August 28, 2008

Young Musicians of Virginia

This is the website version of the YMV Student Handbook, as such, it can be accessed by anyone with an Internet connection. To protect the contact information for our Faculty and Staff from falling into the hands of spammers, we have removed those pages which list names, addresses, phone numbers and email addresses.

This information is available to YMV member families only. It is available to you:

- in printed form (just stop by the YMV office during regular business hours, and ask)
- on private member-only pages of the YMV website

Thank You.

# Young Musicians of Virginia
# Student Handbook

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## ***A Note from our Executive Director...***

*In the beginning God created the heavens and the earth….. And God saw everything that He had made, and, behold, it was very good.* Genesis 1:1, 30

*To everything there is a season and a time to every purpose under the heaven.* Eccl. 3:1

*Praise the Lord with harp; sing unto him with the psaltery and an instrument of ten strings. Sing unto him a new song; play skillfully with a loud noise.* Psalm 33:2 – 3

*When wisdom entereth into thine heart, and knowledge is pleasant unto thy soul; discretion shall preserve thee, understanding shall keep thee…* Prov. 2:10 – 11

*For the Lord shall be thy confidence, and shall keep thy foot from being taken.* Prov. 3:26

*This is my commandment that ye love another as I have loved you.* John 15:12

We are entering a new year at YMV. A new season of learning music, enriching our minds with academics, and sharing our Father's love, one with another.

Walking through the hallways of YMV in September, we hear plenty of new songs and loud noises. As those new songs become more familiar, the noises change slightly at first, eventually becoming beautiful sounds of music. Just as algebra, geometry, and physics, seem like foreign languages at the beginning of a new school year, with the pursuit of knowledge, practice, and diligence, confidence is achieved, and what was foreign becomes familiar.

None of us make the decision to home-school our children lightly. We pray, seek wisdom, (for myself) try to convince God that He really doesn't want me to do this, pray even more, and finally, yield to God's plan. In Him wisdom grows, knowledge becomes pleasant, loving others becomes easier, and as God sees the final product, it too is very good.

It is our privilege, at YMV, to support you in the education of your children: spiritually, musically, and academically. As we start this journey together, let us always be mindful of His presence.

Sharing the journey with you,

Nancy Grice
Executive Director
execdir@ymv.org

***Welcome to Young Musicians of Virginia!***

## *Let's take a tour of… LIFE at YMV!*

## Brief History

In 1991, the seeds of a music school for home-schoolers were planted. With four students, a page turner, and a retired band instructor, **Young Musicians of Virginia** was born. *(Our pioneer instructor, Mr. Bailey is still with us.)* From these humble beginnings YMV has grown to over 45 teachers and staff and serving between 200 and 300 students. Our one band class has grown to accommodate different skill levels and all aspects of music. To support the participation in our music program, we have added high school level core curriculum academic classes. Quality instructors musically and academically also teach and perform professionally in the area. Many of them home-school as well. They serve as teachers, musicians and music leaders in their churches and communities. All are committed to the Lord Jesus Christ and have a heart to see students grow musically, academically and spiritually.

We teach more than just music…..We are "educating young musicians in the home-school community to be Godly leaders."

***…We are investing in tomorrow, by investing in lives today….***

## Mission Statement

**Educating young musicians in the home-schooling Community to be Godly leaders**.

## Statement of Purpose

**"To the glory of God in the highest and to further the learning of everyone."**
**~Johann Sebastian Bach on the title page of *Orgelbuchlein*~**

1. **To teach music from a Biblical perspective, intertwining Scriptural principles applicable to life.**
   a. To that end, all instructors and decision making leadership must have a Christian testimony in word and in deed, and be able to explain their relationship with Jesus Christ and sign the statement of faith.
   b. Students do not have to be of Christian faith. We do ask that they respect our position, not bringing in anything contrary to Biblical standard.

2. **To provide a program that will enhance and support, not take the place of, the home-schooling experience**.

   We wish to provide an atmosphere that will be consistent with Biblical principles you teach in your home. We do not actively teach any particular church or denominational doctrine. However, we do discuss freely that which is part of our relationship with Jesus Christ as it relates to what we are doing and is consistent with Biblical Scripture. We use, in love, the Bible as the basis for encouragement, instruction, reproof, and correction that will lead to the righteousness of the Lord Jesus Christ in the life of the individual.

3. **To provide musical opportunity for all home-schooling students without discrimination.**

a. Emphasis is on Junior and Senior High programs that will provide a quality opportunity for those students who desire to use music as an avenue for vocation, ministry, or personal discipline and enjoyment.
b. Elementary music is provided to teach and train students in those age groups in order to lay a solid foundation for entrance into the upper level programs.

**4. To provide extracurricular musical opportunities, which may include summer camps, tours, seminars, concert opportunities and competitions.**

**5. To provide academic high school level support classes for families whose 7-12th grade students pursue YMV musical opportunities.**

These are provided as needed and as circumstances allow. It is our desire to assist families in these areas in order to help support and facilitate their conviction and calling to home-schooling. These are the most difficult years academically for families. YMV stands with you and supports you in your calling.

## Statement of Faith

**A**ll Scripture is self-attesting and being Truth, requires our unreserved submission in all areas of life. The infallible Word of Titus 3:5; God, the Old and New Testament, is uniquely and fully inspired by the Holy Spirit and is the supreme and final authority on all matters. (II Peter 1:20,21; II Tim. 3:16)

**W**e believe in one God, the sovereign Creator and Sustainer of all things, infinitely perfect and eternally existing in three Persons: Father, Son and Holy Spirit. (I John 5:7)

**J**esus Christ, the Son, became flesh through His miraculous conception by the Holy Spirit and His virgin birth. He who is true God became true man united in one Person forever. He died on the cross a sacrifice for our sins, was buried and resurrected in order to redeem mankind from sin and reunite them through His blood in a relationship with God, the Father. God "desires all men to be saved and to come to the knowledge of the truth. For there is one God and one Mediator between God and men, the Man Christ Jesus." He now is in heaven and will one day return to take us to be with Him. (Matt. 1:23; I Cor. 15:3, 4; I Tim. 2:4, 5; I Thess. 4:14–17).

