

Peabody Preparatory Student Handbook 2024-25



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Welcome to the Peabody Preparatory!

Welcome Note from the Executive Director and the Assistant Director

Dear Students,

Welcome to the vibrant community of the Peabody Preparatory! It is with immense joy and enthusiasm that we extend our warmest greetings to both new and returning students. As the leaders of this esteemed institution, we are thrilled to embark on another enriching year of musical and artistic exploration together.

At the Peabody Preparatory, we believe in the transformative power of music and dance. Our mission is to provide you with a nurturing environment where your talents are cultivated, your creativity flourishes, and your artistic aspirations find wings to soar. Whether you are taking your first steps in the world of melodies and movements or are already a seasoned performer, our dedicated faculty is here to guide and inspire you every step of the way.

As you delve into your lessons, classes, rehearsals, and performances, remember that you are not only developing your skills but also joining a diverse and passionate community. The friendships you forge here and the memories you create will shape your artistic journey and leave an indelible mark on your life and the lives of those around you.

We encourage you to seize every opportunity, embrace challenges, and revel in the delight of artistic expression. Our commitment to excellence, creativity, and inclusivity sets the stage for your personal growth and the blossoming of your artistic voice.

On behalf of the entire Peabody Preparatory team, we extend our heartfelt welcome. Soak up every moment of your creative journey. Here's to making music and dance that fills you with joy!

With warm regards,

Maria Mathieson and Risa Carlson

Where to Direct Questions

We welcome your questions, suggestions, and concerns. Please feel free to direct them to your teacher, your department's chair, or the Peabody Preparatory main office. We are dedicated to supporting your success!

Email: peabodyprep@jhu.edu

Phone: 667-208-6640

Fax: 410-800-4066

Our Mission and Core Values

Mission:

At the Peabody Preparatory, we live out the essence of The Peabody Institute's renewed mission of **elevating the human experience through leadership at the intersection of art and education**. For more than a century, we proudly stand as Maryland's foremost community school for the performing arts. Drawing from a legacy of tradition while embracing innovation, the Peabody Preparatory is dedicated to nurturing the creative potential of artists of all ages and from all walks of life. Our curriculum embodies Peabody's core values, ensuring our students are well-equipped to excel as artists, citizens, and leaders in a world where the arts shape culture and society. By providing diverse training opportunities, fostering a culture of belonging, and celebrating learning, we empower our students to integrate the arts into their lives and communities. At the Peabody Preparatory, we work every day to elevate lives through the transformative power of the arts.

Core Values:

- **Learning:** We are a haven for lifelong learners, fostering an environment that encourages curiosity and celebrates continual growth and development.
- **Impact:** We recognize the profound impact that the arts can have on individuals and society, and we strive to create experiences that resonate deeply and leave a lasting imprint.
- **Respect:** Our community is built upon a foundation of respect, valuing the diversity of perspectives, identities, and cultures that enrich the vibrant artistry of our institution.
- **Innovation:** Innovation is the heartbeat of our approach, with an emphasis on creative thinking that spans both artistic expression and educational methodologies.
- **Equity:** We are unwavering in our commitment to equity, creating an inclusive space where barriers are dismantled, diversity is cherished, and everyone can flourish.
- **Entrepreneurship:** We nurture a spirit of entrepreneurial exploration, empowering students to navigate art and life with resourcefulness, resilience, and adaptability.

History of the Preparatory

The Peabody Preparatory emerged as a visionary project, championed by three pioneering sisters: May, Marion, and Bessie. Led by May Garrettson Evans, a groundbreaking alumna of the Peabody Conservatory and the first female reporter for the Sun Papers, their mission was to establish Baltimore's first music school for children.

This vision became a reality with the founding of the Preparatory Music School, which opened its doors in October 1894. The school welcomed 300 students and employed 20 faculty members, marking the beginning of its journey. By 1898, the institution joined forces with the Peabody Conservatory, transforming into the esteemed Peabody Preparatory School.

With time, the Peabody Preparatory evolved into a "People's Arts School," embracing learners of all ages and abilities. Serving as a nurturing haven for beginners and seasoned performers alike, it cultivated a welcoming artistic community. Despite changes over time, the Preparatory's foundational values have remained consistent, providing a world-class performing arts education and fostering a vibrant artistic community.

Beyond Baltimore, the Preparatory's influence on the national arts scene has been profound. Distinguished faculty members have left a lasting impact through performances, lectures, master classes, and competition adjudication, while students achieved excellence in prestigious performances and competitions. Peabody Preparatory programs have been recognized and emulated across the nation.

Today, this legacy continues, drawing in enthusiasts and aspiring artists of all ages and skill levels. The Peabody Preparatory continues to provide pathways for successive generations to explore and realize their creative potential.

Instruction

Welcome to the Peabody Preparatory! We're thrilled to assist you on your artistic journey through private lessons or group classes in your chosen discipline.

To assist in making this process as seamless as possible, the Peabody Preparatory utilizes an online registration system called [ASAP](#) to manage our enrollment processes to connect you with our staff and faculty.

How to Get Started

Private Lessons

Private lessons offer personalized one-on-one instruction with our world-class instructors, tailored to your unique goals and learning style. We take the time to ensure the best possible match between you and an instructor who aligns with your artistic needs. Here's how to begin:

1. **Submit a Lesson Inquiry Form:** Start by filling out our [Lesson Inquiry Form](#), indicating your preferred area of study (instrument, voice, or dance), availability, and location preferences.
2. **Connect with Your Department Chair:** After receiving your form, our team will arrange a placement meeting for you with the faculty chair of your department of interest. During this session, we'll discuss your current level, learning style, and goals to match you with the best possible instructor.
3. **Confirm with your Teacher:** Following your meeting with the Department Chair, your instructor will contact you to finalize the schedule for your lessons. Feel free to ask questions and get to

know your new teacher! Please note that instructor availability may cause a delay in placement at certain times of the year.

4. **Enroll:** Once your details are confirmed, you will be emailed an invoice. You can pay in full or sign up for a payment plan to complete the enrollment process to secure your spot.

Group Classes - Music

Our Group Classes offer a collaborative learning experience in a supportive group setting for students of all ages. Many of our group classes are small, allowing for individualized feedback. Our group classes are a wonderful way to get started, or to enhance your continued learning with others, and as a great complement to private lessons! To join a Group Class, follow these steps:

1. **Explore our class offerings:** Discover our diverse range of [Group Classes](#), spanning various musical dimensions from Early Childhood Music to theory to ensembles.
2. **Check the Course Description:** While many group classes are suitable for all levels, some may be designed for intermediate or advanced students with prior experience, as well as some that are specifically geared towards adult learners. Certain classes, like ensembles and Performance Academies, might require auditions or placement hearings.
3. **Enroll:** Complete the enrollment process to secure your place in your chosen music group class. You can pay in full or sign up for a payment plan.

Group Classes – Dance

Our dance group classes offer a collaborative approach where students take advantage of working with and learning from peers. Our small class sizes allow for optimal individualized feedback from the instructor. Here's how to join a dance group class:

1. **Explore our class offerings:** Our dance department offers various training programs to cater to different interest levels and needs.
2. **Sign up for a Dance Placement Class/Trial Class:** Use the registration system to sign up for a Dance Placement class, or, if you are an adult student, a Trial Class. The dance department will then connect you with the coordinator of the program that best suits your needs to discuss options.
3. **Enroll:** Complete the enrollment process to secure your place in your chosen dance class or program.

Have Questions?

For any questions or guidance along your journey, our team is here to assist you. Reach out via email at peabodyprep@jhu.edu or give us a call at 667-208-6640. At the Peabody Preparatory, we're committed to supporting you every step of the way as you explore the world of music and dance.

Course Catalog

Explore the exciting range of music and dance opportunities at the Peabody Preparatory! Find detailed information about our comprehensive offerings for all ages and skill levels in our online **Course Catalog**.

