



PARENT STUDENT HANDBOOK





San Jose Academy of Music empowers people of all ages and abilities to thrive musically by providing premier classical music performance and study.

SJAM is committed to the goal of providing a safe learning environment.

All SJAM faculty and staff pass a criminal background check.

SJAM does not discriminate on the basis of race, color, religion, national origin, age, sex, or disability in admission to its programs and activities.

Additionally, SJAM is committed to providing a safe environment that is free from all forms of harassment. SJAM will not tolerate any form of harassment including sexual harassment by faculty/staff, students, or third parties.

SJAM reserves the right to change or revise these policies at any time without prior notice.



TABLE OF CONTENTS

- 1 ABOUT
- 2 OUR MISSION
- 3 GENERAL GUIDELINES
- 4 CALENDAR
- 5 PROGRAM
- 6 PERFORMANCE
- 9 CERTIFICATION
- 13 PARENTAL GUIDANCE
- 14 STUDENT RESPONSIBILITIES
- 16 PROTOCOLS
- 17 TUITION & BILLING

ABOUT

We are a community of professional music teachers offering classical, jazz, pop and contemporary music lessons and group instruction for students of all ages and abilities. Our goal is to provide opportunities for musical growth to the students and families of SJAM, the Evergreen Community in San Jose, California, and our world at large through excellence in music education.

ARTISTIC EXCELLENCE

Our program creates an environment of excellence, promoting joyful student artistic success. Private lessons are the backbone of the finest music study worldwide. Our music lessons are taught on acoustic instruments and or digital instruments. We design our lessons depending on the goals and aspirations of the individual.

Our teachers possess advanced degrees in music and bring a wealth of experience. Our early childhood development specialists have a passion for the developing and molding the young musician.

JOYFUL MUSIC-MAKING

Learning music is a lifelong process. The best way to explore the language of music is with the help of a qualified and experienced teacher. We offer private lessons for pre-college students, and lessons for adults who are interested in learning a new instrument or revisiting an old friend.

We strive to create a strong sense of commitment, passion, and integrity in our students. Parental guidance is key. Consistent joy in music-making through weekly practice, intentional progress, exploratory listening and improvisation, technique, theory, music literature and history, and nurturing performances is the norm.

— OUR MISSION —

Our mission is to provide the people in our community with an excellent music program taught in a professional, personal, engaging, and fun environment. We aim to create a nurturing, yet challenging environment that promotes a lifelong enjoyment of great music. We invite you to visit us to experience the wonderful things we are doing at the Academy. Listen to the beautiful music that our students are creating, to appreciate their artistic work, and, most importantly, to see the difference that we can all make in our community and our world at large through excellence in Music Education.

GENERAL GUIDELINES

A. ENROLLMENT

- We accept students any time on a rolling basis.
- Process:
 1. Contact the Admin and request for an interview /trial lesson. A link will be sent to book the schedule. All new students must schedule a required 30 – minute interview/trial lesson for a charge of \$45. This enables the student (and parents) to meet the teacher, see our facilities, and determine if our course of study is best for you. The lesson will be scheduled once payment is received. Payments can be made thru Zelle, Venmo, or in the form of a personal check, and cash before the start of the trial lesson.
 2. When all is well after the trial lesson, choose the duration of the lesson.
 - 30 minutes
 - 45 minutes
 - 60 minutes
 3. Proceed with online registration - Contact the admin and registration link will be sent to formally enroll.
- Music Books
 - Photocopies of music are never allowed. All music must be original and purchased by the parent/student from reputable music stores or online.

B. WITHDRAWAL

- A withdrawal notice in writing should be provided by the parents no less than one month in advance.
- FILL OUT withdrawal form that will be sent out by the Admin.
- There are no refunds for immediate withdrawal from lessons.

C. SCHEDULE

After completing the registration process, the admin will confirm the fixed schedule. Lessons will convene weekly at a regular scheduled time. Certain guidelines are required to get the most out of the lesson schedule that would set the mood conducive to learning.

