

# *Harrison String Conservatory*

## Policies & Guidelines

Dear Harrison Parents and Students:

We are excited to offer a new opportunity providing private lesson instruction at Harrison High School. Although HHS students have priority, we have availability for middle school students zoned for Harrison High School.

### **About the Harrison String Conservatory**

#### **ORGANIZATION**

Sponsored by the Harrison Orchestra Boosters (HOB) as a way to offer additional musical instruction above and beyond that which is given by the school district, the Harrison String Conservatory (HSC) is set up to provide private instruction for students of Harrison High School and those middle school students zoned to attend Harrison. Lessons are held on campus throughout the school year. The conservatory is designed to make quality instruction convenient and accessible for students of the Harrison cluster. The HSC is designed to serve those students not currently studying privately. *The HSC is not designed to take students away from teachers not in the String Conservatory and should not be interpreted as a signal to change teachers.* There are fine teachers in the area who offer comparable quality instruction. We highly encourage private lessons through the String Conservatory or any other private instructor who is a professional on your instrument.

#### **MESSAGE TO STUDENTS AND PARENTS**

Private study on an instrument is the fastest way to attain individual improvement. Private instruction offers students the opportunity to receive one-on-one instruction from a professional on their instrument for customized feedback on their particular needs of skill development. Students will focus on fundamental skills that are particular to his or her instrument. These are aspects of development that cannot be offered in a full orchestra class setting. Although the classroom environment gives students a great deal of instruction, it primarily deals with ensemble development and is difficult to have one-on-one instruction environments with classes of 50+ students. Private instruction helps fill this gap,

enabling students to refine their own technique and skill to become their best through personalized one-on-one instruction.

By developing a command of the instrument, the student's enjoyment increases, and their desire to learn fuels future success. Instructors provide individualized assignments and feedback specific to the student's particular strengths and weaknesses. Private study develops a life-long love of music, places demands on individual discipline, and enhances self-esteem. Much attention can be given to preparing for auditions for District Honor Orchestra, All-State, college admissions, and scholarships.

We believe in and highly encourage private instruction for all of our students. It is not just for serious music students or students who are falling behind. Students taking private lessons will explore the extensive wealth of solo literature available for their instrument and will have additional performing opportunities that bring recognition to them. We highly encourage all orchestra students to take part in private lessons from a professional on their instrument.

## **DISCLAIMER**

The Harrison String Conservatory is designed to serve those students not currently studying privately. It is not designed to take students away from teachers not in the Harrison String Conservatory and should not be interpreted as a signal to change teachers. There are many fine teachers in the immediate area who offer comparable quality instruction.

## **LESSON FEES AND PAYMENTS**

Lesson fees are set by the HOB at:

\$36.00-\$41.00 per 30-minute lesson

\$46.00-\$56.00 per 45-minute lesson

\$56.00-\$71.00 per 60-minute lesson

Payments should be made **one month in advance** on the first school day of the month, payable to the HOB (Harrison Orchestra Boosters). Instructors will not hold a lesson for students who are past due. Students are encouraged to pay more than one month at a time if able. **In the memo section of the check, please indicate: HSC, student name, instructor name, and dates of lessons being paid.** Payments should be deposited in the HSC collection box located on the wall of the Orchestra Room, or paid electronically when you receive your monthly invoice via email. **Payments not**

received will result in the immediate cancellation of lessons and possible loss of scheduled time.

## PROGRAM GUIDELINES

In order to participate in the program, students must be a member in good standing of the Harrison Orchestra or be a middle school student zoned to attend Harrison.

Lessons will be held on all teacher workdays unless instructors and students mutually decide, **in advance**, that lessons will **not** be held on those days. Lessons will be suspended the week of Fall Break, Thanksgiving, the two-week December Winter Break, February Break, Spring Break, Labor Day, and MLK Day. The Harrison String Conservatory follows the Cobb County School District Calendar with any cancellations for inclement weather days or any other unforeseen events.

If a student has a lesson scheduled on a sectional or rehearsal day, they should go to the lesson unless advanced instruction is given from the orchestra director(s). If a student has a lesson scheduled on a concert day, they should go to the lesson first, then be on stage in formal attire at the designated time unless the lesson conflicts with their performance time.

## MAKE-UP LESSONS

Students needing to cancel a lesson must notify the instructor as soon as possible in writing prior to the lesson. This does not guarantee that a make up lesson will be given as the rescheduling of lessons will be up to the discretion of the private lesson instructor.

Missed lessons can only be rescheduled if the instructor has availability to reschedule. The instructor must be notified **as soon as possible in writing** to notify them of a student's absence. All lesson cancellations shall be handled by the private instructor and student/parent. Students/parents are responsible for keeping up with their scheduled lessons. Students/parents canceling lessons without advanced notice or who miss a lesson without notice *will be charged for that lesson*.

Whether a make-up lesson is to be given, and the day, time, and method of providing the make-up (5th week, group class, etc.) will be left entirely to the discretion of the instructor.

Instructors reserve the right to refuse make-ups to students with excessive absences.

## ENROLLMENT

Students may sign up for lessons at any time, but are encouraged to do so early as slots will fill quickly. Students should review all program guidelines with their parents and complete a Student Registration Sheet (attached on this packet). Interested students will be contacted by each instructor or by an HOB representative to schedule a lesson time.

## LESSON DISCONTINUANCE

Students, parents, and instructors should be aware that private study takes patience and effort over a period of time before results are apparent. Students, however, may wish to discontinue lessons, and may do so at any time **provided they give both the instructor and HOB written notice of intent to discontinue at least two weeks prior to the last lesson and pay all fees through that two-week period. Failure to provide a two-week notice to the instructor will result in a \$30.00 discontinuance fee.**

## HOW TO REGISTER

To register your student for the HSC, please fill out the registration on the next page and return to the Harrison Orchestra collection box (located on the wall of the orchestra room) OR send the form via email to: [conservatory@harrisonorchestra.org](mailto:conservatory@harrisonorchestra.org) with the \$25 registration payment to:

Harrison Orchestra Boosters  
Attn: Harrison String Conservatory  
4500 Due West Road  
Kennesaw GA, 30152

Each student will have to fill out a new Student Information Sheet at the beginning of the year.

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## **STUDENT REGISTRATION SHEET**

*This information must be on file for every student taking lessons from an instructor as part of the Harrison String Conservatory (HSC). Complete and return it to the black drop box located in the orchestra room.*

### **Personal Information**

Student Name (first, last)\_\_\_\_\_Instrument:\_\_\_\_\_

Grade:\_\_\_\_\_

School Attending:\_\_\_\_\_

Preferred Private Instructor Name:\_\_\_\_\_

Parent Name(s):\_\_\_\_\_

Mailing Address:\_\_\_\_\_

\_\_\_\_\_

Parent Cell:(\_\_\_\_) \_\_\_\_\_ Alt. Phone:(\_\_\_\_) \_\_\_\_\_

Email:\_\_\_\_\_

Previous Private Teacher (if applicable): \_\_\_\_\_

\$25.00 Non-Refundable Fee due at Registration - Paid \_\_\_\_/\_\_\_\_/\_\_\_\_ Check#\_\_\_\_\_

*I have read and agree to all policies for lesson fees and make-up lessons as stated in the Harrison String Conservatory Instructor and Student Policies. I understand that all fees are due one month in advance on the first school day of the month and are payable to the HOB. Nonpayment will result in cancellation and loss of lesson times.*

Parent Signature:\_\_\_\_\_

Date:\_\_\_\_\_