<https://peabody.jhu.edu/preparatory/registration-financial-aid/course-catalog/>

Tuition and Fees

[Click here](#) to view Peabody Preparatory's current private lesson tuition and fees. Group class fees vary and can be found via our [online course catalog](#).

Campus Locations

Learning Wherever You Are: Peabody Preparatory Campuses

Peabody Preparatory offers the flexibility to learn music and dance wherever you are! We provide in-person lessons and classes at multiple locations across Maryland, in addition to our online learning options. This allows us to serve a diverse community of students with a passion for the arts.

Find Your Perfect Location:

Explore our variety of campus locations to find the one most convenient for you. Each campus offers a vibrant learning environment and access to our exceptional faculty. Visit our website to learn more about each campus and discover the program offerings available:

<https://peabody.jhu.edu/preparatory/about/campuses/>

Our online learning options extend the Peabody Preparatory experience beyond central Maryland. No matter your location, you can still benefit from our world-class instruction.

Academic Calendar

The Peabody Preparatory academic year runs for 32 weeks, starting after Labor Day and concluding at the end of May. Additionally, we offer a comprehensive summer session that begins immediately following the academic year.

Find Your Schedule:

We provide a detailed academic calendar with important dates and deadlines. You can access it in two convenient formats:

- **Full Calendar:** <https://peabody.jhu.edu/preparatory/registration-financial-aid/academic-calendar/> ([link to the full calendar on the Peabody Preparatory website])
- **Downloadable PDF:** <https://peabody.jhu.edu/preparatory/registration-financial-aid/academic-calendar/> ([link to the downloadable PDF version of the calendar])

Religious Holidays

We strive to be respectful of all religious observances. Peabody Preparatory will be closed for some major religious holidays. A list of these closure dates can be found on our [academic calendar](#).

If you observe a major religious holiday that falls on a regularly scheduled private lesson day, you can reschedule the lesson with **at least one week's notice** to your teacher. This will allow them to adjust their schedule accordingly.

Please note that this policy applies only to private lessons. Classes and ensembles will typically **not** be rescheduled due to religious holidays and will meet at their regular times. However, we encourage open communication with your instructor if a religious holiday conflicts with your participation in a class or ensemble.

Student Evaluations/Progress Reports

At the end of each academic year or upon completion of a mid-year class program, all music students below the age of 18 will receive comprehensive progress reports. These reports are designed to assess and communicate their performance in several key areas, including attendance, preparedness, skill development, and live performances. The evaluation is based on a four-tier scale, comprising the following categories:

1. Excellent
2. Good
3. Satisfactory
4. Needs Improvement

It's important to note that some specialized courses, such as AP Music Theory, may employ a traditional letter grading system. For adult students, we strongly encourage open communication with your instructors regarding your progress. Adult students also have the option to request a written progress report to gain a deeper understanding of their musical development.

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 website at <https://peabody.jhu.edu/preparatory/ways-to-study/performance-opportunities/>.

School-Wide Performance Opportunities

Peabody Preparatory offers students the unique opportunity to showcase their talents in various recitals and competitions throughout the year. With access to top-tier accompanists, our students are well-prepared to excel in these performances. These events provide invaluable experience, foster growth, and offer a platform to share your hard work with the community.

Eligibility:

- **Most recitals and competitions** require you to be actively studying privately with a Peabody Preparatory faculty member. This ensures you're well-prepared for the demands of performance and is a perk for students who study here at the Prep.
- **The Concerto and Aria Competition** is an exception! These competitions are open to **all** Preparatory students, regardless of private study. Whether you're honing your skills through private lessons or thriving in one of our large ensembles, you're welcome to participate!

Private instructors typically submit applications on behalf of their students for competitions and recitals. If you're interested in performing, talk to your teacher and express your desire to participate. They will guide you through the application process and ensure you're fully prepared.

Currently, all recitals and competitions take place at our Downtown campus and are geared toward music students.

Vella Silver Recital Series

The Peabody Preparatory Vella Silver Recital Series offers students of all ages and abilities a chance to perform throughout the semester. Held three times per semester, these recitals allow you to share your well-prepared pieces with a supportive audience of friends, family, and faculty.

Performing at a Vella Silver Recital is a rewarding experience that extends beyond showcasing your skills. You'll receive constructive comments and suggestions from Preparatory faculty (other than your private instructor), which can help you refine your artistry and foster musical growth.

Twice a year (fall and spring), a prestigious **Vella Silver Showcase Recital** takes place. Students are nominated to participate in the Showcase Recital based on an exceptional performance in the Vella Silver Recital Series. Nominations are based solely on performance quality, not the difficulty of the chosen repertoire, ensuring that students are recognized for their dedication and musicality. Students nominated for the Showcase have the opportunity to perform the same piece they played at a Silver Recital for a larger audience.

The Vella Silver Recitals and Showcases are excellent opportunities to gain valuable performance experience, receive insightful feedback, and celebrate your musical growth. We encourage all students to participate in the Silver Recitals and strive for nomination to the Showcase Recitals.

Lynn Taylor Hebden Advanced Competition

The Lynn Taylor Hebden Advanced Competition, held every spring, is a unique opportunity for students to showcase their musical talents. Participants prepare 15-20 minutes of music, which can consist of multiple pieces or a single large work. They are evaluated by distinguished performers and educators from outside the Preparatory community. Our esteemed guest adjudicators select three to four winners, ensuring representation from each of the following age divisions: 12 and under, 13-18, and 19 and older. Winners are invited to perform at the prestigious Lynn Taylor Hebden Winners Recital, held every spring.

About Lynn Taylor Hebden: Lynn Taylor Hebden's remarkable 70-year history with the Peabody Institute began in 1942 as a Preparatory student under the tutelage of Josephine McLaughlin. She earned both a Teacher's Certificate and an Artist Diploma from the Conservatory and joined the Preparatory faculty in 1952. Hebden was appointed director of the Preparatory in 1971 and served in that role until 1983. Throughout her tenure, she was a beloved mentor and friend to many faculty, staff, and students. Lynn Taylor Hebden passed away in February 2013, leaving behind a lasting legacy. The Lynn Taylor Hebden Winners Recital honors Hebden's significant contributions and enduring impact on the Peabody Preparatory community.

Preparatory Honors Competition

Each semester, the Preparatory Honors Competition gives our most advanced students the opportunity to demonstrate their technical and musical prowess. Renowned performers and educators from outside the Preparatory community are invited to adjudicate our students as they perform advanced repertoire at the highest caliber. Five to seven competitors are chosen to perform on the bi-annual **Fran G. Zarubick Honors Recital** – a musical tour de force showcasing the incredible talent cultivated at Peabody Preparatory.

About Fran G. Zarubick: Fran G. Zarubick, an influential leader and advocate in the realms of arts education and community engagement, served as Dean of the Peabody Preparatory, Adult Studies and Elderhostel from 1984 to 2002. During her time at the Preparatory, Zarubick launched innovative collaborative programs with Baltimore City Schools and other community partners which continue to shape educational opportunities for Preparatory students to this day.

Preparatory Concerto and Aria Competition

The Preparatory Concerto and Aria Competition provides developing students at all levels the opportunity to perform as a featured soloist with one of the Preparatory's esteemed large ensembles. Winners can expect to walk away from this unique learning experience with a heightened understanding of collaboration, communication, and confidence. There are three competition divisions, each with their own winner:

- *PSE Concerto Competition*: violin, viola, and cello students ages 13 or under can compete for a chance to perform one movement of their concerto with the Preparatory String Ensemble (PSE). One winner is selected to perform.
- *Intermediate/Advanced Concerto and Aria Competition*: students ages 14 or under from all departments are invited to compete with intermediate or advanced repertoire. One winner will be chosen to perform a movement of their concerto with either the Young Artist Orchestra (YAO) or Preparatory Wind Orchestra (PWO) depending on the instrumentation of the repertoire.
- *Advanced Concerto and Aria Competition*: students ages 18 (who have not yet graduated high school) or under from all departments are invited to compete with advanced repertoire. Three performers are chosen – one representing strings, one representing piano, and one representing winds, brass, percussion, plucked strings, and voice. Of these three, one winner will be selected to perform their full concerto with the Peabody Youth Orchestra (PYO). The other two will be named as “runners up” and will perform one movement of their concerto with PYO.

