

ADMISSIONS AND ENROLLMENT

Colorado Springs Conservatory (CSC) CORE programs are after-school programs open to any child interested in and motivated to participate in the rigors of the CSC curricula.

Upon completion of the online enrollment and enrollment meeting, a student's place is secured for the entire school year. The student's parent(s)/guardian(s) is responsible for the student's tuition from the point of enrollment through the entire school year.

In order to maintain a small instructor/student ratio, class and program size is limited. Students may be wait-listed as a result and will be notified in ample time if a space becomes available.

Students and parents understand that through participation in the CSC programs and performances, students will be photographed and videotaped for publicity purposes including promotions, advertisements and collateral materials. Photos and videos may also be made available for purchase through CSC. Enrollment in the CSC program will authorize and release all entitlements of pictures and video taken of the student. Anyone wishing to not have their student photographed or videotaped may opt out when registering the student.

PRIVATE LESSONS

CSC Bridge to CORE, CORE and COMPANY programs include a private lesson in a chosen primary focus of study. The program director will make every effort to place students with the private instructor that will best suit the student's individual needs.

Students enrolled at CSC cannot be concurrently studying the same instrument or discipline at another institution, or with an off-site private instructor, without the prior approval of the CSC program director. ALL CSC private lessons **MUST** take place on-site at CSC. **All scheduling, cancelling and rescheduling of private lessons is to be done directly through the CSC scheduler. CSC instructors will not directly contact CSC students or families for scheduling.**

It is the responsibility of the parent and/or student to notify the Conservatory program director of any problems that arise regarding a private instructor. Likewise, the Program Director will be notified by the CSC faculty of similar concerns. **Any and all studio changes will occur only with the approval of the program director.**

HOMEWORK

Students are required to practice their private lesson assignments and piano lab assignments on a daily basis. It would be helpful to set up a regular practice time at home each evening. Students will receive weekly progress and assignment reports for all private lessons via CSC family portal.

STUDENT JURIES

Student juries are an assessment of personal growth and progress in a student's area of private study and occur at the end of the spring semester. Jury criteria vary by program. Students are adjudicated on musicianship, difficulty of selection (based on ability level), memorization, presentation and preparedness. All students taking private lessons, with the exception of Novice students, are required to perform for a faculty committee jury.

DRESS CODE

Individual style and statements are encouraged at The Conservatory; however, clothing and accessories must be tasteful and appropriate for classes, lessons and rehearsals. Inappropriate attire is a distraction and sets a poor example for the younger CSC students.

**The Colorado Springs Conservatory
Performance Attire Requirements**

Men:

- Black button-up collared shirt (clean and pressed) OR black Polo shirt with buttons & collar
- Black slacks or suit pants
- Black tie (color may be worn for holiday events or specified performances when advised)
- Black socks
- Black belt
- Black shoes (no tennis shoes please)

Women:

- Black dress/skirt or black pants with black top (skirt/dress must come to at least knee length)
- Black panty hose OR tights
- Black heels or black flats- No sandals or open toed shoes please
- Hair back or out of face
- No sleeveless or off-the-shoulder tops
- Color may be worn at specified performances or holiday events (when advised)

For All Performer's:

- Please make sure your clothes are clean and wrinkle-free
- Please make sure you wear deodorant
- Please make sure your hair is pulled back out of your face and is well maintained
- Please make sure you wear undergarments (underwear, bra, boxer's, briefs)
- All students are responsible for bringing their music (instrument if applicable) to all outreaches and recitals

Any deviation from this dress code without permission from a CSC Mentor may result in student dismissal from a performance.

ATTENDANCE AND ABSENCES

Student must make every effort to be on time for all classes and lessons. Notice of anticipated tardiness or absence for any class or lesson must be phoned and/or emailed into the front office. Any anticipated cancellations must be made within 24- 48 hours. Failure to do so may result in dismissal from the program. If you do not participate in your core curriculum studies, to include all final assessments, juries and examinations, as required by the enrolled program, you may not be given the opportunity to participate in performances to include large-scale productions as well as recitals.

MISSED PRIVATE LESSONS

Upon enrollment in a CSC CORE program, a student's private lesson time is secured for the duration of the school year. Private lessons missed by the student for any reason will not be refunded or rescheduled. Private lessons missed by the student because of religious observance, contagious illness, or emergency may be made up only in the event of an opening in the instructor's schedule. However, there is no guarantee of make-ups for student absences as our instructors' schedules tend to be full. If the instructor must cancel a lesson, a make-up lesson will be offered based on the instructor's availability. If the student then misses the make-up lesson, a second make-up lesson will not be arranged. CSC classes missed by the student cannot be made-up and tuitions will not be refunded. If a student is 10+ minutes late without calling in to the front office they will forfeit their lesson time and it may not be made up.

