



**North Metro**  
Music Education

Student/Parent  
Handbook

2024/2025

## **Mission Statement**

To Encourage, Educate and Inspire students to achieve their full musical potential in a Christ focused community

## **Core Values**

In everything, we will strive to be, and encourage others to be:

- Collaborative
- Encouraging
- Excellent
- Exhibiting Integrity
- Generous
- Honorable
- Innovative
- Teachable
- Transparent
- Welcoming

## **Code of Conduct**

Our goal is to provide an optimal learning environment focused on music excellence, free of potential distractions. Students are expected to:

- Treat others with dignity and respect
- Refrain from advocating for a specific cause or political party
- Come to class on time, prepared with all necessary equipment
- Practice and complete assignments between class sessions
- Dress modestly. No visible midriffs or strapless or spaghetti straps. Shorts should be fingertip length or longer
- Dress and participate based on God given, biological birth gender
- Refrain from any public displays of affection, including and not limited to: hand holding, kissing, long hugs, sitting on laps, reclining together, or anything deemed inappropriate by directors, staff, or board members
- All relationships should be treated as platonic
- Refrain from use of digital devices during class and instructional time

Parents are expected to support this learning environment for their students.

## Statement of Faith

As a Christ focused community, we believe in the unique relationship between God and all people:

### God

- There is One True God who, in the persons of the Father, Jesus Christ the Son, and the Holy Spirit, created all things out of nothing.
- God is the Redeemer of the lost and broken through the perfect sacrifice of His only begotten son, Jesus Christ. God offers redemption to all people and draws them into a relationship with Himself.
- God sustains His creation.

### People

- People are created by God in His likeness, to bear His image.
- All people have sinned against God. Any person can be redeemed to a right relationship with God by turning from their sin and trusting in Jesus alone for their salvation.
- As God's image bearers, people reflect His creativity.

### Authority

- The Scriptures of the Old and New Testaments (the Bible), having been given by inspiration of God, are the all-sufficient rule of faith and practice.

Our Responsibility at NMME:

- At North Metro Music Education, we are responsible to show God's love to everyone who comes to us.
- It is our job to nurture and develop the musical creativity of our students.
- While we do not hold to one particular denomination, we do require that our board members, directors and staff members profess faith in Christ and agree to the Staff Handbook, which includes our Statement of Faith.
- We do not require our students and their families to hold to any particular faith; however, they must understand and agree that:
  - NMME operates according to biblical principles.
  - Its members may openly share God's love and his redemptive plan with program participants, which may include devotional thoughts, scripture reading and prayer.
  - They will abide by the code of conduct set forth in the Student and/or Marching Eagles Handbooks.

## **Check-in Process**

- We continue to offer drop-off and pick-up. When you arrive the first day of classes:
  - Our classes meet at The Stonehaven School: 1480 Joyner Ave SE, Marietta, GA 30060.
  - Doors will open at 4:10. Please plan to arrive 15 minutes before class to allow for check-in and to get to class on time.
  - You will enter the parking lot situated at the corner of Joyner Ave and Barber Rd. You should enter from Joyner Ave and follow the carline to the office door to drop off your student(s) where they will be checked in and directed to their classrooms.
  - If you prefer to walk up with your student, please park your car and come to the office door.
  - There are parking spots reserved for our directors. Please, do not park in these spots.
  
- Drop-off: after the first week, you may choose to drop off your student for class.
  - Students should plan to arrive 10-15 minutes before class to allow for getting to class on time and unpacking instruments. Parents, please do not drop your student off before 4:10, unless they are enrolled in the Men's Ensemble.
  - Drive to the entrance. You may remain in your car and let your student(s) out. Please, do not linger in the drop off area. If your child needs assistance, park and walk them to the entrance.
  
- Pickup:
  - For those wishing to pick up, please drive to the pick-up line and remain in your car.
  - The car line to pick up your student will begin at 5:35 PM for those being picked up after first class and 7:05 for those after the second class. There will be no car line pick up after Marching Eagles. They will be dismissed as normal.
  - Classes are dismissed at 5:45 and 7:15. Students will come directly to your car.

