



STUDENT HANDBOOK

CONSERVATORY 2025-2026

This handbook is a reference tool and guide for you as a member of the Conservatory, a full-scholarship program of Gifted Music School. It provides information about academic requirements and community life in the Conservatory. The Conservatory adheres to Gifted Music School's school-wide policies and procedures; see the School Policies and Procedures document for information on these policies. You are responsible for abiding by the regulations and procedures contained within this handbook as well as the general school policies and procedures, so please read this carefully and keep it for future reference. This handbook is subject to change at any time without notice. Be advised that the provisions of this handbook are not to be regarded as an irrevocable contract between the student and Gifted Music School, the Conservatory, or its staff and faculty. 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.

ABOUT GIFTED MUSIC SCHOOL

Gifted Music School nurtures artistry, character, and skills vital to a healthy community through exceptional comprehensive music education.

Gifted Music School has established itself as Utah's premier community music school, guided by excellence and the principle that all students, regardless of socio-economic background, should have access to quality music instruction and mentorship. For over a decade, Gifted Music School has trained the finest young musicians to develop the acumen and aptitude to excel in every aspect of life. The Conservatory at Gifted Music School provides a tuition-free, world-class music education to highly dedicated and disciplined pre-collegiate musicians.

Launched in 2009 by Eugene and Dr. Vera Oussetskaia Watanabe, Gifted Music School strives to reconcile the discrepancy in the quality of music education between the United States and other parts of the world. While other countries such as Russia and many Asian countries offer their youth access to high-quality, full-time music education from a young age, the quality of music education in the United States is variable. Serious music education is typically granted only to those who can afford it. Gifted Music School bridges this divide by recruiting world-class faculty from the top music conservatories and making the instruction accessible to the community through generous scholarships. Our program's resounding success can be seen in our graduates' acceptances to many of the top conservatories and universities, including the Curtis Institute of Music, the Juilliard School, the Colburn School, Harvard, Columbia, Stanford, Yale, Princeton, Rice, Cleveland Institute of Music, San Francisco Conservatory, and the New England Conservatory.

Class offerings for strings include weekly rehearsals with the Conservatory Orchestra, where students are exposed to a breadth of orchestral repertoire by Mr. Eugene Watanabe and Ms. Shenae Akagi, and other distinguished faculty and guest conductors. Piano students likewise take literature and ensemble classes taught by our acclaimed piano faculty, Dr. Koji Attwood and Dr. Esther Jeehae Ahn. All Conservatory students progress through a comprehensive sequence of theory courses directed by Dr. Michael Chikinda, as well as a curriculum of music history taught by Dr. Koji Attwood. Conservatory students participate in our esteemed chamber music program under the direction of Dr. LeeAnn Morgan. The school offers other unique opportunities for its Conservatory students, including our GRIT program; the presentation of several major concerts each year; the privilege of working with guest conductors and acclaimed performance artists; and the opportunity to attend and perform in Gifted Music School's Distinguished Masterclass Series featuring world-renowned artists and clinicians.

STUDENT PROGRAMS

In order to serve a diverse student base, Gifted Music School offers a wide array of programs, classes, ensembles, and private lessons.

Conservatory

The Conservatory offers a comprehensive, full-scholarship music education program valued at \$15,750 for the most serious and committed students. Admitted by audition, every accepted student is awarded a full scholarship. Students receive 8+ hours of instruction each week, which include orchestra rehearsals, sectionals, and chamber music studies, as well as instruction in music theory, solfege, and music literature. In addition, students are offered a variety of performance opportunities, including the opportunity to observe and perform in masterclasses with world-renowned artists.

Young Community Artists

Open to all students in the community, this new tuition-based program offers the opportunity for students to register for any of our nationally-recognized Conservatory class offerings.

Preparatory

The Preparatory features a distinguished faculty, an exceptional music curriculum, and is open to students of any age and level who wish to begin or expand their musical development. Preparatory students may sign up for individual lesson packages and classes. Students can participate in advanced performing ensembles, chamber music, choir, and more according to our scheduled offerings each year. The Preparatory also houses Utah's premier Suzuki Program, which features a variety of offerings beyond individual lessons and group classes, including early childhood programming, masterclasses, teacher training workshops, and more.

