



**PEABODY PREPARATORY**  
OF THE JOHNS HOPKINS UNIVERSITY

# **MUSIC STUDENT HANDBOOK**

**Revised September 2011**



## **School Closure Due to Weather Emergency**

The Preparatory does not follow school closing decisions of any one school system. Decisions concerning weather related changes and/or closings will be made for each campus by 1:00 pm weekdays and by 7:00 am on Saturdays and will be announced in the following ways:

### **Preparatory Announcement Line:**

410-234-4630

### **Johns Hopkins University Weather Hotline:**

In Baltimore call 410-516-7781

Outside of Baltimore, 800-548-9004

**Visit the JHU Weather/Emergency  
notices web page at:**

*<http://webapps.jhu.edu/emergencynotices>*





## **Quick Reference Guide**

### ***Peabody campus (downtown)***

Address: 21 East Mount Vernon Place, Baltimore MD 21202  
Phone: 410-234-4630  
Fax: 410-659-8281  
Email: [prep@peabody.jhu.edu](mailto:prep@peabody.jhu.edu)

### ***Towson campus***

Address: 949 Dulaney Valley Road, Towson MD 21204  
Phone: 410-825-3911  
Fax: 410-825-2816  
Email: [prep@peabody.jhu.edu](mailto:prep@peabody.jhu.edu)

### ***Annapolis campus***

Address: Maryland Hall for the Creative Arts  
801 Chase Street, Annapolis MD 21401  
Phone: 410-269-5343  
Fax: 410-974-8067  
Email: [peabodyprepannapolis@verizon.net](mailto:peabodyprepannapolis@verizon.net)

### ***Howard County locations***

Addresses: Patapsco Middle School  
8885 Old Frederick Road, Ellicott City MD 21044  
Centennial High School  
4300 Centennial Lane, Ellicott City MD 21042  
Abiding Savior Lutheran Church  
10689 Owen Brown Road, Columbia MD 21044  
Phone: 410-203-0664—Messages for Children's Chorus only.

**For questions, please call the downtown  
Peabody campus Preparatory Office**



## **A Message From the Dean of the Preparatory**

Dear Parents and Students:

Providing first rate music and dance instruction is our mission and we want you to have all the information you need in order to get the most out of your experience at the Preparatory. The Music Student Handbook has been prepared to assist you in taking full advantage of Peabody's services and programs. Please take the time to look through its pages and read about the many opportunities we offer.

We encourage you to participate in all that Peabody has to offer. In addition to attending weekly lessons and classes, music students may participate in recitals, competitions and outreach concerts offered within departments and across the school. Dance students have opportunities to participate in special workshops, master classes, summer programs and fully staged productions.

An often overlooked aspect of an artist's development is hearing and seeing others perform. As such, we encourage you to make attending concerts and recitals a regular part of your activities. Peabody presents more than 900 events each year, providing ample opportunities for students of all ages and their families to enjoy performances by students, faculty and guest artists. Beyond our doors, the Baltimore-Washington metropolitan area provides a wealth of cultural opportunities to complement your studies at the Preparatory.

Best wishes for a wonderful year,

Dr. Carollee Stewart, Dean





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**PEABODY PREPARATORY**  
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# **ADMINISTRATION AND CAMPUS BRANCH LOCATIONS**





## Administration

The Preparatory staff supports the efforts of students and faculty in their artistic pursuits through coordinating business operations and program administration. The following is a list of our staff at the main branch of the Preparatory on the Peabody campus (downtown) and a brief description of what they do. You probably will not be interacting with everyone on this list regularly, but you should have an idea of who to ask for what you may need. They can be reached by calling 410-234-4630 or accessing their direct line below:

**Sherry Berlow**, Administrative Assistant, 410-234-4630

- General questions and communications
- Catalog requests
- Placement and audition scheduling
- String accompanist sign-up
- Repertoire class sign-up
- Chorus and orchestra audition sign-ups

**Gavin Farrell**, Academic Programs Administrator, 410-234-4637

- Student advising
- Teacher change requests
- Scholarships
- Certificate programs
- Signature recitals
- Competitions

**Carissa Fowlkes**, Academic Services Assistant, 410-234-4635

- Registration and billing
- Student records
- Drop/Add forms
- Placement

**Marissa LaBant**, Administrative Coordinator to the Dean, 410-234-4631

- Dean's correspondences
- Room/recital hall scheduling
- Recital programs
- Student newsletter

