



AMERICAN LEADERSHIP ACADEMY
FINE ARTS HANDBOOK

2022-2023

We are excited to have you join American Leadership Academy's fine arts program that works towards excellence and this excellence involves areas that extend far beyond winning and losing. Our programs engage students in areas that can be very rewarding and give them opportunities to build leadership attitudes, and behaviors. Your success is the direct result of the combination of effort, teamwork, and commitment. Our fine arts programs are designed to build self-confidence and allow students to grow and develop leadership characteristics that they can carry into their future. Your participation is a privilege and should be treated as such. The rules outlined in this handbook are designed and intended as a guide to successful participation. You will be expected to understand and abide by these rules and it is your responsibility to follow them.

MESSAGE TO THE PARENTS

This material is presented to you because your son/daughter has indicated a desire to participate in a performing fine arts program and you have expressed your willingness to permit him/her to participate. We believe that participation in a fine arts program provides a wealth of opportunities and experiences that assist students in personal, and academic growth. We believe fine arts can be an integral part of the high school educational experience, both as a competitor and a spectator. We look forward to working with you, and supporting your son/daughter as they participate in their chosen program.

GENERAL EXPECTATIONS

1. Attend the practice and rehearsal dates as outlined on the team calendar. After-school rehearsals are required for major fine arts events.
2. Be on time to all performances, rehearsals and classes. You will be marked tardy if you are not there when the class or rehearsal is scheduled to start. Four (4) tardies will equal one (1) unexcused absence.
3. You are required to be at all rehearsals that are outside of the regular school day class time.
4. You are required to be at every performance whether at school or outside of school hours because every member of the team is vital to the performance.
5. A student must notify their advisor in advance if he/she needs to miss an after-school rehearsal.
6. You may be excused by your advisor for the following:
 - a. Extreme personal illness (contagious), doctor note may be necessary
 - b. Death in the family
 - c. Wedding in the immediate family
 - d. Pre-arranged vacation. The advisor must be notified at least 2 weeks in advance of the vacation. Vacations will not be excused if during tour or scheduled performances.
7. Unexcused absences are the following:
 - a. Just not feeling well
 - b. Oversleeping
 - c. Work
 - d. Being tired
 - e. Being at another activity, practice or rehearsal without communicating beforehand.
8. You may have one (1) communicated unexcused absence per term. The second unexcused absence will result in a drop in your grade and three or more unexcused absences per term will result in probation and not being able to perform or with dismissal from the team.

9. If you are required to wear specific clothing during class time or rehearsals and do not wear it then this will result in a drop in your grade.
10. Several fine arts classes will have a zero hour and 1st period class. The start time for the zero hour will be 7 am. Students are required to enroll in both periods and will not be able to take other classes that are during this time.
11. You will be required to help clean-up after all performances. This includes collecting all of your belongings, and cleaning up any assigned areas. During a trip or tour you may be required to help tear down the set and load or unload the trailer.
12. Decisions regarding stage blocking, performance status, and/or soloists are made at the sole discretion of the advisor.

ACADEMIC PERFORMANCE

American Leadership Academy strongly supports extracurricular activities and encourages students and families to participate in wholesome recreational activities. However, as an institution of learning and education, our first priority is to ensure every student is receiving an appropriate education. As such, American Leadership Academy will require all students to be on track academically for graduation prior to trying out for any fine arts team, group, company or club that requires travel, rehearsal, practice, or out of class participation. Grades will be checked at the end of each term and if a student has received an F in a core class they will be not be able to perform until the F is made up.

Procedure: Prior to tryouts students will obtain documentation from the counselors that demonstrates the student is on track for graduation. Any student who is not on track for graduation will be required to create a remediation plan with the counselors and their parent, be enrolled in and pay all associated remediation fees, and have an administrator's signature before trying out. If the student does not follow the plan and complete the required coursework as outlined in the plan the student will be dropped from the group, team, company, or club.

SCHOOL POLICIES

You are required to follow the ALA Social Media Policy that states: ALA students who are on competition teams represent ALA and are seen as role models at the school and in the community, and have the responsibility to portray their team, their school and themselves in a positive manner at all times.

Students should be aware that third parties, including the media, future employers and school administration could easily access social media profiles and view all personal information. This includes all pictures, videos, comments, posts, and posters. Inappropriate material found by third parties affects the perception of the students and the school.

