

# Jackson School of the Arts Handbook

Welcome to Jackson School of the Arts.

Whether you are a new student or returning student this is information you need to help you have a great experience.

## **Parent Communications:**

We communicate with parents/guardians through the email address you provided when you registered. Please pay attention to your email from us as this is the way that we share information with you. You may add more than one email address in your online account.

Please like us on Facebook. This is a convenient way for you to get reminders, but again, know that email is our primary form of communication.

## **Billing:**

We allow families to pay monthly. Payments are due by the 1st of each month in person, by phone, mail or set up auto pay through our system or through your bank. A \$5 late fee will be added for late payments. The first payment will be one month's fee + supply fee. New starting 7/1 there is a 2.3% convenience fee on credit card payments.

## **AutoPay:**

You may set up auto pay in our registration system. Please make sure you check your bank statements to ensure your payments are going through. If you set up auto pay and your card is declined, you will be charged the late fee. Auto pay runs 1 time on the 1st of the month.

**Bounced Checks:** Please be aware that if your check bounces, you will be charged \$28. which will be added to your account. The fee and the check amount must be paid within 30 days. We understand that mistakes happen and want to support our families in need. If you are having financial difficulties, please speak to Brandi, Associate Manager of Programs and Services. We will do our best to accommodate your situation.

## **Pay in Full Discount:**

For dance, pay in full and get one month free. Monday to Thursday classes: your rate x 8.5 months, Friday and Saturday classes your rate x 7.5 months plus add the costume usage fee (\$15 per class).

## **Drops:**

If you need to drop a class, you must fill out a drop form. Monthly billing continues until you fill out a form. If you paid in full, we will issue a refund for the months of classes not taken. We do not issue a partial month refund. Supply fees (dance, art, theatre) are nonrefundable.

## **Photos/videos:**

Your child's image in photography/video may be used in on-line and print media by Jackson School of the Arts to promote its programs, unless we receive written notification from a parent/caregiver. In the Parent Portal of our registration program there is a place where you can indicate "no photos."

**Parking:**

For additional parking options, after 5 PM you may park in the **Great Lakes Caring** parking lot or in the Park for the Arts lots. Please do not park at Armory Arts.

**Pick up and Drop Off:**

Unless your student is a teenager, you must come upstairs or to the theater to pick up and drop off your child for every class. We don't want young children to be unattended or unsupervised. Use caution in the parking lot and around the building.

**Smoke Free/Drug Free/Weapons Free Environment:**

It is the policy of Jackson School of the Arts to prohibit smoking, drug or alcohol use on or near all company premises in order to provide and maintain a safe and healthy environment for all. By smoking we mean the act of lighting, smoking or carrying a lighted or smoldering cigar, cigarette, pipe of any kind or vapor type device. Additionally, we ask that if you smell of any type of smoke that you consider waiting downstairs in the gallery and away from children and families. This building is a weapons free environment.

**Attendance:**

Simply put, if your student misses class, he/she cannot progress. Please make every effort to have good attendance and call to report absences. 784-2389.

**Bad Weather Policy:**

We don't automatically cancel our classes when schools close due to bad weather. Check our voice mail or our Facebook page after 1 PM. *The exception* is for our classes that run before 3:00 PM. If JPS closes, we cancel morning classes too.

**Customer Service:**

Your experience at Jackson School of the Arts is important to us. If you have a suggestion or comment about your experience here, we will invite you to fill out a feedback form to give us ample time to address your concern/suggestion properly. Please note that our instructors are not available to speak with parents during the times that they are teaching.

## **2017-18 Class Calendar for Art, Dance and Theater Classes**

Dance starts week of Aug. 28

Theater starts Sept. 9

Art starts week of Sept. 11

Sept. no classes Sept. 1-4

week of Sept. 11 - meet your dance instructor week

week of Sept. 18 meet your art/theater instructor week

Oct. no classes Oct. 31

Nov. no art/theater classes Nov. 22-26

no dance classes Nov. 22-25 (Kids Create has class Nov. 21 and 22)

Dec. no classes Dec. 22-31

Jan. no classes Jan. 1-7

Dance resume Jan. 8

Art/Theater resumes Jan. 15

We do have classes on Jan. 15/Martin Luther King Jr. Day

Feb. no classes on Feb. 19/Presidents' Day

March no classes March 30 and 31

April no classes April 2-7

no classes April 24-28 (Fairy Festival)

May week of May 7 - recital meetings for dance parents

Picture week for Dance: May 14-18 (Saturday classes will be on Friday) (Pictures will be taken during your child's regular class and then they will run through their routine in costume)

no classes May 25-28

June no regular dance classes June 4-9 for recital week (see rehearsal schedule)

Rehearsals are June 5, 6 and/or 7

Recitals are June 9, 1:00 and 4:30 and

June 10, 2:00 and 5:30

### **Our Discipline Policy:**

It is our policy to never allow one student to distract others from learning. This discipline plan isn't for kids who are just being kids, this is for those who are making it so the other kids around them cannot learn.

**First Instance:** The instructor will speak to the student about misbehavior and remind them of rules and expectations.

**Second Instance:** The instructor will fill out classroom conduct form to report the behavior and will give it to office staff who will email parent within a day to notify them of behavioral issues.

