

Samspra Academy Policies & Guidelines:



Online Class: Best Practices & Guidelines:

1. Wear appropriate and comfortable clothing to class.
2. Log in and log off on time. There may be other classes before or after, come prepared, and respect your class time. (Including assigned breaks and returning)
3. Have a water bottle and all your class supplies with you during class.
4. Make sure your devices are fully powered and ready to use for the whole session, to avoid class disruption.
5. Your class teachers may use different online forums such as Zoom, skype, google. Check and confirm with the school or class teacher your preferred forum before class.
6. Do not share your online class log in information with others.
7. Come prepared for class with required books, notebooks, writing utensils, supplies, and class print outs.
8. If you do not have access to a printer, make sure you manually create your class printout template as close as you can. For lack of instructional supplies, contact the school/ teacher so we can try and give an alternative.
9. Eating a healthy meal before class is very important.
10. Display the student's First and Last Name.

11. During Class:

- Mute your Audio until your turn arrives and or prompted by the teacher.
- Keep the video on at all times. If you need to turn off the video for any reason, notify your class teacher and receive permission to do so.
- To ensure the safety of the student and to minimize any class disruptions, no private chats are allowed. Treat this space as your in-person classes. Raise your hand or wait for your turn if you have a question or to get teachers' attention.
- Rotation Schedule: Teachers will login to your class for different subjects and or activities.

Registration Guidelines:

1. Each program has a separate Registration Form. Choose the correct forms and pay the registration fees at the time of registration.
2. To maintain the quality of learning and effectiveness of our programs, we limit class sizes to a 1:6 teacher-student ratio.
3. Instructional lesson plans and activities may be subject to change, keeping in mind the learning needs, student progress, safety of students, inclement weather, and unavoidable conditions.
4. Additional paperwork may be required before the 1st day, especially for Pre k- grade school programs).
5. Agree to all Samspra Academy Policies & Guidelines and Waiver of Liability

Class Cancellation and Refund Policy:

1. If a cancellation request is received 30-days before the 1st day, Samspra provides a full tuition refund. For cancellation requests received from 15 - 29 days before the 1st class, Samspra provides a partial tuition refund.
2. No refunds provided for cancellation notice received after 14-days before class begins.
3. Your credit will remain for the full school year, can be applied towards other programs or classes offered at Samspra.
4. No credit/refunds applied for student absences.

Payment Policy:

1. Tuition is due at the beginning of each semester or each month. To avoid a \$ 10.00 late fee, please ensure payment before the 7th of each month. Failure to make a payment on the due date will incur late fee charges.
2. There is a one-time, annual non-refundable fee for each program. (Includes three trimesters: Aug -Aug). All students are required to pay a one-time annual non-refundable fee due at the time of registration.
3. Both the Monthly and Semester pay option is available to pay your tuition.

Our acceptable forms of payment are: Cash, Check payable to Samspra Academy, Online Zelle, or credit card (3% convenience fee applies).

4. Some of our classes require students to pay a supply fee for textbooks, materials, certification, or project supplies. These are apart from the class tuition.

The supply fee can be paid to the teacher directly.

5. Extra sessions or make-ups are provided based on our policy.

Absenteeism and Make-Up Policy

1. Inform the school and your classroom teachers of any absence ahead of time.
2. The teacher will provide an alternative day/ time to make up the teacher missed classes.
3. For any teacher missed classes or inclement weather, make-up sessions are available at a mutually agreeable time. Contact your teacher.
4. No Make-up classes if a student missed a class, due to illness, travel, technical difficulties, or unavoidable circumstances.
5. If you decide to discontinue, notify the school at least 30-days in advance.

No Solicitation Policy:

Samspra strictly follows No Solicitation Policy. Do not use Samspra Academy premises, class groups, social media groups, emails, texts, and phone numbers to promote any other classes or business offered outside of Samspra Academy directly or indirectly.

As Samspra family: teachers, staff, volunteer students, parents have created a safe and positive environment. Let us keep this way and continue to respect each other. If you want to confirm if the message is acceptable, please confirm with the school before posting.

Medical & Waiver & Safety Policy:

1. The safety of our students, providing proper care, and education is our priority.
2. While we are taking proper precautions and safety measures to avoid mishappenings, Samspra Academy is not liable for any injuries, illness, diseases, and accidents that occur during the class caused by the teacher's negligence.
3. Samspra Academy is not responsible for the spread of any medical conditions, illness or diseases contacted, inside, or outside our premises.
4. Samspra Academy is not responsible for any online class misuse by students, parents, or teachers.
5. Assume all the risks of participating in the activity or volunteering.

WAIVE, RELEASE, AND DISCHARGE Samspra from any lawsuits and all liability, including but not limited to, liability arising from the negligence or fault of the entities or persons released, for my death, disability, personal injury, property damage, property theft, or actions of any kind which may hereafter occur to me including my traveling to and from this event.

