



**Indianapolis Suzuki Academy
Parent Guidebook**

Table of Contents

Annual Concert Policies.....	3
Concert Attire	
Dress Rehearsal: Attendance Required	
Group Classes Participation Requirement	
Tickets	
Volunteers	
Attendance at Private Lessons / Missed Lessons.....	3-4
Student Cancellations	
Teacher Cancellations	
Teacher Illness/personal days	
Teacher Professional commitments (with advanced notice)	
Virtual Lessons	
Building Use and Parking.....	5
Group Classes	5
Fundraising.....	5
Illness Policy.....	6
Inclement Weather Policy.....	6
Instrument Rental & Maintenance.....	7
Listening to the Recordings	8
Musical Achievement	8
Non-Discrimination Policy.....	8
Parent Involvement & Attendance.....	8
Review.....	9
Solo Recital Policies	9
Tuition.....	
10	
Withdrawal or Dismissal from the Academy	11

Annual Concert Policy

All Academy students participate in the Annual Concert in March at the beautiful Indiana Landmarks' Grand Hall. It is a moment for us to come together as a community and celebrate the hard work of our children, parents, and faculty. It includes play downs for each instrument and special performances.

Concert Attire

Violin, Cello, Harp:

- White blouse/dress shirt, elbow length or longer
- Black dress pants/skirt, below the knee or longer
- Black hose/stockings/socks
- Black dress shoes
- Red accent such as tie, sash, or hair accessory

Piano

- Solo Recital Attire (see p.15)

Dress Rehearsal: Attendance Required

- Violin, Cello - Saturday before in the morning
- Harps - Sunday of the concert, immediately before concert
- Piano students do not have a dress rehearsal.

Group Class Participation Requirements

Students are required to maintain at least 70% attendance in group class to be eligible to participate in the Annual Concert. (This means 8 or fewer group class absences for violin/cello and 2 or fewer group class absences for harp/piano)

Attendance at Private Lessons / Missed Lessons Policy

By enrolling in lessons at the ISA, it is expected that students adhere to their assigned weekly lesson and group class time. It is also expected that teachers maintain those times. Consistency is important for a student's development and reinforces good technical and practice habits. Knowing that at times situations may occur that require lessons to be rescheduled by either the student or the teacher, the ISA has adopted the following policies:

Remote Learning for Students

In the instance where local officials declare a Public Health Stage in which in-person learning is not safe, online instruction will continue, according to the dates in our Academic Calendar. The ISA will ensure that faculty have adequate devices and platforms to use for continuity of online lessons and classes.

Self-Isolation or Exclusion from ISA Physical Environment: In the instance that an enrolled family is required to self isolate or be excluded from the physical ISA environment, lessons and classes will continue online. The ISA Attendance at Private Lessons/Missed Lessons Policy remains intact with regard to student make ups, teacher cancellations, and teacher illness/personal days.

Student Make-Up Lessons

Students are allowed one make-up lesson per semester during Make-Up Week. The First Semester is from August – December and the Second Semester is from January – May. Once a semester has passed, that option expires if not used.

Teachers are not required to accommodate students' requests for additional make-up lessons during the semester. No tuition refunds will be offered.

Teacher Cancellations

The ISA expects its teachers to attend scheduled lessons every week with an exceptional dedication to their students.

The ISA understands that many faculty members have professional commitments outside of their private students at ISA. We consider this a benefit to the quality of teaching at ISA and believe that faculty keeping a well-rounded balance of professional commitments improves their quality of teaching. Therefore, this professional balance will be considered in terms of teachers needing to reschedule lessons on an occasional basis.

Teacher illness/personal days

Teachers are permitted to reschedule one (1) private lesson per student per semester for illness or personal reasons with short-term notice (12-48 hours). It is expected that those make-up lessons will occur within a timely fashion (within two weeks if possible). The rescheduled time must be mutually agreed-upon by the teacher and the student/family. If the teacher offers at least three (3) reasonable make-up times (one of which may include a make-up during make-up week) and no possible time is acceptable to the family, then the family forfeits that lesson.

Teacher professional commitments (with advance notice)

If a teacher needs to reschedule a lesson during the semester for professional commitments, advance notice must be given to students/families as early as possible, but no later than one week in advance. Families shall be asked to make reasonable accommodations to honor faculty's other professional commitments. Faculty are expected to keep this rescheduling to a minimum, not to exceed four times per year (or 10% of lessons). For each rescheduling request, faculty must offer at least three (3) reasonable make-up times (or a lesson during make-up week). If three (3) reasonable make-up times have been offered and a student/family refuses any of the options, they will forfeit that lesson and no refund will be offered. If a family believes that a teacher has rescheduled an excessive number of lessons without adequate make-up options, they may petition the Executive Director (or ISA Board if necessary) for a refund or lesson credit(s) for a future month. Teachers will only be paid for lessons that are successfully rescheduled.