**Dr. Carolee Stewart**, Dean of Preparatory, 410-234-4631

- Overall school management and leadership
- Program and curriculum development
- Faculty and staff supervision
- Donor cultivation and stewardship



**Sharlene Torbit**, Administrative Manager, 410-234-4632

Withdrawal and refund requests  
Staff supervision  
Branch, finance and budget management

**Jackie Warns**, Administrative Assistant/Payroll, 410-234-4633

Faculty records  
Faculty rosters  
Accompanist contracts

**Sandy Wilson**, Accounting Specialist, 410-234-4636

Independent contracts  
Vendor payments  
Account reconciliation

**Donna Young**, Communications Specialist, 410-234-4638

Marketing, media and public relations  
Catalogs, flyers, brochures, handbooks and concert programs  
Advertising  
Photography

**TBA**, Registration Systems Coordinator, 410-234-4634

ISIS, Registration and billing  
Transcripts  
Student records  
Drop/add  
Placement  
Delinquent accounts

## **Campus Branch Locations**

### **TOWSON CAMPUS**

Amelia Killian, Branch Coordinator  
Charleen Morris, Administrative Secretary  
Karen Maddox, Receptionist  
Pat Pedersen, Receptionist

### **ANNAPOLIS CAMPUS** - Maryland Hall for the Creative Arts

Pamela Godfrey Stevens, Campus Coordinator

### **HOWARD COUNTY LOCATIONS**

Doreen Falby, Campus Coordinator-Abiding Savior Lutheral Church  
& Patapsco Middle School  
Larry Williams, Coordinator, Centennial High School



**PEABODY PREPARATORY**  
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# **CAMPUS FACILITIES AND SERVICES**





## Performance Halls

### **PEABODY CAMPUS (DOWNTOWN)**

#### *Miriam A. Friedberg Concert Hall*

Built in the neoclassical style, Friedberg Hall in the Conservatory Building is one of the oldest and best preserved performance halls in America. With a split-level orchestra floor and small balcony, the hall seats 700. The Preparatory's large ensemble concerts, dance showcases, and the Annual Awards Ceremony are held here.

#### *Goodwin Recital Hall*

Located in the Leakin Hall building and seating approximately 200 people, Goodwin hall provides an intimate space for small concerts, recitals, and masterclasses. The majority of the Preparatory's recitals occur here.

#### *Leith Symington Griswold Hall*

Griswold Hall is located on the second floor of the Conservatory Building and provides an elegant venue for recitals, chamber music, and small orchestra concerts. A magnificent 16th-century Flemish tapestry adorns one wall and Peabody's custom built Holtkamp organ is the focal point of the hall. Seating is limited to 150, and for non-ticketed events is first-come, first served.

#### *Cohen-Davison Family Theatre*

Peabody's newest performance space is tucked away in the northeast corner of the Conservatory building (just a few feet from the Preparatory offices). This hall seats 100 and is ideal for studio recitals, lectures and master classes.

### **CAMPUS BRANCH LOCATIONS**

#### *Towson campus*

In addition to classes and rehearsals, the multi-purpose auditorium at our Towson campus is used for studio recitals and special events. With seating for up to 100, this is the venue for the annual recital for graduating seniors.

#### *Annapolis campus*

A small number of student and faculty recitals take place in Maryland Hall's recital and concert venues.



## Public Areas and Lounges

The Preparatory welcomes the quiet camaraderie of students and parents as they wait for lessons to begin or end. The lobbies and hallways at each of our campuses serve as both a waiting area for students prior to classes and an informal meeting place for students, parents and faculty. Students should speak quietly in these areas and refrain from running to prevent interference with instruction in nearby studios. Our historic downtown Peabody campus offers many places for quiet relaxation. Some of the more popular places are listed below:

### ***Bank of America Lounge***

Located on the second floor of the Leakin Hall building, the Bank of America Lounge has a glass atrium ceiling with plenty of chairs and couches. The lounge also displays artworks and photographs from the Peabody Archives.

### ***Unger Lounge***

Located next to the dining hall beneath the dormitory's East Tower, the Unger Lounge has pool tables, ping pong, foosball, vending machines and a television. We ask parents to please supervise young children while playing the games.

