



Sacred Heart

SCHOOL FOR THE ARTS

At Ursuline Campus

Handbook for Students & Their Families

2011-12

*Member of Sacred Heart Schools
Sponsored by the Ursuline Sisters of Louisville*

Sacred Heart School for the Arts
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Member of Sacred Heart Schools

2011-2012 Acknowledgement

We have read the handbook and agree to follow the school policies and procedures as stated, including the terms as stated in the SHSA online enrollment contract. I (we) understand that I (we) are fully liable for the tuition for classes taken and all other expenses incurred by the student. I (we) also acknowledge and agree that the enrollment agreement is subject to the rules and regulations for the school.

(Parent's Signature)

(Parent's Signature)

(Student's Signature)

To Whom It May Concern:

I hereby give permission for my son/daughter _____ to be photographed or videotaped at SHSA. I realize that the photo may be published in the newspaper, a magazine, or other publication. The video may be used for educational or informational purposes regarding the programs or curriculum at SHSA.

Signed _____

Please return by September 1, 2011 or within one week of registration during remainder of year

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August 1, 2011

Dear Students and Their Families,

Welcome! We're so glad that you're here at SHSA! We are strongly committed to providing you with the highest quality arts instruction in the context of a caring, nurturing environment. Whether you are here to study dance, drama, music, or the visual arts, we hope you will find us a loving, affirming place in which to study and grow in the arts.

Sacred Heart School for the Arts has a mission to carry on the Ursuline Sisters' tradition of "educating the whole person," while developing the core Ursuline values of community, leadership, reverence and service.

I hope you will find this handbook a helpful reference for navigating your way around SHSA. Should you have any questions or concerns, please don't hesitate to give me a call. In the meantime, have a wonderful year!

David X. Thurmond
Executive Director
Tel. (502) 897-1816
dthurmond@sacredheartschools.org

WHO WE ARE

THE MISSION OF SACRED HEART SCHOOLS

Sacred Heart Schools is a community of Catholic private schools. Faithful to the mission of the Ursuline Sisters, Sacred Heart Schools educates the whole person providing for the spiritual, intellectual, moral, aesthetic, social and physical development of every student every day.

THE VISION OF SACRED HEART SCHOOLS

To be a nationally recognized Catholic community and premier character building academic institution where teachers want to teach, students want to learn and others want to participate.

AN OVERVIEW OF SACRED HEART SCHOOLS

Sacred Heart Schools (SHS), sponsored by the Ursuline Sisters of Louisville, is a community of four Catholic schools located on the beautiful 46-acre Ursuline Campus at 3105 Lexington Road in Louisville, Kentucky. The priorities of SHS are the development of the Ursuline core values of community, leadership, reverence, and service and strong academic programs. SHS offers a unique opportunity to experience the entire educational process, from early childhood through high school and is made up of the following member schools: Sacred Heart Academy (grades 9-12), Sacred Heart Model School (grades K-8), Sacred Heart Preschool (ages 1-6), and Sacred Heart School for the Arts (all ages). The total student population is nearly 2,000.

THE PHILOSOPHY OF SACRED HEART SCHOOLS

Sacred Heart Schools strengthens and continues the educational ministry of the Ursuline Sisters who have served in Louisville since 1858. This unified system of education entities is rooted in the teaching mission of the Catholic Church and in the rich tradition of the Ursuline Sisters founded by St. Angela Merici. In furthering the mission of the Ursuline Sisters, the Sacred Heart Schools is committed to education that affirms and enhances the dignity of each individual. In its relationship and organizational structures, Sacred Heart Schools is committed to promoting the core values of community, reverence, leadership and service.

Sacred Heart Schools exercises stewardship for its education ministries by fidelity to its mission, responsible planning and sound fiscal management.

In all its endeavors and activities, the Sacred Heart Schools is animated by the charisma, of St. Angela Merici: a contemplative love of God and an openness and eagerness to serve the needs of others.

THE DIVERSITY STATEMENT OF SACRED HEART SCHOOLS

The Gospels, Catholic doctrine and the United States Constitution state that we are all created equal. Sacred Heart Schools (SHS), faithful to the mission of the Ursuline Sisters, welcomes and celebrates the uniqueness that each student and faculty member brings to its campus. SHS is a

learning community dedicated to fostering a nurturing environment of respect, acceptance, understanding and inclusion that maximizes each person's abilities and creates a climate for diversity to flourish.

Diversity includes, but is not limited to, differences in race, ethnicity, socio-economic status, gender, learning styles and physical abilities of faculty, students and staff.

SHS values diversity. By encouraging differences in ideas, backgrounds and experiences, SHS enhances the quality of its learning environment. The diversity experience prepares students for responsible global citizenship.

Diversity begins with leadership. Strategic and systematic planning and review are essential to achieving this cornerstone. Support from SHS parents, students, faculty, staff, alumni and board members is quintessential.

THE DIVERSITY INITIATIVES FOR THE SACRED HEART SCHOOLS

Diversity begins with leadership. Therefore, support from the parents, students, faculty, staff, alumni and board members of Sacred Heart Schools (SHS) is essential. Creativity is the hallmark of the SHS diversity initiative.

