

Hoff-Barthelson Music School

Developing potential, enriching lives and creating community since 1944

STUDENT HANDBOOK 2023-24

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Hoff-Barthelson Music School

Developing potential, enriching lives and creating community since 1944

Celebrating 79 Years of Excellence in Music Education

Hoff-Barthelson Music School was founded in 1944 by Virginia Hoff and Joyce Barthelson, two gifted musicians who believed that the joy of music and the skills to perform it should be available to everyone. They left a legacy that has touched the lives of many thousands: a warm, friendly music school dedicated to the highest standards of music education, performance, and service to the community.

Today, a commitment to creativity, collaboration, and community permeates the School. Students of all ages, aptitudes, and levels of interest—from casual learners to students preparing to pursue careers in music, from 9-month-olds in our Early Childhood Program to recent retirees returning to music making after decades devoted to pursuing careers and raising children—all enjoy these benefits:

A supportive, joyful learning environment. We inspire students to develop their full creative potential by pursuing their love of music with peers, friends, family members, and teachers.

A focus on the whole person. Developing musical skill, understanding, and appreciation goes hand in hand with nurturing valuable learning and life skills. Problem-solving abilities, fine and gross motor skills, self-confidence, peer relationships, focus and organization, teamwork, and more are strengthened through high-quality music education.

Exceptional teaching. Our faculty—drawn from the region’s most talented teachers and performers—excel at meeting individual needs, developing artistic and human potential, and inspiring achievement for students of all levels of ability.

A multifaceted curriculum. Our comprehensive approach deepens and accelerates musical development through individualized private instruction; classroom instruction in music theory, sight-singing, and music history; frequent performance opportunities, including workshops, master classes with visiting artists, recitals, and festivals; and ongoing assessment of student progress.

Students, parents, faculty, staff, and board members are all important contributors to our community, striving for excellence in all we do while nurturing lifelong bonds of friendship and a shared love of music.

I hope you will find the information in this Handbook helpful.

Should you have any questions, don’t hesitate to call on any member of our staff for assistance.

Sincerely,



Gabriella Sanna
Executive Director

Hoff-Barthelson Music School

25 School Lane, Scarsdale, New York 10583

914-723-1169 • www.hbms.org • hb@hbms.org

School Calendars

Hoff-Barthelson's [Academic Year Calendar](#) lists the first and last days of our semesters and trimesters (adult program), as well as holidays and breaks. It is based on, but does not precisely replicate, the Scarsdale Public Schools calendar.

Our [Calendar of Events](#), updated throughout the year, includes dates for performances, auditions, open houses, and more.

Our listing of student informals, workshops and recitals, each of which are offered multiple times each week from October through June can be found [here](#).

2023-24 Academic Year Quick Reference Calendar

OPENING DAY	Monday, September 11
HOLIDAYS	
Rosh Hashanah	Friday, September 15 Saturday, September 16
Yom Kippur	Monday, September 25
Columbus Day	Monday, October 9
Thanksgiving Recess: Last day of school: School reopens:	Tuesday, November 21 Monday, November 27
Winter Recess: Last day of school: School reopens:	Friday, December 22 Monday, January 8, 2024
Martin Luther King Day	Monday, January 15
February Recess: Last day of school: School reopens:	Saturday, February 17 Monday, February 26
Easter Weekend Last day of school: School reopens:	Thursday, March 28 Tuesday, April 2
Spring Recess: Last day of school: School reopens:	Saturday, April 20 Monday, April 29
Memorial Day Weekend: Last day of school: School reopens:	Saturday, May 25 Tuesday, May 28
Juneteenth	Wednesday, June 19

Student Schedules

You may access schedule information for the HBMS students in your family at any time by logging into your family's [HBMS account](#). Should you need assistance logging in, please email studentservices@hbms.org.

Want to add lessons or a class after the school year has started? No problem! Just call [914-723-1169](tel:914-723-1169) or email registration@hbms.org – we'll be glad to help! Tuition is prorated for students starting lessons and/or classes after the year has begun.

First Days for K-12 and Adult Private Lessons, Suzuki Program and Festival Orchestra

Monday, September 11, 2023

Tuesday, September 12, 2023

Wednesday, September 13, 2023

Thursday, September 14, 2023

Friday, September 22, 2023

Saturday, September 23, 2023

First Days Classes, Large Ensembles (except Festival Orchestra), Instrument Clubs, Jazz Ensembles and Early Childhood Program

Monday, September 18, 2023

Tuesday, September 19, 2023

Wednesday, September 20, 2023

Thursday, September 21, 2023

Friday, September 29, 2023

Saturday, September 30, 2023

Last Days Fall & Spring Semesters

Last Days Fall Semester

Monday, January 29, 2024

Tuesday, January 9, 2024

Wednesday, January 17, 2024

Thursday, January 18, 2024

Friday, January 26, 2024

Saturday, February 3, 2024

Last Days Spring Semester

Monday, June 17, 2024

Tuesday, May 14, 2024

Wednesday, May 22, 2024

Thursday, May 23, 2024

Friday, June 7, 2024

Saturday, June 15, 2024

First and Last Days of Adult Trimester Classes

Adult classes offered in partnership with the Scarsdale Adult School operate on a trimester basis. Please refer to our [Academic Year Calendar](#) for the first and last days of each trimester.

