



SFCM

SAN FRANCISCO CONSERVATORY OF MUSIC

PRE-COLLEGE STUDENT HANDBOOK 2022-2023



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Introduction

Welcome to the San Francisco Conservatory of Music Pre-College located in the San Francisco Civic Center arts and cultural community. We are thrilled to welcome you to our comprehensive program designed to foster artistically mature musicians and well-rounded human beings.

This Student Handbook complements the *Pre-College brochure* and web pages (www.sfcm.edu/pre-college). Together they serve as your guide to the programs, policies, procedures, requirements, and resources of the program.

This Student Handbook is subject to change at any time. Only the Dean of the Conservatory and Associate Dean and Executive Director of the Pre-College may provide authorized final interpretation of the contents of the Handbook and determine its appropriate application to the circumstances of any individual matter. Tuition, student fees, courses and course contents, curricular requirements, and other matters referenced or set forth in these documents or otherwise related to students, are subject to change at the discretion of the Conservatory at any time, during or after registration or course enrollment, and with or without notice or written confirmation. Students who are not current with their own, their parents', or third parties' financial obligations with respect to their enrollment, may be immediately withdrawn from courses and placed on administrative leave before, during or after an academic term, at the discretion of the Conservatory, without advance notice.

Resources

Pre-College Office, Suite 204

Justin Sun, *Interim Associate Dean & Executive Director*, jsun@sfc.edu

Laura Reynolds, *Senior Program Manager*, lreynolds@sfc.edu

Keelin Davis, *Program Manager*, kdavis@sfc.edu

(415) 503-6262 (Pre-College main office number)

Pre-College office hours

August 29 - May 22

Tuesday - Friday 9:00 a.m. - 5:00 p.m.

Saturday 8:00 a.m. - 5:00 p.m.

Sunday - Monday Closed

Security

(415) 503-6280

Cafe

50 Oak - 7:30am - 3:00pm, Monday to Saturday, closed Sunday

Bowes Center - 7:30am - 10:00pm

Library

Room 620

(415) 503-6213

Jeong Lee, *Director of Library Services*

Andrew Barnhart, *Library Supervisor*

Nathan Crowe, *Pre-College Library Supervisor*

Hours*

Aug 22, 2022

Monday-Thursday: 9:00 a.m. to 7:00 p.m.
Friday-Saturday: 9:00 a.m. to 5:00 p.m.
Sunday: by appointment only

The library is closed on holidays, Thanksgiving weekend, and winter break. When school is not in session, the library is closed evenings and weekends. Hours subject to change during holidays, exams, and semester breaks. Please check the library [website](#) to verify library hours and send all your inquiries to library@sfc.edu.

Checking out library materials

Materials must be checked out no later than ten minutes before closing time.

Books and printed music

Checkout period: six weeks; one renewal only for three weeks

Fines for overdue materials: \$0.20/day; \$10 maximum.

Please note: after 28 days, you will be charged for the replacement cost of the item and a \$15 billing/processing fee. If the item is returned, then there will only be the maximum overdue fine of \$10.

Semester-long check outs

Students may check out music and books for the entire semester for works they are performing or research being completed. A semester checkout form, signed by your coach or teacher, must be submitted to the library in order to take advantage of this privilege.

Records, compact discs, DVD, and videos

Checkout period: one week

Fines for overdue materials: \$1.00/day; \$10.00 maximum. No renewals.

Please note: after 7 days, you will be charged for the replacement cost of the item and a \$15 billing/processing fee. If the item is returned, then there will only be the maximum overdue fine of \$10.

Reserve materials

Checkout period: two hours

Fines for overdue reserve materials: \$1.00/hour

Selected items from the reserve shelf may be checked out before closing and kept overnight. These items are due back the following morning. Ask a desk worker about details.

Conservatory in-house recordings

The library maintains a collection of recordings of Conservatory concerts and master classes. These items are for use in the library only.

Online Catalog

The library's holdings are found in **Worldcat Discovery**, our online catalog. Go to sfc.edu/library for access to **Discovery** and other library electronic resources and information. The library catalog is also accessible on mobile phones. If you have any questions, please contact library@sfc.edu.

Recording Services

Room S19

Jason O'Connell, *Director of Recording Services*

Cory Todd, *Studio Manager*

Emma Markowitz, *Studio Coordinator*

recording@sfc.edu

(415) 503-6266

The Conservatory makes video recordings of all SFCM Pre-College Division, Morning, and Afternoon recitals, as well as major ensemble events. Electronic files (.mp4) can be requested by students or parents by submitting a [PC Recital Recording Request Form](#). These files will be delivered free of charge and are only available as downloadable copies.

Recording sessions and individual student solo recital recordings are possible at the request of the performer(s). Sessions are available in a limited capacity and requests are considered on a first-come first-serve basis. These recordings should be requested through the SFCM Recording Studio's website. We understand that things happen, so please give 48 hours notice if you intend to cancel your recording session or performance. Recording sessions canceled with less than 48 hours notice will incur a \$25 fee.

IMPORTANT! The [Recording Session Request Form](#) and the [Solo Recital Recording Request Form](#) must be submitted at least 2 weeks prior to recording sessions and individual student solo recitals.

You can use [this form](#) to request editing of your selected takes after reviewing the recording. Note that edits usually take 3-5 business days to process - if you'd like to request expedited edits, a \$50 fee will be added to your charge. Please request expedited editing when you submit your recording request.

General information and pricing can be found on the [SFCM Recording Studio's website](#).

Performance Opportunities

Pre-College students enrolled in the comprehensive program have regular performing opportunities through the weekly Morning, Division and Afternoon Recitals. In order to perform on a recital, complete the online Performance Request Form in its entirety. There is no limit to the number of requests per year, but students are limited to whatever dates are listed on the online form at the time of application. One may revisit the form for later dates. Programming decisions are made at the discretion of the Program Manager in consultation with the student's private instructor. **Forms with incomplete information are not accepted.** Please note that the name of the Music Associate (accompanist) must be confirmed and appear on the form.

