



## MSU Community Music School Detroit Student Handbook 2017-2018

Revised 9/7/17

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)      Office Phone Number:** (313) 578 – 9716

Monday: 10:00 – 7:00 p.m.

Tuesday: 10:00 a.m. – 7:00 p.m.

Wednesday: 10:00 a.m. – 7:00 p.m.

Thursday: 10:00 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

**Fax:** (313) 578 – 9701

**Email:** [cmsd@msu.edu](mailto:cmsd@msu.edu)

**Website:** [www.cms.msu.edu/detroit](http://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 approximately 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 classes take place at a specific time. Tardiness can cause students to miss important materials and can be distracting for others. 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.

## **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.

## **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:**

- **Online** – Full semester payments can be made online at [www.cms.msu.edu/detroit](http://www.cms.msu.edu/detroit).
- **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](mailto: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.

Financial Aid is awarded to qualifying students on a first-come, first-serve basis and as available funds permit. Financial Aid is not available for adult classes, with the exception of the concert and jazz bands, and the Gospel Choir.

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](http://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.

### **Contacting a Student During Class via the CMS-D 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-D 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.

### **Accommodations For Persons With Disabilities**

Michigan State University is committed to providing equal opportunity for participation in all programs, services and activities. Requests for accommodations by persons with disabilities may be made by contacting the Resource Center for Persons with Disabilities at 517-884-RCPD or on the web at [rcpd.msu.edu](http://rcpd.msu.edu). Once your eligibility for an accommodation has been determined, you will be issued a verified individual services accommodation (“VISA”) form. Please present this form to the office at the start of the term and/or two weeks prior to the accommodation date. Requests received after this date will be honored whenever possible.

### **General Guidelines and Conduct Rules**

- **General Rules:**
  - Arrive on time, prepared with necessary materials, which may include instrument, music, notebook, instrument accessories and a sharpened pencil.
  - 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 on page 7 and online at [http://www.com.msu.edu/Admissions/Anti\\_Discrimination.pdf](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.
  - Follow all federal and state laws

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, ultimately it will hold back the students progress. 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:*

#### **OBOE**

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

tuning slide grease  
optional accessories: cleaning snake,  
mouthpiece brush

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mouthpiece brush

#### **FLUTE**

cleaning rod  
handkerchief

#### **GUITAR**

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

#### **SAXOPHONE**

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

#### **TRUMPET**

7c or 5c Bach mouthpiece  
bottle of valve oil

#### **TROMBONE**

Bach 6.5 mouthpiece  
small spray bottle  
slide grease (Slide-O-Mix)  
tuning slide grease

#### **TUBA**

valve oil and tuning slide grease  
optional accessories: 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

**BARITONE**

6.5 AL mouthpiece  
bottle of valve oil

**PERCUSSION**

1 pair of Vic Furth SDI general  
drumsticks

**STRINGS**

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

**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

**MSU Anti-Discrimination Policy**

*The following policy was approved by the Board of Trustees on April 9, 1993 and revised on December 5, 2003, April 13, 2007, and October 30, 2015.*

**Article I. Purpose**

Michigan State University’s scholarly community-building efforts occur within the context of general societal expectations, as embodied in the law. The University, consistent with its policies and governing law, promotes institutional diversity and pluralism through mechanisms such as affirmative action, within an over-arching strategy promoting equitable access to opportunity. The University’s commitment to non-discrimination is the foundation for such efforts.

**Article II. Applicability**

This policy states expectations for institutional and individual conduct. It applies to all University community members, including faculty, staff, students, registered student organizations, student governing bodies, and the University’s administrative units, and to the University’s contractors in the execution of their University contracts or engagements<sup>1</sup>, with respect to the following:

1. All educational, employment, cultural, and social activities occurring on the University campus;
2. University-sponsored programs and activities occurring off-campus, including but not limited to cooperative extension, intercollegiate athletics, lifelong education, and any regularly scheduled classes;
3. University housing; and
4. Programs and activities sponsored by student governing bodies, including their constituent groups, and by registered student organizations.

**Article III. Prohibited Discrimination**

Unlawful acts of discrimination or harassment are prohibited.

