



## MSU Community Music School Detroit Student Handbook 2020-2021

Revised 6/17/20

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, SUMMER (September – August)**

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. – 6:00 p.m.  
Friday: 10:00 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](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.

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.

### **Consent Online Remote Instruction**

CMS-D in times of COVID-19 will request to parents/guardians a media release and consent online remote instruction form that entails permission to participate in online sessions. This form will be providing to parents/guardians online and it needs to be completed at the beginning of the semester. Parents/guardians has the obligations to speak with their students about their role they play and responsibilities to honor these rules with the goal of maintain their safety and security online. As well as to be available during online sessions for their students if they are need it.

### **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.

### **Waiting areas and Off-Limits Areas**

If at any time during program hours a parent/guardian needs to wait for their student, MSU CMS-D has designated the upstairs hallway/lobby as the waiting area. No student or parent/guardian can be in restricted or off-limits areas inside the building. This include, empty classrooms, conferences rooms, and elevator lobby. If visitors and/or other employees enter the off-limit areas, they will be asked to leave. Unused rooms will remain locked so students will not have access to them. Rooms in use will have a faculty member or supervisor present.

### **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.
  - Any violence, harassment, sexual harassment, sexual misconduct, or any sexually inappropriate conduct and behavior of any kind are unacceptable. Students who behave in such a manner will be withdrawn from recital activities and classes immediately and subject to expulsion.

- 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 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 student's progress. The instructors can handle 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 (the Monday after the student recital). If you pay the deposit and enroll for the following semester's classes, you are permitted to keep your instrument between semester breaks.

## **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

#### **FLUTE**

cleaning rod  
handkerchief

#### **TRUMPET**

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

#### **GUITAR**

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

#### **TROMBONE**

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

tuning slide grease  
optional accessories: cleaning snake,  
mouthpiece brush

#### **SAXOPHONE**

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

#### **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

### **Information about MSU Policies related to Title IX**

The MSU [Anti-Discrimination Policy](#) and [Relationship Violence and Sexual Misconduct Policy](#) apply to all MSU students, employees, or third-party community members, including Youth Program participants.

Consistent with Title IX, MSU's Relationship Violence and Sexual Misconduct Policy and Anti-Discrimination Policy expressly prohibit discrimination based on sex. The Relationship Violence and Sexual Misconduct Policy provides a procedure for reporting and resolving complaints of sex discrimination (including sexual harassment and sexual assault), which applies to youth program participants.

### **What is Title IX?**

Title IX of the Education Amendments of 1972 prohibits discrimination based on sex in any education program or activity that receives federal funding.

Discrimination based on sex includes:

- ◆ Excluding, separating, denying benefits to, or otherwise treating a person differently on the basis of sex
- ◆ Sexual harassment
- ◆ Sexual assault

### **MSU Title IX Coordinator**

MSU's Title IX Coordinator oversees the University's compliance with Title IX, including its complaint procedures, and is available to meet with youth program participants about matters involving sex discrimination.

#### **Robert Kent**

Interim Associate Vice President and Title IX Coordinator  
Office for Civil Rights and Title IX Education and Compliance  
Olds Hall, 408 West Circle Drive, Suite 105  
East Lansing, MI 48824

**Phone:** (517) 353-3922

**Website:** [civilrights.msu.edu](http://civilrights.msu.edu)

### **Reporting Procedures and Resources**

All individuals are encouraged to promptly report possible violations of MSU's Anti-Discrimination Policy and Relationship Violence and Sexual Misconduct Policy to MSU's Office of Institutional Equity (OIE), law enforcement, or both. OIE is responsible for receiving and processing complaints of sex discrimination (including sexual harassment, sexual assault and sexual violence), which may involve an investigation. If a person is unsure about reporting and would like assistance in understanding the options, they may contact a Confidential Resource. A list of these resources is available at <https://poe.msu.edu/resources/survivor-resources.html>. A list of these resources specifically available for youth is available at <https://youthprograms.msu.edu/reporting/index.html>.

**Report to the Office of Institutional Equity (OIE)** by completing the online Public Incident Reporting Form or by calling, emailing, or visiting the OIE office.

**Address:** 408 W. Circle Dr., Suite 4, Olds Hall, East Lansing, MI 48824

**Phone:** 517-353-3922

**E-mail:** [oie@msu.edu](mailto:oie@msu.edu)

**Online reporting:** [Public Incident Reporting Form](#)

**Contact the MSU Police (or your local law enforcement) for assistance in filing a criminal complaint and preserving physical evidence**

**MSU Police Department**

**Address:** 1120 Red Cedar Rd., East Lansing, MI 48824

**Emergencies:** call 9-1-1

**Non-Emergency Line:** 517-355-2221

### **Michigan State University Anti-Discrimination Policy**

- The University Anti-Discrimination Policy (ADP) states expectations for institutional and individual conduct. A detailed description of the ADP can be found at [https://hr.msu.edu/policies-procedures/university-wide/ADP\\_policy.html](https://hr.msu.edu/policies-procedures/university-wide/ADP_policy.html).
- The ADP User's Manual provides further discussion of the definitions of behaviors prohibited by the ADP as well as the relationship between the First Amendment and complaints of harassment/discrimination; the ADP User's Manual can be found at [https://oie.msu.edu/\\_assets/documents/adp-users-manual---updated-15.07.24.pdf](https://oie.msu.edu/_assets/documents/adp-users-manual---updated-15.07.24.pdf).
- Protocol for addressing Bias Incidents, Acts of Prohibited Discrimination/Harassment, and Hate Crimes can be found at [https://oie.msu.edu/\\_assets/documents/bias-incident-reporting-protocols-17.08.01.pdf](https://oie.msu.edu/_assets/documents/bias-incident-reporting-protocols-17.08.01.pdf).



# Index

<b>Topic</b>	<b>Page(s)</b>
Accommodations for Persons with Disabilities .....	4
Anti-Discrimination Policy.....	7
Attendance / Tardiness Policy .....	1, 2
Contacting a Student via CMS Office.....	3
Dress Code for Concerts.....	5
Emergencies	
Adult Emergencies .....	3
Children and Youth Medical/Behavioral Incidents or Emergencies .....	3
Contacting a Student via the CMS office.....	3
Financial Aid .....	2, 3
General Guidelines and Conduct Rules.....	4
Illness.....	2
Instrument Loan and Care .....	5
Instrument Supplies and Class Checklist.....	5
Instrument and Supply Vendors.....	6
Media Release.....	3
Recital / Performance Information.....	5
Registration.....	1
School Closings.....	3
Student Drop off / Pick Up Policy .....	3
Student Expectations / Practice Policy.....	4
Tuition Payment Options.....	2
Information about MSU Policies related to Title IX.....	6
Withdrawal .....	2

