



Belmont Academy

Employee Handbook

2022-2023

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Belmont Academy

Belmont University
College of Music and Performing Arts
School of Music
1900 Belmont Blvd.
Nashville, TN 37212

Our Staff

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Web: <http://www.belmontacademy.net>

Operations and Facilities

Academy Office Hours

- Monday-Wednesday 10:00am-6:30pm
- Thursday-Friday 8:00am-4:30pm
- Saturday/Sunday-Closed

Academy Teaching Hours

- Monday-Friday 3:00pm-9:00pm
- Saturday 9:00am-4:00pm
- Sunday-Upon Request

Building Hours—Fall and Spring Semester

- Monday - Friday 7:30am to midnight
- Saturday 9:00am to 5:00pm
- Sunday 1:00pm to midnight

Facilities Usage

Lessons take place in the Massey Performing Arts Center (MPAC), the Wilson Music Building (WMB), and the Hitch Music Building. Students who are not registered in the Academy should not be taught in the Belmont University facilities. All students affiliated with the Academy must be taught in our facilities, and may not be taught off campus or at the home of the instructor or the student. If teachers choose to meet a student prior to registration, please meet the student in Belmont's facilities, and let the office know of this meeting in advance.

Please check with the office before assuming that a studio space available. Also, please make every attempt to schedule your teaching within the building hours listed in this handbook. The building is kept secure and locked during holidays and off-hours. This is for the safety of teachers, students and any valuable items (projectors, audio equipment, etc.) in the building.

If the need arises to schedule lessons when the building is not open, the Academy office must be notified at least 48 hours in advance. Only teachers who have made prior arrangements with the Academy office and who have been placed on the security clearance list will be allowed in the building when it is closed for holidays and before or after normal building hours. If lessons are taught while the building is locked NEVER prop the doors open.

Teaching Standards

Appropriate Behavior

All teachers are required to adhere to the mission, vision, and policies outlined in the Belmont University Faculty and Staff Handbook. All individuals walking through the doors of Belmont Academy will be treated with the same courtesies required by the University. Sexual harassment, or other ill behaviors, will not be tolerated. For a copy of the Belmont University Faculty and Staff Handbook, please go to your MyBelmont portal and click on the Human Resources Tab.

Belmont's Non-Discrimination Policy

Belmont University is a Christian community. The University faculty, administration, and staff uphold Jesus as the Christ and as the measure for all things. As a community seeking to uphold Christian standards of morality, ethics, and conduct, Belmont University holds high expectations of each person who chooses to join the community. In compliance with federal law, including provisions of Title IX of the Education Amendments of 1972, Titles VI and VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act and Section 504 of the Rehabilitation Act of 1973/the Americans with Disabilities Act, Belmont University does

not discriminate on the basis of race, sex, color, national or ethnic origin, age, disability, military service, or sexual orientation in its administration of education policies, programs or activities; its admissions policies; or employment. Consistent with applicable civil rights law, the University seeks employees of Christian faith who are committed to the mission of the University. The University has appointed the Chief Human Resources Officer/Deputy Title IX Coordinator to serve as coordinator of non-discrimination compliance for staff and faculty. The Director of Title IX Compliance and Prevention Programs/Title IX Coordinator serves as coordinator of compliance for Title IX (sex discrimination) issues and questions for students.

Belmont's Sexual Misconduct Policy

Belmont University is a Christian community of learning and service. Our community is committed to the dignity and worth of every individual, which is embodied in our Community Commitment to Individual Worth. Discrimination on the basis of sex, including sexual misconduct, is the antithesis of this Community Commitment. Because of our faith commitment, community values and obligations of federal law under Title IX of the Education Amendments of 1972, members of the Belmont community, guests, and visitors have the right to be free from sexual misconduct and from retaliation for reporting incidents of sexual misconduct. Accordingly, the community rejects and responds assertively to sexual misconduct violations. When violations are found, Belmont will take action calculated to stop the behavior, ameliorate its effects, and/or prevent the behavior from reoccurring. Such action is likely to include, but is not limited to, suspension, expulsion, or dismissal of the person who violated this policy. This policy statement is aided and supported by the university's Substance Free Community Policy as well as by its practice of providing secure, singlesex, on-campus residential living areas.

Background Screening Requirements

In order to teach through Belmont University, teachers must agree to the following: Complete a satisfactory background screening, conducted through Belmont University. Renewable every four (4) years. Completion of Minors Training, conducted through Belmont University. Renewable yearly.

