INDIANA UNIVERSITY STRING ACADEMY
STUDENT HANDBOOK

Mimi Zweig, Director
Brenda Brenner, Co Director
Susan Moses, Co Director
Christina Hightower, Administrative Director

GENERAL INFORMATION
For GENERAL INFORMATION, please contact Christina Hightower at:
Telephone: 812-856-1523
E-Mail: crunnacl@indiana.edu

For violin information, you may contact Christina Hightower at:
Telephone: 812-856-1523
E-Mail: crunnacl@indiana.edu

For cello information, you may contact Susan Moses at:
Telephone: 812-339-9322
E-Mail: bloom@indiana.edu

The office of Pre-college and Special Programs at Indiana University is located in Sycamore 244. Please contact Michelle Stebbins for general information.
Telephone: 812-855-6025
E-Mail: musicsp@indiana.edu
Mailing address:
Office of Pre-College and Special Programs
IU Jacobs School of Music
1201 East Third Street-Merrill Hall 006
Bloomington, IN 47405

CURRICULUM
All students enrolled in the IU String Academy will participate in both private lessons and group lessons. Lessons are offered in the Fall Semester (following the IU schedule), Spring Semester, as well as two Summer Sessions (the first session occurs in May and the second occurs from the middle of June to the middle of July). The schedule of group lessons will be sent out with registration forms and will be posted on the String Academy bulletin board outside MA 011. The private lessons are by arrangement with the private teacher. The curriculum for the group lessons includes group review of Suzuki pieces, preparation of additional repertoire (often this includes contemporary works or fiddle tunes), opportunities for solo performance, and introduction to music theory.

In addition to the group and private lessons, Beginning through Book Two violin students enrolled in the IU String Academy are offered an opportunity to work with a “practice
“helper” in the Fall and Spring Semesters (there are no helpers in the summer). Helpers are students who are enrolled in the School of Music string pedagogy courses. These students are assigned to observe the String Academy student’s lessons and to work with the children one on one, once a week. This affords an opportunity for the college students to gain some valuable teaching experience as well as for the children in the program to have an additional weekly lesson from a trained string student. We strongly recommend that the String Academy violinists take advantage of this opportunity.

**EXPECTATION OF PARENTS**

It is expected that parents of beginning students in the String Academy will attend all group and private lessons and practice with his/her child every day. Parents should be actively involved in the learning process-taking notes during lessons and groups and following through on the ideas in the daily practice. Positive and encouraging parental involvement is the biggest indicator of student success in our program! As the student progresses and matures, the private teacher will inform the parent as less parental involvement is needed.

**PAYMENT POLICY**

The String Academy faculty is no longer allowed to continue lessons if full payment is not received by the end of the second week of the semester. To avoid any uncomfortable situations, there is a deadline on the registration form that indicates when payment is expected. If there are questions regarding payment options, please contact Christina Hightower at crunnacl@indiana.edu or at 812-856-1523.

**PERFORMANCE OPPORTUNITIES AND GROUP ATTENDANCE**

Group lessons provide the opportunity for students to perform for their peers on a regular basis and to perform together as a group. Attendance is mandatory at all group classes and concerts. If a student misses more than two groups they will not be allowed to participate in the concert and their participation in the String Academy will be reevaluated by the String Academy faculty. No String Academy student will be allowed to study privately without full participation in groups.

Solo recitals are held at least once each semester. All students are expected to perform once a semester. All students are also expected to remain for the entire length of the recital or be scheduled on a recital for which they can remain for the entire recital. It is very disruptive to the students performing as well as to the audience to leave in the middle of a recital. Parents with younger children should sit near an exit so that it will not be as disruptive if you must exit quickly. Accomplished students are encouraged to perform complete or half recitals. These are arranged according to need with the permission of the private teacher.
ACCOMPANIST POLICY

The String Academy will pay for all pianists required for group concerts, special concerts in the community, group lessons and master classes. It will be the student’s responsibility to hire and pay pianists for private lessons and individual rehearsals. Please be dependable with your pianist. If you fail to show up for a scheduled rehearsal, you are required to pay for this time. Be sure that both you and your pianist are clear about rehearsal times and the rate per hour to be charged. Be prompt in your payment to your pianist.

BEHAVIOR AND CONCERT ETIQUETTE

The lobbies and hallways serve as both a waiting area for students prior to classes and a meeting place for parent/students and faculty. Students should speak quietly in these areas to prevent interference with instructors in nearby studios and/of offices.

Parents are responsible for curtailing running, loud play and any dangerous or annoying behavior on the part of their youngsters. Young children must be supervised by their parents or an adult AT ALL TIMES.

Concert Etiquette. Students must arrive on time and stay for the ENTIRE concert as a courtesy to the other performers. Students must dress appropriately for concert. It is requested that cameras without flash be used, or if flash much be used, please wait until the end of the performance. Please encourage your child(ren) to listen quietly while other students are performing. Rattling papers, candy wrappers and talking are distracting to our performers. Please do not enter or exit the room during a performance.

ATTENDANCE, LATE ARRIVALS AND ABSENCES

Students are expected to arrive on time for all lessons and classes. Teachers will wait 15 minutes before assuming that a student will not be attending a private lesson. More than three absences or late arrivals per semester, is deemed unacceptable. Faculty members are not required to make up the lost time. Teachers have been asked to leave messages on the studio door as to their whereabouts when they leave the room. Classroom teachers may ask a late student to observe the class if participation would sufficiently hamper the total class progress. If a teacher is late, any missed lesson time will be made up.