- 9:00 - 11:00 AM Morning Recital
- 11:30 AM - 12:30 PM Division Recital
- 1:30 - 3:30 PM Afternoon Recital

Recital Guidelines:

- Performers must list *any and all* conflicts during the recital time
- Time Limits (no exceptions)
 - Division Recital performance piece(s) may not exceed 10 minutes in length
 - Morning & Afternoon performance piece(s) may not exceed 20 minutes in length

Students who wish to hold a Senior Recital or Certificate Recital at SFCM may do so upon Director's approval. After a student consults with his or her teacher, the student or faculty member must contact the Director to request a date and time for the recital. Booking a recital date and time is contingent upon hall availability. Students are advised to book recitals as soon as possible.

Certificate Program

SFCM's Certificate Program is designed to motivate students to achieve academic excellence and to go above and beyond the core requirements of the Pre-College curriculum. Divided into two age categories, the Primary Certificate (ages 13 and under) and the High School Certificate Program (ages 14 and above) encourages students to pursue a well-rounded music education, strive to be active members and leaders in their community, and exercise creativity, independence, entrepreneurship, and drive.

Primary Certificate Program (*ages 13 and under as of the first day of Pre-College classes*)

Candidates for the Primary Certificate Program MUST:

- Participate in the full Pre-College curriculum
- Receive a B average or higher in all classes and jury
- Attend 3 concerts per semester and submit a written concert report for credit
- Complete 1 approved community performance OR 2 community service hours per semester

Students who complete the requirements will be recognized and awarded with a named certificate each year at the Commencement & Awards Ceremony.

Level 1 - Hildegard von Bingen

Level 2 - Johann Sebastian Bach

Level 3 - Wolfgang Amadeus Mozart

Level 4 - Ludwig van Beethoven

Level 5 - Clara Schumann

Level 6 - Nadia Boulanger

* Students who have already completed a Beginning or Intermediate certificate will be eligible to receive a higher year certificate (+1 for Beginning, +2 for Intermediate).

High School Certificate Program (*ages 14 and older as of the first day of Pre-College classes*)

Candidates for the Certificate Program MUST:

- Participate in the full Pre-College curriculum
- Receive a B average or higher in all classes and jury
- Attend 3 concerts per semester and submit a written concert report for credit
- Submit a project proposal and complete a project from one of the following categories:

Community Engagement

- Identify a need or engagement opportunity in your community and design and implement a substantial project that will address the specific need or opportunity

Performance

- Present a solo/chamber recital with a minimum of 30 minutes of music
- Create a concert program with program notes
- Create and distribute advertisement

Scholar

- Research a topic
- Submit a research paper
- Complete a 8 minute video presentation on the research

- Receive private instructor approval

* Students who complete a total of 3 projects during their time in the Pre-College program will receive the honors distinction on their graduation diploma.

To participate in the Certificate Program, please contact Justin Sun at jsun@sfc.edu.

Music Associates (Collaborative Pianists)

Students in the Pre-College comprehensive program may schedule time with our Music Associate/staff collaborative pianists for performances at SFCM and for juries. The Pre-College maintains a list of currently-contracted collaborative pianists with their contact information. Students, parents, and faculty members are responsible for contacting the collaborative pianists and scheduling time with them. The Pre-College Office staff does not schedule Music Associates.

In addition to the performance, the Pre-College will cover the cost of **2 hours** of accompanying in preparation for any SFCM performance or jury. If additional time is needed or desired, the families must make private arrangements with the collaborative pianist, and negotiate the fee directly with them. SFCM is not able to provide time with pianists for individual recording sessions, outside performances, or competitions.

Building Access/Building Hours

During the academic year, the SFCM opens at 7:00 am and closes at 11:30 pm for all days of the week. Building hours are subject to change. Do not attempt to enter the building at any other time. The Oak Street entrance is the only entrance to the Conservatory.

Building hours may vary in the summer and during specific holidays. Conservatory offices will be closed on Martin Luther King Jr. Day, Presidents' Day, Independence Day, Thanksgiving Day and the following Friday, Christmas Eve & Christmas Day, and New Year's Day. The building is generally closed for the week between Christmas and New Year's Day. Special building hours will be posted in advance of any changes and of these holidays.

All students in the comprehensive Pre-College program are issued student ID badges. The badge is used for ID, building entrance, and will also serve as a library card. The badge is not active on door locks within the building.

- Enrolled students will show their badge to enter the building. Family members who are accompanying them into the building will receive a Pre-College sticker which may be used for access all day.
 - Parents or guests who are not accompanied by enrolled students will provide the name of the student for verification and present a picture ID so they may be signed in and issued a Pre-College sticker.
 - If a student forgets their badge, they will be confirmed on the list and issued a Pre-College sticker for that day.
 - Students who lose their badge may receive a replacement for a fee of \$10. To request a replacement badge, visit the security desk at SFCM or contact the Pre-College Office.
 - Students who graduate or leave the program must return their badge or forfeit their security/library deposit.
 - Badges will not be issued for students enrolled only in Electives or Early Childhood classes.
-

Lost and Found

Lost items, including lost valuables such as keys, wallets, cell phones, jewelry or eyewear, may be reclaimed at the Security Desk on the 1st floor, or in the Pre-College office (204). **Please label your books and belongings.** The Conservatory is not responsible for instruments, money, books, or any other belongings left unattended. Instruments may not be stored in the Pre-College Office. Items in the Lost and Found not claimed within 14 days will be discarded or donated.

Vending Machines

Vending machines are located on the Café level and on the 5th floor near the Student Lounge. Report any issues to the Security Desk.

PRE-COLLEGE POLICIES

Parent and Guardian Responsibility

Students and their parents are welcome in the building all day on Saturday. Although there are often Pre-College staff and faculty members on-site before and after classes, students will not be directly supervised by SFCM employees outside of their assigned class times and lessons. The supervision of students between classes remains the responsibility of the parent or guardian.

Parents may not sit in on lessons, classes, or coaching sessions unless specifically invited by the instructor. Our yearly Open Classroom Day is a good opportunity to visit your student's activities.

Tuition and fees

All current tuition and fees are listed online. Tuition and fees are listed and charged per year. Students must commit to classes and private lessons for the entire academic year. A non-refundable application fee of \$50 is charged for all new students. A non-refundable registration fee of \$50 is charged annually. Payment must be made at the time of online registration. If unable to pay semester tuition in full, families may choose our installment payment plan for a modest fee.

