

NORTH RALEIGH CHRISTIAN ACADEMY



FINE ARTS HANDBOOK

2018-2019

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MISSION STATEMENT:

NRCA is a community Christian school assisting families by providing excellence in academics, fine arts, and athletics while instilling biblical principles in students' lives that they might impact their society for Christ.

VISION STATEMENT:

NRCA stands as a lighthouse to those seeking a Christ-centered place of excellence with a loving and caring environment where students can launch into adult life equipped with the character and skills to navigate successfully for God's service.

FINE ARTS HANDBOOK

Table of Contents

5.000.3	Fine Arts Mission Statement
5.001.3	Fine Arts Philosophy
5.002.3	Fine Arts Objectives
5.003.3	Fine Arts Academic Eligibility
5.004.4	Fine Arts Selection Criteria
5.005.5	Visual Arts Courses
5.006.5	Vocal Music Courses
5.007.6	Instrumental Music Courses
5.008.7	Performing and Theater Arts Courses
5.009.8	Co-Curricular and Extracurricular Activities
5.010.8	Fine Arts Expectations
5.011.9	Handling Conflicts
5.012.9	Concerts and Performances
5.013.10	Fine Arts Festival
5.014.11	Memberships and Associations
5.015.11	Class Fees
5.016.11	Private Music Lessons
5.017.12	Athletic and Band Booster Club
5.018.12	Music, Videos, and Electronic Devices
5.019.12	Private Piano and Strings Guidelines
5.020.13	Choir Fundraisers
5.020.14	Bus Policies

FINE ARTS HANDBOOK SECTION 5

5.000.3

Fine Arts Mission Statement

It is the mission of North Raleigh Christian Academy Fine Arts Department to provide each student with a well rounded, excellent education in the arts that will enrich, train and encourage the future use of their gifts in the local church and para-church ministries.

5.001.3

Fine Arts Philosophy

The NRCA Fine Arts Department recognizes Jesus Christ as the supreme creator of all things (Col. 1:16). Each student is a unique and special creation of God (Ps. 149:14; Gen. 1:31). God creates each student with unique and special talents (1 Cor. 12:7). Recognizing the supremacy of Christ, these talents are to be used in a manner that honors and glorifies the Lord (1 Cor. 10:31). These talents are developmental in nature and require appropriate training by experienced clinicians (Gal. 1:18; Luke 2:42). God has intended the arts to provide aesthetic and emotional benefits to mankind (1 Sam. 16:23; Luke 7:31-32). God has intended the arts to communicate about culture, society, history, and scriptural truth (Eph. 5:19; Ex. 15). The arts are a primary form of praise and worship through the work of the Holy Spirit (Ps. 149:1-5; Ps. 150). The arts have numerous developmental benefits for the student. Therefore, NRCA views fine arts as an important part of the complete curriculum.

5.002.3

Fine Arts Objectives

1. To provide age appropriate instruction to all students in elementary school and make further study available to interested students in the secondary schools.
2. To offer a variety of experiences in each artistic discipline that will include traditional and ministry opportunities.
3. To develop appreciation of the arts throughout all grade levels.
4. To assist students in the discovery and development of their unique God given talents.
5. To develop self-discipline, critical thinking and problem solving skills in each student.

5.003.3

Fine Arts Academic Eligibility

Athletic competition, fine arts dramatic productions, and marching band are a privilege at NRCA. Athletes, fine arts participants, and marching band members represent the school to the community and must display good sportsmanship and Christian character. To participate in interscholastic sports, students must have a record of a physical examination on file with the school. Participants in fine arts productions and marching band must have a physical on file. Athletes, fine arts participants, and marching band members must meet the current academic requirements as stated below. These students must maintain a 2.0 GPA and not receive two F's, one F and two D's, or three D's on any report card. If these requirements are not met, students are suspended from all sports, fine arts productions, and marching band throughout the next grading period. Once a year, students may request reinstatement 3 1/2 weeks (18 academic days) into the quarter of suspension.

1. For students who have two or more failing marks:
 - a. After 3 1/2 weeks, students must have a passing mark in each class they failed.

