Academia de Mariachi de Ogden
Mariachi Alma de Ogden

PARENT & STUDENT

HAND BOOK

LUPEC MARIACHI PROGRAM
Student & Parent Handbook
Mariachi Alma de Ogden

Building Belonging • Celebrating Culture • Finding Your Voice • Making Music from the Heart

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WELCOME

Welcome to **Mariachi Alma de Ogden**, a program of **LUPEC – Latinos United Promoting Education and Civic Engagement.**

We firmly believe that with the right mindset, commitment, support, and opportunity, young people can achieve greatness in their endeavors. Music can help young people develop qualities and skills that can serve them for a lifetime.

Mariachi is more than learning to play an instrument. It is an opportunity to develop discipline, confidence, teamwork, creativity, cultural pride, perseverance, leadership, and a sense of belonging.

Most importantly, we want every student to know:

You belong here.
Your culture matters.
Your voice matters.
You have a place in this community.

This handbook explains the expectations, policies, procedures, opportunities, and responsibilities of students, parents/guardians, volunteers, and program staff.

OUR MISSION

The LUPEC Mariachi Program provides a safe, welcoming, and culturally affirming after-school environment where Hispanic/Latino youth can discover their voice, celebrate their cultural heritage, build meaningful relationships with young people from many cultures, and experience the joy and pride of making mariachi music.

We believe every young person deserves to feel that **they belong, that their culture matters, that their voice has value, and that they have a place in our community.**

Through mariachi, we help students develop confidence, discipline, teamwork, creativity, cultural pride, and a sense of belonging while providing a safe place for them to learn and grow when their parents are working.

OUR VISION

We envision a community where Hispanic/Latino youth do not have to choose between their cultural identity and belonging in the larger society.

Instead, they can stand proudly in both worlds—knowing where they come from, understanding the value of their heritage, respecting the cultures of others, and using their own voices to contribute to the community.

We want to hear **mariachi music from their hearts**—music that reflects not only what they have learned to play, but who they are becoming.

OUR PURPOSE

The LUPEC Mariachi Program exists to:

Create Belonging

Help young people feel accepted, valued, respected, and connected to others.

Affirm Culture

Provide Hispanic/Latino youth with meaningful opportunities to learn, experience, and celebrate their cultural heritage.

Develop Voice

Help youth discover that their experiences, ideas, stories, and voices matter.

Build Confidence

Give students opportunities to perform, lead, take risks, overcome challenges, and experience success.

Build Bridges

Bring young people from different cultural backgrounds together through music, friendship, and shared experiences.

Provide Safety

Offer a caring, structured, supervised, and positive place for students after school.

Develop Musicianship

Teach students the skills, discipline, commitment, and teamwork necessary to become mariachi musicians.

Inspire Joy

Create an environment where students experience the happiness and emotional power of making music together.

WHAT WE BELIEVE

At LUPEC, we believe that:

Culture is not a barrier to overcome—it is a source of strength.

We believe that music can give a young person a voice when words are difficult.

We believe that a child who feels that they belong is more willing to learn, participate, take risks, and believe in themselves.

We believe that Hispanic/Latino youth should be able to look at their heritage with pride while also developing the confidence to participate fully in the broader community.

We believe young people need positive relationships, meaningful activities, caring adults, and opportunities to succeed.

We believe mariachi can provide a positive community where young people can use their time, energy, creativity, and talents in productive and meaningful ways.

And we believe that when a young person picks up a mariachi instrument, something more important than music can begin to happen:

They begin to discover their voice.

They begin to discover their culture.

They begin to discover their place.

And they begin to discover that their voice matters.

PROGRAM VALUES

Every student, parent, volunteer, instructor, and staff member is expected to support the following values:

1. **Dignity**
2. **Respect**
3. **Safety**
4. **Belonging**
5. **Cultural Pride**
6. **Responsibility**
7. **Commitment**
8. **Teamwork**
9. **Perseverance**
10. **Kindness**
11. **Integrity**
12. **Excellence**

We expect students to give their best effort—not because they must be perfect, but because they deserve the opportunity to discover what they are capable of becoming.

PROGRAM PARTICIPATION

Students may participate in the LUPEC Mariachi Program according to the schedule and level for which they are registered.

