



New Hampshire

Department of Education

Learn Everywhere Program Renewal Application

1.0 Applicant Information [Ed 1403.01(b)(2)].

Organization Name: Nashua Community Music School

Name of Primary Contact: Lindsay Rinaldi

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2.0 Purpose, mission statement, or both [Ed 1403.01(b)(1)].

The mission of the Nashua Community Music School is to create innovative music programming that is accessible to all. We envision a world where music builds community, ignites social change, and inspires artistic expression.

Our core values are to:

- Deliver professional level music instruction
- Cultivate an inclusive, creative environment
- Collaborate with our community through music
- Create customized musical experiences
- Provide opportunities for deserving students

The Nashua Community Music School offers a growing list of music education opportunities to students of all ages and ability levels throughout the year. Programs include: private music instruction, group classes, music ensembles, Music Therapy, and a variety of music summer programs camps. All students enrolled in the school are invited to perform as a part of our Student Recital Series, which features 4-8+ free public concerts each year. NCMS further integrates into our community through Music Outreach Programming, which consists of a variety of traveling music workshops, professional concerts, multicultural enrichment programs and on-site music instruction options used to enhance the artistic culture of local schools, organizations, and the general public.

3.0 A description of the demonstrated instructor qualifications required for the program(s) and a statement assuring that the instructor(s) satisfies those qualifications [Ed 1403.01(b)(3)].

Instructors in the Learn Everywhere program will meet the following qualifications:

Our instructors:

- Have a genuine passion for teaching students of all ages and abilities

- Believe that high quality music experiences should be accessible to all
- Possess advanced knowledge of sound recording technology pedagogy and practice
- Have a minimum of a Bachelor's Degree in Music (extensive experience will be considered in lieu of degree)

Nashua Community Music School will assure that instructors in the Learn Everywhere program meet the above qualifications.

- 4.0 A criminal history records check policy that provides for an annually recurring records check or a one-time records check upon employment and includes a statement affirming that the sponsoring entity shall not allow instruction or student contact by a person who has been charged pending disposition for, or convicted of, any violation or attempted violation of any of the offenses outlined in RSA 189:13-a, V; or A statement that a criminal history records check policy is not included in the applicant's learn everywhere program. The applicant shall also provide a statement assuring they will notify the parents, in writing, regarding its criminal records check policy prior to the enrollment of a student in the learn everywhere program. [Ed 1403.01(b)(4)].**

All teachers at the Nashua Community Music School are background checked via the New Hampshire State Background Check System for the safety of our children. Nashua Community Music School affirms that it shall not allow instruction or student contact by a person who has been charged pending disposition for, or convicted of, any violation or attempted violation of any of the offenses as outlined in RSA 189:13-a, V pursuant to a criminal history records check conducted by the department of safety as outlined in Saf-C 5703.06 through Saf-C 5703.11.

Nashua Community School of Music will make parents aware of its background check policy upon enrollment of their children in the Learn Everywhere program.

- 5.0 Identification of the required subject from Ed 306.27(v) for which students completing the learn everywhere program shall receive high school credit(s) [Ed 1403.01(e)(1)(a)].**

Students that successfully complete each of the *Music Recording Technology I* or *II Course* programs will be awarded a certificate for credit to be applied toward meeting high school graduation requirements in Art Education.

- 6.0 An outline of each program for which approval is sought, which includes goals, competencies, a detailed description of the course of instruction, and a description of expected student outcomes [Ed 1403.01(e)(1)(b)].**

Music Recording Technology I

The *Music Recording Technology I Course* will provide students with an engaging and interactive experience that allows them to use technology to record and manipulate musical ideas.

Program Description

Our program in music recording technology will offer students instruction and practice in the basics of sound design and recording technology. The competencies for this program are action based, and will be demonstrated by our students by successful completion of recording and editing tasks, leading to a larger final project. Because of the flexibility in our programming this class can be offered in a weeklong intensive during school break, or a weekly class during the school year.

Overall Competency: Students will demonstrate an understanding of basic sound recording technology and terminology, learning to properly capture, edit, layer, and mix sounds.

Goals

Nashua Community Music School believes in an educational environment that adapts to the needs of individual students. Recognizing that not all students come from the same economic background, and thus have historically had different amounts of access to musical education and materials, we seek to create a course that is easily customizable to the skill levels of each student. Our *Music Recording Technology* Course will be taught in two sections, with students having the option to register for both courses at once, or one at a time, depending on time and availability. This course will offer students instruction and practice in the basics of sound design and recording technology. The competencies for this program are action based and will be demonstrated by our students by successful completion of recording and editing tasks, leading to a larger final project. Because of the flexibility in our programming this class can be offered in a weeklong intensive during school break, or a weekly class during the school year.