6. If Samspra seeks medical attention for your child, understand that you are responsible for any expenses.

Student Responsibilities

1. Students arrive to class on time with the required supplies and any assigned work.
2. For educational continuity, attend all assigned classes. Excess absenteeism will lead to a conference and expelling from the school.
3. Be respectful of online space, classroom space, other people, and their property.
4. Wear proper attire that is considered appropriate for a learning environment.
5. Occasionally, a student may experience difficulties with online classes, talk to your teacher. We may set up a parent-teacher conference to step forward and help as needed.
6. Know digital safety and awareness.

Parent Responsibilities

1. Timely drop off and pick up is expected. Teachers are responsible for the students only during class times.
2. Ensure your child is ready and prepared for the class, with needed supplies, materials, and completed homework.
3. Parents should make a concerted effort to attend any parent-teacher sessions or meetings conducted by Samspra.

4. Parents who are interested in observing their child's class should contact the teacher to arrange a mutually agreeable date.
5. Classroom related concern should be discussed with the teacher first and then submitted to Samspra Director for consideration.
6. If your child is going to miss a class, notify the teacher as soon as you can.
7. Keep away any distracting devices during instruction.
8. Be respectful of other parents, people, property, and events at Samspra Academy.
9. Our campus is secured and locked during non-pickup drop off times. Contact the school if you are picking up your child early.
10. Parents are required to stay within the premises if your child is attending a 1-hour session and is less than 12- years of age and or assign a guardian to pick up and drop your child
11. Send a healthy snack and a water bottle with your child. Food must be strictly vegetarian.
12. Notify the teachers of any incidents that may affect your child's learning.

Parent waiting guidelines:

1. If you are waiting, use the designated waiting areas in the school premises. (Online Classes are at the comfort of your home)
2. A child cannot be left unattended at any time.
3. Adult supervision is always needed.

4. Helping your child with an online device or with direction, supplies, and homework is okay.
5. Help your child gain independence learning online.
6. Be silent in the online forum, hallways, & respectful of others at all times.
7. Know online class rules, sharing and appropriateness
8. No Soliciting
9. No running or leaving children unattended anywhere online or on our premises, including a play area, other classrooms, elevators, parking lot, and driveway.
10. At Samspra, we strongly believe in working with as a team and encouraging a positive environment.
11. Professionalism is encouraged among students, teachers, parents, and the community.
12. Contact the classroom teacher for concerns in the classroom or Contact Hema Raja, Director for any concerns, suggestions, and questions.

Teacher Responsibilities

1. The teacher is prepared and ready for your class before student arrival. Instructional time starts when its class time.
2. Teachers are responsible for the safety, security, and proper learning of the student during class.

3. Age and level of the appropriate curriculum should be in place. Submit your curriculum or lesson plans to Samspra Academy ahead of the timeline.
4. The administrator or another teacher may conduct a class walk-in observation at any time, announced or unannounced. This Observation will be discussed among the teacher and the administrator and will go towards your PD.
5. Parent and teacher communication is vital to the success of students. The teacher will provide periodic updates of the class & student progress.
6. Teachers are responsible for keeping and submitting records of student attendance and progress to Samspra Academy.
7. Teach all your scheduled classes in a given trimester.
8. If for any reason, you have to miss a class,
 - Notify the admin immediately
 - Assign a substitute to teach to cover.
 - Offer make up
 - More than 2-days of absence in a given semester are not encouraged.
9. Teachers will offer to make up classes upon a teacher's absence or cancellation, at a time that is mutually convenient for all involved. In a group class setting, it is not required to make-up a class for student absences.
10. Arrange a mutually agreeable day/ time to make up a class.
11. Utilize inclement weather days to offer any extra session as needed.

12. Acceptable Make-Ups:

- The extra session before or after the class
- Online classes
- Conference call
- Additional class session

13. Safety is our priority. Teachers will update and discuss with parents and students any change in plans to their format, classes, schedules, or access to the secured entrance.

14. Teachers are required to attend all school-related meetings, PD's, conferences, rehearsals, and student performances. Prior notice is required if unable to attend.

15. Notify the admin ASAP if unable to attend classes due to any unavoidable circumstances. Schools may notify parents.

16. All students are required to register for the classes online and make payments before attending the classes.

17. Ensure your class roster is updated and current.

18. Students who are not registered cannot attend classes unless they have received permission to preview.

19. While Samspra encourages students to participate and perform in as many events as possible, students have the freedom to pick & choose participation in activities outside Samspra Academy. We do not force or mandate participation, in any of the events or competitions or exams, outside Samspra Academy. If fees are associated with these events/performances, it's the discretion of the students and parents to participate. Teachers provide ample notice to students and help

students practice, encourage, and rehearse ahead of the performances

20. Samspra Academy students and teachers will perform under Samspra Academy banner and represent Samspra in events outside Samspra Academy.
21. Students and teachers are encouraged to put their best effort, in any Samspra represented events, big or small, to maintain the standard and quality of our teachings and learning. In turn, we expect outside organizations and organizers to give appropriate credit while announcing and addressing us as Samspra Academy students and teachers.
22. Samspra Academy strives to create a collaborative community among all teachers and families. Teachers in the same or across departments are encouraged to plan lessons and incorporate inter, cross-curriculum to benefit student learning and experiences involved for all!

We welcome one and all & thank you for being a part of Samspra!