact:** Mr. K. Agee | **Email:** [agee.kameron.c@muscogee.k12.ga.us](mailto:agee.kameron.c@muscogee.k12.ga.us)

**Band - Percussion Music Auditions**  
Xylophone or Marimba, Snare Drum and Timpani

**Entering 9th-10th Graders Perform:**

- Mallet Instrument Scales and Arpeggios: F Major, B Flat Major, E Flat Major, and A Flat Major in the GMEA All State Scale Pattern and Range - Chromatic Scale In Full Range
- Rudiments: Students will be asked to play the following rudiments in an open closed open position: *Long Roll (Double Stroke), Single Paradiddle, Flam Accent*

**Entering 11th Graders Perform:**

- Mallet Instrument Scales and Arpeggios: G Major, C Major, F Major, B Flat Major, E Flat, A Flat, and G Flat in the GMEA All State Scale Pattern and Range. Chromatic Scale Full Range.
- Rudiments: Students will be asked to play the following rudiments in an open closed open position: *Long Roll (Double Stroke), Single Paradiddle, Flam Accent, Single Ratamacue , Single Drag Tap*

**The GMEA Concert Band Criteria Can be Found Here:** [www.gmea.org/asb-audition-information](http://www.gmea.org/asb-audition-information).

**2018-2019 Audition Etudes:**

- [Mallet Percussion Audition Etude](#)
- [Snare Drum Audition Etude](#)

**All Grades Sight Reading:** All grade levels will be asked to sight read a brief musical excerpt. Each student will be given 30 - 60 seconds to review the excerpt before playing it.

What should I expect at the audition?	Registration Desk Check-in; Large Room Warm-up area; Classroom-size audition area.
How long is the audition?	20 Minutes
What information will be helpful to prepare me for the audition?	Obtain and review audition material with your current music teacher. Practice the material and seek advice from your teacher regarding your preparation.
What should I bring to the audition?	Stick bag. At least two original copies of the etudes that will be performed.
What will the audition day consist of?	Check-in at least 30 minutes in advance. Locate audition room, then report to the warm-up room.
How should I dress for the audition and interview session?	Business Casual Attire

**Contact:** Mr. K. Agee | **Email:** [agee.kameron.c@muscogee.k12.ga.us](mailto:agee.kameron.c@muscogee.k12.ga.us)

**Choral - Vocal Music Auditions**  
Soprano, Alto, Tenor and Bass Voices

Two memorized vocal performances in contrasting styles:

1. One piece from the following books: "26 Italian Art Songs & Arias", "The First Book Of Soprano/Alto/Tenor/Bass Solos", or "Pathways of Song Volume One". **Or** The First Stanza of My Country Tis of Thee composed by Samuel Francis Smith sung acapella (without accompaniment). Music and Lyrics will not be provided. No other pieces will be accepted in this category.
2. One piece that the singer also thinks shows their vocal skill. This may come from a variety of styles outside those listed in category 1. Pop, R&B or similar songs are not acceptable. Please provide an accompaniment track for use in performance via CD or USB drive or be prepared to sing a cappella. No other vocals may be present on the recording.

**Scales:** Major, Minor, and Chromatic scales

**Tonal Memory:** Series of five rhythmic pitches to be sung back by auditionee. (One major and one minor)

**Sight Reading:** Students will sight read at the appropriate grade level similar to the GMEA All State sight reading expectations. Please click here for the GMEA All State Sight Reading Samples: [GMEA Choral Sight Reading Samples](#)

**Interview:** Applicants will engage in an interview during the audition process.

What should I expect at the audition?	To be greeted by faculty who want your audition to be successful! First you will perform your two vocal selections of contrasting styles. After this you will perform three scales, a small pitch memory test, a sight reading example, and the the audition will end with a short interview.
How long is the audition?	10 Minutes
What information will be helpful to prepare me for the audition?	<p>"26 Italian Art Songs and Arias":</p> <ul style="list-style-type: none"> <li>- <a href="#">Low Voice</a></li> <li>- <a href="#">High Voice</a></li> </ul> <p>"First Book of Solos":</p> <ul style="list-style-type: none"> <li>- <a href="#">Bass</a></li> <li>- <a href="#">Tenor</a></li> <li>- <a href="#">Alto</a></li> <li>- <a href="#">Soprano</a></li> </ul> <p>"Pathways of Song Volume One"</p> <ul style="list-style-type: none"> <li>- <a href="#">Low Voice</a></li> <li>- <a href="#">High Voice</a></li> </ul> <p>Preparation is of the utmost importance for your audition. Time could be spent on a daily basis practicing scales, pitch memory, and sight reading if these skills are unfamiliar to you. For the two contrasting pieces memory, rhythmic accuracy, and pitch accuracy are expected. Please be sure to spend substantial time learning and perfecting these selections. Remember: the more prepared you are the less likely you are to be affected by potential nerves!</p>
What should I bring to the audition?	A copy of your music for the accompanist and for the judges. two original copies of the score for the judges is required.
What will the audition day consist of?	Two vocal performances, scale performance, pitch memory assessment, sight reading, and an interview.
How should I dress for the audition and interview session?	Semi-formal or business casual attire is expected. Please remember this is an audition-- how you present yourself (including what you wear) matters! Most applicants dress <a href="#">business casual</a> .

