



**colton
institute**
for training
and research
in the arts
at **njpac**

saturday & summer arts training

Student and Family Handbook

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njpac arts education department overview



Arts Education at NJPAC

Arts Education has been a central part of NJPAC's mission since its inception. Even before the Center opened its doors, the Arts Education Department reached thousands of young people through its in-school and community-based programs. Ten years later, NJPAC boasts the fourth largest arts education department of its kind in the nation.

We serve the entire state of New Jersey. Each season, over 60,000 children, families, and educators attend or participate in arts education programs. Part of the Arts Education Department's mission is to continually explore new and innovative ways to use its resources to serve New Jersey students and educators. In this spirit, the Arts Education Department has developed partnerships with school districts, educational institutions, social service agencies and arts organizations statewide.

The Arts Education Department currently consists of four core areas: School and Family Performances,

In-School Programs, Arts Training and Professional Development for Educators, which provide over 20 programs for children, families and educators.

The Center for Arts Education is a facility that houses the multitude of programs undertaken by Arts Education. Located at 24 Rector Street (directly adjacent to NJPAC), the Center for Arts Education is a 30,000 square-foot building that houses a 100-seat black box theater, two dance studios, a recital hall, seven classrooms, nine music practice rooms and office space for NJPAC's Arts Education staff.

"Multiple independent studies have shown increased years of enrollment in arts courses are positively correlated with higher SAT verbal and math scores. High school students who take arts classes have higher math and verbal SAT scores than students who take no arts classes."

Rules of Conduct

In order to maintain a happy and safe environment, students are expected to uphold and respect the following Rules of Conduct.

NJPAC maintains a **ZERO TOLERANCE** policy pertaining to physical actions against others, stealing, bullying and disrespect for staff and property. These actions are disruptive and result in negative experiences for fellow students. The administrative staff reserves the right to suspend or terminate a student from the program at any time for failure to adhere to the rules and values of the program.

Rules are established in order to enhance the well-being of the larger community. If students do not follow the Rules of Conduct, a warning will be given and parents will be notified. Any additional disciplinary issues will result in dismissal from the program.

No refund of tuition will be given to any student asked to leave the program for Rules of Conduct infraction(s).

Any student deemed in violation of zero tolerance policies will be immediately dismissed from the program.

NJPAC maintains a **ZERO TOLERANCE** policy on the following:

1. *Bullying or Cyberbullying
2. Vandalism
3. Theft
4. Disrespectful or vulgar behavior
5. Disrespectful or vulgar language
6. Involvement in any activity that is considered illegal

Participation in NJPAC Arts Education programs is a privilege, and we hope all students will take full advantage of the experience by concentrating on the activities and applying all their energy in a positive manner.

Bullying/Cyberbullying*

Bullying is when one or more children (the bully/ies) target a child (the victim) and that a reasonable person would know that the bully's actions will

have the effect of physically or emotionally harming the victim, damaging their property or insulting/demeaning the victim. (Adopted from the YMCA Policies and Procedures)

Student Responsibility

NJPAC Saturday and Summer Programs are training programs for serious and committed students. All students are expected to abide by the rules of the program, and devote regular practice time on a weekly basis. All students will be advised by their instructors about materials required for class and students are expected to be prepared with the appropriate materials at each session. Students should work with their instructors to establish a consistent practice schedule outside of class. If at any time it is determined that a student is not complying with the terms of the program as summarized in this Handbook, NJPAC reserves the right to ask the student to leave the program.

In order to maintain a creative, educational and safe environment, students are expected to uphold and respect the following Rules of Conduct.

NJPAC asks all students to observe the following Rules of Conduct:

1. Do not leave the Center for Arts Education without permission, for any reason, during class hours.
2. Do not leave the Center for Arts Education with anyone other than your designated parent or guardian* without written permission to do so.
3. Respect the Center for Arts Education facility, faculty, staff and fellow students at all times.
4. Do not engage with faculty and staff through any social media platform. All communications will be through NJPAC emails and phone numbers.
5. Commit fully to the program and your fellow artists by not missing class for reasons other than emergency or illness.
6. Do not bring valuables to the program. NJPAC is not responsible for loss or damage to valuables, including but not limited to: cell phones, ipods, tablets, jewelry or clothing.

