



2025-2026
Student Handbook

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INTRODUCTION

The CTX Music Academy (CTXMA) currently offers children ages 4-18 from the Greater Austin Area a highly educational atmosphere wherein they may improve their music competencies. Each private lesson or rehearsal may focus on one or more of these skills: music theory, ear-training, instrumental technique, sight reading, and concert etiquette. CTXMA brings many wonderful gifts to central Texas through concerts, charitable fundraisers, and scholarship programs to the socioeconomically disadvantaged. Students may compete individually or as a group at various contests such as TPSMEA, ATSSB, or TMEA all-state circuits, TPSMEA solo and ensemble contests, TPSMEA concert/sightreading contest, and pre-contest festivals.

CTX Music Academy does all of this to lead young hearts, minds, and souls to glorify the King of Kings, in an excellent manner, through the gift of music. CTX Music Academy is a Christ-centered music school which focuses its efforts on the homeschool community in Greater Austin. While all are welcome to join CTX Music Academy, Christian Biblical principles will be observed and honored, prayers will be said, scripture will be referenced with frequency, and sacred music will be a large component of the curriculum.

Founding

The CTX Music Academy was founded in 2025 by Kate Pamplin, a local homeschooling mother of three whose career background is music education. It is with great hope that through CTXMA, she will be useful to God in guiding the local community to praise the LORD with all of their might, and to “play skillfully” before Him. Psalm 33:3

The mission of CTX Music Academy is to promote music literacy; provide children with a competitive yet Christ-centered atmosphere; and give children the opportunity to make a huge impact in their community by performing at local church buildings and nursing homes, and charitable fundraising events. In the future, CTXMA intends to take to the stage locally, nationally and internationally through collaboration efforts with other performing arts groups; competitions; tours; festivals; and by invitation to music educator conferences such as TPSMEA, TMEA, TBA, NafME, and The Midwest Clinic. It is CTXMA’s intent to provide the highest quality instruction in pedagogy and music theory and to expose our musicians to the best repertoire and the highest performance standards appropriate to their age and ability.

CTXMA recognizes that music education must be presented with the context of the whole experience of childhood. CTXMA makes a sincere effort to balance the participation responsibilities with other educational and personal endeavors--yet at the same time, require enough commitment to make possible a meaningful experience for everyone.

Welcome to the CTX Music Academy! CTXMA hopes you enjoy your music education experience. Please use this handbook as a reference for current policies.

CTX MUSIC ACADEMY STAFF MEMBERS

KATE PAMPLIN, Founder and Director of Music Activities

Mrs. Pamplin has a bachelor's in music education from Abilene Christian University (*cum laude*, 2012), and in the years following graduation, she ran her own private studio in Greater Rochester, New York and Greater Austin, TX. When her husband and she decided to have children, she focused the majority of her attention on their development, although she still taught privately at various music schools and worked with local band programs seasonally as a marching instructor and instrumental and vocal coach.

In 2020, her family dove headfirst into the world of homeschool, and due to global measures taken in response to COVID-19, she paused her work as a music educator and began to completely focus on homeschooling their children. As a former public school student and educator, she thought that her own children had no opportunity in the area to enjoy a band program as she had brought sadness. In January 2025, as she relaunched her private studio, she thought: "If there isn't a homeschool band program in my area, then perhaps, to echo a famous saying, I must "be the change" I wish to see in the world and start a band program myself." Hence, the CTX Music Academy Christian Homeschool Band program was born.

You may reach out directly to Kate Pamplin
via 210-848-5929 or
CTXMusicLessons@gmail.com

GENERAL CTXMA POLICIES

2025-2026 SEMESTERS DEFINED

Spring Semester: January 6 - weekend of May 3

Summer Semester: May 19 - July 26

Fall Semester: August 4 - December 20

Spring '26 Sem.: January 5 - May 23

*****FINANCIAL INFORMATION*****

REGISTRATION FEE: An annual \$25 fee is required of all individual students and comes with a CTX Music Academy T-Shirt and access to MakeMusic Cloud.

BAND TUITION Pricing and Semester Deals for 2025-2026.

Tuition is \$50/month or \$250/semester per student.

Tuition is CAPPED at \$100/family/month or \$500/semester.

Scholarships ARE available for those who meet socioeconomic conditions as well as merit. *During registration, please mention your financial needs when prompted.*

LESSONS TUITION Pricing and Semester Deals: NEW PRICING BEGINS FALL 2025

Plan 1: \$150/month for 2 1-hour lessons (\$75/lesson)

Plan 2: \$280/month for 4 1-hour lessons (\$70/lesson)

Band Scholarship Available for private lesson enrollment*

50% off tuition for Plan 1: \$25/month (plus 1-time \$25 registration fee)

100% off tuition for Plan 2: \$0/month (plus 1-time \$25 registration fee)

*Band scholarship after the first semester is dependent on practice/performance expectations.

