



SCHOOL POLICIES

2022 - 2023

This document is a compendium of Gifted Music School's Policies and Procedures. It provides the most relevant information about general student life at Gifted Music School. All students and parents are responsible for abiding by the regulations and procedures contained within this document, so please read this carefully and keep it for future reference. Throughout this document we may refer to primary caregivers as "parents" for the sake of simplicity. We recognize that some students have guardians and we are grateful to work with those who serve in that capacity. Similarly, there are occasions when we refer to students as "children", again for the sake of simplicity. This terminology is not intended to alienate any members of our vibrant and diverse community.

Be advised that the provisions of this document are not to be regarded as an irrevocable contract between the student and Gifted Music School, its programs, or its employees. Gifted Music School reserves the right to make changes affecting admission procedures, tuition, fees, courses of instruction, curriculum requirements, areas of study, faculty listings, academic policies, and general regulations.

The information in this document is subject to change without notice.

Location

Gifted Music School
Leon and Karen F. Peterson Building
182 South 600 East
Salt Lake City, UT 84102

BUILDING HOURS

| | |
|-----------|-------------------|
| Monday | 2:00 pm – 8:00 pm |
| Tuesday | 2:00 pm – 8:00 pm |
| Wednesday | 2:00 pm – 8:00 pm |
| Thursday | 2:00 pm – 8:00 pm |
| Friday | 2:00 pm – 8:00 pm |
| Saturday | 8:00 am – 3:00 pm |
| Sunday | Closed |

Contact Us

MAIN PHONE

(385) 222-7787

EMAIL

info@giftedmusicschool.org

WEBSITE

www.giftedmusicschool.org

OFFICE

Student Services
Financial Aid
Conservatory
Suzuki Program
Facilities
Development
Marketing

EMAIL

registration@giftedmusicschool.org
scholarships@giftedmusicschool.org
conservatory@giftedmusicschool.org
suzuki@giftedmusicschool.org
scheduling@giftedmusicschool.org
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awester@giftedmusicschool.org

EXECUTIVE DIRECTOR

Heather Moore

ARTISTIC DIRECTOR

Dr. April Clayton

DEAN

Justin Morgan

STUDENT SERVICES MANAGER

Susan Andersen



School Policies and Procedures

Welcome to the 2022-23 academic year at Gifted Music School. This document contains information about student life, rules and regulations, policies, and expectations of all students and families at Gifted Music School. Please read this document carefully and refer to it whenever you have questions.

Note: If you have any questions about the content of this document or any other aspect of student life at Gifted Music School, please feel free to consult your instructor or contact our Student Services team at registration@giftedmusicschool.org.

School Calendar

Gifted Music School runs on a full-year calendar comprised of three semesters. Students enrolled in Individual Lessons will receive 32 lessons between the fall and spring semesters, and a minimum of 6 lessons in the summer. Classes and ensembles may follow slightly different schedules but will fit within the parameters of the semester start and end dates.

| SEMESTER | PERIOD |
|-------------|-------------------------------------|
| Fall 2022 | August 22, 2022 – December 21, 2022 |
| Spring 2023 | January 9, 2023 – May 22, 2023 |
| Summer 2023 | June 5, 2023 – August 20, 2023 |

Note: Summer lesson requirements vary by studio; however, the school requires a minimum of six (6) summer lessons to retain studio placement. The total number of lessons for new students is calculated based on the number of weeks remaining in the semester at the time of enrollment.

Coronavirus Update

As the school continues to monitor and respond to the pandemic, we ask our community to remain flexible and understanding that school activities and policies are subject to change as pandemic conditions evolve.

Though not required, we strongly encourage mask-wearing on school property. This is in line with Health Department guidance to reduce the spread of COVID in schools.

To report a potential exposure, please use the school's online reporting form at www.giftedmusicschool.org/report-concern-or-incident.



School Policies and Procedures

Admission Information

Students interested in lessons or classes at Gifted Music School should complete the registration form on our website or contact us at registration@giftedmusicschool.org to receive further information. The Student Services Staff will respond to all applications and registration inquiries. Our open enrollment policy allows us to admit new students when an opening occurs each semester. Registration forms and details about Gifted Music School's current class and lesson offerings can be found at www.giftedmusicschool.org/lessons-and-classes.

