COMMUNITY MUSIC SCHOOL-DETROIT

STUDENT HANDBOOK
Children, Youth & Adults

MICHIGAN STATE UNIVERSITY
# COMMUNITY MUSIC SCHOOL-DETROIT

## STUDENT HANDBOOK
*Children, Youth & Adults*

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Welcome to the wonderful world of musical studies! We are extremely excited that you have come to the Community Music School-Detroit (CMS-D) for music instruction. We understand the importance of laying a solid musical foundation for every student, which equips you with what is needed to enjoy your music learning. By working together, we can make this happen successfully. So, welcome aboard! Now let’s get busy making good music!

The above paragraph expresses our commitment to students and parents/guardians. Now, we would like to share our expectations for every student. It is very important that all parties (faculty, staff, students, and parents/guardians) clearly communicate and work together to bring about a pleasant and successful musical experience. Below is information about the administrative/business side for the CMS-D. We hope this information is helpful and will assist you with planning your time at the CMS-D!

OFFICE HOURS:

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. The office is open to students and the general public 3 days each week, which are Tuesdays, Wednesdays and Saturdays.

Here are schedules to help you plan a visit to the CMS-D office:

FALL & SPRING (September 8, 2014 to May 20, 2015):
- Monday: 4PM-7PM – CMS-D office is open
- Tuesday: 10AM-6:30PM – CMS-D office is open
- Wednesday: 10AM-6:30PM – CMS-D office is open
- Thursday: office staff available by phone and email only between 9AM-5PM
- Friday: office staff available by phone and email only between 9AM-5PM
- Saturday: 9AM-1PM – CMS-D office is open

SUMMER (June – August):
- Tuesday & Wednesday: 9AM-5PM – CMS-D office is open
- Saturday: CMS-D closed

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. There is also a 6-week summer session that adult students can choose to participate in and registration will be announced during the Spring semester.

All students who wish to participate in a CMS-D class must be registered. Registration packets are available at the CMS-D office and online. The Registrar can also email a registration packet to you. It’s vital to the success of CMS-D that all students register. There are several payment plans available for students who may not be able to pay the full tuition cost at the time of registration. All students must pay the minimum $20 (per student) registration fee when he/she submits a completed registration form. Please see the CMS-D Registrar about payment plans.
PAYMENT

The CMS-D staff understands that you have many other activities happening and your schedule may not always coincide with our office hours. Therefore, you can choose any of the following options to make payments:

a. **IN PERSON** – you can come to the CMS-D office on Tuesdays and Wednesday 10AM-6:30PM or Saturdays 9AM-1PM

b. **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  
   ATTN: Registrar

c. **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 on one of the following days:

   - Tuesdays or Wednesdays between 9AM-6PM  
   - Thursdays or Fridays between 9AM-5PM  
   - Saturdays between 9AM-1PM

**Tuition Payment Options**

Three payment options are available:

- **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 non-refundable deposit payment of $20 is due at the time of registration. Remaining payments by check, cash, or credit card are due by the first of each month.

Billing statements are mailed on the 15th of the month and payments are due on the 1st of the following month.

**Withdrawal**

*Classes and Ensembles:*

To withdraw from a class, a notice of withdrawal by phone or in writing must be submitted to the Community Music School – Detroit Registrar for a student to be withdrawn. Notifying the teacher is not sufficient. Students may not withdraw from classes or ensembles for credit or refund once the semester begins.

*Private lessons:*

Students who withdraw from private lessons must pay for the first half of the semester. If a student withdraws from the second half of the semester before November 1 (first semester) or April 1 (second semester), the student is not required to pay for the second half of the semester. Students who stop attending lessons during the second half of the semester are still obligated to pay for the entire semester.

**Financial Aid**

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

2014-2015 Financial Aid Deadlines:

- Fall Semester 2014: September 20, 2014
- Spring Semester 2015: January 24, 2015

Financial Aid is awarded to qualifying students on a first come first serve base and as available funds permit.
Financial Aid (continued)

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 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. Please see the CMS-D Registrar with any questions or concerns.

