



QUAD CITY MUSIC ACADEMY

STUDENT AND FACULTY HANDBOOK

1103 Main St.
Davenport, IA 52803

Stacey Sharpe

Nondiscrimination Statement

It is the policy of the Quad City Music Academy not to discriminate on the basis of race, religion, age, marital status, gender, sexual orientation, citizenship status, creed, color, ethnic or national origin, military status or disability in its employment practices or in the administration of its educational policies, admission policies, scholarship programs or other School-administered programs or activities. The Quad City Music Academy is an Equal Opportunity Employer.

Quad City Music Academy Calendar

2020 to 2021

Aug 2020

S	M	T	W	T
F	S			
	1			
2	3	4	5	6
7	8			
9	10	11	12	
13	14	15		
16	17	18	19	
20	21	22		
23	24	25	26	
27	28	29		
30	31			

Sep 2020

S	M	T	W	T
F	S			
		1	2	3
4	5			
6	7	8	9	
10	11	12		
13	14	15	16	
17	18	19		
20	21	22	23	
24	25	26		
27	28	29	30	

Oct 2020

S	M	T	W	T
F	S			
				1
2	3			
4	5	6	7	8
9	10			
11	12	13	14	
15	16	17		
18	19	20	21	
22	23	24		
25	26	27	28	
29	30	31		

Nov 2020

S	M	T	W	T
F	S			
1	2	3	4	5
6	7			
8	9	10	11	
12	13	14		
15	16	17	18	
19	20	21		
22	23	24	25	
26	27	28		
29	30			

Dec 2020

S	M	T	W	T
F	S			
		1	2	3
4	5			
6	7	8	9	
10	11	12		
13	14	15	16	
17	18	19		
20	21	22	23	
24	25	26		
27	28	29	30	
31				

Jan 2021

S	M	T	W	T
F	S			
1	2			
3	4	5	6	7
8	9			
10	11	12	13	
14	15	16		
17	18	19	20	
21	22	23		
24	25	26	27	
28	29	30		
31				

Feb 2021

S	M	T	W	T
F	S			
	1	2	3	4
5	6			
7	8	9	10	
11	12	13		
14	15	16	17	
18	19	20		
21	22	23	24	
25	26	27		
28				

Mar 2021

S	M	T	W	T
F	S			
	1	2	3	4
5	6			
7	8	9	10	
11	12	13		
14	15	16	17	
18	19	20		
21	22	23	24	
25	26	27		
28	29	30	31	

Apr 2021

S	M	T	W	T
F	S			
				1
2	3			
4	5	6	7	8
9	10			
11	12	13	14	
15	16	17		
18	19	20	21	
22	23	24		
25	26	27	28	
29	30			

May 2021					Jun 2021					Jul 2021				
S	M	T	W	T	S	M	T	W	T	S	M	T	W	T
F	S				F	S				F	S			
	1				4	5	1	2	3	2	3			1
2	3	4	5	6	6	7	8	9		4	5	6	7	8
7	8				10	11	12			9	10			
9	10	11	12		13	14	15	16		11	12	13	14	
13	14	15			17	18	19			15	16	17		
16	17	18	19		20	21	22	23		18	19	20	21	
20	21	22			24	25	26			22	23	24		
23	24	25	26		27	28	29	30		25	26	27	28	
27	28	29								29	30	31		
30	31													

QCMA Academic Year

The QCMA Academic Year will take place from September 8, 2020 thru May 31, 2021.

Holidays (NO CLASSES)

QCMA will be closed during these times unless otherwise stated.

WELCOME!

I am thrilled to introduce to you a school in the Quad Cities that has long been a dream of mine! Students in the Quad Cities deserve a safe, empowering, and inspiring space to flourish as people and musicians. With the help of so many, we have collected passionate educators, ready to help everyone come together through music. The complete website is now live! Please check out our fabulous faculty and all the broad range of courses that you can choose from and then register :-) Due to the ongoing Covid-19 pandemic, our fall 14-week semester will be online and begins September 8th. We look forward to having you on board!

