

Overview

St. Michael Lutheran Church Academy of the Arts (“SMLC Academy”) is a discipleship program of St. Michael Lutheran Church in Fort Wayne, IN. The mission of St. Michael Lutheran Church is to **connect people to Jesus**. SMLC Academy serves St. Michael Lutheran Church as well as the greater Fort Wayne community by inspiring, educating and empowering students of all ages through comprehensive instruction in the performing and visual arts.

We believe that music, dance and the visual arts inspire people to consider new opportunities and challenges, and instill the habits of the mind that can last a lifetime--perseverance, confidence, a focus on excellence, and the ability to critically analyze and solve problems.

More so, we believe that the arts serve as a foundational medium for reaching, engaging, and motivating people towards a deeper relationship with Jesus. To that end, we recognize God as the ultimate source of artistic expression and we seek to instill a passion in each student to utilize their artistic gifts for His edification.

The information in this handbook is designed to provide valuable details regarding School of the Arts procedures and the responsibilities of students and families who participate in SMLC Academy programming. We hope that it serves as a resource for you and your student(s) throughout the year.

We invite you to visit our campus often, take part in the various activities we offer throughout the year and show an appreciation for your student’s progress every step of the way. Please don’t hesitate to contact your student’s instructor or myself if you have any questions or concerns. It is our desire to work together with you to foster an outstanding learning experience for your student.

Blessings to you and your family this school year!

Stephanie Maxson | *Music Director*



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www.stmfw.org

Admissions

SMLC Academy admits students of any age, race, color, gender, and national and ethnic origin. Admitted students enjoy the rights, privileges, programs and activities generally offered to all SMLC Academy students. Further, SMLC Academy does not discriminate according to age, race, color, gender, and national and ethnic origin in administering policies, scholarship programs and other SMLC Academy administered programs.

Admission to SMLC Academy shall be with the understanding that students and responsible parties have familiarized themselves with this handbook and agree to comply with all guidelines stated herein.

Anti-Harassment

The environment at SMLC Academy must be one in which all individuals are free to work, learn and develop relationships without fear of intimidation and humiliation as a result of unwanted or unacceptable behavior from others. It is essential to the well-being of everyone that students, instructors, parents, and staff members treat each other with due respect for rights, individuality, and personal dignity. SMLC Academy expects that all relationships among students, instructors, parents, and staff members be Christ-like and free of bias, prejudice and harassment.

Conflict Resolution

Matthew 5:9 states, "Blessed are the peacemakers, they shall be called the sons of God." Conflict is an unfortunate part of the broken world we live in and how we resolve our conflicts is of the utmost importance. When conflicts arise, it is important that the Academy Coordinator be notified as soon as possible, even if the conflict is resolved. In the event that a conflict is unresolved, the Academy Coordinator will seek to understand all parties involved in an effort to bring the conflict to a peaceful resolution as quickly as possible. In the same way God forgives us, so too should we forgive others.

Any conflicts that cannot be resolved by the Academy Coordinator will be escalated to the SMLC Academy Board of Directors, whose decision is final.

Safety and Security

SMLC Academy is very serious about maintaining a safe and secure campus for everyone. The cooperation of all drivers and visitors to our campuses is necessary to ensure a secure environment.

Drivers are asked to:

- Drive slowly and be alert
- Avoid using cell phones
- Enter and exit through designated areas only

Visitors are asked to:

- Enter and exit through the appropriate doors only
- Do not open doors or admit other visitors into the facilities
- Assist instructors and staff to maintain a safe and secure learning environment

Expectations of Student Practice

Regular practice is essential for the continued musical and artistic development of each student. It is generally recommended that a student practice their craft daily the same amount of time as each lesson or class time. However, an individualized practice schedule for your student will be developed with your instructor.

Attendance

Regular and prompt attendance is a critical factor in the environment and progress of each student's development. SMLC Academy encourages students and responsible parties to make prompt and consistent attendance a priority.

Student attendance will be recorded by the Academy Coordinator or instructor. Students are allowed 2 times/session to make up a missed lesson per the Instructor's availability.