Sickness/H1N1 Policy

Students should stay home if they have symptoms of contagious illnesses. Students with influenza-like-illness, with a fever of 100° Fahrenheit or higher plus a sore throat and/or cough should stay home until they have been fever-free (temperature below 100° Fahrenheit without using fever medicines) for at least 24-hours. Additionally, students who are vomiting must stay home until they are well enough to attend class and the vomiting has ceased for at least a 24 hour period.

Emergencies

In case of an emergency, the contacts listed on the student’s registration form will be phoned by CMS-D staff. If medical treatment is necessary and the medical treatment authorization was signed by the student or parent/guardian, CMS-D will contact medical emergency services immediately.

For minor age students in case of a medical or behavioral emergency/incident, the parent/guardian of the student involved and the emergency contact listed on the student application will be contacted via phone by the CMS-D administrative staff. All numbers on file will be called until someone is reached.

If the CMS-D staff is unable to contact a parent/guardian or emergency contact to consent for emergency care, the signed medical treatment authorization gives CMS-D consent to contact medical emergency services. Minor aged students will be taken to Children’s Hospital of Michigan by EMS. The hospital is located at 3901 Beaubien, Detroit 48201. Parents/Guardians will be notified via phone by the administrative staff.

Additionally, if for emergency reasons at any time during program hours a program participant needs to be reached by a family member/loved one, the CMS-D office can be contacted at (313) 578-9716 and a staff person will relay the message to the student.

Closings

In the event of inclement weather, classes will be rescheduled when possible or account credits will be arranged. When CMS-D is closed, announcements will be posted on our website, on the outgoing phone message, and 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 about whether or not CMS-D is closed, you should check the website or call the CMS-D office – (313) 578-9716.

Media Release

CMS-D uses photography and video to document lessons, classes and events. These photos/videos may be used in brochures, CMS-D website, and advertising or public relations activities. Photographs/videos featuring registered students are considered eligible for publication or public use unless a student or parent/guardian submits a Request for Non-Use Form, available through the Registrar.
Expectations of Students
Please be on time, prepared for class, and arrive with the required equipment and materials needed to fully participate in each class.

Practice Policy - The required fuel to move a player to a higher level of musical achievement: 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. By recital time, you will be more than ready to share your talents with the audience.

Attendance Policy
Absences impede student progress and can slow the pace of the entire class. As a result, highly productive classes can soon become average. Please make every effort to attend all classes! Three or more absences during the 15 week semester are considered “excessive.”

Please be aware that full tuition is due for all scheduled lessons/classes/sessions, even those missed by the student. Lessons/classes/sessions missed due to faculty absence or school closings caused by weather will be rescheduled. The CMS-D Faculty is not obligated to make up lessons/classes/sessions missed by students. Refunds will not be granted for student absences.

CMS-D students who have 3 unexcused absences will be notified and reminded of the CMS-D attendance policy. Based on the discretion of the instructor, 4 unexcused absences will result in either removal from a class or restriction from recital performances. If a student is removed from class, they will have the opportunity to register for the following semester. Five or more unexcused absences will result in dismissal from the program.

It is understandable that emergencies and unexpected things happen, so please notify the office to ensure that the absence can be documented as an excused absence. We will track excused and unexcused absences, so again, please make sure that we know when an absence will occur. We request that you contact the CMS-D office (313-578-9716) as soon as possible if/when you will be absent.

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.

Program Guidelines
The following list of program guidelines will help CMS-D to continue to be a safe, healthy and pleasant environment for students and guests!

- **DRESS CODE:** Modest comfortable clothing is recommended.
- **DURING CLASS:**
  - Please pay close attention to the director/teacher during your classes. You will learn something valuable!
  - Stay on task and focused.
  - Limited or no talking during rehearsal and classes.
  - Try to play to the best of your ability. Effort is everything!
- **GENERAL RULES:**
  - There is no gum, candy, food or beverage allowed in classrooms/studios.
CONDUCT RULES:
- Misuse or damage of CMS-D and/or Michigan State University property/building is prohibited and participants who are found misusing or damaging CMS-D and/or Michigan State 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 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-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/CMS-D 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.

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/family.

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

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.

