

# UAF Music Community School

## Handbook

### 2023



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## **SECTION A - INTRODUCTION AND ABOUT THE UAF MUSIC COMMUNITY SCHOOL**

### **Introduction**

UAF Music is offering a solution for the musical needs of both UAF students and the Fairbanks community. The Fairbanks Northstar Borough School District is no longer providing instrumental music education to elementary school students, creating a deficit of music education opportunities in the Fairbanks region. In hopes of filling this need, the UAF Music Department will provide expanded opportunities for community students to take lessons. This program also gives UAF music students the opportunity to constructively practice individual applied teaching. For music education & performance majors this provides important pedagogical practice in individual instruction. Educated and approved by UAF's music faculty, these young teachers are well-prepared to begin sharing their accumulated knowledge and skills with learners of all ages.

### **Why Music?**

Music has the capacity to feed the soul unlike anything else, and for this reason, music is simply an essential part of life for any musician. It is not a question of choice, musicians can't help but make music—it's in their blood. A person might choose to work as an accountant, doctor, or lawyer, but a person will always be a musician. Not only is musical expression one of the best personal therapies, it constitutes one of the most important forms of service. By studying music, one will be equipped with a unique vision and ability to serve others. It's easy to see why music is one of the most fulfilling disciplines one can choose.

### **Mission Statement**

*"The mission of the UAF Music Community School is to provide musical instruction, which will enhance the community's ability to experience, perform, and enjoy music."*

### **UAF MCS Value and Objectives**

The UAF MCS believes that the study and performance of music in a serious and consistent manner encourages self-expression and confidence and will result in life-long engagement with the arts. The UAF MCS learning objectives will include:

- Developing the ability to hear, identify, and work conceptually with elements of music such as rhythm, melody, harmony, timbre, texture, and form.
- Developing an understanding of and the ability to read and realize musical notation.
- Becoming familiar with a wide selection of musical literature and its associated eras, genres, and cultural sources.
- Honing skills in basic music improvisation and composition.

## SECTION B -- UAF MUSIC COMMUNITY SCHOOL COMMITTEE

### Committee Members



Lyric-soprano, Jaunelle Roberta Celaire enjoys a musical career as a teacher, soloist, conductor and performer. Born in Toronto, Ontario, Canada, Celaire is internationally known; performing music that ranges from cabaret to music theater and from solo recitals to opera. She has made solo appearances with several orchestras across the nation including, the Maumee Symphony Orchestra and the Lima Symphony Orchestra. Other appearances include the University of Michigan Symphony Band, as Musetta, in *La Bohème*, and the University of Michigan Symphony, premiering the role of the Old Woman, in a One Act Blues Opera, *De Organizer* by James P. Johnson, performed at Orchestra Hall in Detroit, Michigan. Celaire made her debut with the Fairbanks Symphony Orchestra in Fairbanks, Alaska, in April 2004, singing the soprano role in Orff's *Carmina Burana*, Micaela in Bizet's opera, *Carmen*, the soprano role for Handel's *Messiah* & Verdi's *Requiem*.

Dr. Celaire can be heard on the recording of the *Second Anthology of Art Songs by Black American Composers* compiled and edited by Willis C. Patterson. Although Celaire maintains an active schedule, performing, teaching and conducting, she remains dedicated to her voice studio. Her students have been successful at institutions, such as the Royal Northern College of Music in Manchester, England and several major opera apprenticeship programs across the country. Through constant participation in the NATS Chapter in Alaska, her studio claims the winners of the annual NATS Competition in Anchorage, Alaska.

Dr. Celaire joined the University of Alaska Fairbanks voice faculty in 2003. Dr. Celaire has been a guest soprano artist at several festivals, including the Fairbanks Summer Arts Festival, the Rio International Cello Encounter in Rio de Janeiro, Brazil and several festivals in Europe, including, the Vianden International Chamber Festival in Luxembourg and the Innibos Music Festival in Nelspruit, South Africa. She is a member of the National Association of Teachers of Singing. Currently she is the Artistic Director for the Fairbanks Summer Arts Festival's Opera Program and the UAF Summer Music Academy. Her most recent accomplishment was being awarded UAF's most prestigious 2020 Usibelli Distinguished Service Award! Celaire holds her degrees from Anderson University, Bowling Green State University and the University of Michigan. Her teachers include Greta Domenic, Myra Merritt and George Shirley.



