



PREPARATORY DIVISION

2018-19 School Policies & Procedures

Welcome to the 2018-19 academic year at Gifted Music School's Preparatory Division (GMSPD).

Our ability to provide the most outstanding and comprehensive music education depends not only on our world-class faculty, but also on the dedication of our students and families. In order to create the most respectful and safe learning environment, we ask all families enrolled in GMSPD to review and sign these policies.

**Note: The Preparatory Division is administered by the Office of Student Services and Preparatory Director, Elise Stanley. Any questions or concerns with these policies should be directed to Student Services by emailing registration@giftedmusicschool.org.*

School Calendar

Gifted Music School runs on a trimester calendar, with two (2) 15-week semesters in the Fall and Spring, and one (1) 12-week semester in the Summer. Classes for the 2018-19 school year are in session on the following dates, but **please remember that Student Juries, Makeup Lessons, and Honors Recitals are always held the week after classes conclude each semester.**

Note: A more detailed academic calendar is attached later in this document, and is available on our website.

Fall 2018	August 18, 2018 – December 16, 2018
Spring 2019	January 5, 2019 – April 29, 2019
Summer 2019	May 11, 2019 – August 18, 2019

Applications & Prospective Students

Applications for admission and further information are available on our website at:

www.giftedmusicschool.org/prep-division-registration.

Students interested in the Gifted Music School Preparatory Division (GMSPD) should complete a registration form online in order to receive further information. The Office of Student Services will respond to all registration inquiries. Our open enrollment policy allows us to admit new students when an opening occurs in each trimester. Lessons are offered during afternoon and evening hours Monday through Friday and varied times on Saturday and Sunday. Days and times vary by faculty.



Trial Lessons

Prior to committing to a full semester, 30-minute trial lessons are available and will be charged according to each teacher's current rate. These arrangements should be made through the Office of Student Services by emailing registration@giftedmusicschool.org.

Observation Lessons

Prospective Suzuki School for Strings students will be required to observe a minimum of one (1) lesson prior to enrolling in the school. These observation lessons are free of charge, but must be arranged through the Office of Student Services by contacting registration@giftedmusicschool.org.

Note: The minimum number of observations required for each prospective student may vary by studio—the instructor has the final authority to determine how many observations a student must attend before beginning private instruction.

Waiting Lists

As our teaching studios and courses tend to fill up quickly, occasionally our teachers or classes reach capacity and some applicants may be placed on a waiting list until an opening occurs. Families will be notified at the time of registration if their class or studio has reached capacity, and will be given the option to be placed on a waiting list.

Withdrawals

Withdrawals are refundable through the first two weeks of enrollment. Following the second week of enrollment, tuition is non-refundable, and the family is responsible to pay for all remaining lessons in the semester, regardless of whether the student chooses to attend. If a child needs to withdraw for medical reasons after the second week of the semester, the child may be eligible for credit toward the following semester instruction.

Lesson Cancellations

In the event of a lesson cancellation due to faculty absence, the instructor will schedule a makeup lesson with the student at a mutually convenient time. Lesson cancellations due to student absences are not refundable and will not be made up. Our world-class faculty maintain very busy schedules teaching and performing. As a courtesy, we ask that you provide at least 24 hours' notice to both the instructor and Office of Student Services if you need to cancel a lesson.



Lesson Durations

Private lessons are taught weekly in durations of 30 minutes, 45 minutes, 60 minutes, and 90 minutes. There are fifteen (15) lessons in the Fall and Spring semesters, and twelve (12) lessons in the Summer semester.

Attendance

Punctual and consistent attendance at lessons, group classes, and other school activities is expected of all students at Gifted Music School. Repeated tardiness or unexcused absences is disrespectful to the faculty and the student's peers. Poor attendance suggests a student is not committed, and may result in a meeting with the school administration and the student's parents. Students receiving a scholarship may be asked to pay for missed lessons and the retention of their scholarship may be reviewed if the student has more than three unexcused absences in a semester.

Tuition & Attendance Agreements

All students enrolled in any GMSPD lesson, class, or activity agree to the following statements:

_____ Initial
"I understand that I am responsible to pay tuition for all lessons/classes, whether taken or missed. I understand that Gifted Music School does not offer refunds or make-up lessons for any absence incurred by the student."

_____ Initial
"I understand that I am responsible to notify my instructor and the GMSPD administration of any anticipated absences at least 24 hours in advance."