CONSERVATORY ADMISSIONS

Admission to the Conservatory at Gifted Music School is determined through a highly selective audition process. To apply, students must complete the online application, pay the \$50 application fee, provide a letter of recommendation, and perform a live audition for the faculty at Gifted Music School. Questions about the Conservatory or its admission process can be directed to the Conservatory Admissions Staff at conservatory@giftedmusicschool.org.

Application forms, audition requirements, and additional information for Gifted Music School's full-scholarship Conservatory program can be found at app.getacceptd.com/giftedmusicschool.

| ADMISSIONS EVENT | DATE |
|--|------------|
| Application portal becomes available | March 1 |
| Deadline to submit application and fee | May 1 |
| Live auditions at Gifted Music School | Late May |
| Decision letters sent | Early June |

Note: The \$50 application fee is nonrefundable and must be paid through the application portal upon submission of your application. Applications will not be considered complete until the fee has been received. Audition requirements may change from year to year; the most accurate information will be posted to Acceptd by March 1st when the online portal starts accepting applications.

School Policies and Procedures

Private Lesson Policies

Students of all ages and skill levels can enroll in Individual Lessons at Gifted Music School. We offer private instruction in voice, composition, and twelve instruments. Lesson Packages at Gifted Music School allow a student to become a part of a vibrant school community. In addition to providing nurturing and structured lessons, Gifted Music School offers students a variety of performance opportunities, professional evaluation, expert placement, supplemental group classes, and access to masterclasses with locally and internationally renowned guest artists.

TRIAL LESSONS

30-minute trial lessons are available to prospective students and charged according to each instructor's current rate. Trial lessons can be arranged by emailing registration@giftedmusicschool.org.

OBSERVATION LESSONS *(for Suzuki student families)*

Gifted Music School requires all prospective Suzuki Lesson student families to observe a minimum of one (1) lesson prior to beginning private lessons. These observations are free of charge but should be treated as a real lesson with punctual attendance and respectful participation. Observations can be arranged through the Student Services Staff by contacting registration@giftedmusicschool.org.

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

WAITING LISTS

In the event that any class or studio at Gifted Music School reaches capacity, registrants will be given an opportunity to join the waiting list until an opening occurs.

LESSON DURATIONS

Private lessons are taught weekly in durations of 30, 45, and 60 minutes. There are 32 lessons between the Fall and Spring semesters, and 6+ lessons in the Summer. The number of summer lessons varies by studio instructor; however, a minimum of six lessons is required to retain current studio placement.

Note: Summer schedules are flexible to allow our faculty to participate and/or present at national conferences, institutes, workshops, teacher training, summer festivals, and other professional development activities.

School Policies and Procedures

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 and may result in a meeting with the school administration and the student's parents. Faculty will wait up to 10 minutes for a tardy student to arrive—after this point, they may leave and the lesson will be marked as a non-refundable student absence. Lesson times will not be extended to accommodate student tardiness.

LESSON CANCELLATIONS

In the event of a lesson cancellation due to faculty absence, the instructor will provide a makeup lesson with the student at a mutually convenient time. **Lesson cancellations due to student absence are not refundable or eligible for makeup credit(s).** If sufficient notice is given at the beginning of the semester, faculty can reschedule lessons that conflict with religious holidays. Our instructors maintain highly active teaching and performing schedules. As a courtesy, we ask that students notify both (1) their individual instructor and (2) the Student Services Staff at registration@giftedmusicschool.org of anticipated absences at least 24 hours in advance of the lesson.

GROUP CLASSES

Each student is assigned to a monthly group or performance class. These classes are a key component of the private lesson experience at Gifted Music School. Students are expected to actively attend and participate in these monthly group classes. Parents are not expected to attend these classes, as space is often limited for audience members.

STUDIO RECITALS

In addition to Jury Examinations, all instrumental and voice lesson students will perform in a studio recital at the conclusion of each Fall and Spring semester hosted by your instructor.

Note: Solo, book, and graduation recitals are not presently covered by tuition. These events are arranged at the discretion of individual studio instructors.



