

MUSICAL ARTS INSTITUTE

MAI

STUDENT/PARENT HANDBOOK 2018-2019





Michael Manson
Executive Director

Lana Manson
Co-Executive Director

Stephen Styles
Program Director

Sharita Knox
Operations Director

9244 South Lafayette Avenue,
Chicago, IL 60620

Phone 773.253.8606

Fax 773.840.4165

info@musicalartsinstitute.org

www.musicalartsinstitute.org

STUDENT _____

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**MUSICAL ARTS INSTITUTE
FORMAL ACKNOWLEDGEMENT OF 2018-2019
HANDBOOK & NOTIFICATIONS**

We, the undersigned, understand that this handbook contains important information for parents, guardians and students. We acknowledge that we have received a copy of the 2018–2019 Musical Arts Institute Parent and Student Handbook.

We are aware that this handbook contains information and policies for our review. We have reviewed the information and policies contained in this handbook. We understand that all students will be held accountable for their behavior and financial responsibility and that failure to abide by the guidelines for student behavior can result in dismissal from MAI programs. We understand further that failure to return this acknowledgment form does not excuse any individual from complying with the Student Handbook, MAI policies, regulations, and guidelines.

We are aware that MAI reserves the right at any time to amend or add to the policies, regulations and guidelines contained in this handbook. We are also aware that changes or updates to this handbook may be posted on the MAI website.

Directions for return of this form throughout the 2018 - 2019 school year:

1. Student/Parent sign handbook acknowledgement below.
2. Tear out this page from handbook.
3. Student/Parent returns this page to the Director of Operations by the first date of exclusion. New and transfer students registering after the start of the quarter must return this acknowledgement page within one week of receipt.

Student Name _____ (Print)

Instrument _____

Student Signature _____

Date _____

Student Age _____

Parent Name _____ (Print)

Parent Signature _____

Date _____

Dear Parents and Students,

On behalf of the staff and board of directors, I wish to extend to you a warm welcome to the Musical Arts Institute. We know that your time here will be rewarding, enriching, and fun as we help you explore the power of music.

With the help of our teaching artists and administrative team, we know that if you put in the work, you'll experience tremendous growth and will meet and exceed any goals you set for musical development.

We are here to provide each student with the skills and knowledge to produce and experience music at the highest possible level. Our responsibility is supplying you with the tools and opportunities for growth and motivation. Your responsibility is to take positive advantage of those opportunities so you can make music now and for the rest of your life.

The Musical Arts Institute is your community school and we strive to be a home for developing musicians and music artists. To speak of an MAI education is to speak of an environment with high expectations for achievement. We also strive to foster an environment of care and respect for our students' well-being both within the MAI community and within the community at large. We expect our students to respect each other and this community to which they now belong.

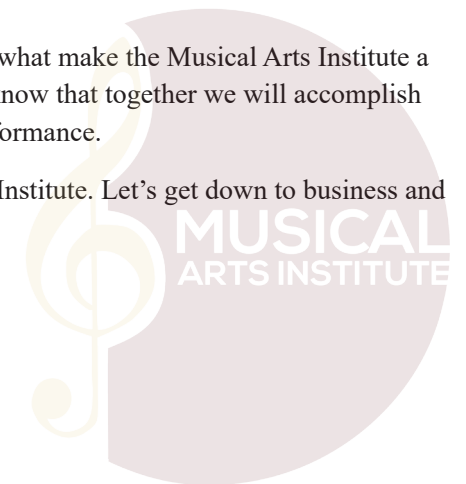
We ask that you study this handbook carefully and commit to following the policies and code of conduct contained in it. For any questions on the handbook, policies, or anything else please feel free to contact me or any administrator on our team.

You, our students and parents, are what make the Musical Arts Institute a special place to learn and grow. We know that together we will accomplish great things in the field of music performance.

Again, welcome to the Musical Arts Institute. Let's get down to business and play!

