



Student & Family Handbook

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WISCONSIN CONSERVATORY OF MUSIC

STUDENT & FAMILY HANDBOOK

I. CONSERVATORY INFORMATION

A. Introduction

The general purpose of this handbook is to provide information and guidelines for students of the Wisconsin Conservatory of Music, Inc. (“Conservatory”) and their families. This handbook serves as a reference to answer frequent questions students may have regarding their studies. It outlines what students and families can expect from the Conservatory and what the Conservatory can expect from students. Please review this handbook and become familiar with its contents.

B. Organization Mission and Description

The mission of the Wisconsin Conservatory of Music is as follows: “Inspiring individuals and communities through exceptional music education accessible to all.” The Conservatory provides musical experiences to students from age four months through senior citizen, both amateur and professional abilities. We work to develop creative, artistic, and whole individuals. Our programming enhances musical, social, economic, and individual life in southeast Wisconsin through exceptional music instruction and performances that nurture generations of innovative, inspired, and visionary citizens.

The Conservatory holds the following values: Excellence, Inclusion, Empathy, and Integrity.

C. Locations

Students and families can find information about the Conservatory’s Staff, Faculty, and Administration on our website at <https://www.wcmusic.org/>.

The Conservatory holds private lessons at three primary locations and virtually:

McIntosh|Goodrich Mansion (Downtown Location)
1584 North Prospect Avenue
Milwaukee, WI 53202

Audubon Court
333 West Brown Deer Road, Suite 2
Bayside, WI 53217

Sharon Lynne Wilson Center
19805 West Capitol Drive
Brookfield, WI 53045

In addition to the listed private lesson locations and virtually, the Conservatory offers teaching off-site at schools and recreational centers across Wisconsin. Students and families of one of these programs may reach Student Services at 414-276-5760, extension #1 if they have any questions.

D. Location Accessibility

For security reasons, the Conservatory requests that students who take lessons at its McIntosh|Goodrich location use the front door to enter and exit. If needed, the McIntosh|Goodrich location offers accessible entry from the back parking lot.

All parking lots at Conservatory locations are open to faculty, staff, and students on a first-come, first-serve basis. Do not park other cars in or block any entrance drives. When parking in the McIntosh|Goodrich location’s lot, please enter the building by following the pathway on the left side. Do not use the Staff Only entrance when parking in this lot.

Families should only use the front circle drive for pick-up, drop-off, and emergencies. When using this drive, please pull as far forward and to the right as you can to allow cars to pass. Any vehicles left parked in this drive may be at risk of towing due to this drive's function as a fire lane.

E. Contacting the Conservatory

The Conservatory's Administrative offices are located at the McIntosh|Goodrich Mansion. This location functions as the Conservatory's mailing address.

You can contact the Conservatory with questions about private lessons, classes, ensembles, billing, or general information by calling Student Services at 414-276-5760, extension #1. You can also email Student Services at info@wcmusic.org.

F. Student Benefits

Students of the Conservatory may enjoy the following benefits:

- The Conservatory provides numerous performance opportunities through Music Hours and faculty studio recitals. Students are welcome to participate in the Conservatory's regularly held Music Hours in the McIntosh|Goodrich Mansion's Helen Bader Recital Hall. If a student desires a collaborative pianist for performance, please arrange a rehearsal date and time by calling Student Services at 414-276-5760, extension #1. The accompanist fee is \$20 per fifteen (15) minute session.
- Conservatory students can receive one free ticket to a Conservatory event, including masterclasses and resident artist performances. Students must reserve their seats in advance, and tickets will be provided on a first-come, first-served basis and are subject to sell out.
- Conservatory students have free access to practice rooms at the McIntosh|Goodrich location. Practice rooms are available on a drop-in, first-come, first-served basis. The Conservatory prioritizes the use of practice rooms for musical purposes.
- Conservatory students may reserve the Helen Bader Recital Hall to present recitals or performances. Requests for this space must go through the Operations department and be submitted at least a month in advance.

II. **SCHOOL DATES, REGISTRATION, AND WITHDRAWAL**

A. School Calendar

All Conservatory programming operates in an academic year format. The Fall and Spring semesters are 17 weeks standard, with extra weeks available based on instructor availability. The Summer semester is 8 weeks standard, with extra weeks available based on instructor availability.

Unless otherwise noted, the Conservatory is open for lessons and classes during its Fall and Spring semesters:

Monday through Thursday: 9:00 a.m. – 9:00 p.m.

