



**COMMUNITY
MUSIC SCHOOL**
O F A N N A R B O R

Faculty and Staff Handbook 2018-2019

Find this handbook and more resources at

<https://www.cmsa2.org/teachers>

Community Music School of Ann Arbor

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Table of Contents

History of CMSa2.....	3
Benefits, Compensation and Related Policies.....	5-7
Benefits of Working at CMSa2	
Payroll Procedures	
COMP Payroll Policy	
Record Keeping	
Transportation Limitation Policy	
Non-Discrimination Policy	
Harassment Policy	
Policies Regarding Absences.....	8-9
Absence/Rescheduling Policy	
Procedure to Obtain a Substitute	
Tardiness Policy	
Weather Cancellation	
Holidays	
Vacations	
Policies and Procedures Concerning Building Usage.....	10
Room Assignments	
Recitals and Special Events	
Building Security	
Purchase Order Policy	
Student Registration Policies and Procedures.....	11-12
Student Registration	
Transferring a Studio	
Restrictive Covenant	
School Participation	
Scholarship Policies	
Appendices	
Appendix I: Teaching Logs and Practice Guidelines for Students.....	13-15

HISTORY OF CMSA2

"OUR MISSION IS TO CULTIVATE CREATIVITY, SELF-EXPRESSION AND THE JOY OF MUSIC FOR PEOPLE OF ALL AGES AND BACKGROUNDS THROUGH COLLABORATIVE MUSICAL ADVENTURES."

Five determined musicians founded the Community Music School of Ann Arbor (previously known as Ann Arbor School for the Performing Arts) in 1991. They saw a need for a community music school that provided a comprehensive learning experience for toddlers to seniors. What they created was an opportunity for all community members to develop a lifelong love of music and tap into the rich cultural fabric that exists in Southeast Michigan.

The first classes were held in First Unitarian Universalist Church and ranged from preschool Kindermusik to Adult Musicianship. A Music Discovery Concert series at Kerrytown Concert House and an Adult Chamber Music Network were also off and running. By the third year, offerings expanded to include private instruction for instruments and voice, as well as their Youth String Orchestra Program, with Dan Long as the director.

The School expanded to the point that in the fall of 1995, it moved to Concordia College. In the thirteen years the school resided at Concordia, the School saw the addition of its Jazz Studies Program, the Sterling Strings Orchestra, a Chamber Music Program and a pre-college track for motivated and talented music students. Also, the Youth Symphony Orchestra toured to Australia, recorded a CD and was invited to perform at the prestigious Midwest Clinic in 1999, an International Band and Orchestra festival.

In 2008, the School moved to South Main Street, continuing its core programs in Early Childhood Music, Youth Orchestra, Chamber Music, Jazz Studies and Private Instruction and well as adding the New Horizons Senior String Orchestra. It continued also to award thousands of dollars in need-based financial assistance and started a very important partnership with the Ann Arbor Public Schools to provide music instruction to the underserved in the community. Since 2017, the school moved away from a "bricks and mortar" model to one that has its programs taking place in every corner of our community. This move has increased accessibility, forged new partnerships and allowed the school to respond to the needs of this community.

To this day, the School has stayed true to its mission created by its founders over 20 years ago. This rich community resource has clearly struck a chord in the Ann Arbor community, serving students from age 14 months to 72 years, and continues to strive to nurture the musician in all of us.

OUR UNIQUE APPROACH

EMPOWER. BUILD TRUST. INSPIRE

Our faculty are trained to use an innovative inquiry-based, student-centered approach that deepens student engagement and encourages leadership. The collaborative music experience is seen a vehicle through which students gain valuable life skills and attitudes and our coaches gear lessons towards these outcomes. Although their professional opinion and insights are offered as guides, ultimately the students make their own decisions as a group and thus gain a deep sense of ownership of the music. The coach sets-up an environment that promotes artistic risk-taking and students develop elevated levels of respect and empathy among peers, develop effective communication skills and learn to collaboratively find creative solutions to complex challenges. There are three pillars to this approach:

- 1) Empowerment: The instructor sets up an organic structure that includes rigorous inquiry-based teaching exempt of "teacher as sole-expert" instruction, guided goal-setting (both immediate and long-term), autonomy during rehearsals and a balance of honest feedback from both peers and instructors. Additionally, identified youth leaders within the group are given responsibilities such as managing aspects of performance, community outreach or studio recording logistics, maintaining a blog, designing and distributing marketing materials, initiating fundraising campaigns and other arts management tasks.