_____ Initial
"I understand that in the event of faculty sudden illness, the instructor or school will attempt to notify parents via email and/or phone. Additionally, I understand that if a lesson is canceled due to faculty absence, the instructor will schedule a makeup lesson at a mutually convenient time."

_____ Initial
"I understand that classes and lesson times, once assigned, cannot be changed or adjusted during the semester."

_____ Initial
"I understand that no reimbursements or refunds are granted after the first two weeks of enrollment in lessons or classes."

_____ Initial
"I understand that if I have enrolled in a semester which is already in session, the Office of Student Services will pro-rate my tuition for the number of remaining lessons or classes in the semester."



Parent Involvement

GMSPD 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 private lessons (see Unaccompanied 15+ Policy exception directly below).
- Provide a supportive atmosphere for student practice in the home.
- Practice with students in the home.
- Refrain from cell phone usage, including texting and emailing, during lessons.

Unaccompanied 15+ Policy

Students taking private lessons through GMSPD who are 15+ years old may request to attend lessons without parent or guardian under the following conditions:

- A waiver (available through the Office of the Preparatory Director) must be signed by both parent/guardian and student before any such lessons occur. This waiver releases GMSPD administration and faculty of any liability.
- The parent/guardian is required to attend at least 2 lessons during each semester. The instructor or administration reserve the right to withdraw this privilege if student isn't progressing.
- Ultimately, the private teacher has the authority to require the parent to be in attendance for each lesson.

Siblings

GMSPD understands that at times it is necessary to bring siblings to lessons. Please note that children not in a lesson must stay with the family. Children may not be left unattended in any area of the school or under the supervision of any GMSPD faculty or staff.

If a sibling becomes disruptive, prohibiting the effectiveness of the lesson, faculty has the right to conclude the lesson early. If this occurs, please make arrangements to have only enrolled children attend lessons.

Pets

Pets are not permitted in any property owned or shared by Gifted Music School; however, students, parents, or staff members with medical certification for the possession of a service animal may petition for an exception to this policy by providing documentation to the GMSPD administration.



Faculty

Any student recommended to faculty through Gifted Music School must be registered as a GMSPD student and must be taught on the Gifted Music School campus at 150 South 1000 East, Suite 200. **Under no circumstances may lessons take place in a private home or home studio.**

We also ask that faculty refrain from teaching or coaching students who have not paid or made payment arrangements with the Office of Student Services. GMSPD administration will inform faculty when a student's account falls into arrears which requires teaching to be suspended.

Faculty may not solicit, transfer, or retain any student referred by GMSPD to their private teaching practice or to another preparatory music program during their tenure at Gifted Music School.

Facilities & Maintenance

All of our pianos have been generously donated by the Mundi Project and in order to preserve these instruments, no personal items (including instruments and cases) should be placed on top of any piano.

With no full-time custodial staff, we rely on our community of students, parents, faculty, and staff to keep our facilities well-maintained. If you notice any problems with a room or piano, you should notify a facility monitor immediately, noting the room/studio number and any details about the repair needed (typical issues may include a window left open, paper towels needed to be replaced, non-functioning music stand, etc.).

Damage, removal, or vandalism to any facilities or property belonging to or shared with Gifted Music School is strictly prohibited. Any student found in violation of this policy may be subject to a fine and/or immediate dismissal in addition to potential criminal prosecution.

Lessons, group classes, and rehearsals scheduled by the GMSPD administration always take precedence in determining room availability. Regular classes cannot be relocated to accommodate special events (e.g. masterclasses, workshops, clinics, lectures, festivals, etc.). Inquiries regarding room availability or facility rentals should be sent to scheduling@giftedmusicschool.org.

Practicing

Due to Gifted Music School's volume of educational offerings and limited space in buildings owned and shared by the school, GMSPD students are not permitted to practice in or utilize school facilities for anything other than lessons, group classes, or rehearsals scheduled by the GMSPD administration.



Student Juries

All students enrolled in instrumental and vocal private lessons through GMSPD are required to participate in Student Juries. These evaluations give students a platform to demonstrate their progress to a panel of faculty jurors. Parents and guests are not permitted inside the Jury Room and must wait in the foyer while their child performs for the faculty.

Student Juries are typically scheduled Monday through Wednesday on the week after classes end each semester. Two to three weeks in advance of each semester's Juries, parents will be emailed instructions on (1) whether or not their studio is having Juries that semester, (2) which dates Student Juries shall take place, and (3) how to sign up online for a Jury appointment time.

