

Handbook & Policies (BOC/SOC/VOC)

03/15/23

Dear Parents, please review the following information with your child(ren) participating in Piedmont Music Academy (PMA) and complete the 2023-2024 Handbook Acknowledgement Form at the bottom of the page. The guidelines and rules are established by both PMA, Westminster Presbyterian Church (WPC), and will carry over to other venues where we make music. We want the very best for our students, families, and Piedmont Music Academy – let's all work together to make this another great year!

Many thanks,

Piedmont Music Academy Staff

Our Classes

VOICES OF CAROLINA (Tuesdays)

ELEMENTARY CHOIR 2:30 – 3:30 p.m.

MIDDLE SCHOOL CHOIR 1 – 2:15 p.m.

HIGH SCHOOL CHOIR (The Notables) 2:30 – 4:00 p.m.

VOICES of CAROLINA (Thursdays)

UNAM 2:30 – 3:30 p.m.

HANDBELL CHOIR 3:45 – 5:00 p.m.

BANDS OF CAROLINA (Thursdays)

Beginning Band 11 – 12:15 p.m.

Intermediate Band 12:30 – 1:45 p.m.

Concert Band 2 – 3:15 p.m.

Symphonic Band 4 – 5:30 p.m.

Jazz Band 6 – 7:30 p.m. (every other week)

STRINGS OF CAROLINA (Thursdays)

Private String Lessons (Individually scheduled)

Intermediate Strings 3 – 4:00 p.m.

Chamber Strings 4:00 – 5:30 p.m.

MUSIC THEORY (Thursdays)

PREPARATORY MUSIC THEORY I 1 – 1:50 p.m.

PREPARATORY MUSIC THEORY II 2 – 2:50 p.m.

MUSIC THEORY I 1 – 1:50 p.m.

MUSIC THEORY II 2 – 2:50 p.m.

ADVANCED MUSIC THEORY 2 – 2:50 p.m.

MUSIC THEORY (Tuesdays)

MUSIC THEORY for SINGERS:

12 – 12:50 p.m.

Rehearsal Basics

All students are expected to:

- Be punctual for rehearsals. (*"If you're early you're on time. If you're on time, you're late."*)
- Attend all rehearsals and performances.
- Maintain a disciplined practice schedule 3 – 5 days during the week outside of rehearsal days:
 - Beginners for 15-20 minutes per day
 - 2nd year students at least 30 minutes per day
 - 3rd year + students at least 45 minutes per day
- Attend classes prepared, making sure to bring music, instruments, pencils, etc.
- Listen to great recordings of music outside of PMA...all kinds!
- Try to take private lessons outside of ensemble time so you can continue to grow as a musician.

Behavior & Attendance

BEHAVIORAL EXPECTATIONS

Students are expected to glorify God in all that they do, play, say or think. As musicians, often in the public eye, behavior should always be above reproach. Students must remember that they are representing God, Piedmont Music Academy and the homeschooling community at public performances.

Respect Those in Charge:

- Please be respectful to the adults involved with Piedmont Music Academy...those that provide instruction and those that volunteer their time.
- While in class refrain from talking/singing/making extra noises while the instructor is speaking or working with another student.
- **NO CELL PHONES OR ELECTRONIC DEVICES ARE TO BE USED DURING CLASS.** Your instructor has the right to collect any devices being used during class. If this occurs, they will be returned at the end of class.

- If there is frequent disruptive or disrespectful behavior during class, the instructor will speak with the student. If it continues, a parent will be notified.
- If you need to be absent, please fill out the Absentee Form on the website. Give as much advance notice as possible to help our directors plan.
- Sheet music may be handed out to students. Please take special care of all music and keep it in a folder or binder. It will be collected at the end of each semester. If lost, you will be responsible for purchasing replacement copies.

Respect Fellow PMA Members:

- All students are made in the image and likeness of God. Respect your fellow classmates at PMA by speaking kindly to and about each other. Avoid gossiping or cutting down another person. Bullying is unacceptable and will be addressed immediately.
- No foul language or swearing.
- Keep your hands/feet to yourself – no tripping, pushing, or pestering.
- Dress modestly and appropriately. Girls: short shorts or skirts are not allowed (fingertip length please!), no low-cut tops or spaghetti straps. Guys: pants should stay at hip level and clean shirts are appreciated.
- Tweens and Teens: Please use common-sense hygiene and avoid strong perfumes and colognes.
- Students are never to use or touch instruments belonging to someone else. Such behavior could result in Mom or Dad receiving an expensive repair bill and possible removal from the group could occur. *Only percussionists are to play percussion instruments.*
- Privately owned instruments are the responsibility of the individual student. (There is no insurance provided by PMA for lost, stolen or damaged equipment. If the equipment is to be covered, it must be through parents' insurance.)
- Rental instruments are also the responsibility of the individual student. Please be sure to read your rental contracts carefully and consider purchasing an insurance policy through the music company to cover the cost of repairs or loss if necessary.
- Do your best to complete assignments and practice... greater progress is made if you put all of your efforts into the task.