2) Environment: Within the structure described, the instructors create a safe space that makes total acceptance of the individual and the building of trusting relationships with peers and adults possible. The young artists are given permission to fail which allows them to be musically adventurous, tap into and utilize their creativity and to express ideas without fear of judgment from adults or peers.

3) Exposure: Workshops with experts in each genre are key milestones as they provide an intense feedback system where the young artists gain inspiration and new insights. Exposure to high levels of artistic excellence empowers the youth to go beyond their preconceived image of their potential and strive for higher levels of achievement.

Benefits, Compensation and Related Policies

BENEFITS OF WORKING AT CMSa2

ARTISTIC BENEFITS

- *A rich community* and network of like-minded professional music educators.
- *Studio space*, rehearsal space, performance venues.
- *Varied musical offerings* for your students.
- *An artistic and productive environment* and a means to establish important relationships with other arts organizations in the Ann Arbor community.

ADMINISTRATIVE SUPPORT/FINANCIAL BENEFITS

- *Student tracking and invoicing* as well as payment policies and funds collection—allowing faculty to concentrate on music instruction.
- *W-2 employment status*: all withholding provided by AA-SPA, which includes the payment of matching payroll taxes.
- *Liability insurance* for all practice and performance sites.
- *General Marketing/promotion* of course offerings, events, etc.
- *A scholarship program* that provides need-based assistance to families who could not otherwise afford tuition.
- *Faculty/Staff Discount*: All CMSa2 employees can receive 35% off tuition for immediate family members. (Does not apply to registration fee)

PAYROLL PROCEDURES*

For hourly paid staff:

Hours worked are to be inputted by the 6th and 22nd of each month for the 15th and end of month payroll respectively through the online Anuko TimeTracker. Payment will be directly deposited into your selected bank account.

For Instructors teaching students registered through CMSa2:

Payment will be automatically deposited into your selected bank account twice a month. Payment will be distributed evenly throughout the semester and is based on the number of students registered. *No timesheets are necessary* however detailed teaching records are required (see RECORDKEEPING below).

For Instructors teaching COMP students (Please see description of COMP on page 4)

COMP lesson hours of the previous month are due by the 1st of every succeeding month through the online Anuko TimeTracker. Payment will be directly deposited into your selected bank account on the 15th of each month.

For Instructors teaching COMP students AND students registered through AA-SPA:

You will need to input lesson hours of COMP student before the 1st of every month (see above). Payment for COMP students will be directly deposited into your selected bank account. *CMSa2 privately registered students and classes/ensembles taught will not need to be on the timesheet*, and payment for those hours will be evenly distributed on a semi-monthly schedule and directly deposited into your selected bank account.

*New instructors please note, once the Direct Deposit Authorization form is received, it may take up to 10 days for direct deposit to be activated.

IMPORTANT NOTE REGARDING PAYROLL

Private Lesson Instructors will only be paid for lessons for which students have registered and paid, or for lessons with students who have been accepted into COMP.

Students may register online or by contacting the CMSa2 office directly. Teachers may request their list of REGISTERED students at any time. If a student is not on this list, please immediately inform the office. Should a special circumstance exist, faculty should make prior arrangements with the office and make sure that the student is registered properly.

COMP students are selected at the beginning of the year by Ann Arbor Public Schools and CMSa2 assigns them to teachers. COMP instructors should only teach those students who have been assigned to them.