Minors Safety

Belmont University wishes to protect both our minors who visit our campus and avoid any uncomfortable and harmful situations. Therefore, as of Fall 2012, Belmont University developed a policy to aid in this endeavor, particularly for minors 12 years old and under. Some requirements of this policy include:

1. All students 12 years of age and under must be accompanied to and from their lesson by a parent or guardian. This obligation can be waived by the parent/legal guardian as indicated on the registration form. Without this waiver, it is required that students be directly escorted to and from the studio by the approved adult.
2. Any person who is not a legal guardian, but is approved to drop off or pick up a student 12 years old or younger, must be registered in our office. Approved individuals should

3. be listed on the registration form. This list can be updated or changed per a parent's request at any time.
4. No pictures of any student will be posted online by the University, Academy or our Instructors without parental permission. This permission can be given by the parent/legal guardian signing a photo/video release form.

Follow the link below for information on Belmont's policy on Protecting Minors on Campus:
<https://www.belmont.edu/risk-management/protecting-minors.html>

Website

Belmont Academy teachers are encouraged to post biographies on the Academy website (www.belmontacademy.net), and can provide links to personal/professional websites. Please note that only links to Belmont Academy and Belmont University may be posted. Please do not post student schedules, photos/videos or print student names. This is for the safety and comfort of our students

Lesson Preparation

All teachers are expected to be well-prepared for all lessons. Please plan to keep thorough documentation of each lesson for your own reference and security. All teachers must be on time for each lesson, and must keep the Academy office and parents well informed about any issues or situations that may arise.

Registration Process and Lesson Policies

Student/Teacher Placement and Registration Process

Academy staff will contact teachers with student inquiries, and will supply contact information. Please contact the student within 48 hours, and then follow up immediately with the office.

Individual lesson times are scheduled directly by the teacher. It is it is up to the teacher and the parent to find an agreeable lesson time. Do not promise a timeslot for each semester, as schedules and studio locations/availability may change. Also please note that Academy lessons typically do not begin until 3:00 during weekdays (unless special permission is granted by the SOM).

Students should register for lessons as soon as possible after a lesson time is agreed upon. Registration forms and tuition must be received on or before the first lesson unless prior arrangements are made through the Academy office.

Registration for the upcoming semester is completed through the Academy office, and registration forms and fees are submitted directly to the Academy office. Returning students will need to complete a new registration each semester.

Registration materials are available at the Academy office, and also online on the Academy website under the registration tab. Academy staff are available to assist with the registration process, and answer questions, as needed.

When a student is registered, they are placed on a student registration list. Please check the registration list (a shared google doc that is updated weekly) to be sure your student(s) are registered. Please make sure your student(s) are on the list, and let the office know if you do not see someone.

Refund Policy

Tuition will not be refunded after the third week of classes except due to illness or injury with written documentation from a physician. Refunds will also not include lessons already received. All refund requests must be presented directly to the office. Tuition will be refunded for the number of weeks remaining in the semester less a \$25.00 fee for processing.

Late Arrival/Make-Up Lesson Policy

All lessons will begin promptly. A student arriving late will only receive instruction for the remaining portion of the allotted lesson time.

A notice of 24-hours must be given to the teacher for absences due to illness or emergency for the lesson to be excused. Any absence by a student without a notice of 24 hours, even if due to illness or emergency, is unexcused and will not be made up. Forgotten lessons or missed lessons due to conflicting activities **are not** considered emergencies and are not required to be made up by the instructor.

A maximum of 2 make-up lessons per semester may be scheduled during the semester of study for excused absences. **NO REFUNDS ARE ISSUED FOR LESSONS MISSED.**

Inclement Weather Policy

In times of inclement weather where students and families decide it is unsafe to travel to campus, absences may be made up, but only if instructors and students can mutually agree on a make-up time.

If the student has already exceeded their 2 allowed make-ups for the semester, these lessons will only be made up at the teacher's discretion. Teachers are *not required* to do such make-ups. If the University closes for any reason, including inclement weather, lessons will be cancelled, and those lessons *will be made up*. Such absences will not count against the 2 allowed make-ups.

If other schools are closed but the University is open, lessons will occur (unless otherwise arranged by the instructor and the student). All absences made by the instructor for any reason *will be made up*. As always, students and teachers are requested to use their best judgment s when attempting to come to campus.

