



# STUDENT HANDBOOK

FOR THE **2023-2024** ACADEMIC YEAR

**THIS HANDBOOK BELONGS TO:**

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# OPERATIONS

## ABOUT THE OMAHA CONSERVATORY

Omaha Conservatory of Music is a nonprofit 501(c)3 school that builds a diverse musical community to enrich lives through education and performance.

## VISION STATEMENT

Creating access to musical excellence for anyone.

## BREAKS

The Omaha Conservatory is closed Wednesday–Sunday of Thanksgiving week, two weeks for winter break, Easter, Memorial Day, Labor Day and Independence Day.

## BUILDING HOURS, LOCATION AND CONTACT INFORMATION

Omaha Conservatory of Music is located near 72nd and Cass Street next door to the Omaha Community Playhouse.

- **PHONE:** (402) 932-4978
- **LOCATION:** 7023 Cass Street  
Omaha, NE 68132
- **FRONT DESK HOURS:** Monday–Friday: 9 a.m.–9 p.m.  
Saturday: 8 a.m.–6 p.m.  
Sunday: 9 a.m.–6 p.m.

## CULTURE AND INCLUSION

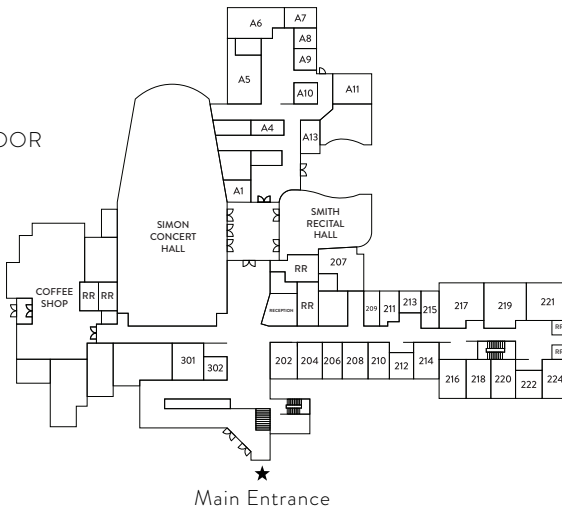
Omaha Conservatory of Music commits to becoming a diverse, equitable, inclusive, and anti-racist institution where music education is made as accessible as possible for all members of the community.

- **DIVERSITY** — The Omaha Conservatory believes that music is valued in every culture; in turn, we value every culture through music. We strive to provide musical experiences representative of the world and the interests of our students, faculty and community. We want you to bring your full self to contribute to our community. Creating spaces where people can be their best creative selves is just the right thing to do.
- **EQUITY** — OCoM strives to be equitable by providing programming opportunities to everyone at the Omaha Conservatory and throughout the community. We provide classes in area neighborhoods, bringing musical education to those who cannot come to OCoM. We provide financial aid to families to make music education available for anyone's budget. We provide select classes and concerts at no or low cost to allow everyone the opportunity to enrich their lives with music.

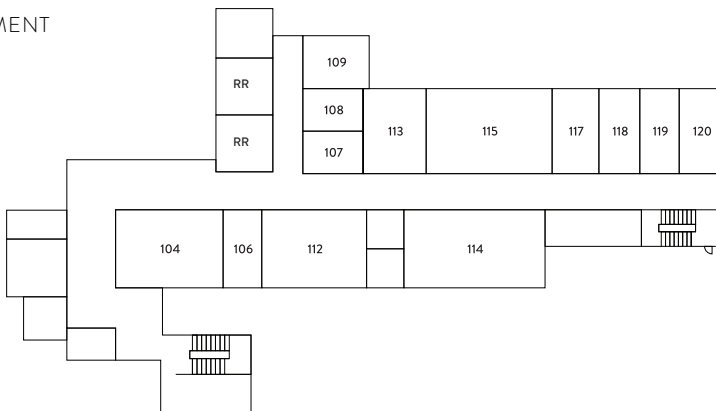
- **INCLUSIVITY** – The Omaha Conservatory accepts everyone regardless of their age, gender, race, sex, creed, religion, culture, nationality, sexual orientation, political affiliations and/or disability (visible and invisible). We do not tolerate hate speech, racism, violence, bigotry, harassment, bullying or any abusive actions, including threats. We are here to have an open conversation to build an inclusive community where we can learn to understand one another better through musical education and appreciation.
- **ACCESSIBILITY** – We want our musical community to be accessible to the widest possible audience, regardless of technology or ability. We continue to take steps to increase the accessibility and usability of our campus with the goal that we never turn away a student from musical education due to ability or financial and transportation constraints.

## BUILDING MAP

### GROUND FLOOR



### BASEMENT



## THE GIG

The Gig Coffee Shop & Café is owned and operated by Omaha Conservatory of Music. All proceeds from sales within The Gig go toward financial aid for OCoM students. Students can present their OCoM student ID to their barista to receive a 10% discount at The Gig.

Each month, The Gig hosts an open mic night. All OCoM students and their families and friends are welcome to attend and perform. If you are interested, please let the baristas know or sign up at [thegigcoffee.com](http://thegigcoffee.com).

## POLICIES

While all our policies at time of printing are found in this handbook, our website ([omahacm.org](http://omahacm.org)) will always feature the most up-to-date information regarding policies and procedures.

## PRACTICE ROOMS

Practice rooms are reserved for current OCoM students only. They will operate on a first-come, first-served basis as room availability allows.

Rooms may not be reserved in advance for practice, unless it is with a specific group (e.g. chamber ensemble) or with an instructor.

The Percussion Suite will operate with the same sign-in procedure as our other practice rooms. Because there is only one percussion room, calling ahead to see if it is available is helpful and preferable.

