

# Student and Family Handbook

## Community Music School

2024 - 2025



Dear Students, Parents, and Families,

It is a pleasure to welcome you to the Community Music Center of Boston (CMCB) for the 2024-2025 school year. It is with heartfelt excitement that we enter this year inspired by community, collaboration, and growth throughout our ecosystem of learner-centered and culturally inclusive music programs

As we continue to deepen our work, CMCB is dedicated to our mission and to embracing an enriched definition of music teaching and learning together as a community. We are proud to re-launch our Rising Artist Program, formally known as our Intensive Study Program, which is designed to provide training and support for students who are pursuing an accelerated course of study toward a performing career. If you would like to learn more about the Rising Artist Program, please email our Associate Director of the Community Music School, Jared Field at [jfield@cmcb.org](mailto:jfield@cmcb.org).

Another major capstone for student leadership is our Youth Employment Program, offering jobs at a living wage of \$18/hr that supplement musical study with invaluable work experience throughout the organization. We have spots still open in the program and encourage youth 14 or older to get involved! If you would like to learn more about this opportunity please email our Youth Development Manager, Taylor Rogers at [trogers@cmcb.org](mailto:trogers@cmcb.org).

We also encourage everyone in our community to consider joining an ensemble. There are opportunities for learners of all ages to engage with their community through both instrumental and vocal music. The full range of ensembles can be found on our website in the Community Music School section.

Finally, I would like to encourage you to join our Community Council, which aims to support the mission and core values of CMCB through parent/student engagement and community building. Members of the Community Council promote a sense of camaraderie among parents, students, and families, serve as ambassadors for CMCB at community events, and provide volunteer support throughout CMCB. To learn more and join the Community Council, please reach out to our Senior Director of the Community Music School, Dr. Seychelle Dunn- Corbin at [scorbin@cmcb.org](mailto:scorbin@cmcb.org).

At CMCB, we believe a strong partnership of committed and supportive community members will positively impact every child's education. We're so glad you've joined us for this chapter of your musical journey, and we can't wait to make music together.

Thank you for joining the CMCB community and here's to a wonderful school year.

*Cori Bodley*  
Chief Programming Officer

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## **Mission**

The Community Music Center of Boston (CMCB) is an arts education nonprofit founded in 1910, with a mission to transform lives by providing equitable access to excellent music education and arts experiences. Over 4,000 students participate in our programs every week. We are proud to act as the largest external provider of arts education to the Boston Public Schools, supporting rigorous, relevant, and culturally-inclusive musical instruction for one of the most diverse school districts in the nation.

This handbook is prepared for the students of the Community Music School (CMS) and their parents/guardian as a guide to the CMS regulations and policies, as well as other helpful information, concerning the guidelines for the safe, and efficient operation of our program.

## **Values Statement**

The Community Music Center of Boston (CMCB) was established in 1910 in the settlement house tradition, founded to promote unity and equity in access to music education across greater Boston.

Today, more than a century later, that original mission continues to flourish through the availability of music learning and enrichment to all citizens of greater Boston.

Through ongoing and intentional effort we seek to build an inclusive and diverse community that includes students, families and caregivers, faculty, staff, audiences, donors, and board and corporation members.

CMCB welcomes, includes, and values all voices. These voices will continue to include those from different races, ethnicities, sexual orientation, gender, abilities, faiths, nationality, age, and socioeconomic status.

We Commit To:

- Program offerings reflective of the interests of our various communities
- Curricula that support the neurodiversity of our community
- Resources invested equitably among different partnerships, reflecting the diversity of our communities
- Expanded access to music learning and enrichment within and across greater Boston neighborhoods
- Assembling/creating/recruiting from a diverse slate of candidates for staff, faculty, corporation, and board member positions.
- Ongoing community conversations to inform our priorities
- Provide for the related evolving educational needs of our communities
- Create physical spaces that welcome, include and ensure safety for all
- Implement feedback mechanisms which drive continuous improvement
- Employment and teaching practices that minimize the impact of implicit bias

## Calendar

CMS events may be found on our website <https://cmcb.org/events>.

Private lessons begin on Saturday, September 7, 2024. ECH classes, groups, and ensembles begin Tuesday, September 10, 2024, and the Rising Artist Program begins Saturday, September 21, 2024.