Winners from our Intermediate/Advanced and Advanced divisions will perform on the Peabody Preparatory Concerto and Aria Extravaganza Concert held early in the spring semester, and the winner of the PSE Concerto Competition will perform on the ensemble’s Spring Concert held in May. For more information regarding eligibility and repertoire requirements, please visit the [Concerto Competition Rules](#) page on our website.

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 approved by the Executive Director to present an Invitational Senior Recital during their last semester of study. Groups of two students may arrange with their teacher to present a joint 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.

Departmental Performance Opportunities

Dance

The Preparatory Dance Department prides itself on offering professionally produced and imaginative dance performances throughout the year, free of charge to all audiences. Performances provide an excellent opportunity for students to apply technical accomplishments from dance class to established choreography, as well as practice critical skills in presentation, performance quality, and artistry. The opportunity to participate in performances allows the student to share the craft of dance with those beyond the studio walls and is a crucial part in the development of a dance student. The various performances offered throughout the year are geared towards different levels of students based on their progression of training and readiness for participation in the shows. Details about each of our on-campus and off-campus performance offerings can be found through the following links:

- [Performance at The Walters](#)
- [Dance&Play for Early Childhood](#)
- [Winter Open House](#)
- [Student Choreography Showcase](#)
- [Spring Showcase](#)
- [End-of-Year Performance](#)

Large Ensembles

At Peabody Preparatory, our exceptional [Large Ensembles Program](#) stands as a cornerstone of musical excellence, offering students an unparalleled opportunity to grow as musicians and individuals. With a diverse range of ensembles, there's a perfect fit for every student's musical journey.

Benefits of Joining a Large Ensemble

- **Enhanced musical skills:** Performing in an ensemble helps students develop their technical abilities, musicianship, and ensemble playing skills.
- **Increased confidence:** Performing in front of an audience can boost students' self-esteem and confidence.
- **Sense of community:** Ensembles provide a supportive and collaborative environment where students can make friends and connect with like-minded musicians.
- **Life skills development:** Participating in ensembles helps students develop important life skills such as teamwork, discipline, and time management.

Our Ensembles

Symphonic

- [Peabody Youth Orchestra](#): Our flagship and most prestigious large ensemble, featuring our most advanced young musicians in strings, winds, brass, and percussion. This orchestra performs major orchestra repertoire and has many performance opportunities. Audition required.

Strings

- [Future Misbin Ensemble](#): A foundational ensemble for emerging string players in middle to late elementary, providing a supportive environment to develop essential skills and prepare for the Misbin New Directions Ensemble. Placement required.
- [Misbin New Directions Ensemble](#): A developmental ensemble for emerging string players in middle and high school, offering a dynamic and engaging experience. Students will refine their technique, learn ensemble playing, and explore a diverse repertoire. Placement required.

- **[Peabody String Ensemble](#)**: This ensemble is designed as an ideal fundamental orchestral experience for younger beginning through intermediate students of violin, viola, cello and bass. Audition required.
- **[Young Artists Orchestra](#)**: This premier ensemble is for intermediate to advanced level students in a medium-sized orchestra for strings, winds, brass, and percussion. Audition required.

Winds, Brass, and Percussion

- **[Peabody Concert Band](#)**: A foundational ensemble for beginning-level wind, brass, and percussion players. Students will develop essential skills, build a strong foundation in music theory and technique, and experience the joy of performing in a supportive ensemble. Audition required.
- **[Peabody Wind Band](#)**: An intermediate-level ensemble that offers a more challenging and engaging experience. Students will refine their technique, learn advanced repertoire, and develop their musicianship in a collaborative setting. Open to intermediate level winds, brass, and percussion players. Audition required.
- **[Peabody Wind Orchestra](#)**: Our premier wind ensemble, renowned for its exceptional musicianship and performances. This ensemble is open to advanced players and offers the opportunity to perform challenging repertoire and collaborate with professional musicians. Open to advanced wind, brass and percussion players. Audition required.

Jazz

- **[Improvisation Ensemble](#)**: A foundational ensemble for students seeking to explore jazz improvisation and performance. Participants will develop their improvisational skills, learn jazz theory, and play in a supportive and collaborative environment.
- **[Congregation](#)**: Our premier big band, renowned for its dynamic performances and diverse repertoire. This ensemble offers advanced musicians the opportunity to refine their skills, play challenging arrangements, and contribute to a vibrant jazz community. Open to advanced level players of all instruments. Audition required.

We invite all students to experience the transformative power of our large ensembles. These groups offer an immersive experience that shapes well-rounded musicians and individuals. Our ensembles perform in world-class venues, are led by expert musicians, and provide unparalleled exposure and opportunities for growth.

Peabody Children's Chorus

The Peabody Children's Chorus (PCC) Ensembles provide age-appropriate vocal training to children ages 6 to 18. Students learn art and folk music of various cultures, historical periods, and styles while also being sequentially introduced to music literacy concepts and ear-training. Each year, PCC Ensembles

present a Winter Concert and Spring Concert at Shriver Hall in Baltimore and are often invited to perform at exceptional venues like Meyerhoff Symphony Hall, The Kennedy Center, and Carnegie Hall with esteemed groups like the Baltimore Symphony Orchestra. Every other year, PCC takes its most advanced students on tour. Past tours have included performing in historical venues like St. Paul's Cathedral in London, St. Peter's Basilica in Rome, and Notre Dame Cathedral in Paris.

Peabody Plus for Adult Learners

The Peabody Plus program offers a vibrant and welcoming community for adult learners who are passionate about music and dance. This program welcomes all ability levels, from beginners picking up an instrument for the first time to seasoned performers looking to refine their skills.

Explore Your Creativity and Connect with Others:

- **Diverse Coursework:** Delve into a wide range of dance and music disciplines, including classical chamber music and contemporary dance. All courses are designed for non-degree seeking adults.
- **Supportive Learning Environment:** Learn from experienced faculty in a nurturing, low-pressure setting alongside classmates of similar experience levels.
- **Build Community:** Many departments host informal gatherings where you can share your progress and connect with fellow students in a friendly and encouraging atmosphere.

Performance Opportunities:

- **Peabody Plus Soirées:** These informal, open-mic events allow you to share your work-in-progress with peers in a relaxed and supportive environment. Participation is optional and a great way to gain performance experience in a low-stakes setting.
- **Departmental Recitals:** Certain departments, like Adult Chamber Music, offer performance opportunities throughout the year. Participation is often determined by instructor nomination and allows you to showcase your skills with fellow dedicated students.
- **Plus Recitals:** Once per semester, instructors may nominate students to perform complete pieces on a dedicated Peabody Plus Recital. This recital features standout performers from across all departments alongside the Adult Dance Ensemble.

The Peabody Plus program provides a rewarding journey for adult learners to explore their artistic passions and connect with a supportive community of fellow musicians and dancers.

Repertoire Classes

Private lesson students at Peabody Preparatory enjoy the unique advantage of complimentary Repertoire Classes offered by each department. These performance-focused classes are designed to

refine your performance technique and provide a valuable opportunity to test out pieces that are in progress or nearly ready for a recital.

Repertoire Classes offer:

- **A supportive environment:** Share your prepared pieces with peers and faculty, gaining valuable performance experience.
- **Constructive feedback:** Receive expert guidance and refine your skills through meaningful discussions about your performance.
- **Exposure to diverse repertoire:** Explore a wide range of musical styles and composers, deepening your understanding of the musical landscape.
- **Learning from experienced faculty:** Benefit from the expertise of our diverse faculty members, who share their knowledge and insights to accelerate your musical growth.
- **Enhanced listening skills:** Hone your critical listening by observing your classmates' performances, fostering a community of mutual learning.