Campus Rules:

- Any and all activity outside on the Church grounds will be at your own risk.
- Due to the high volume of students and the rapid change between classes, PMA teachers and staff must be focused on changing and resetting classes and materials in order to get ready for the next group. Their job is to control the classroom environment and cannot/will not be responsible for students once the class period is completed. Parents are ultimately in charge of their children and will be responsible for the care and oversight of the before and after class time.
- Young children must be escorted to the bathrooms.

PARTICIPATION

Students are expected to adhere to the behavioral expectations as listed above and, additionally, to attend all practices and performances. *We are a team and we will be weakened by the absence of any member!* If a student is consistently tardy, absent or is a constant distraction during the rehearsal, it is possible that the student is not in PMA for the correct reason. PMA reserves the right (by vote of the Board) to remove any student from membership in the program due to a consistent pattern of disorderly behavior. It is in the best interest of all members that those preventing the group from excelling be removed from participation.

Nondiscriminatory Policy

Piedmont Music Academy Inc. admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship programs, and other school-administered programs.

ATTENDANCE

CHECK-IN:

- Upon arrival for class, all band, string and choir students are to check in with the parent volunteer taking attendance.

STUDENT ABSENCES:

- If it is necessary for a student to miss a rehearsal due to a family trip, doctor's appointment, illness, emergency, etc, please fill out our online [absentee form](#) as soon as possible so our instructors can be notified.
- Students missing more than TWO rehearsals within a concert period or missing a rehearsal prior to a performance may have their seating changed or be denied permission to perform. NO student will be allowed to perform in a concert if he or she misses the final week of rehearsal prior to the performance.
- If an EMERGENCY situation or illness arises the day of a concert, please contact your Director by phone or email A.S.A.P. to discuss the situation.
- If excessive absences take place, the Directors will confer with the parents to determine whether or not the program is suitable for the child.

MAKE-UP Lessons for PRIVATE STRING LESSONS:

- **PRIVATE STRING LESSON** instructors will offer **ONE** make-up lesson per semester. In order to receive that make-up lesson the string instructor must be notified at least 24HRS in advance of the absence.

PICK-UP after REHEARSALS:

- All students need to be picked up immediately following the end of rehearsals. Once class ends, the students are no longer under the supervision of our PMA staff as they are busy cleaning and locking up rehearsal spaces. All of our host churches have open campuses and students must be with a parent or guardian when not in rehearsal. Please be on time to pick up your child.

HEALTH POLICY: If you, your child, or another family member displays a fever within the 24 hour period leading up to the day of class, please stay home.

- If any student or family member is running a fever, do not enter the church property...please stay home.
- If a student becomes feverish while at rehearsal, an Administrator or Staff member will notify the parent and ask that the student leave the premises.
- Everyone is encouraged to wash hands frequently and continue to practice good hygiene throughout the rehearsal.

Facility Care

The atmosphere of our music program must be one of order, discipline, and cooperation. No running or roughhousing will be permitted. Please remember we are guests at all of the churches that PMA uses for various occasions. They have been very generous in allowing us to use their facilities. Let's work together to leave the buildings and the grounds in the same condition that we found them in.

WPC would like for PMA members to only use the designated bathrooms on the same floor as rehearsals. Additionally,

- Respect the property and the staff by staying in the appropriate areas. Unless you have a scheduled class or meeting, no one is to be in the church.
- No students or children are to be unattended. PMA members may be checked in and dropped off, but other siblings (except for High School age) will not be allowed to remain without a parent.
- Waiting parents and siblings are not allowed in the rehearsal areas. You may study or play quietly in the Welcome Center or other approved classrooms (please ask a parent volunteer). No food or drinks allowed in this area. All students are allowed to bring a covered water bottle to rehearsals if needed.
- Families are allowed to use the recreation facilities outdoors, but a parent must be outside with their own children. Treat play equipment with respect and pick up any trash.
- Do not touch or play instruments or sound equipment anywhere in the churches. No one is allowed on the stage without the directors present.
- There is zero tolerance for any alcohol, drug-related or smoking substances by any person on the church property.

Dress Code

- Everyone (including family members of students) must come properly dressed to PMA. Midriff tops, t-shirts with inappropriate writing/pictures, undergarments that show, very short shorts and mini-skirts are not permitted. Students will be dismissed from a practice or performance if wearing inappropriate clothing.
- Please see the PMA website for Concert attire for the various ensembles.

Fees & Payments

PAYMENT POLICIES

Family Registration: \$50 annual fee per family

This non-refundable fee is paid upon registration. *Families that register in Fall do not need to register again in the Spring.*

Tuition: (per student, per semester)

Primary Ensembles: \$150 (multiple child discounts apply- see below)

Private String Lessons: \$240 (no discounts)

UNAM, Handbell Choir, and Music Theory: \$100 (no discounts)

Jazz Band: \$50 (no discounts)

PMA classes run for a full school year and the academy operates on a two-semester system (fall and spring). Tuition is paid per semester for each student that participates in an ensemble or class.

