

**HAWTHORNE CONSERVATORY**  
CENTRAL PRESBYTERIAN CHURCH



GROWING IN CHRIST THROUGH ARTS

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# Parent & Student Handbook

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## Hawthorne Conservatory

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*Campus on Lincoln Street | Huntsville, AL 35801*  
*[Hawthorneconservatory.org](http://Hawthorneconservatory.org)*

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# Welcome

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Thank you for making Hawthorne Conservatory your choice for quality music and arts education. The Hawthorne Conservatory serves to provide a safe and enriching environment to help those within our reach realize their potential. We believe that The Arts have the power and capacity to positively affect people and change lives and communities. With your commitment, we will do our best to ensure that your experience here will be just that – powerful, positive and life changing!

This student handbook is intended to clarify expectations and provide helpful information that will maximize your music and arts education experience. We consider you a part of our community, and value who you are and what you bring to it.

If you need more information beyond what is listed in this handbook, or if you have any questions/concerns, please feel free to contact the conservatory office at any time: 256-534-1255 or email: [hawthorneconservatory@centralpresb.org](mailto:hawthorneconservatory@centralpresb.org). Again, welcome to The Hawthorne Conservatory!

## The Legacy

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The establishment of the Hawthorne Conservatory was made possible through a trust fund left to Central Evangelical Presbyterian Church by Marguerite Cartwright Hawthorne. For over 20 years, we have operated out of the Freeman House located at 205 Lincoln Street in downtown Huntsville, Alabama. We have now expanded our campus to include the Dance and Art Studio located at 107 Lincoln Street and The Cooper House located at 405 Randolph Avenue.

Our purpose is to provide music and arts instruction in a safe and inspiring atmosphere to students of any age, who are highly artistic and demonstrate a keen interest in learning a variety of arts disciplines, with music as the foundation. We are especially focused on providing this opportunity to those who, otherwise, would not have the chance to receive music and arts instruction, and serving our community.

In 1996, Hawthorne Conservatory went forward in this mission. Now, the legacy continues through the long-lived commitment of the Central Evangelical Presbyterian Church members and faithful contribution of the Hawthorne Conservatory staff, community partners, parents, students and donors.

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## Our Guiding Principles

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### *OUR GUIDING PRINCIPLES*

- ❖ **Our Creator is our Common Core Standard!** (*Genesis 1 / Nehemiah 9:6 / John 1*)
- ❖ **Music** is indisputably held as a universal language and foundational link to all arts and sciences.
- ❖ **Art is worship**; since we are made by The Creator, in HIS image, and inspired by HIS creation, we are given like abilities to “co-create” and are to do so for HIS kingdom and honor.
- ❖ Artists should produce works that **lift up “the good, the true and the beautiful”** – both the joys and tragedies – portrayed or communicated truthfully – for with Christ we have hope and redemption, but without Him we are lost.
- ❖ Art is to be done with **excellence**, and resound **deliverance**, bring **healing, comfort and joy**.
- ❖ **Culture should benefit** from a wider range of art that **advances God’s Kingdom principles** and can be understood by both Christians and non-Christians.

## The Conservatory Staff

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The Conservatory staff includes the Hawthorne Conservatory Board, Director and Teachers, who are highly credentialed, competent, and dedicated to your care and mentorship. Collectively, the staff serves the needs of the Hawthorne Conservatory students and community and strives to maintain a standard of professionalism and moral integrity.

### *The Hawthorne Conservatory Board*

The Hawthorne Conservatory (HC) Board oversees all activities involving the use of the Freeman House and the Hawthorne Conservatory, serves under the authority of the Session of Central Presbyterian Church and provides ongoing support to the Director and Conservatory staff.

### *The Conservatory Director*

The Director of the Hawthorne Conservatory oversees and coordinates all aspects and activities of the Hawthorne Conservatory, serves under the authority of the HC Board in developing and maintaining the Conservatory, and monitors and evaluates operational and instructional effectiveness.

### *The Conservatory Teacher*

The Conservatory Teacher serves under the Conservatory Director, provides quality care and appropriate instruction to students in a positive manner, and communicates progress with students/parents.

# Our Program

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You can expect our program to be quality, safe, enriching, beneficial and developmentally appropriate for students ages 3 & up.

