

State Street Academy of Music
Student and Parent Handbook

2023-2024



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ABOUT THE STATE STREET ACADEMY OF MUSIC

Mission Statement

The mission of the State Street Academy of Music is to provide high quality music instruction and activities to the greater Harrisburg area, regardless of age, gender, race, color, creed, national origin, or ability to pay.

History

The State Street Academy of Music officially opened its doors to students in the spring of 2006, but the process started three years earlier.

In 2003, community members, businesses, religious affiliations and other organizations in the Harrisburg area joined together to create what would become the SSA. That same year, the academy took a large step toward that goal when it opened a two-week, all-day summer program titled *State Street Klassical Kids*. This successful program was attended by more than 40 children in grades 2 through 8 in the Harrisburg area and introduced them to many music-making activities. The program was housed in the St. Lawrence Chapel on State Street in Harrisburg, which was then largely unused due to the discontinuance of regular religious services at the site.

In Fall 2004 the Academy launched the *Sundays on State Street* concert series at St. Lawrence Chapel. A year later, in Fall 2005, the SSA took the next step by offering its first opportunities for students: piano lessons and a children's choir.

With construction of the Ortenzio Music Suite completed, the school celebrated a grand opening in April 2006. By this time, voice lessons had been added to the curriculum and SSA had enrolled 30 students.

Today, SSA has over 100 students taking applied music lessons on a variety of instruments and participating in performance class and a variety of ensembles. To date, approximately 450 students have participated in the program. Most are from the Central Dauphin, Cumberland Valley, East Pennsboro, Harrisburg City, Mechanicsburg, Camp Hill, Steelton/Highspire, Perry, and West Shore school districts. SSA also has many students who are homeschooled and cyber-schooled.

SSA music events include student recitals, given twice a year, as well as a spring Honors Recital. Increased fundraising efforts have resulted in additional performance opportunities for students and faculty throughout the year.

Although housed within a Catholic church, SSA is not affiliated with any religious institution or organization.

SSA is a registered Pennsylvania 501(c)(3) organization.

CONTACT INFORMATION

State Street Academy of Music
110 State Street
Harrisburg, PA 17101

Phone: (717) 236-1366

E-mail: statestreetharrisburg@gmail.com

Website: www.ssamusic.org

Program Coordinator Office Hours (Subject to change) *:

Monday, Tuesday, Wednesday & Friday: 3:30pm-8pm

*During periods of online only instruction, the SSA office will be closed.

All correspondence should go to statestreetharrisburg@gmail.com

SCHEDULE AT A GLANCE

Fall Semester:	Tuesday, September 5 - Saturday, December 9, 2023
Fall Make-up Lessons:	Monday, December 11 – Saturday, December 23, 2023
Fall 2022 Recitals:	Sunday, December 10 – 2pm Sunday, December 17 – 2pm Monday, December 18 – 6pm Tuesday, December 19 – 6pm
Fall 2022 CLOSED:	Thursday, November 23-25, 2023 (Thanksgiving) Sunday, December 24, 2023 – Monday, January 1 2024 (<i>winter break</i>)
Spring Semester:	Tuesday, January 2, 2023 - Saturday, May 11, 2024
Spring Make-up Lessons:	Monday, May 13 – Saturday, June 8, 2024
Spring 2022 Recitals:	Sunday, May 5 – 2pm Sunday, May 19 – 2pm Monday, May 20 – 6pm Tuesday, May 21 – 6pm
Spring Closed Holiday:	Monday, January 1, 2024 (New Year's Observed) Friday, March 29 – Saturday, March 30, 2024 (Easter Weekend) Monday, May 27, 2024 (Memorial Day)
Honors Recital:	TBD
Summer Semester:	Monday, June 10 – Saturday, August 24, 2024
Independence Day Holiday:	Thurssday, July 4, 2024 CLOSED
Summer Camp:	July 22-26, 2024 (<i>tentative</i>)
Summer Break (CLOSED):	Sunday, August 25 – Monday, September 2, 2024

Tuition Policies, Due Dates, and Rates

Tuition Policies

SSA charges for lessons **by semester** during the fall and spring semesters. We **do not** offer per-lesson pricing during the spring and fall semesters. Parents/Guardians are required to pay for the complete term of 14 weeks (fall) or 19 weeks (spring). **Exception:** New students starting mid-semester will receive a pro-rated tuition price based upon their start date.

