



Program Handbook 2020-2021

Manchester Community Music School
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Manchester Community Music School

Established in 1983 as a non-profit organization, the Manchester Community Music School (MCMS) provides quality instruction and performance opportunities for students of all ages. In a teaching environment dedicated to enhancing the student's enjoyment and appreciation of music, each student is valued as an individual and receives support appropriate to the student's specific needs and goals.

Our talented teachers make learning enjoyable. Faculty members are dedicated to developing the musician within each student through caring and personal instruction. Each student is placed with an instructor based on teaching and learning styles, and all students are given the same quality of instruction, maintaining the high standards for which the school has become known.

Manchester Community Music School offers instruction and performance opportunities for the amateur, aspiring and professional musician. MCMS provides diverse opportunities for the highest quality instruction, performance and enjoyment of music, regardless of an individual's ability, age, social, ethnic or economic background. Financial aid is available.

Changing lives through the power of learning, sharing and making music.

Queen City Music and Leadership Program

Program Overview

This spring will be the first cohort of the Queen City Music and Leadership Program (QCMLP) at the Music School! This program is designed to connect students interested in pursuing music to high level instructors and on-going growth opportunities through music.

Each student accepted into the program will receive an instrument, and together with the program director will build their own unique learning plan. This plan will include semi-private instruction on their instrument with a dedicated member of our faculty. The time will also include practice help with our youth mentors, ensemble experience in keeping with each student's level, and other music exploration opportunities such as keyboard skills, music theory and aural skills.

Music is a doorway into many of the soft skills needed to succeed in life. We hope to work together as a cohort to capitalize on this aspect of music education, giving leadership development opportunities through music preparation and performance, and bringing in community leaders who share a passion for music to share how it has shaped their careers both in music and in many other fields.

Schedule

QCMLP will run from 4:00PM to 7:00PM on Tuesday afternoons. The program will follow the Music School's calendar, taking the same vacations and holidays, and will run from September until June. It also includes a student orientation in late August. Special events and student performances will be scheduled throughout the year, and parents/guardians will be notified in advance.

Arrival Procedures

All programming will happen at the Music School Building at 2291 Elm Street, Manchester. Students may enter the building via the Elm Street door at the top of the stairs, or via the handicap access on the Elm Street lower level entrance. Once in the building and signed in on the general building log, they will need to go directly to the QCMLP classroom and sign-in with the program coordinator. Students are not under the supervision of QCMLP staff until signed in with the program coordinator.

Departure and Release Procedures

Students may be picked up at the Trenton Street entrance. If parent or guardian give permission, they can be released to exit the building once the student identifies their parent or caregiver's vehicle. Otherwise students can be signed out from the QCMLP classroom.

Health and Safety

In order to protect the health of all students and staff, please keep your student home if you notice that they are showing any signs of illness. If your child becomes ill during the program, we will contact you to pick them up. In case of injury, parents/guardians will be notified immediately. In the case of a medical emergency, we will call 911 and use the parent/guardian contact or the emergency contact provided.

COVID-19 Guidelines

In compliance with city and state requirements, anyone entering the Music School building must sign-in upon entry. You will be asked to verify that you are not experiencing any active symptoms of COVID-19, including a temperature above 100 degrees. You will also be asked to verify that you have not traveled outside of NH within the past 14 days. If you answer yes to any of these questions, please call the program coordinator and do not attend until you receive further instructions.

Mask use is required while in the Music School building. You may remove your mask to take a drink or eat a snack with permission of the program coordinator, in the designated space for that, socially distanced by at least 6 feet from anyone else. Masks will be worn during all classes and lessons. You may also be asked by staff to wash your hands between each activity, and are encouraged to use hand sanitizer at regular intervals.

Parent Notifications

Parent / Guardian notifications may be made in writing via emails, letters, or fliers. Notifications may also be made by text message, phone calls or directly in person by QCMLP or Music School staff. The program coordinator will be available at drop-off and pick-up for questions, and conferences with the program director can be requested at any time.

Attitude and Conduct

Participation in QCMLP program demands commitment and enthusiasm from everyone. Cooperation is more important than competition. Courtesy, respect, and consideration for others are essential. It is the intention of the instructors to develop in the members of each cohort an appreciation of music and teamwork as they learn to grow and play together.

