

String Project Policy Statement

Congratulations on being selected to join the Missouri State University String Project! As part of your involvement with the String Project, Missouri State University expects you to comply with the following policies. Violating these policies may be met with appropriate disciplinary or corrective action, up to and including dismissal from the String Project.

1. Each student's parent or legal guardian must complete an enrollment form each term. The student will not be permitted to participate in the String Project until the completed enrollment form has been submitted to the teacher.
2. The cost of participating in the String Project is \$90 per student per term. The full \$90 must be paid in full before the second class of the term unless other arrangements have been made in advance with the coordinator.
3. Each student will be responsible for providing his/her own properly fitted instrument(s) for the String Project. The String Project staff can recommend stores for rental after fitting students for the correct size.
4. Each student will be responsible for obtaining the music for the String Project. The music book for this term is *Orchestra Expressions* by Warner. Be sure to get the correct book for your instrument.
5. Students must attend each class, rehearsal, and performance. Limited exceptions will be made for missing class if you advise the teacher well in advance of the missed class. Refunds will not be made for missed sessions. Exceptions will generally not be made for missing dress rehearsals or performances. If a student's attendance is irregular, s/he will be dismissed from the String Project.
6. Unless the teacher sends a message to the email address provided on the student's enrollment form indicating that class is not canceled, class will be canceled due to inclement weather when Springfield Public Schools cancels class for inclement weather.
7. Students must bring their instruments and music to each class, rehearsal, and performance.
8. To ensure individual and group progress, students must take their instruments home, practice regularly, and complete the teacher's homework assignments.

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9. Students must arrive between five and fifteen minutes before the scheduled start time for each class, rehearsal, or performance. Students are expected to have their instruments ready to play by the start time for each class. Students are expected to follow additional instructions provided by their teachers with regard to the time they should arrive for rehearsals and performances.
10. To drop off a student for each class, rehearsal, or performance, the parent, legal guardian, or other adult responsible for the student must come into the room where the String Project event is being held and sign the student in. The person running the sign-in procedure may require that the parent, legal guardian, or other adult provide photo identification prior to permitting the student to be signed in.
11. Each class, rehearsal, or performance will typically run the entire time scheduled by the teacher. Sometimes an event will finish early or late. A student will not be permitted to leave an event before the event is finished unless the student's parent or legal guardian makes prior arrangements with the teacher.
12. During Covid-19 or similar public health crisis, String Project staff and pupils will follow MSU policy regarding masks and social distance whenever possible.

Pupil agrees that String Project staff may touch their instrument when necessary to tune strings or reinforce correct positions; any touching of the pupil will always be done with permission first, and that gloves and/or sanitizer will be used together with such contact.

13. To pick up a student for each class, rehearsal, or performance, the parent, legal guardian, or other adult responsible for the student must come into the room where the String Project event is being held and sign the student out. The person running the sign-out procedure may require that the parent, legal guardian, or other adult provide photo identification prior to permitting the student to be signed out.
14. A parent, legal guardian, or other responsible adult must be available to sign out each student at the scheduled end time for each String Project event. Missouri State University reserves the right to dismiss a student from the String Project if his/her parent is late to pick up the student, even if it is a first occurrence.
15. Students will be under the supervision of an adult throughout each String Project event. If a student is not picked up at the end of an event, an adult will continue to supervise the student and wait for the student to be picked up for approximately

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fifteen minutes after the scheduled end time for the event. If the student has still not been picked up at that time, the adult will call the student's parent or legal guardian using the information provided on the enrollment form. If the adult is not able to make contact with the parent or legal guardian or if the adult otherwise believes that the student will not be picked up within a reasonable time period, the adult will then contact the appropriate government authorities and determine how to handle the situation.

16. Only the parent or legal guardian signing the enrollment form and any other person properly designated on the enrollment form or in writing (email or otherwise) from the signing parent or legal guardian to the teacher will be permitted to sign in and sign out a student. In the event that an unauthorized person attempts to sign in or sign out a student, effort will be made to contact the parent or legal guardian using the information provided on the enrollment form. If these efforts do not result in obtaining proper authorization for the sign in or sign out, the student will not be permitted to be signed in or signed out.
17. In deciding the appropriate disciplinary or corrective measure for a violation of these policies and/or the instructions of the teachers (either personally or through a parent or guardian's conduct), Missouri State University will examine a variety of factors. One such factor is the parent or guardian's efforts to contact the teacher in advance of the violation and obtain the teacher's permission to violate applicable policies. For example, Missouri State University is less likely to dismiss a student from the String Project for the student's parent being late to drop off or pick up the student if the parent contacted the teacher earlier that day and obtained permission for the tardiness.
18. Students, parents, legal guardians, and others must comply with the teachers' instructions.
19. Missouri State University reserves the right to supplement or modify these policies as it sees fit in its sole discretion with or without notice.
20. You may contact the String Project teachers as follows:

[Dr. David Hays](#) (417) 350-0041

Rosanna Honeycutt (417) 350-9030

Elizabeth Johnston (417) 523-2482