## **Families on Campus**

- There will be a family waiting area in the library for those who need to stay. No food or drink is allowed in the library waiting area.

- Please attend to your children when not in class. They should not pull books off the library shelves or play with decorative items. Please respect the space, pick up after yourself and leave it better than you found it.
- If you wish to eat a snack or meal, please go to the kitchen. Again, there is no food or drink allowed in the library waiting area.
- When students are not in class, they should remain in the waiting area. They should not roam the halls or go into other rooms.
- Other than walking to class, students ages 12 and under may not be outside without their parent or an adult supervisor. Students ages 13 and up may be outside with their parent's permission in groups of three, as long as they respect the property and do not leave the premises without permission. This is a privilege that may be revoked if abused.
- Students who have a second class will be directed to that class. Any student not picked up after class will be walked to the waiting area by the room monitor.

### **Auditions and Exemptions**

All students wishing to be in levels 2, 3, 4, Chorus, Men's Ensemble, or Jazz must either audition or be exempt.

- Auditions:
  - Audition requirements are posted on the website at <https://www.nmme.org/courses> and will be updated yearly.
  - Auditions will take place on a scheduled date at our facility for the purpose of determining a student's abilities and where they would best fit within our program.
    - Students who have been in level 1 for one year are automatically eligible for level 2, with director recommendation. Their audition is to determine chair placement, not admission into a level 2 class.
    - Students auditioning for levels 3 and 4 are being evaluated for admission as well as chair placement.
    - An audition is required to move up to the next class.
  - A makeup audition date may be scheduled if necessary. This should be arranged as soon as the family is aware of the need.
- Exemptions:
  - Students who plan to continue in the same level as the previous year are encouraged to exempt their audition.
  - The director for each class will determine what the students must do to be exempt. This will involve playing scales and demonstrating appropriate skills for the class level. Students may

also be asked to play a prepared piece. The director may choose to allow exemptions to be done in class or by sending in a video. The process for exemptions will be posted to the Google Classroom for your student's class.

### **Pass-Off's**

In order to ensure that students are learning and progressing with their music education, they will be required to demonstrate their grasp of appropriate skills through pass-offs. How and when pass-offs will be performed is up to the director of each class. Pass-offs may include specific scales, demonstrating proper use and care of instruments, assigned prepared pieces of music, etc. Pass-offs may be conducted during class time or through videos posted to Google Classroom, at the director's discretion. Students who wish to audition for the next level class must complete all pass-offs for their current class to be eligible. Students who consistently fail to complete pass-offs and therefore do not progress in their music education may be asked not to return the following year.

### **Off-Site Meetings**

No private off-site meetings are sanctioned by North Metro Music Education. Private lessons with a director are a separate arrangement between the family and the director and do not involve North Metro Music Education.

### **Instrument Fitting**

If your student needs help choosing an instrument, we encourage you to speak to the director. If a student needs to be sized for an instrument, we recommend Music and Arts, Voss Violins (by appointment), and Atlanta Violins. These companies have served our families well.

### **Classroom Behavior**

- Students must be respectful of the directors, volunteers, and other students.
- Students will address directors respectfully at appropriate times, using the director's preferred name.
- Students should arrive 10-15 minutes before class begins to prepare themselves and their instruments for class.
- Students will assist the room monitor with set-up or resetting the classroom and taking out trash.
- Students are dismissed by the room monitor after all work is completed.

- Phones may not be out during class. Directors may ask students to put their phones in a safe place if it becomes a distraction.
- The director may have his/her own class rules that are to be followed as well.

## **Consequences**

### **Per Class Period**

1. First offense: Warning from director or room monitor.
2. Second offense: In-class consequences appropriate to behavior. Examples: phone may be surrendered, student may be moved, etc.
3. Third offense, or severe behavior: student will be escorted to the front desk and parents will be called.