Peabody Preparatory is one of the few pre-college institutions nationwide to offer open Repertoire Classes included in your tuition. We strongly encourage all private lesson students to take advantage of this exceptional opportunity to excel as both a musician and performer.

Each department tailors the Repertoire Class schedule to best fit the needs of its students. Instructors will guide you through the sign-up process, ensuring your performance experience complements your personal learning journey.

Studio and Departmental Recitals

All music students in private lessons have the opportunity to perform in at least one studio or departmental recital during the year. These recitals take the place of a regular lesson week and provide a valuable experience for you to share your musical progress with a supportive audience. Your private lesson teacher will work closely with you to help you prepare for your recital and will keep you informed about the schedule and arrangements.

Benefits of Participating:

- **Performance Experience:** Gain valuable stage presence and confidence by performing in front of an audience.
- **Motivation and Goal Setting:** Preparing for a recital provides a clear goal and can help focus work and provide motivation throughout the semester.
- **Peer Support and Celebration:** Receive supportive applause from peers and celebrate your hard work!

Studio and Departmental Recitals offer a rewarding experience for young musicians to showcase their skills and progress in a supportive environment.

Master Classes

Master classes are a chance to gain valuable insights from world-renowned artists. Students are nominated by their teachers to perform in master classes, and these interactive sessions offer a unique opportunity for both performers and observers to learn and grow.

What to Expect:

- **Perform and Receive Expert Feedback:** Selected students will have the chance to perform for the guest artist and receive personalized feedback on their technique, artistry, and stage presence. These insights will be invaluable for improving your future performances and practice sessions.
- **Observe and Learn from the Masters:** Even if you're not performing, attending a master class is an exceptional learning experience. You'll watch the guest artist interact with performers, offering valuable tips and techniques applicable to your own artistic journey.
- **Open to All:** Master classes are open to both performers and non-performing students, fostering a vibrant learning environment for everyone.

Music Certificate Program

The Peabody Preparatory Music Certificate Program offers a structured curriculum for dedicated strings and piano students seeking to deepen their musical knowledge and instrumental skills. This program is ideal for students who are passionate about music and eager for a structured learning environment that fosters excellence.

What You Can Expect:

- **Rigorous Instruction:** Our renowned faculty-artists provide in-depth instruction on your chosen instrument, helping you refine technique, build confidence, and explore advanced repertoire.
- **Comprehensive Music Theory:** You'll delve into music theory alongside your instrumental studies, gaining a well-rounded understanding of music theory and how it applies to your playing.
- **Benchmarking Progress:** Regular certificate exams serve as milestones in your musical journey, allowing you to track your growth and celebrate achievements. Exam details are readily available online on our [Music Certificate Program](#) page.
- **Recognition of Accomplishments:** Upon successful completion of each level (Elementary, Intermediate, and Advanced), you'll receive a certificate acknowledging your dedication and progress. This certificate can be included in applications for higher level music study, demonstrating your commitment to musical excellence.

Your instructor can discuss your musical goals and determine if the Music Certificate Program aligns with your musical aspirations.

Performance Academies

Peabody's Performance Academies offer a comprehensive program for serious young musicians seeking to refine their skills and connect with a passionate musical community.

Designed for Focused Study:

- **Specialized Academies:** Each academy caters to a specific instrument or vocal discipline, providing in-depth instruction tailored to your chosen area.
- **Renowned Faculty:** Learn from Peabody's esteemed faculty, who will guide your musical development with their expertise.
- **Comprehensive Learning:** The program extends beyond individual lessons to include large ensembles, music theory, chamber music, and unique academy classes featuring guest teachers.
- **Collaborative Environment:** Develop valuable performance experience and lasting connections with fellow musicians in a supportive atmosphere.

Learn More:

Visit the [Performance Academies](#) page on our website to explore specific programs, curriculum details, and application information.

Pre-Conservatory Violin Program

The Peabody Preparatory's Pre-Conservatory Violin Program (PCVP) provides a rigorous and supportive environment specifically designed for highly skilled and dedicated young violinists with a strong potential for a professional career in music performance.

Program Highlights:

- **In-Depth Exploration:** PCVP students receive weekly private lessons from renowned Peabody faculty, allowing them to delve deeply into repertoire and refine their technical skills.
- **Comprehensive Curriculum:** Beyond private lessons, the program offers additional classes focusing on technique, musicianship, and performance skills. Students gain valuable ensemble experience through participation in small ensembles and orchestras.
- **Performance Opportunities:** PCVP fosters student development as performers through collaborations with the Performance Academy for Strings and provides opportunities to perform in master classes, recitals, and area competitions, all with the support of a professional accompanist.

- **Enrichment Opportunities:** In consultation with their teacher, PCVP students can explore additional enrichment opportunities offered by the Preparatory, such as studio recitals, competitions, the Youth Orchestra Program, music theory courses, and the Certificate Program.

Learn More:

For detailed information about the PCVP curriculum, application procedures, and other student resources, read more on our [Pre-Conservatory Violin Program webpage](#).

Student Recognition and Awards

At the Peabody Preparatory, we take immense pride in our students' remarkable accomplishments and contributions. These awards and celebrations reflect our commitment to fostering a vibrant and supportive learning environment where dedication and talent are recognized and celebrated. All awards are recognized during our end of the year Showcase Recital.

Here's how we recognize student achievements:

Teacher-Nominated Awards

- **Achievement Awards**, awarded to deserving students for outstanding progress and accomplishment throughout the school year.
- **Performance Awards**, given to students who have had an outstanding individual or ensemble performance in a major public concert within the past academic year.
- **Service Awards**, acknowledging individuals who volunteer their time and talents to enhance the overall Peabody Preparatory environment.

Competition Winners

We proudly showcase the winners of our various student competitions, highlighting their dedication and musical excellence.

Director's Awards

Peabody Preparatory also honors winners of the following special Director's Awards:

- **The Richard Franko Goldman Prize** commends an outstanding member of the Peabody Youth Orchestra.
- **The Victoria Gittings Prize** applauds a student with outstanding accomplishments in piano.
- **The Louis Cheslock Prize** recognizes a student with remarkable achievements in composition.

Certificate Program Achievement and Graduating Seniors

We recognize all students who successfully complete their certificate programs and our graduating seniors.

Policies

Attendance Policy

When you enroll in private or group lessons at the Peabody Preparatory, you are securing a specific day and time with your instructor that cannot be reassigned in the event of your absence. Consequently, we are unable to provide refunds or makeup lessons for student absences, which may encompass various reasons such as travel, academic obligations, or illness, even when notice is given in advance.

If you discover that you cannot attend your in-person lesson, possible alternatives might be:

- Requesting an Online Lesson: You have the option to request an online lesson as a substitute for your in-person session. Please be aware that this choice may not always be accessible without sufficient advance notice.
- Providing a Self-Recording: Another avenue available to you is to supply a self-recording of your practice, which your instructor can utilize for feedback.

Instructor Unavailability:

If your designated instructor is unavailable for your lesson, they will work with you to provide a maximum of two alternative dates for rescheduling the lesson. In many cases, a make-up lesson will be offered during our make-up week at the end of each semester, which is reserved for lessons that teachers need to miss. In certain cases, a substitute instructor may be asked to cover your regular lesson time. This will be determined on a case-by-case basis. Nevertheless, please be mindful of the following:

- If you miss an agreed-upon rescheduled lesson, it will be treated as a student absence, and no refund will be issued.
- In the event that you are unable to attend either of the two rescheduled dates, the lesson will be forfeited without a refund.

Transition to Online Instruction:

In the event that the Peabody Preparatory or an individual faculty member needs to temporarily shift to online instruction due to health and safety concerns, your scheduled lessons will proceed as initially arranged. Please be aware that these lessons will not be eligible for a refund or makeup.