The *Music Recording Technology I Certificate* will provide students with an engaging and interactive experience that allows them to use technology to record and manipulate musical ideas. Students will be able to use microphones and computers to capture musical and non-musical sounds and use software to edit and assemble those sounds.

Competency 1: Recording Basics

Outcome: Student mastery will allow for students to demonstrate their understanding through proficient setup and use of a microphone, interface, and recording software, to capture a sound of their choosing.

Description: Students will demonstrate an understanding of recording basics by successfully operating a recording interface and microphone to capture a sound of their choosing. Benchmarks for this competency include capturing the biggest picture of sound possible without letting the recording peak.

Competency 2: Editing Basics

Outcome: Mastery will allow for a student to successfully navigate to an effects window within recording software and implement a functional change to their sound.

Description: Students will demonstrate a basic understanding of how to find effects banks within digital recording software, and how to implement them.

Competency 3: Recording Voices

Outcome: Student mastery allows for students to demonstrate how to record voices, in both spoken and sung contexts.

Description: Students will demonstrate an understanding of recording voices by implementing proper mic placement, recording levels, and basic sound dampening by recording a spoken voice and a sung voice.

Competency 4: Recording Instruments

Outcome: Student mastery allows for students to demonstrate how to record instrumentalists.

Description: Students will demonstrate an understanding of recording instruments by implementing proper mic placement, recording levels, and basic sound dampening by recording an instrumentalist.

Music Recording Technology II

The *Music Recording Technology II Course* will continue to build on the concepts learned in the first course by adding activities in advanced sound editing techniques, mixing, and collaging.

Competency 1: Intermediate Editing

Outcome: Mastery allows for students to trim sounds, shift time placement, and chain effects on a sound of their choosing.

Description: Students will demonstrate an understanding of intermediate editing techniques by using a sound they had recorded for a previous competency, and showing that they can functionally chain effects, shift time placement, and trim its length as necessary.

Competency 2: Equalization and Compression

Outcome: Student mastery allows for students to property EQ and compress a sound recording.

Description: Students will demonstrate an understanding of graphic equalizers by editing the EQ and compression on a sound recording of their choosing.

Competency 3: Mixing Multiple Sounds

Outcome: Student mastery allows for students to render a ‘mixdown’ of multiple simultaneous sounds.

Description: Students will demonstrate an understanding of preparing a mix of multiple sound recordings by using volume automation, panning automation, EQ, compression, and render technology.

Competency 4: Final Sound Recording

Outcome: Student mastery allows for students to use the previous 7 competencies to prepare a longer sound recording.

Description: Students will create a sound collage recording using recordings they have prepared themselves, and demonstrating functional use and understanding of editing, layering, compression, EQ, effects, automation, and rendering.

7.0 A plan for recording student progress in meeting expected student outcomes [Ed 1403.01(e)(1)(c)].

See Section 8.0 below.

A description of assessments of student learning outcomes, including, but not limited to:

- 8.0**
- 1. Instructor observation of project-based learning, including off-site learning projects;**
 - 2. Competency-based or performance-based assessments;**
 - 3. Instructor observations of student performance;**
 - 4. Project evaluation rubrics used to evaluate program proficiencies; and**
 - 5. Other assessment approaches as determined by the applicant’s learn everywhere program**
- [Ed 1403.01(e)(1)(d)].**

Responses to both Sections 7.0 and 8.0 are outlined below:

Assessments of student learning outcomes are tracked in a four-point scale. The achievement levels are:

- Level 1 (Beginning): The student is beginning learning outcomes.
- Level 2 (Approaching): The student is approaching the learning outcomes.
- Level 3 (Meeting): The student is meeting the learning outcomes.
- Level 4 (Exceeding): The student is exceeding the learning outcomes.

Our instructor will prepare a progress report for all students, evaluating relevant outcomes and assigning the student a value between 1 and 4. The progress report will be provided upon completion of all course material. Students who achieve a 3 or 4 have met expectations for developing proficiency.

9.0 The number of credits the program will fulfill [Ed 1403.01(e)(1)(e)].

Students that successfully complete either the *Music Recording Technology I* or *Music Recording Technology II* course will be awarded a certificate for 0.5 credits.

10.0 A description of the competency-based grading system [Ed 1403.01(e)(1)(f)].

Assessments of student learning outcomes are tracked in a four-point scale. The achievement levels are:

- Level 1 (Beginning): The student is beginning learning outcomes.
- Level 2 (Approaching): The student is approaching the learning outcomes.
- Level 3 (Meeting): The student is meeting the learning outcomes.
- Level 4 (Exceeding): The student is exceeding the learning outcomes.

11.0 A description of methods for admission which shall not be designed, intended, or used to discriminate or violate individual civil rights in any manner prohibited by law [Ed 1403.01(e)(2)(a)].