Project GRIT

Gifted Music School has a school partnership and public outreach program called Project GRIT (Growth, Resilience, Instinct, Tenacity). This visionary in-school and after-school program is a collaborative effort with members from the Salt Lake City School District and Utah State Board of Education. Partnering strategically and exclusively with Title I schools, Project GRIT aims to close the opportunity gap for at-risk students by providing daily, high-quality music and instrument instruction at no cost to students.

REQUIREMENTS AND SCHEDULE

Monday

4:00-5:00 p.m. Form & Analysis*
(meets over Zoom) Dr. Michael Chikinda

Thursday

6:00–7:00 p.m. Monthly Performance Class †
(meets 1st Thursday of each month) Eugene Watanabe
Dr. Vera Oussetskaia Watanabe

Friday

3:00-4:00 p.m. Piano History* Dr. Koji Attwood
4:00-5:00 p.m. Guitar Ensemble Sophie Stanley
4:00-5:00 p.m. Music Listening Contest* *(meets over Zoom)* Dr. Lauren Posey
4:00-5:00 p.m. Forum (Section 1)^ Jennifer Beaumont
5:00-6:00 p.m. Forum (Section 2)^ Jennifer Beaumont
5:00-6:45 p.m. Piano Ensemble Dr. Esther Jeehae Ahn
5:00-7:00 p.m. Supplemental Piano Group Classes*
(4 semester levels, 30-minute class per level) Mark Rau

Saturday

8:00-10:15 a.m. Orchestra I (Sinfonia)* Eugene Watanabe
Orchestra II (Chamber Orchestra)* Shenae Akagi
9:30-10:15 am. Orchestra Coachings/Pass-Offs Various Faculty Coaches
10:20-12:20 p.m. Chamber Music Various Faculty Coaches
12:20-1:00 p.m. Lunch Break
12:20-1:00 p.m. Viola for Violinists † JT Posadas
1:00-1:45 p.m. Choir Matthew Robertson
1:55-3:10 p.m. Intermediate Theory, Diatonic Harmony II* Monica Mendoza
Advanced Theory, Intro to Chromatic Harmony* Suzannah Rose
1:45-3:15 p.m. AP Theory# Dr. Michael Chikinda

2:00-3:00 p.m. Survey of Music History (Music History I)* Dr. Koji Attwood
3:15-4:15 p.m. Orchestral History* Dr. Koji Attwood

3:15-4:30 p.m. Theory Building Blocks* Kimberly Marsden
Beginning Theory, Diatonic Harmony I* Dr. Michael Chikinda

* denotes courses which vary by student placement

† denotes optional elective courses

AP Theory is optional for juniors and seniors who have passed the Intermediate Theory class

^: New students are all required to take Forum

- a. Students who have taken 1 year of Forum are strongly encouraged to continue the class; students who are not able to take the class this year will be required to take it next year
- b. Students who have taken 2 years of Forum have the option to join, but are also encouraged to take the class



Academic Calendar 2025 - 2026

Fall 2025

August 2025

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						

18 Fall Classes Begin

September 2025

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 Labor Day

October 2025

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	

12-18 Fall Recess

November 2025

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						

11-12 Juries (Piano)
25-30 Thanksgiving Recess

December 2025

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		

8-10 Juries (Non-Piano)
17 Fall Classes End
18-31 Winter Recess

Spring 2026

January 2026

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

1-4 Winter Recess
5 Spring Classes Begin
19 Martin Luther King Jr. Day

February 2026

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

16 Presidents Day
19-21 Suzuki Winter Workshop

March 2026

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				

April 2026

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 Easter Sunday
6-12 Spring Recess

May 2026

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					

12-13 Juries
18 Spring Classes End
19-31 Summer Recess

Summer 2026

June 2026

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 Summer Classes Begin
19 Juneteenth

July 2026

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 2026

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 Summer Classes End

TUITION AND REGISTRATION FEE

A full-tuition scholarship of \$15,750 is awarded to all students who are admitted into the Conservatory at the Gifted Music School

Tuition

All students in the Conservatory are awarded a merit-based, full-tuition scholarship upon admission. The annual value of this scholarship is \$15,750 and these scholarships are renewed each year for the duration of the student's enrollment in the Conservatory.