Friday: 9:00 a.m. – 7:00 p.m.

Saturday: 9:00 a.m. – 5:00 p.m.

Sunday: Only Audubon Court is open for lessons; hours depend on instructor availability.

The Conservatory's customer and business hours during the Summer semester are as follows:

Monday through Thursday: 9:00 a.m. – 8:00 p.m.

Friday: 9:00 a.m. – 7:00 p.m.

Saturday: 9:00 a.m. – 3:00 p.m.

Sunday: Only Audubon Court is open for lessons, depending on instructor availability.

The Conservatory is closed on the following holidays:

- Martin Luther King Day
- Memorial Day

- Independence Day
- Labor Day

The Conservatory also takes extended breaks for the Thanksgiving holiday, Winter holidays, and New Year's. These dates are subject to change from year to year, and the Conservatory will notify all enrolled students and families of these closures via email. Instructor schedules are pre-determined considering these dates; therefore, the Conservatory will not schedule lessons or classes during these breaks.

B. Registration

Payment for private lessons, classes, and ensembles is due on the first meeting date unless the payer arranges an automated payment plan with Student Services before this.

I. Discounts

- Adult students 62 years and older are eligible for a 10% discount on tuition for all group classes and private lessons.
- Second and third family members enrolling in lessons or group classes receive a 5% discount. Fourth family members and beyond receive a 10% discount.

II. Fees

- The annual registration fee is \$45 and is due once per family on the first day of lessons. The registration fee is only refundable if the Conservatory cancels a class.
- If a non-automated payment plan is deemed necessary, the first charge will include a \$15 payment plan fee.
- For each lesson, class, or ensemble meeting at the McIntosh/Goodrich location, the Conservatory charges a \$1 Historical Preservation Fee due to the location's nationally registered historic site status.

C. Scholarships

Through the generous financial support of our donors, the Conservatory annually awards merit scholarships to new and current students. These merit scholarships reward accomplishment and effort and encourage students to further their musical skills. Scholarship auditions are held once per year during the Spring semester for awards applied toward the following academic year. Instructors will communicate information about Scholarship auditions to their students and families at the end of the Fall semester.

D. Tuition Assistance

Through the generous financial support of our donors, full and partial needs-based tuition assistance is available to individuals and families who may require financial support in pursuing their music education. Applications for tuition assistance are due by May 15th each year and should be submitted online via the Conservatory's website. All students or families who wish to receive tuition assistance must apply yearly, whether or not they received awards during previous academic years. The Conservatory will communicate award amounts to students in late Summer.

E. Attendance Policy

Students must attend and be on time for every registered lesson or class session. If students will be late for or miss a class, they or their families should notify their instructor as far in advance as possible. Instructors are not required to reschedule classes, lessons, or ensemble meetings missed by the student. At an instructor's discretion, they may offer rescheduled time for individual instruction missed by a student. If offered, this will be at a mutually agreed-upon date and time. Private lesson instructors will wait up to fifteen (15) minutes for a tardy student. The instructor will provide an abbreviated lesson if the student arrives before the fifteen (15) minute period.

Lessons are offered both in-person and virtually. A student may elect to attend a session with their instructor virtually with advance notice given.

In the case of a faculty absence, the Conservatory may supply a qualified substitute teacher. Students are obligated to attend and pay for lessons with substitute teachers. The faculty member may also elect to offer virtual lessons due to absence.

An adult family member should accompany any student under 18 at Suzuki Strings and Early Childhood classes. Family members are not required to attend with students under 18 during private lessons or other programs. However, they must be present before and after classes.

Payment is expected for all scheduled private lessons and classes, regardless of student attendance. The student's lesson dates and times are reserved especially for them, and faculty members cannot book other students during this time.

F. Withdrawal Policy

A withdrawal is considered the discontinuation of any or all studies at the Conservatory.

If students choose to withdraw from private lessons, they must submit a request to Student Services in writing with two weeks' notice. The official withdrawal date will be considered two weeks after Student Services receives the request. Student attendance during these last two weeks is optional. The Conservatory will refund the student for any lessons remaining beyond these two weeks.

Students must submit a request to Student Services if they choose to withdraw from a group class. Should the student request a withdrawal before the first class session, 100% of the tuition will be refundable. After the first session of this class, 75% of the tuition costs will be refundable. After the second session of this class, 50% of the tuition costs will be refundable. After the third session of this class, 25% of the tuition costs will be refundable. After the fourth session of this class, no amount of class tuition will be refundable.

