



## School Policy

### **I. Leave of Absence and Make-up Classes**

1. **Request for leave of absence:** Inform US Arts about absences one week in advance for planned trips or other activities.
2. **Make-up Class:** must make an arrangement for make-up class with US Arts Office in advance via email or phone call. Walk-in make-up class NOT allowed.
  - a) All make-up classes need to be done within the current registration period.
  - b) No missed classes are carried over to the next term.
  - c) Long vacation: If you plan on taking a long break, please let Office know ahead of time to arrange make-up classes.
  - d) Missed make-up classes without prior notification to US Arts will count as an attended make-up class. No rescheduling allowed.
3. **Holidays:** Please refer to US Arts School Calendar or check website. No need to schedule makeup class for holidays.

### **II. Class Closure by School**

1. If US Arts Center is closed due to inclement weather, the missed classes can be made up.
2. Class closure will be posted on our website. An email notification will be sent to parent email group (for new parents, please notify Office if you have not received any email from US Arts 3 weeks after your child starts class). Make sure we have an active email address on file.
3. No credit or refund for school closure.

### **III. Class Cancellation by Parents**

1. Parents can cancel their child's class registration at any time.
2. Each cancellation will incur a \$50 cancellation process fee.
3. A full refund will be given after process fee and class fees. The class fees will be prorated based on the number of classes taken.
4. No refund for absences or for school pickup fees.

### **IV. Copyright**

1. Unless otherwise noted, all information under US Arts Center, including images, textbooks, graphics, video and audio, is the property of US Arts Center.
2. US Arts Center (the headquarters and all the branch schools) has the right to post, print, and publish all the collected artworks, which are created at US Arts Center.

### **V. Facility Destruction**

1. Obscene, offensive, and hateful language & physical injury towards anyone is strictly prohibited.
2. Bringing dangerous and hazardous materials to US Arts is strictly prohibited.
3. Students are expected to respect and take good care of all materials, supplies, and furniture in the classroom. Parents/guardians will be liable for any damage caused by their child.
4. Students who intentionally waste art materials are required to compensate the school for them.



## Notes for Parents

### **I. Drop off and pickup students:**

1. For the safety of the students, parents need to accompany their child into their classroom before leaving. If a student arrives before class starts, parents need to stay with their child until they enter and settle into the classroom.
2. Please follow our driving directions to get in and get out of the parking lot with safety and ease (i.e. do not drive up to the entrance of the school and stop in the middle of the road--this causes traffic. Park your vehicle in a parking spot and walk with your child to his/her classroom).
3. Please arrive before the end of class to be ready to pick up your child on time. If parents cannot arrive early or on time, s/he must notify the school in advance via phone call or email.
4. If a student is waiting to be picked up, s/he must wait for parents inside the studio on the 2nd floor (red bench or blue wall areas only).

Students in rooms 5 & 6 are only allowed to leave the studio's second floor once their parents pick them up inside the studio, or when they receive a phone call/text from their parents (to their personal cell phone) about their arrival so the student can leave. In the latter case, students must confirm with a front desk staff member that they have received confirmation to leave.

Students in rooms 5 & 6 (along with any of their younger siblings) may, alternatively, wait to be picked up from the 1st floor of the studio and not have to notify US Arts staff of parents' arrival by having their parents sign a special student class dismissal release form (available only at the front desk).

5. US Arts Center is not liable for any accidents if parents drop off early or pick up late.

### **II. During class time:**

In order not to distract the class, we ask parents to leave the classroom once class starts. Go to the front desk, not your child's classroom, if you need to pick up your child early.

### **III. Homework:**

1. Please allow your child to complete their homework independently. Parents should NOT help with their homework.
2. Homework completion is mandatory. If parents wish to excuse their child from completing the homework one week or from all homework assignments for the year, please write one short note to their teacher.
3. If your child has any trouble with the homework assigned, please have him/her talk to their teacher first. Parents may also speak to the Office about it.

### **IV. Drinking water:**

To use class time effectively, please tell your child drink water before class, or during break time, or after class. If your child has a medical condition and must drink water at class time, please inform the teacher.



## Student Responsibility

*\*please review with child\**

### **I. During Class:**

1. Please do not bring any toys or hazardous materials to the school.
2. Be respectful and follow class rules. Do not use loud voices; do not harass or hurt other students or their artwork; do not use offensive or hateful language towards anyone.
3. If you need to leave class early, please have your parents notify the teacher.
4. Do not damage school property (i.e. respect and keep school materials, supplies, furniture, and rooms in good condition). If you observe vandalism, let your teacher know immediately.
5. Follow your teacher's instructions for proper art material usage and cleaning.
6. If your parents are late picking up, stay INSIDE to wait. All students must wait for parents at the red bench or by the blue wall.

Alternatively, if you take class in rooms 5 or 6, you may leave the studio (along with any younger siblings) once parents have called or texted you saying they have arrived outside the building to pick you up. In this case, you must notify US Arts office staff of your parents arrival before leaving the studio.

If your parents have signed a special class dismissal release form for you, then you (and your siblings) may wait for your parents on the first floor of the studio and not have to notify US Arts office staff of your parents' arrival before leaving.

### **II. Restroom Usage:**

1. Get your teacher's permission and a hallway pass to go to the restroom. Drop off pass at front desk and tell office staff you are going to the restroom. Once done with the restroom, pick up hallway pass from front desk and return it to your teacher.
2. **DO NOT** pour dirty water (from painting/art) into the toilet, restroom sinks, or trash can.
3. **DO NOT** toss paper towels into the toilet.
4. **DO NOT** waste paper towels. Use no more than 2 paper towels to dry hands.
5. If you get the floor wet, please mop/wipe it dry to prevent slipping injuries.
6. Flush the toilet after use. If you observe someone leaving a mess or vandalism, please notify your teacher or an office staff member immediately.

### **III. Drinking Water:**

1. Use your class time efficiently by drinking water before class, during break, and after class.
2. Always ask your teacher for permission before getting water. Please drink water before class, during break time, and/or after class.
3. If you have a disposable cup, do not throw it into a trash can with water or other liquid in it.