

CONTACT US

2728 Asbury Road
Springs Building, Suite 200
Dubuque, IA 52001
(563) 690-0151
office@nisom.com
www.nisom.org

ADMINISTRATION

Executive Director:

Luke Tyler, director@nisom.com

Office Manager:

Kendra Leik, office@nisom.com

Business Manager:

Amber Perkins, aperkins@nisom.com

Creative Aging Coordinator:

Tracey Rush, trush@nisom.com

Program and Marketing Director:

Brittany Barkus, bbarkus@nisom.com

Office Assistants:

Ava Borner & Susan Erickson,
office@nisom.com

BOARD OF DIRECTORS

President: Hillard Salas

Vice President:

Treasurer: Debbie Tancrell

Parent Rep: Anne Funke

Faculty Rep: Robbie Gearhart

Additional Members: Sue Becker,
Sam Wooden, Kim Oberbroeckling,
Mary Saunders-Oglesby

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10-6 M-Th, 10-4 F



(563) 690-0151



office@nisom.com



nisom.org



@nisomdbq



Northeast Iowa School of Music 2024-2025 Student Handbook

welcome

Founded in 2001, Northeast Iowa School of Music offers year-round instruction with lessons in piano, voice, guitar, composition, and band/orchestra instruments, as well as select group classes and lessons for college credit. Our school is a member of the National Guild for Community Arts Education. Students receive quality instruction in a safe environment. Whatever your reasons are for taking lessons, you know music is a powerful force in our lives. Let's make music together!



Mission

Northeast Iowa School of Music makes the life-changing benefits of music education and enrichment accessible to all through instruction, performance, and outreach.

Vision

We envision a community where everyone can experience personal and creative growth through music and reach their full potential as individuals and musicians.

Core Values

- Personal integrity, discipline, and mutual trust enable students and faculty to achieve excellence and maximize potential.
- Life and health are enriched by life-long learning and appreciation of music. All people deserve this opportunity, regardless of financial obstacles.
- People are the source of our strength, reputation, and vitality.
- Service to and collaboration with the area community is crucial to our mutual success.
- Music is meant to be shared. A community of musicians is beneficial for all and fosters growth, collaboration, inspiration, and joy.

Statement on Diversity, Equity, and Inclusion

To support a full and creative life for all, Northeast Iowa School of Music commits to policies and practices that embrace diversity and empower a just, inclusive, equitable nation.

**Northeast Iowa School of Music is a non-profit 501(c)3 public charity.
Donations are tax-deductible.**

Enrollment

Session Dates

FallAug 19 - Nov 9

WinterNov 11 - Feb 22

SpringMar 3 - May 24

Summer ...June 2 - Aug 9



Registration

Call, come in, or go online to register and enroll in any of our lessons and classes. Lessons are divided into three 12-week sessions: Fall, Winter, and Spring and a customizable summer session. You can enroll at any time during any session. Students enrolled in the Fall session will be automatically enrolled into the Winter and Spring sessions unless the office is notified in advance. You must re-enroll for lessons in the Summer session. By registering for lessons, you agree to abide by all current policies and adhere to payment dates (page 3).

Schedules, Instructors, & Recitals

Lessons occur at the same day and time each week. You may switch your lesson time mid-session if an alternate time is available. If students request a specific instructor, we will do our best to accommodate the request. Students have the opportunity to perform in any of our student recitals in consultation with their instructor. See the calendar on page 4 for specific dates.



Communication & Social Media



Please check your email for a welcome email. We use email to communicate important announcements throughout the year! Upon registration, all families will be added to our Mailchimp newsletter audience. Like us on Facebook and follow us on Instagram @nisomdbq to stay up on current news.

Customer Portal

Check out our online portal where you can view current lesson registration, register for more classes, update your contact information, and pay for lessons. Access the Customer Portal through nisom.org or the link in your welcome email.



Safety First

We are committed to providing a safe and secure environment.

- If you are not feeling well, call the office to arrange a Zoom or make-up lesson.
- No person is permitted to carry in alcohol, illegal drugs, products containing THC, weapons, and/or dangerous chemicals. Smoking is not permitted in our building.
- Parents/guardians may drop off students or stay during lessons. We recommend that you accompany your child to and from the studio for each lesson.
- To protect the students, faculty, and staff of Northeast Iowa School of Music from any threat or incident, security cameras are installed in each studio. These cameras will be reviewed if an incident is reported by any individual. They are not actively surveilled. Our system maintains three weeks of recorded video and audio. If you would like to submit a report, please contact the office, director, or a board member within three weeks of your concern.