Sincerely,

Michael Manson
Executive Director
The Musical Arts Institute



ORGANIZATIONAL STRUCTURE (OS)

OUR MISSION

The **Musical Arts Institute (MAI)** is a nonprofit, 501(c)3, community-minded organization based on the south side of Chicago. MAI provides intensive private and group music training, after school music programming and other specialized performance opportunities for youth and adults. We serve culturally and economically underserved communities where access to high quality music education is limited or nonexistent.

OUR VISION

MAI endeavors to be the premier provider of music performance training in alignment with standards for college readiness and professional benchmarks.

We will provide:

1. An exceptional level of Music Performance training
2. Affordable, accessible, and available Music Instruction
3. Assistance with instrument procurement for students
4. Exposure to proven pedagogical methods & musical nomenclature
5. A nurturing environment for competitive training
6. Opportunities for participation in high quality music ensembles and peer collaboration

In addition, our goal is to expand community awareness of the Arts through culturally enriching workshops and live performances.

WHY MUSIC EDUCATION IS IMPORTANT?

- Music is a universal language, cutting across racial, cultural, social, educational and economic barriers and enhancing cultural appreciation and awareness
- Music leads to developing higher order thinking skills including analysis, synthesis, evaluation, and problem solving
- Music improves academic achievement- enhancing test scores, attitudes, social skills, critical and creative thinking
- Music provides opportunities for self-expression, bringing the inner world into the outer world of concrete reality
- Music makes it possible to use personal strengths in meaningful ways and to bridge into understanding sometimes difficult abstractions through these strengths
- Music integrates mind, body and spirit
- Music leads to both independence and collaboration
- Music provides immediate feedback and opportunities for reflection
- Music merges the learning of process and content
- Music symbols are as important as letters and numbers

Adapted from Dee Dickinson's article "Music and the Mind" (1993)

MUSIC IS...

A SCIENCE. It is exact, specific and must be 100% correct - 99% is no good. It is unalterable. It demands exact acoustics.

MATHEMATICAL. It is rhythmically based on the subdivision of space into fractions which must be done instantaneously and not worked out on paper.

FOREIGN LANGUAGE. Most music terms are in Italian, we sing in Latin, German, French, and Italian, and the notation of music certainly is not English, but a highly developed kind of shorthand.

HISTORY. Music has always reflected the environment and times of its creation - often even the country.

PHYSICAL EDUCATION. It requires fantastic coordination of fingers, hands, arms, lips, and facial muscles in addition to extraordinary control of the back, stomach and chest muscles which must respond instantly to the sounds the ear hears and the mind interprets.

MUSIC IS ART. It allows a human being to take all of these dry, technically boring (but fantastically difficult) techniques and use them to CREATE EMOTION!

IMPORTANT DATES @MAI

2018

January 8 Start of Winter Quarter
March 18 Winter Recital
March 24 Winter Quarter Ends
March 25-30 Winter Quarter Break
April 2 Spring Quarter Starts
June 3 Heritage Concert
June 12-14 Jury Week for ALL College Track Students (Ages 8-18)
June 16 Spring Quarter Ends
June 17-23 QUARTER BREAK
June 25 Summer Quarter Starts
August 18 Summer Quarter Ends
August 19-September 1 Quarter Break
September 4 Fall Quarter A Starts
October 27 Fall Quarter A Ends
October 29 Fall Quarter B Starts
November 22-25 SCHOOL CLOSED Thanksgiving Holiday
November 26 Classes Resume
December 16 Holiday Recital
December 18-20 Jury Week for ALL College Track Students (Ages 8-18)
December 22 QUARTER BREAK

