



SCHOOL HANDBOOK



The mission of the Orchestra Iowa School is to provide high quality musical instruction through educational programs and performances, and to increase the exposure, knowledge and enthusiasm of music to the public through engaging outreach experiences.

Orchestra Iowa School
119 Third Avenue SE, Cedar Rapids, IA 52401
www.orchestraiowaschool.org

School Manager: Karen Liegl
319.366.8206, ext. 213
kliegl@orchestraiowa.org

For account information:
Lisa Renfer: lrenfer@orchestraiowa.org



ORCHESTRA IOWA SCHOOL

The School is part of the education arm of the Orchestra Iowa organization. Founded in 1986, the School offers music education programs to students of every age and skill level.

In addition to the School, Orchestra Iowa staffs and supports a number of community outreach activities including Pied Piper preschool chamber concerts, Fifth Grade Fiddles, Music in the Schools, and 4th and 7th grade Youth Concerts.

POLICIES AND PROCEDURES

INDIVIDUAL LESSONS

INSTRUCTORS

- The Orchestra Iowa School offers a number of highly skilled artist instructors teaching a variety of instruments and programs. When there is more than one instructor for a particular instrument, the family may choose an instructor or ask for assistance. Call the office to discuss options. Most individual lesson instructors are offered at the same tuition rate, determined by lesson length.

LESSON LENGTH

Lesson length is determined by the family in consultation with the instructor. However, the following guidelines may be of assistance:

- 30-minute lessons are appropriate for the very young (3 years old through early elementary school) and for beginning students.
- 45-minute lessons are appropriate for those having studied for two or more years and for those of late elementary and middle school age.
- 60-minute lessons are appropriate for those who have been in lessons for several years, or who are of high school age or those who consider pursuing music as they advance into college work.
- Longer lessons for those interested in working intensely are available on request.

ATTENDANCE/MAKE-UP POLICIES

- Students are expected to make a serious commitment to regular lessons. Lessons missed by the student are *not* credited or made up and the program fees associated with the missed lesson(s) are forfeited by the family.
- Instructor-missed lessons will be made up when reasonably possible or credited. See "Lesson Credits" below.
- In the event that an instructor must miss a number of lessons, a substitute instructor may be employed to give lessons in the interim.

- If a student must miss a block of lessons for extraordinary circumstances (extended vacation, etc.) that family must give notice with the office 30 days in advance. If the absence is for serious illness or injury, the family should contact the office at the onset of the problem; financial arrangements can be completed when the extent of the time away can be accurately determined.
- Students are expected to come mentally and technically prepared for each lesson. Teachers reserve the right to stop a lesson at any point due to a lack of student preparedness or poor behavior.
- Students are expected to arrive early enough so that lessons may begin promptly. The teacher is not obligated to make up lost instructional time due to student tardiness.

STUDENT LESSON CONTRACTS

- Registration contracts for individual lessons remain in place until 30 days notice is given of lesson termination. The monthly program fee is based on consistent year round instruction and includes 40 lessons in a calendar year.
- The School reserves the right to adjust program fees without voiding lesson contracts. In the event of a change in program fee, families will be notified in advance of the change.
- Students cannot begin lessons until registration has been completed. Teachers are not paid for lessons taught until a student's registration and payment arrangements are complete.

REGISTRATION FEE

- An initial registration fee of \$40 per student is due upon registration for most programs, including lessons, music therapy, ensembles and choruses.
- Students who have paid the initial \$40 registration fee within the last three years, may register for the reduced fee of \$20.
- Students in a program of ongoing lessons pay the initial registration fee once and do not pay it again as long as they are in active lessons. If a significant break occurs (more than a month). Students may be required to register again, but pay only the reduced registration fee to resume lessons.
- Early childhood programs (Music Together and Harmony Chorus) do not carry a registration fee.

PAYMENT OPTION

- Lessons are charged monthly by automatic debit from a checking or savings account. The authorization form for automatic payment is available online at www.orchestraiowa.org or by calling the office at 319.366.8206, ext. 213.

LESSON CREDITS

- For a family to be relieved of the responsibility of paying for a lesson, the teacher must issue a credit for that lesson. Teachers must call or email the office and ask for the credit to be issued. A family does not have the authority to ask for the credit on their own.
- Once the office receives word from the teacher that the credit is to be issued, the monetary value of that credit is applied to the student's account.

- A portion of a scheduled monthly payment cannot be withheld before the credit is issued to the account.
- Credits are not issued for student absence.

GROUP CLASSES

- Group classes, when available, are included in the cost of individual lesson tuition. In order to plan for class size, students studying privately must register for group classes as they would for individual instruction.
- Group classes are an important part of the curriculum; all students studying an instrument for which group classes are offered are encouraged to attend group class in addition to private lessons.
- Group classes missed for any reason are not made up or credited.

OUTREACH OPPORTUNITIES

- Outreach events give students the opportunity to perform for a live audience, sharing the gift of music. Over time appearances may lessen performance anxiety. Outreach often brings youth and joy to places where both qualities are appreciated.
- Teachers are encouraged to seek outreach opportunities for their students. Student participation is voluntary but encouraged.