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Student Responsibility (Continued)

7. Do not eat in studios or any other facility or campus area other than the lunchroom.
8. The studio spaces must be cleared of all personal items and cleaned before leaving class each day.
9. Respect and return equipment to its original state when finished using it (ie., drum sets, pianos, amps, vibraphones, stereo equipment)

Student “Red Flag” Protocol

Student Red Flag Protocol: (self-harm)

If faculty member believes a student to be at risk for self-harm, the faculty and staff **MUST** follow the below actions:

1. Faculty notifies the site coordinator immediately.
2. Site coordinator will notify supervisor and the parent/ guardian(s) will be called.
3. Supervisor will call the Mobil Crisis Response 1-877-652-7624.
4. Staff and faculty remain with the student until Mobil Crisis Response arrives at NJPAC to assess the situation. If necessary, call NJPAC security.
5. Supervisor notifies NJPAC Human Resources.

Student Concern Protocol: (depression/ anxiety)

If faculty believes a student to be depressed or anxious but **not at risk for self-harm**, the faculty and staff **MUST** follow the below actions:

1. Faculty notifies the site coordinator.
2. Site coordinator will notify supervisor and the parent/ guardian(s) will be called

Teen Hotline—Available 24/7

If you want to speak with someone, know that you are not alone. 1-888-222-2228

Safety

Safety Within the NJPAC Facility

The safety and security of all students is our main concern and of the utmost importance to us. In addition to our in-house security staff, we also have a police sub-station directly across the street from the NJPAC facility. Students are required to remain in the Center for Arts Education at all times, and

are not permitted to leave the building without an adult. Students will also receive an orientation to the NJPAC facilities and safety rules and regulations. It is critical that each student deal with safety and security issues seriously and they agree to follow directions of NJPAC staff in case of an emergency.

Fire Drills

As a safety measure, fire drills can happen regularly and without warning. The meeting place is across the street from the main NJPAC building at the entrance to Military Park. Wait there with your faculty and classmates until security gives the approval to return to the building.

Traffic Alert! Please be aware of traffic and construction delays, and plan accordingly!

Working with Minors Policy

Purpose and Scope

NJPAC and the Center for Arts Education acknowledges and embraces its obligation to provide a safe and secure environment for minors participating in NJPAC programs and activities as they explore their creative talents through music, drama and dance. The protection and well-being of children under the age of 18 is of the highest priority for NJPAC and for those involved in its administration.

The NJPAC Working with Minors Policy (the “Policy”) applies to all NJPAC sponsored activities and programs operating under the authority and direction of NJPAC and taking place: (i) on the NJPAC campus or in a residence hall; or (ii) at NJPAC sponsored off-campus programs and activities in which minors will be physically present and participating. The Policy establishes guidelines for those in the community who are involved in covered programs or activities and may work or interact with individuals under the age of 18.

Definitions

"Minor" for purposes of this Policy means any person under the age of 18 who is participating in a NJPAC sponsored or NJPAC sanctioned program or activity operating under the authority and direction of the Center for Arts Education, excluding on-campus guests or attendees at a public performance.

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Working with Minors Policy (Continued)

“Authorized Adults” for purposes of this Policy means all individuals, ages 18 and over, paid or unpaid, who instruct, supervise, chaperone or otherwise oversee Minors in connection with NJPAC sponsored or NJPAC sanctioned programs or activities operating under the authority and direction of the Center for Arts Education. This includes, but is not limited to faculty, staff, students, parents, volunteers, interns, independent contractors, consultants, alumni, guest artists or other personnel who will participate in any way in a NJPAC sponsored program, event, performance or other organized activity that includes Minors.

Prohibited Conduct

The following practices and behaviors are strictly prohibited under this Policy. This list is not meant to be exhaustive:

- Engaging in sexual activity or other inappropriate deliberate physical contact or horseplay with or in the presence of Minors.
- Communicating electronically with Minors, except through NJPAC’s email system, or when absolutely necessary and related to a particular program or activity in which the Minor is participating. Sending sexually explicit photos or messages and “sexting” is strictly prohibited, as is any form of communication through social media.
- Engaging in the use of, or providing Minors with, alcohol, drugs or other illegal substances, or being under the influence of alcohol, drugs or other illegal substances, during Minor programs or activities. This prohibition includes allowing those substances to be used by a Minor in the Authorized Adult’s presence.
- Disciplining Minors in any manner involving isolation, humiliation or corporal punishment. Any form of discipline must be constructive and appropriate, given the age of the Minor and the circumstances of the situation.
- Engaging in abusive conduct of any kind, either verbal or physical, toward or in the presence of Minors. Bullying (including cyberbullying), hazing and initiations are strictly forbidden.