### ***Grand Arcade, Constellation Energy Pavilion and Bank of America Mews Gallery***

These interconnected spaces on the ground floor of the Conservatory Building are the centerpieces of Peabody's recent renovations. The Mews Gallery features art and photo exhibitions from the Peabody Archives.

### ***Rouse Visitors Center***

Located at 17 East Mt. Vernon Place, The Rouse Visitors Center is the primary entrance to the Peabody Institute for the general public. The visitors center is open daily from 9:00 a.m. to 10:00 p.m.

***Please note:*** Any student without a Peabody ID card must enter through the Rouse Visitors Center.

### ***The Plaza***

Located between the educational/performing facilities on the north side of campus and the residence halls to the south lies the large outdoor plaza. With numerous picnic tables and benches, the plaza is the perfect place to enjoy lunch or just let time pass.



## Box Office and Ticket Information

Peabody Preparatory students are eligible for one free ticket and one ticket at student cost to all Peabody Institute performances—not just Preparatory concerts. Additional tickets may be purchased at the regular price. Peabody campus (downtown) students should present an ID when picking up tickets at the Box Office. Students from other branches should present verification of enrollment.

The Box Office is located on the southeast end of the Grand Arcade (at the foot of the grand staircase). It is open Monday through Friday from 10:00 a.m. to 4:00 p.m. when school is in session and one hour prior to all ticketed events. Tickets may be purchased in person or by phone at (410) 234-4800 or at (410) 659-8100, and listen for the Box Office prompt, during business hours.

## Practice Rooms

Preparatory students are required to have their own instrument and location to practice. **Because of extreme space limitations practice rooms at the downtown Peabody campus are for the exclusive use of Conservatory students.** This policy is routinely enforced by Campus Police. No food or drink is permitted in any studio or classroom.

At the Towson campus unlocked studios not being used for lessons are available for brief warm-up/practice sessions, please check with the receptionist to ensure the room is not needed by a faculty member.

There are no practice facilities at either location in Howard County or at Maryland Hall in Annapolis.

## Libraries

### *The Arthur Friedheim Library*

The Arthur Friedheim Library holds more than 100,000 volumes of scores, periodicals, books on music, recordings and video media.

*Borrowing:* Preparatory students may borrow books and scores for one month from the library collection. Reference books, periodicals, vertical file materials, recordings and videos do not circulate. To obtain borrowing privileges, present your Preparatory ID or verification of enrollment at the circulation desk. Fines are assessed for overdue and damaged materials. Students with excessively high or long standing fines will be placed on a “stop-list” and will not be able to register until fines are paid.



*Audio and Video:* The audio-visual center located in the north end of the first floor of the library provides carrels for playback of recordings and videos. Students wishing to listen to a recording or watch a video must exchange a Peabody ID for a set of headphones at the audio-visual service desk.

### ***The George Peabody Library***

The George Peabody Library is one of Baltimore's finest historic treasures. The recently renovated reading room has been converted to a gallery where exhibits from the collection are displayed. A six story atrium houses the library's collection and is a popular space for weddings and catered affairs.

The library is located at the Peabody campus (downtown) at 17 East Mount Vernon Place, (enter through the Rouse Visitors Center). Hours are Tuesdays-Fridays, 9:00 a.m. to 5:00 p.m. and Saturdays, 9:00 a.m. to 1:00 p.m.

## **Lost and Found**

***Peabody campus (downtown):*** Found items should be turned in to Campus Police located in the basement of Shapiro House. Please call 410-234-4605 if you have lost any personal possessions while on campus.

***Towson and Annapolis campuses:*** Found items should be turned in to the Preparatory Administrative offices at each campus (or security if the office is closed).

***Howard County locations:*** Since there is no Preparatory staffed office at any of these locations, please check with the office of the facility where the class or lesson took place.





## Food and Beverage

The downtown Peabody campus offers a full range of dining options through its cafeteria and *Maestro's Cafe*. The cafeteria is located to the south of the plaza and between the two residence towers and offers a wide variety of food and beverages. *Maestro's Cafe* is located across Centre Street in the Peabody Bookstore and offers coffee and tea as well as sandwiches salads and pastries. Hours vary depending on the school session, for the most up to date information please check the website at [www.peabody.campusdish.com](http://www.peabody.campusdish.com). Additionally, there are vending machines located in the Unger Lounge (downtown Peabody campus) and on the basement level of the Towson campus. In Annapolis, on the ground floor of Maryland Hall, is *Hard Beans Cafe* which serves gourmet lunch items, beverages and desserts.

