

# Artisan academy

## 2022-2023 Handbook

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# About Artisan Center Theater

## **Our Story**

Since 2003, Artisan Center Theater has served the community with high-quality, family friendly entertainment, theatrical education for youth, that includes dance and performing arts classes throughout the year, and community outreach programs serving local schools and senior centers across Tarrant County. Donations from corporations, individuals, national funding and local charities are necessary to keep the arts strong, to nurture creativity and promote advancement in the arts. Production and royalty costs are higher than ever before and impact our ability to expand our reach to the community in which we serve.

A critical part of Artisan's mission is to keep our ticket prices low so families of all income brackets can afford to see—and feel—the magic of live theatre. Artisan Center Theater is not just a theater, but quite literally the public's theater, a community resource that is dedicated to serving everyone.

## **Our Artisan Academy Mission and Vision**

Artisan Academy believes that all who seek an education in theatre should have access to one. We aim to work as a team to create outstanding performers and professional young adults through rigorous and challenging programs that prepare young theatre artists to compete and excel in the professional theatrical world.

## **Our Commitment**

Artisan Academy is committed to serving the next generation of performing artists with inclusivity, positivity, and equity. Artisan Academy strives to create a sense of belonging among students and instructors, opportunities for all to use their talents to express stories that are their own and true to the values of Artisan Center Theater, and opportunities for all to experience growth in their theatrical craft that benefits them on and off the stage.

# Why Choose Artisan Academy?

When you enroll your student(s) in Artisan Academy, you are enrolling them in a program that has a rich history and a bright future. Artisan is well connected across the DFW and Tarrant County theater communities and opens doors for opportunities at Artisan and beyond.

## **Artisan Academy Provides...**

- An experienced faculty of trained and working theater professionals that bring a wide variety of knowledge and skill sets to our classrooms.
- Opportunities for students to attend productions put on by Artisan Children's Theater and Artisan Academy.
- A variety of classes offered every semester at competing tuition costs.
- A safe space where students can ask questions and grow in their skills to their full potential.

## **Artisan Academy Students Can...**

- Audition for shows in our Children's Series that perform on the Second Stage.
- Audition for productions put on Artisan Center Theater's Main Stage.
- Utilize their skills to work in technical or creative positions for Artisan Children's Theater season.
- Have access to special discounts when they enroll with a sibling.
- Purchase Artisan Academy apparel.
- Be in class with artists who perform on Artisan Main Stage and other theatrical venues in the DFW metroplex.
- Have performance opportunities within their courses in the form of an end of semester showcase.\*
- Make connections with students and teachers that will last a lifetime.

\*Not all courses will present a showcase. Please ask your instructor for information specific to your class

# Artisan Academy Policies/Procedures

## Behavior

- Artisan Academy has a zero-tolerance policy against behavior that exhibits characteristics of bullying and/or harassment of any kind.
- The academy expects that students refrain from the use of inappropriate language or gestures of any kind.
- Students will treat instructors in a respectful manner.
- Students will engage with each other in a respectful manner.
- Artisan Academy reserves the right to remove any student who does not adhere to these policies. In extreme cases, the parent/guardian will be promptly contacted to retrieve their child. If extreme behavior continues, the child will not be permitted to return to Artisan Academy and no refund will be issued.
- If a student exhibits negative and pointed behavior that causes damage to Artisan Center Theater's spaces and/or property, the child will be removed from the course and will not be permitted to return to Artisan Academy. No refund will be issued.

## COVID-19 (updated on 05/12/2022)

- Artisan Academy does not require students or instructors to be masked or vaccinated. Both the students and instructors are welcome to wear a mask if they feel inclined.
- If a student is experiencing symptoms, or has had known direct exposure to someone diagnosed with COVID-19, **it is recommended they be tested before returning to a large group setting so as to limit the possibility of transmission.**
- If a student tests positive for COVID-19, Artisan Academy recommends that CDC isolation guidelines are followed, and that the student does not return to classes until the recommended quarantine period has been completed.