MISSED CLASSES

CSC classes missed by the student cannot be made-up nor will tuitions be refunded.

HOLIDAYS AND OBSERVANCES

The Conservatory publishes a school year calendar that includes a fall, winter and spring break. During these breaks the CSC is closed, and no classes or lessons will be held. These breaks do not preclude the fact that a performance and/or rehearsal may take place.

WEATHER

In the event of inclement weather overnight or in the early morning hours, students and parents should call the CSC front office at 719-577-4556 after 7:00 a.m. on the day of classes to determine closure or cancellation of sessions. As CSC serves youth from an 80-mile radius on a weekly basis, we do not follow any one school district's closure policy. If inclement weather occurs after 12 noon, an email will be sent to all CSC families by 2 p.m. Students may call the front office after 2p.m. to find out if after-school programs are cancelled. **In the event of class cancellation due to weather, NO MAKE UP SESSIONS for private lessons or classes will be scheduled.** CSC reserves the right to early dismissal if inclement weather occurs during after-school programming. This is done to ensure student safety. **There are NO MAKE UP SESSIONS for these occasions. Online lessons maybe given as an option to students. Students will be notified that day.**

COMMUNICATIONS

All CSC communications occur via parent portal, phone, email and website. We ask that students check their cell phone and home phone for any communications that may occur prior to traveling to CSC.

LOCATION OF PROGRAMS

All the CSC programs, classes, workshops and lessons will take place on-site or virtually. NO programming will occur off-site unless approved by the program director.

OBSERVER POLICY

The Conservatory adheres to a *no observer* policy for the safety and benefit of our students. We have learned that without observers, students are more focused, more open to artistic exploration, and freer to move and create within the space they are working.

SAFETY AND SECURITY

All students must sign in at the front desk upon arrival. All students must sign out as classes are dismissed. If there is for any reason, a change of persons either picking up or dropping off a student, it is imperative that the front desk is notified prior to the student's arrival or pick-up. CSC cannot be responsible for children left unattended after dismissal of classes. We require parents to pick up the child promptly at the scheduled end of class. Parents should notify the office if they are delayed. Children will NOT be released to the parking lot unescorted for safety reasons. Parents must retrieve children from the foyer of the CSC.

PERSONAL PROPERTY

CSC is not responsible for any personal property. All property should be labeled clearly with student's name. If it is necessary for items to be left at The Conservatory, they should be left in designated areas to ensure safety.

FINANCIAL OBLIGATIONS

A student's place is secured for the entire school year upon enrollment in any CSC program. The tuition paid for each CSC program includes performances, recitals, rehearsals, coaching, master classes, guest artists, classes and lessons. We encourage students to take advantage of every opportunity provided.

Tuition is based on the total number of class weeks (not months) in our school year calendar. We then divide the total tuition into 8 payments, which is then divided again into a fall semester and a spring semester with 4 payments in each semester: FALL - Aug, Sept, Oct, Nov & SPRING - Jan, Feb, Mar, Apr. This helps keep things simple while keeping the monthly expense lower for our families. Some families do choose to pay for the whole semester, so they pay the monthly amount x 4 to get the tuition total for the semester or even for the full school year which is 8 x the monthly tuition amount. If a student comes into a semester late or leaves before the end of a semester, we will adjust their tuition accordingly. It is not the number of weeks each month that make up the monthly tuition, but the annual tuition divided into 8 payments for the year, 4 in each semester.

Families with multiple children enrolled:

Multiple Child Enrollment discounts apply ONLY to FULL Conservatory programs. *Additional private lessons & any related program fees are not discounted. The student with the highest tuition rate pays full tuition, next highest tuition rate receives 10% off their program tuition, lowest tuition receives 15% off their program tuition (3 or more students).

CSC SCHOLARSHIPS

Upon enrollment, all tuitions posted in the CSC tuition structure reflect a 48% scholarship for each student. Any student/family receiving additional scholarship will be required to sign a written contract committing to full participation in the CSC program.

- Any additional CSC scholarships are partial scholarships (CSC does not offer 'full' scholarships) and are 'Merit' based.
- Students will be considered for a merit scholarship after a minimum of one semester of study in a CSC program. Consideration for any scholarship is subject to the approval of the CSC Community Scholarship Council.
- After a minimum of one semester of study, the student's family may submit a letter requesting additional scholarship support. The letter will be reviewed by the CSC Community Scholarship Council who will select students for the interview phase.
- Students new to CSC or students who have taken a break from their studies at CSC will not be considered for further assistance until they have completed at least one semester of studies.

