

Hayes School of Music

APPALACHIAN STATE UNIVERSITY

# Make Music

## Musician Policies

Musician Policy Handbook

# Community Music School

Appalachian  
STATE UNIVERSITY

[music.appstate.edu/about/community-music-school](https://music.appstate.edu/about/community-music-school)

Community Music School Building • 134 Doctor Drive, Boone, NC 28607

For more information, contact Dr. Nicole Sonbert; [asucommunitymusic@appstate.edu](mailto:asucommunitymusic@appstate.edu) • 828.262.3029

# TABLE OF CONTENTS

<b>MISSION</b>	<b>4</b>
<b>APPROVAL OF POLICIES AND PROCEDURES</b>	<b>4</b>
<b>OFFICE HOURS AND CONTACT INFORMATION</b>	<b>4</b>
<b>REGISTRATION</b>	<b>5</b>
<b>HOW TO MAKE PAYMENTS:</b>	<b>5</b>
<b>TUITION ASSISTANCE</b>	<b>6</b>
<b>WITHDRAWAL</b>	<b>6</b>
<b>REFUNDS</b>	<b>6</b>
<b>STUDENT PRACTICE GUIDELINES</b>	<b>6</b>
<b>MAKE-UP POLICIES</b>	<b>7</b>
<b>WEATHER EMERGENCY POLICY</b>	<b>7</b>
<b>PARKING</b>	<b>8</b>
<b>STUDENT DISCIPLINE</b>	<b>8</b>
<b>PROGRESS REPORTS</b>	<b>8</b>
<b>MEDIA RELEASE</b>	<b>8</b>
<b>RECITALS</b>	<b>8</b>
<b>CMS PIANO CLUB</b>	<b>8</b>
<b>CMS APPALACHIAN YOUTH CHORALE (AYC)</b>	<b>9</b>
<b>CMS FALL APPLIED LESSON RECITAL</b>	<b>9</b>

<b>DRESS CODE POLICY FOR CONCERTS</b>	<b>9</b>
<b>LESSON RENEWALS</b>	<b>9</b>
<b>INSTRUMENT LOAN &amp; CARE</b>	<b>9</b>
<b>SUPPLIES</b>	<b>10</b>
<b>SUPPLIES CHECKLIST FOR CLASS</b>	<b>10</b>

---

# COMMUNITY MUSIC SCHOOL MUSICIAN POLICIES

## MISSION

To transform lives through sustained and deeply engaging experiences in music. Appalachian State University Community Music School provides non-credit music instruction for children and adults in our local community as well as surrounding Western NC counties. We are uniquely able to combine university expertise with area teaching artists to provide outstanding musical training. Come and celebrate musical excellence with us!

## APPROVAL OF POLICIES AND PROCEDURES

By submitting your payment and registration form you are agreeing to abide by the policies of the Community Music School (CMS) and individual studio policies. The Community Music School reserves the right to change any curricular offering, policy, procedure or fee. Please take a moment to read the following policies regarding study at the CMS. These policies exist to create a user-friendly and misunderstanding-free environment for students, parents and teachers.

## OFFICE HOURS AND CONTACT INFORMATION

CMS office staff strives to make your administrative needs as easy as possible. Students are welcome to call or email to ask questions, make payments, and register for classes.

CMS year begins on August 15, 2019. CMS Office will be closed during December 15, 2019 - January 15, 2020. Classes will resume on January 16, 2020.

Office Phone Number: (828) 262 – 3029

Monday - Friday: TBD

Email: [asucommunitymusic@appstate.edu](mailto:asucommunitymusic@appstate.edu)

Website: [music.appstate.edu/cms](http://music.appstate.edu/cms)

Address: 134 Doctor Drive, Boone, NC, 28607

Lessons take place at 134 Doctor Drive, Boone, NC 28607. If you are working with an App State Faculty member, these lessons will be held in their office on campus in the Broyhill Music Center. The Appalachian Youth Choir will take place in the Broyhill Music Center Room 225.

