Welcome to Community School of the Arts (CSA). Our goal is to provide arts opportunities for students of all ages and levels from preschool to adult. CSA holds to a philosophy of artistic excellence in all that we do within a family-focused environment that improves quality of place.

GENERAL POLICIES AND PROCEDURES

Dropping Off and Picking Up Your Child
The first priority of CSA faculty and staff is to ensure the health, safety, and security of all students.

When your child is dropped off at CSA for any activity, an adult (parent, guardian, or other named individual) must escort the child to their proper room, and must pick up the child from that room following the activity. This policy is to ensure the safety of all children participating with CSA.

- Teenagers who are of legal age to drive do not need to be accompanied by an adult to CSA.

Children are to be dropped off no earlier than 15 minutes prior to the start of class, and picked up promptly at the end of class. CSA will not provide supervision for students more than 15 minutes prior to an activity’s designated start time.

- Anyone wishing to stay during the duration of a class activity must wait in the designated waiting area located in the Library.
- Young children visiting CSA with parents must be supervised at all times.
- Parents with children 6 and younger may utilize the playground area next to the parking lot.

All students (except those who drive) must wait inside the CSA facilities until their transportation arrives. Parents/guardians must physically enter the building to pick up children; teens may leave the building once their ride arrives.

CSA does not provide transportation to any students at any time.

Attendance Policy
Attendance is vital for the progress of each student. In many cases, the student’s commitment to attendance becomes imperative for the success of the class. In the event that a lesson or rehearsal must be missed, students and parents are required to give at least 48 hours’ notice whenever possible. All make-up lessons are given at the discretion of the instructor and only with approval of CSA administration.

Students should arrive on time for lessons and rehearsals. In the event that a student arrives late for their lesson, the missed time will not be made up.

CSA will provide make-up private lessons for time missed due to teacher absence or inclement weather. Cancellation of lessons due to inclement weather will be based on the Fort Smith Public Schools and/or the discretion of CSA administration.

Scheduling of Private Lessons
Private lessons are offered in recurring sessions of 5, 10, & 15 weeks each semester. Students may choose a weekly private lesson of 30, 45, or 60 minutes in length. The day and time of each lesson are set by the student and the instructor based on individual availability and convenience.
GENERAL POLICIES AND PROCEDURES, CONT'D

Curriculum & Content
CSA offers course instruction and private lessons in a wide variety of areas and subjects from the arts. The curriculum for each area is determined by the instructor and Executive Director based on the needs and specializations of faculty and students. Each area offers a unique, custom curriculum for every individual student.

Practice Time
One of the most fundamentally essential behaviors in cultivating high-quality artisanship in any area is the repetition and reinforcement that comes from regular and intensive practice. All CSA students, regardless of the area of study, are expected to practice a minimum of 90 minutes per week on all materials assigned by the instructor. This is the equivalent of "homework" in the arts, and students are assessed based on the work that they put into their area outside of the classroom.

When an assignment is made by an instructor, it is done so with the expectation that the student will complete the assigned 90 minutes of practice and will come to the next lesson prepared to exhibit for the instructor the work that they have done.

Students who exhibit a tendency to avoid practice or who do not input sufficient effort are subject to teacher reassignment or, in extreme cases, dismissal from the program.

Students who practice more will excel faster and in a more meaningful way than students who only do the "bare minimum."

Recital & Exhibition Participation
All CSA students enrolled in private lessons will have the opportunity to exhibit their work at recitals and exhibitions throughout the semester. Performing or exhibiting for a live audience is an essential part of developing a young artist.

At the discretion of the instructor, all students are required to participate in at least one recital or exhibition each semester, but may participate in as many as they choose. Student recitals and exhibitions are scheduled regularly throughout the semester, allowing convenience of scheduling.

Recital Attire
Recital attire is "Sunday Best" or "Business Professional." Students are expected to wear dress clothes and shoes. Gentlemen must wear a shirt with collar and dress slacks, with coat and/or tie optional. Ladies may wear either slacks or skirt with dress shirt or sweater, or a full-length dress.

All students are expected to dress modestly and are not permitted to wear overly revealing garments of any kinds. Flip-flops or sandals are not acceptable attire for recital performance.

Recital Etiquette
During a recital performance, students should be seated near the front of the concert hall. While the performance is taking place, students are expected to sit quietly and listen attentively to each performance. Once the student's performance has ended on stage, the student is to bow and then promptly be seated and remain seated until the end of the recital.

In order to respect all performers, parents and family are required to be in attendance for the entire recital program.
MARKETING

CSA students and parents are encouraged to market the school to their family, friends, and community. Through social networking, CSA is able to expand its course offerings and generally improve the quality of our programs. Parents may contact CSA administration at any time to acquire print and digital marketing materials that they can disperse.

Parents and students may not alter color, size, text, layout, or any other element of the CSA name, logo, or other branding materials.

COMMUNICATION

Parents should correspond with instructors through official CSA email or Remind; instructors can be reached by email using “first.last@csafortsmith.org.”

