



Perform Wonders!

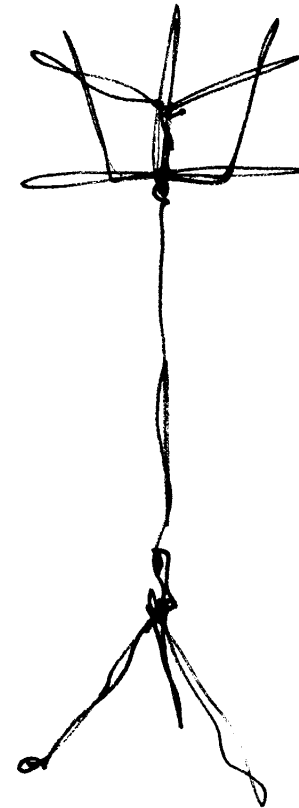
Community Music School

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Visit us on the web for the most up-to-date information

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COMMUNITY
MUSIC
SCHOOL



Student Handbook
2009-2010



Perform Wonders!

Thank you for choosing Community Music School!

We look forward to serving you throughout the year.

Whether you are learning to play an instrument, performing in an ensemble or a member of our audiences—we welcome everyone to take part in the many musical offerings at CMS!

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ADDITIONAL PERFORMANCE OPPORTUNITIES

An **Adult Student Recital** is scheduled at least once a year to give adult students an opportunity to perform in a relaxed setting before a group of their peers. Afterwards, a wine and cheese social hour gives adult students a chance to meet other like-minded individuals and to congratulate each other on their achievements! Adult students at CMS encompass an age span of 18 to 80+ years.

An annual **Student Honors Recital** is held at the end of each school year to recognize the outstanding accomplishments of our students over the course of the year. Students are chosen to perform for this special recital by audition. The **3 0 10 !** is presented at this recital to a graduating senior who plans to major in Music.

Ensemble Concerts are scheduled twice a year, at the end of quarters two and four. These concerts provide an opportunity for the school's many ensembles to shine. All members of an ensemble are required to attend these concerts.

Suzuki Academy Concerts are scheduled twice a year. The annual Harvest Concert takes place in the fall and the Spring Concert in early June. The Suzuki Academy schedules other special performances throughout the year. For more information, please speak to a Suzuki Academy instructor.

Master Classes are occasionally presented by renowned guest teachers and clinicians for the benefit of CMS students and faculty. The master class provides a valuable learning experience for those students who participate as well as for those who just observe. These classes are free to CMS students. Area students and teachers are invited to attend as observers at a nominal fee.

PERFORMATHON is Community Music School's annual student fundraising event. All students who raise a minimum of \$25 in sponsorships are welcome to participate in this day of musical fun. All proceeds support our scholarship, financial assistance and music enrichment programs.

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STUDENT RECITALS

Performance is an important aspect of any musician's life. Throughout the year, there are numerous recitals, concerts and master classes which provide CMS students the opportunity to set goals and develop necessary performance skills. Students are encouraged to take advantage of these opportunities.

Student Recitals are generally scheduled on selected Friday evenings at 7:30 pm. The schedule is posted on the website: [www.cms.k12.in.us](#) and posted at CMS.

How do I sign up for a recital?

When your teacher feels you are prepared to perform, he/she will sign you up for an agreed upon recital date.

Students are expected to attend the entire recital. Student recitals are not just about how well a particular student performs on their instrument. Students benefit from watching others perform and in hearing new repertoire and instruments other than their own. If you cannot give other students the courtesy of your full attention and attendance, please find another recital date that is free of other commitments.

What time should I arrive?

Students should arrive by 7:15 pm.

What should I wear?

Students should dress nicely for their performance. While formal gowns and suits are not required, jeans, t-shirts, shorts, mini-skirts, sneakers and flip-flops are examples of what ~~to~~ to wear. Please use your best judgment.

What if I need an accompanist?

CMS provides an accompanist for all student recitals.

Can I rehearse with the accompanist before the recital?

Yes, and it is highly recommended! You may sign up at the front desk for a rehearsal prior to the recital. Space is limited, so sign up well in advance. A copy of the student's music must be left for the accompanist when signing up for the rehearsal.

OUR MISSION

Community Music School's mission is to enrich lives and communities by offering excellent, affordable music instruction to all people and to provide performance opportunities that contribute to the cultural life of the communities we serve.

