



# STUDENT HANDBOOK

**Students and Parents/Guardians**, please read through all of the policies and expectations below so that we may foster a welcoming and safe learning environment in our school.

### **GENERAL SCHOOL INFORMATION**

#### SCHOOL MISSION

The SPAC School of the Arts guides students to empower themselves through artistic discovery and arts education in an inclusive and joyful environment. Aimed at inviting in multidisciplinary art forms taught by professionals in the field, SOTA is committed to arts equity and values itself on expanding students' local and global views.

#### REGISTRATION OFFICE HOURS

The registration office is open at the following times for inquiries, making payments, and/or registering for upcoming classes.

- Mon-Thurs, 12pm-8:00pm  
Friday, 12pm-6:00pm
- Phone: (518) 587-3331

#### SCHOOL EMAIL

To contact the school outside reception hours, please send an email.

- Email: [school@spac.org](mailto:school@spac.org)

#### END OF TERM "SHARES"

Classes for ages 13 and under culminate in informal presentations by the students in the class, called "Shares". Shares are presented at the end of the final class in each term in the studio where class is regularly held. These presentations are meant to be intimate in order to create a supportive and comforting environment to celebrate each student's creativity, growth and achievements. For that reason, attendance is limited. Please mark your student's final class on your calendar and plan to attend their class's share! More details will be provided by the class instructor closer to the final day.

### **SCHOOL CONDUCT, GUIDELINES AND RULES**

#### CODE OF CONDUCT

Respect between all teachers, parents/guardians, and peers is expected at all times. In addition, all are expected to uphold the supportive and non-judgmental learning environment that supports inclusion of all individuals in the creative process regardless of the individual's race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender identity, or sex. Any behavior meant to intentionally threaten this inclusive learning environment (especially behavior that is intentionally disruptive, violent, and/or endangering to others) will not be tolerated and may result in expulsion from the school.

**NOISE CONTROL IN COMMON AREAS**

Noise levels are to be kept at a minimum in the hallways, restrooms, offices, and in the common area outside the studios so as not to disrupt classes in progress.

**NO SHOES IN STUDIOS**

Outdoor shoes are not permitted in the studios, unless otherwise specified by school staff or faculty.

**NO FOOD, DRINK, OR CHEWING GUM IN STUDIOS**

Only water is permitted in studios. Water must be kept in a thermos or bottle with a lid or cap.

**NO FILMING OR PHOTOGRAPHY DURING CLASSES**

Students and parents/guardians are not permitted to film or photograph any part of classes in studios unless otherwise given express permission from a school staff member.

**NO POSTING ON SOCIAL MEDIA WITHOUT PERMISSION**

Posting pictures and/or video to social media that contain children other than your own without permission from a school staff member AND the parent(s) or guardian(s) of the child(ren) pictured is strictly prohibited.

**PLEASE WEAR NON-RESTRICTIVE & COMFORTABLE CLOTHING**

Traditional dance wear is not required for dance classes unless otherwise specified by the class instructor. Clothing for classes should be as non-restrictive as possible to allow students to move freely.

**BE ON TIME FOR CLASSES**

Students are asked to arrive **NO LATER THAN 5 minutes** prior to the start of class, so that class can begin on schedule. Please be mindful of instructors and other students in the class. Each student has an integral role in the class, and tardiness can negatively impact the ability of other students in the class to learn and grow as a group.

**PERSONAL PROPERTY**

SPAC does not accept responsibility for any damage, theft or loss of personal property in the school building or on school property.

**LOCKER USE**

Please, do not leave valuables in school lockers. Do not leave anything in lockers overnight. Locks are not provided by the school. SPAC does not accept responsibility for any damage, theft or loss of personal property left unattended in school lockers.

**NO SMOKING, ALCOHOL OR ILLEGAL SUBSTANCE USE**

Smoking (including tobacco, marijuana, and vaping) and consumption of alcohol and/or illegal substances is prohibited in all areas of the school property. No person shall use, sell or promote such products of any kind on school grounds or in the school building.

#### NO CORPORAL PUNISHMENT

Corporal punishment of any student by any employee for the purpose of punishing that student is expressly forbidden. In unique situations, reasonable physical force may be used to:

- Protect oneself, or any person from physical injury
- Protect the property of the school or others
- Restrain or remove a student whose behavior interferes with safety and orderly operation of the school, if the student has refused to refrain from further disruptive acts

#### NO WEAPONS/FIREARMS

Firearms and/or weapons are not permitted on school property. This includes any rifle, shotgun, pistol, revolver, other firearm, knives, dangerous chemicals, explosives, or any object which is not necessary for school activities and which could be used as a weapon. A weapon is defined as any instrument capable of firing a projectile, the frame or receiver of any such weapon, a firearm muffler or silencer, any explosive device, or any other instrument capable of inflicting bodily harm.