School Policies and Procedures

JURY EXAMINATIONS

All students enrolled in instrumental and vocal music lessons through Gifted Music School are required to participate in Jury Examinations. These evaluations give students a platform to demonstrate their progress to a panel of faculty jurors. Parents and guests are not permitted inside the exam room during the jury performance. Juries are mandatory for all students enrolled in private lessons.

Note: Jury Examinations for the 2022-23 school year are anticipated to occur in person at our main campus in Salt Lake City; however, the location, format, and dates are subject to change as pandemic conditions evolve.

| SEMESTER | EXAM PERIOD |
|-------------|---|
| Fall 2022 | December 12 - 14, 2022 <i>(all instruments and voice)</i> |
| Spring 2023 | May 16 - 17, 2023 <i>(piano and conservatory students only)</i> |

PIANO TECHNIQUE EXAM & ÉTUDE-FEST *(piano students only)*

Piano students at Gifted Music School participate in jury examinations twice per year, as well as a school-wide Étude-Fest in the fall and Technique Exam in the spring. These piano department events are mandatory for all piano students at Gifted Music School. Repertoire requirements and performance expectations for these events will be communicated by individual studio instructors.

Note: These dates are subject to change. Student families will receive instructions directly from their studio instructor.

| EVENT | EXAM PERIOD |
|----------------|-----------------------|
| Étude-Fest | October 18 - 19, 2022 |
| Technique Exam | March 14 - 15, 2023 |

HONOR ROLL & HONORS RECITAL

At the conclusion of each exam period, students who demonstrate outstanding jury performances may be added to the Dean's Honor Roll by faculty nomination. Additionally, the school may host an Honors Recital that features select students nominated to the Honor Roll.

School Policies and Procedures

ACCOMPANISTS

The school engages a number of collaborative pianists who support students at school-sponsored events. Please be aware that while tuition covers accompanist fees for a 30-minute rehearsal, juries, studio recitals, and masterclasses hosted at the school, any events beyond these (e.g. federations, book recitals, etc.) must be arranged between the accompanist and families directly, and families will be invoiced by the collaborative pianist for these services. Please speak with your studio instructor for guidance on which accompanist to approach for your particular event or assessment.

PERFORMANCES

One key aspect that separates a school from a private home studio is the array of events and performance opportunities that can be found in a vibrant school community. Students enrolled in private lessons at Gifted Music School have a variety of performance opportunities each semester. The Suzuki Program organizes at least one program-wide concert in the Fall, Spring, and Summer semesters. Information specific to each of these performances will be communicated by individual instructors as well as the Suzuki Program Director.

DISTINGUISHED MASTERCLASS SERIES

Students may have the opportunity to attend or perform in the Distinguished Masterclass Series at Gifted Music School. When such opportunities arise, audition instructions and deadlines will be set by Department Chairs and the Artistic Director, and later communicated to student families by individual faculty members. We strongly encourage students to take advantage of these unique and rewarding opportunities to work with international-level artists and educators.

Note: As the curatorial lineup for guest artists and clinicians varies each year, we are unable to guarantee that each department will have opportunities to perform in masterclasses every year. However, all students and families are welcome to attend and observe any masterclass hosted by Gifted Music School at no charge.

CHANGE OF TEACHER POLICY

All teacher change requests are reviewed and authorized through the Dean's Office. The first step for any student considering a studio transfer is to consult directly with their current instructor about their concerns and reasons for considering a change of teacher. If a resolution cannot be reached after a series of conversations with their current instructor, students may request a Petition for Exception to School Policy form by emailing Susan Andersen, at sandersen@giftedmusicschool.org.

School Policies and Procedures

PARENT INVOLVEMENT *(for students under the age of 18)*

Gifted Music School requires active parent or guardian involvement in every aspect of their student's instruction. Parent(s)/guardian(s) are expected to:

- Be present at all private lessons (see Unaccompanied 16+ Policy exception directly below).
- Provide a supportive atmosphere for student practice, study, and listening in the home.
- Participate in lessons attentively and practice with students in the home.
- Guide students to complete all assigned homework from instructors (e.g. listening to assigned recordings, meeting practice goals, etc.)
- Refrain from cell phone usage, including texting and emailing, during lessons.