Student-Teacher Communication:

We strongly encourage both private instruction and group class students to directly communicate with their instructors. While the Preparatory office is always available to assist with messages, direct

communication between students/parents and teachers is the most effective means of addressing any last-minute concerns or scheduling adjustments.

Drop off and Pick up Procedures

For the safety and well-being of all students, we ask that you pick up your child promptly following their class or lesson. Faculty and staff are not available to supervise children outside of designated teaching times.

We ask parents and guardians to follow these procedures when dropping off and picking up students:

Designated Entrances: Please use the following designated entrances for student drop-off and pick-up:

- **Main Entrance:** 17 E. Mount Vernon Place
- **The Peabody Garage Entrances:** Located on the second floor of the Peabody Garage (606 St. Paul Street). Note that the preferred entrance for all guests is the Main Entrance.

Parking Information:

- **Limited Street Parking:** Street parking is available around the Peabody campus, but it can be limited. Please be prepared for potential delays when using street parking.
- **Parking Garage:** The Peabody Garage located at 606 St. Paul Street offers paid parking for visitors. The first 15 minutes of parking are free.

We encourage parents and guardians to plan their arrival and departure times accordingly to ensure a smooth transition for their students.

Teacher Changes

At Peabody Preparatory, we believe a strong student-teacher relationship is crucial for your musical growth. However, if you feel a different instructor might better suit your learning style, we encourage open communication.

Here's how we can help:

- **Talk to Your Current Teacher:** An open conversation with your current teacher is the first step. Sharing your concerns and learning goals can help them tailor their approach or suggest strategies to improve the dynamic.
- **Meet with Your Department Chair:** If you still feel a change is necessary, you can request a meeting with your department chair. They will work with you and your current teacher to explore options and find a suitable fit.

- **Official Teacher Change Requests:** To ensure a smooth transition and accurate communication, any official requests regarding a teacher change should be directed to the department chair.

Our Commitment to You:

We are dedicated to supporting your artistic journey and finding a learning environment where you can thrive. Your Chair will work to find a suitable teacher match, considering your learning preferences and teacher availability.

Under-enrolled Classes

At Peabody Preparatory, we offer a diverse range of classes. Occasionally, a class may not meet the minimum enrollment requirement to run as planned. Here's what you can expect in such situations:

Early Communication: We value your time and learning goals. If a class is at risk of cancellation due to low enrollment, we'll notify you proactively at least two weeks before the scheduled start date.

Working Together: Our priority is ensuring your continued learning experience. We'll work collaboratively with you to explore alternative options, such as:

- **Transferring to another class:** If space is available, we can help you find a suitable alternative course that aligns with your interests.
- **Delayed Start:** In some cases, we may delay the start of the class by a week to allow for additional registrations.

In the event that none of these options work for you, we will:

- **Provide a Full Refund:** We will promptly process a full refund of your tuition for the canceled class.
- **Apply Payment Elsewhere:** You're welcome to apply your payment towards a different class or private lessons offered by Peabody Preparatory.

Financial Policies

A Flexible Refund policy is available for all students.

We understand that unexpected schedule changes can pop up, even in the most organized schedules! To give you peace of mind, we offer flexible cancellation options for your family's classes/lessons. Please refer to our [Refund Policies](#) for specific refund dates for each semester.

Full Year/Semester Classes

Date of Withdrawal Request	Cancellation Fee
Prior to 1 st day of Class	No charge
Day 1-Day 6	25% of tuition charged
Day 7- Day 13	50% of tuition charged
After Day 14	No refund

Private Lessons

Date of Withdrawal Request	Cancellation Fee
Prior to 3 days before start date	No charge
Less than 3 days prior to start date	1 lesson fee charged
Lesson start date & after	No refund

Drop-in Classes and Semester Passes:

Please note that drop-in class fees and semester passes are non-refundable and non-transferable.

Full-Year Class/Lesson Opt-Out Option (September-May):

For full-year classes or lessons, you can choose to opt out of the second semester by submitting the Lesson/Class Drop Form by the second week of January. You will receive a pro-rated refund of 50% of the remaining tuition. Requests after this deadline are not eligible for a refund.

General Refund Information:

- Refunds are processed using the same payment method used for the initial enrollment.
- Allow 4-6 weeks for processing after your withdrawal request.
- Registration fees are non-refundable.

Full Refund Exceptions:

- Medical withdrawal with documented proof from a physician (pro-rated for mid-semester withdrawals).
- If Peabody cannot assign a teacher for the requested private lesson.
- If Peabody cancels the class, lesson, or program before the start date.

Submitting a Withdrawal Request:

To withdraw from any class or lesson, submit a Lesson/Class Drop form.

Questions? Contact us!

For any questions or clarifications, feel free to contact us at 667-208-6640 or peabodyprep@jhu.edu.

Payment Options and Tuition Remission

Peabody Preparatory offers several convenient ways to pay for your classes and lessons. You can choose the method that best suits your needs:

Payment Methods:

- **Credit Card:** We accept major credit cards (VISA, MasterCard, Discover, American Express) and debit cards for a quick and easy checkout.
- **Check:** If you prefer, you can mail a check payable to Peabody Preparatory.
- **JHU Tuition Remission (eligible JHU employees):** Full-time Johns Hopkins University faculty, staff, and retirees may be eligible for tuition discounts. See [details](#) and [eligibility requirements](#).

Monthly Payment Plans:

For those who prefer to spread out the cost, Peabody Preparatory offers a monthly installment payment plan with a nominal fee. Siblings enrolling together can be included in a single payment plan to minimize fees. All installments must be paid in full by the end of the semester.

Paying Online:

All payments are due at the time of registration, which can be conveniently completed online. You can choose your preferred payment method during the registration process.

Need Help?

If you have questions about payment options or tuition remission, please contact us at 667-208-6640 or peabodyprep@jhu.edu.

Scholarships

Peabody Preparatory is committed to making a high-quality arts education accessible to talented students from all backgrounds. To help you pursue your artistic goals, we offer both general scholarships as well as several unique tuition-free programs for qualified students. If you are interested in learning more about scholarships and financial aid opportunities at Peabody Preparatory, please visit our website or contact our Admissions Office.

General Scholarships

- **Need-Based Support:** A limited number of partial scholarships are awarded annually based on financial need. These scholarships are designed to help deserving students overcome financial barriers and focus on their artistic development.
- **Application Process:** To apply, you will need to complete a detailed online application, submit a teacher recommendation form, and provide prior year tax documentation.
- **Commitment to Excellence:** Scholarship recipients are expected to maintain a strong work ethic and dedication to their studies. Renewal is not automatic, and students must reapply each year.

Tuned-In

Since 2007, the Tuned-In program at Peabody Preparatory has empowered underserved Baltimore area students with life-changing music education. This tuition-free initiative goes beyond musical training, fostering essential skills and behaviors that lead to success in college, careers, and life. Tuned-In serves students from Baltimore City, Baltimore County, Howard County, and Anne Arundel County. Learn more about Tuned In [here](#).

Baltimore-Washington Musical Pathways

The Baltimore-Washington Musical Pathways (BWMP) empowers students in grades 8 to 12 from underrepresented communities to pursue their dreams of a career in music. This collaborative initiative paves the way for a more diverse and vibrant orchestral future.

BWMP is a collaborative effort dedicated to increasing diversity in U.S. orchestras. We achieve this by:

- **Supporting Young Talent:** We provide resources, guidance, and training to talented students from diverse backgrounds, who aspire to become professional musicians.
- **Preparing for Success:** BWMP equips students with the skills and knowledge needed to thrive at top music conservatories and universities.

BWMP brings together leading institutions in the Baltimore-Washington region:

- Peabody Institute of the Johns Hopkins University
- John F. Kennedy Center for the Performing Arts
- National Symphony Orchestra
- DC Youth Orchestra Program
- Levine Music

This network offers students invaluable mentorship and opportunities to excel.

