



Jazz Arts Project, A non-profit organization
<https://www.jazzartsproject.org>



Terms, Policy, & Procedures 2025

The Jazz Arts Academy is a year-round comprehensive jazz studies program committed to offering accessible, transformative music education in inclusive settings where all students are welcomed, nurtured, and valued.

ELIGIBILITY CRITERIA

Jazz Arts Academy sessions are offered to students between the ages of 13-18 with 3-4 years of experience playing their instrument, who know at least 3-4 major scales, read music, and understand basic rhythms. Placement will be determined by performance evaluation.

REGISTRATION/TUITION

All students must register through our online form. The Jazz Arts Academy 2025 tuition fee is \$550 for each multi-week semester. Although the Academy is a fee-based program, tuition assistance grants and a limited number of full scholarships are available. Please apply early, as these opportunities are limited.

ATTENDANCE POLICY DETAILS

Each student musician is expected to attend all rehearsals, arrive promptly, and remain through to the end of the rehearsal. Absence, lateness, or early departure disrupts the individual student's learning process and impacts the performance level of the entire ensemble.

- Jazz Arts Academy must be notified of the reasons for any absence.
- Please email Kiki Rausch at EDU@jazzartsproject.org at least three days in advance if your student will be late to class or needs to miss due to another essential obligation, such as family vacations, school obligations, or illness.
- Unexcused absences may impact participation in the final showcase. A student who misses three or more unexcused rehearsals may be ineligible to perform in the final showcase.
- Attendance at all concerts, competitions, and related rehearsals is mandatory.
- Please note that additional performance opportunities may be added during the session.

ANNUAL FAMILY SURVEY

Families are encouraged to participate in our annual survey. Your feedback is essential in gaining information in order to make informed decisions and improvements in our future programming.

FAMILY & STUDENT COMMUNICATION

Email is the primary form of communication with families.

Google Classroom is the primary form of weekly communication with students.

Please check these sources regularly for important updates, concert information, and performance opportunities.

TRANSPORTATION

Families of Jazz Arts Students are responsible for transportation to weekly sessions, student showcases, fundraisers, and community events.

SHOWCASE ATTIRE

Our showcase attire regulations aim to present a professional appearance and ensure a uniform look throughout the ensemble.

- Black formal dress pants, slacks, skirt or dress
- Black button up dress shirt, or black blouse
- Black dress socks, or stockings/hosiery
- Black dress shoes-no sneakers

HARASSMENT, INTIMIDATION AND BULLYING

Jazz Arts Academy has a zero-tolerance policy and is committed to fostering a learning environment where students feel valued, secure, and safe. Students found bullying or harassing other students are subject to interview and possible expulsion from Jazz Arts Academy without refund. Report any suspicious activity using the chain of command outlined in our grievance policy.

GRIEVANCES

Family members should first contact their child's instructor when questions or concerns arise. If further resolution is required, then it is logical to communicate with someone at the next level. The proper chain of command should be as follows: Instructor, Director of Education, Artistic Director, Board of Directors,

ACADEMY CLOSURES

Jazz Arts Academy may need to cancel a session due to inclement weather or building availability. Families will be informed of closures in the following ways: Email to all families and Notification on Google Classroom

VISITOR POLICY

The safety and privacy of students and staff is Jazz Arts Academy's top priority. We want to make visits to our classes pleasant and welcoming experiences in a safe environment for everyone.

Arrival Procedures for visitors

- All visitors are required to check with the teaching staff upon arrival
- All visitors are to sign in upon arrival for insurance purposes.
- Permission & Limitations on Visits to a Jazz Arts Academy Sessions
- Arrangements to visit a session should be made at least one week in advance of the intended visit.

Contact Kiki Rausch at kyriakirausch@gmail.com to request a session visit.

The Jazz Arts Academy staff reserves the right to ask the visitor to leave if their actions interfere with the instructional program.

REFUND POLICY

Withdrawals made before the beginning of the session will result in a 100% tuition refund excluding any non-refundable Registration Fee that may have been applicable. Withdrawal before the second class day will result in a 75% tuition refund excluding the non-refundable Registration Fee. All payments for classes are nonrefundable after the second class. All withdrawals must be submitted in writing to Kiki Rausch at kyriakirausch@gmail.com. All payments for classes are nonrefundable after the second class.