

# Madison Street

# Music & Arts Academy

## PARENT/STUDENT POLICIES & PROCEDURES

Spring 2023

### POLICIES AND PROCEDURES FOR VIRTUAL LESSONS

1. Instructors will contact students to arrange a weekly lesson time.
2. Students must have reliable internet access and a computer and/or mobile device that supports Zoom or FaceTime.
3. If internet connection fails, the instructor will work with the student to arrange a make-up lesson.
4. Tuition for Spring 2023 is non-refundable after the second week of the semester.

### POLICIES AND PROCEDURES FOR IN-PERSON LESSONS

1. Instructors will contact students to arrange a weekly lesson time and/or group lesson time (for Suzuki).
2. Cloth face coverings are **OPTIONAL** for both students and instructors.

3. Tuition for Spring 2023 is non-refundable after the second week of the semester.
4. If In-Person lessons are forced to pivot to virtual learning and parents/ students do not wish to continue in this medium, the option will be given to credit remaining classes/lessons for Spring 2023. **Refunds for Spring 2023 will not be issued because of pivoting to virtual learning.**

## **ATTENDANCE POLICY FOR ALL PROGRAMS**

Attendance is vital for the progress of each student. In many cases, the student's commitment to attendance becomes imperative for the success of their study of an instrument. In the event that a lesson or class must be missed, students and/or parents are asked to give at least 24- hours notice whenever possible **directly to the student's instructor**. Parents and instructors are highly encouraged to share phone numbers/emails in order to ensure clear lines of communication. In the event that a student has to miss a lesson, a make-up lesson may be given at the discretion of the instructor, but instructors are NOT required to make up the lesson. If an instructor has to cancel the lesson, the lesson will be made up at a time mutually convenient for the instructor and student.

Students should arrive on time for lessons and classes. In the event that a student arrives late for their lesson, the missed time will not be made up.

The Music & Arts Academy will provide make-up lessons for time missed due to inclement weather. Cancellation of lessons/classes due to inclement weather will be made at the discretion of The Music & Arts Academy administration. Announcements of closure will be sent out via email and will be posted on the MSMAA Facebook page.

## **CURRICULUM AND CONTENT**

The Music & Arts Academy offers course instruction and private lessons in a wide variety of areas and subjects from the arts. The curriculum of each area is determined by the instructor, based on the needs and specializations of faculty and students. Each area offers a unique, custom curriculum for every individual student.

# **PRACTICE TIME**

One of the most fundamentally essential behaviors in cultivating high-quality artisanship in any area is the repetition and reinforcement that comes from regular and intensive practice. All Music & Arts Academy students, regardless of the area of study, are expected to practice regularly. Specific weekly practice times may be assigned by individual instructors. This is the equivalent of “homework” in the arts, and students are assessed based on the work they put into their area outside the classroom.

When an assignment is made by an instructor, it is done so with the expectation that the student will complete the assigned practice time and will come to the next lesson prepared to exhibit for the instructor the work that they have done.

Students who exhibit a tendency to avoid practice or who do not input sufficient effort are subject to teacher reassignment or dismissal from the program.

Students who practice more will excel faster and in a more meaningful way than students who only do “the bare minimum.”

# **COMMUNICATION**

Parents and/or students may correspond with Music & Arts Academy administration by emailing the following:

[musicandarts@madisonstreetumc.org](mailto:musicandarts@madisonstreetumc.org)

Rev. Jared Wilson, Director of the Music & Arts Academy

# **INSTRUCTIONAL POLICIES**

## **PARENTS IN THE CLASSROOM**

Unless participating in the Kindermusik, Suzuki, or other similar program that requires parental involvement, parents/guardians are not permitted in the lessons unless given express permission by the instructor.

## ELECTRONIC DEVICES

Unless participating in The Virtual Academy, electronic devices such as computers, tablets, and phones are to be used ONLY as teaching aids or instructional tools. Students must put away all electronic devices upon entering the classroom or studio space.

## FOOD, SNACKS, AND GUM

There is to be absolutely NO FOOD or DRINK in the hallways, offices, studios, or any other space at any time at The Music & Arts Academy. With the exception of bottled water, students may not have any type of consumables while in a classroom or while participating in any Music & Arts Academy activity. This includes all food, soda, snacks, bottled drinks, etc.

## DISCIPLINARY POLICY

### REPORTING AND DOCUMENTING BEHAVIORAL INFRACTIONS

The Music & Arts Academy will document and maintain records of all behavioral and disciplinary incidents. Instructors are required to report behavioral problems to The Music & Arts Academy Director, who will then make a report with the student's parent/ guardian.

### EXPECTATIONS FOR STUDENT BEHAVIOR

All students are expected to show respect to others at all times. The Music & Arts Academy requires that all students behave in a reasonable fashion, and exhibit common sense in their actions while participating in all Music & Arts Academy activities. In circumstances where behavior is deemed unacceptable by instructors and/or administration, infractions will be handled on a "3 strikes, you're out" policy:

**1st Strike** Student will be verbally warned of unacceptable behavior.

**2nd Strike** Parent will be notified; student may be placed on disciplinary probation.

**3rd Strike** Student may be removed from the program without refund of tuition.

If at any time a student's behavior places the safety of any member of The Music & Arts Academy in risk in any way, dismissal from the program may take place immediately and without prior warning. Dismissal from any program activity occurs without a refund of tuition.

## **PHOTOGRAPHY AND VIDEOGRAPHY**

The Music & Arts Academy and Madison Street United Methodist Church reserve the right to use photos, recordings, video clips of all students promoting the arts, including but not limited to publicity, illustration, advertising, and web content. At no time will a child be identified in photographs or video by name, address, or other identifying information. Parents may take photos and videos of student recitals so long as the recital is not interrupted. No flash photography may be used during recitals.

## **REGISTRATION**

Registration for each semester is done electronically through our website ([www.madisonstreetumc.org](http://www.madisonstreetumc.org)). Online registration closes at the beginning of the semester. Late registrations will not be accepted after January 31.

## **TUITION PAYMENTS**

Tuition payments made to The Music & Arts Academy are non-refundable after the second week of the semester. A \$10 registration fee is processed per student at the time of registration.

All tuition payments for Spring 2023 must be paid in full at the time of registration or a partial payment (1/4) may be made in conjunction with the Academy's recurring payment plan.