The expectations for each group of the SHS Community are listed below.

Parents

As parents, you are called to be spokespersons for the education that SHS has to offer. We ask that you support SHS and the diversity within each of its schools. SHS urges that you value diversity and support the initiatives of your children and their friends. In addition, we welcome your creative ideas to help each school embrace diversity.

Students

As SHS students, you are expected to welcome and embrace diversity through your speech and actions and to encourage your peers to do the same. Your enthusiastic support is the best assurance that SHS will succeed in implementing its diversity initiatives and provide an inclusive environment for your growth.

Faculty

As the role models of SHS, you are called to acknowledge and raise the awareness of diversity within the schools. Your influence in the classroom and the learning community is key to fostering a nurturing environment in which diversity can flourish.

Staff

As SHS staff, your participation in diversity initiatives is necessary. Your support, leadership and partnership in these efforts within the schools are needed to model a culture of diversity.

Alumni

As alumnae/i you have been influenced by a SHS education. We ask that you generously support the efforts of SHS to increase diversity throughout its campus schools. Your leadership as role models and mentors is significant in the lives of our students.

Board Members

As board members, you are aware of the diversity cornerstone of the Sacred Heart Schools and its importance to the campus and city community. Your leadership in recognizing and supporting each school with the necessary training, tools, resources and any other means necessary to achieve and maintain diversity is essential to this effort.

SACRED HEART SCHOOL FOR THE ARTS AND URSULINE ARTS CENTER

PURPOSE

The purpose of the Sacred Heart School for the Arts and the Ursuline Arts Center is to foster participation in, learning through, and enjoyment of the arts for the benefit of its participating students, families, audiences and stakeholders.

PHILOSOPHY

SHSA and UAC are strongly committed to the philosophy of the Ursuline Sisters to express its teaching ministry through the education of the whole person. This education centers around the objectives of spirituality, social justice for all, and a strong academic program in the fine arts. SHSA faculty and staff are dedicated to providing engaging arts experiences which not only help students grow artistically, but socially, cognitively, emotionally, and spiritually as well. Immersion in the arts fosters self-esteem, creative problem-solving skills, and the self-discipline and perseverance crucial to success in all arenas in life. Moreover, the arts nurture our souls and provide avenues to make discoveries about ourselves and the world around us that go beyond words.

ACCREDITATION

Sacred Heart School for the Arts is accredited as a Supplementary Education School for the Performing Arts through the Southern Association of Colleges and Schools (SACS) and the Commission of International and Trans-Regional Accreditation (CITA).

2020 VISION FOR LEARNING

The Sacred Heart School for the Arts achieves excellent results in the year 2020. Students who complete courses of study are well prepared to progress to more advanced levels of learning in the arts. Those that complete a continuous course of study over multiple years are also well prepared to collaborate in the global community of artists; to succeed in an internationally integrated economy of the arts; to pursue a life of learning in and enjoyment of the arts, and to thoughtfully participate in the cultural life of their community, their country, and the world. Teachers in our school are highly qualified, student-centered, arts educators, who design engaging, high quality learning tasks and provide the guidance and support necessary for students to successfully meet international standards for learning and performance. Parents work

as supporters for students, and as partners with teachers, school administrators, and district and community leaders to meet the learning needs of all students.

HISTORY

The Ursuline School of Music was established in 1968 to replace an earlier practice of assigning one music teacher to each parochial school. The school began with a faculty of five part-time teachers and approximately 30 students enrolled in piano. The number of teachers and students increased rapidly. In 1977, a drama program was introduced, and in 1987, the name was changed to the Ursuline School of Music and Drama. In June 1990, the School became part of the Ursuline Campus Schools. Dance was added to the curriculum in 1998, and in February 2001, the school officially changed its name to the Ursuline School for the Performing Arts. In 2004, the school moved into its present day state-of-the-art facility, the renovated Angela Hall. A fourth arts discipline, Visual Art, was added to the curriculum in 2006. In 2008, Ursuline Campus Schools became the Sacred Heart Schools, and Ursuline School for the Performing Arts was renamed Sacred Heart School for the Arts.

The Present

Sacred Heart School for the Arts is a “tuition based” arts school – one of the four schools on the Sacred Heart Campus. Students of all ages from the campus and the wider community study music, drama, dance, and/or the visual arts at SHSA. Performance and exhibition opportunities are integral components of the curriculum. In addition to its “tuition-based” offerings, SHSA also partners with its sister campus schools (Sacred Heart Academy, Sacred Heart Model School, and Sacred Heart Preschool) to offer a growing number of arts classes to students as part of their school day. In 2007, SHSA welcomed the renowned Louisville Youth Choir as artists-in-residence.

SHSA is accredited by the Southern Association of Colleges and Schools (SACS) and by the Commission of International and Trans-Regional Accreditation (CITA). The school is sponsored by the Ursuline Sisters of Louisville, Kentucky and operates under the jurisdiction of the Board of Trustees of Sacred Heart Schools.

