



Kate M. Ransom, *President & CEO*

FACULTY HANDBOOK

2023-2024

Photo Credit: Andre Lamar

PREFACE

This Handbook is intended to provide information for faculty members of The Music School of Delaware. Information covered herein is pertinent to faculty employment at the school and covers related policies and practices for faculty and students. It should be used as a resource with the annual Information Guide and individual faculty employment agreements. In the event of any discrepancies between the program and policies section of the website, the employment contract shall prevail. Questions or suggestions regarding the Handbook or other documents, policies, and practices of the Music School should be directed to the CEO, Dean, Associate Dean, Chief Operating Officer, or Registrar.

THE MUSIC SCHOOL OF DELAWARE

Founded in 1924, The Music School of Delaware reaches thousands of people from Delaware, Pennsylvania, New Jersey, and Maryland through its instructional programs and over 100 public performances each year. The Music School is the only nationally accredited program of its kind in Delaware and is the only statewide, accredited community music school in the nation. The Music School offers standard-setting instructional programs for all ages including: Early Childhood program; Suzuki Academy; MELODY (El Sistema) program; Serafin Summer Music (chamber music festival); private study; classes; and ensembles (including Delaware Youth Symphony Orchestra, Women's Choruses, and Jazz Choirs). A faculty of approximately 100 expert artists and educators are among the best-trained musicians in the country. Open to all, the school administers a financial assistance program to help ensure music excellence for everyone, regardless of financial means. The Music School offers programs at branch locations in Wilmington and Milford and at almost 20 satellite and instructional outreach locations in Kent, Sussex, and New Castle counties. The Music School is a 501(c)(3) tax-exempt organization and donations to the school are tax-deductible, to the fullest extent of the law.

MISSION, GOALS & OBJECTIVES

It is the mission of The Music School of Delaware to provide excellence in music education, training, and experiences for people of all ages and abilities.

The goals of The Music School of Delaware are to:

- Offer private instrumental and vocal instruction, introductory and supplemental music classes and ensembles, public performances and performance opportunities for students, faculty, and special guests.
- Foster individual advancement of music skills, knowledge, and appreciation.
- Provide a foundation for many types of musical expression while preserving the traditions of classical music training and performance.

The objectives of The Music School of Delaware are realized by:

- Employing a faculty of highly qualified artists and educators.
- Offering comprehensive curricula, from infant through advanced levels, that build competencies according to individual goals.
- Maintaining well-equipped facilities that include individual teaching studios, classrooms, rehearsal spaces, piano laboratories, and an acoustically superior 300-seat performance hall.
- Administering scholarship programs that support music study for those with financial need and those with special merits.

The Music School of Delaware is nationally accredited by the Accrediting Commission for Community and Pre-Collegiate Arts Schools (ACCPAS), an accredited institutional member of the National Association of Schools of Music (NASM). The Music School of Delaware is a charter member of the National Guild for Community Arts Education.

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EMPLOYMENT INFORMATION

EMPLOYMENT AGREEMENTS

Faculty at the Music School are employed through an annual employment agreement issued for return by a specific date in the spring each year or as otherwise specified in related correspondence at the time the agreement is issued. Only the CEO may extend an official offer of employment. Employment is not confirmed until a complete and fully executed agreement has been received by the Music School. Each employment agreement details the terms and conditions related to Music School employment. Teaching assignments and remuneration rates are detailed in the contract. Commitments for summer teaching are handled via separate memos issued by the Business Office. Summer teaching is generally at the same pay rates as the immediately preceding school year.

FACULTY STATUS

Faculty status levels at the Music School include: "Faculty," "Master Faculty," "Artist Faculty," and "Artist Faculty by Special Arrangement." Decisions as to the appropriate entry level for a new faculty member and/or promotion of a current faculty member from one level to another are at the discretion of the CEO. Factors that may be taken into account in the faculty appointment/advancement process include: degrees earned; current and prior teaching positions at other schools; student accomplishment; length of service to the Music School; professional accomplishment such as performances, recordings, past teaching positions, published materials, etc.; as well as faculty attendance records, retention of students, participation in performances (if pertinent), administrative functions, etc. Faculty may also be awarded a "distinction" or "special distinction" as further recognition of their efforts at the Music School.

Faculty are asked to keep the office apprised of updates to their biographical information, which is kept on file in the school, and to periodically submit information for Music School publication about their professional activities and their students' accomplishments.

FACULTY EVALUATION

Faculty will be evaluated approximately every five years. Faculty evaluations are required, and responsiveness to all correspondence is expected. As part of this process, teachers being evaluated will be asked to select one student's lesson for

the panel to observe; a second student's lesson will be chosen at random. All teachers being evaluated will submit Lesson Goals and Objectives Forms for each lesson and a Teacher Self-Evaluation Form. All documents will be provided by the Department Head and must be submitted one week prior to the scheduled observations. The observation panels will include an administrator, the appropriate Department Head, and a senior teacher from the Music School faculty. Additionally, the administration will survey parents and adult students. After the documentation has been compiled, evaluated teachers will meet with the CEO and/ or the Dean and the Associate Dean to review the results. Judgments made as part of the evaluation process are intended to be comments/observations that any Music School instructor might make, in order for the process to remain constructive and not over-reach.

TAKING ATTENDANCE

Attendance is taken through the Music School's registration system (ASAP) using a phone or a computer. The Faculty Guide provided in your packet outlines how to easily take attendance using the Teacher's Assistant. Deadline dates for attendance for each month are found on page 5. Pay stubs are available on payday through the Paycom website. Please contact the Chief Operating Officer if you have questions. Teachers are required to have their paychecks directly deposited to the bank of their choice; Direct Deposit Forms are available in the Business Office.

It is critical that attendance be recorded accurately through the registration system. This information is needed to reconcile billing matters with parents and for the school's auditor.

Please Note: **Attendance must be submitted through the Teacher's Assistant/ASAP by the attendance due date for your hours to be registered for that month's pay.** If there were absences that required makeups, please let the Registrar know when those makeups were scheduled PRIOR to the attendance due date, so that your Teacher's Assistant/ASAP schedule matches what you taught and your hours are properly recorded. *If you missed taking attendance for a previous time period, you must let the Business Office know PRIOR to the attendance due date so that they can pull these hours properly. They will not be included in the regular report.*

ATTENDANCE DUE DATES

Attendance must be taken by end of business on the 22nd of each month. Please see below.

September 22, 2023
October 22, 2023
November 22, 2023
December 22, 2023
January 22, 2024
February 22, 2024
March 22, 2024
April 22, 2024
May 22, 2024
June 22, 2024
July 22, 2024
August 22, 2024

FAMILY AND MEDICAL LEAVE

The Music School shall comply with the federal Family and Medical Leave Act (FMLA) of 1993, which provides eligible employees up to 12 weeks of unpaid, job-protected leave in a 12-month period for specified family and medical reasons. For requested leave to be designated as FMLA an employee must have worked for the Music School for a total of 12 months and have worked at least 1,250 hours over the previous 12 months.

Requests for family leave must be submitted 30 days in advance. The eligible employee may be asked to provide medical certification supporting the need for the leave. The eligible employee has the option of using accrued paid leave (vacation leave) with unpaid leave for a combined total period of absence of up to 12 weeks.

FACULTY BENEFITS

Although registration fees are waived for faculty, staff, and their immediate family members, they must still pay the \$30 per lesson/class deposit at time of registration. All of the deposit will go towards tuition. Discounts for academic year study are given to all faculty and full-time staff and their immediate families as follows: Classes and lessons with *all faculty* are discounted at 35%; discounts for summer study are 25%. See the COO for more information.

Discounts are applicable to enrollment throughout the year,

including summer. No discounts are given for materials or instrument rental. In the event that a faculty/staff member requests financial aid, only one form of aid—either student financial assistance or faculty discount, whichever is of greatest benefit to the faculty/staff member, will apply. Family members may receive merit scholarships in addition to faculty discounts or financial assistance.

PROFESSIONAL DEVELOPMENT STIPENDS

Budgeted funds may be available for faculty to further their education (e.g., teacher training workshops, master classes, seminars, conventions) and/or professional development. Requests, which must be submitted in writing to the CEO, may be submitted at any time and should detail the nature of the activity with proof of participation/invitation to participate. Stipends are awarded at the discretion of the CEO. If awarded, proof of payment is required to receive the stipend.

FACULTY CONCERTS

A schedule of public performances featuring Music School faculty and special guests is presented each year. Faculty concerts provide performance opportunities and share the talents of the Music School faculty with the community. A small “thank you” honorarium will be given for participation in the Faculty & Friends concert series, solo appearances with the Wilmington Community Orchestra, Cultural Crossroads participation, and special concerts as approved by the CEO. These concerts are programmed by the Dean in consultation with the CEO, Associate Dean, Concert Manager, and The Studio: Rock, Jazz & Folk coordinator, and feature a variety of solo and chamber works. Interested faculty members are encouraged to submit requested dates and a sample program to the Dean in early spring for the 2024-2025 season.

Printed programs for all concert series will be designed and printed by the Concert Manager, with complete information provided by the performers not less than *two weeks* prior to the performance date.

AUDIO, VIDEO, AND PHOTO RELEASES

By signing your contract, you give The Music School and its legal representatives and assigns the right and permission to use any media recorded and/or published, without charge,

at The Music School of Delaware or at any off-site or Music School-related function. You release all claims with respect to copyright ownership and publications, including any claim for compensation related to use of the materials. The media (such as images, video, and audio) may be used in print, electronically, and/or on social media platforms, including but not limited to newsletters, brochures, flyers, press releases, advertising, the annual info guide, the special report, the school's website, radio, other digital audio production (e.g., podcast), social media, and other promotional materials.

SUGGESTIONS OR REQUESTS

Faculty input is valued, and your comments should be directed to the appropriate staff member (see page 28). You may also channel suggestions or requests related to departmental needs (equipment, materials, repairs) or curriculum development to your Department Head.

CURRICULUM

The Music School has developed a curriculum for each instrumental and vocal area of private study. Faculty may obtain a copy by request from the Dean or the Associate Dean. The curriculum for each area of study may serve as a resource to help in selection of appropriate repertoire and etudes to be assigned to a particular student. Questions or suggestions related to the Music School curriculum may be directed to your Department Head. Additionally, all faculty members are invited and encouraged to submit ideas for new classes and special projects throughout the year. Ideas should be presented to the Dean or Associate Dean who will assist in developing a proposal. Proposals for summer classes/workshops must be submitted by October. Proposals for fall classes must be submitted by November. Implementation of new programs/curricula is subject to approval of the CEO.

BUILDING & ADMINISTRATION

BUILDING USE

Room assignments will be made by the Registrar and the MB Front Desk in consideration of the requirements for the particular class/instrument, the overall consideration of the school, and, whenever possible, faculty preference. Faculty should use rooms only if arrangements have been made through the appropriate staff member, in order to avoid conflicts with regular or temporary schedules. Faculty should always check room assignments before make-up days, summer session, and the academic year. Do not change rooms without notifying the appropriate staff member. If you teach at WB and have a request for a room at any time throughout the year that occurs outside of your regular teaching schedule, you need to send an e-mail to the Registrar. If you have building or room issues, please complete a Facility Safety Report Form, found on page A3.

Faculty are welcome to use the studios and the WB Concert Hall/MB Recital Room for practice/rehearsals when space is available. All use of the WB Concert Hall should be coordinated through the Dean; all use of the MB Recital Room should be coordinated through the MB Front Desk. Classroom use should be coordinated with the Registrar/MB Front Desk. Faculty are not permitted to access or utilize the facilities at any time that the building is not otherwise open for regular business.

In an effort to limit the wear on the concert grand pianos and the expense of tuning, there is restricted use of the WB Concert Hall/MB Recital Room up to four hours prior to a concert/recital. No rehearsal time on concert instruments will be given after tuning or before recital performances, except to the performer.

Faculty may also reserve use of the concert spaces for private rehearsals or private, informal performances at other available times when the school is open for business. If a special/extra piano tuning is desired by the faculty member, it should be requested three weeks in advance through the Dean at the Wilmington Branch or the Associate Dean at the Milford Branch. Cost for tuning at a regular time is \$130, and over-time will be \$185.

The concert hall may be available for public use by a faculty

member or alum at a 50% discounted hall rental rate. Details may be provided by the COO.

Use of the WB Concert Hall/MB Recital Room by faculty at times when the building is not otherwise open for business and/or for public performances shall be only at the regular rental rates of the school and with approval of the CEO.

Use of the WB Concert Hall/MB Recital Room for individual studio recitals is permissible only in cases when at least half of the students performing are students of the Music School.

ADMINISTRATIVE OFFICE HOURS

The WB and MB administrative offices are open Monday through Friday from 9:00 a.m. to 5:00 p.m. Schedules may vary during holiday and summer periods. Any matter requiring the assistance of the administrative staff must be addressed during regular business hours. If the staff person you need is not available, please put your request in writing or e-mail, or call during regular administrative office hours.

PARKING

Cars should not be left in the Music School lot overnight. In the event of an emergency or special circumstance requiring a vehicle to be left overnight, the Front Desk staff member must be notified prior to the close of business that day.

SCHOOL CLOSING DUE TO INCLEMENT

WEATHER

If it should become necessary to close the school on a regularly scheduled school day, the school will post announcements on social media, its website, and on the following radio and TV stations. Wilmington Branch: WDEL 1150 AM, WSTW 93.7 FM, WJBR 99.5 FM, KYW 1060 AM, FOX TV 29. Milford Branch: WBOC Channel 16, EAGLE 97.7 FM, COOL 101.3 FM. Additionally, an e-mail to families, faculty, patrons, staff, and special guests will be sent on the day of all school closings indicating that the school is not open. Lessons, classes, or ensembles missed due to school closing will be made up whenever possible. Faculty are responsible for scheduling make-ups with students once classes, ensembles, or lessons can resume.

