



Parent and Student Handbook

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Table of Contents

Mission and Vision Statement.....	2
Non-Discrimination Policy.....	2
Harassment and Sexual Harassment Policy.....	2
Programs.....	3
Lessons.....	3
Classes.....	4
Payment Methods.....	4
Student Etiquette.....	5
Parent Expectations.....	5
Volunteering.....	6
Class and Lesson Attendance Policy.....	6
Registration and Re-Enrollment.....	6
Waiting List Policy:.....	6
Missed Lessons and Classes:.....	6
Unexcused Absences.....	7
Cancellation of All Lessons and Refunds.....	7
All Star Attendance Awards.....	7
Ensembles.....	7
Orchestra.....	8
Choir.....	8
Peace Singers.....	8
Jazz Ensemble.....	8
Flute Choir.....	8
Donations.....	8

Mission and Vision Statement

Our mission is to create a diverse community of Northside students that grow and discover themselves with self-respect and confidence.

At Hopewell we inspire students to grow, discover and express themselves; inspire self-respect and self-confidence; create and strengthen a network and community of musicians that truly represents North Minneapolis; and help students achieve their potential in all things, academics, life and music.

Non-Discrimination Policy

Hopewell North Music Cooperative admits people of any age, physical or mental ability, race, color, national origin, ethnic origin, gender identity, or religious preference to all the rights, privileges, programs, and activities generally accorded or made available to people at the school.

Hopewell does not discriminate on the basis of age, physical or mental ability, race, color, national origin, ethnic origin, gender identity or religious preference in administration of its educational policies, admission policies, scholarship or other programs

Harassment and Sexual Harassment Policy

In compliance with the law and Hopewell's mission and values, our policy is to assure a learning environment free of harassment, abuse, pressure and intimidation.

Leadership across the organization must model behavior with Hopewell's values. However, every person on staff or serving as a volunteer is responsible to promote and secure a work space and service environment of respect and trust for all.

Harassment in any form including sexual harassment is a behavior that creates an intimidating, hostile, or offensive environment. these behaviors include, among others:

- Threats or harm,
- Violence,
- The threat of violence
- Stalking
- Offensive communication that does not stop when you request it to stop and it may be in any form, including voice and electronic mail, text, or any other social media/medium

Taking action against harassment

If you believe you are being harassed, follow the steps below.

1. How do you report sexual or other harassment?

If you feel that you are a victim of harassment or sexual harassment, you should report it to your teacher or other Hopewell staff as soon as you can. This may be done verbally, in writing, or anonymously.

2. What happens after the harassment complaint is filed?

After you file a harassment complaint:

Your teacher or other Hopewell staff will inform the executive director and the appropriate board member. The executive director will meet with everyone involved to investigate the complaint necessary action will be taken based on the findings of the investigation. The information collected will be held as confidentially, as possible. It will be available only on a need-to-know basis as required to do an effective investigation.

3. What if you are not satisfied with the actions or decisions?

If you are not satisfied with the outcome, you may take the complaint to the executive director. After the executive director has reviewed the findings and completed the investigation, you will be informed of the outcome of the complaint review.

4. What happens if someone retaliates against me?

Any act or retaliation against you is strictly prohibited. If any employee or volunteer takes any act against you because of your complaint, they will be subject to disciplinary action up to and including termination.

Action taken against an employee or volunteer violating this policy:

If you as a Hopewell Music employee or volunteer are found to be in violation of this policy, you will be subject to disciplinary action. Actions may include disciplinary processes up to and including suspension or termination from the school.

Programs

Lessons

Lessons are offered for strings, brass, woodwinds, voice, piano, percussion, and guitar. We offer reduced rates for students who receive free and reduced lunch as part of the federal lunch program. Adults receiving federal or state benefits also qualify for reduced rates.

Lesson Tuition Fees:

Rates below are for weekly, 30 min lessons.