## Class Offerings

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Private and group lessons are 30 minutes – 1 hour per week as scheduled. A minimum enrollment for group classes may be set in order for the class to commence. The Conservatory will provide private and group music education in one or more of these disciplines. All offerings are subject to teacher availability:

<i>Piano</i>	<i>Violin</i>	<i>Guitar</i>	<i>Voice</i>	<i>Flute</i>	<i>Percussion</i>
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## DANCE

Dance Classes at Hawthorne aim to offer excellence and quality without compromise. We will promote **modesty** and **beauty**, while developing good habit formation, solid technique and discipline. Genres of study may include classical and inspirational dance with foundation in ballet.

## VISUAL ARTS

Visual Arts at Hawthorne aims to offer next level experience to open the door of creative expression and design. Using the Reggio Emilia and Charlotte Mason inspired methods; students will learn from the masters, observe nature, and capture their perspectives through copy and original work. Visual Arts studies may include manuscript and cursive handwriting, calligraphy, photography, drawing, sketching, pottery, mosaics, canvas and colors, and introduction to film.

## Instructional Methods, Content & Music Selection

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Teachers will assess student skill levels and make recommendations as to appropriate curriculum and music based on students' interests and development needs and our moral and performance standards.

## Special Performance & Presentation Opportunities

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We value learning and demonstration of skill at the Hawthorne Conservatory as a way to help students achieve music mastery. Various creative and meaningful presentation and performance opportunities for the Hawthorne Conservatory students to demonstrate their skill and progress are available. These opportunities promote peer-to-peer learning, confidence, and self-worth, allows the parents and staff to observe and celebrate student growth and progress, and includes but is not limited to:

- Informal gatherings
- Formal & informal Recitals or Special Concerts / Events
- Huntsville Music Study Club / NFMC
- Hawthorne Conservatory Outreach

## Tuition

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It is and will remain our priority to make music and arts education affordable and accessible to our community and meet needs within our reach. Our teachers reserve time in their schedules, plan for your lessons, and invest in the long-term development of each student. To provide regular, quality lessons, the following policies need to be observed.

### **Annual Family Registration Fee: \$40**

#### **Private Music Lessons:**

Full Rates:

- |                                   |                                   |                                   |
|-----------------------------------|-----------------------------------|-----------------------------------|
| • 30min lesson:<br>\$415 per term | • 45min lesson:<br>\$620 per term | • 60min lesson:<br>\$820 per term |
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#### **Dance**

Classes are \$200 Fall Term / \$250 Winter-Spring Term. Yearly Recital Fee is \$40.  
Recital Costume Fee is TBD.

#### **Visual Arts**

Classes are TBD per term.

## Payment

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Monthly payments are due the first lesson of each month. Monthly tuition rates are based upon the nine-month school year during which there are 32 weeks of instructions. The monthly tuition payment is due August through May. Summer lessons/camps fee schedules are agreed upon at the beginning of Summer, June through July. If tuition/communication is not received before the 10<sup>th</sup> of the month, a \$10 late fee will be incurred, and lessons/classes will be suspended until tuition is paid.

### **Grants & Scholarships**

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For those who are unable to meet the minimum or afford books or instruments, there may be full and partial grants and scholarships available to assist. The Director reserves the right to exercise discretion and good judgment in awarding grants/scholarships.

**To be considered, student/parent must complete and submit a grant/scholarship request and should consult the Conservatory Director to assess grant/scholarship eligibility and availability.**

### **Music Books, Instruments & Supplies**

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**Students or parents are responsible for purchasing necessary music books, art supplies, musical theater kits and purchasing or renting instruments, which may be available at The Hawthorne**

Conservatory or various local specialty retailers. Instrument rentals must be turned into the HC office at the last lesson of the year.

## Role of the Students & Parents

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As a staff, we are **partnering with you** to achieve the desired results. Furthermore, we all share responsibility and benefit from good communication and a beautiful learning environment. So, **parent and/or student responsibilities are summarized as follows:**

- Please **respect teacher's instructional time** regarding your attendance habits and noise levels.
- For safety, parents must remain onsite during student lessons for lessons whose duration is 1 hour or less. Students whose schedule may require them to be on campus for more than 1 hour must **at all times** remain in the care of adult supervision **regardless of their age**. Staff and parent volunteers will be in place to assist in providing this supervision. No child may roam campus or buildings. We are not responsible for the watch or care of siblings or additional guests who accompany students/parents, nor belongings.
- Be prepared to **sit in on classes** as determined by the teachers and attend parent/teacher conferences.
- **Check email, read and stay current on all conservatory correspondence**
- **Properly dispose of trash, clean up behind yourselves and your children and observe cleanliness** courtesies in bathrooms.
- **Treat Conservatory instruments with care**, refraining from destructive behavior and damages.
- **Ensure reasonable accommodations are made for practicing and employ good practice habits** (generally a minimum of 20 minutes per day, 4 days per week).
- **Maintain acceptable performance standing** = *attendance, behavior & progress*. This is especially important for those who wish to continue receiving grant or scholarship benefits and participate in recitals, concerts and other Conservatory activities.
- **Demonstrate and ensure proper behavior** and citizenship at all Conservatory functions, including the primary care and discipline of younger siblings or guests that are visiting with you