Upon arrival, you will check in at the front desk to inquire about availability and sign in. There is no time limit, but we ask that you be mindful of your time in the room, especially during peak hours (M–F 4–8 p.m. and weekends), as others may be waiting to use the space. You will then sign out at the front desk after your practice.

Please be respectful of the space and replace items when finished: put stands away, push in benches, turn off lights, and close the door. No food is allowed. Drinks are allowed in closed containers only.

Studio spaces are not available for student practice.

## RENTALS

Students of OCoM can use the facility for educational purposes during normal business hours at no cost. Use is subject to approval by administration. To inquire, email [rentals@omahacm.org](mailto:rentals@omahacm.org).

## SCHOLARSHIP/FINANCIAL AID OVERVIEW

It is our goal that money is never a barrier to outstanding musical education. Omaha Conservatory of Music has numerous generous donors who provide funds for financial assistance. Financial aid is awarded on a rolling basis as funds are available. If you are interested in applying for financial aid, please see the financial aid portion of the website or contact the front office for more information.



### SUGGESTION BOX

Your thoughts are important to us. If you have ideas to improve OCoM or just have thoughts to share, please let us know by sending us an anonymous message via our Suggestion Box!

## SURVEYS

Periodically, OCoM will send a brief survey to all families engaged with our programming. These short questionnaires will help us improve our offerings. We appreciate your participation!

# TUITION & BILLING

## ACADEMIC YEAR

The Omaha Conservatory provides 40 weeks of lessons – 34 during the academic year and six during the summer. Students who start at the beginning of the academic year are billed for 40 weeks of lessons. Students who start at any other time will have their tuition prorated.

## LATE FEES & DELINQUENT ACCOUNTS

There will be a late fee of \$10 per month for payments received after the 10th of the month. OCoM reserves the right to suspend or discontinue the instruction of a student whose account is delinquent in fulfilling their financial obligation at any time during the year.

## RE-ENROLLMENT

Current OCoM students have the opportunity to re-enroll in their current studios every spring. During this priority re-enrollment period, the re-enrollment fee is discounted and students have the opportunity to apply for merit scholarships. Once the priority re-enrollment period has ended, current students can still re-enroll with the standard enrollment fee. At the end of the standard re-enrollment

period, students will be charged a late fee for re-enrollment on top of the standard enrollment fee.

### TUITION PAYMENTS

Families select their payment plan during enrollment and tuition is due on the 5th of each corresponding month. To pay your tuition, you can put your credit card on file, or you can pay at the front office with cash, check or credit card.



## REFUNDS & DEPOSITS

### FESTIVALS

Admission and any add-ons (t-shirt, lunch, etc.) to any OCoM festival are non-refundable.

### STRING SPROUTS

A family who wishes to withdraw from the Sprouts program must provide written notice to [stringsprouts@omahacm.org](mailto:stringsprouts@omahacm.org). Refund amounts are as follows:

- **100% refund:** Withdraw before Week 1 of classes
- **50% refund:** Withdraw before Week 3 of classes
- **No refund:** Withdraw in Week 3 and beyond

### SUMMER CAMPS

At the time of registration, a non-refundable \$75 registration fee is required. That money goes toward tuition but will not be refunded should the student withdraw from a camp. When a student withdraws, a refund will be issued in a prorated amount based on how far out the withdrawal occurs, as outlined on our website.

If a student withdraws from a camp after July 1, no refund will be issued and all tuition must still be paid. To withdraw from a camp, please email [camps@omahacm.org](mailto:camps@omahacm.org).

## GENERAL LESSON POLICIES

### ABSENCE & MAKE-UP POLICY

In the event of a student absence, please notify your instructor in advance. If

students miss a lesson due to conflicts, travel or illness, they will receive one (1) make-up lesson per semester, provided in a group setting. If a student misses their group make-up lesson, it will not be rescheduled. If a student misses a class, no make-up will be offered.

If a teacher misses a lesson, the lesson will be made up as an individual lesson at a time mutually agreed upon by the teacher and the student.

If a student is absent without notification, the teacher will attempt to contact the student to determine the reason. After the second consecutive missed lesson without notice or contact, the student will be dismissed and the date of the second lesson will be considered the official withdrawal date. All withdrawal policies will then be followed. The same is true for classes.

### **CHANGE OF LESSON LENGTH**

If a student wants to change their lesson length after lessons have begun, notification must be provided in writing to [admissions@omahacm.org](mailto:admissions@omahacm.org). For record-keeping purposes, verbal notice or text messages from students or caregivers cannot be accepted. Families who instigate the change must discuss with their individual instructor prior to submitting written notification to ensure the instructor can accommodate the change. The original lesson length will be maintained for eight (8) days from written notification to allow for changes in billing and teacher schedules.

### **TARDINESS**

Students who are late for a lesson cannot be guaranteed their full allotted time. Instructors will wait for a student for one third of the scheduled lesson time. In the event their teacher is late, students are asked to do the same. If your teacher has not arrived after five minutes, please inform the front office of the absence.

### **MEDICAL LEAVE**

If a student experiences a serious health issue that prevents them from taking lessons, they have a few options.

A student may withdraw per the Omaha Conservatory withdrawal policy for the duration of their illness. The Omaha Conservatory will consider this an opening and provide the teacher with a new student in the original student's place. Upon recovery, a student may re-enroll during the same academic year with their previous teacher if they have availability; otherwise, the student will be assigned to a new teacher. Should the \$25 withdrawal fee present hardship for the student or their family, the Omaha Conservatory reserves the right to waive the fee on a case-by-case basis.

Alternatively, a student may continue to pay tuition during their recovery



period in order to hold their spot on their teacher’s roster at the same time and day of their current lessons and resume lessons as soon as possible. Students may also work with their teacher to explore alternative musical explorations to accommodate an illness or injury (focus on theory or bowings only, only playing the left-hand piano part, etc.).