Any refund due to student withdrawal will not include fees. Any verbal notification of intent to withdraw made to an instructor will not fulfill the requirement of adequate notice to Student Services, and instructors are not responsible for communicating on behalf of students that choose to withdraw.

G. Program Cancellation

The Conservatory reserves the right to cancel classes or ensembles due to insufficient enrollment. If the Conservatory cancels a class or ensemble, the student will be notified and allowed to transfer to another day and time of the course. If the student does not wish to enroll for another day and time, they will receive a full refund.

H. School Closure Policy

The Conservatory does its best to be sensitive to weather issues and will closely monitor inclement weather conditions around open hours. Students should be aware of the following policy regarding snow and other weather-related closures:

- The Conservatory will announce the cancellation of classes and lessons on the outgoing phone message at the Conservatory (414-276-5760), the wcmusic.org website, and Facebook. The Conservatory will also share this information with local television and radio stations.
- Any scheduled private lesson or class session a student does not attend when the Conservatory remains open will be forfeited.
- Instructors will reschedule private lessons if the Conservatory closes due to weather. The Conservatory will not reschedule class or ensemble sessions for weather-related closure.

I. Instrument Drive

The Conservatory accepts donations of gently used instruments from the community. Students of any age and level of experience may apply to receive an instrument free of cost via the application form on the Conservatory's website. When an instrument becomes available, the Conservatory will offer it to a student on a first-come, first-serve basis. Please note that the Conservatory is not responsible for repairs or additional equipment (including

cases) after placing the instrument with a student.

III. SCHOOL STANDARDS, PRACTICES, AND PROGRAMS

A. Non-Discrimination Policy

The Conservatory admits students of any age; ancestry; citizenship; color; creed; ethnicity; gender identity and/or expression; HIV status; marital, civil, or domestic partnership status; mental or sensory disability; national origin; race; religion or belief; sex; sexual orientation; veteran status; or any other characteristic protected by applicable federal, state, or local law to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. The Conservatory does not discriminate based on age; ancestry; citizenship; color; creed; ethnicity; gender identity and/or expression; HIV status; marital, civil, or domestic partnership status; mental or sensory disability; national origin; race; religion or belief; sex; sexual orientation; veteran status; or any other protected characteristic in the administration of its educational policies, admissions policies, scholarship programs, or any other school-administered programs.

G. Plagiarism and Use Policy

All students must abide by all copyright laws and are forbidden to plagiarize. See www.copyright.gov for more information regarding copyright laws. The Conservatory's McIntosh/Goodrich location offers a library of materials for student use and review.

The Conservatory's Operations department must approve any use of the Conservatory logo or trademark on a website, blog, or social media site. Students or families may not post any online photos, videos, or audio files of students other than themselves or their children.

H. Anti-Bullying and Harassment Policy

The Conservatory is committed to providing a safe and positive learning environment for students free from bullying, intimidation, and all unlawful harassment.

The Conservatory recognizes that bullying, which includes cyberbullying, creates an atmosphere of intimidation and fear, detracts from the safe environment necessary for student learning, and may lead to violence. Therefore, the Conservatory prohibits bullying by or toward Conservatory students.

Bullying means an intentional written, verbal, or physical act or series of acts directed at another student or students, which occurs in a Conservatory setting or during any Conservatory-related or Conservatory-sponsored activity, that is persistent, pervasive, or severe, and has the effect of doing any of the following:

- a. Substantial interference with a student's education
- b. Creation of a threatening environment
- c. Substantial disruption to the orderly operation of the school

Bullying includes cyberbullying, which takes place over digital devices, social media, or other online areas where people share content. It includes sending, posting, or sharing negative, harmful, false, or cruel content about someone else or sharing personal or private information about someone else, causing embarrassment or humiliation. The Conservatory prohibits all forms of bullying by its students.

Discriminatory intimidation, ridicule, and insult based upon age, ancestry, citizenship, color, creed, disability, ethnicity, marital status, national origin, race, religion, sex, sexual orientation, veteran status, any other characteristics protected by law, or unwelcome sexual conduct, including but not limited to unwelcome contacts, gestures, comments, pictures, or photographs of a sexual nature, will not be tolerated.

