

GRACE MUSIC ACADEMY

STUDENT HANDBOOK



2007-2008

Revised 07/07

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MISSION STATEMENT

Grace Music Academy is a fine arts community that offers the highest level of musical education to both beginning music students, and talented and highly motivated musicians. Courses are offered in both classical and popular music fields and provide students with a comprehensive view of music and musical taste. Our faculty members are Christians who strive to be musical and intellectual leaders as well as inspiring teachers. Grace Academy acts as a Christian institution that seeks to lead students to use gifts and musical abilities to glorify God. Further, the Academy endeavors to enhance the quality of our community's musical life.

OBJECTIVE

At Grace Music Academy it is our objective to develop musicians and their musical talents by encouraging them through high standards of performance and musical knowledge.

HANDBOOK PURPOSE AND PLAN FOR FUTURE EDITIONS

The policies and procedures of the Grace Music Academy have been established to assist students to achieve continuity of study. All students are required to abide by them.

The Grace Music Academy reserves the right to change any program, policy, requirement or regulation published in this handbook. Any such changes will be published in subsequent editions of the Grace Music Academy Student Handbook. Copies may be obtained by contacting the Academy's administration.

NON-DISCRIMINATION POLICY

The Grace Music Academy does not discriminate on the basis of race, color, nationality, sex, ethnic origin or religious belief in its admission, student aid, or other educational practices.

CURRICULUM

All students at Grace Music Academy who participate in private lessons and may also participate in group lessons.

Private lessons are offered throughout the year and group lessons are offered during the school year. The schedule for group lessons will be sent out with the registration form. Individual lessons are scheduled by arrangement with the Instructor. The curriculum for the group lessons includes: introduction to music theory, music theory, introduction to music history, music history, harmony and opportunities for solo and group performance. Other workshops are available as offered.

SUMMER PROGRAM

Summer is a great time of the year for students to work their skills and continue progressing on their instruments without having school commitments. For students without a background in music it is a wonderful opportunity to explore the possibilities of a music education.

Lessons follow a special schedule during Summer since most of the families have vacation time. Students can select the weeks and also the time they would like to have their lessons according to their preference and the instructor's availability.

During Summer the Academy will offer the opportunity for students to participate in special activities such as performing duets with other students, recording a CD, and

performing duets with other students, recording a CD and participating in field trips and/or attending concerts.

EXPECTATION OF PARENTS

It is expected that parents of beginning students in the Grace Music Academy will remind their child to practice every day. Positive and encouraging parental involvement is necessary for the success of students in our program. As the student progresses and matures, the instrument teacher will inform you as the formation of good practice habits is evidenced in their progress.

PERFORMANCE OPPORTUNITIES AND GROUP LESSONS ATTENDANCE

Group lessons provide the opportunity for additional theory, history and skills learning. Students will also perform for their peers on a regular basis and to perform together as a group. Attendance in group lessons and recitals is not mandatory but highly recommended. However if a student misses more than two group lessons he/she will not be able to participate with his/her group in the recital.

Solo recitals are held at least once each semester. All students are expected to perform once a semester. There are four recitals annually. All students are encouraged to perform a solo recital during their group lesson every time they finish a level; and students who play Christian songs and classical pieces may be invited to participate during worship at Grace Lutheran Church.

Accomplished students are encouraged to perform complete or half recitals. These are arranged according to permission from the student's Instructor..

REGISTRATION AND REGISTRATION FEE

New students must complete a registration form. Contact the administration by phone: 763-421-6520 ext 108, or by e-mail: graceacademy@graceandover.org to have one sent to you. Please return the form to the specified address only after contacting the **Administrative Director, Claudia Hanson**, concerning availability in a given program. New beginners will be admitted on a “first come, first served” basis. Advanced or transferring students will need to schedule an interview-audition for placement.

A registration fee will be charged to all new students. Former students wanting to return to the program (including those who discontinue lessons for a period of time during the year) will also be charged a registration fee.

New registrations will be accepted throughout the year if space is available. If requested, you may be placed on a waiting list.

Continuing students should fill out a new registration form every year in the month of August with any corrections from their previous registrations. Students may submit their registration form for the fall in June if they wish to guarantee their place.

PAYMENT POLICY

Advanced monthly payments are due by the 25th of each month prior to the first lesson of the month. The Grace Academy Faculty is not allowed to continue lessons if the monthly payment has not been received. To avoid any uncomfortable situations please submit your payment

promptly. If you choose the alternative weekly or annual payment plan, or if you have any questions or concerns about your account please contact Claudia Hanson at graceacademy@graceandover.org or by phone (763)421-6520 ext.108.

All families with two students enrolled at the Grace Music Academy or students enrolled in two or more programs will receive a 10% discount on the second tuition. All subsequent tuitions will receive a 15% discount.

