

KCAI School for Continuing and Professional Studies  
Student Policies and Code of Conduct  
September 2010

### **Computer usage**

Computers are used in KCAI classes for art making and research. At no time should KCAI computers be used for Internet surfing or game playing unless it is directly related to a lesson, and the instructor has approved the usage.

### **Discipline policy**

KCAI wants to foster an atmosphere of learning for each and every student. Students who act up in class create a disruptive atmosphere. For this reason, any student violating our policies will be handled in the following manner:

- The first infraction will be addressed by the instructor, and the student will be told what modifications to his/her behavior is needed.
- The second infraction will be addressed by the instructor, and the student will be told what modification to his/her behavior is needed and he/she will be given a five-minute time out.
- The third infraction will be addressed by sending the student to the program director for the remainder of the class, and a conference will be held with his/her parent about whether he/she will return to class.
- If there is a fourth infraction, a student may be removed from class.
- Refunds will not be given to students with behavior issues.

### **Field trip conduct**

Within KCAI classes, field trips may be taken to explore and learn about different art. On any off-campus field trip all students are to conduct themselves in a polite and courteous manner. Students are to remain with their instructor and supervisors. Any student violating this policy will be addressed in accordance with our discipline policy. Permission for field trips is given during registration. Field trips with minors are on-foot only.

### **Food/drink**

No food or drink will be given to students without permission by parents due to possible allergic reactions or parental concerns.

### **Illness/sickness**

All sick students will be sent home. Parents will be called at home and work numbers to alert them that their student is ill. If a student is found to have a communicable disease or illness other than a cold, parents in the class will be alerted.

### **Injury report**

Any student injury requiring minor or major medical attention will be reported promptly to campus security. For minor injuries requiring a simple band-aid, the band-aid must be applied by the student or staff must use disposable gloves if blood is present due to the possible spread of blood borne illnesses. If there is a major accident, 9-1-1 will be called and parents will be alerted.

### **Models**

Drawing the human form is an important part of art classes and so are the models that make this possible. KCAI has a policy of respect for all of our models. For classes involving students up to the

age of 14, all models will be clothed. For high school classes ages 15 to 18 years models may be either clothed or nude at the discretion of the instructor. For adult classes 16 plus, models will be nude unless otherwise determined.

### **Parent pick up**

Parents or their designated adult must pick up students within 10 minutes of a class ending. All students are to be picked up within this timeframe. If needed, please make arrangements with another parent or family member to pick up children promptly. For pick up other than the parent, another person must be designated on the enrollment sheet as someone who can pick up the child or the program director must receive a written permission slip from a parent before the class starts. No child will be released without appropriate permissions. For any child remaining 15 minutes past the end of class, parents will be assessed a \$15/hr. fee.

### **Physical contact**

KCAI believes in a positive atmosphere for students to create. There is to be no threatening behavior by instructors or students. There will be no aggressive or threatening physical contact between instructors and students, or student and student. Any aggressive or threatening physical contact will be addressed by our discipline policy.

### **Student respect**

Students attending KCAI's School for Continuing and Professional Studies program will treat each other with dignity and respect. This overarching premise informs all we do. Any form of physical or mental abuse will not be tolerated from students or instructors. Any concerns will be addressed by our discipline policy.

### **Student sign in/sign out**

Parents or their designated party must sign students in and out for each class. No student may come to or leave campus without a designated party signing them in or out.

### **Subject matter and art making**

KCAI Continuing and Professional Studies program supports the development of ideas and subject matter through art making. However, if a student is showing harm to themselves or others through controversial or inappropriate subject matter, CPS staff reserves the right to intercede if necessary.