Building and Office Hours

The buildings open at 8:00 am and close at 10:00 pm Monday through Friday and 8:00 am to 5:00 pm on Saturday, except for Saturday evenings when special events are scheduled. Offices are open from 9:00 am to 5:00 pm, Monday through Friday, and the Student and Faculty Services Department is also open on Saturdays from 9:00 to 5:00 pm.

The School plans to begin offering instruction on Sundays starting this academic year (2023-24). Sunday hours will be announced this fall.

Weather and Emergency Closing Information

In the event of inclement weather or weather-related concerns, you will receive an email from the School. You may also wish to:

- Check the home page of the [School's website](#).
- Call the School (914-723-1169) and listen to the outgoing message.
- Watch the scroll on [News 12 Westchester](#).
- Check <https://www.lohud.com/>.
- Visit our [Facebook Page](#) or [Instagram Page](#).

By mutual consent, faculty members and private lesson students may conduct online lessons during weather closings in lieu of a make-up lesson.

Making the Most of Your Hoff-Barthelson Experience

Support and Guidance for Students and Family Members

If you have questions about your own or your child's progress throughout the year, need advice about practice challenges, instrument choice, course offerings, or the "next right step" along the journey of musical growth, Dean Chris Kenniff and Associate Deans April Johnson and Derek Cooper are available for consultations and support! Please contact us at (914) 723-1169 and we will be happy to make an appointment for you.

Or make an appointment directly with a Dean [by clicking here](#).

Promptness = Progress

Please make every effort to arrive on time for lessons and classes, whether in-person or online. The minutes lost due to tardiness cannot be made up.

Be certain to bring everything that your teacher requires: valuable lesson and class time is often wasted because a music score or theory notebook has been left at home. For online instruction, please make every effort to prepare materials, your physical location, and all technology.

Musicianship Program

Our comprehensive, sequential musicianship program is designed to develop and deepen students' understanding of music. Instruction is provided in subject areas central to musical development: theory, aural skills, analysis, composition, improvisation, and more. The pairing of musicianship classes with private lessons greatly accelerates students' progress. For full details on classes available click on the links below:

[K-12 Musicianship Classes and Ensembles](#)

[Adult Classes and Ensembles](#)

[Early Childhood Classes](#)

Musicianship Class Attendance Requirements: Please note that students will not be permitted to continue in a musicianship class if absent for five weeks in succession.

Instrumental and Voice Classes, Clubs and Ensembles

An extensive array of classes; chamber, jazz, orchestral and choral ensembles; group instrumental classes; and instrument clubs are offered to students of all ages and levels of development. For full details, visit www.hbms.org and explore our Early Childhood, K-12 and Adult sections or click on the links below for detailed descriptions of these opportunities during the 2023-24 academic year.

[K-12 Musicianship Classes and Ensembles](#)

[Adult Classes and Ensembles](#)

[Early Childhood Classes](#)

Progress Program/Progress Reports

At Hoff-Barthelson, we believe that each student benefits when their progress—skill development, knowledge acquisition, and the blossoming of musical appreciation—is assessed at regular intervals. Through periodic assessments, students, teachers, and families can celebrate accomplishments and identify skills and habits needing more focus. Students receive progress reports each semester from their private lesson teachers, and, beginning at the Upper Elementary level, their musicianship teachers as well. Verbal and written critiques of students' performances during workshops and recitals are shared with their private lesson teachers, as well as parents. Students also have access to advising from HBMS deans on individualized courses of study, effective practice, external performance opportunities, college applications, and more.

Practice Partners

Learning to play an instrument is a cumulative skill that requires daily practice with good concentration and patience. Practicing is fun and rewarding for many, but sometimes lonely and frustrating for others. Some young students may benefit from guidance between lessons and/or need assistance organizing or focusing their practice time. Our able high school students make ideal Practice Partners for younger students and help them to utilize practice sessions to their fullest advantage.

Practice Partners are available for 30 minutes at a cost of \$15, or 45 minutes at a cost of \$22.50. Arrangements may be made on a recurring or a la carte basis. The parents and Partner will do their own scheduling and payment arrangements, and the School will act as matchmakers only. Parents interested in making arrangements for a Partner should contact [Student and Faculty Services](#).

