

Merit School of Music

making music...building lives

Student Handbook
2011-2012

...a resource for families

Merit School of Music
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-Mission Statement-

Merit School of Music provides high-quality music education to students in metropolitan Chicago. Its primary goals are to help young people achieve their full musical potential, to remove economic barriers to participation, and to stimulate personal and educational growth through music.

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Esta información esta disponible en español. Contactarse con el Departamento de Estudiantes al 312-786-9428.

Welcome from the President

Welcome to the Merit School of Music, and congratulations! Your child is about to embark on an extraordinary musical journey. Merit is proud to provide the highest quality music education available for your child.

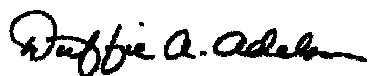
Our school has flourished because students, teachers, parents and friends have contributed tirelessly and lovingly of their time, energy, ideas and talent. As new or returning members of the Merit family, we welcome your active participation to assure that Merit will continue to reflect the concerns of those we are committed to serve.

Our school is unique in the nation. The quality of instruction provided by our faculty members is outstanding. Our student body is second to none. Our school is also unique in the amount of financial support provided to our students, amounting to more than 2.5 million dollars each year. It takes continual fundraising efforts to make this possible and we need your help in meeting our fundraising goals! We will be speaking with you about ways in which you can help throughout the year.

We are thrilled to be beginning the seventh season in our wonderful home at 38 South Peoria Street. We ask for your help in keeping our building spotless and beautiful so that all of our students, parents and visitors can enjoy this special musical haven this year and in the years to come.

The Merit Handbook has been produced to familiarize you with Merit's mission, traditions, rules and procedures. This Handbook will suggest ways in which parents can become more involved in the Merit mission. We welcome, indeed need, your participation.

Merit is dedicated to enriching the lives of young musicians by assisting students, through the study of music, in reaching their full potential as human beings. This effort is successful only when teachers, students and parents join together in mutual dedication and hard work. Join us today as we challenge each of our students to excel as musicians and as outstanding members of society. We look forward to working with you this year!



Duffie A. Adelson, President

Merit Parents Association



Q: What is the Merit Parent Association (MPA)?

A: We're glad you asked!

As a parent/guardian of a Merit School of Music student, you automatically belong to a community of Merit Parents known as the Merit Parent Association (MPA). The MPA is a resource for our Merit Parent Family, providing opportunities for parents to connect with each other and, together, help Merit provide the highest quality music education for our children through volunteering and fundraising* activities.

**Merit School of Music is a 501(c)3 not-for-profit - EIN: 36-3028768 - Gifts are tax deductible*

Don't miss important information about...

- **Ways to connect with other parents**
- **Email alerts about key dates/times and performances during the school year**
- **Carpooling**
- **Concerts, Competitions & Scholarships**
- **Merit's Formal Attire Loan Program**
- **Volunteer/Fundraising Activities**

Dear Merit Parents,

I hope you all had a wonderful summer!

I'm excited to kick off our 2011-2012 Merit Parent Association season and look forward to meeting and welcoming new parents and students this year, as well as reuniting with returning families!

Together, we will continue to expand our Merit Parent Association activities to help parents feel connected/engaged and help ensure Merit's high-quality music education programs continue.

Quick Update: Performathon 2011 raised more than \$27,000 in gross proceeds to support our children. The tremendous success of this event also helped us achieve our Fiscal Year 2011 \$50,000 Merit Parent Fundraising Goal. GREAT JOB, parents!

Thank you in advance for being an active Merit Parent Association member and supporting your child's Merit music education experience!

Looking forward to another great year,

A handwritten signature in cursive that reads "Shen Chen".

Shen Chen
President, Merit Parent Association

Everyone has a part to play!

YOU CAN MAKE A DIFFERENCE IN A VARIETY OF WAYS

- Attend monthly Merit Parent Association (MPA) meetings and volunteer to help with activities such as staff/faculty appreciation luncheons
- Help welcome new Merit parents and students
- Donate tuxedos/formal attire to Merit's Formal Attire Loan Program
- Participate in a variety of easy year-round fundraising activities (We love new ideas!)
- Support Performathon 2012, the Merit Parent Association's largest fundraiser, featuring 12 hours of non-stop musical entertainment (performed by Merit students) a food fair, silent auction, raffle, Merit merchandise and more.

Learn more about how you can get involved!

Email / call **Jennifer Ridder**,
Individual Gifts Manager at
jridder@meritmusic.org OR 312.267.4462

Private Lesson Philosophy

Any musician will tell you that the true job of playing a musical instrument is having the ability to express oneself creatively through music. In order to achieve this, one must learn the fundamentals of music and become technically proficient on their instrument.

