

Code of Conduct

Welcome to Blue Line Arts! To ensure a fun, respectful, and creative environment for everyone, please follow these guidelines:

- 1. Respect Everyone** | Be Kind: Treat your peers, instructors, and all participants with kindness and respect. Listen Actively: Pay attention when others are speaking and give them a chance to share their ideas.
- 2. Foster Creativity** | Encourage Others: Support and cheer on your classmates' efforts and ideas. Be Open-Minded: Embrace different styles and approaches to art. There is no "right" way to be creative.
- 3. Stay Safe** | Use Materials Properly: Follow instructions for using art supplies and tools safely. Ask for Help: If you're unsure about something or need assistance, don't hesitate to ask a teacher or helper.
- 4. Follow Instructions** | Respect Guidelines: Follow the rules and instructions given by the instructors to ensure a smooth and enjoyable experience. Stay on Task: Focus on the current project and use your time wisely to complete your work.
- 5. Keep the Space Clean** | Clean Up: After finishing your art projects, clean up your workspace and return materials to their proper places. Respect Shared Areas: Keep communal spaces tidy and organized for everyone's benefit.
- 6. Be Honest** | Do Your Own Work: Create your own art and give credit to others if you use their ideas or work. Communicate Honestly: Share your thoughts and feelings respectfully if something is bothering you.
- 7. Have Fun** | Enjoy the Process: Art is about expressing yourself and having fun. Enjoy the experience and let your imagination soar. Celebrate Successes: Celebrate your accomplishments and those of your peers, no matter how big or small.
- 8. Respect Privacy** | Ask Before Sharing: Always ask for permission before sharing or displaying someone else's artwork. Respect Personal Space: Give others space to work and respect their personal boundaries.
- 9. Follow Digital Etiquette** | Use Technology Wisely: If using digital tools, follow the guidelines provided and use technology responsibly. Protect Privacy: Be mindful of sharing personal information online and respect others' privacy in digital spaces.
- 10. Report Issues** | Speak Up: If you notice any problems or feel uncomfortable, inform a teacher or staff member right away. Be Responsible: If you accidentally cause damage or make a mess, let someone know so it can be addressed.

By following these guidelines, we can create a welcoming and inspiring environment where everyone can enjoy and excel in their artistic endeavors. Thank you for your cooperation and enthusiasm!

Addressing Behavior in the Classroom

The purpose of this Progressive Behavior Plan is to provide a structured approach for addressing violations of the Code of Conduct in a fair and constructive manner. Our goal is to help children understand and correct their behavior while maintaining a positive and supportive environment. Guardians will be notified of any significant incidents that occurred in their student's class within 24 hours and are welcome to call or email with any additional questions or concerns. Behaviors deemed dangerous, racist, offensive and/or sexual in nature will be subject to immediate removal of the program. Blue Line Arts will not progress through the progressive steps listed below.

Step 1: Verbal Warning

- **Description:** The child will receive a verbal warning from the instructor or staff member about the specific behavior that needs to change.
- **Documentation:** The incident and warning will be briefly noted by the instructor for future reference.

Step 2: Written Warning

- **Description:** If the behavior persists, a written warning will be issued. This will include a brief description of the behavior, the expected changes, and a plan for improvement.
- **Documentation:** A copy of the written warning will be kept on file, and a copy will be sent home to the parents.

Step 3: Behavior Improvement Plan

- **Description:** If there is no improvement after the written warning, a Behavior Improvement Plan (BIP) will be created. This plan will outline specific goals for behavior change, strategies for improvement, and regular check-ins to monitor progress.
- **Documentation:** The BIP will be developed with input from the child, parents, and staff. Copies will be shared with the child's parents and stored in the program's records.

Step 4: Temporary Suspension

- **Description:** If the child continues to violate the Code of Conduct despite the Behavior Improvement Plan, a temporary suspension from the program may be implemented. This is a break from participation to allow the child time to reflect on their behavior.
- **Documentation:** A formal letter will be sent to the parents detailing the reason for the suspension, the duration, and any conditions for return.

Step 5: Review Meeting

- **Description:** Before the child can return to the program after a suspension, a review meeting will be held with the child, their parents, and program staff. This meeting will discuss the child's behavior, progress, and any additional steps needed to ensure successful reintegration.
- **Documentation:** Meeting notes will be recorded and shared with the parents.

Step 6: Permanent Removal

- **Description:** If all previous steps have been exhausted and the behavior still does not improve, permanent removal from the program may be considered. This decision will be made in consultation with the child's parents and program leadership.
- **Documentation:** A formal letter will be sent to the parents explaining the decision, with details on any final steps.

Communication with Parents

- **Ongoing Communication:** Throughout the process, parents will be kept informed of any issues and steps taken. Regular updates will be provided to ensure parents are aware of their child's progress and any actions taken.
- **Collaborative Approach:** We encourage open dialogue between parents and staff to work together in supporting the child's positive behavior and success in the program.