Standard: \$20

Reduced: \$10

Free: No fee

Instrument Rental

Hopewell has instruments available to rent with first priority going to free and reduced lesson students. Please talk to your instructor to see about availability. Rent is charged monthly and you may pay in full at the beginning of each session or paid monthly.

Rental Rates:

Standard: \$20

Reduced: \$10

Free: \$5

Classes

Early Childhood Music

Toddler Tunes (18 months - 3 years)

Parents and kids work together in “Toddler Tunes” which incorporates rhythm activities and movement, piano discovery and playing, and even brings in composing to create a well-rounded learning experience and foundation. **Parents/Guardians are required to be at every class.**

Music In Me (4-6 years)

Parents and kids continue to work together doing rhythm activities and movement, piano discovery and playing, as well as introduction to solfege and note reading. **Parents/Guardians are required to be at every class.**

Harmony Roads (4-6 years)

This class is to be taken after Music In Me. The Harmony Road course is carefully constructed for children to learn the basic building blocks of music. Emphasis is on ear training, solfege singing, keyboard solo and ensemble playing, ensemble and rhythm activities, movement and music creativity. This exceptional course encourages the development of the “inner hearing”, which makes transposing, improvisation and composing easily accessible in their musical studies. Parent involvement in class and at home. **Parents/Guardians are required to be at every class.**

Group Piano

Piano Explorers (7-9 years old)

Students between the ages of 7-9 years old are brought together to explore the piano and begin to learn basic music theory and rhythms. Keyboards are available through the rental program to take home to practice between classes and music materials will be provided during classes at Hopewell. It is encouraged to have a home copy of the music for at-home practice.

Beginning Piano for Adults (19 - 55+ years)

Learn piano in a relaxed, supportive environment with other beginning adults. Skills to be covered are basic note reading, playing simple melodies, duets, and more. Keyboards are available through the rental program to take home to practice between classes and music materials will be provided during classes at Hopewell. It is encouraged to have a home copy of the music for at-home practice.

Class Tuition Rates

Rates below are the cost for each class.

Standard: \$20

Reduced: \$10

Free: No fee

Payment Methods

If an amount is due an invoice will be emailed on the 1st of each month. You may request invoices to be mailed; please contact Andrea at andrea@hopewellmusic.com. Payments can be made via cash, check, credit card, or through bank transfer. Payment can be given to your teacher or dropped off to a staff member in the main office; online payments can be made on our website. Lesson payments are due at the beginning of each month.

If you are mailing your payment, please use the following mailing address:

Hopewell Music Cooperative North
Attn: Andrea Myers
4350 Fremont Ave N
Minneapolis, MN 55412

Student Etiquette

1. Respect the buildings and the people therein.

- No yelling or foul language.
- Remain in designated Hopewell lesson areas
- No running in buildings.
- Leave your area better than how you found it.

2. Respect the piano and all instruments.

- Only water is allowed in lessons. Other types of drinks
◦ and food will not be permitted.
- Use only hands on piano and other instruments. Wash
◦ hands before touching instruments if they are not clean.
- Always ask permission before touching another student's
◦ instrument. If they do not give you permission be
◦ respectful and do not play it.

3. Be on time with your instrument, music, and a positive attitude!

4. Do not go outside until your ride has arrived.

- Once your ride arrives and is fully visible you may go outside.
- If at any time you feel unsafe and there is not an adult with you, find one immediately. Do not leave with a person you do not know.

5. Please consult your instructor's studio policy for detailed expectations for learning your instrument and materials which will be needed for your studies.

Failure to act in accordance with these guidelines can jeopardize your position in your teacher's studio.

Parent Expectations

Each parent is highly encouraged to volunteer at one Hopewell event per year. In lessons, parent participation is expected and required. Depending on age, it may be necessary to practice with your child or help scheduling practice time in a quiet location. If you are bringing your child to their lesson, please be courteous of your instructor's time and arrive on time for your lesson.