OUR CORE VALUES

Welcoming: A commitment to serving individuals of all ages, aptitudes and interests

Excellence: A commitment to provide quality music instruction by maintaining a faculty of talented and professional music educators

Community: A commitment to enrich the lives and strengthen relationships in the community through music

Appreciation: A commitment to cultivate and promote music appreciation in our community

Nurturing: A commitment to fostering music interests in a supportive and caring environment to all those who study music at CMS

CMS BOARD OF DIRECTORS

Debbie Riegner, President
Craig Farr, Vice President
Philip Antwi, Treasurer
Susan MacElhenney, Secretary
Marsha Beard
Constance Dougher

Shirley Epps
Dawn Keiser
Patrick Kurtas
Karen Noyle
David Stepansky

CMS ADMINISTRATIVE STAFF

Edwina French, Executive Director
Jennifer Abate Little, Assistant Director
Jennifer O'Donnell, Registrar
Madelyn Lamison, Receptionist
Brenna Landes, Receptionist

french@cmsmusic.org
abate@cmsmusic.org
jodonnell@cmsmusic.org
frontdesk@cmsmusic.org
frontdesk@cmsmusic.org

THE MUSIC ENRICHMENT CLASSES & ENSEMBLES

Please check our website at www.cmsmusic.org and the monthly e-newsletter for up-to-date class & ensemble schedules.

CLASSES

Music Readers & Mind Games

Intro to Music Theory for Ages 5-7

Rhythm Building Through Drumming I & II

Ages 6 and above

Try It Out!

Hands-On Introduction to the Instruments—Ages 5-8

Songsters

Group Vocal Instruction
Ages 7-11

Intro to Guitar

Ages 8 and above

Intro to Singing

Ages 12 and above

Studio Voice

Teen & Adult Voice Students

Music Appreciation

Teen & Adult Students

ENSEMBLES

Adult Jazz Ensemble

1-2 Years of Study
All Instruments

Jazz Ensemble

1-2 Years of Study
All Instruments

Pop Music Ensemble

Intermediate to Advanced
Instrumental & Voice Students

Guitar Ensemble

Intermediate to Advanced Students

Harp Ensemble

Intermediate to Advanced Students

Percussion Ensemble

Beginner to Advanced Students

Chamber Ensembles

Advanced String, Wind & Piano Students

THE MUSIC ENRICHMENT PROGRAM

CMS offers a variety of classes and ensembles that are designed to encourage students to expand their music skills and knowledge.

Are classes and ensembles free to CMS students? Students enrolled in private instruction at CMS, may enroll in one nine-week Music Enrichment class or ensemble each year at no additional charge!

How do I register for my free class or ensemble? Current CMS students may register for their free class or ensemble at the start of each quarter. A list of current classes and ensembles will be available on the CMS website before the start of each quarter as well as in the monthly e-newsletter.

What if I only want to register for a class or ensemble and not private lessons? Classes and ensembles may be taken alone or in conjunction with private instrumental or vocal study. Students need not be enrolled in private study at CMS to participate in a class or ensemble, however only students enrolled in weekly, private lessons as CMS are eligible for a free quarter. All others will be billed at the prevailing quarterly rate.

What if my ensemble meets for more than one quarter? Many CMS ensembles meet for more than one quarter, usually two consecutive quarters or year-round. Students who use their free, music enrichment ensemble for one quarter are expected to participate in the ensemble during its entire length and will be billed for the additional quarters. This is because an ensemble is a team effort in which every member is an important component of the group. Ensembles perform in student recitals at least once a year.

Are music theory classes a part of the Music Enrichment program? While studying music theory definitely enriches any music education, the theory classes offered at CMS meet year-round and therefore can not be taken for free as part of the Music Enrichment program. Students interested in enrolling in a music theory course should contact the Registrar about our music certificate programs which include private lessons and music theory courses.

PROGRAMS OF INSTRUCTION

MUSIC LESSONS AVAILABLE: All Instruments & Voice!

INDIVIDUAL INSTRUCTION PROGRAM

This program is most suited for beginning level students (up to two years of study) and for adult students. Students are enrolled in a weekly private lesson and are entitled to one, free nine-week Music Enrichment class per year, participation in student recitals and a written year-end progress report.

MUSIC CERTIFICATE PROGRAM

The Music Certificate Program is for students who are looking for a strong foundation to their instrumental or vocal study. In addition to their private lesson, students attend a weekly music theory class that corresponds to their level of music understanding. At year-end, students must pass a written theory exam and participate in a performance exam before a team of CMS faculty. Tuition includes cost of weekly private lesson, required theory class, performance in student recitals, year-end performance exam, and written progress report.

HONORS CERTIFICATE PROGRAM

The Honors Certificate Program is designed to develop the highly motivated student with a curriculum that emphasizes performance. Building on the Music Certificate Program, the Honors Certificate Program also requires ensemble participation. In addition to the Music Certificate Program requirements, students must take at least a 45-minute lesson each week, participate year-round in an ensemble, attend at least two professional concert performances per year and solo in at least two student recitals.

REGISTRATION

A completed registration form and a \$35.00 annual, . . . registration fee is required of all students with a maximum fee of \$50.00 per family. Please notify the office if you have any changes in your contact information during the year, including address, phone number and email.

INTERVIEW LESSONS

What is an interview lesson?

An interview lesson determines a student's aptitude or readiness for a particular instrument and can be used to decide which program of instruction would be most appropriate. Interview lessons are billed at the prevailing hourly rate.

Can I take more than one interview lesson?

