

2022/2023 Student & Family Handbook

Connecting our Community note by note since 1976

Contact Information

NSM Address: 25 Lowell Street, Cambridge, MA 02138

Phone: (617) 492-8105

Website: www.newschoolofmusic.org

Office Hours: Monday-Friday, 10:00am-5:00pm (by appointment only)

Caroline Drozdiak
Executive Director
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The New School of Music's mission is to foster a love and understanding of music throughout our community. In fulfillment of that mission, we

- Provide outstanding music education to students of all ages with a wide range of musical interests, levels of achievement, and financial means;
- Share our music with the public through performances and community events; and
- Promote a broadening musical engagement by extending ourselves into the community.

Dear New School of Music Families,

Welcome to the 2022-2023 school year, and thank you for being part of the New School of Music community!

At NSM, we strive to make music a joyful part of your life and would like to support you in any way possible. Should you have questions about the next step in your music education, where to hear a great concert, or need help finding a particular piece of music – just ask! All teachers and staff at NSM would be more than happy to help.

NSM was founded to make music accessible to all; we invite you to take full advantage of all the school has to offer. Students, families, and friends are welcome to join us for NSM's school-wide student recitals, faculty & guest artist concerts, and a host of special events throughout the year including our annual Family Music Festival in June.

By enrolling at the New School of Music, you already know what a special place it is. However, in addition to our talented teachers who provide great programming, none of it would be possible without you – thank you. It is with your support and participation that NSM can continue with its mission to grow and foster a love of music in our community.

This year, we look forward to more in-person group classes, ensembles, and concerts. We will continue to update our Health and Safety page with any changes to COVID-19 precautions; your ongoing diligence makes it possible for us to continue with group activities and performances. Although our lessons, programs, and classes keep adapting, our goal of “connecting the community note by note” remains the same. I look forward to a safe and musical year with all of you!

Sincerely,

Caroline Drozdiak
Executive Director
New School of Music

NSM History

The New School of Music was founded in 1976 by composer, conductor, and educator Nicholas Van Slyck with a mission to provide a community music school for students of all ages, levels of training and financial means. Our audience includes children, youth and adults, starting with students as young as infants. We serve over 500 music learners of all skill levels and experience in private lessons and group classes each year from within the Cambridge and greater Boston area.

True to our founding vision, The New School of Music maintains a focus on our original purpose of Music for All with affordable programs in a non-competitive, student centered learning environment. The New School of Music's teachers are active professionals with expertise in music education in addition to performing regularly throughout the region and abroad on stages big and small.

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(617) 492-8105

Office Hours: Monday-Friday, 10:00am – 5:00pm during Fall and Spring terms (by appointment only)

Online Registration: directly at <https://www.amilia.com/store/en/newschoolofmusic/shop/programs>
You can also get to this site by visiting www.newschoolofmusic.org

Any paperwork may be dropped off after hours in our lock box to the right of the office door.

Email Communication – Monthly Email

NSM sends students and families a monthly email newsletter. You have the option of opting out of the newsletter, but please note that this is the primary way NSM communicates school-wide policies, dates, and information.

2022-2023 School Calendars

NSM's school calendar is broken up into two terms during the school year; the start and ends dates are listed below for private lessons. Summer lessons are flexible and can begin as soon as your spring lessons are finished. The exact number of lessons and the schedule is coordinated directly between you and the teacher.

Private Lessons

Fall Term: Monday, September 12, 2022 – Sunday, January 22, 2023 (16 lessons)

Fall Make Up Week: Monday, January 23, 2023 – Sunday, January 29, 2023

Spring Term: Monday, January 30, 2023 – Monday, June 12, 2023 (17 lessons)

Spring Make Up Week: Tuesday, June 13, 2023 – Monday, June 19, 2023

Summer: private lessons typically run for 8 to 11 weeks running mid-June through August

Group classes tend to meet for 15 classes per term. Please double check with your teacher, the NSM office, or the class description online if you need to confirm class meeting dates. Early Childhood class schedules will be posted on our website.