## Photocopy/Printer

At the downtown Peabody campus, the Arthur Frideheim Library has a self-service photocopy machine located in a small room just beyond the circulation desk. It can make copies on 8½ by 11-inch and 11 by 17-inch paper. You may print documents from any library computer, but before you do, you must first obtain a print card at the AV desk located in the back of the library. Prints are 10¢ per page and you may purchase a card for up to 100 prints.

Unfortunately, facilities at our Annapolis and Towson campuses and our Howard County locations are unable to offer these services to parents and students.

## Recording Studio

Copies of selected Preparatory performances as well as personal recording sessions are available through Peabody's Recording Arts Department. Preparatory students may arrange for recording sessions by calling the Recording Studio office at least two weeks prior to the desired recording time (410-234-4553 and listen for the Recording Studio prompt). The student is responsible for payment of such sessions. Fees will vary based on the length of the recording session.

Large ensemble concerts and selected preparatory recitals are recorded. Copies (CD or audio-cassette) may be ordered at the following web address: [www.peabody.jhu.edu/dupform](http://www.peabody.jhu.edu/dupform)



## **On-Campus Photography**

No professional photography will be permitted on any property belonging to the Peabody Institute or within the George Peabody Library without prior written approval of the Communications Office. This will include publicity photographs of students, faculty and any photography for commercial purposes. To coordinate professional photography, contact the Peabody Institute Communications Office at 410-234-4525 and ask for Richard Selden, Marketing Director.

The use of flash photography and sound recorders in any concert or recital hall during performances is strictly prohibited; The use of video cameras is permitted for personal use only and is restricted to the balcony of the Friedberg Concert Hall and Goodwin Recital Hall, and from the back of the hall in all other performance spaces. Amateur photography must be for personal use only and may not be published or otherwise made available to the general public.

## **Security/Campus Police**

Peabody's Campus Police provide Security at our Towson campus and downtown Peabody campus locations. Our downtown Peabody campus has a team of officers on duty 24 hours a day as well as video surveillance at all entry points to campus. Dial (410) 234-4605. To report a campus emergency, dial 410-234-4600.

At the Preparatory Towson campus, a security officer is on duty from 4:30-9:30 pm only during normal semester scheduled hours.

At the Annapolis campus, Maryland Hall's office is open from 9:00-5:00 p.m. For emergencies after hours, call (410) 263 5544, ext. 24 or call 911.





# **STUDENT SERVICES AND RESPONSIBILITIES**





## **Academic Affairs Office**

The Academic Affairs Office coordinates many of the Preparatory's special programs and recitals. The office also offers guidance to students and parents with questions about specific courses or general questions and problems that may arise during your studies. The following pages cover the majority of the programs handled through Academic Affairs. If you have questions about any of these topics, please call (410) 234-4637, and ask for Gavin Farrell, Academic Programs Administrator.

### ***Advising***

Students are encouraged to talk with their teachers early and often about their goals, and ambitions, as well as frustrations and concerns. Faculty expertise is an essential part of advising at the Preparatory and teachers are happy to answer questions about student progress and recommend appropriate classes and ensembles to compliment your studies. We strongly recommend an open dialogue from the beginning to get the most out of your time at Peabody.

The Academic Affairs Office is an additional resource for students and parents with questions about course selection, scheduling, progress or any other concerns. The office also maintains an online resource of college search materials as well as links to dozens of summer music camps and festivals. To see what's available go to [www.peabody.jhu.edu/prep](http://www.peabody.jhu.edu/prep)—click on "Student Advising".

### ***Progress Reports***

All music students under the age of 18 receive progress reports at the end of each academic year, or at the conclusion of a class program that ends mid-year. Students are evaluated on the basis of attendance, preparation, skills development and performances on a scale using the standards Excellent, Good, Satisfactory, and Needs Improvement. Some classes—particularly music theory—use a traditional letter grade scale. Adult students are also encouraged to discuss their progress with their teachers and they may request a written progress report as well.

### ***Student Deficiency***

In cases of habitual substandard work, inadequate preparation, lack of motivation, incomplete homework, poor attendance, lack of practice or any combination thereof, a teacher may request via the Academic Programs Administrator that a student be placed on Probation. Upon this request, the Administrator will evaluate the teacher's



request and arrange a meeting involving the family, teacher and Academic Programs Administrator to discuss the process for returning to good standing. In the event that a student placed on probation fails to show significant improvement, the student may be expelled from the Preparatory.

