

Roberson School of Music

Student/Parent Handbook 2016-2017



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Dr. Monica Roberson
Director

☞ Director's Welcome ☞

Greetings Families of Roberson School of Music:

I sincerely welcome you, our new and returning students, faculty members, and community members of Roberson School of Music. We are excited about the 2016-2017 school year. This year, Roberson School of Music is offering a variety of classes including Private Lessons. Our instructors as well as other staff have been working diligently all summer preparing to make this year another successful year.

Our 2016-2017 Academic Year begins September 5, 2016 and ends June 10, 2017, with our Summer Session starting on June 19, 2017 and ending on August 26, 2017. Many programs have open registration so that students can start at any time. We have an excellent faculty that enjoys teaching. Information about our faculty can be found on our website at www.robersonmusic.com. Highlights this year include four Student Recitals, instrumental and vocal music certificate programs and festivals as well as various music competition opportunities.

RSM focuses 100% of its efforts on designing and providing the best Music Program that will fit your needs. We are very proud of our specialized music program, and we are very, VERY proud of our students' success. Our program is more than just music. We believe music can build self-esteem, confidence, and help to develop good values that assist in making smart life decisions. Please take a moment to review the program description in the following pages.

Welcome to the Roberson School of Music family. We look forward to working with you as you discover fun and exciting ways to make serious music.

Sincerely,

Dr. Monica Roberson
Founder and Director

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**2016-2017 Calendar
Roberson School of Music (RSM)**

Sept. 5, 2016: Classes and lessons begin for the 2016-17 Academic Year.

Nov. 1: Recital fee deadline.

Nov. 23-26: Thanksgiving Break – RSM closed

Dec. 17: **Student Recital**

Dec. 18-Dec. 31, 2016: Winter Break – RSM closed (*makeup lessons may occur*).

Jan. 2, 2017: Classes and lessons resume.

Feb. 1: Recital fee deadline.

Feb. 20-21: President's Day Break: RSM closed (*makeup lessons may occur*).

Mar. 18: **Student Recital**

Apr. 10-15: Spring Break, RSM closed (*makeup lessons may occur*).

Apr. 17: Classes and lessons resume.

May 1: Recital fee deadline.

May 15: Deadline for preferred scheduling for summer session (*application and first month's deposit due*).

Jun. 10: **Final Student Recital for the academic year.**

Jun. 10: End of RSM's Academic Year.

Jun. 12-Jun.17: RSM Closed.

Jun. 19: Start of RSM Summer Session.

Aug. 15: Deadline for preferred scheduling for 2017-2018 Academic Year (*application and first month's deposit due*).

Aug. 26: **Student recital at Roberson School of Music.**

Aug. 26: End of Summer Session.

RSM will be closed for Thanksgiving Break, Winter Break, President's Day Break, and Spring Break **only**, as noted on this Calendar. Make-ups may take place during these breaks if scheduled by the RSM office. Please read policies for make-up lessons and missed lesson on page 7.

Important Notes:

1. RSM is not closed for many civic holidays, such as Memorial Day and Martin Luther King Jr. Day. RSM does not follow the closing schedule for local schools, including Howard County. If you have a lesson that takes place on a civic or religious holiday and you are not able to attend the lesson because of this holiday, be sure to communicate with the RSM office in order to schedule a makeup (24 hour notice is required).
2. RSM generally follows the weather-closing schedule for the afternoon and evening programs of Howard County local schools. To confirm whether or not we are closed, you should check our website or phone message.

General Policies and Information

Contact Information: It is important that RSM has your most current and up-to-date contact information. Please notify the office immediately if any information changes. All contact information will remain confidential.

Smoking Policy: RSM maintains a smoke- and tobacco-free policy. Smoking is prohibited in all of the enclosed areas within the RSM building. Smoking must not take place within 15 feet of the building.

Student Dress Code: Students should dress and present themselves in a way that is safe, non-offensive, and non-disruptive. For recitals and other performances, students are expected to dress in concert attire, **NO** jeans allowed. Young ladies are permitted to wear pants or a dress (this includes a skirt with a blouse). The length of dresses/skirts must come to the knees. Young men must wear dress shirts and pants. Tennis shoes will not be permitted. All performers must wear dress shoes. Those not adhering to the dress code will not be permitted to perform.

Food: In order to maintain a clean and professional environment, food is not permitted inside the Roberson School of Music. Please dispose of food before entering the RSM building.

Studio Use:

1. **Food and Drink:** Food and drinks are not permitted in lessons. The only exception is made for water bottles. Student should use a closable water bottle only. Water bottles or cups must not be placed on the pianos.
2. **Erasures:** Please do not erase at the piano. Erasures can get inside the piano and interfere with the action of the piano.

Parent/Caregiver Responsibility. The Roberson School of Music is not responsible for any accidents happening to the student inside of the building or outside if not under the supervision of their teacher during their lessons time. Please DO NOT leave your children unattended and especially in the parking lot. We ask all parents/caregivers to be on time to pick up the child/children once lessons or classes have ended. Parents/Caregivers are financially responsible for any damages to RSM's materials, equipment or property incurred by their children.