### **WITHDRAWAL/REFUND POLICY**

The Omaha Conservatory charges a \$25 withdrawal fee. A student who wishes to withdraw from individual lessons must provide two weeks' written notice to [admissions@omahacm.org](mailto:admissions@omahacm.org). Verbal notice or text messages from students, Caregivers or Artist–Faculty cannot be accepted. After providing written notice, the student or their family is responsible for the payment of two lessons following the date written notice is given. The student can choose whether or not to attend those lessons.

A student who wishes to withdraw from a class before the first class meeting must provide one week’s written notice to [admissions@omahacm.org](mailto:admissions@omahacm.org). A refund will be processed, minus a \$25 withdrawal administrative fee. Class tuition is non-refundable beginning the first day of class, regardless of the reason for withdrawal.

### **DISMISSAL**

The Omaha Conservatory reserves the right to dismiss any student due to frequent absences, disciplinary problems, overdue tuition payments and/or noncompliance with the Omaha Conservatory’s policies.

### **EMERGENCY SCHOOL CLOSINGS**

When Omaha Public Schools (OPS) calls a remote learning day due to inclement weather (other than subzero temperatures), the Omaha Conservatory will call a late start. The building will be closed until 12 p.m. (noon) and all lessons and classes are canceled before this time.

The Omaha Conservatory reserves the right to open at 12 p.m. (noon) if road conditions have improved significantly, since most of OCoM’s lessons and classes occur in the afternoon and evening. Subsequent messaging will be sent out to families notifying them if the building will open for the afternoon and evening or will remain closed.

**The Omaha Conservatory also reserves the right to cancel lessons or classes due to inclement weather even if OPS has not issued any cancellations.**

String Sprouts classes will be canceled in most cases when OPS calls for a remote learning day. Sprouts families should always check their email for confirmation on whether or not their classes are running that day.

When OPS calls a remote learning day due to subzero temperatures, OCoM will NOT close and will stay open for lessons and classes. Since OCoM does not bus our students, an OPS remote learning day for subzero temperatures is not applicable to the Omaha Conservatory.

Lessons and classes will not be rescheduled and tuition will not be credited in the event of any emergency school closing due to weather or other circumstance beyond the control of the Omaha Conservatory of Music, unless there are multiple closings on the same day of the week during the year.

Subsequent lessons or classes missed on the same day of the week due to inclement weather or other emergency closings will be rescheduled before the beginning of the next academic year.

**FOR EXAMPLE** – If there is an emergency school closing on only one Monday during the year, lessons and classes will not be rescheduled for that missed lesson or class. If there is an emergency school closing that occurs on any subsequent Monday during the year, the subsequent missed lessons or classes will be rescheduled. OCoM recommends that make-up lessons be scheduled during the last two weeks of May, prior to scheduling the six summer lessons that are included in the annual tuition.

The Omaha Conservatory also reserves the right to cancel lessons or classes due to inclement weather based on road conditions and safety, even if OPS has not issued any cancellations.

Cancellations will be posted on our website and social media pages. For weekend weather cancellations and the most updated information, please check our website and the Omaha Conservatory's Facebook page and Twitter feed.

#### **SATURDAY SNOW DAYS**

When OPS cancels Saturday activities due to inclement weather (other than subzero temperatures), OCoM will call a late start. The Omaha Conservatory reserves the right to open at 12 p.m. (noon) if road conditions have improved significantly.

#### **SUNDAY SNOW DAYS**

When OPS cancels Sunday activities due to inclement weather (other than subzero temperatures), OCoM will call a late start. The Omaha Conservatory

reserves the right to open at 12 p.m. (noon) if road conditions have improved significantly.

### **OTHER RELATED CLOSURES**

If OPS issues a 2-hour early dismissal OR cancels all after-school activities: OCoM will cancel all lessons and classes that begin at 2 p.m. or later.

If OPS issues a 2-hour delayed start due to inclement weather (other than subzero temperatures), OCoM will cancel any lessons starting prior to 12 p.m. (noon). All lessons and classes will resume for the afternoon and evening.

## **TORNADO/FIRE INFO**

### **ROUTE SIGNAGE**

Tornado shelter and fire evacuation routes are posted in every studio and classroom. Faculty will walk students through fire evacuation and tornado shelter routes during their first lesson.

## **PROGRAMMING**

### **INDIVIDUAL LESSONS**

We offer lessons in over a dozen instruments led by our exceptional Artist-Faculty. Areas of study include strings, piano, voice, fretted strings such as guitar/ukulele, winds, brass, percussion, conducting, theory, composition and history. Lessons are available in lengths of 30 minutes, 45 minutes or 60 minutes. Individual lessons include:

- 40 weeks of individual instruction (34 during the academic year and 6 during the summer) with one of the Omaha Conservatory's outstanding Artist-Faculty members. Lessons are scheduled by the instructor. For additional summer lessons, see Summer Bundles (page 13).
- Two solo recitals with optional graduation level awards

### **LESSON AWARD LEVELS – GRADUATION REQUIREMENTS**

After the Introductory Primer Level has been completed, Omaha Conservatory of Music's graduation levels correspond to the levels of the Royal Conservatory Development Program. We use the repertoire lists provided by the Royal Conservatory Program in our graduation process. These repertoire lists are comprehensive and offer a wide range of styles and genres. The syllabi are

available on the Royal Conservatory of Music website.

Each level in the Royal Conservatory syllabus includes two or more repertoire lists. In order to graduate from a level at the Omaha Conservatory, a student must perform a piece (with a high degree of mastery) from each of the appropriate repertoire lists for a teacher. Omaha Conservatory pianists are also required to complete the Royal Conservatory technical requirements for their level if they wish to graduate from levels Preparatory A through 6.

