

# 2023-2024 Handbook



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These policies pertain to Community Music School  
students, families & guardians, staff, faculty and volunteers.

Dated 7.20.23

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## TABLE OF CONTENTS

1. Mission & Vision	2
2. Accessibility & Non-Discrimination Statement	2
3. Social and Emotional Learning	2
4. Points of Contact & DonorView	2
5. Calendar	3
6. Hours of Operation	3
7. Program Admission	3
8. Tuition	3
9. Cancellations & Refunds	3
10. Class & Lesson Times	3
11. Practice	4
12. Student Attendance Policy and Teacher Responsibility	4
13. Faculty Absences	5
14. Dress Code	5
15. Weather Closings & Emergencies	5
16. Behavior & Safety	5
17. Illness	5
18. Instrumental Rental	6
19. Plagiarism & Fair Use	6
20. Photo & Video Policy	6
21. Communications	7
22. Field Trips & Off-site Performances	7
23. COVID Safety Protocols	7
24. Reservation of Rights	7

## **1. Mission & Vision**

Our Vision: *To create brighter futures through music.*

Our Mission: To enrich and inspire all children through music education.

Our Core Values - We believe:

- 1) music is foundational to every child's development and fosters a lifelong appreciation of the arts
- 2) one-on-one relationships between student and teacher are essential
- 3) family has an important supporting role in the musical development of the student
- 4) all children deserve to be applauded for their accomplishments

## **2. Accessibility & Non-Discrimination Statement**

Community Music School welcomes students of diverse backgrounds, beliefs and abilities. We are committed to providing equal access to music education to all students, regardless of race, color, religion, sex, sexual orientation, national or ethnic origin or the presence of a disability. If your child has a disability, special need or unique learning style, please contact us so that we may discuss and consider how to best accommodate those needs as a student of Community Music School.

## **3. Social and Emotional Learning**

Community Music School is a place of creativity and collaboration, as well as a place to nurture and care for students, providing ample and unique opportunities for Social and Emotional Learning (SEL). SEL is defined as “. . . the process through which children and adults understand and manage emotions, set and achieve positive goals, feel and show empathy for others, establish and maintain positive relationships, and make responsible decisions.” Students develop both SEL and music skills through music instruction at Community Music School.

## **4. Points of Contact & DonorView**

Community Music School Phone: 919-832-0900

Melanie Doerner - Executive Director | [mdoerner@cmsraleigh.org](mailto:mdoerner@cmsraleigh.org)

David Dowless - Director of Music Education | [ddowless@cmsraleigh.org](mailto:ddowless@cmsraleigh.org)

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Parents/guardians are advised to check their email at least weekly for messages and updates.

It is the responsibility of all families to update your contact information in your Parent Portal on DonorView (<https://app.donorview.com/wEnn>)...email addresses, phone numbers and mailing addresses.

## **5. Calendar**

The Community Music School Year Calendar can be found on our website <https://cmsraleigh.org/students/currentstudents>

*All classes will start the week of **August 28, 2023.***

## **6. Hours of Operation**

Office Hours – reachable by phone or email: Mon-Fri 9:00am-5:00pm  
Operational Hours – Mon-Fri 4:00-8:00pm

## **7. Program Admission**

As funding and scheduling permit, students are selected for the program after submitting an application and meeting the income eligibility requirements.

Income eligibility is determined by the student being approved for or meeting the income requirement for the [Wake County Public School System's Free and Reduced Price Lunch Program](#). Community Music School requests a copy of the WCPSS letter to keep on file. Alternate income eligibility such as Medicaid or referral from partner agencies is also acceptable.

## **8. Tuition**

A one-time payment of \$32 is required for participation in lessons or ensembles. Payment must be received by August 15, 2023. Tuition is non-refundable if students withdraw or are asked to leave the program for disciplinary reasons. Payment should be made through Parent Portal on DonorView (<https://app.donorview.com/wEnn>) by using a credit card or debit card.

## **9. Cancellations/Refunds**

Community Music School course fees are non-refundable. There are no refunds for missed lessons/classes or withdrawals from Community Music School.

## **10. Class & Lesson Times**

Your lesson day/time will be determined by your assigned teacher. **If you accept your lesson time, you are accepting it for the entire school year and will not be permitted to change it.**

## **11. Practice**

Regular practice is required for all Community Music School students in order to stay enrolled. Parents/guardians are required to monitor and support practice at home. Weekly practice charts may be given by each teacher. Each teacher will communicate his/her practice expectations. Teachers will evaluate progress.

## **12. Student Attendance Policy and Teacher Responsibility**

Classes/Lessons missed by individual students **will not** be made up.

