



**Hudson Music Center
Student Handbook
2021-2022**

Table of Contents

Attendance and Cancellation Policy	1
Illness Policy & COVID-19 Considerations	2
Payment and Registration Fees	3
Withdrawal	3
Financial Aid	3
Discounts	4
Office Hours	4
Contact Information	4
School Closings	4
Media Release	4
Contacting a Student During Class via the HMC Office	5
Student Drop-Off/Pick-Up Policy	5
Approval of Policies and Procedures	5
Children and Youth Medical/Behavioral Incidents or Emergencies	5
Adult Emergencies	6
Waiver of Liability	6
Accommodations	6
Performances	6
Performance Attire	7
Student Responsibilities	7
General Guidelines and Conduct Rules	7
Anti-Discrimination Policy	8
Handbook Understanding Agreement	11



Welcome to the Hudson Music Center. HMC understands the important role music plays for students and the community. By working together, successful music experiences and personal growth can be reached. It is important that all members of the HMC community (instructors, staff, parents/guardians, and students) communicate and work together to bring positive and successful experiences in music.

Attendance and Cancellation Policy

Regular attendance is expected. Full fees are due for all scheduled classes/programs prior to attendance. Private lesson fees must be paid according to the tuition and fees schedule.

Private lesson and Solo and Ensemble students must notify HMC staff of any lesson/rehearsal cancellations **at least 24 hours prior to the scheduled time** in order for the lesson fee to be waived. If a lesson is cancelled after this 24 hour period, the student is held financially responsible for the lesson fee and/or rehearsal time. Lessons/classes/programs missed due to faculty absence or school closings caused by weather will be rescheduled at a mutually convenient time, and students will **not** be held financially responsible for these cancellations.

All lesson cancellations must be cancelled via the My Music Staff student portal. Your cancelled lesson will be made up at the usual time during the makeup period at the end of the semester. Students wishing to do options 2 or 3 below must EMAIL HMC--notifying the private lesson teacher is not sufficient.

We are proud to bring you lessons by highly-qualified teachers, at an affordable rate. Your tuition pays for your reserved day and time for the duration of a 13-week full term or 8 week half-term. It also covers possible recitals, studio classes, and other opportunities that may be added along the way. Your primary teacher will teach most of these lessons, if not all. Most of our teachers are full-time college students and/or professional musicians and may need to be absent. In that event, we provide the following options:

- 1) Make up the lesson during the make-up period at the end of the semester**
- 2) If possible, an on-line lesson at the usual time**
- 3) Take a lesson from a different teacher**
 - a) Try out another instrument**
 - b) Get a different teacher's perspective**



We are committed to providing opportunities to complete every lesson for you, each semester. Missed lessons that have not been made up by the end of the makeup period will be waived.

HMC does not permit makeup times for class sessions missed by students (i.e. Early Childhood Music, Ukulele Camps, etc.). If a student has a conflict with a class session, they are unable to drop in on another class of that same age level, as it causes distractions for the other students.

Illness Policy and COVID-19 Considerations

Illness Policy

Students and faculty should stay home if they have a fever of 100° Fahrenheit, unknown rash, vomiting, diarrhea, or coughing.

For minor illnesses, an online lesson will be conducted in place of an in-person lesson.

COVID-19 Considerations

To protect the health and safety of our community, the Hudson Music Center will continue to monitor the status of COVID-19 and related infectious illnesses in our region. We will take our cues from local and state authorities, and most importantly, from our students and their families, and our teachers. Our facilities will be frequently cleaned and sanitized, as well as offer hand sanitizing stations for our students and staff.

Instrumental students that permit the use of masks (piano, string, and percussion instruments) will be asked to wear masks in our facility until further notice.

Students also have the opportunity to continue taking online lessons.

As of July, 2021, we have begun transitioning back to a pre-Pandemic footing. As always, we will work with everybody to ensure that all expectations are met, as much as is reasonably possible.



Payment and Registration Fees

Program registration fees (i.e. summer camps, workshops, and classes) are to be paid in full through the HMC website prior to attending the first program session.

Private lessons must be purchased in accordance with the tuition and fees schedule. NOTE: During the 2021-22 year, we have added an on-line registration and payment option for private lessons. Private Lesson fees will not change for the start of the Fall 2021 Semester.

Withdrawal

Withdrawal from private lessons mid-semester will be considered on a case by case basis.

A notice of withdrawal by phone or in writing must be submitted to the Hudson Music Center for a student to be withdrawn from classes. Notifying the teacher is not sufficient. Students may not withdraw from group classes, ensembles, or performance programs (i.e. Solo and Ensemble and Rising Stars) for credit or refund after the first session.