Accompaniment Service

Woodwind, brass, string (violin, viola, cello, bass), and voice students enrolled in the Core, Full, Suzuki Strings and Flute, and Extended Tiers of our Comprehensive Program (K-12 and Adult) are entitled to accompaniment during lessons, Informals, Teen Workshops, Adult Workshops and Musicales, Master Classes, and Recitals, including Graduation Recitals. Faculty are responsible for requesting accompaniment service.

Accompaniment services are overseen by Dean Christopher Kenniff and coordinated by [Lauren Ninoshvili](#) with the support of the Student and Faculty Services Department.

The School cannot provide accompaniment for students outside of the above-listed opportunities (e.g., we cannot pay for rehearsals with accompanists outside of lessons). However, students and their families may arrange to book accompanists for additional rehearsals. The procedure for doing this is as follows:

- The fee for HB families who wish to book rehearsals with accompanists during lessons and performances beyond those the School provides is \$80 per hour, billed in minimum increments of 15 minutes.

- As a first step, students/families should consult with their private lesson teacher about the need/desire to work with an accompanist outside of their weekly lessons.
- Upon securing the teacher's approval, the family and accompanist coordinate directly together, and families pay accompanists directly; the School does not have a role in scheduling or payment processing for these extra accompaniment services. If the student's regular accompanist is not available, the teacher should speak with the Dean regarding securing another accompanist.
- To book rehearsal space here at the School, the family and/or accompanist (or teacher) should contact [Student and Faculty Services](#). The School will provide space as available and the use of a piano at no charge, on a space-available basis during our regular operating hours. During the academic year, regular school activities, e.g., lessons, classes, ensemble rehearsals, recitals, etc., receive priority in accompanist's schedules and the School cannot guarantee the availability of space.
- In the event rehearsal space is not available at the School, the family is responsible for securing suitable off-campus space (often a student's home) and piano and coordinating with the accompanist.

Performance Opportunities

We believe that all students should have the opportunity to perform in many different settings and urge faculty members to encourage all students to perform **at least once per semester**.

[Associate Dean April Johnson](#) oversees Hoff-Barthelson's **Performance Program**, comprising student recitals, performance workshops (*Informals* for students ages 5-12, *Teen Workshops* and *Adult Workshops*); adult musicales; and master classes.

Faculty determine when a student is ready to perform and in what events or circumstances. Faculty sign up students for these opportunities (see descriptions below); they also recommend students to master classes, auditions, and other opportunities.

Student Recitals: Multiple recitals are presented each week beginning in October for students to perform before an audience of parents and friends.

It is mandatory that the student experience a trial run before a recital or performance in any of the following settings appropriate for the student: an Informal, a Teen Workshop, or playing for a dean.

Informals and Teen Workshops: These are scheduled two to three times per week beginning in October, when students play for peers and teachers only in an informal setting without an audience or parents. Informals and Teen Workshops provide ideal opportunities for students to iron out any "wrinkles" in their performances prior to presenting them in recitals, develop confidence in their abilities, and share their musical ideas in a positive, supportive environment. Students ages 5 through 12 are welcome to participate in Informals and may also attend as observers.

Graduation Recitals (solo or shared): These may be presented at the end of the spring semester by high school seniors who are enrolled in private lessons. Invitations to enter the graduation recital date lottery to present a recital are emailed to graduating seniors in January.

Musicianship Classes: School musicianship classes are strongly recommended, and all students, from beginners to advanced, may perform in their musicianship classes. The private lesson teacher must provide the student with a note that includes the title of the work(s) that has (have) been prepared. Students should give this note to the musicianship instructor who will then schedule a class during which the student may perform.

Concerts for the Community: This series of student concerts is presented in nearby community venues including but not limited to nursing homes, hospitals and retirement facilities. *Concerts for the Community* provide students with the

unique opportunity to perform for people who might not otherwise have the pleasure of hearing music. To inquire about participating, please contact StudentServices@hbms.org.

Family Concert: This popular event, on Friday, March 22, 2024, at 7:00 pm, provides an annual opportunity for families who enjoy playing together to perform in a supportive, joyful environment. Students, family members—including siblings, parents, grandmothers, grandfathers, uncles, aunts, and cousins—who sing and/or play an instrument, are encouraged to participate.

Honors Program Recitals: See Honors Program on page 9.

Master Classes: Hoff-Barthelson has an annual series of master classes taught by renowned guest artists. Faculty nominate students to the Deans to perform in these classes.

Adult Performance Workshops provide a relaxed, supportive environment for adult students of all instruments and voice at beginning and intermediate levels. Through these workshops, adult students develop an understanding of the repertoire performed and of techniques for communicating ideas through music.