REFERRAL PROGRAM (PRIVATE LESSONS ONLY)

For each student (student B) who is matriculated into CTX Music Academy and was referred by another student (student A), a discount of \$35 will be applied to student a's account at the end student b's first semester. This discount will be applied towards future invoices.

There is no limit to the number of referrals one may make: those not enrolled in lessons may STILL refer new students and receive the above discounts.

PAYMENT DUE DATE

Band

1st Payment of the semester is due at time of registration and, at minimum, will be in the amount of registration fees + 1 month of tuition.

Lessons

Lesson payments may be made monthly or in a one-time payment. Monthly prices are fixed via the CTXMusicAcademy.com website and will auto-draft monthly on the day you registered. All breaks are considered when the calendar is being prepared to make sure the students receive the correct amount of lesson instruction.

Note: If registering in advance of a semester, one will be ahead in payment by however many months in advance of registration. For instance, if signing up in April for 2025-2026 lessons, one will have already paid for August-November by first lesson. Payments will automatically cease after 10 billing cycles, paying for August-May private lessons.

PAYMENT OPTIONS

FOR SEMESTER PAY ONLY, you may pay in person with check (made out to Kate Pamplin with "CTXMA" in the memo), money order (to Kate Pamplin with CTXMA in the memo) or cash.

Otherwise, please utilize the CTX Music Academy website to register for monthly payments.

A receipt will be generated for each payment and sent to the e-mail you provided at registration.

LATE FEES/EARLY TERMINATION

If payment is not received by the due date, there will be a late fee of \$20. If a transaction does not occur due to insufficient funds, a \$30 NSF fee will also be applied to the student account. Attendance to a course will not resume until the monthly payment with late fee is made. Any missed courses during this time period will not be made up nor refunded.

Adult students or student guardians are responsible for the entire contract price for the currently enrolled semester (for instance: \$600 for Plan 1 Lessons ONLY in the Spring or Fall).

If a student drops attendance for any reason and does not continue payment for the remaining semester, a collection agency may be contacted to retrieve the remaining balance.

PRACTICE EXPECTATIONS

Students are required to practice and/or study at home. Furthermore, ALL CTXMA students ought to practice at least an average of 30 minutes each day, or 3 ½ hours weekly in MakeMusic Cloud, or pass off music, to perform at each semester performance.

INJURIES

Parents and/or legal guardians of minors, and their guests, waive the right to ANY legal action for any injury sustained on studio property or rental space, including any actions to be taken against property owners.

BAND POLICY

GENERAL CONDUCT

Students must be respectful of rehearsal and performance areas. RESPECTFUL conduct must be maintained at all times—before, during, and after rehearsals and performances. Students must always follow the leadership of the director and staff. Please read “Rehearsal Rules”, and refer to “Disciplinary Procedures” found below for ways in which insubordinate behavior and classroom disruptions are handled.

REHEARSAL ETIQUETTE

1. Respect yourself, your teacher and your classmates by:

- Living by the Golden Rule: Do to others as you would have them do to you. Matt. 7:12
- SHOWING UP 5 MINUTES EARLY. “Early is on time, and on time is late!”
 - This allows you to put together your instrument, soak reeds if necessary, warm up, and wait patiently for class to begin without delaying the start of class.
- COMING PREPARED!
 - PRACTICE YOUR WEEKLY ASSIGNMENTS in MakeMusic Cloud! :)
 - TURN IN ANY WRITTEN HOMEWORK PROMPTLY, AT START OF CLASS.
 - Bring all items necessary to participate (i.e. music, instrument, reeds, water)
- Raising your hand when you have a question pertaining to what is happening NOW
- Keeping your hands to yourself. Do not mess with others’ property or person.
- Playing ONLY when it is YOUR turn, and Silent when it is NOT your turn
- Following instructions
- Taking care of music stands, chairs, and other classroom equipment.
- Espousing Christian Biblical principles and refraining from unwholesome speech.

REHEARSAL ETIQUETTE (CONT.)

2. Create a healthy and successful atmosphere by:

- Following bullet points from #1 and
- Remembering to do all that you do as though it is for God. Colossians 3:23
- Casting your burdens on Jesus. 1 Peter 5:7
- Focusing on the good. Philippians 4:8
 - * “Do your best, and forget the rest.”
 - Work towards the set standard of excellence.
 - Give yourself (and others) grace when they make mistakes.
 - Keep going even though you may be facing a challenge.
 - >>It is ok to ask for a bathroom break to regain composure if needed!