### **Per Semester**

1. First offense: Warning from director or room monitor.
2. Second offense: Communication with parents. Parent may be asked to sit in class with the student.
3. Third offense, or severe behavior: Student may be asked not to return for the remainder of the semester.

Tardies will be noted on attendance. Students who are not ready to begin when class is scheduled to start will be considered tardy.

## **Assessment**

Parents may request evaluations based on classroom participation, preparedness and performance. These will include brief comments about strengths and areas of needed improvement. Directors will not assign a grade.

## **Chair challenging**

In level 2, 3 and 4 classes, students will be given the opportunity to challenge for chair placement. The director will decide how and when this is to be accomplished. Students should not challenge for chair positions within the last month leading up to a concert.

## **Healthy Guidelines**

- Participants are responsible to practice healthy hygiene such as hand washing, covering coughs and sneezes, and not touching their face.
- Anyone who chooses to wear a mask will be respected. Masks may be recommended, depending on the health climate in our area. Masks are not required.

- Participants should not share personal items such as instruments or food/drinks. Each participant should bring his/her own water.
- Anyone who is sick should stay home. If you've had a fever without medication in the past 24 hours or had GI symptoms in the past 24 hours, please do not attend class.
- If any student becomes ill while at an NMME event, their parents will be called to come get them. Any adult showing symptoms will be asked to return home. If severe symptoms are presented, staff will call 911.

### Volunteers

Please, consider how you may be able to help us make this an excellent program.

- **Room Monitor** - (1 per class, and 1 floater per hour) will assist the director by taking roll, assisting younger students, and distributing music as needed. This person should arrive 15 minutes before class begins, and must stay in the room while class is in session. Students will be required to help with room set-up or reset and taking out trash. Our room monitors will need to oversee this work. They will be responsible for checking students in and out, and walking younger students to their next classes. They will also help with checking music out to the students.
- **Parking Lot Monitor** - ensure the safety of the children arriving and leaving classes.
- **Pass-off volunteers** (1 for first hour) - someone with basic knowledge of music and band instruments who is willing to listen to students play individually. This would be one day each month in September, October, February, March, and April.
- **Facility Manager and helpers** - Help set up and reset shared spaces.
- **Common Area Cleaner** (end of day) - straighten and reset the library and kitchen areas when classes are finished.
- **Administrative Assistant** (1 per hour) - help with check in, drop-off and pick-up.
- **Concert Attire Order Takers** (1 primary and 2 assistants) - help measure students and take orders for concert attire in September.
- **Yearbook volunteers** - This is a special job offered to our high school students. They will assist the Yearbook Coordinator in collecting photos and organizing the yearbook. They will also arrange to have students' individual and class photos taken.
- **Concert volunteers** - create a program and organize a small reception for after the concert.



- **Lost and Found Volunteer** - collect things that have been left and secure them at the end of the night.
- **Fundraising Volunteer** - With the help of the administration, decide on a fundraiser for the fall and oversee its execution.
- **Community Outreach** - Find local places where some of our groups could play/sing, find ways to get NMME's name out, or ways to serve in the community.

### **Volunteer agreement/child safety measures**

- All volunteers must sign the volunteer agreement.
- No adult is to be alone with students—a spouse may not serve as the second adult.
- All electronic communication with a student must be copied to the student's parent or to a board member.
- Leadership is to be Youth Protection trained and background checked.
- Volunteers serving under the direction of directors or board members are not to confront or discipline students without specific instruction from a director.

\*\* We are striving to offer a high-quality program while keeping costs low. Volunteers are an integral part in allowing us to do that. While no one is required to volunteer, every family is asked to consider serving where they are able. If you are unable to volunteer time, would you consider making a donation? You may donate here: [Donate instead of volunteer](#)

Please sign up to volunteer. A link will be shared when the signup genius is available.

### **Concerts**

Most classes will perform in a fall and spring concert. Some classes may have an informal performance opportunity midway through the spring semester. Exceptions: Our first year classes including Band 1, Orchestra 1, and Intro to Band may have a smaller fall performance just for parents in their classroom at the end of the fall semester. This will be up to the discretion of the director.

