

## CMA CALENDAR, FALL 2017-SPRING 2018

Aug.	19 20 21-28 26	Student Outreach Performance-CMA Rocks House Fall Lessons Begin Kroger Community Rewards Sign Up/Re-Enrollment Parent Volunteer Opportunity-Moontower Festival
Sep.	3 & 4	CMA Closed-Labor Day
Oct.	5-8 Date TBA	CMA Closed-FCPS Fall Break Student Outreach Performance-Venue TBA
Nov.	18 20-26 Dates TBA	Student Outreach Performance-Headley-Whitney M. CMA Closed-Thanksgiving Holiday Parent Volunteer Opportunity-CMA Mailing
Dec.	Date TBA 4 8	Student Outreach Performance-Venue TBA CMA Jury Week Last day of fall lessons
Jan.	7 Date TBA 14 & 15	First day of spring lessons Student Outreach Performance-Venue TBA CMA Closed-Martin Luther King Jr. Day
Feb.	18 & 19 Date TBA	CMA Closed-Presidents' Day CMA Honors Recital
Mar.	Dates TBA Date TBA	Student Outreach Performances-LexArts Showcase Student Outreach Performance-Bach Marathon
Apr.	1-6 Dates TBA 23 29	CMA Closed-Easter and FCPS Spring Break Parent Volunteer Opportunity-CMA Mailing CMA Jury Week Last day of spring lessons
May	7, 8, 9	CMA Recitals (also Parent Volunteer Opportunity)

This project is supported in part by an award from the National Endowment for the Arts. The Kentucky Arts Council, the state arts agency, provides operating support to CMA with state tax dollars and federal funding from the National Endowment for the Arts. LexArts has provided funding support for the Central Music Academy through its Fund for the Arts.



# PARENT HANDBOOK 2017-2018

This handbook contains important information you will need for lessons during the 2017-2018 school year. Please read it carefully and keep it for reference.

## WELCOME TO CMA!

### OUR MISSION

The Central Music Academy is a non-profit organization that exists to provide free musical training to financially disadvantaged children between the ages of 8 and 18. We hope that through lessons at CMA, students will increase personal capacity, discipline, and self-esteem while enhancing their musical education and building strong mentor-student relationships with their teachers. To date, CMA's instructors have served over 930 students.

### CMA INFORMATION

Address: 338 N. Upper St, Lexington KY 40508

Web: [www.centralmusicacademy.org](http://www.centralmusicacademy.org)

Email: [centralmusicacademy@gmail.com](mailto:centralmusicacademy@gmail.com)

Director: Erin Walker Bliss 859-221-4666

Assistant Director: Michelle Clouse 859-221-2190

Volunteer Coordinator: Anabelle Wright Gatton  
859-321-9729

Marketing VISTA: Devon Daniel

Parking is available in front of and on the west side of our building. The other parking lots are tow zones.

### REGISTRATION AND CONTACT

To receive free lessons at CMA, students must be unable to pay for private music lessons. CMA does not discriminate on the basis of race, religion, gender, sexual orientation or national or ethnic origin.

Along with phone calls, we use e-mails, e-newsletters, social media, and our website to reach CMA students and their families. **Therefore we require all parents and guardians to maintain an e-mail account that they check at least once weekly.** For assistance setting up a free e-mail account, please contact the CMA office.

### PRIVATE LESSON SCHEDULE

Monday 3:30-8:00

Tuesday 3:30-7:00

Wednesday 3:30-8:00

Thursday 3:30-7:00

Friday 3:30-7:00

Sunday 3:00-7:00

### EXPECTATIONS FOR LESSONS

- Come prepared for every lesson. You must bring music, folder, and instrument to every lesson.
- Take proper care of your CMA music folder, sheet music, and instrument.
- **Practice between lessons.** Much like homework from school, assignments from CMA teachers are to be practiced at home, outside of lesson times. **We expect students to conduct individual practice on their private lesson assignments an average of 20 minutes per day.** Time spent in school ensemble rehearsal, or on school music (unless it is specifically being addressed in a lesson), does not count toward this daily 20-minute expectation.
- Students **must perform in a recital every year.**
- We require all middle school and high school aged students to participate in their school band, orchestra, or choir program.
- Students are expected to treat each other, the CMA staff, and the building with courtesy and respect.
- Have a positive attitude toward learning.
- Students are expected to practice the recommended assignments given to them by their teacher.
- Students involved in private music instruction must participate in juries each semester.
- Students may not reschedule lessons.
- Students who have been **enrolled in lessons for one year or more are required to participate in an outreach event each year.** Rescheduling an assigned outreach event is only allowed once.
- Students enrolled in lessons are required to participate in CMA's fundraising activities.

- **Parents/guardians are expected to volunteer one time per year** per child enrolled.
- **Parents/guardians must attend one lesson per month or contact the instructor once a month** to monitor their child's progress.
- As part of our membership of the Berklee City Music Network, lessons may incorporate the use of the PULSE music system. This may require that students have internet access outside of CMA.
- Showing appreciation is important. Therefore, students will periodically be requested to sign or write thank-you notes to CMA's donors. And at the end of every lesson, every student is required to thank his/her instructor.