Adult Musicales: Adult group recitals are held for the enjoyment of adult students and their families.

Festivals in Style: Each Spring, in March and May, the School presents Festivals in Style. Each features recitals and ensemble performances by both students and faculty. As these events are showcases for the School, student soloists and chamber ensembles must audition to participate. Adult students may also audition. Students are eligible to audition solely upon the recommendation of their teachers. Faculty representatives of the piano, string and wind departments serve as the panel for auditions; selection is determined by availability.

- 1) **Spanning the Centuries** (March 2024) – Alternating with Baroque and Beyond, this series of recitals and concerts focuses on music of the Classical, Romantic and Impressionistic Periods from 1750-1950.
- 2) **Music of Our Time Festival, Peter Seidenberg, Artistic Director** (May 2024) – This annual Festival of 20th and 21st century music with performances by large and small ensembles, and student and faculty members features a variety of compositions, including original student works and pieces commissioned for the event. The repertoire for this Festival must be drawn from the years 1924-present.
- 3) **Baroque and Beyond Festival** (March 2025) – This series of recitals and concerts focuses on music of the Baroque Period from 1600-1750.

Recital Dress and Demeanor

Non-Orchestral Recital Attire: Students' personal choice of recital attire is allowed. Nice casual, semi-formal, and formal attire are all acceptable. However, sneakers, jeans, sweatpants, sweatshirts, and shorts are not acceptable.

Orchestral Performance Attire: Concert attire – white shirts, black pants or skirts, dress shoes. No short skirts, please!

Recital Demeanor: We look forward to sharing the students' progress and musical achievements with you at our Student Recitals. **Please wait until the applause ends before entering or leaving a performance space during recitals, turn off cell phones and beepers, and do not use cameras with flash to photograph students during their performances.** This will allow performers and audience alike to maintain maximum levels of concentration. We strongly encourage students and parents not to leave a recital immediately following an individual performance, but to remain until the end of the recital and support the other student performers.

Please do not seat very young children in front rows; their normal movements are distracting to performers. If you think that your youngsters are unable to sit quietly for the entire program, please find seats near the back of the Auditorium, from which you may leave quietly if they become restless.

Food and drink are not permitted in recitals, concerts and master classes. Your cooperation is sincerely appreciated.

Recital Recording and Streaming Service

Beginning in Fall 2023, the School will begin to live stream and record student recitals. High-definition archival recordings of student recitals offer a tremendous learning opportunity for students and provide a key instructional tool for faculty members. These recordings, stored in a private section of our [YouTube channel](#), may only be accessed with a link provided to participating students and their teachers. Prior to distribution, time stamps are placed in the description of each video to provide quick access to the relevant section(s). There is no charge to access these recordings; you are encouraged to review them during the student's next lesson as appropriate. Should a student wish to purchase an ultra-high-definition recording, they may do so for a modest fee.

Student recitals are also live streamed in high definition via YouTube. For regular student recitals, links are provided only to performers' families via email. Families may request that their child(ren) not participate in the live stream; in these cases, students are scheduled at the very beginning or end of recitals to accommodate their request. Honors recitals and recitals during our audition-based March and May festivals are live streamed to the public.

Honors Program

Glen Kirchoff, Coordinator

The program is for talented students who are motivated and working up to their potential. Students must be 12 years or older; exceptions are made on occasion for a very gifted child.

Students NEW to HB must be enrolled in the School's Comprehensive program for two semesters before being eligible for the program. This requirement is waived for students who have been recruited to HB by their private lesson instructor; these students may audition for the Honors Program without having been enrolled at HB for two semesters.

Auditions are held in June and September. The audition committee includes the Honors Program coordinator and two additional faculty adjudicators.

For additional information about the Honors Program including audition requirements, [click here](#).

Summer Lessons

For students who want to continue their studies during the summer months, we offer a multi-week session of summer lessons from the end of the spring semester through the end of August. Students are not required to enroll for the full session and may take as many or as few lessons, in-person or online, as desired. Students will have workshop and recital opportunities during the summer months as well.

Summer Arts Program

Hoff-Barthelson Music School is the ideal setting for a stimulating, challenging, and fun-filled summer. An exceptional faculty provide a high-quality experience for students in grades 1–10.

Students at all levels participate in programs tailored to their individual needs and interests. Classes, workshops, and performance opportunities include instrumental classes, orchestra, wind ensemble, chorus, jazz, rock, world drumming, music technology instruction, chamber music, and more. Morning, afternoon, and extended day options are available. Great care is taken to design a schedule of classes for each student individually.

