



**Settlement  
Music School**

## Handbook

These policies pertain to students of Settlement Music School  
and their parents and guardians.

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## 1. Introduction and Mission

This handbook is prepared for the students of Settlement Music School and their parents/guardians as a guide to Settlement rules and regulations, as well as other helpful information, concerning the guidelines and policies governing the safe, orderly, and efficient operation of our School.

The rules, regulations, and procedures described in this handbook have been established to create and maintain the best possible atmosphere for teaching and learning. No single document can answer every question or address every concern that arises throughout the school year. Every attempt has been made to address the key issues that will affect the daily lives of students within our branches and community partner sites. Open two-way communication is very important to the successful operation of our branches. The support and encouragement of parents/guardians and members of our community are vital to the educational success of all students. As members of our School family, students and parents/guardians should become familiar with the contents of this handbook and should use it as a reference guide throughout the school year. It is our desire your knowledge of this information will serve to answer questions and concerns, curbing many potential problems before they arise. By working together, we can effectively promote and maintain the highest standards of excellence at Settlement Music School, resulting in a quality experiences for our students.

Settlement Music School's mission is to provide the highest quality instruction in music and the related arts to children and adults, regardless of age, background, ability, or economic circumstances. The School's broad range of programs, taught by highly credentialed and dedicated faculty, help students achieve artistic, educational and social goals.

## 2. Settlement Music School People and Locations

Information about members of Settlement Music School's Administration, Faculty, Art Therapists, the Central Board of Trustees, and the Officers and Directors of each Branch Board may be found on its website under the 'About' section at <https://www.settlementmusic.org/>.

Settlement Music School's mailing address is P.O. Box 63966, Philadelphia, PA 19147-3966 and primary phone number is (215) 320-2601. Settlement has seven branches:

### **Mary Louise Curtis Branch**

416 Queen Street, Philadelphia, PA

(215) 320-2601

[website](#)

### **Germantown Branch**

6128 Germantown Avenue, Philadelphia, PA

(215) 320-2610

[website](#)

### **Kardon-Northeast Branch**

3745 Clarendon Avenue, Philadelphia, PA

(215) 320-2620

[website](#)

### **Willow Grove Branch**

318 Davisville Road, Willow Grove, PA

(215) 320-2630

[website](#)

### **Wynnefield Branch**

4910 Wynnefield Avenue, Philadelphia, PA

(215) 320-2640

[website](#)

## **Settlement Music Online**

(215) 320-2660

[website](#)

Branches may have additional rules and regulations specific to the property. Parents/guardians and students are expected to comply with individual Branch Director's instructions.

### **3. Non-Discrimination Statement**

Settlement Music School admits students of any race, color, gender, sexual orientation, gender identity, religion, disability, and national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the School. It does not discriminate on the basis of race, color, sex, sexual orientation, gender identity, religion, disability or national and ethnic origin in administration of its educational policies, admissions policies, scholarship programs, and other school-administered programs.

### **4. Calendar**

Events at Settlement Music School may be found at Settlement's website under Calendar at <https://settlementmusic.org/calendar/>. Branch-specific events are available on each branch's webpage (listed above, in Locations).

Individual lessons begin on Tuesday, September 6, 2022. Classes and ensembles begin the week of Monday, September 19, 2022.

Teaching does not take place on the following dates during the school year:

- Labor Day- Monday, September 5, 2022
- Rosh Hashanah – Monday, September 26, 2022
- Yom Kippur – Tuesday, October 4, 2022 beginning at 5 p.m. ET & Wednesday, October 5, 2021
- Thanksgiving – Thursday – Sunday November 24 – November 27, 2022
- Winter Break – Friday, December 23, 2022 – Monday, January 2, 2023\*\*
- Martin Luther King, Jr. Day – Monday, January 16, 2023
- Spring Break – Monday, April 3, 2023 – Sunday, April 9, 2023 \*\*
- Memorial Day – Monday, May 29, 2023

\*\*Settlement will be closed for regular teaching (but our office remains open and make-up lessons are available): Weekdays between December 26 and December 30 as well as the Monday, Tuesday, Wednesday, and Thursday of Spring Break. There are also additional times and days available to reschedule a lesson. This information is posted in each branch and can be discussed with the Branch Staff.