Students may register for:

- **1 day per week**
- **2 days per week**
- **3 days per week**
- **4 days per week**

Families should select only the number of days their student can reasonably attend.

Consistent attendance is important because mariachi is an ensemble activity. Each musician contributes to the success of the entire group.

BEGINNING MARIACHI

The Beginning Mariachi group introduces students to mariachi and helps them develop fundamental musical skills.

Beginning Mariachi Guidelines

1. The beginning group will normally not exceed 30 students, unless program circumstances require otherwise.
2. Music instructors will determine student placement.
3. Performances for beginning mariachi students will be limited.
4. Beginning students will not normally have a mariachi uniform.
5. Beginning students may be invited to perform with the Performance Mariachi when instructors determine they are ready.
6. Students may audition or try out for the Performance Mariachi throughout the year.
7. The beginning group is designed to help students develop the skills, confidence, commitment, and preparation necessary for advancement.

INTERMEDIATE MARIACHI

The Intermediate Mariachi group provides students with additional opportunities to develop their musical skills.

Students are expected to:

- Give their best effort.
- Practice consistently.
- Respect instructors and fellow musicians.
- Attend scheduled rehearsals.
- Take care of instruments and equipment.

- Prepare for advancement.
- Support other members of the mariachi community.

Participation in Intermediate Mariachi is intended to help students prepare for possible placement in the Performance Mariachi.

Students may audition for the Performance Mariachi when opportunities are available.

PERFORMANCE MARIACHI

The Performance Mariachi represents the LUPEC Mariachi Program at selected community, cultural, educational, and other events.

Performance opportunities are a privilege and a responsibility.

Students selected for Performance Mariachi are expected to demonstrate:

- Musical preparation
- Attendance
- Reliability
- Respect
- Positive behavior
- Teamwork
- Responsibility
- Care of instruments and uniforms
- Appropriate conduct during performances and travel

The performance group will normally support **no more than approximately 20 musicians at one time**, depending on instrumentation and program needs.

SELECTION FOR PERFORMANCE MARIACHI

The purpose of selection is to identify students who are prepared for the responsibilities of performing.

Music instructors will consider factors such as:

- Musical readiness
- Preparation
- Attendance and reliability
- Ability to work as part of an ensemble
- Demonstrated effort
- Responsibility
- Appropriate conduct
- Ability to follow directions
- Commitment to the group

Music instructors are responsible for making musical placement decisions.

Students who are not selected are encouraged to continue developing their skills and may audition again.

A student's cultural background, race, ethnicity, gender, disability, family circumstances, or other protected characteristic will not be used improperly as a basis for selection.

STUDENT CODE OF ETHICS

As a member of Mariachi Alma de Ogden:

1. I will respect myself and others.
2. I will treat others as I want to be treated.
3. I understand that my rights do not include harming or disrespecting another person.
4. I will respect my music instructors, teachers, coordinators, volunteers, and other adults who support the program.
5. I will help make the mariachi program a community of positive action.
6. I will speak and act in a way that brings pride to myself, my family, my mariachi group, and my community.
7. I will be respectful, responsible, safe, committed, confident, and focused.
8. I will take care of my instrument and program property.

9. I will encourage my fellow musicians.
10. I will accept correction and use it as an opportunity to improve.
11. I will represent Mariachi Alma de Ogden with pride and dignity.

STUDENT EXPECTATIONS

Students are expected to:

- Arrive on time.
- Bring their instrument when required.
- Come prepared to learn.
- Follow instructor directions.
- Practice as assigned.
- Treat others with dignity and respect.
- Maintain a positive attitude.
- Keep hands, words, and actions safe.
- Take care of instruments and equipment.
- Participate appropriately in rehearsals.
- Help maintain a clean and organized learning environment.
- Represent the program respectfully at performances and community events.

Nothing less than your best effort is expected.

"Your best" does not mean perfection. It means making a sincere effort to learn, improve, and contribute to the group.

CLASS PROCEDURES

Students will generally follow this process:

1. Arrive

Arrive on time according to the schedule for which you registered.

2. Report Attendance

Check in or report attendance as directed by program staff.

3. Prepare

Get your instrument and necessary materials ready.

4. Learn

Gather with the class and follow the instructor's directions.

