



## 2018 – 2019 General Policies:

### NON-DISCRIMINATION NOTICE

- NHIA is an inclusive community that respects and honors all human beings. No person will be excluded from participation in, or be denied the benefits of, or otherwise be subject to discrimination under any program based on race, color, religion, sex, national origin, disability, age, genetic information or any other status protected by law, as applicable.

### PICK-UP AND DROP-OFF POLICY

- Minors will be required to sign in at the beginning of the day and their parent/guardian or other adult authorized in writing by their parent/guardian will sign them out at the end of each day.
- Students are expected to arrive 5-10 minutes prior to the start of their registered Youth Arts program and be picked up promptly at the completion of the program.
- Under no circumstances are students allowed to leave the program with anyone but their parent/guardian without prior written permission from the student's parent/guardian directly to the Director of Youth Arts Programs and Outreach.
- If a student needs to leave a Youth Arts session early, this must be in writing from the parent/guardian prior to the start of the program.
- If a student must miss or is running late to a class, it is expected that the parent/guardian or student calls or texts Youth Arts Coordinator, 603-851-7606 to notify prior to the start of the program on that day.
- **If a student's ride is late, it is expected that they call the Youth Arts Program Coordinator with an estimated arrival time. If a ride is late more than once, the parent/guardian will be charged a late fee of one dollar (\$1.00) for every minute starting five minutes after the designated pick up time. The late fee will be billed to the parent. Disregard for the designated pick-up time or failure to pay the pick-up late fee may be grounds for student's removal from the program and may impact students' ability to participate in future programming.**

### NEW HAMPSHIRE INSTITUTE OF ART

- Youth Arts programming takes place on the New Hampshire Institute of Art's Manchester campus. This allows us access to various art studios, darkrooms, letterpress studios and more. While there are countless benefits to being on a college campus, we are in an adult learning environment and run a small risk that Youth Arts students may overhear conversations or see uncensored art that could be considered not age appropriate.
- Youth Arts classes/programs will be closed *whenever* NHIA is closed. If NHIA is closed unexpectedly, an email will be sent to students and their parents/guardians.
- Youth Arts programs often include mini-workshops in different art studios across campus. In the case of unpredictable weather or other unforeseen circumstances, NHIA Youth Arts staff may decide to utilize the NHIA campus shuttle to transport students safely between buildings. All other times, students will walk together to buildings accompanied by Youth Arts staff.

- During the semester, parking on NHIA's campus is only available to undergrad students and NHIA staff. Any car that is parked in a NHIA parking lot without a sticker run will be ticketed or towed. This means any age appropriate Youth Arts student planning to drive themselves will have to pay to park either in a garage or on the street.
- Students are not allowed to bring NHIA supplies or materials home with them. NHIA's supplies and materials can only be utilized while on campus. At the end of the session, students will be able to take home their finished work and works in progress.
- While every attempt is made to protect our students' personal property, NHIA is not responsible for any items that are lost or damaged during the program or while on NHIA's campus.

## STUDENT CONDUCT

- NHIA Youth Arts may immediately remove or suspend a Youth Arts student from the premises upon learning that a student or a student's parent has failed to make a full and honest disclosure of all information requested in the registration form, or if the student's actions are detrimental to the well-being of a student or other members of the NHIA community.
- Members of the NHIA Youth Arts community are expected to exhibit considerate and appropriate behavior.

Examples of prohibited behavior include, but are not limited to:

- Theft of possessions from the Institute or any member of the NHIA community.
- Vandalism, graffiti or damage to NHIA property. Student and parent/guardians will be required to pay costs for restoring any damages.
- Harassment – subjecting any person, group or class of persons to inappropriate, intimidating, abusive, threatening or demeaning actions, verbal statements, gestures, or physical contact.
- Possession or use of illegal drugs, drug paraphernalia, unauthorized prescription drugs, or alcoholic beverages.
- Leaving the program early without the written consent of a parent/guardian. Under no circumstances may a student leave the Youth Arts program in a vehicle with a person other than a student's own parent/guardian or another adult who has been authorized in writing by a student's parent/guardian.
- Any other conduct that endangers persons or property or is disruptive of the educational process. In general, any conduct deemed by the Directors to be detrimental to the best interests of the program, its staff and participants.

## PHOTOGRAPHS AND VIDEOS

- NHIA publishes a Youth Arts program brochure every year with images from prior programming are used in the printed piece. Other printed/electronic communications that may use Youth Arts Program images are the Viewbook, Institute News, Community Education Catalog and NHIA and NHIA Youth Arts' Facebook and Instagram pages. Images and names are always used with discretion for educational and marketing purposes by NHIA and will not be sold to third parties.