Supplies
As all musicians learn, having the appropriate supplies needed for your instrument is important. We ask that students come to class with needed supplies; including reeds, drum sticks, valve oil, extra guitar strings, and cork grease, etc. A list of local stores that sell music supplies is available in this handbook. Each student should also come to class with a pencil, in order to take notes and mark music.

As a courtesy, CMS-D will stock a limited amount of supplies for sale for emergency cases only; 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. A list of music stores is included in this handbook.

Instrument Loan & Care
Each student using a CMS-D instrument signs an Instrument Loan Agreement and knows that it is the responsibility of the student to maintain the instrument in the condition it was received. Students also agree to treat their instrument and the MSU Detroit Center 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.

Upon the close of a semester, students are required to return the borrowed instrument to the CMS-D by the deadline on the instrument loan form. Students who do not return an instrument within 10 business days of the deadline will be billed for the value amount of the instrument.

MATERIALS NEEDED
Use this as a checklist every time you come to class. All students will need the following:
- Instrument (in good playing condition)
- Pencils (at least 2, when appropriate)
- Book or other music given by instructor
- Necessary 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

**REED GUARD**
Holds 2 or 4 reeds

**CLARINET**
Mouthpiece and ligature
Box of reeds (suggest Rico, Rico Royal strength 2 ½)
Reed guard (holds 2 or 4 reeds)
Handkerchief swab
Cork grease

**SAXOPHONE**
Mouthpiece and Ligature
Box of reeds (suggest Rico, Rico Royal strength 2 ½)
Handkerchief swab
Cork grease

**FRENCH HORN**
MC (medium cup) mouthpiece
Bottle of rotary valve oil
Tuning slide grease
Optional accessories: cleaning snake, mouthpiece brush

**TROMBONE**
Bottle of rotary valve oil
Bach 6 ½ mouthpiece
Small spray bottle
Slide grease (Slide-O-Mix, Trombontine)
Tuning slide grease
Optional accessories: cleaning snake, mouthpiece brush

**BARITONE**
6 ½ AL 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

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

**PERCUSSION**
1 pair of Vic Firth SD1 General drum sticks

**STRINGS**
Rosin
Shoulder Rest (violins and violas)
Rock stop (cellos)

**LOCAL MUSIC VENDORS:**

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<thead>
<tr>
<th>Hewitt’s Music</th>
<th>Jerry Luck Music</th>
<th>Eastside Music</th>
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<tbody>
<tr>
<td>23330 Farmington Road</td>
<td>21103 Gratiot Avenue</td>
<td>323 E. 11 Mile Road</td>
</tr>
<tr>
<td>Farmington, MI 48336</td>
<td>Eastpointe, MI 48021</td>
<td>Madison Heights, MI</td>
</tr>
<tr>
<td>(248) 957-9090</td>
<td>(586) 335-2669</td>
<td>(248) 541-6843</td>
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<thead>
<tr>
<th>A &amp; G Central Music</th>
<th>Marshall Music</th>
<th>A &amp; G Central Music</th>
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<tr>
<td>323 E. 11 Mile Road</td>
<td>6500 Allen Road</td>
<td>323 E. 11 Mile Road</td>
</tr>
<tr>
<td>Madison Heights, MI</td>
<td>Allen Park, MI 48101</td>
<td>Madison Heights, MI</td>
</tr>
<tr>
<td>(248) 541-6843</td>
<td>(313) 383-5560</td>
<td>(248) 541-6843</td>
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Benefits of Studying Music

Musical training enables people to express their own creativity and to experience pride, satisfaction, and a sense of accomplishment. Participation also promotes such non-musical benefits as mental discipline, cooperative learning, developing a sense of responsibility, and emotional growth. Playing a musical instrument can be a life long journey.

The most important factor involved in becoming a musician is genuine interest. No previous musical skills are required! There is a place for any student with a desire to succeed and a willingness to work! Participation in instrumental music benefits the student in many ways including:

- Enhance problem-solving skills
- Promotes teamwork
- Fosters goal-setting skills
- Encourages self-expression
- Coordination
- Memory skills
- Self-confidence and esteem
- Concentration
- Poise

We consider these benefits as bonuses to learning music. An investment in musical education will cause students to apply principles learned in music to all other areas of life. It is our purpose, with your help to bring each student a beneficial instrumental music education. Anyone can, without question, learn and benefit from the study of instrumental music.