1. Students are strictly required to come on time, prepared and ready with their materials.
2. Any missed time due to tardiness by the student shall be forfeited. Lessons will begin and end on time.
3. Sports schedules & school events that conflicts with the scheduled music lessons may be rescheduled if a month's notice is given regarding these scheduling conflicts. Sports and school calendars are typically released months in advance. Please take care to plan ahead.
4. Yearly Calendar will be available on or before the 1st week of August. Generally the following holidays and breaks are observed.

SJAM will be closed for the following holidays:

- Thanksgiving Week (Thursday – Saturday)
- Winter Break
- Memorial Day
- Independence Day
- Labor Day

PROGRAM

Click here: <https://sanjoseacademyofmusic.com/music-lessons> for our most current program listings

A. PRIVATE INSTRUCTION (lessons for 5 years old and above)

Weekly, individual classes in piano, voice, guitar, ukulele, violin, drums, voice, and children's choir are offered at beginning, intermediate, and advanced levels. The teacher helps determine the appropriate level and lesson duration.

Depending on the instrument and readiness of the student, instrumental instruction generally begins at age 5. Voice instruction generally begins at age 6.

B. SPECIAL NEEDS - PIANO

The goal of this program is to aid in developing speech and communication skills, motor skills, cognitive development, positive motivation, and social interaction.

C. BOOKS

SJAM uses a variety of books accordingly. Additionally, SJAM follows CM, RCM, and Rock School syllabus.

C. TEACHER SUBSTITUTE

Regular teachers who are taking a break will have a substitute teacher - this is an opportunity to learn from other teachers. Lessons must continue as scheduled. However, you can schedule a make up upon the regular teacher's return.

PERFORMANCES

Student performances play an important role in the musical education of the students.

A. CALENDARED PERFORMANCE

1. Group class - scheduled during the recital week as a kind of orientation and practice before the recital date. In this manner, performers or participants will gain confidence as they know what to expect.
2. Recital (please see calendar)
 - Spring Recital
 - Summer Recital

Note: Above performances can be in-person or online. They are scheduled on certain weekday evenings or Saturdays. The Recital Fee is \$50 dollars - inclusive of; rent, refreshment, certificates, program and other incidental expenses.

B. OPPORTUNITIES TO HONE THE STUDENTS PERFORMANCE SKILLS:

- Studio Recitals
- Competitions
- Audition for Youth Symphony Groups
- Special Events
- Community Performances
- And more...

C. SOLO RECITALS

Solo musical performances are voluntarily given to celebrate life milestones. These presentations are produced by the performer, parents of the performer, and the primary teacher. Solo recitals can be planned for at any time, but the most common ages are 10, 16, and 18 and during the student's birthday month or a graduation concert.

A one (1) year preparation time frame is necessary to present a successful performance. Students may schedule extra lessons with a fee.

D. PIANO ACCOMPANISTS FOR INSTRUMENTALISTS AND VOCALIST

Music Examinations: Students who are taking the Certificate of Merit (SM)/Royal Conservatory (RCM)/RSL (Rockschool Awards) music examinations must have at minimum of three 30-minute coaching sessions with the accompanist, apart from the student's regular lesson time. Accompanist fees are \$50/30 minutes and are payable on the day of the coaching. Accompanist coaching must be scheduled no less than a month prior to the exam date.

E. PERFORMERS GUIDELINES & ATTIRE

1. All students and accompanists should sit in the front row.
2. String students should tune their instruments before the start of the recital.
3. As courtesy to other performers, all participants are required to stay until the program has concluded.
4. Female performers should wear knee-length skirts or dresses, or dressy slacks with blouses. (No exposed midriff)
5. Male performers should wear dress slacks and dress shirt. Ties and jackets are optional.
6. Dress shoes are required for all performers. No athletic shoes or back-less sandals.
7. Preschoolers may wear dressy outfits.
8. Performance and studio classes are casual, informal events where regular school attire is appropriate.