INSTRUCTIONAL POLICIES

Parents in the Classroom

Parents and guardians are not permitted in any CSA rehearsal, lesson, or other instructional activity unless given express permission by the instructor and CSA administration.

Parents waiting on a student in a lesson or rehearsal must wait in the designated waiting area. Parents may not congregate in the hallways outside of lesson or rehearsal spaces.

Electronic Devices

Electronic devices such as computers, tablets, and phones are to be used ONLY as teaching aids or educational tools.
- Use of electronic devices for any reason other than as an instructional aid is strictly prohibited.
- Students must put away all electronic devices immediately upon entering the classroom.
- Students may not use any electronic device for personal reasons during instructional time.

Food/Snacks/Gum

There is to be absolutely no food or drink in the hallways, offices, studios, sanctuary, or any other rehearsal spaces at any time.
- Students who arrive with an after-school snack may use the kitchen area of the fellowship hall to eat unless the space is in use by CSA or St. Bartholomew's.

With the exception of bottled water, students may not have any type of consumables while in a classroom or while participating in any CSA activity. This includes all food, soda, snacks, bottled drinks, etc.
- Absolutely NO CHEWING GUM is allowed during any CSA activity.
DISCIPLINARY POLICY

Reporting and Documenting Behavioral Infractions
CSA will document and maintain records of all behavioral and disciplinary incidents. Faculty are required to report behavioral problems immediately to CSA administration who will make a report with the student's guardians.

Expectations for Student Behavior
All students are expected to show respect to others at all times. CSA requires that all students behave in a reasonable fashion, and exhibit common sense in their actions while participating in all CSA activities. In circumstances where behavior is deemed unacceptable by CSA faculty, staff, or administration, infractions will be handled on a “3 strikes, you're out” policy:

1st Strike: Student will be verbally warned of unacceptable behavior.
2nd Strike: Parent will be notified; student may be placed on disciplinary probation.
3rd Strike: Student may be removed from class without refund of tuition.

If at any time a student's behavior places the safety of any member of CSA at risk in any way, dismissal from CSA may take place immediately and without warning. Dismissal from any CSA activity occurs without a refund of any tuition.

Volunteers
Parents, family, and friends have the opportunity to volunteer at CSA for activities and events. All volunteers must be approved by CSA administration prior to the event. Anyone wishing to volunteer backstage during an event must complete and pass a background check prior to volunteering at CSA. The backstage area for events is closed to anyone other than approved personnel. Once a volunteer has provided a background check, that individual will be placed on an approved personnel list. CSA does not pay for background checks for volunteers.

PHOTOGRAPHY & VIDEOGRAPHY
CSA and St. Bartholomew’s Church reserve the right to use photos, recordings, and video clips of all students in promoting the arts. Students and parents are not permitted to take photos or videos of any musical theatre production at any time. This policy is in place in order to comply with federal copyright and licensing law. Parents may take photos and video of student recitals so long as the recital is not interrupted.
   - No flash photography may be used during recitals.

SOCIAL MEDIA LEGAL STATEMENT
The relationship between CSA faculty and students/parents/family members must be strictly professional at all times. Personal relationships may compromise the integrity of CSA, and for this reason faculty members are strictly prohibited from maintaining a personal relationship with a student/parent/family member. This policy extends to ALL forms of digital social media, as well as ALL online interactions and correspondence.
REGISTRATION & SEMESTER SCHEDULE

Students may download registration forms by visiting csafortsmith.org. Completed forms may be returned to CSA administration by email at info@csafortsmith.org, or by mail to:

Community School of the Arts
Attn: Registration
PO Box 11881
Fort Smith, AR 72917

TUITION PAYMENTS

All tuition payments made to CSA are non-refundable and non-transferable. A $100 tuition deposit is due at the time of registration; this amount will be applied to the total tuition for each course.

All tuition must be paid in full prior to the first day of instruction. Payments may be made via cash, checks made out to Community School of the Arts, or a Visa, MasterCard, AmEx, or Discover card. Checks should include the student's name in the memo line. Credit/debit payments can be made in person with CSA administration, or by phone at 479-434-2020. Starting July 1, 2018 fees will be assessed for all credit card transactions. Payments may be sent by mail to:

Community School of the Arts
Attn: Registration
PO Box 11881
Fort Smith, AR 72917

OTHER POLICIES AND PROCEDURES

The information in the CSA Student/Parent Policies and Procedures document will be supplemented as needed by policies and other documents designated by the individual instructor.

CSA CONTACT INFORMATION

Office Hours
Monday-Thursday 9am-6pm
Friday 9am-1pm

Dr. Rosilee Russell, Executive Director/Founder
Rosilee.Russell@csafortsmith.org 434-2880

Shannon Stoddard, Administrative Assistant
Shannon.Stoddard@csafortsmith.org 434-2020

Deana Griffith, Administrative Assistant
Deana.Griffith@csafortsmith.org 434-2114

CSA Administration & General Information
Info@csafortsmith.org; 479.434.2020

On the Web:
www.csafortsmith.org
www.facebook.com/csafortsmith