~Hannah Holman, Executive and Artistic Director of QCMA

Mission Statement: *The mission of the Quad City Music Academy is to provide an inclusive home for high quality music instruction, performance and collaboration in the Quad Cities community.*

Vision Statement: *We seek to enrich and enhance the cultural and social fabric of our community through music.*

IMPORTANT: *THE FIRST SEMESTER WILL TAKE PLACE VIRTUALLY IN RESPONSE TO THE CORONAVIRUS PANDEMIC. IF CONDITIONS IMPROVE, WE HOPE TO BEGIN THE SECOND SEMESTER IN PERSON. QCMA WILL PROVIDE UPDATES WHEN THEY BECOME AVAILABLE.*

Enrollment

Students must be enrolled to participate in any QCMA program. A parent/guardian must verify student and family information, review the rules and regulations outlined in this handbook, and sign the form to indicate their agreement to abide by them before any classes begin.

Calendar

The calendar for the year has been provided. The calendar will also be on the website. Please pay attention to the calendar, especially in regard to holidays. The Academic Term will take place from September 8, 2020 thru May 31, 2021. There will also be a Summer Session that will include private lessons and special courses, including chamber music.

School Communication

All QCMA Communication will be digital. Please check the website and emails first; however, don't hesitate to call, text, or email for further information and questions. We will do our best to respond within a 24-hour period whenever possible.

Student-Family Expectations

Students are expected to attend lessons on a regular basis in order to ensure maximum growth and improvement. Students should arrive on time and come prepared with all music and instrument(s) in working order.

Attendance

Private lessons: Students are expected to attend every lesson. Students can miss a lesson with 24-hour notice; however, the student will be allowed one make up lesson per semester. Any additional lessons missed will be forfeited. Parents are STRONGLY encouraged to attend private lessons. Teacher absences or weather cancellations will be rescheduled.

Group classes: Students are expected to attend every group class. Parents are required to attend the Suzuki Group Class. In regard to teacher absence, QCMA will find a sub. If a sub cannot be found, QCMA will work to reschedule the class.

Discontinue Policy

If you choose to discontinue any class mid-semester, there will be a fee of \$25.

Refunds

We hope that everyone will be happy at QCMA; however, in the event that a student must unenroll, we will address refunds on a case by case basis.

Weather Cancellations

In the event of inclement weather, group lessons will be cancelled at least 24 hours before the class time. Students should check their email for updates. Private lessons will be cancelled by the teacher due to the variety of driving conditions of the families and teachers.

Privacy Policies

The QCMA respects your privacy. We will never share your information with anyone. We would like to promote and share the great learning experiences happening at QCMA. With written and signed permission of the parent/legal guardian of minors and direct consent of adults 18 years and older, only, we may find occasion to share photos and clips from masterclasses, public performances, and videos uploaded to the QCMA YouTube channel.

Tuition and Fees Payments

Tuition can be paid in full at the beginning of the semester or in monthly installments. Monthly payments will be due on the first of each month. If the payment is not received within 7 days after the due date, there will be an additional Late Fee of \$10. After 3 failed payments, students will be suspended. There will also be a one-time Registration Fee of \$50. Payments will be accepted online via PayPal. We accept credit card, debit card, and PayPal card. The QCMA PayPal can be accessed on the website.

Private Lessons: \$65/\$75 per hour
\$50/\$60 per 45 minutes
\$35/\$45 per 30 minutes

Chamber Music: 1 hour coaching a week
\$15/week per student

Suzuki Group Class: \$10/week per student

El Sistema: FREE

Alexander Technique: 8 weeks
\$20/session per student

Orchestra Excerpt Class: 9 weeks
\$65/hour (for High School Students)
\$50/45 minutes (for Junior High School Students)

Masterclass: \$20/session per student

Workshop: \$20/session per student

Reduction in Tuition and Fees

If you qualify for the Free and Reduced Lunch Program, please refer to the form on the website.

There are a limited number of scholarships that will be offered by QCMA based on need. These will be available on a first come, first served basis. Please contact QCMA for more information.

Class Offerings

Private Lessons (open to all ages and levels)

Need help finding the right teacher? Contact Us on our website to find the right match for you, with a teacher appropriate for where you are and where you want to go.

