



2018 General Policies:

NON-DISCRIMINATION NOTICE

- NHIA is an inclusive community that respects and honors all human beings. No person, based on race, religion, color, gender, ethnic, national origin, sexual orientation or additional identities will be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program.

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 authorized adult 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.
- 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 registered for a class and/or ARTLAB must miss a session, it is expected that the parent/guardian or student calls to notify the Youth Arts Coordinator prior to the start of the program on that day.
- **If a student's ride is late, it is expected that they contact the Youth Arts Program Coordinator with an estimated arrival time. If a ride is consistently late (twice or more) the parent/guardian will be charged \$1.00 per every minute late starting five minutes after the designated pick up time. The late fee will be collected when the guardian arrives.**

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.
- 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 runs the risk of being 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 students' personal property, NHIA is not responsible for any lost or damaged items during the program.

STUDENT CONDUCT

- NHIA Youth Arts may immediately remove, or suspend a Youth Arts student from the premises upon learning that student or parent has failed to make full and honest disclosure of the health and wellness information requested in the registration form, or if the student's actions are detrimental to the mental or physical well-being of self or other members of the New Hampshire Institute of Art community.
- Members of the NHIA Youth Arts community are expected to exhibit considerate and appropriate behavior. Examples of prohibited behavior include:
 - 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 based on race, religion, gender, disability, ethnicity, national origin or sexual orientation.
 - Possession or use of illegal drugs, drug paraphernalia, unauthorized prescription drugs, or alcoholic beverages.
 - Leaving the program early without written consent from a parent/guardian. Under no circumstances may a minor leave Youth Arts Art Lab in a car with anyone but their parent guardian or other authorized adults.
 - 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 items that may or may not 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 and within the New Hampshire Institute of Art and never used or sold to outside sources.