### ***Scholarships***

The Preparatory awards scholarships based on merit, potential and need. Our funding for scholarships is limited so we have policies and criteria in place to determine who is eligible. For the most up to date information about requirements and deadlines, please contact the Academic Affairs Office at 410-234-4637 or visit our web-site at [www.peabody.jhu.edu/prep](http://www.peabody.jhu.edu/prep) and click "Scholarships".

## **Performance Opportunities**

From recitals and repertoire classes to concerts and competitions, the Preparatory offers numerous opportunities for students to hone their performing skills. The following pages have brief descriptions of some of our offerings. More detailed information – including this year's recital and competition dates - can be found on our web-site [www.peabody.jhu.edu/prep](http://www.peabody.jhu.edu/prep) under the heading "Performance Opportunities".

### ***Repertoire Classes***

Repertoire classes are an important part of learning at the Preparatory. These performance-based classes give students the opportunity to perform, discuss, and analyze repertoire, foster sensitive, constructive listening skills, and learn from a variety of faculty members. The Preparatory is one of the few pre-college schools in the country that offer open repertoire classes and we strongly encourage our students to take advantage of these opportunities.

Each department schedules repertoire classes to meet the needs of their students and teachers tell students when they should sign up to participate. Information on exact days and times of repertoire classes is usually available from the Peabody campus (downtown) office and our web-site.

### ***Studio Recitals***

All music students between the ages of 6 and 18 perform twice a year in their teacher's studio recital that is held in place of that week's regular lessons. Studio recitals are scheduled individually by instructors and may be held in conjunction with other instructors within the same, or similar, discipline. Some teachers with larger studios may schedule more than one recital.



### ***Signature Recitals***

Signature Recitals are made available to all students enrolled in private instruction at the Preparatory. Adjudicated by members of our faculty, these recitals offer students the opportunity to get feedback on their playing in an environment more formal than a repertoire class. Signature Recitals are held 5 times each semester (4 Downtown, 1 in Towson) and feature students—selected by their teachers—who have been working on specific repertoire and are ready to perform for an audience.

### ***Vella Silver Memorial Recital Series***

“Silver” Recitals are another opportunity for outstanding Preparatory musicians to perform. Held in December and May, Silver Recitals feature outstanding musicians at all levels of study. In order to be eligible to perform on a Silver Recital, a student must have performed in a Signature Recital and been selected by the adjudicators from that day.

### ***Senior Recitals***

Although students do not technically “graduate” from the Preparatory, we do offer three special opportunities to high school seniors who are finishing their studies. Advanced level students may be asked by the Dean to present an Invitational Senior Recital during their last semester of study. Groups of two to three students may arrange with their teacher to present a shared senior recital. Finally, we invite all graduating seniors to participate in The Senior Recital at the Towson campus. Coordinated by faculty members, this recital gives any senior the opportunity to perform a piece on a recital that celebrates the accomplishments of all seniors.

## **Competitions**

The bi-annual ***Honors Competition*** offers students the opportunity to perform in a recital of the highest caliber. The competition, held at the end of the each semester, is reserved for the advanced students performing advanced repertoire.

Encompassing three age categories (12 and under, 14-18, and 19 and older), the ***Part Recital Competition*** invites accomplished musicians to audition for a recital that is different from any of the Preparatory’s other recitals. For this competition, students prepare 15 to 20 minutes of music - or “part” of a recital. Three or four winners are selected to perform on a recital which is scheduled on a Sunday evening in late April or early May.



The ***Preparatory String Ensemble (PSE) Competition*** is an annual competition that selects a young string student in a solo performance with the ensemble.

Held late in the fall semester, the ***Junior Concerto Competition*** provides intermediate and advanced string, piano and wind students age 14 and under the opportunity to compete for a solo performance with the Preparatory Young Artists Orchestra (YAO).

The ***Concerto Competition*** offers advanced students age 18 and under the opportunity to audition for the chance to perform an entire concerto with the Peabody Youth Orchestra (PYO). The competition is held late in the Fall semester (usually after the winter break) and the performance takes place on the orchestra's spring concert.