### **5. Hours of Operation**

School office hours vary by location and time of year. Each branch has specific hours posted on its website, listed above. Students are not permitted to arrive more than fifteen (15) minutes before the opening of a branch or remain at a branch location more than ten (10) minutes after the closing of the branch. Please note that staff and faculty are strictly prohibited from transporting students in personal vehicles. Parents/guardians must arrange timely transportation for their student to and from all classes, lessons, and events.

### **6. Registration Payment**

Non-refundable registration fee is \$55.00 per person, or \$80.00 per family of two or more, unless otherwise noted. Payments for lessons and classes may be made by cash, check, Visa, MasterCard, and PayPal invoice. The School does not accept American Express or Discover. There is a \$30.00 fee for returned checks. Lessons will be suspended upon bank notification of insufficient funds; lessons will resume after a cash payment is received.

#### **A. Group Lessons, Ensembles and Classes**

At registration, 25% of the fee is due as a non-refundable deposit for ensembles and classes. For group lessons, 10% of tuition is due at registration. Payments may be made either in full or on a quarterly basis. Quarterly payments are not refundable. If paying quarterly, class payments must be completed by March 15<sup>th</sup> in order to participate in the final class concert or program.

Due dates for quarterly class payments are as follows:

Payment 1:	25% Due at registration
Payment 2:	25% Due November 15 <sup>th</sup>
Payment 3:	25% Due January 15 <sup>th</sup>
Payment 4:	25% Due March 15 <sup>th</sup>

B. Individual Lessons

At registration, the tuition for the last three weeks of the school year must be paid. These lessons are non-refundable. Thereafter, payment is expected for all scheduled individual lessons, regardless of attendance. Lessons are payable weekly or in advance, semi-annually or annually. Any discount applied to semi-annual or annual payments must be received on the specified due dates in order to maintain the discounted rate.

C. Discounts for Seniors

Adult students, 60 years of age and older, are eligible for a 10% discount on tuition for any lessons that occur before 2 p.m. ET on weekdays.

**7. Cancellations/Refunds**

A. Group Lessons, Ensembles, and Classes

There are no refunds for missed group lessons, ensembles or classes. Students who decide to withdraw from a group lesson, ensemble or class must notify the Branch Coordinator or Branch Director prior to their next payment due date or they will be billed for the next payment.

Settlement reserves the right to reduce a class length due to under enrollment and/or cancel a student's assignment if the student fails to make progress, attend on a regular basis, or any other reason that the Branch Director believes presents a serious impediment.

B. Individual Lessons

In the event that you decide to discontinue lessons, eight (8) days written notice is required for the cancellation. All registration fees and the tuition for the last three weeks of the school year are non-refundable. If a parent/guardian has pre-paid tuition for a student who discontinues individual lessons, that tuition may be transferred to another student, or a check request will be processed upon request.

Settlement reserves the right to cancel a student's assignment if the student fails to make progress, attend on a regular basis, or any other reason that the Branch Director believes presents a serious impediment.

**8. Attendance / Absences / Tardiness**

A. Group Lessons and Classes

Students are expected to attend every class and be on time for every class. If a student will be late or miss a class, parents/guardians are expected to notify the office as far in advance as possible. Students may be dropped from the class for lack of attendance or routine lateness. Class lessons missed by individual students will not be made up. In the event a student needs an extended absence (i.e., more than two weeks) due to illness or other reason acceptable to the School, parents/guardians should contact the Branch Director with the request, and the Branch Director will facilitate their request to the extent possible.

In the case of a faculty absence, Settlement Music School may supply a qualified substitute teacher. Students are obligated to attend and pay for lessons with substitute teachers. In the event a substitute is not available, then students will be notified by the School prior to the class. That class will be made up at the end of the term.