2019

January 7- April 13 Winter Quarter (14 weeks)
January 15 CLOSED for MLK Holiday

April 7 Winter Quarter Recital
April 14-20 SPRING BREAK
April 22- June 20 Spring Quarter (9 weeks)
May 26-27 CLOSED for Memorial Day
June 2 Heritage Concert
June TBD Annual Gala
June 18-20 Jury Week for ALL College Track Students (Ages 8-18)
June 23-29 QUARTER BREAK
July 1-August 24 Summer Quarter (8 weeks)
July 4-6 CLOSED for Independence Day
August 25-31 QUARTER BREAK
September 3-October 26 Fall Quarter A (8 weeks)
October Jazz Night (TBD)
October 28-December 19 Fall Quarter B (8 weeks)
November 27-30 CLOSED for Thanksgiving
December 15 Holiday Recital
December 17-19 Jury Week for ALL College Track Students (Ages 8-18)
December 20 QUARTER BREAK

MAI STAFF DIGITAL DIRECTORY

EXECUTIVE TEAM

Michael Manson

Executive Director

mikemanson@musicalartsinstitute.org

Lana Manson

Co-Executive Director

lmanson@musicalartsinstitute.org

Stephen Styles

Program Director

sstyles@musicalartsinstitute.org

Sharita Knox

Operations Director

sknox@musicalartsinstitute.org

BRASS/WOODWINDS INSTRUCTORS

Stephen Berry

sberry@musicalartsinstitute.org

GUITAR & BASS INSTRUCTORS

Michael Manson

mikemanson@musicalartsinstitute.org

Vinnie Roofe

vroofe@musicalartsinstitute.org

Gerald Crawford

gcrawford@musicalartsinstitute.org

Alan Burroughs

aburroughs@musicalartsinstitute.org

PIANO INSTRUCTORS

Tim Gant

tgant@musicalartsinstitute.org

Yvonne Lindsey

ylindsey@musicalartsinstitute.org

Philip Patterson

ppatterson@musicalartsinstitute.org

DRUM INSTRUCTORS

Stephen Styles

sstyles@musicalartsinstitute.org

STRING INSTRUCTORS

Dolores Diggs

ddiggs@musicalartsinstitute.org

Lenette Neal

lneal@musicalartsinstitute.org

Michael Manson

mikemanson@musicalartsinstitute.org

VOICE INSTRUCTORS

Lana Manson

lmanson@musicalartsinstitute.org

Amber Smith

asmith@musicalartsinstitute.org

RENTALS & REPAIRS RESOURCES

BAND & ORCHESTRA RENTAL

Quinlan & Fabish
6827 High Grove Blvd
Burr Ridge, IL 60527
800-63-SOUSA
www.qandf.com

STRING RENTAL

William Harris Lee & Company
410 S. Michigan Ave #560
Chicago, IL 60605
800-447-4533
www.whlee.com

RETAIL & REPAIR

Players Guitars
6957 W. 111th St
Worth, IL 60482
(708) 671-0710
www.playersguitarshop.com

Guitar Center
4271 W. 167th St
Country Club Hills, IL 60478
(708) 799-0315
www.guitarcenter.com

MAI Tuition Policy

MAI seeks to make Music Education “*affordable, accessible and available*” on Chicago’s south side. MAI endeavors to minimize costs while maintaining a high standard of excellence. Within the tuition cost is a discount of up to 50% per student (i.e. \$30 lesson = \$60 value). ***The difference in cost is subsidized by grant funding and the generosity of private donors.*** We recognize that some families may need additional assistance. Therefore, MAI has adopted the following tuition payment options to help make the cost affordable:

1. Registration fees and tuition payments may be paid in full at the start of each quarter. (The cost for each class is listed next to the course description.) MAI offers a ***5% discount for full payment at the beginning of the quarter.***
2. If a student/parent opts to make divided payments throughout the quarter, students may sign up for a ***monthly or weekly payment agreement.*** An agreement must be signed at the beginning of each quarter to avoid exclusion. To assist with tuition costs, students may participate in MAI quarterly fundraisers. Student receives all net proceeds.
3. Students may apply for a full or partial ***MAI Need-Based Scholarship.*** Awards are determined using a sliding scale based on family income. It is mandatory that need-based scholarship students participate in MAI fundraisers each quarter. Participation in fundraisers is mandatory to maintain scholarship status (see guidelines). In addition, students who are awarded a need-based scholarship must have a performance review by one or more teaching artists at the end of each quarter. Renewals for need-based scholarships are assessed annually at the beginning of the fall quarter. Funding for need-based assistance is limited.
4. Ensemble students may apply for ***Merit-Based Scholarships.*** Students are eligible for one merit-based scholarship to apply towards private or group lessons (one Merit Scholarship per quarter). Each student’s performance progress, attendance and participation in MAI fundraisers is reviewed by a jury of