Students who decide to quit taking lessons at SSA are responsible for paying for all lessons taken up until the date of quitting. A minimum 24-hours' notice is required for students wishing to quit lessons.

Payments can be made in a lump sum, monthly or weekly as needed. SSA accepts exact cash, check and all major credit cards.

Tuition Due Dates

Semester tuition must be paid by the end of the Fall term (mid-December) and end of Spring term (mid-May) in order to be able to register for the next semester's lessons. If a financial hardship has occurred SSA staff will work with the parent/guardian to arrange payment.

Tuition Rates

Fall Semester – 14 Lessons			
Lesson Duration	No Scholarship	50% Scholarship	80% Scholarship
30	\$350.00	\$175.00	\$70.00
45	\$525.00	\$262.50	\$105.00
60	\$700.00	\$350.00	\$140.00

Spring Semester – 19 Lessons			
Lesson Duration	No Scholarship	50% Scholarship	80% Scholarship
30	\$475.00	\$237.50	\$95.00
45	\$712.50	\$356.25	\$142.50
60	\$950.00	\$475.00	\$190.00

Summer Semester – Special Considerations

The summer semester consists of nine (9) lessons. We understand that many families and students, as well as SSA teachers, travel during the summer months. Due to this understanding, we offer a per-lesson price for the summer semester only. However, families must notify the Program Coordinator prior to the start of the semester which weeks they will be attending and which weeks they will be absent. The Program Coordinator will calculate summer tuition based upon this information.

If a student is scheduled to attend a lesson on a certain date during the summer semester but then is absent, the student/family is still responsible for payment for this missed lesson. Summer tuition is due on or before the date of the student's last summer lesson.

Please note, private lessons are not held during the week of summer camp.

Summer Semester (ONLY) – Cost Per Lesson			
Lesson Duration	No Scholarship	50% Scholarship	80% Scholarship
30	\$25.00	\$12.50	\$5.00
45	\$37.50	\$18.75	\$7.50
60	\$50.00	\$25.00	\$10.00

Attendance Policies

a. Absence Policy – Students

Students are allowed **one (1) absence per semester** for any reason (sickness, travel, etc.). This one (1) absence will be made up by their teacher at the end of the semester.

Any subsequent absences will not be made up by the teacher **and you will be responsible to pay for the missed lesson(s)** as part of your semester cost. Families are required to pay for the entire semester of lessons (for spring and fall) and we do not reduce the semester tuition cost for lessons missed.

b. Reporting a Student Absence

Please contact SSA, preferably by e-mail, as soon as you know that you will miss a lesson. Providing advance notice is courteous and appreciated but will not change your tuition amount.

c. Absence Policy – Faculty

SSA Faculty are allowed a maximum of two (2) scheduled absences per semester. These absences are planned in advance so there will be no surprises for students and their families. These two (2) scheduled absences will be deducted from the semester tuition and no makeup lessons will be provided for scheduled absences. We will let students and their families know about any scheduled absences at the beginning of each semester.

All lessons missed by faculty that were not planned in advance will be made up at the end of the semester. If time does not allow for all owed makeup lessons to occur, we will roll a credit(s) to the next semester in which the student is enrolled.

d. Reporting a Faculty Absence

If faculty members are sick or must miss a lesson unexpectedly, we will notify students and their families as soon as possible via e-mail. It is very important that all parents/caregivers/students check their e-mail on lesson day.

e. Makeup Lessons

Makeup lessons are offered for the spring and fall semesters and take place at the end of the semester. The Program Coordinator will prepare a makeup lesson schedule and distribute it to all students/families a minimum of one (1) week before the start of makeups. Makeup lessons will be held the same day/time as regular semester lessons. There are two (2) weeks allotted for makeups in the fall and four (4) weeks allotted in the spring. No makeup lessons are given during the summer semester.

If time does not permit for all owed makeup lessons to be given, SSA will roll a credit(s) to the next semester in which the student is enrolled.

If you choose not to attend owed makeup lessons, we can roll a credit(s) to the next semester in which the student is enrolled, however, you must notify the Program Coordinator PRIOR to the start of makeup lesson weeks.

