



MSU Community Music School Detroit Student Handbook 2016-2017

Revised 2/28/17

Welcome to the MSU Community Music School-Detroit (CMS-D). CMS-D provides music education and music therapy opportunities for people of ages, abilities and incomes. Please review the following administrative policies:

Office Hours and Contact Information

The CMS-D office staff strives to make your administrative needs as easy as possible. Students are welcome to call, email, or come to the office to ask questions, make payments, and register for classes.

FALL & SPRING (September –April/May)

Monday: 11:00 – 7:00 p.m.
Tuesday: 9:00 a.m. – 7:00 p.m.
Wednesday: 9:00 a.m. – 7:00 p.m.
Thursday: 9:00 a.m. – 7:00 p.m.
Friday: 9:00 a.m. – 5:00 p.m.
Saturday: 8:30 a.m. – 3:00 p.m.
Sunday: Closed

Office Phone Number: (313) 578 – 9716

Fax: (313) 578 – 9701

Email: cmsd@msu.edu

Website: www.cms.msu.edu/detroit

Address: 3408 Woodward Avenue, Detroit, MI 48201

Approval of Policies and Procedures

By submitting your payment and registration form, you are agreeing to abide by the policies of the MSU Community Music School-Detroit. CMS-D reserves the right to change any curricular offering, policy, procedure or fee.

Registration

The CMS-D school year consists of two semesters, (Fall and Spring) totaling 30 weeks. You may register for both semesters at the beginning of the Fall semester or register for each semester separately. The start of registration will be announced via email and on the website. Additionally, registration for summer sessions, including camps, happens independently from Fall and Spring semesters and will be announced accordingly. *All students who wish to participate in a CMS-D class must be registered.*

Attendance Policy

Regular attendance is expected. Full tuition is due for all scheduled lessons/classes/sessions, even those missed by the student or client. Lessons/classes/sessions missed due to faculty absence, or school closings caused by weather, will be rescheduled by the instructor. Faculty is not obligated to make up lessons/classes/sessions missed by students/clients. Refunds will not be granted for student/client absences.

If you or your student is unable to attend a class/lesson, please notify the CMS-D office by either phone or email ahead of time so it can be marked in CMS-D attendance records. Excessive absences will impede student and class progress. Based on the discretion of the instructor, *4 unexcused absences* will result in either automatic withdrawal with obligation to pay remaining balance, or restriction from recitals and performances. If a student is withdrawn from a class, they will have the opportunity to register for the following semester.

Tardiness

Please understand that class(es) take place at a specific time. If a student is late for classes/sessions or private lessons, the teacher is under no obligation to extend the lesson time or make it up at a later date. Students are expected to come prepared and arrive on time. Students who are more than 15 minutes late will be considered absent. After 15 minutes if no student(s) has arrived for class the teacher is permitted to leave. If the teacher is late, students will receive an extended lesson time, or it will be made up at a later date.

Tuition Payment Options

Option I (1 payment): All tuition is paid at the time of registration for semester or full year.

Option II (Monthly Payments): The first payment of at least \$20 (*non-refundable* registration fee) is due at the time of registration. Remaining payments by check, cash, or credit card are due by the first of each month, or according to a pre-agreed upon payment plan.

- The tuition balance for each semester must be paid in full by the end of that semester that a student is registered for.
- Students with balances will not be permitted to register for future classes and camps until balances are paid in full.
- Statements are mailed on the 15th of the month and payments are due on the 1st of the following month.
- For private lessons, applicants must pay for a total of four lessons in advance. The registration fee is not applicable with private lessons. Payment plans may also be available by request.

How to make payments:

- **In Person** - at the CMS-D Office during office hours or during a scheduled appointment.
- **Phone** – (for credit or debit card payments only) please call the CMS-D office (313-578-9716) with your credit or debit card number, expiration date, payment amount, and your full address.
- **Mail** - make your check or money order payable to Michigan State University and send your payment to:

Community Music School-Detroit
MSU Detroit Center
3408 Woodward Avenue
Detroit, MI 48201

Withdrawal

A notice of **withdrawal must be submitted in writing** to the CMS-D office in order for a student to be withdrawn from class. Notifying the teacher or therapist is not sufficient. Students/parents may send an email to cmsd@msu.edu or complete a “Change of Enrollment” form. Notification is required if a refund is to be issued. Refunds will not be issued if a student stops attending classes, but does not provide written notice of withdrawal.

Financial Aid

CMS-D awards limited financial aid to students based on need. Documentation of **annual household income/funds** (i.e. W2, tax return, social security, public assistance, etc.) from the most recent fiscal year must be submitted with the application form along with a non-refundable registration fee of \$20 per student.

2016-2017 Financial Aid Deadlines:

Fall Semester 2015: September 19, 2015

Spring Semester 2016: January 23, 2016

Financial Aid is awarded to qualifying students on a first-come, first-serve basis and as available funds permit.