Learn More: [Visit the program webpage here](#) to learn more about eligibility and how to apply.

Estelle Dennis/Peabody Dance Training Program for Boys

Established in 2009, the Estelle Dennis/Peabody Dance Training Program for Boys provides a unique opportunity for boys in the Baltimore metropolitan area to develop their talents in dance. This tuition-free program welcomes students of all experience levels, including beginners .

Program Highlights:

- **Expert Instruction:** Students receive high-quality dance training in a dedicated all-boys class.
- **Performance Opportunities:** The program offers opportunities for students to showcase their skills by participating in Peabody Dance performances.
- **Master Classes:** The program provides access to master classes with accomplished male dancers, allowing students to learn from experienced professionals.
- **Supportive Environment:** The all-boys class setting fosters a supportive and encouraging atmosphere for students to develop their confidence and refine their dance technique.

[Click here](#) to visit the program's webpage for more information.

Non-discrimination Policy

Peabody Preparatory is dedicated to creating a welcoming and inclusive environment where everyone feels valued and respected. We believe that all individuals deserve to learn, work, and perform in a space free from discrimination and harassment of any kind. Our policy can be found [here](#).

Inclement Weather Policy

In the event of inclement weather, Peabody Preparatory makes decisions on the delayed opening or closing of each campus independently of local school districts. There are a variety of options if the Preparatory must close due to inclement weather including shifting to online lessons or rescheduling the class. Please contact your teacher regarding the specific inclement weather plan.

Closure Announcements:

- **Weekdays:** We will announce any weather-related closures by 1:00 PM.
- **Saturdays:** We will announce any weather-related closures by 7:00 AM.

How We Communicate Closures:

Closure announcements will be sent directly to you via email and posted on our website and social media.

We recommend checking your email regularly, especially during periods of inclement weather.

Photo and Recording Policy

Peabody Preparatory may photograph and record (video, audio, or other technologies) classes, programs, performances, and participants at our facilities and properties, including online instruction. This permission may also be extended to authorized staff, external personnel, and media representatives.

How We Use Photos and Recordings:

These photos and recordings are used solely for promotional and educational purposes to benefit Peabody Preparatory. They may be used in future publications (print or electronic) and media communications for both Peabody and The Johns Hopkins University.

Your Consent

By enrolling and accepting our Acknowledgement of Risks waiver via our online registration system, you grant consent for the video or audio recording or photographing of yourself and/or your child for these purposes.

COVID Policy

Peabody Preparatory follows the latest COVID-19 guidelines established by Johns Hopkins University. For detailed information on these guidelines, please visit the Johns Hopkins University COVID-19 information webpage: <https://covidinfo.jhu.edu/>.

Peabody Preparatory Unified Student Code of Conduct

[Effective June 2024]

The Johns Hopkins Peabody Preparatory is committed to elevating human experience by leading at the intersection of art and education. It provides unique opportunities for artistically curious people from diverse backgrounds, ages, and skill levels to come together in pursuit of artistic challenge and growth, within a supportive environment built on respect, responsibility, and trust.

The Peabody Preparatory expects the highest standards of behavior both in deportment and in dedication to artistic pursuits. For purposes of this Peabody Preparatory Student Code of Conduct, a “student” is defined as any individual registered in one or more lessons, classes, ensembles, or programs offered by the Peabody Preparatory.

The conduct standards, below, fall into two distinct but related areas that contribute to creating a positive learning environment (online, in the classroom, and in informal settings) for all students: respectful behavior and artistic integrity. The Peabody Preparatory may amend this Code from time to time. Students are expected to read, be familiar with, and abide by this Code. Nothing in this Code shall affect the inherent authority of the Peabody Preparatory to take actions deemed necessary to further

the educational mission of the Peabody Preparatory or to protect the safety and security of the Peabody Preparatory community.

STANDARDS

Respectful Behavior Guidelines

Students are expected to show respect for themselves and for their peers and adults that make up the Peabody Preparatory community. These standards encompass behaviors exhibited during in-person experiences and during online experiences, as well as in communications among community members.

All students are expected to:

- **Be respectful.** Respect individuals of all races, cultures, religions, genders, gender identities or expressions, ages, sexual orientations, abilities, and national origins. Behave in a cooperative, safe, and responsible manner toward all people in the Peabody Preparatory community and to people at host institutions and local communities facilitating Peabody Preparatory programs.
- **Lead with kindness and civility.** Be respectful and kind in all communications, both in-person and online. Be careful with the tone in speaking and writing; it's harder for others to recognize emotions when they can't see and hear the speaker. Reread written communications before sending to make sure they clearly communicate ideas in a scholarly way.
- **Support a safe space for ideas.** Respect the ideas of others. Stay on topic in discussions and use course information to support arguments. Disagree respectfully. Tell a faculty or staff member if feeling bullied or unsafe.
- **Support a safe space for individuals.** Be conscious of interactions with others. Strictly avoid any physical, verbal, or electronic conduct that could reasonably be interpreted as threatening or causing physical or emotional harm to any person. Weapons of any kind are prohibited at all Peabody Institute spaces and events. Possession or use of additional prohibited items or engaging in illegal activity during any Peabody Preparatory programming is a violation of this Code.
- **Respect property.** Respect the property of others. The touching, handling, or using of another person's property should only be done with clear, express permission of the property owner.
- **Protect privacy.** Do not share classmates' personal information, work, posts, or links to workspaces (such as Zoom) with others.
- **Be present.** Attend all scheduled in-person or virtual events, including all lessons, classes, recitals, concerts, programs, meals, social activities, and meetings.
- **Take responsibility for their own work and actions.** Acknowledge conflict or inappropriate behavior and demonstrate effort to improve.
- **Cooperate with Peabody Institute faculty and staff supervision.** Comply with all instructions, directions, and requests of Peabody Institute faculty and staff. If uncomfortable with a request, bring to the attention of another faculty or staff member.

Academic and Artistic Integrity

All students at Peabody Preparatory must adhere to the highest standards of academic and artistic honesty and integrity in all programs and services. This includes maintaining integrity in coursework, assignments, and other academic endeavors, and all artistic pursuits. While academic integrity is a fundamental aspect of respectful behavior, this section specifically addresses the completion and representation of coursework and assignments.

All students are expected to:

- **Strive to do their best work.**
- **Present their own original work.**
- **Use appropriate acknowledgement.** When including the work of others, whether paraphrasing, using direct quotes, or extrapolating, acknowledge the source of the material.
- **Follow appropriate use of AI.** The use of generative artificial intelligence (AI) such as ChatGPT is not considered original work. AI should only be used as specifically authorized by the course instructor and must be appropriately acknowledged.
- **Seek permission for tool use.** Technology is rapidly changing. As new tools become available, students must seek permission for their use to ensure that it is not interfering with learning objectives or producing an unfair advantage.
- **Refrain from cheating, plagiarism, fabrication, and facilitating academic dishonesty.**

Definitions

Most acts of academic dishonesty fall into one of the four categories noted below. These definitions are designed to help students and families understand potential violations of the above standards.

Cheating occurs when a student uses books, notes, or other aids, including generative AI, not permitted by the instructor, or copies work from another student. Examples include, but are not limited to, failing to follow rules for online or in-person assignments and assessments (e.g., time-limits, closed-book, calculator, phone, or other mobile device use, etc.); asking another student to provide answers on a non-collaborative assignment or assessment; and unauthorized use of generative AI.

Plagiarism occurs when a student intentionally presents another's work as their own or takes credit for someone else's ideas. This includes using another's words, phrases, code, theories, or ideas verbatim, as well as paraphrasing them, or using AI-generated material, without acknowledging the source. Additionally, self-plagiarism occurs when a student submits the same or substantially similar work for multiple courses without permission.

Fabrication occurs when a student misrepresents or makes up data, quotations, sources, or other information or uses AI-generated information that they have not independently verified and acknowledged.