**Contact:** Mr. C. Barbee | **Email:** [Barbee.Christopher.M@muscogee.k12.ga.us](mailto:Barbee.Christopher.M@muscogee.k12.ga.us)

## Orchestral - String Instrument Music Auditions

Violin, Viola, Cello, Double-Bass

### Performance Audition Criteria:

1. Scales: Applicant will perform the following scales on their respective instrument:

- Violin: G major, A major (2-3 octaves)
- Viola and Cello: C major, D major (2-3 octaves)
- Double-Bass: E major and F major (2 octaves)

For violin, viola, and cello, the applicant will be awarded a maximum of 5 points for a 2-octave scale and a maximum of 10 points for a 3-octave scale. All double-bass applicants must play a 2-octave scale.

2. One etude OR one solo piece from standard literature that demonstrates the student's best technical and lyrical ability. You may use the etude from the All-State Orchestra Audition List for the student's respective instrument and current grade level. Excerpts from orchestra literature are not acceptable. Music from your orchestra class is not deemed appropriate for this audition. The GMEA music lists can be found by clicking here: <https://www.gmea.org/aso-audition-information>.

3. Sight Reading: You will be asked to play a short musical excerpt. You will be given 30 seconds to review the excerpt before you play it.

What should I expect at the audition?	Please arrive at least 30 minutes prior to your audition time. A warm up space will be provided. Applicants will leave the warm up space and audition at a designated time. The audition will consist of scales, prepared literature, sight reading and a short interview.
How long is the audition?	10-15 minutes
What information will be helpful to prepare me for the audition?	Enjoy the audition experience! Our goal is to experience your musical abilities and as expressed in the scales and literature you are preparing. Practice wisely and well. We want to get a total picture experience of who you are as a musician.
What should I bring to the audition?	Instrument, accessories and at least two copies of the music being performed.
What will the audition day consist of?	The audition day will consist of a registration process, warm up time, the actual performance, and a short interview.
How should I dress for the audition and interview session?	Semi-formal attire is expected (Sunday best). Please remember this is an audition - how you present yourself (including what you wear) matters.

**Contact:** Mr. Anton Jakovcic | **Email:** [Jakovcic.Anton.G@muscogee.k12.ga.us](mailto:Jakovcic.Anton.G@muscogee.k12.ga.us)

## Classical Piano Auditions

Performance Audition Criteria:

**Scales & Arpeggios:** Applicants should prepare the required two-octave scales and arpeggios listed below. Scales must be performed hands together, in parallel motion, in eighth notes (minimum speed: quarter note = 96). Arpeggios must be performed hands together, in parallel motion, in eighth notes (minimum speed: quarter note = 82).

Required Keys: C Major, E Major, B-flat Major, G-flat Major, a minor, & d minor.

**Sight Reading:** MS applicants will sight read at an elementary level, while HS applicants will sight read at an intermediate level. For examples of sight reading material please see this [Google Folder](#).

**Repertoire:** All applicants will perform two contrasting pieces-- one selection from the Baroque or Classical periods and one selection from the Romantic or contemporary periods. Memorization is required for the audition. Applicants are strongly encouraged to prepare repertoire at or above the level of Clementi's Sonatinas, Burgmüller's Etudes, or Bach's Inventions. Original compositions, covers of pop music, and Disney or Broadway tunes are not acceptable for RMSOTA piano auditions.

What should I expect at the audition?	Expect to be a little nervous, but don't worry-- the judges are rooting for you! The audition will begin with scales, arpeggios, and sight reading. Next, the judges will ask to hear both of your memorized selections (you can choose the order). The audition will end with a short interview.
How long is the audition?	The audition will last 10 - 15 minutes depending on the applicant's repertoire choices.
What information will be helpful to prepare me for the audition?	Preparation is of the utmost importance. You should spend a significant amount of time learning, memorizing, and polishing your repertoire choices. Have multiple sources of criticism and schedule performance opportunities for yourself to practice feeling the pressure. Also, remember to practice your scales, arpeggios, and sight reading on a regular basis. Each category, including your interview, carries weight in your final admission decision.
What should I bring to the audition?	Please bring two original copies of each score for the judges.
What will the audition day consist of?	The audition day will consist of a registration process, warm up time, the actual performance and an interview.
How should I dress for the audition and interview session?	Semi-formal or business casual attire is expected. Please remember this is an audition-- how you present yourself (including what you wear) matters! Most applicants dress <a href="#">business casual</a> .

**Contact:** Mr. S. Brown | **Email:** [Brown.Samuel.N@muscogee.k12.ga.us](mailto:Brown.Samuel.N@muscogee.k12.ga.us)

## Classical Guitar Auditions

### Performance Audition Criteria:

1. Be prepared to play the first ten right hand studies from M. Giuliani, Op. 120. Scores for this collection are readily available online.
2. Sight read staff notation of a simple melody in first position
3. Strum, from memory, common chords in first position (full or partial chords are acceptable)
4. A) For those applicants who have a background in classical guitar, please perform from memory one solo piece of music.  
B) For those applicants who have a background in other styles of guitar playing: please perform from memory a complete solo piece in the style of your choosing. For example, this may be a solo arrangement of a jazz standard, a popular or traditional song performed with chord accompaniment, a fingerstyle arrangement or solo, etc. All of the bulleted criteria below will not necessarily apply to this portion of your audition.