Yes. At Community Music School, we recognize that the student-teacher relationship is built on numerous factors and we encourage new students to take an interview lesson (at the prevailing hourly rate) with one or more of our faculty members prior to registration.

LESSON SCHEDULES

All students are scheduled by the Registrar based on faculty and student availability.

What if I need to change my lesson day and/or time?

All requests for schedule changes are to be directed to the Registrar. If the requested day, time or teacher is not available, the student will be placed on a wait-list.

INSTRUMENT RENTALS

CMS has a limited number of instruments available for enrolled students to rent. Rental fees vary depending on instrument and are billed monthly. For more information, please contact the CMS Registrar at 610-489-3676.

TUITION

How is tuition billed?

Tuition is billed on a quarterly basis consisting of 9-weeks. Bills are sent out approximately 2 weeks before the new quarter begins.

When is tuition due?

Tuition is due by the third week of each quarter. A \$15.00 late fee will be charged to accounts more than 3 weeks past due. Lessons may be suspended until payment is received.

WITHDRAWAL PROCEDURES CONTINUED

What if the student withdraws from lessons before a make-up lesson can be arranged?

If you withdraw before the teacher has a chance to give a make-up lesson, then that lesson is then forfeited.

Can I continue to take lessons from my CMS teacher at his/her home studio after I have withdrawn from CMS?

No. CMS faculty sign a contract that contains a non-solicitation agreement. As a CMS student, we trust that you will honor this and not place our teachers in a difficult position.

SCHOOL CLOSINGS

In the event that Community Music School needs to close, our school closing number is **1123** on KYW 1060.

If my lesson is cancelled due to school closing, will my lesson be rescheduled?

Yes. Cancelled lessons are rescheduled by your teacher at the mutual convenience of the student and teacher. There are designated days during the school year to accommodate make-up lessons. These days generally occur when a holiday falls during the week. For example, the weeks of: Thanksgiving, Christmas, New Years, Easter and Memorial Day. Please check the current CMS calendar for exact dates of make-up lessons.

STUDENT PROGRESS REPORTS

All students enrolled in a weekly private lesson will receive a written progress report by their teacher at year-end. Progress reports are generally distributed during the 4th Quarter and coincide with summer and fall registration. Parents should plan to attend lessons with their children during this week.

ATTENDANCE POLICY

How do I report a student absence?

To report a student absence, call CMS at 610-489-3676 or email frontdesk@cmsmusic.org.

How many lessons can a student miss?

Students are entitled to two make-up lessons per year provided we receive notification via phone or email in advance. If we do not receive notification of an absence, then the student is considered unexcused and no make-up lesson will be given.

What happens if my teacher cancels my lesson?

Should your teacher need to cancel your lesson, he/she is required to reschedule the missed lesson to you. Teachers schedule their own make-up lessons.

When will make-up lessons be scheduled?

Make-up lessons are scheduled 0 !. at the mutual convenience of the student and teacher. There are designated weeks during the school year to accommodate make-up lessons.

What if I need to cancel my scheduled make-up lesson?

If you cancel your make-up lesson, it is then forfeited.

WITHDRAWAL PROCEDURES

All withdrawals from a private lesson or class must be submitted to the Registrar, in writing. A verbal notification to your teacher does not constitute an official withdraw from lessons. Students have until the third week of the billing quarter to withdraw from lessons. Tuition will be pro-rated and refunded, minus a \$25.00 withdrawal fee.

What happens if I withdraw after the third week of the quarter?

Students who choose to withdraw from lessons after the third week are not entitled to a tuition refund.

TUITION CONTINUED

What forms of payment do you accept?

CMS accepts cash, personal checks, Visa or MasterCard.

What is your return check policy?

A \$25.00 fee will apply to any returned check for insufficient funds. If you have two returned checks, personal checks will no longer be accepted as payment.

TUITION ASSISTANCE

FINANCIAL ASSISTANCE

Tuition assistance is provided to minor students (through high school) who have a proven financial need. Application and guidelines for assistance are available at the CMS front desk or can be downloaded from our website at [!](#) [!](#).

MERIT SCHOLARSHIPS

Merit Scholarships are awarded on a competitive basis to students who have demonstrated special interests and skills on their particular instrument. Students must enroll or be enrolled in one of the two certificate programs in order to qualify and must obtain written recommendation from their teacher. Scholarships in the amount of \$250.00 are awarded to students in the Music Certificate Program and \$500.00 for students enrolled in the Honors Certificate program.

ENDANGERED INSTRUMENTS SCHOLARSHIPS

Students studying certain less popular instruments such as the oboe, bassoon, tuba, trombone, French horn, harp, and double bass may qualify for an Endangered Instrument Scholarship. The amount of the scholarship can be up to \$400 and is based on student attendance, participation in recitals, ensembles, the annual Performathon and other special events throughout the year. The scholarship is credited on the fourth quarter tuition statement. Students who withdraw mid-year are not eligible to receive scholarship consideration.

SENIOR CITIZEN DISCOUNT

A 5% discount is available on request to adult students age 65 and above.