Sacred Heart School for the Arts holds memberships in numerous professional organizations such as the Music Educator’s National Convention (MENC), the Kentucky Music Educator’s Association (KMEA), the National Piano Foundation, The Suzuki Association of the Americas, the National Dance Education Organization (NDEO) and the Educational Theatre Association (ETA).

ENROLLING TO STUDY AT SHSA

Admission

Admission to SHSA is open to students of all ages. There is no entrance exam or audition. Students are placed in age-and-experience-appropriate classes and lessons. Tuition fees are listed in annual brochures. There may also be additional fees for class materials, such as scripts, make up; music books, art supplies, or costume rentals.

Pre-Registration and Open Registration

Pre-Registration for returning students is offered for a two week time period prior to open registration. During these pre-registration periods, as teachers' schedules permit, returning students are guaranteed their current lesson times and classes.

Open registration for all students, both new and returning, begins directly following the two week pre-registration period for both fall and spring semesters. Summer registration both for returning and new students begins in March. Please check the school calendar at <http://www.sacredheartschools.org/arts/calendar.php> for exact dates.

Registration is a requirement for all placements. No student may take classes until on-line registration has been completed and a “standing lesson time” has been assigned. Following the pre-registration periods for returning students, lesson times are assigned on a first-come, first-serve basis. To register online, please go to <http://www.sacredheartschools.org/arts/> and click on the “Online Registration” tab.

Terms of Payment

Parents are responsible for one-half of tuition and incidental fees on the first day of the fall and spring terms. Payment plans are available and may be discussed at any time. All tuition and fees, however, are due by mid-semester (8th week of classes). Failure to pay the balance of the tuition by the due date may result in withdrawal of the student from the program. Any accounts for which payments are received more than three days beyond the due date will be charged a \$15 late fee for each late payment. It is the responsibility of students and their families to keep track of due dates. Students who have not enrolled and paid for a class will not be allowed to take class and will be escorted to the office to clear up their account before being admitted to class. No student will be admitted with an outstanding balance and will not be permitted to enroll for the new term.

Payment of Tuition and Fees

Payment of all initial registration fees will be collected by the SHSA School Office. Payment may be paid through the online registration system or mailed to the SHSA School Office at

Sacred Heart School for the Arts
Angela Hall Building 17
3105 Lexington Road
Louisville, KY 40206

Tuition

The variety of offerings warrants different tuitions. Where there are problems relative to the payment of tuition WHEN DUE, an explanation should be submitted in writing and addressed to the Director. Such notices will save the school from requesting an explanation of unpaid accounts. Payment plans are available but must be met in full by mid- semester (8th week of classes). No student may enroll for a new term with outstanding tuition. **Tuition refunds will be given when necessary in compliance with the graduated contract schedule only. A student may be withdrawn only by written notice submitted by a parent or guardian. All tuition deposits are non-refundable.**

Discounts

A 5% discount is the total balance is applied for any student who pays in full on or before the first full day of classes. Discounts apply only when the student pays in full upon registration and registers for a full semester or session of classes. If a student withdraws from a class at any time prior to its completion, any discounts previously applied will be added to the tuition fee,

Facilities and Processing Fees

Because we have overhead/administrative costs for all of our classes, all students taking lessons or classes eight or more weeks in length during the fall and spring semesters will be charged a semester facility fee of \$16 and a registration processing fee of \$3 regardless of where the class is held. No facility fees will be charged for the summer session.

Schedule Change Fee

Students who have registered for classes and then decide to change their schedule will be charged a \$5 processing fee for making a change.

Withdrawal

A student may be withdrawn only by written notice delivered to SHSA'S Executive Director. If a student withdraws from SHSA at any time prior to the end of the fall, spring or summer sessions, the full amount of unpaid tuition, less any applicable refund credit for early withdrawal, must be paid at the time of withdrawal. Refund credits for early withdrawal are as follows:

Withdrawals prior to the end of week two.....	100% Refund Credit
Withdrawals prior to the end of week four.....	75% Refund Credit
Withdrawals prior to the end of week six.....	50% Refund Credit
Withdrawals prior to the end of week eight.....	25% Refund Credit
Withdrawals after the end of week eight.....	0% Refund Credit

Financial Aid

SHSA has a limited amount of financial aid. Those wishing to register for classes or lessons that have financial need should download the Financial Aid Form from the SHSA web site http://www.sacredheartschools.org/arts/enrollment_forms.php

Parents as Partners:

Parent Involvement in Learning

The parents of our students are their primary role models. The faculty and staff at SHSA recognize and respect this formidable task. It is for this reason that we encourage parents to work collaboratively with our faculty for the good of our young students and our school as a whole.

We recognize that while our classes are not academic in nature, they are still an integral part of “teaching the whole person.” They afford a creative outlet and a means to develop physically, mentally, socially and emotionally in a venue other than a traditional environment.

We encourage parents to have their children attend classes regularly, be prompt, bring needed supplies, rehearse and practice daily and develop their God-given talents.