Juries are mandatory for all GMSPD students. Exceptions to this policy can only be considered if a student submits a Petition for Policy Exception and letter of support from their private instructor to the GMSPD administration. Once the petition and letter of support have been submitted, the Preparatory Director and Area Chair will review the petition and make the final decision.

Honors Recitals

At the conclusion of each semester, Gifted Music School hosts a number of Honors Recitals which feature student performances nominated by the faculty. Students who demonstrate above-and-beyond progress and achievement in their Student Juries are invited to perform in these end-of-semester performances. The intention of these recitals is to celebrate the hard work and dedication of our students.



Tuition & Fees

Tuition and fees must be paid in full and on time each semester. Gifted Music School charges tuition by semester and cannot pro-rate lessons or classes. **All registered students must declare their payment intentions at the beginning of each semester—a student is not officially registered until they have declared a payment option.** Please see all available methods of payment below and choose one:

Note: Effective December 1, 2018, Bi-Semester Payment Plans will no longer be available. If you decide to change your payment method after completing this form, please email the Office of Student Services at registration@giftedmusicschool.org.

Semester Payment Options (choose one)

- Pay with Credit Card using Invoice Link.** A convenience fee of 1.75% is applied to each transaction.
- Pay with ACH Bank Withdrawal.** A convenience fee of 0.8% is applied up to a maximum of \$5.00 per transaction.
- Pay by Check.** Checks should be made payable to Gifted Music School and can be delivered to our main office at 150 South 1000 East, Suite 200, or by using online banking. All returned checks are subject to a \$35.00 charge.

~ or ~

Monthly Payment Options (choose one)

- Pay with Automatic Credit Card Withdrawals.** A convenience fee of 1.75% is applied to each transaction and you must consent for the Office of Student Services to store your credit card information on file and deduct payments automatically on the first of each month.
- Pay with Automatic ACH Bank Withdrawals.** convenience fee of 0.8% is applied up to a maximum of \$5.00 per transaction and you must consent for the Office of Student Services to store your credit card information on file and deduct payments automatically on the first of each month.
- Pay by Check.** Checks should be made payable to Gifted Music School and can be delivered to our main office at 150 South 1000 East, Suite 200, or by using online banking. A one-time \$35.00 billing setup fee is charged. All returned checks are subject to a \$35.00 charge.

Any semester an account becomes overdue may result in subsequent semesters requiring all charges to be paid in full before the semester begins. Students may only attend lessons, rehearsals, or coaching if their current bill is paid in full. Past due accounts will be sent to collections.



Parent Portal (“My Music Staff”)

The Office of Student Services manages all student accounts, invoices, and electronic payments through an online parent portal called My Music Staff. This web portal gives families at Gifted Music School a 360-degree view of their child’s progress and registration information. My Music Staff allows you to manage your account and invoices, view upcoming events and classes specific to your child, pay tuition online, track practice hours, keep school communications in one place, and more. A personalized online account is created for each family at the time of registration and can be accessed on our website at www.giftedmusicschool.org/prep-division-registration.

Scholarships

Gifted Music School offers a limited number of need-based, partial tuition scholarships through the Financial Aid Office. Due to limited funds and the volume of students seeking financial aid, we are currently unable to offer full scholarships.

Families seeking to apply for need-based financial aid should contact the Financial Aid Office by emailing scholarships@giftedmusicschool.org and request a Financial Aid Application Form. Upon completion of the application, applicants must supply a copy of all parent/guardian IRS Form 1040 Tax Returns to the Financial Aid Office. **Applications must be submitted no later than one month prior to the start of each semester.** Applications submitted after this date cannot be considered. Scholarships are retained through ongoing reporting (twice per semester) regarding student progress, attendance, practicing, and overall commitment.

Note: Submitting an application for financial aid does not guarantee any financial assistance will be awarded—the Scholarship Committee reviews all applications and makes the final decision based on a family’s financial need and available funds. We are unable to offer federal grant or loan assistance.

Inclement Weather

In rare instances, Gifted Music School’s administration may decide to close the building due to inclement weather or other emergencies. Example scenarios which might prompt an emergency school closure include inclement weather, road closures, flooding, power outages, etc. In the event of an emergency, the school administration will make every effort to notify students, parents, faculty, and staff of building closures via email, phone, social media, website updates, and any other method available.

If the school remains open but you are unable or feel unsafe commuting to the school, we ask that you use your best judgement in determining how safe and practical it would be for you to arrive at the school. The safety of our students, parents, faculty, and staff always comes first. We do not guarantee make up lessons for emergency school closings.