UNACCOMPANIED 16+ POLICY *(for students ages 16 to 18)*

Students taking private lessons through Gifted Music School who are 16+ years old may request to attend lessons without parent or guardian under the following conditions:

- A waiver (available through the Student Services Staff) must be signed by the parent/guardian before any such lessons occur. This waiver releases Gifted Music School's administration and faculty of any liability.
- The parent/guardian should make a point to attend at least one lesson per semester or find other ways to conference with the teacher. The instructor and administration reserve the right to revoke this privilege if the student does not appear to be progressing.

SIBLINGS

We understand 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 Gifted Music School 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.

School Policies and Procedures

Class and Ensemble Policies

Another benefit of joining the Gifted Music School community is having access to a variety of music classes, workshops, and ensembles for a variety of ages and abilities. With offerings spanning early childhood music classes, composition and improvisation classes, advanced performing groups, adult music appreciation classes, community lecture series, ensembles, and more, there is something for everyone at Gifted Music School.

All policies specific to these classes (beyond the schoolwide policies outlined in this document) will be communicated on the school website or by your instructor during or prior to your first day of class. View all current class and ensemble offerings at www.giftedmusicschool.org/lessons-and-classes.

Conservatory Policies

Conservatory students are held to the schoolwide rules and regulations outlined in this document, but additional policies specific to the Conservatory program can be found in the Conservatory Student Handbook. Additionally, students are expected to frequently check the 'Take Note' section of the school website for important updates and information.

School Policies and Procedures

Withdrawals

For continuing students, withdrawals are refundable before each semester's deadline to withdraw. For new students in their first semester, withdrawals are refundable up to 24 hours prior to the third lesson. After a new student's first semester, they will be subject to the published withdrawal deadlines below. **Once the withdrawal deadline has passed, 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.

Note: Exceptions to the school's refund policy may be granted in the event of a family or medical emergency but are assessed on a case-by-case basis. This process involves the student family contacting Student Services and requesting a Petition for Exception to School Policy. The petition must be completed electronically via DocuSign and returned to the Dean's Office within fourteen (14) days of the missed class and must include a personal statement and any relevant supporting documentation. "Refundable" should be interpreted to mean that semester-length tuition obligations will be forgiven; lessons that have already occurred prior to the withdrawal cannot be refunded.

| SEMESTER | WITHDRAWAL DEADLINE |
|-------------|---------------------|
| Fall 2022 | September 12, 2022 |
| Spring 2023 | January 30, 2023 |
| Summer 2023 | June 26, 2023 |

A **\$30 withdrawal fee** is assessed to any student, new or continuing, who withdraws after the first lesson or class has occurred in the exiting semester (this does not apply to trial lessons). The recommended process for withdrawing is as follows:

1. **Consult with your instructor first**, explain why you are considering withdrawing or dropping the class, and allow the teacher ample opportunity to respond or make recommendations. If this conversation with your instructor does not yield a clear resolution or alternative to withdrawing, proceed to the next step.
2. **Contact the Student Services Staff** and submit a request to withdraw. You may be asked if you have completed the step above. Withdrawal fees incurred and eligibility for a refund will also be communicated by the Student Services team.

Note: Informing an instructor of an intention to leave the school or drop a class does not constitute a withdrawal. Similarly, not attending classes or withholding payment does not release a student family from their contractual obligation of paying tuition. Submitting a Petition for Exception to School Policy does not guarantee that any refund request will be approved.

School Policies and Procedures

Tuition

PRIVATE LESSON TUITION

Tuition for Private Lessons at Gifted Music School includes a wide array of school activities with weekly individual lessons, regular group classes, jury examinations, studio recitals with accompaniment, masterclass and performance opportunities, and more.

Gifted Music School charges tuition by semester. Tuition for the remaining lessons in any given semester is refundable until each semester's withdrawal deadline or 24 hours prior to the third lesson for new students in their first semester. A \$30 withdrawal fee is assessed for any withdrawal after the first scheduled lesson has occurred.

CLASSES AND ENSEMBLES

Tuition amounts for classes and ensembles varies by offering type and duration. We are unable to provide refunds for any class or ensemble after the withdrawal deadline has passed. Additionally, a \$30 withdrawal fee is assessed for any withdrawal that occurs after first scheduled class has occurred.