The vision of Gifted Music School's founders, Eugene Watanabe and Dr. Vera Oussetskaia-Watanabe, has always been that affordability should never be a barrier for any child wishing to pursue quality music instruction. Conservatory scholarships cover course enrollment and ensemble participation. They do not, however, cover the registration fee, private lessons, supplemental piano instruction, concert uniforms, textbooks, or other required course materials.

Applications for additional financial aid are available at giftedmusicschool.org/financial-aid.

Registration Fee

There is a \$150 non-refundable registration fee due by August 10th. Families facing financial hardship may be eligible to have this fee waived. Application fee waivers may be requested by contacting the Conservatory Director, Linda Duan, at lduan@giftedmusicschool.org.

Why the name "Gifted Music School"?

A common misconception is that our school and programs are only intended for the most "gifted" students. While it is true that the Conservatory is designed for exceptionally skilled and highly motivated students, the name more closely aligns with our belief that music education is a gift. Roughly 70 percent of Gifted Music School's 700+ students are enrolled in full-scholarship (or "gifted") programs. We understand just how expensive high quality music education can be, but we also believe there is no better investment in securing our future than by making outstanding, comprehensive programs accessible to all in our community.

POLICIES & REGULATIONS

Attendance and Academic Standing

Gifted Music School expects every Conservatory student to prioritize the Conservatory above other extracurricular activities and remain in good academic standing to preserve the integrity of the scholarship program. This means that students should attend the required number of classes each semester and arrive on time. **Conservatory students are allowed up to two (2) absences in each class per semester. Students who are more than 15 minutes late for a class will be counted absent. There are no excused absences—however, in cases of emergency, illness, or music career-related special events, a student can submit a petition requesting an absence be approved and the correlating faculty will review it and come to a decision.**

All students are required to maintain a grade of B- (80%) or higher. A student's grade may be based upon any of the following: attendance, homework assignments, examinations and drills, participation, preparation, and performance. A student who does not maintain a grade of B- (80%) or higher will be placed on academic probation (see below).

Please email the Conservatory Director, Linda Duan, and your instructors at least one week before your anticipated absence with (1) the date of your conflict and (2) the reason for your absence. Out of respect for the faculty, your classmates, and your coursework, we also ask that you avoid being absent on consecutive weeks. **Each absence exceeding the two permitted occurrences will result in a student's letter grade being reduced by a third of a grade.** If the number of reductions results in a grade below the threshold of B- (80%), or if the student incurs six or more absences (including the two permitted), the student will be placed on academic probation (see below). Missing more than two rehearsals for an ensemble course will necessitate scheduling a pass-off audition with the ensemble instructor, with the expectation that the student demonstrates preparation at the highest level. If this level is not met or the student continues to miss rehearsals, they will not be permitted to play in the upcoming concert for the ensemble or, in the case of excess absences for chamber music, may be removed from the group.

Academic Probation

A student's academic status will be assessed at the end of each term. A student who has been placed on academic probation (for the reasons outlined above) will be asked to switch to the Young Community Artists program for the specific class(es) where they have excessive absence (i.e. they will be required to pay tuition for those classes). The family will have an opportunity to meet with the Executive Director and the Conservatory Director to discuss this outcome and a possibility for reinstatement of scholarship through demonstrated attendance improvement.

See Appendix A for grading schemes and policies specific to academic and ensemble courses.

Punctuality

Students must arrive on time to class. For academic classes, that means students are in their seats with books or materials out and ready by start time. For rehearsals and coachings, students should arrive 10 minutes early to unpack and tune. Students should be ready for a downbeat by start time. Any student who does not meet these requirements will be marked tardy. Credit for attendance when late will be granted at the teacher's discretion. Absenteeism **or tardiness** considered excessive may lead to disciplinary action, up to and including lowered grades, probation, and/or termination of participation in the Conservatory program.

Short-Term Leave of Absence

Students requesting short-term leaves of absence for personal or medical emergencies (usually for a semester or one academic year) must submit their request in writing to the Conservatory Director. Leave requests are approved on a case-by-case basis, in consultation with Department Chairs and faculty.