Mobile Devices

Except in cases of emergency, cell phones and other personal electronic devices should be turned off completely in lessons, classes, and ensemble rehearsals. If a student is found using a personal device in class, it may be confiscated and held in the office for the remainder of the lesson or class. We also ask that parents refrain from using personal electronic devices while in classes or lessons with their child.

Videotaping, Recording, and Photography Policy

Videotaping, recording, or taking photographs in lessons, presentations, workshops, masterclasses, or other Gifted Music School activities may only be done with express permission of the presiding faculty member and/or program director, and may only be used for educational purposes. If it is unclear who to ask for permission to film or record a school activity, contact a member of the administrative staff.

Misconduct & Dishonesty

Dedication, self-discipline, honesty, and integrity are hallmarks of our students, and Gifted Music School does not tolerate any form of dishonesty or misconduct. This includes, but is not limited to, lying, cheating, theft, and plagiarism.

Harassment & Bullying

Gifted Music School does not tolerate any form of bullying, abuse, or harassment. Students who experience any form of bullying (including online harassment) from another student, parent, or staff member should report the incident to a member of the administrative staff.

Violence and fighting are unacceptable and may result in immediate dismissal.

Faculty, staff, parents, and students are expected to treat one another with courtesy and mutual respect. We maintain a professional, supportive atmosphere to encourage learning and growth.

Discrimination Policy

Gifted Music School 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

Gifted Music School 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.

Prohibited Items

The following items are not permitted on or near any Gifted Music School property or event: tobacco, alcohol, drugs, e-cigarettes, knives or other weapons (including toy or imitation weapons), matches and lighters, fireworks and other explosives, and aerosol sprays.

Items determined to be disruptive, offensive, or hazardous which are not listed above will be addressed on an individual basis by the faculty and school administration. Gifted Music School reserves the right to temporarily confiscate any item which jeopardizes the safety of our students and/or is found to be disruptive to other students or classes in session. All confiscated items will be held in the Gifted Music School administrative office and can be picked up by a parent or guardian at the conclusion of the class, lesson, or rehearsal.

Smoking, Drug, and Alcohol Policy

The possession, distribution, sale, and use of cigarettes, drugs, and alcohol on or near any Gifted Music School property or event is strictly prohibited. Violations of this policy are grounds for immediate dismissal.

Carrying Valuables on Campus

We recommend that students not bring money or unnecessary personal valuables to the school as they can be easily lost or damaged.



Safety & Security

In addition to our policy on parents attending and participating in all lessons (see Parent Involvement), students under the age of 18 years are not permitted to enter or leave campus without a parent or guardian. Parents and guardians should not wait outside or in their vehicle while their child enters or leaves the building. Any student, parent, or faculty member who believes that a Gifted Music School student is missing should notify a staff member. If a child is believed to be missing, the school may attempt to contact the parent(s)/guardian(s) via phone, email, text, social media or any other means to reach the student.

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

Visitors

With the exception of events advertised as “open to the public” (e.g. recitals, masterclasses, workshops, concerts, lectures, receptions, etc.), all Gifted Music School lessons, classes, rehearsals, and other private school activities are closed to the public. Visitors are not permitted on any property owned or shared by Gifted Music School without the express permission of one or more members of the management staff.

Location

Gifted Music School's main campus and offices are located at **150 South 1000 East, Suite 200 in Salt Lake City, Utah**. All official GMSPD lessons, classes, Juries, and rehearsals take place in this building. Locations for special events held off-campus (e.g. large group rehearsals or school concerts) will be communicated as they arise.

Parking

The parking lot directly behind the building at 150 South 1000 East is for the use of the GMSPD students and faculty. There is also available curbside parking in front of the building. The lot directly to the South of the building is not available for Gifted Music School parents, students, or staff; cars parked in that lot may be towed.



Photo Release

All students and parents/guardians (of those students under 18 years of age) give permission to Gifted Music School for the student's name, likeness, image, voice, interviews, performances, biographical information, and ideas ("Performer Rights") in connection to the Salt Lake Music School Foundation (dba "Gifted Music School") to be used in promotional materials, marketing brochures, social media, posters, flyers, video and televised publicity, the school website (giftedmusicschool.org) programs, and performances, without restriction as to changes or alterations. Students and parents/guardians waive any right to inspect or approve images(s), sound, or finished versions incorporating images or sound, including any written copy that may appear in connection therewith. Students and parents agree that Gifted Music School 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).