F. ON-LINE RECITAL GUIDELINES

1. Plenty of light - natural light is always the best option but if this is not possible, light up your area with a lamp.
2. Remove any background objects that may be a distraction to your student's performance.
3. As much as possible, record your performance with no background noises - kitchen conversations, fans, heaters, and the like should not be heard in the performance.

REMINDERS:

Be at your best every performance, regardless if it is in person or an online recital.

1. Male recitalist should make sure that they have a new haircut at least 3 days before the recital schedule.
2. Female recitalist should also strive to look their best as well. Hair should be away from the face. It should not cover the face.
3. Dress for success. Attire represents character and dedication towards work.
4. Record the student's performance in landscape view from the "side view" of your student.
5. Be sure to include in the recording from your student's waist to his/her head, the instrument, and a view of your student's face from the side.

- The sequence of the recording should be as follows:
 - a. Begin the recording
 - b. Take a bow with a smile.
 - c. Perform the piece(s).
 - d. Take an ending bow with a smile.
 - e. Stand still for 3 seconds and end the recording.
 - f. All recordings will be reviewed. If the recording is not acceptable, you will be required to record again.

F. AUDIENCE ETIQUETTE

- Please plan to arrive 30 minutes early for recitals and stay until ALL performers have played.
- Dressy evening or Sunday attire is appropriate.
- No flash photography during a recital. Video cameras may be used provided they are set up in the rear of the recital hall and kept clear of the aisles.
- Remember to turn cell phones and other devices on silent mode.
- Support the performers by applauding before and after each performance – no cheering or whistling.

CERTIFICATION Music Examinations

I. CERTIFICATE OF MERIT (CM)



The Music Teachers' Association of California (MTAC) sponsors a music study program entitled Certificate of Merit (CM). Initiated in 1933, the CM Program now involves approximately 30,000 students annually statewide.

There are evaluation opportunities for students of Piano, Violin, Cello, Viola, Flute, Oboe, Clarinet, Saxophone, Bassoon, Horn, Voice and Harp.

A. Goals of Certificate of Merit:

1. To provide a systematic and comprehensive plan to develop performance skill, technique, ear training, sight reading/singing and understanding of music theory.
2. To develop practical goals to help students maintain a steady and focused approach to their musical studies.
3. To encourage students to strive for musical excellence.
4. To create opportunities in which students may share their music with others.

B. HOW THE CM PROGRAM WORKS:

There are specific set requirements for each of the eleven CM levels.

1. Your child's teacher will decide on the level that is appropriate.
2. Student Registration takes place from September 15 through November 15.
3. Students must be age 5 or older as of November 15 (the CM Registration Deadline) to participate in the CM Program.
4. Students work with their teachers on selected literature, technique elements, sight reading, theory and ear training for their enrolled level.
5. Registered students participate in an annual evaluation held from mid February through April.
6. From the evaluation, students receive a written assessment. Students will also complete a

written theory exam, which includes an ear training component.

7. Upon successful completion of all segments of the evaluation, students receive an official MTAC CM Certificate.

8. Senior medallions will be awarded to eligible high school seniors. Students who demonstrate exceptional skill at his/her evaluation may be selected to perform at annual MTAC State Convention Recitals.

II. ROYAL CONSERVATORY OF MUSIC (RCM)



For over 125 years, The Royal Conservatory of Music (RCM) has provided an internationally renowned standard of music achievement through an effectively sequenced course of study from beginner to advanced levels. The program inspires excellence through individual student assessments at each level, and allows students to celebrate their accomplishments and track their progress with others across the country and around the world.

