



Thank you for choosing the Colorado Springs Conservatory!

We are honored to have your child enrolled in our one-of-a-kind school. We believe it is a privilege to work with you as a partner in your child's education.

To help ensure that the school is smooth running, efficient, and most important focused on our students, we have prepared this brief handbook to help families and students have an excellent Conservatory experience.

We hope this is helpful to you and welcome any suggestions to improve the handbook in the future.

CSC Staff and Faculty

Contact Information:

Colorado Springs Conservatory
Linda Weise, Executive Director
1600 North Union Blvd. Colorado Springs, CO 80909
719-577-4556 (fax) 719-577-4559
csc@coloradospringsConservatory.org www.coloradospringsConservatory.org

CSC School Hours:

Monday-Thursday 9am-8pm

Friday-Sunday - Hours vary according to rehearsal and performance schedule

*The CSC Executive Director and CSC instructors are completely committed to their students during teaching hours (Mon-Thurs 3-8pm), rehearsals, recitals and performances and are therefore not available for parent conferences, discussion and/or phone calls during these times.

Front Desk Hours:

Monday-Thursday 9am-6:30pm

Friday 9am-3pm

THE MISSION of the Colorado Springs Conservatory 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.

OUR GOAL is to promote a respect for the humanities by discipline of mind and spirit, a joyful affirmation of life, and a passionate commitment to an idea. The CSC is committed to integrating the effects of such philosophy within community, by engaging all students in advocacy and leadership activities. By connecting students to the great traditions of the past, the CSC gives them the keys which will unlock their future.

OUR PHILOSOPHY

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.

HISTORY & HIGHLIGHTS

Since 1994 the Colorado Springs Conservatory has provided a motivational venue for youth of all ages and abilities to discover and engage in their passion. The CSC uses the arts as a vehicle to broaden the students' understanding of themselves and the world around them. Students partake in a unique program of arts and humanities while experiencing a positive peer environment that allows innovative and creative ideas to be conceived, explored and realized. Perhaps most unique to the CSC is its ability to consistently produce exceptional results without auditioning students for entrance into the CORE programs. The CSC strongly believes that any student with a desire is capable of achieving their dreams.

Records have shown that youth engaged in the CSC curriculum and environment attain and maintain high GPA's while becoming poised role models and leaders in their every day social situations. Today, over 15 years after the organization's inception, 100% of students studying at the CSC have graduated from high school. Over 90% of graduating seniors garner acceptance and substantial scholarships to some of the nation's most prestigious universities, colleges, and conservatories. The CSC alumni utilize the inherent discipline of their studies to embark in careers that include medicine, engineering, law, history, literature, and education. The CSC celebrates numerous alumni that have gone on to professional arts experiences with national touring companies and such highly regarded treasures as the New York City Opera and Broadway. The CSC alumni say that above and beyond the excellent training they receive at the Conservatory, they also attain life skills such as responsibility, respect, community building, acceptance, and ownership; essential tools for life-long success.

The Colorado Springs Conservatory was honored to receive the 2008 El Pomar Award for Excellence in Arts and Humanities. The CSC has been recognized by the Chamber of Commerce and honored as "Outstanding Non-Profit Organization" by the Gay and Lesbian Fund for Colorado. The CSC is a seven-time honoree of the coveted "Best of the Springs" Award from the Gazette to include the award for "Best Place to Nurture Your Child's Talents" in 2008. The Independent of Colorado Springs has named the Colorado Springs Conservatory "The Juilliard of the West". The Colorado Springs Business Journal has called the students "Ambassadors of the Arts."

ADMISSIONS AND ENROLLMENT

The CORE after-school program is a non-auditioned program that is open to any child interested and motivated to participate in the rigors of the CSC curriculum. The goal of the admissions process is to admit a diverse body of students who will share and contribute their energy and special talents toward their growth as young artists.

Applicants are first evaluated on personal character and motivation via an interview. Parents are then required to complete an enrollment application.

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 does in fact open up.

COMPANY members are selected through an audition process after no less than one semester of CORE program study and instructor recommendation.

A mandatory meeting is held at the onset of each semester for both CORE and COMPANY programs. One parent or family representative must attend these sessions. An hourly consultation fee will be charged to any parent/family representative not in attendance that requires personal attention to learn of the contents and information imparted at these important meetings.

CORE PROGRAMS OF STUDY

Student's ages 4 through 19 may enroll in the following CORE programs:

Novice grades Pre-K (4yrs) - 2nd

Apprentice grades 3rd- 6th

College Prep Music grades 7th-12th

College Prep Stage grades 7th-12th

COMPANY PROGRAMS

Students wishing to gain entrance into the COMPANY programs must do so through an audition process after no less than one semester of CORE program study and instructor recommendation. COMPANY members engage in BOTH the CORE and COMPANY classes.