## Attendance

- Artisan Academy will not penalize students for being absent due to illness.
- Students are expected to attend at least 75% of their class days in order for them to receive the most out of their time at Artisan Academy.
- In a 16-week (16 class) semester, your student(s) is expected to miss no more than 4 classes. Excessive absences will result in inadequate instructional time and a damaged showcase product if the course has one. No refunds will be given for students with excessive absences.
- Your tuition guarantees your student a spot in a classroom with an instructor at a scheduled time each week. Excessive absences are disrespectful to the time, space, instructor, and others who are taking the class.

### **Drop Off/Pick Up**

- Please be prompt in dropping off and picking up your students. Artisan Center Theater does not assume responsibility for any child dropped off unattended.
- Do not drop off your child(ren) more than 10 minutes before class begins.
- Please contact us at 817.284.1200 if you will be delayed in picking up your child due to an emergency, such as car trouble.

### **Registration/Tuition**

- Registration fees and Tuition are **not refundable**.

### **Electronics & Other Devices**

- The use of electronics such as cell phones, tablets, computers, or any other electronic device during class is strictly prohibited.
- Students may have access to a phone in the event of an emergency or urgent need.
- Artisan Academy instructors reserve the right to confiscate any disruptive electronic devices and hold them until the end of class. If confiscated, the device will be returned to the student's parent/guardian at the conclusion of instruction.

### **Classroom Attire**

- Students should come to class in comfortable clothing they can move in.
- Closed toed shoes are required.
- Modest length shorts are okay. Please abide by school dress code for the length of shorts.
- Long hair should be pulled back out of the face.
- No jewelry should be worn to class.

### **Dance Class Attire**

- Dancers should be dressed in modest dancewear or comfortable clothes they can move in.
- It is up to the dancer to provide their own shoes that best fit the needs of the dance class they are taking. Most likely, they will need character heels or jazz shoes.
- Long hair should be pulled into a ponytail or bun, with no extra hair hanging down.
- No jewelry should be worn to dance class.

### **Classroom Expectations**

- Students will abide by the behavior policy.
- Students will abide by classroom attire requirements.
- Students will not use electronics during class.
- Students are permitted to bring water bottles with a secure lid to class. There will be no food or drink in the classroom besides water.

### **Cancellations: Classes**

- Any and all Academy prompted cancellations will be communicated by Artisan Academy to all registered students and their parents/guardians.
- Cancellations implemented by Artisan Academy due to bad weather or company emergency are eligible for a make-up class at the end of the semester.
- Instructors who cancel class due to personal illness or emergency are **required** to hold a make-up class at the end of the semester.
- Instructors are encouraged to find a substitute instructor if they cannot make class rather than canceling. Classes held with a substitute instructor are not eligible for make-up or any sort of refund.

### **Private Voice/Acting**

- Private lessons are available upon request with individual instructors for either 30-minutes or 60-minutes.
- Payment is made directly to the instructor at a fixed rate. Privates meet once a week.
- Private instruction absences
  - Excused absences give the option of a make-up lesson with your teacher. In order for an absence to be counted as excused, you will need to personally contact your teacher by 12pm the day of your absence. Failure to do so will result in no option for a make-up lesson.
  - Unexcused absences are not eligible for make-up. If you are a no-show or fail to contact your instructor (calling the box office, word of mouth, etc. do not count as forms of contact. You must text, call, or email your instructor) by 12pm the day of your scheduled time, then your absence counts as unexcused and **payment will still be expected.**
  - Any missed lessons due to an instructor absence will be scheduled for make-up.

### **Inclement Weather**

- Artisan Academy follows all HEB ISD inclement weather cancellations.
- All spaces within Artisan Center Theater have dedicated shelter-in-place spots should severe weather present itself.
- All instructors have been trained on bad weather procedures.
- Artisan Academy reserves the right to cancel class due to inclement weather.

### **Open Door Policy**

Artisan Academy welcomes parents to our spaces and appreciates all that parents do for our academy! However, we do ask that you understand our students' needs for uninterrupted class time. Artisan Academy asks that parents/guardians wait outside of the classroom or in their vehicles until it is time to pick up your student(s).

I have read and understand the policies and procedures listed in the Artisan Academy 2022-2023 Handbook.

Student Signature: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_