Private Lessons

All Conservatory students, during the entire period of their enrollment, must study their primary instrument with Gifted Music School faculty. There are no exceptions to this policy.

Visit giftedmusicschool.org/lessons-and-classes to learn more about lessons at Gifted Music School.

Cell Phone/Electronic Device Policy

Electronic device use (e.g. cell phones, watches, tablets) in classrooms has a demonstrably negative impact on both academic performance and mental health. To encourage a safe, constructive environment at Gifted Music School, Conservatory students must silence their phones and turn them in at the beginning of each class, rehearsal, lecture, or performance; in addition, they must disable or silence notifications on note-taking devices with messaging and social media capabilities. Any exceptions must be discussed with and approved by the instructor. Non-compliance may result in a review of the student's academic standing or scholarship status.

Concert Attendance

It is essential that all students perform in every assigned concert, including outreach concerts. Exceptions must be explicitly approved by the administration. If a student misses a concert without authorization, he/she will be placed on probation. After two occurrences, the student may be asked to leave the program.

Most concerts are scheduled months or even years in advance; however, there may be an occasion when a concert is scheduled within weeks of the event. We have great respect for our students' time and will not schedule a last-minute concert unnecessarily.

Masterclass Attendance

Gifted Music School is fortunate to host world-renowned guest artists each year who give masterclasses to our students. All Conservatory students must attend **at least two masterclasses** every year. Where possible, students should attend at least one masterclass given by a clinician of their own instrument and at least one masterclass of a different instrument.

Chamber Music

Students and coaches are placed together in chamber groups at the beginning of the year based on level of proficiency and commitment. Chamber ensembles are provided with a coach or coaches from the Gifted Music School faculty. If there is a need or wish to have an outside chamber coach work with the group, a request must be submitted by the chamber group no less than thirty (30) days in advance to be approved by the Conservatory Director and the Director of Chamber Music Studies. Additional chamber coachings are not covered by the Conservatory scholarship; if approved, extra sessions must be paid for by the members of the chamber group.


Note: Due to the limited slots available, we are not able to give all pianists the opportunity to take part in chamber music each year. The selection of pianists for the chamber music program is at the discretion of the Director of Chamber Music Studies and the Piano Department Chair.

Supplemental Piano

Having basic keyboard skills is an important component of a solid foundation for any musician, and the objective of the Supplemental Piano Program at Gifted Music School is to provide this essential building block of a music student's general musicianship.

All students of the Conservatory must complete a 4-semester sequence of supplemental piano lessons with the exception of students studying piano as their primary instrument. Students have the option to study these lessons in group classes (covered by their scholarship) or in private lessons (tuition-based).

Here is the link to the handbook with the semester requirements:

 [Supplemental Piano Handbook 2025-2026.pdf](#)

Contact the Conservatory Director at lduan@giftedmusicschool.org to learn more about supplemental piano lessons at Gifted Music School.

Directed Research (Senior Theory Project)

The Senior Theory Project is an exception to the regular curriculum for seniors and is designed for exceptional students who have a specific interest and desire to concentrate on a topic commensurate with the content of a theory class. This offering should not be taken merely in response to a desire for more flexibility. Once a proposal—prepared by the student—that outlines both the topic and scope of the project has been approved by the Theory Area Chair, a suitable coach will be referred to the student. It is the student's responsibility to set up a mutually agreeable schedule with the coach. It is anticipated

that the student will meet regularly with the coach at the outset of the academic year to lay a foundation of understanding and to acquire the necessary skill set to see the project through to completion. By contrast, the student will need to work independently later in the year when faced with auditions and college visits. Nevertheless, the student is encouraged to check in with the coach to provide progress reports and to meet with the coach when possible.

The directed research will culminate in a final project that will be submitted to both the coach and the Theory Area Chair. The project must demonstrate a clear proficiency of the topic (such as a research paper or a composition) in order for the student to earn a passing grade.

As the Senior Theory Project is an exception to the Conservatory curriculum, tuition for the Senior Theory Project is not included in the Conservatory scholarship; however, we are making the opportunity available for a reduced fee of \$300/semester per approved project. Students may apply to have this fee waived if they can provide evidence of financial hardship.