Withdrawal from any program during the semester for any reason, except for special circumstances approved by the CMS-D Director, will result in revocation of the financial aid award. Approved withdrawals will result in prorated aid according to the number of/classes/sessions received on the date of withdrawal. In some cases, an additional payment

may be required. Early withdrawal without the approval of the Director will result in revocation of the financial aid and full payment will be required. Please see a CMS-D program manager with any questions or concerns.

School Closings

In the event of inclement winter weather, lessons, classes and sessions will be rescheduled. When the Community Music School- Detroit is closed, announcements will be posted on the website and outgoing phone message, as well as on school closing lists with local radio and television stations. Please remember that CMS-D closes independently of area schools, including Detroit Public Schools. If you have any questions CMS-D closings, please check the website (www.cms.msu.edu/detroit) or call the office at (313) 578-9716.

Media Release

CMS-D uses photography and video to document lessons, classes, sessions and events. These photos may be used in brochures, advertising or public relations activities. Photographs featuring registered students/clients are considered eligible for publication or public use unless a student/client (or parent/guardian of a student/client under age 18) submits a Request for Non-Use Form, available through the Registrar.

Illness Policy

Students, clients and faculty should stay home if they have symptoms of possibly severe illnesses that could be spread to others. Students/clients with influenza-like-illness, which is a fever of 100° Fahrenheit or higher, plus a sore throat and/or cough need to stay home until they have been fever-free (temperature below 100° Fahrenheit without using fever medicines) for at least 24 hours.

Contacting a Student During Class via the CMS Office

If at any time during program hours a parent/guardian needs to contact a student, please call the office at (313) 578-9716 stating the student's name, activity and/or instructor/therapist. A CMS staff member will then notify the instructor/therapist that the student's parent/guardian has requested contact with the student/client.

Student/Client Drop-Off / Pick-up Policy

Each student/client age 10 and under must be escorted to and picked-up from his/her classroom by a parent, legal guardian or other responsible adult who is listed on the student/client's information card. A student/client will only be released to his/her parent, legal guardian, or other responsible adult listed on the student/client's registration form. Individuals (other than parents/legal guardians) must be 18 years of age or older in order to be designated on the registration form as having drop off/pickup privileges. All changes to the student/client information card must be made in writing by a student/client's parent or legal guardian and provided to the CMS-D office.

All students/clients are expected to arrive on time for each lesson, class or session. Please do not arrive more than 15 minutes before the start time of the activity. CMS-D faculty and staff do not supervise children who arrive too early. Please make sure that students/clients are picked up from CMS-D on time after their activities.

Children and Youth Medical/Behavioral Incidents or Emergencies

In case of a medical or behavioral incident/emergency, the parent/guardian of the participant involved and/or the emergency contact listed on the student/client registration form will be contacted via phone by a CMS-D staff member. All phone numbers on file will be called until someone is reached. The CMS-D staff may be unable to contact a parent/guardian or emergency contact to consent for emergency care. If this is the case, the signed medical treatment authorization gives CMS-D staff consent to contact emergency medical services. Minor aged students/clients will be taken to Children's Hospital of Michigan (3901 Beaubien, Detroit, 48201) by EMS. Parents/guardians will be notified via phone by a CMS-D staff member.

Adult Emergencies

In case of an emergency concerning an adult student/client, the contacts listed on the student's registration form will be phoned by a CMS-D staff member. If medical treatment is necessary and the medical treatment authorization was signed by the student/client/legal guardian, CMS-D will contact emergency medical services immediately.

General Guidelines and Conduct Rules

- **General Rules:**
 - There is no gum, candy, food or beverage allowed in classrooms, studios, therapy clinics and performance spaces unless specified by instructor and/or staff member.
 - Limited or not talking during rehearsals and classes
 - Modest comfortable clothing is recommended
- **Conduct Rules:**
 - Misuse or damage of University property/building is prohibited and participants who are found misusing or damaging University property may be financially responsible for all damages. (i.e. destroying instruments, writing on walls, etc.).
 - Hazing and bullying, which includes physical, verbal or cyber-bullying will not be tolerated by MSU or CMS-D.
 - MSU and CMS-D prohibit the possession and use of alcohol, tobacco, drugs, fireworks, guns and other weapons.
 - No violence, sexual harassment, sexual conduct or other sexually inappropriate conduct of any kind will be tolerated at MSU or CMS-D.
 - No harassment in violation of the University Anti-Discrimination Policy will be tolerated. The University Anti-Discrimination Policy can be found at http://www.com.msu.edu/Admissions/Anti_Discrimination.pdf.
 - MSU and CMS-D prohibit the use of cameras and other digital recording devices (i.e. cell phones, tablets, etc.) in bathrooms and other areas where privacy is expected by participants.