**Feel comfortable communicating** with teachers or Director any helpful ideas you may have, as well as challenges you or your family may be facing for which we may be able to engage our community for support / assistance

## Mastery Standards

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**Absences: All students and staff are expected to attend all lessons.** The calendar includes "no class" days to help relieve demanding schedules. Understandably, unavoidable absences may occur. Should a staff member be absent, students/parents will be notified and offered a lesson with a or a make-up lesson. Should a parent / student anticipate an absence, they should notify the Conservatory Director in advance of the lesson. Make-ups are **NOT** offered for student absences. Please refer below:

### Please note:

- No make-up will be offered for inclement weather. Satisfactory progress, attendance, and zero balance on all accounts is required for students to remain active and enroll or participate in future classes.

# Health & Safety

## Sickness & Injuries

If a **student is sick** with a contagious ailment and/or running above normal fever, they should not report to class in the best interest of the wellness of others in the Conservatory. The student should be fever free for 24 hours before returning to class.

If an **injury, disease or danger occurs**, they should be reported to the Director or Appointed Person on staff immediately.

## Emergency Preparedness

Based on the state of Alabama hazard analysis conducted in September 2010, the Huntsville, Alabama area is at medium or high risk of the following natural and technological hazards:

<i>Natural Hazards</i>	<i>Technological Hazards</i>
<ul style="list-style-type: none"><li>• Flooding</li><li>• Tornadoes / Windstorms</li><li>• Winter Ice Storms</li><li>• Lightning</li><li>• Hail</li><li>• Extreme Temperatures</li></ul>	<ul style="list-style-type: none"><li>• Energy crisis</li><li>• Transportation crisis (air / rail)</li></ul>

In any occurrence of these hazards, the Conservatory Director or “Appointed Persons” will give detail directions as to actions.

In the case of **inclement weather**, we will generally follow the Huntsville City Schools system decisions.

In the event of a **tornado or windstorm**, all staff and those inside the Freeman House should assemble on the lowest level of the facility away from windows and sharp objects.

In the event of a **small containable fire** (i.e. in a wastebasket), **the fire extinguisher can be used**. However, you should only use a fire extinguisher:

1. once you have been trained and know how to operate it
2. once you have alerted others occupying the building and the fire department has been notified
3. you are safe from the toxic smoke produced by the fire
4. you have a means of escape identified and the fire is NOT between you and the escape route,
5. your instincts say it is safe to use the extinguisher.

In the case of **an uncontainable fire**, all staff and those inside the Freeman House should **quickly and orderly evacuate** the building, following the EXIT signs located over doorways going far away from the building at the **DESIGNATED MEETING PLACE – THE COOPER HOUSE PARKING LOT.**

## Student Handbook Acknowledgment & Agreement

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- ☐ I have read and understand the information provided in the Hawthorne Conservatory Student handbook.
- ☐ I understand that I am responsible for checking, reading and tracking all conservatory correspondence.
- ☐ I understand and agree that keeping my financial commitment is as a condition of my enrollment or my child's enrollment unless granted a scholarship or alternative arrangements are offered / made.
- ☐ I understand that although I may be eligible for a grant or scholarship, grant or scholarship slots may not be available; in which case I will be placed on a priority waiting list.
- ☐ I understand that if I am eligible for and offered a grant or scholarship that mastery standards, including good attendance, must be maintained to receive continued benefit.
- ☐ I agree to do my best to meet expectations outlined in this handbook, including adhering to safety guidelines, instrument and facility care, mastery standards and withdrawal procedures, and fulfilling responsibilities noted in "The Students' & Parents' role" section of this handbook.
- ☐ When revisions of the handbook are made, I understand that I will be notified and given an opportunity to revisit agreement.
- ☐ I understand that misconduct or significant lack of mastery as evidenced in poor attendance, behavior or progress despite solutions pursued can result in discontinuation of my participation in the Hawthorne Conservatory program as determined by the Director and/or HC Board.

Student Name \_\_\_\_\_

Student Signature \_\_\_\_\_ Date: \_\_\_\_\_

Parent Name \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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