Financial Aid

The Hudson Education Center for the Arts awards limited financial aid to students based on need. The HMC Financial Aid Fund is supported by the proceeds from sponsorships and donations. Aid funding is limited each semester and awarded in order of application. Documentation of household income on a 1040 tax form from the previous year must be submitted with the application form.

Fall Financial Aid application deadline: September 1, 2021

Winter Financial Aid application deadline: January 1, 2022

Spring Financial Aid application deadline: April 1, 2022

Summer Financial Aid application deadline: June 1, 2022

Withdrawal from any program during the semester for any reason except for special circumstances approved by the Hudson Education Center Board of Directors will result in revocation of the financial aid award. Approved withdrawals will result in prorated aid according to the number of lessons/classes/sessions received at the date of withdrawal. In some cases, an additional payment may be required. Early withdrawal without the approval of the Director will result in revocation of the financial aid and full payment will be required.



Discounts

Sibling Discount: If two or more siblings enroll for music classes or ensembles, each sibling is eligible for a 25% discount on their registration fee. Sibling discounts are not eligible for private lessons.

Referral Program: If a current HMC student refers a new student that registers for an HMC class or ensemble (not including private lessons), the referring student will receive a 10% rebate on their registration fee. Rebates are processed within one month of the program registration deadline.

Office Hours

The Hudson Music Center office hours are Monday-Thursday 3:30 pm-7:00 pm and Saturday 9:00 am-3:00 pm

Contact Information

Phone: 734-645-1856

E-mail: info@hecmusic.org

School Closings

In the event of inclement winter weather, lessons, classes and sessions will move to the virtual format when possible. If not, everything will be rescheduled for the makeup period. When the Hudson Music Center is closed, announcements will be posted on the website and email notifications will be sent. HMC closes independently of area schools, including Dexter Community Schools. If you have any questions about whether or not HMC is closed, please check the website (www.hecmusic.org) or call the office at (734) 645-1856.

Media Release

HMC uses photography and video to document lessons, classes, sessions and events. These photos may be used on the HMC website, brochures, advertising or public relations activities. Photographs featuring registered students/clients are considered eligible for publication or public use unless a student (or parent/guardian of a student under age 18) submits a Request for Non-Use Form, available through the HMC Office.



Contacting a Student During Class via the HMC Office

If at any time during program hours a parent/guardian needs to contact a program participant, please call the office at (734) 645-1856 stating the student's name, activity and/or instructor. An HMC staff member will then notify the instructor that the student's parent/guardian has requested contact with the student.

Student Drop-Off /Pick-Up Policy

Each student age 10 and under must be escorted to his/her classroom by a parent, legal guardian or other responsible adult who is listed on the student's registration form. A student will only be released to his/her parent, legal guardian, or other responsible adult listed on the student's registration form. Individuals (other than parents/legal guardians) must be 18 years of age or older in order to be designated on the registration form as having drop off/pickup privileges. All changes to the student information card must be made in writing by a student's parent or legal guardian and provided to the HMC office.

All students are expected to arrive on time for each lesson, class or session. Please do not arrive more than 10 minutes before the start time of the activity. HMC faculty and staff do not supervise children who arrive too early or stay late. Please make sure that students are picked up from HMC on time after their activities.

Approval of Policies and Procedures

By submitting your payment and registration form, you are agreeing to abide by the policies of the Hudson Education Center for the Arts. HMC reserves the right to change any curricular offering, policy, procedure or fee.

Children and Youth Medical/Behavioral Incidents or Emergencies

In case of a medical or behavioral incident/emergency, the parent/guardian of the participant involved and/or the emergency contact listed on the student registration form will be contacted via phone by an HMC staff member. All phone numbers on file will be called until someone is reached.

The HMC staff may be unable to contact a parent/guardian or emergency contact to consent for emergency care. If this is the case, the signed medical treatment authorization gives HMC staff consent to contact emergency medical services. Minor aged students/clients will be taken to



Chelsea Community Hospital, 775 S Main St, Chelsea, MI 48118 by EMS. Parents/guardians will be notified via phone by an HMC staff member.

Adult Emergencies

In case of an emergency concerning an adult student, the contacts listed on the student’s registration form will be phoned by an HMC staff member. If medical treatment is necessary and the medical treatment authorization was signed by the student/legal guardian, HMC will contact emergency medical services immediately.