**S**alvation is the recognition of our sinful condition, which separates us from God, the acceptance of Jesus Christ's work on the cross, and asking Him to cleanse us from sin. It is not by works of righteousness, which we have done, but according to His mercy and grace that we are saved. The Holy Spirit instructs and guides us into all truth, and seals us for the day of redemption. (Rom. 10:9,10 John 16:13; Eph. 1:13,14; 4:30)

**T**he true Church is composed of all persons who through saving faith in Jesus Christ and the sanctifying work of the Holy Spirit are united together in the body of Christ. (Eph. 4:1-6)

In Essentials . . . . . Unity
In Non-Essentials . . . . . Liberty
In All Things . . . . . .Charity

## Qualifications for Teachers

The teachers have a tremendous part in the mission and vision of YMV. YMV represents a standard that has become a measurement of excellence musically, academically, and spiritually. Our reputation for this excellence among our home-schooling peers, and those in the public and secular community is well established. That is why each teacher is carefully and prayerfully chosen.

1. Must have a Christian testimony with a heart that is seeks the Lord, and be able to adequately communicate that testimony.
2. Attend a local church and be involved in that which will support and grow them in their faith.
3. Must be degreed in area of application or have adequate experience and be able to demonstrate a level of excellence in that area. Provide documentation of such as requested.
4. Subscribe to the Statement of Faith. The Statement of Faith contains points of theology that we feel are necessary for spiritual unity in the leadership of Young Musicians of Virginia. We avoid denominational differences and emphasize those areas in which Scripture is clear and uncompromising.
5. Understand and be committed to the philosophy of home-schooling and the convictions and commitments of this program.
6. Must have on file in the office a copy of a current business license.

# Administrative Life

## REQUIREMENTS FOR YMV PROGRAM PARTICIPANTS

**1. Fill out an application and enclose the $60.00 per student non-refundable application fee.**
   **a. Registration Fee is $60 per student in a family, with a $240 maximum.**
   **b. A one time cleaning, $60 per family, is due at the time of registration. (Cleaning fee is refundable if family withdraws from the program before starting classes)**

**2**. **Commitment to**: (This commitment goes into effect with the first day of classes).
   a. music classes by the semester
   b. academic classes by the year

**3. All families must attend an orientation meeting in the fall and a parent meeting in the second semester (January). Students 11 years and older must accompany their parents to these meetings.** ***Students may not start class if the family has not attended one orientation meeting.***

**4. The handbook must be read and the handbook form signed before the first day of class. Please turn these in to the monitor at the sign in table.** Students who have not turned it in will not be allowed to continue class.

5. **Students should help keep the facility clean and orderly**. Lunch time is especially important. EVERYONE is responsible to help pick up trash and wipe the table they use.

## Add/Drop

***Please remember that you have made a commitment on your registration form (see #2 above). Your signature is a contract with that teacher. Teachers have the right to request payment for the period of the commitment.***

To add or drop a class:

1. Talk it over with the teacher first.
2. Stop by the office to pick up an "Add/Drop Class" form. The office staff will assist you in understanding the process.
3. Complete the form including the teacher's signature and all information requested.
4. Return the form to the office.

***Adding*** classes may be done as long as space is available. Individual classes have different deadlines. Please see the instructor before adding.

***Dropping*** classes is allowed without penalty until the week **before** classes start. Take the time to talk with the teacher before the deadline if you are not sure about the success of the class for your student. Do not wait. After that, you are obligated to the class under the terms on the registration form.

Some situations may present themselves that warrant dropping. If you feel that you have such a situation, please discuss it with the teacher first. The final decision is left up to the individual teacher.

*****If the drop is authorized by the teacher and semester or annual commitment policy is waived by the teacher, dropping a class requires full payment for the month that the notice is given with a two week minimum.***

## Program Withdrawal

We recognize that there are circumstances beyond control that necessitate withdrawal from YMV. If you have such a situation, please follow the procedure.

1. Discuss it the teacher and check on financial obligations.
2. Please stop by the office to pick up a Withdrawal Form **at least 2 weeks prior to withdrawing your student**. Have all teachers sign it.
3. Bring it to the Financial Manager to check account balance.
4. Set up a time to speak with the Director.

## FAMILY ACCOUNTS: COST CUTTING IDEAS

YMV is unique in that we provide opportunities that will help families earn money toward their YMV fees. Families may set up a family account, much like a personal bank account. Seventy-five percent (75%) of all money that comes into YMV from the following opportunities will go directly to your family accounts. (Except **Notes for Kids**: That is 100%).

Following are some of the ways you can put money in your account:

***Fundraisers:**
YMV attempts to provide families with opportunities to earn money through fundraisers and events such as Rowena's. Money is placed in the family account set up in the office. This money is then used to fund the family's YMV activities. We are continuing this program this year. Please note the following guidelines.
*Fundraisers that are eligible for the Family Account will be designated as such at the time of the fundraiser.
*75% of the profits after expenses will be placed in the Family Account.
* YMV will serve as the "school" or non-profit organization umbrella that you must have for some of these.

***Rowena's** and other area businesses. These companies have partnered with YMV to offer a wonderful program that has benefited families for several years. These are usually available mid November and December. Information will be posted.

***Notes for Kids:** "Notes for Kids" is a program that gives businesses, friends and concerned individuals an opportunity to help students. They may make donations specified for your family account. (100% goes into your family acct.)

Records of all money will be kept in the office under your family name. To access these funds, complete the Distribution Form in the black notebook in the office. Because these funds are donated to YMV, the balance in your account will go to the general fund if you leave YMV. All funds must be used for YMV classes, class needs and activities and may be carried over from one year to the next. Funds left over may also be used for summer music camp or lessons.

## TUITION

Monthly tuition for each class is listed on the ***Course & Fee Schedule***. There will be occasions when a month will have only 2 or 3 weeks, but there are also those with 5 weeks. Monthly payments will be the same, regardless of the number of weeks in the month. Fees are not pro-rated. **They are based on number of classes in a year, not a month.** *For policies concerning makeup of missed private lessons, consult the individual teachers.*

***Tuition Payments are due by the 15th of the month, starting in August.**

Payment for the total amount of tuition due is to be made in the YMV office. Payments not made by the 25th of the month will be subject to a late fee of $5.00 per class, with a maximum late fee of $50.00. A late notice will be placed in your box. Please return the form with the payment to the office. If paymet is not made before the 15th of the next month, your student will not be permitted to attend classes.

***Payments may be made by Check, Cash or Credit Cards.**

Payments by check are to be made out to YMV for the full amount owed.

Cash payments may be made by obtaining a YMV envelope and filling out the information requested on the envelope in the office subject or purpose of payment, the student's name and amount of cash.

Credit card payments are accepted. A 3% sevice fee will be charged for each transaction.