CONSERVATORY

A full-tuition scholarship of \$10,585 is awarded to all students who are admitted into the Conservatory at the Gifted Music School. Tuition covers all Conservatory course enrollment and ensemble participation—students are responsible for the cost of private lessons and supplemental piano lessons. To make a gift to the Conservatory scholarship fund, please contact giving@giftedmusicschool.org.

School Policies and Procedures

Fees

REGISTRATION FEES

A **\$25 registration fee** is assessed each year (per family) in the fall or at the initial time of enrollment.

CREDIT CARD CONVENIENCE FEES

A **1.75% convenience fee** is applied to all credit card tuition transactions. This fee helps the school offset merchant processing charges. There are no fees to make tuition payments by ACH Withdrawals.

LATE PAYMENT FEES

A **\$25 late payment fee** is assessed to students who have not paid their account balance by the dates below (depending on which payment plan selected above). Late fees collected are applied to our general scholarship fund.

- If **Semester Payments** are not paid within fifteen (15) days of the invoice due date, a late fee of \$25 is assessed. If payments are not received within thirty (30) days of the invoice due date, all lessons shall be suspended.
- If **Monthly Payments** are not paid by the 15th of each billing month, a late fee of \$25 is assessed. If payments are not received by the end of the month, lessons shall be suspended.

WITHDRAWAL FEES

A **\$30 withdrawal fee** is applied to withdrawals that occur after the first scheduled lesson or class has passed. Withdrawals prior to the first lesson are fully refundable and will not be assigned a fee.

CONSERVATORY FEES

A one-time **\$50 conservatory application fee** is due at the time of application into the Conservatory program. Applications will not be reviewed until this fee has been received. Additionally, an annual **\$150 conservatory registration fee** is due at the beginning of the school year. Families facing financial hardship may be eligible to have this fee waived. See the Conservatory Student Handbook for details.



School Policies and Procedures

Financial Aid

Gifted Music School is committed to making high quality music instruction accessible to students of all ages and backgrounds. In order to accomplish this, we offer a limited number of need-based, partial-tuition scholarships to families who qualify. Learn more at www.giftedmusicschool.org/financial-aid.

Note: Applying for financial aid does not guarantee any financial assistance will be awarded—the scholarship committee reviews all applications and makes award decisions based on a family’s demonstrated financial need as well as available funds.

All applications for financial aid must be submitted no later than one month prior to the start of each semester. Applications submitted after this date cannot be considered.

| SEMESTER | DEADLINE TO APPLY |
|-------------|--------------------------|
| Fall 2022 | July 25, 2022 by 5pm |
| Spring 2023 | December 12, 2022 by 5pm |
| Summer 2023 | May 8, 2023 by 5pm |

SUPPORT THE SCHOLARSHIP FUND

If you are interested in making a gift toward the general scholarship fund, or establishing a named scholarship fund, please contact us at giving@giftedmusicschool.org.

Student/Parent Portal (“My Music Staff”)

The Student Services Staff manage all student accounts, invoices, and electronic payments through an online parent portal called My Music Staff (MMS). My Music Staff allows student families to manage their billing information, view upcoming events and classes specific to the family, 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 (password-required), and a series of instructional videos can be found in the Online Resources section of your account.

My Music Staff can be accessed at www.giftedmusicschool.org/parent-student-login.

School Policies and Procedures

Location

Our main campus is located at 182 South 600 East, Salt Lake City, UT 84102. This facility is called the Leon and Karen F. Peterson Building, sometimes abbreviated as “LKPB.” All classes and ensembles will either occur at this building or online. Teaching modalities and locations for private lessons will vary by individual studio instructor during the pandemic. New and returning students should receive clarification on mode and location directly from their studio instructor at the beginning of each school year.

Parking

Parking facilities in the garage are reserved for faculty and staff during working hours. Students and guests can find curbside parking on 600 East or 200 South. Gifted Music School is not responsible for loss, damage or theft of your vehicle; therefore, we suggest that you lock your doors and not leave any valuables in your car.

School Closures

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, public health crises, 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. Students are strongly advised to update their contact information in My Music Staff.

Practicing

Due to Gifted Music School’s volume of educational offerings and limited space in buildings owned and shared by the school, practice space is limited; however, students may request use of practice facilities by emailing scheduling@giftedmusicschool.org or by speaking to an attendant at the front desk.