Recital and masterclass opportunities throughout the semester.

If there is not enough enrollment for a given class, QCMA will cancel the class for the semester and add the student to a Wait List for the next semester. In the event of canceling a class due to the lack of enrollment, QCMA will provide a Full Refund.

Chamber Music (open to all ages and levels)

Some of the very best music was written for the string quartet. Come and experience the joys of chamber music, delving into great musical literature while learning highly important social skills.

Enroll for 1 hour per week as a formed group or register as an individual and we will do our best to place you in an appropriate group with the finest chamber coaches.

Performance and masterclass opportunities throughout the semester.

If a student registers as an individual, we will do everything possible to place them into a group. In order for the Chamber Music Class to take place, we must be able to form groups.

Suzuki Group Class (ages 3-4 and 5+)

Based upon the Suzuki philosophy that preschool children can learn to play an instrument based on natural language acquisition. Suzuki believed that every child was capable of a high level of musical education and that the goal of education was to raise generations of children with 'noble hearts.' Children start young, even before being able to read.

Pre-twinkle: ages 3-4

Book 1: ages 5+

This group course is 30 minutes per week for Pre-twinkle Class and 60 minutes for Book 1 Class. Group classes provide a reinforcement of what is learned in the private lesson and a social component of group experience and learning together.

All students are required to be enrolled in Private Lessons to participate in Suzuki Group Class.

In order for Suzuki Group Class to take place, we must have 4 to 8 students enrolled.

El Sistema (grades 5 – 9)

Based upon the system developed by Venezuelan educator, musician, and activist José Antonio Abreu, this program provides FREE classical music education that promotes human opportunity and development for underserved children as described by the International Journal of Applied Psychoanalytic Studies.

Must QUALIFY for free or reduced public school lunch to register, or by special arrangement.

In order for the El Sistema Class to take place, we must have 8 to 30 students enrolled.

Alexander Technique

Exploring Freedom of Movement through Alexander Technique – Small group

The Alexander Technique is a method of developing healthy posture and movement habits through focused attention to the mind-body relationship. It's useful for musicians as holding an instrument and repetitive movement can be sources of stress on the body. Another great benefit of these lessons is working on your ability to maintain relaxed and focused – a must for musicians.

This introductory class with Julia Bullard will be an exploration of some basic anatomy, movement, breathing, and perception, and how this related to our musical practice and performance. It's most appropriate for high-school and adult learners.

The class will be held via Zoom, and students need enough floor space to move around, a chair with a flat seat, your instrument, a mat or carpet for lying on, a few paperback books, and an open mind!

The class is very interactive and will be limited to 8 participants.

Orchestra Excerpt Class (grades 5 – 12)

Do you have an audition coming up? No audition is too big or too small. From seating auditions at school and Youth Symphony, to auditioning for a professional orchestra, we will help get you there. There will also be periodic group activities. There is no minimum enrollment for Orchestra Excerpt Class.

Equal Employment Opportunity

In accordance with federal statutes and regulations, Quad City Music Academy is an equal opportunity employer. QCMA will not deny employment or compensation to any individual on the basis of race, color, religion, sex, sexual orientation, age, disability, national origin, marital status, veteran status or any other federal, state or local protected class status.

QCMA will work to create a supportive and productive culture at work.

QCMA Obligations

QCMA would like teachers to build, maintain and grow their studios.

During fall of 2020, the QCMA agrees to handle registration online and in consultation with the teacher, collect appropriate tuition fees and keep appropriate records. We will also help to promote and advertise for the school and teachers. When the physical space is ready and it is safe, the QCMA agrees to provide a clean and appropriately equipped teaching studio and provide a space for recitals, special courses, masterclasses, and all functions the QCMA undertakes.

Teacher Responsibilities

QCMA expects the Teachers to attract, retain, and build a studio. All teaching must be performed in a professional manner. Teachers are expected to notify the student and the QCMA if you are sick ASAP at least 24 hours in advance, if possible; make up missed lessons, and leave the studio space clean and in good order. Teachers must promptly inform QCMA of any concerns or complaints raised by students or parents. In addition, QCMA requires that the Teachers make a reasonable attempt to attend QCMA faculty meetings, concerts, and other events. Teachers will also assist with the El Sistema program.