At Merit, we feel private lessons are essential for students at every stage of their musical development in order to achieve their full musical potential. Private lessons allow students to receive instruction catered to their needs. Through this practice our teachers identify specific areas in which the student has opportunity to grow and provide the necessary guidance in order for the student to achieve this growth. For beginning and intermediate students, the fundamentals of music and instrumental/vocal technique are consistently reinforced and bad habits are not given the chance to develop. As a result, students develop a greater joy for playing music and are less likely to discontinue before they reach the next stage of their musical development. For advanced students private lessons are crucial to developing their musicality and technique, allowing them to exercise their musical creativity.

We offer various discounted rates to students enrolled in our continuum programs accompanied by additional financial aid award for those who qualify. By removing this economic barrier and providing all students access to private lessons, we hope they will achieve the skills necessary to enjoy their musical creativity for years to come.

All ages and levels of ability are welcome and students may sign up for private lessons at any time during the school year.

Please visit the Student Services office or our website at <http://meritmusic.org> or for current information on private lesson packages, financial aid. You can also download a private lesson application from our website or pick one up at the front desk.

Private Lessons are available for:

Brass: trumpet, French horn, trombone, tuba
Composition/Theory
Guitar
Jazz
Percussion: marimba, orchestral percussion, drum set
Piano
Strings: violin, viola, cello, string bass
Voice
Woodwinds: flute, oboe, clarinet, bassoon, saxophone

Private Lesson Recitals

Performance is a very important part of music study and Merit strongly encourages public performance. Performance gives students a goal to work towards and allows students the opportunity to refine a piece of music for performance in a nurturing environment.

Private lesson students are required to perform in one studio recital per year. Private lesson tuition covers the cost of an accompanist for 1 rehearsal and 1 performance. Other performance opportunities may be available throughout the year.

Student Creed

As a Merit student, I promise to have:

Respect

For Merit faculty, staff, parents and fellow students.

For the opinions of others.

For my school, its instruments, and all of its invaluable resources: I will not vandalize or litter Merit's property or condone, by my silence, vandalism by others.

For performers at concerts and recitals by being quiet, attentive, and applauding at the appropriate moments.

For the audience when I am a performer, by being fully prepared for my performance, bowing after my performance, and acknowledging my other fellow ensemble members.

Integrity

By being honest.

By being committed to Merit through my words and actions.

By striving for excellence at all times.

By expecting my teachers to demand the most from me. I know that I am capable and smart, and deserve no less.

By taking pride in myself and every accomplishment, no matter how small.

Discipline

By practicing intelligently everyday.

By not giving up, because perseverance is often the most important part of success.

By remembering that being on time means arriving fifteen minutes early.

By demonstrating preparedness and remember my instrument, music, pencil and homework.

Service

By encouraging and supporting my fellow students.

By sharing life lessons learned at Merit with my community.

By applying skills and discipline learned at Merit to my schoolwork.

By giving back to Merit and being a Merit ambassador everywhere I go.

Teaching Philosophy

The Merit faculty is dedicated to:

- Treating each student with respect, patience, and kindness.
- Providing excellence in music instruction within a warm, nurturing environment.
- Holding the bar high by expecting the highest artistic standards at all levels of performance.
- Instilling the notion that perseverance is often the most important aspect of success.
- Helping our students to become productive, compassionate members of society, to develop as responsible human beings and good citizens, and to experience the kind of self-esteem that comes from hard work and achievement.

Early Childhood Program

If you know of an absence in advance, please fill out an Absence Approval Form (see page 23) and submit to the front desk at least two weeks in advance of the planned absence.

Make-up classes: You are welcome to attend a make-up class on another day within the same week should you be unable to attend your usual class. A total of two make-up classes per semester are permitted so that the class culture will grow. Please contact the Early Childhood Program Manager, Ms. Amy Riske (312-267-4467 or ariske@meritmusic.org), as soon as possible to find alternative class times that you would be able to attend. In order to prevent over-booking any singular class, *please do not attend a make-up class without first contacting the administration.* All make-up classes must be completed by the last week of the semester.

If you plan to discontinue attending your class, you must alert the Student Services Department in writing. Please refer to the Enrollment Policies on page 16. Any student who misses three consecutive classes will automatically be removed from the class roster.