Waiver of Liability: This agreement releases *The Hudson Education Center* from all liability relating to injuries that may occur *during all HMC programming and events including, but not limited to, rehearsals and events at such sites as 8089 Main Street Suite 3, 3115 Broad Street, Joe and Rosie Coffee and Tea, the Cedars of Dexter and the Dexter District Library, etc.* By signing this agreement, I agree to hold *The Hudson Education Center* entirely free from any liability, including financial responsibility for injuries incurred, regardless of whether injuries are caused by negligence.

Accommodations: The Hudson Music Center is committed to providing equal opportunity for participation in all programs, services and activities. Accommodations for persons with disabilities may be requested by contacting Gordon Darr, Director at (734) 645-1856 or info@hecmusic.org.

Performances: HMC offers at least one performance opportunity per semester. All students are encouraged to participate. Concerts will be open to the public, whereas recitals are highly encouraged for students to perform, and for family and friends only.

Performance Attire: For all performances, please dress nicely NO TENNIS SHOES, NO JEANS, NO ATHLETIC ATTIRE.



Student Responsibilities:

- **Materials:** Students are responsible for the purchase of their own books, music, instruments, and other materials necessary for the program or lessons enrolled in. The Hudson Music Center will assist in referring our students to where they can obtain these items, however, the organization is not responsible for providing them personally.
- **Practicing:** Lessons and classes will help identify what sections need the most practice and strategies that will help improve the performance. Progress will be made most quickly by students who practice at least thirty minutes to an hour each day.
- **Parent/Student Contracts:** Students and parents are required to sign and submit the Student/Parent Contract upon program registration. This contract ensures that both students and parents understand the business arrangements and expectations of the Hudson Music Center.

General Guidelines and Conduct Rules

- **General Rules:**
 - There is no gum, candy, food or beverage allowed in classrooms, studios, and performance spaces.
 - Please do not use cell phones while classes are in session in The Big Room.
- **Conduct Rules:**
 - Misuse or damage of HMC property/building is prohibited and participants who are found misusing or damaging HMC property may be financially responsible for all damages. (i.e. destroying instruments, writing on walls, etc.).
 - Our little siblings' play area is from a donation. Please tidy up when done. (The play area is currently not open. We hope to return it to use during this next year).
 - The "Big Room" is for classes and some lessons. Throughout the day, we will be preparing it for upcoming programs. It is not a play area. The instruments and toys in that area are for our classes only and are not for use by our lobby guests.
 - We strive to provide a world-class facility. Our space is kept clean by volunteers. Please help us by returning items and throwing away trash.
 - We love visiting with our guests - our lobby is a happy place! Please be conscious of lessons and classes taking place in our "Big Room" (behind the curtain) and keep voices down, especially if the LESSON IN PROGRESS sign is in place. Weather permitting, we encourage you to take conversations outdoors.



- No theft of property regardless of owner will be tolerated.
- Hazing and bullying, which includes physical, verbal or cyber-bullying will not be tolerated by HMC.
- HMC prohibits the possession and use of alcohol, tobacco, drugs, fireworks, guns and other weapons.
- No violence, sexual harassment, sexual conduct or other sexually inappropriate conduct of any kind will be tolerated.
- No harassment in violation of HMC's Anti-Discrimination Policy will be tolerated.
- HMC prohibits the use of cameras and other digital recording devices (i.e. cell phones, tablets, etc.) in bathrooms and other areas where privacy is expected by participants. The recording/photographing of private lessons and classes is prohibited.

Anti-Discrimination Policy

This public "NOTICE of NON-DISCRIMINATION" is required by several federal laws and regulations including those implementing Title VI, Title VII, Title IX, Americans with Disabilities Act, Section 504 and the Age Discrimination Act. This notice serves to inform all members of the Hudson Music Center faculty, staff, students and guests, that the Hudson Music Center prohibits discrimination on the basis of race, color, national origin, sex, disability, or age in its programs and activities. Following are the applicable federal and state Civil Rights laws that prohibit discrimination:

Title I of the Americans with Disabilities Act of 1990 prohibits employment discrimination against qualified individuals with disabilities by employers with 15 or more employees. The U.S. Equal Employment Opportunity Commission and the Office for Civil Rights are the agencies assigned to enforce Title I of the ADA.

Title II of the Americans with Disabilities Act of 1990 prohibits disability discrimination by public entities, including public colleges and universities whether or not they receive Federal financial assistance. The Office for Civil Rights (U.S. Department of Education), is the law enforcement agency charged with enforcing Title II of the ADA.

Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color, or national origin in any program or activity receiving Federal financial assistance and Title VII of the Civil Rights Act of 1964 prohibits discrimination. Programs and activities that receive



Federal financial assistance from the United States Department of Education are covered by Title VI. The Office for Civil Rights (U.S. Department of Education), is the law enforcement agency charged with enforcing Title VI.

Title VII of the Civil Rights Act of 1964 protects individuals against unlawful employment practices based on their race, color, sex, and national origin. The Civil Rights Act of 1991 significantly extended plaintiffs' rights under Title VII. The U.S. Equal Employment Opportunity Commission is the law enforcement agency charged with enforcing Title VII.

Title IX of the Education Amendments of 1972 prohibits discrimination on the basis of sex in education programs or activities and extends to employment and admission to institutions that receive Federal financial assistance. The Office for Civil Rights (U.S. Department of Education), is the law enforcement agency charged with enforcing Title IX.

Age Discrimination Act of 1975 protects people from discrimination based on age in programs or activities receiving Federal financial assistance. The U.S. Equal Employment Opportunity Commission is the law enforcement agency charged with enforcing ADA of 1975.

Age Discrimination in Employment Act of 1967 protects individuals who are 40 years of age or older. The U.S. Equal Employment Opportunity Commission is the law enforcement agency charged with enforcing the ADEA.

Civil Rights Act of 1991 provides monetary damages in cases of intentional employment discrimination. The U.S. Equal Employment Opportunity Commission is the law enforcement agency charged with enforcing the CRA of 1991.

Equal Pay Act of 1963 protects men and women who perform substantially equal work in the same establishment from sex-based wage discrimination. The U.S. Equal Employment Opportunity Commission is the law enforcement agency charged with enforcing the EPA.

Section 504 of the Rehabilitation Act of 1973 protects people from discrimination in admission, employment, treatment or access based on disability in programs or activities receiving Federal financial assistance. The Office for Civil Rights (U.S. Department of Education), is the law enforcement agency charged with enforcing Title VI.

Executive Order 11246 requires certain government contractors to engage in affirmative action and to not discriminate based on race, sex, or national origin. The Office of Federal Contract Compliance Programs (U.S. Department of Labor) is the agency charged with enforcing the EO 11246 and ensuring that federal contractors are in compliance.

Michigan Constitution (2006) Article I, Section 206 prohibits discrimination or granting preferential treatment to any individual of group on the basis of race, sex, color, ethnicity, or national origin in the operation of public employment, public education or public contracting.



Elliott-Larsen Civil Rights Act (1976) of the State of Michigan prohibits "discrimination practices, policies, and customs in the exercise of those rights based upon religion, race, color, national origin, age, sex, height, weight, or marital status." The Michigan Department of Civil Rights is the agency assigned to handle complaints of discrimination.

Michigan Persons with Disabilities Civil Rights Act of 1976 provides individuals "the opportunity to obtain employment, housing, and other real estate and full and equal utilization of public accommodations, public services, and educational facilities without discrimination because of a disability is guaranteed by this act and is a civil right."

Federal citations:

The regulations implementing Title VI, Title IX, Section 504, the Age Discrimination Act, and Title VII contain requirements for recipients to issue notices of nondiscrimination. (See 34 C.F.R. Sections 100.6(d), 106.9, 104.8, 110.25, 41 C.F.R. Sections 60-1.42(a), respectively.) The Title II regulation also contains a notice requirement that applies to all units of government, whether or not they receive federal aid. (See 28 C.F.R. Section 35.106.)

If a participant or any other individual associated with the HMC program is alleged to have violated any of the policies or conduct rules of the program, the participant is subject to dismissal and/or removal as an HMC student/family.

The HMC faculty and staff are committed to treating students, parents/guardians and fellow faculty/staff with respect. Likewise, to continue to cultivate a safe and welcoming environment, we expect all of our students and clients to be respectful of other HMC students, faculty and staff.



**Hudson Music Center
Student Handbook Agreement
2021-2022**

Attendance and Cancellation Policy Agreement

I have read and understand all aspects of the Hudson Music Center's Attendance and Cancellation Policy, as stated on page 1 of this handbook.

I understand that I will be held financially responsible for all cancellations made within 24 hours of the scheduled lesson and/or rehearsal time. Lessons cancelled within 24 hours of the lesson time will be counted as one of the student's allotted designated lessons for the semester and is non-refundable.

Student Signature: _____

Parent Signature: _____

Semester: _____

Date: _____

Parent/Student Handbook Agreement

I have read and understand all aspects of the Hudson Music Center Student Handbook for the 2021-2022 academic year.

Student Signature: _____

Parent Signature: _____

Semester: _____

Date: _____