Parents are asked to:

1. *Participate in school activities, such as attending recitals, performances, and assisting with fund-raising.*
2. *Notify the school as early as possible when a student will be late or absent.*
3. *Notify the school and Business Office of any change of address.*
4. *Meet all financial obligations to the school in a timely fashion.*
5. *Deliver and redeem the child from school in a timely fashion.*
6. *Read all school literature for information and news.*
7. *Treat all who work and “play” at SHSA with respect.*

Parent Association and Parents’ Advisory Council

SHSA’s Parent Association is an organization that supports and enhances the educational programs. All parents are automatically members of this support group. This organization helps in volunteer work for various school activities. We now have an off-shoot of the Parent’s Association, a **Parents’ Advisory Council**. The Council includes parent representatives from each of the school’s four disciplines and meets with the Director four times during the school year to advise him on programming and issues of concern. If you would be interested in serving on the Advisory Council, please contact the Executive Director at 897-1816.

Financial Support

Because tuition does not cover all the costs of educating a student at SHSA, parents and students are encouraged each year to contribute financially by supporting Interlude, an annual dinner/auction, and its raffle that supplement the school’s operating budget, and by donating to SHSA’s Annual Fund.

Length of Semester

SHSA operates on a 16-week semester calendar during the school year, with some classes held for a shorter period of time. Teachers will keep a regular attendance record to assure that each

student receives his/her proper number of lessons. Parents may wish to do the same just to verify an exact calendar. Classes that fall on holidays, special occasions or inclement weather will be made up by a student's teacher. Parents must arrange these make-up lessons with each teacher and not with office personnel. No refunds may be given for any reasons beyond the contractual agreement.

Academic Credit for Sacred Heart Academy

Sacred Heart Academy students may earn ¼ credit each year as students taking private lessons at SHSA. SHA students must register with SHSA separate from SHA. Full tuition payment and additional fees (materials, books, etc.) for private lessons must be made to SHSA. This is an optional opportunity. Students must inform both the SHSA and SHA offices at the time of registration, if they wish to earn the credit.

Integration of SHSA Programs with Other Campus Schools

SHSA offers Drama, Dance, and Keyboarding classes to SHA as part of their fine arts requirement. These classes are taught during regular school hours. Students register at SHA for these classes. There is no additional tuition cost to SHSA for this instruction. SHSA Drama faculty members are also involved in assisting with the musical theater program at SHA.

SHSA also offers pre-school music and fairy tale theatre classes to students at Sacred Heart Preschool and offers a host of Arts Explorations classes for students at SHMS as part of their academic school day. In addition, SHSA offers an after-school Beginning Band program that is free of charge to SHMS students.

Some tuition-based classes (for example, Creative Movement, Kindermusik, Visual Art and Fairy Tale Theatre) are offered during regular school hours for students who attend Sacred Heart Preschool, as well as for non-campus students. Tuitions vary and are paid directly to SHSA.

MUSIC at SHSA

SHSA's highly professional, credentialed music faculty offers a variety of private music lessons, group classes, and ensemble opportunities for all ages. These include:

Private Instruction – Instrumental (ages 3-adult)

Individual private lessons are offered in Suzuki and traditional piano/violin, viola, cello, harp, guitar, clarinet, trumpet, dulcimer, and banjo. Standard lesson times are one-half hour per week. Extended or shortened lesson times are available upon request with an adjustment in tuition. Weekly "theory" classes are available to all private music students for an additional cost.

Private Instruction – Voice (ages 12 to adult)

Formal voice training is available for adults and teens. Prior to the teenage years, physical development is usually insufficient to attain notable vocal growth. Young children are encouraged to join a choir and participate in group singing, rather than pursue individualized voice training.

Suzuki Program in Piano and Violin

What is the Suzuki Program? This method of learning to play an instrument was developed by Dr. Shinici Suzuki after WWII. He devoted his life to the method he called “Talent Education.” Suzuki based his approach on the belief that musical ability was not an inborn talent but an ability which could be developed. “Any child who is properly trained can develop musical ability, just as all children develop the ability to speak their mother tongue. The potential of every child is unlimited” (S. Suzuki). Young children may begin their training at SHSA at age three. Parents must agree to attend the lessons and support the learning process. The Suzuki instructor meets privately with prospective parents and students to explain the program. For additional information, please call the school office.

Group Instrumental Instruction

SHSA offers after-school introductory small group instruction in harp, guitar, and piano and popular music. Please consult SHSA’s school year brochure for times and fees.

SHSA’ Band Program

SHSA offers after-school Beginning Band and Intermediate Band for young musicians ages 10 & up. Please consult SHSA’s school year brochure for times and fees.

Young Children’s Music - Kindermusik (ages 1 ½ to 6)

Kindermusik is an important part of our curriculum. The roots of Kindermusik (children’s music) are founded in the German school of thought in music education. Each lesson provides parents with information regarding the emotional, physical, social, cognitive, musical, and language development of their child, and parents are encouraged to musically interact with children at home, using take home materials from the Kindermusik course.