RECORDKEEPING

Faculty members are responsible for keeping weekly records of attendance, dates of lessons and classes given and excused/ unexcused absences for all students. These records must be kept accurate and up-to-date at all times. **Private Lesson Faculty will be paid for the number of lessons each student registers for each term regardless of how many more lessons are taught UNLESS prior arrangements are made with the office.**

STUDENT ABSENCES: An absence is excused if a student has called 24 hours ahead of a scheduled lesson time. There is a no-make-up policy for lessons, so you are not obligated to reschedule missed lesson by the student. The office will not credit students for missed lessons. It is important to refer families to this policy in the Student Handbook. Faculty teaching classes or ensembles do not need to make up any classes that are missed by students.

FACULTY ABSENCES: In the event of illness or emergency, faculty must notify the School AND contact each student 24 hours prior to scheduled lesson or class, if possible. All lessons or classes missed due to faculty absence must be made up by that faculty member or taught by a substitute. **Excessive absences will be grounds for dismissal.**

STUDENT RECORDS FORMS:

You are welcome to reproduce the following forms on pages 14-15:

1. Private Lesson Student Teaching Log
2. Class/ Ensemble Attendance Sheet

These will assist you in keeping accurate records.

See further explanation of **Policies Regarding Absences on page 8

TRANSPORTATION LIMITATION POLICY:

For liability reasons, all Employees of AA-SPA may NOT transport students in any mode of transportation at any time and under any circumstance. In the event that a student is left behind due to a late or cancelled pick-up and the faculty member cannot stay till an appropriate ride arrives, the faculty member must immediately contact the General Manager or the Executive Director.

NON-DISCRIMINATION POLICY

Diversity adds strength to our art, School, students and faculty. AA-SPA is committed to providing equal opportunities regardless of age, color, sex, physical disability, marital status, sexual orientation, religion and ethnic origin in administration of its educational policies, programs, admissions policies, scholarships and employment practices.

HARASSMENT POLICY: AA-SPA (DBA: Community Music School of Ann Arbor) intends to provide a work environment that is pleasant, comfortable and free from intimidation, hostility or other offenses that might interfere with work performance. ***Harassment of any sort – verbal, physical, and/or visual will not be tolerated.***

What is harassment? Harassment can take many forms. It may be, but is not limited to: words, signs, jokes, pranks, intimidation, physical contact or violence. Harassment is not necessarily only sexual in nature. Sexually harassing conduct may include unwelcome advances, requests for sexual favors or other verbal or physical contact of a sexual nature that prevents an individual from effectively performing the duties of the position or creates a hostile, intimidating or offensive environment, or when such conduct is made a condition of employment or compensation, either implicitly or explicitly.

All employees have a responsibility to keep the AA-SPA work environment free from harassment. Any employee who becomes aware of an incident of harassment, whether by witnessing the incident or being told of it, must report it to the Executive Director. Please note that if the administration becomes aware that harassment might exist, it is obligated by law to take prompt and appropriate action, whether or not the victim wants the School to do so.

Complaints of harassment will be promptly and carefully investigated, and all employees are assured that they will be free from any and all reprisal or retaliation from filing such complaints. The investigation will include interviews with all relevant persons including the complainant, the accused and other potential witnesses. If the investigation reveals that the complaint appears to be valid, immediate and corrective action, up to and including discharge, will be taken. If the validity of the complaint cannot be determined, immediate and appropriate action will be taken to ensure that all parties are well acquainted with the harassment policy.

CONDUCT WITH MINORS (from Neutral Zone policy language)

Since a majority of the people we serve are minors (under the age of 18), staff and volunteers are expected to serve as positive role models and exhibit conduct that is befitting of adults in this critical role.

Below are some examples of behavior that would be inconsistent with appropriate conduct with minors:

- Romantic and/or sexual relationships
- One-on-one contact with a teen in a secluded place, unless pre-approved by supervisors
- Inviting a teen/ student to one's home

- Sexually provocative or degrading comments
- Sexual or risqué comments or jokes
- Comments about intimate body parts
- Revealing or discussing personal information about one's romantic or sexual activities
- Drinking, smoking, using illegal drugs in the presence of Neutral Zone teens or offering same to a minor
- Giving gifts of more than nominal or incidental value to minors
- Corporal punishment
- Display of inappropriate images, including sexual or graphic images on a computer, smart phone, etc.
- Showing pornography or involving youth in pornographic activities

Sometimes it is unclear if a behavior is appropriate, inappropriate, or harmful. To protect the employee/volunteer and the teen, employees/volunteers should err on the side of avoiding physical and one-on-one contact outside of a AA-SPA location if there is any possibility that either contact may be misunderstood.