**** Tuition is due by the first class of each semester.**

Due to the financial obligations of PMA, it is necessary to have all tuition paid in full at the beginning of the semester. After the due date, a late fee of \$20 will be applied to all unpaid tuition balances if an arrangement has not been made in advance.

If paying a lump sum for tuition presents a hardship for your family, especially those with multiple children in the program, please let us know. We are open to monthly payment arrangements on a case-by-case basis for those who would not be able to join PMA otherwise. (office@piedmont-music.com)

TUITION DISCOUNTS for Primary Ensembles:

Again, we would like all children to participate in our music academy. We will provide discounts for multiple children participating in primary ensembles within the same family. **(Private String Lessons, UNAM, Handbell Choir, Music Theory, and Jazz Band are not eligible for discounts.)**

Tuition will be adjusted as follows:

Child #1 - \$150/semester, per child/class

Child #2 - \$125/semester, per child/class

Child #3 and beyond - \$100/semester, per child/class

REFUND POLICY

- Registration is non-refundable

- No refunds for tuition

- No pro-rating of tuition

** All special circumstances will be discussed by the board.

Refunds will not be given to those choosing to leave the program after the first rehearsal.

Inclement Weather

For cases of inclement weather/natural disaster/pandemic, etc., PMA Directors will follow the actions of the area public schools. If Rock Hill School District closes for bad weather, PMA will be closed. We do not make up these days.

A PMA Administrator will send an email to notify all PMA families of our plan by 10 a.m. of the day in question. Please be sure to check your email before departing.

Photography/Videos

Piedmont Music Academy occasionally takes pictures and videos of students in classes, rehearsals, and performances to be used for educational and promotional purposes, including our website.

Please be sure to let us know on your signed Handbook Acknowledgment Form whether or not we have permission to include your child(ren) in these photos/videos.

Handbook Acknowledgement Form

Piedmont Music Academy (2023-2024)

Dear PMA Family,

Thank you for enrolling your child(ren) in Piedmont Music Academy! We are very excited about our new year and look forward to working with your children in the fine art of music. Additionally, thank you for taking the time to read our 2023-2024 Handbook.

Please print the Waiver and Handbook Acknowledgement Form, sign, and return to our staff before the first day of classes.

Waiver and Release of Liability

Piedmont Music Academy (2023-2024)

In consideration of being allowed to participate in any way in Piedmont Music Academy related events and activities, the undersigned:

1. Agrees that the parent(s) and/or legal guardian(s) of the participant should inspect the facilities to be used, and if the parent or guardian believes anything is unsafe, he or she should immediately advise the director or administrator of such condition(s).
2. Releases, holds harmless and indemnifies the aforementioned against any and all liability costs and expenses arising in any way as a result of the undersigned family's participation in Piedmont Music Academy. Any injury sustained on the Westminster Presbyterian Church (WPC) campus will be covered by the participant's personal insurance policy.
3. Releases, waives, discharges and covenants not to sue Piedmont Music Academy, its affiliates, their respective administrators, directors, Board members, and other employees of the organization, other members/participants, sponsors, volunteers, and if applicable, owners and lessors or premises used to conduct the event, all of which are hereinafter referred to as "releases," from any and all liability to each of the undersigned, his or her heirs and next of kin for any and all claims, demands, losses or damages on account of injury, including death and damage to property, caused or alleged to be caused in whole or in part by the negligence of the releases or otherwise.

This waiver and release of liability applies to all activities of PMA including field trips, music festivals, state music competitions, and transportation to and from events away from WPC.

Dear PMA Family,

Thank you for enrolling your child(ren) in Piedmont Music Academy! We are very excited about our new year and look forward to working with your children in the fine art of music. Additionally, thank you for taking the time to read our 2023-2024 Handbook. If you have multiple children participating, please print their names on the lines provided.

I have read and understand the foregoing PMA Online Handbook and Release and Waiver of Liability, and I agree to be bound and to abide by them. In addition, I have read and explained the PMA Handbook to my child(ren) and am satisfied that he or she understands the information. I understand that failure to fulfill these requirements will subject my child to appropriate correction, up to and including dismissal from Piedmont Music Academy. I further agree that I have signed this acknowledgement freely and voluntarily without any duress or inducement.

I give PMA permission to take photos and/or videos of my child(ren) for use on the PMA website.

I do not give PMA permission to take photos and/or videos of my child(ren).

Print Student's Full Name _____

Print Student's Full Name _____

Print Student's Full Name _____

Print Student's Full Name _____

Print Student's Full Name _____

Date: _____ Signature of Student's Parent or Legal Guardian: _____

Printed Name of Student's Parent or Legal Guardian: _____