



FOUNTAINVIEW MUSIC DEPARTMENT POLICY

At Fountainview Academy, all students have the privilege of being involved in the music program. You may choose to join the choir or the orchestra or do both. Within this document are the guidelines and rules put in place to ensure things run smoothly. Please take the time to read through them.

Through our music, we share the hope and joy that Jesus gives us each day. You do not have to be a great musician to contribute—what you do need is a ministry mindset. Developing that mindset is one of our primary goals as a music department. We are confident that not only will you further develop this mindset here at Fountainview, but you will also grow your artistic skills and even develop new skills you never knew you had.

1. Practice Time and Rehearsal

- (a) All students are expected to be on-time to practice time and rehearsals.
- (b) Practice time is a 30-minute time slot given to students who want to improve their talents on the condition that they keep their music grade above an “A” (86%) (Please Indicate at the bottom of this document whether or not you would like to have the 30min practice time to begin with.)
- (c) In the event that a student’s grade becomes close to 86%, they will be notified, and if their grade continues to slip below an “A,” they will be notified and expected to report to work instead of practice.
- (d) A student who has lost their “practice privilege” may, after two weeks, ask to have their practice time again and can expect an interview with the music director to explain how they plan to use the time better before practicing again.
- (e) Students who are late to either practice time or rehearsal because of a delay at work or school must get a signed note from the teacher or work supervisor to be delivered to the music office worker taking attendance in order for the tardy or absence to not count against their grade.
- (f) Goofing off and wasting time during rehearsal and or practice time will result in a grade doc equal to being tardy.

2. Music Lessons

- (a) The following instrument lessons are offered: If a student requires instruction for an instrument not listed below, please notify the music director.
 - Cello
 - Clarinet
 - Double Bass
 - Flute
 - French Horn
 - Harp
 - Oboe
 - Piano
 - Piccolo
 - Tuba
 - Trombone
 - Trumpet
 - Viola
 - Violin
- (b) The standard lesson length provided is 30 minutes with the option to lengthen the lessons to 45 minutes or 60 minutes.
- (c) Changes to lessons may be made at the beginning of new terms by emailing the music director. Parents or guardians must also notify the music department via email before any changes will be made.

3. Responsibilities of Fountainview

- (a) Fountainview Academy agrees to provide sixteen (16) lessons per instrument and eight (8) group lessons for voice over the course of the school year.
- (b) Fountainview Academy agrees to engage quality teachers to educate our students. Fountainview students will take lessons from our regular teachers unless otherwise arranged with the Music Department.
- (c) If we are unable to provide enough students to make a teacher's trip worthwhile, the Music Department will arrange for lessons to be taught via Skype or an alternative online platform.

4. Responsibilities of Students

- (a) All students are responsible for keeping track of scheduled lessons and arriving at the appointed time: prepared and ready to learn.
- (b) The student is required to notify the Music Department of any planned absences that will affect their lessons two days in advance so that the schedule can be adjusted accordingly.
- (c) Students are responsible for procuring and maintaining their instruments for lessons.
- (d) On the occasion that students are taking online lessons from a teacher other than those provided by the school, they must report each lesson to the Music and Finance Department for records purposes.

5. Lesson Absences

(a) NO SHOW

In the event that a student forgets their lesson or is absent without leave, the charge for missed lessons will still be made to the student's account, and the student has forfeited their lesson. No show lessons will not be made up. All students are responsible for showing up at their lessons promptly.

(b) PRE-ARRANGED APPOINTMENTS

Any pre-arranged absences should be made known at least three working days in advance to the Music Department so the lesson can be rescheduled accordingly.

(c) SICK OR INJURED

If a student is sick or injured and unable to attend their scheduled lesson, we will do our best to make up the lesson later. However, this is not guaranteed. If the student has sustained a long-term injury, making it impossible for them to continue their lesson, they will be removed from the schedule until they recovered. Teachers will not be paid for students who are not on the schedule.

6. Instrument Policy

- (a) It is highly recommended that students insure their instrument(s). If you rent an instrument, we encourage you to purchase rental insurance through your rental company.
- (b) Fountainview Academy is not liable for damages or losses incurred during concerts or rehearsal or when the instrument is unattended.
- (c) In the event that an instrument is damaged during tour transit or at the fault of the school, an exception to Item 6.b may be made at the discretion of the Music Department.
- (d) If you leave your instrument behind on tour, you will be charged the shipping costs to retrieve it.
- (e) Any instruments, cases or music uniform items left out of place on tour or in the school building may be confiscated and can only be retrieved for a \$5.00 fee.

7. Tour Policy

- (a) Every student is expected to tour with Fountainview. See section 7(d)
- (b) Leaving a tour early is not permitted. See section 7(d)
- (c) In the event that Fountainview tours near a student's home, the student is allowed to stay at their home as long as they have permission from their head dean and have notified the music director. Parents, please keep in mind that our tour schedule is very busy and having your student on-time to soundcheck is very important!
- (d) In some very specific cases, exceptions may be arranged with the music department and the GM of Student Programs.

8. Uniform Policy

- (a) **LADIES' UNIFORM REQUIREMENTS:** Ladies are required to purchase a uniform skirt and top from Fountainview Academy. Ladies must bring shoes to wear for performance, and they must be black and closed-toe with no heel. (Also recommended is a slip & tank top for under the uniform.)
- (b) **MEN'S UNIFORM REQUIREMENTS:** Men are required to purchase two ties from Fountainview Academy: one for Christmas concerts & one for the rest of our musical performances. Men must supply their own **plain** black suit pants & jacket as well as a white collared shirt. Shoes and socks must be black.
- (c) In the event that a uniform is lost or damaged in any way, the student will be charged to replace the item. Music uniforms left lying around during tour or at school may be confiscated, and the confiscated fee will apply. (See fee schedule.)

9. Fees and Charges

- (a) See "Music lessons and Fees" for a break-down of costs and charges.

I would like to make use of the 30 minute practice time: Yes: No:

I/we agree to the music policy as outlined above:

Student Signature _____ Date _____

Parents/Guardians:

Name _____

Name _____

Signature _____

Signature _____

Date _____

Date _____