EMERGENCIES

In case of fire, please pull the fire alarm and exit in a calm fashion to a marked fire exit. Fire Evacuation Plans are posted throughout both branches and are included in your faculty packets. In case of hurricane, tornado, or severe weather, please proceed to an interior hallway marked as a “safe zone” on the posted evacuation plan. Should a student become ill during a class or lesson, please escort him/her to the administrative offices. The staff will notify a parent/guardian or call for emergency help if necessary. Your calm, quick response will reduce fear and panic in any crisis.

SAFETY AND PERSONAL CONDUCT—OVERVIEW FOR FACULTY

The Safety Committee of The Music School of Delaware (a committee of the Board of Directors) develops and monitors the school’s safety practices, procedures, policies, documentation, and communications, and maintains a Safety Manual. The committee works to increase awareness on the part of students, families, faculty, staff, and others about safety, health, and conduct matters that relate to the school. Updates to required health safety protocols may be determined and communicated by the school at any time.

Prominent and significant events in recent years have heightened public awareness at the local, national, and international level concerning the safety of children. Additionally, workplace safety, and standards concerning personal conduct and respect and decency in the work/educational environment are issues being scrutinized by all organizations and corporations. As a result, it is critical that all members of the Music School community commit to remaining diligent and attentive to safety and conduct.

The Music School of Delaware has a sterling history in regard to safety and personal conduct, having long ago established an open environment for education in which

parents are encouraged to observe children’s lessons and to maintain a dialogue with individual faculty and in which there is easy access to the administrative staff and leadership. Our main branches in Wilmington and Milford are also very open facilities, with windows in studio and classroom doors and easy access to educational spaces. The practices of the school are stringent in the hiring process and are aimed at ensuring that we appoint experienced teachers with excellent reputations. Administrators are easily accessible to employees and to families/students of the school.

Every employee of the Music School is expected to be aware of the school’s safety practices, to adhere to them, and to understand the obligations of employment with regard to safety and personal conduct. A safe and respectful work environment is our standard. Employees should be able to conduct their work and instructional activity without offense, intimidation, or impediment by any supervisor or coworker. The best interests of our workforce and the protection of our organization are institutional commitments. Student safety and well-being are paramount; they are an **INDIVIDUAL** and an **ORGANIZATIONAL** responsibility. It should be noted that the Music School has no policy prohibiting social and personal interaction between adult students and faculty members.

The purpose of addressing all of these issues through formal policies, articulated practices, and communications is to protect the welfare and interests of all of our constituents, in addition to the well-being of the organization itself.

Through the Safety Committee, procedures for responding to circumstances, incidents, or occurrences have been developed. Charts that summarize these are posted throughout the building. Such incidents may include fire; power outage; a weather event; personal injury or serious illness of a student, employee, or patron; or conduct violations such as harassment, abuse, or assault.

Forms for reporting an incident or a complaint are available at the Front Desk (see page A2). Any incident which an individual wishes to be brought to the attention of an administrator must be documented on an Incident Report

Form in order to register a serious complaint, occurrence, or incident. Administrators are available to discuss any concern and are charged with the responsibility to handle complaints appropriately, in accordance with school practices and official regulations.

Please note that our front desk staff, security staff, and Facilities Manager are designated as first responders when an incident is occurring. Please turn to these individuals for help and follow their instructions.

Two designated administrators handle incident and complaint reports: the COO and the school CEO. An incident should be documented in writing, which may be given to any staff or faculty member. It will then be directed to one of these two designated administrators for further action.

From time to time, the school may require faculty and other employees to participate in safety education training sessions. These are mandatory for all employees and are a condition of employment. Additionally, the school may issue communications or documents regarding safety and/or conduct, and all employees are expected to review and become familiar with the content of such communications and documents. These may be issued via mail, e-mail, or school mailbox.

It is important that you understand your role as a faculty member and employee in the event of an incident, that you understand who our first responders are, who to go to in the event of an incident, and how to address and/or report an incident or safety concern or conduct issue.

CRIMINAL BACKGROUND CHECKS

It has become increasingly important for organizations, especially those charged with the care and guidance of children and youth, to heighten their scrutiny and documentation of the background of employees and prospective employees. Today, the standard hiring practice for educational organizations is to conduct a criminal background check on every employee and on any person under consideration for employment. Criminal background checking is a protection

for children, for employees, and for the Music School. It is a matter of due diligence in considering prospective employees so that the school continues to uphold the highest standards in its hiring practices and employee conduct. Background checks are required for all employees.

Background checks will cover each employee's state of residence and any states in which they lived during the last seven years. These records shall be kept in a locked file accessible only to the CEO and COO.

Completion of a criminal background check is required for all Music School employees and must be renewed every five years. The Music School is utilizing an outside vendor to conduct all background checks and will assume responsibility for all costs.

PROFESSIONAL RESPONSIBILITY OF INSTRUCTORS AND STAFF

Suspicious activity observed by an employee or patron of the school should be reported to the front desk or other responsible staff member as soon as possible. This would include inappropriate behavior of any kind such as the appearance of an individual being intoxicated or under the influence of illegal substances; inappropriate treatment of a child or student; or erratic behavior that poses potential threat or danger to the person or others.

WORK ENVIRONMENT AND RESPECT FOR WORKER WELFARE

The Music School offices are open and accessible to other staff and faculty. In addition, both the school's main branches have a Front Desk that is staffed whenever school programs are in operation and that serves as the central information and communication center for families who wish to leave a message for a faculty or staff member or identify the assigned faculty studio/classroom. Faculty may inquire at the Front Desk at either branch and request appointments to see specific staff members. Faculty may also contact individual staff members via e-mail or office telephone. A Faculty-Staff Directory is distributed to each employee every year with contact information for internal use. Music School policy prohibits the sharing of faculty/staff/board member contact

information outside the school community without express written permission of the CEO. This prohibition includes mail/e-mail address, phone, and health/medical or other personal information.

The Music School respects the right of its employees to work in an environment that is free from hostility, harassment, or discrimination. The school brings together individuals of widely varied social, ethnic, and religious backgrounds. Sensitivity to this atmosphere of inclusiveness in the work and educational environment is of paramount importance to a harmonious and positive atmosphere for students, workers, and families of the school.

PHYSICAL CONTACT RELATED TO MUSIC INSTRUCTION

Physical contact is a common component of music training. Communication is always key in situations when physical contact may be part of the instructional process. It is important to remember that individuals may have differing comfort levels with any kind of physical contact and that communication in advance can prepare the student/parent to understand the reason for physical contact in music training and its purpose. It also allows them an opportunity to voice any discomfort with this aspect of training, if they desire to.

It is also important that the student/parent know that they need to speak up if they are not comfortable with any teaching approach that is employed by an instructor. Ideally this will be addressed directly between the student/parent and the instructor. In the event that such communication is not satisfactory, the parent/student should discuss it with the supervisor of the instructor – a branch administrator or other supervisor, for example.

In teaching a student to play an instrument or to sing, a teacher will often use physical contact to demonstrate proper posture, positioning of the hands, breathing, and other aspects of adjusting or demonstrating set-up related to playing or singing.

These are some examples of reasons why a teacher will touch a student as part of the instructional process. Students should be made aware by the teacher before a demonstration or correction is made that requires physical contact. For

example, a teacher could simply say, “Now I am going to adjust your hand position by moving your hands so you are positioned correctly.” Or, “I am going to place my hand on your rib cage to help you feel breathing in, and breathing out, in the right part of your lungs.” String and piano teachers may need to address the question of fingernail length and request a student to shorten his/her nails in order to play properly. These discussions should include a parent for younger children or for any child who may be sensitive about such processes of instruction.

It is recommended that an Expectations Sheet be provided by the teacher to all his/her students at the beginning of each school year/semester. It can help identify these subjects, along with expectations of daily practice, lesson preparation, and classroom/studio behavior.

It is never acceptable for an instructor to physically reprimand a student or to yell at a student. Striking a student is never acceptable. Should a teacher reach that level of frustration, the teacher should speak with his/her supervisor. Should a student experience this type of interaction, it should be reported to the parent, a supervisor, or other administrator who can respond to the complaint.

INAPPROPRIATE BEHAVIOR IN THE EDUCATIONAL SETTING OR WORKPLACE

The Music School public spaces are shared spaces for families, students, instructors, and visitors to the school. All those utilizing school facilities are asked to remember that these are shared spaces and those using them are often trying to read, work, or sit quietly while waiting for a child or sibling to complete a lesson or music class. In addition, the school is a smoke-free and drug-free facility; the use of tobacco products or any illegal substances is strictly prohibited on Music School property.

Any type of behavior that may reasonably cause disruption, distraction, or disturbance in the school environment should be considered inappropriate. Some examples of inappropriate behavior might be: loud talking, yelling, or screaming; loud talking or arguing on a cell phone; running, jumping, or yelling inside the school building; loud reprimanding of a child in public.

Inappropriate interactions will not be tolerated between employees of the school, between an employee and student or parent of the school, between two students/parents/other patrons of the school, or between a visitor to the school and someone affiliated with the school. The school expects that its employees and visitors will demonstrate respect for others and for the educational environment and that all those utilizing school facilities will do so in accordance with school expectations for a safe, courteous, and child-friendly/child-appropriate environment.

In the event that an inappropriate behavior is witnessed by an employee or a patron of the school, it should be reported to the front desk associate. The front desk associate will assess the situation, intercede according to school practices, or refer the matter to a supervisor or security personnel on site. In the event that behavior is not corrected, the employee may call outside assistance, including 911, if necessary.

REPORTING INAPPROPRIATE BEHAVIOR AND RESPONSE PROCESS

Should erratic or disruptive behavior be observed in a student, patron, employee, worker/service provider, or other vendor or guest of the school, front desk associates or any other administrative employee are considered to be the primary responder. If the matter can be easily addressed through a conversation, the associate should ask the offender to modify his/her behavior or ask a parent/caregiver present to address a matter with an unruly child. If it is not resolved, or the situation is more challenging, an incident report form must be completed by the individual making the complaint, and the associate may call a supervisor, security personnel, or outside assistance if immediate action is needed. School employees should not intervene using physical contact or shouting in attempting to modify inappropriate behavior. All incidents, whether effectively addressed or not, should be reported, in writing, to the COO within 24 hours of the incident.

WHO TO CONTACT IN THE EVENT OF A COMPLAINT OR CONCERN

Instructors, students, and parents should contact the front desk associate in the event of a complaint or concern. They may request an appointment to discuss any matter with the COO or CEO of the school. Front desk associates should,

in all cases of complaint or concern, accept the request for an appointment without judgment or comment. In addition, if asked to contact a supervisor immediately, front desk associates should attempt to reach a supervisor by phone if one is not immediately present. The supervisor will assist in addressing any complaint or concern. Any complaint or concern voiced at the front desk should be communicated within 24 hours of the complaint, in writing, by the person making the complaint to the COO.

WHAT IS SEXUAL HARASSMENT IN SCHOOLS?

Sexual harassment in schools is unwanted and unwelcome behavior of a sexual nature that interferes with the right to receive an equal educational opportunity. It is a form of sex discrimination that is prohibited by Title IX, a federal law establishing civil rights in education that addresses issues of sex discrimination and, by judicial precedent, sexual harassment. Sexually harassing behaviors that can interfere with one's educational opportunity range from words (written and spoken) and gestures to unwanted physical contact. Some of the behaviors may also be criminal acts (assault and rape, attempted or completed, and child sexual abuse).

Both the federal courts and the Office for Civil Rights (OCR) of the United States Department of Education (ED) recognize two forms of unlawful sexual harassment in education. The first form is quid pro quo harassment as defined by the guidance in the Federal Register, issued on March 13, 1997, by the OCR (ED, 1997). Quid pro quo harassment occurs when a school employee explicitly or implicitly conditions a student's participation in an education program or activity or bases an educational decision on the student's submission to unwelcome sexual advances, requests for sexual favors, or other verbal, nonverbal, or physical conduct of a sexual nature. Quid pro quo harassment is equally unlawful whether the student resists and suffers the threatened harm or submits and thus avoids the threatened harm (ED, 1997).

The second recognized form of sexual harassment in schools is hostile-environment harassment. Hostile-environment harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature by an employee, another student, or a third

party. This form of harassment requires that the harassing behavior be sufficiently severe, persistent, or pervasive to limit a student's ability to participate in or benefit from an educational program or activity, or to create a hostile or abusive educational environment (ED, 1997). Typically, in school settings and particularly between students, allegations of hostile-environment harassment are more commonplace than allegations of quid pro quo harassment.

YOUR DUTY TO REPORT CHILD ABUSE IN DELAWARE

According to 16 Del. C., § 903, any person, agency, organization, or entity who knows or in good faith suspects child abuse or neglect shall contact the state. This includes all school personnel.

If you suspect harm upon a child, the first step is to immediately call the Delaware Division of Family Services (DFS) hotline at (800) 292-9582 x4. During your telephone conversation, you will likely be asked to complete a two-page Child Abuse/Neglect Mandatory Reporting Form along with a narrative. (please see A4-5.) This form must be completed within 72 hours and faxed to (302) 577-5515 or mailed to the address on the form. Please also advise the Music School COO or CEO. The COO can assist you with your reporting. Complete discretion must be used regarding the child. The CEO, Dean, and COO will ensure the records and conversations are kept confidential except as may be required by the state's process. As the reporter of suspected abuse, you shall have immunity from any liability, either civil or criminal, so long as your actions were taken in good faith.