Financial Aid

Financial Aid Applications are available in the Pre-College Division office or online at <https://sfc.edu/pre-college/cost-financial-aid>. The deadline for financial aid applications is **April 15 each year** for returning students and at the time of audition for new students. Scholarships are awarded based on demonstrated need. The Pre-College does not issue merit based scholarships at this time.

Library Deposit

A one-time refundable library deposit of \$50 must be paid by all new students. This fee does not apply to Early Childhood students, who are not eligible for library privileges. See also Library information under Resources earlier in this handbook.

Attendance and Absences Policy

In order for students to be successful in our program, we strongly recommend that all students limit absences in any and all classes to a maximum of two (2) per semester. Please plan accordingly when selecting testing dates for SAT/ACT, competitions, college audition trips, family trips, etc. To request an absence, **students must complete an [online Pre-College Request for Absence Form](#)**. We understand that some absences will be unavoidable, but we ask you to consider carefully the absences you may request.

Absenteeism or tardiness considered excessive may lead to disciplinary action, up to and including lowered grades, academic probation, and/or termination of participation in some or all components of the Pre-College program.

Academic Calendar

Please visit the website at sfc.edu/pre-college/pre-college-schedule to see the academic calendar

For 2022-2023, the specific Saturday dates are:

Fall Semester 2022

SEPTEMBER 3, 10, 17, 24

OCTOBER 1, 8, 15, 22, 29

NOVEMBER 5, 12, 19

DECEMBER 3, 10, 17

Spring Semester 2023

JANUARY 7, 14, 21, 28

FEBRUARY 4, 11, 25

MARCH 4, 11, 18 (OPEN CLASSROOM DAY)

APRIL 8, 15, 22, 29

MAY 6

MAY 13 JURIES AND FINALS (NO ENSEMBLE OR ELECTIVE SESSIONS)

MAY 20 COMMENCEMENT AND AWARDS CEREMONY & SHOWCASE CONCERT

Grades

The Pre-College operates on a grading scale from A+ to C-/Incomplete. The grading rubric for each class is determined by the faculty member.

Make-Up Policy

The Pre-College Division provides no make-ups for students who miss classes or lessons. If instructors cancel a class or lesson, a make-up session will be scheduled.

Refund/Withdrawal Policy

Notice of withdrawal must be received in writing. The date written notice is received will serve as the withdrawal date.

Comprehensive & Early Childhood Program Enrollment: Students who withdraw before the first day of class will receive a refund of all tuition minus the non-refundable fees and \$500 deposit. Students who withdraw after the first day of class will be charged all fees and a portion of tuition. Refund amounts are prorated based on the date of withdrawal. In addition to the non-refundable \$500 deposit, the Conservatory will retain 5% of annual tuition per week through the seventh week of classes for each semester. There will be no refunds after the seventh week of classes each semester. An additional fee of \$500 will be retained for withdrawals occurring after December 1. Financial aid, as applicable, will also be prorated when calculating any refunds.

Dalcroze Eurhythmics & Pre-College Electives: Students who submit notice in writing before the second class meeting will receive a 50% tuition refund less the non-refundable application and registration fees. No refunds will be made after the second class meeting.

Academic Policy Committee

The Pre-College Academic Policy Committee consists of both staff and faculty and sets the standards for attendance policy, exception policy, and any other academic policy issues that may arise in the course of the year. This committee also considers and decides student requests for any exceptions from the prescribed comprehensive program curriculum.

Exceptions

Students concerned about their Pre-College class load may request a waiver from large ensemble based on their participation in another approved large ensemble outside of SFCM. The Academic Policy Committee reviews all requests and is responsible for vetting any outside ensemble to ensure it meets our program's standards. If granted, there is no reduction in the flat fee for the program.

Exceptions are for the entire year and can not be considered for only one semester.

Other exceptions for modified schedule requirements may be requested upon advice from a student's private teacher, though the Academic Policy Committee does not guarantee approval of any or all requests.

All Exception requests should be made in writing by June 1 for the coming year to the Director at precollege@sfc.edu

Academic Probation

All students are expected to maintain strong academic standing throughout their Pre-College studies. A student receiving a grade of C+ or below in their primary instrument, performance ensembles, jury examinations, or any other courses will have their academic standing brought under review by the Academic Policy Committee.

In reviewing a student's academic standing, SFCM may place a student on academic probation for unsatisfactory academic progress, which can include: failing grades and/or incompletes; a consistent pattern of low grades; a low or failing jury examination grade; inappropriate or disruptive behavior; and repeated absences. Grounds for dismissal include unsatisfactory academic and/or musical progress, any form of cheating and/or plagiarism or falsification of academic information, or violation of School policies.

The records of all students on academic probation will be reviewed by the Academic Policy Committee at the midterm and conclusion of the academic year. If satisfactory progress has not been made, SFCM may take further action, which may include a forced leave of absence or dismissal. Students dismissed at the conclusion of the spring semester are ineligible to attend the Pre-College Division during the following academic year; students dismissed at the conclusion of the fall semester are ineligible to attend the School for three consecutive semesters. Information regarding re-application to the Pre-College is available at <https://sfc.edu/pre-college/auditions>

Students placed on academic probation risk losing or becoming ineligible for financial assistance, as well as other opportunities as deemed appropriate by the Academic Policy Committee. No financial aid is guaranteed from year to year.

Short-Term Leaves of Absence

Students requesting short-term leaves of absence for professional engagements or medical emergencies (usually for a semester or one academic year) must submit their request in writing to the Pre-College Director. Requests will not be unduly denied.

Studio (Major) Teacher

Students are permitted to study with their assigned SFCM studio teachers only, and can only play for outside teachers with the permission of the SFCM studio teacher. This includes teachers with whom students studied prior to enrolling in SFCM Pre-College. Students who fail to comply with this policy are subject to disciplinary action, including dismissal from the school.