For each of the above, please demonstrate the foundational elements of classical guitar playing position and technique. These are:

- Using a footstool (or other acceptable guitar support), sit with the guitar neck elevated to 45° from the floor
- Right wrist is straight and in a natural arch – not angled or flat
- Left wrist is straight, with left thumb positioned vertically behind the neck of the guitar
- Right hand fingers move through the string in line with the forearm, using natural opening and closing movements of the hand rather than plucking the strings outwards
- Left hand fingers placed on the fingertips with the left palm parallel to, but not touching, the neck of the guitar
- The player sits upright, with shoulders, neck, arms and hands free from excessive tension

What should I expect at the audition?	You will be asked to play each component of the audition in the order that you prefer. There will also be a brief interview about your musical background and interests.
How long is the audition?	The Audition will last 10-15 minutes.
What information will be helpful to prepare me for the audition?	Please review the audition requirements with your guitar teacher or consult with me directly if you need guidance. Careful preparation and focused, daily practice are necessary for a successful performance in the audition. It is also helpful to perform your audition content for listeners as much as possible, and to practice mock auditions with your current teacher, family, and friends.
What should I bring to the audition?	You should bring your guitar (any type--classical, steel-string acoustic, electric-- is acceptable for the audition.), any accessories you may need (electronic tuner, pick, strap, footstool), and a copy of the music that you will perform (if notated).
What will the audition day consist of?	The audition day will consist of a registration process, warm up time, the actual performance and an interview.
How should I dress for the audition and interview session?	Semi-formal or business casual attire is expected. Please remember this is an audition-- how you present yourself (including what you wear) matters. Most applicants dress <a href="#">business casual</a> .

**Contact:** Mr. M. Gratoich | **Email:** [Gratoich.Michael.E@muscogee.k12.ga.us](mailto:Gratoich.Michael.E@muscogee.k12.ga.us)



## Theatre Auditions

### Performance Audition Criteria:

Prepare two one minute contrasting monologues. Monologues should be from published plays only (no poems, movies, original works, etc). Monologues must be memorized. Monologues should be from plays published after 1900. Applicants are allowed to substitute one monologue for a **short** 1-2 minute song. Can be sung acapella or to an instrumental track.

What should I expect at the audition?	Please arrive at least 15-20 minutes prior to your audition time. A holding room will be provided. Applicants will perform their monologue(s) or song in front of a panel of judges. Following the audition will be a short interview with applicant and judging panel.
How long is the audition?	10 - 15 Minutes
What information will be helpful to prepare me for the audition?	<p>Choose monologues and or songs that are a great fit for you. Find a character that you can connect with and do your best to create an interesting fully developed character. Always read the entire play not just the monologue.</p> <p>Every applicant is <b>required to Slate</b> before their audition:          “Good Morning or Afternoon, my name is _____. Today I will be performing two monologues (or one monologue and one song) from _____ and _____ give the title of the show, name of monologue, or name of the song. (Take a moment to get into character).</p> <p>Things to remember:          -Who are you talking to?          -Why you’re saying what you’re saying?          -What’s stopping you from getting what you want?          -What happened right before this monologue?</p> <p>Great places to find monologues:  <a href="https://monologueblogger.com/">https://monologueblogger.com/</a>  <a href="http://www.monologuearchive.com/">http://www.monologuearchive.com/</a>  <a href="https://www.dramanotebook.com/monologues-teenagers/">https://www.dramanotebook.com/monologues-teenagers/</a>  <a href="https://stageagent.com/monologues">https://stageagent.com/monologues</a></p>
What should I bring to the audition?	Please bring two copies of the monologue to be performed for the judges, as well as instrumental track (if you plan on singing), we will have the capability to plug in a phone for music. An acting portfolio is preferred, but not required.
What will the audition day consist of?	The audition day will consist of a registration process, the actual performance and an interview.
How should I dress for the audition and interview session?	Semi-formal or business casual attire is expected. Please remember this is an audition-- how you present yourself (including what you wear) matters! Most applicants dress <a href="#">business casual</a> . Costumes are not allowed.

**Contact:** Ms. C. Hansen | **Email:** [Hansen.Christine.R@muscogee.k12.ga.us](mailto:Hansen.Christine.R@muscogee.k12.ga.us)

## Creative Writing Auditions

### Audition Criteria:

A portfolio is due at the audition. An applicant will not be admitted to the audition unless a portfolio is submitted. Portfolios **may not** be submitted electronically.

The portfolio should be a representation of the student's interests and abilities and should demonstrate his or her best work. It will consist of work that was written or revised within the last year and will not be returned.

The Portfolio should be assembled as follows:

- 12 point, Times New Roman
- Black ink • One-inch margins
- Numbered in the upper right corner of each page (do not number the cover sheet)
- Only one staple in the top left corner
- On white paper
- Writing on only one side of the paper

The portfolio will consist of 4 to 8 pages of original work. We value quality over quantity, but please be sure to submit enough work so that the writer's voice is clear.