HARASSMENT AND ABUSE

Unlawful harassment or discrimination because of race, color, religion, sex, gender and gender identity, sexual orientation, ethnicity, national origin or descent, age, condition of pregnancy, marital status, disability, source of income, family responsibility, height, weight, veteran status or any other factor protected by applicable federal, state or local law regarding employment and program offerings is unacceptable and may be illegal whether it takes place inside or outside of the workplace. All allegations of harassment will be promptly, thoroughly and impartially investigated.

In addition, it is the policy of the AA-SPA that there shall be no sexual abuse of any person (teen, staff, volunteer) involved in any of its programs, events, or organizational activities. **Neither consent of the individual to the sexual contact, mistake as to a teen's age, nor the fact that the sexual contact did not take place at an AA-SPA location or function are defenses to a complaint of sexual abuse.**

INVESTIGATION

All allegations of harassment and/or abuse will be promptly, thoroughly, and impartially investigated. Upon proof of violation of any of these policies or code of conduct, the violator will be permanently banned or suspended from AA-SPA programs, events and activities, and may be reported to the appropriate authorities.

Policies Regarding Absences

ABSENCE/RESCHEDULING POLICY

For Classes and Ensembles:

Class schedules are set prior to the beginning of the semester, and instructors are expected to attend every class on the scheduled day and time. If instructors must alter the schedule, they must inform the administrative offices seven days in advance in order to contact all of the students in the class. In the event of a faculty illness or emergency, faculty must notify the School 24 hours prior to scheduled class, if possible, so that communications can be made to the students.

Instructors must explicitly tell the School if they are NOT able to communicate to students about their need to cancel a class. All classes must be taught by the instructor or a substitute by the last make-up week of the term. For extended illnesses and/or absences please see PROCEDURE TO OBTAIN A SUBSTITUTE below.

Faculty pay will not be affected for one time absences of up to 2 per term. Substitutes are paid a flat \$40 per hour. For absences exceeding 2 in one term, substitute pay will be deducted from faculty pay.

For Private Lessons:

Faculty members who teach private lessons are NOT required to make up missed lessons due to student absence. Students will not be credited for missed lessons. It is important to refer families to this policy in the Student Handbook.

Should an instructor need to reschedule a lesson time, s/he must inform the student and office immediately so that staff may schedule a room. In the event of a faculty illness or emergency, faculty must notify the School and the student 24 hours prior to scheduled lesson, if possible. All lessons must be taught by the instructor or a substitute by the last make-up week of the term. For extended illnesses, business trips or vacations please see PROCEDURE TO OBTAIN A SUBSTITUTE below.

PROCEDURE TO OBTAIN A SUBSTITUTE

In the event of a planned extended absence (more than two weeks), the teacher must notify the school and personally contact each student in at least 90 days before the extended leave will take place, and the office will arrange for a substitute. Faculty may also make recommendations for appropriate substitutes. For classes and ensembles, lesson plans must be prepared in advance for the substitute. Faculty will NOT be paid for classes/ lessons missed during an extended leave. Substitutes will be paid

If a faculty illness appears that it will be longer than two weeks, the teacher must notify the school and a substitute will be arranged, if possible. Faculty pay will not be affected for the first 2 classes missed due to illness. Substitute pay will only be deducted from faculty pay starting with the 3rd class missed.

TARDINESS POLICY

Faculty members are expected to arrive prepared for lessons, classes, and ensembles at **least 10 minutes prior** to the start of the class. Tardiness is not professional and may serve as grounds for dismissal. If a student is late, the class will still end at the scheduled time.

WEATHER CANCELLATION POLICY

You will receive an email from the administrative office if the weather proves dangerous. Instructors can choose to hold a class, even if the school has been closed. **Up to two classes or rehearsals missed because of weather can be rescheduled during make-up weeks, but faculty are NOT obligated to make-up these missed lessons or classes.**

HOLIDAYS AND AA-SPA FACILITIES

Facilities are available on a case by case basis during holidays. Please make prior arrangements with the General Manager if you would like to teach at a CMSa2 location during scheduled holidays.

