

## ST. JOHN SCHOOL OF THE ARTS

### STUDENT HANDBOOK

P.O. Box 180, St. John, VI 00831

340.779.4322

340.776.2578 fax

E-mail: [info@stjohnschoolofthearts.org](mailto:info@stjohnschoolofthearts.org)

Visit: [www.stjohnschoolofthearts.org](http://www.stjohnschoolofthearts.org)

---

#### ➤ General Information

- **Office Hours:** Monday – Friday 9:00 am – 3:00 pm (Hours are subject to change)
- Students/Parents are responsible for the information contained in the Student Handbook.
- St. John School of the Arts referred to as SJSA
- Classes and Lessons shall be referenced as the same.

#### ➤ SJSA Website

- Find complete and detailed information including all application forms.

#### ➤ National Guild of Community Arts Education

- SJSA is a member of this guild, which serves as an informational and communicative outlet.
- Serves to connect us with other community fine arts schools, which keeps us “in check” and ensures we are working within our capacity as a higher learning facility.

#### ➤ Programs/Scholarships

- **The Ruth “Sis” Frank Scholarship Fund**
  - **Performance-Merit Scholarship Award:** auditions are held in June and awards are given upon the scoring outcome of three individual judges. The award is added into the tuition for the upcoming school year.
  - **Financial Assistance:** determined by a parent/guardian’s most recent tax return along with the financial assistance application
  - **Fellowship Study Program:** designed to give students and/or parents a way to assist the school in production, fundraising events or other functions with a discount on tuition.

#### ➤ School Policies and Procedures

- **Sessions**
  - School Term is approximately 35 weeks
  - Summer Programs (to be determined)
  - Summer Instrumental Lessons (at discretion of teacher)

#### ➤ Registration Procedures

- Every student **must** complete registration before attending class(es). This can be done in the office, at the Meet and Greet event the Saturday before school opens or you may email the form to: [registration@stjohnschoolofthearts.org](mailto:registration@stjohnschoolofthearts.org). However, the first month’s payment and registration fee must be received before the first class. Please note that if there is an outstanding balance from a previous year, no registration will be accepted until the previous balance is paid in full.
- Each returning student upon registering will be charged a non-refundable \$10 yearly fee, \$25 for new students. Classroom supply fees may be incurred as well.
- If your child is in any movement classes i.e. ballet, jazz, hip hop, tap, creative movement and/or tumbling, costumes **will be** purchased for the end of the year recital. If your child **IS NOT** participating, you **must**

indicate that on the registration form; otherwise, your child will be ordered a costume and you will be responsible for the charge. Costumes are usually ordered many months before the recitals in May. If a costume is ordered for your child and we were not told that he/she will not be participating, then you will be responsible for that payment.

- Payment options will be established in event of financial hardship
- If a student is not on the roster, the teacher will ask the student to observe one class until his/her registration has been completed. Student will **not** be allowed to observe a 2<sup>nd</sup> class.

#### ➤ **School and Classroom Etiquette**

- St. John School of the Arts believes positive classroom climate contributes to positive behavior. SJSA is committed to maintaining a learning environment where students can mature into responsible decision makers as well as develop artistic expression.
  - Students are expected to be on time for all classes as they will begin and end on time. If a student arrives late for class, he or she will be admitted to class only at the teacher's discretion and a private lesson will not run "over time" to accommodate for student tardiness.
  - Each student must be picked up from the school (or class location) within 15 minutes from the end of his/her class, unless prior arrangements are made and SJSA is informed.
  - Students are expected to be attentive and respectful of other classmates.
  - Climbing on trees/banisters, throwing rocks, touching neighbors' trees or running around the school or classroom is strictly prohibited.
  - Screaming or obscene language will not be tolerated. SJSA reserves the right to suspend any student due to continued disruptive behavior, poor attendance or lack of payment.
  - No one is allowed in the classroom other than the teacher and the student(s). Waiting parents or siblings must stay outside. Visitors need to have permission from the teacher to observe before class time. Awaiting parents/siblings or others are asked to refrain from loud talking or noise.
  - There will be no eating or drinking, except for water inside the building; you may eat outside, and put your trash in the big garbage can outside. Chewing gum is not permitted.
  - Each SJSA department (art, dance, music and theatre) has its own rules governing its class(es) as they pertain to the art form and each instructor may require different responsibilities and conduct from their students. These rules are further explained in this handbook.