Facilitating Academic Dishonesty occurs when one student helps, asks, persuades, or pressures another student to cheat, plagiarize, fabricate, or engage in any form of academic dishonesty.

PROCEDURES

Peabody Preparatory faculty and staff in-person and online will naturally encounter student behaviors that need correction but fall below the level of seriousness that warrant these procedures. These procedures do not replace the processes used for documenting and addressing those less severe incidents and concerns. The following procedures are for incidents that require significant Peabody Preparatory attention because of their severity or their recurrence.

Initial Assessment

An incident of student misconduct may be reported by any member of the Peabody Preparatory community. Students are expected to share suspected misconduct with a faculty or staff member, who will report the allegations to the relevant Department Chair or their designee for review.

The Department Chair will gather the details in a single folder or document and do an initial assessment of the situation. They may wish to speak to the individuals involved in the incident and document any discussions.

Following this initial assessment, the relevant Department Chair may make one of three determinations:

- There is no violation—case is documented and closed.
- The violation warrants a verbal warning with program-level corrective action.
 - Student and parents/guardians are notified.
 - Violation & verbal warning is documented.
- The violation *may* warrant more than verbal warning or program-level remediation.
 - The following documentation is prepared:
 - Description of alleged violation
 - Timeline of the relevant events
 - Brief description of any communications with the student/family or others involved in the incident.
 - Description of any interim actions that may have occurred (e.g., reprimand by a staff member, instructor warning on previous suspect assignments, etc.)
 - The case is passed to the Peabody Preparatory Student Conduct Committee (“Committee”) via the Assistant Director of the Preparatory.
 - Student & parents/guardians are informed as time permits. For some behavioral violations, immediate action may be required. In such cases, Committee review (see

below) and actions may occur concurrent with or prior to contact with parents/guardians.

- Initiate any immediate actions required to ensure the safety of all students (e.g., temporary separation of students, etc.).

Student Conduct Committee Review

The Student Conduct Committee consists of the Assistant Director of the Preparatory, the Executive Director of the Preparatory, and additional Peabody or University staff, as needed. The role of the Committee is to provide an objective review of the alleged student misconduct and recommend a course of action.

When the relevant program staff member determines that a case requires Committee review, access to the folder or file containing all of the information is provided. A folder is created for the case, and the Committee begins the review.

The review must include:

- A review of all materials associated with the violation
- A review of communications to the student/family

A review may also include:

- Additional (synchronous or asynchronous) discussion with staff who witnessed the incident(s)
- Additional (synchronous or asynchronous) discussion with staff who reported the incident(s)
- Additional (synchronous or asynchronous) discussion with staff in contact with the student(s) involved

The Committee may request materials or ask for clarification on any element of the incident(s). In rare cases, the Committee may request that additional information be sought from the student(s) or staff involved.

The Committee makes one of the following determinations:

- No violation has occurred.
 - Record the determination and date in the case timeline.
 - Student may still receive a warning about the behavior if there are concerns that a similar behavior in the future would reflect a pattern that amounts to a violation of this Code.
 - If family has been contacted, an email notification should be generated explaining the outcome and any actions.
- The incident(s) constitutes a violation of this Code.
 - Record the determination in the case timeline.
 - Move immediately to consequences.

Consequences

Peabody Preparatory believes that students can learn from their mistakes. However, the safety of our community and the integrity of our programs must also be maintained. Consequences vary as a function of the type of violation, severity of the violation, and the potential impact of the violation and consequences on other participants of the program or activity.

For violations of the Respectful Behavior Standards, students may be subject to the following outcomes, alone or in combination:

- **Written warning & review of the Code:** For violations that do not represent a threat to the safety of our community and the integrity of our programs, students may be allowed to continue their activities after a review of the Code with a staff member. This review may or may not include the student's caregiver(s) depending on the timing, the type of program, and the nature of the violation. Additional violations following a written warning are grounds for dismissal.
- **Restorative action:** For violations that do not represent a threat to the safety of our community and the integrity of our programs, the Committee may assign the student an activity that helps them to reflect upon the violation and work towards a higher standard going forward. Such activities may include written reflections and/or apologies, discussions with a counselor at an in-person site, etc. Additional violations are grounds for dismissal.
- **Dismissal from the program:** For violations that represent an ongoing threat to the safety of our community and/or the integrity of our programs or multiple violations at the time of reporting, students may be dismissed from the program. For in-person programs, this will result in immediate removal from classes and removal from the site at the earliest possible point for the family.
- **Ineligibility for future courses/programs.**

For violations of the Academic Integrity Standards, students may be subject to the following outcomes, alone or in combination:

- **Written warning & review of the Code:** For violations that are minor, including but not limited to those where a student acknowledges and demonstrates remorse, students may receive a written warning and review of the of the Code. Additional violations are grounds for dismissal.
- **Resubmission:** When the violation is associated with one or more graded activities (tests and assignments), the student may (at the discretion of the applicable instructor) be given the opportunity to replace the assignment for full or partial credit. Students who do not complete the resubmission will receive a zero on the items for which the violation occurred. Additional violations are grounds for dismissal.
- **Zero credit on specific items:** When the violation is associated with one or more graded activities (tests and assignments), the student may (at the discretion of the applicable instructor) be given

a zero on the assignment with no option to resubmit. Additional violations are grounds for dismissal.

- **Dismissal from the course/program:** If the violation is deemed sufficiently blatant or repeated, the student may be dismissed from the course or the program. For graded courses, the student will receive a failing course grade.
- **Ineligibility for future courses/programs.**

Appeals

Families may appeal the decision of the Committee by submitting a written appeal to the Office of the Assistant Dean of Performance and Preparatory Activities within 48 hours of the email notification date. After reviewing the Committee's complete documentation of the evidence and review process, along with all communications provided to the student and family, the Assistant Dean of Performance and Preparatory Activities will assess whether the procedures articulated in this Code were followed. Appeals shall be granted solely on the basis of failure to comply with these procedures.

The Assistant Dean of Performance and Preparatory Activities shall render a final decision on all appeals, and the outcome of that decision shall be provided via email to the family. No further appeals are permitted.

FAQs and Resources

Additional Guidelines for Students

Peabody Preparatory is dedicated to helping all students, from beginners to advanced musicians, achieve their artistic goals. Here are some key strategies to maximize your learning and get the most out of your lessons and classes:

- **Be Prepared, Be on Time:** Arrive for your lessons and classes punctually with your music and instrument, appropriate dance attire, and/or any recommended materials your teacher suggests.
- **Active Learning:** Take notes during lessons to remember important concepts and instructions. Don't hesitate to ask questions if anything is unclear – your teacher is there to guide you!
- **Practice Makes Progress:** Consistent daily practice is crucial for improvement. Follow your teacher's specific practice recommendations to ensure you're working on the right areas.
- **Create Your Practice Zone:** Set up a dedicated practice space at home, free from distractions, to optimize your practice sessions.
- **Immerse Yourself in Music and Dance:** Actively listen to and watch professional recordings of your repertoire and attend performances whenever possible.
- **Embrace Performance Opportunities:** Participate in Peabody's school-wide performances and competitions. These opportunities allow you to showcase your skills, gain valuable experience, and build confidence.
- **Performance as Practice:** Regularly practice performing for friends and family. This prepares you for formal recitals and helps you develop stage presence.

- **Shine on Stage:** Don't miss out on the department's recitals throughout the year! These recitals offer a fantastic platform to challenge yourself, showcase your progress, and solidify your musical education. Participation in recitals and performances is a valued part of your overall development at Peabody.
- **Treat your instrument with the utmost care and respect:** this applies to your own personal instrument as well as any instruments borrowed from Peabody. As a musician, your instrument is your most valuable resource entrusted to you.

Piano Safety

- **Pianos are extremely delicate and require professional handling.**
- **Never attempt to move a piano yourself.** For assistance moving a piano, contact the Prep Offices or a member of the production team.