The portfolio should include at least two types of writing, which may include but is not limited to the following:

- Short story
- Poetry
- A scene from a play
- A scene from a screenplay

What should I expect at the audition?	The Creative Writing audition process will include a portfolio review, participation in writing exercises.
How long is the audition?	45 - 90 Minutes
What information will be helpful to prepare me for the audition?	The applicant should attach a cover page to the portfolio that lists: Name, Email, Telephone Number and current grade. Please note that applicant's name should not appear on the original work.
What should I bring to the audition?	Supplies will be provided. Students should not bring any electronics that may distract them during the audition.
What will the audition day consist of?	Applicants will submit their portfolios, complete a group writing exercise and an admissions interview.
How should I dress for the audition and interview session?	Semi-formal or business casual attire is expected. Please remember this is an audition-- how you present yourself (including what you wear) matters! Most applicants dress <a href="#">business casual</a> .

**Contact:** Ms. Molly K. Wright | **Email:** [Wright.Molly.K@muscogee.k12.ga.us](mailto:Wright.Molly.K@muscogee.k12.ga.us)

## Academic and Behavior Requirements to Maintain Enrollment Status

Students are expected to maintain an 80 average in their arts track or major, and a 70 or higher in each of their enrolled courses, maintain excellent attendance, and demonstrate respectful and responsible behavior. Students and parents must sign a Student and Parent Compact and adhere to the terms of the compact and the declaration of arts track or declaration of major forms. A copy of this Compact is included on the following pages.

Please be sure to review the contents of the compact carefully to make yourself fully aware of the expectations and guidelines. Rainey-McCullers School of the Arts provides a unique environment for students to study their arts passion. Each student must have a completed and signed declaration of major form on file and a signed student/parent compact on file.

## Grading Policy

### Determination of Grades

Teachers should use a variety of ongoing, developmentally appropriate methods to measure students' achievement and progress such as tests, exams, rubrics, 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 should not be determined by a bell curve, nor should grades be 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 should be given to all work. Failure on one test or one assigned task, 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, 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, telephone calls, parent conferences. Students who withdraw from Rainey-McCullers School of the Arts will be given the grade they earned in each subject up to the date of withdrawal.

Grade Reporting Timeline	
Progress Report Dates	Report Card Dates
September 9, 2019	October 17, 2019
November 13, 2019	January 14, 2020
February 7, 2020	March 19, 2020
April 20, 2020	May 27, 2020

Rainey-McCullers School of the Arts Student Enrollment Compact

RMSOTA's Expectations of All Students:

1. I understand that I must read and abide by all rules and policies set forth by RMSOTA and the MCSD. Failure to adhere to this expectation may result in the instatement of a behavior contract, academic or behavior probation, or discontinuation of enrollment based on the event and number of occurrences.
2. I must act and speak respectfully to all faculty, staff, and peers.
3. I understand that I must maintain an overall average of 80% or better in arts area courses and a 70% or better in all other courses. Failure to adhere to this policy may result in academic probation, or discontinuation of enrollment and reassignment to the appropriate zone school.
4. I understand that all students and parents must complete an arts area concentration form that declares an arts area track for middle school students and an arts area major for high school students.
5. I understand that the grades 6-8 program is elective-based and that students in grades 9-12 will be given elective options. While the middle school arts course track and high school major course requirements will be honored there is no guarantee that all course requests will be honored.
6. I will view all course content areas as "academic" subjects. I will not view any class offered at RMSOTA as of lesser importance than another. There are no labels of separation such as "arts" vs. "academics."
7. I understand that active participation in my arts area state level adjudicated events (or local level if state level is non-existent) is an academic expectation. I may be required to pay fees associated with the events. If there is an economic hardship, I will mention it to the program instructor in an appropriate and timely manner.
8. I understand that excellent attendance is critical to my success at RMSOTA. More than 5 unexcused absences may impact my academic standing and enrollment status at RMSOTA. Additionally, I understand I must adhere to the attendance policies set forth by RMSOTA, in addition to the MCSD student handbook and code of conduct.
9. I understand that I may not exit the building or leave campus for any reason without parent or guardian permission and knowledge of the school's front office faculty or administration. School-related drills or evacuation needs are the exception to parent or guardian permissions.
10. I understand that I must be present at school the date of performances.
11. I understand that I must arrive to my assigned classes in a timely manner (as set forth by the bell schedule). Tardiness to class is unacceptable. Excessive absences and tardies may result in disciplinary action up to and including discontinuation of enrollment at RMSOTA.
12. I understand that I must attend all rehearsals, preparation sessions and performances (unless excused by the respective arts program instructor) in my arts area including those scheduled outside of the regular school day.
13. I must complete all required assignments independently (unless otherwise advised by the course instructor), and that if I plagiarize in any form, disciplinary action up to and including termination of enrollment may be taken.
14. I understand that if I am an 8th grade student, I must audition for admission to the 9th-12th grade program at RMSOTA.
15. I understand that admission to the 9th-12th grade program is audition based and a successful audition is a condition of admission. An unsuccessful audition will result in not being admitted to the 9th - 12th grade program.
16. I must prepare for and complete jury performances or jury assignments for my respective arts area when assigned.
17. Physical altercations on campus or the defacing or destruction of property may result in my immediate dismissal from RMSOTA.
18. I must adhere to the local school and district technology use policy. I understand that this includes cell phones and personal technology items.
19. I understand that RMSOTA is not responsible for any student's lost or stolen items (phones, clothes, laptops, etc.).
20. I understand that if the terms of a behavior contract or academic probation are violated, or if a growth plan is met unsatisfactorily, my enrollment may be dissolved.
21. I understand that participation in graduation exercises is contingent upon successful completion of all course requirements and capstone/recital projects.
22. I affirm that I have read and agree to the all conditions listed in this student contract.