When all other requirements have been completed, the graduating student will perform, from memory, one of the pieces he or she has learned from the repertoire lists at their next recital, where they will then receive their graduation award.

Students who graduate from the first level will earn a medallion from the Omaha Conservatory. The awards for each subsequent graduation, as well as for other achievements such as 100 days of practice, are special pins to be attached to the lanyard of the medallion. Students are encouraged to wear their medallions at solo recitals to showcase their accomplishments and motivate younger students to continue achieving.

Students so inclined may register to take the official Royal Conservatory tests at authorized testing sites throughout the country. In addition to the performance component, these exams test technical, aural, theory and reading skills. Because this is a rigorous process and one that requires the student to register online, pay fees and travel to an evaluation center, students who have decided to try for this certification should work closely with their teacher to plan and prepare.

#### **LESSON AWARD LEVELS – GRADUATION PROCESS**

- Student and teacher choose a piece from each of the Royal Conservatory repertoire lists for the appropriate level.
- When all of the pieces have been learned and performed for the teacher at a high level, one is selected to perform on the next solo recital.
- Faculty members submit the names of any students who are graduating award levels to the office on the recital program form. Students must have their pieces ready for performance at the time of the program submission.
- At the end of the recital, the student will receive the graduation award pin.

#### **GIFT OF GRATITUDE**

The Gift of Gratitude concerts have traditionally been an opportunity for students in studios to come together in performance and invite a special

“honoree” to whom they wish to express gratitude and thanks. These performances take place in December and may conclude with small receptions in The Gig Coffee Shop & Café.

### **SUMMER BUNDLES**

The Omaha Conservatory offers Summer Bundles, which consist of three (3) hours of lessons to be taken throughout the summer. These lessons are in addition to six (6) summer lessons students already receive as part of their tuition. Cost is dependent on the instrument studied. Please note that your Summer Bundles may be taught by a different teacher than your usual instructor!

### **COACHINGS**

Coachings are one-off sessions with an Omaha Conservatory of Music Artist-Faculty member. You must have the Artist-Faculty’s permission prior to the coaching session. Coaching requests should be made two weeks in advance. A coaching may be used for one student or a chamber group. You must clearly communicate your needs with the Artist-Faculty prior to purchasing the coaching.

Cost is \$93 per hour and must be purchased in advance. Coachings must be purchased in one-hour increments but can be used in smaller increments of time. For example, you can purchase one hour of coaching for two 30-minute sessions.

Once you’ve confirmed your coaching with the Artist-Faculty member, contact Admissions at [admissions@omahaacm.org](mailto:admissions@omahaacm.org) or at (402) 932-4978 to set up your payment.

### **CLASSES**

We offer classes for all ages, newborn through adults, and all skill levels, beginner to advanced. Most classes take place on campus, though a few meet at various off-site locations or online.

Some classes include two or more performances per year, including community performances. Classes typically last 24–32 weeks. Offerings vary by year but typically cover all instruments, skill levels and ages. Some classes provide instruments, too!

### **EXPLORERS CLASSES**

Explorers Classes are designed primarily for students interested in trying a new instrument, whether for fun or to begin a new lifelong journey. Explorers Classes are offered in 8-week trimesters (fall, winter and spring) and a June summer

session. Offerings vary by year but typically include keyboard, guitar, ukulele, percussion and violin.

### **CLUBS & MINI CLASSES**

We offer club and mini class opportunities throughout the year. These are typically offered for free to Omaha Conservatory students and families.

### **SUZUKI STRINGS PROGRAM**

The Suzuki philosophy teaches that every child can learn through the mother-tongue approach and immersion in music as a second language. Families who join Suzuki Strings will experience this pathway to excellence with the support of the teacher-student-parent triangle.

The Suzuki Strings program features a weekly Suzuki group repertoire class where skills from individual lessons are reinforced with fun games and more. To be eligible, students must already be in lessons with a Suzuki teacher.

### **STRING SPROUTS**

String Sprouts is an innovative music program providing violin, viola, cello and bass classes to children in the Omaha-Council Bluffs metro area. Sprouts can enroll when they are as young as three and receive five years of exemplary music education designed specifically for kids. Tuition amount is based on a sliding scale so all families can participate. Instruments are included!

Classes begin each year in September and run for 32 weeks. Quarterly progress and classroom performances happen throughout the year, and all families are invited to attend large, capstone concerts in the spring.

### **ANNUAL FESTIVAL**

Once a year, OCoM opens its doors for the Annual Festival. Artists come in from the entire Omaha-area community to lead master classes and workshops and bring their expertise to all who attend. Our Annual Festival is an excellent opportunity for students to learn from and make connections with some of the best instructors in the country, as well as explore all the programming OCoM has to offer in a fun festival setting. Be sure to keep an eye on our website for the most up-to-date information on this exciting event!

## SUMMER CAMPS

The summer programming we offer at the Omaha Conservatory is unlike that from any other music institution. The best instructors flock to Omaha from across the country to work with our students, creating invaluable and unforgettable musical experiences for those who participate. Please consult with your instructor(s) on which camps will be the best fit for you or your student.

- **SOUNDWAVES** – SoundWaves is a wee-klong music intensive for strings, voice and piano students. SoundWaves serves as a hub for receiving instruction and inspiration from prominent artists from across the country, for building important musical connections in the national arts community for OCoM, guest artists and students, and for developing lifelong friendships with peers who are on a similar musical journey. At SoundWaves, each instrument has a specialized track that includes large ensembles, chamber ensembles, masterclasses, electives and ample performance opportunities.
- **SUZUKI INSTITUTE** – Suzuki Institute is a week-long comprehensive program that brings Suzuki students, families and teachers together to expand and deepen their knowledge and playing. Core classes include repertoire, technique, masterclass, reading orchestra and Caregiver Coffee Circle. Students will also choose from our exciting electives. Electives change year-to-year. Previous years' electives have included classes such as Music by Diverse Composers, Ukulele, Art Expressions and Movie Music.

