



STUDENT/PARENT HANDBOOK

Phone: 859-273-9991

Fax: 859-273-8195

www.musicforlexington.org

office@musicforlexington.org



The Kentucky Arts Council, the state arts agency, supports the Music Institute of Lexington with state tax dollars and federal funding from the National Endowment for the Arts, which believes that a great nation deserves great art.



WELCOME TO THE MUSIC INSTITUTE

Thank you for choosing the Music Institute as your place to study music. Whether you are a beginning, intermediate, or advanced student, we trust that you will have fun and be challenged to grow in your musicianship through your study at the Music Institute. This Student/Parent Handbook answers many frequently asked questions. However, you may always feel free to call the Music Institute's main office at (859) 273-9991 to discuss issues, questions, and concerns not found in the handbook.



PHILOSOPHY OF MUSIC EDUCATION

The Music Institute is a nonprofit organization offering quality instrumental and vocal instruction. Students at the Music Institute learn in a conservatory environment, directed by a knowledgeable faculty. They are trained in the theoretical and historical aspects of music, as well as the art of playing an instrument. They also have the opportunity to attend Master Classes, which are held throughout the year to supplement the weekly lessons and provide performance opportunities in preparation for formal recitals, competitions and festivals.



FACULTY

The faculty at the Music Institute consists of highly educated and accomplished musicians. Faculty members have an extensive list of performance credits and work experiences in addition to their formal training. Along with their high level of talent they bring a nurturing approach to lessons, encouraging each student to work to his or her fullest potential. Therefore, any student from beginner to advanced, toddler to adult, can excel at the Music Institute.



LEADERSHIP

The Music Institute is led by an all-volunteer Board of Directors that meets monthly. Each member serves as liaison to a committee, carrying out specific strategies necessary to accomplish the goals, objectives and programs of the school. The Board is a significant factor in the Music Institute's success, including professionals from diverse fields such as finance, music education, community organizing and nonprofit management. If you would like to become involved with volunteer opportunities at the Music Institute, please call the office: (859) 273-9991.



ENROLLMENT AT THE MUSIC INSTITUTE

Students may enroll in the Music Institute lessons or classes at any time, although there are specific registration periods that precede the beginning of each semester. Tuition fees will be prorated as necessary, reflecting the date that the student begins instruction during that semester. A \$25 fee is assessed for each student at the time of registration.



LOCATION OF LESSONS

Lessons and classes are normally held on-site at the Music Institute. All lessons and classes taught by Music Institute faculty are subject to the same rules and regulations, regardless of location. Written permission from the director is necessary for individual lessons taught off-site.



PARENT/STUDENT ATTENDANCE - YOUR RESPONSIBILITIES

Students twelve years of age or younger must be accompanied by a parent in lessons. This allows the parent to assist with daily practicing and reinforcement throughout the week. Students must attend weekly lessons/classes promptly with their music and instrument in hand. Arriving late or unprepared significantly impairs productivity in a lesson. The individual instructor reserves the right to dismiss any student who is persistently tardy, absent or lacking in preparation. Students on scholarship for individual instruction will lose their scholarship if they fail to practice regularly and sufficiently.



LESSON CANCELLATIONS & RESCHEDULING

Learning music is a sequential activity, with each instructional session building on the last. It is very difficult for students to progress properly without weekly instruction. **If you are unable to attend a lesson or class for any reason, please notify your teacher immediately.** If a student is more than ten minutes late for a lesson, the teacher will assume that the lesson is cancelled. "No Call, No Show" absences are unexcused and may not be rescheduled. Missed group classes cannot be made-up or credited to the student's account. Attendance is expected at each scheduled lesson. Thank you for being on time, as lessons and classes cannot be extended if you happen to arrive late. **Make-up lessons will be available to students who miss a scheduled lesson due to an excused absence only. Excused absences include: (1) illness, (2) family emergency, and (3) inclement weather.** In the event that cancellations become excessive, the teacher may feel intervention is required. In the case of scholarship recipients, the name of the student will be given to the Music Institute's Executive Director. Continued excessive absences and/or tardiness will result in the loss of the scholarship for the remainder of the year.