Chinese violinist Yue Sun has performed recitals and concerts throughout America, Europe, and Asia at prestigious venues such as Carnegie Hall, Lincoln Center, Konzerthaus Berlin, the Sanders Theater at Harvard and Shanghai Concert Hall. She was selected as the concertmaster and associate concertmaster for the Latin GRAMMY® Award Orchestra of the Americas and the Schleswig-Holstein Musik Festival Orchestra. Christoph Eschenbach praised her as “a rare talent of roaring flame and infectious passion.”

In January 2017, her DVD album “Passion” for 8 premiers of Chinese solo violin works was released by Shanghai Audio and Video Publishing House. Shortly after, the CD version of her album was distributed globally in the United States by Skillman Music. “New York Lounge” of SinoVision has interviewed her and praised her and her album for “stringent artistic attitude and creative technical innovation.”

Ms. Sun graduated from Stony Brook University with a Doctorate of Music Arts, and earned her Master of Music from The Juilliard School, where she studied with Ida Kavafian on full scholarship. Ms. Sun is a member of DEKA String Quartet. With the quartet, she has been closely mentored by the Emerson String Quartet and David Finckel for the past half decade. Since the fall of 2019, her quartet has served as Artists-in-Residence through the SUNY Rockefeller Institute of Government.

Dr. Sun played with the Colorado Symphony Orchestra from 2019 to 2022. In 2022, she was appointed as tenure-track assistant professor in upper strings of University of Alaska Fairbanks, concertmaster of Fairbanks Symphony Orchestra and director of the Northern Light String Orchestra. In her spare time, she loves to cook and compose.



Dr. Daniel Strawser is an active cellist throughout the United States who has taught at all levels of music education. Originally from Columbus, Ohio, Dr. Strawser studied music education at Denison University and holds masters and doctoral degrees in cello performance from the University of Memphis, where he studied with Brazilian cellist Leo Altino.

Active in symphonic, chamber, and solo performance, Dr. Strawser has performed throughout the Mid-South region and beyond. The principal cellist of the Fairbanks Symphony Orchestra, he previously served as principal cellist of the Delta Symphony Orchestra while also performing with the Starkville Symphony, The Jackson Symphony Orchestra, and the Memphis-based Eroica Ensemble. Additionally, he has performed with orchestras in Ohio, Arizona, Indiana, Michigan, Washington, and Italy. Dr. Strawser has also been active in regional chamber music, performing with the Arkansas State Piano Quartet and pursuing duet performances with colleagues. Dr. Strawser is currently a member of the Alaska Trio, which performs regularly around Alaska.

Dr. Strawser currently serves as instructor of Music Education and Cello at the University of Alaska Fairbanks. With many challenges facing the field of music education in the coming years, Dr. Strawser is committed to seeking out innovative change and creative solutions to the unique challenges of teaching music in Alaska.

Working in disadvantaged urban schools, Dr. Strawser taught in the public school system in Memphis, Tennessee for nine years. Dr. Strawser organized and maintained active orchestra programs throughout the city of Memphis in some of the most impoverished and crime-ridden neighborhoods in the United States. This time in public education gave Dr. Strawser a great passion for helping the disadvantaged have access to the classical music experience and access to excellent training in the field.

Dr. Strawser has served on the faculties of Arkansas State University and Union University as an instructor of cello.



Dr. Sarah McConnell is a Term Assistant Professor of Music at the University of Alaska Fairbanks. Her love of music is reflected in the passion and energy in her teaching. She earned her Ph.D. in Music Theory at the University of North Texas. She has taught at Dallas Baptist University and Texas A&M Kingsville University in addition to being a teaching fellow at the University of North Texas during her time as a graduate student. Dr. McConnell's dissertation takes a new look at the instrumental music of Max Reger through the lens of developing variation. In her master's thesis she transcribed and analyzed the film score to "Secret Window" (2004) to reflect the score's role in the overall narrative of the film. She received a bachelor's degree in music from Oklahoma City University, a master's in instrumental conducting from Stephen F. Austin State University and a master's in music theory from the University of North Texas. Dr. McConnell won the Robert W. Ottman teaching fellowship award while a master's student at the University of North Texas.