## VOLUNTEERS

Both short- and long-term volunteer opportunities are available throughout the year! Volunteers assist with SoundWaves and Suzuki summer camps and special events throughout the year. Contact the Community Engagement and Events Manager at [reception@omahacm.org](mailto:reception@omahacm.org) to learn about current volunteer opportunities.

## RESOURCES

### CALENDAR

Want to see all of the Omaha Conservatory's classes and upcoming events anytime on your phone or computer? Head to [omahacm.org/ocomcalendar](https://omahacm.org/ocomcalendar)

### OFF-CAMPUS EVENTS & OPPORTUNITIES

Interested in learning more about off-campus events and musical opportunities? Check out our Padlet to keep up to date on summer festival opportunities, scholarships, and more!



## **SOCIAL MEDIA**

Omaha Conservatory of Music can be found on all major social media platforms! Follow us for news on upcoming events, educational opportunities and our musical community in general. We also post important updates regarding emergency building closures.

We encourage you to post photos and videos pertinent to our mission and offerings and tag us in them! We love resharing photos of our students practicing and playing.

**FACEBOOK:** [facebook.com/omahacm](https://facebook.com/omahacm)

**INSTAGRAM:** [instagram.com/omaconservatory](https://instagram.com/omaconservatory)

**TWITTER:** [twitter.com/omaconservatory](https://twitter.com/omaconservatory)

**TIKTOK:** [tiktok.com/omahaconservatory](https://tiktok.com/omahaconservatory)

## **ONLINE STORE/MERCH STORE**

Snag OCoM swag at [omahacm.org/store](https://omahacm.org/store). You'll find exclusive musical designs alongside old favorites and timeless classics. We sell shirts, mugs, stickers and more. Select merch and musical supplies are also available at the front office.

## **CAREGIVER SUPPORT + TOOLS**

Enrolling in lessons or classes (or both!) at the Omaha Conservatory is a great first step in your musical journey. The next step can be challenging, though: planning and executing your practice. Here are a few thoughts on how to start! (Be sure to check our blog for more fresh and innovative ideas throughout the year.)

- Start with asking your instructor what is expected and how to plan your practice to meet those expectations. If unsure, this can happen weekly.
- Identify a main goal to accomplish before your next lesson/class.
- Spend time planning what specifically needs to be done to meet that goal (doing daily warmups/active listening/number of repetitions of a section/etc).
- Keep your tools accessible. That may mean finding a place for your instrument that is out of its case and visible, or presetting your music open to a place that is fun to begin practicing.
- Find practice buddies or an accountability partner to keep you motivated! This can be a parent/friend/neighbor who can be your cheerleader and help to make practicing fun and increase your feeling of accomplishment.



## INSTRUMENT RENTAL + PURCHASES

Certain classes (such as Guitar Explorers, Ukulele Explorers, etc.) require instruments. For such cases, students are expected to purchase or rent their own instrument. **OCoM does not provide instruments for these classes.**

Individual lessons are offered for both acoustic and electric instruments. Prior to your first lesson, contact your teacher to ask if you need to bring your own amp.

### GENERAL RENTALS & PURCHASES

Dietze Music  
(402) 333-1535  
13015 W Center Rd.  
Omaha, NE 68144

Schmitt Music  
(402) 391-5588  
7355 Dodge St.  
Omaha, NE 68144

Ground Floor Guitar  
(402) 614-6888  
4009 Farnam St.  
Omaha, NE 68131

Lidgett Music  
(712) 322-0200  
150 W Broadway  
Council Bluffs, IA 51503

### STRINGS RENTALS, REPAIRS & MAINTENANCE

Amesquita Violins  
(402) 551-0209  
1029 N. 72nd St.  
Omaha, NE 68114  
[info@amesquitaviolins.com](mailto:info@amesquitaviolins.com)

Nielsen Violin Shop  
(402) 342-5880  
1905 Harney St, Suite 630  
Omaha, NE 68102

Violins of Omaha  
(402) 301-7687  
1301 Nicholas St  
Omaha, NE 68102  
[alex@violinsfomaha.com](mailto:alex@violinsfomaha.com)

Sarah Gray Restoration  
(402) 889-3515  
1722 St. Marys Ave. #120  
Omaha, NE 68102  
[info@sarahgrayrestoration.com](mailto:info@sarahgrayrestoration.com)

### CUSTOM GUITAR WORK & REPAIRS

Hargiss Stringed Instruments  
(402) 588-9551  
4002 Hamilton St.  
Omaha, NE 68131

Bruce Guitars  
(402) 960-6744  
13518 Riggs St.  
Omaha, NE 68137

## REPUTABLE ONLINE VENDORS

[www.sharmusic.com](http://www.sharmusic.com)

[www.swstrings.com](http://www.swstrings.com)

[www.robertsonviolins.com](http://www.robertsonviolins.com)

Most luthier shops allow a "rent-to-own" that covers a decent percentage towards owning the instrument after a certain amount of time renting, and each shop may have a different version of this. We suggest avoiding vibrantly colored instruments (purple, green, etc.) as they are very hard to tune and maintain in good shape. We recommend you avoid purchasing instruments from Amazon as they rarely offer good quality student-level instruments.

## QUESTIONS TO ASK A LUTHIER SHOP ABOUT RENTAL OR PURCHASE

Ask these questions when you rent or purchase an instrument from the vendors listed above or any other. If you must purchase online, find out how long it will take to get the instrument and whether it needs to be set up, and don't forget to check reviews!