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

*Printed Name:* \_\_\_\_\_ *Arts Discipline:* \_\_\_\_\_

## Rainey-McCullers School of the Arts Parent Compact

### RMSOTA Expectations of All Parents and Guardians

1. I understand the commitment related to attending RMSOTA and agree to support my child in their efforts.
2. I agree to adhere to the terms of the student contract in addition to school and district rules/policies.
3. I understand that my child must maintain an 80% or better in his or her arts concentration courses and a 70% or better in all other classes. Failure to do so may impact my child's enrollment status and result in reassignment to my child's zone school.
4. I understand that all students and parents must complete an arts area concentration form that declares an arts area track for middle school students and an arts area major for high school students.
5. I understand that the grades 6-8 program is elective-based and that students in grades 9-12 will be given elective options. While the middle school arts course track and high school major course requirements will be honored there is no guarantee that all elective course requests will be honored.
6. I understand that grades will be reviewed at the end of each semester. If the grade expectations are not met, I understand that my child will be placed on academic probation and a growth plan at the end of the first semester. If the terms of academic probation and the growth plan are not met by the end of the school year, I understand that my child will be withdrawn and returned to their zone school.
7. I understand that ALL content areas at RMSOTA are "academic" subjects and are of equal importance.
8. I understand that my child must attend all rehearsals and performances during and outside of school hours.
9. I understand that my child's participation in arts area rehearsals, performances and programs is mandatory and supersedes club and organization events and meetings.
10. I understand that my child's participation in rehearsals and performances is mandatory, and that notification of absences must be provided at least 2 weeks in advance of the performance and approved by the respective instructor. In the case of emergencies that arise in short order, excusal is at the discretion of the instructor.
11. I understand that my child's participation in local, state and other adjudicated events is an academic expectation that may require a fee payment. In the event of economic hardship, I agree to notify the respective instructor in a timely and appropriate manner at least 2 weeks prior to the submission deadline.
12. I understand that all classes and rehearsals are closed (to all Non-RMSOTA personnel) and that if I would like to visit a classroom or rehearsal limited permission may be possible on a pre-scheduled basis with the teacher and front office.
13. I will arrange transportation to and from rehearsals and performances where school bus transportation is not provided, and will pick my child up in a timely manner not to exceed 15 - 30 minutes after the rehearsal or performance ends.
14. I will attend all required meetings. If I am unable to attend, I will designate an adult who is registered with RMSOTA as an authorized representative to attend the meeting(s).
15. I will address concerns appropriately with respect to the RMSOTA protocol: Teacher, Assistant Principal, Principal or Designee.
16. I am responsible for RMSOTA and state equipment, supplies and school property issued to my child and any damage due to lack of respect or care. I understand I am responsible for paying RMSOTA to have property repaired or replaced.
17. I understand that RMSOTA is NOT responsible for my student's lost or stolen items (cell phones, clothes, laptops, etc.).
18. I will provide relevant pertinent health or educationally related student information in a timely manner at least 24 -48 hours when received.
19. I understand that dismissal from campus MUST be handled through the front office. I will not call or text my child's cell phone during the instructional day. Calls for dismissal must come from or must be delivered to the front office. No checkouts will be allowed after 2:00 PM. Students will only be released to parents, legal guardians or designees who are listed in the MCSD Infinite Campus student services database. I will plan accordingly.
20. I will notify the front office if my child is absent and will provide documentation to support the absence within in 24 - 48 hours of the date of the absence,
20. I affirm that I have read and agree to the all conditions listed in this parent contract.

*Parent's Signature:* \_\_\_\_\_ *Printed Parent's Name* \_\_\_\_\_

*Printed Student's Name:* \_\_\_\_\_ *Date:* \_\_\_\_\_



## **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. Contact the front office for information on how to register. <https://campus.muscogee.k12.ga.us/campus/portal/muscogee.jsp>

## **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 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 expectation 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 Dishonesty**

Academic dishonesty including cheating and plagiarism are strictly forbidden and not tolerated. Students who exercise academic dishonesty will receive a grade of zero (0) for the assignment, be placed on a behavior contract and will receive a consequence including but not limited to in school suspension, out of school suspension or removal from RMSOTA. At the second offense, the student will be placed on academic probation or may be removed from RMSOTA. At the third offense, the student will be removed from Rainey-McCullers School of the Arts.

### **Magnet Revocation**

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 Rainey-McCullers will be recommended for revocation of their magnet status. Please see the sections of this handbook that discuss attendance, academics, and behavior.

### **Academic Expectations**

Students are expected to maintain an 80 in their arts area course track or major and a 70 in all other classes. All students must remain academically on track for promotion or graduation. If a student's final grade in a class is failing, or if the final grade in the student's arts area is below an 80, the student's magnet status will be recommended for revocation. Students who are not making adequate academic progress during the school year will be placed on an academic 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 academic contract more than twice in his or her middle or high school years at RMSOTA.

### **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 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

instruction in the mainstream classroom where a mainstream teacher plans and team teaches along with an endorsed ESOL teacher for core content classes. The content area teacher provides instruction in the content area, and the ESOL teacher supports the content with language assistance for ELLs. As a student's English ability increases, he or she will move into mainstream classes. If you are a new student, please contact the Guidance Department to make an appointment for registration and testing for the ESOL program at Rainey-McCullers School of the Arts.

