Nebu J. Issabey Music Program

Program Policy Statement

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

1. 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.

2. Evaluation

An invaluable part of music students' studies is periodic evaluation of their progress. New students will be interviewed by management and given a trial period of one (1) semester with a Teaching Assistant, in order to see how they progress. Though students will receive feedback regularly from their teachers, at the end of each term, students will be tested to assess their development. Every student in the Music Program is expected to learn and perform three (3) complete pieces every semester. 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. Also, please be aware we reserve the right to change the student's teacher at any time.

3. Behavior

All participants have the right to a safe, productive, and engaging learning environment. There is a zero-tolerance policy regarding negative, threatening, and offensive behavior. Parents or students who engage in that type of behavior towards teachers or employees of the Department will be subject to immediate dismissal from the Program.

4. Cancellations and Absences

Students of the Nebu J. Issabey Music Program 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. Please understand that we do this to be fair to all 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 paying $25 for each missed lesson.**

5. 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 cash, personal check, cashier's check, or money order, and made payable to "Assyrian Universal Alliance Foundation." **No lesson will be given to individuals who have unpaid, outstanding invoices.**

6. 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.

7. External Lessons

Students of the Nebu J. Issabey Music Program are not permitted to study under other music instructors or take external music lessons of the same instrument while enrolled in lessons with our Program. Studying under two different pedagogies complicates the learning process and can actually hinder the student's progress, particularly with young learners. Students found to be taking external lessons will be removed from the Program if they refuse to discontinue those lessons. Please be aware: we do not offer secondary private lessons. However, students are encouraged to participate in group lessons in order to study a second instrument through the Music Program.

8. Unattended Children

Children must be accompanied by a parent at all times, whether in the hallways, restroom, reception area, or in a lesson. No child can be left unattended at any time. The Music Program Coordinator is not responsible for looking after any unattended children.

9. Program Recommendations

We recommend that all new students complete a one-time Music Fundamentals course, a 30-minute lesson, during their first semester. In addition, parents are responsible for purchasing any gadgets or musical aids the teachers request to help the student progress in their musical journey, such as metronomes, shoulder rests, and frogs. Books of the Nebu J. Issabey Music Program are provided to the students at no cost; however, there will be a $20 fee for lost books.

10. Media

Our Music Program reserves the right to 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.

11. 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 are expected. The Nebu J. Issabey Music Program reserves the right to dismiss any student due to frequent absences, disciplinary problems, and/or parental noncompliance with our policies.

By enrolling your child in our Program, you have read, understood, and acknowledged the policies listed above. We reserve the right to change or modify the policies at any time and without prior notice, per our Program's needs and demands. 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 Music Program team at Music@acf-us.org or (224) 341-9270.

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

STUDENT NAME	**PARENT NAME**
PARENT SIGNATURE	**DATE**