The Signs of Child Abuse

As described in The Professional's Guide to Reporting Child Abuse & Neglect, abuse can take on many forms. DFS recognizes both physical and mental abuse:

Physical Indicators:

- Injuries that are unexplainable or do not have a reasonable explanation may be a result of child abuse. Injuries may include bruises or welts on the face, torso, buttocks, thighs, or back. The marks may be in the shape of an object and may be in various stages of healing.
- Fractures/dislocations that are unexplained and involve facial structure, skull, bones around joints, or spiral (twisting) fractures may be child abuse.
- Burns on the palms of the hand, soles of the feet, buttocks, or back that may reflect a pattern of cigarette,

cigar, electrical appliance, rope or immersion burns; these may be child abuse.

- Cuts, bite marks, pinch marks, bald patches, retinal hemorrhaging, and abdominal injuries may also be indicators of child abuse.

Behavioral Indicators:

- Overly shy, avoids contact with adults
- Afraid to go home or requests to stay at school or child care
- Reports injuries by parents
- Cries excessively or sits and stares
- Gives unbelievable explanations for injuries
- Requests or feels deserving of punishments or suggests harsh punishments for other children

Please remember the importance of your role in reporting child abuse!

Source: The Professional's Guide to Reporting Child Abuse & Neglect, Division of Family Services, 2011.

https://kids.delaware.gov/pdfs/broch_GuideReportChildAbuseNeglect.pdf

For additional information, please visit the Beau Biden Foundation for the Protection of Children at <https://www.beaubidenfoundation.org/>

REGISTRATION & ENROLLMENT

RETURNING STUDENTS

Automatic re-registration of students will occur at the end of the Spring semester. Faculty should let the Registration Office know as soon as possible if they are aware of any students who do not intend to return in the Fall. The Registrar or MB Front Desk will then work to fill teachers' schedules and classes with new students. All faculty members are asked to remind students of the school's automatic re-registration process.

NEW STUDENTS

The registration process aims to match the prospective student with an appropriate private study teacher, class, or ensemble. Information regarding the student's musical background, ability, age, goals, personality, and scheduling preferences will be discussed with the Registrar or MB Front Desk. In cases where the Registrar or MB Front Desk cannot make a recommendation, the information will be passed on to the Dean, Associate Dean or the Department Head. The Dean, Associate Dean or the Department Head will make a suggestion for an instructor and will contact the Registrar or the MB Front Desk with the recommendation. The Registrar or MB Front Desk will confirm completed registrations with teacher and student, notifying them of the beginning date/time. All new students must have an ASAP account, be enrolled, and be in good financial standing before their first lesson/class.

If a prospective student wishes to have a sample lesson, the student will be charged and the teacher will be paid \$15 for 30 minutes. Longer sample lessons will be paid at \$22.50 for 45 minutes and \$30 for 60 minutes. Sample lessons should not exceed the length scheduled by the Registrar or the MB Front Desk. Teachers should take attendance through the Teacher's Assistant to register their time for payroll. Sample lessons may be scheduled at the student's request only through the Registrar or the MB Front Desk. Teachers will only be paid for sample lessons scheduled through the Registrar or the MB Front Desk. If, as a result of the sample lesson, the student wishes to register for lessons, they must go through the formal registration process to be added to the teacher's schedule.

Students enrolling in ensembles may be asked to participate in an audition or individual placement assessment. For

audition information, please check with the Registrar or MB Front Desk.

SAMPLE LESSONS

Sample lessons are a reduced rate offering (\$25 fee for 30 minutes, due when scheduling the sample lesson) meant to provide the student with the opportunity to meet with an instructor before committing to the full term of lessons. Payment prior to the sample lesson is required and is non-refundable. Sample lessons cannot be rescheduled once a day and time has been set.

SPECIAL NEEDS/DISABILITIES

The Music School serves people with special needs and developmental or physical disabilities. When registering, those with special needs or circumstances are asked to volunteer pertinent information so that the best placement can be made for the student. The Wilmington Branch is ADA compliant, and an elevator permits easy access to the second floor.

CHANGE/ADD/ABSENCE REPORT

A Change/Add/Absence **e-mail** must be sent by faculty to the Registrar or the MB Front Desk to officially record permanent or long-term temporary changes in the teacher's schedule. Send a Change/Add/Absence **e-mail** for:

- Changing a lesson length;
- Changing a lesson time and/or day;
- Notifying the Music School office when a student does not appear on your schedule;
- Notifying the Music School office of additional lessons taught in a semester or summer session;
- Notifying the Music School office of a student's second consecutive unexcused absence/possible discontinuance (**these MUST be reported by the teacher at the time of the second consecutive unexcused absence, so that the office can follow up immediately**); faculty will not be paid for more than two consecutive unexcused absences;
- Any other permanent or long-term temporary change.

Information needed for formal e-mail to Registrar or MB Front Desk (NO TEXT MESSAGES OR VOICEMAILS)

- Student Full Name
- Teacher Full Name
- Instrument
- Date Received

Choose from the following:

- Change lesson length from [minutes] to [minutes] effective [specific date MM/DD/YY].
- Change lesson time from [time] on [day] to [time] on [day] effective [specific date MM/DD/YY].
- Add this student to my schedule on [day] at [time] – this might occur after a sample lesson.
- Add an extra [minutes] lesson for this student on [specific date MM/DD/YY] at [time] – end of academic year or for summer semester.
- This student has been absent on the following two consecutive lesson dates: [specific date MM/DD/YY] and [specific date MM/DD/YY]
- Add one [minutes] make-up lesson on [day] at [time]

No payment will be made to faculty for any adjustments to their schedule that have not been reported via formal e-mail to the Registrar or MB Front Desk (NO TEXT MESSAGES OR VOICEMAILS).

REFUNDS/DISCONTINUANCE POLICY

Discontinuance without penalty occurs mid-year between the fall and spring semesters only and requires advance written notice to the Music School before the beginning of the second semester. Oral notification to the teacher is not sufficient. Should discontinuance be elected by the student/family for any reason, a formal e-mail or letter (**no text messages or voicemails**) must be sent to the Registrar or MB Front Desk. The Music School may impose discontinuance upon any student in the event of excessive absence or late payments. Enrollment is for the entire school year unless otherwise indicated in class descriptions.

- Students ceasing private lessons or classes prior to the end of a semester (two quarters) are still liable for the full semester's tuition;
- All make-up lessons for student illness will be forfeited upon early withdrawal;
- No refunds are given for class/ensemble tuition after the

start of the first class or rehearsal;

- No refunds are given for materials fees, registration fees, or the \$30 per lesson/class deposit (exception below);
- If the Music School cancels a class/ensemble due to low enrollment and a student does not enroll in a different class/ensemble, the \$30 per lesson/class deposit and any applicable fees (registration, material, and/or rental) will be refunded;
- Discontinuance imposed by the Music School for poor attendance is not subject to any refund, and balance due for the semester shall remain payable.

Information needed for formal discontinuance e-mail/letter (no text messages or voicemails)

- Student Full Name
- Teacher Full Name
- Instrument/Class Name
- Last Session (MM/DD/YY)
- Reason for Discontinuance
- Date Received

PAST DUE TUITION ACCOUNTS

For students with monthly payment plans, invoices are emailed and are payable by either the 1st or 15th of every month through the academic year. Those students who have not paid within 30 days will be notified by the Business Office that their balance is past due by 30 days. Within this notification, they will also be made aware that if their bill is not paid by the 60th day then they will not be allowed to return to lessons/classes/ensembles until it is. The Business Office will reach out to the teacher and make them aware that their student is 30 days past due and has been put on notice that if they reach 60-day mark without paying, lessons/classes/ensembles will be suspended until payment is up to date. Instructor will be notified not to intervene or discuss with the student/family and to refer questions to the Business Office. Once the bill is paid, the Business Office will communicate to the student/family and instructor that music activities may resume. If the bill remains unpaid after 60 days, a communication will go out to the family from the Business Office that they are no longer allowed to attend lessons, classes, or ensembles until payments are up to date. The teacher will also be advised by the Business Office that their student will not be allowed to attend and should not receive further instruction until cleared by the Business Office. The teacher must inform the Business office of any

students listed as “Pending” status on their TA (Teacher’s Assistant online platform).

ATTENDANCE POLICIES

PRIVATE STUDY & SUZUKI ACADEMY

ATTENDANCE

Regular attendance is expected of all students. No private lesson will be made up except for:

- **Student illness:** The Music School must be notified by 9:00 a.m. on the day of the lesson to qualify for a make-up lesson. Only one lesson per semester will be made up;
- **Teacher absence:** Any lesson missed as a result of the teacher’s absence will be made up;
- **Emergency school closing:** When inclement weather forces the cancellation of activities, all lessons will be made up whenever possible. Please see Inclement Weather information on page 7.
- **Sample lessons:** There are no student absent make-ups available. The teacher must only mark ‘Both Present’ or ‘Unexcused Absence’
- **Summer session attendance:** There are no student absent make-ups available. The teacher must only mark ‘Both Present’ or ‘Unexcused Absence’. Same for summer sample lessons.

UNEXCUSED STUDENT ABSENCE

When students fail to give proper notice to the school or teacher by 9 a.m. on the day of the lesson, they forfeit the lesson without a refund. The teacher will be paid for the lesson. Notify the Registrar or the MB Front Desk immediately when a student has two consecutive unexcused absences. **Teachers will receive compensation for only two successive unexcused absences unless cleared with the Business Office.** The Registrar or MB Front Desk will inform the teacher of any change in the student’s status. The teacher should always report irregular attendance to the Registrar or the MB Front Desk. (Unexcused absences should be recorded when taking attendance; they count towards the total amount of 18 lessons per semester or 10 lessons per semester for the Senior Special). For a sample

lesson, the teacher must mark an unexcused absence if the student does not attend, regardless of reason or advance notice of the cancellation.

TEACHER ABSENCE

Regular attendance is expected of all teachers. All private lessons missed due to the teacher’s absence must be made up. All teachers, including those who teach at a location other than the Wilmington or Milford branches, must notify the appropriate branch office in the event of their absence for any reason. If a Wilmington Branch teacher knows of an absence ahead of time, they should note the absence on the whiteboard in the WB office. *The teacher is also expected to notify each parent/student whose lesson is postponed. Teachers should not request the office staff to make calls to communicate schedule changes due to teacher absence unless there is an extreme emergency situation.* Notification to parents and the Music School branches of lesson schedule changes should be communicated as far in advance as possible and a make-up lesson offered as close to the missed lesson as possible. Any lesson missed due to a teacher’s absence must be noted when taking attendance. Teachers who reschedule their students’ lessons for reasons other than their own serious illness or emergency are responsible for notifying their students; the office will not contact or reschedule students. Be sure to notify the office if there are students you are unable to reach. The Registrar or MB Front Desk must be notified of the make-up lesson details to update the registration system. Teacher absences should be marked as such when taking attendance and DO NOT count towards the total amount of 18 lessons per semester (or 10 lessons per semester for the Senior Special).

MAKE-UP LESSONS & CREDITS

Private study teachers at the Wilmington and Milford branches and all satellite locations are required and contracted to provide 18 lessons to each student each semester and to make up all lessons for all teacher absences. Credits due to teacher absence should be exceptional circumstances. **Teachers are required to make up only one excused student absence per student per semester.** (Teachers may elect to make up other student absences at their discretion.) *The Registrar or MB Front Desk must be notified of the make-up lesson details to update the registration system.*

Lessons from the first semester may overlap into the second

semester. Any lessons owed to a student *must be completed prior to beginning the next session's lessons*, ensuring that all students receive the appropriate number of lessons by **June 30**. Instructors are advised that they may want to give extra lessons in the early part of the semester to ensure that all lessons can be accomplished each semester.

Performance classes may be scheduled in lieu of a student's private lesson or as a make-up lesson; however, the teacher must be present for the performance class in order for it to qualify. Faculty will be paid their hourly rate for the time spent in the performance class (not paid per student).

Students who discontinue before the end of any semester forfeit any make-up lessons for excused student absence that may have been due. These lessons are considered unexcused.

- All make-up lessons are arranged through the instructor and they must notify the Registrar or MB Front Desk;
- All make-up lessons for excused student absence will be forfeited upon early withdrawal;
- Two missed lessons by the student without prior notification may result in discontinuance without refund, if the teacher requests through the Registrar or the MB Front Desk that the student be discontinued;
- The teacher may, at their discretion, allow additional make-ups to any student and they must notify the Registrar or MB Front Desk;
- Teachers should not promise to make up additional student absences unless their schedule allows.

MAKE-UP LESSON DAYS

Make-up days are built into the calendar year. These are extra teaching days to give students and teachers the opportunity to fulfill all of the 18 lessons per semester. Room reservation requests for make-up days should be sent to the Registrar or MB Front Desk via e-mail at least a week before each lesson. Please take attendance after the lesson has been updated in the system. Teachers should notify the Registrar or MB Front Desk if they choose not to use the reserved make-up days as soon as possible.

Teachers should offer two *reasonable* alternative dates to fulfill their obligations to students. Should a student

decline both offers, the lesson is considered unexcused. *The teacher is expected to inform the student, after two reasonable alternatives are declined, that they will forfeit the lesson and not receive a credit.* Attendance should be marked accordingly.

If you need to schedule make-up lessons at any other times during the year on days other than your regular teaching days, you are encouraged to do so and are reminded to be sure to reserve a room with the Registrar or the MB Front Desk before scheduling your students.