Inclement Weather Policy

In the event of inclement weather, SSA follows the Harrisburg City School's decision. If Harrisburg Schools are closed for the day, SSA will also be closed. SSA will also do the following to alert students/families of a weather-related closure:

- Send an e-mail to all families scheduled to have lessons that day
- Post on our Facebook page - www.facebook.com/ssamusicsharrisburg
- Post on our website - www.ssamusic.org
- Post on ABC27.com's SnowWatch Page: www.abc27.com/weather/closings/

Please note, all weather-related closures will be made up at the end of the semester. If time does not allow for all makeup lessons to occur, we will roll a credit(s) to the next semester in which the student is enrolled.

Semester Dates and Duration

FALL 2023 – Duration: 14 Lessons

Fall Semester: Tuesday, September 5 - Saturday, December 9, 2023

Fall Make-up Lessons: Monday, December 11 – Saturday, December 23, 2023

Fall Recitals: Sunday, December 10 – 2pm
Sunday, December 17 – 2pm
Monday, December 18 – 6pm
Tuesday, December 19 – 6pm

Fall CLOSED: Thursday, November 23-25, 2023 (Thanksgiving)
Sunday, December 24, 2023 – Monday, January 1 2024 (winter break)

SPRING 2024 - Duration: 19 lessons

Fall Semester: Tuesday, September 5 - Saturday, December 9, 2023

Fall Make-up Lessons: Monday, December 11 – Saturday, December 23, 2023

Recital dates: Honors Recital, are TBD.
Sunday, May 5 – 2pm
Sunday, May 19 – 2pm
Monday, May 20 – 6pm
Tuesday, May 21 – 6pm

Spring CLOSED: Monday, January 1, 2024 (New Year's Observed)
Friday, March 29 – Saturday, March 30, 2024 (Easter Weekend)
Monday, May 27, 2024 (Memorial Day)

SUMMER 2024 - Duration: Up to 10 lessons

Summer Semester: Monday, June 10 – Saturday, August 24, 2024

Independence Day Holiday: Thursday, July 4, 2024 **CLOSED**

No makeup lessons are provided and no recitals are held during the summer semester.

SSA is closed for faculty and staff Sunday, August 25 – Monday, September 2, 2024. Plus, private lessons are not held during the week of summer camp (*tentatively* July 22-26, 2024).

SUMMER CAMP 2024

Classical Children's Camp is for students entering 2nd through 8th grade, regardless of musical experience! Campers participate in musical and artistic activities based upon our theme. Musicianship classes will teach students sight-reading and elementary music theory.

July 22-26, 2024, 8:30am - 5pm (*tentatively*)

at Grace United Methodist Church, 216 State Street, Harrisburg, PA 17101

TUITION: \$200 per child

Private lessons are not held during the week of summer camp.

Lesson Scheduling

Lesson scheduling will take place prior to the start of each semester. Approximate scheduling calendar:

Fall semester scheduling - July/August

Spring semester scheduling - November/December

Summer semester scheduling – April/May

The Program Coordinator will contact all current and prospective SSA students/caregivers during these times to arrange a lesson time for the following semester. Lesson slots are first come, first served so immediate attention to scheduling communications is encouraged. A final schedule will be distributed no later than one (1) week prior to the start of the semester.

Switching Lesson Times Mid-Semester

Students' schedules with other activities, school, etc., may necessitate the changing of lesson time(s) mid-semester. SSA will do their best to accommodate these change requests but it may not always be possible. Please communicate any potential conflicts in lesson time(s) to the Program Coordinator as soon as possible. Failure to communicate these needs in a timely manner may result in a reduction of lesson duration or possible lesson discontinuation if no alternate time is available. Lesson time switches must always be approved by the student's teacher.

Scholarship Information and Requirements

Scholarship Information

SSA offers scholarships to students based upon financial need. These scholarships can reduce the cost of tuition by 50% or 80%. In order to apply for a scholarship, students or their parent/caretaker must complete a scholarship application and submit it to SSA along with a copy of their most recent tax document (W-2, W-9, or most recent income tax filing). These financial documents are required to verify annual income.

A copy of the scholarship application is included as Addendum 2 to this handbook.

Once the scholarship form and supporting documentation are received by SSA the information will be reviewed immediately. Following review, the Program Coordinator will contact applicants right away to inform them of their scholarship eligibility status.