Quad Cities Music Academy Safe Environment Policy and Guideline

A. Purpose: This policy outlines the processes and procedures to ensure a safe environment for students of the Quad City Music Academy (QCMA). It is the policy of the QCMA that all teachers, staff, and volunteers and any other personnel must adhere to these guidelines at all times. Likewise, **all** are subject to and must report the physical, emotional, or sexual abuse or neglect of a child (age less than 18 years old) to appropriate civil and QCMA authorities consistent with applicable law and this policy. **Applicable personnel:** This policy applies to all teaching faculty, administrative staff, volunteers, board members, and any other classification of personnel who work in the QCMA.

2. **Criminal Background Checks:** As part of its effort to protect all students from harm as well as a desire to create safe environments in all QCMA facilities, the QCMA will:
 1. Complete criminal background checks on **Applicable Personnel** as part of the Safe Environment Program. Additionally, these persons will be required to review and acknowledge this policy. The QCMA Executive Director will ensure that this is accomplished.
 2. Complete criminal background checks on all **Applicable Personnel**, regardless of their level of contact with students prior to the employee beginning his/her work. All personnel will read and agree to this policy.
3. **Conduct Guidelines:** The following is a set of guidelines for conduct which must be observed by all the above mentioned persons when dealing with students.
 1. Any one-on-one counseling, tutoring, training, or other assistance or service with a child must be conducted in an open room setting without closed doors, except for a door with a window, and only if readily observable by others who may be in the room or in the hallway outside the room.
 2. Never take an overnight trip alone with a child/student. (See K. below)
 3. Do not drive alone with a child/student in a car unless parental permission has been given, preferably in writing. (See K. below)
 4. Topics or vocabulary that would not be discussed or used comfortably in the presence of parents should not be discussed or used with children.
 5. Never provide alcohol to anyone under the age of 21. Alcohol should not be used by adult supervisors or chaperones if activities with or responsibilities for children are scheduled.
 6. With one-on-one teaching of a child, the schedule of appointments should always be provided to the parents and the parents should always be notified that these appointments are occurring.
 7. All adults have an obligation to take appropriate steps to protect children, particularly when they are in the care of the QCMA. If an adult observes another adult violating this guideline or engaging in other conduct which causes him/her to have reason for concern for the well-being of a child, the adult should confront that other adult in a forthright manner and

report his/her concerns to the QCMA Executive Director, Artistic Director, or a member of the Board of Directors. If an

adult listed under **Applicable Personnel** has reason to believe that child abuse or neglect has occurred or is occurring, that adult must follow the QCMA policy and report incidents of child abuse to civil authorities and report the matter to the QCMA leadership outlined above.

D. Small Group Meetings in Homes or on Property Not Owned by the QCMA: Some programs available for the QCMA students entail small group sessions/performances in homes or on property not owned by the QCMA. In order to provide an environment that protects children as well as QCMA faculty, employees and volunteers, the QCMA has implemented the following policies and guidelines.

1. Teachers, employees, and volunteers must comply with all QCMA "Safe Environment" guidelines including background checks.
2. Two adults shall be present at all times during meeting or the event must be cancelled
3. No child should be alone with an adult except for a child with his or her parent
4. The Executive Director or Artistic Director must be aware of and pre-approve the date, time and location of the meeting or event
5. In a private residence or other locations that have private areas, only public areas may be used for gathering space. Bedrooms or other secluded areas may not be used for break- out sessions, etc.
6. Bathrooms designated for children's use shall be free of medicines, drugs, and chemicals.
7. Any alcohol, cigarettes, fireworks or potentially harmful items must be secured and inaccessible to children during the event
8. All music and videos used during the event must be appropriate for a QCMA event.
9. Building and Participant Safety:
 - i. Building and surrounding grounds shall be inspected for hazards
 - ii. Meeting spaces should be well lit
 - iii. Adults and children must be very cautious with candles and fireplaces
 - iv. Smoke detectors should be installed and properly functioning on each floor of the home or location where the class or meeting will be held
 - v. A serviced and functioning fire extinguisher must be accessible and visible
 - vi. Emergency backup lighting must be provided (e.g. battery flashlight)
 - vii. Handrails must be installed and properly secured where there are two or more steps that are to be used by children
 - viii. Swimming pool and spa areas shall be gated, secured, and off-limits to children
 - ix. Snow and ice or any other movable hazard must be removed promptly from the walkways, driveways and steps prior to the arrival of children
 - x. Any loose rugs or buckled rugs need to be leveled to prevent trip hazards