SCHEDULED MAKE-UP DAYS

November 22
December 21–23
January 22–24
April 6
June 13, 18–22, 24–29

MAKE-UP CLASSES & REHEARSALS

Make-up classes and rehearsals will be offered only in the event of teacher cancellation or emergency school closing. Any class/rehearsal missed due to teacher absence will be made up. When inclement weather forces the cancellation of activities, all classes and rehearsals will be made up whenever possible.

EARLY CHILDHOOD ATTENDANCE

The Early Childhood department is dedicated to providing as much continuity as possible for students. In the event of student absence, it may be feasible for the student to attend class at a different day or time (depending on available space) and at the discretion of the Music School. Repeated absence without prior notification will result in discontinuance without refund. Make-up classes can be arranged only through the teacher on an individual basis. If the teacher is ill, the Music School will make every attempt not to cancel the class, but to find a substitute instead. Any class missed due to teacher absence will be made up. When inclement weather forces the cancellation of activities, all classes will be made up whenever possible.

STUDENT INSTRUMENTS

INSTRUMENT RENTAL

The Wilmington Branch has an inventory of instruments available for private lesson students to rent at the rate of \$168 for the year. The teacher, at or before the first lesson, should do an instrument fitting. Music School rentals are subject to availability of instruments. If you have a student who might plan to rent an instrument, consult with the Registrar or MB Front Desk in advance to determine available inventory. Faculty can help keep the instruments in good condition by periodically checking them at lesson time. If there is a problem, please notify the Registrar or Associate Dean immediately. The school will provide the student with a loaner whenever possible while the damaged instrument is being repaired. The student is responsible for the cost of all repairs. The student is also financially responsible for maintaining the instrument in condition similar to that upon its receipt. This includes providing rosin, strings, reeds, valve oil, etc.

Students not continuing with private instruction in the next academic year or summer session must return their instrument to the Registrar or MB Front Desk within a week.

PIANO/KEYBOARD INSTRUMENT REQUIREMENTS

The piano faculty strongly recommends that every Music School piano student have regular access to a standard and well-maintained acoustic piano. Important reasons for this include the need for students to have a closer physical connection to their sound production, as well as the fact that most lessons and performances inside and outside the Music School take place on acoustic pianos. If families of beginning/elementary piano students already own a digital piano and are unable to afford an acoustic piano, their digital piano must meet the following minimum specifications:

- Piano keyboard must have 88 keys with graded action to reproduce the key weight and dynamic range of an acoustic piano;
- Voicing must contain the “Grand Piano” setting and be

stereo sampled;

- Keyboard should have an ample stand to allow a proper sitting position and have functioning pedals to offer the damper and una corda (soft pedal) options;
- Parents must make plans to acquire an acoustic piano within one to two years of the student’s initiation of piano study at the Music School.

Any questions or concerns should be directed to the Registrar or MB Front Desk.

STUDENT PERFORMANCE OPPORTUNITIES

Performance is an integral part of music education. As part of their study, Music School students should be encouraged to participate in the graduated program of performance opportunities available at the Music School: performance classes, individual studio recitals, student recitals, and special recitals featuring a methodology (e.g., Suzuki) or specification (e.g., adult students).

PERFORMANCE CLASSES

These classes give students a chance to perform for each other in an informal atmosphere, receive feedback, and learn to listen and offer constructive suggestions. A supervising teacher will establish the program from the list of participants and present each performer; the teacher may encourage comments and discussion from students about each performance. Accompaniment will be available without rehearsal, assigned by the Dean or the Associate Dean.

Department-wide performance classes may also be scheduled in lieu of a student's private lesson or as a make-up lesson; the teacher must be present for the performance class in order for it to qualify. Faculty may also schedule their own studio performance classes and use those as make-up lessons. Faculty will be paid their hourly rate for the time spent in the performance class (not paid per student).

SUZUKI ACADEMY PERFORMANCE CLASSES

Designed to help prepare Suzuki students for formal solo recitals, these one-time classes provide opportunities for students to perform for each other with an accompanist and receive feedback from teachers. Students who want to perform should notify their private teacher at least one month in advance of each performance class. Only faculty members can submit a formal request to perform through an online sign-up form. Class size is limited and participation is on a first-come, first-served basis. Participation in a performance class may be counted as a regular lesson or make-up lesson at the discretion of the private teacher; however, the teacher must be present for the performance class in order for it to qualify. Faculty will be paid their hourly rate for the time spent in the performance class (not paid per student).

INDIVIDUAL STUDIO RECITALS

These recitals allow teachers to hear their students in a formal performance at no rental charge to the faculty member. Such performances may be scheduled only at times when the school is otherwise open for operation. The WB Concert Hall or MB Recital Room must be reserved in advance and scheduled with the Music School administration (see Building Use on page 7). WB Concert Hall or MB Recital Room use is subject to availability. Individual studio recital participation should not preclude a student's participation in Music School public student recitals but rather be used to prepare or supplement that experience for qualified students. Use of the WB Concert Hall or the MB Recital Room for studio recitals is permissible only in cases when at least half of the students performing are students from the Music School. The Music School does not provide an accompanist for individual studio recitals; accompanist fees are the responsibility of the students.

Faculty may request to have programs for studio recitals designed and printed by the Concert Manager, with information provided by the faculty not less than *three weeks* prior to the performance date. The Concert Manager may not be able to accommodate requests after the three-week deadline. Students presenting individual junior or senior recitals are responsible to create and print their own programs.

STUDENT RECITALS

Student recitals are formal performance experiences. *A student should be scheduled to play on a recital only when the teacher is confident that the student can perform a piece at the appropriate performance level, reflecting musical artistry, technical assurance, and polish.* If a student does not have prior public performance experience, it is highly recommended that the student first participate in a performance class or individual studio recital.

PERFORMANCE LEVELS

Refer to appropriate instrument/voice curriculum for specific repertoire guidelines. Level labels will not be included in the printed programs but will be required on the Google Recital Sign-up Form. Suzuki and adult students and chamber

music ensembles performing on student recitals must include the level and special designation on the Google Recital Sign-up Form.

LEVELS:

- **Junior Level:** Beginners and inexperienced performers. Any level of repertoire is acceptable, including method book pieces. Memorization is encouraged for solo pianists and singers;
- **Intermediate Level:** Students who have advanced beyond the elementary level and have had some repeated performance experience. Memorization is expected for solo pianists and singers;
- **Advanced Level:** Students capable of an artistic interpretation of music. Memorization is required for solo pianists and singers as well as instrumentalists performing concerti. However, adult students are not required to have music memorized.

SIGN-UP PROCEDURE

To ensure that a student is ready to perform, teachers are expected to review performance expectations, dress code, and stage deportment with their students prior to performances. **Out of respect for all recital performers, do not schedule a student to play if he/she cannot stay for the entire program (approximately one hour) and participate as an audience member.**

To sign up your student(s) to play, use the Google Recital Sign-up Form. The link will be sent to you via e-mail. Check the performance level on the form to help organize the program. Adult students and chamber music ensembles performing on regular student recitals must include the level and special designation on the Google Recital Sign-up Form.

Google Recital Sign-up Forms, with accompaniment parts if applicable, must be submitted by the specified dates, typically THREE weeks before the recital. Failure to meet deadlines will result in a student not being scheduled to play. The administration reserves the right to make schedule changes as needed and to limit the number of performers and the length of any individual performance on any student recital due to time and/or repertoire considerations. Traditional

Recitals will be approximately 45 to 60 minutes in duration.

If you have questions concerning the level of repertoire, please refer to the individual instrument/voice curriculum or contact your Department Head. If you have questions about the appropriateness of a performance for a recital, please consult the Dean or the Associate Dean before signing up the student.

PIANO ACCOMPANIMENT

The Music School provides accompanists for student recitals, and each student receives one rehearsal (maximum 30 minutes; 45 minutes in exceptional circumstances) and performance without charge. **Accompaniment parts must be submitted to the Dean or Associate Dean at least three weeks before the recital. Failure to meet deadlines will result in a student not being scheduled to perform. Please be considerate of the accompanist by submitting sonatas as early as possible.** Additional rehearsal fees are the responsibility of the student and depend on the schedule of the accompanist. Accompanists are assigned by the Dean or the Associate Dean. Student recital rehearsal times with the accompanist will be scheduled with the assistance of the administration. Piano faculty who wish to be placed on the accompanist list should inform the Dean or the Associate Dean.

STUDENT RECITAL DATES & SIGN-UP FORM

DUE DATES

WB and MB recitals will be scheduled at 1:30 p.m., 2:45 p.m., and 4:00 p.m. Exact recital times will be announced approximately one week prior to the recital time. The MB will only have 4:00 p.m. recitals on Saturdays, November 11 and April 20. These recitals will be dedicated to adults.

WB Recitals

Sunday, October 15, 2023
Saturday, November 18, 2023
Saturday, December 16, 2023
Saturday, January 27, 2024
Sunday, February 18, 2024
Saturday, March 23, 2024
Saturday, April 27, 2024
Saturday, May 25, 2024

Sign-up Form Due

September 23, 2023
October 28, 2023
November 25, 2023
January 6, 2024
January 29, 2024
March 2, 2024
April 6, 2024
May 4, 2024

Saturday, June 15, 2004

May 25, 2024

Adult Recitals

Tuesday, November (TBA)

Tuesday, February 6, 2024

Tuesday, June 11, 2024

Sign-up Form Due

(TBA)

January 16, 2024

May 21, 2024

MB Recitals

Saturday, November 11, 2023

Saturday, February 24, 2024

Saturday, April 20, 2024

Saturday, June 15, 2024

Sign-up Form Due

October 21, 2023

February 3, 2024

March 23, 2024

May 25, 2024

MB Adult Recital (4:00 p.m.)

Saturday, February 24, 2024

Saturday, June 15, 2024

February 3, 2024

May 25, 2024

SUZUKI ACADEMY SOLO RECITALS

SIGN-UP PROCEDURE

Suzuki teachers should submit the electronic Suzuki Recital Sign-up Form provided by the Suzuki Academy Coordinator, who will be responsible for collecting all submitted forms and creating recital programs.

Sign-up forms, with accompaniment parts if applicable, must be submitted by the specified dates, typically FIVE weeks before the recital. Any requests for specific recital times must be clearly indicated on the sign-up form. Requests for recital time changes after the deadline will not be accommodated. Failure to meet deadlines will result in a student not being scheduled to play. The Coordinator or Associate Department Head reserve the right to make schedule changes as needed and to limit the number of performers and the length of any individual performance on any student recital due to time and/or repertoire considerations. Recitals will be approximately 45 minutes to one hour in duration.

SUZUKI ACADEMY PIANO ACCOMPANIMENT

The Music School provides accompanists for Suzuki Academy solo recitals, and each student receives one rehearsal and performance without charge. Rehearsal slots with the accompanist will be scheduled by a designated Suzuki Academy faculty member. Scheduling will be determined on a first-come, first-served basis, so families with scheduling restrictions should sign up early. Students performing on a

recital should sign up through the signuppergenius for rehearsal times with the accompanist. *Only the designated Suzuki Academy faculty may make changes to the accompaniment rehearsal schedule.*

All repertoire from the official Suzuki Academy curriculum will be included in accompaniment binders in addition to electronic copies on the school iPad, so no copies of music will need to be provided by the teacher or student. However, if your student is playing something that is not in the official curriculum, you must provide a copy of the accompaniment by the deadline. Any missing accompaniment parts will result in that student being excluded from performing.

SUZUKI RECITAL DATES & SIGN-UP FORM DUE DATES

WB Solo Recitals

Saturday, October 22, 2023

Sunday, December 17, 2023

Sunday, January 28, 2024

Sunday, March 24, 2024

Sunday, April 21, 2024

Sign-up Form Due

September 16, 2023

November 11, 2023

December 22, 2023

February 17, 2024

March 16, 2024

PERFORMANCE ATTIRE & STAGE DEPARTMENT

CONCERT DRESS CODE

Faculty members are asked to advise students on proper concert attire and to serve as role models by being appropriately dressed at recitals. Inappropriately dressed students may be prohibited from performing.

- **Females:** Knee-length or longer skirts, dresses, or dress slacks. No jeans, mini-skirts, exposed midriffs, shorts, T-shirts, or sneakers;
- **Males:** Dress slacks, shirt and tie or turtleneck; jackets are optional. No jeans, midriffs, shorts, T-shirts, or sneakers;
- **Suzuki Academy students:** Suzuki Academy shirts as directed by the Associate Department Head.

STAGE DEPARTMENT

Teachers must coach their students on how to walk on stage, bow, acknowledge their accompanist (if applicable), and walk off stage. Students shall be advised by the teacher to arrive no less than 20 minutes prior to the recital start time and to check in with the Concert Manager. **Additionally, students should**

be advised to warm up either at home or in a practice room prior to the recital.

RECORDINGS

Traditional student recitals and small ensemble concerts are audio-recorded at the Wilmington Branch. Recording is not currently available at the Milford Branch. Wilmington Branch recordings will be available for six months following the performance date. Students and faculty may request a copy of the performance. All requests should be made to the Front Desk; allow at least three weeks' turnaround time. The Music School does not guarantee the quality or availability of any recital or performance recording due to potential technical malfunctions or staffing limitations.

Faculty are welcome to use the Music School's audio or video recorders to record student auditions, accompaniment parts, etc., and should request use of the equipment at least three weeks prior to any deadlines. To use the audio and video recorder, please contact the Concert Manager. If you have questions about how to use the devices or retrieve files, contact the Concert Manager or Publications & Technology Manager. Faculty must use equipment on-site and are not permitted to take it out of the Wilmington Branch.

