

## Musical Empowerment at / Teacher Memorandum of Understanding 2018-2019



**Mission:** Through free, one-on-one music lessons, Musical Empowerment nurtures meaningful relationships between collegiate mentors and children in under-served communities based on a shared love of music and learning that builds a foundation of confidence, creativity and self-discipline to create successful individuals.

**Vision:** A world where music is a catalyst for all children to unlock their unique potential.

**Values:** Musical Empowerment believes in –

- the intrinsic power of music to transform lives
- the importance of mentorship to inspire greatness
- investing in our children to unlock their unique potential
- compassion, respect, and dignity towards all
- the importance of personal and institutional accountability and discipline
- its commitment to the organization, its stakeholders, and its mission, vision, and values

**Background:** Musical Empowerment (ME) is a non-profit and student organization. As a volunteer charitable organization, it pairs students from the local school system and university students that want to teach music lessons (hereinafter referred to as "teachers"). Students are referred to our program at the discretion of music teachers, social workers, and school administrators.

Music teachers and social workers are asked to use good judgment and be selective in referring students to our program. Musical Empowerment rejects and does not participate in discrimination based on race, ethnicity, color, gender, gender expression, sexual orientation, disability, age, nationality, immigrant or refugee status, income, body composition, language, education, or religion. Students are paired based on their availability, which they indicate on their application forms and on the availability of their teacher. There is a preference given to former Musical Empowerment students. We cannot guarantee that every student referred to our program will be paired with a teacher for music lessons.

### Teacher Agreement

*I understand that I must adhere to the following program requirements and policies to remain eligible for ME:*

**Supervision Policy:** I will not begin teaching my student unless the designated parent or guardian is present or another background checked Musical Empowerment teacher is in the room. I will only teach my lesson in the designated supervised areas.

**Lesson Cancellation Policy:** I will notify my student's parent/guardian at least 24 hours in advance (or as soon as possible in emergency situations) if I cannot attend a lesson. I will establish the best method of communication with my student's family at our first ME lesson. If I miss 3+ lessons in a semester, I will be ineligible to teach.

**Two-Year Commitment:** I understand that the term for teaching for Musical Empowerment is for two academic years minimum. Lessons occur from September/October through April, with breaks that occur within the university's academic calendar.

**Background Check:** I will pass a certified background check in order to teach.

**New Teacher Fees:** I agree to pay the new teacher fee (\$20) or ask for assistance to cover the cost if applicable.

**Code of Conduct:** See page two

### Teaching Requirements:

I agree to abide by and uphold ME's mission, vision, and values listed above.

I will put forth my best effort to be a positive mentor, role model, and teacher for my student.

I will plan and teach one music lesson per week. I will make a strong effort to attend every lesson at my scheduled time. If I need to reschedule a lesson, I will do so according to chapter policies.

I will prepare my student for the recital at the end of each semester.

I will implement the ME Teaching Methodology into lessons, including the Pillars of Music Mentorship and Teaching Curriculum.

I will encourage my student to attend local performances as possible.

I will teach and encourage my student to care for their instrument/equipment.

I will attend all Teacher Support Group meetings and inform my Teacher Support Group leader if I reschedule.

I will attend one ME General Body Meeting each semester.

I will fill out a progress report at the end of each semester.

I agree to be responsive to the Student Leadership Team and do so in a timely manner.

### Teacher Exit Policy:

If I am no longer able to teach my student, I will participate in the Teacher Transition Process, which includes informing my student and their parent(s), contacting the ME Student Leadership Team within one week of the discontinuation of lessons, and completing the Teacher Transition Survey. I also will schedule one phone call or meeting with my student's future ME teacher. Once I quit my role as a teacher, I will not be eligible to rejoin the organization (unless I am studying abroad).