- xi. Extension cords shall not cross pathways and the use of extension cords shall be limited
- xii. Furniture should be placed in such a manner to avoid being an obstacle
- xiii. Adult leaders should be aware of any safety concerns in the neighborhood and take appropriate measures to ensure the safety of the children

E. Electronic Communications and Technology: This policy assists those **Applicable Personnel** in the QCMA by outlining the acceptable use of electronic communication* and technology.

1. The QCMA may supply computers, software, internet access, and/or other electronic communication devices such as cell phones to its **Applicable Personnel** so they may complete the responsibilities assigned by their positions. All users must take care to apply these tools for their intended purposes. The QCMA may monitor electronic communication or any other related use of its computers, devices and networks at any time, with or without notice to users.
2. Any communication that includes defamatory or harmful comments regarding the QCMA its **Applicable Personnel**, programs, or those it serves may result in disciplinary action up to and including termination.
3. **Applicable Personnel** who use personal devices in their QCMA duties are bound by these guidelines.
4. In using electronic devices to communicate in their roles with the QCMA including but not limited to email messages, text messages, tweets, websites, blogs, and social networking sites, **Applicable Personnel** and students will:
 - i. Always use respectful language.
 - ii. Maintain appropriate relational boundaries in all forms of communication.
 - iii. Never access, post or send immoral, obscene, illegal, threatening, abusive, defamatory, or profane material or pornography (adult or minor) of any kind to any person.
 - iv. Never send anonymous messages
 - v. Treat all communication as if it were public. Communication via these forms of technology does not always remain private. Always use language and communicate as if you were face to face with the person. The message may be altered and sent beyond the original author's intention.
5. **When communicating with minors using forms of electronic communication:**
 - i. Parents must be notified of the methods of communication which are used with their children and their consent obtained. Parents must be granted access to such communications including the child's account login credentials and/or membership in a closed social media group. Written verification of understanding from parents/guardians is required. See the resources and forms document for a sample form.
 - ii. For messages that are sent to individual minors (9th grade and above), the following is required:
 1. Email: Parents/guardians informed of use with their minor children and written consent given. Parents copied on message.
 2. Text: Parents/guardians informed of use with their minor children and written consent given. Parents copied on message.
 1. Telephone call: Parents/guardians informed of use with their minor children and written consent given.
 2. Calls are made infrequently and only for a purpose associated with a lesson, program, or event.

c. Calls are not made for socializing.

- iii. If minors contact an adult engaged in teaching without copying their parents/guardians on the message, the adult may reply with a group message (i.e., when the personal contact was for information relevant to the group). When the contact is such that a group response is not appropriate, the adult should respond with: *“I have received your message but am unable to reply as you have not copied your parent/guardian on the message. Please resend to me with at least one parent/guardian copied so that I may reply to you. If this is an emergency and you need to communicate with me immediately, reply and include that in your message. Thank you.”* It is also permissible for the adult to respond to the message if the parent is copied. QCMA personnel should maintain copies of all such messages.
- iv. Adults are permitted to initiate communication with minors between 8:00 AM and 9:00 PM. They may respond to communication sent to them by a minor outside of this time period only if it is an emergency, urgent such that it cannot wait until the next morning or occurs in the context of a lesson or event and is necessary.
- v. Online “chatting” with minors is not permitted.
- vi. Adults must remember that they are adult professionals who are rendering service to a minor. Appropriate boundaries must exist between adults and minors so that effective teaching may occur. Adults are not friends or buddies with the minors they serve. All electronic interaction with youth should be conducted as if the adult teacher would be willing to say or give the same response in person, in the presence of that minor’s parent.