Purchase your child's materials promptly as they may need it to begin practicing for the week or for the next lesson. If you have trouble finding the needed material or if due to financial restraints it is not possible at the moment, please contact your teacher immediately. Hopewell has a library of materials available to loan to students.

Volunteering

The Hopewell Engagement and Advocacy Team (H.E.A.T) is a parents driven group of Hopewell supporters who want to encourage the growth and continuation of the Hopewell Music School. The purpose of the group is to help support the teachers and administration of the school by coordinating volunteers and transportation for events, organizing and developing fundraisers and sponsorships, and informing the wider Northside community of the Hopewell mission.

Class and Lesson Attendance Policy

Registration and Re-Enrollment

New Students

1. Prospective students and/or parents are required to attend student orientation before lessons and classes can begin.
2. Registration is completed by discussing Hopewell policies. At orientation, students will be given the teacher's name and contact information as well as their most recent lesson availability. Students are responsible for contacting their teacher to schedule their lessons.

Returning students

1. Returning students must submit a Re-Enrollment Form indicating their intent and commitment to re-enroll for the following session. The link to this form will be emailed to every student near the end of the previous session. Submission of this form gives returning class/individual lesson students preference on a teacher's schedule. Paper forms will also be available in the office.
2. The Re-Enrollment Form alone does not automatically register a student for lessons/classes. Students with an outstanding account balance cannot be guaranteed their place on a teacher's schedule, nor can they receive lessons or classes until the previous session's balance is paid in full or have a payment plan in place.
3. Returning students must also consult with their teachers about lesson times.
4. Billing statements will be mailed in the beginning of every month (if there is a balance due).

Waiting List Policy:

1. If it is not possible to place students with an appropriate teacher/class during student orientation, students will be placed on the waiting list for that instrument or class. Only those who attend orientation may be placed on the waiting list.
2. If an opening occurs for that instrument, students on the waiting list will be contacted to inform them that they can begin lessons if they are still interested in entering the program.

Missed Lessons and Classes:

1. Students are enrolled and charged for the entire session. Students who register after the beginning of the session are enrolled and charged for the remaining weeks in the session. Regular attendance at all lessons, classes, and rehearsals for the session is expected. Students are charged for all lessons and classes, including those missed due to student absence.
2. Since an individual instructor has reserved your weekly lesson time and class slot, any missed lessons or classes due to student absence will not be made up, credited, or refunded.

Unexcused Absences

1. An unexcused absence is defined as an absence due to no communication about being absent at a lesson or cancellation less than 24 hours in advance.
2. Unexcused absences are accumulated from Fall Session - Summer Session.
3. Unexcused Policy
 - a. First unexcused: Receive verbal and written warning from your teacher and will receive a one page hand out of the attendance policy which will be reviewed at the beginning of your next lesson.
 - b. Second unexcused: You will receive a second verbal and written warning from your teacher and will receive a letter notifying you that you're on probationary status.
 - c. Third unexcused: You will be immediately removed from the lesson and/or class program.
 - a. Exceptions to missed lessons are made only due to student absence for religious observances. In these cases, only one lesson per session will be made up, and notification must be given to the teacher at least one week in advance.
3. When inclement weather or any other unforeseeable circumstances force the closing of the school for safety considerations, classes, lessons and rehearsals will not be made up and no reimbursement will be made.
4. As a courtesy to your instructor, please notify them in advance of any absence. *If your student is taking lessons from multiple instructors, you are required to notify each teacher individually.*
5. Students who are unable to attend lesson/classes/rehearsals due to a long-term medical issue (3 or more consecutive weeks) may submit a written notification and physician's note to Hopewell for consideration of a credit/refund for lessons/classes missed.
6. In the event the instructor cancels a lesson or class, a make-up lesson will be offered at a mutually convenient time. An individual lesson teacher will make every reasonable attempt to schedule the make-up lesson. If a student cancels an agreed-upon make-up lesson, it will not be rescheduled and payment will be forfeited.
7. If lessons/classes have been suspended because lesson and/or instrument rental payment is delinquent, no make-up lessons will be given.