The Certificate Program is a comprehensive and effectively sequenced program of music study and assessment, beginning with the Preparatory Level(s), followed by Levels 1 to 10. At each level, a Certificate of Achievement can be earned by successfully completing a Royal Conservatory practical examination. Many school systems recognize RCM examinations for credit toward secondary school graduation.

A. WHY RCM?

The Royal Conservatory's assessment program develops complete musicianship by including technical tests, etudes, repertoire, ear tests, and sight reading in each practical examination. The program accelerates the development of musical literacy, increases understanding of the vocabulary, grammar, and syntax of the musical language, and encourages an enriched understanding of stylistic and structural awareness.

For more information regarding either CM or RCM, please speak with your teacher and collect the program specific policies from the business manager.

You can also click here to visit the RCM webpage: <https://www.rcmusic.com/learning/examinations>

B. HOW THE RCM WORKS:

1. There are two main music examinations:
 - a. Practical (Performance) examinations evaluate performance of repertoire, etudes or vocalizes, aural skills, sight reading or singing, and orchestral excerpts for string, brass, and wind instruments.
 - b. Theory (written) examinations evaluate the understanding of theory basics such as musical notation.
2. Generally, the exams are given three times a year – November/December, May/June, August – to allow students to work at their own pace.
3. Your child's teacher will decide the appropriate level and the exam session.
4. All examination registrations should be submitted using the online registration system by the parent. Exact dates and deadlines can be found online:
5. Students work with their teachers on selected literature, technique elements, sight reading, theory and ear training for their enrolled level.
6. Upon completion of the exam, the examination results are available online in 4 – 10 weeks.
7. Internationally recognized certificates are awarded for successful completion of each practical and written examination from Preparatory to Level 10.
8. There are no State Music Conventions or Local Recitals hosted by RCM.

III. MANDATORY GUIDELINES TO PARTICIPATE IN THE CM/RCM PROGRAM.

1. Weekly lesson lengths are as follows:
 - Level Prep 1 : 45 minutes
 - Levels 2 – 4 : 45 minutes
 - Levels 5 – Advanced : 60 minutes
- Extra lessons will be necessary for those instruments needing piano accompaniments and additional Theory review sessions.
2. A minimum, mandatory total of 45 classes must be completed to take the exam.
3. Students who plan to take prolonged music breaks for more than six consecutive weeks may not be considered for CM.
4. All instruments, excluding piano, require a piano accompanist. Extra rehearsals with the piano accompanist will be scheduled for additional fees.
5. No photocopies of music are ever allowed for the exam. All the required repertoire books must be bought online, or at the local music store by the student/parents, upon assignment from the teacher.
6. A written theory, practice exam shall be provided by the instructor.
7. A daily, home, practice routine must be established by the student. Technique and Repertoire must be reviewed daily.
8. Minimum practice sessions are the same as the regular lesson lengths.

9. A grand piano or upright piano must be provided by the parents for optimum daily practice. A full size keyboard is acceptable for level prep to level 1.
10. Teachers have the right to withdraw the student from the exam if, upon assessment, the student is not ready.
11. All main repertoire must be memorized.
12. All music books and music materials, music lessons, and examination fees are to be settled by the parents prior to the examination.

****Information can change at any time. Please check with your teacher for the most updated exam information.**

<https://www.rcmusic.com/learning/examinations/examination-resources-for-students/examination-dates>