Students who are on competition teams will not engage in inappropriate, harassing, demeaning, threatening or offensive behaviors while participating in social media and electronic communication.

Examples may include, but are not limited to, depictions or presentations of the following:

1. Content online that is derogatory, demeaning or threatening toward any other individual or entity as well as any acts of violence (examples: derogatory comments regarding ALA or another school; taunting comments aimed at a student, advisor or another employee of ALA or another

school, and derogatory comments against race, sexual orientation and/or gender). No posts should depict or encourage unacceptable, violent or illegal activities (examples: hazing, sexual harassment/assault, discrimination, fighting, vandalism, academic dishonesty, underage drinking, and illegal drug use).

2. Photos, videos, comments or posters showing the personal use of alcohol, drugs and tobacco.
3. Photos, videos, and comments that are of a sexual nature. This includes links to websites of a pornographic nature and other inappropriate material.
4. Pictures, videos, comments or posters that condone drug-related activity. This includes but is not limited to images that portray the personal use of marijuana and drug paraphernalia.
5. Content online that would constitute a violation of school or team rules (examples: commenting negative comments publicly about a teacher, advisor, classmate, official, or other school employees).
6. Administration and the Advisor have the ability to impose probation, suspension, or removal of a student from the team for an inappropriate action.

All students will follow the ALA Dress Code Policy, Attendance Policy, Behavior Policy, Bullying Policy and Electronic Use Policy. It is your responsibility to read each of these policies. If you are suspended for any reason you will be unable to participate in any performance or rehearsal until meeting with the Fine Arts Director and receiving approval to participate.

REHEARSAL CONDUCT

1. Missing rehearsals may lose your opportunity to participate in certain numbers and you being put on probation.
2. You are required to wear assigned clothing during rehearsals.
3. You need to treat other students with respect and refrain from gossiping or spreading rumors. Bullying and negative talk is not allowed.
4. Public displays of affection are not allowed during rehearsals.
5. You are expected to be cooperative and respectful, and required to listen and follow instruction from you advisor, choreographers or other professionals that are there to instruct. Being disrespectful may result in your dismissal from the rehearsal and possible removal from the performance.
6. You need to ask before leaving the rehearsal for any reason.
7. You are expected to give 100% of your talents and energy at every rehearsal so that the desired goal of the best production of which you are capable can be reached.
8. If a scheduling conflict arises involving another ALA activity your advisor will work with the other advisor/coach/teacher to discuss accommodations that can be made to allow the student to participate in both events and will make reasonable efforts to find a solution. If an agreement is not reached then administration will make the decision that is in the best interest of the student.

COSTUMES

1. Costumes are the property of American Leadership Academy and should always be treated with care, with all costuming instructions being followed at all times. This means costumes must be hung up properly following each run through or performance. If you lose or damage your costume you may be charged a replacement or repair fee.
2. Students should not eat while in costume.

3. Students are required to wear the assigned apparel when traveling to/attending competitions.
4. No jewelry of any kind can be worn unless it is part of the assigned costume.
5. Unnatural hair colors are not permitted and hair must be worn secured and out of the face.
6. Students are required to wear the requested undergarments underneath their costumes.
7. The Fine Arts Director will have the final decision on all costuming.

COMPETITION EXPECTATIONS

1. All competitions/shows are mandatory. Family trips, appointments, etc. should be scheduled around competition dates which have all been given well in advance.
2. Students will travel to and from competitions on school buses or school vehicles and will be expected to stay with the group until all buses and equipment have been unloaded at the end of the day. Exceptions to this rule will only be approved under extenuating circumstances and only if communicated at least 48 hours prior to the competition date.
3. There will be no public displays of affection while traveling on the buses or in school vehicles. Doing so may prevent you being able to participate in the competition.
4. No vulgar language or public displays of affection are allowed at any competition.
5. Students will be present and supportive of each ALA group's show and will attend their performances at all competitions.
6. Students will demonstrate kindness and respect to all team members, parent volunteers, and personnel from ALA and all other schools.
7. Students will conduct themselves in a professional manner at all times when travelling and performing for ALA.

PARENT VOLUNTEER EXPECTATIONS

ALA recognizes the many benefits to the students and faculty through the service of parents who volunteer their time to assist in activities and programs. ALA also recognizes the need to provide guidance and parameters to those who volunteer.