- b. After 3 ½ weeks, students must have a letter of recommendation from the teacher of the classes they failed, indicating a change in effort and commitment.
 - c. After 3 ½ weeks, they must have a 2.0 Grade Point Average and not more than two D's.
2. For students who have more than one F and two D's:
 - a. After 3 ½ weeks, student must have a passing mark in the class they failed.
 - b. After 3 ½ weeks, students must have a letter of recommendation from the teacher of the classes they had D's and a F, indicating a change in effort and commitment.
 - c. After 3 ½ weeks, they must have a 2.0 Grade Point Average and not more than two D's.
3. For students who have three D's:
 - a. After 3 ½ weeks, students must have a 2.0 Grade Point Average and not more than two D's.
 - b. After 3 ½ weeks, students must have a letter of recommendation from the teacher of the classes they had D's, indicating a change in effort and commitment.

5.004.4

Fine Arts Selection Criteria

The mission statement of North Raleigh Christian Academy is the guiding force for all decisions made throughout the school, including the materials that are selected in the fine arts curriculum. The following standards are designed to ensure that the fine arts department upholds the school's mission as a Christian school. Individuals may still call into question certain works because of differing interpretations of these standards, yet it is the responsibility of the school to determine the interpretation that governs the use of these standards.

Parent Partnerships: Material should be consistent with family values that are clearly communicated in the Scriptures. Each teacher should be prepared to share with any concerned parent the rationale of all materials used. No student will be required to perform material his or her parents find objectionable. Even though different preferences and levels of sensitivity make it nearly impossible to avoid any offense of some type, extremes in style and form are to be carefully considered in an attempt to significantly limit the possibility of offense. Such extremes would only be integrated when there is a compelling and reasonable academic purpose. A "mature theme" should not mean that what they see or hear would offend children or parents. It should refer to the complexity of the plot or the subject matter.

Academic Excellence: The age of the student and the intended function of the selection will determine the appropriateness of the material. The design of curricular fine arts content is to expose students to a variety of styles, forms and experiences the student might not otherwise receive. Each selection must be connected in some way to an educational objective. The selections should be appropriately challenging with specific instructional benefits. The technical demands of the work will be appropriate for the age level of the artist. The Fine Arts Director will be responsible for identifying the selection's aesthetic and/or intrinsic value in writing to the school administration.

Biblical Truth: All material should exemplify a high standard of excellence that considers the moral value of the work. No selection will deny the character of God. When immoral or unethical

behavior is a part of the story or picture, it must be portrayed as wrong. No selection will glorify nor treat lightly the subject of sin. Content that presents unbiblical worldviews should be considered with caution. If the selection is used, the merit of the piece must be obvious. If a selection has redeeming value but contains inappropriate and unnecessary wording, the language must be altered prior to public performance.

5.005.5

Visual Arts Courses

Elementary Art: Offered to all students in grades K-5. Because man is created in God's image, students learn about God's nature by exploring their own creative sense while studying the foundations of visual art. Emphasis is placed on creativity, aesthetic beauty, excellence and enjoyment.

Middle School Art: This is an elective for 6th, 7th and 8th grade students who would like to explore their own creativity through visual art. The foundations of art will be introduced and explored from the concept of beauty and excellence. Some projects will be developed that may be included in an exhibit in the Fine Arts Festival.

High School Art I: This is an elective course for students in grades 9-12 who want to further their study in the visual arts to include more complex forms of study. These students are encouraged to display their work in the spring art exhibit.

Art II, III, IV, V: These are elective visual arts courses that are available to art students having completed Art I. These classes are a more intense study of individual art techniques and processes. These students are expected to participate in the Fine Arts Festival.

AP Studio Art: This is an AP art class of independent study. It is available to any serious art student who has successfully completed Art I and certain advanced classes, and is planning on majoring in art upon graduation from NRCA. Each student will be required to prepare a portfolio.

5.006.5

Vocal Music Courses

General Music (K-4th Grade): Experienced teachers use a variety of teaching methods to allow the student to experience, participate and intellectually understand the joys and benefits of music. Special emphasis is placed on understanding talent as a gift from God. Musicals and concerts are performed annually.

Vocal Music (5th-6th Grade): These classes are designed to promote musical growth by further developing vocal skills and learning to read music. Although primarily performance-based, there is strong emphasis given to sight-reading, ear training, and basic music theory. Opportunities are given the student to listen, conduct, sing, evaluate, compose, and study different styles of music. Each grade performs in an evening concert once a semester and several NRCA chapels during the year. They also have the opportunity to participate in one to two choral festivals during the year.

