

THE WESLEY
ACADEMY
OF MUSIC

Lessons for life!

HANDBOOK
2018-2019

OUR MISSION

The Wesley Music Academy of Music is a non-profit organization that exists to provide free musical training to financially disadvantaged children. We hope that through lessons at WAM, students will increase personal capacity, discipline, and self-esteem while enhancing their musical education and building strong mentor-student relationships with their teachers.

WESLEY ACADEMY OF MUSIC INFORMATION

Address: 211 Washington Street, Frankfort, KY 40601

Phone: 502-227-7430

Official email: wesleyacademyofmusic@gmail.com

Director: David Goins dwgoinstpt@gmail.com

Administrative Assistant: Elizabeth Rearden wesleyacademyofmusic@gmail.com

REGISTRATION AND CONTACT

To receive free lessons at WAM, students must be unable to pay for private music lessons. WAM does not discriminate on the basis of race, religion, gender, sexual orientation or national or ethnic origin. Along with phone calls, we use e-mails, e-newsletters, social media, and our website to reach WAM students and their families. Therefore we require all parents and guardians to maintain an e-mail account that they check at least once weekly. For assistance setting up a free e-mail account, please contact the WAM office.

EXPECTATIONS FOR LESSONS

- Come prepared for every lesson. You must bring music, pencil, and instrument to every lesson.
- Take proper care of your sheet music, pencil, and instrument.
- Practice between lessons. Much like homework from school, assignments from WAM instructors are to be practiced at home, outside of lesson times. We expect students to conduct individual practice on their private lesson assignments an average of 20 minutes per day. Time spent in school ensemble rehearsal, or on school music (unless it is specifically being addressed in a lesson), does not count toward this daily 20-minute expectation.
- Students must perform in a recital every year.
- We require all students to participate in their school band or choir program, if applicable.
- Students are expected to treat each other, the WAM staff, and the building with courtesy and respect.
- Have a positive attitude toward learning.
- Students are expected to practice the recommended assignments given to them by their teacher.
- Students involved in private music instruction must participate in juries each semester.
- Lessons may only be rescheduled at the instructor's discretion.
- Students enrolled in lessons are required to participate in WAM's fundraising activities.
- Parents/guardians are expected to volunteer one time per year per child enrolled.
- Parents/guardians must attend one lesson per month or contact the instructor once a month to monitor their child's progress.
- Showing appreciation is important. Therefore, students will periodically be requested to sign or write thank-you notes to WAM's donors. And at the end of every lesson, every student is required to thank his/her instructor.

ATTENDANCE

- For security and supervision purposes, a WAM monitor or staff member will be present along with private lesson teacher(s) anytime the building is open.
- Students are most successful in their private lessons when their attendance is regular and timely. Arriving 10 or more minutes late counts as one-half of an absence. The WAM staff reserves the right to place a student on probation if he or she is chronically late.
- If a child receives four (4) absences during one semester, he/she is no longer qualified for the program and will be dismissed from WAM.
- An unexcused absence from a recital is grounds for dismissal from WAM.
- An excused absence from a recital will result in the student being placed on probation.
- If a student is dismissed from a lesson or performance for disorderly conduct, the student will be recorded as absent for that event.
- A student will be placed on probation at the time of his or her third absence.
- Students must be picked up from lessons on time. If a student is picked up more than 10 minutes after WAM closes it will count as an absence.
- The WAM staff has the full discretion to cancel lessons due to weather or for any other reason.

PHOTO POLICY

Throughout the year, WAM students participate in activities, events or projects in which students may be photographed, videotaped, or interviewed. This includes but is not limited to lessons, recitals, and outreach concerts. As such, it is possible that each student's photograph, work, and/or comments /quotations may be used in WAM's promotional materials, such as newspaper articles, packages for grant and funding requests, website updates, audio/video, brochures, flyers, print ads, etc.

INSTRUMENTS AND MATERIALS

- Failure to bring an instrument to a lesson will result in an unexcused absence.
- Students who do not have access to an instrument may borrow their instrument of study from WAM, if available, at no cost.
- Any student who is loaned an instrument must fill out an Instrument Loan Form.
- If a dismissed student has borrowed an instrument, it must be returned within 2 weeks or the student will owe WAM a \$30 penalty.
- Method books and instructional materials are available for loan to students; however, parents are encouraged to purchase materials when possible.
- Any instruments and/or materials loaned must be returned in the same condition as when received.
- Students/parents/guardians are responsible for any damages and the cost to repair the damage.

RECITALS AND OUTREACH PERFORMANCES

- WAM holds spring recitals every year. Participation is mandatory for all WAM students.
- Please contact us if you need to miss an event. An excused absence from a recital will result in the student being placed on probation.
- An unexcused absence from a recital or outreach performance is grounds for dismissal from WAM.
- Rescheduling an assigned outreach event is only allowed once—any other failures to perform will result in probation.
- Students must arrive 20 minutes prior to a recital to tune and/or warm up.
- Students, parents, and siblings are expected to behave in a respectful manner during recitals. This includes staying for the entire length of the recital, not talking during performances, and not moving around noisily during the show.
- Students are required to volunteer to perform once a year at community outreach events as coordinated by the WAM staff.

PROBATION AND DISMISSAL

- We use the term "probation" at WAM in its definition of "a period of testing/trial, wherein the practicing/preparation/attendance habits of one of our students are more closely observed." If a student is placed on probation, we are happy to work with him/her to improve his/her behavior, attendance, practicing habits, etc., over the subsequent semester(s) of enrollment.
- With so many students on the waiting list, the WAM staff seeks to ensure that all enrolled students are upholding their responsibilities to their teacher, the WAM program, and themselves.
- Students can be placed on probation (and eventually dismissed) for the following reasons:
 - o Three absences or repeated tardiness
 - o Disrespectful attitude
 - o Repeated lack of preparation in lessons
 - o Receiving an unsatisfactory evaluation in, or not playing in, juries
 - o Repeated failure to bring instrument or materials to lessons
 - o Repeated failure to be picked up before closing time
 - o Failure to show satisfactory progress for the semester (two semesters of unsatisfactory progress will result in the student being dropped).
 - o Failure to attend and/or participate in required outreach events and fundraising.
- Once dismissed, a student may not return to WAM.
- If a student is on probation for one offense, and reaches probationary status for a second offense, he/she will be dismissed from our program.
- If a student is put on probation twice during his/her time at WAM, even for non-related issues and non-consecutive semesters, he/she will be dropped from the program.