Scholarship recipients must reapply yearly and must provide their most recent annual income with supporting documentation.

Scholarship Requirements

In order to qualify for a scholarship an applicant must demonstrate that the applicant's combined annual family income is less than or equal to 300% of the Poverty Guidelines published annually. These guidelines are available by visiting <https://aspe.hhs.gov/poverty-guidelines>.

Scholarship recipients are required to attend lessons regularly, prepare adequately for each lesson (practice outside SSA), and participate in SSA recitals. Teachers may make an exception to recital performance but this will be addressed on a case-by-case basis. Scholarship students failing to attend regularly and/or failing to prepare for lessons may have their scholarship revoked. Students and parents/guardians will receive advance warning if their scholarship status is in jeopardy. If warnings are not heeded and performance/attendance does not improve within a specified amount of time, the student's parent/guardian will be notified in writing that the scholarship has been suspended.

With most SSA scholarships there is a portion of the tuition that is the student's responsibility. This portion of the tuition must be paid on or before the date of the last lesson of each semester. Failure to submit this portion of the payment can also result in the suspension of a scholarship at SSA. Flexible payment plans can be arranged by speaking with the Program Coordinator.

Required Forms

Model/Talent Release Form

All SSA students are required to submit a completed Model/Talent Release Form (see Addendum 1). This form gives SSA the right to videotape recitals, distribute DVDs of recitals to all SSA students, and use still images of SSA students on our website, in marketing/advertising materials, and on printed brochures. This signed form must be submitted to the SSA Program Coordinator no later than September 15, 2024.

Student Information Form

A completed student information form must be completed yearly for each SSA student (see Addendum 3). In the event that any of the included information changes during the school year (address, phone number, school, etc.) you must notify the Program Coordinator in a timely manner.

Arrival and Pickup Time for Lessons

Students should arrive on time for lessons and preferably a few minutes early so they can get their instrument and music out and ready. If you are running late for a lesson, please call to inform the Program Coordinator as soon as possible.

Students are to be picked up from their lessons in a timely manner. If you must leave your child for an extended period of time (more than 10 minutes) after their lesson, please inform the Program Coordinator.

We ask that children under the age of 12 not be left unattended before or after their lessons. If there is an extenuating circumstance where a young child must be left unattended, please inform the Program Coordinator as soon as possible.

Preparation and Supplies

Students are expected to report to all lessons and performances fully prepared. This means practicing outside of SSA, as well as bringing all required instruments and music to each lesson and performance.

Recital Information

FALL 2023 RECITALS

Sunday, December 10 – 2pm
Sunday, December 17 – 2pm
Monday, December 18 – 6pm
Tuesday, December 19 – 6pm

SPRING 2024 RECITALS

Honors Recital - TBD
Sunday, May 5 – 2pm
Sunday, May 19 – 2pm
Monday, May 20 – 6pm
Tuesday, May 21 – 6pm

Recital Location

Grace United Methodist Church
216 State Street
Harrisburg, PA 17101

Fall and Spring Semester Recitals

Recitals are held twice a year. All students are strongly encouraged to participate in these recitals as it gives them a chance to showcase their skills, as well as, appreciate the talent of their fellow SSA students. If you have any concerns about your/your child's readiness to perform at a recital please discuss it with the instructor directly.

Students are asked to report to the recital space 30 minutes prior to the start of their recital. Parents/guardians can drop off performing students at the warm-up room and proceed to the chapel to wait for the recital to begin. Students will have help from SSA faculty and staff to tune/warm up prior to the recital.

All recitals are followed by a reception.

Recital Dress Code

There is no specific dress code for recitals but we ask that students not wear jeans or sneakers. Dress should be appropriate for a performance inside a church and reflect a professional image.

Recital Recordings

Each performing student will receive a DVD of their recital(s) provided by SSA free of charge.