Teaching does not take place on the following dates during the school year:

- Indigenous Peoples Day: Monday, October 14, 2024
- Veterans Day: Monday, November 11, 2024
- Thanksgiving Break: Wednesday, November 27, 2024 – Sunday, December 1, 2024
- Winter Break: December 23, 2024 – January 5, 2025
- Martin Luther King, Jr. Day – Monday, January 20, 2025
- President’s Day: Monday, February, 17, 2025
- Spring Break: Monday, April 21, 2025 – Sunday April 27, 2025
- Memorial Day Weekend: Saturday, May 24, 2025 – Monday, May 26th, 2025
- Juneteenth: Thursday, June 19th, 2025

## Communication and Email Use

**Parents/Guardians and students are expected to check their email regularly.** The primary method of communication for CMCB staff and faculty is through their assigned CMCB email address or by telephone. Other forms of communication including apps or personal email are not permitted for faculty regarding CMCB related communication.

See the chart below to find out which Staff to communicate with for specific needs.

Teacher	Registrar	Coordinator
Lesson Content Student Opportunities Recitals	Attendance Communications Scheduling Billing Registration Information  <a href="mailto:registration@cmcb.org">registration@cmcb.org</a>	Instrument Rental/Repair The Financial Aid Process  <a href="mailto:financialaid@cmcb.org">financialaid@cmcb.org</a>

# **Student Policies**

## **Registration and Tuition Payments**

There is an annual **non-refundable** registration fee for all students who enroll for programming with the Community Music School. Payment for lessons and classes may be made by cash, check, Visa or MasterCard. The registration fee **must** be paid in full in order to confirm lesson placement and apply for financial aid.

Tuition payments **must** be made on time to avoid suspension of lessons and/or classes. Students and Parents/Guardians may choose from two payment options for tuition: payment in full upfront or monthly payment. Additionally, accounts that are not paid in full or current on the payment plan are not eligible to register for new programming or participate in pre-registration.

Accounts that are registered for private lessons which have missed two payments or are not current for a period of 60 days will be suspended for 14 days but will retain their lesson time. This means that lessons will not take place or be charged during the 14 day period or until the account is restored to a current status, whichever occurs first. Accounts that are delinquent for 90 days or more will continue to be suspended and the student will lose their lesson spot.

Group classes with an outstanding balance at the end of the term will not be eligible to register for additional programming in the following term.

## **Financial Assistance**

Financial Aid is available to all families in all programs. Financial Aid allocations depend on individual circumstance and may vary from year to year.

You may locate our online Financial Aid Application form on our [CMCB website](#) or on the [ASAP Parent Portal](#) page. Questions regarding financial aid processes and other pertinent information should be directed to [financialaid@cmcb.org](mailto:financialaid@cmcb.org). Students and families must complete the financial aid process within four weeks of registering for lessons/classes. The registration fee must be paid in order to be eligible to apply for financial assistance. Financial Aid cannot be awarded retroactively for any prior school year. Financial aid applies to the tuition only and not to instrument rental or registration fees.

## **Refunds**

Refunds will not be issued for Registration Fees or the **first four sessions of programming**. If you wish to cancel after the first four lessons/classes, tuition will be prorated to the date of cancellation. A credit may be provided if there is a Teacher Absence and students are unable to reschedule their lesson at a mutually agreed upon date and time. CMCB does not provide refunds for student absences.

## **Withdrawal**

If you wish to withdraw from programming, please notify the Registrars as soon as possible. All



parents/guardians and adult students are financially responsible for the ***first four lessons and any lessons or group classes up until the date of office notification.*** There are no makeup lessons provided for students who withdraw.

## Attendance

Students are expected to attend all lessons and classes. If a student needs to miss a lesson or class, the student and/or Parent/Guardian must notify the Registrars immediately. Families are encouraged to include their Teacher(s) in communications as well. Please communicate your absence to the Registrars and your Teacher as far in advance as possible. **3 or more consecutive student absences in a semester will lead to an evaluation of enrollment which could lead to forfeiting your lesson time.**

**Students and Guardians are financially responsible for all scheduled lessons/classes, regardless of absence and/or cancellation.** School cancellations will be posted on our website, and registered families will receive communication from the Front Office.