Dr. McConnell's current areas of research include film music analysis, continuing research on developing variation in Max Reger, music theory and ear training pedagogy, and analysis of choral works from the performer's perspective. Dr. McConnell has presented her research on Max Reger at a few graduate

student conferences including the 2016 GTA Symposium of Music Theory at Indiana University. She also had a paper, "Motivic reinterpretation in the instrumental music of Brahms," published in *Harmonia*, the graduate student journal at the University of North Texas. She sang with the Houston Symphony Chorus for four seasons. She has also taught private oboe lessons and played oboe with various ensembles since the age of 17.

### **Roles & Responsibilities**

The committee of the UAF MCS is responsible for ensuring that all decisions are taken in the best interests of the community students, MCS Instructors and the UAF Music Department.

### **Private Teacher's Rights & Expectations**

- Provide each student with the personal attention and respect necessary to develop his/her individual talents.
  - This includes regular meeting times and timely, consistent communication with students and parents.
  - If a teacher needs to cancel a lesson meeting time, the student, parents, and Music Office must be notified immediately.
  - MCS Instructors are responsible for making up all lesson times that they need to cancel. Rescheduling will be done as needed with consultation for space given to the Music Office.
- Guide each student to a greater understanding and enjoyment of music.
- Guide each student towards an awareness of his/her capabilities – clearly communicating short-term and long-term goals.
  - These will be written in a student-provided notebook or in electronic format so that the student can have a record of the lesson.
- Encourage a feeling of success at each student's individual rate of learning.
- Guide each student towards Musical Independence and Initiative through a balanced program of theory, technique and repertoire.
  - **Theory:** Studying the foundations of music.
  - **Technique:** The physical mechanics of performing.
  - **Repertoire:** A list of pieces to be learned.
- Regularly consult with UAF applied music instructors for tips and advice on teaching technique and musicality.
- Report the progress of the student to the parent, listen to any concerns and answer any questions that the parent and student may have.

- Report to UAF MCS Committee Members any issues, concerns, or other questions in regards to their teaching practice.

### **Private Teacher Pedagogy**

Private music instructors teach students in a one-on-one setting, providing instruction in technique, performance, music notation, and more. Most specialize in one or two specific instruments. Private music instructors, who usually specialize in an instrument or class of instruments, work one-on-one with students to develop their vocal/instrumental technique, performance ability, and advanced skills such as notation, theory, improvisation, and auditioning.

An instructor who teaches beginners will typically develop their basic skills and work on rudimentary pieces. On the other hand, instructors of advanced and professional musicians will focus on performance, repertoire, and preparing students for auditions, recitals, concerts, and exams.

MCS instructors, like all private music instructors, spend plenty of time outside of lessons on related work, including maintaining or developing their own musical skills; studying new pedagogical methods; gathering materials relevant to their students' interests and stage of musical development; planning individual lessons; and busily working towards completion of their degree programs.

### **Applied Lesson Descriptions:**

**Guitar** - Students will learn how to play the guitar properly and how to read standard notation and tablature, chord diagrams, and chord charts. They will learn guitar care, maintenance, composition, and performance techniques. They will examine guitar history and a variety of guitar music.

**Voice** - Voice Lessons will focus on five major areas of study: register balance, breathing, range building, body posture, and repertoire. During lessons students will learn exercises designed to balance the registers of chest, middle and head voice.

**Piano** - Piano/Keyboard lessons for beginners focus on piano basics; learning to read notes, read rhythms, play scales, play basic chords and other tools essential to play any style of music. This is a great way to introduce any young child to the joy of playing. Our intermediate lessons will progress students to the next level.

**Violin/Viola** - Students learning the violin or viola will focus on the needs of the student, whether beginner, intermediate, or advanced. Students will learn repertoire from “Twinkle,

Twinkle” to advanced concertos depending on their previous level of experience and practice. Emphasis will be placed on technique, music literacy, and effective practicing.

## **SECTION C -- STUDENT RESPONSIBILITIES AND PRACTICE POLICIES**

### **Student Responsibilities:**

- Please arrive at your lesson at least 5 minutes early to prepare for your lesson. If you are late, the lesson will still end at the scheduled time. You reserve the time slot, not the number of minutes. If you play an instrument that requires tuning and have learned how to, it is a good idea to tune your instrument in the hallways before your lesson.
- You may bring a recording device such as a digital recorder or phone to record your lesson so you are able to review the content of your lesson at home. The recorded material is for private use only.
- Bring a binder, sheet music, metronome/tuner, pencil and a notebook to each lesson.
- Make notes or record the lesson.
- Write down all practicing assignments given to you by your instructor in a notebook at every lesson.
- Please always ask your teacher questions during lessons if there are places in your music or techniques you don't understand; they want you to understand your assignment and expectations in regards to practicing for the week.
- You are responsible for taking care of your instrument. Follow your instructor's advice for proper care.
- Attend all lessons and respect your instructor. Please also be an active listener—pay attention to your instructor and to what you are doing in the lesson.
- Please be mindful and respectful of UAF facilities, equipment, and personnel.
- Failure to abide by these responsibilities may result in removal from the MCS program.