## **Other Opportunities**

### ***Annual Awards Ceremony***

We invite all our students and parents to attend the Annual Awards Ceremony. This end-of-the-year tribute to the achievements of our student body features awards, student performances and a light reception. Students are nominated for awards based on their progress and accomplishments through the year.

### ***Faculty Recitals***

Our faculty are respected not only for being outstanding instructors, but also for their skills as performers. The Preparatory presents several faculty recitals per year at the Peabody (downtown) and Towson campuses. Students and families are heartily encouraged to experience what makes our faculty so well respected.

### ***Music Certificate Programs***

The Preparatory offers two certificate programs for our music students. First is the aptly titled *Music Certificate Program* designed for motivated students looking for a strong foundation on their instrument with corresponding courses in music theory. Second is the *Comprehensive Music Certificate Program* - or *CMCP*. The *CMCP* is a broader, more rigorous curriculum for students who have significant time to devote to their musical endeavors.

Brochures about each of these programs are available in PDF format on our web-site under the heading "Music Certificate Programs", by request from the Academic Affairs Office at 410-234-4637, or via email at [gavinf@peabody.jhu.edu](mailto:gavinf@peabody.jhu.edu). (Please include your name and address in your email.)



## **Recital and Concert Decorum**

Learning to be an outstanding performer includes practicing proper concert decorum. It is the responsibility of every student to learn proper behavior for both sides of the stage. Following are guidelines for recital performers and audience members.

### ***For Performers:***

- Plan to arrive at least 15 minutes before the starting time of the concert.
- Appropriate performance attire is essential. Sneakers, t-shirts, flip-flops, jeans or shorts are never acceptable apparel.
- Performers are expected to acknowledge the audience both before and after the performance. If you have never taken a bow before, ask your teacher for a lesson on how to do it properly.
- If accompanied, performers must acknowledge their accompanist to the audience at the end of their performance.

### ***For Audience Members:***

In conjunction with the techniques and skills necessary to perform, the Preparatory strives to develop the complementary skills of how to be an effective and evaluative audience member.

Some guidelines to keep in mind:

- Attentive audiences make the best audiences.
- Audience members should always arrive before the starting time of the concert (at least five minutes before the listed start time).
- Please remain in the audience for the entire concert. Leaving a performance before it is over is considered rude.
- Younger children in the audience should be kept as quiet as possible during the performance.
- During a performance, concert hall doors are closed and should not be opened unless the audience is clapping.
- Please turn off all electronic devices.
- Video taping of Preparatory performances is permitted for personal use only. Video taping should be done from the balcony of the Miriam A. Friedberg Concert Hall and Hilda & Douglas Goodwin Recital Hall and from the back of the hall in all other performance spaces.



## **Beginning Music Lessons with a New Teacher: Guidelines for Parents**

- Provide a supportive, non-judgmental environment.
- Encourage good practice habits.
- Allow and expect an adjustment period of at least three to six weeks.
- Some students have more difficulty adjusting to new situations. If you think this may be true for your child, please speak with your teacher immediately.

### ***Good Practice Habits***

Music lessons can be fun and rewarding, but students need to know that learning to play an instrument requires hard work, commitment, and discipline. Students and teachers work together in developing a good practice routine. Some general guidelines are:

- Establish a regular time when uninterrupted practice can occur.
- Practicing should be done every day. "Cramming" for a lesson is ineffective.
- Make sure instructions are clearly understood at each lesson. Do not be afraid to ask questions.
- Practice needs to be careful and thorough so students need to be awake and able to concentrate.

## **Attendance**

Although the Preparatory does not give credit for courses or dispense diplomas or degrees, we take class attendance seriously. Regular attendance is essential for student progress and is required for all students.

### ***What to do if you know you are going to be absent:***

Students should notify their teacher(s) of absence by contacting them directly at least 24 hours in advance. For last minute emergencies call the appropriate campus. Messages will be left in the teacher's mailbox. Your teacher will not be available to come to the phone and staff will not interrupt a lesson or class to deliver a message.

### ***Student Tardiness:***

Students are expected to arrive for classes and lessons on time. Faculty are required to wait 15 minutes for a tardy student – after this they may leave. If a student is less than



fifteen minutes late, the remaining time will be given, but the lesson will not be extended. In class settings, the tardy student is requested to enter the room quietly so as not to disturb the other students. A teacher may ask the student to observe the remainder of class, if participation is deemed too disruptive.