NSM's calendar can also be found online at <http://newschoolofmusic.org/registration/important-dates/>

NSM Vacation Days for Fall 2022 & Spring 2023

****NSM will be observing some (but not all) holidays scheduled in the Cambridge Public School calendar. Many of these are holidays for various religions. We encourage you to take these days off if you are observing the holiday, and we will consider it an *excused* absence, meaning you will get a make-up lesson for this day. Simply tell your teacher you will be observing the holiday and your teacher will facilitate a make-up lesson.**

Otherwise, there are no classes/lessons/rehearsals school-wide on the following days:

Indigenous Peoples' Day Monday, October 10th
Thanksgiving Vacation Tuesday, November 22nd – Sunday, November 27th
Winter Vacation Tuesday, December 20th – Sunday, January 1st
Martin Luther King Day Monday, January 16th
February Vacation Week Monday, February 20th – Sunday, February 26th
April Vacation Week Monday, April 17th – Sunday, April 23rd
Memorial Day Weekend Saturday, May 27th – Monday, May 29th

Weather Cancellations

All delays or closures due to inclement weather will be posted online at www.newschoolofmusic.org and on our Facebook page; or you can call the NSM office at 617-492-8105. *NSM does not make individual calls to students* if and when NSM is closed; please call or check the website to confirm NSM winter weather closures. Lessons cancelled due to weather will be made up.

Instructors reserve the right to make an individual decision to cancel lessons or classes due to bad weather; should they do so, they will contact students/families directly; private lessons will be made up. **Instructors may choose to offer an online lesson during a snow day.** If you are not able to take an online lesson during weather cancellations due to childcare or other complications, that lesson *will* be made up. Students and parents are encouraged to discuss snow days with their teacher at the beginning of the term.

Attendance/Payment Policies

Registration is considered complete when payment in-full plus the membership fee has been received by the NSM office. Only completed registrations qualify to start lessons and/or classes at NSM. Attending classes or informing instructors of the intent to register does not constitute registering for courses.

All purchased lessons must be used by the end of the term. No credits or refunds will be provided after the term ends.

All lessons and classes take place in the NSM building or online; there is no NSM teaching in private homes.

How to Register

- 1) Online at <http://newschoolofmusic.org/registration/register-now/>
- 2) Stop by the office (by appointment only), Monday-Friday, 9am-5pm, to pay in person
 - a. If you come by after hours, please leave payment in the locked drop-box located just outside the office doors; do not leave payment unattended on the front desk.
- 3) Call NSM at 617-492-8105, Monday-Friday, 10:00am-5:00pm to pay over the phone

Makeup lessons and classes

Private Lessons: NSM instructors are happy to provide **one** makeup over the course of the term, provided that 24 hour notice was given either directly to the teacher or the NSM office. This is to ensure consistency in scheduling for our instructors, and that no outstanding lessons exist after the term ends; NSM cannot credit lessons from one term to the next, all lessons must take place within the term registered.

For students registering for anything less than a full-term package, there are no make-ups available unless approved by teacher before payment & start of lessons.

All teacher absences or weather cancellations will be made up within the term.

Absences for religious observances will be made up, provided your teacher knows in advance.

Group Classes, Ensembles: No make-ups for individual students who miss a group or ensemble class. In the event that a group class is cancelled by the teacher, we will add an additional makeup class at the end of the term.

Payment plans

Payment for private lessons may be spread out over the course of the term with 4 monthly payments. This can be set up upon registration online. If you are registering via phone, let us know you would like to opt in to this service.

Scholarships

Scholarships are available to those who qualify based on financial need. Scholarships are awarded on a rolling basis until all funds are disbursed. The application may be found online at

<http://newschoolofmusic.org/registration/forms-policies/>. Please submit completed applications with all required documentation. Incomplete applications or applications without proper documentation will not be considered.

Discounts

- Ensemble/Group Class Discount for Private Lesson Students: if you're registered as a private lesson student at NSM you will receive a 25% discount on an ensemble or group class registration (in same semester). Use coupon code PL+GROUP
- Family Discount for Group Classes & Ensembles: 2+ students in the same family registering for a group class or ensemble (in one semester) will automatically receive a 5% discount on 2nd registration
- Family Discount for Private Lessons: \$25 automatic discount per family, per term if there are 2 or more private lesson enrollments
- Senior Discount: 10% discount per term for students ages 65+. Use coupon code Senior10.

** Note that any scholarships override the above discounts*

Withdrawals and Refunds

Private Lessons: Office must be notified by the 4th lesson of intent to withdraw, refund will be 80% of the unused tuition; no refunds after the 4th lesson of the term.

Please keep in mind that we want you and your family to have a great experience studying music at NSM. If at any time you have any concerns, please do not hesitate to contact your teacher, or either the Executive Director or the Registrar.