Instrumental Music Program

If you know your child will be absent *in advance*:

- Fill out an **Absence Approval Form** (see page 23) at least two weeks in advance
 - o These are available throughout the year in the Student Services office or at the front desk
 - o Return the form to the front desk

If your child is absent *unexpectedly*:

- **Please call** your respective Program Manager (contact information is listed on the following page) as soon as possible- even if that means calling the next morning or afternoon.
- When reporting the absence, be sure to include your child's **name**, the **program** (Instrumental Music, Early Childhood or camp name), and the **reason** for the absence
- If the reason for the absence is not provided, it will automatically be counted as an unexcused absence

Absences are only considered “excused” if the reason provided meets at least one of the following criteria:

- Musical performance
- Academic requirement
- Observance of a religious holiday
- Student illness
- Family emergency

Examples of “unexcused absences”:

- Any absence that does not meet one of the above criteria
- Any absence that is not reported in a timely manor, regardless of reason
- Any absence from a scheduled performance

All absences must be reported. If we do not receive notification of an absence, it will automatically be counted as an unexcused absence and your student may be removed from programming. **Students are allowed one unexcused absence and up to three excused absences per semester.** Any student who misses three consecutive lessons will automatically be removed from the class.

Any student asked to leave the program may have his/her Private Lesson Passport revoked and may need to repeat the class from which he/she was removed during the upcoming semester. The student's account and/or issues concerning tuition will be subjected to Merit's Withdrawal/Refund Policy (see page 16).

Attendance on the first day of class each semester is *mandatory*.

If your child will be performing in a concert, attendance is *mandatory* for the dress rehearsal and the concert.

While notifying your group class teacher directly of an absence is a courtesy, you must notify **your Program Manager** in order for the excused absence to be reflected on your child's record. (If you will be missing a *private lesson*, please notify your lesson teacher directly.)

Program Manager Contact Information:

Band and Guitar- Mr. Logan Massey: (312) 267-4477 or lmassey@meritmusic.org

Early Childhood, Piano and Voice/Choir- Ms. Amy Riske: (312) 267-4467 or ariske@meritmusic.org

Strings- Ms. Lesley McCool: (312) 267-4463 or lmccool@meritmusic.org

Alice S. Pfaelzer Tuition-free Conservatory

Students must arrive on time and attend all classes each week. Students need to submit an **Absence Approval Form** (see page 23) to the front desk, Program Director or Manager at least two weeks prior to any planned absence. For unplanned absences please call immediately so that we are aware of your child's whereabouts and follow-up with the Absence Approval Form.

Examples of Excused Absences:

- Student illness
- Family emergency
- Musical performance or academic requirement
- Religious holiday

Examples of Unexcused Absences:

- Athletic Events

- Oversleeping
- Too much homework

Failure to submit an Absence Approval Form or to phone in an unplanned absence may result as an “unexcused” absence. After one unexcused absence or three excused absences, the student and his/her parents will be called in for a meeting. At this time the student’s future in his/her program will be determined. These forms may be obtained from the front desk.

Private Lesson Program

There are no excused absences for private lessons. Families are responsible for payment of all lessons whether or not the student is in attendance. It is the choice of the teacher to schedule any make-up lessons.

If the student is unable to attend a scheduled lesson, the family must notify their individual private lesson teacher as soon as possible.

My Teacher’s Name: _____

My Teacher’s Phone Number: _____

Student and Parent Resources

Calendar

*All events take place at the Joy Faith Knapp Music Center unless otherwise noted. This calendar is current as of September 1, 2011- please see our website for the most up-to-date information.

September

5	Monday	Labor Day- No classes	
10	Saturday	Conservatory Placement Auditions	
12	Monday	Private Lessons begin	
20	Tuesday	Mandatory Bridges TPS and Instrumental Music Family Meeting (Band and Guitar)	5:30 PM
21	Wednesday	Mandatory Bridges TPS and Instrumental Music Family Meeting (Piano and Voice)	5:30 PM
22	Thursday	Mandatory Bridges TPS and Instrumental Music Family Meeting (Strings)	5:30 PM
26	Monday	First semester Instrumental Music, Music Explorers and Session 1 Music Together classes begin	

October

1	Saturday	Mandatory Conservatory Family Meeting (new students) Mandatory Conservatory Family Meeting (returning students)	10:00 AM 1:00 PM
8	Saturday	Conservatory classes begin Live from Gottlieb: Opera in the Neighborhoods	12:00 PM
10	Monday	Columbus Day (group classes <i>will</i> be held at the Joy Faith Knapp Music Center)	

November

4	Friday	Alegre Carnaval	7:00 PM	Room 1520
11	Friday	Veterans Day (group class <i>will</i> be held at the Joy Faith Knapp Music Center)		
21	Monday	Thanksgiving Break begins- no classes		
28	Monday	Classes resume		

December

2	Friday	Conservatory Concerto Competition	
10	Saturday	Music Together Session 1 concludes	
16	Friday	Conservatory Winter Chamber Music Concert	7:00 PM
17	Saturday	Conservatory Winter Concerts	
24	Saturday	Winter Break begins- no classes	