Registration and Conditions of Enrollment

1. A non-refundable registration fee and an advance deposit are payable upon registration. Registrations will only be processed upon receipt of the registration fee and deposit. Deposits are applied to tuition.
 - Comprehensive Program (Core, Full, Extended, Suzuki, Off Peak): \$75 Registration Fee and \$350 Advanced Deposit (\$425 Total)
 - A \$120 annual Music and Materials Fee (pro-rated by semester) will be billed on your first tuition invoice.
 - A la carte classes, clubs, and ensembles: \$35 Registration Fee and \$120 Advanced Deposit (\$155 Total)
 - Early Childhood Classes: \$35 Registration Fee and \$120 Advanced Deposit (\$155 Total)
2. Invoices for the balance of tuition will be emailed; payment is due upon receipt. You may pay for the entire year, by semester, or via a payment plan. Please note that no student will be enrolled or scheduled for lessons, classes or ensembles until outstanding balances from prior semesters are paid in full. Billing and account information is [available here](https://hbms.org/register) or at <https://hbms.org/register>.
3. Failure to meet financial obligations will result in suspension or termination, without removing financial liability for monies due.
4. Families may choose an installment payment plan by completing a [Payment Plan Consent Form](#) (also available from the Bursar). Payment, with interest, is due in four equal monthly installments each semester. A 1.5% interest fee applies to all payment plans. Further conditions are detailed on the Payment Plan Consent Form.
5. Payments that are 30 days overdue are considered delinquent; a \$25 late fee will be added for each month of additional billing. Individuals unable to meet their financial obligations must notify the Bursar immediately to determine whether they are eligible for financial aid.
6. There is a \$50 fee for returned checks.

Music and Materials Service

Music and materials fees (\$60 per semester) cover the cost of all music and materials needed for classes, lessons, and ensembles. These materials are accessible to our teachers to provide to you/your children when they are needed enabling continuity in instruction and saving you the time and trouble of shopping. The fee also covers software licenses for students in our Musicianship Lab, Music Technology, and Composition classes.

Cancellations and Make up Policy

1. No individual lesson is made up except for:
 - Illness, if a message is left on the School's voice mail system by pressing "0" or by speaking with the Receptionist by 10:00 am the day of the lesson on weekdays. The School must be notified by 9:00 am for Saturday lessons scheduled at or after 10:00 am. For lessons scheduled before 10:00 am on Saturday, a message must be left on the School's voice mail system by 8:00 am.
 - Mandatory academic school events if a week's notice is given. Please note that extracurricular activities whether sponsored by the school or another organization are not considered an excused absence and are therefore not eligible for makeup.
 - Lessons cancelled by the teacher.

- Lessons missed when School facilities are closed due to weather conditions or emergencies. By mutual consent, teachers and students may arrange online lessons instead of in-person lessons during such closures.
2. ONLY three absences per academic year will be made up. If makeup lessons are offered twice but refused, the lesson will be considered made up.
 3. Scheduled makeup lessons cancelled by the student cannot be rescheduled.
 4. No group or ensemble classes (except for Early Childhood classes and Adult Trimester classes) are made up except those cancelled by the teacher.
 5. No other lessons, group classes, or ensembles missed by the student will be made up and no refunds will be issued.

Withdrawals and Refunds

Withdrawals and requests for tuition credits or refunds must be submitted in writing to [Registration](#). For students enrolled in the School's comprehensive program (i.e., at the Core, Full, Extended, or Suzuki tiers), tuition paid is fully refunded if the School receives notification of student withdrawal 10 or more business days before the first lesson. If notice is received less than 10 business days before the first lesson, a \$150 withdrawal fee will apply. Notification after the first lesson, but before the second lesson will result in charges for the first lesson and a \$200 withdrawal fee. For withdrawal prior to the sixth lesson of the semester, the student receives a refund for the remaining weeks of the semester minus a two-week surcharge. There are no refunds for withdrawal after six lessons, and the student is responsible for the balance of the semester's tuition. In the case of moving or prolonged illness, refunds are pro-rated on an individual basis, minus the two-week surcharge. Students enrolled in the Comprehensive Program are not charged withdrawal fees for dropping classes, ensembles, or clubs; rather, the changes may result in a change of tier and an adjustment to their tuition, with a pro-rated credit or refund provided. Students who withdraw from classes, ensembles, or clubs in which they have enrolled a la carte in our ECM, K-12 and/or Adult divisions will receive credits or refunds pro-rated for the remaining weeks of the semester, minus a \$30 withdrawal fee.

Registering for Extra Lessons during the Academic Year

Currently enrolled students are encouraged to register for additional lessons throughout the academic year (see below for Summer Lesson information). Prices are discounted from our full, pro-rated weekly tuition rates; a further discount of 5% is available with packages of three or more lessons. Prices include accompaniment service during lessons; the teacher is responsible for scheduling the accompanist.