Students under the age of 18 should not be left unsupervised within the School of Music building, the Community Music School Building, or outside grounds for any reason at any time. CMS, CMS Faculty/Staff, App State and the Hayes School of Music will NOT assume responsibility for your child should an accident occur while they are unattended.

## REGISTRATION

- For Fall 2019, all participants will be charged an **additional \$25.00 registration fee unless they register by September 15, 2019**. The registration fee is charged once a year for private lessons and for any class/group registrations.
- If you are an App State employee, you receive a 5% discount on all registrations. Please email Carrie Henderson @ [hendersoncf@appstate.edu](mailto:hendersoncf@appstate.edu) to get your email account approved and the 5% discount applied to registration.
- Upon registration, you will be required to set up a login ID for Conference & Camps registration system. Please remember to use your login anytime you want to add lessons and/or classes throughout the 2019-2020 year.
- For Fall 2019, fees vary according to CMS Faculty training and experience. They are divided into three options:
  - **Apprentice; \$25.00 per ½ hour; \$35 per 45 minutes; \$45.00 per hour**
  - **Master; \$35.00 per ½ hour; \$45.00 per 45 minutes; \$55.00 per hour**
  - **Professional; \$45.00 per ½ hour; \$65.00 per 45 minutes; \$80.00 per hour**
- You must receive a definitive commitment from your instructor regarding lesson arrangements **PRIOR** to registration.

Please visit the CMS webpage to begin the registration process. On the website you will find information about all our faculty and their experience. Faculty will be listed as either Apprentice, Master, or Professional. Once you've decided on the faculty member with which you would like to study, please follow the steps below.

1. Email the faculty member to make an initial contact and check their availability
2. Schedule a free 30-minute introductory consultation with the faculty member
3. During the 30-minute introductory consultation, you will set up the lesson schedule and determine how many lessons to register.
4. After the consultation, please visit [music.appstate.edu/cms](http://music.appstate.edu/cms) to register and make your payment.

## HOW TO MAKE PAYMENTS:

Full payment is due prior to the first lesson.

- Secure Website (MasterCard and Visa ONLY)
  - [appstate.irisregistration.com/Form/19CMS](http://appstate.irisregistration.com/Form/19CMS) (Registration link for Private Lessons)

- [appstate.irisregistration.com/Form/19CMSGroup](http://appstate.irisregistration.com/Form/19CMSGroup) (Registration link for Group/Ensemble)
- Mail
  - Complete registration online PRIOR to mailing your payment.
  - Make checks payable to Appalachian State University and mail to:
    - Appalachian State University  
Conference & Camp Service  
ASU Box 32042  
Boone, NC, 28608  
Attn: Community Music School

**\*\*Please note\*\***

Payments are NOT made directly to the faculty members at any time. All payments must be processed through Conference and Camp Services. Please direct any billing questions to Carrie Henderson at [hendersoncf@appstate.edu](mailto:hendersoncf@appstate.edu).

Payment arrangements must be approved by the CMS Director (Dr. Nicole Sonbert; [sonbertn@appstate.edu](mailto:sonbertn@appstate.edu)) prior to beginning any lessons.

## TUITION ASSISTANCE

Tuition Assistance is available on a limited basis. You can apply for tuition assistance during your online registration. If you apply for assistance, a payment of \$0 will be expected until the final award amount is determined. If you are awarded tuition assistance, an email will be sent to you with the final amount due and further instructions.

## WITHDRAWAL

A notice of withdrawal must be submitted to the CMS Director, Dr. Nicole Sonbert ([sonbertn@appstate.edu](mailto:sonbertn@appstate.edu)). Notifying the teacher is not sufficient. Students must submit a notice of withdrawal via email in order to have a refund issued. Please contact Dr. Nicole Sonbert if you've not received a response within 48 hours. It will be the student's/parent's responsibility to make sure the withdrawal notice has been received. No refund will be issued if a student stops attending classes.