PARENTAL GUIDANCE

- A. SJAM promotes an atmosphere of positive, open communication among our students, parents, and faculty. Younger students will need supervision during lessons and practice. Please provide music books, a working metronome (many apps such as Tempo for iPhone are available), and other materials, as requested.
- B. Develop a good relationship with the teacher, communicating openly and frequently. Provide quality listening music for your child to help them develop a musical ear and a broad background and knowledge of music.
- C. Correct practice makes perfect – follow the teacher's written weekly assignment goals.
- D. Parental involvement is vital to the success of students. Students who consistently engage in quality practice time make the best progress. Parents should encourage their child to establish a healthy practice routine, Monday – Saturday, according to the recommendation of the instructor.
- E. A good piano bench or proper instrumental chair is necessary. Singers and instrumentalists need a music stand. Wash your child's hands with warm, soapy water before touching the instrument and keep his/her fingernails clean and short to ensure proper technique and hand positions.
- F. Be encouraging to help your child stay focused and engaged. Provide time, positive support, and discipline for regular and consistent practice. Remind your child every day to practice, as many younger students may not have the initiative to do this on their own. Many students find that right after school or just before dinner are good times to practice. Some divide longer practice time into "before school" and "after school" sessions. Help your child organize his/her practice session by reviewing the lesson assignment to ensure reasonable preparation for lessons.
- G. The day of the lesson, be sure the student arrives early with all lesson materials and nails trimmed short, allowing plenty of time for him/her to wash hands and focus for the lesson. It is difficult to have productive lessons when students fail to bring all lesson materials. Students should use the restroom and wash their hands before the lesson as they will not be excused to do so during a lesson time, except for emergencies.
- H. As courtesy to the teacher, students should come to lesson well-groomed and appropriately dressed.

STUDENT RESPONSIBILITIES

Practicing daily can be one of the most enjoyable, creative, liberating, and rewarding activities. Establishing consistent habits, practicing efficiently puts one on the road to success, both in music and life.

The following are proven techniques:

- A. Good practice habits include: daily consistent practice. Generally, the more you practice, the better you will become.
- B. The length of daily practice for beginners will vary. Discuss an appropriate length with your teacher. Generally, daily practice should be equal to the weekly lesson duration.
- C. Your practice space is a haven. It should be clean, quiet, free of distractions and well lit. Turn off your phone. Turn off the T.V. Keep your instrument tuned and maintained: tune your piano every 6 months.
- D. Think quality over quantity. If you find you're unable to concentrate, take a short break.
 - Focus. Think. Prepare. Play.
 - Practice slowly for accuracy.
 - Listen for beauty of sound.
- H. Thoughtful repetition focusing on accuracy and ease of motion will strengthen your muscle memory.
- I. Review teacher's notes every day, both in the assignment book and in the music books.
- J. The teacher will give you a weekly assignment with practice recommendations. Review this daily and follow the instructions. Ask questions. Practice every day, keeping a written record in your practice journal.
- K. Enough sleep is important. Eat wisely. Come to your lessons with your assignment well-prepared, and your hands clean with fingernails trimmed short for proper technique and hand positions. Bring all assigned materials such as assignment notebook, music scores, theory books, and other items in a music bag. Keeping music materials together in a music bag throughout the week will prevent losing them. Arrive early & silence your cell phone during your lesson.

MISSED LESSONS & MAKEUP POLICY

Makeup policies are put in place to promote responsibility, accountability, and mutual respect between parents, students and teachers.

1. Students are expected to notify SJAM via email, text, or voice call/message 24 hours in advance if they must miss a lesson.
2. If a teacher has scheduled a make-up lesson which has been agreed and confirmed with the student (parent), the teacher is under no obligation to schedule another makeup lesson, should the student be absent. NO SHOW - but fees still apply.
3. All missed lessons should be made up. A make-up lesson may be scheduled within 90 days/3 months.
4. When students are taking a break (2 consecutive weeks or more), a deposit of a full month's tuition (4 lessons) is required to reserve their class time upon the student's return. If the student does not return on the agreed time, the reservation of their lesson time and day is forfeited, and 100% of the deposit will not be refunded or transferred.

PROTOCOLS

SJAM is committed to creating a culture of excellence. Please observe the following patron guidelines to ensure a positive learning environment for all:

A. SJAM Studio is a smoke-free, alcohol-free, drug-free zone.

B. Parents and guardians are welcome to attend any lesson with their child. Friends, siblings, and other relatives should make plans to wait elsewhere. Please silence all cell phones and electronic devices. Studios are available for our SJAM lessons only – not for student practice or guest use. Patrons should also refrain from handling or moving furniture, instruments, music equipment, the personal belongings of our staff, or instructional materials.

