

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>IN AN EMERGENCY</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>9</b>
<b>CMS APPALACHIAN YOUTH CHORALE</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

Our 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 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.

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

Office Phone Number: (828) 262 – 3029

Monday - Friday: TBD

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

Website: [www.music.appstate.edu/cms](http://www.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 Building, or outside grounds for any reason at any time. CMS, CMS Faculty, App State or the Hayes School of Music will NOT assume responsibility for your child should an accident occur while they are unattended.

## REGISTRATION

- As of Fall 2019, all participants will be charged an **additional \$25.00 registration fee** unless they **register by September 15, 2019**. This registration fee will be charged once a year for private lessons and once a year for any class/group registrations.
- Upon registration, you will be required to set up a login ID for the Iris Registration System. Please remember to use your login anytime you want to add lessons and/or classes throughout the 2019-2020 year.
- As of 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**
- Please be certain that you have received 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 Community Music School to make an initial contact and check availability/openings for lessons ([asucommunity@appstate.edu](mailto:asucommunity@appstate.edu)).
2. Community Music School administrative team will advise you on next steps and connect you with the appropriate faculty member for final lesson scheduling.

## HOW TO MAKE PAYMENTS:

Full lesson 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
  - If you are mailing a check, please complete registration online PRIOR to mailing your payment.

- Please 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 in writing must be submitted to the CMS Director, Dr. Nicole Sonbert ([sonbertn@appstate.edu](mailto:sonbertn@appstate.edu)), for a student to be withdrawn. Notifying the teacher is not sufficient. Students/parents may send an email to [sonbertn@appstate.edu](mailto:sonbertn@appstate.edu). Students must submit a notice of withdrawal via email or writing in order to have a refund issued. Please make sure to follow up with Dr. Nicole Sonbert if you've not received a response within 48 hours. It will be the student/parents responsibility to make sure the withdrawal notice has been received. No refund will be issued if a student stops attending classes and does not provide an email or written notice of withdrawal.

## 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.). At each lesson,

students will receive a lesson assignment detailing what is to be practiced during the coming week. Students are encouraged to practice for shorter periods each day (as little as 10 minutes each day 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. Any lesson missed by CMS Faculty will be made up. If the teacher must reschedule a lesson, the student should be notified 24 hours in advance. The missed lesson 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

2. If the student must miss a lesson, the teacher should be contacted at least 24 hours before the scheduled lesson. With 24 hours advance notice given, the teacher can reschedule 1 lesson for an excused absence by the student per semester. Without at least a full day's 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 and will not be made up. 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 10 minutes for a student who might be late. If the student arrives LESS than 10 minutes late, they will receive a lesson for the remainder of their time slot (the lesson will still end on time). If a student does not arrive after 10 minutes, the teacher is NOT required to stay any longer to wait. This lesson will be considered a "no-show" and will not be made up.

## IN AN EMERGENCY

If App State closes due to weather or any other emergency, CMS lessons and classes will be cancelled. These lessons and classes will be made up by CMS Faculty. The missed lesson 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

Every 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. In the event that classes/lessons are cancelled due to inclement weather, those activities will be rescheduled. If the ASU-CMS is open and you cannot travel to your class/lesson, please contact your teaching artist. The ASU-CMS may possibly be open when the 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 the ASU campus may park in any available parking space that is not reserved or handicapped 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

CMS teachers reserve the right to discontinue or terminate lessons for student disciplinary reasons. All CMS students are expected to behave with the highest respect to the School of Music 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 for disciplinary action. Disciplinary action may involve termination from the CMS program and no refund will be given.

## PROGRESS REPORTS

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

## MEDIA RELEASE

During the 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, [sonberntn@appstate.edu](mailto:sonberntn@appstate.edu) if you would like to request a form for Non-Use.

## RECITALS

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



### **CMS Fall Recital Dates are the following:**

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

Tuesday, November 18, 2019 @ 4PM

Tuesday, November 18, 2019 @5PM

Wednesday, November 20, 2019 @ 2PM

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

**Dress Rehearsal**

Monday, November 11, 2019 @ 6PM-7:30PM

**Fall Concert** Monday, November 18, 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 would need to plan to arrive by 2PM, concert will end at 4:30PM\**

Monday, December 9, 2019 @ 7PM

*\*participants would need to plan to arrive by 6PM, concert will end at 8:30PM\**

### **DRESS CODE POLICY FOR CONCERTS**

Students are expected 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 the CMS endeavors to create positive growing experiences by maintaining student/teacher relationships throughout a student's study in the 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 who have signed a 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.

At the end of the semester, students are required to return the borrowed instrument to the CMS by the deadline on the instrument loan form. Should either party (student or teacher) damage the other's instrument, they will be responsible for at least fifty percent of the cost of the repair of said damages from an instrument repairman of the instrument owner's choice.

## SUPPLIES

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 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)