



## 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.
- **Late enrollment:** If a student enrolls in a semester that is already in session, their tuition will be prorated so that they are not charged for lessons during weeks in which they were not enrolled.
- **For Summer semester private lessons only:** Students may register for a partial semester (no less than half of the full semester), and will receive a prorated tuition for the number of lessons which they wish to take. This policy, like that of trading lessons, is up to the discretion of the individual teachers; no teacher is required to participate in this, and many teachers will require that returning students enroll for the entire summer semester.
- In the case of inclement weather, the management of the school will make a decision as to whether or not to cancel classes. If classes are canceled, parents will be notified via phone and/or email by the school and will be offered make-up lessons or classes during the break following the conclusion of the semester in which the cancellation took place. These make-up lessons will be coordinated by the Director, teachers, and parents.

### **Prospective Students**

- If a prospective parent and student would like to meet for a few minutes (up to 10 minutes) with a teacher with whom they are interested in studying, then the meeting is free of charge.
- If the prospective parent and student would like a 30-minute trial lesson, then they will be charged that teacher's rate for that lesson.
- Prospective Suzuki School for Strings students will be required to observe a minimum of three lessons prior to enrolling in the school.

Observations are free of charge, and teachers may require more than the minimum of three observations before a student begins his or her own private lessons. Exceptions can be made for students who have already spent a year studying with a registered Suzuki teacher and who receive GMSPD faculty approval.

### **Parking**

There are three parking stalls at Salt Lake Recital Hall (SLRH) reserved for GMS.

These should be used for staff and faculty as they need to be there for extended hours.

Parents and students should park in one of two locations:

- There is free 2 hour parking on 300 East (around the corner from the Prier store).
- There is pay parking right in front of SLRH on 200 South.

If you choose to park in the SLRH parking lot or Big Lots parking lot, you risk being towed or booted. Both parking lots clearly state that towing is enforced.

### **Water Bottles**

We encourage students to bring water bottles, as not all of our facilities are equipped with drinking fountains.

### **Student Safety**

The building will be locked during classes. The only people allowed into the building during class hours will be students and their parents or guardians, and GMSPD faculty and staff. The exception to this will be that employees who work at the Peterson Building will of course be allowed into the Peterson Building. Other guests must be approved by the manager or directors at least 24 hours prior to their visit. No students will be allowed out of the building unless accompanied by their parent or guardian.

### **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 half way through 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).

### **Unaccompanied 16+ year old students taking lessons through GMSPD**

GMS enrolled students ONLY, 16 years and older, taking private lessons through the GMSPD, may request to attend lessons without parent or guardian from the private teacher under the following conditions:

1. The attached waiver must be signed by both parent or guardian and student before any such lessons occur. This waiver releases GMS/PD administration and faculty of any liability.

2. The lesson is given in an open space, currently SLRH Main auditorium, with the bldg monitor present at all times.
3. The parent or guardian is required to attend at least 2 lessons during each semester to receive progress update from the teacher and to understand the dynamics of the lesson and the student's progress. The instructor or administration reserves the right to withdraw this privilege if student isn't progressing.
4. Teacher is to minimize physical contact with the student even as the parent and/or bldg monitor is consciously watching the lesson. Teacher will be familiarized with relevant school policies.

Ultimately, the private teacher has the authority to REQUIRE the parent to be in attendance for each lesson. If the teacher feels they need the parent, then the student and their guardian does not have the right to NOT be at the lesson. All school policies apply as normal (including, but not limited to: that the teacher does not have to give a lesson if the parent or guardian is not present).

It is sometimes necessary for parents of GMS students to communicate with each other. By signing below, you give permission for the Gifted Music School to release your contact information to other parents or guardians of GMS students.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Check here if you prefer to share different information than what you have already provided to the school. If this is the case, please indicate your preferred contact information for other parents:

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_