



**St. John's**  
Music Academy

# Parent/Student Handbook

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CONTACT

901 SW Fillmore  
Topeka, KS

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SJMA Administrator

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## PURPOSE

St. John's Music Academy (SJMA) seeks to provide music education through studio lessons using appropriate curriculum and methodology within a Christian atmosphere and in accordance with the rich heritage of classical, Lutheran sacred music that serves the Gospel of Jesus Christ.

We believe that "next to the Word of God, the noble art of music is the greatest treasure in the world" (Martin Luther). Thus, we strive to preserve this treasure of our Church within our private music lessons, church services, communities, and homes. By doing so, we hope to **enrich** the lives of those who learn this noble art, **preserve** both God's Word and our rich heritage of Lutheran hymnody that carries it, **serve** those within the Church and community with music, and **raise up** the next generation of church musicians who will continue to serve the Church in various capacities.

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## FACULTY

Bethany Johnson (piano, organ, violin)

Beverly Sparks (piano)

Marilynn Bahr (piano)

Dave Bartels (trumpet)

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## GENERAL POLICIES

### Contact Information

Registration forms are to be completed by students/parents at the time of initial enrollment as well as each consecutive fall. Students/parents are to notify the Administrator or teacher(s) as soon as possible regarding any changes in the contact information provided. Teachers will provide contact information at the first lesson so that families and teachers can communicate directly with each other regarding lesson matters.

### Teaching Locations

All music lessons are given on SJMA's campus (901 SW Fillmore, Topeka, KS). Students will meet their teachers at the South door for admittance into the building. They will use the same doors to exit the building. Parents are invited to sit in on their student's lessons at any time, either in the Fireside room or upstairs near the library or bathrooms. If a teacher wishes to give a lesson at the student's school or another location (such as a make-up lesson at a student's or teacher's home), this arrangement must be approved by the SJMA Administrator.

### Studio Use

Families may use the Fireside Room area, Luther Hall, or nursery during lessons as long as they make sure everything is kept tidy. Students are welcome to practice on the grand piano in the Fireside Room, the baby grand piano upstairs overlooking the courtyard, or the pianos in Room 204 and 207 during office hours (see below), provided that the pianos or rooms are not needed for lessons or anything else, and that students are provided with adult supervision. Students and families are expected to treat the instruments and studio space with appropriate care.

**Office Hours (St. John's Ev. Lutheran Church):**

**Monday-Thursday, 8:00 a.m. – 5:00 p.m.**

**Friday, 10:00 a.m. – 2:00 p.m.**

**Office Phone Number: 785-354-7132**

## Student Dress Code

Students are expected to dress and present themselves in a way that is safe, non-offensive, and non-disruptive. For recitals and other performances, students are expected to dress in concert or church attire.

## Copyrights and Photocopying

St. John's Music Academy abides by all copyright laws. Music scores must not be photocopied for private lesson repertoire. Students may only use photocopied scores in performance to assist in the efficiency of page turns.

## Photographs and Recordings

All photos and recordings of students and/or faculty taken at St. John's Music Academy functions by its volunteers are the property of SJMA and may be used for the promotion of the music academy. Students and/or parents should communicate with the Administrator if there are concerns about publishing a student's photograph or name for promotional purposes.

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## PROGRAM DESCRIPTIONS

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### Lesson Length

Lesson length at St. John's Music Academy may be 30, 45, 60, 75, or 90 minutes. Durations of 30 or 45 minutes are most common. In determining lesson length, the teacher and the student/parent should discuss the appropriate length of duration in relation to the student's needs and abilities.

### Student Performance Opportunities

Performance opportunities are vital for developing student confidence and for fostering an attitude of leadership and service. There are two recitals each year: a Christmas recital and a Spring recital. Other opportunities may arise throughout the year, such as performing at nursing homes or other community events. Students are also encouraged to play in their home churches and/or at St. John's Ev. Lutheran Church. Student participation is determined by the student and teacher.

### Curriculum

SJMA music instructors use the method books/materials that will best serve the individual student's needs. Instructors also incorporate Lutheran sacred music, including hymns and liturgy, into their lessons as appropriate to the student's ability.

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## MISSED LESSONS

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Faculty and students may miss lessons for planned or unplanned reasons. The following guidelines describe how to handle various types of missed lessons.

### Faculty Absences

**Planned Absence:** St. John's Music Academy teachers are encouraged to pursue performance and other professional opportunities that enhance their expertise as music academy teachers. There may also be certain days set aside for vacation or holiday break. If a teacher must miss a lesson for those days, he/she is responsible for notifying the Administrator and the student/parent in advance, and for scheduling a make-up lesson, if desired.

**Unplanned Absence:** If a teacher must miss a lesson due to illness, family emergency, transportation problem, etc., he/she will notify the Administrator and student/parent at the first opportunity and a make-up lesson will be scheduled.

## Student Absences

**Planned Absence:** If a student knows in advance that he/she will miss a lesson for a recognized civic or religious holiday and wants to make up that lesson, he/she must notify the teacher at least one week in advance of the absence. If this is not done, the teacher is not obligated to make up the lesson. Other planned absences such as a family vacation, school trip, etc., may be made up, if the teacher agrees.

**Unplanned Absence:** If a student is unable to attend a lesson due to illness, family emergency, transportation problems, etc., the student or parent is expected to directly contact the teacher as soon as possible.

It is St. John's Music Academy's policy that teachers do not make up lessons for last-minute student cancellations or no-shows, and lesson fees will still be assessed in those cases.

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## Snow Days & Emergency Closings

St. John's Music Academy will follow the decisions of Topeka Public Schools USD 501 regarding weather-related closings.

The music academy may also use [www.wibw.com](http://www.wibw.com) to communicate closings or cancellations related to any activities at St. John's Lutheran Church that would also affect St. John's Music Academy. Any lessons canceled due to snow days or emergency closings will not be rescheduled.

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## FINANCIAL POLICIES

### Lesson Fees

Each SJMA instructor will determine his/her own lesson fees, which will be between \$18-\$30 per 30-minute lesson. Any additional costs (method books, music pieces, festivals, competitions, etc.) will be the responsibility of the student.

### Payment

Lesson fees will be paid monthly by cash or check at the first lesson of each month. Checks for lesson fees are to be made payable to "St. John's Music Academy." Reimbursements for music and other fees (not pertaining to lessons) must be made from the student directly to the music instructor.

Lesson fees will be given to the teacher directly (who will promptly place them in the collection box for the SJMA Treasurer). Late payments may be dropped off at the office during hours or given to the music teacher the following week. If payments are not made, the music teacher has the right to discontinue teaching the student.

### Refunds

No refunds are available for lessons already received. Refunds for prepaid lessons require two weeks' written withdrawal notice.