### **Practice Policy:**

- Practice at least 20 minutes a day at home. Learning a musical instrument (including voice) involves a lot about muscle memory and consistent practice is the key for it. The more advanced you are as a student, the more you will need to practice!
- Fill in a daily/weekly practice log.



- When you practice, review carefully any suggestions or instructions given in the previous lesson.
- If possible, listen to your music at home in addition to playing/singing it. Hearing your music helps you become a better musician. Be an active listener during your practice time (in addition to playing for 20 minutes) by following along with your music.
- Attend performances and listen to the music you are learning as often as possible. Being an audience member is part of the learning process. You learn while you listen to others playing just as you learn while you practice your instrument.
- If you fail to practice, you will fail to improve. Work with your MCS instructor to create a suitable practice routine.

## **SECTION D -- PARENT'S ROLE**

### **How to Parent a Musician:**

- Remind your child to practice daily and help them schedule practice time into their daily routine. If they see you treat their practice as important, then they will remember it is important.
- Be as encouraging and patient as possible with your child's efforts—they are developing a skill that takes time to improve. Trying and making an effort in their practice session is what matters.
- Ask questions of your child's instructor if you don't understand something they are expected to work on during the week. Some students may be able to practice on their own and work through assignments without much help, but some students may need guidance so please email instructors and MCS if you need clarification.
- Get to know your child's instructor.
- Be supportive of other children's efforts so that your child is supportive of other children as well. We are building a musical community—let us all encourage each other.
- Publicly build up your child—let them know how proud you are of them in front of others.
- Listen to your child and talk to them. Learning music can be challenging and emotional, as is learning any skill. You don't have to understand or know about music to be a source of encouragement.

### **Parent Responsibilities:**

- Support the fulfillment of your child's responsibilities as they practice daily.
- Buy a notebook for your child to bring to lessons - this is where weekly practice assignments can/will be written down.

- Purchase sheet music and other materials for your child as needed. This will be different for each student.
- Provide a practice environment that is free from interruptions (family, friends, TV, computer or phone).
- Consistency is the key to learning a musical instrument. Steady practice each day pays off much more than a large amount of practice just before the lesson.
- Encourage progress. Many small steps throughout the year yield big results!
- Be a source of encouragement in each practice session.
- Be financially responsible and pay tuition on time. Late payments may result in late fees. For questions regarding tuition and your account email [uaf-music@alaska.edu](mailto:uaf-music@alaska.edu)
- Communicate with the teacher about any questions or concerns you have regarding the student, music, practicing, festivals, recitals or lesson content.

## **SECTION E -- COMMUNICATION**

### **The How To's of Healthy Communication:**

- Proper communication between MCS, the parents of the student, AND the MCS instructor are necessary to avoid missed lessons.
- If your child has to miss a lesson for any reason, please communicate this information with the MCS teacher and MCS as soon as possible.
  - If the lesson cancellation occurs less than 48 hours before the scheduled lesson time please email the private teacher asap in addition to sending an email to the MCS. A text message to the private teacher may also be helpful but email is the first form of communication so that everything is documented and found to avoid confusion.
- If you have any questions or concerns about lessons, please contact both the instructor and MCS.
- Check your email daily so that you do not miss important emails from the music community school about your child or events.
- When emailing MCS about lessons, please include your child's name, their private instructor's name, and then state the reason for your email.
- Email is the best form of communication for everyone to keep track of information so please follow up phone calls and text messages with an email summary.

## **SECTION F -- PERFORMANCE OPPORTUNITIES**

### **Recitals:**

The study of musical instruments and the voice includes performance. Performance offers the opportunity for students to learn and grow in a challenging environment.