teaching artists in order to maintain his/her scholarship status (see guidelines). Awards are granted based on performance. Merit scholarships are available only to college track students.

5. Special pricing is available for families with two or more minor students enrolled.
6. MAI offers **scholarships to children of employees of MAI.**
7. Enrollment withdrawal period closes following the 3rd full week of the quarter. All payments will be assessed beyond that date.

MAI Tuition Procedures

1. Students/Parents using a payment schedule option must sign a Tuition Payment Plan Agreement form at the beginning of each term. Students will not be allowed to participate in MAI activities until the form is executed.
2. In order for MAI to communicate all updated fees in a timely matter, each student will receive a QuickBooks account that updates all charges in 'real time'. MAI invoices are updated within 48 hours and balances are sent directly to the billing email address on file. Updated invoices will indicate all charges for the quarter. Payments can be made at the main office or remitted online at www.musicalartsinstitute.org . When remitting a payment online, please keep a copy of the receipt for your personal records. Questions regarding payment procedures or billing concerns should be addressed with the Operations or Executive Directors only.
3. Returned checks will be assessed an additional fee of \$35.
4. Students/Parents can now set up automated recurring weekly or monthly payments. Information regarding recurring payments is available at the main office.
5. Late payments will be assessed an additional fee of \$5.
6. Students/Parents will be responsible for all unpaid fundraising fees. ***Student will be billed for all unpaid fundraising amounts and exclusions will apply.*** Students with unpaid balances by the exclusion date will not be permitted to attend class or participate in any performances.



MAI Class and Fee Schedule 2018 - 2019

Class Offering	Quarter	Days: Time	Registration Fee	Qtr Fundraising	Fall Qtr /A	Fall Qtr/ B	Win	Spr	Sum
(Mandatory for Scholarship Students)									
Ensembles (Tuition Free)									
Cadet String Ensemble	F/W/Sp	TBD	\$50	\$100	Tuition Free	Tuition Free	Tuition Free	Tuition Free	Tuition Free
Advanced String Ensemble	F/W/Sp	Sun: 6pm-8pm	\$50	\$100	Tuition Free	Tuition Free	Tuition Free	Tuition Free	Tuition Free
Choir (Ages 4th- 12th grade)	F/W/Sp	Wed: 5pm-6:30pm	\$50	\$100	Tuition Free	Tuition Free	Tuition Free	Tuition Free	Tuition Free
Community Drumline	F/W/Sp	TBD	\$50	\$100	Tuition Free	Tuition Free	Tuition Free	Tuition Free	Tuition Free

Private /Studio Lessons									
Private Bass Guitar	Yr Round	by Appointment	\$50		\$240	\$240	\$390	\$270	\$210
Private Brasswinds	Yr Round	by Appointment	\$50		\$240	\$240	\$390	\$270	\$210
Private Drums	Yr Round	by Appointment	\$50		\$240	\$240	\$390	\$270	\$210
Private Guitar	Yr Round	by Appointment	\$50		\$240	\$240	\$390	\$270	\$210
Private Piano	Yr Round	by Appointment	\$50		\$240	\$240	\$390	\$270	\$210
Private Voice	Yr Round	by Appointment	\$50		\$240	\$240	\$390	\$270	\$210
Private Woodwinds	Yr Round	by Appointment	\$50		\$240	\$240	\$390	\$270	\$210

