



# **2014-15**

# **Student Handbook**

**914 State Street**

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**[www.TheSchoolForThePerformingArts.org](http://www.TheSchoolForThePerformingArts.org)**

**Find us on Facebook!**

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## 2014-2015 PARENT/GUARDIAN - STUDENT HANDBOOK

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### **SCHOOL POLICIES**

*The School for the Performing Arts (SPA) is a 501c3 non-profit organization that does not discriminate by age, sex, race, religion, national origin and sexual orientation. However, The SPA is a **private** organization and a student's enrollment and participation is by mutual agreement between the student and the officers, directors, committee members, and employees of The SPA. Acceptance into and involvement in The SPA is a privilege, not a right. Failure to abide by The SPA's policies, rules and regulations is grounds for dismissal or suspension from The SPA.*

### **Tuition/Fees:**

1. A registration fee of \$45 per family is due at the time of registration.
2. Class and lesson payments are due the 1<sup>st</sup> lesson of each month. A late fee of \$10 will be charged to all accounts past due after the 10<sup>th</sup> of the month. NO EXCEPTIONS.
3. Payments may be dropped of in the mailbox located by the front (west) door or taken to the office.
4. Lessons and classes are paid for on a monthly basis regardless of the number of lessons/classes per month. The amount will remain the same each month regardless of 5-week months, holidays, and breaks. Breaks or "short" months are offset by those months with five classes/lessons or made up for by extra practices.
5. PAST DUE ACCOUNTS: Students who have fallen behind in payments by two months will be asked to discontinue classes/lessons until payment arrangements have been made.
6. Payments will be applied to outstanding tuition charges first, and then applied toward costumes, music, etc.
7. Returned checks will be charged a fee of \$20. If a check is returned on an account more than once, cash will be required for all future payments.
8. The SPA does not issue refunds or credit for missed lessons/classes. To cancel a lesson, the teacher should be notified by 10:00 a.m. that day. Make-up times and dates can then be discussed. "No shows" for lessons/classes will be charged the lesson/class fee and will not be made up. (See specific studio rules.)
9. Termination of classes must be done in writing. Classes will be billed and the responsible party will be liable for all tuition payments until notification is received by the school.
10. Music and book fees are additional costs, as outlined below for each studio.

### **Cancellation of Classes/Lessons:**

**The School for the Performing Arts reserves the right to discontinue the enrollment of a student at any time if the following occur:**

- Repeated (3 max. per school year) no shows, "last minute" cancellations, or other inappropriate cancellations of classes/lessons
- Consistent lack of preparation or practice (if required by studio teacher—see studio policies)
- Tuition payments two months past due
- Attitude/disciplinary problems not resolved by the student by any given deadline

**The School for the Performing Arts reserves the right to cancel any class due to low enrollment.** A minimum of three (3) students is required for a class to be held.

In the event of an instructor vacancy due to illness, relocation, resignation, or termination, every attempt will be made to find a suitable replacement or the student will be transferred to another studio. If a replacement cannot be found or transfer is not possible, the student will be placed on a priority waiting list for the next available instructor.

**Schedule/School Closings/Emergency Closings:**

The SPA will be closed for the following holidays/breaks: Labor Day, Thanksgiving Break, Winter Break, New Year's Day, Spring Break and Memorial Day. These dates will correlate with the Morgan County School District schedule. There WILL be classes/lessons on early release days and school holidays such as President's Day or professional/comp days.

If the Fort Morgan School District cancels classes due to weather, in most instances The SPA will also be closed and make-up classes will be offered at a later time. Please listen to any of the following stations for school closure announcements:

KFTM 1400 AM

KSIR 1010 AM

B106 106.3 FM

Denver TV channels 4, 7, 9

To avoid the unnecessary scheduling of make-up lessons, private studios may still conduct classes if the weather has cleared by 2:00 p.m. The instructors will notify their students, and parents/guardians and students can check the school website or call The SPA at 867-0497 after 2:00 p.m. to hear a recorded message regarding lessons being held that afternoon.

**SCHOOL RULES & REGULATIONS**

*Because of the unique nature of The School for the Performing Arts, students may not be directly supervised during some of their time in the school building. In an effort to maintain the safest environment possible for your child, The SPA has instituted several rules and regulations for the building and classes/lessons which students and parents/guardians are asked to follow.*

**Arrival/Departures:**

Only those people who have a legitimate reason should be in the school. Therefore, only students who are waiting for their class to begin and those waiting to be picked up by parents are to be in the building.

Due to limited teaching staff, teachers cannot supervise students outside of their class/lesson. Parents are encouraged to discuss with their children the arrival and departure procedure. Younger students should only leave the school premises with a parent/guardian or other designated individual. If a student will be dropped off or picked up more than 10 min. beyond their lesson/class time, please notify the teacher in advance so all students in the building are accounted for.

A designated room is provided for students and parents to wait before, after, and between classes/lessons. Students should remain QUIETLY in the waiting room or hall at all times they are not in class/lesson rooms. Students should not loiter in the basement (see Building Use #8).

### **Building Use:**

1. The SPA security system is active. Do not attempt to enter the building unless it is your class/lesson time and you know an instructor is inside. You will set off the alarm.
2. For you and your students' safety, a keypad has been installed on the main (west) entrance door to the building. (The north door is for staff use only.) Each student has been given a 4-digit code. The door will remain locked at all times, and students and parents must use this code in order to gain entrance to the building.  
\*\*Students are NOT to share this code with anyone—friends, family, strangers, etc.—who is not directly responsible for picking them up.  
IMPORTANT: Students should NOT allow anyone in the building whom they do not know. If there is a knock at the door, please find an instructor to answer the door. In the event that a student lets a person in the building, whether of their own free will or not, the student should IMMEDIATELY inform a staff member so that all persons in the building are accounted for. Parents/guardians, you are asked and encouraged to feel free to ask any person whom you do not recognize, who they are and why they are there.
3. STUDENTS AND PARENTS/VISITORS MUST:
  - a. Obey all posted signs.
  - b. Respect the décor in the building and keep hands off walls, mirrors, and any artwork/pictures being displayed, etc.
  - c. Keep the waiting room clean of food and trash.
4. No SPA-owned items should be removed from The SPA without permission or following the proper check-out procedure.
5. The SPA does not offer “babysitting” services. ONLY students who are arriving for or leaving from classes/lessons are to be in the building.
6. Students are expected to move about quietly in the hallways to and from their lessons/classes. Other than walking to and from classrooms, all students should remain in the waiting/changing room.
7. All students should maintain a quiet atmosphere in the waiting room so as not to disturb those classes/lessons in session or those students using their time between lessons to work on their studies.
8. Students not taking lessons or practicing their instrument in the lower level of the building should remain on the main level.
9. The playroom is for use of childcare for instructors' children only. Other students are not permitted in the playroom.

### **Classroom Visitation:**

The SPA maintains an open-door policy regarding classroom visitation. However, parents/guardians are strongly discouraged from sitting in on classes/lessons due to the distraction(s) and potential interference with instruction it causes both teacher and student(s). Prior arrangements must be made by any parent/guardian who wishes to visit a class/lesson. Please limit visitors to parents/guardians of the student. Small children must remain with and under the supervision of a parent/guardian at all times. Visitors should not coach, talk to, or otherwise distract the student(s).

Occasionally the instructor(s) may invite parents/guardians into the last few minutes of a class/lesson to watch or listen to a piece for an upcoming performance. Frequent performances in front of small audiences can help alleviate “stage fright.”

### **Electronic Devices/Other Items:**

Use of electronic communication devices during classes/lessons disrupts and interferes with the instructional process. Please limit their use to the waiting area. Students are encouraged to ensure that the device is turned off and out of sight during class/lesson times.

Students should also leave toys, cash, and other valuables at home if at all possible. The SPA is not responsible for lost, stolen or broken items.

### **Purchases/Loans:**

The SPA does not permit photocopying of copyrighted material. The only exception is when the student owns the original copy of the material and a copy is desired for marking up in lessons. The photocopy should remain in the possession of the student or be destroyed when no longer needed.

All music and supplies are to be purchased by the student on an as-needed basis. Most of these items are available for purchase from the school, but some will need to be purchased elsewhere. Your instructor will supply students and parents/guardians with a list of retailers for this purpose. Music or books ordered from The SPA will not be distributed to the student until paid in full.

In some instances, students may borrow music books, etc. from The SPA. If an item is damaged, lost or destroyed, the student will pay the replacement cost. (Cost will be billed with the next month's tuition.)

### **STUDIO-SPECIFIC RULES AND REGULATIONS**

*Each individual studio may distribute additional policies or update information pertinent to the studio at the lesson/class.*

#### **MUSIC STUDIO REQUIREMENTS:**

##### **Parental Responsibilities:**

1. Have your student to the lesson on time.
2. Cancel lessons by phone (or text) by 10:00 a.m. the day of lesson. (Exceptions will be made for students coming home sick from school.) More notice is appreciated when possible.
  - a. Lesson fees for "no-show" lessons are forfeit.
  - b. Please do not send your student to a lesson if they have a temperature or have been on antibiotics for less than 24 hours; please call to cancel. A makeup lesson will be offered.
  - c. Set up a makeup lesson with the teacher as soon as possible.
3. Make tuition payments at the first lesson of each month.
4. Give at least one month's notice if your student wishes to discontinue lessons.
5. Provide the necessary materials, including a fine playable instrument in good repair, music, music stand, metronome, and tuner as advised.
6. Support an environment that encourages practice.
7. Keep in regular communication with both teacher and student about progress and goals.
8. Keep your email address and contact information up-to-date with the SPA office and refer to the SPA calendar and check for handouts regularly.

##### **Student Responsibilities:**

1. Prepare all lessons with sufficient practice; practice expectations will be addressed at your first lesson. This applies even if you had lots of homework, had a busy weekend, etc. You get out of lessons what you put into them!
2. Warm-up prior to lesson time (if your teacher requires this).
3. Be punctual to all lessons.
4. Cancel lessons with advance notice.
5. Bring lesson materials (guitar, pencil, all music, assignment sheet/book) to all lessons.
6. Maintain and care for your instrument on a daily basis.
7. Keep your email address and contact information up-to-date with the SPA office and refer to the SPA calendar regularly. Give notes and handouts to your parents!
8. Have fun and keep an open and positive attitude.

### **Teacher Responsibilities:**

1. Provide a weekly 30- or 45- minute lesson.
2. Cancel lessons by phone (or text) with 24-hour advance notice when possible. With the exception of illness or emergency, all cancellations will be with a week's notice or more.

### **Music Lessons:**

1. The SPA music department maintains a high standard of quality. Private music instruction is only successful if a serious commitment to practice is made. Consistent practice is essential for progress and development. Students are expected to practice a minimum of 30 minutes a day, five days a week (consult your individual instructor for specific practice requirements). If a student chooses to practice less than the studio teacher requires, the student can expect to be counseled on choosing another activity that requires less commitment. The choice to practice at the level The SPA encourages will align with the level of knowledge, skill, and talent the instructor has to offer. No one's time is wasted, an accomplished musician will result, and a lifelong skill will be enjoyed.
2. Parental/guardian active interest and support is essential for successful music lessons. Parents/guardians may be asked to monitor or record the daily practice of students.
3. If a student is ill or unable to come to the class/lesson, the teacher should be notified by 10:00 a.m. that day. Make-up times and dates can then be discussed. "No shows" for lessons/classes will be charged the lesson/class fee and will not be made up.
4. Students must have access to a practice instrument (home, family, neighbor, etc.). This instrument should be in tune and in good working order.
5. The student should be well-prepared and arrive five minutes early for lessons.
6. All gum or candy (including cough drops) should be discarded before entering the lesson.
7. Music can be purchased on an as-needed basis from The SPA or your choice of retailer. Used books may be available for purchase. Consult your studio teacher for recommendations of online retailers and special deals if you wish to purchase on your own. Music ordered from The SPA will not be distributed to the student until paid in full.

### **Voice:**

1. Students may choose to warm up prior to their lesson. If the student does not, lesson time will be used to warm up, resulting in less time to work on music.
2. Students are expected to bring their music with them to each lesson. It is recommended that students have a separate binder that holds copies of songs that can be marked up. (The student must own the original copy.)
3. Unlike other instruments, your voice is always with you. You can't put it in the closet and walk away. Please treat it with care and know that your instructor will do the same.