In addition, the University community holds itself to certain standards of conduct more stringent than those mandated by law. Thus, even if not illegal, acts are prohibited under this policy if they<sup>2</sup>:

1. Discriminate against any University community member(s) through inappropriate limitation<sup>3</sup> of employment opportunity<sup>4</sup>, access to University residential facilities, or participation in education, athletic, social, cultural, or other University activities on the basis of age, color, gender, gender identity<sup>5</sup>, disability status, height, marital status, national origin, political persuasion, race, religion, sexual orientation, veteran status, or weight; or
2. Harass any University community member(s) on the basis of age, color, gender, gender identity, disability status, height, marital status, national origin, political persuasion, race, religion, sexual orientation, veteran status, or weight.

These prohibitions shall not be construed in a manner that abridges University community members' right of free expression or other civil rights.

#### **Article IV. Informal Resolution**

Informal resolution of disputes, through consultation provided by offices serving the University, is encouraged<sup>6</sup>. Informal resolution is typically used when a claimant asks to participate in an informal resolution, requests anonymity, does not consent to participation in an investigation, or the alleged conduct, even if it does not rise to the level of a policy violation, suggests the need for remedial, educational, or preventive action. Participation in informal resolution is voluntary, and either party may terminate the informal resolution process at any time. If a party terminates attempts at informal resolution, or the parties are unable to resolve the matter informally, a formal review of the complaint will begin<sup>7</sup>.

#### **Article V. Complaints and Investigations**

Complaints under this Policy are processed and investigated by the Office of Institutional Equity (OIE) pursuant to the OIE Complaint Procedures. Allegations involving gender discrimination, including sexual and gender-based harassment, assault, and violence, are processed and investigated pursuant to the Relationship Violence & Sexual Misconduct (RVSM) Policy.

#### **CONTACT INFORMATION:**

Office of Institutional Equity  
Olds Hall  
408 W. Circle, Room 4  
Michigan State University  
East Lansing, MI 48824  
(517) 353-3922  
[ois@msu.edu](mailto:ois@msu.edu)  
[www.oie.msu.edu](http://www.oie.msu.edu)

The University investigates complaints involving conduct occurring at the locations, programs, and activities listed in Article II above. The University also investigates complaints of conduct occurring off-campus, even if not occurring in the context of a University program or activity, if the alleged conduct creates or contributes to a hostile environment on campus.

#### **Article VI. Violations of the Policy**

Violations of the policy may result in disciplinary action pursuant to the applicable student conduct or employee disciplinary process. Discipline may include, but is not limited to, suspension or dismissal for students or employees.

## Article VII. History

This Policy was approved by the Board of Trustee on April 9, 1993 and revised on December 5, 2003, April 13, 2007, and October 30, 2015.

*This document is currently pending approval from the U.S. Department of Education, Office for Civil Rights.*

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### Footnotes:

<sup>1</sup>This policy does not apply to the conduct of a contractor's internal affairs, nor does it apply to the conduct of contractual engagements to which the University is not a party.

<sup>2</sup>This Anti-Discrimination Policy User's Manual, University ordinances, and written policies provide guidance on the conduct prohibited by Article III of this Policy.

<sup>3</sup>Limitations are inappropriate if they are not directly related to a legitimate University purpose. The Anti-Discrimination Policy User's Manual provides additional guidance on inappropriate limitation as defined by this Policy.

<sup>4</sup>For purpose of this Policy, "employment opportunity" is defined as job access and placement, retention, promotion, professional development, and salary.

<sup>5</sup>For the purposes of this Policy, the reference to "gender identity" shall be interpreted to include protection against gender stereotyping based on a person's gender expression. In other words, gender stereotyping is impermissible discrimination or harassment based on a failure to conform to stereotypical gender norms.

<sup>6</sup>Consultation with one or more of the following may be useful:

- the chairperson, director, or dean of the relevant unit,
- supervisory support personnel,
- the Title IX Coordinator or Deputy Title IX Coordinator for Investigations,
- the ADA Coordinator,
- the Office for Inclusion and Intercultural Initiatives,
- the University Ombudsperson,
- the Faculty Grievance Official,
- REHS staff,
- faculty or staff academic advisors, and
- the MSU Counseling Center.

<sup>7</sup>The availability and appropriateness of informal resolution involving claims of gender discrimination, including sexual and gender-based harassment, assault, and violence, is governed by the Relationship Violence & Sexual Misconduct (RVSM) Policy.



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