Receipts will be printed and placed in your family folders for each of the above transactions.

## YMV PROGRAM FEES

We desire to let you know up front all the fees that you may face in the YMV program. This is not to overwhelm you, but to allow you to literally "count the cost" and make informed choices.

Registration: $60 per student, per year. (For the first 4 children; $240 maximum)

Family Cleaning Fee: $60 per family per year

Performance Outfits: All advanced performance group outfits (between $65 - $125.00) may be purchased through the office. An order will be placed in October to receive group prices. Deadlines will be set for these orders, separate orders may be placed but you will be responsible for the difference in prices, extra shipping and handling fees.

Juries, auditions, district & regional competitions: $5-$25 for participating students per event.

All State Auditions and events: varies

End of the Year Certificate & Award Fees: Grades 9-12; $5-$15 (Fees are based on actual awards they will earn.)

Graduation Fees: Senior fees are accessed at Parent's meeting: TBA

Supply Fees: These are paid to YMV by the 15th of September

YMV shirts: $10 depending on purpose and need.

Spring Trips for Advanced Groups: All advanced group participants are required to go on our spring trip. The cost of this trip is approximately $350.00. (Cost may vary.)

Annual Fundraiser Auction: Students participate with a teacher to put together a theme package for auction. This is not necessarily an expense for families. Families may donate money, items or solicit donations from businesses for this project.

## YMV COMMUNICATION SYSTEM

Weekly communication with families is through **email** and **family folders**.

***Don't have email?*** We will put a copy of the memos and distributed information in your family folder.

There is a portable file cabinet with **folders in the entrance sign in area.** Blue folders are for teachers, and regular ones for all the families enrolled in the program. The red folders in the middle are for the Student Leadership Council Representatives. Please check your folders each class day.

CHECK YOUR FOLDERS FREQUENTLY! CHECK YOUR EMAIL FREQUENTLY! CHECK YOUR EMAIL EVERY MONDAY AND THURSDAY NIGHT! Should there be any necessary schedule changes or other important information that must to be communicated quickly, we will use email. If you do not have email we will call you.

***These folders and email system are for official YMV communication only. Any bulk advertising, soliciting, or information distributed for any reason must have the approval and initials of the Executive Director. If you have any questions, please contact the Executive Director or the Office Manager. (Yes, it is OK to return Susie's sweater if it will fit in the folder and not damage other folders ☺ )

## INCLEMENT WEATHER

In the event it becomes necessary to cancel classes due to any extenuating circumstances, please watch the school closings on Channel 10 (WAVY TV) and Channel 13 (WVEC). YMV closings will scroll across the bottom of the screen. Also check email. Generally, if Virginia Beach and/or Chesapeake school systems close, we close. However, this is not always the case. So… watch the news!

## TELEPHONE

YMV phone number is 420-1961. Anyone needing to use the phone during the day may do so. Phone calls are $.25. Please use the phone for necessary calls only.

# Emergency Preparedness

YMV staff is working diligently to ensure our emergency plan is current and that all staff and faculty members are prepared for all manner of contingencies.

We will work closely with the appropriate local public safety agencies, such as police and fire, to foster a safe environment. This means, there may be time when it is necessary to secure the premises and keep students indoors. If such an event occurs, be it a drill or otherwise, the staff will make every effort to maintain an orderly environment and will communicate the manner in which parents can best gain access to their children. **Please understand that our foremost thought is that of safety.**

## Communication During An Emergency

Should the normal operating hours be affected, YMV will broadcast a message using several methods. An official notice will be posted on local TV stations: WAVY TV, Channel 10 and WVEC, Channel 13. This will also include closings and altered schedules during inclement weather. The answering machine message will be changed to reflect the changes.

## Current Measures In Place

1. Fire drills are conducted at least once every semester.
2. Several staff members are trained in CPR and first aid. (If you have any of these qualifications, please let us know. It is helpful for us in the event of an emergency to be aware of those who may be able to assist and the times you are available.)
3. A nurse is a member of the staff.

4. Walkie-talkie radios are assigned to key people.

5. An emergency evacuation kit is kept current. It includes class/staff rosters, Emergency phone numbers, addresses, phone numbers of key people and emergency services, floor plans, flashlights with extra batteries, first aid and other emergency supplies.

6. When you visit YMV, you may notice that our first measure of security is the YMV entrance. You will find a monitor available at all times. We have one entrance and exit. All other doors are either locked or under surveillance.

7. Student sign in and sign out sheets.

8. Outside monitors after lunch.

9. **ALL cell phones** must be on vibrate while in the building; the only exemption being office staff.

Student cell phone use is only permitted in the fellowship study hall and lunch room. Cell phone use in any other part of the building, (ie classrooms or hallways), will result in immediate confiscation and the forfeiture of cell phone use for the rest of the year. A parent or guardian will be required to pick up the phone in the office.

Any instance of a cell phone being used to transmit immoral material, verbally, with pictures, or text, will be grounds for immediate dismissal. Sending pornographic material by way of cell phone is a felony offence and we are required to report incidences of this nature to the appropriate authorities.

Please be assured that we take this responsibility very seriously. We have great confidence in the professionalism of our staff and the security measures currently in place.

If you have concerns, questions, suggestions, please contact the YMV office at 420-1961. If you would like to be a part of our emergency staff while on the premises, please contact the office.

## Lock Down

In the event that there is an emergency of any nature, we have the following measures in place to handle the situation as best we can.

At the first sign of a “situation”, members of the staff are assigned to do several things.

1. Monitors will be notified via walkie-talkies that we are under lock down. They will immediately pass the word to class rooms in their area. Church office also notified. Kempsville Baptist is very safety conscious and already has some measures in place. The building is basically locked down, except for select entrances. These are easily and quickly secured.

2. A colored sign will be placed on the outside of the entrance/exit door.
   **RED:** do not enter the building. Students cannot exit at that time.
   **YELLOW**: Parents must enter the building to get their student. We will not let them go outside unless accompanied by an adult
   **GREEN:** Means all is clear and situation is resolved.

3. Proper authorities will be notified.

4. Measures taken to secure the safety of the students as we are able.

5. Parents notified of situation and instructions given.

# Levels of Lock Down:

**Level 1: Natural Disaster: i.e. tornado, severe weather**

Goal: To maintain safety until parents can secure their children --- YELLOW tag on door
It is important for you to know that your children are safe in the event you are unable to reach them immediately. We have "mapped" out areas that are safe places to "weather" the weather! Students will be kept together in an area that is safe. The YELLOW tag will be on the door, if possible. Students will be able to contact their parents via cell phone. A message will be placed on the answering machine and an emergency email will be sent as possible. Please do not risk your safety as well. We will contact you ASAP. When you arrive, you will come in to get your student. Student drivers will not be allowed to leave until we know the area is safe and they have communicated with you.