*I have read and understand my responsibilities as a teacher of Musical Empowerment. If I do not fulfill these commitments to the organization I will expect the Student Leadership Team to review my responsibilities with me and my willingness to fulfill them. By not meeting these requirements, I am aware that I may be put on probation.*

## Musical Empowerment Code of Conduct

This behavior code outlines the conduct we expect of all our staff and volunteers. The behavior code aims to help us protect children and young people from abuse.

### The role of staff and volunteers

When working with or for children and young people, you are acting in a position of trust. You are likely to be seen as a role model and must act appropriately at all times. All Musical Empowerment staff and volunteers are required to understand their responsibility to keep children safe and must abide by the following Code of Conduct and challenge all unacceptable behavior and report any breaches of the behavior code.

### Upholding this code of behavior

All members of staff and volunteers are expected to report any breaches of this code to National Staff members at **919-891-4383** or using the **reporting form** on the ME website under Teacher Resources. Staff and volunteers who breach this code of behaviour may be subject to Musical Empowerment disciplinary procedures. Any breach of the code involving a volunteer or member of staff from another agency may result in them being asked to leave Musical Empowerment. Serious breaches may also result in a referral being made to a statutory agency such as the police, the local authority children's social care department.

### When working with children and young people in Musical Empowerment, it is important to:

- Listen to and respect children at all times.
- Treat children and young people fairly and without prejudice or discrimination and respect differences and treat all individuals equitably regardless of age, gender, sexual orientation, culture, race, ethnicity, or socioeconomic status.
- Follow Musical Empowerment principles, policies and procedures
- Stay within the law at all times.
- Model good behavior for children and young people to follow.
- Always use positive and encouraging language with ME students.
- Report all allegations/suspensions of abuse following our reporting procedures.
- Promote relationships that are based on openness, honesty, trust and respect.
- Only release children to their authorized parent or guardian or other adult authorized by the parent or guardian (with written authorization on file) under any circumstances.
- Avoid being alone with a student. The lesson room should always have open doors, and open blinds and light when possible.
- Always have two adults in the lesson room or at any Musical Empowerment activity; either the parent and the background checked Musical Empowerment teacher or two background checked Musical Empowerment teachers.
- Know that Musical Empowerment lessons and all activities will be subject to unannounced student leadership or staff visits to the program.

### Unacceptable Behavior when working with children and young people in Musical Empowerment:

- Physical contact such as tickling, wrestling, pinching, back rubs, asking a child to sit on an adult's lap, fondle, kiss, cuddle or touching children in inappropriate ways.
- Acting abusively in any way (verbally or physically) or knowingly placing a child at risk of abuse.
- Acting in a way that can be perceived as threatening or intrusive or participate in physical discipline.
- Making inappropriate promises to children and young people, particularly in relation to confidentiality.
- Making abusive, harsh, threatening, derogatory, indecent, inappropriate, demeaning, insensitive or sexually suggestive comments, or actions to a child, even as a joke.
- Participating in sexually oriented conversations with minors.
- Conducting a romantic, or sexual relationship with a child or young person or engaging in any form of sexual contact with a child or young person or develop relationships which could in any way be deemed exploitative or abusive. Any such behavior between an adult member of staff or volunteer and a child or young person using the services of Musical Empowerment represents a serious breach of trust on the part of the staff member or volunteer and is not acceptable under any circumstances.
- Spending time alone with a child behind closed doors or in a secluded area.
- Condoning or participating in behavior with children that is illegal or unsafe.
- Smoking or consuming alcohol or use of illegal substances.
- Taking a child alone in a vehicle.
- Allowing allegations made by a child or concerns about their welfare go unrecorded or not acted upon.

On behalf of my organization I understand and agree to abide by the above Musical Empowerment Code of Conduct. I understand that any breaches of the above Code of Conduct will be reported and appropriate action, in accordance with the policies and procedures in place, will be taken.

Teacher's Name (print) \_\_\_\_\_ Teacher's Email \_\_\_\_\_

Teacher's Name (signature) \_\_\_\_\_ Date \_\_\_\_\_