Group Classes: For planning purposes, and out of fairness to all involved, there are no refunds for group classes, ensembles, workshops/master classes or vacation programs.

Cancellation of Classes and Ensembles by NSM: Please note that NSM reserves the right to cancel any class or ensemble due to insufficient enrollment. In this case, refunds or credits will be applied to any existing registration.

COVID-19 Policies and Online Teaching

New School of Music is committed to keeping students, faculty, staff, and families safe and healthy. Throughout the duration of the COVID-19 pandemic, NSM teaching and building policies will shift depending on current health data and recommendations. At present, the school is open for in-person lessons and group classes. The school is open for live performances with limited audience capacity.

Masks that cover both the mouth and nose must be worn at all times while inside the building. This applies to everyone over two years of age who enters the building. **If you have tested positive for COVID-19, are symptomatic, or have been exposed to someone who is, please notify the Executive Director as soon as possible.** All attempts will be made to protect your privacy; however, it is important that other students, faculty, etc. are notified of possible exposure. **These guidelines may change based on public health data and recommendations.**

For updated information and current in-person offerings, please visit newschoolofmusic.org/health-and-safety

In-Person Lessons

- Lessons will be taught in person only if *both the instructor and the student* are comfortable with the arrangement. Either party may choose to return to online lessons at any point.
- Masks may be removed for private lessons if both the instructor and the student are comfortable doing so; everyone will remain masked for private lessons if *any* person in the lesson prefers it.
- Aside from agreed-upon private lessons, masks that cover the mouth and nose must be worn at all times while inside NSM.
- **By attending in-person lessons or classes, you are agreeing to stay home if you test positive or display symptoms of COVID-19 and to inform the Executive Director as soon as possible.**

Online Lessons

- The NSM Attendance and Make Up Policy applies to online lessons as well as in-person ones.
- Tuition is the same for both online and in-person lessons.
- If you need help with technology or other aspects of virtual lessons, let your teacher or staff member know! We want you to benefit as much from your online lesson as you would in-person, and we are here to help.

Student Conduct/Responsibilities

The study of music can be a joyous and rewarding experience. It offers a unique opportunity to develop one's self-expression, artistry, and discipline. In order to make good progress, students should do the following:

- Attend lessons regularly and on time.
- Practice every day in a quiet place--quality of practice is as important as quantity.
- Keep instrument and books in good working order, and bring to every lesson.
- Talk to teachers about goals and how to achieve them.

Studio Use

Help us keep NSM tidy! Please help us by disposing of any food or drink in a trash can or recycling bin in the common areas of the school, and putting chairs, music stands, etc. back where you found them after use. Please note the toys and instruments in Room B are for use by NSM classes only. It is not a playroom for younger siblings.

Please do not place any items other than sheet music on NSM pianos or keyboards.

Students and artists flourish in a quiet environment. Please be mindful that there may be several other lessons, rehearsals, or performances going on at NSM during your lesson. We ask that you give them the courtesy of being quiet while in the building.

Studios are reserved for NSM teachers and their enrolled NSM students. For students who are enrolled at NSM and need practice space, please contact the NSM office to reserve a time; space is available on a first-come, first-served basis and can only take place while an NSM staff or faculty member is in the building.

NSM space is also available for student recitals; please talk to your teacher for more information. To rent NSM space for meetings or special events, please speak to the Registrar or Executive Director for more information.

Observation of Lessons

Parental involvement is paramount to a student's success. Parents are strongly encouraged to observe at least one lesson per term and to follow up with private instructor following each lesson.

Security & Caregivers Policy

NSM assumes no liability for students before or following a scheduled class or lesson. A parent or caregiver *must* accompany students under the age of 15 at all times prior to and following a scheduled class or lesson.

Student Recitals

Monthly student recitals are free and open to the public. Students are strongly encouraged to perform in at least one student recital over the course of the year. Staff accompanists are available for a run-through and performance (or recording) free of charge; additional rehearsal time with an accompanist is available for a fee. NSM currently holds both virtual and in-person student recitals. Virtual recitals will take the form of either pre-recorded videos posted together on Youtube, or a live Zoom meeting. NSM will provide specifics at least one month before each recital.

