



## Student Handbook 2023-2024

Welcome to the MSU Community Music School. CMS understands the importance of music for all students and music therapy clients. By working together, successful music experiences and personal growth can be achieved. It is very important that all parties (faculty, staff, parents/guardians, students and clients) clearly communicate and work together to bring about positive and successful music experiences.

### **Semester Dates**

The CMS academic year consists of two, 17-week semesters (with an inclusive 5-week mini-semester for Early Childhood Music Program classes) and a 10-week summer session. Some classes run for fewer than 17 weeks, typically 10, 12 or 15 weeks. Fall semester begins September 5, 2023 and ends January 20, 2024. Spring semester begins January 22 and ends May 25, 2024.

### **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 at a mutually convenient time. Faculty are not obligated to make up lessons/classes/sessions missed by students or clients. Refunds will not be granted for student/client absences.

### **Tuition Payment Options**

**Option I** (1 payment): All tuition is paid at the time of registration.

**Option II** (2 payments): Tuition is paid at the beginning of each semester.

**Option III** (Monthly Payments): The first payment is due at the time of registration. Remaining payments by check, cash, or credit card are due by the first of each month September – May. Spring registrants pay one-fourth tuition at registration with remaining payments due on the first of March, April, and May.

- Statements are mailed on the 15<sup>th</sup> of the month and payments are due on the 1<sup>st</sup> of the following month.
- A processing fee of \$10 will be added to each account using the monthly payment option.
- A \$25 late fee is assessed on all past-due accounts. Accounts overdue by 90 days or more may be sent to collections.

**Online Tuition Payments:** Visit the CMS website ([www.cms.msu.edu](http://www.cms.msu.edu)), click on ‘East Lansing,’ click on ‘Register,’ click on ‘I Agree’ at the bottom of the page, and you will be directed to the CMS online registration page. Click on ‘Tuition Payment.’ Only use this payment method if you received a bill in the mail or need to pay towards a current or past registration. Do not use this to register for a new semester of private lessons, group classes/ensembles and music therapy.

Call CMS at (517) 355-7661 to make a payment over the phone with a credit card. Mail checks (made out to ‘Michigan State University’) to MSU Community Music School, 4930 S. Hagadorn Rd., East Lansing, MI 48823. Payments may also be made in-person at the CMS office.

### **Registration Fee**

CMS charges a \$15 registration fee per family, per semester. This fee applies to all private lessons and music therapy services registrations and to classes/ensembles with tuition of \$100 or more in a single semester. This fee is non-refundable and does not apply to any summer programming.

### **Withdrawal**

A notice of withdrawal by phone or in writing must be submitted to the Community Music School Registrar for a student to be withdrawn. Notifying the teacher or therapist is not sufficient. Students/clients may not withdraw from group classes or ensembles for credit or refund once the semester begins. Students/clients who withdraw from lessons

must pay for the first half of the semester. If students/clients withdraw from the second half of the semester before October 28 (fall semester) or March 16 (spring semester) they do not need to pay for the second half of the semester. Students/clients who stop attending lessons during the second half of the semester are still obligated to pay for the entire semester.

### **Financial Aid**

The Community Music School awards limited financial aid to students/clients based on need. The CMS Financial Aid Fund is supported by the proceeds from sponsorships and donations. Aid funding is limited each semester and awarded in order of application. Documentation of household income on a 1040 tax form from the previous year must be submitted with the application form.

Fall Financial Aid application deadline: September 25, 2023

Spring Financial Aid application deadline: February 12, 2024

Summer Financial Aid application deadline: Two-three weeks before lessons/program begins

Withdrawal from any program during the semester for any reason except for special circumstances approved by the Community Music School Director will result in revocation of the financial aid award. Approved withdrawals will result in prorated aid according to the number of lessons/classes/sessions received at 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. This is based on the CMS refund policy: withdrawal from lessons/sessions before October 28 will result in a refund or credit of 8 lessons/sessions for the fall semester tuition and no charge for the spring semester. Withdrawal from lessons/sessions for the spring semester before March 16 will result in a refund or credit of 8 lessons/sessions. Refunds for group classes or ensembles are not possible after the first class/ensemble meeting.

### **Office Hours**

The Community Music School office hours are Monday-Thursday 8:00 a.m.-9:00 p.m., Friday 8:00 a.m.-8:00 p.m., and Saturday 9:00 a.m.-1:00 p.m.