Holidays and Breaks:

Please refer to the Google Calendar at www.cmsa2.org/student_parent_resources

VACATIONS

Faculty Members:

Faculty members must carefully plan vacations from teaching so that CMSa2 students receive all of their lessons and all scheduled classes are taught. Students are owed all lesson registered for per semester. Teachers should not have to make up weeks of lessons or classes after the conclusion of the term and may arrange for a substitute for extended absences (see above).

Administrative Staff:

An administrator's request for vacation cannot interfere with CMSa2 operations; during periods of high demand, administrative staff should not plan vacations. In general these times include:

August 15 – September 30	High demand – new school year
December 1 – 21	December Holiday Showcase events
January 19 – 31	High demand – new term
May 1– 18	May Showcase events

As part of their job descriptions, administrative staff members are to assist with CMSa2 functions such as recitals, concerts, fundraisers, etc. Compensatory time off for long weekend or evening hours should be planned during staff meetings on an hour-for-hour basis.

Policies and Procedures Concerning Building Usage

SCHEDULING AND ROOM ASSIGNMENTS

Faculty members will be assigned to one or more locations based on their class. Scheduling and room assignments will be handled by the administration offices. If a teacher needs to make schedule changes or plans to teach make-up lessons, s/he must first inform administrative staff. Faculty may request their schedules and room assignments at any time.

If there are special circumstances, faculty members may be permitted to teach in their homes. In this case, offsite locations must be approved and included on CMSa2 insurance, and proper disclosure will be made to potential students. Teachers who offer CMSa2 lessons off-site must have written permission from the Executive Director and waivers signed by both the faculty member and parent(s). No CMSa2 employee may offer instruction in undisclosed, uninsured, unsupervised settings such as the University of Michigan School of music practice rooms. CMSA2 will not bear the liability for potentially illegal, high-exposure arrangements.

RECITALS AND SPECIAL EVENTS

Positive performance opportunities are imperative for young musicians to develop healthy, enthusiastic attitudes towards performing. Therefore, CMSa2 offers recitals as well as other performance opportunities, seminars/master classes, retreats and other special events held at CMSa2 and at approved locations. The calendar for the current academic year lists dates for all events and is published online. Participation at recitals, performances and special events for CMSa2 students is required by most ensembles. Please refer to the year schedule for more information.

Should an instructor wish to provide an additional event for his/her students, whether onsite or offsite, s/he should submit a request to the Executive Director at least one month prior to the event date. No CMSa2 events should be held off site without prior approval due to liability issues. Faculty may also inquire about reimbursement for fees associated with the event as long as it is 30 days or more in advance.

Faculty benefit recitals are occasionally arranged. We highly encourage any and all faculty to participate. These recitals help to create awareness of our programs at CMSa2 and also help us raise important funds for our need-based scholarship program, COMP and overall sustainability.

BUILDING SECURITY

At times, the administrative staff may not be physically available during class/lesson times. Faculty members who are at each location assume responsibility for the security of the School and the protection of the instruments and equipment and should follow these procedures:

- The last person to leave should ensure all main lights are turned off and all doors are closed
- Please be aware at all times for the general safety of everyone in the building.
- Should an emergency arise, please call the General Manager

PURCHASE ORDER POLICY

Faculty and staff members may occasionally need to purchase items for their programs such as music scores, recordings, snacks or miscellaneous materials. All purchases must be pre-approved by the Executive Director. Please submit all requests at least 30 days in advance of any purchase. Upon approval, all reimbursements will be processed by the Finance Specialist. Please be sure to allow two weeks for total processing time of all reimbursement checks. Reimbursements will not be made without prior approval.

Student Registration Policies and Procedures

STUDENT REGISTRATION

The administrative staff makes every effort to clearly communicate registration and practical issues with potential students during the first contact with students. Even when this communication has previously taken place, it is advisable for faculty to obtain pertinent information regarding parent and student expectations.