#### HARASSMENT PREVENTION POLICY

Harassment of any member of the school community (students, parents/guardians, staff) is unacceptable conduct and will not be tolerated. No member of the school community shall be subjected to harassment or discrimination based on a person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender identity, or sex on school property.

#### REPORTING AN INCIDENT OF HARASSMENT

Incidents of harassment may be pursued through informal intervention and mediation or through the filing of a formal complaint (complaint forms are available in the reception office). All reports are kept confidential. Students and parents are encouraged to report bullying incidents to a school staff member (i.e. the school director, a teacher, or the school receptionist).

### **CLASS POLICIES AND PROCEDURES**

#### ATTENDANCE

Students are asked to commit to class attendance for the full semester. Our curriculum is cumulative and structured to build upon itself each class; students are asked to be accountable to one another as part of an ensemble and work towards common goals week to week.

#### STUDENT ABSENCES

If you know you will be late or absent from class, please notify the school by emailing [school@spac.org](mailto:school@spac.org) or calling (518) 587-3331, ext. 181 (Please leave a message if no one answers.).

#### EXTENDED ABSENCES

If a student is ill or injured for an extended period (more than two classes), their account may be credited so they may rejoin class when fully recovered. Students must provide written consent from a physician upon returning.

#### SICK POLICY

If students have fever, nausea, vomiting, moderate-to-severe cough or runny nose, or any significant signs of illness, they are asked to stay home and notify the school that they will be absent by emailing [school@spac.org](mailto:school@spac.org).

#### STUDENT DROP OFF/PICK UP

Absolutely NO adult supervision will be provided in the common areas, on the grounds, or in the parking lot of the school before and after classes. The faculty and staff at SOTA will not be responsible for unsupervised children.

For students under age 10: Guardians are responsible to drop off and pick up student(s) promptly with the class instructor at the door of the studio where class is being held. Following class, students will only be released if a parent is present. Please plan on dropping off your student at least 5 minutes before the start of class and picking up promptly at class's scheduled end time.

#### WAITING AREA USAGE DURING CLASS

Guardians and siblings of registered students are permitted to wait in the common area of the school while their student is taking class. Please remember to stay masked and socially distant at all times in all common areas of the school. Once class is finished and you pick up your student at the door, we ask that you exit the school building so that others can utilize the waiting area while classes are in session.

#### CLASS CANCELLATION POLICY

If a class is cancelled for any reason (i.e. teacher illness, inclement weather, etc.) student/guardians will be contacted at least 2 hours prior to morning classes and before noon for all afternoon classes. Cancelled classes will be rescheduled or fully refunded.

#### CLASS CANCELLATION DUE TO WEATHER

The cancellation of classes due to inclement weather will be based on the Saratoga Springs City School District.

#### TUITION AND PAYMENT

Tuition for registered classes is due at the time of registration. Initial payments must be made prior to the start of the student's first class. Students will not be allowed to participate in classes without completing proper registration and submitting initial payment of tuition. There will be no refunds or pro-rating of paid tuition upon a student's absence or withdrawal from class. Payment of tuition can be made online at

the time of registration, in person with cash or a check on the day of the student's first class, OR by mailing a check. Checks should be made payable to "Saratoga Performing Arts Center". (Mailing Address: SPAC School of the Arts, 108 Ave of the Pines, Saratoga Springs, NY 12866)

- **SCHOLARSHIP ASSISTANCE:** Need-based scholarships are available through the application provided on the school's website [www.spacschool.org](http://www.spacschool.org). Paper forms are available in the reception office.

## REFUND POLICY

No refunds, credits, or adjustments will be given if a student misses class for any reason (illness, personal conflict, etc.).

## WITHDRAWAL FROM CLASS

Notice must be given in writing if student chooses to withdraw from class. There will be no refunds or pro-rating of paid tuition upon a student's withdrawal.

## DISMISSAL FROM CLASS

Student (and legal guardian) understands and agrees that negligent payment or non-compliance on behalf of the student and/or guardian regarding all policies and agreements as detailed on this form could result in dismissal from classes. There will be no refunds or pro-rating of paid tuition upon a student's dismissal.