

## STUDENT POLICIES

### I. INJURY OR ILLNESS:

In the event of illness:

- (1) Every effort should be given to support the individual.
- (2) The School will provide no medications; only assist the individual in taking their own supply.
- (3) If a child is ill, or is symptomatic of a communicable illness (i.e., vomiting, fever) that child's parents will be contacted to pick up the students.
- (4) Parents are asked to refrain from bringing their child to class showing any symptoms of communicable illness.

### II. FIRE

- (1) The gathering place is the sidewalk adjacent to Symphony Hall, in front of the public sculpture.
- (2) Do not use the elevators.
- (3) If you require a handicap exit route from the second or third floors- locate the emergency call button in the stair well at the west side (5<sup>th</sup> Street) of the building. Push the button and wait for assistance from a fire professional.
- (4) In an event of any fire, no matter the size, the event should be reported to the administrative office immediately.

### III. INCLEMENT WEATHER AND SCHOOL CLOSING:

- (1) When the weather or roads are questionable students and staff should check the radio, television and Internet for cancellations or delays, or call the Baum School to hear the voice mail message.
- (2) The School makes every effort to salt and remove snow but students should report undesirable conditions to the office.
- (3) Drive safely when leaving the school during bad weather conditions.
- (4) There are no makeup sessions or refunds for inclement weather.

### IV. UNAUTHORIZED VISITORS:

The Baum School is a public institution that welcomes the community at various events and gallery showings. However, because of its public access, we must be cognizant of individuals who will take advantage of that access for unhealthy purposes. If you are approached for access to your classroom, students or any other secure area, please report this to the administrative offices immediately.

Registered Students, the instructor and Baum School staff, are the only individuals permitted in the classroom during class time. Other individuals, including family members, friends and students not registered for the scheduled class are not allowed in the rooms, unless they have prior permission from the administration and are identified with a visitor pass.

### V. HARASSMENT AND DISCRIMINATION

The Baum School of Art is committed to providing equal opportunity and access to programs, facilities and employment for all individuals. The School prohibits discrimination and harassment against any individual based upon age, ancestry, race, disability, religion, sex or sexual orientation.

### VI. AMERICANS WITH DISABILITIES

The Baum School of Art will provide reasonable accommodations as defined by law.

## VII. CLASSROOM POLICIES

### (1) REGISTRATION INFORMATION

- a. Prior to attending class, the parent/guardian of a student will be required to complete a student information form.
- b. The form will remain in the office and each faculty member be made aware of necessary information. Information forms need to be updated for EACH term. Forms from previous terms will be shredded.

### (2) FOOD

- a. The Baum School will not serve food, drink, or candy during class. Treats can be handed out at the end of class to parents. Students with special needs may notify administration prior to the start of class.
- b. All Classes will take a short break - students may eat their snacks at this time.
- c. Students may bring a snack from home or may purchase a snack at the snack machine before the start of class.
- d. Children may not use the snack machines during class.
- e. **ALLERGIES** If a child has severe food allergies it is the parent's responsibility to notify administration of the child's allergies, and accommodations necessary and provide appropriate medicine such as an Epi-pen. Parents should contact administration prior to the start of class or camp.

### (3) DRESS CODE

Sturdy, closed toed shoes are required. The following clothing is unacceptable to wear to class: roller shoes, flip flops, clothing that is too revealing, such as short shorts, extremely low cut tops, or clothing that reveals midriff, clothing with offensive language. Please encourage children to wear clothing that can get dirty. Students coming to class dressed inappropriately may be asked to leave.

### (4) PERSONAL PROPERTY

Please leave jewelry and valuables at home. **The Baum School will not be responsible for lost or broken personal belongings.** Ipods, handheld video game devices, cell phones and other electronic devices are not permitted to be used in class. Cell phones may only be used in the case of an emergency. Devices will be confiscated if student use becomes disruptive. The item will be returned to parent/guardian at the end of class.

### (5) SIGN IN AND OUT

- a. Parents/guardians are responsible for picking up their own children, and will be notified via the confirmation letter.
- b. Parents/guardians will be required to sign their children in and out of class.
- c. Student information sheets will indicate if there are other authorized parties allowed to pick up children from the Baum School.
- d. Parents/guardians must provide written consent to release students up to age 17 into the lobby unsupervised, to walk home/exit the building. Without this consent, children may not be released from the classroom area. This information is located on the Student Information Form.
- e. Parents/guardians are expected to pick up their children on time at the end of class. In the case a parent is more than 15 minutes late picking up a child, instructors may escort the child to the lobby and administration will contact the child's parent/guardian. If administration cannot reach the parent/guardian, the emergency contacts/authorized pickup person will be notified. In the event that we cannot reach any responsible parties, the police will be called to escort the child home.

*Thank you for supporting the Baum School of Art. We hope your child has a safe and enjoyable experience learning art!*