REGISTRATION PROCESS:

1. Students will be asked to create an account and register online. The form is available on our website.
2. Students will be asked to pay with credit card for a class all at once or in a 7 month payment plan. If they wish to pay with check, they can send a check to the School's PO Box or bring to their lesson/ class and give to the instructor, at which point the instructor can give to staff at the following monthly meeting. **Any private lessons taken without the office having received payment will not be paid to the instructor.**
3. In addition to obtaining pertinent information regarding student experience, performance level, expectations, instrument information etc., faculty will briefly discuss the following information with new students/parents:
 - Registration deadline: on or before first lesson/class
 - Class Calendar
 - Absence policy reviewed.
 - Location of class
 - Questions concerning payments and payment plans can be addressed to the administrative staff.
4. Faculty members are not responsible for teaching unless a student is registered. Faculty should not teach student unless the student is registered.
5. All faculty will be provided with a preliminary roster in the beginning of the term. Final rosters are determined by the 2nd week of classes. Private lesson rosters are rolling and communication between teachers and staff are expected to ensure both parties are aware of additions and changes.

RESTRICTIVE COVENANT

Students enrolled at CMSa2 remain students of the School if a faculty member or administrator terminates an employment contract for any reason. The right to give music lessons/ classes to those students for a fee is exclusively the property of the School if the students were referred to the teacher by CMSa2. As stated in the Faculty Contract:

Employee herein acknowledges and agrees that the list of students of the AA-SPA and the right to give music lessons/classes to those students for a fee are exclusively the property of the AA-SPA. If Employee's employment is terminated for any reason, the AA-SPA has exclusive rights to the list of students for a period of one (1) year from the effective date of termination. The Employee acknowledges and agrees that s/he will not continue to teach any of the AA-SPA's students after termination of the Agreement, including students who were registered with the AA-SPA before the Employee was hired, and students who became registered with the AA-SPA through AA-SPA recruitment and registration efforts, while the Employee was under an Employee Agreement with the AA-SPA. The parties agree that it is difficult to measure the damages suffered by the AA-SPA in the event that this covenant is breached by the Employee. The parties therefore agree that if the Employee teaches any AA-SPA student privately after the employment has been terminated, the Employee will pay the AA-SPA as liquidated damages an amount equal to AA-SPA the tuition and fees paid or owed by said student to AA-SPA for all AA-SPA instruction during the 12-month period ending on the last day of instruction received by the student before Employee began teaching the student privately.

SCHOOL PARTICIPATION POLICY

CMSa2 programs are designed to be a resource and enrichment for private and public school music teachers and music programs, not a replacement. **The Community Music School of Ann Arbor's students of school age are encouraged to participate in their school music program whenever such a program is available. Students do not need to be enrolled as private students in order to participate in CMSa2 ensembles.**

*In all cases, a public or private school rehearsal, recital or concert should take priority over an CMSa2 rehearsal. An CMSa2 recital or concert should take priority over a School rehearsal. **Student attendance at all CMSa2 ensemble rehearsals and performances is required, except in the event that a CMSa2 student has a scheduled school-sponsored music rehearsal or concert.***

SCHOLARSHIP PROCEDURE & GUIDELINES

The Community Music School of Ann Arbor is proud to provide funding for financial assistance for students of music. It is the goal of our Scholarship Program to make it possible for all students to enroll in quality music education opportunities. ALL financial assistance is need-based – please refer to the scholarship guidelines online for more information.

In order to ensure that consideration for financial assistance is both equitable and timely, applicants are required to complete an official scholarship application, provide a copy of the most recent income tax form, and turn all items in by the deadline(s). Furthermore, applicants may be asked to participate in an interview with administrative staff and meet with the potential instructor(s) as part of the application process. The application form is available to print from the AA-SPA main office, and a printable version is available online at www.cmsa2.org.

Please be aware of the deadlines. Applications received by the deadline dates will be reviewed as a group and will have priority consideration for the limited funds allocated each semester. If the student enrolls later in the semester or submits a request after the deadline, his/her application will be considered, but only funds remaining for that term can be distributed.

