

# *Reclaim* ARTS ACADEMY

**901 La Ventana Dr.  
Marble Falls, TX 78654**

## **Student & Parent Handbook**

Please read this handbook entirely before signing the registration form that commits you to agreement with these rules and regulations.

## From the Directors

Welcome to Reclaim Arts Academy (RAA)!

It is with great excitement that we extend a welcome to you on behalf of Reclaim Arts Academy faculty and staff. This is an exciting journey, and we welcome you along for the adventure. It is our hope that you come seeking excellence in training and preparation for a lifetime of enjoyment as you develop your talents to glorify God and share with others.

Reclaim Arts Academy: Redeeming the Arts is named out of a desire to reclaim the arts for the glory of God. God is the ultimate Creator and He has given us the ability to create. It connects us with Him; in our art and music He speaks in and through us.

The curriculum used for teaching our lessons and classes will not always be religious in nature, but we will always strive to set high standards of quality and morality in the material chosen. We want students to learn that God can be seen in the excellence, beauty and story of many artistic works.

Our theme for the year is "Called to Create", based in Genesis 1:1, 27: "In the beginning God created the heavens and the earth...so God created human beings in His own image. In the image of God he created them; male and female he created them." We look forward to exploring with students the deep truth that we bear the image of God and He has called each of us to create! We will challenge each other to explore what it means to use our God-given creativity to glorify Him.

Your suggestions and comments are always encouraged and welcomed. RAA is a new and growing program, and we are continually striving to make it more effective and efficient. Thank you for joining us on our journey.

Dorey Stubblefield  
Reclaim Arts Academy Executive Director

Amy Stubblefield  
Reclaim Arts Academy Director

# General Information

## Address:

First Baptist Church  
901 La Ventana Drive  
Marble Falls, TX 78654

## Phone Number:

830-693-4381

## Office Hours:

Mon: 4:00-7:00pm

Tues-Wed-Thurs: 10:00am-4:00pm

## Website:

[redeeminghearts.org](http://redeeminghearts.org)

## RAA General Email:

[redeeminghearts.org/contact/](http://redeeminghearts.org/contact/)

## General RAA Text Messages via Remind:

To receive important RAA messages, text **@raainfo** to **81010**

You can opt-out of messages at anytime by replying, "**unsubscribe @raainfo**".

## Classes:

Year-long classes - 15 weeks per semester.

One semester classes - 15 weeks in either fall or spring.

Classes meet one day a week either on Monday or Wednesday.

## Private Lessons:

Contact each teacher for specific lesson dates, times and pricing.

## Administration Desk:

If you need help during class days, visit the coffee area in the Great Hall. Outside of class days, contact Dorey or Amy Stubblefield via [contact page](#), email or phone.

## **Security and Facility**

As a security measure, students should remain inside the building while taking classes.

Any student under the age of 16 whose parents cannot be at RAA to monitor their student must have them attend the monitored student area or have another parent responsible for monitoring their children. The monitored student area is meant to be used as a study hall where students can gather quietly before or after classes. Students attending study hall need to bring homework or a book to read. All students are expected to be in their classes or in the student area while on campus.

Parents and students, please remember that the church has graciously allowed RAA use of the facilities. So please use designated facilities only. Help us by picking up any trash that you may see and correcting those who are treating the furniture or facilities disrespectfully.

### **Drop Off and Pick Up**

For the safety of each child, parents are expected to escort their child into and out of the building if they are under the age of 16. Students will be in their classes or in the monitored student area. If there is a threat to your child's security, please notify us on the registration form. Please inform the teacher via the Remind text service if your child is going to be picked up by someone different.

## **Special Needs**

At Reclaim Arts Academy we believe that every child is an individual masterpiece made by the great Creator. We understand that some children will have individual needs, and we want to do our best to make sure that every child's needs are met. You know your child best, and while we hope to get to know your child as well, we rely on you to make us aware of any and all needs, behaviors and/or illnesses that your child may have, to ensure that our instructors are properly prepared to address any issue that should arise. We also need to know what action you would have us take, or what advice you would give, to ensure that your child and their fellow classmates have a fun, positive learning experience. You may share this information on the registration form or with a staff member. Please feel free to openly discuss any questions or concerns you have before enrolling your child in Reclaim Arts Academy. It is our goal that every child will experience the best that we have to offer, and leave inspired to create.

## **Scholarships**

We have two types of scholarships available, work-study and partial. In order to be eligible for a scholarship you must complete the application and interview process. The application deadline for the fall semester is July 1, 2018. For more information, please contact Dorey or Amy.