**Level 2: Area Danger: i.e. fugitive on the loose in the vicinity**

Goal: To maintain safety for students and parents --- RED tag on door
The entrance to the building will be locked. No one can enter or leave until we are reasonably sure that the area is safe. Local precinct will be contacted and involved in the decision. If you arrive and see the RED sign on the door, do not get out of your car. Call the office. Again, the above 5 measures will be followed. As soon as we know that the area is safe and we can contact you, we will remove the signs.

Depending on the nature of the situation, students will be able to be mobile within the building and can continue classes.

**Level 3: Danger within the building: i.e. an individual enters with the intent to commit a crime**

Goal: To be sure that all areas of the building have a plan that will enable them to be in a self contained lock down and/or have a way to escape. --- RED tag if possible

Each teacher will immediately lock the classroom door and move all students into an area that is the least visible if they are unable to get out of the building. A sign will be placed over the window of the room to obscure vision. The teachers have a password that they must hear before opening the door for anyone.

# ***A Note from our Music Director…….***

I am truly humbled at the glorious gift that is music. Music soothed the savage Saul, music led the armies of Israel into battle, and it is music that is the primary method of bringing our souls closer, in worship, to our God. We are a part of that great heritage of music. It is truly a gift and, I believe, a responsibility.

As we all start a new year, I am anxious to see what great things God will do. Each year, YMV grows in talent, in maturity and in the ways it impacts the community. Each year the students are presented with so many opportunities and challenges. It is an honor to us, the staff and faculty, to see just how all of you live up to and exceed our expectations.

We have so many exciting things planned this year, I pray that they will be a blessing to you and will glorify our God.

Soli Deo Gloria!

Karla D. Robinson
Music Director
musicdir@ymv.org

## CONCERT DRESS

### Beginning And Intermediate Group Performances:

***Ladies***: black dresses or black skirts or dress pants and black tops and appropriate shoes. Dress length must be at ***least*** mid calf. It is important that it be that length especially when they are sitting on stage. Please consult your instructor. Please note that clothing selections must meet general dress code requirements as a minimum. (Please check with the instructor for any variations in color, etc.)
***Gentlemen*:** wear white tux shirts, black bow ties, black pants and appropriate shoes. (Tux shirt and bow tie combo available at Value City).

### Advanced, Chamber & Symphonic Groups, Ministry Teams, & Advanced Ensembles:

***Ladies*:** Concert Dresses are the same for all girls. Samples of the required performance attire will be available in the office. A group order will be placed at the start of the school year for the appropriate attire.

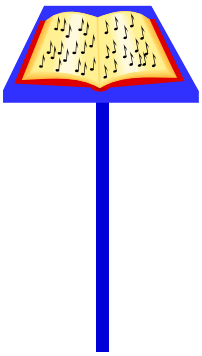
***Gentlemen*:** White tux shirts, black bow ties, black jackets, black tux pants, black shoes and socks. A group order will be placed at the beginning of the school year for the appropriate attire.

**Attire for informal events**: Ladies and Gentlemen: Black polo, collared shirt with YMV emblem and khaki pants.

**Recitals:** If you are performing for this, please dress in appropriate Sunday dress attire. No sloppy t-shirts, shorts, jeans, etc.

**Luncheon Concert**: Nice casual.

# CONCERT ETIQUETTE



We include this section because there is a protocol of courtesy that should be learned and practiced by students and their families.

***Courtesy to the performers begins as soon as you enter the concert hall.

***Please stay seated during a performance. If it is necessary to get up and leave, do so in between pieces being performed. Enter and exit quietly between pieces. Please observe this even at the Luncheon Concerts as well. However, if there is a child who is noisy or having difficulty sitting through the concert, it is OK to get up and leave.

***Please refrain from talking during a performance. It is not background music.

***Please hold applause in between movements of a piece.

Wait until all movements are completed. You can tell that a song has movements because they will be listed under the main title of the piece in the program. When the piece is finished, the conductor will lower his/her baton, musicians will put down their instruments and look very relieved!

***Generally, show respect for the performer(s). Give them the same courtesy you expect if you are playing.

***Observing these good manners will assure everyone in attendance the opportunity to enjoy the performance, and those on stage the enjoyment of performing for a truly appreciative audience.

# INSTRUMENT RENTAL & LEASING

There are many rental opportunities in the area. YMV also owns a few instruments. Check with us in the office. These are available for lease on a first come, first serve basis. The leasing fee is $30 per semester with a signed contract. Individuals are responsible for up-keep and repair of the instrument leased. Further conditions are listed in the lease agreement.

# MINISTRY & PERFORMANCE TEAMS

As we are growing and our reputation for quality is spreading, many opportunities are becoming available for our students to perform. It is our desire to give opportunity to minister through music. After all, that is the goal of our music – to the glory of God! It is part of the musical education to learn to use it properly in ministry and performance. However, we do not wish to present a conflict for a student with his church and family involvement. We feel that it is important that we not interfere with regular church commitments of families. However, there are some opportunities that will present themselves only on Sundays. Parents will be notified and their approval given before any engagement is finalized.

# PRACTICE POLICY

Students should practice a minimum of 30 minutes a day, 5 days a week. Two 15 minute periods can often be more productive for younger students than one long period of time. This is a general rule and practice time required is always subject to the teacher's discretion. Please check with the teacher.

Failure to practice slows down the progress of the group and the individual. Failure to practice will also reflect in grades given to advanced students and may result in dismissal.

If a student arrives for a lesson and has not practiced or attempted to prepare as expected, the instructor may deny the student a lesson and the time will be used to practice the assigned homework. Students should report to the lesson even if they are not prepared. There is no refund for that class or lesson.

# RECITALS

## April is Recital Month!

Recitals are at the discretion of the teacher. Your private teacher will work with you to offer a recital experience as your student is ready.

# SPECIAL ASSEMBLIES

There may arise a special opportunity for our students to experience a unique event. We reserve the right to preempt regular classes for such an opportunity. We will work out the details and keep you informed as it relates to the particular event. If possible, the times will be controlled so as to not affect the same class each time.

