

## **Student Policies**

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### **Excused Absence for Individual Lessons**

The student or parent must provide notice 24 hours in advance in order for a lesson to be excused. Per term, two excused absences are allowed. Both the instructor and student are expected to find a mutually agreed upon time for make-up lessons. Credits for excused absences will only be given after good faith attempts have been made at scheduling make-up lessons.

### **Unexcused Absence for Individual Lessons**

Unexcused absences are absences for which a student or parent has not given 24-hour notice, or for any additional absence beyond the two allowed excused absences. Instructors are not required to provide make-up lessons for unexcused absences, and credits will not be given. If a student misses more than three consecutive lessons, the instructor has the right to drop the student and give their lesson spot to another student. Paid tuition for dropped students due to unexcused absences is non-refundable.

### **Absence Policy for Group Classes**

Instructors are not required to offer make-up classes for any missed group classes.

### **Make-Up Lessons Due to Instructor Absence**

Instructors will make every effort to arrange make-up lessons canceled due to instructor absences. In the event that these make-up lessons cannot be scheduled, a prorated credit will be applied to the student's account.

### **Inclement Weather**

Notification for closure due to weather or other emergency situations follows the Martin Methodist College policy. In case of inclement weather, please use your own judgement and contact your private instructor.

If an individual teacher cancels, they will contact students directly. Please do not assume that the Academy is closed based on public or private school cancellations. When inclement weather forces the closing of school, make-up lessons will be offered. Credits will not be given.

### **Tardy Policy**

Instructors are expected to wait 15 minutes after the scheduled start of a private lesson for a student to arrive. Students arriving more than 15 minutes late are considered unexcused absences and are responsible for the payment of that lesson. Instructors are not required to make up missed lessons due to student tardiness.

### **Instrument Loan and Rentals**

The Academy is able to loan string instruments to students (guitar and violin). Deposits are required for rentals, determined at the time of rental. Once the student commits to regular lessons, it is strongly recommended to purchase their own instrument.

### **Photo, Video, and Recording Release**

Martin Methodist Community Arts Academy students are occasionally photographed or recorded during instructional and promotional activities. These photos and recordings may be used in the Academy's

publications, promotional materials, and social media profiles. By enrolling your child, you agree to this policy. However, if you do not want your child's photos or recordings to be released, please submit a written note along with your completed registration.

### **COVID-19**

Due to the health concerns caused by the ongoing COVID-19 pandemic, there are several new policies in place.

1. In-person lessons will only resume when deemed safe to do so by the State of Tennessee and Martin Methodist College. If necessary, students may be required to maintain appropriate social distancing, wear a facemask, and/or have lessons in other rooms on the MMC campus.
2. Should it prove necessary to switch to an online format during a semester, you will be provided with several options.
  - a. Continue regular lessons in an online format.
  - b. Receive a refund from the MMC Academy for any lessons that have been paid for in advance.
  - c. Receive a credit for any lessons paid for that have not yet occurred.
3. To help with technological concerns, you may schedule a free trial lesson with the director to test your available technology. Please contact Brendan Jacklin ([bjacklin@martinmethodist.edu](mailto:bjacklin@martinmethodist.edu)) for more details.