Change of Major Teacher

Students who wish to change private teachers must request a change with the Director of the Pre-College, and fill out the Change of Teacher Request Form, no later than the third Saturday of a semester. After that, teacher changes may take place only at the end of the semester. No student, or parent, is permitted to contact a private teacher (other than the one to whom the student has been assigned) without the consent of the Director of the Pre-College. If no faculty member in a given department will agree to teach a student in the department, the student will be allowed to withdraw or will be dismissed from the Conservatory.

Complimentary Ticket Policy

The San Francisco Conservatory of Music frequently is able to offer complimentary tickets to Pre-College students and families for various performances and master classes. Please be sure to read the Pre-College weekly email and the monthly newsletter for information on upcoming offers.

Practice Room Policy

The San Francisco Conservatory of Music is committed to providing a quality educational experience for all students. The objective of this policy is to promote a fair and equitable use of practice rooms as an academic resource for the Conservatory community.

Practice Room Privileges

Pre-College students may use any available unlocked practice room on Saturdays from 7am - 4pm.

With the exception of the above sentence, Conservatory alumni, students/alumni of the Pre-College Division and Continuing Education, guests, and non-students do not have regular practice room privileges. Practice room privileges for these groups may only be granted by the Production Office or the Dean's Office for a specific period of time on a Conservatory-affiliated project. In this case, a start and end date will be indicated and the privilege may be modified or withdrawn at any time.

Practice Room Rules

Remember the "Ten Minute Rule":

- In general, practice room lights turn off after ten minutes of inactivity.
- Students may leave a practice room unattended for a maximum of ten minutes. After that time, the practice room is surrendered and another student may use that practice room. *Do not leave valuables unattended at any time.*

The following are considered misuse of practice rooms. Violations of these rules will be documented and referred to the Pre-College Office for resolution:

- Room Squatting: Leaving unattended instruments or belongings in rooms for extended periods (ten minutes or more) to secure use of a practice room. Do not leave valuables unattended at any time.
- Food and Drinks: Food and drinks are prohibited from the practice rooms. The only exception is for bottles of water. Food and drink, including bottles of water, are not permitted on pianos.
- Socializing: Extended conversations (ten minutes or more) with other students.
- Covering windows in Practice Rooms.

Enforcement of Rules

The Conservatory encourages students, staff, and faculty to assist in the enforcement of these rules while maintaining professionalism and respect for one another. Additionally, violations of these rules may be reported (you may request to remain anonymous) by email, in-person, or by phone during regular business hours to:

- Pre-College Office (2nd floor) – ext. 6262
- Production Office (1st floor) – ext. 6257; ext. 6241
- Security (1st Floor) – ext. 6280

Room Squatters: The Conservatory strives to issue a verbal warning for a first offense, but reserves the right to immediately remove abandoned belongings in violation of the “Ten Minute Rule” out of rooms and to storage.

Media Consent and Publicity Release Policy for Students

This Media Consent and Release Policy for Students provides the San Francisco Conservatory of Music (“the Conservatory”) with consent by its enrolled students to use photographs and recordings of concerts presented by Conservatory performing groups/organizations as a part of the Conservatory’s academic concert calendar, as well as master classes, lessons and other activities and events photographed and/or recorded in connection with the Conservatory and its not-for-profit educational mission.

The term “Media” as used in this policy shall mean and include: Any and all recordings of concerts, master classes, lessons, lectures, other instructional content, and/or performances given by Conservatory Artists, as well as related news releases, promotional materials, and other related content generated or created at, by or through the Conservatory, in print, photograph, CD, DVD, tape, film, audio, video, computer chip, radio, television, cable or satellite broadcast, the World Wide Web or otherwise on the Internet, or in any other form now or later known or developed.

The Conservatory reserves all rights to Media consistent with the Conservatory’s Copyright Policy. Photographs of students, as well as their name, voice, or likeness, may be used by the Conservatory in Media consistent with Conservatory policies. The Conservatory shall retain a perpetual, irrevocable, fully paid-up, royalty-free, non-exclusive, worldwide license to use the Media not owned by it under its Copyright Policy, for the conservatory’s not-for-profit educational mission.

Students release the Conservatory, its assigns, licensees, and successors from any and all claims, losses, or liabilities arising from or relating to use of the Media and/or Artist’s name, voice, photograph, or likeness, consistent with Conservatory policies.

By registering for classes or programs in Pre-College or Continuing Education through the Conservatory, students and their parents agree to be bound by the terms of this policy. If you wish an exemption to this media policy for your child, you must contact the Pre-College office in writing.

Email and Newsletter Communication to Students

Email is the mechanism for official communication between the Pre-College office and students and parents. All members of the Pre-College will be issued a new **@precollege.sfcm.edu family email account**. This account will provide Pre-College families with additional access to online library resources and many G-Suite productivity apps for classes. While each student will be assigned an account, each account will be a family account and will be the primary mode of communication for all Pre-College information.

When communicating with SFCM students, faculty, and staff, Pre-College members must use their new SFCM email accounts. Personal email addresses should not be used for any Pre-College communication except in extenuating circumstances.

All email communication between Pre-College students, faculty, and staff must be made with the knowledge of the student's parent or guardian. SFCM's Pre-College email accounts are family accounts, and this means that parents and students must share access to their account. If a faculty member suspects that a student is using their SFCM email account without oversight from their parent or guardian, the faculty member is required to remind the parent/guardian via phone or in person of SFCM's email communication policy.

The Conservatory has the right to expect that such communications will be received and read in a timely fashion. Students and parents are expected to read, understand, and appropriately respond to official administrative emails.

The Pre-College sends out a weekly announcement email to all current students during the academic year. These weekly announcements are sent on Thursdays to the precollege.sfcm.edu email account.

Juries

Juries are required of all students enrolled in the comprehensive program. Students will receive grades and comments from the panel after they have been reviewed by the office. All juries will take place in May at the end of the spring semester. Students are expected to be available to play on the day their instrumental area is scheduled except in exceptional cases. Students taking secondary lessons are welcome but not required to take a jury on that instrument. Graduating seniors are exempt from the jury requirement unless requested by their private teacher. **The Pre-College will not provide make-up juries.**

Minimum Jury Requirements

- Prepare 2 contrasting pieces (entire piece or movement), preferably of different eras, styles, tempi or combination.
- Pieces should be performed from memory with the exception of instrumental sonatas played in collaboration with a pianist. Wind, brass, and percussion faculty will determine specific memory requirements.