RECITALS

- Non-competitive performance opportunities in recitals, concerts and other special events are offered to students who have demonstrated a concerted effort towards such public performances. It is expected that students exhibit appropriate concert etiquette at all times.
- The Orchestra Iowa School asks all individual lesson instructors to offer their students the opportunity to perform in recital at least once a year.
- Parents may be asked to provide a refreshment or hospitality item for an after-recital reception. Providing goods or services for receptions is not mandatory, but it adds to the enjoyment of the recital experience.

FINANCIAL ASSISTANCE FOR LESSONS AND ENSEMBLE

- To the extent of its resources, the Orchestra Iowa School endeavors to offer quality music education to students regardless of financial circumstances.
- Funding for financial assistance is limited, and awards are made upon availability of designated funds.
- Financial aid awards are deducted from total tuition charges; no money changes hands from the Orchestra Iowa School to aid recipients.
- All family financial information is kept confidential.
- Students receiving assistance are expected to attend scheduled lessons and practice on a regular basis.
- Applicants must complete an application form and provide a completed teacher recommendation form.

- The deadline for applications in the 2017-2018 school year is August 15, 2017. Awards will be announced by August 30. Assistance requests received after the deadline will be considered as received but the availability of funds will be greatly diminished.
- Financial assistance forms and procedures can be found online at www.orchestraiowa.org. Look in the School section under "Forms and Calendar."

WITHDRAWAL FROM LESSONS

- Families wishing to withdraw from individual lessons may do so with 30-days notice. Students may choose to attend lessons in the notice period or not, but the family will be held financially responsible for them, regardless. Families will be charged through the end of the month in which the notice period expires. Notice of withdrawal should be given first to the School Manager so that financial considerations can be completed, then to the individual and/or group lesson instructor as a courtesy.
- Note: It is not sufficient to tell the instructor that lessons are ending. Official notice must be given to the office in a timely manner, preferably by letter or email.

OTHER PROGRAMS

CHAMBER ENSEMBLE

- The Orchestra Iowa School's Chamber Music offerings give students the opportunity to perform repertoire of various styles while focusing on technical skills, listening and ensemble playing. Ensembles will be given performance opportunities throughout the year. Students in pre-formed ensembles may register together and will be paired with a coach, or individual students who wish to participate may request to be paired with a coach and other students of similar skill sets.

CHORUSES

Harmony Chorus accepts students, by audition, at the kindergarten and first grade level. Students are expected to attend weekly rehearsals and practice at home. The performance uniform for Harmony chorus students include a standardized t-shirt, black skirts/slacks and dark shoes.

Odyssey Chorus accepts students, by audition, at the second and third grade level. Students are expected to attend weekly rehearsals and practice at home. The performance uniform for Odyssey chorus students include a standardized shirt and bow tie with black skirts/slacks and dark shoes.

Discovery Chorus accepts students, by audition, at the fourth through sixth grade level. Students are expected to attend weekly rehearsals and practice at home. Discovery Chorus students are privileged to sing at select Orchestra Iowa concerts as well as other venues. The performance uniform for Discovery chorus students includes a standardized shirt and bow tie with black skirts/slacks and dark shoes. For detailed information on Discovery Chorus, call the office for a handbook specific to that program.

FINANCIAL ASSISTANCE FOR CHORUS

- A limited number of scholarships are available for those participating in Orchestra Iowa School instrumental ensembles and choruses.
- A formal application process is not necessary. A family requesting assistance for an ensemble or chorus should address a letter to the School Manager describing the special circumstances that qualify your need for financial aid.

WITHDRAWAL FROM CHORUS AND EARLY CHILDHOOD PROGRAMS

- Families wishing to withdraw from the following programs will not be issued a refund: Music Together®, Harmony Chorus, Odyssey Chorus, Discovery Chorus.

COMPLIMENTARY TICKET POLICY

- Students enrolled in a program which requires a registration fee may request a concert pass, making them eligible for a complimentary ticket to select Orchestra Iowa concerts. The concert pass also provides a ticket for a companion to that student, as some of our students are not yet of age to provide their own transportation.
- One concert pass per student may be requested. Request must take place prior to the day of concert.
- Tickets may be restricted to a particular day, time or location and are subject to availability.
- Concert passes are not tickets in themselves and must be exchanged for a ticket in person at least 24 hours prior to the concert.

SCHOOL CALENDAR

- The Orchestra Iowa School calendar includes a number of break weeks.
- Unless prior arrangements have been made, THERE ARE NO REGULAR LESSONS DURING SCHEDULED BREAKS. In addition, the School may not be open regular building hours during break days.
- The School calendar also includes a number of make-up days. Make-up days are scheduled for the convenience of those needing to make-up lessons due to the absence of the teacher. There are no regular lessons during make-up days, but the School will be open regular operating hours.
- Lessons, Music Together, ensembles and the choral groups all have separate schedules. Please visit the Orchestra Iowa School website at www.orchestraiowaschool.org for complete calendar information.