Our goal is to ensure a positive experience for all participants. We appreciate your cooperation and support in helping us achieve this.

This Progressive Behavior Plan is designed to be fair and supportive, with an emphasis on helping children understand and correct their behavior rather than simply punishing them. Adjustments may be made based on individual circumstances and program needs.

Special Accommodations

Accessibility Clause

At Blue Line Arts, we are committed to creating an inclusive and supportive environment for all students. We recognize and respect the diverse needs of our community and strive to ensure that everyone has equal access to our programs and services. All of our class registration forms have a section to list any needs or special accommodations you would like Blue Line Arts to be aware of. Letting us know how we can better support participants, sets everyone up for success. To support students with different needs, we will:

1. **Accessibility Accommodations:** Provide reasonable accommodations and modifications to ensure full participation in our programs. All participants must be potty trained.
2. **Individual Support Plans:** Work with students and their families to develop individualized support plans that address specific needs and ensure that all students can fully engage in our activities.
3. **Training and Awareness:** Regularly train our staff and volunteers on accessibility and inclusivity best practices to ensure they are equipped to support students with diverse needs.
4. **Communication Access:** Offer materials and communications in accessible formats, such as large print.
5. **Feedback and Improvement:** Encourage and welcome feedback from students and their families about our accessibility practices. We are committed to continuous improvement and will make necessary adjustments to better serve our community.

If you have any specific needs or require accommodations, please contact us at Adriana@bluelinearts.org so we can work together to support your participation in our programs.

Allergy Policy

At Blue Line Arts, the safety and well-being of our participants is our top priority. To create a safe environment for everyone, we have established the following allergy policy:

1. **Nut-Free Facility:** Blue Line Arts is a nut-free facility during program hours. We do not allow any nuts or nut-containing products on the premises to ensure the safety of individuals with nut allergies.
2. **Allergy Discussions:** All noted allergies will be discussed with guardians prior to the start of the program. This allows us to understand the specific needs of each participant and take appropriate precautions.
3. **Snack Verification:** Any snacks provided by Blue Line Arts will be verified to be nut-free based on their labels. We carefully review all ingredients to ensure compliance with our nut-free policy.
4. **Personal Snacks and Water:** Participants are welcome to bring their own water and snacks. However, all snacks brought from home must be nut-free. Please read labels carefully to ensure that no nuts or nut-containing products are included.
5. **EpiPens and Emergency Plans:** If your child requires an EpiPen or has severe allergies, please inform us in advance. Ensure that your child brings their EpiPen to all sessions, and provide us with an emergency action plan detailing the steps to take in case of an allergic reaction.
6. **Continuous Monitoring:** Our staff will continuously monitor the environment to ensure compliance with this policy and will take immediate action if any concerns arise.
7. **Other Allergies:** If your child is allergic to any materials, please note the type of allergy and reaction during registration.

By adhering to this policy, we aim to provide a safe and inclusive environment for all participants. If you have any questions or need further clarification, please contact us at Adriana@bluelinearts.org.

Refund/Sick Policy

Blue Line Arts reserves the right to make changes to programs and instructors at any time in order to provide the best experience possible for participants. If your student is sick, please keep them home and let us know they will not be attending class that day. Please reach out to discuss if your student will need to withdraw from the remainder of the class and possibility of transferring registration to future programming. Any additional refunds will be issued at our discretion on a case by case basis.

Refunds: a full refund will be granted if a program is canceled by Blue Line Arts staff (for example: a cancellation could be due to low enrollment). In the event that a program cancellation occurs, registrants will be notified at least 24 hours before the start of the program. Registrants will be given the option to use their registration as a credit towards another program or receive a full refund. When full refunds are processed, please allow 5-10 days for it to show up on your bank statement.

Cancellations & Withdrawals: if a registration needs to be canceled or withdrawn for any reason, Blue Line Arts needs to receive the request in writing by the parent:

by mail: 405 Vernon St. #100, Roseville, CA 95678
or email: info@bluelinearts.org

All event registrations can be transferred as a credit to another program as long as Blue Line Arts receives notice at least 7 days before the start of the scheduled registration. Please notify Blue Line Arts immediately by phone or email if you or someone you have registered for is unable to attend the program so that a participant on our waiting list may attend.

Charter School Vouchers: we currently accept purchase orders (PO's) from the following Charter Schools listed below. It is the parent's responsibility to make sure that the purchase order is sent to Blue Line Arts at least 7 days before the start of the scheduled registration. If Blue Line Arts does not receive the PO, the parent will be responsible for the registration fees.

- Cottonwood School
- Feather River School

If you do not see your Charter School on this list, please contact your Charter School to see if they provide Purchase Orders. If so, Blue Line Arts will become a vendor.

For questions about this process, please contact: adriana@bluelinearts.org