Parents may be asked to submit a financial report. Students will be required to submit handwritten thank you notes to the benefactors. This information will be given to the student at the time of scholarship notification.

No assistance is guaranteed at any given time.

Any deviation from school policy and procedures will be taken into account as funding is considered.

If a scholarship is granted, students and parents must abide by all CSC policies or run the risk of retraction of scholarship assistance. Scholarship recipients are required to write (handwritten) 'thank you' notes to the CSC board of directors and to those providing the scholarship funds.

A student's ability to obtain and maintain his/her scholarship award maybe reviewed at the end of each semester. Students must uphold the following standards throughout each semester:

- 3.0 or higher grade point average
- Adequate participation in community outreach and gigs as outlined by curriculum coordinator and/or program director
- Exemplary role modeling
- Full participation of the CORE curriculum program
- Assessment from private and classroom instructors

Assessments will also take into consideration CSC class attendance and participation.

A student's place is secured for the entire school year upon enrollment in any CSC program. The student's parent(s)/guardian(s) is responsible for the student's tuition from the point of enrollment through the entire school year.

CSC agrees to release the Parent(s)/Guardian(s) from this agreement if the child is withdrawn from The Conservatory for any one of the following reasons:

- Move from the area
- Physician's advice
- Determination by CSC personnel that the school experience is inappropriate for the child

Should a student be withdrawn for any of the above stated reasons, any unused portion of the tuition is refundable at the time of withdrawal. Except for reasons stated above, parent(s)/guardian(s) is responsible for the full year's tuition. If a student has received a scholarship for CSC studies and withdraws for any reason other than those listed above, the student forfeits that scholarship and the parent(s)/guardian(s) is responsible for the payment of the original tuition amount.

DISCIPLINE POLICY

The Conservatory seeks to provide an atmosphere of civility and creativity in which respect is given to instructors, staff and individual students, as well as institutional and private property. Good conduct on-and-off site promotes good education and good citizenship. Thus, students are expected to adhere to the general rules of the school, as well as those established by each instructor within his or her classroom.

Minor Infractions that detract from an environment conducive to learning include:

- Being disrespectful to an adult or fellow student
- Teasing, roughhousing, fighting or bullying
- Deception or lying
- Any behavior or attitude in class that is deemed unbecoming by the instructor

When discipline is necessary the following procedures will be taken:

- 1- Reprimand or Policy Reminder- the instructor provides reprimand/reminder to student in private. Parent and executive director are notified of the private reprimand
- 2- Repeat or additional occurrence will result in immediate parent conference with instructor and/or executive director.
- 3- Repeat actions will result in partial or complete dismissal and/ or suspension from The Conservatory.

Major infractions that compromise student safety and Conservatory protocol will result in immediate parent conference and/or suspension/dismissal

- Drug and alcohol involvement
- Sexual misconduct
- Fighting, physical harassment, threats or 'hazing'
- Weapons of any kind
- Extreme insubordination
- Smoking or possession of tobacco
- Stealing, cheating or lying
- Defiant vandalism or graffiti
- Using unkind words or offensive language

- The Colorado Springs Conservatory is committed to protecting the safety, health and well-being of all employees, students and other individuals in our facility. We recognize that alcohol abuse and drug use pose a significant threat to our goals. We have established a zero-tolerance, drug-free policy that balances our respect for individuals with the need to maintain an alcohol and drug-free environment.
- It is a violation of our drug-free policy to use, possess, sell, trade, and/or offer for sale alcohol, federally illegal drugs or intoxicants.
- Our zero-tolerance, drug-free policy is intended to apply whenever anyone is representing or conducting business for the organization. Therefore, this policy applies during all student activities, classes, performances, as well as, any working hours, whenever conducting business or representing the organization on-site or off-site, while on call, paid standby, while on organization property and at company-sponsored events.

Any and all incidents that require any disciplinary actions will be kept in the student's file.

Affection- Demonstrations of outward physical affection such as kissing and handholding will not be tolerated at on- or off- site Conservatory events.

Electronics-CSC is an 'Electronic Free Zone' Cell phones and computers are not to be used on-site unless so directed by an instructor. Personal computers may be used for homework or practicing ONLY! Cell phones are to be on 'vibrate' only. NO TEXTING is allowed at any time during classes, lessons, rehearsals or performances.