Harassment is offensive conduct which may include offensive jokes, slurs, epithets or name-calling, physical

assaults or threats, intimidation, ridicule or mockery, insults or put-downs, offensive objects or pictures, and interference with student performance. Petty slights, annoyances, and isolated incidents are generally not a violation of this policy unless deemed extremely serious. Contrary to this policy, the conduct must create a learning environment that would be intimidating, hostile, or offensive to reasonable people.

Sexual harassment refers to behavior that is personally offensive, impairs morale, and interferes with the learning environment of students. Unwelcome sexual advances, requests for sexual favors, and other physical, verbal, or visual conduct based on sex may constitute sexual harassment when:

1. Submission to the conduct is an explicit or implicit term or condition of instruction;
2. Submission to or rejection of the conduct is the basis for an instructional decision; or
3. The conduct has the purpose or effect of unreasonably interfering with a student's performance or creating an intimidating, hostile, or offensive learning environment.

Sexual harassment creates an intimidating, hostile, or offensive environment.

I. Reporting and Review Policy for Bullying and Harassment

Individuals who believe they or their student have been subjected to any form of bullying, harassment, including sexual harassment, from other students, family members, faculty, or staff must bring their concerns immediately to the attention of the Conservatory's Student Services Department. If the department does not sufficiently handle the situation, the student or their family should make a report to the Chief Operations Officer. This policy applies to all Conservatory students and families.

There will be no retaliation against anyone who, in good faith, reports a violation of this policy or assists in the investigation of such a complaint. Any person who retaliates against another student, family member, or staff/faculty member for making a complaint under this policy will be subject to disciplinary action, up to and including permanent removal from the Conservatory.

This policy will apply to behavior that occurs at the Conservatory and any of its locations or events when such activities otherwise affect the Conservatory, including behavior that occurs online through the use of social media.

J. Reporting Process for Complaints by Families

If families have a complaint or concern about something that has occurred in the classroom or involves a classroom practice or procedure other than as addressed in Section D, then the family should contact Student Services about the complaint or concern. If the department cannot resolve the issue, the student or family should submit a written statement of the problem to the Conservatory's Chief Operations Officer.

K. Substance Abuse Policy

The Conservatory maintains a facility free from illegal drugs. An illegal drug is any drug that:

1. Is not legally obtainable;
2. May be legally obtainable but has not been legally obtained; or
3. Is being used in a manner or for a purpose other than prescribed.

Accordingly, at all times, employees, students, and family members are prohibited from the unlawful manufacture, distribution, possession, or use of illegal drugs on Conservatory premises, on any premises used for Conservatory functions, at any location where Conservatory business is conducted, or in Conservatory-supplied vehicles.

The Conservatory also maintains an educational facility free from alcohol, except in certain situations noted below. It is the expressed intent of the Conservatory to avoid situations where alcohol abuse may occur at Conservatory-related social functions or music programs. Alcohol use is prohibited on the Conservatory premises except when approved by the Chief Operations Officer (e.g., music programs where alcohol is served). The approval will be on a program-by-program basis. The Conservatory is sensitive to how alcohol use can impact our employees', students', and families' health, safety, and productivity. We encourage event organizers and individual employees to make responsible personal choices concerning the use of alcohol. If alcohol is being provided as a part of a Conservatory program and is approved for use by employees by the Chief Operations Officer, moderation and sound judgment are essential, and sensitivity to customer and student attitudes regarding the use of alcohol must be considered. Employees are strictly forbidden from consuming alcohol when chaperoning or instructing students.

L. No Smoking Policy

To protect and enhance our indoor air quality and contribute to the health and well-being of all students, family members, and employees, the Wisconsin Conservatory of Music shall be entirely smoke-free. The use of all tobacco and smoking products, including chewing tobacco, electronic cigarettes (E-cigarettes), and vaping, is banned from the Wisconsin Conservatory of Music premises.

Smoking is prohibited in all areas within the Wisconsin Conservatory of Music, without exception. This restriction includes common work areas, classrooms, conference and meeting rooms, private offices, hallways, lunchrooms, stairs, restrooms, Conservatory-supplied vehicles, parking lots, walkways, grassy areas, and all other facilities.

M. Conservatory Non-Compete

The Conservatory prohibits its faculty members from engaging a student of the Conservatory as a private student or transferring a student to a course taught by that faculty member at another institution or in a private capacity. Families should report any violation of this policy to Student Services.

