

STUDENT 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.

STUDENTS, please initial each item:

- _____ Students agree to act in a manner that demonstrates respect for others. Any disrespectful, rude, uncooperative or unkind behavior will be addressed promptly and privately.
- _____ Students agree 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/guardian in an effort to resolve the problem. Based on this conversation, the teacher and parent/guardian may require a meeting with the student present. The teacher or parent/guardian may request the Executive Director 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.
- _____ Students agree to be punctual, attend classes regularly, show up prepared, participate fully 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.
- _____ Students agree to contact their teacher or a staff member if they are 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.
- _____ Students agree to act, at all times, in a manner that demonstrates care and respect for the facility, property and grounds where classes and activities are held.
- _____ Students agree not to loiter outside the facility unsupervised and to check with teachers and staff regarding use of and access to outside areas.
- _____ Students agree to keep noise levels appropriate for indoors as a courtesy to classes that are in session.
- _____ Students agree to eat in designated break and lunch areas and to pick up their trash. Bottled water or water in an enclosed container is permitted in class.
- _____ Students agree not to bring animals/pets onto the premises without the permission of a staff member.
- _____ Students agree not to use aggressive or violent behavior, as well as offensive gestures and foul language. Also, aggressive horseplay and physical and verbal abuse will not be tolerated.
- _____ Students agree to repair or replace any property of Arts & Minds or the facility for which they are responsible for damaging or losing.
- _____ Students 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.
- _____ Students 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.
- _____ Students agree not to 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.

_____ Students agree to practice modesty of dress and reasonable conduct where Arts & Minds classes and activities are held to minimize distraction and promote courtesy and consideration.

_____ Students agree to the following Dress Code and Conduct Policy:

- 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.

_____ Students agree 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 Student Policies and Guidelines.

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

Student Signature: _____

Student Printed Name: _____ **Date:** _____

Parent Signature: _____

Parent Printed Name: _____ **Date:** _____

Please list student's food or environmental allergies, if any:
