

NORTHEAST
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2014-2015

Student and Faculty Handbook

What is Northeast Arts Academy?

Northeast Arts Academy comprehensively promotes excellence in the arts within Northeast Presbyterian Church and the community. Qualified faculty artistically and spiritually train students in a safe, Christian learning environment where students and faculty develop and share their passions for the Arts. Excellence is fostered, with students becoming integral worshipers within the NEPC campus and participants' churches. Students are equipped to serve musically and artistically within applicable church, personal, and performance settings.

What is Our Mission?

Northeast Arts Academy provides arts education for all ages, enabling each person to develop his or her talents for the glory of God.

Who are Northeast Arts Academy Students?

Private and Group instruction through Northeast Arts Academy is open to anyone who has a desire to study one or several of the Arts! Our highly qualified faculty is excited to meet students who are just beginning their study as well as those who are already experienced in their chosen discipline(s). There are no entrance requirements and students of all ages are accepted. We welcome your interest and look to meet your instructional needs as you begin the registration process.

Who are the Northeast Arts Academy Faculty?

Faculty members of Northeast Arts Academy are not only passionate about the Arts, they are highly qualified in their area of expertise. Having earned a degree in their chosen discipline or having acquired professional teaching and performing experience comparable to a degree, our faculty members have invested themselves in promoting and fostering the Arts. In addition to providing you artistic and developmental instruction in your area of study, faculty members of Northeast Arts Academy are committed to creating a safe environment for learning and encouraging you spiritually as you use your talents to glorify God. To ensure your safety, all Faculty Members of Northeast Arts Academy have consented to and passed a thorough background check as part of their application process.

Registration and Scheduling

All registration forms must be accompanied by an annual, non-refundable \$25 registration fee and a signed student/parent agreement in order to be processed. Lessons are scheduled with instructors on a first-come, first-serve basis and are based on mutual availability of teacher and student. Returning students must confirm the continuation of lessons with a completed registration form to keep preferred lesson times.

Tuition and Fees

In addition to a signed student/parent agreement, an annual, non-refundable \$25 registration fee must accompany each registration form. Tuition for each new semester is due at the time of the first lesson of the term. Students may choose from two payment options: * In full with application, OR * Four monthly installments, payable by check. Please make all checks payable to Northeast Presbyterian Church or NEPC.

Fall, Winter, and Spring Terms (Two 12 weeks, One 8 weeks)

Private Lessons:

30 minute lesson per week \$25 per lesson \$300 per 12 week term, \$200 per 8 week term

45 minute lesson per week \$35 per lesson \$420 per 12 week term, \$280 per 8 week term

60 minute lesson per week \$45 per lesson \$540 per 12 week term, \$360 per 8 week term

Group Classes 1 hr/week \$20 per class \$240 per 12 week term, \$160 per 8 week term

Optional Six Week Summer Term

Private Lessons: 30 minute \$25 each lesson, 45 minute \$35 each lesson, 60 minute \$45 each lesson

Group Lessons: \$20 per one hour class

Schedule

Northeast Arts Academy operates with two twelve week terms and one eight week term: Fall, Winter, and Spring Terms. Individual lessons are 30 minutes each, and may be extended to 45 or 60 minute increments subject to parent and teacher choice, dependent on student proficiency. Group lessons are one hour each. Summer term is shortened to allow for holidays and other events in the church.

Recitals and Worship Events

We believe that students should showcase their talents in an effort to broaden their experience and share their gifts. Recitals will be held at the end of both the Fall and Spring Terms. Dates and times for recitals will be scheduled by studio, with potential for some studios combining and collaborating for one or both of the Term-End Recitals. In the event that a student cannot participate in his or her assigned recital time, he or she may be invited to join another studio at another time. Other worship events into which students may be musically or artistically incorporated are: special musical offerings in various worship settings, rotating church gallery exhibits, Student Ministry events, and other applicable artistic settings.

Attendance and Make-Up Lessons

Fall term includes 12 lessons, Winter term 8 lessons, and Spring Term 12 lessons. An optional Summer term is available to students interested in an abbreviated session of lessons. In each term, one make-up lesson may be scheduled based on mutual availability of student and instructor. **24 hour notice to the teacher or to the Northeast Arts Academy Director for absences is required.** Church office hours will not always align with lesson times. Please communicate with your instructor in the event of illness or last minute absences. In the event that an instructor must cancel a lesson, the same 24 hour notice policy applies. All lessons canceled by the instructor will be rescheduled.

In the event of inclement weather, a determination whether to cancel or continue with lessons and/or classes will be made by the Northeast Presbyterian Directors of Administration and the Northeast Arts Academy; faculty and students will be notified accordingly.

Students and Faculty alike are expected to be prompt for all lessons. Because lessons are scheduled consecutively in common spaces, lessons that begin late will not be extended to compensate for time lost.

Communication

Students will be contacted by the Northeast Arts Academy Director for confirmation when your lesson time has been scheduled. At the time of confirmation, students will be given their instructor's contact information. Two-way communication between student/family and instructor must be maintained. Please contact Maria Currey, the Northeast Arts Academy Director with any questions or concerns you may have at (803) 451-4614.

Materials

Teachers will be responsible for purchasing books and other materials that the student will need. The students/parents will make arrangements with the teacher for reimbursement of the cost of the materials. All but beginning students should bring any literature or methods books that they have most recently studied with them to the first lesson. The teacher will determine if supplementary material is needed.