5. Practice

Participate actively and respectfully.

6. Clean Up

Return instruments and materials to their designated locations.

7. Dismissal

Remain with the group until the authorized dismissal time or until released according to program procedures.

ATTENDANCE POLICY

Attendance is an important part of musical development and team success.

Students may register for **1, 2, 3, or 4 days per week.**

Students are expected to attend the days for which they have registered.

Planned Absences

When a student knows they will be absent, the parent/guardian should notify the **Site Coordinator or designated program staff before the absence whenever possible.**

Emergency Absences

If an emergency prevents attendance, parents/guardians should notify program staff as soon as reasonably possible.

Long Vacations

Extended vacations or extended absences should be discussed with the Site Coordinator or music instructor as far in advance as possible.

Unreported Absences

Repeated absences without notice may result in a conversation with the family about continued participation.

If a student has repeated unreported absences, the program may offer the available place to another student on the waiting list.

Before making a decision about removal, program staff will make reasonable efforts to communicate with the family.

Important

Families should **sign up only for the days they reasonably expect the student to attend.**

The program understands that illness, family emergencies, transportation problems, school activities, and other circumstances can affect attendance.

TARDINESS

Students are expected to arrive on time.

If a student will arrive late, parents/guardians should notify program staff when possible.

Repeated tardiness may result in a conversation with the family to identify barriers and determine whether additional support is needed.

SAFETY AND SUPERVISION

Student safety is our highest priority.

The program will maintain reasonable safeguards appropriate to an after-school youth program, including:

- Appropriate adult supervision
- Safe learning environments
- Appropriate adult/student boundaries
- Emergency procedures

- Incident reporting
- Appropriate background screening of adults working with youth
- Required reporting of suspected child abuse or neglect
- Appropriate transportation procedures when transportation is provided
- Confidential handling of student information
- Appropriate release/pick-up procedures

Students should immediately report safety concerns to a music instructor, Site Coordinator, parent/guardian, or another trusted adult.

RESPECT, DIGNITY, AND ANTI-BULLYING

We expect every student to be treated with dignity.

Bullying, harassment, intimidation, threats, discrimination, hazing, fighting, or repeated disrespectful behavior are inconsistent with the mission of the program.

This includes behavior:

- In person
- During rehearsals
- During performances
- During transportation
- At program-sponsored events
- Through program-related electronic communication
- Through social media when it directly affects the program or another participant

Students are encouraged to report concerns.

Reports will be taken seriously and handled as appropriately as possible while respecting confidentiality.

POSITIVE STUDENT DEVELOPMENT

The LUPEC Mariachi Program believes that discipline should teach rather than simply punish.

When problems occur, staff may use strategies such as:

- Redirection
- Private conversation
- Reflection
- Restorative conversation
- Parent/guardian communication
- Additional support
- Behavior plans
- Temporary changes in participation
- Other appropriate corrective action

Serious or repeated behavior may result in additional consequences, including removal from a specific activity or program participation when necessary to protect safety or the learning environment.

Physical punishment, humiliation, threats, or degrading treatment are not acceptable forms of discipline.

INSTRUMENTS AND EQUIPMENT

Students are expected to treat instruments and equipment with care.

Students must:

- Handle instruments carefully.
- Keep instruments in designated locations.
- Keep instruments clean and protected.
- Follow instructor directions regarding instrument use.
- Report damage immediately.
- Never allow another person to use an instrument without permission.

Only instruments approved by the music instructor may be taken home for practice.

Instruments and equipment remain program property unless specifically identified as student-owned.

Normal wear and tear will be distinguished from intentional or negligent damage.

When damage occurs, the program will consider the circumstances before determining whether the family may be responsible for repair or replacement.

The program will not impose unreasonable financial hardship on families and may consider assistance, payment arrangements, or other solutions when appropriate.

REHEARSAL RULES

Rehearsals may be long and demanding because students are developing individual skills while learning to perform as an ensemble.

During rehearsal:

- No food or gum.
- Drinks are permitted only when specifically authorized.
- Students should remain in their assigned area unless given permission to leave.
- Instruments should be used only as directed.
- Students should listen when instructors are teaching.
- Students should encourage rather than discourage other musicians.
- Students should ask questions when they need help.
- Students should be willing to make mistakes and learn from them.