Virtual Lessons

Virtual lessons are an appropriate substitute for in-person lessons if both parties are in agreement to conduct the lesson via an online platform. To maintain the highest quality of instruction and interaction between student, teacher, and parent, in-person lessons are the preferred method of teaching for the ISA.

Building Use and Parking

Please clean up after yourself and leave our space even better than you found it. Let's take care of the space together. The parking lot is reserved for faculty and staff. Please park on the street.

Group Classes

Community that happens in group class both for children and families is an essential component of the environment that makes the Suzuki method successful.

Children learn from other children. "As any parent who has more than one child will testify, children are strongly motivated to learn new skills by watching and listening to other children. There seems to be an instinctive recognition that a task mastered by another person of a similar age must be desirable, achievable and worth pursuing." (*Every Child Can*, by Suzuki Association of the Americas, Inc, p A4).

Goals for group class:

- Having fun with our instrument and peers
- Learning from and being inspired by peers
- Learning to play together as an ensemble
- Reviewing and reinforcing technique learned in private lessons
- Performing for one another in a safe environment

Attendance expectations:

- Regular attendance is expected in order to support this community that helps all of our children learn.
- 70% attendance is required to be eligible to participate in the Annual Concert in March. (Violin/Cello - 8 or fewer absences. Harp/Piano - 2 or fewer absences)

Fundraising

Tuition alone does not cover the cost of a quality Suzuki Education. ISA is a not-for-profit 501 c(3) organization that relies on individual donations and grant income to operate each year.

September Fundraiser

We ask families and students to seek support for our annual fund through a September Fundraiser. We have done this in the past where students perform in their communities or for their families or did acts of kindness. This is a fun time where students can give back to their community and seek new donors to the ISA through a simple-to-use online platform.

Annual Innovation Fund

The ISA Innovation Fund is established as a means to support the growth of ISA and projects committed to develop the innate ability of every child.

Gifts to ISA fundraising efforts allow us to nurture beautiful character in every child. Support from our donors enables ISA to do the following.

- Invest in world-class Suzuki training for our faculty
- Provide students the opportunity to perform with local professional orchestras

- Connect our students to the community with outreach performances
- Nurture students in all our programs from Early Childhood to teenage Chamber Music

As we grow into the future, our vision is to allow our Indianapolis Suzuki Academy community to impact even more children's lives.

Illness Policy

In order to protect faculty and other students from contagious diseases, we request that students, parents and siblings with a contagious illness refrain from entering the Academy until they are well. Teachers reserve the right to not teach lessons to students who are ill, or appear to be suffering symptoms of the flu, colds, etc. The same applies to parents or siblings accompanying the student. In the case of illness, please make every attempt to notify your Teacher at least 24 hours in advance. In the event of illness, the following options will be available for makeup lessons: 1) makeup weeks provided on the ISA Academic Calendar; or 2) forfeit the lesson. There are no refunds or credits given in the event of illness.

NOTE: ISA considers "illness" to include fever or diarrhea/vomiting within the previous 24 hours, and/or excessive "productive" coughing/sneezing/sniffling at the time of the lesson. Additionally, if the student has had chicken pox or a similar breakout, sores must be completely "crusted over" for at least 24 hours. In the case of lice, the student must be completely free of both lice and nits for at least 24 hours. Please note that all of the above guidelines also apply to parents and siblings attending lessons.

COVID-19 Related Guidelines

The ISA Board of Directors and Staff is dedicated to the safety and health of our students, families and staff. COVID-related protocol and procedures can be found here.
<https://www.indysuzukiacademy.org/covid-19-policies.html>

Inclement Weather Policy

Inclement Weather Closings

This policy applies to a situation where the entire ISA must close due to inclement weather.

Communication About Closures or Delays

When ISA closes, has late openings, or early dismissals for inclement weather, students and parents will be notified in the following manner:

- The announcement will be made on the homepage of IndySuzukiAcademy.org
- An email will be sent to all enrolled families.

In case of closure parents will be notified as soon as practical. Additional notices will go out for special circumstances as needed.

Please use your best judgment in regard to travel for lessons. If the Academy remains open but you consider it unsafe to drive during a storm, please inform your teacher that you will miss your lesson. No make-up lessons or credits apply when the school remains open and the teacher is present to teach.

Private lessons

In the event of a building closure due to weather conditions, the private lesson will convert to an online lesson according to the teacher's original schedule. In the instance of building closure where the student is unable to accommodate a switch to an online lesson due to weather closure, there will be no make-up lessons offered.

In the event that a student is unable to convert their lesson to an online lesson at the originally scheduled time, the following policy will apply. There are 3 different procedures, one for each time we must close on the same day of the week, (e.g. each time there is a snow day on a Tuesday).