6. Computers: In using a computer or other electronic device supplied by the QCMA personnel must:

- i. **Respect the privacy of other users.**
- ii. **Respect and honor copyright and license agreements.**
- iii. **Safeguard user identification (user ID) and private passwords.**
- iv. **Protect information from unauthorized use or disclosure.**
- v. **Never use the computer for illegal purposes or in any way that violates any international, federal, state or local laws.**
- vi. **Never use the computer to harass, threaten, or transmit inappropriate material.**
- vii. **When separating from employment or volunteer service with the QCMA never delete any computer files or download QCMA information without appropriate authorization.**

7. Internet access: In accessing and using the internet from QCMA-owned electronic equipment or accounts, all QCMA applicable personnel must adhere to the above-mentioned items. Also, they must:

- i. Never attempt to block, bypass or remove filtering software.
- ii. Use great care when downloading files from the internet to the QCMA system. Files must be scanned for viruses. Compressed files should be scanned before and after decompression.

8. Internet based instruction: Internet based instruction may be necessary in selected situations such as the global pandemic of 2020. It requires the same decorum and procedures as in-person teaching.

- i. **Parents must be given the ability and the corresponding links or phone numbers to join the two-way streaming conference at any time.**
- ii. **When using Zoom, Google Meet, or similar online learning platforms, the link to each live classroom session must be shared with another school administrator to allow for another**

adult to view the live two-way streaming conference. (Think of this as the ability to view the classroom through a door window or walking into a classroom).

- iii. Mandatory reporting rules are also still in effect. If a teacher has reason to believe a student is being neglected or sexually, physically, or emotionally abused, the teacher must report it as outlined in this policy.(see D.g.)**
- iv. Teachers should ensure that no personal identifiable information is shared online by the teacher or student.**

9. **ENFORCEMENT:** The QCMA will enforce the policy set forth here and expects all personnel to comply. Failure to comply with any of the provisions of the Electronic Communication and Technology parameters will be grounds for disciplinary action up to and including termination.

6. **Reporting Incidents of Child Abuse or Neglect**

1. For purposes of this policy, “child abuse or neglect” refers to any physical, emotional or sexual abuse or neglect of a child less than 18 years of age. This includes children who suffer physical and/or emotional abuse by the acts or omissions of their parents, guardians, custodians or others. It also refers to children who are victims of certain sex offenses perpetrated by anyone.
2. State law requires that all persons, without exception, make an immediate oral report to a local law enforcement agency or DHS if that person has “reason to believe” that a child may be a victim of child abuse or neglect (unless that person knows a report of the incident has already been made). The obligation to report exists regardless of who the accused may be.
3. Any staff member concerned about possible abuse also must report it to the leadership of the QCMA – the executive director, artistic director, or a Board member.
4. Any civil investigations of suspected incidents of child abuse or neglect will be accorded the complete and willing assistance of the appropriate QCMA personnel. All necessary action will be taken to ensure the fair treatment of any individual accused of child abuse or neglect. As a precautionary measure, an accused employee/faculty/volunteer may be placed on administrative leave pending the investigation of the claim or the completion of any civil process.

7. **NOTIFICATION TO SUPERVISOR FOLLOWING ARREST:** Applicable Personnel of the QCMA are required to notify their supervisor if arrested of any crime except a moving violation during the period of their employment/contract/volunteer

participation. Notification should be made within twenty-four (24) hours of the arrest if at all possible, or as soon thereafter as possible. The individual must provide the Executive Director with enough detail of the charge(s) to enable the Executive Director to make a decision as to whether the individual can remain on the job.

H. YOUTH EVENTS INVOLVING OVERNIGHT STAY: At times students may participate in performances that require an overnight stay and may be accompanied by their faculty instructor or a QCMA staff member.

1. Minor students must also be accompanied by a parent/guardian.
2. No adult shall room with or occupy the same hotel room with a child except in the case of a parent and the parent’s child(ren) only.

I. Transportation: Transportation of students by QCMA faculty, staff, and volunteers is permitted only with permission of the Executive Director and the student’s parents.