See Appendix B-1 and B-2 for information on how to apply for a Senior Theory Project. The deadline to apply for a Senior Theory Project is **August 15, 2025**.

Annual Concerts

The Conservatory organizes several major concerts each year, including but not limited to: Fall, Pathway, Chamberpalooza, and Gala. Programming and instrumentation for each concert may vary. The large ensembles are often joined by guest musicians and conductors that hail from the most elite conservatories, universities, and professional orchestras in the world. In addition to these annual concerts, members of the Conservatory may also perform in special events such as private house concerts, television and radio broadcasts, outreach concerts, performance tours, and collaborative partnerships with local organizations such as Ballet West Academy and the Madeleine Choir School.

Student Responsibilities, Juries, and Pass-Offs

All Conservatory students will participate in jury examinations, which will be held in the fall and spring semesters each year. (Seniors may have the option to perform a senior recital in lieu of their final spring juries, per the approval of their instructor). Repertoire guidelines and sign-up sheets will be sent in advance. Prior to concerts, students may be required by faculty to do a pass-off audition on their ensemble repertoire, and any students who are unprepared will not perform. Students will also receive progress reports after each semester and, at the end of the year, will be evaluated on their jury performances, service hours, attendance, grades, preparation, dedication, attitude, and punctuality. Scholarships will be reviewed annually by the Conservatory Director, and any students who do not meet standards may be put on probation or fail to retain their Conservatory scholarship.

Music Materials

Students are responsible to bring their printed music in a music binder and a pencil to class every week. Students who share music with a stand partner should also have their binder with them at all times in order to take notes and make rehearsal markings.

Outreach and Service Requirements

Conservatory students may perform community outreach concerts or work with students at local schools one day each semester. Students are expected to be excused from school all day for these outreach events. Students in the Conservatory are also expected to represent Gifted Music School in completing musical service outside of regular rehearsals and concerts:

- 1st- and 2nd-year students are expected to complete at least 4 service hours per year.
- 3rd- and higher-year students are expected to complete at least 8 service hours per year.

Service hours must be GMS-related, or involve a musical event in service of a specific cause or community, which is outside of weekly obligations. Examples of service hours might be volunteering at GMS Summer Camps; volunteering at animal shelter's music enrichment program; performing in a private home concert (by invitation); assisting the GRIT faculty; organizing a personal fundraiser to purchase needed supplies for the school; performing at a community or school event; performing a solo or group recital at a hospital, library, or rest home; volunteering at juries in the fall or spring; etc. Students who need to fulfill their service hours may contact the Conservatory Director to request an opportunity to fulfill their hours.

Parent Volunteers

As a tuition-free program, we expect and rely on the support of all Conservatory parents, either through volunteer service or financial donations. Each year, parents are expected to volunteer or purchase a table to support the Annual Spring Gala. This may include event support, outreach and fundraising, transportation, program promotion, committee involvement, hospitality and food preparation, administrative support, etc. We also understand that life gets busy. If you are unable to complete your service hours, you may discuss with the Development Chair an appropriate equivalent donation. We greatly appreciate your help and support!

Citizenship

A Gifted Music School education is a privilege designed to provide a rewarding experience to students whose hard work and dedication have already been proven. Students benefit greatly by learning to display proper and courteous behavior to their peers, teachers, and administration. A positive and constructive relationship between Conservatory parents, students and Gifted Music School faculty and staff is essential to the school's educational objectives and operations.

Gifted Music School administration reserves the right to remove a student from the Conservatory if the student's or parent's actions disrupt school operations; impede the school's ability to meet its educational objectives or mission; are uncooperative, unreasonable, or unsupportive of the school, its administration, its faculty or staff, philosophy, rules, regulations, requirements, and standards; or make it difficult to have a positive or constructive relationship with the student. Gifted Music School has zero tolerance for bullying.