Safety

The nature of individual study in the Arts requires one-on-one time between Faculty and Students of Northeast Arts Academy. NAA embraces an open door policy that allows adult family members or caregivers of students to enter a room where a private lesson is being given at any time. All lessons are taught in rooms with windows in the doors to ensure the safety of students and faculty. At least two NAA faculty, responsible NEPC staff, and/or the Director of NAA will be present on the NEPC campus at all times while Northeast Arts Academy classes are begin taught.

Students under the age of 16 must be accompanied to the Northeast Presbyterian Main Office entrance by a Parent or Guardian and must be picked up from lessons within 5 minutes of the end time by an authorized adult. In the event that a student will be picked up late, please alert the Northeast Arts Academy Director to ensure the safety of that student.

Faculty Standards for Northeast Arts Academy

To ensure that students and families of Northeast Arts Academy receive the highest quality of musical and artistic instruction in a safe, Christian environment that is encouraging to their faith, we maintain careful standards for our faculty instructors. All instructors hired by Northeast Arts Academy meet these criteria:

Faculty of Northeast Arts Academy at Northeast Presbyterian Church must profess Jesus Christ as Lord.

As a ministry of Northeast Presbyterian Church, Northeast Arts Academy and its faculty serve to reinforce spiritual truths and to disciple all students in their walk with the Lord, as applicable. We believe that musical and artistic talents are gifts from the Lord that bring glory to Him.

Faculty of Northeast Arts Academy must each actively serve within a Bible believing and professing church.

In the same way that one can only improve on his or her instrument or artistic discipline by practice and intentional efforts, our faculty must actively develop a personal relationship with the Lord in order to lead others. Commitment to the Body of Christ through active service is of high priority for Northeast Arts Academy faculty. Faculty members are encouraged to speak freely with students and families about God's gifts in relation to the Arts. In addition, worshiping God and bringing Him glory is of utmost importance, and to that end, each faculty member is encouraged to participate in Northeast Presbyterian Christmas and Easter musicals.

Faculty of Northeast Arts Academy must be highly qualified in their specialty area.

All faculty of Northeast Arts Academy must hold a degree indicating study on their primary instrument or prove professional experience comparable to a degree. All faculty members will use methods and literature appropriate to the age and level of study for their students. To provide instruction that builds technical skills and reinforces spiritual truth, faculty members are encouraged to incorporate their familiarity with sacred and contemporary church music into all Arts instruction.

Faculty members of Northeast Arts Academy are committed to the safety of their students.

To ensure that our Christian environment is safe for all students and that our faculty is above reproach, all faculty members must consent to a thorough background check as part of the hiring process. All faculty members must submit to our child protection policies. At least two faculty members, responsible NEPC staff, and/or the NAA Director will be present on the Northeast Presbyterian Church campus when lessons are being taught.

Faculty members of Northeast Arts Academy are to follow enrollment and studio guidelines as follows.

All Northeast Arts Academy lessons will be held on the campus of Northeast Presbyterian Church. Any private lessons established in a home- or other-studio setting prior to a teacher being hired as part of the NAA faculty are to be treated as a separate studio and are in no way associated with NAA. Any Faculty/Student contract initiated at Northeast Arts Academy must remain on the campus and under the auspices of Northeast Presbyterian Church. Faculty members may not solicit NAA students to their private studios.

Faculty members will provide required notice if it is necessary to discontinue their partnership with Northeast Arts Academy.

Should it become necessary for a teacher to discontinue his or her relationship with Northeast Arts Academy, notification should be given to the NAA Director with a minimum of a two week notice so that his or her students can be reassigned. A formal resignation letter is required.

Faculty members of Northeast Arts Academy are to conduct themselves both ethically and professionally.

By submitting my application to Northeast Arts Academy at Northeast Presbyterian Church at 601 Polo Road, Columbia, SC,

I _____ hereby state that my faith and intentions align with the above stated Faculty Standards and submit myself to a background check.

Signature

Date

Northeast Arts Academy – Student and Parent Agreement

As part of this agreement, Northeast Arts Academy at Northeast Presbyterian Church will:

- Provide high quality instruction in the Arts
- Begin all lessons and classes promptly
- Strive for open communication between instructors, parents, and students
- Provide a safe environment for learning
- Seek to provide spiritual encouragement to all students
- Adhere to Northeast Arts Academy enrollment and studio guidelines as stipulated in Faculty Standards
- Provide a Director to ensure high quality ministry

As part of this agreement, we as parents and students will:

- Be prompt and prepared for lessons and classes, providing any necessary supplies and materials as requested by instructor(s)
- Follow makeup policies as outlined by the Northeast Arts Academy Student and Faculty Handbook
- Be prompt in making payments according to the Northeast Arts Academy policies found in the Handbook
- Participate in Recitals and other NAA events to further my Arts Education
- Show respect to NAA Faculty, equipment and church facilities
- Adhere to all policies in the NAA Handbook
- Share any questions, comments, or concerns with the Northeast Arts Academy Director

By signing below, I acknowledge my understanding of the policies stated in the Northeast Arts Academy Student and Faculty Handbook and seek enrollment for instruction at Northeast Arts Academy.

Student Name _____ Parent Name _____

Student Signature _____ Parent Signature _____

Date Signed _____ Date Signed _____