PHOTOGRAPHS

The Orchestra Iowa School staff and management reserves the right to take photographs of students participating in school programs and events to produce promotional literature (newsletters, programs, brochures, catalogs, etc.) or to educate the public on the activities and programs offered at the school. No compensation will be awarded to students or their family for use of such photographs.

INCLEMENT WEATHER

- The Orchestra Iowa School reserves the right to cancel or dismiss classes early due to inclement weather. This includes all activities, group and individual, as well as recitals and performances.
- The Orchestra Iowa School DOES NOT cancel automatically whenever the Cedar Rapids Community School District cancels. Their cancellation decisions must be made very early in the morning, while our lessons and programs generally do not begin until much later in the day when conditions may be quite different.
- The Orchestra Iowa School attempts to contact local media outlets with cancellation information, but has no control over when or how long information will be broadcast. To be sure of the closing status of the School, please contact your instructor directly.
- It is acceptable for an individual instructor to cancel lessons due to weather even if the Orchestra Iowa School does not officially close. However, teachers are solely responsible for contacting students in this event.
- Individual lessons canceled by the Orchestra Iowa School and faculty due to inclement weather will be made up or credited. There is no guarantee that group events, including group classes and rehearsals, will be made up.

BUILDING INFORMATION

ORCHESTRA IOWA

Orchestra Iowa is located at 119 Third Avenue SE, downtown in Cedar Rapids. The building offers easy access from both sides of Cedar Rapids and proximity to the Paramount Theatre, performance home to Orchestra Iowa.

There is a loading zone in front of the building which serves both the Orchestra Iowa Building and the Paramount Theatre. You may park there briefly while dropping off students or unloading large instruments. There is no designated parking area. Parking is metered on the streets or in one of the city parking ramps.

- Students, families and guests are expected to treat School property and facilities with respect.
- The Orchestra Iowa School does not provide childcare facilities or services. It is the responsibility of parents to arrange for prompt drop-off and pick-up of students before and after lessons, rehearsals, performances and all other activities.
- Students are expected to be respectful of the events and lessons of others occurring within the building. Distraction of other students or activities by any means, including shouting or running, will not be tolerated.

FIRST FLOOR/BUILDING SECURITY

- The outside entrance is kept locked after orchestra ticketing hours. Teachers, students and families arriving after ticket office hours must ring the 'doorbell' located on the outside entrance area for admission to the building.
- The first floor of the building is home to the ticket office and the Opus Concert Café. There is a comfortable lobby where families may wait for students in lessons or programs.

SECOND FLOOR/SCHOOL

- The second floor is home to the Orchestra Iowa School. There are studios for preschool classes, ensemble space, dance, instrumental lessons, choral rehearsals and rooms used for violin and miscellaneous storage.
- There is a designated waiting area complete with reading material and simple toys for the comfort of families that stay in the building during lessons.
- Studios are identified on the outside by letter designation and by the instructor that uses that space.
- Students who wish to use a studio space for practice may do so any time the building is open and the studio is not being used for lessons or other school programs. Check with the School Manager for availability.
- The School Manager workstation is in the area immediately in front of the elevator. It serves as information central for registration forms, school catalogs, faculty contact list, as well as group class schedules and other helpful items. The computer at the School Manager workstation is off limits to anyone but the School Manager. A NOAA weather radio is also located at this station.
- If a student must use a telephone to contact a parent, they should ask to use the phone at the School Manager workstation (you must dial '9' to reach an outside line) or at the front desk on the first floor.
- Materials for other music schools, camps, competitions, etc. are received throughout the year. A file of these opportunities is available to families on the second floor.

THIRD FLOOR/BASEMENT

- The Orchestra Iowa administrative office suite is on the third floor.
- No one is to be on the third floor outside of Orchestra Iowa office hours, which are different from those of the Orchestra Iowa School.
- The basement of the building is used for storage. Due to fire code issues, it is off-limits unless needed as shelter in case of severe weather.

ZION LUTHERAN CHURCH

201 First Avenue, Hiawatha

- Directions: from Blairs Ferry Road NE turn north onto First Avenue (the first street to the west from the intersection of Blairs Ferry Road and Center Point Road). Park in the church parking lot and enter via the double glass doors at the rear of the church.
- Music Together classes meet at Zion Lutheran Church.
- Please do not call the office at Zion Lutheran Church with messages for choral students or teachers. Their office staff is not prepared to deal with student issues.

MARION CHRISTIAN CHURCH

1050 McGowan Boulevard, Marion

- Directions to Marion Christian Church: from Seventh Avenue in Marion, turn north on Tenth Street and then right on McGowan Blvd. Park in the church parking area between Tenth Street and the church and enter at the southwest church entrance.
- Marion Christian Church is the site of Music Together classes.

It is important to remember that we are guests at the Zion Lutheran and Marion Christian Churches. Students are asked to treat the facilities and staff with courtesy and respect.