There may be occasions when a teacher will be absent for performances.

## B. Individual Lessons

Students are expected to be on time for individual lessons. If a student will be late or misses a lesson, then parents/guardians are expected to notify the office as far in advance as possible. Teachers are not required to wait more than fifteen (15) minutes for a student to arrive for an individual lesson. If a student is 15 minutes late or less for their lesson, an abbreviated lesson will be provided. If a student is sixteen (16) or more minutes late and/or the teacher is no longer present, the lesson will be charged as a missed lesson without the ability to reschedule.

Payment is expected for all scheduled individual lessons, regardless of attendance. Payment for missed lessons must be presented at the next lesson or no make-up lesson will be authorized. Lessons are suspended after three (3) consecutive absences with or without pay.

Make-up lessons are authorized by the Branch Director in writing under the following circumstances:

- Student Illness
- Required School Activity
- Death in the Family
- Religious Activity
- Technological Issue (Distance Learning only)

Make-up lessons are limited to three (3) per season and must be requested within 30 days of the absence. The teacher will offer two (2) opportunities to reschedule each missed lesson. If the student refuses both, the makeup is forfeited. **No** make-up lessons will be offered for the for the **last three weeks of the school year**. Lessons are suspended after three consecutive weeks of non-payment, regardless of attendance; student may not be allowed to resume lessons until the account balance is brought below the sum total of three weeks. If the teacher is absent, you will not be charged. Such missed lessons will be rescheduled if possible and are paid for at the time of the rescheduled lesson. If you miss a rescheduled lesson, you will be required to pay for it. In the case of a faculty absence, Settlement may supply a qualified substitute teacher. Missed make-up lessons will not be eligible for an additional make up. Students are obligated to attend and pay for lessons with substitutes. Please keep in mind that faculty members at Settlement are highly trained, professional musicians. There may be occasions when a teacher will be absent for performances. Thank you for your patience and understanding. In the case of a faculty absence, Settlement Music School may supply a qualified substitute teacher. Students are obligated to attend and pay for lessons with substitute teachers.

## 9. **Presence of Parent or Guardian**

### A. For Minor and Adolescent Students

The parent/guardian of a student under the age of twelve (12) must remain onsite at the branch for the duration of the student's lesson or class. If a student under the age of 12 must use the restroom during class, then the parent/guardian who is onsite must accompany the student to and from the restroom.

### B. Caretakers for Adult Therapy Clients

Caretakers of adult therapy clients who need assistance, must remain on site at the branch for the duration of the client's lesson or class and available to accompany the client to and from the restroom when necessary.

## 10. **Progress Reports / Certifications**

Performance Hours are informal performances in which students are encouraged to participate. A student may also be invited by the Branch Director to perform in a recital, which is a more formal event. Faculty may also have their own studio recital, if they wish, and can reserve the hall for their students to perform.

Annually, teachers will complete a Student Progress Report reflecting a student's educational progress. The Progress Report will be sent to the student's parent/guardian.

Each branch offers Certification during the month of March whereby each student who wishes to advance to the next level musical instruction may perform in a brief audition for the Branch Director. The Branch Director has the sole discretion to decide if the student may advance to the next level of musical instruction. Certification occurs annually at each branch and is a requirement for students receiving financial aid or a scholarship from the School.

## **11. Plagiarism and Fair Use**

All students are required to abide by all copyright laws and are forbidden to plagiarize. Students should give credit where it is due. See [www.copyright.gov](http://www.copyright.gov) for more information regarding copyright laws. Each branch has a library of materials available for student use and review. These items may be borrowed but should not be copied.

Students and parents/guardians are responsible for identifying the creator of any photos, videos, audio files, or other copyrightable material they distribute or post online to the extent possible. Using the Settlement Music School logo or trademark on a website, blog, social media site, or blog is strictly prohibited without prior written approval from the CEO of Settlement Music School. Parents/guardians or students may not post online any photos, videos, or audio files of any student other than themselves or their child.