January

7	Saturday	Classes resume	
9	Monday	Music Together Session 2 begins	
16	Monday	MLK Day (group classes <i>will</i> be held at the Joy Faith Knapp Music Center)	
24	Tuesday	Instrumental Music Program- Band Concert	6:00 PM
25	Wednesday	Instrumental Music Program- Choir Concert	6:00 PM
26	Thursday	Instrumental Music Program- Orchestra Concert	6:00 PM
27	Friday	First semester Instrumental Music Program classes conclude	

- 28 Saturday First semester Music Explorers classes conclude
- 30 Monday Instrumental Music Piano, String and Guitar parent conferences and make up date
- 31 Tuesday Instrumental Music Piano, Guitar and Band parent conferences and make up date

February

- 1 Wednesday Instrumental Music Piano, Guitar and Voice parent conferences and make up date
- 2 Thursday Instrumental Music Piano and String parent conferences and make up date
- 3 Friday Instrumental Music Piano parent conference and make up date
- 6 Monday Instrumental Music Mid-Year Family Meeting 5:30 PM
Second semester Instrumental Music and Music Explorers classes begin
- 13 Monday Lincoln's Birthday (group classes *will* be held at the Joy Faith Knapp Music Center)
- 18 Saturday Performathon All day
- 20 Monday Presidents Day (group classes *will* be held at the Joy Faith Knapp Music Center)

March

- 5 Monday Pulaski Day (group classes *will* be held at the Joy Faith Knapp Music Center)
- 10 Saturday Merit Symphony Orchestra performance at 10:30 AM Pick-Staiger Hall
Northwestern University
- 17 Saturday Lyric Day for Merit students Lyric Opera House
Music Together Session 2 concludes
- 19 Monday Music Together Session 3 begins
- 27 Tuesday Merit Young Musicians Competition (Band and Guitar) 4:30 PM
- 28 Wednesday Merit Young Musicians Competition (Piano and Voice) 4:30 PM
- 29 Thursday Merit Young Musicians Competition (Strings) 4:30 PM

April

- 2 Monday Spring Break begins- no classes
- 9 Monday Classes resume
- 13 Friday Private Lesson Scholarship Competition 4:00 PM
- 14 Saturday Composers Forum Concert 12:00 PM
- 15 Saturday Merit Jazz Festival
- 24 Tuesday MeritFest Symphony Center
- 26 Thursday MeritFest Symphony Center
- 27 Friday Conservatory Spring Chamber Music Concert
- 28 Saturday Conservatory Spring Concerts All day
Conservatory classes conclude
- 29 Sunday Conservatory Graduation 1:00 PM

May

- 2 Wednesday Merit School of Music Gala Four Seasons Hotel
- 5 Saturday Conservatory Solo Voice Major Spring Performance
- 7 Monday Instrumental Music Piano, Guitar and String group class performances and parent conferences
- 8 Tuesday Instrumental Music Piano, Band and Guitar group class performances and parent conferences

9	Wednesday	Instrumental Music Piano, Guitar, String and Voice group class performances and parent conferences	
10	Thursday	Instrumental Music Piano and String group class performances and parent conferences	
19	Saturday	Conservatory entry auditions	
21	Monday	Music Masters 2 Monday Class Graduation	
22	Tuesday	Instrumental Music Band Concert	6:00 PM
		Last day of Tuesday Music Masters 1 classes & Music Masters 2 Tuesday Class Graduation	
23	Wednesday	Instrumental Music Choir Concert	6:00 PM
		Last day of Wednesday Music Masters 1 classes	
24	Thursday	Instrumental Music String Concert	6:00 PM
		Last day of Thursday Mover & Shakers classes	
25	Friday	Instrumental Music classes conclude	
		Last day of Friday Shake, Rattle & Roll and Movers & Shakers Classes	
26	Saturday	No Early Childhood Classes	
28	Monday	Memorial Day- no classes	
29	Tuesday	Instrumental Music Program make up day	
30	Wednesday	Instrumental Music Program make up day	
31	Thursday	Instrumental Music Program make up day	

June

1	Friday	Instrumental Music Program make up day	
2	Saturday	Private Lessons conclude	
		Music Together Session 3 concludes	
		Last day of Saturday Early Childhood classes & Music Masters 2 Saturday Class Graduation	
3	Sunday	Alegre StringTacular	2:00 PM Harrison Park
4	Monday	Summer Private Lessons Begin	
18	Monday	Summer Early Childhood classes begin	
		Music Masters Camp Begins	
		Summer instrumental Music classes begin	
		Saxophone, Trumpet and Voice camps begin	
		Summer Conservatory ensembles begin	
19	Tuesday	Piano as a 2 nd Instrument and Theory for Chi-Arts classes begin	

Class Attendance and Preparation

Students are expected to attend all classes, lessons, rehearsals and performances for which they are scheduled. For the safety of the children, students must remain on the Merit premises for the total hours of their program. Merit cannot assume responsibility for students who leave the building before, during or after program hours. When time permits, lunch and snacks may be eaten in the Ann R. Monaco Community Room.