Life at the Conservatory

Care of the Conservatory

- Please take pride in your Conservatory and treat the building with respect.
- Food and drink are prohibited in classrooms, studios, practice rooms, performance spaces, and backstage areas.
- Use the garbage, recycling, and compost bins that are placed throughout the building.
- The Conservatory is a smoke-free facility meaning that smoking is not allowed anywhere in the facility. Smoking is not permitted within 25 feet of any building entrance or opening.
- Treat instruments, furniture and equipment with care.
 - Students are not to remove piano benches from the halls. If there is a problem with any of the benches in the halls or if a bench is missing or needed for a specific room students should notify the Concert Office.
 - Prepared piano music cannot be played on any of the schools' pianos without making a reservation with the Concert Office. Only specific pianos and rooms are available for this music.
- The roof garden is for your enjoyment. Please leave it clean, and note that smoking—including the use of e-cigarettes—is not permitted on the roof.
- Students are not permitted to bring pets into the building unless approved for disability reasons by the Pre-College Office.
- Music stands, chairs, instruments and any other Conservatory equipment or property may not be taken from the building without authorization from facilities, concert office manager or the Provost. The security guards will stop anyone leaving the building with equipment without a property slip.

Emergency Phones

Two emergency phones are located on each floor: one near the main elevators and one near Stairwell B, the smaller stairwell in the rear of the building. These phones will have a RED Emergency button that connects directly to a dedicated phone at the security desk.

Parking Automobiles

Free parking is not available at 50 Oak Street. Faculty, staff, and students are encouraged to utilize public transit to and from the Conservatory. All parking is at the individual's convenience and responsibility.

Oak Street is a one-way street and is sometimes utilized by the Fire Department for emergencies. Parking in the white zone (for passenger loading and unloading) in front of the entrance to the building may result in a ticket and a fine from the city. **Do not leave your car unattended in the white zone.** Only park in metered or other legal parking spaces.

Bicycles

Only registered bicycles are allowed to enter the building. Bicycle registration forms are available at the security desk. Bicycle parking for Conservatory students is available only in the designated area on the Salon Level. **Any bicycle left in the bicycle parking area for longer than 24 hours will be removed and donated to charity. In addition, any unregistered bicycles in the building and/or any registered bicycles stored outside the designated bicycle parking area will be removed immediately and donated to charity.** Please see the SFCM Bicycle Registration Form from Security for more information.

Fire Safety Policy

Fire safety is very important to the Conservatory community. Most fire-related emergencies can be avoided by practicing fire safety, including avoiding the non-approved items and appliances below.

- 1.1. Non-Approved Items (Generally, items that can produce enough heat to start a fire if used improperly, or sources of fuel in case of fire). Including but not limited to:
 - 1.1.1. Candles, lantern, lamps or any other item that produces an open flame
 - 1.1.2. Tobacco, incense or any other item that burns or smolders when used
 - 1.1.3. All flammable materials (gas, lighter fluid, charcoal, propane, solvents, etc.)
 - 1.1.4. All items powered by combustible fuels (such as motorcycles)
 - 1.1.5. All fireworks, explosives, etc.
 - 1.1.6. All corrosive (or poisonous) chemicals and hazardous materials
 - 1.1.7. All lightweight extension cords or multi plug outlet adapters
 - 1.1.8. Heavy weight power strips or extension cords without safety circuit breakers
 - 1.1.9. Multiple approved power strips connected together (“chaining”)
 - 1.1.10. Combustible materials as door decorations covering more than 20% of doors total
 - 1.2. Non-Approved Appliances (Generally, devices with open elements or that can produce enough heat to start a fire if used improperly). Including but not limited to:
 - 1.2.1. “George Foreman” grills or similar cooking appliances (except in designated cooking areas)
 - 1.2.2. Toasters, portable or toaster ovens, etc. (except in designated cooking areas)
 - 1.2.3. Hotplates, electric skillets, crock pots, etc. (except in designated cooking areas)
 - 1.2.4. Combination microwaves with broiling elements
 - 1.2.5. Submersion coil water heaters
 - 1.2.6. BBQ grills, smokeless indoor grills, or open flame devices (charcoal, gas or other fuel)
 - 1.2.7. Non-UL safety approved electric powered appliances
 - 1.2.8. All portable heating devices (space heaters of any type)
-

Additional Conservatory Policies

Social Media Policy

Social media refers to an ever-expanding variety of online tools and mediums for communication. The rapid development and expansion of personal blogs and communication websites, such as Facebook, Twitter, LinkedIn, YouTube, and many others, has dramatically changed the way many students, faculty and staff correspond and share information with one another and members of the public. The Conservatory makes use of social media for defined business purposes, and all social media communications on behalf of the school are overseen by the school's Communications Department.

The Conservatory is fully committed to ensuring the academic freedom of students and faculty, and the school has no desire to impede or interfere with the personal use of social media by members of the Conservatory community. However, the distinction between personal use of social media and Conservatory business interests can become blurred when students, faculty, staff and other members of the Conservatory community engage in behavior such as but not limited to the following:

- Using the Conservatory logo, seal, and branding materials for purposes not authorized by the school's Communications Department
- Intentionally or unintentionally representing oneself as a spokesperson on behalf of the school

Every member of the Conservatory Community should ensure that their use of Social Media does not conflict with policies articulated in the Employee Handbook, Student Handbook, and other applicable local, state and federal laws. In particular, students and employees should familiarize themselves with Conservatory policies on *Sexual and other Unlawful Harassment*, *Electronic Communications*, *Terms of Use* for Conservatory websites, *Media Communications*, *Intellectual Property Protocols*, *Media Release*, *Code of Conduct* and *Prohibited Conduct*.

With all of this in mind, students, staff and faculty are encouraged to adhere to the following specific guidelines when using social media.