If a participant or any other individual associated with the CMS-D program is alleged to have violated any of the University policies or conduct rules of the program, the participant is subject to dismissal and/or removal as a CMS-D student/client/family.

The CMS-D faculty and staff are committed to treating students, clients, parents/guardians and fellow faculty/staff with respect. Likewise, to continue to cultivate a safe and welcoming environment, we expect all of our students and clients to be respectful of other CMS-D students and clients, faculty and staff.

Student Expectations and Practice Policy

Please be on time, prepared for class, and arrive with the required equipment and materials needed to fully participate in each class. Each student is expected to practice daily between 20-30 minutes to ensure continuous growth on their instrument. Setting aside a time for daily practice will not only improve your musical abilities, but will also help develop a lifestyle of consistency, self-discipline, patience, and self-reliance.

Recital/Performance Information

Students in CMS-D programs will have the opportunity to participate in a recital/performance at the end of every semester. Recitals/concerts showcase the students' hard work, study and practice throughout the semester. Recital/concert dates will be announced to all students. Instructors will inform students about appropriate recital/concert dress attire.

*** Dress Code Policy for Concerts**

Students are expected to comply with CMS-D's concert dress requirements for all performances. Students who are unable to comply must notify their instructor at least one week prior to the auditions. Those failing to arrive in concert dress for performance will not be allowed to participate in the recital.

For AMP and Spartan Youth Jazz:

Black pants or skirt (must be below the knee),
Black or white top (must cover the shoulder)
OR black suit

OR black dress (must be below the knee)
Black shoes
Black socks/tights

For Adults:

Appropriate dress clothes or attire specified by instructor

* Concert dress requirements are subject to change-- instructors will provide further detail for each performance.

Instrument Loan & Care

Only students who have signed a CMS-D Instrument Loan Agreement will be able to use a school instrument. By signing, students agree to treat the instrument with care. However, repair of an instrument becomes necessary from time to time. Do not try to use an instrument that is of poor quality or in poor working condition. The instructors are capable of handling some minor repairs, however if the repair is beyond our expertise, we will recommend that the instrument be repaired. If the instrument is damaged, you must notify the CMS-D office or the instructor immediately for further instruction.

At the end of the semester, students are required to return the borrowed instrument to the CMS-D by the deadline on the instrument loan form.

Supplies

As a courtesy, CMS-D will stock a limited amount of supplies for sale, not as a regular supplier. For students who are participating in the instrument loan program, the initial supplies needed with the instrument (such as reeds, swab, cork grease, etc.) will be provided. It is the student's responsibility to take care of the instrument, book and supplies. Any additional books and supplies should be purchased at a music store.

Supplies Checklist for Class

- ✓ Instrument (in good playing condition)
- ✓ Pencil
- ✓ Book Or Other Music Given By Instructor
- ✓ Additional Supplies (reeds, oil, swabs etc. see list below)

The following is a list of recommended instrument brands and supplies needed for each instrument:

FLUTE

cleaning rod
handkerchief

OBOE

silk oboe swab
3 natural cane, medium soft reeds
cork grease

TRUMPET

7c or 5c Bach mouthpiece
bottle of valve oil
tuning slide grease
optional accessories: cleaning snake,
mouthpiece brush

TUBA

valve oil and tuning slide grease
optional accessories: mouthpiece
brush

TROMBONE

Bach 6.5 mouthpiece
small spray bottle
slide grease (Slide-O-Mix)
tuning slide grease
optional accessories: cleaning snake,
mouthpiece brush

CLARINET

mouthpiece and ligature
box of reeds (suggest Rico, Rico
Royal strength 2.5)
reed guard (holds 2 or 4 reeds)
handkerchief swab
cork grease

SAXOPHONE

mouthpiece and ligature
box of reeds (suggest Rico, Rico
Royal Strength 2.5)

FRENCH HORN

MC (medium cup) mouthpiece
bottle of rotary valve oil
tuning slide grease
optional accessories: cleaning snake,
mouthpiece brush

BARITONE

6.5 AL mouthpiece
bottle of valve oil

GUITAR

1 set of strings (Pro-Arte Classical
Guitar, normal tension)

PERCUSSION

1 pair of Vic Furth SDI general
drumsticks

STRINGS

rosin
shoulder rest (violin and viola)
rock stop (cello)

Local Music Vendors:

Hewitt's Music

23330 Farmington Road
Farmington, MI
(248) 957-9090

Jerry Luck Music

21103 Gratiot Avenue
Eastpointe, MI
(586) 335-2669

Eastside Music

323 E. 11 Mile Road
Madison Heights, MI
(248) 541-6843

A & G Central Music

323 E. 11 Mile Road
Madison Heights, MI
(248) 541-6843

Marshall Music

6500 Allen Road
Allen Park, MI
(313) 383-5560