### **Piano:**

1. Students should bring all music and the weekly assignment sheet to each lesson, organized and collected, preferably in a bag or folder used for that purpose.
2. A regular practice routine (with supervision for younger students) will greatly aid the student's progress. Please refer to your studio teacher's practice requirements.
3. The student's practice piano should be in tune and in good working order. For piano technician recommendations, please consult your studio teacher. It is suggested that the practice piano be placed at a considerable distance from the television in order to discourage competition between the two!
4. Students should come to lessons:
  - a. with clean hands and trimmed (short) fingernails
  - b. having used the restroom before entering the studio
5. Method books and scale books are required for most students.

### **Guitar:**

1. Students may choose to arrive a little early to tune up. If they do not, lesson time will be used to tune up, resulting in less time to work on music. Guitars can be knocked out of tune easily so tuning just before or during the lesson is required. Tuning at home is not adequate.
2. Students are expected to bring their music or lesson sheets with them to each lesson. It is recommended that students have a separate binder that holds copies of songs that can be marked up.
3. Students are expected to take care of their guitar. If you are having sound or playing problems please notify your teacher. You will need to have all of your strings on your guitar to attend a lesson. If you need help re-stringing your guitar, a portion of your lesson can be dedicated to showing you the proper way to re-string or tune your instrument.
4. Guitar lessons are supposed to be a fun experience for you. If you do not like the direction the instructor is going with lessons or don't understand something fully please let your instructor know right away.

### **Percussion:**

1. Percussion lessons require the following five-piece standard drum set with cymbals: bass drum with pedal; snare drum with stand; high tom; mid tom; floor tom or low tom; pair of high hat cymbals with stand; ride cymbal with stand; crash cymbal with stand. Consult your instructor for purchasing information.

## **PERFORMANCE/RECITAL RULES & REGULATIONS**

1. The performing arts are meant to be shared. Therefore it is important for students to perform regularly and often. The SPA is a PERFORMANCE school, not a practice school. Students are encouraged to perform in sponsored performances and recitals, as well as to perform for friends and family, and at church, school, or other social functions.
2. Throughout the year several performance opportunities will be available. All SPA-sponsored performances are optional, but well-prepared students are strongly encouraged to participate when and as often as possible.
3. Two main dance performances will be held each school year: a full-costume recital in May and an informal Christmas recital. The music studios will hold formal recitals twice a year. More frequent SPA showcases and peer performances will be held as pieces are learned. Showcase performances are by invitation only and at the discretion of the studio instructors.
4. Every student should dress nicely or in the appropriate costume for every public performance event. Stage presence is an important skill for any performer to learn and practice. Each studio will teach appropriate stage techniques and behavior for performances.
5. All accounts must be current in order for the student to participate in the performances.

**ADDITIONAL STUDENT/PARENT EXPECTATIONS: *What does the SPA expect from you?***

1. HANDOUTS are important! Every attempt is made to get handouts home with students in a timely manner. Ask your student on a regular basis if they have any handouts in their bag!
2. Do not call or text your instructor the day before or day of a performance or event to ask questions. All dates have been set in advance with plenty of time to clarify details. School year calendars are available at The SPA or have been sent home with your student.
3. Parents/guardians and students MUST remain quiet in the hallways of the SPA building. It is very distracting and frustrating for studio instructors and students in class and lessons when the hallway is noisy. Keep small children from running and shouting in the hallways. Disorderly students and parents will be asked to leave.

**STAFF EXPECTATIONS: *What can you expect from The SPA staff?***

Most instructors at The SPA have other jobs during the day. They have each made sacrifices in their commitment to the students at The SPA and its mission. As you respect their time and dedication, you can expect the following from the staff at The School for the Performing Arts:

1. Each instructor shall encourage each student to do his/her best and will provide learning experiences at the level where he/she can accomplish and succeed.
2. Each instructor shall attempt to instill in all students a sense of self-worth and value and a feeling of success and pride in their accomplishments.
3. Each staff member will set a good example for his/her students at all times in areas of talent and musicianship, professionalism, and integrity.



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