Community Classes (Tuition Free)									
Community Class- Piano	F/W/Sp	Saturdays: 12noon	\$50	\$100	Tuition Free	Tuition Free	Tuition Free	Tuition Free	Tuition Free
Theory	F/W	TBD	\$50	\$100	Tuition Free	Tuition Free	Tuition Free	Tuition Free	x

Summer Classes									
Community Class - Chorale	Summer only	TBD	\$50						\$100
Community Class- Drumline	Summer only	TBD	\$50						\$100



Musical Arts Institute
 9244 South Lafayette Avenue
 Chicago, IL 60620
 773.253.8606 (P) 773.840.4165 (F)
 www.musicalartsinstitute.org

Tuition Payment Plan Agreement Form

Purpose of this form: Use this form if you are not able to pay your full tuition balance at the beginning of the semester. You must meet all payment due dates prior to exclusion.

Student Name _____

Address _____

Telephone _____

Email _____

Quarter: Fall / Winter / Spring / Summer Yr. _____

Instrument: _____

Course(s) of Study:

_____ \$ _____

_____ \$ _____

Quarter Total \$ _____

Terms and Conditions

1. I agree to pay my tuition or non-scholarship portion of my fees under the following terms:

b. _____ One -time payment at the beginning of the quarter

(5% Discount)

- c. _____ Monthly payments on the 1st of Month.
- d. _____ Weekly payments due at scheduled time of service.

- 5. Tuition payments received are first applied against the oldest outstanding amounts.
- 6. If I withdraw or am dismissed due to conduct matters, I am ineligible for a refund or the option to have payments applied to other services.
- 7. Return checks will be assessed an additional \$35.
- 8. Late payments will be assessed an additional \$5.
 Payment Amt. \$ _____

I have read and understand all of the above terms and conditions.

Signature _____

Date _____

OFFICE ONLY

MAI Officer Signature _____

Date _____

Musical Arts Institute Scholarship Program

Welcome to the Musical Arts Institute Scholarship program. We are excited that you have entrusted your Music Education needs and goals to us. For scholarship program consideration, an application must be completed. Other documentation may be required to demonstrate general assistance i.e., medical card, food subsidy card, Section 8 documentation, etc.

Merit Based - These scholarships are for students that have made significant progress in their musicianship and whose skills contribute to the climate of excellence at the Musical Arts Institute. Merit Scholarship students must participate in a Musical Arts Institute Ensemble. These students also represent the school and its students to the community at large. An audition is required for new students. Existing students are not required to audition.

Tuition Free Community Classes - These MAI sponsored classes are offered to the community at large, to serve as an introduction to the type of music trading that is offered at the school. All students of this program are considered scholarship students. The number of students that can be enrolled in this program is small so percentage are encouraged to enroll early for every quarter. By enrolling in one of our scholarship programs, there is a parental commitment that must be made and this commitment must endure throughout the quarter. All scholarship parents must be an active member of the Musical Arts Institute Parent Support Organization. This group is the fundraising arm for the school. This group throughout the quarter works to plan, implement, and manage strategies and events to raise money for the school. To maintain scholarship, meetings and participation is MANDATORY. Students are not eligible for scholarship unless a parent is active in this group. Fundraising requirements for each quarter for each scholarship student is 150.00. Through participation in the Parent Support Group, parents are required to raise \$150.00 per student through the fundraising initiatives. Please note that if there is not participation in the fundraising **YOU WILL BE RESPONSIBLE**

FOR THE COST. MAI strives to make our fundraisers fun and low stress, and our staff is available to assist parents as the need arises.

For scholarship students:

1. Attendance to classes, lessons and rehearsals is required. If there is an absence, call the school or your director to notify. If a student misses 2 scheduled class sessions or rehearsals per quarter, the student is forfeiting his/or her scholarship.
2. Evaluation - all scholarship students must be evaluated each quarter. A quarterly progress report will be distributed to parents. In addition, students that participate in private instruction must take a performance Jury. This is a bi-annual evaluation of the student performance that is conducted by a panel of MAI teaching artists.
3. Participation in all scheduled recitals and performances is mandatory for all scholarship students.
4. All private scholarship students must participate in a related ensemble.