## **12. Illness in Class**

### **A. For Minor and Adolescent Students**

If a child under the age of twelve (12) becomes ill during a class, a parent/guardian must immediately be available to attend to the child. If a child over the age of twelve (12) becomes ill during class, and a parent/guardian is not onsite to attend to the child, the parent/guardian must be reachable by phone and make arrangements for the immediate pickup of the child.

### **B. For Adult Therapy Clients**

If an adult therapy client who requires assistance becomes ill during a class, a guardian must immediately be available to attend to the client.

## **13. Medications**

Settlement Music School does not have nurses or other medical professionals on site at any of its branches and is not responsible for the storage of students' medications or the administration of any medications to students. Parents/guardians are required to personally oversee the administration of medication to a student who is attending a class at Settlement Music School. Parents/guardians must notify the Branch Director if a child is able to self-administer a medication and submit a signed Self-Administer Medication Permission Form for prior approval.

## **14. Closings and Delays, Inclement Weather, and Emergencies**

### **A. School Closings**

#### **Pandemic Closings/Altered Schedule**

If Settlement Music School closes for in-person teaching or we alter building schedules due to recommendations made by the CDC, State of Pennsylvania, and/or the City of Philadelphia, we will move all of our programs to our distance learning platforms. Settlement always provides the highest quality creative arts education for all, whether in person or through distance learning, and recognizes the importance of providing a consistent, sequential education for our students.

#### **Weather Closings**

Depending on the timing of the closing due to weather, Settlement will in most cases move lessons to our distance learning platforms. We make our own decisions about weather closings. Please do not assume we are closed if your child's academic school is closed. Listen for Snow Number 154 on the radio (KYW 1060 AM) or check our website: [settlementmusic.org](http://settlementmusic.org).

### **B. Emergencies**



In the event of an emergency that involves damages to a School facility or that causes a dangerous situation to exist in a School facility, students will exit the building with faculty and/or staff pursuant to a procedure in place for fire evacuation. Students with mobility impairments, who cannot safely negotiate an exit from the School's facility will "Shelter In Place" per the School's emergency procedures. To be familiar with evacuation procedures, students may be asked to participate in periodic drills. In the event of other emergencies in which sheltering in the facility is preferable to exiting the facility, then faculty and/or students will attempt to guide students to more secure locations within the facility.

Emergency procedures and important contact information are posted and available in every classroom, studio, and office in each branch. Students and parent/guardians should familiarize themselves with these procedures.

## **15. Anti-Bullying Policy**

Settlement Music School is committed to providing a safe, positive learning environment for students. The School recognizes that bullying, which includes cyberbullying, creates an atmosphere of intimidation and fear and detracts from a safe environment necessary for student learning, and may lead to violence. Therefore, Settlement Music School prohibits bullying by Settlement Music School students.

Bullying means an intentional, electronic or written, verbal or physical act or series of acts directed at another student or students, which occurs in a Settlement Music School setting or during any Settlement Music School-related or School-sponsored activity, that is persistent, pervasive or severe, and has the effect of doing any of the following:

- a. Substantial interference with a student's education;
- b. Creation of a threatening environment; or
- c. Substantial disruption to the orderly operation of the School.

Bullying includes cyberbullying, which takes place over digital devices like computers, tablets, and mobile phones. Cyberbullying can occur through text messages, instant messages, e-mail, apps, social media (such as Facebook, Instagram, Snapchat, and Twitter), or other online places where people can share content. It includes sending, posting, or sharing negative, harmful, false, or cruel content about someone else, or sharing personal or private information about someone else causing embarrassment or humiliation. It also may constitute unlawful behavior. The School prohibits all forms of bullying by its students. Settlement Music School will not tolerate known acts of bullying. Each student is required to respect the rights of others and to ensure an atmosphere free from bullying.

The Settlement Music School setting refers to each of the School's branches, the School's network or computer equipment, and/or at any activity that is sponsored or supervised by Settlement Music School.

