

# Masters School of Art

“The true work of art is but a shadow of the divine perfection” - Michelangelo



**Foundational Studies  
Student Handbook  
2018-2019**



## **Masters School of Art**

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Clackamas, OR 97015

*(physical location)*

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# Introduction

Masters School of Art (MSOA) is a Christian art school that hearkens a return to the days before modernist theory all but erased centuries of high art. While we applaud individuality, at MSOA, foundational principles are laid and a strong emphasis is placed on studying the techniques of the old masters.

MSOA offers a unique opportunity for artists and aspiring artists to study in a positive, low-pressure atmosphere. Classes are small and personal with an emphasis on individualized attention. Encouragement of students' passion for art is hoped to spur their drive toward mastery of their craft. They will be given ample opportunity to stretch their abilities and to work at their own pace.

MSOA is an independent trade school dedicated to helping artists of all ages reach their full potential. It is our desire to see each individual using his or her God-given gifts and talents for God's glory, whether that be for leisure or for work.

## **Guarantees:**

*MSOA does not guarantee every student will become a Rembrandt. Success depends on the individual's commitment to work and cooperation with teachers.*

# **Mission Statement**

Masters School of Art is a non-denominational Christian art school adhering to conservative values. We aim to be above reproach in both curriculum and theory. MSOA Foundational Studies and College Program strongly support the classical arts. Our goal is to teach the secrets of the old masters, bringing back the craft of the Renaissance. Foundational to the visual arts program is representational drawing, the mastery of which opens the door to versatility in subject and medium.

MSOA's teachers and staff are committed to excellence in teaching and in developing a positive class atmosphere. Small classes and individual attention help each student reach his or her maximum potential.

We aspire to create a school where different disciplines of the arts (drawing, painting, graphics, multimedia, music, dance, drama, film, etc.) work hand in hand, supporting and strengthening one another, and our goal is to use the arts to minister to churches, the community, and the world.

# **Statement of Faith**

MSOA is a Christian art school that holds to the inerrant Word of God. We believe in the whole canon of Scripture, both the Old and New Testaments. We do not add to or take away from the doctrines that are in the Bible. We do not promote teachings that go beyond Scripture. We strongly believe in creation, Scripture as the inspired Word of God, the right to life, the Trinity, the deity of Christ, salvation by grace alone through faith alone in Christ's shed blood for us and the resurrection.

# **Philosophy of Art**

Learning from outside enables us to better express what is within. God is the Master Artist. Art takes nature (His creation) as its model. Visual and auditory communication is as much a language as the written and spoken word. What we see and hear provides our vocabulary. The stronger our vocabulary the clearer and more free the expression of our message.

Imagery, melody, and the tongue are the most powerful means of communication. They capture our emotions and our hearts. They are the driving forces of our culture.

The body is sacred, as is put forth in the Bible.\* Nude life drawing is not necessary. It is not necessary to view the unclothed form to understand and draw the inner skeletal and muscular relationships or to dynamically and accurately compose the human form.

\*Genesis 3:7-8; Genesis 9:20-25; Isaiah 58:7,9

# School Policies

## **Support Policy:**

Work with teachers, volunteer, or find a way you can help us help your children. MSOA is more than a school; it is a ministry. We put a lot of effort into the school to make it successful for your children. We strongly encourage parents to support our school to make it fun, successful, and continue to be affordable. Negative attitudes will not be permitted. If there is a legitimate complaint please take it to the Office Manager or a Director.

## **Respect Policy:**

MSOA desires to create a loving and encouraging atmosphere for all students at all times. Words such as “stupid,” “idiot,” “shut up,” or other demeaning words will not be tolerated. A student who bullies or puts down another student will be sent to the office after the first warning. If the student continues the behavior, a Director will meet with the student and parents for a probation meeting. If the student continues, he or she will be asked to leave without refunding the tuition. Any student or parent who gossips, slanders, or physically abuses another student or anyone at MSOA may be expelled.