## REFUNDS

No refunds will be made after the 2nd week of lessons. If a request for a refund is made before lessons begin, a full refund **minus a \$30 processing fee** will be granted. Otherwise, the amount refunded will be prorated in addition to the processing fee charged. There will be no refunds for classes/ensembles after the first class. Please note that refunds will be made via the method payment was originally received and that this can take up to several weeks.

## STUDENT PRACTICE GUIDELINES

All students are required to provide their own instruments for study (Information about instrument rental and/or purchase is available on our website or from your CMS teacher.). Students receive a lesson assignment at each lesson detailing what is to be practiced during the coming week. Students are encouraged to practice for short periods each day (as little as 10 minutes will make a difference for a beginner) rather than one longer session the day before the lesson. Parents are encouraged to help students develop a weekly practice routine. Music study and practice can be a wonderful sharing time for students and parents. While parent involvement is encouraged, parents are urged to be supportive and not overly aggressive in their demands on students.

## MAKE-UP POLICIES

1. A lesson missed by CMS Faculty will be made up. If the teacher reschedules a lesson, the student should be notified 24 hours in advance. The missed lesson can be made up in several ways:

- (1) adding additional time to future lessons (i.e. adding 15 min. to the next two lessons)
- (2) scheduling an hour-long lesson on a future date, or
- (3) rescheduling the lesson for another day and time

2. If the student must miss a lesson, the teacher should be contacted at least 24 hours before the scheduled lesson. The teacher can reschedule one lesson for an excused absence per semester. Without 24 hour notice, for any reason, the student will forfeit the lesson. Only illness or family emergencies will be considered excused absences. Other conflicts, such as birthday parties, family vacations, etc. are not considered excused absences. Messages for teachers must be left directly with your teacher's voicemail.

3. Students are expected to be on time for their lessons. Teachers are expected to wait 15 minutes for a late student. Prior to 15 minutes students will receive the remainder of their time slot (the lesson will still end on time). The teacher is not required to wait past 15 minutes. The lesson will be considered a "no-show" and will not be made up.

## WEATHER EMERGENCY POLICY

If App State closes due to weather or an emergency, CMS lessons and classes will be cancelled. Cancelled lessons and classes will be rescheduled by CMS Faculty. Cancelled lessons may be made up in several ways:

- (1) adding additional time to future lessons (i.e. adding 15 min. to the next two lessons)
- (2) scheduling an hour-long lesson on a future date, or
- (3) rescheduling the lesson for another day and time

Effort will be made to notify students as soon as possible of the cancellation. If you are unsure whether classes have been cancelled, look for announcements on the Appalachian State

University Homepage. If ASU-CMS is open and you cannot travel to your class/lesson, please contact your teaching artist. ASU-CMS may be open when Watauga County Public Schools are closed; do not assume that lessons are automatically cancelled before contacting CMS and your teacher.

## PARKING

Parking at the CMS building - 134 Doctors Dr - is free. Students taking lessons with faculty on ASU's campus may park in any non-reserved, available parking space after 5:00 PM on weekdays or all day on weekends. For those without ASU parking tags or taking lessons/classes before 5:00 PM, participants may purchase parking passes. Please contact Conference & Camp Services if you need to purchase a parking pass, Frances Keel at [keelfk@appstate.edu](mailto:keelfk@appstate.edu).

## STUDENT DISCIPLINE

All CMS students are expected to behave with the highest respect to the Hayes School of Music and CMS facilities, CMS faculty, and other CMS participants. CMS faculty and/or Director reserve the right to immediately end any lesson due to disciplinary problems of any student. Disciplinary infractions of any kind will be referred first to the parents, and, if continuing, to the CMS Director. No refunds will be given if a student is terminated due to disciplinary reasons.

## PROGRESS REPORTS

In an effort to keep parents and students informed of successes, progress, and areas which may need improvement, CMS parents and/or students will receive an end-of-semester consultation/review detailing progress and recommendations from their teachers.