Prohibited Conduct

1. Do not use social media and blog sites to harass or bully particular Conservatory students, volunteers, faculty members, staff, departments, trustees, job candidates, or any other school constituent.
2. Do not post, publish or share statements, photographs, videos, or audio recordings of another member of the Conservatory community, that reasonably could be viewed as malicious, or any other characteristic protected by federal, state or local laws or that of an individual's relatives, friends or colleagues.
3. Do not use social media to share copyrighted materials originating from the Conservatory without authorization.

Actions taken in violation of the guidelines above will result in disciplinary action, up to and including dismissal from the Conservatory.

Speaking on Behalf of the Conservatory

- Remember that all media inquiries should be directed to the Director of Communications, and only the President, Chair of the Board of Trustees, or their designee may serve as official spokespeople on behalf of the Conservatory.
- Remember that readers may view you as an official spokesperson for the Conservatory; therefore, with any personal posts regarding the Conservatory, on a blog or social media site, you should make

every effort to clarify that views expressed reflect your personal opinions and do not represent the official position of the Conservatory.

- Abstain from using the Conservatory logo, seal, or any other branding materials on any online forum unless you are promoting the school in coordination with the Communications Department.
- Make every effort to ensure the accuracy of information you post about the Conservatory or regarding your colleagues.

Posting Comments on Conservatory Social Media Sites

The Conservatory may permit and even encourage members of the community to post comments on social media sites overseen by the school's Communications Department. While the expression of diverse opinions is welcome, the Conservatory reserves the right to delete comments, postings or links deemed objectionable. The Conservatory also reserves the right to prohibit individuals who repeatedly post objectionable material from ever posting on social media sites produced and managed by the Communications Department. In cases where postings result in a violation of copyright and/or local, state and federal laws, the Conservatory may report individuals responsible for such posts to the companies that host the applicable social media site (*i.e.* Facebook or Twitter).

Monitoring of Social Media

The Conservatory does not actively monitor the internet for content that violates this policy. When the Conservatory has knowledge of an allegation that the law or a Conservatory policy may be violated, the Conservatory will investigate such allegations. Students and parents may be held accountable for violations of law or Conservatory policies that are revealed during such an investigation.

Reporting Possible Violations

Any complaints for copyright infringement, and/or misuse of the Conservatory seal, logo, and other branding materials, should be submitted to the Director of Communications in accordance with the *Terms of Use* policy for all Conservatory websites.

For all complaints pertaining to sexual or other unlawful harassment, bullying, threats of violence, retaliation, and/or the sharing of confidential information through Social Media, students and parents should contact the Director of the Pre-College.

For More Information

For any other question you may have, regarding use of Social Media, or any other policies of the Conservatory, please contact the Director of Human Resources.

Sexual and Other Unlawful Harassment and Discrimination¹

The San Francisco Conservatory of Music is committed to a workplace and educational environment in which all individuals are treated with respect and dignity. Our students, faculty, staff, administrators, independent contractors, volunteers, and all others engaged in Conservatory activities have a right to an environment that is free from sexual and other unlawful harassment and discrimination. Therefore, the Conservatory strictly prohibits sexual and other unlawful harassment and discrimination of any kind. Conduct that constitutes sexual and/or other unlawful harassment and discrimination is unacceptable in any office, classroom, performance space and all other areas of the Conservatory and at any Conservatory-related setting outside campus, such as during work-related travel, off-site performances, meetings and school related social events. This policy applies to conduct by, and protects, all applicants, students, faculty, staff, official volunteers of the Conservatory, its administrators, independent contractors, and all others engaged in the Conservatory's business.

¹ A part of this policy borrows heavily from the *Association of Title IX Administrators (ATIXA) Gender-Based and Sexual Misconduct Model Policy* authored by National Higher Education Risk Management (NCHERM) partners Brett A. Sokolow, JD, W. Scott Lewis, JD, and Sandra K. Schuster, JD © 2011. NCHERM & ATIXA.

Unlawful Harassment Defined

Unlawful harassment includes verbal, visual and/or physical conduct that denigrates or shows hostility or aversion toward an individual or otherwise is based upon race, color, religion, creed, ancestry, national origin, citizenship status, age, marital status, gender, gender identity or expression, sexual orientation, disability, medical condition status including genetic condition and cancer condition) and/or any other characteristic or status that is protected by federal, state or local laws or that of an individual's relatives, friends or associates. Unlawful harassment includes that which the Conservatory determines (i) has the purpose or effect of creating an intimidating, hostile or offensive work or educational environment; (ii) has the purpose or effect of unreasonably interfering with an individual's work or educational performance; or (iii) otherwise adversely affects an individual's employment or educational opportunities.

Harassing conduct includes, but is not limited to: epithets, slurs or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes and display or circulation in the workplace of written or graphic material that denigrates or shows hostility or aversion toward an individual or group (including through email).

Applicable statutes include: Title VI of the Civil Rights Act of 1964 (Title VI); Section 504 of the Rehabilitation Act of 1973; and Title II of the American with Disabilities Act of 1990. Section 504 and Title II prohibit discrimination on the basis of disability. The California Fair Employment and Housing Act and other California statutes also prohibit sexual and other unlawful harassment.

Sexual Harassment Defined

Sexual harassment constitutes a form of unlawful harassment under Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972; and the California Fair Employment and Housing Act and other California statutes. For the purposes of this policy, sexual harassment is defined as unwelcome sexual advances, requests for sexual favors and other verbal, visual or physical conduct of a sexual or gender-related nature when, for example: (i) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; (ii) submission to or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting such individual; or (iii) such conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile or offensive working or educational or learning environment.

Sexual harassment may include a range of subtle and not so subtle behaviors and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include, but are not limited to: unwanted sexual advances or requests for sexual favors; sexual jokes and innuendo; verbal abuse of a sexual nature; commentary about an individual's body, sexual prowess or sexual deficiencies; leering, catcalls or touching; insulting or obscene comments or gestures; display or circulation in the workplace of sexually suggestive objects or pictures (including through e-mail); and other physical, verbal or visual conduct of a sexual or gender nature. Sex-based harassment, that is harassment not involving sexual activity or language, is also prohibited.