Please support your child's practicing and class preparation for each week. Students are expected to participate fully for each class by practicing all materials assigned and prepare any written work required by Merit teachers. If you have any questions about weekly assignments, please speak with your child's teacher after class or with the Program Director or Manager.

Concert Information

Concert Etiquette

Please help your child understand the importance of good concert etiquette while their fellow students are performing. We hope that all of our students will experience the joy of having a captivated audience while they perform.

- Audience members must not leave during a performance except for an emergency.
- Please refrain from talking during performances.
- Parents with young children should sit near an aisle so they can be removed if they cry or become disruptive.
- It is considered impolite to clap between movements of a single musical work.
- All cell phones, pda's, and pagers must be silenced during performances.
- Please respect the ushers.

Concert Dress

Instrumental Music Program

Black pants or skirt (skirts MUST be below the knee or longer when sitting); solid white shirt (boys' shirts MUST have a collar, girls' shirts MUST have short sleeves or longer; no lettering, pictures or graphics); black shoes, black socks/tights/nylons.

All students performing must come to Merit dressed in proper attire the day of the concert.

Tuition-free Conservatory

Students in the Conservatory Junior Division are required to wear concert black:

Men – black collared shirts, black pants, black dress shoes;

Ladies – black tops, black pants and/or black cocktail length or longer dresses/skirts (at knee or below when sitting; please wear black tights/nylons).

Students in the Conservatory Senior Division are required to wear formal dress attire: Men – Tuxes; Ladies – Black tops, black pants and/or black cocktail length or longer dresses/skirts (at knee or below when sitting; please wear black tights/nylons).

Any student needing assistance meeting the above requirements should contact their Program Manager.

Enrollment Policies

Please read our enrollment policies thoroughly prior to registration. Our policies are enforced to ensure appropriate class sizes and provide our students and faculty with efficient and accurate service. Full policy statement is available at www.meritmusic.org.

Registration Fee / Tuition Payments

Q: Is there a registration fee?

A: Yes, a registration fee of \$20 per child applies to each academic year (September – May). **Registration fees are non-refundable.** The Alice S. Pfaelzer Tuition-free Conservatory registration fee is \$125 per child and applies each academic year. The Summer Registration fee is \$10. If Merit cancels a program/class the registration fee will be refunded in full.

Q: How do I pay?

A: Payments are accepted by check, money order, credit card (MasterCard, Visa or American Express) or cash. Payments can be made by mail or in person at the front desk and in Student Services. Credit card payments may be made online or over the phone. For more information about online payment, please contact Student Services

Q: When are payments due?

A: Registration fees are due in full at the time of registration. Tuition is due prior to program start. Payment plans are available and must be set up at the time of registration. Credit / debit card is required to access payment plans.

Private lesson registration fee plus a deposit of the first four lessons are due at registration, prior to start of lessons each semester (academic and summer). Private lesson billing is done monthly. Failure to pay within billing schedule may result in program interruption.

Q: What happens if I fail to pay?

A: Applications with unpaid registration or private lesson deposits will not be processed. Accounts that fall into arrears without installment arrangements may be sent to collections. Students' participation will be interrupted if accounts fall behind in payment.

Withdrawals / Refunds

Q: What is the withdrawal procedure?

A: All requests for withdrawal must be received, in writing, by Merit School of Music Student Services office before considered withdrawn. Written request, either by letter or e-mail, should be directed to Student Services. Verbal requests or notification of intention to withdraw do not fulfill this requirement. Notifying the teacher does not constitute notice of withdrawal. The effective date of withdrawal is the date that the written notice is received, not the last date of class or private lesson attended. Students receiving financial aid or scholarship forfeit their award upon withdrawal.

Q: What is the refund policy?

A: The refund policy is as follows:

- Students withdrawing more than two days before the first class / lesson will receive a full tuition refund minus the registration fee.
- Students registering for classes that are six weeks or less in program duration are not eligible for a refund after start date.
- A pro-rated tuition refund will be given for students withdrawing from classes during the first three (3) weeks of the class.
- If the student is withdrawing in the fourth (4th) week, a tuition refund of 50% will be given.
- There will be no refunds after the fifth (5th) class session.
- Registration fees are not refundable.
- Please allow three to four weeks for processing of refunds.