We will also continue with our **Luncheon Concert Series**. This is designed to give students a more casual forum in which to perform as well as become more at ease in front of a crowd. These concerts are usually on the 2nd Friday of the month. We will let you know when one is upcoming. If your child is interested in participating, they will plan it with their instructor.

# MUSIC THEORY

If you are in any ensemble (Band, Orchestra, Choir or Handbells), it is recommended that you take music theory. This will be in a successive order of I to III. You may take them one after the other or skip a year with approval of the theory instructor and possibly the ensemble instructor. If you do so, then you will take a test on the theory when you continue the class the following year. Placement will be based on testing. We will work with you to be sure that the ***Music Theory*** program fits your child's needs and will tailor it to their playing level and needs.

Each class level will be a combination of Theory, Sight-Singing, Dictation and Ear-Training
If you pass a previous theory class, you will automatically be placed in the next level unless you notify us differently.

## TOURS AND RETREATS

These events are for ages 13 and up. They do not have to be performers. Those who do not play may serve as tech crew, and in other capacities. Advanced performance groups will have opportunity to perform. Those in these groups should carefully consider this obligation when auditioning. It is required for all advanced group performers to attend spring trip.

The cost for the Spring trip is generally between $300 and $350. Students may begin raising money anytime and funds will be kept in student accounts.

The purposes of our trips have been

1. to use our music/talents in ministry
2. to have a time of fellowship and spiritual encouragement together
3. to make contact with other home-school groups and music programs; to share and encourage each other.

.

Our fall missions trip will made locally. More details on each of these will be forthcoming.

## DISTRICT, REGIONAL, AND STATE EVENTS

Our students have the privilege and opportunity to participate in District, Regional and State events. The list of upcoming events for the school year can be found on our web page, YMV.org, or on the calendar posted in the office.

## Alumni

Our alumni are a vital part of the YMV family. We want to encourage our alumni to come back and participate whenever you can. It is wonderful to have our skilled musicians come back and help fill in the sections in their respective groups. Your participation is a wonderful way to give back to YMV. The younger students look up to you and appreciate your participation. Because our first concern is for the current students, alumni will not be chaired or given solos.

## PARENTS are PLAYERS Too!

Parents! Always wanted to learn to play that one particular instrument? Brush up on your skills? Here's your chance…….

Any family enrolled in YMV may take advantage of our "Parents are Players Too" program. Parents may participate in any group class (band, strings, bells, choir), free of charge with approval from the instructor.

Group instructors also need parents to help them on a regular basis. Each music instructor and each band needs a Band Parent, Handbell Parents, Chorus Parents, etc. Talk to the instructor of the class your student is in and see what it would involve. Get involved. It is a blessing for you and the teacher!!!

# *A Note from our Academic Director……..*

Dear YMV Students,

It is a privilege to work with such an incredible group of young people. As we begin the 2008-2009 school year, I would like you to meditate on two scripture as you pursue academic excellence. The first scripture is my life verse. I can do everything through Him who gives me strength. Phillippians 4:13. The second verse is found in 1 Corinthians 10:31, So whether you eat or drink, or whatever you do, do it to the glory of God.

This year, I encourage each of you to grow in Christ, to learn all you can, to make wonderful memories, to make lifelong friends, and to have fun!

In His Service,

Lauren Bell
Academic Director
acaddir@ymv.org

## ACADEMIC CLASSES

The educational emphasis of our program is music. However, we offer academic classes at the Jr. & Sr. High School level (7th-12th graders). The same standard of excellence is consistent in all areas of our program. Any of your family members may take advantage of these. Your registration enrolls your whole family with YMV and makes all aspects of the program available to all family members. **Only one family member must be enrolled in a music class.**

## ATTENDANCE

Attendance is expected for every class unless special arrangements are made with the instructor. If your child is ill or an emergency arises, please call each teacher as soon as possible or call us at the office on class days at 420-1961. The office staff will notify the teacher on site. **It is the responsibility of the parent or student to obtain assignments**. The habit of not notifying the teacher, or accumulating unexcused absences will result in dismissal. Payment will be expected for all missed classes. No refunds will be given.

One of the benefits of home-schooling is being able to take family trips and do special events with more flexibility. However, if your child misses class, they miss content. Be sure to check with the teacher to get assignments. Getting behind will jeopardize the student's success in that class. The high school level classes are taught for credit. Work must be completed. We want you to enjoy your trip and your experience here at YMV!

Skipping class is unexcused and cause for dismissal. By definition, this is a student who comes to YMV and decides that he/she chooses not attend class.

Concert attendance is mandatory. For advanced groups and advanced ensembles, participation in extra performances other than the regularly scheduled main concerts should be taken into consideration when deciding on involvement. If a student cannot do these, they may need to be in another group. Our advanced groups receive requests to play for area functions. We try to choose those events that will give opportunity for ministry, be a testimony for home-schooling and benefit the student's musical experience and that of their family. We will weigh each request in light of this criteria and other events in each family's life. Ample notice will be given for you to plan. We will contact you as soon as possible.

Each year we take a spring trip. Students in the advanced performance groups should plan early for this.

## GRADES

All academic courses and high school music classes will be given grades, numerical as well as letter. If a student is making 74 or lower at the end of any 9 week period, they will be placed on probation. (The minimum passing grade is "C".) If the student does not bring the grade up during the following quarter, the student will be dropped from the class. However, if a student is capable of doing better, but is not applying himself, he may be placed on probation no matter what the grade is. The teacher will communicate with the parents as they observe that the student is either not grasping the material or not doing the work. Communication between parent and teacher is especially important when dealing with a student that is struggling. The instructor will work with the parents to decide the best course of action for the student.

YMV has prepared a grade card that will be issued every 9 weeks. It will have a place for the parent to give a grade for work done at home (attitude, completion of assignment, etc.) The teacher grade is not factored into your grade. The teacher grade is independent of yours, but helps to establish accountability for oversight of home assignments by the parent. The card will also contain a course description for the parent's records and portfolio. The following is the grade scale for YMV academic classes.

It is important to understand that we take these classes seriously. These are not filler courses. **They are high school credit classes**. Assignments are to be done according to specification and on time. Parental support for assignments is expected and appreciated. Teachers are special tutors. **Each parent is ultimately responsible for the educational success of these classes.** Work assigned for the other 3 days while not at YMV must be overseen and accounted for by the parent.