## **School Grounds Policy:**

Students must remain in MSOA designated areas unless a teacher or director has otherwise granted permission. Students under 18 may not leave campus during classes unless they are escorted by a parent or guardian. No smoking, drugs, or weapons are allowed on campus; disregard for this rule is grounds for expulsion. Dark or questionable literature is not allowed on the grounds of MSOA. Parents must notify the school when a student will be absent. Let the staff know if you will be more than 15 minutes late to pick up your child. We won't leave the school until all children are picked up. There is a \$10 fee for picking up your children after 3:45 and a \$1 charge for every minute after 4pm. All children are to be picked up on the Westside of the church, by room 217 if picking up after 3:30pm.

## **Dress Policy:**

Students are required to dress modestly. Girl's shirts must cover their middle or tummy as well as their cleavage. No short skirts or shorts; shorts must be below fingers while hands are resting at side. Boys, we don't want to see your undershorts – in other words, no sagging. No negative or dark messages worn on clothing or tattoos. No gothic clothing.

## **Financial Policy:**

Each month's tuition is due the 20<sup>th</sup> of the month before. If you are not able to keep this commitment, please talk to the Director of Administration about a payment plan as soon as possible. All student purchases on IOU will be added to the monthly payment due. Payment by check or money order is preferred, instead of cash. No credit cards are accepted at this time.

## **Classroom & Supply Policy:**

Students must clean up their work space, and they may not leave until the classroom and their work area is clean. General supplies – pencils, paper, erasers, etc. – are supplied by the school. Students who don't bring paints or use the school's paints will be charged an extra \$10 per month. Some supplies, such as extra paint and canvases, may be purchased in the office.

**Electronics Policy:**

No text messaging or electronic gaming is allowed in class. You may contact your parents only. Do not text instructors. iPods are only allowed during class if the teacher permits their use. iPods are never allowed to be shared with another student. If a student does not follow this policy, their iPod will be taken to the office and the student will not have the privilege of bringing one for the remainder of the term. Phones may not be used during class unless it is to call a parent or guardian and with the permission of the instructor.

**Exhibit Policy:**

One or two pieces per class of the student's artwork (teacher's discretion) must be in the Exhibit at the end of the term. This is an important time for the students and the teachers to celebrate the term's work. Your attendance at the Exhibit supports MSOA staff. MSOA reserves the right to post artwork (not student pictures without permission, except for large group pictures, without names). Student pictures will be posted with parent's permission.

**Guest Policy:**

All guests must sign in at the office and receive a Visitor's Pass. No guests are allowed in the classrooms without approval from a Director. Guests are only allowed in classes if they will be taking classes for the day. Sibling guests or any guest taking classes for one day must pay a \$30 fee.

Visitors are welcome by appointment only. Students and parents who are interested in the school may come for an hour visit without paying a fee.

## School Boundaries

MSOA rents space from Sunnyside Church. The church also houses a preschool at the same time that our classes take place. Students must stay in MSOA designated areas at all times. Students are not allowed to wander around the church, fellowship hall, parking lot, or kitchen. Students are not allowed to use the preschool play area outside. MSOA has a designated time to use the gym, and students may not be in the gym at any other times. There is to be no climbing on church property or trees on church property at any time.

We are grateful to Sunnyside Church for allowing us the use of this space, and it is our desire to show our appreciation by respecting their property and the boundaries which have been laid out for us.

## Suggestion Box

We will have a box in the office where suggestions by students or parents can be made on MSOA. We are always looking for ways to improve our school and improve the time your children spend with us. We welcome your suggestions!

## Daily Schedule

9:00 am – 10:10 am --- First Period Classes  
10:15 am – 11:10 am --- Second Period Classes  
11:15 am – 12: 10 pm --- Leadership/Lunch  
12:15 pm – 1:10 pm --- Third Period Classes  
1:15 pm – 2:10 pm --- Fourth Period Classes  
2:15 pm – 3:15 pm --- Fifth Period Classes

To allow time for setting up, the first class of the day is fifteen minutes longer than the other classes. A bell is rung at 10 minutes after the hour to signify the end of the class period. Students are given 5 minutes to get to their next class. Students may not leave their class until the bell has rung. At the end of the day, students should not leave their classes until the classrooms are completely clean – chairs stacked, tables cleaned, floors swept, whiteboards erased, and garbage taken out.