Cancelledations

While this is unusual, classes at Merit School of Music may be cancelled due to insufficient enrollment. If this occurs, the school will make every effort to reschedule the student for another class at a convenient time. If this is not possible, you will receive a full refund including both tuition and registration fees.

Merit School of Music Faculty

Acosta, Francy *General Music & Voice*
 Anisimov, Max *Guitar*
 Apetean, Anca *Piano*
 Baker, Jessica *Gen. Music, Horn, Band*
 Bauman, Breana *Violin, Viola*
 Beach, Brian *Violin, Viola*
 Birman, Ann *Piano*
 Bistrow, Doug *Jazz, Electric, & Classical Bass*
 Bistrow, Lizbeth *Violin & Viola*
 Bontrager, Chuck *Violin, Viola*
 Bracy, Tom *Band*
 Burns, Stephen *Trumpet*
 Campbell, Bonnie-Heather *Clarinet*
 Carter, Joyce *Voice/Piano*
 Chai, Ying *Violin*
 Cierny, Andrew *Percussion*
 Claude, Irene *Flute, Early Childhood*
 Clevert-Sarapa, Melanie *Violin & Viola*
 Coetzee Koschak, Herine *Cello*
 Cope, Rebekah *Violin*
 Crandall, Susan *Flute*
 Diaz, Evelyn *Piano*
 Dillon, Robert *Percussion*
 Doubovitskaya, Elena *Piano*
 Drapcho, Barbara *Clarinet*
 Elmquist, John *Voice, Piano & Composition*
 Fau, Ana *Piano*
 Finucane, Brigid *Early Childhood*
 Flack, Claudia *Piano*

Galperin, Maya *Piano*
 Garcia, Victor *Trumpet*
 George, Michele *Violin*
 Gibbons, Steve *Violin*
 Golden, Dan *Violin, Viola*
 Grankowski, Paul *Trombone*
 Gregorski, Edith *Violin*
 Hardy, Randy *Guitar*
 Hasty, Robert *Orchestra*
 He, Jue *Piano*
 Hedlund, Kristin *Violin*
 Hsu, Chai-Ying *Violin, Viola*
 Huang, Kuang-Hao *Piano*
 Isoda-Hagle, Mio *Piano*
 Janz, Janet *Orchestra, Cello*
 Jihan, Ramah *Early Childhood & Gen. Music*
 Johnson, Alyce *Flute*
 Johnson, Elizabeth *Violin, Viola*
 Jones, Christopher *Percussion*
 Jones, Kimberly *Voice*
 Jung, Jenny *Violin*
 Klingler, Daniel *Cello*
 Ko, Betsy *Flute*
 Kontorovitch, Karina *Piano*
 Kosower, Paula *Cello*
 Kozłowska, Agnieszka *Violin*
 LaMantia, P. James *Low Brass, Band*
 Laughlin, Tina *Percussion*
 Lems, Kristin *Early Childhood & Gen. Music*

Lessie, Erica *Cello*
Louis, Dominique *Gen. Music, Percussion*
Lowe, Amy *Early Childhood*
Lowry, Paul *Trumpet*
Lugo, Monica *Violin*
Mahieu, Chris *Piano*
Massey, Logan *Band, Trumpet*
Matthews, Khara *General Music, Saxophone*
Maze, Jade *Voice*
McEvers, Aaron *Saxophone*
Michaels, Patrice *Voice*
Miller, Joseph *Cello*
Million, Steve *Piano*
Monroe, Matthew *Horn*
Montzka, Eric *Percussion*
Morehead, Patricia *Composition*
Muhly, Alexa *Cello*
Najoom, Anna *Clarinet*
Newkirk, Elizabeth *Piano*
Ngo, Victor *Piano*
Norris, Jeff *Piano*
O'Connell, Daniel *Horn*
Pavia, Talia *Violin*
Phillips, Christine *Oboe*
Polacek, Bryan *Saxophone, Band*
Poot, Alicia *Flute*
Posada, Jose *Guitar*
Preece, Joo Yun *Violin*
Richard, Christopher *Piano*
Riordan, Colleen *Trombone*
Riordan, Timothy *Trombone*
Robinson, Donna *Flute*
Rustandi, Patrick *Violin, Viola*
Ryan, Dianne *Bassoon*
Sayre, Paul *Piano & Composition*
Sherman, Robert *Guitar*
Sherman, Shannon *Early Childhood*
Simon, Frederick *Piano, Jazz*
Smith, Chad *Band*
Smith, Christian *Violin, Orchestra.*
Stine, Timothy *Guitar*
Suzuki, Toshiko *Piano*
Takei, Ligia *Piano*
Taylor, Michael *Percussion*
Tegge, Scott *Euphonium, Tuba*
Tooles, Michael *Percussion*
Tracy, Shawn *Saxophone, Band*
Trudel, Tara *Early Childhood, Gen. Music*
Valentin, Lauri *Percussion*
Walker, Kirk *Voice*
Weber, Benjamin *Violin, Viola*
Wei, Iris *Violin*
Weible, Arturs *Viola*
Wester, A.J. *Voice*
Williams, Andrew *Violin, Viola*
Williams, Daniel *Clarinet*
Wolff, Amanda *Choir*
Xu, MingHuan *Violin*
Yeager, Johanna *Violin*
Yoneyama, Masumi *General Music*
Zimmerman, Rebecca *Cello, Gen Music*