The UAF MCS encourages performance practice to all of our students. There will be a recital at the end of each semester in one of the performance venues; either the Eva McGown Room (217) or the Charles Davis Concert Hall (101). If you will not be performing in the recital, we invite you to come and watch the recital. This will be an amazing opportunity for our MCS students to exercise their performance skills that they have been learning throughout the semester with their teachers. Participation is not required, only encouraged. Performances will happen in one of the following spaces:

**Davis Concert Hall** - Built in the mid 1970's as part of the university's expansion, the Concert Hall is the jewel of the Fine Arts Complex which included new facilities for the Art, Music, and Theatre Departments of the University of Alaska, Fairbanks. It has a capacity of over 900 seats and is considered by many to be the best acoustical venue in the state of Alaska for non amplified concerts. Since its opening, it has been the home venue for many concerts and recitals produced by the University of Alaska Music Department. It is also host to many visiting lecturers, artists and performers from around the world. Recently, the Hall has been upgraded with handicapped access and seating. On November 4th, 1984, the Fine Arts Concert Hall was renamed the Charles W. Davis Concert Hall.

The **Eva McGown Music Room**, located in the Fine Arts Complex, is specifically designed for choral practice and is equipped with risers for group rehearsal. Although the announcement of the plans to name the music room after Mrs. McGown was made last year at commencement, formal dedication ceremonies were deferred until completion of the hall.

When a student performs a piece of music, they gain self-confidence, pride, and ownership of their instrument, as well as a valuable experience that will help them develop important life skills.

## **SECTION G - PROCEDURES**

### **Lesson Sign Up:**

Parents or older students may request lessons through the UAF Music Office. Simply email, call, or stop by in person to request lessons.

It is best to sign up for lessons before the beginning of the UAF semester, but accommodation can be made in some cases. Please click for the [UAF Academic Calendar](#).

When signing up, you will need to provide information about the student including:

- Instrument
- Age and school grade
- Years of experience
- Previous private lesson experience
- Current repertoire (pieces they are working on)

In addition, available lesson times will need to be provided. Please include as many possibilities as you can.

See below for information about payment.

### **Lesson Scheduling:**

Lessons are scheduled by the UAF Music Office in coordination with MCS instructors, students, and parents. Lesson times are determined based on availability of all persons and teaching space, so options may sometimes be limited. MCS is committed to serving all students, but be aware that there are restrictions on lesson times that cannot be altered.

### **Lesson Attendance:**

All students are required to attend all scheduled lessons unless prior notice is given. If a student misses a lesson without sufficient notification, there will be no make-up lesson provided.

Notice should be given to the MCS instructor **and** the UAF Music Office no less than 24 hours before the scheduled lesson. Some consideration can be given for instances of illness, injury, bereavement, or similar unplanned circumstance at the discretion of the MCS Committee.

### **What to do if:**

- I cannot attend my scheduled lesson due to an emergency.
  - Contact your private lesson instructor as soon as possible via phone/text and email. Also contact the music community school via email.
- I cannot pay on time.
  - You will have to pause lessons until fully caught up. MCS instructors cannot teach without confirmation of payment.
- I need to reschedule a lesson.
  - Contact the UAF Music Office and the MCS instructor.
- I am at my scheduled lesson time, but the instructor is not present.
  - UAF students have very busy schedules, and sometimes they will be running between classes. Please allow 5–10 mins of waiting time in case the MCS instructor is late. The instructor will make up this time for you.
  - If the instructor didn't show, please notify the UAF Music Office immediately. The lesson will be scheduled for mandatory make-up.

## **SECTION H -- FACILITIES**

The 250,000-square-foot Fine Arts Complex was completed in 1969 and dedicated in 1970. The complex includes the Charles Davis Concert Hall, the Lee H. Salisbury Theatre, the Eva McGown Music Room and the Elmer E. Rasmuson Library. The large foyer at the main entrance is known as the Regents' Great Hall. The Fine Arts Complex is also home to an art gallery, classrooms, music practice rooms, art studios and faculty office space. KUAC's public FM radio and television stations broadcast from the basement.

### **Parking:**

Parking Services is a self-sustaining service department dedicated to maintaining accessible, attractive and safe parking facilities.

Parking is free after 5:00 pm and on the weekends, however if there is a lesson time scheduled at other hours, parking must be paid for.

### **Passport Parking App**

PassportParking is a mobile app that lets users pay for parking using their smartphone or computer. The PassportParking mobile app is available for free from the iPhone App Store and Google Play for Android. For paying through your computer or mobile device without downloading the app, visit this link <https://ppprk.com/park/>.

