

Teacher Policies & Requirements

Parent/Guardian Attendance Policy: I will not begin teaching my student unless the designated parent or guardian is present.

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.

2 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 while university students are on winter and spring break.

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

Teacher Fees: I agree to pay the \$20 in fees required to cover the cost of the background check.

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 online.

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 follow the Code of Conduct.

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 weekly reflections after each lesson and 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 have at least 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.



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Parent/Guardian Policies

Parent/Guardian Attendance Policy: I will be present during my child's/children's music lessons at the church or I will designate in writing a guardian over 18 years old to be present during music lessons. Another background checked teacher or staff member where lessons take place can fulfill this role.

Transportation: I will provide transportation for my enrolled child/children to attend their weekly ME lesson if needed.

Safety: I accept responsibility for my child to follow established safety guidelines and obey the rules.

Lesson Policies:

I will notify my child's/children's teacher 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 child's/children's teacher at our first ME lesson.

I agree to respond to my child's ME teacher in a timely manner.

I understand that given the high demand for ME lessons, *if my child/children miss three lessons during a semester without a good reason or without informing the ME teacher in a timely manner, they will become ineligible for the program.*

I will do my best to attend and bring my child to the ME recital offered once a semester.

I will do my best to attend a music performance with my child and the ME teacher.

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/suspicions 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.



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- 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.