

CLASS ATTENDANCE

Students are expected to attend all classes. If a student will miss class for any reason, it is his/her responsibility to e-mail the instructor in advance. All work due the date missed will be due at the beginning of the next class. Brightstone will have scheduled closings for holidays and show weeks (dates are posted on the website). In case of inclement weather and the school must close, an e-mail will be sent in advance.

BEHAVIOR

Statement of Cooperation for Adult Students and Parents of Minors: I agree to fully cooperate with Brightstone Productions academically, behaviorally, financially, and in disciplinary policies. I further agree that if I have any concerns with the school policies or programs, I will bring it first to the teacher and/or administration prior to discussing it with others.

The Honor Code Commitment: Because I believe that honor is essential, I promise not to lie, cheat, steal, defame others, intentionally damage the property of another, or remain silent when I have knowledge of these actions.

- *Lying*: A student lying or purposely misrepresenting the truth violates the Honor Code.
- *Cheating*: A student giving or receiving unauthorized help on an assignment, or a student submitting the work of another as his/her own, violates the Honor Code.
- *Defaming others*: A student writing or speaking with malicious intent to injure unjustly a person's reputation violates the Honor Code. Malicious intent is the deliberate attempt and plan to do harm.
- *Intentionally damaging the property of another*: A student deliberately and intentionally causing damage to property of the studio or grounds; the property of the staff; or the property of his/her fellow students violates the Honor Code.
- *Remaining silent when a student has knowledge of these actions*: When a student has personal knowledge of the Honor Code being violated, he/she is obligated to inform a staff member.

A parent will be contacted to address behavioral situations for individual students.

DRESS CODE

All attire must be neat, clean, and appropriately sized. Nothing should be worn that is too tight, too loose, too long, or too short. Individual classes that require a specific shoes will be e-mailed to the addresses provided.

ILLNESS

Please stay at home if you have any of the following:

- *Fever*: Having a temperature of 100°F or higher. Students should be fever-free (without fever-reducing medications) for at least 24 hours prior to coming to class.
- *Diarrhea, vomiting, or cold/flu symptoms* (includes intense sore throat or severe coughing).
- *Any contagious condition*: Head Lice, Poison Ivy, Stomach Flu.
- *Any communicable disease, which include* Influenza, Pneumonia, Strep, Whooping Cough, Acquired Immune-Deficiency Syndrome, Mumps, Measles, Chicken Pox, Diphtheria, and Pink Eye.

If a student becomes ill during class, the parent or emergency contact will be notified.

PAYMENT

- *Registration Fee*: \$25 per school year (family maximum: \$100)
- *Tuition*: Semester class: \$200 (2+ classes: add \$100/class) 8-week class: \$90 (2+ classes: add \$45/class)
- *Class Minimum*: If class does not have at least 4 students, an additional fee will be charged for semi-private lessons for 3 students. With 2 students, the extra fee applies and the class length will be shortened.
- *Non-Sufficient Funds*: If a check or card is returned with non-sufficient funds, a \$30 bank fee will be charged.
- *Payment*: Pay by cash, check (made out to Brightstone Productions), or credit card (additional \$1.50 fee) at the Christmas show, Open House, or on your first day of class. Semester-long classes may be paid in 2 equal payments, with the 2nd due March 1, 2017.
- *Withdrawing*: Students must withdraw in writing. A student may withdraw before the first day of class for a full refund (no refund on registration fee).

PHOTO RELEASE

Pictures are often taken of our students to be used for promotion (website, Facebook, flyers, etc.). If you prefer your child to not be in these pictures, please indicate that preference on this form.

Print Name: _____ Signature: _____ Date: _____