Zone 907 - Signers'/Plaza & South Eielson Lots

Zone 908 - UAF Regular Parking - Rate \$0.75 per HR (\$5 Day Limit)

Zone 909 - On-Campus Meters - Rate \$0.75 per HR (2 Hour limit)

Zone 926 - South Bunnell - Rate \$0.75 per HR (9 HR Limit)

### **Rooms:**

All lessons will take place in practice rooms which are located in the music department on the UAF campus. They will be designated when the student signs up for class.

## SECTION I -- FINANCIAL OBLIGATIONS AND BILLING

### Lesson Fees:

#### **Weekly Lessons:**

Weekly students reserve a teacher's time and studio each week and are invoiced through CampDoc every four weeks.

#### **Note for Pilot program:**

CampDoc may not be available at the start of instruction of the pilot program and participants may need to pay the Music Department directly. UAF Music requires cash or check for payment of instruction. Checks can be made payable to "UAF Music" with 'UAF Music Community School' in the memo line. Payment should be made in person at the Music Department Office or by mail.

Music Community School  
P.O. Box 755660  
Fairbanks, AK 99775-5660

Students will sign up for lessons by the school semester, which will coincide with the UAF academic calendar. Weekly lessons are encouraged, as we feel the best chance at success in honing musical skills depends on a consistent weekly time with a music teacher.

Private lesson tuition prices are based on the lesson length. Below are tuition amounts for weekly lessons. Tuition is non-refundable.

\$25.00 for 30 minute lessons

At current, lessons are provided in sets of 4 for \$100. We may occasionally offer other amounts in order to accommodate semester beginnings and endings.

***Please note:*** We are unable to reserve a teacher and studio until the lesson fee is remitted. Tuition is paid to reserve a guaranteed teacher and studio for a specific time each week. Each month's tuition must be paid regardless of the attendance of the student.

#### **Registration Fee:**

Unlike most programs, the UAF Music Community School does not charge a registration fee.

## **Lesson Policies & Cancellations:**

### **How to Cancel a Lesson:**

- **Advanced Notice** (more than 48 business hours in advance) call 907-474-7555 or email [uaf-music@alaska.edu](mailto:uaf-music@alaska.edu) as well as the MCS instructor.
- **Short Notice**—Inside 48 hours' notice and weekend cancellations contact the MCS instructor directly and email [uaf-music@alaska.edu](mailto:uaf-music@alaska.edu) about the circumstances of your cancellation.

The UAF Music Community School office hours are 10:00 am to 4:00pm Monday through Friday. The teacher must be contacted directly for short notice cancellations if the office is not open, but it is still necessary to email the office about why a cancellation was necessary so that credit for lessons can be properly assessed.

### **Excused Absences for Weekly Students:**

Excused absences will result in credit towards future lessons. However, students who do not call or email to cancel a lesson (no shows) will not be considered excused absences. Some important information regarding excused absences:

- Credits for excused absences notified after the billing cycle will be applied to the following month's tuition. Credits are non-refundable.
- Excused absences are granted with 24-hours' notice of the cancellation.
- Excused absences cannot be carried over to another quarter.
- Excused absences are provided to students enrolled in lessons on a weekly basis.

### **Definition of an excused absences:**

- Excused absences are granted with 24-hours' notice of the cancellation.
- Excused absences are granted with less than 24-hours notice in cases of illness or sudden unforeseen circumstances interfering with a student's ability to be at their lesson. This includes car accidents, injury, bereavement, and similarly unforeseen but unavoidable circumstances.
- Excused absences within the 24 hour window will typically be granted by the UAF Music Office. If a particular situation requires further consideration, the MCS Committee will be consulted.

### **Same-Day Cancellations:**

If a student finds they will miss a lesson on the same day the lesson is scheduled, please let us know as soon as possible by contacting your assigned teacher. However, this will not qualify as an excused absence unless it is under the circumstances listed above.



### **Teacher Cancellations:**

Our teaching staff is made up of undergraduate music education and music performance majors, attending the UAF music department. They are students who have full time class schedules. The UAF Music Community School is a training ground for them to learn to teach in an authentic teaching atmosphere. They will be monitored and mentored by the applied faculty at the UAF music department. With that said, we ask for grace and flexibility as possible. MCS instructors may elect to take a vacation or may become ill or injured. If your teacher is unable to teach a lesson, we will attempt to provide a substitute instructor if requested. If a substitute is unavailable, we will provide a credit toward the next invoicing cycle.