- What is the cost to rent an instrument?
- What is the final purchase price?
- Do rental payments apply to the purchase? If so, what percentage applies? 50%? 75%? 100%?
- Do payments roll over into the next size and/or upgrade?
- What are the terms of payment (credit card, check, cash)?
- Do you accept trade-in credit for instruments purchased from your shop?
- Do you accept trade-ins of instruments purchased from other shops?
- If a string breaks within six months do you replace it free of charge?
- What does rental outfit include (e.g. quality strings, bow, rosin, cleaning cloth)?
- Does your shop do your own repairs?

## FAQ

### HOW DO I ENROLL IN A NEW CLASS?

Fill out the Get Started form on our website or visit the class page.

### HOW DO I ENROLL IN A NEW INSTRUMENT?

Fill out the Get Started form or email admissions at [admissions@omahacm.org](mailto:admissions@omahacm.org).

**CAN I RESERVE A PERFORMANCE SPACE FOR A GROUP REHEARSAL OR RECORDING?**

Yes, subject to availability. Advance notice is required (at least 24 hours) so that the front office can determine if there is availability. Performance spaces include the Simon Concert Hall, Smith Recital Hall and Classroom 114. Please call the front desk (402) 932-4978 to check availability and reserve a time and date.

**IS THERE A LOST AND FOUND AT OCOM?**

Yes! Our lost and found is located at the front office. If you find something in a studio or common space that doesn't belong to you, please turn it in to the front office. If you think you may have lost something, you may also check there! We will ask you to describe it for us before releasing it. Anything valuable (iPads, headphones, wallets) will be kept in a secured location. Lost and found items will be kept for 30 days. Anything remaining beyond 30 days will be sent to a donation center.

**WHEN CAN I APPLY FOR FINANCIAL AID OR SCHOLARSHIPS?**

You can apply for financial aid at any time. If you are awarded any aid, it will consider your entire tuition, not just your remaining balance.

You can only apply for scholarships during the priority re-enrollment period. Scholarships often require additional requirements for consideration.

For more details on financial aid and scholarships, please visit [omahacm.org/financialaid](http://omahacm.org/financialaid).

**WHEN I THINK I'M MISSING AN AWARD LEVEL PIN, HOW CAN I CHECK THE STATUS?**

Please reach out to your teacher. They will have the best understanding and record of previous awards given.

**I SIGNED UP FOR A CLASS BUT I HAVEN'T HEARD ABOUT MY PLACEMENT.**

When you sign up for a class that requires a placement video, it is reviewed by our Education Team. You'll receive follow-up information from our Education Team once they've finished reviewing your video and placed you or your student in the appropriate section.

# ALUMNI

## OMAHA CONSERVATORY OF MUSIC ALUMNI

Our alumni stretch across the globe. Graduating seniors can keep in touch with the Omaha Conservatory on social media.

Join our Facebook group "Omaha Conservatory of Music Alumni" to stay up to date and network with your fellow

alums. We encourage parents and family members to stay engaged with the

Conservatory even after your senior graduates. You will always be a part of our community and we look forward to seeing you at future events!



# HIGH SCHOOL SENIORS

## SENIOR RECITALS

A senior recital showcases a mature musician who, in addition to preparing and performing a solo or collaborative musical program, also learns and responsibly demonstrates the creative, communicational and organizational skills involved in arranging a performance.

On the following pages is a checklist to help a student prepare the different aspects of the recital that are part of earning the senior recital award. The student is responsible for any costs associated with the recital. The student's teacher will help in an advisory capacity as needed.

## SENIOR PHOTOS

Senior photo sessions are allowed at OCoM. To schedule use of the facility for this purpose, contact the Facilities Manager ([facilities@omahacm.org](mailto:facilities@omahacm.org)).

# SENIOR RECITAL CHECKLIST

## MUSIC

- Choose repertoire for the recital with works representing at least three of the four historical style periods.
- Be sure the recital repertoire is a minimum length of approximately 20 minutes of music.

## BASICS

- Choose the date and time for the recital. Make sure to confirm the availability of your teacher, family and collaborative pianist (if applicable).
- Choose a recital location and reserve the space. Possible locations might be Omaha Conservatory of Music, churches, schools, meeting spaces, retirement centers, music stores or private homes. Some things to consider might include price, the quality of the piano (if applicable), the number of people the space can accommodate and how a reception would work, if desired.
- Choose a reception location and reserve the space (optional).

## PREPARATION

- Communicate with the recital and reception venues about any details needed for a successful event and any expectations the owners of the venues may have. Items to discuss might include things like price, piano tuning or maintenance if applicable, recording options, seating, how the lights work, whether food and drink are allowed, a table and trash receptacles for a reception, access to restrooms, whether or not someone from the venue will be there on the day of the recital to let the student in and answer questions, if there's a space away from the stage where the student can warm up and wait prior to the performance, what door people should enter the building through, and if there are any expectations of the student following the recital like turning out lights, vacuuming, taking trash out, etc. The students should be mindful that they are guests in someone else's space and always be respectful and appreciative.
- Arrange for practice time in the recital space (optional but recommended).
- Advertise the event. Groups to invite might include relatives, parents' friends, members of the OCoM community, studio colleagues, teachers and friends from school, sports and other extracurricular activities and music lovers from senior centers, churches and other community groups.
- Plan the food and drinks for the reception (optional).

- Set up rehearsals if other musicians are involved.
- Arrange for any help that is needed on the day of the recital. For example, stage managers who open and close the piano lid and bring chairs and stands on and off stage, page-turners, greeter/program distributors and reception table helpers.
- Arrange for the recital to be recorded (optional).

### **AS THE RECITAL APPROACHES**

- Two weeks in advance, confirm details with the recital and reception venues and with any people who may be helping. Items to confirm might include time of use of facilities, needed furniture or equipment, rehearsal times, piano technician details and expectations.
- Prepare the written recital program, show it to the student's teacher for approval and make copies for the audience.
- Deliver brief comments during the recital before performing each piece or provide written program notes in the recital program.
- Be sure that any costs associated with the recital have been paid.