Make-up lessons may be allowed twice per semester for an absence where the instructor is notified at least 24 hours prior to the time of the lesson. Absences that may be rescheduled do not include forgetting about the lesson, un-notified absences, or choosing to do another activity during the scheduled lesson time.

If the student is late to their lesson, the instructor is not under any obligation to extend the lesson beyond the scheduled ending time or reschedule the lost time. However, if the instructor is late, they are required to extend the ending time of the lesson or reschedule the lost time.

Lessons will not be made up if they are missed or denied due to late payments. The student and responsible parties are responsible for paying for all lessons and classes, regardless of student or instructor absence.

Scheduling

SMLC Academy strictly adheres to the St. Michael Lutheran Church and ESM Lutheran School calendar and all lessons and classes will be scheduled accordingly. Please see the registration form to see the times and lessons that are offered for the semester. If you are interested in taking a lesson in an instrument that is not currently offered, please contact the Academy Coordinator. As the program grows, we hope to offer additional lessons.

All classes will be cancelled if Allen County is under a level 1 or higher snow emergency.

Personal Property

As a matter of convenience, students may bring personal property to the St. Michael campus. However, SMLC Academy does not assume and specifically disclaims responsibility for any personal property located on St. Michael's premises, or which accompanies or is carried, worn, or otherwise used by students during the course of their learning at SMLC Academy. Students who choose to bring personal property with them to Academy functions do so at their own discretion, and at their own risk.

Registration

Each student will be charged a non-refundable registration fee of \$35/year.

The 2017-2018 SMLC Academy calendar:

Semester I	August 21-December 15 (off September 4, Labor Day, and November 21-24)
Semester II	January 8-May 4 (off April 2-6)
Semester III	
<i>Session 1</i>	<i>June 4-29 (4 weeks)</i>
<i>Session 2</i>	<i>July 9-20 (2 week camp)</i>

Private lesson students will receive 16 lessons per semester (4-8 during Semester III). Group classes and ensembles will receive 8-16 classes per semester depending on the class or ensemble that is being offered.

A place cannot be reserved or guaranteed unless the registration fee is paid.

Class and ensemble registrations should be completed prior to the start of the class/ensemble. Registration forms for all SMLC Academy lessons and classes can be found online at stmfw.org/smlcacademy

Schedule of Fees

Registered students can choose from the following payment options per semester:

1. Payment in full at the time of registration
2. Payment in four (4) equal installments to be remitted at the beginning of each month through your online bank draft processing partner (available online at stmfw.org)

School of the Arts reserves the right to cancel and/or deny instruction for payments not received. A fee of \$25 may be assessed in the event of a late payment.

Tuition rates for private lessons during the 2017-2018 academic year:

30 minute lesson	\$20 per lesson	\$80 per month	\$320 per semester
2nd child/lesson	\$18 per lesson	\$72 per month	\$288 per semester

Tuition rates for group classes during the 2017-2018 academic year:

8 week group class	\$90 per student	\$180 per semester
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Growth Opportunities

SMLC Academy is dedicated to seeing each student glorify God with their artistic gifts. For that reason, we offer a myriad of opportunities for students to participate in that serve as a testament to their growth and gifting. Growth opportunities including recitals, worship services, performances, chapels, and galleries are great moments for family, friends, and the School of the Arts community to experience what the students have learned. Growth opportunities are available throughout the year to students based on their instructor's recommendation.

Faith-Based Organization

Parents and students participating in SMLC Academy programs agree they will take no actions which would contradict the mission, purpose, or beliefs of SMLC Academy and St. Michael.

Publicity Waiver

SMLC Academy may use photographs or recordings taken of students and their works, families, and instructors during private lessons, classes, and Growth Opportunities in SMLC Academy informational publications, including printed matter, audio/video content displayed in various locations, via the Internet, and others as determined by SMLC Academy. SMLC Academy respects your privacy, and considers the responsible use of personal information. SMLC Academy will not share any personal information with other entities.

If you prefer to not have your photograph shared, please indicate by checking the correct box.

I give permission for the SMLC Academy to publish photographs or recordings of my student and/or their work.

I do not give the SMLC Academy to publish photographs recordings taken of my student.

_____ Signature of student or guardian if student is under 18

_____ Date