Lesson Length	Price
30 minutes	\$99
45 minutes	\$139
60 minutes	\$179
75 minutes	\$199
90 minutes	\$229

1. The **student and her/his family and the teacher** discuss lesson arrangements to arrive at a proposed schedule for extra lessons.
2. The **student/family** completes the [Extra Lesson Registration Form](#) but does not yet submit payment.
3. **A member of our Student Services Department then...**
 - a. Contacts the faculty member to confirm the schedule, duration, and the number of lessons requested.
 - b. Confirms studio availability.

- c. Contacts the student/family to confirm the schedule, location and total cost.
4. Once the details have been confirmed, **the Student Services Department officially schedules the lessons and the Bursar invoices the student/family, with payment due upon receipt.**
5. If accompaniment service is desired, **the teacher schedules the accompanist** through the Student and Faculty Services Department. Note that pre-recorded accompaniments of up to a total of 15 minutes are available with one week's advanced notice.
6. **Lessons commence as scheduled!**

Financial Aid

Eligibility: Hoff-Barthelson Music School welcomes need-based financial aid applications for students of all ages and levels of advancement for the 2023-24 School Year from families with household incomes up to four times (400%) of New York State's 2022-23 Reduced Price Lunch Eligibility levels, as shown below:

2022-23 NYS Reduced Price Lunch Eligibility Scale		2023-24 Financial Aid Eligibility Scale
Household Size	Maximum Annual Household Income	Maximum Annual Household Income
1	\$25,142.00	\$100,568.00
2	\$33,874.00	\$135,496.00
3	\$42,606.00	\$170,424.00
4	\$51,338.00	\$205,352.00
5	\$60,070.00	\$240,280.00
6	\$68,802.00	\$275,208.00
7	\$77,534.00	\$310,136.00
8	\$86,266.00	\$345,064.00
Each addtl. Person	\$8,732.00	\$34,928.00

Visit our [Financial Aid Page](#) to learn more and apply. Questions may be addressed to Student and Faculty Services at 914-723-1169 or studentservices@hbms.org.

Parking Rules and Regulations

Please make every effort to park in the HB parking lot. If the lot is full, parking is permitted on the Music School side of School Lane for two hours only, from 8:00 am - 6:00 pm daily. **Please be considerate and obey parking signs; do not park in the no parking/no standing zones near the driveway exit and do not block our neighbors' driveways.**

Vehicles may not be left unattended in the driveway at the main entrance to the School, and no one may park a vehicle with the motor idling while waiting for students.

Your cooperation is appreciated!

Lockwood Road-North

2 hours
8:00 am to 6:00 pm every day
From Church Lane South to a point
150 feet west of School Lane

Lockwood Road-South

1 hour
8:00 am to 6:00 pm every day
From School Lane to Church Lane
South

Lockwood Road-West

1 hour
8:00 am to 6:00 pm every day
From Popham Road to a point 150
feet west of School Lane

Non-Discrimination Policy

Hoff-Barthelson Music School admits students of any race, creed, color, national and ethnic origin, sex, marital status, sexual orientation, gender identity, or disability to all the rights, privileges, programs and activities generally accorded or made available to students at the School. The School does not discriminate on the basis of these factors in administration of its educational policies, admissions policies, financial aid and loan programs, and music instruction and other school-administered programs. Hoff-Barthelson Music School is wheelchair accessible.

Diversity, Equity, and Inclusion Policy

Hoff-Barthelson Music School is committed to being a diverse, equitable, and inclusive community that is welcoming to all. We strive to achieve diversity across all aspects of the school. We aspire to offer our students a diverse range of classes and to expand the repertoire studied and performed, so that our curriculum and programming clearly reflect our values of diversity and inclusivity.

We follow principles of equity and endeavor to implement fair and just practices so that all members of our community can thrive.

We work to create an inclusive environment where all community members feel visible, empowered, and welcome, no matter their race, gender, religion, sexual orientation, ethnicity, nationality, socioeconomic status, language, age, religious commitment, political perspective, or physical, developmental, or intellectual ability.

HBMS will be intentional in its efforts to meet these goals and will aim for continuous improvement.

Code of Conduct

Hoff-Barthelson Music School's Code of Conduct is intended to set out certain basic minimum standards of behavior for all members of the School community, including, without limitations, Trustees, Faculty, Administration, Staff, Students and Parents. [View or download the Code of Conduct.](#)

Media Release

From time to time, Hoff-Barthelson Music School may use your or your child's name, photo, video, voice, work, statements, and other information supplied by you/them in a variety of school publications and media, including but not limited to: all forms of social media, newsletters, brochures, catalogs, promotional/advertising materials, news items appearing in local media, and websites including streaming video and audio recordings, without compensation to you or your child.

You have the right to withhold your permission for such use. To do so, please email hb@hbms.org with your name and the name of the student.