***ALL SCHOLARSHIP STUDENTS/PARENTS ARE REQUIRED TO SIGN SCHOLARSHIP COMMITMENT/FUNDRAISING FORM**

MAI Scholarship Commitment and Fundraising Form

We, the undersigned parent and student of the Musical Arts Institute, as recipients and participants of the MAI Scholarship program, do hereby agree to commit to the following:

1. To consistently attend all lessons, rehearsals, and performances.
2. To consistently practice (5 days weekly, 45 minutes per day minimum) my instrument and repertoire.
3. To actively participate in quarterly fundraising initiatives and either attain fundraising goal or pay the difference.
4. I understand that the quarterly fundraising goal is \$150/student and commit to raising or contributing this amount each quarter to assist with the costs of my reduced cost enrollment.
5. I understand that while MAI staff and leadership are not available to 'do my work for me', I can and should contact them for guidance and support should I need it in a timely manner to ensure I reach my fundraising goals.

Student _____ (Print)

Student _____ (Sign)

Date _____

Parent _____ (Print)

Parent _____ (Sign)

Date _____

OFFICE ONLY

MAI Officer Signature

_____ Date _____

PERFORMING ENSEMBLES

MUSICAL ARTS INSTITUTE ENSEMBLE DESCRIPTIONS

All Musical Arts Institutes Ensembles are designed to provide a creative outlet for our students' artistic expression while offering valuable experience in group performance. Accepting a chair/placement in one of these ensembles assumes a commitment from the student to attend regular rehearsals, prepare and be present for performances, and to continue to practice outside rehearsals and private lesson practice assignments.

MAI JAZZ COMBO provides an opportunity for students to develop improvisational and accompanying skills in a variety of styles including straight ahead, bebop, smooth jazz, and funk. Repertoire includes music from classic big band era to contemporary selections. Members are chosen on the basis of teacher recommendation/audition.

MAI CHORUS celebrates the power and tradition of vocal music. The choir performs music from each of the major style periods ranging from unaccompanied to instrumentally accompanied literature and frequently selects pieces in French, German and Italian along with Spirituals and Anthems. Members are chosen on the basis of teacher recommendation/audition.

MAI CADET STRINGS is our entry level string ensemble. This ensemble is open to students who play viola, violin, and cello. Students will explore a range of music while learning to play in an ensemble. Students should have at least one year experience of private lessons and have basic grasp of sight reading. Members are chosen on the basis of basic competencies demonstrated in audition.

MAI ADVANCED STRINGS explores a wide range of repertoire from multiple periods. This performing ensemble is focused on developing the students' ability to interpret and present classical pieces at the highest level possible. Members are chosen on the basis of advanced competencies demonstrated in audition.

MAI DRUMLINE is open to all skill levels. This ensemble teaches snare drum rudiments, marching cadences, stick twirls and showmanship, and dance beats inspired by the HBCU show band tradition. Students aged 10-17 and capable of carrying drums or cymbals are welcome.

BEST PRACTICES FOR STUDENT SUCCESS

PARENT/STUDENT ENGAGEMENT

The Musical Arts Institute believes that student success is impacted by the support and discipline offered by his/her family. These guidelines will help support MAI as we strive to provide the best learning experience for your child. Please read these best practice tips with your child and incorporate them into your daily routine.

STUDENT EXPECTATIONS:

1. Come to each lesson prepared and alert. For each lesson student **MUST** bring instrument, notes, print materials (compositions, method book, etc.), pencil, and practice ledger. Students must bring a notebook to each lesson to keep track of special instructions, assignments, and notes. Failure to bring an expected item may result in loss of lesson at parent's expense.
2. Treat all staff, teaching artists, and fellow students at MAI with courtesy and respect.
3. Communicate any special needs to questions with your teacher. If there's something you don't understand or are having a difficult time playing, say so and ask for help.
4. Practice at least 5 days per week for a minimum of 45 minutes per practice session. (25 minutes for beginners/children under age 8).
5. Participation in jury evaluations and recitals is expected for each student. Dress attire is required for both jury and recital performances.