Dismissal

Gifted Music School and the Conservatory administration reserves the right to dismiss any student for the following reasons:

- Lack of interest or progress
- Frequent absences
- Frequent tardiness
- Behavioral problems
- Failure to abide by School policies
- Delinquency in payment of fees

In cases where students are viewed as disruptive, uncooperative, or detrimental to the progress of the class, a faculty member may request that individual students either be removed from the class or not permitted to register. In all cases, the Artistic Director shall decide whether a student should be dismissed, if a warning notice should be issued prior to dismissal, and/or if a parent-teacher conference is required.

Communications

Most communications will be done through email. Please make sure the school has your most active email account. If the student would also like to receive a copy of all communications, please make sure we receive that request with their email address. All correspondence should be sent to the Conservatory Director, Linda Duan, at lduan@giftedmusicschool.org.

Note: Gifted Music School has the right to expect that emailed communications will be received and read in a timely fashion. Students and parents are expected to read and respond to official administrative emails promptly.

Resources such as a password-protected Directory and list of current music competitions/festivals will also be posted to Take Note, a page on the Gifted Music School website under the Conservatory tab that is intended for current Conservatory students and families.

Facilities and Maintenance

Students should take care to clean up after themselves and leave their space better than they found it. Please note that food and beverages are not permitted in classrooms, except for water bottles. Room 204 has a fridge and microwave, that students can use when the room is not being used for lessons. Students should not store any food in the fridge overnight—it will be discarded.

All of our pianos have been generously donated. In order to preserve these instruments, no personal items (including instruments and cases) should be placed on top of any piano. **We especially ask that you do not place any food or drink items (even water) on the pianos.**

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 number and any details about the repair needed.

Damage, removal, or vandalism of 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 GMS administration always take precedence in determining room availability. 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, we are not able to provide regular practice space. However, on occasion, there might happen to be an available room. Please make your request for a practice room through scheduling@giftedmusicschool.org or at the front desk and we will accommodate you if we are able.

Safety

The only people allowed into the building during class hours will be students, their parents or guardians, and Gifted Music School faculty and staff. Any students who wish to leave the building for any reason will need to notify either the building monitor or the Conservatory Director and confirm that they have parental authorization to do so.

There must be at least two students in attendance during each group class with the teacher. If only one student is present, a staff member must sit in on the class. Students must leave the building within 15 minutes from the end of the school day; please note all class end times.

Gifted Music School does not discriminate on the basis of race, color, religion, gender identity, age, national origin, disability, or sexual orientation in any of its activities or operations.

Learn more about Gifted Music School's safety policies and resources at giftedmusicschool.org/safety

APPENDIX A: GRADING SCHEME

Correlation between letter grades and percentages

A+ = 97-99

A = 93-96

A- = 90-92

B+ = 87-89

B = 83-86

B- = 80-82

C+* = 77-79

C* = 73-76

C-* = 70-72

F* = ≤ 69

*Non-Passing Grades

Theory and Music History Classes

A student's grade in history class is based on their attendance, written assignments, and quizzes; a student's grade in theory class is an average based on their attendance, their work in written theory (which includes homework assignments and exams), and their work in aural skills (which includes sight-singing drills and dictations). For example, if a student's grade for written theory is an A-, and the grade for their work in aural skills is a B, their overall grade for the class is a B+. A student who does not maintain a grade of B- (80%) or higher - in both history and theory classes - will be placed on academic probation (see below).

Orchestra, Piano Ensemble, and Chamber Music Classes

Participation in ensemble classes requires regular attendance in order for there to be proper preparation for rehearsals leading up to performances. Missing more than two rehearsals for an ensemble course will necessitate scheduling a pass-off audition with the ensemble instructor, with the expectation that the student demonstrates preparation at the highest level. If this level is not met or the student continues to miss rehearsals, they will not be permitted to play in the upcoming concert for the ensemble.