Code of Conduct

Students of SSA are expected to display appropriate behavior at all times. SSA reserves the right to dismiss any student from lessons, ensembles, summer camp, and/or recitals if the conduct expectations set forth below are not met. Behaviors which may result in dismissal include, but are not limited to, the following:

- a. Repeated acts of disruption before, during, or after lessons while on SSA property (as determined by SSA faculty or staff)
- b. Possession or use of any object that intended to inflict personal injury or property damage
- c. Use of foul or inappropriate language
- d. Abuse or improper care of any instrument, equipment, or property owned or controlled by SSA
- e. Bullying (as defined below)
- f. Any physical or verbal assault or any act or word that threatens or endangers the safety of another
- g. Use of illegal drugs, or alcohol, or tobacco, or the abuse of any prescription drugs
- h. Excessive absenteeism
- i. Disrespect toward SSA faculty or staff
- j. Vandalism of or theft from lesson, camp, or recital facilities
- k. Theft or vandalism of another SSA student's property
- l. Harassment in any form, including, but not limited to, verbal or sexual harassment

Social Media Policy

Students should maintain high standards of personal ethics and professionalism at all times and in all places, including online platforms such as Facebook, Twitter, YouTube, Snapchat, Instagram, blogs, etc. Students should avoid using statements, photographs, video, or audio that is malicious, obscene, threatening, intimidating, or disparaging to SSA staff, students, families and schools, or that might constitute harassment or bullying. Examples of such conduct might include offensive posts meant to intentionally harm someone's reputation or posts that contribute to a hostile learning environment.

All personal online posts mentioning SSA should reflect the values of the organization. This is to ensure that the image of SSA and everyone associated with it is responsibly maintained. If any media belonging to SSA is being misused by any person attending SSA, SSA reserves the right to request its removal and pursue any action necessary deemed to be in the best interest of SSA.

Cyberbullying Policy

Any person involved in any SSA activity who engages in cyberbullying (as defined below) is subject to disciplinary procedures from, but not limited to SSA Faculty, SSA Staff, and the SSA Board of Directors. In any instance in which cyberbullying creates a climate of fear and/or creates a substantial disruption or impinges on the rights of other students, the person committing the act shall be subject to disciplinary procedures, up to, and including, permanent dismissal from SSA. Where appropriate, SSA directs that instances of bullying or cyberbullying be referred to law enforcement.

Reporting

Students, parents, staff, and volunteers are required to report any incidents of bullying, cyberbullying, or social media misuse of which they are aware. Reports, which may be submitted anonymously, should be made the SSA Program Coordinator and/or Executive Director, who will investigate these reports and determine the next appropriate course of action.

DEFINITIONS

Bullying

Bullying is unwanted, aggressive behavior that involves a real or perceived power imbalance. Bullying is defined as an intentional electronic, written, verbal or physical act or series of acts directed at another student or students that is severe, persistent, or pervasive and has the intent of doing any of the following:

- Substantial interference with a student's SSA experience
- Creation of a threatening environment
- Substantial disruption of the orderly operation of any SSA event

Cyberbullying

Cyberbullying includes the use of any form of electronic communication including, but not limited to, phone, text messaging, internet, websites, email, blogs, chat rooms, instant messaging, and social media with the intent to:

- Embarrass, hurt, intimidate, harass, or coerce another student
- Use vulgar, obscene, profane, lewd or lascivious language to communicate such harassment
- Threaten an illegal or immoral act

Becoming a Donor

SSA is a registered 501(c)(3) non-profit organization and the majority of our operating and scholarship funds are provided by generous individual and corporate donors. Each and every dollar helps us to provide high quality musical instruction to talented members of our community so if you would like information about how to become a donor, please talk to your/your child's teacher or the Program Coordinator.

Donations do not have to be monetary: we also happily accept gifts of snacks for students (pretzels, animal crackers, etc.), refreshments/beverages for recitals, and used instruments. All donations are tax deductible and appropriate documentation will be provided to donors for any and all donations.

Acknowledgement and Receipt

I have received and read my copy of the SSA Student and Parent Handbook.

The handbook describes important information about the State Street Academy of Music (SSA) and I understand that I should consult the Program Coordinator or Executive Director regarding any questions not answered in the handbook.

This manual and the policies and procedures contained herein supersede any and all prior practices, oral or written representations, or statements regarding the policies of SSA. By distributing this handbook, SSA expressly revokes any and all previous policies and procedures which are inconsistent with those contained herein.

I understand that any and all policies and practices may be changed at any time by SSA. All such changes will be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies.

I have received the handbook, and I understand that it is my responsibility to read and comply with the policies contained in this handbook and any revisions made to it.

