

STURGIS MUSIC ACADEMY STUDENT HANDBOOK 2016-2017

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CURRICULUM FOR THE PRIVATE AND GROUP LESSONS

The private lesson uses repertoire from the Suzuki method as well as other supplemental materials. Etudes and scales will be introduced as the student progresses. The group lesson focuses on reviewing Suzuki pieces, along with some additional repertoire. The students will have opportunities for solo performances and receive basic music theory training.

We use the revised edition of the Suzuki Violin School Method Book. Parents are expected to purchase the volumes when needed as well as the piano accompaniment.

EXPECTATION OF PARENTS

Parental participation plays a vital role in the students' musical experience. The parents are expected to attend all their children's group and private lessons and practice with them every day. During the lessons and group classes, it is important that the parents observe the lesson quietly and take notes if necessary. While assisting their children's practice, they should follow through on the ideas from the lessons and the groups. The parents are not allowed to begin new pieces with their children or change the size of the violin. All decisions will be made by the teacher. The parents are encouraged to always provide positive support for their children's study.

Parents are responsible for providing the teacher with any changes of contact information.

PAYMENT POLICY

The teacher is not allowed to continue lessons if full payment is not received by the end of the second week of the semester. To avoid any uncomfortable situations, there is a deadline on the website that indicates when payment is expected.

CANCELLATION POLICY

If the program has begun and the teacher has reserved the time slot for the private lesson, no more than 50% of the tuition will be reimbursed after week three. After week six, no tuition will be refunded. If a student must leave the program due to health reasons, the refund will be up to the discretion of the director.

FINANCIAL AID

Financial aid is limited to 25% of tuition.

Financial Aid may be awarded to families who have a total family income under \$35,000 per year or have a student that currently qualify for his or her school's free or reduced price lunch program. For information about whether or not you qualify for the Arkansas Free Lunch Program, please visit the website at <https://www.benefits.gov/benefits/benefit-details/1952>.

To apply, an application form is available at the office or can be sent via email. Complete the form and mail it to the office or send it electronically via email together with the following 2 items:

- Photocopies of parent/guardian's most recent signed Federal Tax Form 1040
- Copies of W2s

Once the tuition waiver has been determined, families will be contacted by email and given further instruction. Student may begin lessons while financial aid is being determined. If no financial aid is awarded, the entire amount will be owed.

Deadline for the application is a day prior to the start date of the semester.

BEHAVIOR AND CONCERT ETIQUETTE

The first floor of Byrne Hall serves as the classroom for the group class, the Academy's performance venue, as well as the rehearsal space for the orchestra. The private lesson will be held in the director's office on the second floor of the hall, which also serves as the office space for the Symphony. Students should speak quietly in these areas while waiting for lessons so as not to disturb ASO staff in nearby offices. Parents are responsible for curtailing running, loud play and any dangerous behavior on the part of their youngsters. Students are not allowed to touch any of the instruments stored in the hall. Young children must be supervised by their parents or an adult at all times.

- Concert Etiquette

Students must arrive on time and stay for the ENTIRE concert as a courtesy to the other performers. Students must dress appropriately for concert. It is requested that cameras without flash be used, or if flash must be used, please wait until the end of the performance. Please encourage your child(ren) to listen quietly while other students are performing. Rattling papers, candy wrappers and talking are distracting to our performers. Please do not enter or exit the room during a performance.

GROUP CLASS AND CONCERT POLICIES

Group lessons offer the students the opportunity to perform for their peers and to perform together as a group. A number of group concerts and solo recitals will be conducted every semester. Attendance is required at all group classes and concerts. If a student misses more than two groups, it is up to the discretion of the director whether the student can participate in the concert.

ATTENDANCE, LATE ARRIVALS AND ABSENCES

24-hour notice via email or phone is requested for cancellations of lessons. If the director cannot be reached, please contact:

Barbara Burroughs, Director of Education and Outreach

501-666-1761 Ext. 116

bburroughs@arkansassymphony.org

Students are expected to arrive five minutes prior to the private lessons. The teacher is allowed to assume a cancellation of the private lesson if the student is more than fifteen minutes late, and no make-up lesson, or lost time, will be offered in this case. If the teacher is late, any missed lesson time will be made up.

The student is allowed to reschedule a lesson only if the teacher is given a week notice. The teacher is not required to make up student absences.

If a student has a health condition which might jeopardize the health of other members of the Academy community (including other students, parents, faculty and pianists), the student and his/her family are asked to take all reasonable precautions to prevent the spread of disease. Such precautions might include, but are not limited to, notification of the teacher and, in some cases, canceling the lesson and keeping the child at home. Although such absences cannot be made up, in the case of an extended illness a portion of the tuition may be refundable.

This does not exempt the student from payment as contracted.

As an active professional musician, the teacher may periodically need to reschedule private lessons. If a teacher is absent, a make-up lesson will be arranged at a mutually convenient time. If the student misses a make-up lesson, a second lesson will not be arranged. There will be no refund of tuition for any missed lessons or group classes.

In the event of inclement weather, the cancellation of the lesson will be announced via phone or email. Private lessons missed due to the weather will be made up but Group lessons will not.

CONCURRENT STUDY AND DISMISSALS

- Concurrent study

Students enrolling for the program cannot be concurrently studying with another private teacher outside of the program.

- Dismissal

The Sturgis Music Academy reserves the right to dismiss any student due to lack of interest or progress, frequent absence (more than four lessons per semester), frequent tardiness, behavior problems, or failure to abide by policy. The following procedure will be followed in such a case:

1. Parents will be phoned
2. Letter will be sent
3. Dismissal

MUSIC STORES (Instruments, Music, and Accessories)

Little Rock Violin Shop
501-712-3217
316 E 11th St, Little Rock, AR, 72202
<https://www.littlerockviolinshop.com/home.html>

Arkansas Symphony Orchestra Instrument Rental
501-666-1761 Ext. 109
twu@arkansassymphony.org

Shar Music Products (Music, strings, accessories)
1-800-248-shar
<https://www.sharmusic.com/>

Johnson String Instrument
<https://www.johnsonstring.com/>

USEFUL LINKS AND RESOURCES

Mimi Zweig String Pedagogy
<http://www.stringpedagogy.com/>

PURPOSE OF HANDBOOK AND PLAN FOR FUTURE EDITIONS

The policies and procedure of the Sturgis Music Academy have been established in order to assist students to achieve continuity of study. All students are required to abide by them. The Sturgis Music Academy reserves the right to change any program, policy or regulation published in this handbook.