Hours of Operation: Office hours are by appointment Monday-Saturday. Lessons are held at RSM from 3 p.m. to 9 p.m. Monday-Friday and 9 a.m. to 2 p.m. on Saturday. RSM is closed on Sundays. Students/Parents can call or email the office to address any questions or concerns. If students/parents would like to meet with the director, they must call the office to schedule an appointment.

Copyrights and Photocopying: RSM follows all copyright laws. Sheet music should not be photocopied for private lessons. Students may only use photocopied music in a performance to assist with page turns at recitals.

Photographs and Recordings: Photos and videos may be taken of students and parents at RSM's special events and posted periodically on our website and social media with no names attached. All photos and recordings of parents, students and/or faculty taken at RSM functions by our staff are the property of RSM and may be used for promotional purposes.

Program Descriptions

Private Lessons and PLEC: At RSM, our music program goes beyond private lessons to develop a well-rounded musician. Students taking private lessons at RSM have an option to participate in Private Lesson Enhancement Classes. These classes include musicianship class, master classes, recitals and community performances. Private teachers or the director must approve of student's involvement in recitals and performances.

Academic Year: RSM's Academic Year 2016-2017 consists of 36 lesson weeks. Students may begin the private lesson program at any time. Those who begin the program September 5, 2017 will receive a total of 36 lessons. Those beginning during the academic year will receive as many lessons that are remaining from the time they sign up through the week ending June 10, 2017. Due to the high volume of students each teacher has, only two makeup lessons will be permitted for the academic year. Once students have received their two makeups for the academic year, no other makeups will be provided. Students will be notified once they have reached their maximum makeup quota for the year. All makeup lessons must be completed by June 10th. After June 10th, any incomplete lessons will be forfeited.

Optional Summer Session: Summer session consists of 10 lesson weeks. Students may select the weeks they plan to have lessons. Students may enter this program at any time. Summer session begins June 19, 2017 and ends August 26, 2017. No makeup lessons will be permitted for the summer session. Students must register for a minimum of 6 weeks.

Lesson Lengths: Lesson lengths at RSM are 30, 45 or 60 minutes. Most lesson lengths are 45 to 60 minutes. Student ages 3-8 year, including those who may have a shorter attention span, may opt for a 30-minute lesson. The director, teacher, and student/parent should discuss the appropriate lesson length that will meet the student's needs and abilities. Each student is required to study a minimum of 30 minutes for each discipline. Teachers may stop lessons with students 2-3 minutes early in order to discuss student's progress with parents.

Group Classes: RSM offers several group classes for beginners that are new to music. Each class meets for 45 minutes once a week for 14 weeks during the fall session and 16 weeks during the spring sessions. RSM's group classes include:

Piano Prep Early Childhood (3-5 yrs.)
Beginning Piano (6-9 yrs.)
Adult Piano (17 and older)
Suzuki Violin (5-8 yrs.)

Summer Music Camp: All summer music camp classes are offered for 1-6 weeks during the summer session and meet five days a week from 9:00 am – 12:00 pm. RSM's summer camp classes include:

Piano Prep/Early Childhood (3-5 years)
Piano Player's Camp (6-9 years)

Student Performance Opportunities

1.) Student Recitals:

Recital Schedule: Student recitals take place every three months. These dates are listed on the Academic Calendar (page 3).

Recital Fee: Students participating in recitals must pay a \$20 Recital Fee for each recital to be billed the month before each recital (*i.e. Dec. 17th recital fee will be due Nov 1st*). No late recital fees will be accepted. Fees are nonrefundable or transferable. Students will select the recital(s) in which they want to perform. All recitals are held between the hours of 10:30 - 4:30 pm at the Slayton House. The RSM office will notify the student and/or parent of which hour their recital will take place. Attendance is free for parents and guests. If student is unable to participate in a recital during certain hours, RSM must be notified at least 4 weeks before each scheduled recital. Requests given less than 4 weeks before recitals will not be honored.

Recital Participants: To participate in any RSM recital, each student must get approval from their private instructor.

Festivals and Competitions: RSM is a member of several organizations that allow students to participate in various music festivals and competitions. In order for students to participate in these events, they must get approval from their private instructor and director.

Accompanying

RSM provides staff accompanists for quarterly student recitals. Students needing a RSM staff accompanist will be assigned a rehearsal time. Rehearsal times will not be rescheduled. If students miss the rehearsal time, they will not be able to perform on the recital. Students are welcomed to use a friend or family member to accompany them for recitals at their own expense with the director's approval.

***Missed Lessons**

Faculty and students may miss lessons for planned or unplanned reasons. The following guidelines explain how to handle missed lessons:

Faculty Absences

1. ***Planned Absence:*** If a teacher must miss a lesson, a substitute may be provided. If a substitute is not provided, the RSM office will arrange a makeup lesson.
2. ***Unplanned Absence:*** If a teacher must miss a lesson due to illness or an emergency, a substitute may be provided. If a substitute is not provided, the RSM office will arrange a makeup lesson.