Mistakes are part of learning.

Students should feel safe enough to make a mistake, receive feedback, try again, and improve.

PARENT/GUARDIAN PARTICIPATION DURING REHEARSALS

Mariachi rehearsals can be demanding, and students often learn best when they can concentrate without feeling that they are being watched or judged for mistakes.

For this reason, parents/guardians are generally asked to:

- Drop students off according to program procedures.
- Allow instructors to conduct rehearsals without unnecessary interruption.
- Return at the designated pick-up time.
- Speak with instructors outside instructional time whenever possible.

Parents who need to remain at the facility should use the designated waiting area when one is available.

This policy is not intended to exclude families. Families are an important part of the program. It is intended to protect instructional time and create a comfortable learning environment for students.

PICK-UP AND RELEASE OF STUDENTS

Parents/guardians are responsible for ensuring that students have an approved method of leaving the program.

Students may only be released according to the program's authorized pick-up procedures.

Parents/guardians should notify the Site Coordinator if:

- Someone different will pick up the student.
- The student will walk or bike home.
- The student will ride with another authorized person.
- There is a change in transportation arrangements.

Students should not leave the program without authorization.

PERFORMANCE EXPECTATIONS

Performance opportunities are an important part of the program.

Before a performance, students may be expected to:

- Attend required rehearsals.
- Learn assigned music.

- Arrive at the designated time.
- Wear the required uniform.
- Bring the assigned instrument.
- Follow instructions.
- Demonstrate respectful behavior.
- Remain with the group until released.

Students represent themselves, their families, Mariachi Alma de Ogden, LUPEC, and the community when they perform.

UNIFORM INFORMATION AND RULES

Performance Mariachi members may be issued uniforms.

Uniforms are a symbol of pride, teamwork, culture, and responsibility.

Students are expected to:

- Keep uniforms clean.
- Keep uniforms in good condition.
- Hang uniforms properly when not being worn.
- Wear the complete uniform when required.
- Follow instructor directions regarding accessories.
- Wear approved accessories only.
- Maintain clean and appropriately groomed hair.

Golden Rule

Always hang up your uniform properly!

Uniforms should be worn with **pride, dignity, and respect.**

There is currently no required uniform fee. Donations from families and community members are welcome but are voluntary.

FEES AND FINANCIAL ACCESS

LUPEC is committed to providing educational and cultural opportunities at **very low cost or no cost whenever possible.**

There are currently **no participation fees for the Mariachi Program.**

Families should never feel embarrassed or excluded because of their financial circumstances.

When resources permit, LUPEC may seek donations, grants, sponsorships, scholarships, instruments, uniforms, transportation assistance, and other resources to reduce financial barriers.

FAMILY RESPONSIBILITIES

Parents/guardians are important partners in student success.

Families are expected to:

- Provide accurate contact information.
- Keep emergency contact information current.
- Notify the program of planned absences.
- Notify staff about emergencies affecting participation.
- Support regular attendance.
- Encourage students to practice.
- Support respectful behavior.
- Help students care for instruments and uniforms.
- Follow pick-up and transportation procedures.
- Read important program communications.
- Communicate concerns respectfully.
- Inform staff about circumstances that may affect a student's participation or safety.

Families are encouraged to ask questions and provide suggestions.

COMMUNICATION WITH FAMILIES

LUPEC will communicate important information through appropriate methods, which may include:

- Email
- Telephone
- Text messages
- Written notices
- Online platforms
- Social media announcements
- The LUPEC website
- Meetings
- Program announcements

Families are responsible for keeping contact information current.

Parents/guardians should contact the Site Coordinator when they have questions regarding:

- Attendance
- Scheduling
- Transportation
- Student concerns
- Pick-up
- Program participation
- Performances
- Family circumstances affecting participation

FAMILY AND COMMUNITY ENGAGEMENT

Families are encouraged to participate in:

- Performances

- Cultural celebrations
- Community events
- Fundraising
- Volunteer opportunities
- Student recognition
- Program feedback
- Family meetings
- Other LUPEC activities

The program believes that young people are stronger when families and community members are involved in their education and development.

LUPEC is the community.

