



## **Gifted Music School Preparatory Division Policies**

### Attendance & Absence

- Students arriving late to individual, class, or group instruction will be given the remainder of their allotted lesson time
- In case of student absence, parents must notify faculty or administration. Absences cannot be made up.
- In case of faculty absence, faculty will schedule a makeup at a mutually convenient time. In case of faculty sudden illness, faculty or administration will notify parents.
- Classes and Lessons times, once assigned, cannot be changed or adjusted during the semester. Individual Lessons times will be assigned only during school hours. In extreme circumstances, we will do our best to accommodate however we cannot guarantee availability or ability to accommodate once the times are assigned.
- Some teachers may elect to allow students within their studios to trade lesson time in the event of a pre-planned absence (family events, vacations, etc.) to provide some flexibility for families' schedules. This policy is meant to be used sparingly. The implementation of this policy is left up to each individual teacher based on the teachers' personal preference and not every teacher will choose to participate in this. Those teachers who do allow the occasional lesson trade within their studios need to receive a "Preparatory Division Lesson Trade Form" from parents who wish to participate in this program.

### Parent Involvement

The Gifted Music School Preparatory Division requires parent or guardian active involvement in every aspect of their student's instruction.

Parent(s)/guardian(s) are expected to:

- Be present at all lessons (except choir and theory).
- Practice with students in the home.
- Provide a supportive atmosphere for student practice in the home.
- Use of cell phones/texting/emailing during lessons by the parents is discouraged as this distracts from the lessons.

### Tuition

The Gifted Music School Preparatory Division offers three payment options for each semester:

- Complete payment upon registration.
- 2 payment installations. The first half due upon registration. The second half due the 6<sup>th</sup> week of the semester.
- Monthly payment (full semester tuition divided by the number of months during that semester) due the 15<sup>th</sup> of each month. After the 20<sup>th</sup> of the month a \$25.00 late fee will be added. If no payment is received the 22<sup>nd</sup> of the month, instruction will cease until full payment, including any missed classes, is made.

### Withdrawal

Withdrawals are permitted through the first four weeks of the semester. Refunds will be permitted for all instruction not yet received, through the fourth week of the semester. After the fourth week of the semester, no refunds will be given.

If a child needs to withdrawal after the fourth week of the semester, the child may be eligible for credit toward the following semester's instruction.

### Waiting Area

There is very limited space in the waiting area of Peterson Development, the location of most of the Gifted Music School Preparatory Division classes and lessons. Although there are other open areas of the building, please note that areas designated for the use of the Gifted Music School are only the three studios and the hallways. Please be courteous of these other workspaces as documents and other material unrelated to the Gifted Music School Preparatory Division may be present. Although small, please confine yourselves to the designated waiting area.

### Siblings

The Gifted Music School Preparatory Division understands there may be need to bring children not taking lessons to student's lesson. Please note that children not in lesson MUST stay with family. Children may not be left unattended or under the supervision of any Gifted Music School Preparatory Division faculty or staff.

If children not in lesson become disruptive, prohibiting the effectiveness of the lesson, faculty has the right to end the lesson early. If this occurs, please make arrangements so only enrolled children attend lessons.

### Discrimination

The Gifted Music School Preparatory Division does not discriminate on the basis of race, color, nationality, gender, sexual orientation, ethnic origin, or religious belief in its admission, retention, student aid, scholarship, or any other educational policies.

### Dismissal

The Gifted Music School Preparatory Division reserves the right to dismiss students for any of the following reasons:

- Continued lack of interest or progress
- Frequent absences, including 3 or more consecutive missed lessons (this does not apply if there is a serious health issue or other emergencies. In this case, a note from the parents or doctor should be provided to the administration.)
- Frequent tardiness

- Parent/Guardian absences from lessons. An adult guardian accompanying and observing the child during the lesson is required at every individual lesson.
- Behavioral problems
- Failure to abide by school policies
- Delinquency in fee payment

### Harassment

The Gifted Music School Preparatory Division does not tolerate harassment in any form. Parents or students who have cause for complaint should contact any member of the administrative staff. Faculty, staff, parents, and students are expected to treat one another with courtesy and mutual respect. The Gifted Music School Preparatory Division expects a professional atmosphere to encourage learning and growth.

### Publicity

All students and parents/guardians (of those students under 18 years of age) give permission to the school for the student's image (including sound recording) to be used in promotional materials, marketing brochures, posters, flyers, video and televised publicity, the Salt Lake Foundation websites (the Gifted Music School and the Gifted Music School Preparatory Division), programs, and performances, without restriction as to changes or alterations. Students and parents/guardians waive any right to inspect or approve image(s), sound, or finished versions incorporating images or sound, including any written copy that may appear in connection therewith. Students and parents agree that the Gifted Music School Preparatory Division owns the copyright for these images and sounds, and waive any claims they may have based on any usage of the images or sound (recordings).

### Security

The Gifted Music School Preparatory Division is not responsible for loss of, or damage to personal property. Personal items should not be left unattended; this includes musical instruments.

### Video Taping/Photography

No video or photography of classes or lessons may take place without the prior permission of the teacher and/or director(s).