### **Georgia Department of Education Fine Arts Diploma Seal**

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-and-Assessment/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, extra curriculum 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.

**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 7:30 AM. The instructional day ends at 3:25 PM. Students are expected to leave campus at the dismissal time unless participating in a 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.

**Tardy Policy**

Students are to be on time for school and all classes. Punctuality is essential for uninterrupted instruction and teaching and learning. 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 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 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, 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**

- Student check outs are not permitted after 2:00 PM
- The respective students' parent or legal guardian who is listed in the MCSD student information system (Infinite Campus) are the only persons who will be approved to check students out of school.
- Checkouts can only be conducted physically by the authorized parent or guardian as defined in the second bullet of this policy
- No student will be released based on a text message, phone call or any other communication directed to the student. All checkouts must be processed through the main office.
- The student must report to the main office after leaving class in order to meet the parent/guardian and be released from school.
- In order for a check out to be excused, the appropriate form/note from the dentist, doctor or the court system must be brought back to the main office. Without this documentation, the absence or check out will remain unexcused. (The checkout will not be excused as a PARENT NOTE).
- A parent/legal guardian as described in the second bullet, must accompany the student in the building to sign the student back in school upon return.

### **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. If a student is being checked-in or checked-out for a doctor's appointment, a physician's note or appointment card is required to be considered excused. Telephone or text requests for check outs will not be honored. All requests to check students

out of school must come from a parent or legal guardian (in person) listed in Infinite Campus as a legal agent to check the student out of school. 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.

Examples of excused absences include: documented medical reasons, approved college visits, religious holidays, serious illness or death of a family member, approved school related absences, absences due to a court or government agency requirement and participation in an approved school related activity off campus.

Due to some complexities of our military community, the RMSOTA administration will individually consider the request for excused absences submitted in advance. A student whose parent is in military service in the Armed Forces will be excused a maximum of five days per school year to visit with his/her parent prior to parent's deployment or during parent's leave.

Examples of unexcused absences include: traffic, oversleeping, missing the bus, skipping school, car trouble, babysitting, out of school suspension.

Excessive absences can result in the loss of the student's driver's license. 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/she violates any of the infractions listed below. A student's license or permit will be suspended for one (1) year when a student:

- Has dropped out of school without graduating and has remained out of school for ten consecutive school days.
- Has more than ten school days of unexcused absences in any semester or combination of two consecutive quarters.

RMSOTA will accept up to three parent notes as excused absences. Additional absences require a doctor's note to be considered excused. 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. Students who are absent due to illness must provide doctor's documentation, or the absent will be considered unexcused. All other absences will be subject to approval from the administration.

### **Absences Resulting in Loss of Credit**

A student in any Muscogee County School who has missed more than seven (7) days during a term shall not receive credit. Appeals can be made after the MCSD Loss of Credit Notification has been received. In cases of prolonged absence due to illness, the parent or guardian should seek assistance from guidance or the administration. After a student has been absent for more than seven (7) days in any class, there must be official documentation on file to justify these absences from school. Documentation must include letters from a physician, the court, a hospital, original excuses from a parent / guardian (limit of three), and all check in and check out slips.

### **Make Up Work Due to Absences**

It is the responsibility of the student or parent to request make up work for excused absences. Students must request their assignments within three days from the date of the absence. Students have two days to submit assignments to their teachers;

teachers, at their discretion, may offer students extended time when necessary to students showing concerted effort to complete missed assignments. Per the MCSD Handbook, schools are not required to provide make-up work for unexcused absences.

### **Missed Rehearsals and Performances**

Students are required to attend all rehearsals and performances as outlined and communicated by the respective arts program leader. This includes all visual and performing arts program participants. Students, parents and families are expected to schedule the non-school related events around the school's event date communication. Participation in arts area 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 RMOSTA, it is imperative that the associated schedules and dates set forth by the instructors are observed. This includes but is not limited to state performance assessment events, school concerts, community performances, art shows, creative writing events, outside of school performances or exhibitions and other campus and non-campus related performances. Students may be required to sign a contract detailing these expectations with each program leader of the courses/program of enrollment, and will be academically held accountable for honoring this expectation. Failure to adhere to this expectation, particularly for a student's arts track or major may result in magnet revocation and reassignment to the respective zone school.

In the case of an expected, needed 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.

### **Missed Tests and Final Examinations – Due to Unexcused Absences**

A student will not receive credit for test or final course examination which a student misses for an unexcused reason during the nine weeks and/or semester. The teacher will permit the student to complete test or examination within five school days after the student returns to school, provided the absence is approved for make-up. If it is the fourth marking period, the teacher will permit the student to complete the homework, test or examination by the end of the teacher's post-planning days, provided the absence is approved for makeup work. After a student completes a make-up homework assignment, test or final examination, the teacher will initiate a grade change authorization. Upon administrative approval of the grade change, the student's report card and transcript will be updated. Students may not take exams outside of the scheduled time period. Vacations and early departure for holiday breaks are not allowable reasons to take exams early.

### **Visitation Policy**

**ALL VISITORS MUST REPORT TO THE MAIN OFFICE FOR A VISITOR'S PASS.** Visitors will not interrupt classes or school functions with unannounced visits to classrooms or teachers. This includes before, during, and after school.

Parents/legal guardians are encouraged to meet with their student's teachers during 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.