Tuition

Payment Dates

Fallat Registration
WinterNovember 11
SpringMarch 3
SummerJune 2



Fees & Discounts

An annual, non-refundable registration fee of \$35 per household is paid at fall registration. This fee is pro-rated throughout the school year and summer based on what session we are in when you enroll (\$30—Winter, \$25—Spring, \$20—Summer). Registration fees renew the following school year.

Tuition is \$324 per 12-week session for 30-minute weekly lessons. We also offer lessons in 45- and 60- minute increments for an additional charge. Scholarships can help reduce tuition (see below). Individual trial lessons or coaching will cost \$30 per lesson.

Families enrolling in 3+ weekly lessons receive a 10% discount off the 3rd and 4th lessons, and families with 5+ weekly lessons receive 10% off all lessons.

Students withdrawing from lessons before the end of a session may request a refund of the remaining session's tuition minus a \$54 Instructor Support Fee. Three weeks prior notification will eliminate the Instructor Support Fee.

Any lessons canceled due to instructor absences or Northeast Iowa School of Music closings will be made up during the school year or may be refunded upon request at the end of the school year or credited for summer lessons. All refund requests must be submitted by May 31, 2025.



Payment Plans

All tuition is pre-paid in advance of the lessons. Set an autopay schedule and never miss a payment! Select a payment method (bank account or credit card) and set a payment schedule (by session or by month) or contact the office. Payments will be processed automatically using the method and schedule selected.

Not interested in autopay? A check for the full session is due on the dates listed above.

- **By Session:** Applicable fees and tuition will be posted to your account and automatically processed at the beginning of each session using the payment method on file. Summer session will be processed at summer enrollment.
- **By Month:** Tuition will be divided into equal payments and automatically withdrawn the first Friday of each month August—July using the payment method on file. Any additional fees including the registration fee and books will be added to the next monthly payment. See the office manager to fill out an authorization agreement form. One week's notice is required to stop withdrawals mid-year.



Scholarships

We offer need-based financial assistance in the form of student scholarships. Apply any time during the year. Applications and information are available in our office and at nisom.org. Scholarships do not cover the registration fee or book fees.

Attendance

Make-up Lesson Days

Mon-WedNov 25-27

Mon-SatFeb 24-Mar 1

Tue-SatMay 27-31

Mon-SatAug 11-16

Student Absences

If a late arrival or absence is anticipated, please call our office so we can inform the instructor. With prior notification, absences due to student illness, family emergency, or school music performance are eligible to be made up prior to the next set of make-up days. Faculty are not obligated to offer make-up lessons for ineligible absences. All outstanding make-ups will expire following the next set of make-up days.

Instructor Absences & Inclement Weather

In the event of instructor absence, a make-up will be offered. We reserve the right to provide a substitute teacher. For inclement weather, note that we do not automatically close when Dubuque schools do. Closures are announced by text/email, social media, nisom.org, and telegraphherald.com. If in doubt, please email office@nisom.com.

Make-up Lesson Days

Eligible absences should be made up as soon as possible or during our next set of designated make-up days. Families must contact the school to request a make-up lesson. Regular lessons do not meet on make-up days.



2024-2025 Calendar

Jul 4	Closed for Independence Day Holiday	Jan 6	Lessons resume
Jul 15	Flint-Lindsay & Ryan scholarship applications due	Jan 11	L&MOP at Carnegie-Stout
Jul 22	Fall registration - current students	Feb 8	L&MOP at Carnegie-Stout
Jul 29	Fall registration - new/former	Feb 15 & 22	Winter Recitals: 11am & 2 pm
Aug 10	Summer session ends	Feb 22	Winter session ends
Aug 12-17	Summer make-up lesson days	Feb 24-Mar 1	Make-up lesson days
Aug 19	Fall session - school year begins	Mar 3	Spring session begins: tuition due
Sep 2	Closed for Labor Day: make-up Nov 25	Mar 8	L&MOP at Carnegie-Stout
Oct 12	L&MOP at Carnegie-Stout	Apr 12	L&MOP at Carnegie-Stout
Nov 2 & 9	Fall Recitals: 11am & 2pm	Apr 28	Summer registration - current students
Nov 9	L&MOP at Carnegie-Stout	May 5	Summer registration - new/former
Nov 9	Fall session ends	May 17 & 24	Spring Recitals: 11am & 2pm
Nov 11	Winter session begins: tuition due	May 24	Spring session/school year ends
Nov 25-27	Make-up lesson days	May 26	Closed for Memorial Day
Nov 28-30	Closed for Thanksgiving Holiday	May 27-31	Make-up lesson days
Dec 14	L&MOP at Carnegie-Stout	Jun 2	Summer session tentatively begins
Dec 23-Jan 4	Closed for the Holidays	Jul 1	Flint-Lindsay & Ryan scholarship applications due

Updates to the calendar and performance ensemble concert dates can be viewed at nisom.org.