Any student may enroll at the appointed tuition rate, regardless of background, gender, race, etc. Students can apply for the program by registering online via the Nashua Community Music School website or by phone with our registrar.

Scholarships will be made available to deserving applicants who meet the qualifying financial criteria.

The Nashua Community Music School is an equal opportunity organization and will not allow discrimination based upon age, ethnicity, ancestry, gender, national origin, disability, race, size, religion, sexual orientation, socioeconomic background, or any other status prohibited by applicable law.

12.0 A description of how the program will liaison with the local education agency (LEA) for students with an education plan pursuant to section 504 of the Rehabilitation Act [Ed 1403.01(e)(2)(b)].

Lindsay Rinaldi, the director of Nashua Community Music School, will serve as the liaison with our Local Education Agency (LEA).

At the time of enrollment, Nashua Community School offers parents the opportunity to disclose any information regarding ongoing 504 education plan related accommodations and modifications required for their child. With the parent's permission, Nashua Community Music School will contact the student's LEA to coordinate recommended 504 accommodations and/or modifications in the Nashua Community Music

School programs. Although Nashua Community Music School instructors are not explicitly certified to work with students with 504 plans, they are caring, patient and compassionate and can work with the student's LEA representative to understand how to implement recommended accommodations and/or modifications. If Nashua Community Music School determines it is unable to provide the required accommodations and/or modifications for a student, the parents will be informed before committing to enrolling their child in a Nashua Community Music School program.

- 13.0 A description of how the program will liaison with the LEA for a student with disabilities, consistent with the student's IEP to include, but not be limited to coordinating**
- 1. Required special education programs;**
 - 2. Support services; and**
 - 3. Least restrictive environment.**
- [Ed 1403.01(e)(2)(c)].

In case they are needed, the director of music therapy will be the direct liaison with the LEA for a student with an IEP. Nashua Community Music School gives all parents the opportunity to disclose any sorts of disabilities, including any related Individualized Education Program (IEPs). If requested, Nashua Community Music School will work with the parent to contact the student's LEA to assist in the coordination of the student's IEP to include, but not be limited to, the required special education programs, support services, and least restrictive environment. At the parent's request, a Nashua Community Music School representative will participate in IEP team meetings that discuss revisions to the student's IEP needed to participate in an Nashua Community Music School program. Nashua Community Music School will also coordinate with the LEA in fulfilling the LEA's responsibility to provide any special education, related services, supplementary aids and services, accommodations, and modifications the IEP team has determined the student needs. The provision of these services is not the direct responsibility of the Nashua Community Music School

- 14.0 A statement that the applicant understands that it has certain responsibilities, pursuant to Section 504 of the Rehabilitation Act, if it receives federal funds, or the Americans with Disabilities Act, as amended, to provide students with disabilities with equal access and equal opportunities to participate in the learn everywhere program, including by providing the student with reasonable accommodations [Ed 1403.01(e)(2)(d)].**

The Nashua Community Music School is an equal opportunity organization. Reasonable accommodations will be made and overseen by the director of music therapy. Nashua Community Music School understands that it has certain responsibilities, pursuant to Section 504 of the Rehabilitation Act, if it receives federal funds, or the Americans with Disabilities Act, as amended, to provide students with disabilities with equal access and equal opportunities to participate in the learn everywhere program, including by providing the student with reasonable accommodations.

- 15.0 A description of facilities to be used for educational instruction and a description of how the facilities will meet the priorities of the program [Ed 1403.01(e)(3)(a)].**

The Nashua Community Music School is a 9,000 square foot facility featuring 9 classrooms, a recital hall, 11 pianos, a variety of on-hand instruments including percussion, electronic keyboards, guitars, amplifiers, and an organ. Our dedicated technology studio gives students access to computers, microphones, digital interfaces, and recording software.

- 16.0 A statement affirming that the facilities shall comply with all applicable federal and state health and safety laws, rules, and regulations, including but not limited to the following**
- 1. Fire safety; and**
 - 2. Barrier-free access under Abfd 300, code for barrier-free design, and the Americans with Disabilities Act of 1990 (ADA), as amended by the ADA Amendments Act of 2008**
- [Ed 1403.01(e)(3)(b)].

The Nashua Community Music School shall provide a facility that meets the minimum requirements for the programs that we offer, while a providing an accessible space for all students and families. Nashua Community Music School affirms that the facilities used for Learn Everywhere programming will comply with all applicable federal and state health and safety laws, rules, and regulations.

17.0 Disclosure of insurance, if any, which would cover the participants in the Learn Everywhere program [Ed 1403.01(e)(4)].

The Nashua Community Music School agrees to disclose insurance, if any that would cover participants in the Learn Everywhere program to the parents of a student upon enrollment.