### **Parking at CMS**

CMS is considered an MSU on-campus building and has a paid parking lot. When visiting CMS, there are kiosks near the entrance outside and inside the lobby to pay for parking. The cost is \$1.20/hour and the parking lot is enforced from 7 a.m. to 6 p.m., Sunday through Saturday. Parking can be paid by credit/debit card or cash. (*If paying in cash, you will need the exact amount as the machines do not provide change.*) You do not need to pay for parking if you are parked in a handicap spot with a valid handicap pass, and/or have a valid MSU faculty/staff parking pass.

### **School Closings**

In the event of inclement winter weather, lessons, classes and sessions will be rescheduled when possible or account credits will be arranged. When the Community Music School 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 closes independently of area schools, including East Lansing Public Schools. If you have any question about whether or not CMS is closed, please check the website ([www.cms.msu.edu](http://www.cms.msu.edu)) or call the office at (517) 355-7661.

**New for 2023-24: TeamReach app.** CMS is now using the free TeamReach app to alert students, clients and families when CMS is closed due to inclement weather. Download the app on your device and enter the group code **MSUCMS**. See the office for detailed instructions. Please do not use the TeamReach app to contact the CMS office.

### **Media Release**

CMS 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**

To slow the spread of illness and COVID-19, the Community Music School and Michigan State University are directing everyone to take personal responsibility to protect their own health and safety, as well as the health and safety of MSU faculty, staff, students, visitors and loved ones. Please visit the following website to read more about MSU's response to COVID-19 and requirements for all visitors to campus.

- Together We Will, MSU's central COVID-19 resource page: <https://msu.edu/together-we-will/>

Students, clients, families and caregivers should not attend an in-person class or therapy session or enter the Community Music School building while they are experiencing respiratory symptoms such as fever, cough, shortness of breath, sore throat, runny or stuffy nose, body aches, headache, chills or fatigue.

## **Contacting a Student During Class via the CMS Office**

If at any time during program hours a parent/guardian needs to contact a program participant, please call the office at (517) 355-7661 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.

## **Drop-Off, Pick-Up and Parent/Guardian Release of Responsibility Form**

All students/clients under age 18 must be escorted to their classroom/studio by a parent, legal guardian or other responsible adult listed on their account at CMS. A student/client will only be released at the end of their program to their parent, legal guardian, or other responsible adult.

If a student/client under 18 years of age will be transporting themselves to and from CMS, if an adult other than a parent/guardian will be dropping off or picking up the student/client, and/or if the student/client needs to arrive late or be excused early any time during the program, please complete the 'Pick-up, Drop-off and Commuter Permission Form' available at this link and from the CMS office: <https://www.hr.msu.edu/policies-procedures/university-wide/documents/pick-up-drop-off-commuter-form.pdf>

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 faculty and staff do not supervise children who arrive too early. Please make sure that students/clients are picked up from CMS on time after their activities have concluded.

## **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. CMS reserves the right to change any curricular offering, policy, procedure or fee.

## **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 staff member. All phone numbers on file will be called until someone is reached.

The CMS 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 staff consent to contact emergency medical services. Minor aged students/clients will be taken to Sparrow Hospital, 1215 E. Michigan Ave., Lansing, MI 48912 by EMS. Parents/guardians will be notified via phone by a CMS 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 staff member. If medical treatment is necessary and the medical treatment authorization was signed by the student/client/legal guardian, CMS will contact emergency medical services immediately.

## **Procedures for Emergency Situations**

Non-MSU employees and students may sign up for text alert messages from MSU through the Nixle Community Alerts system. More information and how to sign up can be found at <https://alert.msu.edu/>.

In case of a weather related emergency, (severe thunderstorm warning or tornado warning), everyone should seek shelter in an interior hallway in the basement or ground level of a building, or in the lowest level of a parking ramp away from windows.

In case of other emergencies on campus (accident, medical emergency, suspicious activity, presence of a firearm), the best course of action is to call 911 immediately.

If a “Secure in Place” action is advised (for active violence), you should:

- Lock doors of the room you are in (Main doors of building will also be locked.)
- Close blinds and turn off lights.
- Find a well-hidden and protected area to hide using objects in the room to barricade with or hide behind.
- Wait for the “All Clear” from the MSU Alert System before leaving your secure location.

## **Accommodations**

Michigan State University and the MSU Community Music School are committed to providing equal opportunity for participation in all programs, services and activities. Accommodations for persons with disabilities and special needs may be requested by contacting Jaime DeMott, CMS director at (517) 884-4827 or [jdemott@msu.edu](mailto:jdemott@msu.edu). More information is available at <https://www.rcpd.msu.edu/services/accommodations>.