Student safety is important throughout our programming at the Music School. A student whose behavior is dangerous or repeatedly disruptive must be immediately picked up. Our staff will work with each student to overcome any obstacle to create a safe learning environment for them.

Repeatedly disruptive, disrespectful or dangerous behavior will result in the loss of privileges or activities, suspension or dismissal from the program.

Behavior Expectations

We expect students to behave as follows:

- Be responsible for personal belongings
- Participate in all activities
- Possess positive and caring attitudes
- Follow all safety procedures and
- Comply with directions from any MCMS or QCMLP staff member.

If a student displays unacceptable behavior they will be warned to correct their behavior by the program coordinator or program director, and a telephone call may be made to their parent or guardian. Unacceptable behavior includes but is not limited to:

- Using foul language
- Disrespecting another student, teen mentor or staff member
- Fighting
- Refusing to take part in activities
- Ignoring or disobeying rules of safety
- Public or inappropriate displays of affection
- Defacing property or vandalism
- Stealing

Attendance and Punctuality

Attendance and punctuality each Tuesday is mandatory. If it becomes necessary to miss a Tuesday afternoon session, the following policy is in place:

1. You can give advance notice of a planned absence to the program coordinator. You are allowed up to 2 excused absences per semester. (fall/spring)
2. Unplanned absence (sickness or family emergency): Call in as soon as you know you will be absent. Leave a message for the program coordinator on the Music School voicemail or with the front receptionist.

Failure to notify the Music School of any absence will result in an unexcused absence. **Three unexcused absences will result in dismissal from the program.**

If there is an unforeseen issue with transportation, students are expected to attend online. A link will be provided upon request to connect with the QCMLP classroom for the same time period as in-person programming.

Instrument Care and Liability

If needed, your student will be loaned an instrument to use during the duration of their time as part of a QCMLP cohort. You are responsible for ensuring that the instrument is kept in a safe and dry place, and all care instructions are followed while it is on loan. A separate loan agreement must be signed, and renewed each semester. Please let the program coordinator know immediately if you are experiencing any issues with your instrument. **The student is required to bring their instrument each week to the program.**

Student Belongings

During the program there will be a designated classroom for QCMLP students to use and leave their personal belongings in during classes. Students will be required to take all their belongings home each week, and the MCMS cannot compensate for lost, damaged or stolen items.

Practice

It is essential that all students practice regularly at home and come each week prepared for their lesson and/or ensemble. Daily practice is recommended, but a minimum of 3 practice sessions are required outside of their time on-site at QCMLP each week.

Ensembles

QCMLP students may be invited to participate in one of the Music School's existing ensembles. This is by invitation and audition only, and will be decided as part of the individual student's learning plan with the program director.

Schedule Changes

Although we make every effort to comply with our original calendar, times, dates and locations listed on the schedule are always subject to change. We will make every effort to notify students and parents of any changes in advance, via email, and on our web site as soon as possible.

Cell Phones and Technology

Cell phone use is prohibited during all Music School classes. The use of technology during the QCMLP is only allowed with the permission of the program coordinator. At all other times cell phones and other devices need to stay put away.

Parent Involvement

We love parent involvement at the Music School! While there isn't space right now for you to remain on-site during programming, we would still love your involvement and help. Let the program coordinator know, and we will reach out with volunteer opportunities and specific ways you can be involved in supporting this program and your student.

Planned Absence Form

Name _____ Instrument _____

I have the following school/family commitments this semester, which will prevent me from coming to QCMLP:

Commitment	Date of Commitment

Please Note: QCMLP Staff must be notified a *minimum* of two weeks in advance of a planned absence. Late or no notice will result in an unexcused absence.

Signature of Student

Signature of Parent



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We have read and understand the policies set forth in the Queen City Music and Leadership handbook and understand that failure to abide by these policies may result in suspension, dismissal or other action deemed necessary by Manchester Community Music School or QCMLP staff.

Signature of Parent

Date

Signature of Student

Date

Please complete both forms and return to the QCMLP Coordinator by March 31, 2021.