Choir (7th and 8th Grade): This is an elective for 7th and 8th grade students. This class emphasizes part-singing and ensemble techniques in singing. Special attention is given to the changing nature of the voice at this age. This class will perform in several public concerts and NRCA chapels throughout the school year and will participate in several choral festivals each year.

High School Concert Choir (Grades 9-12): This is a non-auditioned choir for grades 9-12. This class teaches more advanced vocal skills and sight singing. These skills will be demonstrated in several public performances throughout the school year (Christmas, Spring, and *Pops*), including the ACSI and NCMEA choral competitions and NCMEA All-State and Honors Chorus. Students in grades 9-12 can receive honors credit. Requirements for honors credit include, but are not limited to: additional practice times, quarterly vocal testing, outside choral concert attendance, and auditioning for select and competition groups. The HS Concert Choir will participate in an annual spring trip/tour. Fundraising opportunities will be provided throughout the year and include book covering, concessions at fine arts and athletic events, and a winter talent show.

Honors Acappella Ensemble: This is an auditioned group from the 9-12 grade students who are currently participating in the high school concert choir. This ensemble studies and performs a varied repertoire of music from vocal jazz to madrigals and motets. They perform several times throughout the school year at NRCA and are also invited to perform throughout the Raleigh area. The ensemble also participates in ACSI and NCMEA choral festivals and competitions. Auditions for the group are held every spring. *Prerequisites: Audition and participation in the NRCA Concert Choir.*

AP Music Theory: This is a class offered to juniors and seniors and includes opportunities to develop musical skills that will aid in building an understanding of music composition and music theory. Music vocabulary will be developed through class interaction and written analysis of listening skills. Ear training, theory, and composition are studied in preparation for the AP Music Theory Exam in May.

5.007.6

Instrumental Music Courses

Band (5th Grade): This is a developmental beginner's band. This band performs in seasonal concerts as well as NRCA chapel services.

Band (6th Grade): This takes the now committed instrumentalists to the next level of skill and performance using a broader variety of musical styles, rhythms, and tempos. Must have successfully participated in the NRCA 5th grade band or similar program and/or have director approval. The variable of the band levels, prior piano, eagerness of the student and support of the parents are just some of the variables that are considered to allow exceptions to the prerequisite.

Band (7th and 8th Grade): This is an elective for 7th and 8th grade students. This class concentrates on the ensemble skills and musicianship of instrumental music. This class will perform in several public concerts throughout the school year including seasonal evening events and annual festivals/contests. *Participation Prerequisite: Must have been a member of the 6th grade Band or one year or more of private instruction.*

Concert Band (9th-12th Grades): is an elective course for instrumentalists in grades 9-12 who want to increase their abilities in advanced music. Skills learned will be demonstrated in several performances throughout the school year, including the annual ACSI Music Festival as well as other festival events chosen by the NRCA Administration. *All band members are required to participate in the NRCA Marching Band (see Marching Band for further information and requirements).* Exceptions are limited to those students participating in Varsity Football or Varsity Cheerleading. Students can receive honors credit. Honors Credit is given to students who meet

specific rehearsal and performance requirements given at the discretion of the band director. *Participation Prerequisites: Must have been a member of the Middle School Band or taken one year or more of private instruction.*

Honors Jazz Ensemble: This is an elective for high school students wanting to gain a working knowledge of America's one true art form and its rich history. Held before school 7:00-7:45) this course is open to students in the high school band and non-band instrumentalist (guitar, keyboard). This group performs publicly throughout the year as well as an annual spring concert. Honors Credit is given for this course. *Prerequisites: Audition and participation in the NRCA Concert Band. Should a student play a non-band instrument (bass guitar, electric or acoustic guitar, piano/keyboards) they must participate in the Concert Band unless they do not play any other instrument. In that case the student will be required to participate in the NRCA Concert Choir.*

5.008.7

Performing and Theater Arts Courses

Trades and Shop: This is an elective for students in the 9th-12th grades. The student will experience all aspects of set design, set construction, stage crew, and stage management. Each student is required to participate in both theater productions as a graded part of the class. Included with the theatrical aspects, the student will receive instruction in utilizing hand tools, power tools, and small machinery.