Grading Scale for Academic Classes:

A: 93-100
B: 85-92
C: 75-84

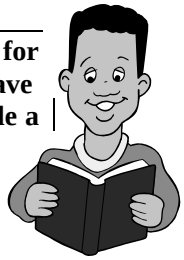
D: 70-74 (not an acceptable passing grade)
F: below 70

Any assignment with a grade of 74 and below should be signed by parents and returned as confirmation that the parent saw the paper.

# *...Student Life*

## STUDY HALL/ACTIVITY GUIDELINES

**Please understand that these rules are designed primarily to ensure a safe environment for each student. We are very serious about the responsibility entrusted to us when you leave your children at YMV. YMV is established to give opportunity. The rules are to provide a framework to maximize that opportunity.**



## STUDY HALL

Study Hall is provided to students who are in-between classes. The purpose is to provide a place to study in the morning and use their time wisely. It is also to provide a safe environment. A fee of $35.00 per month will be charged to your family account if your student attends more then two study hall periods.

**9 a.m. – 4:00:** A quiet study hall is provided for students with school work to complete; an open fellowship room will be provided for those students who do not have quiet work to do. Students must be 11 year or older. These are student only areas. Parents wishing to work with students may check in the office for an available room.

Personal electronic devices are permitted in the open fellowship room. Any use of this in the hallways will result in immediate confiscation. A parent will need to come to the office and pick up the device. Laptop use is limited to the quiet study room for school work only, and for those enrolled in the computer class. A letter from a parent will need to be on file in the office giving permission
.

(YMV will not be responsible for loss of or damage to any electronic device.)

**12:00 – 1:00 p.m. LUNCH (Family Life Center)**
All food is to be kept in the Family Life Center. The café is available for eating when the Family Life Center is closed. A refrigerator and a microwave are available for use in the Café. Water may be purchased in this area as well. **EVERYONE** is responsible to help pick up trash, wipe the tables and generally leave their area clean. No food or drinks are allowed in the classrooms.

**1p.m. – 4:30 Students 11 years old and older may go outside (depending on the weather) if an adult is present.** Students must sign out with the Study Hall Monitor, get an outside pass, and have a buddy with them. Students under 11 must be accompanied by an adult. Toward the end of this time period, all students will come in and assist with clearing the study hall area.

**YMV provides monitors until 5:00 p.m. Any student who is here after that time must be in class or with a parent. A fee of a dollar a minute will be charged for students not picked up by 5:00. The only exception to this policy are students in Jazz Band**. Jazz band students are expected to be picked up at 5:45, or a fee will be applied.

# SIGN IN/SIGN OUT

Students, who are not accompanied by a parent, will please sign in upon arrival at YMV and sign out when leaving. Students 11 years & older will be issued ID cards free. Duplicate cards will be charged $1.00. You must have an ID card to obtain an outside pass.

## WHERE ARE YOU????

ALL students must be in class, in study hall, or with an adult. Anyone not in class or on their way to a class, with an adult or in study hall, must have a hall pass.

Hall Passes are needed…..

When leaving class during class time
When leaving study hall during class time **except** to go to class or lessons
When going outside in the afternoon

2. **Students must have written permission to leave the premises with anyone other than the parent.**

* Forms for this purpose are available in the office. Please fill these out and return these to the office. A copy will be given to the study hall monitor or other appropriate staff.

*Students leaving with other driving students must have permission from both sets of parents. (Please check with Va. State law regarding teens driving other teens.)

3. **Children under 11: must have an adult or designated caretaker to watch them specifically.**

**Children under 11 must have a parent or designated adult while they are at YMV to oversee their activities and be with them at all times in study hall.** They may go alone to and from their classes if old enough to know where to go and how to return.

4. **Students who drive to YMV may go to and from their car without adult supervision and as needed**.

However…..

(a) They may not sit in the car with other students.
(b) They may not take other students off the premises..
(c) Only Seniors may leave the building and ***drive*** to lunch.

***Please fill out the driving form to and return it to the office.***

(d) All students who drive must have on file the YMV Driving and Riding Permission Form.

YMV wants all of our students to be safe.
Please make sure your children are not left **alone in your car.**

5. **Student guests are permitted at lunch time only and must sign in and out at the front desk. All guests must adhere to the YMV dress code.**

6. **Parents/guardians need to sign in and out at the front desk and wear a parent pass while in the building.**

# PICKING UP STUDENTS

## YMV has one entrance and exit. "VISITOR ENTRANCE A"

Students who are at the proper age may be dropped off as long as the parent can observe them safely entering the building. Students must remain inside the building while waiting for parents to pick them up. They will be sent back to study hall after ten minutes. Parents will need to come in and have their student called from study hall..

# Parking

A YMV parking tag will be given to each YMV family and student driver. Please place this tag on your dash board when parking your car and entering the building. YMV Parking is located directly behind Visitor Entrance A. The first three rows of parking are for dropping students off, (5-10 minute maximum). The fourth row and brick area are for longer parking needs. Please do not park behind the carport area. The parking there is reserved for Kempsville Baptist Church's preschool.

# DRESS CODE

**Goal:** Keep the focus on the character and inner person of the heart.
Keep the focus on what is important at YMV remembering that we are in training as Godly leaders.

**Guideline**: Modesty, respect, neatness, cleanliness and non-disruptive.

1. All pants and skirts must be at least knee length, when sitting as well as standing. They must cover and be decent. Leggings/tights may be worn under shorts/skirts, however shorts/skirts must meet the requirements listed above.

2. Shirts must cover midsection and back at all times and not be tight. Spaghetti straps, and tank tops are not allowed. Sleeveless shirts that do not properly cover should be avoided. (Young men may not wear sleeveless shirts or tank tops.) Midrif should not show when arms are raised or person is leaning over. Necklines should be appropriate so as to be modest when bending over.

3. No heavy chains worn as jewelry or belts, free swinging or hanging chains from wallets or pants. Please do not wear sagging pants, gothic dress, black nail polish or lipstick.

4. Maximum of two earrings per ear. No other body piercings (including tongue, lip, nose, cheek, eyebrow) at YMV or YMV activities. No visible tattooes.

5. Hair may not be dyed unnatural colors (red, pink, purple, green, yellow, blue, striped,e tc.) or worn in extreme styles, (ie, spiked, mohawk, etc.).

6. Hats are not to be worn in the building (this includes "do-rags" and bandanas). This is a sign of respect and safety issue.