J. Private Lesson Preparedness

Students must prepare for lessons and group classes to the best of their ability. When applicable, students should bring their instrument and any related equipment (cork grease, reeds, rosin, shoulder rests, etc.), pencils, metronomes, sheet music, and any other equipment that instructors have communicated is necessary.

Students are encouraged to keep standards of personal grooming in mind, including washing hands before using Conservatory instruments. Excessively long nails or acrylic tips may interfere with the student's ability to play their instrument. Instructors may request that students trim their fingernails before lessons to ensure successful learning.

N. Use of Musical Instruments, Supplies, and Spaces

The Conservatory may provide musical instruments and equipment to students for use in class. If a student deliberately damages a musical instrument or equipment, the student or their family will be financially responsible for replacing it. The Conservatory will invoice the student or family for the damages within thirty (30) days.

When using a Conservatory space, students should consider the care of instruments and furniture. In each practice/instruction room at the Audubon Court and McIntosh|Goodrich locations, a bin can be located with cleaning and sanitation supplies for use before and after lessons or practicing. Please discard all trash into proper containers before exiting a room and return any furniture to its original place.

O. Use of Personal Phones and Other Electronics

Both students and families may use personal phones or other electronic devices during non-instructional times. Students must put personal devices away during instructional time unless they use them for instructional purposes or Zoom lessons.

P. Communication Between the Conservatory and Adult Students or Families

An assigned private lesson or class instructor may contact adult students or families at provided contact information via a Conservatory-provided email address or personal phone call or text. Administrative departments at the Conservatory may contact adult students or families at provided contact information via a Conservatory-provided email address, the Conservatory phone (414-276-5760), or by mail.

Q. Communication Between Teachers and Minor Students

All Conservatory faculty and staff must receive permission to contact minor students directly by completing the Student Communication Release Form. Families can obtain this form through Student Services if they choose.

Communication may occur via text message, email, or telephone. Using social media or messaging apps to communicate with students under eighteen (18) is prohibited. If families become aware of such communication, they should contact Student Services at 414-276-5760.

R. Volunteers

The Conservatory may inquire from students to participate in a volunteer capacity at Conservatory concerts or events. The Operations department approves all volunteers at the Conservatory and may request legally required background checks from any person before offering a volunteer opportunity.

S. Student Data Collection

The Conservatory may record the following information about students, including but not limited to their full name; adult family member's full name; contact information; instrument played; school attended; grade level; age and birth date; and any other information determined to be related to a student's participation in a music institution.

T. Photographs and Recordings of Students

The Conservatory may use images or photographs of students in marketing and other promotional materials (both printed and electronic media). Enrollment at the Conservatory, and the policies listed in this handbook, entitles the Conservatory to use images of students and present family members for promotional materials without additional written consent.

U. Reporting Suspected Child Abuse and Neglect

All faculty, staff, and other employees of the Conservatory are determined by the State of Wisconsin to be mandatory reporters of suspected child abuse. Any such person must report abuse or neglect if they have reason to suspect that a child has been abused or neglected or has reason to believe that a child has been threatened with abuse or neglect and that abuse or neglect will occur.

Definitions of abuse and neglect include but are not limited to:

- **Physical Abuse**, meaning any of the following:
 - “Physical Injury” inflicted on a child by other than accidental means, including but not limited to lacerations, fractured bones, burns, internal injuries, severe or frequent bruising, or great bodily harm.
 - “Incident of Death or Serious Injury,” meaning an incident in which a child has died or been placed in serious or critical condition, as determined by a physician, as a result of any reported suspected abuse or neglect, or in which a child that has been placed outside the home by a court order is suspected to have committed suicide.
 - “Incident of Egregious Abuse or Neglect,” meaning an incident of suspected abuse or neglect that has been reported under this section, other than an incident of death or severe injury, involving significant violence, torture, multiple victims, the use of inappropriate or cruel restraints, exposure of a child to a dangerous situation, or other various, similar aggravated circumstances.
 - “Neglect” is the failure, refusal, or inability on the part of the caregiver, for reasons other than poverty, to provide necessary care, food, clothing, medical or dental care, or shelter so as to