#### **ATTENDANCE**

- For security and supervision purposes, a CMA monitor or staff member will be present along with private lesson teacher(s) anytime the building is open.
- Students are most successful in their private lessons when their attendance is regular and timely. Arriving **10 or more minutes late counts as one-half of an absence.** The CMA staff reserves the right to place a student on probation if he or she is chronically late.
- If a child receives **four (4) absences during one semester, he/she is no longer qualified for the program** and will be dismissed from CMA.
- An **unexcused absence from a recital is grounds for dismissal** from CMA.
- An excused absence from a recital will result in the student being placed on probation.
- If a student is dismissed from a lesson or performance for disorderly conduct, the student will be recorded as absent for that event.
- A student will be placed on probation at the time of his or her third absence.
- Students must be picked up from lessons on time. **If a student is picked up more than 10 minutes after CMA closes it will count as an absence.**

- If the Fayette County Public Schools are closed or dismissed early for bad weather, CMA will be closed for lessons that evening as well.
- If FCPS operates on a delayed start due to bad weather, but is open by midday, CMA will be open for lessons that evening.
- Sunday lessons will be cancelled for weather at the discretion of the CMA monitor working that evening.

#### **INSTRUMENTS AND MATERIALS**

- Students may only study one instrument at a time, and may switch instruments once while at CMA.
- **Failure to bring an instrument to a lesson will result in an unexcused absence.**
- Students who do not have access to an instrument may borrow their instrument of study from CMA, if available, at no cost.
- Any student who is loaned an instrument must fill out an Instrument Loan Form.
- If a dismissed student has borrowed an instrument, it must be returned within 2 weeks or the student will owe CMA a \$30 penalty.
- Method books and instructional materials are available for loan to students; however, parents are encouraged to purchase materials when possible.
- Any instruments and/or materials loaned must be returned in the same condition as when received.
- Students/parents/guardians are responsible for any damages and the cost to repair the damage.

#### **PROBATION AND DISMISSAL**

- We use the term "probation" at CMA in its definition of "a period of testing/trial, wherein the practicing/preparation/attendance habits of one of our students are more closely observed." If a student is placed on probation, we are happy to work with him/her to improve his/her behavior, attendance, practicing habits, etc., over the subsequent semester(s) of enrollment.
- With so many students on the waiting list, the CMA staff seeks to ensure that all enrolled students are

upholding their responsibilities to their teacher, the CMA program, and themselves.

- **Students can be placed on probation (and eventually dismissed) for the following reasons:**
  - Three absences or repeated tardiness
  - Disrespectful attitude
  - Repeated lack of preparation in lessons
  - Receiving an unsatisfactory evaluation in, or not playing in, juries
  - Repeated failure to bring instrument or materials to lessons
  - Repeated failure to be picked up before closing time
  - Failure to show satisfactory progress for the semester (two semesters of unsatisfactory progress will result in the student being dropped).
  - Failure to attend and/or participate in required outreach events and fundraising
- Once dismissed, a student may not return to CMA.
- If a student is on probation for one offense, and reaches probationary status for a second offense, he/she will be dismissed from our program.
- **If a student is put on probation twice during his/her time at CMA, even for non-related issues and non-consecutive semesters, he/she will be dropped from the program.**

#### **RECITALS AND OUTREACH PERFORMANCES**

- **CMA holds spring recitals every year. Participation is mandatory** for all CMA students.
- Please call if you need to miss an event. **An excused absence from a recital will result in the student being placed on probation.**
- **An unexcused absence from a recital or outreach performance is grounds for dismissal from CMA.**
- Rescheduling an assigned outreach event is only allowed once—any other failures to perform will result in probation.
- Students must arrive 20 minutes prior to a recital to tune and/or warm up.

- **At CMA recitals, performers must wear either all-black or black-and-white formal dress clothes--no jeans, athletic attire, sneakers, t-shirts, ball caps, or sweatshirts are allowed.** At outreach performances, students will either wear their CMA t-shirts, or all-black or black-and-white formal dress clothes, as specified by the CMA staff.
- Students, parents, and siblings are expected to behave in a respectful manner during recitals. This includes **staying for the entire length of the recital, not talking during performances, and not moving around noisily during the show.**
- Recital videos will be available for \$5.
- Students are **required to volunteer to perform once a year at community outreach events as coordinated by the CMA staff.** The schedule for these events is on the back of this handbook.
- Tickets for special events and concerts are occasionally donated to CMA for use by students and their families, and we advertise these events through email. We encourage students to take advantage of these generous offers.

#### **PHOTO POLICY**

- Throughout the year, CMA students participate in activities, events or projects in which students may be photographed, videotaped, or interviewed. This includes but is not limited to lessons, recitals, and outreach concerts. As such, it is possible that each student's photograph, work, and/or comments /quotations may be used in CMA's promotional materials, such as newspaper articles, packages for grant and funding requests, website updates, audio/video, brochures, flyers, print ads, etc.