Middle School Drama and Dance: This is an elective course open to students in the 6th-8th grades who want to study public drama and dance techniques. The student is introduced to a variety of drama and dance components. The drama portion is taught three days a week while the dance is taught two days per week. A variety of dramatic forms are studied as well as back stage skills such as stage, sound, lighting, costumes and scenery. Students have the opportunity to practice their learned skills through school chapels and two major productions produced in the fall and spring of each year. Drama students have the opportunity to compete in several speech festivals held each year. All students are required to participate in both NRCA Theater productions (*Choices include: Cast, Set Crew, Technical Crew, Set Construction, Pit Orchestra, Make-up Crew, Costume Crew, or Usher*) as well as a spring dance recital. *Prior to auditioning for this class, parents should be made aware that the recital will take precedent over other extra-curricular activities.* The student will also have the opportunity to be instructed in dance. Emphasis is placed on technical barre work and combinations as well as exploring dance styles applicable to worship and theater. Important Note: Due to limited space, each student wishing to participate in the drama/dance classes must audition with the drama and dance instructor the spring prior. Acceptance will be based upon the audition.

High School Drama and Tech: This is an elective open to students in the 9-12 grades and meets five days a week. This class operates like the MS Drama and Dance class with the exception that the student will develop an understanding of the technical aspects of theater rather than dance. They will be guided through the operation of sound, lights, and the stage. More advanced acting and theater vocabulary will be developed with the students. Honors credit can be earned by fulfilling extra assignments as outlined at the beginning of each semester, and will include an outside theater projects and various extra assignments given by the course instructor.

Honors Theater Performance and Directing: This class is open to all 9-12 grade students wishing to develop more advanced dramatic technique while building directing skills. Students will explore a

variety of different approaches to acting while discovering the philosophy of directing a stage performance. Students will work in small groups through the year producing and directing One Act plays that will be presented on the main stage on NRCA. Prerequisites for the class include at least one year of theater classes and/or stage involvement, and teacher recommendation. The class will meet five days a week from 7:00am – 7:45am.

High School Dance: This class is open to any 9th-12th grade students and meets five days per week. The class will follow ABT (American Ballet Theatre of NYC) curriculum as well as various other forms of dance and dance technique. Emphasis will be placed on proper execution of technique and choreography. Each dance student must participate in a required recital in the spring of each year. Due to limited class space, an audition is required in the spring prior to the academic year requested. Honors credit can be earned by completing outside projects and extra assignments given by the course instructor during the academic year.

Honors Dance Company: NRCA Honors Dance Company is an honors dance program. This class meets before school from 7:00am – 7:45am. The class will explore more difficult solo and ensemble choreography and will perform in several chapels throughout the year. The company also performs a recital in the spring. *Prerequisite: Students must have had at least one year of intensive dance training, must be enrolled in an outside dance studio during the year of participation, and must pass an audition in the spring.*

5.009.8

Co-curricular and Extracurricular Activities

Co-curricular Classes:

Marching Band/Guards: All High School Concert Band students are expected to participate in the *Marching Knights* of NRCA. Participation in the Spring Band Camp in June and two weeks at the Summer Band/Guards Camp in August is expected. The *Marching Knights/Guards* perform at all home Varsity Football games as well as parades and other functions designated by the NRCA Administration. **Certain middle school students may participate in the marching band by recommendation and approval of the band director. Students not participating in the High School Concert Band may still participate in the marching band. Academic credit can only be given to students who participate in the concert band.**

Extracurricular Activities:

Theater Productions: NRCA produces full-scale dramatic productions that often use students from Elementary, Middle and High Schools. These productions are presented two times per year, one in the fall and a musical in the spring. Participation in these events is by audition only and requires a commitment to all rehearsals and performances.

5.010.8

Fine Arts Expectations

The fine arts program at NRCA is a vital and important part of academic and school life. The following are general expectations placed on student, parent and teacher to ensure excellence in the program.

Student Expectations:

- View their fine arts class or rehearsal as the priority during that particular hour of the day.

- Schedule homework groups, special tutoring and make-up work for times other than scheduled rehearsal times.
- Bring to each rehearsal a professional attitude that focuses on being prepared, attentive and determined with a general spirit of cooperation.
- Have the necessary materials required to accomplish the class or rehearsal objectives for the day.
- Communicate with the faculty member in charge when there are concerns over how the class is progressing (Matt. 18).