Some ensembles, including the School's orchestras and choruses, are recorded as a matter of course. Students participating in these ensembles still may be recorded at rehearsals and performances but not identified. If the School plans to use content that solely or heavily features you or your child, the School will secure your permission prior to the release of any such materials.

Lost and Found

Kindly label all students' music, texts, assignment books, instrument cases, and other personal items. To inquire whether a lost article has been found, please contact Lucy Rosenberg, office manager, at lrosenberg@hbms.org or (914) 902-0709, Monday – Friday, 9:00 – 5:00.

Music Resource Center and Parent Lounge

The Music Resource Center (formerly the Music Library) and Parent Lounge are located on the second floor. The Music Resource Center is a quiet zone, reserved for students doing homework.

The Friends of Hoff-Barthelson

The Friends of Hoff-Barthelson is a parent and volunteer association for the School. The Friends assist with events throughout the year that nurture a supportive and welcoming environment, create opportunities for community involvement for families and students alike, and enable the School to support faculty, and provide programming of the highest caliber.

Annual events tentatively scheduled in 2023-24 include School Spirit Day (September), the Holiday Music Festival (December), Elaine Stamas Educational Residency with Members of the New York Philharmonic (March); Spring Benefit (May); and HB Artist Series Recitals featuring faculty members in performance throughout the year.

Participation in Friends activities is an excellent way to get to know other HBMS parents, families, faculty, and staff, and to help nurture a positive learning environment for all our students.

Those interested in volunteering are encouraged to complete our [Volunteer Interest Form](#).

Administrative Staff

Unless otherwise noted, staff emails are formatted as follows: firstinitiallastname@hbms.org, e.g., gsanna@hbms.org

Name	Position	Room	Ext
EXECUTIVE OFFICE			
Gabriella Sanna	Executive Director	202	721
DEANS			
Christopher Kenniff	Dean	208	719
Derek Cooper	Associate Dean	303	720
April Johnson	Associate Dean	203	716
STUDENT AND FACULTY SERVICES/REGISTRATION			
Terry Wager	Student and Faculty Services Manager	Business Office	703
Mike Nelson	Manager of Information Services	Business Office	710
Christopher Peña	Registrar	203	701
Elizabeth Engel	Registration Associate	203	
FINANCE			
German Rodriguez	Director of Finance	205	704
Silvina Mottura	Bursar	205	708
DEVELOPMENT			
Alex Villari (development@hbms.org)	Development Director	N/A	706
Mary Ann Riad	External Relations Associate	Business Office	712
MARKETING			
Patrick Cacciola	Director of Marketing and Communications	201	707
Derek Cooper	Social Media Coordinator	303	720
SPECIAL EVENTS			
Mike Nelson	Director of Special Events	Business Office	710
OFFICE AND BUILDING MANAGEMENT			
Lucy Rosenberg	Office Manager	201	709
Glen Kirchoff	Building Manager, Piano Consultant, Honors Program Coordinator	N/A	N/A
Fredy Gomez	Custodian	N/A	N/A
Hector Gomez	Custodian	N/A	N/A
RECEPTION (for general reception questions please email reception@hbms.org ; receptionists may staff the Main Desk and/or Helton House)			
Jennifer Petrocelli	Receptionist Coordinator	Main Desk	169
Elizabeth Engel	Receptionist	Main Desk or HH	169 or 124
Fran Naughton	Receptionist	Main Desk or HH	169 or 124
Matthew Thoman	Receptionist	Main Desk or HH	169 or 124

Instrument Suppliers and Maintenance

Please note: The dealers listed are generally reliable as to prices and service. Hoff-Barthelson, however, does not endorse or guarantee any particular dealer.

Unless you are thoroughly conversant with the current instrument market, you would be well-advised to have your teacher counsel you on the rental or purchase of an instrument, or to take the instrument on approval so that your teacher may advise you.

If possible, avoid giving an instrument to a repair person that has not been recommended, especially if the instrument is valuable. Your teachers are the best source of advice in such matters.

PIANOS

Allegro Pianos

800-968-9250 / 203-968-8888

1068 Long Ridge Rd., Stamford, CT 06903

www.allegropianos.com

allegro@allegropianos.com

Beethoven Pianos *

212-765-7300

211 W. 58th St., New York, NY 10019

2403 3rd Ave., Bronx, NY 10451 (appt. only)

www.beethovenpianos.com

info@beethovenpianos.com

Drasche Pianos (Service, tuning, rebuilding)