School Policies and Procedures

Facilities & Maintenance

All of our pianos have been generously donated by the Mundi Project and others. In order to preserve these instruments, no personal items including instruments, cases, water bottles, food items, backpacks, etc.) should be placed on top of any piano.

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 staff member immediately or complete the online reporting form at www.giftedmusicschool.org/report-concern-or-incident, noting the room/studio number and any details about the repair needed (typical issues may include stuck piano keys, 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 Student Services Staff 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.

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 a member of the staff.

Pets

While we love animals, pets are not permitted on any Gifted Music School property; 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 school’s administration.

School Policies and Procedures

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, & 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.

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, & 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 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.

School Policies and Procedures

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. Violence and fighting are unacceptable and may result in immediate dismissal. Students who experience any form of bullying (including online harassment) from another student, parent, or staff member should report the incident to a staff member or online at www.giftedmusicschool.org/report-concern-or-incident.

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.

Dismissal

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

- Frequent absences, including 3 or more consecutive missed lessons (this may be discussed if there is a serious health issue or other emergency. 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 tuition or fee payment

School Policies and Procedures

Use of Touch Policy

Similar to dance instruction and athletic training, high-quality music education almost invariably relies on the use of physical contact between students and instructors. Singing and playing musical instruments are highly physical activities—consequently, improper posture or other physical techniques (bow hold, instrument hold, breathing, closed diaphragm, etc.) can lead to conditions such as tendinitis, carpal tunnel syndrome, bursitis, and other injuries related to the back, neck, shoulders, and vocal cords.

The use of touch allows our faculty to identify points of tension, correct improper posture and bad habits, steer or direct students, demonstrate instrument-specific physical concepts (e.g. bow and weight distribution, etc.), and help students gain a sense of body awareness and control over the various fine and gross motor skills related to their voice or instrument.

The terms of Gifted Music School's Use of Touch Policy are as follows:

- In masterclass settings, teachers will endeavor to ask permission to touch a student in advance, but in weekly class and lesson formats, parents and students are required to sign and review the consent form on the school's policies and procedures document annually.
- Once consent is given, our faculty are not obligated to warn the student or parent in advance of each instance of physical contact—it will be assumed that consent for physical contact in lessons is granted until the parent or student expresses otherwise.
- Parents and students who feel uncomfortable with the use of touch in specific instances must communicate this with the faculty member. And parents who wish to permanently revoke consent for the use of touch need to communicate with the faculty member and school administration.
- A parent or guardian must always be present when an instructor makes physical contact with the student.
- Physical contact is typically limited to the student's arms, back, hands, shoulders, and wrists.
- Physical contact will never be used harmfully, inappropriately, or without consent.
- Harassment of any kind is not tolerated and should be reported to a school administrator.

By signing these policies, parents and students consent to allow Gifted Music School's faculty to make use of touch and physical contact as delineated above. It is the responsibility of parents and students to communicate with the faculty member in advance of a lesson or class if they wish to revoke consent for the use of touch.

School Policies and Procedures

Open Door Policy

Our faculty and staff are deeply committed to ensuring that our students receive the highest possible quality music education in an environment that nurtures creativity and intellectual curiosity. If anything is preventing a student from thriving, we hope that the student family will approach us. Our faculty and staff share a schoolwide “Open Door Policy” and we rely on open and honest communications between our team and student families. If you prefer to express a concern or report an incident anonymously, you may use our online reporting form at www.giftedmusicschool.org/report-concern-or-incident.

Note: Although anonymous reports are accepted, they significantly limit the degree to which Gifted Music School can thoroughly investigate and respond to the concern brought forward. We recommend providing as much detail as possible if you file a report anonymously.

Safety & Security

Gifted Music School is deeply committed to providing a respectful and welcoming environment for all of our students, parents, faculty, and staff. A comprehensive list of school safety and security information, policies, and resources can be found online at www.giftedmusicschool.org/safety.

Any student, parent, or faculty member who believes that a student is missing should notify a staff member. If a child is believed to be missing, the school may attempt to contact the parent or guardian via the contact information stored in My Music Staff.