Accompanist List

Christopher, Richard	773.580.9127
Chou, Susan	847.877.0809
Fau, Ana	773.986.2750
Galperin, Maya	847.730.6022
He, Jue	847.809.0196
Kontorovitch, Karina	773.236.1159
Lenihan, Tim	708.373.7240
Liang, Xiaomin	312.622.3799
Mahieu, Chris	773.286.2195
Marks, Adam	212.373.7240
Richard, Christopher	773.274.3325
Rowney, Alexander	917.683.5705
Suzuki, Toshiko	312.927.5911
Takei, Ligia	312.351.1778

General Rules and Security Concerns

Parents should discuss the following with their child(ren):

- For the safety and success of your child in Merit's programs, students must respect the authority of the faculty, Merit parents, administration and other adults at the Merit School of Music.
- We need everyone's help in keeping a clean, well-functioning facility. Vandalism of any kind (including graffiti) is grounds for immediate dismissal.
- Please remember that adults and children are respectfully requested to remove all hats while on the Merit premises.
- Absolutely no food or drink is to be consumed outside of the Ann R. Monaco Community Room.
- Chewing gum is prohibited.

Students must keep their personal belongings, including instruments, with them at all times. Merit cannot be responsible for theft of personal items.

Parent Conferences

Conferences are held once per semester in the Instrumental Music Program. Conferences provide an opportunity for parents to meet with teachers and review their student's progress and goals for the upcoming semester. Parents also receive an update on their student's progress through the curriculum and recommendations for continued study.

2011/2012 Parent/Teacher Conference Dates

Fall Semester: January 30th-February 3rd

Spring Semester: May 7th-May 11th

Conferences are not held in the Early Childhood, Conservatory or Private Lesson programs.

Library Services

Library Resources

Naxos Music Library

The Naxos Music Library and the Naxos Music Library/Jazz are online music services with over 45,530 CDs (645,300 tracks) from various independent music labels, including Naxos and Marco Polo. Naxos can be accessed from any computer at Merit, granted the

computer has a sound card and allows for cookies. See <http://merit.naxosmusiclibrary.com/> & <http://merit.naxosmusiclibrary.com/Jazz>.

Reference Materials

Reference works are available in the library and may be used by faculty in their own study and by students who are referred to these resources by the faculty. Two notable reference works are the 1980 edition of the New Grove's Dictionary of Music and Musicians and Baker's Student Encyclopedia of Music. The New Grove Dictionaries - Music and Musicians, Jazz, and Opera – are available online to those with Chicago Public Library cards. Go to the <http://www.chipublib.org> and access the Oxford Music Online database through "Online Research: A-Z Research Databases".

Journals

The library has a collection of journals available in the library including: American String Teachers Association Journal, BBC Classical Music, Clarinet, Clavier, Concert Artists Guilds Guide To Competitions, Down Beat Magazine, Flute Talk, Instrumentalist, International Piano, International Trombone Association, International Trumpet Guild, Music Educators Journal, Music K-8, Saxophone Journal, Strings, Symphony, and Teen Strings. The Music Educators Journal is also available online.

Music Scores & Books

The library contains a wide array of music scores - both solo pieces and ensemble scores. There are also children's books with musical themes and music-related history and theory books.

CD & AV Materials

We have a growing number of CDs, videos, and DVDs in the library. Included are the Ken Burns Jazz Video Series, composer biographies, various videos of classical music performances, and a classical composer series of videos especially well suited for children.

LP Records

A large collection of LP's are available in the library, including a sizable collection, which belonged to former Merit teacher, Cedric Hampton. We also have a record player available for check out.

Radio-Cassette-CD Players

The library has several Radio-Cassette-CD players available for use on-site at Merit.

Supplies

The library keeps a small stock of basic instrumental accessories for sale. These include reeds, strings, music stands etc.

Contact

Please contact our librarian Tereza Mitchell at 312.676.3694 for further information.

Instrument Rental Program

Students who are registered for a class in the current semester and qualify for financial aid are eligible to borrow instruments through Merit's Glasser-Rosenthal Library. Please note that instruments are subject to availability. The borrowing fee is \$25 for the school year and \$15 for the summer term. Lesson books, replacement strings, reeds and other miscellaneous supplies are not covered under the borrowing fee.