If a student has a health condition which might jeopardize the health of other members of the String Academy community (including other students, parents, faculty and pianists), the student and his/her family are asked to take all reasonable precautions to prevent the spread of disease. Such precautions might include, but are not limited to, notification of a member of the String Academy faculty and, in some cases, canceling a lesson and keeping the child at home. Although such absences cannot be made up, in the case of an extended illness a portion of the tuition may be refundable.
24 hour notice is requested for cancellations of lessons. Teacher can be notified via e-mail or phone at the following; 
Mimi Zweig: 812.855-8334; zweig@indiana.edu
Brenda Brenner: 812.855-0989; bbrenner@indiana.edu
Susan Moses: 812.339-9322; bloom@indiana.edu
Christina Hightower: 812.856-1523; crunnacl@indiana.edu
Emily Nehus: 812.336-7768; enehus@indiana.edu
Gwen Chan: gwenchan@juno.com; 812.334-3642
Helen Ford: hsford@indiana.edu 812.334-4035
Jenna Barghouti: jbaughou@indiana.edu
Tze Ying Wu: tzewu@indiana.edu
Asia Doike: akdoike@indiana.edu
Rose Seiaroni: rseciaron@indiana.edu

This does not exempt the student from payment as contracted. Faculties are not required to make up student absences.

The String Academy faculty is comprised of active professional musicians who may periodically need to reschedule private lessons. If a teacher is absent, a make-up lesson will be arranged at a mutually convenient time. If the student misses a make-up lesson, a second lesson will not be arranged and payment will be required as in a regular student’s absence. Furthermore, in cases of teacher absence, the faculty member and, on occasion, the office will make every attempt to call the student prior to the class meeting. However, faculties do not assume the responsibility when correct phone numbers have not been kept current with the private teacher and the office.

Emergency absences of teachers will be posted on their office doors. In the case that a teacher is late, the lesson time missed will be made up.

In the event of inclement weather, radio station WFIU will officially announce closure. Private lessons missed due to closure will be made up but Group lessons will not.

**CONFLICTS AND DISMISSALS**

**Conflicts.** Parents/students should make every effort to resolve instructional or personal issues with the private teacher. Teachers will do their best to respond to individual needs. The Director of the String Academy is available for consultation in case of serious need.

**Concurrent study.** Students enrolling for individual lessons cannot be concurrently studying that same instrument or discipline with another private teacher without the approval of the String Academy Director. Teacher changes within the Academy will be handled through the Director.

**Dismissal.** The String Academy reserves the right to dismiss any student due to lack of interest or progress, frequent absence (more that four lessons per semester), frequent
tardiness, behavior problems, delinquency in payment of fees, or failure to abide by policy. The following procedure will be followed in such a case:

1. Parent will be phoned
2. Letter will be sent
3. Dismissal

Failure to meet registration deadlines. If a re-registering student fails to meet the payment deadline, she/he will forfeit status as a continuing student and therefore will lose the right to their prearranged lesson time. It is the parent’s responsibility to be aware of and comply with all school-related deadlines.

**CANCELLATION POLICY**

If a student has committed himself for the semester and the teacher has reserved the time slot, and if school has begun, no more than 50% of the tuition will be reimbursed after week two. After week six, no tuition will be refunded. If a student must leave the String Academy due to health reasons, the refund will be up to the discretion of the director.

**PARKING**

Parking is available in the university lots only if you have a parking sticker that corresponds with the lot in which you are parking. Off-street parking is available in the surrounding neighborhood only after 5:00 pm. TIS Bookstore has a pay parking lot behind the store. On-campus visitor parking is available at the Jordan Street Garage, across the street from the Musical Arts Center.

**REGISTRATION**

Registration is all online at: [http://www.music.indiana.edu/precollege/year-round/strings/index.shtml](http://www.music.indiana.edu/precollege/year-round/strings/index.shtml)

Lessons added after the beginning of the semester for new students will be pro-rated. If you have questions, please contact Christina Hightower at: crunnacl@indiana.edu or the Special Sessions Office, 1.812.855.6025

**MUSIC STORES (Instruments, Music, and Accessories)**

William Harris Lee (Rentals, new instruments, bows, accessories)
410 South Michigan Ave.
Chicago, IL  60604
1-800-447-4533

Stephen Schock (Rentals, instruments, bow rehair)
202 East Third Street
Bloomington, IN  47401
812.336-2276
Indiana University Instrument Rental
Ron Sebben
School of Music- MA 410
812.855-8720
rsebben@indiana.edu

Harold Evans (Repairs, restorations, rentals, instruments)
Bloomington, IN
812 330-1550

Shar Music Products (Music, strings, accessories)
1-800-248-shar

Berg Bows (New bows)
Bloomington, IN
812.336-8994

MISSION STATEMENT AND NON-DISCRIMINATION POLICY

The mission of the Indiana University String Academy is to provide an opportunity for excellence in the pursuit of comprehensive musical study for young violinists, violists, cellists.

The String Academy does not discriminate on the basis of race, color, nationality, sex, ethnic origin or religious belief in its admission, student aid or other educational practices.

PURPOSE OF HANDBOOK AND PLAN FOR FUTURE EDITIONS

The policies and procedure of the Indiana University String Academy have been established in order to assist students to achieve continuity of study. All students are required to abide by them.

The String Academy reserves the right to change any program, policy or regulation published in this handbook. Any such changes will be published in subsequent editions of the String Academy handbook, which may be obtained by contacting Christina Hightower.