STUDENT EVALUATION

ACHIEVEMENT WEEK

WB & SEAFORD:

MONDAY-SATURDAY, MAY 6 – 11, 2023

MB: MONDAY-SATURDAY, APRIL 22 – 27, 2023

Achievement Week gives students an opportunity to perform, demonstrate their progress, and receive comments/suggestions from other faculty. During Achievement Week, students perform for 10 minutes for their private instructor and at least one other faculty member from the appropriate department. This performance is in lieu of one lesson. Students prepare repertoire according to the following guidelines. A written evaluation consisting of **constructive comments** from all teachers in attendance will be given to the student's teacher, to be discussed during a subsequent lesson.

Teachers must be available to sit on Achievement Week panels during their regular teaching schedules at the same days/times.

Teachers will be paid the equivalent of one lesson for every one of their students who participates. At the conclusion of each performance, faculty will complete the evaluation form provided. This satisfies the annual evaluation requirement for that student. Teachers must complete Achievement Week Reports for all private students by *May 31, 2024*. Failure to submit forms will result in the withholding of compensation for the month(s) after the due date until all reports are completed and submitted to the office.

All students are expected to participate in Achievement Week. Adult students may be exempted from participation at the discretion of the instructor; however, in the event that a student does not participate, a Progress Report must be submitted by the instructor. If a student other than an adult needs to be exempted for an exceptional reason or circumstance, this should be approved in advance by the Department Head or Associate Dean. In all cases an Achievement Week form or Progress Report must be submitted by the instructor for every private lesson student. Any lesson missed during Achievement Week due to an adult student exemption must be made up by the instructor. Additionally, if a teacher suggests that a student not participate, he/she must make up the lesson. Otherwise, make-up lessons are at the teacher's discretion. **All make-up lessons must occur outside the teacher's regular teaching schedule during Achievement Week.**

Students who study at most satellite locations are expected to participate in Achievement Week at the nearest branch location, unless otherwise directed by the Dean or the Associate Dean. Seaford students will participate in Achievement Week at the Seaford satellite.

ACHIEVEMENT WEEK REPERTOIRE

GUIDELINES

Repertoire Guidelines may be changed prior to Achievement Week at the recommendation of Music School Department Heads and the approval of the Dean.

Piano/Harpsichord/Organ:

- Two pieces appropriate to the student's level, one of which is memorized;
- Two selections from the technique options in the curriculum, in two keys which may be preselected by the teacher and student.

Strings/Guitar:

- Two pieces, one of which is memorized;
- Etude and scales at teacher's discretion.

Harp:

- Two pieces, one of which is memorized;
- Two-octave scales, major and relative minor; arpeggios; rolled chords.

Winds/Brass:

- One piece, memorization encouraged but not required;
- Etude and scales at teacher's discretion.

Percussion:

- **Snare drum:** rudiments and etude/solo;
- **Mallets:** scales/arpeggios and etude/solo;
- **Timpani:** tuning of various intervals and etude/solo;
- **Drum set:** various styles.

Voice:

- Two pieces, one of which is memorized.

If a student is playing repertoire that does not meet the requirements as stated in the Achievement Week Repertoire Guidelines, please contact your Department Head.

PROGRESS REPORTS

If a student (including an adult student) does not participate in Achievement Week, a Progress Report must be submitted to satisfy the annual evaluation requirement. Written comments from the faculty are an important communication tool between teachers, students, and parents. Concerns about practice habits, attendance, and other significant issues should be addressed in the written report, as should positive comments when a student is progressing well. After completing the report(s), return the report(s) to the WB or MB offices. Complete instructions will be issued before Achievement Week. Teachers must complete Progress Reports for all private students by *May 31, 2024*. Please note: Additional Progress Reports may be issued by a teacher at other times during the year as appropriate.

CERTIFICATE PROGRAM

The Certificate Program is designed for the most serious young musicians to inspire and stimulate their music study. Certificates are awarded to Music School students (typically at the end of the student's senior year or at the end of the year in which the requirements have been completed) to recognize special accomplishment in music studies, including private vocal or instrumental instruction and supplemental music classes and ensembles. A student is selected for this program by nomination from their teacher and recommendation of the Faculty Leadership Team, with approval of the CEO. Students completing the program are considered by Music School faculty to be ready for college-level music study, whether or not they choose to pursue it. Interested faculty should speak to their Department Head or the Dean for complete details. All Certificate Nomination Forms must be received by **October 15, 2023**, or **April 15, 2024**.

Eligibility and requirements for application:

- Applicant must be enrolled in private instrumental/voice study at the Music School in the primary area of certificate participation;
- Applicant must be nominated by their Music School private teacher;
- Documentation must include Music School private teacher recommendation via signed Certificate Program Nomination Form (see pages A6-A7), completed and submitted to the Dean for review and consideration by the Faculty Leadership Team;
- Student must be playing at the advanced level. See curriculum for examples;
- It is recommended that a student be starting high school when entering the program;
- Student must agree to participate fully in all requirements of the program, including musicianship competency test, ensemble participation, enrichment classes, reviews and juries, and Music School private instruction in the instrument/voice in which the student is nominated.

Printed Certificate Program criteria are available from the Dean or the Associate Dean. The criteria document details all aspects of the program and specific requirements for the students and their faculty advisors.

FINANCIAL AID, SCHOLARSHIPS & COMPETITIONS

FINANCIAL AID

The Music School administers a financial assistance program to help ensure music excellence for everyone regardless of financial means. Application forms are available at the Wilmington and Milford branch front desks and on the website under Registration. Financial aid is applicable to summer and academic year enrollment. Families requesting assistance must submit an application form with supporting documentation for each year for which aid is requested, even if they received aid in the past.

The financial assistance program is subject to availability of funds. Awards are based on need as documented by the application form, accompanied by an income tax statement for both parents/guardians, presented at the time of application. Based on criteria addressed by the application form, requests for financial assistance are scored by the Financial Aid Officer and approved by the CEO. Based on the scoring, award amounts are allocated within the resources of the school and generally range from no award to 50% of tuition. Greater amounts may be awarded in cases of exceptional demonstrated need. Financial aid applies only to lessons/rehearsals/classes actually attended by the student.

THE MARY ELLEN NORTHROP SCHOLARSHIP

The Mary Ellen Northrop Endowed Fund for Music Education of The Music School of Delaware is administered in accordance with the instructions provided in the Northrop Trust document. Students younger than 19 who are in public, private, or parochial schools, or are homeschooled, and who are students at The Music School of Delaware may apply. (Per Trust instructions, charter school students are not eligible.) Qualifying students may study at any of the locations at which the Music School carries out instructional activity, including branches, satellites, and outreach sites. Instruction in all orchestra and band instruments, piano, organ, and voice may be covered. (Per Trust instructions, guitar study is not covered.) In addition, music classes (including but not limited to musicianship, music theory, and composition), Early Childhood classes, ensembles, the MELODY program, and the Suzuki Academy are eligible. Instrument rental or purchase may be included as well.

Students who qualify may be funded for one year and, if

otherwise qualifying, may receive additional funding for a second year. No student can receive funding for more than two years. First-year awards may cover up to 100% of the cost of a student's Music School education and instrument rental or purchase with a maximum first-year award of \$5,000 per qualifying applicant. If a student qualifies for funding for a second year, that award may cover up to 50% of the cost of their Music School education and instrument rental or purchase up to a maximum of \$5,000.

Currently, the Northrop application and the general financial aid application are identical; the same application form serves for both scholarships.

TUITION DISCOUNT

Discount is per student, not per family, and applies to tuition only.

- **Pay in Full:** Pay the entire year's tuition in full at the time of registration and get a 5% refund!
- **Military:** Registration fee waived.

SCHOLARSHIPS

The Music School raises scholarship funds annually to support financial aid and other scholarships. In addition, special scholarships have been contributed to the Music School over the years through bequests and generous gifts from many individuals and organizations. These provide scholarship monies toward continued study at the Music School or for endangered instruments. Students may qualify for financial aid or be nominated by their teachers for merit scholarship auditions held each spring. Merit scholarship awards are decided by a panel of guest judges. The following temporary or permanently restricted funds have been given over the years to provide merit, need-based awards—and/or program and general operating support—to help students with music study as specified by the donors:

- *Albert Beekhuis Memorial Fund*
(supports the Wilmington Community Orchestra)
- *Alberta Elizabeth Edge Scholarship Fund*
- *Anthony G. Simmons Scholarship Fund*
- *Austrian American Society Scholarships*
- *Barbara H. Bythewood Memorial Fund*
- *Benjamin Whitten Endowment Fund*

- Brandywiners Scholarship Fund
- Catherine “Cappy” Hanke Memorial Scholarship Fund
- Chichester duPont Scholarship Fund
- Crystal Trust - Distinguished Teachers Fund
- Delaware Classical Showcase Fund
- Elizabeth Grattan Camerano Award
- Ellen Hanson Gebhart Honor Award
- Estella Hillersohn Frankel Scholarship Fund
- Flint Scholarships
- Geraldine K. and Glen D. Barbaras Fund
- Grace Salzburg Scholarship Fund
- The Gwen Rice Fuller Fund for Suzuki Students of The Music School of Delaware
- Herman and Charlotte Glotzer Scholarship Fund
- Jacqueline Beach Faulcon Scholarships
- Janet Cohen Piano Scholarships
- LeRoy Harvey Founders Fund
- Linda Wheaton Breedlove Endowment Fund
- Maria deVries Music Scholarship Fund
- Mary Ellen Northrop Endowed Fund for Music Education
- Pasquale M. Marinelli Scholarships
- Patricia Burton Memorial Fund
- Patricia Layton Annual Scholarships
- The Thomas Edward Ebright Memorial Scholarship Fund
- William B. & Helen Vanneman Scholarships

Certain scholarships may include funds for the following endangered instruments and studies: viola, organ, harpsichord, double bass, bassoon, jazz, musicianship, and ensembles.

MUSIC SCHOOL MERIT SCHOLARSHIPS

HONOR AWARDS

Honor Awards are intended for the school's most advanced and serious students. The scholarships are specifically performance and ability based. Eligible students should be playing, with musical and technical competence, at the advanced curriculum level for their instrument or voice. Applications for the Music School Honor Awards will be reviewed by the appropriate Department Head to determine if a student is at the level necessary to be auditioning. If a Department Head is not familiar with a student's playing/singing, he/she will listen to a recording or attend a live recital to assess

the student's readiness. Auditions are held annually each spring and are adjudicated by a panel of guest judges. The decision of judges for the Honor Awards, Jacqueline Beach Faulcon Scholarship, and Estella Hillersohn Frankel Violin Scholarship will be final, and the results are announced at the Awards Ceremony, held annually. At the Awards Ceremony, recipients will receive a certificate and a letter informing them of their scholarship, which will be applied to the following school year's tuition. Students may audition for either a Music School Honor Award OR the Jacqueline Beach Faulcon Scholarship.

Eligibility:

- The student must be nominated by a Music School teacher and demonstrate a commitment to serious music study;
- The student must be currently enrolled at the Music School to be nominated AND be enrolled at the Music School during the year following the audition in order to receive the Award stipend, which is applicable only to private study at the Music School, and in the instrumental/vocal area designated by the award;
- The student must have performed on a Music School Student Recital at the Advanced Level during the 2023-2024 academic year, **prior to the Honor Award audition**. Competitions or master classes cannot be substituted for the recital;
- The student's participation must be approved by the appropriate Department Head;
- The student must perform two contrasting pieces by different composers. Total audition length will be 10 minutes. If a student is chosen to perform in the Music School Honor Awards and Ceremony, the piece selected by the adjudicators or the CEO and Dean will not be longer than 8 minutes;
- Pianists and singers must have all music memorized. Wind, percussion, and string students must have concerti memorized; other works may be played with music;
- Three clean copies of the music must be provided for the judges;
- The Honor Awards Recital will be announced. **Attendance at the Honor Awards Recital and Ceremony is mandatory, and the scholarship will be forfeited if the student is not present for the entire event.** Teachers should inform students of this requirement;
- Failure to meet deadlines will disqualify applicants;

- Use the Music School Honor Awards & Jacqueline Beach Faulcon Scholarship Application Form on page A9 and check the box for “Music School Honor Award.”

JACQUELINE BEACH FAULCON SCHOLARSHIP

This Scholarship, established by Jacqueline Beach Faulcon in 2001, was created as an award for students between the ages of 6 and 21 (as of May 4, 2024) of African-American, Hispanic, West Indian, Haitian, or Islands background. Students may audition either for a Music School Honor Award Scholarship OR the Jacqueline Beach Faulcon Scholarship. The Honor Award and the Jacqueline Beach Faulcon Scholarship eligibility requirements apply, with the following exceptions:

- The student does not need to have performed at the Advanced Level on a Music School Student Recital, but should demonstrate a commitment to serious music study in voice, piano, or musicianship (other areas will be considered);
- The student must be a U.S. citizen between the ages of 6 and 21 (as of May 4, 2024) and be of African-American, Hispanic, West Indian, Haitian, or Islands background;
- Memorization is encouraged for pianists, singers, and instrumentalists performing concerti, but not required;
- Use the Scholarship Application Form on page A9 and check the box for “Jacqueline Beach Faulcon Scholarship.”

MUSIC SCHOOL HONOR AWARDS AND JACQUELINE BEACH FAULCON SCHOLARSHIP DATES & DEADLINES

Application Due Date (with accompaniment parts):
Saturday, March 23, 2024, by 6:00 p.m.

Audition Date: Saturday, May 4, 2024,
9:00 a.m. – 6:00 p.m. at the Wilmington Branch. Students will be notified of their audition times the week before the audition.

Accompanist: The Music School will supply an accompanist for Music School and JBF auditions.