### **ON THE DAY OF THE RECITAL**

- Arrive early to prepare the recital and or reception space and to warm up, if desired, before guests arrive.
- Clean up and return the space to its original condition following the recital.
- Thank those who have helped.
- Have fun!

## **CODE OF CONDUCT**

### **COMMON SPACE ETIQUETTE**

The safety of our students is our number one priority. Use of Omaha Conservatory space, property and resources is a privilege to be respected and taken seriously. It is incumbent upon all members of the OCoM community to maintain a safe and positive environment at all times.

While at the Omaha Conservatory, students must conduct themselves in a manner that is respectful to all students receiving lessons and classes in studios, classrooms and performance spaces. Students will also be mindful that the lobby, hallways and The Gig Coffee Shop are shared public spaces and we must occupy those spaces with regard to those around us.

Please note and adhere to these etiquette expectations for Omaha Conservatory common areas at all times:

- Running is not permitted in hallways and lobby spaces.
- Please do not hang or sit on accessible railings or stand on ramp ledges.
- Use quiet voices in studio hallways.
- Throw trash away in proper receptacles.
- Take care of Omaha Conservatory property such as walls, couches, chairs, and tables. Couches and chairs are for sitting only.
- Students and family members are allowed in their teacher's studio (during their lesson time) and the common areas only; unless invited to another area [by a staff member (including performance spaces, classrooms and the administration wing)] or given prior approval by administration.

### **DRESS CODE**

Omaha Conservatory of Music understands the impact that students' appearance has on their behavior and learning. We also recognize the important role that parents play in helping their children make appropriate clothing choices. To create a positive learning environment, the Omaha Conservatory asks that all students dress in a manner that is appropriate and tasteful.

- **STUDENTS MUST WEAR:**
  - » Shirt
  - » Bottom (pants/sweatpants/shorts/skirts/dress/leggings)
  - » Shoes (activity-specific shoe requirements are permitted)
- **STUDENTS CANNOT WEAR:**
  - » Clothing or accessories with violent language or images
  - » Images or language depicting drugs or alcohol (or any illegal item or activity) or the use of the same
  - » Hate speech, profanity, pornography
  - » Images or language that creates a hostile or intimidating environment
  - » Visible underwear (visible waistbands or straps on undergarments worn under other clothing are not a violation.)
  - » Bathing suits
  - » Helmets or headgear that obscures the face (except for religious or medical reasons)

### **PERFORMANCE DRESS CODE**

When preparing for performances, we ask you consider the physical perspective of the audience and choose clothing that supports the performance. If there is a specific dress code for the performance, please follow those guidelines.

If wearing a skirt or dress, consider the length and how that interacts with your playing position and the audience's visual perspective.

### **DRUGS AND ALCOHOL**

Omaha Conservatory of Music is committed to maintaining a drug and alcohol free campus. We ask that you do not bring or use any substance on campus. Any student or family member who is found to be consuming drugs or alcohol on campus will face disciplinary action up to and including expulsion from campus as well as a permanent ban from campus. When necessary, law enforcement may be involved.

### **HARASSMENT AND BULLYING**

Harassment and bullying are not tolerated at Omaha Conservatory of Music. Harassment is verbal, written or physical conduct that degrades or displays hostility or hatred toward others because of their (or that of their relatives, friends or associates) race, color, creed, religion, genetic information, national origin, ancestry, sex (including gender identity, sexual orientation, transgender status, Caregiver status, gender stereotyping and pregnancy, including childbirth and related conditions), age, marital status, disability, citizenship status, veteran or military status, HIV/AIDS status, COVID status or other legally protected characteristic and which creates an intimidating, hostile or offensive environment, unreasonably interferes with an individual's performance, or otherwise adversely affects an individual's learning opportunities.

Omaha Conservatory of Music recognizes harassment as being from student to student, parent to student, and teacher to student or any combination thereof. If any student or family member has a complaint about an incident of harassment, you should immediately ask the offending party to stop if you are comfortable. You should immediately report the incident to your teacher or the front office. The teacher and front office will work within their parameters to resolve the issue immediately and reserve the right to escalate to the Administration if necessary.

Any student who is found to have been harassing or bullying will face disciplinary actions up to and including expulsion from the Omaha Conservatory.

### **THEFT AND DESTRUCTION OF PROPERTY**

Omaha Conservatory of Music does not tolerate theft or destruction of our property. Any student or family member who has been determined to be stealing or willfully destroying or vandalizing Omaha Conservatory property will face



disciplinary action up to and including expulsion from OCoM. The Omaha Conservatory reserves the right to pursue the student or family for monetary damages. Omaha Conservatory of Music encourages any student or family member to report any damage or theft that they witness to their teacher or the front office.

Any Omaha Conservatory student who takes lessons or classes at a remote partner location is required to follow all of the partners policies on theft and destruction of property. Where required, OCoM will follow all partner policies.

## **WEAPONS**

The Omaha Conservatory does not allow any students or family members to have weapons on campus. The use of tools used in your music experience are allowed, such as reed or cane knives, pens, pencils, fingernail clippers, etc.

Any student or family member who brings a weapon will face disciplinary action up to and including expulsion from campus as well as a permanent ban from campus. When necessary, law enforcement may be involved.