Unlawful Discrimination Defined

Unlawful discrimination includes all forms of educational or employment decisions that are adverse to an individual based upon race, color, religion, creed, ancestry, national origin, citizenship status, age, marital status, gender, gender identity or expression, sexual orientation, disability, medical condition status including genetic condition and cancer condition) and/or any other characteristic or status that is protected by federal, state or local laws or that of an individual's relatives, friends or associates.

Retaliation Prohibited

This policy also prohibits retaliation against any individual who reports a good faith belief in the occurrence of sexual or other unlawful harassment or discrimination or retaliation or participates in an investigation of such reports. Retaliation against an individual for such reporting or for participating in an investigation of a such a complaint is a serious violation of this policy. Such retaliatory behavior is a form of prohibited harassment or discrimination, and those engaging in retaliation will be subject to disciplinary action. There

will be no retaliation for making a complaint that is believed to be valid, even if it turns out that the complaint is not sustained. For more information about *Reporting Sexual Misconduct, Discrimination, Harassment and Retaliation*, please refer to page.

Reporting a Violation of the Equal Employment Opportunity Policy

The Conservatory strongly urges the reporting of all incidents of discrimination, harassment or retaliation, regardless of the offender's identity or position. Individuals who believe they have experienced conduct that they believe is contrary to the Conservatory's policy or who have concerns about such matters should file their complaints in writing wherever possible (including email).

Individuals should not feel obligated to file their complaints with their immediate supervisor first (but may do so) before bringing the matter to the attention of one of the Conservatory's Title IX Officers.

Complaints may be filed with Michael Patterson, Director of Human Resources and Title IX Coordinator (415-503-6237, room 406). Complaints may be filed at any time. Individuals with concerns that involve students may choose to file a complaint with Jason Smith, Associate Dean for Student Life and Title IX Designee for Students (415-503-6281, room 407).

The complaint should be specific and should include the names of the individuals involved and the names of any witnesses. If you need assistance with your complaint, or if you prefer to make a complaint in person, please contact the *Director of Human Resources*. You may also contact the *Dean*, the *Vice President for Finance and Administration*, or the *President*. The Conservatory will immediately undertake an effective, thorough, and objective investigation and attempt to resolve the situation.

Early reporting and intervention have proven to be the most effective methods of resolving actual or perceived incidents of harassment, discrimination and retaliation. Therefore, while no fixed reporting period has been established, the Conservatory strongly urges the prompt reporting of complaints or concerns so that rapid and constructive action can be taken.

The availability of this complaint procedure does not preclude individuals who believe they are being subjected to improper conduct from promptly advising the offender that his or her behavior is unwelcome and requesting that it be discontinued.

Assessing the Complaint

Any reported allegations of harassment, discrimination or retaliation will be assessed promptly and thoroughly. The assessment may include individual interviews with the parties involved and, where necessary, with individuals who may have observed the alleged conduct or may have other relevant knowledge.

Conduct constituting harassment, discrimination or retaliation will be dealt with promptly and appropriately. If the Conservatory determines that a violation of this policy has occurred, the Conservatory will take timely and effective responsive action commensurate with the severity of the offense. Responsive action may include, for example, training, referral to counseling, monitoring of the offender and/or other disciplinary action, up to and including termination of employment or expulsion from the school. All persons must cooperate when the Conservatory is assessing a complaint, no exceptions.

No retaliatory or disciplinary action will be taken against any individual for reporting a good faith complaint or for participating in the assessment process.

You also should be aware that the Federal Equal Employment Opportunity Commission and the California Department of Fair Employment and Housing investigate and prosecute complaints of prohibited harassment in employment. If you think you have been harassed or that you have been retaliated against for resisting or complaining, you may file a complaint with the appropriate agency. The nearest office is listed in the telephone book and online under these agencies' websites.

Crime Awareness and Public Safety

SFCM is in full compliance with all aspects of the Crime Awareness and Public Safety Act of 1990. Conservatory public safety policies, incident reporting procedures, and the drug-free campus policy are described in full in other Conservatory documents which are available on request.

Disability Services

The San Francisco Conservatory of Music is committed to providing qualified students an equal opportunity to attain an education regardless of disability. The Conservatory affords reasonable accommodations and aids to students with disabilities in accordance with the Americans with Disabilities Act (ADA), the Rehabilitation Act of 1973, and California law. For information on SFCM Disability Accommodation Registration Process please contact Pre-College Director Michael Roest or Director of Human Resources Michael Patterson.

Definitions

Individual with a disability is a person who: (a) as defined by law, has a physical or mental impairment which limits one or more life activities (such as walking, seeing, speaking, learning, or working); or (b) has a written record with the Conservatory by which the Conservatory has in fact recognized the student as having such impairment.

Qualified student or applicant is an individual with a disability who satisfies and can continue to satisfy all of the standards requisite to admission and participation in the Conservatory.

Accommodations are such learning aids (not personal equipment), assistance measures and limited modifications to the non-fundamental course, program, or educational services, as are necessary and effective for the individual, if reasonable to provide at the Conservatory. Accommodations do not include exemption from academic performance standards or from behavior standards including those of the code of student conduct. To be eligible to continue at the Conservatory, the student or applicant must meet the qualifications and requirements expected generally of its students, and must also be able to perform the requirements of the individual program in which s/he is enrolled or intends to enroll, either with or without reasonable accommodation.

Fundamental aspects of the program include (but is not limited to) timely satisfaction of all academic standards, compliance with the code of student conduct and with other Conservatory policies.

Note: In the event that a request for reasonable accommodation is denied, in its discretion the Conservatory may occasionally choose to afford the student some temporary measure or flexibility, which is not based on the asserted disability issue, but which otherwise is considered appropriate, if it does not alter a fundamental aspect of the program. In such cases, such temporary measure or flexibility will not be a precedent nor will it be a reasonable accommodation, and the student thereby is not regarded as an individual with a disability.

Equal Educational Opportunity

The Conservatory is an equal opportunity institution of higher education and employer and is firmly committed to non-discrimination in its delivery of educational services and employment practices. In compliance with all applicable federal and state laws, Conservatory policy prohibits unlawful discrimination based on race, color, creed, gender, religion, marital status, registered domestic partner status, age, national origin or ancestry, physical or mental disability, medical condition (including cancer and genetic characteristics), sexual orientation, or any other consideration made unlawful by federal, state, or local laws. It also prohibits unlawful discrimination based on the perception that anyone has any of those characteristics, or is associated with a person who has or is perceived as having any of those characteristics.