Anti-Discrimination Statement

Gifted Music School does not tolerate discrimination or harassment on the basis of race, ethnicity, color, religion, creed, national origin, sex, pregnancy, parental status, genetic information, marital status, age, disability, sexual orientation, gender identity, gender expression, citizenship status, veteran status, reproductive health decision making or any other classification protected by law (referred to as “protected classes”) in matters of admissions, auditions, employment, services, or in the educational programs or activities Gifted Music School operates. Such conduct violates Gifted Music School’s core values of equity and equal opportunity in music education.

If any individual believes that this policy has been violated, they should notify the school administration promptly by filing a report at www.giftedmusicschool.org/report-concern-or-incident.



School Policies and Procedures

Declaration of Tuition Payment Method

Tuition and fees must be paid in full and on time each semester. Invoices are sent electronically at the beginning of each semester; Gifted Music School does not send paper invoices. **Student families are responsible for updating their contact information in My Music Staff, checking their email inbox regularly, and responding to school communications promptly.**

Gifted Music School charges tuition by semester and cannot prorate individual classes, rehearsals, workshop dates, or private lessons for continuing students (i.e. students in their second or later semester must commit to the full semester's amount of lessons). All students must declare their payment intentions at the beginning of each school year—students are not officially enrolled until they have declared a payment option. Please view all available options below and select your preferred method of payment.

Note: Gifted Music School does not accept paper checks for tuition payments.

TUITION PAYMENT OPTIONS *(choose one)*

- Pay full balance (one-time semester payment) with ACH Bank Withdrawal. **No Additional Fees!**
This is the easiest way to pay tuition and there are no convenience or setup fees. Simply add your bank information to My Music Staff in advance of payment.
- Pay full balance (one-time semester payment) with Credit Card using Invoice Link.
A convenience fee of 1.75% is applied to each transaction. Payment can be made directly through My Music Staff or on the link in the emailed invoice.
- Pay balance gradually (monthly installments) with Automatic ACH Bank Withdrawals. **No Additional Fees!**
There are no convenience or setup fees for ACH bank withdrawals. Simply add your bank information to My Music Staff in advance of payment.
- Pay balance over time (monthly installments) with Credit Card Withdrawals.
A convenience fee of 1.75% is applied to each transaction in order to offset merchant processing fees. Simply add your payment information to My Music Staff.

PARENT NAME *(or adult student)*

SIGNATURE

DATE



School Policies and Procedures

Tuition & Attendance Acknowledgements

All students enrolled in any Gifted Music School lesson package, class, or other activity must agree to the following statements.

STATEMENTS OF UNDERSTANDING *(initial each statement to acknowledge your understanding and agreement)*

- I understand that I am responsible to pay tuition for all instruction, whether attended or missed. If I am late in paying my tuition, I will be charged a \$25 late payment fee.
- I understand that all student-incurred absences (including illness) are not eligible for refunds or make-up credits. If I celebrate religious holidays that conflict with the school calendar, I will notify the school of those dates at the beginning of the semester.
- I understand that I am responsible for notifying both (1) my instructor and (2) the Student Services Staff via email of any anticipated absence at least 24 hours in advance of the missed lesson or class.
- I understand that in the event of faculty sudden illness or emergency, the instructor or school will attempt to notify parents via the contact methods stored in My Music Staff. If a lesson is canceled due to faculty absence, the instructor will provide a make-up lesson.
- I understand that classes and lesson times, once assigned, cannot be changed or adjusted during the semester.
- I understand that no credits or refunds are granted after the withdrawal deadlines outlined in this document. A \$30 withdrawal fee is assessed for withdrawals after the first lesson or class has occurred. No refunds can be given for lessons already taken.
- I understand that continuing private lesson students (i.e. in their second or later semester of study at the school) are expected to attend semesters in their entirety, consulting the posted semester start and end dates and studio-specific summer schedules.
- I understand that new private lesson students (i.e. in their first semester of study at the school) may enroll at any point in the semester and tuition will be pro-rated for the number of lessons remaining in the semester at their time of enrollment.