PARENT/GUARDIAN EXPECTATIONS:

1. Be as patient and supportive of your student as possible.
2. Provide a clean, clear environment without distractions for

Rules and Regulations

daily practice.

3. Use a stopwatch, if possible, to time practice sessions. Record daily practice time.
4. Provide a metronome, tuner, and other accessories to ensure student success.
5. Hold your student accountable to practice at least 5 days each week for a minimum of 45 minutes per practice session.
6. Be present and attentive when your student practices, but don't micromanage. An important aspect of development is self-discipline and motivation. Think positive reinforcement.
7. Bring student on time for all lessons and performances.
8. Encourage your child to press through difficult practice sessions or composition sections, and congratulate and encourage him/her when they successfully overcome a challenge.

Policy on Attendance

To ensure student success, attendance is required at every private lesson, rehearsal, and performance. All rehearsals and private instruction will begin on time and end on time and performances will have time frames given, as exact times are impossible to predict. Attendance and punctuality are part of the assessment of weekly participation.

Tardiness of more than 15 minutes will be considered an absence.

Excused absences from private instruction may be made up but the student will have one week from the date of the absence to make up the lesson. Unexcused absences (also known as No Shows) from private instruction cannot be made up. Work conflicts are NOT considered excused absences. Unexcused absence from a performance cannot be made up and may result in revocation of future performance privileges. Regardless of the reason (excused or unexcused), your parent or guardian must notify the teacher PRIOR to the performance or by calling the school at 773-253-8606 (leave message on voicemail, if necessary).

Policy on Absences

The Musical Arts Institute strives to provide high quality instruction to all of our students. It is imperative that the student attends each weekly lesson as scheduled to ensure consistent progress, observation and correction by teaching artist, and accountability for practice.

Missed classes:

- Students that miss two consecutive classes are subject to dismissal from MAI student roster
- Please contact the main desk at 773.253.8606 to notify administration of all planned absences at least 24 hours in advance
- Make-up lessons due to student cancellation/absence are at the discretion of teaching artist. Because tuition payments secure a weekly timeslot and teaching artist (or appropriate sub) is always in place, refunds for unused lesson time are NOT available.
- Because MAI teaching artists are working musicians, occasionally

they may not be able to provide lessons as scheduled. This is encouraged by the administration of the Musical Arts Institute. In the event of teacher absence, a suitable substitute teacher will be scheduled. If for any reason a sub cannot cover, or in the event of teaching artist emergency absence, the lesson will be made up at an agreed upon time.

Discipline Policy

Students of MAI art to set a positive example. When you are a musical apprentice your every action reflects on the character of MAI. It is different from any other class or organization. As a member of this community, you are afforded opportunities that other students do not get. As a result, your level of citizenship must reflect the fact that you are able to handle that responsibility.

Respect for students, parents, staff, and administration is expected of all students at all times. In addition, students are expected to respect and care for the school facility and school property. YOU represent MAI. You are to act accordingly. If you have questions about how to act or what to do, ASK!

Performance Privileges

Performance is not a right, it is a privilege. All performances should be treated in such a manner. Students who fail to adhere to the rules and regulations of the Musical Arts Institute Program, or those who have an unreasonable amount of absences may have their performance privileges revoked.

If the performance privileges are revoked due to an extreme disciplinary issue, the student may also lose his/her enrollment status at MAI.

Performance privileges will only be reinstated after a conference with the student, parent, executive team member, and teaching artist is held, and specific steps have been taken by all concerned parties to remedy the cause of revocation.

Students missing performances while their performance privileges are revoked may be provided with alternate assignments.