### **Holidays & Store Closings:**

The UAF Music Community School is closed Thanksgiving Day, Christmas Day, Easter, and New Year's Day. We may also close early on Christmas Eve, Independence Day, and New Year's Eve. Any lessons falling on these holidays may automatically be rescheduled to the following week and students will not be charged for the lesson.

### **Inclement Weather:**

- The UAF Music Community School follows the Fairbanks Northstar Borough School District (FNSBSD) snow/weather schedule. Tune into local radio or television programming, check the website, to verify closings due to inclement weather.
- **If both teacher and student wish to take lessons in spite of the above, they may do so. In the event the schools are canceled, released early, or evening school-related activities are canceled, students and teachers are encouraged to contact the a lesson coordinator at 907-474-7555 or uaf-music@alaska.edu to notify them if they wish to cancel or keep the lesson. If the staff does not hear from the student or teacher, they will attempt to contact them at the phone number and email provided. If a student is not able to be reached, it will be assumed that the lesson is canceled.**
- Qualifying cancellations according to this policy will result in a credit of the lesson fee applied to the student account. Credits are not refundable, and will be applied to the following month's invoice. If no further lessons are scheduled, the credit may be applied to in-store purchases.

### **Tardiness:**

- Our studios are often booked back-to-back during peak times. We are not able to offer make-up time to students arriving late for lessons.
- MCS instructors are not required to wait more than 10 minutes past the scheduled starting time.

- If you do have to miss a lesson on the same day the lesson is scheduled, please let us know as soon as possible by calling 907-474-7555.
- Although it is perfectly fine to inform your instructor of schedule changes directly, it is the student's responsibility to inform the UAF Music Office so that they may make adjustments in the scheduling and billing records.

### **Make-Up Lessons/Reschedules:**

Our MCS instructors earn their livelihoods by maintaining a consistent roster of students. While they are often quite accommodating, their time is valuable. Your consideration of our scheduling requirements is most appreciated. If a student is not able to attend a lesson at the scheduled time, the student understands that the lesson is forfeited and a "make-up" lesson may not be granted. In rare instances a make-up lesson is granted, it is understood that the lesson must be taken prior to the next scheduled lesson.

### **Refunds:**

The UAF Music Community School does not provide refunds for lessons scheduled for the following reasons:

- The MCS instructors have planned their time, lesson plan, and finances accordingly.
- Reserved studio/teaching times that become available due to canceled lessons may not be able to be re-booked in order to recover income.

### **Discontinuing Lessons:**

Students understand that lessons have been reserved for them at a specific time and day. This is their time for which they are responsible until they provide a notice of two lessons or more to discontinue. Tuition for unused lessons will not be refunded.

## **Scheduling Protocol and Administration/Student Communication**

### **Discussing Schedules Directly with Your Instructor:**

Although it is perfectly fine to inform your teacher of schedule changes directly, it is the **student's responsibility** to inform the administrative staff so the appropriate adjustments may be made in the scheduling and billing records. MCS instructors are not required to convey scheduling information from students to administration.

### **Administration/Student Communication:**

The UAF Music Community School relies heavily on email communication to convey and document student activity. Phone and in-person communication is also utilized; however,

email correspondence is used as record of conversation, bookkeeping documentation, scheduling and reference purposes.

If students do not have an email account and/or will not agree to use email as a primary source for the UAF Music Community School, the UAF Music Community School cannot be held responsible for verbal miscommunications. No credits or reschedules will be given to students who dispute information left on voice mails, verbally discussed over the phone or in person, without email backup.

## **Section J —Risk Management**

The UAF Department of Music will institute for following protocols in the Music Community School in order to foster a safe and healthy environment for students, instructors, and families.

1. All MCS lessons will take place in the UAF Department of Music in windowed rooms with publicly accessible hallways. Lesson room doors will be kept unlocked during MCS lessons.
  - a. MCS lesson room windows are forbidden from being obstructed in any way.
2. All MCS instructors will be trained and authorized employees of UAF.
  - a. Trainings will include Duty to Report and at least one other training considered useful for supervision of minors on campus.
  - b. All MCS instructors will be subject to a criminal background check.
  - c. Ideal-Logic will be used to facilitate the training and authorization of MCS instructors.
3. Seating will be provided in hallways for parents who wish to stay close to their child during the lesson.
4. Parents are always permitted to attend lessons.