--> First snow/cold day on a specific day of the week (e.g. first Tuesday snow day): Student does not receive a credit. Teachers are paid. (The student bears the cost.)

--> Second snow/cold day on the same day of the week (e.g. second Tuesday snow day): Student receives a financial credit. Teachers are paid. (Academy bears the cost.)

--> Third snow/cold day on the same day of the week (e.g. third Tuesday snow day): Student receives a credit. Teacher is not paid. (Teacher bears the cost.)

Group classes

In the event of a building closure due to weather conditions, group classes will be canceled. There will be no make-up class offered for the first group class canceled for weather, nor will a student receive a credit. If the same group class must be canceled a second time in an academic year, an additional class session will be offered at a future date to students whose class was canceled.

Instrumental Rental & Maintenance

Families are required to rent or purchase an instrument appropriate for their student to use for daily home practice. Please consult your private teacher before making any rental, repair, or purchase decision.

Violin and Cello

Having an appropriately sized instrument allows the student to develop good technique and play with ease. It is better for the instrument to be a little smaller than a little too big. You may need to try different chin rests and shoulder rests to find the best fit for your child. At least once a year, string students should consider re-hairing their bow and changing strings. Contact Indianapolis Violins at 317-624-0441 or info@indyviolins.com for assistance.

Piano

Students enrolled in piano lessons are expected to obtain an acoustic piano or a high quality digital piano, which will enable the student to learn the proper key action and tone production. A keyboard is not sufficient. Contact Piano Solutions (www.pianosolutions.net) for assistance.

Harp

Students enrolled in harp lessons are expected to obtain and maintain a quality harp through Lyon and Healy (www.lyonhealy.com) or through Vanderbilt Music (www.vanderbiltmusic.com).

Listening to the Recordings

Listening to the recordings daily is part of creating the environment that best helps your child learn to speak the language of music. The rhythm and melody of the piece become thoroughly familiar through listening. Through being immersed in a language, one absorbs the subtleties of accent and phrasing. In music, it is through being immersed in listening that children learn to play musically and with beautiful phrasing.

Both environmental and active listening are beneficial.

- Environmental Listening: Music plays in the background while eating, driving, playing, homework, going to sleep.
- Active Listening: This requires participation while listening, such as, tapping the beat or rhythm, singing, listening for dynamics, or other movement.

Musical Achievement

Musical Achievement is a time when students perform a selection of pieces for faculty and receive feedback as a capstone to the academic year. This will be similar in nature to an audition, a college jury, or Solo and Ensemble contest, but at an age appropriate level for each individual student.

The value in this experience is not just preparing and performing, but in learning from seeing peers play as well. One key principle in the Suzuki method is that children learn from each other. This experience is formulated on best practices from the renowned Preucil School of Music in Iowa.

Non-Discrimination Policy

The Academy does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, marital status, citizenship, genetic information, political affiliation or any other characteristic protected by law.

Parent Involvement, Attendance & Practice

Our faculty is excited to partner with you and your child in developing character through learning to play an instrument. The parent, child, teacher relationship is described as the Suzuki Triangle and is one of mutual respect, encouragement, and collaboration. The teacher's job is not only to teach the child but equip you as the parent to be the teacher at home. The Suzuki method is founded on the idea that "every child can" given the right environment. Your job is to create that environment throughout the week including daily practice times, listening, and lots of encouragement.

We expect a parent to be present for lessons and group class and be actively engaged in their child's practice at home. You will work with your child's teacher to decide when and how much independence to give your child in lessons and practice. This often happens around age 12.

Review

One of the foundations of the Suzuki Method is its focus on reviewing pieces a student has already learned. Most teachers have a systematic way to have students go through their review pieces and it often varies from teacher to teacher.

Reviewing pieces on a daily and weekly basis not only keeps students ready to participate in group classes, concerts, play throughs, and at institutes in the summer – it also helps students to master their pieces in a way that a cursory study would never be able to do.

What so many people do not realize is that when a soloist comes to town to perform professionally, they are usually playing what is (for them) a review piece during their performance! Their performance pieces are pieces that they know inside and out and have played many, many times.

While students are often much more excited to start something new than play a piece they have already learned, I would argue that review is one of the most important parts of each practice. It isn't until a piece is in the review stages that a student really knows it inside and out and can play it with ease. It is so important to include review pieces into everyday practice to build confidence and ease in playing any instrument.

A basketball player, for example, will learn to dribble and pass the ball first. Eventually, the player goes on to learn more complicated drills and plays. However, basic dribbling and passing drills aren't left behind – practicing those skills is the basis for everything else the player is doing. The same is true for Suzuki students and their review songs – the music they are learning now is built on the foundation of everything else they have learned so far.