C. A parent or guardian must accompany students under the age of 12 to and from the studio for his/her lesson. Children are to remain with their parent or guardian until the child is with the instructor for their lesson. Children are to be dropped off and picked up in a timely manner. SJAM is not liable for students before or after their lesson time. No child may be left unattended on our premises.

D. Arriving on time avoids encroaching on other students' lesson times and shows respect for the instructor. All students deserve the full benefit of their individual lesson times. Professional courtesy dictates that students notify their instructor if they are running late or let him/her know in advance when planning to miss a lesson. Students arriving habitually late will forfeit their lesson time in our schedule without refund. In the rare event that the instructor is late, the missed time will be made up in the following lessons.

E. Students are expected to bring all instructional materials – including scores, books, assignment notebooks, handouts, pencil, the instrument for instrumentalists – each week to the lesson. Weekly progress as a result of consistent practice, commitment to lessons, performances, and intentional focus is our SJAM norm. It is difficult to have a productive lesson when students fail to bring ALL of their materials.

F. Students are to address their instructor respectfully by his/her professional title, such as "Mrs.," "Miss," or "Mr." SJAM reserves the right to cancel any lessons without refund should a student exhibit ill manners or misbehavior.

TUITION AND BILLING

I. FLAT FEE STRUCTURE

A. Academic Term - August 15 to June 5

- SJAM promises to give 38 classes including the performance class during the recital week. Please see the tuition computations below.

Length of Class	\$ Rate of Class	Promised Classes	Monthly Tuition Fee August to May
30 Minutes	\$ 47.50	38	\$ 180.50
45 Minutes	\$ 71.25	38	\$ 270.75
60 minutes	\$ 95.00	38	\$ 361.00

*Recital Fee: \$50 (1 time fee due with first installment)

B. Summer Term - June 16 to August 14

Enroll in one of the following schedules for your child's continuing Music education during the Summer Months.

> Package A: 8 Promised Classes spread out between June 16 – August 14

Length of Class	\$ Rate of Class	One- Time Payment Due on June 15
30 Minutes	\$ 47.50	\$
45 Minutes	\$ 71.25	\$
60 minutes	\$ 95.00	\$

> Package B: 5 Promised Classes

(1) June 16 to July 14

(2) July 15 – August 14

Length of Class	\$ Rate of Class	One- Time Payment Due on June 15
30 Minutes	\$ 47.50	\$ 237.50
45 Minutes	\$ 71.25	\$ 365.25
60 minutes	\$ 95.00	\$ 475.00

II. PAYMENT SCHEDULE

Tuition is due according to the schedule on the calendar. Advance payments are scheduled as follows. On or before the 15th of every month. Invoices are sent on the 1st day of the month.

>August 15	-	1st payment
>September 15	-	2nd payment
>October 15	-	3rd payment
>November 15	-	4th payment
>December 15	-	5th payment
>January 15	-	6th payment
>February 15	-	7th payment
>March 15	-	8th payment
>April 15	-	9th payment
>May 15 (for May 15 to June 5)	-	10th payment

III. SUSPENSION OF LESSON SCHEDULE

Tuition is due the first lesson of each month and no later than the 15th of every month. If tuition payment is not received on the second lesson of the month or by the 15th day of each month, lessons will be suspended and a late fee of \$25 will be charged. Lessons will resume once payment is received in full + the late fee.

IV. LATE FEE

A late fee A \$25-dollar penalty applies when paid after the 15th of each month.

V. INSUFFICIENT FUNDS

A \$25 NSF fee will be assessed for declined checks.

It is understood that proceeding with the enrollment would mean that the Handbook above was read and the Parents or guardian agreed to conform to the policies and guidelines set by SJAM.