Parent Expectations:

- Encourage the student's preparation before each class and rehearsal.
- Support the progress of the program by scheduling appointments and regular family events at times other than scheduled rehearsals and help classes.
- Attend scheduled performances, recitals or exhibits that their student may be involved in.
- Communicate directly with the faculty member in charge if there is a perceived problem.

Teacher Expectations:

- Use the Fine Arts Criteria for the selection of all materials used in class and performance.
- Be fully prepared for every class and rehearsal.
- Help design and implement a curriculum that provides an excellent artistic education.
- Demand effort, cooperation and excellence from each student.
- Make general decisions for the overall good of the program, while being equitable to students in a spirit of cooperation.
- Develop an assessment tool that adequately reflects the performance and progress of each student.
- Provide general leadership and vision for the class.
- Assist interested students with college decisions and auditions.
- Encourage the students to use their gifts in their local church ministry

5.011.9

Handling Conflicts

Matthew 18:15-18 makes it clear that conflicts within the body of Christ should be handled on an individual basis. It is interesting to recognize that Christ's teachings regarding conflicts with one another are followed by instructions in forgiveness (Matt. 18:21-35). As a result of this passage in God's Word the following should be applied to teacher/parent/student relationships.

- Personal conflicts cannot be avoided in life and should be viewed as a learning opportunity for all involved.
- When the conflict arises the two parties involved should discuss the issue as soon as possible.
- A third party should only become involved if the conflict cannot be resolved among those in conflict.
- Even if the conflict is never fully resolved, forgiveness must be applied because it is the Biblical example.
- All confrontations should have the purpose of resolution in mind. An individual's spirit should be one of restitution, not revenge.

5.012.9

Concerts and Performances

NRCA offers several opportunities for the students to showcase their talents each year.

Purpose: Concerts and public performances or exhibitions provide students with the incentive to strive for excellence. Participation in these events gives the student the opportunity to share their gifts and talents with their families, friends and school. These events also serve as a primary form of evaluation of the student's progress.

Attendance: All participants are required to attend and participate in all concerts and performances (instrumental, choral, theater arts, and dance). They are also required to be on time for any pre-meetings, make-up sessions or warm-ups. Absences are only excused for illness. The faculty member in charge must receive absence requests two week in advance. It is important to note that fine arts events take priority and participation is expected.

Performer's Etiquette: Professionalism is part of an excellent performance. The following are some guidelines on how the participants can act more professional during their performances:

- Performers are to be prompt to their assigned meeting place before a program.
- During their performance they are to act professional by wearing the appropriate attire.
- The focus of the performer should be solely on the task before them.
- The performer should always respond to the audience with grace and respect.
- While others perform, each participant should be attentive and supportive.
- Talking on stage and chewing gum are always prohibited.

Audience Etiquette: It is the goal of NRCA to do all things in an excellent manner before our Savior, Jesus Christ. This includes our attendance and professionalism at various school programs. Therefore, here are a few guidelines to follow regarding proper concert etiquette:

- Always remain in your seat during the performance. If you must move during a concert, do so in-between songs.
- There should never be any talking during the performance. This would include the hallway just outside the room where the concert is taking place.
- It is only polite to attend the entire concert so that all participants receive a good audience to hear their performance.
- Polite applause is encouraged. A standing ovation is appropriate when warranted. Whistles and yelling are considered rude and disruptive.
- Early arrivals should sit toward the middle of the row, not on the outside.
- When taking pictures, try to be in the aisle. If this is not possible, do not stand and block the view of other audience members.
- Students who attend and concert or performance should dress according to the handbook specifications for all fine arts events (chapel dress code).

Concert Dress: Normal concert dress will be formal and professional. Special outfits and costuming will be used at the discretion of each director.

5.013.10

Fine Arts Festival

Purpose: The Fine Arts Festival at NRCA exists to motivate elementary, middle, and high school students to explore their talents in the arts and receive feedback on the progress to the excellent development of that gift.

Format: The Fine Arts Festival is primarily a ratings festival. Each student will be judged on his or her own merit against the standard of perfection. The student's performance will be adjudicated and students will receive an award indicating their judges rating. In some cases a student may demonstrate remarkable ability and the judge may award them with the special "Best in Show" award.