Apprentice COMPANY grades 3rd- 6th

College Prep Music COMPANY grades 7th-12th

College Prep Stage COMPANY grades 7th-12th

College Prep Jazz COMPANY grades 7th-12th

COMPANY members must maintain "Excellent" status in their CORE program classes and private lessons in addition to COMPANY classes, performances and projects.

COMPANY PROGRAM AUDITIONS

Students will audition each semester for the CSC faculty and community arts partners.

Auditions are held in August for the fall semester and November for the spring semester.

Audition requirements vary by program.

PRIVATE LESSONS

All CORE programs include a private lesson in a chosen primary focus of study. The Executive Director will make every effort to place students with the private instructor that will best suit the student's individual needs.

Students enrolled at the 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 Executive Director of the CSC.

It is the responsibility of the parent and/or students to notify the Conservatory Executive Director of any problems that arise regarding relations with a private instructor. Likewise, the Executive Director will be notified by the CSC faculty of the same such concerns. Any and all studio changes will occur only with the approval of the Executive Director.

PROGRAM EXPECTATIONS

Students enrolled in any CSC program will be required to abide by expectations both in classroom studies and in private lessons. Failure to do so will result in dismissal from the CSC program.

Program specific repertoire and study goals will be given to students by their classroom and private instructors.

General Expectations for CORE Program students:

- Students will arrive promptly arrival to all classes, lessons & rehearsals
- Students will come to all lessons and classes prepared: assignments complete & materials in hand
- Students will attend classes and lessons regularly
- Students agree to diligent personal practice as outlined by class and private lesson instructors
- Students will conduct themselves appropriately at all times with respect for themselves and others
- Students will perform in at least one in-house recital/performance each semester
- Students will perform in at least one outreach recital/performance each semester

Expectations for COMPANY members: In addition to the CORE program expectations, COMPANY members will abide by the Colorado Springs Conservatory COMPANY Expectation Agreement given at time of acceptance into a CSC COMPANY.

PROGRAM ASSESSMENTS & PROGRESS REPORTS:

Students will be given weekly progress and assignment reports for all private lessons via email. Weekly classroom assignments will also be subject to evaluation. Written student assessments are given mid and end of semesters by the faculty and kept on file in student's private folder. These evaluations assist in planning for the next academic year. Informal parent/instructor conferences are available upon request to ensure attention to any concerns that may develop during the school year.

Please Note: The CSC Executive Director and CSC instructors are completely committed to their students during teaching hours (Mon-Thurs 3-8pm), rehearsals, recitals and performances and are therefore not available for parent conferences, discussion and/or phone calls during these times.

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 each semester. Jury criteria vary by program. Students are adjudicated on musicianship, difficulty of selection (based on ability level), memorization, presentation and preparedness. All Apprentice & College Prep CORE program students are required to perform for a faculty committee jury twice a year. Students must complete a jury in order to be eligible for subsequent COMPANY auditions.

PERFORMANCE OPPORTUNITIES

In-house Recitals: a recital of student performances that occurs in the CSC Recital Hall.

Outreaches: student recitals/performances that occur off-site, often at senior residences or civic organizations. Students may use outreach recitals/performances as community service hours. Students are responsible for their own transportation to and from these events.

COMPANY members are often presented with additional performance opportunities and special projects.

DRESS CODE

Individual style and statements are certainly encouraged at the Conservatory; however clothing must be tasteful and appropriate for classes, lessons and rehearsals. Inappropriate clothing worn is a distraction and can be offensive. The Conservatory is an environment for many ages and students should take into account that younger students will be affected and influenced by derogatory clothing.

Performance black is required for ALL performances unless specifically stated by Executive Director.

- Girls: Black skirt & top or dress with black dress shoes (no open toe shoes)
- Boys: Black slacks, black or white dress shirt with tie or nice sweater with black dress shoes (no black sneakers or jeans)
- We ask that all hair be groomed. Girls should pull their hair back.
- All students are responsible for bringing their music (instrument if applicable) to all outreaches and recitals
- Ties for boys are required for Jazz COMPANY recitals and performances (unless otherwise noted)
- Novice program (Pre-K - 2nd) students are required to dress in their "Sunday Best" for all in-house and outreach recitals and performances.

Any deviation from this 'uniform' 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 on an ongoing basis will result in dismissal from program.