212-877-7535

215 W. 90th St., New York, NY 10024

www.draschepianos.com

steve@draschepianos.com

Pro-Piano *

800-367-0777 / 212-206-8794

42-32 32nd Pl., 2nd Floor, Long Island City, NY 11101

www.propiano.com

info-ny@propiano.com

Steinway & Sons *

800-783-4692 / 718-721-2600

3145 20th Ave., Queens, NY 11105

www.steinway.com

info@steinway.com

White Plains Piano & Organ Company

914-761-7200

1230 Pleasantville Rd., Briarcliff Manor, NY 10510

<http://whiteplainspianos.com/>

contact@whiteplainspianos.com

PIANO TUNERS

Jerome D. Cohen - 201-934-9081

Stephen Eriksson - 718-387-7501

David Skolnik - 914-231-7565

Steinway & Sons - 718-721-2600

STRING INSTRUMENTS

Amadeus Strings *

845-486-7617

105 Wennington Dr., Poughkeepsie, NY 12603

www.amadeus-strings.com

yoona@amadeus-strings.com

Ardsley Musical Instruments *

914-693-6639

120 Saw Mill River Rd., Hastings-on-Hudson, NY 10706

www.ardsleymusic.com

DZ Strad Violin Shop *

914-831-7415/7416

60 S. Lexington Ave., White Plains, NY 10606

www.stradny.com

Eduardo Echeverria

845-627-1844

12 Oakwood Rd., Bardonia, NY 10954

Johnson String Instruments *

800-359-9351 / 617-964-0954

1029 Chestnut St., Newton Upper Falls, MA 02464

www.johnsonstring.com

info@johnsonstring.com

The Muzic Store

914-693-3200

39 Cedar St, Dobbs Ferry, NY 10522

<https://www.muzicstore.com/#/>

Right Tune/String House of Music

201-784-5050

11622 Parker Avenue Fort Lee, NJ 07024

www.facebook.com/amadeusstringsrighttune/**Robert Isley Violins**

914-921-1075

44 Purchase St., Rye, NY 10580

[www.facebook.com/Robert-Isley-Violins-LLC-](http://www.facebook.com/Robert-Isley-Violins-LLC-208585435852642)[208585435852642](http://www.facebook.com/Robert-Isley-Violins-LLC-208585435852642)**Rudy's Music** (guitars, basses, ukuleles)

914-725-0120

30 East Parkway, Scarsdale, NY 10583

www.rudysmusic.cominfo@rudysmusic.com**Skarstad Violins**

914-747-4927

42 Wheeler Ave., No. 4, Pleasantville, NY 10570

www.skarstadviolins.comskarstadviolins@gmail.com**Strings and Other Things**

212-362-0857

1995 Broadway, 6th Fl., New York, NY 10023

www.stringsandotherthings.comstrings@landonviolins.com**Virtuoso Resources**

917-365-7808

261 W. 93rd St., New York, NY 10025

www.virtuosoresources.cominfo@virtuosoresources.com**Westchester Strings** (Mary Foss) *

914-923-4966

35 Ryder Rd., Ossining, NY 10562

westchesterstrings@verizon.net**Lukas Wronski****Lukas Violins**

646-479-7842

711 W. End Avenue New York, NY 10025

www.lukasviolins.com[https://www.facebook.com/LukasWronskiViolins/?rf=6](https://www.facebook.com/LukasWronskiViolins/?rf=633821820051298)[33821820051298](https://www.facebook.com/LukasWronskiViolins/?rf=633821820051298)info@lukasviolins.com**Yung Chin** (bowmaker)

212-582-3626

1776 Broadway, Ste. 1702, New York, NY 10019

WOODWINDS & BRASS**Ardsley Musical Instruments** *

914-693-6639

120 Saw Mill River Rd., Hastings-on-Hudson, NY 10706

www.ardsleymusic.com**Bronen's Music**

718-364-3350

2462 Webster Ave., Bronx, NY 10458

<https://musicalinstrumentrepairsbronx.com/>abronen@gmail.com**Flute World**

248-855-0410

29920 Orchard Lake Rd.

Farmington Hills, MI 48334

www.fluteworld.com**Jon Baltimore Music Company, Inc.** *

Sales/Rentals - 212-840-7165 / 212-575-1508

Repairs - 212-575-9794

151 W. 46th St., 2nd Fl., New York, NY 10036

www.jonbaltimoremusic.comjbmusicstore@gmail.com**Woodwind and Brasswind**

800-348-5003

PO Box 7479

Westlake Village, CA 91362

<https://www.wwbw.com/>**JodyJazz** (sax mouthpieces)

912-964-4705

1335 Lynah Ave., Ste. 112, Savannah, GA 31408

www.jodyjazz.cominfo@jodyjazz.com**RECORDERS****Courtly Music Unlimited**

800-274-2443

89 River St., 3rd Fl. Unit 3

Warrensburg, NY 12885

www.courtlymusicunlimited.com** Instrument rentals as well as sales*