Guidelines for Parents

At the Peabody Preparatory, we believe parents are essential teammates in a child's musical journey. Your support is especially crucial for younger students, who thrive in a collaborative environment between student, parent, and teacher.

Working Together for Success

Here are some ways you can be a fantastic music parent:

- **Choosing the Right Instrument:** Collaborate with your child's teacher to select an instrument that suits their age, interests, and physical development.
- **Equipping Your Musician:** Provide any additional equipment recommended by the teacher, such as a metronome and tuner, to help your child excel.
- **Creating a Practice Routine:** Work with your child to establish a dedicated daily practice time in a distraction-free space.
- **Power of Positive Reinforcement:** Celebrate your child's efforts and encourage them to follow their teacher's guidance.
- **Preparation is Key:** Ensure your child arrives at lessons on time with all necessary materials.
- **Respecting the Teacher's Role:** The teacher leads your child's musical development. You play a vital role in supporting and motivating your child between lessons.
- **Online Lessons Made Easy:** For online lessons, refer to our "Online Lessons" guide for helpful tips.
- **Performance Opportunities:** Encourage your child to participate in performances, fostering confidence and enjoyment in music.
- **Communication is Key:** If your child needs to miss a lesson, please notify the teacher well in advance. Open communication with instructors and staff is always appreciated.

Building a Positive Learning Environment

The Peabody Preparatory fosters a respectful and productive learning environment. We ask that parents and guardians:

- Ensure the responsible behavior of all family members while on Peabody campuses.
- Communicate concerns or questions respectfully with Peabody staff.

Working in Partnership

Together, we can create a nurturing and enriching musical experience for your child. Please note that the Peabody Preparatory reserves the right to dismiss students due to frequent absences, inappropriate behavior, or non-compliance with our policies.

Guidelines for Adult Students

Peabody Preparatory offers a welcoming and supportive environment for adult learners of all backgrounds and musical aspirations. Whether you're a beginner picking up an instrument for the first time, or an experienced musician seeking to refine your skills, we can help you achieve your musical goals.

Finding Your Path:

- **Personalized Learning:** Our experienced faculty will work with you to determine the best instrument and course of study to fit your individual goals and interests.
- **Variety of Programs:** Peabody offers a range of programs specifically designed for adult learners, catering to different experience levels and learning styles.

Actively Engaging in Your Learning:

- **Active Participation:** Come to lessons prepared with your materials and an open mind. Don't hesitate to ask questions and actively participate in your learning journey.
- **Consistent Practice:** Regular practice is essential for improvement. Dedicate time each day, even if it's just for short sessions. Focus on areas your teacher emphasizes and gradually increase difficulty as you progress.

Balancing Music with Your Life:

- **Open Communication:** Maintain clear communication with your teacher about your schedule, learning pace, and any challenges you face. They can help you create a realistic practice plan that fits into your busy life.
- **Flexible Learning Options:** Peabody offers flexible lesson options to accommodate your schedule, including evenings, weekends, and, in some cases, online lessons.
- **Building Community:** Connect with other adult students through opportunities like chamber music, workshops, or Peabody Plus performance events. This can provide valuable peer support and enrich your musical experience.

Online Lessons

Online music lessons offer a fantastic way for students to connect with their teachers and keep growing musically, even when in-person meetings aren't possible.

Getting Set Up for Success

Equipment:

The essentials are a strong internet connection and a device with a camera and microphone. Ideally, a computer or tablet is best, but a phone can work in a pinch. Prioritize your internet – a wired connection is ideal, but being close to your Wi-Fi router helps too. Upgrading to a USB microphone, webcam, or audio interface can further enhance your experience.

Optimizing Your Setup:

Positioning your device is key for your teacher to provide valuable feedback on technique. They might ask you to adjust the angle to better see your hands. Here are some starting points:

- Place your device directly in front of you (or from the side for piano).
- Ensure both your face and hands are visible.
- Keep the device about an arm's length away (some instruments might require more distance to avoid microphone distortion).

Preparing for Your Lesson:

- **Find your quiet space:** Choose a well-lit area in your house with minimal distractions and a strong Wi-Fi connection. Test your internet speed beforehand using a website like Speedtest: <https://www.speedtest.net/>. Minimize background noise, including other family members if possible.
- **Tech Check:** Ensure your camera and microphone are functioning. Good lighting is essential, ideally facing a bright window.
- **Gather your supplies:** Have your music, practice materials, instrument, and anything else you'll need readily available. Tune your instrument beforehand if applicable.
- **Charge Up:** Video calls drain batteries quickly, so make sure your device is fully charged or plugged in.

Software and Logging In:

Peabody utilizes Zoom for online lessons, a free downloadable app. Follow the prompts to grant Zoom access to your device's camera and microphone. You'll receive your teacher's unique Zoom link before your lesson. Logging in early will show a waiting screen until your teacher starts the session.

Zoom allows adjustments for optimal audio quality. Here's how to enable "Original Sound" for your instrument:

- Click the up arrow next to the microphone icon and select "Audio Settings."
- Uncheck "Automatically adjust microphone volume."
- Click "Advanced" (bottom right).
- Check "Show in-meeting option to 'Enable Original Sound' from microphone."
- Disable "Suppress persistent background noise" and "Suppress intermittent background noise."
- You'll see a "Turn Off Original Sound" button on the meeting screen – it's now enabled!

Your teacher can help you adjust microphone levels to avoid distortion during loud passages.

Online vs. In-Person Lessons: Key Differences

While online lessons offer a highly effective alternative, there are a few adjustments compared to in-person sessions. Peabody's online lessons are interactive and real-time, meaning you and your teacher work together live. Here's what to expect:

- **Call and Response Takes Center Stage:** Teachers may rely more on call and response than playing together simultaneously.
- **Digital Collaboration:** Share screens and make notes directly on your sheet music.
- **Enhanced Practice Time:** Warm up right before your lesson and practice immediately after.
- **Record Your Progress:** Record your lessons for self-review and track your improvement over time.

Recital Guide for Music Students

Peabody recitals are a fantastic opportunity to showcase your musical progress and celebrate your hard work alongside your fellow performers. Here are some essential etiquette tips to guide you through the experience:

Before the Spotlight:

- **Practice Makes Perfect:** Dedicating ample time to focused practice builds confidence and refines your performance. Pay close attention to your teacher's feedback and address any areas needing improvement.
- **Dress for Success:** Choose comfortable and appropriate attire that reflects the formality of the occasion. Check with your teacher or department for any specific dress code guidelines.
- **Warm Up Wisely:** Arrive early for a proper warm-up. This helps your body and instrument adjust to the performance environment and allows you to perform at your best.

At the Recital:

- **Be Respectful and Attentive:** Applaud your fellow performers! Everyone is there to support each other's musical endeavors. Avoid talking or creating distractions while others are performing.
- **Stay for the entire recital:** Even if you perform early, staying for the entire recital demonstrates respect for your fellow performers and creates a supportive atmosphere. We understand that

occasional unforeseen circumstances may arise. If this is unavoidable, please tell your teacher or department head in advance. They can discuss alternative arrangements and explore the possibility of scheduling your performance for a future recital where you can stay for the whole event.

- **Stage Presence:** Take a deep breath and remember your hard work! Maintain good posture and make eye contact with the audience (if appropriate for your instrument). Project confidence through your body language and most importantly, enjoy the experience of sharing your music!
- **Post-Performance:** Acknowledge the applause with a gracious bow. Offer your fellow performers encouragement as they take the stage.

Additional Tips:

- **Memorize Your Piece (if applicable):** Memorizing your piece sometimes allows for a more natural and engaging performance, although this is not always standard practice in every situation. Please discuss whether memorization is appropriate for you with your instructor.
- **Be Prepared:** Pack a spare set of strings, reeds, or any other instrument-specific necessities in case of an unexpected mishap.
- **Embrace the Learning Experience:** Every performance is a learning opportunity. Reflect on your experience and use it to fuel your future musical growth.