Scholarship application deadline: August 31st

All students who are awarded financial assistance may be asked to provide the School with volunteer help, and must participate in the annual fundraising activities. For example, a student may be asked to coordinate or serve refreshments at recitals or events, help copy programs, or help with special events, such as the retreats. If the student is called upon, s/he must understand that the request will be for a task that is critical to the School, and that the giving of their time means more dollars to support the Scholarship Program!

If a student wishes to receive assistance based on exchange of services, a more formal arrangement might be offered, where the student or parent/guardian commits to helping at the School for a certain number of hours. If your student or his/her parent has a skill that will help the School, please consider this option!



Practice Guidelines

Welcome to the wonderful journey of supporting your child in learning about themselves – their creativity, self-expression and artistic voice – and about the joy of music and collaborative music making. We would like to ensure that this journey is the best that it can be, so please take the time to thoroughly review these Practice Guidelines:

YOUR ROLE AS PARENT: To make the most of your investment, it is important to understand that the weekly lessons and rehearsals are only one – albeit significant – part of your child’s musical journey. Most of the student’s progress takes place at home, so practicing DAILY at home is crucial. This means your role is just as important as the teacher’s.

Get acquainted with your child’s weekly assignments, whether verbally with the teacher or from reading their notebook/ handouts or posts on the associated app. Then help them stick to it! Being part of an ensemble or taking lessons is a long-term commitment, and any long-term commitment has its normal ups and downs. When your child seems to be losing motivation or interest, coach them to help them keep going through these valleys.

We believe collaborative music making brings meaning to all those isolated practice hours at home. Participating in an ensemble increases motivation, accelerates progress and overall deepens the joy they experience as a musician.

Go over - and regularly review - these important concepts with your child:

1. Practicing must become a habit. Set a weekly schedule for practice before or after some kind of trigger event – although ideally before video games, TV or homework. Practice can also be broken up into two or three shorter sessions.
2. Practice Daily: Aim to practice 6 days a week and a minimum of 5. Practice should NOT be something you do “if you have extra time.” It is as important as brushing your teeth!
3. Compartmentalize Practice: Whether this means taking small amounts of material to practice slowly, or breaking up the session with various activities, practice is much more effective if there is a strategy, rather than just randomly playing what you feel like playing. Remove all distractions. Make sure the tv/radio/sibling/phone/videogame/pet isn’t in the same room.
4. Make all materials READY TO GO: This includes instrument, sheet music, stand, rosin, metronome, tuner, Cd player, practice notebook, etc. Ideally these are already easily accessible in a designated practice area in the home.

TEACHER/ INSTRUCTOR ROLE: A private lesson teacher is a guide that shows the way according to the specific needs, interests, strengths and weaknesses of each student. This may take the form of assigning specific repertoire, exercises, etudes, scales, etc or helping the student and parent develop good practice strategies. Ensemble instructors similarly guide each ensemble in setting goals and making weekly decisions as a group, allowing them to take ownership over their progress. Instructors may give specific directions/assignments when needed, and this can be at both an individual and group level.

**Communication is key to keeping your student inspired and engaged!
Happy Practicing!**

PRIVATE LESSON TEACHING LOG

TEACHER NAME:

STUDENT NAME										
# of Lessons/ Time (30, 45 or 60 min)										
#1										
#2										
#3										
#4										
#5										
#6										
#7										
#8										
#9										
#10										
#11										
#12										
#13										
#14										
#15										
Add On										
Add On										
Add On										

Please put a © in the corner of the box if a lesson is charged, and state the details of this absence on back of the page. Please put an (M) in the box if this lesson has been made-up, along with the date of the make-up.

Class/ Ensemble Attendance Sheet

CLASS NAME:

STUDENT NAME											
Class NO:	Date										
#1											
#2											
#3											
#4											
#5											
#6											
#7											
#8											
#9											
#10											
#11											
#12											
#13											
#14											
#15											

Please put a CHECK in the box if the student attends and an X if they are absent. If canceled by you, please put an "A" in the boxes and put an (M) in the numbered box if the class has been made-up, along with the date of the make-up.