Each school day, the staff and teachers meet for prayer at 8:30 am. All parents and students are welcome to join in this prayer time.

## Absences

It is important for us to know when students will be away. We would appreciate it if you would let us know if your child is ill or will miss class for another reason. We take roll in class to make sure students are in class. We must pay for the teacher whether your child is there or not. If you are going to be away for a few weeks you are still responsible to pay tuition. If your child is going to be absent from school, please call our school during normal school hours (503-786-3428) or email our staff at [msoaonline@gmail.com](mailto:msoaonline@gmail.com). If you will be un-enrolling your child from school, you must give us 30 days notice.

## Class Changes

Students may change classes during the first two weeks of school only. Students are required to fill out a Change of Class form and obtain signatures from the teachers of the class they are leaving and the class they wish to switch to. The Director of Administration must approve all class changes. Parents will be notified via email of any changes their child requests.

The class schedule is subject to change based on enrollment. At times, due to schedule changes or lack of enrollment, we may have to drop a class. If a class is removed from the schedule before the term begins, the students whose schedules are affected will be notified. Please visit our website to view our current course schedule.

# Tuition Costs and Fees

## Registration Fee:

A non-refundable registration fee is due at the beginning of every term. The fee is \$35 for one term, or \$60 for the entire year (two terms). The fee is due with your application. All students applying to MSOA must pay the registration fee.

## Supply fee:

A supply fee is due at the beginning of every term.

**1 class: \$15**

**2 classes: \$25**

**3-5 classes: \$35**

**6 or more classes: \$45**

This fee covers the cost of supplies such as paper, pencils, erasers, photocopies, etc. See a full list of supplies covered under the basic supply fee on the Admission page on our website. There may be additional supplies you will need to purchase for specific classes. See individual class descriptions on the school website for details. If students purchase supplies, such as canvases or snacks from the office, an IOU will be added to the monthly due amount.

## Tuition:

Thursday School and Friday School:

**1 class: \$55/month**

**2 classes: \$105/month**

**3-5 classes: \$155/month**

Each month's tuition payment is due on the 20<sup>th</sup> of the month before. Checks can be brought to the school office during regular school hours, or can be mailed to Masters School of Art, P. O. Box 82, Clackamas, OR 97015. If it doesn't work for you to pay by the 20<sup>th</sup> or if you are struggling with paying tuition for hardship reasons, contact us at [msoaonline@gmail.com](mailto:msoaonline@gmail.com) and we will help you set up a plan that works for you.

## Discounts:

We offer a 20% discount for 2 or more full-time siblings. The cost for 2 full-time siblings is \$279/month; the cost for 3 full-time siblings is \$403/month, etc. Discounts are only available to those who come for at least 3 classes.

## Scholarships:

Scholarship applications are available in the school office or can be downloaded from the school website. Scholarship applications must be re-submitted before each term. Our scholarship funds are limited. The school Board will evaluate each scholarship application and notify applicants of their decision. Scholarships are only available to full-time students.

All scholarship students are required to participate in our fundraisers every term. Our fundraisers are what provide us with the opportunity to give scholarships. Please see our "Scholarship Guidelines and Qualifications" on the Admissions page of the school website.

## **Fundraisers**

Our fundraisers enable us to purchase new art equipment, offer scholarships, and to continue to provide an affordable art education to more students. The involvement of our MSOA families helps to make these fundraisers a success. We will send out a notice with how you can help.

## **Volunteers**

The generosity of volunteers helps MSOA keep tuition low. We ask that parents volunteer at least once a term in one or more of the following areas:

- Watch the younger students for thirty minutes at lunch
- Help set up at the beginning of the day
- Help clean up after school or an event
- Hall monitor during school hours
- Help with fundraisers; join fundraising committee
- Help with the Art Exhibit and Revue at the end of the term
- Donate paper towels and aluminum foil

Let Pam Bishop know in our school office how you would like to volunteer. Thank you.