## Registration

Registration begins in the spring and continues until the first day of class in the fall, August 27, 2018. For a list of classes, click [here](#). **Please make note of all class prerequisites.**

The **class schedule** gives a list of all classes and general information such as times, days, & locations.

The **class catalog** gives more detailed information pertaining to each of the classes such as additional supplies, class description and prerequisite information.

A registration form for the upcoming year is available on the website. Please fill out all information for each student taking classes. Select the classes your child would like to take using the drop down boxes. If a child would like to take a class requiring teacher approval, register for the class online and the teacher for that class will contact you with further instructions.

You can register online [here](#) or in person at First Baptist Church Marble Falls. Open registration will continue for available classes through August 27, 2018. Students registering on or after August 1<sup>st</sup> will incur a \$25 late registration fee.

\*Registering for a specific class does not guarantee which teacher will be teaching that class. On occasion teachers have to switch classes or be replaced for different reasons.

## Your Commitment

Reclaim Arts Academy has designed its fine arts program with the intention of offering a variety of year-long classes. These classes start in the fall semester and continue through the spring semester. The Academy is working to build a culture of commitment, dedication and perseverance among students. Often when studying the arts, there is a period of struggle in which it is tempting to give up and quit. We want to encourage students to persevere and receive the benefit of a full year of classes in their chosen area of study. In addition, instructors have prepared to teach an excellent year-long class for a specific number of students.

With those thoughts in mind, please note that we require at least a full semester's financial commitment. This helps the student get the most out of his/her class, and it helps us keep tuition low and have the means to pay our teachers.

Students who have already enrolled may drop classes for a full refund before August 1st. Classes dropped on or after August 1st will be charged a 50% drop fee (half tuition). No refunds will be given after the first day of class.

# Payment and Fees

- Tuition – See class schedule or catalog for class costs. Class fees listed are per year.
- Installment Plan Fee – \$20.00 per enrolled student.
- Late Payment Fee - A \$10 late fee will be incurred if payment is not received within 10 days after the due date.
- Students will have the option to add, drop or change classes for spring semester during the week of November 12-16.
  - If a student chooses to **drop** a class, one of the following will apply:
    - If full class cost was paid, student will receive ½ tuition refund (\$125)
    - If paying with Installment Plan, ½ tuition (\$125) plus class fees must be paid by the end of the semester.
  - If a student chooses to **add** a class for the spring semester, payment will include ½ tuition (\$125) and all class fees.
  - Students will only be allowed to **change** classes on a case-by-case basis. Please contact an administrator for approval.

## Payment Options:

1. Pay in full in person with cash, check or credit card (RAA must receive payment in order for students to be enrolled in classes.)
2. Pay in person with Installment Plan (25% deposit + \$20 installment fee is required for students to be enrolled in classes. The remaining balance will be divided into 7 additional payments throughout the fall and spring.) See below for Installment Plan due dates.

## Installment Plan

Choosing the Installment Plan adds a \$20 fee per student to your total. Your total will be broken down into 8 payments which are due on the following dates:

### Installment Schedule

1st installment (25% + installment fee) is paid at registration

2nd installment - September 24

3rd installment - October 22

4th installment - November 26

\*Optional: Add spring classes - November 13-17 - 25% paid at registration

5th installment - January 28

6th installment - February 25

7th installment - March 25

8th installment - April 15

**\*A \$10 late fee will be incurred 10 days after the due date. If payment is not made by the next installment due date, the full balance will be due before the student can return to class.**

# Private Lesson Policy

To Enroll in Private Lessons:

1. Contact the instructor by email to register and arrange lesson times.
  2. Payments will be made through Reclaim Arts Academy.
- Lesson times are scheduled with the instructors based on the best time for both the student and instructor.

## Attendance Policy

Attendance will be taken each week. Participation in class is vital to the student's progress in his/her chosen art. Please notify the teacher if a student will be absent.

## Performance Auditions

Before participating in the audition process for any solo, speaking part, or any musical/drama production, each student must be in good standing in all of their RAA classes.

"Good Standing" is defined as the following:

- The student does not miss class unless parent emails teacher.
- The student turns in all homework and assignment sheets in a timely fashion.
- The student fully participates in classes.
- The student's behavior is above reproach.
- The student follows RAA rules, classroom rules and procedures.
- The student has not missed any required rehearsals or performances for unexcused reasons.
- The student's attitude is pleasing to God and respects teachers and peers.