- **For Private Lessons:**

- One make up lesson per semester is allowed to private students for lessons missed due to illness, family emergency, and school cancellations. This is **ONLY** available to students who signed up for the full semester of lessons - students starting more than one week after the first day of that semester's lessons are not eligible. Make up lessons will be scheduled at the end of each semester during make-up week. Missed lessons are only made up in the semester they occur in. There are no make-up lessons offered for the Summer session. ***Refunds are not provided for student absences from private lessons.***

- **For Group Classes**

- If a group class (Early Childhood, Elementary, Ensembles) is canceled due to weather, teacher absence, or emergency school closing, we will make an effort to reschedule the class during make-up week at the end of the semester. **If we are unable to do so, the class will not be refunded or rescheduled. Make-ups and refunds are not provided for student absences from group classes.**

## Media Permissions

By enrolling for programming at Community Music Center of Boston (CMCB), Inc. you grant permission to use your and/or your child(ren)'s image in publicity and marketing materials. By granting your permission, you understand that you and/or your child's likeness could be used in various print, video, or online media. Please be assured that students' names will not be released. You may opt out at any time. If you do not wish to participate, please contact CMCB's Marketing & Communications Manager, Joi Harper, at [jharper@cmcb.org](mailto:jharper@cmcb.org).

## **Class Eligibility**

Students must be four years old for Early Childhood Classes or five years old for private lessons. Please refer to specific age requirements on our [website](#) or [ASAP registration page](#).

## **Waiting Lists**

When a class is filled, students will be placed on a Waiting List and will be notified if a spot opens up or another class is added.

## **Group Class Minimum Enrollment Policies:**

If Early Childhood / Elementary or Group class fail to meet the minimum enrollment of three students by the fourth week of programming, families will be notified by the Registrars and offered a choice of enrolling in another class or receiving a prorated refund. **Families will not receive a refund for Registration Fees.**

## **Instrument Rentals**

Students can choose to rent CMCB instruments for a fee of \$65 per semester or \$130 per year. Students should take good care of their instruments and let their teacher know as soon as possible if the instrument requires repairs or if they need a larger size. Students should return their instrument to one of the following individuals after their last lesson or CMCB event of the term, unless they would like to rent over the summer (\$30 fee):

- Their Teacher
- Registrars
- Community Music School Coordinators

Students who wish to keep their instruments for future terms should notify their teacher(s) and the Registrars. Families will be billed accordingly.

Students must be enrolled in CMCB lessons/classes to rent CMCB instruments. Upon withdrawal or discontinuation of enrollment, any rented instrument(s) must be returned **immediately**. CMCB does not store instruments for students. If you are interested in renting an instrument at CMCB, please speak to your teacher, who will guide you through the instrument rental process. **Students/families must sign a CMCB rental contract before taking home a CMCB instrument.**



# **Student Conduct**

## **Classroom Culture**

Our space is shared by the CMCB community and it's our shared responsibility to ensure the safety and well-being of our community members. **Parents/Guardians and students are expected to use respectful language when speaking with CMCB staff/faculty and refrain from using profanity, inappropriate language/gestures, and other behaviors that do not align with CMCB's values.** All community members should be respectful of CMCB property such as shared instruments, sheet music, or toys in the lobby, and report any damage to the Registrars immediately. Smoking on CMCB premises is strictly prohibited. Please refrain from bringing food and beverages other than water into teaching spaces. If you eat or drink in the hallways or lobby, please throw away any trash.

We encourage Parents and Guardians to be mindful that CMCB is a school space; please keep conversations in the hallways at a reasonable volume. Please refrain from taking calls/meetings on speakerphone, and use headphones when consuming media on devices.

Students should arrive on time for their lessons/classes with all necessary materials (instrument, sheet music, pencil, etc).

## **Guardian Supervision**

Other than caregiver Early Childhood classes, guardian presence within lessons/classes is navigated on an individual basis between students and their teachers. Please be mindful that some of our spaces are small, and teachers may prefer that Guardians wait outside. For more information or accommodations please reach out to the CMS Coordinators.

**Guardians are welcome to wait in hallways and/or the lobby. *Young children must be supervised by an adult at all times.***

## **Concert Norms**

When possible, we encourage families and visitors to attend the full length of CMCB concerts. If you need to leave, please try and do so in between performances. Please refrain from talking, whispering, etc. during concerts. Cell phones and other electronic devices should be silent or turned off when attending performances.