APPENDIX B-1: DIRECTED RESEARCH

Students who are seniors may request a Petition for Exception to School Policy form to complete a directed research project (or "Senior Theory Project") in lieu of taking a regularly-scheduled theory class. In addition to the exception to policy form, students must attach a research prospectus (see Appendix B-2) that includes all of the following information:

At the time of submission:

- **Scope:** The student must explain in precise terms the intent of the project and what will be accomplished upon its completion. For instance, if a student is completing an analysis-style project, the prospectus must outline what the focus of this project is and its desired outcome.
- **Mentor:** The student is encouraged to indicate a mentor with whom they would like to work (please note that a decision will be made that considers instructor availability). Only members of the theory area are eligible to guide such projects.
- **Musical Literature:** The student must provide a list of pieces that they hope to review/study in this project.
- **Meeting Frequency:** The student must indicate how frequently they intend to meet with their mentor in the fall term and in the spring term (please note that – in the spring – the frequency may not go below once per month).
- **Expected Result:** The student must indicate what tangible final product the directed research will yield. For instance, if it is compositional in nature, it might be a movement from an instrumental sonata; alternatively, if it is analytical in nature, it might be an analysis-style paper.

At the time of acceptance:

- **Confirmation:** The mentor confirms each of the items listed in "at the time of submission" above and makes any necessary adjustments (e.g., if the student is reviewing too many pieces, the mentor will assist the student in paring it down). It is also anticipated that the meeting times will need to be both coordinated and negotiated. They must not be less than what is outlined in the student handbook.
- **Readings:** After the project has been approved, the mentor must provide a list of pertinent readings that will be consulted at the outset of the project.
- **Due Dates:** After the project has been approved, the mentor must provide a list of pertinent due dates (one in the fall for the preliminary work and one at the end of term for the final project itself). Routine deadlines (such as when to complete a reading) do not have to be reported.

APPENDIX B-2: PROSPECTUS SAMPLE

To apply for a Senior Theory Project, students must (1) submit a Petition for Exception to School Policy form and (2) attach a research prospectus to their petition by August 15th. An example of an effective research prospectus can be found below, and a Petition for Exception to School Policy form is available by contacting the Conservatory Director at lduan@giftedmusicschool.org. Approved research projects will include a \$300/semester course fee to compensate the mentor for their time. Students may apply to have this fee waived if they can provide evidence of financial hardship.

Sample Research Prospectus

To whom it may concern,

I am writing to seek permission to complete a directed research project, and I would like to work with [enter name of theory-area faculty member] as a mentor.

I am very interested in the topic of form in music, and I want to focus this interest on a specific genre. I will review and study the instrumental genre of the fantasia (fantasy) in different historical contexts. Because it is based on improvisatory material, the fantasia does not follow a specific formal design. Consequently, by studying several fantasias, I hope to discover if there are any organizational principles common to them all.

I will study the Bach Chromatic Fantasia, BWV 903 for harpsichord (if there is time, I will also review the fugue), the Mozart Fantasia in c minor, K. 475 for piano, and the Chopin Fantaisie in f minor, Op. 49. I will complete a harmonic analysis of each piece, paying special attention to cadences. I will then devise a schema of the formal design for each piece that shows key areas, cadences, and important motives. The project will culminate in an analysis paper that reviews my findings and offers a thesis as to whether there are common organizational principles.

At the beginning of the academic year, I will meet once a week with [enter name of theory-area faculty member] to do the necessary preparatory work for my project (i.e., completing the required readings about the fantasia and some preliminary analysis in order to lay the foundation for this project). Later in the year – when I am busy auditioning and visiting college campuses – I will be working independently on my analysis and checking in, at least once a month, with my mentor to discuss my progress and ask any questions. I will send a rough draft of my analysis paper to my mentor (by the end of April) who will provide me with feedback to complete a final draft.

Lastly, I will send the final draft of my analysis paper to my mentor and to Dr. Chikinda in May.

APPENDIX C: CONCERT UNIFORM

Category A

- White tuxedo shirt (with winged tip collar), shirt studs, black cummerbund (5 $\frac{3}{4}$ inches at the widest point, 4 panels/tucks), and black bowtie (1 $\frac{1}{2}$ inches wide)
- Black dress pants (may not be skinny leg/tight fit), black socks, and black dress shoes (polished and in good shape)

Category B (Supplied by **Concert Black, LLC** | 1-385-200-4005 | allisonh@concertblack.com)

- Black stretch velvet round neck top (sleeves past elbow, no décolletage) and black ankle-length gored skirt. **The skirt and top must be ordered through Concert Black by calling (385) 200-4005 (Monday through Friday 9-5 Mountain Time, Saturday 9-12 Mountain Time). Please have your measurements (chart below) and height ready when you call, and mention that you are ordering a Gifted Music School uniform**
- Black hosiery and formal black shoes (polished and in good shape)

Colognes, aftershave lotions, perfumes, and highly reflective jewelry are not permitted.