Cancellation of All Lessons and Refunds

1. If the student withdraws within 48 hours before the first lesson, (s)he will be billed for the first month of lessons.
2. To cancel your registration, please email Andrea Myers at andrea@hopewellmusic.com.
3. If the student withdraws anytime between the day of the first lesson and the end of the sixth week of the session (Fall: October 27th, 2017; Spring: March 23rd, 2018), they will be billed for the lessons and/or instrument rental from the time of enrollment.
4. There are no refunds after the 6th week of the session. Students will be charged and responsible for the full session tuition and any applicable fees.
5. Summer Session: Withdrawals between the day of the first class/lesson and the end of the 2nd week of the session will be billed for the lessons from the time of enrollment. There are no refunds after the 2nd week of the summer session.
6. Group instruction: Tuition for group classes is not refundable unless classes are cancelled due to insufficient enrollment.

All Star Attendance Awards

Attendance awards will be given to students who attend all their lessons during a session. If you have an excused absence and observe a lesson or rehearsal to make up for the missed lesson you will still be eligible for the attendance reward. Unexcused absences are not eligible to be made up. Please see your teacher for the observation form and for lesson days and times available for observations.

Ensembles

Ensembles are available for student and community participation and are highly encouraged. They are free and open to the public. For more information, contact the main office at (612) 466-0696.

Orchestra

Advanced: Our mission is to bring people together through music, and make orchestral music accessible to all; no one who wants to play will be turned away. Sheet music and orchestra folders are provided free of charge and we have a small library of instruments, music, music stands, and accessories available for orchestra members to use.

Crescendo: The Crescendo Orchestra is a pre-requisite to the Advanced Orchestra. Skills learned during the Beginning Orchestra and deepened and explored in more depth and detail.

Beginning: The Hopewell Beginning orchestra is based on a model created by Mimi Zweig at Indiana University. Its mission is to support students in the early stages of learning a new skill by working together in a group to build community and ensemble skills. Beginning orchestra rehearsals contain three components; theory, ensemble playing and solo playing. Core curriculum teaches basic musical skills such as steady beat and pitch matching through group exercises, then progresses to playing in parts. The solo component builds trust and confidence in performing in front of a group and teaches audience etiquette.

Choir

The Hopewell Community Choir meets on Monday evenings from 7:15-8:15 at Camden Care Center. It is an intergenerational choir which is free and open to the public. Performances occur seasonally and happen throughout Northside. No experience is required.

Peace Singers

The Hopewell Peace Singers is an ensemble of voice and guitar students from ages 13 to 80 who perform songs with messages of peace and tolerance with a goal of promoting community building through music in North Minneapolis and the entire region. One year playing experience or more is required.

Jazz Ensemble

Established December 2013, the Hopewell Jazz Ensemble is composed of students, community members and faculty members who have an appreciation for Jazz and want to play the music. The Jazz Ensemble is open to all students who have a year or more of playing experience, can read music at an appropriate level and for students who have the approval of their lesson teachers.

Flute Choir

The Hopewell Flute Choir meets Thursday evening from 6:00 - 7:30pm. Come join us in exploring flute ensemble repertoire and have the opportunity to play some "big" flutes! Performances occur throughout the year. Intermediate and advanced players only.

Donations

Monetary donations can be made via cash, check, or online and are tax-deductible. All donations go directly into our programs, please specify if you would like your gift to go toward a certain program. Instruments donated are given to students who are unable to rent or purchase their own instruments due to financial constraints. It is up to you to determine the value of the instrument; appraisals are encouraged for instruments worth over \$5000. Please contact the office at (612) 446-0696 or email lessons@hopewellmusic.com to arrange a drop off time.

[AmazonSmile](https://www.smile.amazon.com) is another way you can shop and donate! Make Hopewell your designated charity by visiting www.smile.amazon.com.