NSM 2022/2023 School-wide Student Recital Dates

Saturday, September 10	In-person outdoor recital -- Fall Open House
Wednesday, October 26	In-person -- Halloween recital
Thursday, October 27	Live Zoom recital – Halloween recital
Monday, November 21	In-person recital
week of December 11-17	In-person recital – date TBD
week of January 22-28	In-person and Zoom recitals – dates TBD
Tuesday, February 14	In-person recital
Wednesday, March 15	In-person recital
Sunday, April 2	In-person and Zoom recitals -- Annual Performathon!
Monday, May 15	In-person recital
Sunday, June 6	In-person outdoor recital -- Family Music Festival

Weekday school-wide recitals are at 6:30 pm. Special event recital times will be announced ahead of time.

How to Sign-up for a Student Recital

NSM will post a sign up form online before each student recital with a deadline to sign up (and submit a video, if applicable). You can find these forms, and other recital information, here: newschoolofmusic.org/events-performance/student-recitals/

If you have questions or need help signing up, talk with your teacher! They will be happy to help you.

Tips for a successful recital!

- Practice! Make sure you come well prepared; this will help ease nerves, too!
- Clothing! This is a special event! Please come dressed appropriately, along the lines of school 'Picture Day' clothing.
- The Performance! Smile at the audience when you get on the stage/on screen. When you have finished, smile again, take a bow, and walk (don't run) off stage/screen.
- Remember, your teacher is here on a weekly basis to support you. If you have any questions, just ask.

In Person Concert Etiquette

- Do not speak or gesture to anyone during your or someone else's performance
- Congratulate each performance with enthusiastic applause
- Pay careful attention to the performances of others
- Stay for the entire performance; do not get up during a piece, or between movements.
- Accept congratulations with grace: there is no need to make excuses or berate yourself. A simple 'Thank you' is sufficient
- After the performance, show good sportsmanship by complimenting other performers

Concert & Events at NSM

NSM is proud to offer a number of special concerts and events throughout the year. Keep up to date on NSM events by checking out our calendar online at <http://newschoolofmusic.org/events-performance/>

Musical Collaborations

We also host concerts and events run by some of our partner organizations, such as Radius Ensemble, New Gallery Concert Series, and Equilibrium Concert Series. Stay tuned for event announcements on our website!

Faculty Concerts

A great opportunity for you to see your teacher in action! At NSM we are lucky to have an outstanding faculty which not only does a great job teaching in the studio but also performs on a regular basis. Many faculty concerts at NSM are free, so grab a friend and join us for a concert! We hope that you join us, and do remember that at NSM, we welcome you – whether a seasoned concert goer or a first-timer.

Concert Room & Studio Rentals

NSM's Concert Room and Studio space can be used for Concerts, Student Recitals, Meetings, Rehearsals/Practice, and Special Events! To find out more information please contact NSM at info@newschoolofmusic.org or 617-492-8105.

Parking

Free parking is available in the Lowell Park lot, to the left of the building. Overflow parking is available at Mt. Auburn Hospital and at meters on Mt. Auburn St., Monday through Saturday. On street parking for non-Cambridge residents is allowed on Sundays. **No parking in the fire lane. Please leave the handicapped spot for those with the appropriate placard.**

Use of Photographs and Videos

NSM may take photographs of classes, lessons, recitals and events for promotional use in on-line and print materials. It is our policy not to include the names of children in any captions. If you would like us to not use any images of yourself or a family member, please let us know in writing or by email.

Non-Discrimination Policy

The New School of Music admits students of any race, color, sex, age, sexual orientation, gender identity, physical ability, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, sex, age, sexual orientation, gender identity, physical ability, religion, national and ethnic origin in its hiring of faculty or staff, or in the administration of its educational policies, admission policies, scholarship programs and other school-administered programs.

Support NSM

With the help of donations from community members like you, we will continue to see arts engagement in our community thrive for many years to come. Your generosity allows us to:

- Offer need-based scholarships and community outreach programs for students who otherwise wouldn't be able to explore the wonders of music
- Upkeep NSM's pianos enabling every NSM student the opportunity to play and or be accompanied by a high quality instrument
- Cover our general operating expenses including the maintenance of our building, a historic 1883 wooden school house

The New School of Music is a non-profit 501(c) (3) organization. All donations are tax-deductible.

Other ways to give – Volunteer!

- **Volunteer Days for Special Events:**
- **Post Flyers and/or Distribute Catalogs in the Community**
- **Write a review on Yelp, Google and/or any other place you would like!** Your help is needed in spreading the word about NSM – thank you!