TEACHER CANCELLATION

Individual Instruction

If a teacher must be absent, the lesson will be made up at a mutually agreeable time or credited to your account. Please allow 10 minutes before assuming that your teacher is absent, especially in the event of inclement weather.

Class Instruction

In the rare case that a class is cancelled by the instructor, it will be re-scheduled or credited to your account.



SEVERE WEATHER POLICY

*The Music Institute does not wish to endanger students or faculty by subjecting them to weather that is potentially dangerous. If the Fayette County School System declares a weather-related cancellation, all **group classes** will be cancelled. For cancellation of private lessons, please call your teacher.*



SEMESTERS AND MAKE-UP SESSIONS

Individual lessons are billed according to an eighteen week semester. There is one extra week built into each semester to allow for a make-up lesson in the event the teacher or student needed to cancel a lesson during the semester (see "Lesson Cancellations & Rescheduling" for more information). If a student has perfect attendance during the semester, he or she may either (1) take a break during this "extra week" or (2) continue with lessons if their instructor is available. Additional tuition will be charged for lessons beyond the original eighteen week semester.



RECITALS AND PUBLIC PERFORMANCES

The faculty at the Music Institute believes that music is not meant to be experienced only in the private corners of our lives, but that it should be shared with others. One of our goals is to prepare each student for performances. Performing for others increases a student's self-esteem, provides a reward for hard work and discipline, and gives an ensemble a sense of collective accomplishment and teamwork. A typical recital blends instrumental and vocal students, displaying a variety of musical genres. While participation in recitals is highly encouraged, it is not a requirement to remain in good standing at the Music Institute.



MEDIA PERMISSION

By registering for a class at the Music Institute, the student and parent/guardian give the Music Institute permission to use and reuse photos, video footage, news footage, and other media. The Music Institute is released from any and all claims arising out of or in connection to the use of news stories or any media releases, including any and all claims for libel. Please note: If you prefer that your child not be involved in any media coverage of Institute-related events, please notify the office at (859) 273-9991 when registering your child. Without formal notification, the Music Institute will assume that you comply with the above media release policy.



NON-DISCRIMINATORY POLICY

The Music Institute admits students of any race, color, national and ethnic origin to all programs and activities generally made available to students at the school. The Music Institute does not discriminate on the basis of race, color, national or ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, or other school-administrated programs.



PAYMENT PLANS

Tuition and registration fees for lessons in a given semester can be paid in full, twice a semester, or monthly. We accept cash, check, money order, VISA and MasterCard.



FINANCIAL TRANSACTIONS

The Music Institute office handles all money matters. Faculty members are never responsible for handling payment for any services, including lessons, masterclasses, recitals, or festivals. This policy is in effect to protect you and your financial privacy, as well as protecting the teacher from tax liability. If the office is closed, please place your payment in the black cash box located near the office door.



SCHOLARSHIPS

The Music Institute has a scholarship fund available to provide limited financial assistance to families and individuals. Please understand that, although the Music Institute does not want anyone to be denied enrollment because of inability to pay course fees, there are limits on the number and amount of scholarships. All information provided in a scholarship application is held in the strictest confidence. For more information, contact the Music Institute office at (859) 273-9991.



DISCIPLINE POLICY

We believe that music is a wholesome family activity and encourage parental involvement in all group and private lessons. If a student becomes disruptive during a class or lesson we may ask the parent to remove the student until he/she is able to participate appropriately. In the event of a discipline problem with an unaccompanied student, the teacher may request a conference with the parents. If a second conference must be scheduled, the Executive Director will attend to help seek an appropriate resolution.



GRIEVANCES AND CONCERNS

Concerns about policies or procedures at the Music Institute should be taken up directly with the Music Institute's Executive Director, Mylinda Dockery. Please call (859) 273-9991.