- endanger the physical health of the child seriously.
 - Manufacturing methamphetamine with a child physically present during the manufacture; in a child's home, on the premises of a child's home, or in a motor vehicle located on the premises of a child's home; or under any circumstances in which a reasonable person should have known that a child would see, smell, or hear the manufacture.
- **Sexual Abuse**, meaning any of the following:
 - Sexual intercourse or sexual contact between a minor and an adult.
 - Sexual exploitation of a child.
 - Permitting, allowing, or encouraging a child to engage in prostitution.
 - Causing a child to view or listen to sexual activity.
 - The exposure of one's genitals to a child.
- **Emotional Abuse**, meaning emotional damage for which the child's parent, guardian, or legal custodian has neglected, refused, or been unable, for reasons other than poverty, to obtain the necessary treatment or to take steps to ameliorate the symptoms.
- **Emotional Damage**, meaning harm to a child's psychological or intellectual functioning. Emotional damage shall be evidenced by one or more of the following characteristics exhibited to a severe degree: anxiety; depression; withdrawal; outward aggressive behavior; or a substantial and observable change in behavior, emotional response, or cognition that is not within the normal range for the child's age and stage of development.

Reporting suspected child abuse is required when:

- A reporter, in the course of their professional duties, has reasonable cause to suspect that a child has been abused or neglected; or
- A reporter, in the course of their professional duties, has reason to believe that a child has been threatened with abuse or neglect and that any abuse or neglect is likely to occur.

Any employee, student, or family member of the Conservatory who has reason to believe that child abuse or neglect is occurring must immediately report the abuse or neglect to the Chief Operating Officer. The COO will then make an official report to the appropriate authorities to ensure the safety and well-being of the child.

The identity of the person making the report shall not be disclosed to the subject of the report and is protected as such by Wisconsin Statute 48.981(4), which states: "Any person or institution participating in good faith in making a report, conducting an investigation, ordering or taking photographs, or ordering or performing medical examinations of a child or an expectant mother pursuant to this section, shall have immunity from any liability, civil or criminal, that results by reason of the action. For the purpose of any civil or criminal proceeding, the good faith of any person reporting under this section shall be presumed. The immunity herein does not apply to liability for abusing or neglecting a child or for abusing an unborn child."

When a report of abuse, neglect, or molestation has been received, the COO will contact the alleged victim(s) and the alleged victim(s)' primary family member contact, if appropriate, to discuss the supports that can be offered to the alleged victim. These supports may include modification of lesson or class schedules, supervised lessons, referral to counseling services, restrictions on contact between the victim and alleged perpetrator, leaves of absence, or any other support that the COO determines is appropriate to preserve the alleged victim(s)' access to the Conservatory and ensure the alleged victim(s)' safety.

Because the Conservatory conducts one-on-one music instruction or meetings with students, the Conservatory implements the following prevention measures:

- If practicable, two staff members or adults will be present with a minor.
- When another staff member or adult cannot be present, and other students are not present, the classroom

or office door will remain open or will have a glass window on the door where the classroom or office can be viewed or monitored, where practicable.

- Additional staff will regularly monitor or check in on those lessons when it is not possible for a one-on-one lesson or meeting to be conducted in a classroom with a window on the door.
- When conducting lessons off-site at a school, staff are expected to follow all health, safety, and other protocols and procedures set forth by that school.
- All staff are required to immediately report the concerning behavior of other staff members to the COO.

Staff and students are discouraged from engaging in unnecessary physical contact. Limited physical contact, such as a pat on the back or a handshake, is permissible. An employee must stop any physical touch immediately upon a child's request. Employees, interns, and volunteers shall not abuse children or youth, including, but not limited to, the following forms of contact:

- **Physical Abuse:** e.g., strike, spank, shake, slap.
- **Verbal/Mental Abuse:** e.g., humiliate, degrade, threaten.
- **Sexual Abuse:** Including inappropriate touching and exposure, sexual intercourse, or causing a child to view or listen to sexual activity or pornography.

All Conservatory staff will be notified of the Mandatory Reporting procedures in this handbook. All staff will be trained upon hire on when to make a report, to whom they must report, and how to make the report. Further, all staff will be trained on ways to recognize signs of abuse, neglect, or molestation, how to identify any potentially unsafe situations that may lead to abuse, neglect, or molestation, and any prevention techniques and policies, including but not limited to one-on-one instruction, guidelines for physical contact, etc.

V. Reservation of Rights

The Wisconsin Conservatory of Music reserves the right to amend and update this handbook at any time. Updates will be posted to the Conservatory's website and sent to currently enrolled students and families. All students and families must become familiar with the information provided in this handbook and regularly review for any changes.

February 2023