PARENT NAME *(or adult student name)* _____

SIGNATURE _____

DATE _____



School Policies and Procedures

Media Release

Throughout the school year, students may be highlighted in efforts to promote Gifted Music School's offerings, activities, events, programs, and achievements. 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 Gifted Music School to be used in promotional materials, marketing brochures, social media, posters, flyers, video and televised publicity, the school website, programs, and performances, without restriction as to changes or alterations. Students and parents/guardians waive any right to inspect or approve images, 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).

ACKNOWLEDGEMENT

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.

PARENT NAME *(or adult student name)*

SIGNATURE

DATE



School Policies and Procedures

Acknowledgement Form

All student families of Gifted Music School must agree to adhere to School Policies and Procedures 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. Gifted Music School'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.

STUDENT NAME(S)

SIGNATURE *(if students is 18 or older)*

DATE

PARENTAL ACKNOWLEDGEMENT *(for students 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. Gifted Music School'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.

PARENT NAME

SIGNATURE

DATE

Academic Calendar 2022 - 2023

Fall 2022

August 2022

| S | M | T | W | T | F | S |
|----|----|----|----|----|----|----|
| | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | 31 | | | |

22 Fall Classes Begin

September 2022

| S | M | T | W | T | F | S |
|----|----|----|----|----|----|----|
| | | | | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | |

5 Labor Day

October 2022

| S | M | T | W | T | F | S |
|----|----|----|----|----|----|----|
| | | | | | 1 | |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 | | | | | |

9-15 Fall Recess

November 2022

| S | M | T | W | T | F | S |
|----|----|----|----|----|----|----|
| | | | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | | |

22-27 Thanksgiving Recess

December 2022

| S | M | T | W | T | F | S |
|----|----|----|----|----|----|----|
| | | | | | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 31 | | | | | | |

12-14 Jury Examinations

21 Fall Classes End

22-31 Winter Recess

Spring 2023

January 2023

| S | M | T | W | T | F | S |
|----|----|----|----|----|----|----|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | 31 | | | | |

1-8 Winter Recess

9 Spring Classes Begin

16 Martin Luther King Jr. Day

February 2023

| S | M | T | W | T | F | S |
|----|----|----|----|----|----|----|
| | | | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | | | | |

20 Presidents Day

23-25 Suzuki Winter Workshop

March 2023

| S | M | T | W | T | F | S |
|----|----|----|----|----|----|----|
| | | | | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 |

23-31 Spring Recess

April 2023

| S | M | T | W | T | F | S |
|----|----|----|----|----|----|----|
| | | | | | | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | | | | | | |

1 Spring Recess

9 Easter Sunday

May 2023

| S | M | T | W | T | F | S |
|----|----|----|----|----|----|----|
| | | | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | 31 | |

16-17 Jury Examinations

22 Spring Classes End

23-31 Summer Recess

Summer 2023

June 2023

| S | M | T | W | T | F | S |
|----|----|----|----|----|----|----|
| | | | | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | |

1-4 Summer Recess

5 Summer Classes Begin

19 Juneteenth

July 2023

| S | M | T | W | T | F | S |
|----|----|----|----|----|----|----|
| | | | | | 1 | |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 | | | | | |

4 Independence Day


24 Pioneer Day

August 2023


| S | M | T | W | T | F | S |
|----|----|----|----|----|----|----|
| | | | | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 |

20 Summer Classes End

 Semester start and end dates

 School closed (no lessons or classes)

 Vacation (lessons given at teacher discretion)

 Jury Examinations (no lessons or classes)

Lesson Days Available:

| | S | M | T | W | T | F | S |
|---------|----|----|----|----|----|----|----|
| Fall | 17 | 17 | 18 | 18 | 16 | 17 | 17 |
| Spring | 18 | 18 | 19 | 19 | 19 | 19 | 19 |
| Summer | 11 | 9 | 10 | 11 | 11 | 11 | 11 |
| Total # | 46 | 44 | 47 | 48 | 46 | 47 | 47 |

Lessons Assigned (38):

| S | M | T | W | T | F | S |
|----|----|----|----|----|----|----|
| 15 | 15 | 15 | 15 | 15 | 15 | 15 |
| 17 | 17 | 17 | 17 | 17 | 17 | 17 |
| 6 | 6 | 6 | 6 | 6 | 6 | 6 |
| 38 | 38 | 38 | 38 | 38 | 38 | 38 |