7. Heelies, while providing speedy transportaion, are not permitted.

## Amended Shirt Policy for YMV

We at YMV desire to create an atmosphere that encourages learning, fellowship and spiritual growth. In the two days a week we have together, it is important to maximize every minute. With that in mind, YMV has established some styles of shirts that are acceptable here at YMV. That is not saying that everything else is wrong. It is just saying that we have a greater purpose and focus than outward appearance.

*Shirts may have small pictures/logos and, should be up lifting, not inappropriate in nature (ie, no skulls, etc.)

*The shirts may be worn out or tucked in. They must cover according to guidelines.

*You may wear sweaters, jackets, etc. of your choosing along with the shirts. However, they should not be tight.

* You may wear the kind of pants or skirts you desire as long as they are in keeping with the dress code as already published.

*Guys may not wear girl's low rider pants.

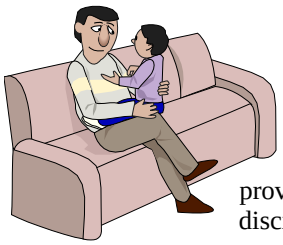
Please note that the administration will determine the appropriateness of student dress.

# CHURCH COURTESIES

We have been blessed to be invited to come to Kempsville Baptist Church! There are some general requests that they have made and that we want to observe in order to show our respect and express our gratitude.

Please eat only in designated areas. Keep food confined to the Family Life Center and the 2nd floor cafe. Water bottles are permissible in other parts of the building**. No food or drink in the sanctuary or carpeted areas.**

# DISCIPLINE POLICIES



As a program, we respect the parent as the main God-appointed authority in the life of each child. It is not our desire to replace that. When there are problems, we will always involve the parent in coming to conclusions and decisions. We will work closely with you in love through these circumstances. It is our desire to provide a disciplined environment for your child and others to flourish. The goal of any discipline is to build Godly character.

## Tardiness

Please arrive at least 10 minutes BEFORE time for the class to start. A class meeting at 10 a.m. means that the student must be in his/her place, set up and ready to *begin* class at 10 a.m.

## Procedures

a. A student may receive either a "Policy Reminder" or a "Disciplinary Report". The person initiating the report will speak to students in conflict with policy, for whatever reason. A copy will be made and sent to office.
b. If there is a repeat policy reminder by the same student for the same thing, a disciplinary report will be issued.
c. The report or reminder will be sent home and must be returned the following school day with the parent's and student's signature. They must be returned to the office.
d. All tardies and reports will be reviewed weekly.

## Student Dismissal

Dismissal from the program may result from the following situations:

1. Not practicing and/or an unwillingness to apply themselves in class
2. Disrespect or disobedience to the instructor or leadership
3. Disrespect for or inappropriate behavior toward any participant in this program.
   This constitutes:
   a. remarks that are sexually suggestive
   b. deliberate, continual, degrading remarks about another person's character or physical appearance in a manner that does not reflect respect for the individual and the love of the Lord Jesus
   c. physical contact that is deemed inappropriate for this setting. (i.e. Fighting; inappropriate rough housing; PDA (Public Display of Affection): In general, this includes holding hands, prolonged hugging, kissing or other intimate acts. Please understand, we are not referring to friendly greetings that *are* appropriate.)
4. Profanity
5. Deliberate damage to property (Whether deliberate or accidental, the student and the family will be responsible financially for all repair work necessary to correct the damage).
6. Continual disruptive behavior in a classroom.
7. Being in possession of weapons, drugs, or anything that endangers health or life; making threats that imply endangerment of life (i.e. bomb threats, threats to kill someone, threat of a gun.) These are criminal offenses.
8. Skipping class. If a student is at YMV, they must attend their class whether they are prepared or not. If they feel they cannot attend the class that day, they must discuss it with the instructor.
9. Accumulating unexcused absences and tardies from class.
10. Any action or decision that demonstrates a conflict or rebellion to Scriptural principles by the student, or the parent/guardian.

Before dismissal, parents will be notified and the situation will be discussed with them. Requirements for admission back into the program will be discussed together.

# SCHOLARSHIP PROGRAMS

## Program Scholarships

All program scholarships granted at YMV (as well as teacher scholarships) are "community service" oriented scholarships. Each family must volunteer monthly in some capacity for each scholarship they receive. Assignments are made according to program need and ability. The program pays these funds to the teacher at the first of the month. Scholarship qualification process begins with filling out a "Request for Financial Assistance" form and talking with the Executive Director. Full scholarship recipients will pay only $10.00 per month per class.

All students receiving any scholarship money listed below are required to be at their program concerts, major performances and required functions. This includes Christmas, winter, End of the Year Concerts, Spring Trip concerts (if age applicable), or any obligation that their music group has (i.e. Band, Strings, Choir, Handbells or Ensembles). This does not include optional activities such as special area performances which are requested and must have parental signature to schedule. The student must also complete one full year at YMV under the scholarship conditions. Any student not meeting those conditions will forfeit the scholarship and be ineligible for any other scholarships at YMV. An agreement must be signed before the scholarship is awarded.

## Teacher Scholarships

Teacher scholarships are entirely at the discretion of the teacher. YMV does not determine if a teacher should give a scholarship. Each family requesting assistance from a teacher must also fill out a Request for Financial Assistance. All scholarships are work scholarships. The teacher or the YMV office will assign responsibilities. Full scholarship recipients will pay only $10.00 per month per class.

***The following scholarships are merit based scholarships established by YMV or private individuals for the YMV students. We are pleased to partner with donors to provide as much for the students of YMV as possible.***

## Bailey Scholarship

The Bailey scholarship is awarded annually to students that exemplify the purpose and objectives of the program. This was started in honor of Carroll Bailey Sr. who was our first band and strings conductor. His contributions helped to establish the standard of musical excellence that has become a trademark of YMV.

The requirements for consideration are as follows:

1. The student must be enrolled in a group music class
2. The student must be enrolled as a 9-11th grader at the time the scholarship is given.
3. The student must show diligence in practice.
4. The student must exhibit musical excellence in their field of study.
5. The student must exemplify Christian character.

These students are teacher nominated. Students who have already received the scholarship once are not eligible to receive it again. However, they may be nominated and will be recognized for continuing excellence. All students who are nominated will receive recognition. The student candidates will be reviewed by the Board of Directors and the final selections made. A minimum of 3

students will be awarded a scholarship for a minimum of $400. The scholarship must be used at YMV. Leaving YMV will forfeit the award. Awards will be presented at the end of the year. Not participating in the group for which the scholarship was awarded will forfeit the scholarship.