Issues or disputes related to billing shall be resolved in accordance with Matthew 18:15-17. In the event that a statement becomes more than 30 days past due, the Administrative Director shall contact the student or student's parent to try to resolve the issue of payment. In the event that payment is not received within a week of this contact, the Academy's Board Chair shall then contact the student or student's parent by conference call with the President of the Board to try to resolve the issue of payment. If this second telephone call fails to resolve the issue, then the Academy will begin to assess interest on the balance at a rate of 1.5% per month.

TERMINATION POLICY

Grace Music Academy requires a one month notification for termination of the program. If a student has to leave the Grace Music Academy due to health reasons he/she can do so at anytime.

BEHAVIOR AND CONCERT ETIQUETTE

The hallways serve as both a waiting area prior to classes and a meeting place for parents/students and faculty. Students should speak quietly in these areas to prevent interference with other activities in nearby classrooms.

Parents are welcome to use the classrooms as an area to wait for their child. However classrooms are frequently scheduled for other classes and activities. Please check the TV Monitor for availability and be amenable to leave if a group arrives.

Chewing gum is not allowed during class time!

Students must arrive on time for concerts and stay the entire time as a courtesy to the other performers. Leaving in the middle of a recital is very disruptive to the students performing as well as to the audience. Please encourage your child(ren) to listen quietly while other students are performing. Rattling papers, candy wrappers and talking are distracting to our performers. Please do not enter or exit the room while a piece is being performed. Cell phone and the pagers should be set for silent or vibrate mode.

Parents with younger children are welcome to our recitals but they should sit near an exit so that it will not be as disruptive if they must exit quickly. The Grace Music Academy in turn will try to keep solo recitals to one hour length.

Students must dress appropriately for concerts. If you have any questions about attire, please ask your private instructor.

ATTENDANCE, LATE ARRIVALS AND ABSENCES

Students are expected to arrive on time for all lessons and classes. **For safety reasons parents of students 12 years old and under must escort their child to the classroom. All students must be picked up by the time their lesson ends.** Teachers will wait 15 minutes before assuming that a student will not be attending a private lesson. More than three absences or late arrivals per semester are deemed unacceptable. Teachers are not required to make up lost time in this case.

48 hour notice is requested for cancellations of lessons. Instructor's can be notified by e-mail or phone at the follow-

Ing: graceacademy@graceandover.org or (763)421-6520 ext. 108.

If a student has a health condition which might jeopardize the health of other members of the Grace Music Academy (including other students, parents and faculty), the student and his/her family are asked to take all reasonable precautions to prevent the spread of disease. Such precautions might include, but are not limited to, notification to a member of the Grace Music Academy and, in some cases, cancelling a lesson and keeping the student at home. In this case a make up lesson will be scheduled at the instructor's convenience.

Cancellations do not exempt the student from payment as contracted. A make up lesson may be scheduled at the instructor's convenience. If the student cancels more than one lesson a month instructors will **not** be required to make up the second lesson. If the student misses a make-up lesson, a second make-up lesson will **not** be arranged.

Instructors have been asked to leave messages on the classroom door as to their whereabouts when they leave the room. If a teacher is late, any missed lesson time will be made up.

If an instructor is absent, a make-up lesson will be arranged at a mutually convenient time. Furthermore in cases of an instructor's absence, the instructor will make every attempt to call the student prior to the class meeting. However, the faculty does not assume responsibility when correct phone numbers have not been kept current with the private instructor and Grace Music Academy.

In event of inclement weather, Grace Academy will officially announce closure. **Listen to Kare11 or WCCO 830am for announcements.** Private lessons missed due to closure will be made up according to the instructors' availability but group lessons may not.

CONFLICTS AND DISMISSALS

Conflicts:

Parents/students should make every effort to resolve instructional or personal issues with the instrument teacher. Instructor's will do their best to respond to individual needs. The Administrative Director of the Grace Music Academy is available for consultation in case of need.

Dismissal:

Grace Academy reserves the right to dismiss any student due to lack of interest or progress, frequent absence (more than four lessons per semester), frequent tardiness, behavior problems, delinquency in payment of fees, or failure to abide by the polices of the Academy. The following procedure will be followed in such a case:

1. Parent will be contacted by phone.
2. Letter will be sent to the home.
3. A parent/instructor meeting will be arranged.
4. Dismissal will occur when all else fails to improve the Situation.

Failure to meet registration deadlines:

If a re-registering student fails to meet the payment deadline, she/he will forfeit their standing as a continuing student and therefore will lose the right to their prearranged lesson time. It is the parent's/student's responsibility to be aware of, and comply with all school-related deadlines.



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AGREEMENT FORM

I have read and understand the contents of the Handbook. I agree to abide by the rules and philosophy of Grace Music Academy. As a parent of a student I have also explained the requirements to my child(ren) and agree to help him/her meet these goals and expectations.

Date _____

Student name _____

Student signature _____

Parent or guardian signature _____

Please sign and return this form with your registration fee.

BOARD OF DIRECTORS

Mike Haag - President
Claudia Hanson (Ex Officio)
Mark Hellmann
Sue Melody
Alson Toavs
Libby Aman

ADMISTRATIVE DIRECTOR

Claudia Hanson

TREASURER

Beth Clarstrom

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