Student Absences

1. ***Planned Absence:*** If a student knows in advance that he/she will miss a lesson for any reason and wants to receive a makeup lesson, he/she must give a 24-hour notice to the RSM office. If this is not done, the teacher will not make up the lesson. Teachers will not make up more than two lessons during the academic year.
2. ***Unplanned Absence:*** If a student is unable to attend a lesson because of last minute illness, family emergency, transportation problems, etc., the student or parent is expected to contact the RSM office as soon as possible. Makeup lessons will not be given for last minute cancellations.
3. ***Failure to Bring Instrument to Lesson:*** If a student neglects to bring their instrument to their private lesson, a makeup lesson will not be given.

****Please note that it is RSM's policy that teachers do not make up lessons for last minute student cancellations or no-shows. Makeup lessons will not be given for any reason if a 24-hour notice is not given. This includes last minute cancellations for sickness and traffic as teacher needs adequate time of notification and must be compensated for their time. All makeup lessons must be completed by June 10th. After June 10th, any incomplete lessons will be forfeited. If student withdraws before completing their two makeup lessons, a refund will not be given.***

Missed Session for Group Classes

Students should attend all group classes. Makeup lessons will not be given for missed group classes. Students are not permitted to transfer minutes from their lesson or class to a sibling or friend. If inclement weather occurs, RSM will schedule a makeup class during our school breaks.

Frequent Absence Policy

If a student has frequent absences, a meeting with the Director may be requested.

Tardiness Policy

Students should arrive five minutes before their lesson begins. Students who are tardy will only receive instruction for the remainder of their scheduled lesson time.

Late Fee Policy

Tuition is due the first of the month. If tuition is late, student will not be permitted to receive lessons unless tuition is received 24 hours before lessons begin. If tuition is not received by the third of the month, a \$25 late fee will be applied to student's tuition. No make-up will be given for this missed lesson. If tuition is not received by the 14th day of the month, student will be withdrawn from RSM. Note: A \$35 fee will be charged for checks or credit cards that are unable to be processed.

Termination Policy

Two-week written notice must be given to the RSM Office for lesson termination in order to receive a prorated refund of prepaid lessons minus any applied pre-payment discounts or fees. Upon withdrawal a detail of student's account balance and any refunds will be issued within 4-6 weeks. RSM reserves the right to terminate lessons for non-payment. If an account balance falls behind, students may not receive further instruction and may lose their lesson slot with the teacher until the balance due is resolved.

Behavior Policy

At RSM, we strive to provide a safe and professional environment. For this reason, rude, threatening and disruptive behavior from parents or students will not be tolerated and will result in termination from RSM. Parents/Guests are asked to wait in the waiting area during student's lesson unless the teacher has agreed to allow parents/guests to quietly observe student's lesson. Parents/Guests must not interfere or disrupt a student's lesson during instruction. If disruptions occur, the teacher may ask parents/guests to wait in the waiting area until the lesson is complete.

Snow Days and Other Emergency Closings

RSM does not necessarily follow other school closings due to many reasons such as the hours of the day that RSM is in session compared to the hours that other schools are in session. If the school is closed, an announcement will be placed on RSM's answering machine or website (www.robersonmusic.com). In the event of an emergency closing (other than due to weather) students/parents will be contacted immediately. Students must schedule a makeup lesson for emergency school closure before the end of the session or forfeit their makeup lesson.

Make-up Lessons for Private Lessons

The following guidelines summarize RSM's policy on scheduling make-up lessons.

Lessons missed for any of the following reasons must be made up:

- 1.) If the teacher is absent and a substitute is not provided.
- 2.) Emergency school closing and students/parents agree to a makeup day and time before the session ends.
- 3.) If the student missed the lesson for any reason, parent has given 24 hour, and students have not met their makeup lesson quota for the year.

Students will receive no more than two makeup lessons during RSM's academic year.

Student Recognition

If students have made a musical achievement, please inform the RSM office so they can be recognized. We would like to include student's achievements in our monthly newsletter.

Instrumental/Vocal Award Programs**100 Day Club**

Students who practice 100 days continuously will be able to join this club and receive a special **trophy** as recognition of their hard work. The director will present the trophy to them at one of the quarterly recitals so that they can be recognized for their achievement.

Students: To fulfill this practicing commitment, you must spend time at your instrument at least 5 days each week practicing at least 1 Assignment item. If it is impossible to get to your instrument, you may substitute studying your printed music for at least one Assignment item.

Student Practice Charts: If you would like to participate in the 100 Day Club challenge, tell your music teacher at your next lesson to receive a special chart to record your practice days. Each day that you practice, you will mark off a day on the log. Parents or students must confirm practice days with teacher each week in order for the log to be valid. This program is not for the faint of heart! Anyone who misses practicing/studying more than one day a week will have to begin again at day one.

250 Day Club

Students who have completed the 100 Day Club challenge get to move on to this club and receive **Trophy No. 2** upon completion of an additional 150 days!

365 Day Club

Students who have successfully completed the 100 and 250 Day Club challenges can move on to the 365 Day Club and receive **Trophy No. 3** upon completion of an additional 115 days!