## **Offsite Conduct**

Regular online lessons must occur during CMCB's regular business hours. Lessons with students who are under 18 years old should be conducted with an adult present. Although the adult does not have to be on the call the entire time, the adult must acknowledge the video call by appearing on screen or by providing additional written consent. Students should refrain from taking screenshots and/or screen capture video recordings of Faculty without express permission. Lessons and classes should occur in an open space or in a room with an open door.

CMCB is a school space, and students are expected to prepare for online lessons as they would for in-person lessons, with appropriate attire for school and a suitable space for learning. As in all CMCB activities, please be respectful and refrain from using inappropriate or discriminatory language or images.

***NOTE: Students and their Teachers must both be located in MA during all CMCB online lessons.***

## **Closures**

All CMCB announcements and School Closures will be posted on our website, social media pages and via email. To minimize disruption in programming, CMCB may shift to online programming in the event of extended closure or inclement weather.

## **Student Resources**

### **Front Office Newsletter**

**The Front Office Newsletter is one of our primary communication tools for CMCB students, guardians, and families.** It contains helpful information about upcoming CMCB events, account and registration reminders, and community announcements. The Newsletter is distributed via email on a monthly schedule to all. Students, guardians, and families are expected to refer to this newsletter for helpful and pertinent information about lessons, classes, upcoming registration periods, etc.

### **Library**

CMCB has an extensive music library that students may borrow music from through their teachers. Students are welcome to explore the library and speak to their teachers to request any music they are interested in borrowing.

### **Practice Room Usage**

Students may use CMCB studios at no cost for personal practice purposes during normal operating hours when they are available. Please check with the Registrars for room availability before using any studios. Studio availability is subject to change and not guaranteed.

### **Student Opportunities**

In addition to offering private lessons, classes, and ensembles, CMCB offers the following musical and administrative opportunities to interested students:

- **Rising Artist Program (RAP):** Formerly ISP, the Rising Artist Program (RAP), is designed for students in grades 6-12 who wish to become more engaged in their musical journey at CMCB. Formerly known as the Intensive Study Project, RAP students participate in a program of varied musical activities, including: private lessons, chamber

ensembles, and music theory/ear training classes. At the end of the year, each student will present an individual project on a musical subject of the student's choosing at the Young Composers Festival.

- **Chamber Music:** Chamber Music is a wonderful way for musicians to connect with others, explore a wide range of repertoire, and grow both in their individual musicianship and in their collaborative ensemble skills. Chamber groups meet once per week and receive guidance from a CMCB faculty member. All participating students will be placed in a chamber group after completing a placement audition during the first class (September 14th) to create the most beneficial experience for each member. Open to students of all ages, levels, and instruments!
- **Chamber Group:** Chamber Coaching is an opportunity for established chamber groups to work with a CMCB faculty member for coaching and guidance. Our faculty will provide your group with feedback and support as you develop your collective and individual musicianship skills. Open to groups of any musical genre!
- **Youth Employment/Volunteer Opportunities:** CMCB offers youth employment and volunteer opportunities to high school and college students ages 15+ interested in arts administration. For more information, email the Youth Development Manager Taylor Rogers, [trogers@cmcb.org](mailto:trogers@cmcb.org).

## CMCB Terminology

- **Ensembles:** An ensemble is made up of three or more students with a primary goal of making music together. CMCB Ensembles include orchestras, smaller chamber groups, and even an adult choir!
- **Group Classes:** A group class consists of three or more students who will learn and play music together with the primary goal of developing a deeper relationship with their music-making.
- **Recitals:** A recital is an opportunity for students to showcase their musical work to their peers, friends, and families. Recitals usually last no longer than one hour and take place in Allen Hall.
- **Seminars:** Seminars are an opportunity for students to study together in a class setting. Led by a CMCB Teacher, students will learn from each other through performance, peer review, and class demonstrations. When enrolled in a seminar, students attend scheduled class meetings that supplement but do not replace their private instruction assignments.
- **Workshops:** A workshop is an opportunity for students to practice some of the skills they have learned while gaining feedback from peers and faculty. A workshop is a great way to get performance exposure in an informal environment. Students not only learn from their own performance, but learn from their peers' performances and are encouraged to give feedback based on their observations. Workshops are scheduled throughout the year for students at different levels, and do not require registration.