



**PARENT/STUDENT POLICIES & PROCEDURES**

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 & PROCEDURES

### General Health & Safety Policy

The first priority of CSA faculty and staff is to ensure the health, safety, and security of all students. CSA will follow all state directives regarding health and safety for the protection of all students. The following illness policies will be strictly enforced, for the health, wellbeing and safety of all concerned.

### Sick Child Policy

Under no circumstances may a parent bring a sick student to CSA. In the event a student becomes ill and needs to be picked up, the parent(s) will be called and expected to come pick the student up immediately. If the parent(s) cannot be reached, the emergency contact person will be called and asked to come pick the child up. If a student has any of the following symptoms or unable to participate in the normal routine and regular school day they **MUST STAY HOME**.

- Fever: Fever is defined as having a temperature of 100°F or higher taken under the arm, 100°F taken orally (a child needs to be fever free for a minimum of 24 hours before returning to school, that means the child is fever free without the aid of Tylenol®, or any other fever reducing substance.)
- Fever AND sore throat, rash, vomiting, diarrhea, earache, irritability, or confusion.
- Diarrhea: runny, watery, bloody stools, or 2 or more loose stools within last 4 hours.
- Vomiting: 2 or more times in a 24-hour period. Note: please do not bring your child if they have vomited in the night.
- Breathing trouble, sore throat, swollen glands, loss of voice, hacking or continuous coughing.
- Frequent scratching of body or scalp, lice, rash, or any other spots that resemble childhood diseases, including ringworm.
- Child is irritable, continuously crying, or requires more attention than we can provide without hurting the health, safety or well-being of the other children in our care.

### Dropping Off & Picking Up Your Child

When your child is dropped off at CSA for any activity, an adult (parent, guardian, or other named individual) must escort the child to the main entrance and must pick up the child from there 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.
- After entering the building, the student will wait in the main lobby area until their instructor gets them

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.

- **If at all possible, please exit the building and return when the class or lesson is over.**
- **Anyone wishing to stay during the duration of a class activity must wait in the Main Lobby area.**
- Young children visiting CSA with parents must always be supervised.

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 student at any time. Students consistently picked up late from CSA or offsite events will be dismissed from the program.

### **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. **Students are allowed one make-up lesson per semester.** 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 year-round. Students may choose a weekly private lesson of 30, 45, or 60 minutes in length. The day and time of the lessons are set by the student and the instructor based on individual availability and convenience.

### **Curriculum & Content**

CSA offers course instruction and private lessons in a wide variety of areas and subjects in 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.

## **Dress Code**

In order to enhance high standards and promote the teaching and learning process, we encourage neatness, cleanliness, and decency in personal dress and appearance of all students.

### **General**

1. Students will be expected to wear clothing to CSA.
2. Styles must not infringe on the rights of others or pose a hazard to personal safety.
3. State health laws require that shoes be worn at all times.
4. Hair must be neat and clean.

### **Specific Prohibitions**

1. Clothing styles that are revealing to the point of disruption or distraction. Examples include but are not limited to:
  - a. Spaghetti straps
  - b. Any type of strapless apparel
  - c. Shirts, blouses, or tops that expose any part of the stomach
  - d. Low-cut attire, bare backs, halter tops, mesh or see-through attire, or shirts, tops, or blouses with open sides.
  - e. Undergarments (underwear, bra, etc) cannot be exposed
2. Clothing or body art that advocates poor standards of character and citizenship. Examples include but are not limited to:
  - a. Advertisements for alcohol, drugs, e-cigarettes, or tobacco.
  - b. Displays of excessive violence.
  - c. Slogans associated with death, suicide, or killing.
  - d. Suggestive language, slogans, or sexual connotations.
3. Shorts and skirts must extend to midthigh. Clothing with rips, tears, or holes above the midthigh is prohibited.

## **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 kind. **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.

CSA students will be asked to give a short bio and photo for marketing purposes.

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 email, text or Remind.

## INSTRUCTIONAL POLICIES

### Parents in the Classroom

Parents and guardians are not permitted in any CSA rehearsal, lesson, or other instructional activity unless you are in Suzuki Program.

Parents/siblings waiting on a student in a lesson or rehearsal must wait in the Main Lobby area. If at all possible, exit the building and return when lesson is complete. Parents/siblings 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 are in class/rehearsal for more than an hour and are located in the Cafeteria or Auditorium may have a snack.

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:

**1<sup>st</sup> Strike:** Student will be verbally warned of unacceptable behavior.

**2<sup>nd</sup> Strike:** Parent will be notified; student may be placed on disciplinary probation.

**3<sup>rd</sup> 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. The backstage area for events is closed to anyone other than approved personnel.

### **PHOTOGRAPHY & VIDEOGRAPHY**

CSA reserves the right to use photos, recordings, and video clips of all students in promoting the arts. Please note that photos on social media may be picked up by other organizations worldwide. Contact CSA Administration if there are any concerns. Students and parents are not permitted to take photos or videos of any musical theatre productions 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 always be strictly professional. 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 register in the office, online or download registration forms by visiting [csafortsmith.org](http://csafortsmith.org). Completed forms may be returned to CSA administration by email at [info@csafortsmith.org](mailto:info@csafortsmith.org), or by mail to:

Community School of the Arts

Attn: Registration

PO Box 11881

Fort Smith, AR 72917

### **TUITION PAYMENTS**

All class tuition payments made to CSA are non-refundable and non-transferable.

Tuition for private lessons is paid monthly. This payment will be automatically deducted from your account. CSA offers private lessons year-round. Lessons continue each month unless a written notice to stop lessons is given to CSA one month prior to ending. Fees are assessed for all credit card transactions. You may also choose to pay for a full semester or year of lessons. Tuition must be paid 24 hours prior to the first day of instruction and is non-refundable. **Send payments to 11881, PO Box, Fort Smith, AR 72917.**

## **OTHER POLICIES & 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-5pm*

Dr. Rosilee Russell, Executive Director/Founder  
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