Parent/Guardian Signature *(Student if over 18 years of age)*

Parent/Guardian Name (Print) *(Student if over 18 years of age)*

Date

Model/Talent Release

I hereby give *The State Street Academy of Music* the right and permission to photograph, videotape, film, or audio tape, copyright and/or use, reuse and/or publish, and republish photographic pictures or portraits of me, including still photographs, film, video, motion picture film, and audio recordings, in which I may be distorted in character, or form, in conjunction with my own or a fictitious name, on reproductions thereof in color, or black and white made through any media by the photographer at his studio or elsewhere, for any purpose whatsoever, including the use of any printed/aired matter in conjunction therewith.

I hereby waive any right to inspect or approve the finished photograph/spot or advertising copy or printed matter that may be used in connection therewith or to the eventual use that it might be applied.

I hereby release, discharge, and agree to indemnify, defend and save harmless the producer, its representatives, assigns, employees, or any person or persons, or corporations, acting under its permission or authority, in whole or in part, from and against any liability as a result of any endorsement of the product or service.

I hereby waive any defense which I may have against *The State Street Academy of Music*, its representatives, assigns, employees, or any person or persons, or corporations, acting under its permission or authority, in whole or in part, from and against any liability as a result of any endorsement of the product or service.

I hereby warrant that I am over twenty-one years of age, and competent to contract in my own name in so far as the above is concerned. If I am not twenty-one in age, I have parental/guardian approval below.

I have read the foregoing release, authorization and agreement, before affixing my signature below, and warrant that I fully understand the contents thereof.

Dated _____ Signature _____
 Address _____ City _____ State _____ Zip _____

If student is a minor parent/guardian must give permission below. By signing below, guardian agrees and accepts the terms stated above on behalf of minor.

Dated _____ Student's Name _____
 Guardian's Signature _____ Relationship _____
 Printed Name of Guardian _____
 Address of Guardian _____ City _____ State _____ Zip _____

STATE STREET ACADEMY OF MUSIC FINANCIAL ASSISTANCE SCHOLARSHIP

Information is to be completed by parent/guardian. Please print. Information furnished will be used only for the purpose of determining eligibility for financial assistance scholarship.

Return to: SSA, ATTN: **Scholarship Committee at 110 State Street, Harrisburg, PA 17101**

Student's Name _____ Date of Birth _____

Address _____

School Attending _____ Circle one: Public Private

School District _____ Grade _____

Interested In:

- Violin Viola Cello Bass Piano Guitar Ukulele
- Percussion Voice Flute Summer Camp

Parent/Guardian(s) Information:

Name _____ Home Phone _____ Cell Phone _____

Address _____

Name _____ Home Phone _____ Cell Phone _____

Address _____

Siblings and Others Residing in Student's Household: Please list Name and Age

Total Number in Household _____ Total Monthly Family Income _____

Please use the back of this application to describe any other circumstances that may impact your need for tuition assistance.

I attest that the above information is correct to the best of my knowledge.

Parent/Guardian Signature _____ Date _____

PLEASE ATTACH A COPY OF YOUR MOST RECENT TAX FORM. THANK YOU.





Application for Enrollment

Information is to be completed by parent/guardian if student is under 18 years of age. Please print. Information furnished will be used only for the purpose of determining eligibility for financial assistance scholarship. Return to: **SSA at 110 State Street, Harrisburg, PA 17101.**

Student's Name _____ **Date of Birth** _____

Address _____

Email _____ **Phone** _____

School Attending _____ **School District** _____ **Grade** _____

Which instrument(s) would you/your child like to study? Please check all that apply:

- Violin Piano Cello Bass
- Viola Voice Guitar Ukulele
- Percussion Flute Other: _____

Previous music experience: _____

Parent/Guardian(s) Information (if student is under 18 years of age):

Name _____ Phone: Home _____ Cell _____

Mailing Address _____

E-mail Address _____

Name _____ Phone: Home _____ Cell _____

Mailing Address _____

E-mail Address _____

I attest that the above information is correct to the best of my knowledge.

Signature (Parent/Guardian Signature if student is under 18)

Date

SSA offers scholarships based upon financial need. If you would like to apply for a scholarship please ask the SSA Program Coordinator for a scholarship application.

Please call us at (717) 236-1366 or e-mail statestreetharrisburg@gmail.com with any questions.