CULTURAL RESPONSIBILITY

Mariachi is an important expression of Mexican and Mexican-American cultural heritage.

The program will strive to:

- Teach students about the cultural significance of mariachi.
- Respect the history and traditions associated with mariachi.
- Celebrate Hispanic/Latino culture.
- Encourage students to share their experiences.
- Respect other cultures represented in the program.
- Build relationships across cultures.
- Avoid stereotypes and disrespectful representations of culture.

Students from all cultural backgrounds are welcome to participate.

Our goal is not to separate young people by culture. Our goal is to help young people understand and value their own culture while learning to respect and appreciate others.

STUDENT VOICE

Students will have opportunities to express their ideas about the program.

Students may be invited to provide feedback regarding:

- Music
- Rehearsals
- Performances
- Program activities
- Safety
- Belonging
- Family involvement
- Cultural experiences
- Program improvement

Students may disagree respectfully.

We do not expect students to surrender their voice in order to belong.

We expect them to learn how to use their voice responsibly.

STUDENT GRIEVANCE PROCESS

Students have the right to raise concerns about their experience in the program.

A student may report a concern to:

1. A music instructor
2. The Site Coordinator
3. A LUPEC administrator
4. Another trusted adult associated with the program

A student or parent/guardian may also submit a grievance through the LUPEC online grievance process.

Concerns may involve:

- Safety
- Harassment
- Bullying
- Discrimination
- Staff conduct
- Student conduct
- Program decisions
- Transportation
- Attendance
- Communication
- Other program concerns

LUPEC will review concerns appropriately and take reasonable steps to address them.

No student or parent/guardian should be punished or retaliated against simply for raising a good-faith concern.

Immediate safety concerns should be reported immediately and will be addressed separately from the normal grievance process.

PARENT/GUARDIAN GRIEVANCE PROCESS

Parents/guardians are encouraged to address concerns as early as possible.

Step 1 — Informal Resolution

Whenever appropriate, the parent/guardian should first discuss the concern with the music instructor or Site Coordinator.

Step 2 — Written Concern

If the concern is not resolved, the parent/guardian may submit a written or online grievance to LUPEC.

The grievance should include:

- Parent/guardian name
- Student name
- Contact information
- Description of the concern
- Date(s) involved
- People involved, if known
- Steps already taken
- Desired resolution, if applicable

Step 3 — Administrative Review

LUPEC administration will review the concern and determine an appropriate response.

Step 4 — Further Review

When appropriate, unresolved matters may be referred to LUPEC leadership or the LUPEC Board for additional review.

The purpose of the grievance process is to listen, understand, resolve problems when possible, and improve the program.

ONLINE POLICIES AND HANDBOOK ACCESS

LUPEC is committed to transparency.

The Student & Parent Handbook, Employee Handbook, organizational policies, grievance procedures, and other applicable program policies will be made available online for review by:

- Students
- Parents/guardians
- Employees
- Volunteers
- Community members
- Program partners

LUPEC may also provide printed copies upon reasonable request.

Policies may be updated as the program grows or as legal, safety, operational, or program requirements change.

Families will be notified of significant changes through appropriate communication methods.

The online version should be considered the current official version of the handbook.

CONFIDENTIALITY AND STUDENT PRIVACY

LUPEC will make reasonable efforts to protect student and family privacy.

Students and families should not share another student's private information, including:

- Personal contact information
- Family circumstances
- Academic information
- Discipline information
- Medical information
- Photographs or videos when their distribution is not authorized

Parents/guardians should follow applicable program procedures regarding photographs, videos, and social media.

LUPEC may request permission to use photographs or videos of students for appropriate program, promotional, educational, or community purposes.

Families will be informed of applicable consent procedures.

TECHNOLOGY AND SOCIAL MEDIA

Students are expected to use technology appropriately.

Students may not use technology to:

- Bully or harass others
- Threaten others

- Share private information
- Record others without appropriate permission
- Damage the reputation or safety of another student
- Disrupt program activities

Students representing Mariachi Alma de Ogden online should remember that their behavior may affect other participants and the program community.

Parents/guardians are encouraged to model responsible and respectful social media use.

TRANSPORTATION AND OFF-SITE ACTIVITIES

When LUPEC provides transportation or sponsors an off-site activity, additional rules will apply.