- Picking up or dropping off Minors at the Minors’ homes, except if specifically authorized in writing by the Minors’ parents or legal guardians.
- Giving gifts of any kind to Minors.
- Making sexual materials or pornography in any form available to Minors or assisting them in any way in gaining access to such materials.
- Making inappropriate or risqué comments to or in the presence of Minors.
- Releasing a Minor’s personal contact information to third parties without the written consent of the Minor’s parent or legal guardian. Even with parental consent, such information may only be released in connection with a NJPAC sponsored program or activity in which the Minor is participating.
- Photographing or making videos of Minors for other than program-related purposes. For program-related purposes, photos or videos may be taken only after the Minor’s parent or guardian has signed an appropriate waiver obtained from the Center for Arts Education. Use of any device capable of recording or transferring visual images is forbidden in showers, restrooms, locker rooms, dressing rooms or other areas where privacy is expected.
- Retaliating against anyone who, in good faith, raises a suspicion or allegation of inappropriate conduct toward a Minor.
- Personal visitors. Other than immediate family members, Minors participating in NJPAC sponsored programs or activities may not have visitors on-campus or in the residence hall, except with the permission of the program director or in the case of emergencies. All visitors must agree to abide by NJPAC policies and procedures.
- Policy violations will result in the suspension or revocation of visiting privileges.

Using Touch Instruction

Human touch is an essential component of instruction in dance, drama, and music. Illustrating a point about breath control, a woodwind professor presses on a student’s diaphragm. A dance teacher’s hand on a

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Working with Minors Policy (Continued)

student's body provides invaluable tactile feedback. It is understood and expected that instructors at NJPAC may use touch in order to guide their students toward greater artistry.

The traditions of touch in a given art form may be less familiar to inexperienced students.

Instructors in our programs will remain mindful of the students' needs and expectations. In teaching minor students, for example, a NJPAC instructor cannot use touch in the same way that the instructor experiences it in his or her own professional training. Our faculty has been instructed to adhere to the following basic guidelines to help reduce the possibility of misunderstanding or discomfort:

1. Limit touch to what is necessary and appropriate for the instructional point.
2. People experience touch in different ways depending on factors such as cultural background, age, gender and personal experience.
3. It can be helpful to explain at the beginning of instruction why, when and how you might touch a student. With minors, parents may find the information useful.
4. Before using touch, consider giving a verbal cue about the touch and its purpose: "Let me adjust your wrist so your hand stays more horizontal."
5. Verbal cues can be especially important before touching sensitive areas, such as a student's chest, pelvis, buttocks or upper thigh.
6. Consider alternatives to touch, such as demonstration or verbal description. A description might explain the position or movement of the body part under consideration and of adjacent parts. Metaphor is another useful type of description.
7. If a student seems uncomfortable or expresses any concerns about touch, acknowledge the matter. Immediately cease the contact and report the situation to the program director or department head as soon as possible.

Social Media Policy

NJPAC's overall goal is simple: to actively participate online in a respectful, relevant way that protects our reputation, strengthens new relationships, and follows the letter and spirit of the law.

The following rules apply when engaging in social networks while using NJPAC resources, when referring to or commenting on NJPAC in an official capacity, or when commenting about NJPAC business and operations-related material.

- Post meaningful, respectful, true comments: be transparent, no spam, no remarks that are offensive and nothing misleading.
- Use common sense and common courtesy: Ask permission to publish or report on internal conversations at NJPAC. Make sure your efforts to be transparent don't violate NJPAC's privacy, confidentiality, and legal guidelines. No confidential NJPAC information may be disclosed online. If you have any doubt as to whether something is confidential, do not post it.
- Don't infringe on copyrighted material, including photo, video and music files.
- Don't intentionally do anything to harm NJPAC's relationships with artists, clients, vendors, partners, patrons or any other business relationships the Arts Center has, including other arts centers and performing arts venues, management companies, etc.
- Don't comment on anything related to NJPAC's legal or financial matters.
- Don't participate in social media when the topic being discussed may be considered a crisis or could potentially be detrimental to NJPAC (i.e., a refund or protest situation). Even anonymous comments may be traced back to you or to NJPAC.
- Online activities should not take away from your productivity while in class.
- Always pause and think before posting something. Is it appropriate to post publicly?

REMINDER: Any media inquiries (traditional such as print, radio, TV, or "new," such as websites, blogs and fan pages) must always be referred to the Public Affairs Department.

Please use these URLs for the official NJPAC-controlled social networks. We hope you will "Follow" and "Like" NJPAC if you haven't already, and actively participate online.

facebook.com/NJPAC
 twitter.com/NJPAC,
 youtube.com/NJPACTv,
 flickr.com/photos/njpac/sets

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+deceased