COVID Health and Safety Protocols

- Vaccinations are recommended, but not required.
- Mask are optional.
- For more information on Belmont’s current COVID protocols, visit: <https://www.belmont.edu/covid/current-health.html>

Belmont will continue to monitor and report cases of COVID-19 among students, faculty and staff as a means to assess the overall condition of our campus community, as well as case counts in the Nashville/Davidson County area. Belmont will also continue to monitor changes in guidance from local, state and federal public health agencies. In the event that the threat to our campus increase or public health guidance or mandates dictate, Belmont’s health and safety protocols may change *at any time*. In such a case, all member of the campus community will be expected to adhere to new or modified guidelines.

Recitals

Recital Preparation

Academy recitals take place at the end of each academic semester—typically mid-December and mid-May. Students are strongly encouraged to perform in recitals. Belmont Academy scholarship students are required to perform. All students are also encouraged to participate in other auditions, competitions, and festivals. Performing is a natural outgrowth of the discipline acquired by students who do well in music lessons. Weekly practice is a required component of the student’s musical development.

As recitals approach each semester, the teacher will talk with the student about recital dates/times. Together, they will agree on a specific recital and will decide what repertoire will be performed. The teacher will then sign the student up through an online sign-up process. Teachers will receive communication in advance about this process.

The Academy will pay the accompanist’s recital fees (with our selected staff accompanist), but the rehearsal time is paid for by the student. The fee for a half-hour rehearsal is \$25.00 to be paid directly to the accompanist.

We strive to provide a respectful setting in which our performers can offer the best of their skills and talents. We want all of our students to enjoy the performances of other students, and provide a positive environment for them to showcase their own talents.

Consider the following carefully:

- Students must arrive 15 minutes before the beginning of the recital and report to the Greenroom to meet with Director/Belmont Academy Representative. All warm-ups and tuning with instructors should be done prior this time.
- Students must remain seated throughout the entire performance. Recitals are posted well in advance in order to allow to students time to re-arrange their schedules. Students must not exit a recital after their performance. If a student cannot attend an entire program, they are asked to wait until next semester to perform.
- No flash photography allowed during the performance. Video photography will be permitted only if the video recorder is held quietly by one person who remains seated. Cell phones must be turned off.
- No chewing gum on stage.
- Attire for recital is as follows: Dress clothes are required. Shirts should be tucked in and pressed. Dresses must be below the knee. Please remember that our stage is raised and short skirts are inappropriate. No jeans, shorts, midriff shirts, flip-flops, or athletic shoes are allowed.

Getting Started with MyBelmont

What is MyBelmont?

MyBelmont is an online portal that houses important resources and information for Belmont students and employees.

How do I Create my MyBelmont Account?

To create your MyBelmont account, go to <https://my.belmont.edu/> and select First Time Users. You will be asked to provide your Belmont ID number (BUid), your date of birth, and the last 4 digits if your social security number. *If you do not know your BUid, I can send it to you*. After providing that information and the system recognizes you, you will be asked to provide a username and password. Then you will be asked to set up your security question and answer. You may either select a question from the list or create your own. The most secure way to create your question/answer is to select or create the question and then give a random answer

that you will remember, but that has nothing to do with the question. As this used to reset your password or look up your username, please be certain it is something you will remember.

How do I Reset my Password?

You may change your password in MyBelmont by selecting the Control Panel link in the upper right of your MyBelmont account just below the main menu bar. Click on the Control Panel link and then select the password tool you want from the left-hand menu.

Should you forget your MyBelmont password, you may also reset your MyBelmont password by using the Forgot Password link on the login page of MyBelmont. You will need to know your BUID, date of birth, the last 4 of your Social Security Number and the answer to your security question.

If you have any technical issues, please email mybelmont@belmont.edu. If this is a question specifically regarding your account, please include your BUID.

Payroll Procedures

Belmont Academy is a part of the Belmont University system, and operates under the guidelines and fiscal year of the university.

Before payment can occur, teachers will need to complete new hiring information, including tax forms and application for direct deposit. All Belmont employees are required to sign up for direct deposit, meaning paychecks are automatically deposited, and payment can be received earlier. In addition to filling out paperwork, teachers will need to supply forms of identification (please contact the office if you have questions).

Teachers are paid an hourly rate for the clock hours spent in lessons:

Standard Teachers	\$36.43/hour
Belmont Faculty Teachers	\$38.58/hour
Suzuki Pre-Twinkle Teachers	\$51.43/hour
Suzuki Book I/II Teachers	\$60.00/hour
Suzuki Book III/IV Teachers	\$86.43/hour

There are four months of payroll each semester (Fall: September, October, November, and December; Spring: February, March, April, and May). Pay each month will be based on the lessons given from the 15th of the previous month to the 14th of the current month (e.g., Lessons given from January 15 - February 14 will be paid in the February pay cycle).