ESTELLA HILLERSOHN FRANKEL VIOLIN SCHOLARSHIP

The Estella Hillersohn Frankel Scholarship Fund was

established in 1982 to promote and advance the study of violin. A grant or grants will be made annually to the recipient(s) chosen by the panel of judges. The grant(s) will be made for an enrichment program or opportunity for a violinist or violinists. Opportunities such as (but not limited to) the following will be considered: workshops, master classes, music camps, chamber music, large ensembles, musicianship, etc. The scholarship is for an enrichment opportunity and, for this reason, private lessons and instrument purchases or maintenance are not eligible for funding. Please note that this competition is held on the same date as the aforementioned merit scholarships; it is open to both students of the Music School and outside students.

Eligibility & Competition Rules:

- The student does not have to be enrolled at the Music School;
- Student must: a) reside in or study the violin in Delaware; or b) reside within 15 miles of the Delaware border;
- Student must be 10 years old but not older than 17 years old on May 4, 2024;
- First prize winners (including those who have tied for first place) may not compete in the immediate year following their win;
- The student must perform two contrasting pieces by different composers. Total audition length will be 10 minutes;
- Three clean copies of the music must be provided for the judges;
- Concerti must be memorized; other works may be played with music;
- Students must arrange for their own accompanists. The Music School does not supply an accompanist for the Estella Hillersohn Frankel Violin Scholarship. However, if a Music School student is also auditioning for one of the aforementioned merit scholarships, the student may use the provided accompanist for the Frankel audition;
- The student must include a brief statement of musical goals and intended use of scholarship funds at least one paragraph but not longer than the reverse side of the application form (see page A10-11);
- The decision of the judges will be final. The winner(s) will be announced as soon as possible after the competition;
- Failure to meet deadlines will disqualify applicants.

Winner’s Requirements:

- The grant must be used by the recipient for an enrichment project for violin study (e.g., chamber music, workshop, music theory, music camp, etc.) but cannot be used for private lessons or for instrument purchase or maintenance;

- The grant must be used within one year of the date of the award;
- The Music School will mail the grant directly to the organization sponsoring the winner's project;
- Each winner must send a letter to The Music School of Delaware, Estella Hillersohn Frankel Scholarship Committee, reporting on the use of the scholarship award and its value to the student by October 31, 2025.

Teachers are invited to nominate students who fulfill the above requirements. Use the Estella Hillersohn Frankel Violin Scholarship Application Form on pages A10-A11.

Application Due Date:

Saturday, March 23, 2023, by 6:00 p.m.
(with \$25 nonrefundable application fee)

Audition Date:

Saturday, May 4, 2024,
9:00 a.m. – 6:00 p.m. at the Wilmington Branch. Students will be notified of their audition times the week before the audition.

Accompanist:

The Music School does not supply an accompanist for the Estella Hillersohn Frankel Violin Scholarship. However, if a Music School student is also auditioning for an Honor Award or the Jacqueline Beach Faulcon Scholarship, the student may use the provided accompanist for the Frankel audition.

DELAWARE CONCERTO COMPETITION FOR YOUNG MUSICIANS

The Music School invites young musicians through age 18 performing on piano, harp, strings, brass, woodwinds, or percussion to enter the annual Delaware Concerto Competition for Young Musicians. A maximum of three winners will be selected to perform with the Wilmington Community Orchestra in concert.

Eligibility:

- Contestants must be no older than 18 years of age as of March 2;
- Student must: a) reside in or study their instrument in Delaware; or b) reside within 15 miles of the Delaware border;
- There are three age categories for consideration by the panel of judges: ages 12 and under, ages 13 to 15, and

ages 16 to 18 (as of March 2);

- A maximum of three winners will be selected. In the event a winner is not chosen in a category, an additional winner from another category may be chosen. The judges determine the number of winners, and their decision is final;
- Audition repertoire should be a movement from a standard concerto, a standard single-movement piece for solo instrument and orchestra, or a standard multi-movement work for soloist and orchestra with total length not to exceed 15 minutes.
- **Orchestral score and parts must be available;**
- **All repertoire must be approved by the conductor in advance of the competition;**
- **Memorization is required;**
- Auditions will be held at the Wilmington Branch of the Music School;
- Contestants must provide their own accompanists; teachers may not accompany their own students;
- A student is eligible to compete in a given age category as long as they has not won in the same age category on the same instrument. Students may compete again in a successive year on a different instrument or in a new age category. For purposes of the competition rules, a double or triple concerto shall be considered a different instrument from a solo work;
- Students may not audition on more than one instrument in a given year;
- It is understood that contestants selected as winners will be prepared to perform their audition selection for the WCO's concert on May 17, 2024 and will be required to attend at least two Monday evening rehearsals and a dress rehearsal prior to the concert;
- Failure to meet deadlines will disqualify applicants.

Application Due Date:

Saturday, January 20, 2024, by 6:00 p.m.
(with \$25 nonrefundable application fee)

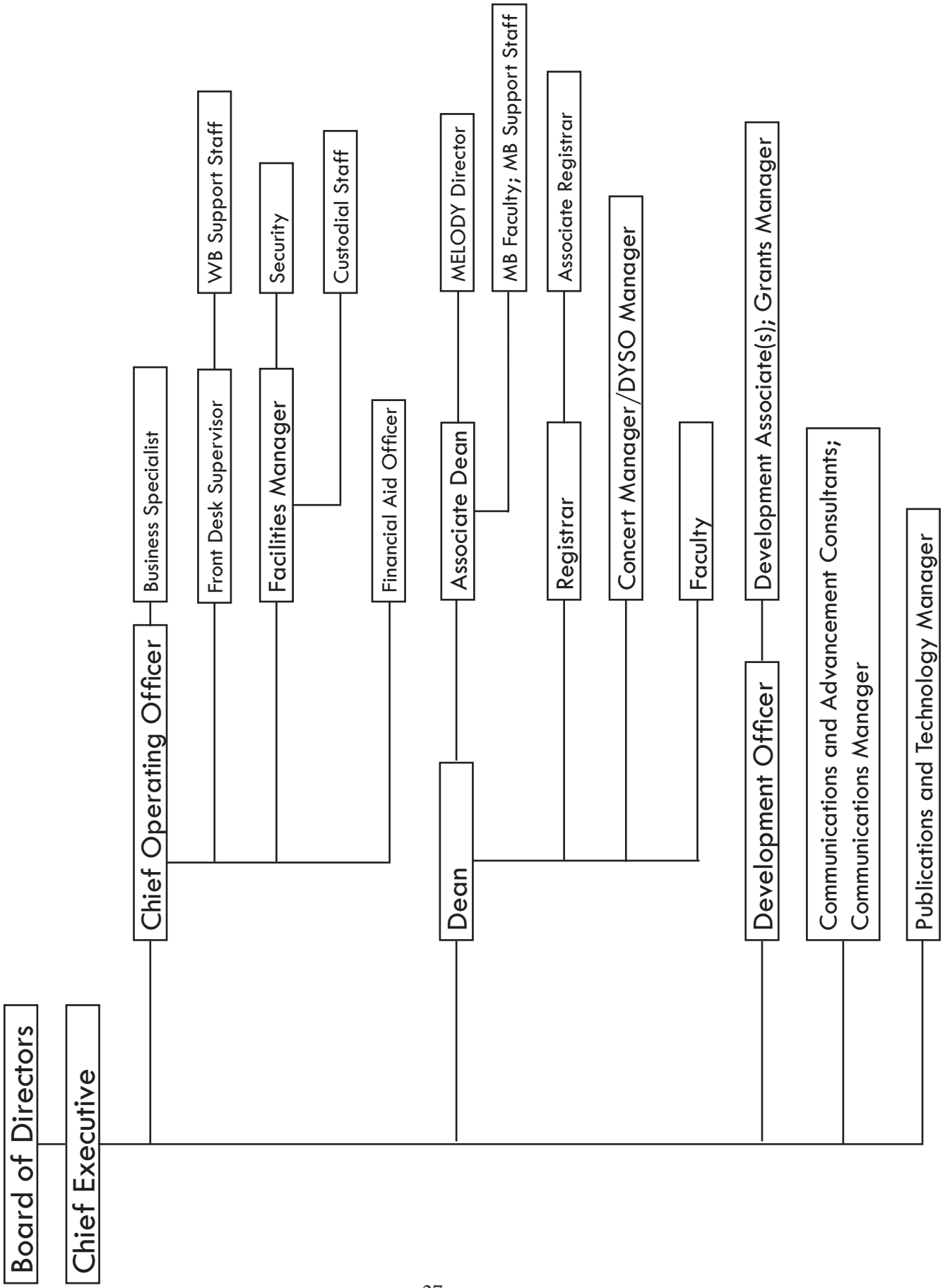
Audition Date:

Saturday, March 2, 2024,
9:00 a.m. – 6:00 p.m. at the Wilmington Branch. Students will be notified of their audition times the week before the audition.

Accompanist:

The Music School does not supply an accompanist for the Delaware Concerto Competition for Young Musicians. Teachers may not accompany their own students.

Organizational Chart 2023-2024



ADMINISTRATIVE STAFF

The Music School staff strives to maintain the smooth operation of the school and assist you in school-related matters. The staff is also available to assist with recital programs, promotion of events, mailings, and messages. If general assistance is needed (i.e., volume photocopying, mailings, etc.), please coordinate all projects requiring the WB Front Desk with the COO and the MB Front Desk with the Associate Dean at least one week in advance of your needs.

DEAN

- Oversees the work of the faculty and program-related staff;
- Supervises curriculum and program development;
- Works closely with the Associate Dean, Faculty Leadership Team;
- Serves as supervisor and primary liaison to faculty;
- Coordinates all student/ensemble recital and concert programs, activities, and competitions, including (but not limited to) the Certificate Program, Merit Scholarships, Delaware Concerto Competition, Achievement Week, progress reports, summer programs, and any departmental events;
- Coordinates all faculty concerts;
- Supports existing curriculum/programs and curriculum development;
- Assists with publications and promotions in faculty, student, or program-related areas;
- Manages faculty contractual issues or concerns, including faculty evaluations;
- Manages faculty/student relations and concerns;
- Recruits and interviews prospective faculty (with appropriate faculty/Department Heads);
- Manages piano tuning;
- Monitors student files;
- Assists COO in budget development;
- Maintains calendar and concert hall schedule;
- Assists in accreditation processes;
- Reports to CEO.

ASSOCIATE DEAN

- Oversees all operations, programs and activities of the Milford Branch and of Kent and Sussex County;
- Develops and implements programming in Kent and Sussex Counties;
- Programs and manages all outreach efforts;

- Manages the MELODY director and oversees MELODY activities;
- Develops the WilmU relationship;
- Manages all satellite activities;
- Oversees Milford Branch faculty;
- Oversees student performance activities;
- Participates in curricula review;
- Participates in recruitment and recommendation of faculty;
- Serves as liaison to families and students of Kent and Sussex county programs;
- Serves as liaison between the Wilmington and Milford Branches;
- Participates in fundraising and marketing advancements focused on Southern Delaware;
- Reviews and proofs promotional pieces with other key staff;
- Assists with accreditation.

REGISTRAR, ASSOCIATE REGISTRAR

- Prepares and implements registration mailings and timelines for annual registration schedule and related materials;
- Processes registrations, working with families, faculty, and the Business Office;
- Maintains teaching/class schedule and room assignments, including changes;
- Manages records for absences, discontinuances, etc.;
- Maintains student records/files;
- Administers instrument rental and maintenance (except instrument fittings) with assistance from appropriate Department Heads;
- Provides reports to CEO, as requested, related to enrollment and registration;
- Registrar reports to Dean; Associate Registrar reports to Registrar.

CONCERT MANAGER AND DYSO MANAGER

- Serves as on-site manager for performance activities of the Music School, managing both front-of-house and backstage logistics;
- Oversees preparation of student and faculty performance programs and tickets;
- Communicates with musicians (students, faculty, and guests) related to their Music School performances;
- Oversees archival recording of school performances;

- Provides support in all program-related areas;
- Manages orchestral music in an electronic format and distributes to students and coaches for the Delaware Youth Symphony Orchestra as well as chamber music for the Delaware Orchestral and Chamber Music Institute.
- Monitors the DYSO auditions and student attendance;
- Reports to Dean.

PROJECT & FACILITIES MANAGER

- Maintains building and grounds;
- Sets up for concerts, events, activities, and classes;
- Oversees repairs and maintenance;
- Oversees inspections and certifications of equipment;
- Serves as project manager for construction projects;
- Supervises custodial staff;
- Reports to COO.

SECURITY PERSONNEL

- Monitors parking lots and interior of facility after dark and for special events;
- Provides security for faculty, students, and school patrons while on school premises;
- Reports to Facilities Manager.

CUSTODIAL STAFF

- Maintains interior of facility;
- Reports to Facilities Manager.

FRONT DESK PERSONNEL IN MILFORD

- Prepares and implements mailings for activities related to the Milford Branch;
- Processes registrations, working with families, faculty, the Business Office, and the Registrar's Office;
- Processes and documents monies that flow through the Milford Branch, providing all documentation to the Business Office;
- Maintains Milford Branch teaching/class schedule and room assignments, including changes;
- Provides enrollment and registration reports to Branch Director, Registrar, and Dean;
- Manages and/or staffs front desk, including handling telephone calls, messages, and other inquiries, and directs requests to the appropriate parties;
- Assists with communications to families, patrons,

faculty, and staff of the school;

- Assists Branch Director with setting up and managing special events and programs, including meetings, recitals, open houses, and community events;
- Reports to Associate Dean.