Settlement Music School encourages students who have been bullied or who witnesses bullying to promptly report the incident(s) to the Branch Director or Program Director where the student attends classes, lessons, or ensemble rehearsals. Settlement Music School will investigate any complaints of bullying and corrective action will be taken when allegations are verified. The School will endeavor to protect the confidentiality of students. This policy also prohibits any reprisals or retaliation as a result of good faith reports of bullying and/or for participation in an investigation into an allegation of bullying.

Consequences for a student who violates this policy may include one or more of the following outcomes in the Branch Director's or Program Director's sole discretion: (1) conference(s) with parent(s) or guardian(s); (2) suspension; (3) a requirement to receive and complete therapy; (4) expulsion; and/or (5) a referral to law enforcement officials.

## **16. Harassment Policy**

Settlement Music School is committed to providing all students with a safe and nurturing environment for students, and a pleasant and professional environment for employees. Members of the Settlement Music School community are expected to treat each other with respect.

Harassment of a student by another student or by a teacher or other staff member is a violation of School policy. This includes (but is not limited to) harassment based on race, national origin, family status, sexual orientation, gender identity, income, political belief, religion, disability, or appearance. Punishable harassment is conduct, including verbal conduct, (1) that creates (or will create) a hostile environment by substantially interfering with a student's educational benefits, opportunities, or performance, or with a student's physical or psychological well-being; or (2) that is threatening or intimidating.

Sexual harassment is a form of harassment that also violates School policy. Punishable sexual harassment is an unwelcome coosexual advance or sexual conduct, including verbal conduct, (1) that is tied to a student's educational benefits, opportunities, or performance, or to a student's physical or psychological well-being; (2) that creates (or will create) a hostile environment by substantially interfering with a student's educational benefits, opportunities, or performance, or with a student's physical or psychological well-being; or (3) that is threatening or intimidating.

Settlement Music School encourages students and employees to report any instances of harassment to a member of Bo/ranch Leadership. Branch Leadership consists of Branch Directors, Branch Coordinators, Program Directors, CFO/COO or the CEO. A student reporting an incident of harassment is known as the Complainant, and the person against whom the complaint has been lodged is known as the Respondent. In the following procedure for reporting and resolving harassment complaints, if the complaint is against the CEO, then the Chair of the Central Board (or a designee of the Chair) will take the actions normally taken by the CEO.

## **17. Reporting and Review Process for Bullying and Harassment Complaints**

Parents/guardians on behalf of their child/ren should report harassment and/or bullying to a designated staff member at their branch location. Designated Staff will meet with the Complainant along with their parent/guardian to discuss the incident alleged. The Complainant and the Designated Staff will decide if the incident is of sufficient severity to justify formal action.

If the Complainant and the Designated Staff agree that the incident is not of sufficient severity to justify formal action, then the Designated Staff will notify the Branch Director of the complaint. The Branch Director will discuss the incident with the Complainant and the Respondent. After discussion with the Complainant and the Respondent, the Branch Director may decide to pursue formal action or may resolve the complaint as the Branch Director sees fit.

If either the Complainant or the Designated Staff believes the incident warrants formal action, then the Complainant or the Designated will complete a written incident report that will include a narrative account of the incident, the time, place, date and circumstances of the incident, and any other pertinent facts related to the incident. The Designated Staff will forward the incident report to the Branch Director for further action.

Upon reviewing the incident report and discussing it with the Complainant, the Branch Director will notify the Respondent of the complaint and furnish the Respondent with a copy of the written incident report. The Branch Director will meet with the Respondent to discuss the complaint. If the Respondent disputes the complaint in whole or in part, then the Respondent will be asked to submit the Respondent's version of the incident in writing. If the Respondent does not dispute the complaint, then the Branch Director will determine what, if any disciplinary action is appropriate.

If the Branch Director deems it necessary in their sole discretion, then they may elect to review additional materials, interview witnesses, or take other action. If the Complainant or Respondent is dissatisfied with the Branch Director's resolution of the matter, the Branch Director will refer the matter to the CFO/COO or CEO.