_____ *"I hereby release, discharge, and agree to hold harmless Gifted Music School, from any liability in connection with the use, alteration, publication, and/or reproduction of these Performer Rights."*
Initial



Acknowledgement Form

All students of Gifted Music School must read the School Policies and Procedures with a parent or guardian and sign this acknowledgment form. Students 18 years and older may sign this form without a parent or guardian, but all students under 18 years of age must have a parent or guardian sign the parental acknowledgment.

Your signature affirms that you have read and agree to abide by all policies and procedures of Gifted Music School. GMSPD's administration reserves the right to dismiss a student at any time for any violation of these policies and procedures. Your signature also acknowledges that you understand these policies are subject to change at any time by Gifted Music School.

Print Student Name(s)

Date

Student Signature (if student is 18 or older)

Date

Parental Acknowledgement (if student is under 18)

Your signature affirms that you have read and discussed these policies with the student(s) above, and agree to abide by all policies and procedures of Gifted Music School. GMSPD's administration reserves the right to dismiss a student at any time for any violation of these policies and procedures. Your signature also acknowledges that you understand these policies are subject to change at any time by Gifted Music School.

Print Parent/Guardian Name

Date

Parent/Guardian Signature

Date

GIFTED MUSIC SCHOOL



2018-2019 ACADEMIC CALENDAR

(Trimester*)

Fall 2018

Financial Aid Applications due

Fall Classes Begin & Tuition Due

Payment plans must be declared by the first day of classes each semester

Last day to withdraw from classes or lessons

Families who drop lessons/classes after this date (or two weeks from their start date) are responsible for the full semester's tuition

Preparatory Practice-a-thon

Fall Concert

Fall Classes End

Student Juries & Make-Up Week.....

Juries are mandatory for all students enrolled in private lessons

Honors Recitals

Spring 2019

Spring Financial Aid Applications due

Spring Classes Begin & Tuition Due

Last day to withdraw from classes or lessons

Conservatory Winter Concert

Featuring winners of Preparatory Concerto Competition

Project GRIT Benefit Concert

Spring Pathway Concert

Rose Wagner Performing Arts Center. Featuring students from every division of the Gifted Music School

Conservatory Scholarship Gala

With special guest artist Laurie Smukler, Violin Faculty for The Juilliard School

Spring Classes End

Student Juries & Make-Up Week.....

Conservatory Concert with The Madeleine Choir School.....

Honors Recitals

Summer 2019

Summer Financial Aid Applications due

Summer Classes Begin & Tuition Due

Chamberpalooza

Last day to withdraw from classes or lessons

Summer Classes End

There are no juries or honors recitals in the summer semester

July 18

August 18

September 1

November 1-30

November 1/

December 16

December 17-22

December 21

December 5

January 5

January 19

February 9

March 14

April 18

April 27

April 29

May 15

May 2

May 4

April 11

May 11

May 18

May 25

Aug 18

HOLIDAY SCHEDULE

Labor Day Weekend September 1-3

Building closed - No classes or lessons

Fall Recess (UEA) **October 18-23**

Building closed - No classes or lessons

Halloween October 31

Building closed - No classes or lessons

Thanksgiving Recess November 20-25

Building closed - No classes or lessons

Holiday Recess **Dec 22-Jan 4**

Building closed - No classes or lessons

***NOTE:** The Fall 2018 Semester is constructed to allow a maximum of fifteen (15) weeks of class/lesson instruction and one (1) week of juries/examinations.

Martin Luther King, Jr. Day January 21

Building closed - No classes or lessons

Presidents' Day Weekend February 16-18

Building closed - No classes or lessons

Spring Recess **March 19-24**

Building closed - No classes or lessons

Summer Intersession **May 6-10**

Building closed - No classes or lessons

***NOTE:** The Spring 2019 Semester is constructed to allow a maximum of fifteen (15) weeks of class/lesson instruction and one (1) week of juries/examinations.

Non-Student Week **June 11-23**

Building closed - No classes or lessons

Non-Student Week **July 1-7**

Building closed - No classes or lessons

***NOTE:** The Summer 2019 Semester is constructed to allow a maximum of twelve (12) weeks of class/lesson instruction. There are no student juries or honors recitals in summer trimesters.

Calendar subject to change without notice. Find the most up-to-date information by visiting giftedmusicschool.org, or by calling **801.300.1199**

Contact Us

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