## **General Guidelines and Conduct Rules**

- **General Rules:**
  - There is no gum, candy, food or beverage allowed in classrooms, studios, therapy clinics and performance spaces.
  - Please do not use cell phones during lessons, classes, sessions and ensemble rehearsals.
  - Please do not use cell phones outside of studios and classrooms. Use the lobby on the first floor to make phone calls.
- **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.).
  - No theft of property regardless of owner will be tolerated.
  - Gambling will not be tolerated.
  - Tampering with fire alarms, safety or security equipment will not be tolerated.
  - Violence of any kind will not be tolerated.
  - Hazing and bullying, which includes physical, verbal or cyber-bullying will not be tolerated by MSU or CMS.
  - Harassment or intimidation of other campers or staff will not be tolerated.
  - Intimate contact with other campers or staff (e.g. kissing, touching) is not permitted.
  - Excessive noise or horseplay will not be tolerated.
  - MSU and CMS prohibits 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. The University Policy on Relationship Violence and Sexual Misconduct can be found at <https://civilrights.msu.edu/policies/rvsm.html>.
  - MSU and CMS prohibits 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.
  - Violations of federal, state and local laws will not be tolerated.

## **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://civilrights.msu.edu/ada\\_coordinator/anti-discrimination-policy-users-manual.pdf](https://civilrights.msu.edu/ada_coordinator/anti-discrimination-policy-users-manual.pdf).
- Protocol for addressing Bias Incidents, Acts of Prohibited Discrimination/Harassment, and Hate Crimes can be found at <https://civilrights.msu.edu/assets/documents/bias-incident-reporting-protocols-17.08.01.pdf>

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

Consistent with Title IX, MSU's Relationship Violence and Sexual Misconduct Policy and Anti-Discrimination Policy expressly prohibit discrimination on the basis of 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 and adult program participants. Discrimination on the basis of sex includes:

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

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. You can reach the MSU Title IX coordinator at (517) 884-0610 and <https://civilrights.msu.edu/>.

If a participant or any other individual associated with the CMS 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 student/client/family.

The CMS 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 students and clients, faculty and staff.

## **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://civilrights.msu.edu/file-a-report/index.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

## **Online Learning and Conduct Expectations for Program Participants**

- Participants must use a neutral background (e.g. blank wall, digital Zoom filter, limited exposure of private spaces, etc.).
  - The goal is to prevent showing much of the inside of the home in the interest of privacy and safety.
- Participants may not share inappropriate content through files, images, videos, chat, audio, or other features of the digital instruction platform.
- Participants may not screen shot or record other participants' images, information, or participation contributions during the program.
- Participants may not record interactions with other participants through online instruction platforms.
- When creating an online profile for the instruction platform or any other online account, limit the information that is shared.
  - For example, just because the platform asks for your address does not mean that you have to provide your actual personal address.
    - If a picture is required, the picture provided should be neutral and appropriate.
    - Do not share personal information in the virtual meeting.
- Anyone receiving threatening or inappropriate chat messages should immediately report it to a trusted adult.
- In the interest of safety, do not share links, passwords, or other program login information with anyone outside of the program.
- MSU prohibits "Zoom Bombing" and similar disruptive behaviors.
  - Definition: "Zoom Bombing" is the act of accessing Zoom sessions without authorization.
  - Appropriate consequences, including but not limited to dismissal from the program may apply to anyone who:
    - Violates program safety and security rules;
    - Contributes to "Zoom Bombing" or other similar disruptions; and/or
    - Shares program links, passwords, or other program login information with individuals outside of the program.

## **Online Safety Information and Resources for Participants and Parents/ Guardians**

We encourage parents, guardians, and participants to educate themselves on safety and security tips when engaging in online learning activities. Below are some resources that may be helpful:

- **Protecting Kids Online-** *Federal Trade Commission, Consumer Information*  
Link: <https://www.consumer.ftc.gov/topics/protecting-kids-online>  
Description: This website provides information about promoting safe and responsible decisions to help reduce online risks for children.
- **Keeping Children Safe Online-** *The United States Department of Justice*  
Link: <https://www.justice.gov/coronavirus/keeping-children-safe-online>  
Description: This website provides tips for protecting children during online activities, informational videos for parents and children, and additional informational resources related to online child safety.
- **Prevent Cyberbullying-** *Stopbullying.gov*  
Link: <https://www.stopbullying.gov/cyberbullying/prevention>  
Description: This website provides information about preventing, identifying, and responding to cyberbullying.

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