# 2023 CALENDAR

## AUGUST

August 12 ..... Studio lessons begin

August 16 ..... New Caregiver class

August 23, 30 ..... All Caregiver class

## SEPTEMBER

September 2–3 ..... Building open for makeup lessons

**September 4 ..... Labor Day (building closed)**

September 6 ..... All Caregiver class

September 8 ..... Frontier Strings rehearsals begin

September 11 ..... String Sprouts classes begin

September 12 ..... Full-year classes and ensembles begin

September 21 ..... OCoM annual gala (off-site)

September 25 ..... Explorers classes begin

## OCTOBER

October 21 ..... Cass Street Trick-R-Treat

## NOVEMBER

November 3–19 ..... Fall studio recitals

November 20 ..... Building open for Labor Day makeup lessons

November 21 ..... Building open for makeup lessons

**November 22–26 ..... Thanksgiving break (building closed)**

## DECEMBER

December 1–3 ..... Fall studio recitals

December 16–17 ..... Gift of Gratitude concerts

**Dec. 18–Jan. 1 ..... Winter break (building closed)**

# 2024 CALENDAR

## JANUARY

- January 2–5 ..... Building open for makeup lessons
- January 6 ..... Studio lessons resume
- January 6 ..... Spring classes, ensembles and Explorers classes begin
- January 8 ..... String Sprouts classes resume
- January 16 ..... School's Out, Tune In

## FEBRUARY

- February 16–19 ..... All-Instrument Music Festival

## MARCH

- March 9–15 ..... Spring break (no classes; building open for makeups)
- March 30–31 ..... Building open for makeups (no classes)

## APRIL

- April 19–28 ..... Spring studio recitals

## MAY

- May 3–11 ..... Spring studio recitals
- May 13 ..... Summer studio lessons begin
- May 20–23 ..... Spring studio makeups
- May 24–27 ..... Memorial Day break (building closed)**

## JUNE & JULY

- June 3–28 ..... Summer classes
- June 10–14 ..... Explorers Camp
- July 1–3 ..... Building open for makeups
- July 4 ..... Independence Day break (building closed)**
- July 8–12 ..... Suzuki Institute
- July 20–27 ..... SoundWaves

## AUGUST 2024

- August 10 ..... 2024–2025 studio lessons begin

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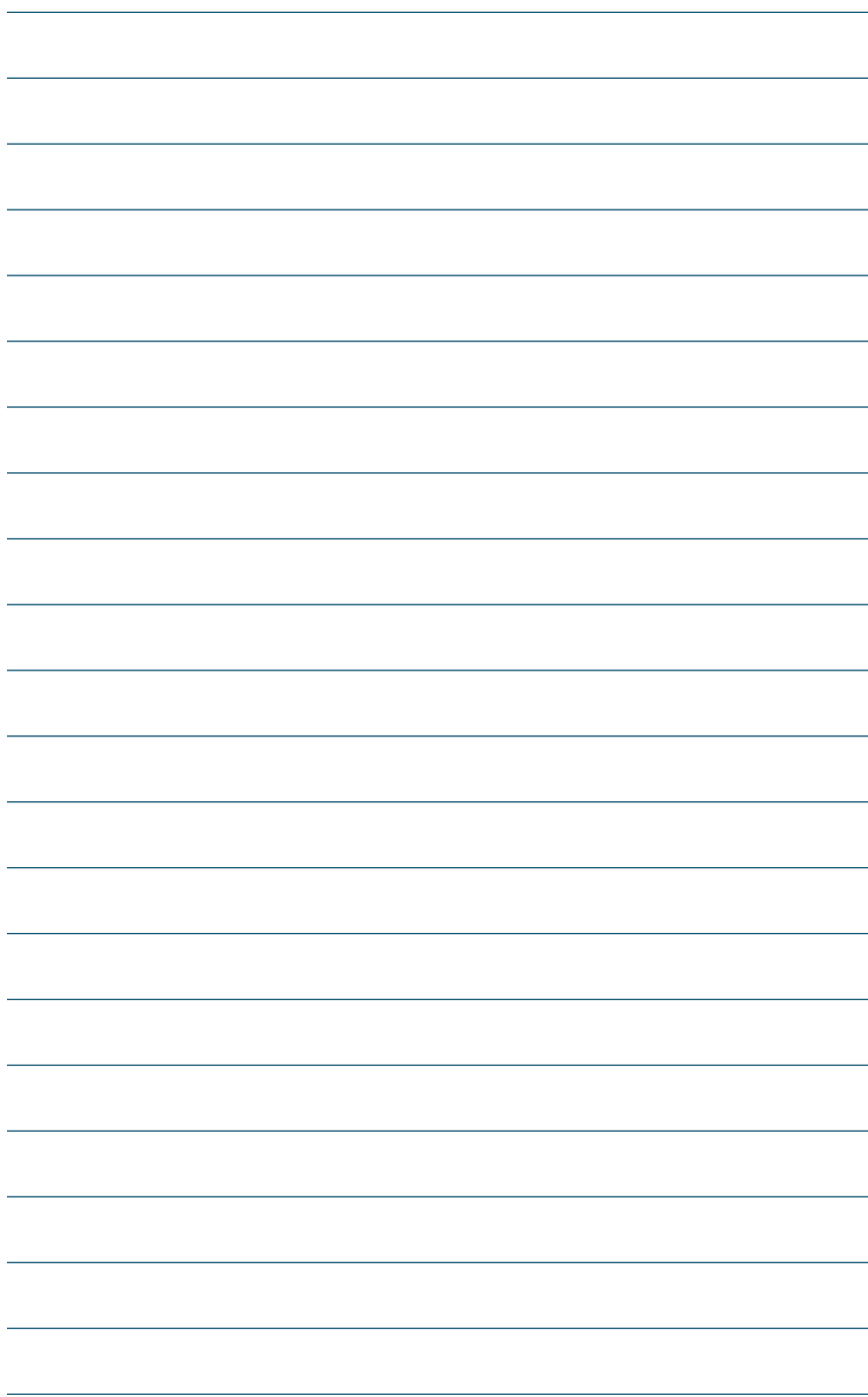
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