BASS GUITAR INSTRUCTION COURSE MAP			
Course Description: This course is designed for college track students. In this course, students will work privately with their teacher on their bass guitar. Throughout the duration of the course, students will develop technical, literacy, sight reading, and performance skills, along with a building of string repertory. Students who take private instruction will have to perform a jury assessment at the end of the quarter, and are assessed based on their own progress during their lessons. Therefore it is expected the students practice <i>at least</i> 4 hours a day outside of their lesson times. Students must show at least 80% proficiency on the jury assessment to pass.			
Instructor: TBD			
Textbook/Materials: TBD			
ELEMENT	OBJECTIVES	ACTIVITIES	ASSESSMENTS
Technique	<ul style="list-style-type: none"> - Students will learn proper hand positioning and posture for their string instrument. - Students will learn how to tune their string instrument. - Students will learn how to properly produce sound from their instrument. - Students will learn how to play their instruments in tune. - Students will learn fingerings and scales for their instrument. 	<ul style="list-style-type: none"> - Students will get accustomed to holding their instrument properly. - Students will play first pitches on instrument. - Students will perform music with various pitches to connect sound production to note fingerings. 	<ul style="list-style-type: none"> - Students will perform chord/strumming patterns on their instrument. - Students will play in steady time. - Students will play in tune. - Students will play consistently with proper posture and technique.

MUSICAL ARTS INSTITUTE

SAMPLE EVALUATION RUBRIC

MUSICAL ARTS INSTITUTE JURY EVALUATION FORM

Instrumental Music Performance Rubric – Individual MAI Term: _____

Student Name & Instrument: _____ Teaching Artist: _____

CATEGORY	10 9	8 7 6	5 4 3	2 1
TONE QUALITY	Tone is consistently focused, clear and centered throughout the range of the instrument. Tone has professional quality.	Tone is focused, clear and centered. Tone quality does not detract from the performance.	Tone is often focused, clear and centered, but tone is not controlled. Occasionally the tone quality detracts from performance.	The tone is often not focused, clear or centered regardless of the range being played, significantly detracting from the overall performance.
RHYTHM	The beat is secure and the rhythms are accurate for the style of music being played.	The beat is secure and the rhythms are mostly accurate. There are a few duration errors, but these do not detract from the overall performance.	The beat is somewhat erratic. Some rhythms are accurate. Frequent errors. Rhythm problems detract from the overall performance.	The beat is usually erratic and rhythms are seldom accurate detracting significantly from the overall performance.
PITCH	Virtually no errors. Pitch is very accurate.	An occasional isolated error, but most of the time pitch is accurate and secure.	Some accurate pitches, but there are frequent and / or repeated errors.	Very few accurate or secure pitches.
DYNAMICS & STYLE	Performs with a sense of stated and interpreted dynamics, creative nuance and styles in response to the written music	Typically performs with a sense of stated and interpreted dynamics, creative nuance and styles in response to the written music	Sometimes performs with a sense of stated and interpreted dynamics, creative nuance and styles in response to the written music	Rarely demonstrates a sense of dynamics, expression, and styles. Just plays the notes.
EMBOUCHURE / TECHNIQUE	Demonstrates correct technique for sound production and tone throughout performance.	Technique is correct for most of performance, with minor inconsistencies.	Rhythm, pitch, etc., suffer occasionally due to improper technique on instrument.	Student demonstrates little to no proficiency at proper handling of instrument.
POINTS TABLE:				
COMMENTS				

Date: _____ Jury Evaluator: _____

Musical Arts Institute
STUDENT ABSENCE FORM

Student Name _____

Date of Request _____

Date of Absence _____

Students must cancel studio lessons no less than 24 hours prior to a scheduled lesson. Students must cancel via call to main office or responding through the SetMore App. Students will be charged for unexcused absences with notification less than 24 hours. This form will be placed on file for student records.

MAKE-UP REQUEST

Date of Absence	Scheduled Make up	Teacher's Approval Date	Administrative Signature

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