## MEDIA RELEASE

During online registration, participants will agree to the media release policy. 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/participant (or parent/guardian of a student/participant under age 18) submits a Request for Non-Use. Please email Dr. Nicole Sonbert, [sonbertn@appstate.edu](mailto:sonbertn@appstate.edu) if you would like to request a form for Non-Use.

## RECITALS

CMS sponsors end-of-semester recitals. Students have the opportunity to prepare and perform at these recitals as a celebration of their accomplishments during the year. Students perform at the discretion of their assigned CMS teacher.

### **CMS Fall Recital Dates:**

**CMS PIANO CLUB** (CMS Building, 134 Doctor Drive, Boone, NC 28604):

Tuesday, November 19, 2019 @ 4PM  
Tuesday, November 19, 2019 @5PM  
Wednesday, November 20, 2019 @ 2PM

**CMS APPALACHIAN YOUTH CHORALE (AYC)** (Broyhill Music Center Recital Hall, 813 Rivers Street, Boone, NC 28604):

**Dress Rehearsal :**  
**Monday, November 18, 2019 @ 6PM-7:30PM**

**Fall Concert:**  
**Monday, November 25, 2019 @ 7PM**

*\*\*AYC singers will be called at their regular rehearsal time (6PM) to set up and get ready for the concert\*\**

**CMS FALL APPLIED LESSON RECITAL** (Broyhill Music Center Recital Hall, 813 Rivers Street, Boone, NC 28604):

Sunday, December 8, 2019 @ 3PM  
*\*participants need to arrive by 2PM, concert will end at 4:30PM\**  
Monday, December 9, 2019 @ 7PM  
*\*participants need to arrive by 6PM, concert will end at 8:30PM\**

## DRESS CODE POLICY FOR CONCERTS

Students are to comply with CMS concert dress requirements for all performances. Students who are unable to comply must notify their instructor at least one week prior to the event. Those failing to arrive in concert dress for performance will not be allowed to participate in the recital. Instructors will inform students on appropriate dress for recitals/concerts.

## LESSON RENEWALS

While CMS endeavors to create positive growing experiences by maintaining student/teacher relationships throughout a student's study in CMS, periodic teacher reassignments may occur due to graduation of CMS teachers. Continuing students receive first priority in re-enrollment and teacher assignments. Please contact the CMS Director, Dr. Nicole Sonbert ([sonbertn@appstate.edu](mailto:sonbertn@appstate.edu)) with any additional questions or concerns.

## INSTRUMENT LOAN & CARE

Only students with a signed CMS Instrument Loan Agreement will be able to use a CMS 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. 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 office ([asucommunitymusic@appstate.edu](mailto:asucommunitymusic@appstate.edu)) or the instructor immediately for further instruction.

Students are required to return the borrowed instrument to CMS by the deadline on the instrument loan form. Should a student or teacher damage an instrument, they will be responsible for at least fifty percent of the cost of the repair of said damages. Repairs are made by the instrument's owner's choice.

## SUPPLIES

It is the student's responsibility to take care of the instrument, book and supplies. Additional books and supplies can be purchased at a music store.

### SUPPLIES CHECKLIST FOR CLASS

- Instrument (in good playing condition)
- Pencil
- Book or Other Music Given by the Instructor
- Additional Materials & 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

#### TUBA

- Valve oil and tuning slide grease
- Optional accessories: mouthpiece brush

#### TROMBONE

- Bach 6.5 mouthpiece
- Small spray bottle
- Slide grease (Slide-O-Mix)
- Tuning slide grease
- Optional accessories: cleaning snake, 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

#### **SAXOPHONE**

- Mouthpiece and ligature Box of reeds (suggest Rico, Rico Royal Strength 2.5)

#### **FRENCH HORN**

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

#### **BARITONE**

- 6.5 AL mouthpiece Bottle of valve oil

#### **GUITAR**

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

#### **PERCUSSION**

- 1 pair of Vic Furth SDI general drumsticks

#### **STRINGS**

- Rosin Shoulder rest (violin and viola) Rock stop (cello)