## **18. Complaints or Concerns by Parents or Guardians**

If a parent/guardian has a complaint or concern about something that has occurred in the classroom or involves a classroom practice or procedure, other than as addressed in Section 17, then the parent/guardian should contact Branch Leadership to address the complaint or concern. If the Branch Director cannot resolve the issue, a

written statement of the problem should be submitted to the Settlement Music School Dean at [Karin.Orenstein@settlementmusic.org](mailto:Karin.Orenstein@settlementmusic.org).

## **19. Substance Abuse**

It is the School's desire to provide a drug-free, healthful, and safe workplace. Students are prohibited from participating in any Settlement Music School activities under the influence of any illegal drugs and/or alcohol. While on the School premises, and while conducting business-related activities off School premises, no student, parent, or guardian may use, possess, distribute, sell, or be under the influence of alcohol or any illegal drugs. The legal use of prescribed drugs is permitted under proper supervision only if it does not impair a student's ability to perform the essential functions in a safe manner that does not endanger others. In addition, while adults are permitted to partake in alcoholic beverages at School events where alcohol is served, adults are reminded that they must remain professional at all times. Violations of this policy may lead to disciplinary actions, up to and including termination. Such violations may also have legal consequences.

### **A. Tobacco**

Settlement Music School is a Tobacco Free Zone. The use of any tobacco product or non-tobacco "E-cigarettes" is prohibited within the branch building, at the branch location, and at Settlement-sponsored activities.

## **20. Employee Restrictions**

Settlement Music School faculty members are prohibited from engaging a student of Settlement Music School as a private student or transferring a student to a course taught by that faculty member at another institution. Employees are prohibited from selling teaching materials, methods, textbooks, supplies, equipment, instruments, or services to Settlement Music School students. Parents/guardians should report any violation of this policy to their Branch Director.

## **21. Use of Musical Instruments, Equipment, and Supplies**

Settlement Music School often provides musical instruments and equipment to students for use in class. If a student deliberately damages a music instrument or equipment, then the student and the student's parent/guardian will be financially responsible for replacing the instrument or equipment. Settlement Music School will provide the student's parent/guardian with an invoice for the cost of the damaged instrument and equipment and payment must be made within thirty (30) days.

## **22. Social Media Policy**

To the extent that students and/or parents/guardians represent Settlement Music School to each other and to the wider community through the use of social media, participation should be done responsibly, bearing in mind that the content of the post reflects the person individually as well as Settlement Music School. Any issues concerning the privacy of Settlement Music School students, confidentiality of sensitive information, and respect for others' intellectual property, are all important to understand before participating in social media.

Social media includes all means of communicating or posting information or content on the internet, including to your own or someone else's web pages, social media site, chat room, or other similar online locations, whether or not affiliated with Settlement Music School. Social media also may encompass electronic communications.

You are solely responsible for what you post online. Be aware that all existing Settlement Music School policies, including school policies pertaining to copyrights, bullying, harassment, and discrimination, extend to Settlement Music School-related activities in the online environment as well as on the premises of branch locations.

Students should be cautious in the names and visual images that are selected for association with their online profile, bio, avatar, etc. Students also should take steps to ensure that they do not reveal personal information, such as their full name, address, or phone number on websites or social media sites.

If you identify yourself online on any websites or social media sites as a student, parent/guardian affiliated with Settlement Music School, then you must include disclaimers with any posting to those sites that the views and opinions expressed are your own and do not reflect those of Settlement Music School. An example of a disclaimer states, "The postings on this site are my own and do not necessarily represent Settlement Music School's viewpoints, positions, or opinions." Posting a disclaimer will not, by itself, exempt students and/or parents/guardians from personal responsibility when posting online.

### **23. Use of Mobile Phones and Personal Electronics**

Students may use mobile phones or personal electronic devices during non-instructional times. Use of these devices is permitted during lesson or class time given that it is for instructional use only. Otherwise, a student's mobile phone or personal electronic device should be silenced or turned off and stored away.