### **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."

### **Music and Other Equipment or Technology Use**

The Muscogee County School District required each student who utilizes music equipment to complete and sign an instrument/music equipment contract. Included in this handbook is a copy of the MCSD music equipment contract. Students and parents must sign the contract. Please review the acknowledgements listed on the document. Please know that if an instrument or music equipment, left in a student's care, is damaged lost or stolen – the parent and student are expected to pay restitution.

Students are expected to be excellent stewards of MCSD equipment, instruments and technology devices. Failure to do so may result in restitution being paid to repair or replace the item. Students are expected to adhere to all MCSD and local school technology policies and guidelines.

**MUSCOGEE COUNTY SCHOOL DISTRICT  
Music Equipment Contract**

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

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

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

MCSD 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       | _____ Cummerbund |  |
| <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:**

- 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.
- To be responsible and pay restitution if this equipment/instrument is lost or stolen.
- To maintain equipment in good condition at all times including having it repaired as deemed necessary and as requested by the director.
- 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.
- To allow no person other than myself to play, handle, wear or use this equipment without specific permission from the director.
- 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

## **Student Discipline and Policies**

Students are expected to follow the MCSD behavior rules as outlined in the MCSD Code of conduct and all school based policies. Consequences for negative behavior include, but are not limited to: detention, in school suspension, out of school suspension, issuance of a behavior contract and/or revocation of magnet attendance activities. Please be advised that the MCSD handbook and code of conduct coupled with the RMSOTA student handbook may be utilized to inform decision making.

### **Cell Phones and Personal Electronic Devices**

RMSOTA is a bring your own device at your own risk school. This means that students may use personal cellular, tablet and computer devices, but RMSOTA assumes no risk or liability for loss, damage or theft. MCSD states responsibility to keep personal devices secure rests with the individual owner. MCSD is not liable for any personal device that is lost, stolen or damaged on school district premises. It is recommended that skins (decals) and other custom touches be used to physically identify individually owned devices. Additionally, protective cases for technology are encouraged. Students are permitted to utilize their devices in the classroom for instructional purposes as determined by the teacher. Students may utilize their devices to listen to music during the hallway transition with ear plugs/phones. 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, Behavior Contract, ISS, OSS and possible magnet enrollment revocation). RMSOTA personnel cannot search for personal items lost or suspected stolen while at school. This specifically applies to electronic and any other items brought by students to school. RMSOTA personnel will not be responsible for the value of an item in the event of an unintentional damage, loss or theft while at school. Parents, please consider this carefully when sending items to school with your child / children.

### **Student ID Badges**

Every student will be issued a school ID. Student IDs are to be carried at all times on campus and are required for check-ins, school computer use, book checkout, and lunch. Replacement ID badges will cost \$5.00. The school lanyard will cost \$2.00.

### **Dress Code Policy**

It is expected that students will adhere to the Muscogee County School District Dress code policy. MCSD has a district-wide dress code that is enforced at each school. For additional information about the District-wide dress code, please review the Code of Conduct. In addition to the District-wide dress code, Principals have authority and discretion to set school-specific dress codes and uniform codes at each school. In order to allow students time to obtain appropriate clothing, school-specific uniform codes are not enforced during the first five (5) school days that a student attends the school. If students or parents need assistance to comply with dress or uniform codes, please contact the Principal or designee. It is not the intent of MCSD to dictate the quality or style of clothing worn, but rather an effort to encourage good habits and acceptable group behavior. Student dress and personal appearance should reflect dignity and pride in oneself and in the school. Therefore, a student shall not dress, groom, or wear or use emblems, insignias, badges or other symbols where the effect thereof is to distract unreasonably the attention of other students or otherwise to cause disruption or interference with the operation of the school.

**MCS D Dress Code Outline** (Individual schools are permitted to designate uniforms or apparel for students to wear)

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.
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.

**Alcohol, Narcotics, Stimulants, and Other Dangerous Drugs and Controlled Substances**

Students are prohibited from possessing, using, selling, swapping, stealing, transmitting, intending to transmit, distributing, intending to distribute, or ingesting, holding, carrying, or being under the influence of alcohol and/ or any other substances prohibited by this rule.

Substances prohibited by this rule include:

- A. All substances, chemicals, and drugs made illegal or defined as dangerous or illicit by any local, State, or Federal law;
- B. Drugs including, but not limited to narcotic drugs, synthetic marijuana, amphetamines, barbiturates, marijuana, herbal marijuana, cocaine, stimulants, depressants, hallucinogens, inhalants, opiates, herbal supplements, or any other controlled substance or intoxicant;
- C. Alcoholic beverages or other intoxicants of any kind;
- D. Prescription and non-prescription medicine that has not been registered with the school pursuant to Board Policy JGCD;
- E. Any item or substance which is thought, represented to be, or treated as if it is an illegal or dangerous drug, illicit substance, intoxicant, or alcohol; and



F. Any drug-related paraphernalia containing any substance prohibited hereunder.

Where a lawful substance is used inappropriately to cause or attempt to cause intoxication, that substance will be treated as an unlawful drug for the purposes of student discipline under this Rule.

Selling, transmitting, intending to transmit, distributing, intending to distribute, buying, attempting to buy, giving, swapping, or stealing prescription or over-the-counter medication is prohibited.