Size	Bust	Waist	Hip
00	27 - 30	20 - 23	27 - 31
0/2	30 - 33	22 - 25	31 - 34
2/4	30 - 33	22 - 25	31 - 34
4/6	33 - 35	24 - 28	34 - 36
6	33 - 35	24 - 28	34 - 36
8	35 - 37	27 - 30	36 - 38
10	37 - 39	29 - 32	38 - 40
12	39 - 41 $\frac{1}{2}$	31 - 34	40 - 42 $\frac{1}{2}$
14/16	41 - 44	33 - 36	42 - 45
14	41 - 44	33 - 36	42 - 45
16	41 - 44	34 - 37	42 - 45
18	43 $\frac{1}{2}$ - 46 $\frac{1}{2}$	35 - 40	44 - 47 $\frac{1}{2}$
20	45 - 48	36 - 42	46 - 49
22W	47 - 50	38 - 44	49 - 52
24/26W	51 - 54	41 - 46	53 - 56
28/30W	55 - 58	45 - 48	57 - 60
32/34W	59 - 62	49 - 52	61 - 64
36/38W	63 - 66	53 - 56	65 - 68

Category A: [Example Tuxedo Shirt](#)

Category B: [Example Blouse and Skirt](#)

APPENDIX D: CHILD CARE WAIVER

Parents who may have occasion to bring additional children on campus, please sign this waiver on your registration form. In consideration of being permitted to participate in childcare activities while at child music education classes of the Gifted Music School and Gifted Music School Preparatory Division, the undersigned _____ hereby Releases, Waives, Discharges and Covenants Not to Sue the Salt Lake Music School Foundation (dba Gifted Music School), and its employees, volunteers and agents, [hereinafter, the "releasees"] from all liability to the undersigned for any loss or damage, and any claim or demands on account of injury to the person or property or resulting in death of the undersigned, whether caused by the negligence of the releasees or otherwise, while the undersigned is in, upon, or about the premises or any facilities or equipment therein.

The Undersigned Hereby Agrees to Indemnify and Hold Harmless the Releasees from any loss, liability, damage or cost they may incur due to the presence of the undersigned in, upon or about the Salt Lake Music School Foundation's premises or in any way participating in the activities of the Salt Lake Music School Foundation whether caused by the negligence of the Releasees or otherwise.

The Undersigned Hereby Assumes Full Responsibility for and Risk of Bodily Injury, Death or Property damage due to the negligence of Releasees or otherwise while in, about or upon the premises of the Salt Lake Music School Foundation, while participating in the Undersigned's own childcare needs, while using Salt Lake Music School Foundation's premises or any facilities or equipment hereon.

The Undersigned further expressly agrees that the foregoing Release, Waiver and Indemnity Agreement is intended to be as broad and inclusive as is permitted by the law of the State of Utah and that if any portion thereof is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect.

The Undersigned Has Read and Voluntarily Signs the Release and Waiver of Liability and Indemnity Agreement, and further agrees that no oral representations, statements or inducement apart from the foregoing written agreement have been made.

Parent Signature

Date

APPENDIX E: 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)

Student ("Performer") Full Name (print)

"I, the undersigned, represent and warrant that I have the authority to sign this release on behalf of the Performer (listed above) and 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/Guardian Name (print)

Parent/Guardian Signature

Date

ACKNOWLEDGEMENT FORM

All students of the Conservatory at Gifted Music School must read the Conservatory Handbook with a parent or guardian and sign this acknowledgment form. Your signature affirms that you have read and discussed these policies with the student(s) below, and agree to abide by all standards, expectations, policies, and procedures of the Conservatory. Gifted Music School's administration reserves the right to dismiss a student at any time for failure to adhere to the standards and policies in this document and our general school policies. Your signature also acknowledges that you understand these policies are subject to change at any time by Gifted Music School.

Student Name (print)

Parent/Guardian Name (print)

Parent/Guardian Signature

Date