Students who are not able to borrow an instrument through Merit's Library may rent instruments from a dealer such as:

Quinlan & Fabish
166 Shore Drive
Burr Ridge, IL 60521
630-654-4111

Kim's International Music
4200 W Lawrence Ave
Chicago, IL 60630
773-725-7700

For more information, please visit Merit's Glasser-Rosenthal Library.

Merit School of Music Staff List

Duffie Adelson, *President*
Andrew Bedessem, *Development Associate*
Adan Benitez, *Building Attendant*
Candice Boggerty, *Finance Associate*
Tom Bracy, *Executive Director*
Susan Cook, *Dean of Programs*
John Corkill, *Enrollment Associate*
Libby Duncan, *Marketing Communications Manager*
Roxana Espoz, *Volunteer Programs and Events Manager*
Ellen Gibbon, *Development Associate*
Kurtis Gildow, *Director of Instrumental Music, General Music and Early Childhood*
Brian Gordon, *Facilities Manager*
Rowaida Hormiz, *Staff Accountant*
Logan Massey, *Band and Guitar Program Manager*
Lesley McCool, *String Program Manager*
Diana McCoy, *Student Services Associate*

Tereza Mitchell, *Music Librarian*
Alma Mol, *Enrollment Associate*
Brian O'Malley, *Building Attendant*
Mike Peters, *Building Attendant*
Jennifer Ridder, *Individual Gifts Manager*
Timothy Riordan, *Artistic Director and Director of Alice S. Pfaelzer Tuition-free Conservatory*
Amy Riske, *Early Childhood, General Music, Voice/Choir and Piano Program Manager*
Lisa Roth, *Contract Coordinator*
Michele Schroeder, *Project Manager*
Lindsey Smith, *Alice S. Pfaelzer Tuition-free Conservatory Manager*
Jessica Taylor, *Private Lesson Manager*
Daniel Thomas, *Enrollment Coordinator*
Chris Tiffany, *Grant Writer*
Kate Walsh, *Enrollment Manager*
Cheryl Wolfersberger, *Director of Finance*
Jennifer Young, *Executive Assistant*

Student Competitions

Concerto Competition – Friday, December 2nd, 2011

The Concerto Competition is open to Merit students enrolled in Private Lessons or the Tuition-free Conservatory. Participation in the Concerto Competition is contingent upon recommendation from the student's private teacher. The audition is blind and held behind a screen. Students are required to provide three unmarked copies of the score and secure an accompanist in order to participate. Winner of the Senior Division will perform at MeritFest in the Spring. If the Senior Division winner is also a member of the TfC, then he or she may also perform a solo with the Merit Symphony Orchestra at the Spring Concert. Applications will be available at the student services office and/or the front desk.

Merit Young Musicians Competition – Tuesday-Thursday, March 27th – 29th, 2012

The Merit Young Musicians Competition is open to students, in grade 9 or younger, in their second year of instrument study or higher and are currently enrolled in the Instrumental Music Program, Private Lessons or an off-site Bridges: Partners in Music Program. Students will receive a division 1, 2 or 3 rating, a corresponding medal and comments from one judge on the panel. Students are required to provide three unmarked copies of their music (with measures numbered) in order to participate. Please encourage your students to dress appropriately as the audition is not blind. Applications will be available at the student services office, the front desk or online starting the week of February 13th, 2012.

Private Lesson Scholarship Competition – Friday, April 13th, 2012

The Private Lesson Scholarship Competition is open to Tuition-free Conservatory students. The audition is blind and held behind a screen. Students are required to provide three unmarked copies of the score in order to participate. Winners receive a cash award toward private lesson study and must plan on returning to the Conservatory the next year in order to apply. Applications will be available at the student services office and/or the front desk.

Merit School of Music

making music...building lives

Absence Approval Form
2011-2012

The Absence Approval Request Form must be submitted at least two weeks prior to any planned absence.

Private Lesson absences must be reported directly to your teacher.

Excused absences are:

- 1) Illness or family emergency (You must immediately call the office to report these)
- 2) A musical performance, academic requirement, or observance of a religious holiday.

Date Submitted: _____ Date of Absence: _____

I will miss (check one):

- the full day of classes part of my classes from _____ : _____ a.m/p.m. _____
to _____ : _____ a.m/p.m. _____

Student Name: _____ Instrument: _____

Program (circle one): Tuition-free Conservatory
 Instrumental Music
 Early Childhood

Parent's Signature: _____ Home Phone: _____

Please be sure to notify your teachers of your upcoming absence in order to collect your homework assignments