Faculty members are not required to make up lessons due to student absence and tardiness – even if you notify them in advance. Absences may have further consequences as well. Students may not be allowed to participate in an upcoming recital or concert.

***Faculty Absence/Tardiness:***

If a faculty member misses a lesson it will often be made up during the scheduled make-up week. Faculty may also arrange a mutually agreeable time outside the scheduled make-up week.

***Make-Up Week:***

At the conclusion of each 16-week semester (summer session-6 weeks) there is a scheduled make-up week. This week is designed for faculty to make up lessons that they have missed. It is not used for lessons students have missed.

## **Teacher Changes**

The vast majority of student/teacher relationships at the Preparatory are overwhelmingly positive. However we recognize that due to the close personal nature of private instruction, difficulties can arise. To keep things running smoothly, it is critically important for parents and students to talk with teachers frequently to discuss any problems and concerns. It is better to have an open, ongoing line of communication from the beginning, rather than to let issues go unmentioned until they become irreconcilable problems. Communication is not a one-way street. Consequently our teachers are expected to communicate openly and honestly with parents and students as well.

If problems do arise and communicating with your child's teacher is not working, contact the Academic Affairs Office to discuss possible solutions. We must stress that changing teachers is not a simple process. Even if a change is the best solution, it may not always be possible. Many faculty members have full teaching studios and cannot accept additional students. Thus, requests to change to a specific teacher may be impossible to grant. In extreme cases it may not be possible to change to any other teacher. Because of this, every attempt to resolve an issue without changing teachers will be made.

**Additional policy information can be found in the Preparatory catalog and on our website at [www.peabody.jhu.edu/prep](http://www.peabody.jhu.edu/prep)**



## **The People's Arts School – A Brief History of the Preparatory**

On a summer day in Baltimore in 1894, three sisters—May, Marion, and Bessie—set to work to prepare two rooms in a house on Centre Street to become the town's first music school for children. The driving force behind the project was the eldest sister, May Garrettson Evans, a Peabody Conservatory graduate, who was the first woman reporter for the Sun Papers. Although the Peabody Conservatory of Music had been founded in 1857 as a school to train professional musicians, May believed that Baltimore also needed a school for the musical education of young children.

The idea of organizing the school occurred to her on a day when she was desperate for a news story. Recalling the number of aspiring musicians who came to the Conservatory during her student years with less than adequate training, she decided to call on Asger Hamerik, Director of the Peabody Conservatory, and Dr. Phil Uhler, Peabody's Provost, and suggest that they establish a preparatory school. Her ideas were received with hearty approval and Miss Evans went back to her editor with a story entitled, "Preparatory Music School Talked Of."

"From this entirely unaltruistic beginning the school gradually took shape," recalled Miss Evans some twenty years later. "I worked out a plan of organization and suggested that it might be a good thing for either the Peabody Institute, or the Alumni Association to start such a school as an adjunct to the Conservatory. It was not at that time found expedient for either organization to undertake it; so, being now thoroughly enthusiastic over the plan and loathe to see it dropped altogether, I decided to start the School myself."

In midsummer, 1894, a full-page ad announcing the opening of the new school appeared in the Baltimore newspapers. The school opened in October with 300 students and twenty faculty members. Classes were held anywhere Miss Evans could fit a piano, including the attic and kitchen. By 1898, Miss Evans' thriving institution was officially annexed by the Peabody Conservatory of Music and renamed the Peabody Preparatory School.

The Preparatory became a "People's Arts School". There were no requirements for entrance, and children, parents, and grandparents, whether beginners or previously trained, were welcomed and guided as carefully as those aspiring to be professional musicians and dancers. Clearly, the world has changed in many ways since 1894, but the goals for dedicating the school to providing world-class performing arts faculty and serving students interested in receiving a performing arts education remain paramount.



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Since its origin, the Preparatory has offered the resources and opportunities necessary for the full development of its music and dance students while simultaneously serving the national arts community as a trendsetter in quality arts education. The faculty influences the national arena through performances, speaking engagements, teacher training sessions, masterclasses and competition adjudication. Preparatory programs have garnered national recognition and are replicated by schools from coast to coast. Its students continue to win acclaim in national performances and competitions. The school's reputation has attracted the interest of international visitors and has prompted students from around the world to join the Baltimore community in order to seek their arts education at the Preparatory.



*May Garretson Evans*



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## **Student Notes and Information**



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