## Ford Scholarship

This scholarship has been established in honor of Mrs. Wilma Ford. It is to honor her love of teaching and the Godly influence she had while teaching here at YMV. We are pleased to facilitate this well deserved recognition. The criteria is as follows:

1. Must write an essay on an announced topic.
2. No age limit
3. Must be intermediate or advanced string level
4. Must be a one income family
5. Student must be signed up at time of application to play a stringed instrument in YMV strings class
6. Must have been involved in YMV for at least 1 full academic year
7. Amount is designated to be used for private lessons and spring trip if age eligible. (If winner is not old enough to go on Spring Trip, the Spring Trip amount will go to the 2nd place entry.)
8. Students who have won other awards at YMV are eligible for this as well.

Students submit essay with a cover sheet that contains the student's name, age, address, phone number, instrument and private teacher if they have one. (The private teacher does not have to be a YMV instructor.)

## Founders Scholarship

This scholarship, in the amount of $500, has been established in honor of our founding director, Debi Hall. In accordance with our mission statement, this scholarship is awarded to the student or students who:

1. Show excellence in Godly leadership
2. Must be enrolled at YMV in a music and or academic classes
3. Must be in good academic standing
4. Must exhibit Godly Character

Nominations will be made for this scholarship by those in leadership at YMV, including, but not limited to the Student Life Coordinator, Music Director, Academic Director, and Executive Director.

## Joy Restoration Scholarship

This scholarship in the amount of $500 is designated by the Donor as follows:
1. The student must be a college bound senior with college acceptance.
2. Must be pursuing music
3. Must be from a single parent family

## Leadership Award

**"God grant that men of principle shall be our principal men." ~Thomas Jefferson**

This scholarship in the amount of $500 is designated as follows:

1. Presented to a graduating senior who has exhibited exceptional qualities of spiritual leadership in such characteristics as humility, perserverance, excellence, self-discipline and spiritual influence in the lives of others and in the pursuit of the Lord's direction in their personal life.

## Email Policy

The purpose of this policy is to ensure the proper use of YMV's email system. All messages distributed via YMV's email system, even personal emails, are YMV's intellectual property. You must have no expectation of privacy in anything that you create, store, send or receive on YMV's email system. Your emails can be monitored without prior notification if YMV deems this necessary. If there is evidence that you are not adhering to the guidelines set out in this policy, we reserve the right to take disciplinary action, including suspension and/or legal action. If you have any questions or comments about this Email Policy, please contact the office.

### It is strictly prohibited to:

- Send or forward emails containing libelous, defamatory, offensive, racist or obscene remarks. If you receive an email of this nature, please promptly notify the office manager.
- Forward a message or copy a message or attachment belonging to another user without acquiring permission from the originator first.
- Send unsolicited email messages or chain mail.
- Forge or attempt to forge email messages, or disguise or attempt to disguise your identity when sending mail.

## Duty of care

Users must take the same care in drafting an email as they would for any other communication. Confidential information should not be sent via email.

## Personal usage

YMV will also advertise events and requests that are not specifically related to YMV if it does not violate any standard which YMV represents and if it will benefit the constituency of YMV. The YMV office must approve all such publications.

## Addressing Concerns

In the event that a family has a concern about anything here at YMV that relates to teachers or staff, we have a procedure that will help you in these situations. In this handbook, there is an organizational chart. Generally speaking, the first step is the Department Director (i.e. Music Director, Academic Director, Office Manager, Financial Director). The Department Director will assist you as best they can with the input of those in the authority line. In the event that resolution is not reached, the concern may be addressed by a committee made up of the Music Director, Academic Director and the Executive Director. Every effort will be made to find a solution. All circumstances and problems will be documented in writing.

The Executive Director of YMV always has an open door policy if you have any problems and can't figure out where to start.

The leadership is always willing to listen and work together to remove any hindrance to fulfilling the mission and vision for which YMV was established.

# YMV Organizational Chart

Therefore I exhort first of all that supplications, prayers, intercessions, and giving of thanks be made for all men, for kings and all who are in authority, that we may lead a quiet and peaceable life in all Godliness and reverence. I Timothy 2:1, 2

***Board of Directors***

Tom Tracy, Tania Tracy, Eric Dinkle, Karla Robinson, Robyn Card, Dee Williams, Patty McCarthy
Advisor to the Board, Mike Grice

*Executive Director*
Nancy Grice

| Student Life Coordinator | Office Manager | Music Director | Academic Director | Financial Manager |
|---|---|---|---|---|
| Patty McCarthy | Debbie Ackerman | Karla Robinson<br>Assistant: Bonnie Morris | Lauren Bell<br>Assistant: Dee Williams | Mark Ackerman |
| **Monitor Coordinator**<br>**Student Reps & Committees**<br>**Chapel**<br>**Graduation** | **Office Staff** | **Band**<br>**Chorus Ensembles**<br>**Harp Handbells**<br>**Strings**<br>**Theory**<br>**Private Lessons**<br>**Music Librarian** | **Art**<br>**Foreign Languages**<br>**History**<br>**Language Arts**<br>**Math**<br>**Science**<br>**Bible/Worldview**<br>**Drama** | **Financial Asst.** |

I have read the handbook. I understand my role and responsibilities as a vital part of Young Musicians of Virginia. I will do my utmost to abide by the guidelines contained therein.

*Please print your name as well as signing with the date. Thank you!*

---

Parent's Printed Name _____ Date _____

Parent's Signature _____

Student Printed Name _____

Student Signature _____

Student Printed Name _____

Student Signature _____

Student Printed Name _____

Student Signature _____

Student Printed Name _____

Student Signature _____

(At least one parent and all participating students (11 years old and older) must sign and date this form.)

**Photo Release Form**
Young Musicians of Virginia (YMV)
PO Box 64504
Virginia Beach, VA 23467-4504

**Permission to Use Photograph**

Subject: YMV Classes and Activities

Location: Kempsville Baptist Church (Virginia beach, Virginia) and any other location used for YMV related activities

**I grant** to YMV, its representatives and employees the right to take photographs of me, my children, and my property in connection with the above-identified subject. I authorize YMV, its assigns and transferees to copyright, use and publish the same in print and/or electronically.
**I agree** that YMV may use such photographs of me, my children, and my property, with or without my name and for any lawful purpose, including for example such purposes as publicity, illustration, advertising, and Web content.
**I have read** and understand the above:

Signature _____ Date _____

Printed name _____ Signature _____
(parent or guardian ,if under age 18)