



**MUSIC CONSERVATORY**  
OF COEUR D'ALENE

## **STUDENT CODE OF CONDUCT**

The following policies and guidelines have been established to benefit the Music Conservatory of Coeur d'Alene (MCCDA), its staff, and students in support of achieving the objectives of the conservatory.

### **Attendance and Hamilton House Protocol**

To support the student in making the most of each lesson/course, MCCDA asks all students to be punctual and well organized. Please have a music bag/backpack capable of holding all materials including music books, supplemental pieces, and homework logs required for the lesson/course with you at each lesson/course. MCCDA asks all students and visitors to adopt behaviors customary in a library setting when on the MCCDA Hamilton House. Speaking in hushed tones and moving quietly when in the hallways or classrooms is courteous. In this way, students and teachers in session can hear and focus on tone and tempo without outside interruption.

### **Practice Guidelines**

The best way to approach music practice is to divide up practice time into several shorter segments with breaks in between. For example, if going to school or work, practice for half an hour before or after returning home, do another half hour later in the afternoon, and again in the evening. By doing this, you will be more focused and not overwhelmed, frustrated or lose concentration. Take breaks and come back to your instrument. This method will encourage you to develop a fresh new look on your piece(s). Here are some proven practice guidelines to follow:

1. Find a *quiet* place to practice in your home
2. Set up *daily practice times* and be diligent and consistent
3. Hold yourself or your student accountable for daily practice. Be committed and supportive to help your student accomplish his/her goals for the week. Instructors will communicate goals and assignments via practice record books. We encourage parents to guide their children in their routine practice at home. It makes a big difference!

### **Performances**

MCCDA offers each student the opportunity to perform and play in recitals as part of their course. MCCDA will host recitals throughout the year and on Friday nights. We strongly recommend participation in these performances as they expand a student's musical development in a meaningful way and help build confidence as a person, musician and artist. We have a course that helps you develop confidence in performance opportunities.

### **Holiday and Inclement Weather School Closures**

MCCDA does not schedule lessons/courses on most National Holidays; however, some teachers and students may choose to continue with private lessons. MCCDA seeks to align its schedule of classes with local school calendars. However, from time to time our classes may vary from local schedules. Make-up lessons can be scheduled. MCCDA follows the weather-related closures in accordance with the Coeur d'Alene School District. Classes will be rescheduled accordingly. The CDA Public Schools Closure hotline phone number is 208-667-0784.

### **Alcohol, Tobacco and Controlled Substance Policy**

1. Staff, Instructors, Students, Volunteers and visitors of the Music Conservatory shall not smoke or use tobacco products or possess or use any controlled substance and may not consume or possess any alcoholic beverage inside or on the grounds of any property used by MCCDA.
2. Any person in violation of or reasonably suspected of a violation of the aforementioned policies regarding Alcohol, Tobacco and Controlled Substances will be asked to immediately vacate the premises. A meeting with a member of the Board or Executive Director will be required before returning for any event conducted by the Music Conservatory.

## FINANCIAL AND TUITION POLICIES

MCCDA Tuition is charged by semester in advance with 15 lessons per semester. If requested, semester fees can be divided into equal monthly payments due in advance on the first of the month of service. Unused lessons do not carry over and new enrollment forms will need to be filled out each semester.

*Please note:* In order to enroll in a new semester, a student's account must be current. *A student cannot continue taking private lessons or enroll in group classes the following semester if his/her account contains an outstanding balance.* Please call MCCDA at 208-901-8190 if you have any questions about your account.

All lesson payments are due at the beginning of each month of service. Tuition payments received after 5<sup>th</sup> of the month may be subject to a \$10 late charge levied at MCCDA's discretion. MCCDA accepts checks, cash, and credit cards (VISA & MasterCard) **Please make all checks payable to *Music Conservatory of Coeur d'Alene or simply MCCDA.***

Annual Registration fees of \$75 per family are non-refundable and due at the time of enrollment whether a student is registering for one Semester or more and not subject to monthly payment plan or pro-rata amounts depending upon when they initially enroll.

## REFUND POLICIES

### Private or Group Lessons

A full refund will be given for private or group lessons if withdrawal is made one week prior to the start of lessons. Students who withdraw prior to the end of the first month will receive a refund of \$50. Students will not receive any refund after the first month with the exception of illness or other unforeseen circumstances. Exceptions must be submitted to the Executive Director in writing for consideration. MCCDA reserves the right to cancel any group class due to insufficient enrollment, in which case a full refund is given.

### Cancellation and Make-Up Lesson Policy

Students are entitled to two (2) make-up lessons per semester due to unforeseen circumstances such as illness. All make up lessons must be made up during the same semester. Cancellations should be made at least 24 hours prior to lesson time except in the case severe illness or an emergency. There will be no make-up lesson for missed group lessons. Make-up lessons will also be offered in cases where the instructor is unexpectedly absent, and a suitable substitute cannot be found.

### Family Discount for Group Classes (not Private Lessons)

MCCDA offers group discounts when a student and/or an additional family member are enrolled in group classes during the same semester. 10% off for 2nd family member or you taking another group class; 20% off for a 3rd or more family member. *\*Families are 2 generations of the same household only – example – Parent/Child or Child/Sibling.*

## MEDIA RELEASE

By registering for classes at MCCDA, you grant MCCDA permission to use photographs, images and/or recordings of you or your child who is a student at MCCDA, to be used in MCCDA publications and materials in print or electronic format for any lawful purpose. If you do not wish to grant permission to MCCDA to use your photograph, image and/or recording, you must do so in writing.