

# School/Studio Policies

**Code of Conduct (Group Classes and Private Lessons):** In order to keep the cost of tuition as low as possible, our school relies upon either the generosity of non-profit churches that charge us low rent, or volunteer homes of families and teachers to hold group classes and private lessons. In order to be able to continue having the use of these locations, we must exercise great care and respect for the property of others.

## **Use of church and private home policies:**

- Enter and exit only through the designated doors.
- Remain in the area where teaching rooms and restrooms are located, and do not roam through other areas of the church or home. Children must be monitored at all times by an adult.
- No chewing gum, eating, drinking (other than water) will be permitted.
- Please take all of your belongings and refuse when you leave. Leave everything exactly as you found it.
- Accompany young children when using the restrooms and leave the restroom tidy, please.
- In private homes, please remove shoes and leave them by the door when you enter.
- Do not allow children to stand, lay down, or jump on furniture, or handle objects in the room. Parents will be expected to reimburse the teacher, church or school program if they or their children are responsible for any damage or defacement of property.

**Behavior Policy:** The Suzuki Method is founded on respect between teacher, parents and students.

- Students must show respect for teachers, parents and fellow students at all times. Disruptive, disrespectful or uncooperative behavior is not acceptable.
- Siblings of students are welcome to attend classes, but must sit quietly with the parent.
- If a student or sibling is uncooperative or disruptive, the lesson may be terminated, or the parent may be asked to remove the disruptive individual from the classroom. There will be no make up for the terminated lesson or class.

## **Student Responsibilities:**

- Treat parents, teachers and fellow students with respect.
- Cooperate and listen during practice, lessons, and group classes.
- Wash hands, trim nails, get a drink and go to the bathroom before practice, lesson or group class.
- Listen to recordings daily.
- Practice every day you eat!

## **Parent Responsibilities:**

- Be prompt, neither early or late, for private lessons and group classes.
- Attend all lessons and classes with your child, do not drop them off and leave them.
- Do not interfere with the lesson, but take notes or record each lesson/class as directed by the teacher.
- Maintain the instrument in good condition
- Organize the home practice and set aside time for that daily
- Play the recordings daily

## **Cancellations and Makeup Lessons:**

- There is one week designated at the end of each quarter for makeup lessons. If you miss more than one lesson the additional missed lessons will not be made up or refunded.
- Student absence from group class will not be made up, however, if you miss your regularly scheduled group class you may attend the alternate group class that week.
- Lessons or classes that are cancelled due to severe weather will not be made up.

\* Please refer to the Suzuki Violin School of Columbus-Worthington Handbook (<http://www.suzukicolumbus.org/Handbook.htm>) for all school policies.