1. Volunteers are selected and approved by the teacher/advisor of the program.
2. Volunteers serve under the supervision of the Fine Arts Director.
3. Volunteering is an appreciated service, but it is not a right, and the school may decline the offer of service of any individual. Volunteers may be directed to cease their activities and leave school property at any time.
4. Volunteers are subject to applicable school policies and procedures. In general, when interacting with students they must adhere to the same standards of conduct outlined for employees. Volunteers must avoid inappropriate boundary invasions and must be honest and ethical in all their volunteer activities. To the extent possible, a volunteer should never be alone with a student.
5. Volunteers hold no authority over any aspect of the program, such as student participation or discipline, and may not hold themselves out as an advisor, decision-maker, or representative of the team or school.
6. Volunteers must conduct themselves in a friendly, courteous manner and not show partiality toward any student.
7. Volunteers must not share or discuss their personal political beliefs with or in the presence of students.

8. Volunteers who become aware of any potential student disciplinary issue must report the issue to the teacher/advisor or the Fine Arts Director.
9. Volunteers who use or have access to the school's resources must use those resources appropriately, responsibly, and consistent with school policy.
10. Volunteers may not disclose student records or personally identifiable student information to any person other than the teacher/advisor or Fine Arts Director. This includes all academic, medical and personal information.
11. Volunteers act only as a support which means that all instruction, information, discipline, or evaluation needs to come from the teacher/advisor and not from the volunteer.
12. Volunteer concerns should be emailed to the teacher/advisor and not brought up or talked about in front of students.
13. Volunteers need to wear appropriate, modest attire.
14. Volunteers should not bring their young children with them when volunteering.

PARENT/GUARDIAN EXPECTATIONS

Both parenting and teacher/advisor are extremely difficult vocations. By establishing an understanding of each position, we are better able to accept the actions of the others and provide greater benefit to the students. As parents, when your son or daughter becomes involved in our programs, you have a right to understand what expectations are placed on your student.

1. Parents/Guardians are committed to their student's participation in ALA performance/competition teams and will be active in ensuring their student's attendance at all rehearsals, performances, and events.
2. Parents/Guardians will act as good ambassadors for ALA at all times demonstrating respectful and kind behavior at all performances, competitions, and events. This includes being encouraging and positive about other schools performances and organizations at any events outside of ALA.
3. Parents/Guardians will communicate any scheduling conflicts, absences, or concerns to the advisor either by email, or text.
4. Parents/Guardians are responsible for all financial obligations associated with whatever team their student is on. They need to support the expectations and requirements that are being made of their child in order to participate in the program.

APPROPRIATE CONCERNS TO DISCUSS WITH THE ADVISOR

1. The treatment of your student, mentally and physically.
2. Ways to help your son/daughter to improve.
3. Concerns about your student's behavior.
4. Injuries or circumstances that may endanger your student when participating.

As your son/daughter becomes involved in the fine arts program they will experience many rewarding moments, but it is important to understand that there also may be times when things do not go the way you or your student wishes. It is very difficult to accept your son/daughter's not performing or having solo parts as much as you may hope. Advisors are professionals, and they make judgment decisions based on what they believe to be the best for all students involved. As you have seen from the list

above, certain things can and should be discussed with your students' advisor, but other things must be left to the discretion of the advisor.

NOT APPROPRIATE TO DISCUSS WITH THE ADVISOR

1. Solos or lead parts.
2. How fees are spent.
3. Stage setup and blocking.
4. Other students.

If you have a concern, you may want to discuss the issue with your son/daughter first. You may find through this communication an answer, resolution, or understanding of the situation before contacting others. If you do have a concern that you need to discuss with the advisor you may do it through email or by setting up an appointment to speak with them. If the advisor cannot be reached, then email or call the Fine Arts Director and a meeting will be set up for you.

What can a parent do if the meeting with the advisor did not provide a satisfactory resolution?

1. The Fine Arts Director should be notified and made aware of the parents' concerns.
2. The Fine Arts Director will investigate the complaint, and discuss the concern with the advisor.
3. If the complaint is not satisfactorily resolved by the Fine Arts Director then the parent can make a formal complaint with the Executive Director.

A meeting that is set up with an advisor and a parent should not result in negative consequences against the student because of this meeting.

All payments received and deposited are non-refundable and non-transferrable. If a student should leave or is suspended from the group before the year ends, no refunds will be issued. If an advisor terminates a student from their group for any reason outlined in this handbook a refund will not be given.