**Third Instance:** The instructor will ask the child to leave the class\* and a meeting will be set up to discuss further action. Student will be left in the care of their parent/guardian or with the receptionist. \*In general, we believe it is less disruptive to the class to have the student

sit it out on the side. There may be cases when the action merits being removed, for example, the student won't listen or respond favorably.

In some cases, a change of teacher may be merited. Personality conflicts do occur, and some students will work better with one teacher than another.

## **Harassment Policy**

In promoting the arts and the requisite skills, instructors, staff, students and their parents must practice civility, good manners, courtesy, consideration for the abilities and talents of others, and good community. Consequently, behavior that degrades or is contrary to these aspects of learning, performance, and community have no place at Jackson School of the Arts. The following statement is intended to identify unacceptable behavior:

Jackson School of the Arts has **no tolerance** for any statements, behaviors or actions of a threatening nature, weapon possession, use of profanity or obscenity, intimidation or other behaviors by any student, parent, staff person, faculty, or other individuals that might pose a threat to the well being of any person, whether such behavior occurs on Jackson School of the Arts grounds or in its facilities, or at any other place where an educational, performance, or outreach function is occurring and Jackson School of the Arts students, parents, staff, faculty and others are present.

Jackson School of the Arts also has **no tolerance for bullying**. Bullying is defined as a form of intentional maltreatment characterized by the repeated exposure of one person to physical aggression by one or more people; becoming a victim of teasing, name calling, mockery, threats, harassment, taunting, and/or social exclusion; becoming a victim of malicious rumors; or being dared to do something dangerous, inappropriate or against one's will in order to gain acceptance, approval or avoid loss of support.

The policy applies to Jackson School of the Arts premises before, during and after Jackson School of the Arts hours; anytime Jackson School of the Arts buildings or grounds are used by any Jackson School of the Arts group; off Jackson School of the Arts grounds or any function or event; when traveling to and from an activity, function or event; or at any time or place which may affect an educational, performance, or outreach function or could be identified with Jackson School of the Arts. All potential safety concerns will be investigated thoroughly with appropriate action taken, up to and including discipline, expulsion of the offending party and/or dancer of the offending party, and criminal justice intervention. This is not an area for practical jokes or offhanded comments. Events in recent years have demonstrated the importance of investigating thoroughly any potential safety concerns.

If you become aware of a threatening situation, you must report it promptly to one of the following: Executive Director, Assistant Director or the Police Department.

## **Other Important Information for Dance Students**

### **More on Attendance:**

Jackson School of the Arts reserves the right to exclude your student from the recital if he/she has missed so many classes that their participation will be a detriment to the other students' experience and their own safety. (Students running into each other on stage because they don't know what they are doing is a safety concern). Staff will contact you if poor attendance is becoming an issue.

**Dress Code:** All students should comply with the dress code. If your student has more than 3 dress code warnings, he/she may be dismissed from the class. If financial constraints prevent dress code compliance, please see the office. Hair for all classes unless noted should be in a pony tail, bun or pulled back off the face. No jewelry with the exception of small stud earrings. See dress codes with each class listing at [jacksonarts.org/classes-programs/dance-classes/](http://jacksonarts.org/classes-programs/dance-classes/)

**Late Students:** Students are only allowed to enter class within the first 10 minutes of class. Student who are more than 10 minutes late will not be admitted. Students who must leave early should get prior permission from the instructor at the beginning of class.

### **Put these dates on your calendar:**

Classes start the week of August 28 and end with the recital weekend in June.

Meet the instructor week is September 11 the first 10 minutes of dance class. Parents should plan to attend to meet the instructor and learn how to help make this a great experience for your student. Exception is for Wed. Pre-ballet, ballet ages 5-6 and 7-9. Your date is Sept. 6.

### **Billing for Dance**

Students who take class on Monday to Thursday have 34 weeks or 8.5 months of classes. Students who take classes on Friday & Saturday have 30 weeks or 7.5 months of classes.

### **About our Recitals:**

Parent recital meeting week of May 7 during your child's dance class. We highly suggest that you attend this meeting to learn first hand how to have a great recital experience.

Jackson School of the Arts runs 2 days of recitals on June 9 and 10 at Western High School Performing Arts Center.

Dress rehearsals are June 7 and 8 from 4:15 to 8:30 PM at Western High School Performing Arts Center.

**Pictures:** Picture week for Dance is May 14-18 (Saturday classes will be on Friday) Pictures will be taken during your child's regular class and then they will run through their routine in costume.

**Please note** that if your child is enrolled in more than one dance class, their classes may not be performing in the same recital. Further, if you have multiple children in the dance program, their classes may not be scheduled on the same day or at the same time. Jackson

School of the Arts keeps ticket prices to a minimum and reduces ticket prices for families who attend more than one recital.

A parent/guardian of **Creative Movement and Pre-ballet students** must stay back stage with the student during the entire recital for their safety and comfort. The parent or guardian does not need to purchase a ticket.

**Parent Volunteers** are essential the weekend of recital to help watch students back stage. You will be asked to volunteer and each volunteer gets one free ticket for their family.

**Awards at Recitals:** Perfect attendance awards for students who start in August or September and miss zero (0) classes are presented at the start of the recital. Jackson School of the Arts also awards students who have 3, 5, 7 and 10 consecutive years in dance at our studio. In May, you will be asked to review our lists to ensure accuracy.

Jackson School of the Arts | 634 N. Mechanic St. | Jackson | MI | 49202  
784.2389 | [jacksonarts.org](http://jacksonarts.org)