Theory (ages 6-adult)

Music Theory is a bonus class available to all private music students for an additional cost. These classes are further enhancements of musical techniques presented in private lessons. Theory class allows students to learn the fundamentals of music in a pleasurable and progressive manner. Private lesson times can then be devoted to developing artistry and finesse in performance skills.

Competitions and Juried Events

Each year (May) music students are encouraged to participate in a number of competitions and juried events, including the ABRSM program, the Piano Guild completion, the Macauley competition and the SHSA Music Festival. Parents and students who are interested in this competition must inform their teachers during the first semester of classes.

Additional Music Opportunities at SHSA

- In February, SHSA presents **Festival of the Stars**, an evening in which music students and students from other disciplines perform ensemble pieces and collaborative works.

- SHSA now offers an **Annual Music Festival** in March which affords students the opportunity to perform works for a professional adjudicator and receive feedback.
- There are also **monthly master classes** to provide private music students with the opportunity to perform in a studio setting and explore topics of importance to musicians.
- A **music camp for young musicians** is offered each summer.

SHSA's Artists-in-Residence: Louisville Youth Choir

In 2007, SHSA welcomed the Louisville Youth Choir as artists-in-residence. This outstanding group of singers in the 4th through 12th grades has performed extensively in Louisville, as well as throughout Europe and North America. Auditions for the choir are held in late August and early September. The Louisville Youth Choir also offers a Primary Choir program and summer camps. For more information, please call (502) 896-5859 or go to www.louyouthchoir.org.

DRAMA AT SHSA

The Drama program offers both musical theatre and straight play (comedy and drama) performance opportunities. The program focuses on the teaching of elements inherent in the total practice of theatrical performance. Through the process of performance readiness, students are introduced to vocal training, stage physicality, creative exploration, and play analysis. In addition to these techniques, students also participate in audition readiness, improvisation, dance, costume and make-up, theatre art and general stage management. Theatre performances are presented regularly during the year and are essential to the curriculum. **Each student is expected to participate in these productions.** Students will grow in self-confidence and personal poise through direct involvement and participation in the Theatre program.

The Drama Department offers: Technical Theater Apprenticeships, Costume/Fashion Design for Teens, Fairy Tale Theatre, Beginning Drama (K-2), Intermediate Drama (Grades 3-5), and Youth Drama (Grades 6-8).

Morning Performances

Parents of students in Intermediate, and Youth Drama are advised that productions involve school day performances on one morning at 10:00 AM. Schools and other groups may make advance reservations and pay a fee to see the production.

Parents interested in having a child's class attend a production, may pick up season brochures in the Office (which can be given to the teacher). These brochures give the dates, times and prices of productions. Reservations are made by calling the school office.

Students need to be excused from daily classes on these days from 9:00AM-1:00 PM. Parents are responsible for notifying their child's school of his/her absence and for providing transportation to and from SHSA on these days.

Principals may or may not count students absent when a cultural learning experience is substituted for a classroom experience. Please check with your child's school.

Additional Extended Rehearsals

All drama students in Beginning, Intermediate, and Youth Drama are expected to participate in their division's production. All productions require three weeks of intensive rehearsing several days a week.

Acceptance of a role, especially a major role, assumes the student and parent will understand that additional rehearsal time is needed over and above the weekly drama class. Student and parent will be asked to sign a contract committing to intensive rehearsing and acceptance of the role. Rehearsal schedules are distributed in advance.

Purchasing Tickets for Productions

Tickets to SHSA productions may be purchased on line at Showtix4U.com or at the box office on the day of the production.

Parental Help Needed

All parents of Beginning, Intermediate, and Youth drama students and all parents of dance students are invited to help backstage during one morning performance or one evening or matinee performance. Duties include helping students with their costumes, applying make-up and overseeing general behavior. Drama and Dance teachers will post sign-up sheets, and a schedule will be posted in the performance space during the final week of rehearsals. Please note also: *Parents who can sew costumes are in great demand!!*

Other Ways to Support Productions & SHSA's Young Performers

Expenses incurred in producing major productions include royalty/rental fees, costume dry cleaning, printing of programs, stagecraft, etc. Many assume that tuition covers all expenses. This is not so. A great way to defray production costs, as well as to offer students encouragement and support, is to place personal ads in theater programs which cheer on our young actors! These are modestly priced and must be submitted to SHSA's office two weeks prior to the opening of a production. For more information, please call the school office at 897-1816.

In addition, we encourage all supporters of SHSA's performances to consider making a contribution to the **Jana Oliver Endowment Fund**. This fund was created by Kathy and Orson Oliver in honor of their late daughter, an outstanding long-time student at the school. Through gifts to the endowment, SHSA families can help to underwrite the heavy costs associated with student productions. Donations can be delivered or sent to the school office or to the Institutional Advancement Office. Your support of SHSA's Annual Fund and the dinner/auction, "Interlude," are also important opportunities to defray costs and support young artists.

Backstage Visitors

Visitors to the backstage are asked to refrain from visiting the area prior to production unless working as a volunteer. All gifts and mementos for presentation to actors should be held until after the performance.