When necessary, the Conservatory will reasonably accommodate individuals with disabilities if the individual is otherwise qualified to meet the fundamental requirements and aspects of the educational program and/or safely perform all essential functions, without undue hardship to the Conservatory and/or without altering fundamental aspects of the Conservatory's educational program. Any student requesting disability accommodation should contact the Associate Dean for Student Life and should review the Disability Services section in this Handbook.

Family Education Rights & Privacy Act

The Family Education Rights and Privacy Act (FERPA) of 1974 and the rules and regulations of the Department of Education provide students with certain rights regarding privacy of, and access to, their educational records. The Conservatory affords each student the opportunity to:

1. Request to inspect and review the student's education records. Students should submit a written request to the Pre-College Office that identifies the record(s) they wish to inspect. The Pre-College Office will notify the student of the time and place where the records may be inspected.
2. Request the Pre-College Office to amend the student's educational records to the extent that the student believes are inaccurate. A written request must be made to the Pre-College Office. The request should include all information which identifies the part of the record the student wants amended and why the student believes the record to be inaccurate. In the event that the Conservatory decides not to amend the record, the student will be advised of their right to a hearing.
3. Consent to the disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. Exceptions which permit disclosure of student records without consent include: disclosure to the Conservatory officials with legitimate educational interests, to external entities per subpoena, to other institutions of higher education to which student may be an applicant, to parents under certain circumstances, and to protect the health and safety of the Conservatory community.
4. "Directory Information" may be released at the discretion of the Conservatory. Under FERPA, students have the right to withhold the disclosure of the information listed below.

Name	E-mail address
Telephone numbers	Enrollment status
Date of graduation	Dates of attendance
Degree program	

If students wish to prevent disclosure of this information, please notify the Pre-College Office in writing. To allow disclosure of non-directory information to an individual the Pre-College Office provides a FERPA release form. This form will be in students' registration packets, but is always available online and in the Pre-College Office.

Emergency and Safety Procedures

Earthquake

If you are inside:

- Do not evacuate unless there is a fire.
- Stay away from windows, glass, outside doors.
- Take cover under a desk or doorway.
- Do not use elevators.
- Do not use telephones.
- Follow fire procedures if a fire ensues.
- Do not light a cigarette or strike a match until gas lines are checked out.
- Tune to local Emergency Broadcast Stations.

If you are outside:

- Move away from buildings and utility wires.
- Watch for falling glass, wires, poles or debris.

Fire

- Go immediately to the nearest exit and follow evacuation procedure.
- Faculty are responsible for helping their own classes evacuate quickly.

Evacuation Procedures

If you hear the fire alarm or are otherwise notified to evacuate:

- REMAIN CALM; do not panic.
- Do not collect personal belongings before exiting.
- WALK, DO NOT RUN, directly to the exit designated for the area you are in.
- DO NOT TALK, so Emergency Coordinators can issue and receive instructions.
- Once outside the building, proceed directly to the relocation area around the adjacent parking lot at Franklin and Oak.
- DO NOT BLOCK THE EXIT DOORS.
- DO NOT BLOCK THE STREET.
- DO NOT RE-ENTER THE BUILDING until the Fire Department, SFCM Emergency Coordinators and/or Security give directions to do so.

Emergency Action Plan

Please review www.sfcm.edu/campus-safety for a complete Emergency Action Plan document.

Emergency Telephone Numbers

Remember to dial "9" first if you are calling from an office phone.

- Conservatory Security Post: (415)503-6280
- Fire Department, Police and Ambulance:
 - EMERGENCY: Dial 9-1-1
 - Non-Emergency – Police:
(415)553-0123
 - Non-Emergency – Fire:
(415)553-3268
- In the event of a disaster while off campus, contact the Conservatory Main number: (415)864-7326
- Music Line/Emergency Info:
(415)503-6277

Emergency Website

www.sfcm.edu -During an emergency, updated information will be posted

Emergency Broadcast Stations

KNBR	680 am
KCBS	740 am
KGO	810 am

Emergency Kits/Radios

Available in the following offices or locations:

- Security Post
- Library
- Student Services Center
- Faculty/Staff Lounge
- Administration Suite

Kits include: radio, gloves, caution tape, duct tape, glow tubes, flashlight, respirators, emergency gas shutoff hammer, and screwdrivers.

SFCM Alerts: Everbridge Mass Notification System

SFCM Alerts is a mass notification system that allows for dissemination of critical information via voice, text, and email to students, faculty, and staff. Primarily, this system alerts recipients about emergency events and supplements our already established emergency communication methods .

What to Do in Case of Accident

All injuries, no matter how minor, must be reported to Human Resources, the Pre-College Office or the Student Services Center.

First Aid Kits

Located at:

- Security Post
- On every floor adjacent to the elevators
- Library
- Student Services Center
- Student Lounge
- Faculty/Staff Lounge
- Facilities
- 2nd Floor outside of the pantry
- Administration Suite
- Café Level First Aid room

Safety Precautions

- Protect your valuables! Don't leave them unattended in practice rooms, lounges or other parts of the building. Even if you only plan to leave a room for a moment, take your valuables with you.
- Be aware of your surroundings when leaving the school. It is always best to walk with someone else. If you must go alone, be alert, move quickly and look confident.
- Call 511 for public transportation arrival times to minimize wait times.
- If there is a life threatening emergency situation, dial 911 for emergency assistance. Coins are not needed to dial 911 on a pay phone.

- If you notice suspicious looking individuals in the building, please report them to the Security Post (located at the entrance) immediately. There are two in-house phones per floor with a RED EMERGENCY button that will connect you directly to a dedicated phone at the Security Desk (located at the Entrance).
- If you are in an emergency situation and there is no one nearby to assist you, dial 911 from any phone for emergency assistance.
- Safety concerns that do not pose an immediate threat should be addressed to the Security Post, Facilities, Pre-College Office, Human Resources, Provost's Office, Office of Student Life, or Student Advisory Committee (SAC).