### **Concert Attire Orders**

Concert attire is required for all students enrolled in a core (concert) class EXCEPT for the Intro to Band class, which does not perform in the program concerts.

Sept. 12 and 19- Measurements will be taken on-site for concert attire, after classes. To be measured for correct fit, please plan for your student to stay a few minutes after class on one of those days.

We will be taking orders for concert attire beginning Sept 1 until September 19th. To place your order, visit the [NMME online store](#)  
Dresses for girls and tuxedo shirts and bow ties for guys will be available to order. *If you already have concert clothes from last year, please have your student try them on and make sure they still fit.*

**Concert Dress for girls is required.** The dresses come in adult ladies and youth sizes. If your student is too young/small for the assigned concert dress, she should get the Amazon dress listed below which you will order on your own.

Guys should order a tuxedo shirt and bow tie if they do not already have one. You will provide the rest of the uniform yourself (shoes, pants, etc.) See Concert Attire Requirements below to see what your child's needs are.

**RESALE ITEMS:**

*Bring clean, used items to the parent meeting on a date to be announced.*

If you have appropriate concert attire which you no longer need and would like to offer for sale, please bring items each labeled with your name, contact info, how you accept payment (Venmo, paypal, etc.), size and price of item (we recommend asking half of the original purchase price). These will be available first-come, first-served, after the Parent Meeting. Payment must be made when you receive the item, direct to the seller by Venmo, paypal, etc.

**Available for order: (prices subject to change)**

**Men/boys (required)**

- White tuxedo shirt      \$18.00
- Black bow tie            \$ 3.50

**Ladies/girls (one of the below required for each student)** *Note: parents will be responsible for having the dress hemmed to the correct length if needed.*

- Ladies black floor length concert dress    \$64



- Youth Black floor length concert dress \$64
- \*Note - Smallest is size 7 youth, student height of 4 ft, 2 inches.



- Children's Amazon [Black floor length concert dress](#) - For girls under 4ft, 2in

### **Concert Attire Requirements**

All bands, choruses, orchestras, and jazz, not including Intro to Band. Our uniform concert attire sets the tone that these are special events.

#### **Girls**

- Concert dress or Amazon dress only for those who are too small for the concert dress
- Dress should be hemmed approximately 1" above floor with shoes
- Black closed toe dress shoes (no sneakers or converse please)
- Keep jewelry minimal

#### **Guys**

- White tuxedo shirt (not a white dress shirt)
- Black bow-tie
- Black dress pants (no black jeans please)
- Black dress shoes (please no converse or sneakers)
- Long solid black socks
- Black belt

### **Communication**

- The majority of the communication between NMME and families will be through Google Classroom or emailed from [tori.fish@nmme.org](mailto:tori.fish@nmme.org). Some of our directors may use a forum that accompanies some of the curriculum. In that case, your student's director will give you instructions about that.

- **No instructor or volunteer will electronically communicate directly with a student without copying the parent or other adult leadership.**

### **Replacement cost for music/folders**

Since we are only using original music, not copies, music will be numbered and issued to students. If music is lost or damaged, students will be responsible for replacement fees.

- band or orchestra music - \$3 per piece lost or damaged, \$15 per loaned book
- Choral music - \$3-5 per depending on the piece
- Black Orchestra folios - \$15 replacement fee
- Black Choral folders - \$5 for lower chorus, \$15 for upper chorus

### **Copyright Law Compliance**

All music distributed to students will be original. In order to comply with copyright laws, absolutely no photocopies may be made by the instructors, volunteers, or students. Students must do their best to care for and keep up with their music. If music is lost, students and instructors may not copy someone else's. The music must be paid for by the student and a replacement original must be ordered. Only original music composed and written by our directors may be photocopied with their permission. For audition purposes, small segments of music will be posted to our website or to Google Classroom to aid the students' preparation.