All medication (prescription/non-prescription/over-the-counter) is to be turned in to the office prior to the beginning of the school day. See MCSD Board Policy JGCD.

A student's prescribed use of a prescription drug pursuant to and in accordance with a prescription from a registered physician authorizing that student's use of the drug is not a violation of this rule if the mandates of MCSD Board Policy JGCD are met prior to that student's use of the drug. Parental permission to have or use substances prohibited by this policy does not exempt a student from compliance.

Improper or 'off label' use of prescription and / or over-the-counter medication is prohibited

### **Student Alcohol Use**

A student shall not possess, sell, use, transmit, or be under the influence of any alcoholic beverage, or intoxicant of any kind:

1. On the school grounds during or immediately before or immediately after school hours;
2. On the school grounds at any other time when the school is being used by any school group;
3. Off the school grounds at a school activity, function, or event;
4. En route to and from school;
5. Off the school grounds while the student is in attendance at school or any school function, or is otherwise subject to jurisdiction of school authorities; or
6. En route to and from school functions, activities, or events.

### **Weapon - Hazardous Objects - Unauthorized Items**

A student shall not possess, use, handle, transmit, or control any object which is or may reasonably be considered as a weapon, hazardous object, or unauthorized item. This includes objects that may not be considered a weapon, hazardous object, or unauthorized item as defined below, but are used as a weapon against any other person.

"Weapon", while not meant to be all inclusive, is any firearm, pistol, revolver, or any weapon designed or intended to propel a missile of any kind, as defined in O.C.G.A. §16-11-127.1(a)(3), and any dangerous weapon, machine gun, rifle or shotgun, as defined in O.C.G.A. §16-11-121. "Hazardous Object" , while not meant to be all inclusive, is any dirk, bowie knife, switchblade knife, ballistic knife, any other knife having a blade of two or more inches, straight-edge razor, razor blade, spring stick, knuckles, whether made from metal, thermoplastic, wood, or other similar material, blackjack, any bat, club, or other bludgeon-type weapon, or any flailing instrument consisting of two or more ridged parts connected in such a manner as to allow them to swing freely, which may be known as a nun chahka, nun chuck, nunchaku, shuriken, or fighting chain, or any disc, of whatever configuration, having at least two points or pointed blades which is designed to be thrown or propelled and which may be known as a throwing star or oriental dart, or any weapon of like kind, or any stun gun or taser as defined in subsection (a) of O.C.G.A. §16-11-106.

"Unauthorized Item", while not meant to be all inclusive, is ammunition, BBs, paint pellets, CO2 cartridges, fireworks, matches, lighters, stink bombs, pepper spray, mace or similar instruments/items. These instruments/items are disruptive to the function of

the school and may pose a safety risk. A student who wishes to bring an object which could be reasonably considered to be a Hazardous Object or Unauthorized Item on school grounds as a part of or in conjunction with a class assignment or other school project must first receive written permission from the office of the Principal. Weapons, as defined above, are not allowed on or in a school safety zone under any circumstances. Where a student is determined by the Student Discipline Tribunal to have brought a Weapon to school, that student shall be expelled from school for a period of not less than one calendar year; however, the local board of education may modify such expulsions on a case-by-case basis. The Muscogee County Discipline Tribunal or the Board of Education is authorized to place a student determined to have brought a weapon to school in an alternative educational setting. Principals and building leaders have discretion in the school-level handling of all disciplinary events.

Please see the Discipline Matrix on the next page.

RMSOTA Discipline Matrix

Offenses	Consequences
<b>Bus Behavior Infractions</b>	<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 style="text-align: center;"><b>Examples of 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 style="text-align: center;"><b>Class I Consequences</b> include:                      Verbal Warnings                      Parent Contact                      *Lunch Detentions</p> <p>*Students may not receive more than three Lunch Detentions. Beyond three Lunch Detentions, offenses will result in Class II Consequences.</p>
<p style="text-align: center;"><b>Level II Violations</b></p> <p>Repeated Level I Violations (see Level I Consequences)</p> <ul style="list-style-type: none"> <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 style="text-align: center;"><b>Class II Consequences</b> include:                      Parent Contact                      *Administrative Detention</p> <p>*Students may not receive more than two Administrative Detentions. Beyond two Administrative Detentions, offenses will result in Class III Consequences.</p> <p style="text-align: center;"><b>Class III Consequences</b> include:                      *In-School Suspension                      **Behavior Contract                      Parent Conference</p> <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 style="text-align: center;"><b>Level III Violations</b></p> <p>Repeated Level II Violations (see Level II Consequences)</p> <ul style="list-style-type: none"> <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 style="text-align: center;"><b>Class IV Consequences</b> include:                      *Out-of-School Suspension                      Behavior Contract (if one not already in place)                      Magnet Revocation</p> <p>*Students may not receive more than one OSS. Further violations will result in Magnet Revocation.</p> <p style="text-align: center;"><b>Class V Consequences</b> include:                      Recommendation to Tribunal Based on MCSD Policy                      Magnet Revocation                      Criminal Prosecution (Law Enforcement)</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.

## **Student Information and the Media**

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's 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 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.

### **Final Disclaimer:**

This guidebook is in alignment to the MCSD Handbook and Code of Conduct. It is incumbent upon the individual to become familiar with and adhere to the MCSD and local school documents. It is important that each student and their parents or guardians become intimately familiar with both documents.