DID YOU KNOW?

MUSIC IS SCIENCE
It is exact, specific, and it demands exact acoustics. The printed sheet music is a chart, a graph that indicates frequencies, intensities, volume changes, melody, and harmony all at once and with exact control of time.

MUSIC IS MATHEMATICAL
It is rhythmically based on the subdivision of time into fractions, which must be done instantaneously, not worked out on paper.

MUSIC IS A FOREIGN LANGUAGE
Most of the terms are in Italian, German, or French; and the notation is certainly not English but a highly developed kind of shorthand that uses symbols to represent ideas. The semantics of music is the most complete and universal language.

MUSIC IS HISTORY
Music usually reflects the environment and times of its’ creation-often even the country and/or racial feelings.

MUSIC IS PHYSICAL EDUCATION
It requires fantastic coordination of fingers, hands, arms, lip, cheek and facial muscles, in addition to extraordinary control of the diaphragmatic, back, stomach and chest muscles, which respond instantly to the sound the ear hears and the mind interprets.

MUSIC is all of these things, but most of all, music is ART. It allows a human being to take all these dry, technically boring, but difficult techniques and use them to create emotion. Emotions and feelings cannot be duplicated by science.

The CMS-D staff and faculty look forward to a great year of music and learning.
Should there be any questions or concerns, please do not hesitate to contact us at (313) 578-9716.
LIFE & ENTREPRENEURIAL SKILLS

Take a look at the ‘wheel’ below, which demonstrates how music learning can impact every area of your life!
ADDENDUM

- ASPIRING MUSICIANS PROGRAM (AMP)

Recital Information
AMP students will have the opportunity to participate in a recital at the end of every semester. This concert showcases the students’ hard work, study and practice throughout the semester.

AMP Auditions
AMP students will be auditioned three weeks before the concert to ensure that they are ready to perform. However, for the Fall semester of 2014, the audition will be four weeks prior to the recital due to CMS-D being closed on November 29, 2014 for the Thanksgiving holiday weekend.

AMP students who are not ready to perform at the recital will be asked to continue to put their best effort to be prepared for the next scheduled recital. Parents/guardians will be contacted in advance with notifications of whether or not their child/children are prepared for the recital.

Fall and Spring Audition/Recital Dates and Times:
- Saturday, November 22, 2014 – audition for the Fall semester Recital
- Saturday, December 20, 2014 – Fall semester Recital
- Saturday, April 18, 2015 – audition for the Spring semester Recital
- Saturday, May 9, 2015 – Spring semester Recital

Please note: AMP Recital times will be announced.

Dress Code Policy for Recitals
Throughout the semester, CMS-D strives to place within every student a sense of cooperation, togetherness and oneness as goals are achieved. As students’ progress through the semester towards Recital time, it is important that their outward appearance matches the quality of the performance produced at the Recital. All students are expected to be in full uniform for all performances. Students who are unable to be in uniform must notify their instructor or the AMP Coordinator at least one week prior to the auditions. Those failing to arrive in uniform for performance will not be allowed to participate in the recital.

AMP uniform suggestions:
- Black pants or skirt, white or black top, black shoes and socks or tights
- Suits for boys and girls (black jacket, black pants/skirt and white top)
- For girls – a black dress

- CHILDREN/YOUTH (ages 0-10 years)

Student Drop off/Pick-up Policy (effective September 11, 2012)
Each student age 10 and under must be escorted to his/her classroom by a parent, legal guardian or other responsible adult who is listed on the student’s information card. A student will only be released to his/her parent, legal guardian, or other responsible adult listed on the student’s information card. Individuals (other than parents/legal guardians) must be 18 years of age or older in order to be designated on the student information card. All changes to the student information card must be made in writing by a student’s parent or legal guardian to the CMS-Detroit office.

All students are expected to arrive on time for each lesson/class rehearsal. Please do not arrive more than 15 minutes before the start time of your activity. MSU/CMS-Detroit faculty, staff, security guards, and volunteers do not supervise children who arrive too early. Please make sure that students are picked up from the MSU Detroit Center on time after their class.