(Source: The Suzuki Triangle, C. Goodner, 9/30/2010)

Solo Recital Policies

Participation in a solo recital requires the approval of your private teacher. We expect that each student in the school will perform at least once each year in a solo recital. **New students must observe a solo recital before performing the first time.**

The piece selected to perform should be a polished piece. Your teacher will help you to choose a piece that represents your best playing. Your child's piece should be fully polished (played with virtually no mistakes) prior to the deadline for the Recital Sign-up.

- For a regular Solo Recital performance, students and their teachers must choose the piece for performance – and submit the online Recital Sign-Up Form prior to the deadline.
- For Graduation/Honors Recognition, students and their teachers must have graduated their level and choose the piece for performance, and complete the online Recital Sign-Up Form, prior to the deadline.

Recital Sign-Up Deadlines

The sign-up deadline is a firm deadline, and no additions can be made after the due date has passed.

- September 30 Deadline for November Recital
- February 28 Deadline for April Recital

Piano Coachings and Rehearsals

Violin and cello students perform with piano accompaniment. A brief rehearsal with a pianist is scheduled during group class leading up to the recital.

If additional rehearsals are needed, they will be scheduled based on availability of the accompanist and are offered in 15-minute increments at the rate of \$15. Please discuss the appropriate amount of rehearsal time for your piece with your private teacher. Payment can be made by check to ISA or online at *Make a Payment*. Payment must be made prior to rehearsal. If you cancel, you must provide 24 hours' notice, or you will be responsible for paying for the coaching session.

Recital Attire

Performers should dress appropriately for a formal recital. Practice in your performance attire before the concert to be sure you are comfortable!

Examples of clothing suitable for public performance are:

- Dresses, nice skirts of appropriate length, blouses, or dress pants and dress shirts
- Dress pants with belts and dress shirts (tucked-in) and sweaters
- Dress shoes
- Dangling earrings and beaded necklaces should be avoided as they will rattle against the instrument.
- Harp Students: Skirts must have a hem that hits below the knee. For all who have pedal harps, shoes must have a closed toe and non-slippery sole.

Recital Etiquette

As an audience, our job is to provide a respectful setting in which our performers can offer the best of their skills and talents.

- Students performing in the recital are expected to attend the full duration of the recital. If you have a conflict which would require the performer to “play and leave,” then s/he should not perform on that day.
- If a young child becomes unhappy and vocal, please feel free to leave the performance area immediately and as quietly as possible.
- Stay seated during performances. If necessary, you may get up and move during the applause.
- Flash photography is not allowed during the performance.
- Silence and put away cell phones and other devices.

Tuition

Tuition Payment Processing

- Tuition payment options: Pay-In-Full, or Recurring Monthly Payments.
- Monthly Tuition Payments will only be accepted by bank transfer. Families electing monthly installments must complete the ACH Authorization form and provide a copy of a voided check with their registration materials. Payments will be processed by ISA administration, on the 15th of each month, August – July.
- Pay-In-Full: Families paying in full may submit a check, payable to ISA by August 6.
- Any payment more than 2 weeks late, will result in suspension of private lessons and group classes/ensembles until the payment is resolved.

Multi-Child Discount

For families enrolling more than one child, a 10% discount will be applied to the second and subsequent child(ren)'s tuition. The first child will be considered the student with the highest tuition amount.

Financial Assistance

Families may apply for financial assistance by requesting an application from the Executive Director via email (admissions@indysuzukiacademy.org). The application is available May 1 and is due by May 31. Awards are made by June 15.

Withdrawal Policy

Out of consideration for the Academy, and specifically your Teacher, a student may withdraw from the academic year only during one of two Withdrawal Periods listed below.

December 1 withdrawal date

- **Required Notice** of withdrawal is due no later than December 1.
- **Last monthly payment** would be processed December 15.
- **Last Lesson** would occur no later than December 24, or earlier upon mutual arrangement of the teacher and student.

July 1 withdrawal date

- **Required Notice** of withdrawal is due no later than July 1.
- **Last monthly payment** would be processed July 15.
- **Last Lesson** would occur no later than the 7 summer lessons through August 5, or earlier upon mutual arrangement of the teacher and student.

For example, a student wishing to end lessons on October 15, will be responsible for tuition through the end of the December 1 withdrawal date, regardless of the number of lessons. They will be responsible to pay tuition on October 15, November 15 and December 15.

These enrollment and withdrawal periods have been identified in order to support our faculty who have chosen to make this their livelihood.

Parents are responsible for tuition through the end of their withdrawal date, regardless of the number of lessons they prefer to have with their teacher.

If a teacher owes a makeup lesson to the student for a cancellation by the teacher, the student will receive their makeup lesson prior to the last lesson date.

Dismissal

The Academy takes seriously its commitment to an exceptional program and reserves the right to dismiss any student due to frequent tardiness or missed lessons, behavioral problems, lack of improvement, delinquency in payment of fees, failure to abide by policy, or other serious misconduct.