Regular attendance is necessary for students' success and to achieve the maximum possible benefits from their Community Music School experience. Attendance is the responsibility of both students and parents. **Students are required to have their instrument, music, and any other necessary materials with them for all classes and lessons.**

Student Responsibility- To attend class on a consistent basis. Any student having three consecutive absences or any three absences within a six (6) week period is in danger of being dropped from the program. Any student having three consecutive absences will have to be re-enrolled in the program. **Only two absences per semester are allowed.** Arriving on time for lessons is required. Students should arrive 10 minutes before the scheduled lesson.

Teacher Responsibility- To track attendance weekly and follow-up on all absences. It is a mandatory requirement that teachers contact parents for all unexpected absences during the missed lesson time. Calling is preferable. On the second absence, the parent should be told that another absence will put the student in danger of being dropped. On the third absence, teachers should reach out to the parent and then send the name and contact information to the Director of Music Education. The last follow-up and the student drop if necessary, will be done at the administrative level. All attendance matters will be handled on a case by case basis. There may be exceptional instances where the absences are warranted, such as absences due to family or medical emergencies. Sensitivity to life circumstances is important.

Parents or Guardians must notify their instructor at least 24 hours before an expected absence.

Parents are not allowed to be in the instructional classroom or lesson, unless invited by the teacher to do so.

### **13. Faculty Absences**

If a faculty member must be absent, the faculty member reserves the right to determine if a make-up lesson is needed or can be accommodated. The faculty member is under no obligation to make-up the lesson unless directed by the Director of Music Education and under excessive absence cases. Faculty members can not be paid for lessons that are missed.

### **14. Dress Code**

Students should demonstrate good judgment in dressing appropriately for lessons, performances, concerts and other events where they are representing Community Music School.

### **15. Weather Closings**

Community Music School follows the Wake County Public School inclement weather policy/procedures for full-day cancellations, early dismissal, and canceled after-school activities. Please check <https://www.facebook.com/cmsraleigh/> to confirm a cancellation.

### **16. Behavior/Safety**

All persons associated with Community Music School, whether student, parent, faculty, staff or volunteer should behave in a manner that is respectful of others and not disruptive, practicing courtesy and consideration in interactions with fellow students, families, faculty, staff, volunteers and guests. Verbal, emotional, or physical abuse or bullying by any party will not be tolerated under any circumstance. All persons associated with Community Music School, whether student, parent, faculty, staff or volunteer should use appropriate language at all times.

### **17. Illness**

If your child is ill and cannot attend their lesson, please adhere to the 24 hour advance notice request. Please notify your instructor as soon as you know your student will not be able to attend their lesson.

## **18. Instrument Rental**

Community Music School maintains an instrument loan program for actively enrolled students that are recommended by their faculty instructor for instrument rental.

**These instruments are the property of Community Music School and must be returned promptly when requested or upon your exit from the program.**

- Teachers select appropriate instrument for student (size, quality, case, accessories)
- At the end of the year, students who plan to return and remain in good standing may keep their instruments over the summer.
- **Equipment is due back to Community Music School within ten days if the student exits the program**

## **19. Plagiarism & Fair Use**

All students are required to abide by all copyright laws and are forbidden to plagiarize. Students and parents/guardians are responsible for identifying the creator of any photos, videos, audio files, or other copyrightable material they distribute or post online.

**Parents/guardians or students may not post online any photos, videos, or audio files of any student other than themselves without permission of those in the photos, videos, or audio files.**

## **20. Photo & Video Policy**

It is necessary for pictures and videos to be taken of Community Music School students, faculty and staff during lessons, events, and performances. Tuition paid for lessons constitutes less than five percent of the money needed to run the school. Community Music School must always strive for greater awareness in our community, and sharing photos and videos of our students is essential to building that awareness. Photos and videos of students may be shared on our website, social media, email newsletter, in the local media, and with our funders and student sponsors. As a condition of enrollment in Community Music School, you are granting Media Permission to utilize these images for marketing and fundraising purposes. Please be sure you have indicated “**Media Permission**” in your DonorView portal. If you have any questions or concerns, please contact the Executive Director.

## **21. Communications**

Community Music School utilizes Class Tag & E-mail as the primary means of communication with our participants. ***Parents are expected to respond to ALL Community Music School or teacher communications that warrant a response.***

## **22. Field Trips & Off-Campus Performances**

Community Music School will have off-campus performances throughout the year. Parents/Guardians will be responsible for arranging transportation to and from these performances for their children. In the case of special field-trips, permission slips will be distributed and must be completed/signed before the student is allowed to participate in the field-trip.

## **23. COVID Safety Protocols**

Please visit our website for the latest COVID safety protocols:  
<https://cmsraleigh.org/covid-19-protocols>

## **24. Reservation of Rights**

The Community Music School Board of Directors in conjunction with the Executive Director, reserves the right to amend these policies/procedures at any time. Please continue to visit our website: [www.cmsraleigh.org](http://www.cmsraleigh.org) for the most current information. Community Music School students/parents/guardians are responsible for checking our website on a regular basis for any organizational changes.