Ratings and Definitions:

- Superior Rating: A near flawless performance with no obvious areas of weakness.
- Excellent Rating: A complete, quality performance with only a few noticeable technical errors.
- Good Rating: The general concepts and skills are present but the technical demands are lacking.

Categories of Adjudication: These may involve, but are not limited to: piano, vocal and instrumental music, drawing, painting, pottery, textiles, architecture, humorous speech, demonstration speaking, declaration, and acting.

5.014.11

Memberships and Associations

North Raleigh Christian Academy is a member of the Association of Christian Schools International (ACSI). This membership enables our fine arts students to enter ACSI arts festivals if it is convenient in the school calendar. The North Raleigh Christian Academy Theater Arts program is a charter member of the International Thespian Society (ITS), an honors theater organization that is recognized internationally and supports the recognition of excellence in theater. Membership is afforded to students who complete a specific number of theater activities per year.

5.015.11

Class Fees

Due to the very nature of the fine arts curriculum, there are times when added funds are necessary.

Instrumental Music: The student is responsible for securing their own instrument with the exception of those larger items that the school provides. There is a small fee for Marching Band that includes uniform maintenance, gloves, and shoes. Other activities may require an additional expense.

Vocal Music: There are no fees for participating in the vocal program; however, there are expenses incurred by the student for choral outfits assigned by the director as well as additional fees for various activities that are announced in advance.

Art Classes: There is a small fee for art students to assist with perishable supplies. This fee varies depending on the grade level of the student involved.

Theater Arts: There is no fee for the drama class or participation in the spring production.

Dance: Each student is required to purchase and maintain dance, workout clothing and shoes. Recital costuming will be an additional expense and assigned by the instructor in advance of the recital.

5.016.11

Private Music Lessons

NRCA provides private instruction in piano and strings by highly qualified staff of independent teachers. Lessons are scheduled during the academic day to make private music instruction more convenient and affordable for the student of North Raleigh Christian Academy. Fees vary according to the teacher's experience (range: \$15.00-\$20.00). The individual instructor, not by NRCA, collects the fee.

5.017.12

Athletic and Band Booster Club

NRCA has a volunteer parent booster organization, the Athletic and Band Booster Club, established for the purpose of raising funds for and awareness of athletics and marching band/guards. Purchases for the marching band/guards must be screened by the fine arts director and submitted to the superintendent twice a year at the designated time, unless there are extenuating circumstances, for final approval to be presented to the Booster Club for consideration.

5.018.12

Music, Videos, and Electronic Devices

The coach is responsible for all music and videos played on school and/or rented vehicles. The school will provide any videos that are played on such vehicles. Only Christian music can be played on such vehicles. Students in grades 9-12 are allowed to use ipods, iphones, or other similar electronic devices when traveling to and from games. However, these may not be used off the bus, at the playing fields, in the gyms or in the school buildings. Students in grades 6-8 are not to have these devices on trips. A student's electronic device used inappropriately will be taken and disciplinary action will result. Music and video selections on a student's electronic device should not contain crude, profane, or vulgar language, gestures, or sexual innuendos. Coaches has the right to request electronic devices at any time to check its contents as to its alignment with this policy. Inappropriate content will result in disciplinary action.

5.019.12

Private Piano and Strings Guidelines

1. All instructors must fill out a Volunteer Student Service Agreement Form on a yearly basis. This must be filled out and given to the Director of Fine Arts prior to the first lesson at the beginning of each school year.
2. Each instructor must set up an automatic draft with the NRCA Business Office that will deduct the monthly studio rental fees. This must be completed by the start of the each school year. The instructor will be responsible to collect individual student lesson fees.
3. Sign-ups for private lessons will occur during Open House. These lists will be shared with each instructor for even distribution. Previous students will be automatically assigned to the specific instructor. Through the year students may contact the front office. These students will be assigned to instructors in tenure order.
4. **ONLY NRCA STUDENTS** may be taught on the campus. Students who do not attend NRCA must take lessons off campus.
4. Private lessons will take place between the hours of 8:30AM and 3:00PM. No exceptions, please. Lessons may not be given during lunch periods or chapels.
5. Make up lessons must be pre-arranged with the parents and the specific academic teacher.
6. Due to the busy nature of the front office, each instructor must acquire an academic schedule from each student. This will alleviate involvement with the front office.