Production, Script, CD, and Costume Rental Fees

Minimal fees will be charged to each Drama or Dance student for some production expenses as well as scripts and CD's needed for any production. SHSA has a costume rental program and students will rent from our collection. A costume guideline is given to each student prior to a production. Parents may provide items they have at home with the approval of SHSA's Head Costumer. Costume rental fees vary, depending upon the role and costume changes required.

Video Taping

Parents should be aware that no videotaping of any type will be permitted during any of the drama or dance performances. Contractual agreements made between SHSA and theatrical companies **prohibit, by law, video taping of productions.** **The following provision is noted on contracts with various theatrical companies: "You are prohibited from recording, reproducing, televising, videotaping or broadcasting the play or any portion of it whatsoever – including the use or creation of taped music accompaniment whether on cassette, CD, or any other format."**

Summer Drama

A variety of Drama Workshops and classes are held each summer at SHSA. Each session meets for two weeks and presents a mini-musical. The program is open to students who have completed first grade through high school.

DANCE AT SHSA

The Dance Department is committed to instruction of dance not only as an art form, but as a vehicle for developing self-discipline, creativity and self-esteem. Classes are offered in creative movement, ballet, jazz, tap, Hip Hop and modern dance for ages three to adult. Serious intermediate and advanced dancers also have the opportunity to participate in the SHSA Senior Dance Ensemble during the school year, and to participate in a summer intensive dance camp.

The Dress Code for Dance is as follows:

Creative Movement:

For girls: Pink leotard, no tights, white socks, full-sole ballet slippers/may wear skirt. For boys: White t-shirt, black tights or sweats, black ballet slippers.

Pre-Ballet:

For girls: Baby Blue leotard, no tights, white socks, full-sole ballet slippers/may wear skirt. For boys: White t-shirt, black tights or sweats, black ballet slippers.

Ballet I:

For girls: White leotard, pink tights, full-sole ballet slippers/may wear skirt.
For boys: White t-shirt, black tights or sweats, black ballet slippers.

Ballet II:

For girls: Lavender leotard, pink tights, full-sole ballet slippers- no skirt.

For boys: White t-shirt, black tights or sweats, black ballet slippers.

Ballet III:

For girls: Hunter green leotard, pink tights (Capezio Mock Seam tights), full-sole ballet slippers- no skirt.

For boys: White t-shirt, black tights or sweats, black ballet slippers.

Ballet IV:

For girls: Maroon leotard, pink tights (Capezio Mock Seam tights), full-sole ballet slippers- no skirt.

For boys: White t-shirt, black tights or sweats, black ballet slippers.

Ballet V:

For girls: Navy blue leotard, pink tights (Capezio Mock Seam tights), full or split sole slippers- no skirt.

For boys: White t-shirt, black tights or sweats, black ballet slippers.

Ballet VI:

For girls: Black leotard, pink tights (Danskin tight with seam), full or split sole slippers- black skirt.

For boys: White t-shirt, black tights or sweats, black ballet slippers.

Ballet VII:

For girls: Leotard color changes each year with matching skirt, pink tights (Danskin tight with seam), full or split sole slippers- must have black leotard with black skirt.

For boys: White t-shirt, black tights or sweats, black ballet slippers.

Jazz/Tap/Hip Hop:

For girls: Any solid colored leotard, black jazz pants/black tights or pink tights/black jazz shoes/black tap shoes.

For boys: Any solid colored t-shirt, black jazz pants, black jazz shoes/black tap shoes.

Modern:

For girls: Any solid colored leotard, black or pink tights.

For boys: Any solid colored t-shirt, black jazz pants.

Recitals / Performances / Late Rehearsals

Recitals, mini-recitals, and stage performances are scheduled throughout the year on a master calendar. The Dance Department's major annual recitals take place in December (The Nutcracker) and May which features a storybook ballet. Parents should be aware that a costume fee is charged during for these performances. Also, the nature of the program requires regular rehearsals – both during school hours and in the evening and occasional Saturdays. Parents should be aware of these schedules at the beginning of each project and collaborate with the faculty to have their children attend all needed practice sessions. Enrolled students are expected to participate in performances and these performances require sufficient rehearsals.

VISUAL ART AT SHSA

The **Visual Art Department at SHSA** is a growing and dynamic program with a rich array of offerings for children, youth, and adults. Classes include: Visual Art for Pre-Schoolers, After-School Adventures in Art for K-4 and Levels 5-8 students, and adult private and group classes. Visual Art also offers a summer camp and is one of the three disciplines (along with music and creative movement) offered in SHSA's popular Winter Break and Summer Arts Sampler camps. For a complete listing of our offerings, please consult our school year and summer brochures.

EVALUATION PROCESS/ADVANCEMENT

Parents may call the office at any time to set up meetings with the student's teacher. Written evaluations of the student's progress will be emailed home at the end of each semester. These evaluations are filed in student records annually and are progress reports on the student's work. Advancement to the next level in SHSA is based on a child's successful completion of his age appropriate discipline and payment of specified tuitions.

