

PARK SQUARE THEATRE

GENERAL STUDENT POLICIES

Attendance, Tracking, and Supervision

- **Attendance Tracking:** Attendance is taken at the start of each class. Families of students who are absent will be contacted to confirm the absence is intentional. At check-out, students should be aware of who is picking them up, staff will make eye contact with the adult, and if necessary help students into vehicles.
- **Student Tracking:** Teaching Artists and Staff conduct headcounts before and after transitions, and regularly throughout the day, to ensure all students are accounted for.
- **Safe Staffing:** Teaching Artists and Classroom Assistants are background checked annually. Administrative staff are background checked and work on-site to support students & teachers. Staff cannot leave students unattended for any length of time. Staff may never be alone with a student, or small group of students, except in public areas to conduct classroom business (resolve a conflict, work in small groups, etc). Staff must maintain a professional attitude and distance at all times and may not provide or solicit contact information or friendships from students or their families. This includes caregiver jobs, lessons/tutoring, transportation, and requesting access to social media.

Diversity, Equity, Inclusion, and Belonging Statement

At Park Square, we are committed to access and inclusion for all people. We stand firmly in opposition to racism, and our programs challenge our artists, staff, and Board of Directors to foster inclusion and seek equity for all, including Black people, Indigenous peoples, people of color, LGBTQIA+ people, people of all economic backgrounds, people of all religions, and people with disabilities. Park Square collaborates with families to meet students' needs, whether they are social, academic, developmental, or physical.

Statement on Pronouns

At Park Square, we respect gender identity and refer to people by the name and pronoun they specify. We encourage students and staff to share their name and pronouns on the first day of class. If we know in advance that a student is transgender, non-binary, transitioning, or questioning, we will partner with the student, caregivers, teachers, and staff to use the correct name, pronouns, and restrooms from day one.

Our programs and classrooms are safe spaces to explore, and we understand that pronouns, identities, and expressions may change. If a student requests that we not disclose any pronoun or gender identity, even to parents and caregivers, we will honor the request.

Restroom Policy

At our facility, Park Square has gendered, non-gendered, and accessible restrooms. If we are at a partner organization, Park Square will ensure that we have accessible restrooms. Classes take group restroom breaks throughout the day. During group restroom breaks, teachers monitor for hand washing and disruptive or inappropriate behavior. Students are allowed to use the restroom whenever needed. Teaching Artists and Staff are strictly prohibited from assisting students with toileting & clothing functions- this includes buttoning, zipping, or fastening belts. All students must be toilet-trained and able to manage their own toileting & clothing needs. Please send students to class in attire they are able to easily navigate. For bathroom or illness accidents, students should be able to clean themselves up without assistance. We do not have any additional clothes, or alternate outfits for students to change into.

Food Sharing & Allergy Management

In order to keep our students and staff safe & healthy, Park Square implements a No Food Sharing Policy. This means students are only allowed to consume food/beverages that were provided to them by their caregiver. Park Square does not allow students to swap or share food items. There are water fountains on site to refill water bottles. Teaching Artists and Staff will not provide students with treats or snacks.

We see many students with severe allergies, and work with caregivers to ensure students are able to participate fully while staying safe & healthy. We ask to be made aware of severe allergies and allergy management plans in advance. All Education Department staff and most Teaching Artists are trained to administer Epi-pens and other life-saving medications. For students with allergies that require Epi-pens (or other injectors), we request to keep medication at Park Square (or other off-site locations where programming is taking place) for the duration of the class session. If that is not possible, we request to know where the medication will be located in the student's backpack, so that it can be quickly accessed, if needed.

Medical Management

Park Square does not have a nurse or medical professional on staff. All Education Department staff and most Teaching Artists are trained in CPR and First Aid. All Education Staff and Teaching Artists receive annual training on protocols for responding to medical emergencies. Staff must have an authorized note and clear instructions to

administer required prescription medications to students. Staff are prohibited from administering over-the-counter pain relievers or other medications. Caregivers are welcome to come to the building and administer any medications to their students.

Marketing & Social Media

Park Square regularly photographs and records our programming for grants, donors, promotional purposes, and social media. When photographs or videos are used, students are never identified by name.

Teaching Artists are allowed to take photos and videos of group activities for portfolio documentation & business purposes only. When such photos or videos are used, students are not identified by name. Teaching Artists are not allowed to share any photos or videos of students on their personal social media accounts, but may repost from the Park Square social media accounts.

Electronic Devices & Toys

Students are discouraged from using electronic devices or toys during class, unless prescribed by a medical professional for therapeutic or learning support. Students in Grades 6th-12th are permitted to use electronic devices only during class breaks (snack, lunch, recess), provided the use is appropriate. Park Square is not liable for the exchange of contact information or lost, stolen, damaged, or destroyed devices and toys. Park Square reserves the right to confiscate devices or toys that have become distracting or inappropriate and return them to the parent/caregiver at the end of the day. If devices or toys are confiscated, we request the item(s) not return to class. If you need to reach your student during class hours, please call or email the main office at 651-291-7005 x105. Students wishing to speak with their caregiver during class hours will be instructed to call from the office phone.