Payday is on the 25th of the month.

Financial information, including pay stubs and tax forms, are available to be accessed on MyBelmont, under the Banner Web/Employee Services Tab.

Parking

Parking for Academy Teachers

Belmont is a busy college campus, and parking can sometimes be challenging. Teachers are encouraged to arrive early for lesson to ensure that lessons begin promptly as scheduled. Each year, teachers will need to register for a parking permit online.

- Go to your MyBelmont portal: <https://idp.quicklaunchsso.com/belmont>
- Click on Campus Security, then Bicycle & Vehicle Registration
- Click on “Vehicle Registration” and then “Order Permit.” Select Belmont Faculty/Staff Vehicle Registration.
- Click on “Add Vehicle” and enter vehicle info (make/model/year/color/tag)
- No physical decals will be distributed. This vehicle registration will be valid until to get a new license plate.
- Vehicle registration is required for all Belmont Academy instructors. (Students will receive visitors passes from the Academy office each semester).

Once a vehicle has been registered, Academy instructors may park in any of the parking garages/surface lots in spaces NOT marked as visitor spaces/lots. After 4:30pm, instructors may park in visitor’s spaces. Do not park in disabled parking, without the appropriate tag/signage. Do not park in illegal spaces. Contact the Academy office for assistance or with questions.

See link to the campus parking map:

https://www.belmont.edu/campus-map/files/parking_map.pdf

Campus Security and Alerts

Office of Campus Security

The Office of Campus Security is located in the Gabhart Student Center and is open 24 hours a day, 7 days a week, 365 days a year. Campus Security can be contacted at the numbers below.

Belmont Campus Security Non-Emergency: 615-460-6617

Belmont Campus Security **Emergency**: 615-460-6911

More information can be found on the Office of Campus Security's website:
<https://www.belmont.edu/ocs/index.html>

Belmont Alerts

For the most significant and urgent threats, Belmont also uses an emergency alert system to quickly notify a mass audience through emails, text messages and/or voice calls. All students, faculty and staff are encouraged to sign up in order to get important news quickly in the event of an emergency. Belmont Alerts are only used for emergency communications.

To enter or update information in Belmont Alerts, sign in to your [MyBelmont](#) account and select the "Belmont Alerts Sign Up" link from the "Campus Security and Safety" folder on the left side of the page. Your Belmont-affiliated email address is automatically opted in to all emergency alerts. You may choose to add notification via text message and voice calls to your cell and/or landline numbers as well as to the phone numbers and email addresses of other family members. Please add the emergency contacts you want notified in the fields provided. For more information, visit the [Belmont Alerts FAQ page](#).

Evaluation

Belmont Academy Evaluation Policies

Program Evaluation is done in part through NASM accreditation, as well as through regular meetings with the Dean and Administrative Coordinator to determine both short and long range plans for the Academy. In addition, Academy parents/students are asked to complete a program evaluation form at the end of the semester of study with comments and ratings of their/their children's experiences at the Academy. Once collected, answers and comments are used to improve the quality of instruction and services offered by Academy faculty and staff. Academy faculty are evaluated in part by Area Coordinators, who fill out evaluation forms on the faculty teaching in their area.

Student Evaluation is done in part by those participating in merit scholarship auditions. Feedback from adjudicators is available to the students and instructors soon after the audition. Additional student evaluation is also done through semester reports completed by the Academy instructors. Student evaluation also occurs indirectly through the recital process completed at the end of each semester.

Evaluation Forms

1. Faculty Report
2. Sample Merit Scholarship Adjudication Form (see website for Merit Scholarship Packet)
3. Area Evaluation
4. Program Evaluation

Belmont Academy
Instructor Report

Semester _____ Year _____

Instructor: _____

Student Name: _____

Parent name(s): _____

Phone: _____ Age: _____ Sex: _____

Beginning-of-Semester Report

Level of student at beginning of semester (Please circle): Beginner Intermediate Advanced

Goals established at beginning of semester:

Technique:

Musicianship:

Application Skills:

Comments from students and/or parents:

End-of-Semester Report

Please rate student's progress on goals established at beginning of semester:

1- poor 2-fair 3-good 4-exceptional

1. Technique Comments:	1 2 3 4
2. Musicianship Comments:	1 2 3 4
3. Application Skills Comments:	1 2 3 4
4. Recital Performance Comments:	1 2 3 4
5. Student's promptness and attendance: Comments:	1 2 3 4
6. Student's level of preparedness: Comments:	1 2 3 4
7. Student's attitude toward study: Comment:	1 2 3 4

Note progress:

Signature: _____ *Date:* _____

Indicated Skill Level: _____ Cumulative Score: _____

Belmont Academy

Standardized Adjudication Form for Piano Merit Scholarship Auditions

Name: _____ Year: 2015-2016 Academic Year

Instrument: _____ Instructor: _____

Titles of Pieces: 1. _____

2. _____

Audition Considerations

Technique	Poor to Excellent
➤ Tone/Touch	1 2 3 4 5
➤ Fingering	1 2 3 4 5
➤ Pedaling	1 2 3 4 5
➤ Hand Position	1 2 3 4 5
➤ Arm and wrist ease	1 2 3 4 5
➤ Posture	1 2 3 4 5
➤ Legato/Staccato	1 2 3 4 5
➤ Attack/Release	1 2 3 4 5
➤ Clean Melody Line	1 2 3 4 5
➤ Advanced (Bonus)	
▪ Rubato	1 2 3 4 5
▪ Use of Additional Pedals	1 2 3 4 5
▪ Velocity	1 2 3 4 5

Score out of 45 (Advanced, 60): _____

Musicianship

➤ Rhythm	1 2 3 4 5
➤ Stylistic Interpretation	1 2 3 4 5
➤ Phrasing	1 2 3 4 5
➤ Timbre and Tone Quality	1 2 3 4 5
➤ Dynamic Range	1 2 3 4 5
➤ Tempi	1 2 3 4 5
➤ Expression	1 2 3 4 5
➤ Sight Reading	1 2 3 4 5

Score out of 40: _____

Presentation

➤ Stage Deportment	1 2 3 4 5
➤ Appearance	1 2 3 4 5
➤ Memory	1 2 3 4 5
➤ Expression	1 2 3 4 5
➤ Appropriate Repertoire	1 2 3 4 5

Score out of 25: _____

Interview Comments

Belmont Academy

Area Evaluation

Please take a few moments to complete this evaluation of the area you coordinate at Belmont Academy. Your comments will be used to honestly monitor the quality of instruction and services offered by the instructors in your area, as well as record any issues or concerns. *Please take the time to thoroughly and specifically write any comments you may have concerning your particular area, and attach any pertinent correspondence/notes.*

****This evaluation is confidential****

Area Coordinator name: _____

Area in which you coordinate: _____

Current Semester: _____

Semesters have you coordinated your area: _____

Please list all of the instructors in your area: _____

Please circle the number that most accurately represents your response to each of the following questions:

1-Strongly Disagree 2-Disagree 3-Somewhat Agree 4-Agree 5-Strongly Agree

<p>1. The instructors in my area handled registration and fee collection efficiently and pleasantly.</p> <p>Comments:</p>	<p>1 2 3 4 5</p>
<p>2. The instructors in my area were prompt and courteous returning e-mails/phone calls, and were courteous in their interactions with parents.</p> <p>Comments:</p>	<p>1 2 3 4 5</p>
<p>3. The instructors in my area are knowledgeable and positive when discussing Belmont Academy and Belmont University.</p> <p>Comments:</p>	<p>1 2 3 4 5</p>
<p>4. The instructors have communicated the goals of our area, and have regularly evaluated the progress of each student throughout the semester.</p> <p>Comments:</p>	<p>1 2 3 4 5</p>
<p>5. The instructors in my area placed students in Academy recitals and have encouraged outside performances.</p> <p>Comments:</p>	<p>1 2 3 4 5</p>
<p>6. The skill level of the students in my area has improved this semester.</p> <p>Comments:</p>	<p>1 2 3 4 5</p>
<p>7. The instructors in my area are well connected to the Nashville community, and have taken advantage of professional development opportunities and organizations.</p> <p>Comments:</p>	<p>1 2 3 4 5</p>
<p>8. I have quickly assigned inquiries to instructors.</p> <p>Comments:</p>	<p>1 2 3 4 5</p>
<p>9. The parent/student interactions, collegiality, and overall instruction of our area have provided a positive environment in which to teach our students.</p> <p>Comments:</p>	<p>1 2 3 4 5</p>