SUMMER PROGRAM

A complete six-week session is held at SHSA during June and July. Classes, camps, lessons, and workshops are available for students in all four disciplines of dance, drama, music, and visual art. Please consult our summer brochure for a complete listing.

GENERAL INFORMATION

Parents are asked to make arrangements for their children to arrive on time for their lessons and to be picked up no later than 15 minutes after the lesson is completed. Students not accompanied by parents (delivered by after school care) should arrive fifteen minutes before their lesson. There is no extended waiting in the halls as this can be disruptive to the classes in session. Students from other campus schools will take their required music, dance, or drama classes during regular academic school hours (8:00 AM-3:00 PM), if they are enrolled in our "integration/explorations" curricular program.

Office Hours

During the school year, SHSA office hours are Monday-Friday from 10 AM - 6 PM. Our summer hours are: Monday-Thursday from 9 AM - 4 PM, and Friday from 9-1 PM. If you call our office before or after these hours, it's likely that no one will be available to speak with you. Please leave us a message, and we'll get back to you as soon as possible.

**IN THE EVENT OF AN EMERGENCY AFTER 6:00 PM,
PLEASE CALL** Campus Security at (502) 442-4061 or call 911.

Attendance, Absences and Make-up Policy

Regular attendance is imperative to maximize student progress. In the event of an illness or conflict, parents must call the office as soon a possible in order to tell the teachers of a schedule change. LAST MINUTE CALLS TO CANCEL LESSONS WILL NOT MERIT A MAKE-UP LESSON. Teachers are not required to make-up lessons when lessons are cancelled on the same day as the lesson. PLEASE BE ADVISED OF THE SHSA POLICY: Lesson periods are reserved times. Rescheduling will be honored for only 2 (two) private lessons per year (i.e., one per each semester). Group lessons cannot be rescheduled. However, in the event of inclement weather, when all schools are closed, one group and one private lesson will be honored. Classes and lessons falling on calendar holidays will be rescheduled. ***Make-up lessons that are scheduled and missed by a student are not rescheduled a second time.***

Music Books and Materials

Instructional materials are not included in the tuition. Materials are assigned by the teacher and purchased before being given to the student. Instructional materials needed for an initial lesson or class should be paid for the following week.

Child Abuse Laws

SHSA abides by the Child Abuse Prevention, Adoption and Family Services Act. This law mandates that all cases of suspected abuse and/or neglect be reported to Child Protective Services.

Home Practice

Daily home practice sessions are a benefit to all music students. Continuity, good practice habits, and positive reinforcement from parents are keys to sound progress. All instructors will emphasize this and will discuss practice schedules with each student.

Conduct

Our school emphasizes a deep respect for the human dignity and the uniqueness of every individual. As a result, every student will be considerate of the rights of others at all times. All students are expected to cooperate with the school policies. This requires courtesy in all personal relationships, promptness in fulfilling obligations and arriving at lessons, and remaining quiet in the halls at all times. Failure to abide by rules of conduct or school policies may result in dismissal.

Dismissal Policy

While it is a hope and objective of the staff at SHSA that all students succeed, the school realizes that from time to time students may be asked to leave a given class. This action will be taken only after three (3) warnings have been given and the parent has been notified, and all attempts have been made to ameliorate the situation. Students will be terminated for these reasons:

Misconduct

If a student does not abide by conduct rules established by the teachers and the school in general, he/she will be given warnings as established above. After three warnings, if the student has failed to correct his/her behavior, he/she will be asked to leave the class. There will be no refund of tuition payment in this case.

Inappropriate Attire

If a student continually fails to wear the appropriate clothing and has been given three warnings and notices, he/she will be asked to leave if the problem is not corrected. There will be no refund of tuition payment in this case.

Financial Negligence

When parents/guardians or attending adults fail to pay posted tuitions within the eight weeks of the start of the semester, they will be notified by the Business Office. If tuitions are not paid before the end of the semester, they will be asked to leave the school. They will, however, still be financially responsible for that semester of lessons.

Extreme Situation

In an extreme situation where a child proves to be a threat or danger to himself or others, the parents will be notified of an immediate termination. The three-warning policy will not apply in this emergency situation.

School Safety Harassment

The Sacred Heart School for the Arts provides a safe environment for all individuals. Verbal or written threats made against the physical or emotional well being of any individual will be taken seriously. Students making such threats (seriously or in jest) face immediate expulsion.

School Property Damage

Any student who carelessly destroys or damages any furniture, equipment, buildings, or anyone's personal property will be obligated to pay the full amount of repairs and labor or replacement and the student will be expelled from SHSA.

Drugs and Alcohol

Students who possess drugs or alcohol at school or at any school function face immediate expulsion.

Field Trips

Field trips are minimal as the school schedule is very short. When possible, SHSA will offer at least one field trip per year in each of the four disciplines. A minimal cost will be charged to each student when necessary. A written permission slip is required for students who are minors. The majority of these field trips are not held during regularly scheduled class times.

Health Services

SHSA does not have the daily services of a resident nurse or counseling services. If a student needs medical attention, he/she should be brought to the school office. Parents will be notified immediately.

