

MASTERS SCHOOL OF ART

Agreement Form

In order to be admitted to the school, both parent and child must indicate their compliance with these policies by initialing each item as well as printing their name and the date below.

_____ **1. Support Policy:** Work with teachers, volunteer, or find a way you can help us help your children. MSOA is more than a school; it is a ministry. We put a lot of effort into the school to make it successful for your children. We strongly encourage parents to support our school to make it fun, successful, and continue to be affordable. If there is a legitimate complaint please take it to the Office Administrator or a Director.

_____ **2. Respect Policy:** MSOA desires to create a loving and encouraging atmosphere for all students at all times. Words such as “stupid,” “idiot,” “shut up,” or other demeaning words will not be tolerated. Students caught bullying will be sent to the office after the first warning. If the student continues the behavior, a Director will meet with the student and parents for a probation meeting, and after a 3rd time, he or she will be asked to leave the school. Any student or parent who gossips, slanders, or physically abuses another student or anyone at MSOA is cause for expulsion.

_____ **3. School Grounds Policy:** Students must remain in MSOA designated areas. Underage students may not leave campus unless escorted by a parent or guardian. No smoking, drugs, or weapons are allowed on campus. Dark or questionable literature is not allowed on the grounds of MSOA. Parents must notify the school when a student will be absent. All students are required to be in the designated lunchrooms only during lunch (Foundational students need to remain in the lunchroom until escorted to the gym by a staff member). Students are not allowed to hang out in the church parking lot or in empty rooms unless under the supervision of an instructor during class.

_____ **4. After School Pick-up:** If you are going to be late picking up your child(ren), please call us and let us know ahead of time. School ends at 3:15. By 3:30 clean-up is pretty much done. We lock the doors around 3:45P.M. After that we wait on the west side of the school by room 217 at the top of the stairs from the computer room. Kids waiting to be picked up after 3:45 P.M. need to wait in this designated spot. We are responsible for the children until they are picked up. Parents picking children up after 3:45 P.M. will be charged \$10 until 4:00. After 4:00 it will be \$1 per minute late fee. The charge will be tacked onto the student tuition.

_____ **5. Dress Policy:** Students are required to dress modestly. Girl’s shirts must cover their middle or tummy as well as their cleavage. No short skirts or shorts. Boys, we don’t want to see your undershorts – in other words, no sagging. No negative or dark messages worn on clothing or tattoos.

_____ **6. Dating Policy:** MSOA wishes to create a family atmosphere at school where students treat each other with the love of Christ as brothers and sisters. We have the understanding that MSOA families have different dating policies within their families and we want to have a safe environment where all students will feel comfortable. Because of this, we ask that any talk or acting out of relationships, other than brothers and sisters in Christ, not take place at school.

_____ **7. Electronics Policy:** No text messaging or electronic gaming is allowed in class. Classical music may be offered during class, with the exception of a few classes. iPods are only allowed during class if the teacher permits their use. iPods are never allowed to be shared with another student. If a student does not follow this policy, their iPod will be taken to the office and the student will not have the privilege of bringing one for the remainder of the term. Phones may not be used during class unless it is to call a parent or guardian.

_____ **8. Teacher/Student relationship:** Students are not permitted to text or call their instructors. No getting together outside of school without parent invite and complete supervision. Students are not allowed to be alone with an instructor, volunteer or staff member at any time. No underage student is allowed to be alone in a classroom with a student over 18.

_____ **9. Classroom & Supply Policy:** Students must clean up their work space, and they may not leave until the classroom and their work area is clean. General supplies – pencils, paper, erasers, etc. – are supplied by the school. Students who don't bring paints or use the school's paints will be charged an extra \$10 per month on their monthly invoice. Some supplies may be purchased in the office.

_____ **10. Exhibit Policy:** One piece of the student's artwork per class (teacher's discretion) must be in the Exhibit at the end of the term. This is an important time for the students and the teachers to celebrate the term's work. Your attendance at the Exhibit supports MSOA staff. MSOA reserves the right to post artwork (not student pictures without permission, except for large group pictures, without names). Student pictures will be posted with parent's permission.

_____ **11. Financial Policy:** Each month's tuition is due the 20th of the month before. If you are not able to keep this commitment, please talk to us about a payment plan as soon as possible. Payment by check or money order is preferred over cash.

_____ **12. Guest Policy:** All guests must sign in at the office and receive a Visitor's Pass. No guests are allowed in the classrooms without approval from a Director. Guests are only allowed in classes if they will be taking classes for the day. Sibling guests or any guest taking classes for one day must pay a \$30 fee. Guests who do not participate in class must stay in the office until classes have been dismissed. Visitors are welcome by appointment only. Students and parents who are interested in the school may come for an hour visit without paying a fee.

_____ **13. Fundraiser policy:** We expect all our families, especially scholarship families, to participate in our fundraisers. We have a calendar fundraiser during our Fall term, and an online auction fundraiser during our Spring term. You can help with the auction by either donating, being on the fundraising committee, or by placing a bid.

Print Student Name: _____

Print Parent Name: _____

Date: _____