FRONT DESK PERSONNEL IN WILMINGTON

- Provides general information regarding daily operations and school policies;
- Manages and/or staffs front desk, including handling telephone calls, messages, and other inquiries, and directs requests for information to the appropriate parties;
- Provides clerical and administrative support for administrative projects;
- Opens and locks up facility as scheduled;
- Assists with school public relations as ambassadors to families and patrons, faculty, and staff of the school;
- Front Desk Supervisor reports to the COO;
- Front Desk Associates report to Front Desk Supervisor.

PUBLICATIONS & TECHNOLOGY MANAGER

- Designs and edits all publications and visual materials, including the Information Guide, Special Report, Concert Brochure, newsletters, brochures, flyers, and ads;
- Manages print production and mass mailings;
- Maintains the Music School Style Guide, including all organizational requirements for use of logo, colors, language, grammar, etc.;
- Maintains and updates the Music School website;
- Manages technology issues including computers, internet, telephone/fax, copier, contracts, purchases, plans and forecasts, upgrades, contracted services, etc.;
- Reports to CEO.

COMMUNICATIONS MANAGER

- Prepares press releases and media advisories and promotes school programs, enrollment, concerts, and events;
- Prepares and sends e-newsletters;
- Prepares and administers approved advertising plan;
- Maintains social networking sites, e-mail list, and e-mail distributions;
- Manages relationships with print, radio, TV reps, and media outlets;

- Provides advice and counsel regarding strategic development of promotional efforts, and other pertinent areas;
- Works with CEO to develop strategic marketing plan, and implements new and continuing promotional efforts;
- Reports to CEO.

DEVELOPMENT OFFICER, DEVELOPMENT ASSOCIATE(S)

- Coordinates fundraising activities for the Music School;
- Manages Annual Fund;
- Conceptualizes and implements (as approved) major gift, planned giving, special grants, and donor recognition/cultivation programs and events;
- Maintains school's database and donor database;
- Assists with publications and provides copy related to fundraising activities of the school;
- Works closely with the Board of Directors, Fundraising Consultant(s), and CEO;
- Manages development correspondence, recordkeeping, and documentation;
- Provides support to board and CEO for fundraising activities and events;
- Development Officer reports to CEO; Development Associate(s) report to the Development Officer.

GRANT MANAGER

- Prepares grant narratives and proposals;
- Researches prospective funders and assesses compatibility with music school mission and needs;
- Maintains schedule of report/proposal due dates;
- Responsible for submission and tracking of grant proposals;
- Reports to Development Officer and CEO.

FINANCIAL AID OFFICER

- Analyzes and evaluates eligibility for financial aid of students and families and provides advice and counsel regarding available financial aid opportunities, eligibility requirements, and the application process.
- Reviews and scores applications for financial aid; submits scored applications to CEO for review/decisions;
- Reviews financial aid applications and related financial documents for accuracy and completeness;

- Conducts orientations and application reviews with those enrolled in the MELODY program;
- Responds to inquiries, researches and resolves problems related to financial aid transactions.
- Provides information in person, on the telephone, and through electronic transmission to students, prospective students, and families regarding student financial aid;
- Keeps abreast of student assistance opportunities and program regulations;
- Oversees the collection, management, and reporting of data in accordance with the objectives of the position; participates in the development and implementation of data management systems and procedures, as appropriate;
- Implements and coordinates all financial aid related items, as assigned;
- Conducts presentations to students, parents, and/or other interested parties on financial aid policy and procedural issues;
- Performs other job-related duties as assigned;
- Reports to the COO and ultimately the Chief Executive regarding financial aid functions.

BUSINESS SPECIALIST

- Prepares bank deposits (checks/cash);
- Deposits checks/cash at bank;
- Enters student billing and notation into ASAP (checks/cash/POS credit card payments/Milford branch credit card payments/recurring bills);
- Prepares and sends out faculty/guest artist contracts with necessary signatures/initials;
- Sends W9 and direct deposit forms to all guest artists, new faculty, and staff;
- Adds financial aid/scholarships/discounts to students in ASAP;
- Calculates total number of hours and goes through roll sheet for faculty with COO to enter into Paycom;
- Enters expenditures into Quickbooks;
- Pays bills through Artisans bill pay;
- Makes sure tuition payments/donations/bills are accounted for in Quickbooks;
- Prepares GL for each donation that goes through the development office;
- Reports to COO.

CHIEF OPERATING OFFICER

- Manages accounting and financial reporting functions including payroll, audit, accounts payable/receivable, monthly/quarterly/annual reports;
- Oversees financial controls and monitors flow of expenses and income;
- Manages and prepares budgets and budget reports for operating, endowment, capital campaign, and special project budgets;
- Processes employee forms, including tax and employment documents, time sheets, taxes, and insurance;
- Handles student billing, financial aid and merit scholarship processing, tuition refunds/credits
- Oversees facilities, equipment, maintenance, security and safety personnel and functions;
- Functions as personnel manager and manages employee policies, benefits, and personnel files;
- Prepares contracts and agreements for faculty, staff, and guest artists of the school;
- Oversees technology issues with Technology Manager;
- Manages building rentals;
- Oversees Facilities Manager in supervision of security and custodial staff;
- COO reports to CEO.

CHIEF EXECUTIVE OFFICER

- Oversees overall management of all employees and all functions of the school;
- Facilitates strategic and futures planning, fundraising, and institutional advocacy;
- Works closely with the Board of Directors and committees;
- Serves as primary liaison to the public and other organizations;
- Oversees personnel issues and employment matters, including hiring, terminating employment, and staff evaluation/review;
- Serves as fiscal agent and signatory for the Music School;
- Facilitates budget development;
- Reports to the Board of Directors.

DUE DATES

In chronological order

WB Suzuki Recital Form for 10/22	September 16, 2023	WB Recital Form for 4/27	April 6, 2024
Attendance due for payroll (Roll Sheet)	September 22, 2023	Certificate Program Application	April 15, 2024
WB Recital Form for 10/15	September 23, 2023	Attendance due for payroll (Roll Sheet)	April 22, 2024
Certificate Program Application	October 15, 2023	WB Recital Form for 5/25	May 4, 2024
WB Adult Recital Form for November	TBA	WB Adult Recital Form for 6/11	May 21, 2024
MB Recital Form for 11/11	October 21, 2023	Attendance due for payroll (Roll Sheet)	May 22, 2024
Attendance due for payroll (Roll Sheet)	October 22, 2023	WB Recital Form for 6/15	May 25, 2024
WB Recital Form for 11/18	October 28, 2023	MB Recital Form for 6/15	May 25, 2024
Call for Summer 2024 Programs	October 31, 2023	MB Adult Recital Form for 6/15	May 25, 2024
WB Suzuki Recital Form for 12/17	November 11, 2023	Call for 2024-2025 Concerts	May 31, 2024
Attendance due for payroll (Roll Sheet)	November 22, 2023	Achievement Week Report	May 31, 2024
WB Recital Form for 12/16	November 25, 2023	Progress Reports	May 31, 2024
Call for 2024-2025 Programs	November 30, 2023	Attendance due for payroll (Roll Sheet)	June 22, 2024
Attendance due for payroll (Roll Sheet)	December 22, 2023	Attendance due for payroll (Roll Sheet)	July 22, 2024
WB Suzuki Recital Form for 1/28	December 22, 2023	Attendance due for payroll (Roll Sheet)	August 22, 2024
WB Recital Form for 1/27	January 6, 2024		
WB Adult Recital Form for 2/6	January 16, 2024		
Delaware Concerto Competition Application	January 20, 2024		
Attendance due for payroll (Roll Sheet)	January 22, 2024		
WB Recital Form for 2/18	January 29, 2024		
MB Recital Form for 2/24	February 3, 2024		
MB Adult Recital Form for 2/24	February 3, 2024		
WB Suzuki Recital Form for 3/24	February 17, 2024		
Attendance due for payroll (Roll Sheet)	February 22, 2024		
WB Recital Form for 3/23	March 2, 2024		
WB Suzuki Recital Form for 4/21	March 16, 2024		
Attendance due for payroll (Roll Sheet)	March 22, 2024		
Merit Scholarships Application	March 23, 2024		
MB Recital Form for 4/20	March 30, 2024		

PRIVATE STUDY & SUZUKI ACADEMY 2023-2024



Fall Semester

Lesson	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
Mon	9/11	9/18	9/25	10/2	10/9	10/16	10/23	10/30	11/6	11/13	11/20	11/27	12/4	12/11	12/18	1/8	1/15	1/29
Tue	9/12	9/19	9/26	10/3	10/10	10/17	10/24	10/31	11/7	11/14	11/21	11/28	12/5	12/12	12/19	1/9	1/16	1/30
Wed	9/6	9/13	9/20	9/27	10/4	10/11	10/18	10/25	11/1	11/8	11/15	11/29	12/6	12/13	12/20	1/3	1/10	1/17
Thu	9/7	9/14	9/21	9/28	10/5	10/12	10/19	10/26	11/2	11/9	11/16	11/30	12/7	12/14	1/4	1/11	1/18	1/25
Fri	9/8	9/15	9/22	9/29	10/6	10/13	10/20	10/27	11/3	11/10	11/17	12/1	12/8	12/15	1/5	1/12	1/19	1/26
Sat	9/9	9/16	9/23	9/30	10/7	10/14	10/21	10/28	11/4	11/11	11/18	12/2	12/9	12/16	1/6	1/13	1/20	1/27

Spring Semester

Lesson	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
Mon	2/5	2/12	2/19	2/26	3/4	3/11	3/18	3/25	4/8	4/15	4/22	4/29	5/6	5/13	5/20	6/3	6/10	6/17
Tue	2/6	2/13	2/20	2/27	3/5	3/12	3/19	3/26	4/9	4/16	4/23	4/30	5/7	5/14	5/21	5/28	6/4	6/11
Wed	1/31	2/7	2/14	2/21	2/28	3/6	3/13	3/20	3/27	4/10	4/17	4/24	5/1	5/8	5/15	5/22	5/29	6/5
Thu	2/1	2/8	2/15	2/22	2/29	3/7	3/14	3/21	3/28	4/11	4/18	4/25	5/2	5/9	5/16	5/23	5/30	6/6
Fri	2/2	2/9	2/16	2/23	3/1	3/8	3/15	3/22	4/12	4/19	4/26	5/3	5/10	5/17	5/24	5/31	6/7	6/14
Sat	2/3	2/10	2/17	2/24	3/2	3/9	3/16	3/23	4/13	4/20	4/27	5/4	5/11	5/18	5/25	6/1	6/8	6/15

IMPORTANT DATES

Fall break (closed)
November 23–26, 2023

Winter break (closed)
December 24, 2023 – January 2, 2024

Week prior to Suzuki Day
(no Suzuki Academy lessons)
February 19–24, 2024

Suzuki Day
(in lieu of Suzuki lessons,
group classes & orchestras)
February 25, 2024

Achievement Week
(Milford Branch)
April 22–27, 2024

Achievement Week
(Wilmington Branch)
May 6–11, 2024

Spring break (closed)
March 29 – April 5, 2024

Memorial Day (closed)
May 27, 2024

Summer session begins
July 1, 2024

Independence Day (closed)
July 4, 2024

MAKE-UP LESSONS

(no regular lessons)

Fall Semester
November 22
December 21–23
January 22–24

Spring Semester
April 6
June 13,
18–22, 24–29

EARLY CHILDHOOD 2023-2024



PLEASE NOTE: the EC calendar differs from the Private Study / Suzuki Academy calendar.

Early Childhood—Semester 1

Class	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
Sat	9/16	9/23	9/30	10/7	10/14	10/21	10/28	11/4	11/11	11/18	12/2	12/9	12/16	1/6	1/13
Mon	9/18	9/25	10/2	10/9	10/16	10/23	10/30	11/6	11/13	11/27	12/4	12/11	12/18	1/8	1/15
Tue	9/19	9/26	10/3	10/10	10/17	10/24	11/7	11/14	11/28	12/5	12/12	12/19	1/9	1/16	1/23
Wed	9/20	9/27	10/4	10/11	10/18	10/25	11/1	11/8	11/15	11/29	12/6	12/13	12/20	1/10	1/17
Thur	9/21	9/28	10/5	10/12	10/19	10/26	11/2	11/9	11/16	11/30	12/7	12/14	12/21	1/11	1/18

Early Childhood—Semester 2

Class	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
Sat	1/20	1/27	2/3	2/10	2/17	2/24	3/2	3/9	3/16	3/23	4/13	4/20	4/27	5/4	5/11
Mon	1/22	1/29	2/5	2/12	2/26	3/4	3/11	3/18	3/25	4/8	4/15	4/22	4/29	5/6	5/13
Tue	1/30	2/6	2/13	2/20	2/27	3/5	3/12	3/19	3/26	4/9	4/16	4/23	4/30	5/7	5/14
Wed	1/24	1/31	2/7	2/14	2/21	2/28	3/6	3/13	3/20	3/27	4/10	4/17	4/24	5/1	5/8
Thur	1/25	2/1	2/8	2/15	2/22	2/29	3/7	3/14	3/21	3/28	4/11	4/18	4/25	5/2	5/9

EARLY CHILDHOOD IMPORTANT DATES

EC Classes start
September 16, 2023

Spring Semester starts
January 20, 2024

Thanksgiving break
November 20–26, 2023

Spring break
March 29 – April 5, 2024

Holiday Sing Family Concert
December 3, 2023

Make-up dates
February 19, 2024
April 6, 2024

Winter break
December 23, 2023
– January 4, 2024

EC Graduation
May 18, 2024



THE MUSIC SCHOOL OF DELAWARE

EXTRA DUTY PAYROLL SHEET

Kate M. Ransom, *President & CEO*

NAME: _____ PERIOD ENDING: _____

Please turn this form into the Business Office with your roll sheet(s) once completed for extra duty/other pay. **Please have the Dean or your supervisor initial or sign in the approval column and feel free to attach any back up documents such as emails, contracts etc.** Thank you.