Finally, students performing in productions are expected to attend all dress rehearsals and performances. If a student misses for any reason other than illness or emergency and does not inform the teacher in advance, they will not be allowed to participate in any RAA classes or events for one full year.

## Important Dates

### Calendar

August 20, 2018 - 7:00pm - Orientation (for all students and parents)

August 27, 2018 - First day of classes

September 3, 2018 - No classes in observance of Labor Day

November 12-16 - Add/Drop Week (p. 6 in the Student Handbook)

November 19, 2018 - No classes in observance of Thanksgiving Week

December 17, 2018 - Last day of classes, fall semester

January 14, 2019 - First day of classes, spring semester

January 21, 2019 - No classes in observance of Martin Luther King Day

March 18, 2019 - No classes in observance of Spring Break

May 7, 2019 - Spring Showcase (all students will be involved)

May 13, 2019 - Last day of classes, spring semester

## **Parent Day**

October 29 and February 25, parents are invited to join their students in class to see what they are learning and experience a lesson.

## **Bad Weather Policy**

In the event of inclement weather, the Academy will notify parents via remind.com texting service and the Reclaim Arts Academy Facebook page. In general RAA follows MFISD weather decisions. **(see page 3 to subscribe to the Remind text notifications)**

## **Student Rules of Conduct**

### **Please do:**

- Use respectful words and actions toward all adults and students.
- Maintain a positive attitude.
- Follow the teacher's rules and instructions.
- Be on time.
- Stay in class or designated student area. If a student is under 16 and does not have a parent on campus, or under the supervision of another adult assigned by the parent, he/she must stay in the student area.

### **Please don't:**

- Be a bully.
- Run in the building.
- Talk excessively or disrupt class.
- Enter any room that has not been designated as one of the student's class areas.
- Skip class. Attendance will be taken in each class.
- Play pianos or other church instruments. These are off limits without instructor's permission. Students are not to play with or handle church furniture or equipment without direct permission.
- Bring weapons, drugs, alcohol, tobacco including e-cigarettes on campus.
- Use your cell phone in class. Please turn it to silent during class time.
- Use foul language.
- Express public displays of affection between students on campus (including the parking lot).
- Bring skateboards and rollerblades, including shoes with wheels.
- Get on the elevator without a parent.

### **Dress Code:**

- Please dress modestly and appropriately. Use school dress code guidelines and common sense. Students or parents wearing clothing that is a distraction will be addressed by the administration.



# Disciplinary Procedure

We expect students to work hard, respect teachers and classmates, and have an attitude that honors God. However, if a student violates a rule of conduct, the following actions will be taken:

1. The instructor or monitor witnessing the incident will write up a disciplinary form and send the student to the administration desk.
2. The administrator will confirm the situation and the student will need to take the form home to be signed by a parent and returned by the next week.
3. If the student receives a second disciplinary form (in the same semester) for any reason, parents will be contacted to be made aware of the situation and the student will be removed from the program without tuition reimbursement.
4. The student may return the following semester but will be on probation. If the student receives a single disciplinary form the following semester, he will be removed from the program permanently.

## Disciplinary Appeals

Students may submit a written appeal, signed by both student and parent, to be reviewed by the administrator. At that time the administrator will decide if the decision still stands or you may receive a warning.

Parents may request a meeting with the administrator and teachers involved. If a meeting is granted, the student may not attend class while waiting for the meeting to take place.

- Parents, please understand that there is not another avenue of appeals beyond that of the Executive Director of the Academy. Appealing to other staff or employees of the church who are not directly involved with Reclaim Arts Academy is inappropriate and appeals will not be addressed.

## Faculty and Academy Issues

Parents, if you have issues with RAA or problems with RAA faculty, you are welcome to request a meeting with the administration. If you have any problems with faculty we ask that you first address the issue with the faculty member in accordance with scripture. If the problem is not resolved we will then arrange a meeting with both parties if we determine it is needed.

- Parents, please understand that there is not another avenue of appeals beyond that of the Executive Director of the Academy. Appealing to other staff or employees of the church who are not directly involved with Reclaim Arts Academy is inappropriate and appeals will not be addressed.

## Final Words

We are glad you have chosen to be a part of Reclaim Arts Academy. I hope your experiences while attending classes, performing, or just socializing with fellow classmates and parents will be beneficial for the rest of your life.

I pray that God will use this time to grow and mature you both in the gifts and talents that He has given you, but more importantly, that you will see what a joy it is to serve the Lord with what he has given you and that you will take what you learn and use it to glorify Him.

Soli Deo Gloria,

Amy Stubblefield  
Reclaim Arts Academy Director