7. A copy of the instructor's rosters, which will include lesson times and contact information for each student, **must be filed with the Director of Fine Arts and the Administrative Assistant to the Fine Arts prior to the first day of class.** Updated lists should be provided as necessary.
8. Students in Kindergarten through 4th grade must be picked up at their class and returned by the instructor. OFFICE ASSISTANTS and TEACHER ASSISTANTS will not be available. Instructors must build time into their schedules to accommodate this. Hall passes will be assigned each student in grades 5-12. The student must have these passes with them to and from the lesson.
9. Should an instructor be unavailable to teach lessons due to an illness or emergency, it will be the responsibility of the instructor to contact the students and their parents. **If time does not permit, the instructor must contact the Administrative Assistant to the Fine Arts Director and word will be distributed to the students.** While it is helpful, simply placing a note on the door of the studio will not be sufficient.
10. Recitals will be held in the Fine Arts Center of NRCA two times a year. The Director of Fine Arts will schedule the recitals. Requests for times should be submitted in writing to the DFA prior to the event. If an instructor wishes to conduct the recital off campus, they must inform the DFA in writing along with the venue and times for the recital.

5.020.13

Choir Fundraisers

The Concert Choir has an Easter Break choral trip each year to four locations: Orlando, Nashville, Charleston, and Lancaster. Students raise funds during their high school years through (1) the June Fun In The Sun Camp, (2) the August Elementary Book Coverings, (3) the NRCA Talent Shows and (4) Fall and Spring Concessions. Proceeds are distributed to individual student accounts after expenses based on the number of hours worked. Only rising 10th-12th grade students may participate as Fun In The Sun Camp Counselors. Rising 9th grade students may participate in the August Elementary Book Coverings. If students leave NRCA or discontinue participation in the choir, funds in their accounts are transferred to the choir house account. If senior choir members (seniors only) have more funds than needed, up to \$300 of the excess may be used as spending money on their senior choir trip. Any additional funds will be placed in the choir house account. If the Fun In The Sun Camp Director is an adult and/or alumnus, a stipend of the highest amount paid to any student will be gifted to the Director. If an inadequate number of choir students do not sign up for the fundraisers, students outside of the choir may work and receive community service hours. The house account receives a percentage from the annual Fun In The Sun Camp each year so that it will cover expenses if a charter bus is required. For most trips, school transportation will be used.

5.021.13

Bus Policies

Seating:

1. Whenever possible, buses should be by gender, boys on one bus, girls on the other. If buses must be mixed with boys and girls, girls are in the front and boys in the back.
2. At least two sponsors should be placed between the two groups.
3. If team managers are of the opposite gender, they are to sit up front with the coaches.
4. Only one student should be in each seat. Students should remain seated when the bus is in motion.

Videos:

1. Staff and coaches are responsible for all videos played on school and/or rented vehicles.
2. Only DVD's provided by the school are acceptable to play (no exceptions).
3. Remember to collect and return your DVD's to the Superintendent's office

Music:

1. Staff and coaches are responsible for all videos played on school and/or rented vehicles.
2. Students in grades 9-12 are allowed to use ipods, iphones, or other similar electronic devices when traveling on field trips or to and from games. However, these may not be used at the playing fields, in the gyms or in the school buildings. On field trips, these devices should be put away while engaged in activities or walking from event to event for safety.
3. Students in grades 6-8 are not to have these devices on trips.
4. A student's electronic device used inappropriately will be taken and disciplinary action will result. Music and video selections on a student's electronic device should not contain crude, profane, or vulgar language, gestures, or sexual innuendos.
5. Staff and/or coaches have the right to request electronic devices at any time to check its contents as to its alignment with these policies. Inappropriate content will result in disciplinary action.

Trip Guidelines:

1. Begin the trip with prayer. Remind the students to remain seated when the bus is moving. Chaperones should circulate periodically. Always have a map in the event the driver is not familiar with where you are going.
2. Food stops should be where students do not have to cross a major thoroughfare (no exceptions). Chaperones should honor this policy by abiding by it as well.
3. Clean the bus at the end of a day trip. If the trip is multiple days, clean periodically and at the end of the trip.
4. If the trip is overnight, bus drivers should receive a tip. Collect money from the students and present it to the bus driver at the last stop before arriving back at school.
5. Chaperones should remain until all students are picked up by their parents.