Wheeled Items- No skateboards or 'roller shoes' are allowed in the facility or on the sidewalk directly outside of The Conservatory. Backpacks with wheels are acceptable.

Gum- there is NO gum policy at Conservatory classes and events.

Food- Allowed only in designated areas. NO FOOD OR BEVERAGES ARE ALLOWED IN CLASSROOMS; bottled water only.

Facility Use- Enrolled students only are allowed in classrooms. Appropriate supervision is always required.

Guests- Students may have guests during classes only upon prior approval of the program director.

PRIVACY POLICY

CSC respects the privacy of all students, staff and faculty. Personal contact information will not be shared or distributed by The Conservatory without individual permission. All CSC related communication will occur through the front desk.

COMPLAINT POLICY

Students who believe they have been the victims of conduct prohibited by CSC's Code of Conduct policy or those who believe they have witnessed such conduct should discuss their concerns with Human Resources and/or any member of management.

CSC encourages the prompt reporting of complaints or concerns so that rapid and constructive action can be taken.

Any reported allegations of harassment, discrimination or retaliation will be investigated promptly. The investigation may include individual interviews with the parties involved and, where necessary, with individuals who may have observed the alleged conduct or may have other relevant knowledge

Confidentiality will be maintained throughout the investigatory process to the extent consistent with adequate investigation and appropriate corrective action.

PHOTO & VIDEO WAIVER

Students and parents understand that through participation in the CSC programs and performances, students will be photographed and videotaped for publicity purposes including promotions, advertisements and collateral materials. Enrollment in the CSC program will authorize and release all entitlements of pictures and video taken of the student. Anyone wishing to not have their student photographed or videotaped will have the option to opt out when enrolling.

PHOTO & VIDEO POLICY

As with all performance based venues, the CSC is bound by licensing rules pertaining to photography and video recording of performances. Many of our performances are protected by federal and international copyright laws. It is best to always assume that video and photos CANNOT be taken during a performance. Violation of this policy could result in fines and the loss of rights to future productions for up to 10 years. You will be notified by announcement or in performance programs of any allowances.

GIGS & OUTREACH PERFORMANCES

Through our community partners The CSC provides its students over 300 gigs & outreach performances a year. As part of the CSC curriculum each student will grow through these opportunities that build confidence, real world experience and context within the community. CSC carefully identifies and vets each community opportunity. **It is imperative that ALL gig & outreach performances are organized ONLY by CSC faculty.**

NON-DISCRIMINATION POLICY

The Colorado Springs Conservatory does not discriminate against students and admits qualified applicants regardless of their race, color, national and ethnic origin and sexual orientation. Enrolled students have access to all rights, privileges, programs and activities generally accorded within their designated program.

INCLUSIVITY STATEMENT

The Colorado Springs Conservatory is committed to providing an environment and culture that values individual differences and provides equal rights and opportunities for all people to realize their potential.

WHAT PARENTS CAN EXPECT FROM THE CSC

Parents can expect the utmost professionalism from all of the CSC staff, instructors, and administration.

Parents can expect a productive and nurturing learning environment based on a high standard of excellence.

Since 1994, the CSC has provided top-tier music, theater and arts education to each and every student. Families will be asked to complete an assessment form at the end of every school year.

We ask that parents assist Conservatory staff and faculty in creating an environment conducive to optimal learning. To this end, parents are able to attend classes and lessons on an 'invitation- only' basis. Any parent wishing to observe a lesson or class may do so only upon the prior approval of the instructor and program director.

WITHDRAWAL FROM CSC

A student's place is secured for the entire CSC school year upon enrollment in any program. Tuition for CSC programs is paid for the program in its entirety. The student's parent(s)/guardian(s) is responsible for the student's tuition from the date of enrollment through the entire school year. CSC agrees to release the parent(s)/guardian(s) from this agreement if the student is withdrawn from The Conservatory for any one of the following reasons:

- Move from the area
- Physician's advice
- Determination by CSC personnel and mentors that The Conservatory experience is unsuitable for the student

Should the student be withdrawn for any of the above stated reasons, any unused portion of the tuition is refundable at the time of withdrawal. Except for reasons stated above the parent(s)/guardian(s) is responsible for the full year's tuition. If a student has received a scholarship for CSC studies and withdraws for any reason other than those listed above, the student forfeits that scholarship and the parent(s)/guardian(s) is responsible for the payment of the original tuition amount.