#### ➤ **Discipline procedures/referrals**

- Each teacher shares expectations for their classroom with students at the beginning of each year.
- Students are given verbal warnings and negative behavior is redirected.
- If the behavior continues a referral form will be completed to be signed by parents.
- A signed referral is required for student to be allowed back into class.
- After two referrals a parent conference is required.
- A child may be placed on a behavioral plan as an accommodation for improving student behavior.
- Three written referrals can result in expulsion from class(es)

➤ **Music Department**

- All students will need to own an appropriate instrument in order to make the lessons productive. Piano students unable to own a “real” piano will need a keyboard with “full-sized (76 or 88 keys), touch sensitive weighted keys”.
- Students taking private lessons must contact the school immediately when a lesson will be missed. Students missing 3 or more consecutive lessons and failing to contact the school or teacher may lose that lesson time, and, only at the teacher’s discretion, be allowed to reschedule a class time.
- All music students need to practice daily to render achievements, which makes the lesson(s) not only fun but also more meaningful. Students must remember to bring their music to every lesson.
- Fingernails should be clipped short, and kept neat and clean.
- No food or drink allowed in the studio

➤ **Dance Department**

- Leotards and tights and proper footwear must be worn for all dance classes. Hair must be pulled away from face and secured for all dance classes.
- Teachers must be able to see the body’s clean lines; baggie shirts and shorts and hair in the eyes is not appropriate attire.
- Students not properly dressed for class may be asked to sit and observe, and will be considered in attendance.
- Bathroom and water breaks should be done ONLY before or after class or at the teacher's discretion.
- Leaning on the mirrors and hanging on the dance barre are not permitted.
- No food or drink allowed in the studio

➤ **Art Department**

- All students must clean up after themselves and put art supplies in the appropriate places.

➤ **Theatre Department**

- Student should wear comfortable clothing (solid colored shirt, shorts, leggings or athletic pants are acceptable).
- Class attendance is mandatory, good attendance is important for the success of the group.
- The purpose of our performing groups is to provide quality theatrical performances for the school and community therefore all members of a class ensemble are expected to be in attendance during rehearsals
- No food or drink allowed in the studio

➤ **SJSA Billing/Payment Procedures**

○ **Billing Inquiries**

- All billing inquiries will be addressed via email to: [accounting@stjohnschoolofthearts.org](mailto:accounting@stjohnschoolofthearts.org) SJSA bookkeeper, Tiffany Thornton
- Payments may be made with cash, money order, check or Visa/MasterCard or through our website under Classes/Programs → Registration and by clicking the “Pay Registration Fees” now button.

➤ **Annual Payment**

- 10% discount with yearly tuition payment at registration. Please note, if payment is not made at time of registration the 10% discount will not be applied and regular tuition payments will be due.

➤ **Semi-annual Payments**

- 5% discount with ½ year tuition payment at registration. Please note, if payment is not made at time of registration the 10% discount will not be applied and regular tuition payments will be due

#### ➤ **Monthly Installments**

- Monthly payments are due the 1<sup>st</sup> of each month with the first month's tuition paid at registration. A \$10 monthly late fee will be charged if payment is not received by the 15<sup>th</sup>. If payment is not received by the 1<sup>st</sup> of the next month and arrangements have not been made through the office, the student will not be allowed to return to the class/lesson until payment is made, and this may forfeit the student's place in the class.
- Call the school immediately if financial problems arise and you are unable to meet your payment agreement so arrangements can be made.
- Classes not officially dropped by handwritten notice to the office or an email to: [accounting@stjohnschoolofthearts.org](mailto:accounting@stjohnschoolofthearts.org) are considered billable.
- Payment envelopes are provided for your convenience and located on the table in the main building.
- Ask your teacher for envelopes at the Annex behind Mongoose Junction and main complex .
- Visa/MasterCard payments may be faxed to 776.2578.
- You can schedule automatic monthly credit card payments at registration.
- **Do not give your payment to teachers.** The school is not liable for payments not received.
- Overpayments will be given as credit.
- Returned check fee is \$35.

#### ➤ **Scholarships**

- Scholarship awards will be applied to the recipients account for the upcoming school year or a term otherwise approved by SJSA. Scholarships can only be used at SJSA with current SJSA faculty for current class offerings in the year scholarship is awarded.

#### ➤ **Invoices**

- Invoices are emailed through the QuickBooks program and mailed through the post office for those that do not have internet access. If you do not receive monthly statements for any given reason, you are still responsible for payment on your tuition. Please call the school if you have not received invoices/statements.

#### ➤ **Credits**

- Classes/lessons may be credited if the student has a family emergency or has a lengthy recovery due to injury or illness. Notify SJSA as soon as possible.
- Make-ups for private lessons will be offered at the discretion of the teacher, space and time permitting.
- Credit is given if the instructor cancels a class/lesson and is unable to make-up that time.
- Students may make-up a group class by attending a similar class upon instructor's approval.

#### ➤ **Refunds**

- Refunds are not given to students who do not attend a class/lesson.
- If you need to withdraw from a class/lesson, do not inform the instructor, please inform the main SJSA office. A class drop form must be completed. Tuition **will be** billed until the class is formally dropped.
- Written notification of a student's withdrawal from a class/lesson must be submitted to the office 5 days prior to the next class/lesson to request a refund. Withdrawal forms are located at SJSA main office.
- Students/Parents who do not provide written notification of withdrawal will be responsible for payment.
- Semi-annual or annual payments will be eligible for a refund based on each semester:

- Before the first class/lesson: 100% refund
- After the first class/lesson: full refund minus the cost of one class/lesson
- After the second class/lesson: 75% refund
- After the third class/lesson: 50% refund
- After the fourth class/lesson: No refund