Students recovering from pink eye (conjunctivitis) must be on medication for at least 24 hours before returning to classes.

Medication

If a child must take any medication in school which is prescribed by a doctor, that medication must be sent to school in the container received from the pharmacy, which must have on its label the following: child's name, name of child's doctor, frequency, dose and date. Medication should be taken to SHSA's office manager before class.

DRESS CODE

Students do not have a formal uniform at SHSA. However, proper attire is expected to be worn during classes.

For those students who are in dance, please refer to dance program information for proper uniforms.

For those students in:

Music, Drama, & Visual Art

Music, drama, and visual art students may wear daily school uniforms or school attire. No shirts, slacks, tops, skirts or dresses may be worn that would be considered inappropriate for a school environment. All clothing should be cleaned and pressed. Jeans and T-Shirts are permitted, but no inappropriate pictures or lettering will be acceptable.

Drama students should understand that socks and shoes must be worn when working on the stage area. No clogs, open-toe shoes or sandals are to be worn. Such footwear lends itself to accidents.

Home-School Communications

In order to ensure regular communications with parents and students, SHSA has a newsletter, **TAKE NOTE**, which comes out eight times a year in: August/September; October; November/December; January; February; March: April/May; and June/July. It is e-mailed to all students and parents who have provided e-mail addresses and is also available on Sacred Heart Schools' web site, www.sacredheartschools.org. Parents and students also receive "Quick Takes" via e-mail about upcoming events and news.

Lost and Found

Any items found in the school building or on the school grounds should be given to the office manager or placed in the Lost and Found basket. Items placed in the Lost and Found will remain there for 30 days. After 30 days, items will be donated to charity.

Office Records

Parents/Guardians are requested to notify the School Office in writing of change of home telephone numbers and/or addresses, business telephone numbers, and telephone numbers of emergency contacts, so that office records may be accurate, complete, and up to date.

Telephone

Permission to use the phone must be obtained from the Office. The office phone is a business phone and should be used only in an emergency.

Safety Drills

Fire Drill:

State Law requires **Fire Drills** to be held regularly. *During the fire drills, parents, teachers and students should follow these regulations: USE STAIRS – DO NOT USE ELEVATOR*

Angela Hall – 3rd floor

1. Rise in silence when the alarm sounds (Teachers must have attendance books.)
2. Close windows and doors.
3. Walk down stairs in the front of the building (Lexington Road) and out the front door.
4. Stand in the front lawn area –teachers read roll.
5. Return to the building when the signal is given.

Angela Hall - 2nd Floor

1. Rise in silence when the alarm sounds (Teachers must have attendance books.)
2. Close windows and doors.
3. Walk down stairs in the back of the building (Sacred Heart Academy side) and out the back door of 1st floor. STUDENTS SHOULD STAY TO THE RIGHT SIDE WHEN EXITING THE STAIRS
4. Stand in the lawn area in front of SHA – teachers read roll.
5. Return to the building when the signal is given.

Tornado Drill - the procedure is:

1. Rise in silence when the alarm sounds – close doors and windows.
2. Walk briskly down stairs to the center hall of the first floor of building area in single file. A key to the preschool hall is kept in the office.
3. Kneel, face the wall, and put your hands over your head.
4. Return to the class or studio when the signal is given.

Bomb Threat - the procedure is:

1. The Director will do a sweep of the building informing all faculty and staff of “Code Blue.”
2. Please evacuate building in same manner as Fire Drill (above).

Intruder in the Building: The Director will announce, “Sister Angela Merici- Please report directly to the office.”

1. All students should be locked in classrooms and situated in the safest corner of the room with their instructor.
2. Designated staff members will secure the common areas of the building.
3. Further instructions will be given when possible by the Director.

Snow or Ice Days

Announcements regarding school cancellations will be made on WAVE-TV and WHAS-TV. Please listen carefully for Catholic High School closings. We will be on the same schedule as Sacred Heart Academy and Sacred Heart Model School in order to accommodate families with children in campus schools. **Classes are not dismissed early due to bad weather, but parents may exercise their right to cancel their lessons.** These policies will be strictly adhered to for the general well-being and progress of the students.

Right to Amend

Sacred Heart School for the Arts reserves the right to amend this Handbook.

Waiting Area

School Halls are available waiting areas for students and parents before and after lessons up to 15 minutes. Students must be picked up within 15 minutes of dismissal or the end of their scheduled school activity. Students remaining at school after this time will be sent to Sacred Heart Preschool at the expense of the parent. Proper behavior is expected at all times.

Campus Students: Delivery and Pick-Up for Classes & Lessons

Parents should make arrangements to have young SHSA students who attend other campus schools transported to SHSA either by campus bus or walked over by an adult campus staff member. **Parents are responsible for notifying their child's campus school regarding days and times of lessons.**

Parents – PLEASE BE ADVISED THAT CHILDREN SHOULD NOT BE ALONE ON CAMPUS GROUNDS. Also please keep in mind that our SHSA office closes at 6 PM during the school year.