



## Nebu J. Issabey Music Program

### **2023 Policy Statement**

*The following policies apply to all participants in the Nebu J. Issabey Music Program at the Assyrian Cultural Foundation:*

#### **Schedules**

Student schedules are set by our Program Coordinator. Though we do everything that we can to accommodate schedule requests, there may be situations in which availability prohibits us from honoring a request. Please be advised that student schedules are subject to change.

#### **Cancellations and Absences**

Music program students are expected to adhere to all attendance policies of those classes for which they are registered. Under no circumstances should attendance ever be considered optional. We will require at least a **7-day written notice** to the Program Coordinator and School Receptionist for planned absences (along with the date and reason for absence) to be considered excused. Notice of absence will only be acknowledged via email; as such, calling, texting, or verbal notification will not be considered. More than three (3) excused absences during a course are grounds for dismissal. A single (1) unexcused absence may constitute immediate dismissal. Any absence for which we have not received prior notice, for any reason, is considered unexcused. Please understand that we do this to be fair to all of our students, as well as to protect our time. Our teachers' schedules are extremely demanding, and they incur expenses to maintain the schedules they have set. You will be responsible for the fee of the teacher when a lesson is missed.

#### **Invoice Fees**

For any missed lesson which incurs a fee, parents will receive a detailed invoice with the amount owed. Invoices are expected to be paid at the next lesson. If the invoice is not paid on time, it is considered grounds for dismissal from the program. Invoices must be paid via check and made payable to "Assyrian Universal Alliance Foundation".

#### **Parent Participation**

Parents are required to be present and engaged during private lessons. We expect parental involvement in our program so that we can create the best possible environment for our students to grow. To this end, parents are not permitted to use their cell phones during the lessons. We hope to encourage parents to ask questions, take note of what their children should be practicing, and assist the teacher in keeping their children focused and on task.

#### **Unattended Children**

Children must be accompanied by a parent in the hallways or restroom. Otherwise, it is okay to leave children in the reception area with the School Receptionist during lessons.

#### **Evaluation**

An invaluable part of any music student's studies is periodic evaluation of their progress. Though students will

receive feedback regularly from their teachers, at the end of each term, students will be tested to assess their development. Students who do not meet the program standards when tested may not advance to the next course level. Additionally, the student may be put on probation. Students on probation have one (1) opportunity to repeat the course for which they did not meet the requirements. Failure to meet requirements a second time will result in dismissal from our music program.

**Media**

Lastly, our music program reserves the right, and may give permission to appropriate staff and/or outside media, to photograph and record (video and audio) classes, programs, and participants at all our facilities and properties. Please be aware that these photos or recordings are for promotional purposes and may be used in future print and/or electronic publications and/or media communications. By participating in our programs, you consent to the video and/or audio recording and/or taking of photographs for these purposes.

**Policy Statement Acknowledgment**

Our policies have been developed to encourage and promote the joyful study of music in our students' lives. Our goal is to produce excellent Assyrian-American musicians; therefore, regular attendance and commitment is expected. The Nebu J. Issabey Music Program reserves the right to dismiss any student due to frequent absences, disciplinary problems, and/or parental non-compliance with our policies.

By enrolling your child in our program, you acknowledge and understand the policies listed above. We reserve the right to change or modify the policies at any time and without prior notice. Your continued participation in the program will confirm your acceptance of such changes or modifications. Failure to agree to and abide by these terms will result in termination of a student's enrollment. Thank you for your understanding and cooperation.

*All questions should be directed to our Program Coordinator Barbara Bright-Read.*

[barbara.bright-read@acf-us.org](mailto:barbara.bright-read@acf-us.org)

(224) 341-9270

**I hereby understand the above policies and will adhere to them.**

Student Name(s) \_\_\_\_\_

Parent Name \_\_\_\_\_

Parent Signature \_\_\_\_\_

Date \_\_\_\_\_