LIABILITY RELEASE

I agree to indemnify and hold harmless the Colorado Springs Conservatory its officers, employees, agents, consultants, subcontractors, insurers and representatives, for any loss, damage, or injury to myself or my property in any way related to my participation in the Colorado Springs Conservatory programs. This release of Liability applies to me as well as any of my children, personal representatives, assigns, heirs, and next of kin. I authorize the Colorado Springs Conservatory in a medical emergency to seek emergency medical assistance at my expense.

MISSION, VISION, CORE VALUES, & PHILOSOPHY

At the onset of each school year, all CSC students and parents are asked to sign off on the "CSC Core Values, Mission and Goal" signature document.

This document serves as ongoing reminder of the cultural fabric of The Conservatory.

MISSION

The mission of the Colorado Springs Conservatory (CSC) is to inspire, motivate, and challenge all students to aspire to their highest potential as artists and as human beings through arts immersion studies and community arts advocacy participation.

VISION

The vision of the CSC is to be a sustainable organization that identifies and grows talent to its highest potential and teaches lifelong skills that allow young people to understand and enhance the world around them.

CSC seeks to be a magnet for those who aspire to be bold, creative, brave and courageous leaders. It further seeks to contribute to the betterment of the global community, instilling confidence and compassion and nurturing creative, collaborative leaders that generate innovation, and stay committed to bring forth intrinsic skills and abilities.

GUIDING PRINCIPLES AND CORE VALUES

The guiding principles and core values of the Colorado Springs Conservatory are as follows:

- Humility
- Honesty
- Grace
- Integrity
- Mutual commitment
- Collaboration
- Truth
- Trust
- Spirit of giving and sharing
- Acceptance
- Excellence
- Diversity and inclusivity
- Innovation
- Ownership
- Exploration
- Creativity
- Gratitude

The Colorado Springs Conservatory's Philosophy

Many of the intrinsic life skills that evolve from these core values will prompt CSC students to seek other individuals with similar values creating a circle of friends and support. These core values allow students to recognize every challenge as an opportunity for growth. The CSC student has an expectation of excellence and an exemplary work ethic that does not allow for apathy or mediocrity in any life situation.

Students of the Colorado Springs Conservatory are encouraged to challenge their approach to learning and incorporate their commitment to the arts as a vehicle to broaden understanding of themselves and the world around them. The staff, faculty and board support the pursuit of responsible risks and to question, create, search and struggle productively. We ask that each and every student explore arts history so as to better understand the human element. It is through such a quest that one graduates from the CSC program a vital, confident, intelligent, creative and talented, contributing citizen who will in turn provide these very opportunities to the youth that follow.

COVID-19 Policy and Procedure

Purpose

This purpose of this policy is to provide an updated response to COVID-19. The Colorado Springs Conservatory (CSC) has a duty to ensure that all students and employees are provided with practical COVID-19 information by:

- Ensuring access to public restrooms, sufficient handwashing locations and supplies are available. Hand sanitizer can be used in lieu of handwashing
- Ensuring adequate cleaning and disinfecting supplies
- Providing indoor space large enough to allow for social distancing (6 feet) between those students who have not been vaccinated
- Sending home students or staff with symptoms with COVID-19 with a recommendation to get tested immediately
- Providing communication with the family in the event of exposure
- Providing substitute staff in the event the staff become ill or exposed
- Communicating expectations with staff and students
- Clarifying questions and concerns where needed
- Providing flexible cancellation policies so that if students experience symptoms, they can cancel
- Exercising good judgment and making a good faith effort in order to best protect our staff and students while implementing these new guidelines

Staff Expectations

Staff members who are fully vaccinated are not required to wear a mask. Staff members who are not fully vaccinated will need to wear a mask when they are unable to maintain a social distance of 6 feet from others. Staff will not be required to provide proof of vaccination.

Student Expectations

Students ages 11 and up who are fully vaccinated are not required to wear a mask. Students who are not fully vaccinated will need to wear a mask when they are unable to maintain a social distance of 6 feet from others. Students will not be required to provide proof of vaccination.

Students ages 10 and under do not need to wear masks.

1) Gigs and Events

- **Advanced Event Protocol.** CSC Mentors who are in charge of a gig or event are responsible for ensuring all safety practices and protocol are understood and are adhered to for that particular establishment.
- **Maintaining Social Distancing while onsite.** Mentors are responsible for ensuring that all CSC participants are following the proper social distancing protocol listed above.

2) Additional Information

The Center for Disease Control and Prevention (CDC) website contains a variety of resources and guidance. All decisions around protocol and closures for CDC will be made in accordance with the expert guidance of the CDC and the El Paso County Health Department.