



Northern Virginia School of Music
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WELCOME TO THE NORTHERN VIRGINIA (NOVA) SCHOOL OF MUSIC

Thank you for choosing the NOVA School of Music as your place to study music. Whether you are a beginning, intermediate, or advanced student, we trust that you will have fun and be challenged to grow in your musicianship through your study at the NOVA School of Music. This Student/Parent Handbook answers many frequently asked questions. However, you may always feel free to call the office at (859)351-0822 to discuss issues, questions, and concerns not found in the handbook.

PHILOSOPHY OF MUSIC EDUCATION

The NOVA School of Music offers quality instrumental and vocal instruction, along with an extensive early childhood music program. Students at the NOVA School of Music learn in a conservatory environment, directed by a knowledgeable faculty. They are trained in the theoretical and historical aspects of music, as well as the art of playing an instrument. They also have the opportunity to attend Studio Classes, which are held throughout the year to supplement the weekly lessons and provide performance opportunities in preparation for formal recitals, competitions and festivals.

FACULTY

The faculty at the NOVA School of Music consists of highly educated and accomplished musicians. Faculty members have an extensive list of performance credits and work experiences in addition to their formal training. Along with their high level of talent they bring a nurturing approach to lessons, encouraging each student to work to his or her fullest potential. Therefore, any student from beginner to advanced, toddler to adult, can excel at the NOVA School of Music.

ENROLLMENT AT THE NOVA SCHOOL OF MUSIC

Students may enroll in the NOVA School of Music lessons or classes at any time, although there are specific registration periods that precede the beginning of each semester. Tuition fees will be prorated as necessary, reflecting the date that the student begins instruction during that semester.

LOCATION OF LESSONS

All lessons and classes taught by NOVA School of Music faculty are subject to the same rules and regulations, regardless of location. Written permission from the director is necessary for individual lessons taught off-site.

PARENT/STUDENT ATTENDANCE - YOUR RESPONSIBILITIES

Students eleven years of age or younger must be accompanied by a parent in lessons. This allows the parent to assist with daily practicing and reinforcement throughout the week. Students must attend weekly lessons/classes promptly with their music and instrument in hand. Arriving late or unprepared significantly impairs productivity in a lesson. The individual instructor reserves the right to dismiss any student who is persistently tardy, absent or lacking in preparation.

LESSON CANCELLATIONS & RESCHEDULING

*Learning music is a sequential activity, with each instructional session building on the last. It is very difficult for students to progress properly without weekly instruction. **If you are unable to attend a lesson or class for any reason, please notify your teacher immediately or no later than 9:00 am the day of their scheduled lesson in order for it to be excused.** If a student is more than ten minutes late for a lesson, the teacher will assume that the lesson is cancelled. "No Call, No Show" absences, for any reason, are unexcused and may not be rescheduled. Missed group classes cannot be made-up. Thank you for being on time, as lessons and classes cannot be extended if you happen to arrive late. **One make-up lesson will be available to students who miss a scheduled lesson due to an excused absence only and must be made-up before the end of the current session.** Excused absences include: (1) illness, (2) family emergency, and (3) inclement weather.*

TEACHER CANCELLATION

Individual Instruction

If a teacher must be absent, the lesson will be made up at a mutually agreeable time. Please allow 10 minutes before assuming that your teacher is absent, especially in the event of inclement weather.

Class Instruction

In the rare case that a class is cancelled by the instructor, it will be re-scheduled or credited to your account.

SEVERE WEATHER POLICY

*The NOVA School of Music does not wish to endanger students or faculty by subjecting them to weather that is potentially dangerous. If the Loudoun County School System declares a weather-related cancellation, all **group classes** will be cancelled. For cancellation of private lessons, please call your teacher.*

SEMESTERS AND MAKE-UP SESSIONS

Individual lessons are billed according to 16-week fall, 20-week spring semester and a summer session. During the school year, along with weekly private lessons, tuition also includes studio classes (TBA) and two recitals.

RECITALS AND PUBLIC PERFORMANCES

The faculty at the NOVA School of Music believes that music is not meant to be experienced only in the private corners of our lives, but that it should be shared with others. One of our goals is to prepare each student for performances. Performing for others increases a student's self-esteem, provides a reward for hard work and discipline. While participation in recitals is highly encouraged, it is not a requirement to remain in good standing at the NOVA School of Music.

MEDIA PERMISSION

By registering for a class at the NOVA School of Music, the student and parent/guardian give the NOVA School of Music permission to use and reuse photos, video footage, news footage, and other media. The NOVA School of Music is released from any and all claims arising out of or in connection to the use of news stories or any media releases, including any and all claims for libel. Please note: If you prefer that your child not be involved in any media coverage of related events, please notify the office in writing when registering your child. Without formal notification, the NOVA School of Music will assume that you comply with the above media release policy.

NON-DISCRIMINATORY POLICY

The NOVA School of Music admits students of any race, color, national and ethnic origin to all programs and activities generally made available to students at the school. The NOVA School of Music does not discriminate on the basis of race, color, national or ethnic origin in administration of its educational policies, admissions policies, or other school-administrated programs.

DISCIPLINE POLICY

We believe that music is a wholesome family activity and encourage parental involvement in all group and private lessons. If a student becomes disruptive during a class or lesson we may ask the parent to remove the student until he/she is able to participate appropriately. In the event of a discipline problem with an unaccompanied student, the teacher may request a conference with the parents. If a second conference must be scheduled, the C.E.O. will attend to help seek an appropriate resolution.

FINANCIAL TRANSACTIONS

*The NOVA School of Music office handles all money matters. Faculty members are never responsible for handling payment for any services, including lessons, masterclasses, recitals, or festivals. The **only exception** is when a faculty member has purchased books for their students taking private lessons. Reimbursement, for books only, will be made directly to the faculty member. This policy is in effect to protect you and your financial privacy, as well as protecting the teacher from tax liability.*