## **School Lunches**

We have microwaves available, but our suggestion is to bring cold lunches. Please send healthy lunches for your children. A lot of sugar winds up some of the kids.

## **Lost and Found**

Items left behind at school are placed in the school's Lost and Found box. These items are kept until the end of the term, and any items remaining after the end of the term will be donated or thrown away. We strongly encourage students to label all art supplies, lunchboxes, water bottles, sweatshirts, etc. MSOA is not responsible for any loss or damage to personal property due to fire, theft, or other causes.

## MSOA Directors & Staff

**Laura Fishkin** – *Director of Education and Personnel, President & Co-Founder*

Painting, Advanced Portrait, Anatomy and Illustration Instructor

Email: [laura@msoaonline.com](mailto:laura@msoaonline.com)

**Evie Fishkin** – *Vice President and Co-Founder*

Email: [evie@msoaonline.com](mailto:evie@msoaonline.com)

**Lisa Barnes** – *Director of Administration*

Animal Drawing, Color Pencil, Drawing 101, and World View & Art Instructor

Email: [msoaonline@gmail.com](mailto:msoaonline@gmail.com)

**Jennifer Martin** – *Administrative Assistant*

Email: [msoaadmissions@gmail.com](mailto:msoaadmissions@gmail.com)

**Pam Bishop** – *Office Manager*

Email: [pam.msoa@gmail.com](mailto:pam.msoa@gmail.com)

## **MSOA Instructors**

**Lisa Barnes** – Animal Drawing, Drawing 101, Color Pencil, Creative Writing, and World View & Art Instructor

**Adam Donahue** – Film and Music Production Instructor

**Nathan Fellows** – Cartooning, Anime, Claymation, Lego and Flash Animation Instructor

**Evie Fishkin** – Creative Drawing Instructor

**Laura Fishkin** - Painting, Advanced Portrait, Anatomy and Illustration Instructor

**Cheri Hardy** – Lyrical Dance Instructor

**Cheri Holman** – Watercolor, Figure Drawing, Fashion, Drawing 201, Writing, and Creative Drawing Instructor

**Sarah Jury** – Beginning Painting and Animal Drawing Instructor

**Emma Kassing** – Painting and Portrait 101 Instructor

**Deanna Magee** – Watercolor and Advanced Photography Instructor

**Hannah Rogers** – Color Pencil, Fantasy Illustration and Animal Drawing Instructor

**Chandler Watts** – Photography 101, Adobe Illustrator, Digital Painting, Pen & Ink, and Watercolor Instructor

# **2018/2019 Calendar of Events and Holidays**

## **Fall 2018 Term:**

September 4<sup>th</sup> – Orientation meeting

September 6<sup>th</sup> – First Day of Thursday School

September 7<sup>th</sup> – First Day of Friday School

November 15<sup>th</sup>/16<sup>th</sup> – Thanksgiving Potluck at lunchtime

November 22<sup>nd</sup>/23<sup>rd</sup> – No School (Thanksgiving Break)

December 13<sup>th</sup>/14<sup>th</sup> – Christmas Party at lunchtime

December 20<sup>th</sup>/21<sup>st</sup> – No School (Christmas Break)

December 27<sup>th</sup>/28<sup>th</sup> – No School (New Year's Break)

January 24<sup>th</sup>/25<sup>th</sup> – Last Day of Fall Term

January 31<sup>st</sup> – Art Exhibit and Revue

## **Spring 2019 Term:**

February 7<sup>th</sup> – First Day of Thursday School

February 8<sup>th</sup> – First Day of Friday School

March 28<sup>th</sup>/29<sup>th</sup> – No School (Spring Break)

May 23<sup>rd</sup>/24<sup>th</sup> – Last Day of Spring Term

May 30<sup>th</sup> – Art Exhibit and Revue

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The MSOA Foundational Studies Student Handbook provides important information regarding our school, procedures, and requirements. Every effort has been made to provide current and accurate information; however, the MSOA Administration reserves the right to alter or amend its rules, requirements, or policies at any time.