DATE	DESCRIPTION	LENGTH	RATE		APPROVAL

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4101 Washington St., Wilmington, DE 19802

Milford Branch • 302-422-2043 • fax 302-422-3340
P.O. Box 442, 23 N. Walnut St., Milford, DE 19963



INCIDENT/COMPLAINT FORM

Kate M. Ransom, *President & CEO*

Name of Person Reporting Incident: _____

Are You a Student? _____ Parent? _____ Teacher? _____ Member? _____ Other? _____ (check one)

Date of Incident: _____ Date of Report/Complaint: _____

Time: _____ Location: _____

Incident/Complaint Reported To: _____ (Administrative Staff Member)

Description of Incident: _____

Summary of Details: (Who was involved, what each person did and said, etc.)

Witnesses to incident:

Name: _____ Phone Number: _____

Name: _____ Phone Number: _____

Name: _____ Phone Number: _____

Action Taken at Time of Incident: (if any)

Signature _____ Date _____

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FACILITY/SAFETY REPORT FORM

Date: _____

Reported by: _____

Kate M. Ransom, *President & CEO*

Facility/Safety Issue:

Please Put Completed Form in Patrick Durnan's Mailbox

This Section to Be Completed by Staff

Action Taken: _____

Date Resolved _____

FACILITY/SAFETY REPORT FORM

Date: _____

Reported by: _____

Facility/Safety Issue:

Please Put Completed Form in Patrick Durnan's Mailbox

This Section to Be Completed by Staff

Action Taken: _____

Date Resolved _____



INSTRUCTIONS: As required by, 16 Del. C. § 903 and 904 "Any person, agency, organization or entity who knows or in good faith suspects child abuse or neglect shall make a report in accordance with § 904 of this title. For purposes of this section, "person" shall include, but shall not be limited to, any physician, any other person in the healing arts including any person licensed to render services in medicine, osteopathy or dentistry, any intern, resident, nurse, school employee, social worker, psychologist, medical examiner, hospital, health care institution, the Medical Society of Delaware or law enforcement agency. In addition to and not in lieu of reporting to the Division of Family Services, any such person may also give oral or written notification of said knowledge or suspicion to any police officer who is in the presence of such person for the purpose of rendering assistance to the child in question or investigating the cause of the child's injuries or condition. Any report of child abuse or neglect required to be made under this chapter shall be made to the Department of Services for Children, Youth and Their Families. An immediate oral report shall be made by telephone or otherwise. Reports and the contents thereof including a written report, if requested, shall be made in accordance with the rules and regulations of the Division, or in accordance with the rules and regulations adopted by the Division.

Within 72 hours after the oral report, mail or fax (302-577-5515) a completed Child Abuse/Neglect Mandatory Reporting Form to the address below. Please type or print the information and sign the form on the back.

DIVISION OF FAMILY SERVICES - STATE OF DELAWARE
3601 North Dupont Highway
New Castle, DE 19720-6315

IDENTIFYING INFORMATION

Child's Name (Last, First, Initial)	Date of Birth/ Age	Sex	Race	Victim (Yes / No)
--	-----------------------	-----	------	----------------------

1. _____
Current Address: _____

2. _____
Current Address: _____

3. _____
Current Address: _____

4. _____
Current Address: _____

5. _____
Current Address: _____

Parents'/Custodians'/Caretakers' Names (Last, First, Initial)	Date of Birth/ Age	Sex	Race	Perpetrator (Yes / No)
--	-----------------------	-----	------	---------------------------

Mother
6. _____
Current Address: _____

Father
7. _____
Current Address: _____

Custodian/Caretaker (Relationship)
8. _____
Current Address: _____

Please specify for numbers 1-8 above:

Foreign language spoken: #'s _____ Specify type: _____

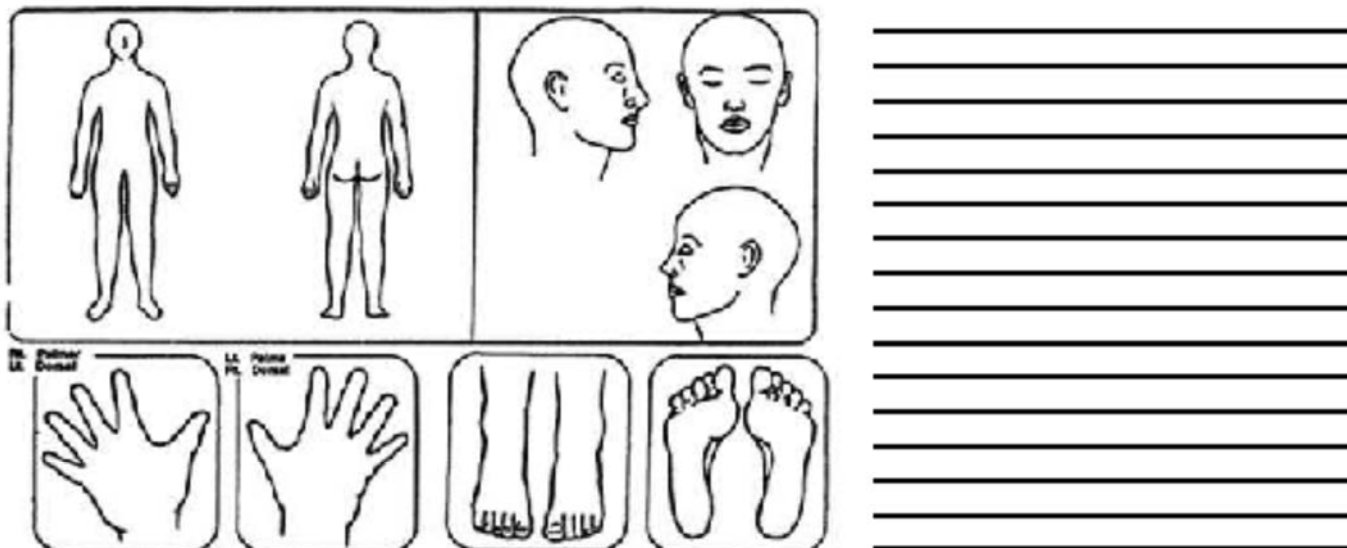
Disabilities: #'s _____ Specify type: _____

DESCRIPTION

1. Describe the child's current conditions/injuries and the reason you suspect abuse/neglect. Include evidence, if known, of prior abuse and/or neglect to this child or sibling. Add pages or attach further written documentation as needed.

2. If applicable, note the exact location of any injury by placing a number on the model below. Use the space to the right of the models to describe the corresponding injury that each number represents. Check the category of injuries:

Physical Abuse Sexual Abuse Physical Neglect



3. Actions: Taken (T) or Pending (P)

- Medical Examination Notification of Police
- X-Rays Notification of Medical Examiner
- Photographs Other: _____

REPORTING SOURCE (Confidential)

Signature _____	Title or Relationship to Child _____	Date of Report _____
Facility/Organization _____	Address _____	Telephone Number _____

REPORT LINE USE ONLY

Date of Oral Report: _____	Report was: <input type="checkbox"/> Accepted <input type="checkbox"/> Screened Out
Date Written Report Received: _____	
Prior DFS Case Activity Reports? <input type="checkbox"/> Yes <input type="checkbox"/> No	If "yes", specify dates: _____



CERTIFICATE PROGRAM NOMINATION FORM

2023-2024

Kate M. Ransom, *President & CEO*

The Certificate Program recognizes students with special interests and notable participation/accomplishment in their music studies. The program is for students of such interest and accomplishment and is not confined to students who may pursue college-level music study or degrees.

*To nominate a student, return this completed form with both teacher and student statements (see back side) to the Dean by **Sunday, October 15, 2023**, or **Monday, April 15, 2024**.*

Name of Faculty Making the Nomination: _____

Student Name: _____ Age: _____ Grade: _____

Instrument/Voice (list all private studies at the Music School):

Teacher:

Classes Taken at the Music School:

Teacher:

Ensemble Participation at the Music School:

Conductor/Coach:

Solo Performance History:

Other Experience/Awards:

NOTE: student and teacher must submit statements on the back side of this form.

Student Signature _____ Date _____

Teacher Signature _____ Date _____

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**Certificate Program Nomination Form
TEACHER & STUDENT STATEMENTS**

STUDENT: Please briefly describe why you are interested in the Certificate Program.

TEACHER: Please prepare a statement indicating why this student is a good candidate for the program.



DELAWARE CONCERTO COMPETITION FOR YOUNG MUSICIANS

Kate M. Ransom, *President & CEO*

Application Due Date: Saturday, January 20, 2024, by 6:00 p.m.
Audition Date: Saturday, March 2, 2024, from 9:00 a.m. – 6:00 p.m.
at the Concert Hall, Wilmington
Performance: Friday, May 17, 2024, Concert Hall, Wilmington

Student: _____ **Age*:** _____ **Age Group:** 12 & under
 13-15 years
 16-18 years

Instrument/Voice: _____ **Years Studied:** _____

Street Address: _____

City, State, ZIP: _____ **Phone:** _____

Email Address: _____

Private Teacher: _____ **Phone:** _____

Teacher's Street Address: _____

City, State, ZIP: _____ **Email:** _____

Audition Repertoire: ‡**

Composer:	Length:	Name of Accompanist:
_____	_____	_____

* As of the March 2 audition

** Repertoire should not exceed 15 minutes total. Include movement name/tempo/etc. as applicable.

‡ **Audition time requests cannot be guaranteed.**

It is understood that contestants selected as winners will be prepared to perform the above-named selection for the Wilmington Community Orchestra's concert on **May 17, 2024 at 7:30 p.m.** at the Music School Concert Hall in Wilmington and will be required to attend at least two Monday evening rehearsals and a dress rehearsal prior to the concert.

Contestant's Signature: _____

Teacher's Signature: _____

*Completed application and \$25 non-refundable application fee (checks payable to The Music School of Delaware)
must be received by **Saturday, January 20, 2024, by 5:00 p.m.***

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MUSIC SCHOOL HONOR AWARD & JACQUELINE BEACH FAULCON SCHOLARSHIP APPLICATION FORM

Kate M. Ransom, *President & CEO*

Application Due Date: Saturday, March 23, 2024, by 6:00 p.m.
Audition Date: Saturday, May 4, 2024, from 9:00 a.m. – 6:00 p.m. at the Concert Hall
Recital & Ceremony: TBA
(attendance is mandatory for award recipients)
Application for: Music School Honor Award *(include accompaniment parts)**
 Jacqueline Beach Faulcon Honor Award *(include accompaniment parts)**

Student: _____ **Date of Birth:** _____ **Age**:** _____

Instrument/Voice: _____ **Years Studied:** _____

Street Address: _____

City, State, ZIP: _____ **Phone:** _____

Email Address: _____

Private Teacher: _____ **Phone:** _____

Teacher's Street Address: _____

City, State, ZIP: _____ **Email Address:** _____

Last Advanced-Level Recital (not applicable for JBF Award): _____

Audition Repertoire:+‡	Composer:	Length+:	Accompanist:++
1. _____	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. _____	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No

* Students may audition either for a Music School Merit Scholarship OR the Jacqueline Beach Faulcon Scholarship.

** Age as of March 23, 2024

+ The student must perform two contrasting pieces by different composers. Total audition length will be 10 minutes. Include movement name/tempo/etc. as applicable. A piece can be no longer than 8 minutes to be considered for the winners' recital.

++ The Music School will provide an accompanist for Music School and Jacqueline Beach Faulcon Scholarships auditions; please check "yes" or "no" to indicate whether or not the student requires accompaniment.

‡ Audition requests cannot be guaranteed.

Student Signature _____ **Date** _____

Teacher Signature _____ **Date** _____

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Kate M. Ransom, *President & CEO*

ESTELLA HILLERSOHN FRANKEL SCHOLARSHIP Application Form

Application Due Date: Saturday, March 23, 2024, by 6:00 p.m. *(include \$25 non-refundable application fee & back of form)*
Audition Date: Saturday, May 4, 2024, 9:00 a.m. – 6:00 p.m. at the Concert Hall, Wilmington

Student: _____ **Date of Birth:** _____ **Age*:** _____

Instrument/Voice: _____ **Years Studied:** _____

Street Address: _____

City, State, ZIP: _____ **Phone:** _____

Email Address: _____

Private Teacher: _____ **Phone:** _____

Teacher's Street Address: _____

City, State, ZIP: _____ **Email :** _____

Audition Repertoire:** _____ **Composer:** _____ **Length:** _____

1. _____

2. _____

Accompanist:+

* Age as of March 23, 2024

** The student must perform two contrasting pieces by different composers. Total audition length will be 10 minutes. Include movement name/tempo/etc. as applicable.

+ The Music School does not provide an accompanist for the Estella Hillersohn Frankel Violin Scholarship audition; please write in the name of the student's accompanist. However, if a Music School student is also auditioning for an Honor Award, the student may use the provided accompanist for the Frankel audition.

You must fill out the Statement of Musical Goals on the back of this form and include a \$25 non-refundable application fee with this application form. Audition time requests cannot be guaranteed.

Student Signature _____ **Date** _____

Teacher Signature _____ **Date** _____

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Estella Hillersohn Frankel Fund Application
STATEMENT OF MUSICAL GOALS

Please describe briefly (in at least one paragraph, but not more than this page) your musical goals and intended use of this scholarship.

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