### **24. Communications between Teachers and Parents/Guardians**

At the outset of each class, teachers will provide contact information with their hours of availability for communication with parents/guardians. Communications may be through the teacher's Settlement e-mail account or by telephone. Communications should be confined to homework, instrument selection, course schedules, performance schedules, and class attendance.

### **25. Distance Learning**

Only approved platforms through Settlement-owned accounts should be utilized for Distance Learning. Exceptions must be approved by Settlement administration.

### **26. Communications between Teachers and Students**

#### **A. E-Mail**

Teachers may communicate with students through the teacher's Settlement e-mail account with a parent/guardian copied on every e-mail for minor students. In the event a parent/guardian is unable to communicate in English or does not have an e-mail account, a secondary e-mail address of an adult should be communicated to the Branch Director and the teacher.

#### **B. Text Messaging and Telephone Communication**

Communications by telephone should be between the teacher and a minor student's parent/guardian. Text messaging, communicating through social media channels (i.e., Snapchat, Instagram, etc.), and the use of instant messaging applications (e.g., Facebook Messenger) between teachers and minor students are expressly forbidden without including parents/guardians on the communication. Parents/guardians who become aware of any such communications between teachers and students should report it immediately to their Branch Director.

#### **C. Social Media**

Teachers and minor students are not permitted to 'friend' or follow each other's personal social media accounts on any platform. Students may follow a teacher's professional page or website given that no direct communication occurs. This policy does not apply to adult students; however, both parties should use caution when using social media while in a teacher-student relationship.

### **27. Visitors**

In order to maintain safety for all students, visitors must report directly to the front desk of each branch, check in with the administrator at the front desk, and provide photo identification. The administrator at the front desk and/or the Branch Director has the right to refuse admission to the school for any reason. All visitors must sign in and sign out of the building.

Visitors are strictly prohibited from possessing weapons and illegal substances at any Settlement Music School branch location.

If the branch is in a lockdown procedure or a drill, parents, guardians, and visitors will not be permitted in the branch location and communication may be conducted through text messages and/or e-mail alerts, as well as website posting.

## **28. Volunteers and Interns**

Volunteers are an important part of the Settlement Music School community. All volunteers must be approved by the Branch Director and may be asked to obtain and produce the legally required background checks prior to volunteering.

## **29. Student Data Collection**

As part of its mission to provide the highest quality instruction to its students, Settlement Music School may record the following information about students, including but not limited to the student's full name; parent/guardian's name; contact information; instrument played; grade school attended; grade level; age and birth date; summer activities; aspects of Personalized Learning Plans (PLPs); Student Progress Reports; dates of instruction and notes from teachers; links to online recordings and/or recorded media of the student's auditions, performances, and/or recitals; memberships in music classes, groups and/or organizations; and other information determined to be related to a student's participation in music instruction.

## **30. Photographs and Recordings of Students**

Settlement Music School may take photographs, audio recordings, video recordings, and/or other digital images or recordings ("Photos and Recordings") of students during auditions, performances, and/or at other events, and may use, edit, alter, copy, publish, and/or distribute those Photos and Recordings in any and all of its publications, including social media and web-based publications, and/or for any other lawful purpose, without payment, compensation, royalties, or other consideration. Parents and/or guardians may be asked to execute a consent and release form acknowledging their understanding and agreement that Settlement Music School may use and take the Photos and Recordings, which will become the property of Settlement Music School and will not be returned.

## **31. Field Trips/Off-Campus Performances**

Settlement Music School may offer School field trips to students or hold performances at locations other than School branches. In the event bussing is provided by the School, a permission slip will be required for every participating student. Otherwise, parents/guardians will be responsible for arranging transportation to and from these events for their children. Settlement Music School staff or faculty will not be permitted to transport students in their personal vehicles under any circumstances.

## **32. Reservation of Rights**

The Board of Directors of Settlement Music School reserves the right to amend and update these School policies at any time. Updates will be posted on the School's website. All parents/guardians and students are responsible for regularly reviewing the school website for any changes.