Students are expected to:

- Follow driver and staff directions.
- Remain appropriately seated.
- Wear seat belts when required.
- Keep hands and objects inside the vehicle.
- Respect other passengers.
- Stay with the group.
- Follow check-in and check-out procedures.

Parents/guardians will receive appropriate information regarding major off-site activities.

EMERGENCIES

LUPEC will maintain emergency procedures appropriate to the program.

Depending on the situation, staff may respond to:

- Fire
- Severe weather

- Medical emergencies
- Injury
- Missing student
- Threats to safety
- Evacuation
- Lockdown or shelter-in-place situations
- Transportation emergencies

Students are expected to follow staff instructions during emergencies.

Parents/guardians should keep emergency contact information current.

HEALTH AND MEDICAL INFORMATION

Parents/guardians should inform the program of information necessary to safely supervise their child during program activities.

Families should notify the program about circumstances that may affect a student's ability to participate safely.

Medication will only be handled by program personnel according to applicable law and LUPEC procedures.

If a student becomes seriously ill or injured, emergency medical services may be contacted when appropriate.

Parents/guardians are responsible for ensuring that emergency contacts can be reached.

CHILD PROTECTION

LUPEC is committed to protecting children and youth.

Adults working with students are expected to maintain appropriate professional boundaries.

Prohibited conduct includes abuse, exploitation, sexual misconduct, corporal punishment, threats, humiliation, or other conduct that places a young person at risk.

Adults working with youth will be subject to screening and background-check requirements appropriate to their role and applicable law.

Program personnel will follow applicable requirements concerning reporting suspected child abuse or neglect.

VOLUNTEERS

LUPEC values community volunteers.

Because LUPEC is a community organization, many people contribute their time, knowledge, talents, and relationships without compensation.

Volunteers who work with youth must follow LUPEC policies and any screening, supervision, training, or background-check requirements applicable to their role.

LUPEC will seek volunteers and, as the program grows, employees who share the organization's commitment to:

- Youth
- Dignity
- Respect
- Culture
- Belonging
- Safety
- Family
- Community
- Education
- Music

We will seek people who have both the skills to do the work and the heart to serve young people.

CONFLICT RESOLUTION

Disagreements will happen in any community.

We expect students, families, instructors, volunteers, and staff to address disagreements respectfully.

Whenever possible:

1. Listen first.
2. Seek to understand.
3. Speak respectfully.
4. Focus on the problem rather than attacking a person.
5. Seek solutions.
6. Involve the Site Coordinator when necessary.
7. Use the grievance process when the concern cannot otherwise be resolved.

WAIVERS AND EXCEPTIONS

The program recognizes that individual circumstances sometimes require flexibility.

A parent/guardian may request an exception to a program expectation when circumstances warrant consideration.

Requests may include circumstances involving:

- Family emergencies
- Significant transportation difficulties
- School conflicts
- Extended illness
- Other significant circumstances

Requests should be made to the Site Coordinator or music instructor and may be submitted in writing.

Certain matters may not be waived, including requirements that are imposed by law, licensing requirements, funding requirements, safety requirements, or child-protection requirements.

A waiver cannot be used to excuse conduct that creates an unacceptable risk to a child or another person.

When an exception is approved, the decision may be documented so that expectations are clear and consistently applied.

PARTICIPATION REVIEW

The program may review a student's continued participation when there are serious or repeated concerns involving:

- Attendance
- Safety
- Conduct
- Respect
- Instrument care
- Failure to follow reasonable program expectations
- Repeated disruption
- Other circumstances affecting the student's or group's ability to participate safely and successfully

Whenever appropriate, the program will communicate with the family before making a final decision and will consider whether support or corrective action can resolve the concern.

NO-COST AND LOW-COST OPPORTUNITIES

LUPEC will continue seeking grants, donations, sponsorships, partnerships, volunteers, instruments, uniforms, facilities, and other community resources so that financial circumstances do not prevent young people from participating.

Families and community members may make voluntary donations to support:

- Instruments
- Uniforms
- Music
- Transportation

- Performances
- Scholarships
- Student activities
- Program operations

No student will be treated differently because their family cannot make a donation.