MISSED PRIVATE LESSONS

Upon enrollment in a CSC CORE program, a student's private lesson time is secured for the year. Private lessons missed by the student for any reason will not be refunded. Private lessons missed by the student because of religious observance or contagious illness or in case of 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.

MISSED CLASSES

CORE or COMPANY Classes missed by the student cannot be made-up or tuitions 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 during the night or early morning hours, students and parents should call the CSC front office at 719-577-4556 after 6:30AM on the day of classes to insure closure or cancellation of classes/lessons. As the CSC serves youth from an 80-mile radius on a weekly basis, we do not follow any one school district closure policy. If inclement weather occurs after 12noon students should call front office by 2PM to insure cancellation of after-school programs.

In the event of class cancellation due to weather, NO MAKE UP SESSIONS for either lessons or classes will occur.

The CSC reserves the right to early dismissal if inclement weather occurs during after-school programming. This is done to insure the safety of students. There are NO MAKE UP SESSIONS for these occasions.

COMMUNICATIONS

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

LOCATION OF PROGRAMS

All the CSC programs, classes, workshops and lessons take place on site at the Conservatory. NO programming will occur off-site unless approved by the Executive Director.

SCHOLARSHIP

Limited, partial scholarship is available to only re-enrolling students. Parents must submit a financial report. Students must submit a 'book project' (see details on scholarship application) No assistance is guaranteed at any given time. Any and all deviation of school policy and procedures will be taken into account as funding is considered.

If a scholarship is granted, students and parents must abide by additional policies or run the risk of retraction of scholarship assistance.

Merit scholarships are granted ONLY TO COMPANY STUDENTS.

Consideration for any scholarship is subject to community scholarship committee.

FINANCIAL OBLIGATIONS

- All Students pay \$100 annual registration fee in addition to their total above tuition. * \$50 off registration fee when enrolled by August 15th
- Deposit and registration fee are due at the time of enrollment and are NOT REFUNDABLE
- Students registered after the start of the school year, must pay full deposit and registration fee with program tuitions prorated based on enrollment date
- Monthly payments in "Payment Plan A" are due by the 10th of each month from September 2009 - May 2010
- Quarterly payments in "Payment Plan B" are due: September 10, 2009, November 10, 2009, February 10, 2010 and May 10, 2010
- Semester payments in "Payment Plan C" are due: September 10, 2009 and February 10, 2010
- Students in more than one College Prep COMPANY (i.e.: Music & Stage or Music & Jazz) will be charged the COMPANY tuition for each COMPANY
- College Prep students (7-12) wishing to add studies (i.e.: Music plus Stage) may do so at the College Prep tuition plus the Additional College Prep CORE studies tuition. Additional College Prep CORE studies do NOT include a second private lesson.

Families with multiple children enrolled: After 1st child's registration fee and deposit are paid, these fees (registration & deposit) will be waived for subsequent children enrolled

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, we ask that the front desk be notified prior to the student's arrival or pick-up.

The CSC cannot be responsible for children left unattended after dismissal of classes. We ask that parents pick the child up promptly at the scheduled end of class. Parents should notify the office if they are delayed in meeting their child. Children will NOT be released to parking lot unescorted for safety reasons. Parents must retrieve children from the foyer of the CSC.

PERSONAL PROPERTY

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

DISCIPLINE POLICY

The Conservatory seeks to provide an atmosphere of civility and creativity in which due 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 deter an environment conducive to all students 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

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

SUPPLEMENTAL INFORMATION

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

Electronics-Radios, I-Pods, MP3 players, video games are not to be used on site unless instructor warrants. Cell phones are to be on 'vibrate' only. NO TEXTING allowed at any time during classes, lesson, 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- is 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 at any given time. Appropriate supervision is always required.

Guests- Students may have guests during classes only upon approval of the Executive Director

PRIVACY POLICY

The CSC respects the privacy of all students, staff and faculty. Personal contact information will not be shared or distributed by the Conservatory. All CSC related communication will occur through the front desk.

LIABILITY

Students and families are required to maintain an annual "Colorado Springs Conservatory Liability Form". Initial forms are filled out upon enrollment.

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 professional relations with all the CSC staff, instructors, and administration.

Parents may expect utmost professional and nurturing learning environment for their child.

The Conservatory is committed to providing the most excellent music, theater and arts education to each and every child. 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 to create an environment conducive to optimal learning. This requires that parents are able to attend classes and lessons on an 'invitation-only' basis. Any parent wishing to sit in on a lesson or class may do so only upon approval of the instructor and Executive Director.

WITHDRAWAL FROM THE CSC

THE 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 the CSC personnel that the school experience is inappropriate for the child

Should the child 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) are responsible for the full year's tuition.