

## PARENT POLICIES AND GUIDELINES

Arts & Minds strives to provide quality enrichment classes and activities in an organized, productive, safe and fun environment. To accomplish this goal, the commitment of every teacher, parent and student is needed.

**PARENTS (or guardian, if applicable), please initial each item:**

- \_\_\_\_\_ Parents understand that a Waiver of Liability Form and Photo/Video Release must be filled out and turned in before a student may attend classes. Students without required paperwork will not be allowed to participate.
- \_\_\_\_\_ Parents will be contacted by a teacher or Arts & Minds staff member if their student persistently disregards the Student Policies and Guidelines.
- \_\_\_\_\_ Parents acknowledge that students have agreed to act in a manner that demonstrates respect for others. Any disrespectful, rude, uncooperative or unkind behavior will be addressed promptly and privately.
- \_\_\_\_\_ Parents acknowledge that students have agreed to respond respectfully and make correction(s) when addressed by a teacher or staff member regarding inappropriate or disruptive behavior. In the case of misbehavior, the following steps will be taken:
- The issue will be brought to the student's attention by the teacher, and if the student responds respectfully and corrects the behavior, no further action will be necessary.
  - If the response of the student is disrespectful or the behavior is not corrected, the teacher will contact the parent in an effort to resolve the problem. Based on this conversation, the teacher and parent may require a meeting with the student present. The teacher or parent may request the Executive Director to be present at a meeting, if needed.
  - If a solution is reached, the student may continue classes, otherwise dropping or dismissal may be necessary. Once a student has dropped or been dismissed from a class, return to that class is not permitted for the remainder of the semester and no refund is given.
- \_\_\_\_\_ Out of respect for our teachers, parents are asked to get their student to class on time, have their student attend class regularly, show up prepared and complete homework assignments. Teachers have the discretion to affect grades, where applicable, in accordance to tardiness, absences, missing and/or late homework, make-up work, tests, exams and other requirements.
- \_\_\_\_\_ Parents are solely responsible for their child arriving and leaving the class facility safely.
- \_\_\_\_\_ Parents are solely responsible for dropping off and picking up their child on time.
- \_\_\_\_\_ Parents understand that they may not leave their child unattended or unsupervised at Arts & Minds. If a teacher or staff member has not yet arrived, please wait for the teacher or staff member to arrive.
- \_\_\_\_\_ Parents will inform their child's teacher or a staff member if their child is going to be absent from a class. Students absent twice in a row without contacting their teacher to arrange for makeup, run the risk of dismissal.
- \_\_\_\_\_ Parents are responsible for regularly checking their email for Arts & Minds announcements as this is the main form of communication for information.
- \_\_\_\_\_ Bad weather cancellations and postponements will be announced via email and are based on the local Independent School District's decision regarding inclement weather.
- \_\_\_\_\_ Parents are ultimately responsible for Arts & Minds property or facility property that is damaged or lost by their child and are required to repair or replace that property.
- \_\_\_\_\_ Parents agree to address any concerns or complaints directly with the involved party. If an issue is unable to be resolved, the parent may contact the Executive Director.
- \_\_\_\_\_ Parents agree to adhere to the policy of no smoking, vaping, alcohol or illegal drug use on the premises where Arts & Minds classes or activities are held.

\_\_\_\_\_ Parents agree to abide by the following weapons policy: Weapons are prohibited on the premises of any Arts & Minds activity or event as defined by Penal Code. Title 10. Offenses Against Public Health, Safety and Morals. Chapter 46. Weapons. Sec. 46.01. Definitions.

\_\_\_\_\_ Parents will ensure that their child does not come to class if they have had fever, vomiting, diarrhea or other contagious condition in the last 24 hours. Arts & Minds is not responsible for administering any medications.

\_\_\_\_\_ Parents are responsible for informing Arts & Minds about their child's food or environmental allergies.

\_\_\_\_\_ Parents agree to encourage their child to practice modesty of dress and reasonable conduct where Arts & Minds classes and activities are held to minimize distraction and promote courtesy and consideration.

\_\_\_\_\_ Parents agree to support the Dress Code and Conduct Policy to which their child has agreed:

- Clothing with inappropriate pictures or slogans are not allowed.
- Bare midriffs, see-through clothing and exposed undergarments are not allowed.
- No hats, hoodies over the head, headphones/earbuds or sunglasses worn in class.
- Use of profanity or name-calling will not be tolerated.
- Students are expected to conduct themselves respectfully at all times and public displays of affection are not conducive to concentration and learning, therefore students should refrain from this behavior while attending Arts & Minds classes and activities.

\_\_\_\_\_ Parents are aware that students have agreed to put away all electronic devices, including cell phones, laptops and tablets, during class times unless otherwise requested by the teacher for class purposes. Violation will result in electronic devices being confiscated and not being returned until the end of class.

Arts & Minds values and supports its teachers, parents and students and thanks you for your support and agreement to the Parent Policies and Guidelines.

**I have read, understand and agree to uphold the Arts & Minds Parent Guidelines and Responsibilities.**

**Parent/Guardian Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Parent/Guardian Printed** \_\_\_\_\_