FAMILY FEEDBACK AND PROGRAM IMPROVEMENT

LUPEC believes families should have a voice in the development of the program.

Families may be asked to provide feedback through:

- Surveys
- Meetings
- Online forms
- Individual conversations
- Parent meetings
- Program evaluations

Feedback may address:

- Student belonging
- Safety
- Musical development
- Communication
- Attendance
- Performances
- Family engagement
- Program operations
- Suggestions for improvement

LUPEC will use appropriate information to improve the program.

PROGRAM ACCOUNTABILITY

LUPEC will monitor appropriate program information, which may include:

- Enrollment
- Attendance
- Retention
- Student participation
- Musical progress
- Performance participation
- Family engagement
- Student feedback
- Parent/guardian feedback
- Community participation
- Program accomplishments
- Challenges and needs

Program information may be reported to LUPEC leadership and the broader community through appropriate reports, meetings, the LUPEC website, social media, and other communications.

Personal student information will be protected.

Behind every number is a young person.

Our purpose is not simply to collect data. Our purpose is to use what we learn to make the experience better for young people and families.

PARENT/GUARDIAN COMMITMENT

Parents/guardians joining Mariachi Alma de Ogden agree to support the program by:

- Encouraging regular attendance.

- Supporting their student's musical development.
- Communicating planned absences.
- Supporting respectful behavior.
- Caring for instruments and uniforms.
- Following safety and pick-up procedures.
- Communicating concerns respectfully.
- Supporting the mission and values of LUPEC.
- Encouraging their student to give their best effort.

STUDENT COMMITMENT

As a member of Mariachi Alma de Ogden, I agree to:

Respect myself.

Respect others.

Respect my instructors.

Take care of my instrument.

Attend the days I have committed to attend.

Give my best effort.

Accept mistakes as part of learning.

Support my fellow musicians.

Represent my family, my culture, my mariachi, and my community with pride and dignity.

Use my voice respectfully.

Help make this a safe place where everyone belongs.

OUR PROMISE TO STUDENTS

We ask a lot from our young musicians.

We ask them to practice.

We ask them to attend.

We ask them to listen.

We ask them to work together.

We ask them to perform.

We ask them to make mistakes and try again.

But in return, we promise to do our part.

We will respect you.

We will listen to you.

We will protect your dignity.

We will celebrate your culture.

We will challenge you to grow.

We will help you discover your strengths.

We will give you opportunities to find your voice.

And when you stand before an audience with your instrument in your hands, we hope you will not simply play the notes.

We want you to feel the music.

We want you to feel your culture.

We want you to feel your community.

And most of all, we want you to feel that you belong.

IMPORTANT CONTACTS

Program: LUPEC Mariachi Program / Mariachi Alma de Ogden

Site Coordinator: _____

Music Instructor(s): _____

LUPEC Administrator: _____

Program Phone: _____

Program Email: _____

Emergency Contact: _____

Online Grievance Form: _____

LUPEC Website: _____

HANDBOOK ACKNOWLEDGMENT

I, _____, have read the LUPEC Mariachi Program Student & Parent Handbook.

I understand that participation in the program carries responsibilities for both students and families.

I agree to support the program's expectations regarding:

- Attendance
- Respect
- Safety
- Student conduct
- Instrument care
- Performance responsibilities
- Communication
- Pick-up and transportation
- Family participation
- Grievance procedures
- Program policies and procedures

I understand that policies may be updated as the program develops and that updated policies may be communicated electronically, in writing, or through other appropriate methods.

I understand that questions or disagreements should first be addressed professionally and respectfully with the appropriate music instructor or program administrator.

If a concern cannot be resolved, I may use the LUPEC grievance process, including the online grievance process.

Student

Student Name: _____

Student Signature: _____

Date: _____

Parent/Guardian

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Date: _____

Preferred Phone: _____

Preferred Email: _____

FINAL MESSAGE TO OUR FAMILIES

Thank you for trusting LUPEC and Mariachi Alma de Ogden with your young person.

We know that a child is never raised by one person alone.

It takes a family.
It takes teachers.
It takes mentors.
It takes musicians.
It takes a community.

LUPEC is committed to being part of that community.

Together, we can give young people something that will last much longer than a song:

confidence, culture, relationships, discipline, memories, and a voice.