DISCIPLINARY PROCEDURES

Music classes can be fun which can sometimes lead to disruptive behavior. CTXMA faculty will work to make sure classes are programmed at such a pace that students do not have time to get themselves into trouble. CTXMA does not foresee this being an issue, but it bears saying: Should issues arise, and the above guidelines become difficult for a student to embrace, parents will be notified and students may be placed in a probationary period, suspended, or expelled depending on the frequency and severity of the situation.

REWARDS

An award certificate will be generated for students who complete all assignments and who meet the practice expectations as set forth in this handbook. Students who are eligible for an award certificate will also have their name entered to receive a prize at the end of each semester.

Other awards and rewards may be presented in addition to the above.

AUDITIONS

The CTXMA holds instrument tests and auditions by appointment with the director. Previous music training is advantageous, but not required, as all will be admitted into CTXMA. Students will be tested on various elements of music such as written literacy, aural skills, timbre, and students will receive an evaluation to determine instrument placement if necessary: thereby ensuring a higher rate of success in Beginner Band, Beginner Band: Accelerated, or Wind Ensemble.

Audition materials will be selected and posted on the website.

ACCEPTANCE

Acceptance into CTXMA is secure upon audition, but continued membership is conditional. CTX Music Academy bases continued membership upon behavior, overall musical ability, and adaptability. Sometimes a child will perform well at the audition but will not perform well within a group. We will advise you of any areas of concern.

EVALUATION

You may contact the director at any time for an evaluation of your student's progress. We are always eager to discuss your student's progress with you. You can also view student evaluations in MakeMusic Cloud.

'PASSING'

A member may not be allowed to perform in a concert until he/she has passed all repertoire via MakeMusic Cloud (or in-person if the piece is not on MakeMusic Cloud or a student does not have access to a computer) by the day of a performance.

NEWSLETTERS - CALENDARS

Every week, there will be a CTXMA newsletter: Please, check your email. A great deal of important information is covered in the weekly newsletters. Please be sure you read this important document-- *it is the pulse of the organization!* CTXMA Newsletters will be distributed either Thursday evenings or Friday mornings. Be sure to check your email every week for this newsletter.

PARENT HELP

Your child's experience with CTXMA is enhanced by your participation and your commitment to making it a success. We need you! Semester sign-ups for rehearsal monitors, transportation facilitation, and much more occur at the initial Parent Meeting. There will also be a booster club which can help bring community awareness to CTXMA, raise funds for new equipment, field trips, and organize activities for the students as well as the Christmas Gala and Silent Auction in the fall and the Spaghetti Supper in the spring .

TIME COMMITMENTS & EXPECTATIONS

Parents should understand that band students have music to work on and theory homework in various degrees and at various times. A syllabus will be provided close to the start of each semester with those assignments outlined. Please keep these syllabi posted on your refrigerator or somewhere easy to access to notate any changes as they may arise.

MakeMusic Cloud is purchased via a student's annual registration fee, and it is important for students to practice or work on their theory assignments for at least 30 minutes daily, or 3 ½ hours weekly. This commitment is extremely important to our maintenance of excellence and growth as an ensemble. Please encourage your students to set aside at least 30 minutes each day for practice and completion of all assignments.

REHEARSAL SCHEDULE

2025-2026 FALL & SPRING SCHEDULE

Please note: Refer to Newsletters for any and all updates. At the time of the dissemination of this handbook, all region concert dates, solo and ensemble contest dates, and concert/sightreading contest dates have not yet been confirmed. Please be advised that the following dates may shift AND MORE WILL BE ADDED due to the TMEA/ATSSB/TPSMEA contest scheduling.

Mondays: **Tentatively** The Beat Church or The Bridge Church (Bridge would be 8-4 PM options)
Beginner Band: 12:30-1:25 PM
Beginner Band Accelerated: 1:30-2:25 PM
Wind Ensemble: 2:30-4:00 PM * Students are expected to assist in tear-down each rehearsal.

Thursdays: 741 E Wilco Highway, Hutto, TX 78634 (TENTATIVELY, 8-4 PM options)

FALL SCHEDULE

July 7: Zoom Parent Meeting, elect band boosters and discuss volunteer signups

August 4: Rehearsals, Lessons Commence

September 1: Regular schedule + Labor Day, BBQ @ Time/Location TBD (around supper time)

October 13: Fall Break

December 8: Regular rehearsal + Christmas Caroling - Time/Location TBD

December 15 : Reg. rehearsal + MANDATORY DRESS REHEARSAL (ALL) Time/Loc. TBD

*December 16: Christmas Gala and Silent Auction: Call Time/Performance/Location TBD****

SPRING SCHEDULE

January 3/10: TMEA Area Competition

January 5: Resume Schedule

February: 11-14 TMEA Convention. Recommended field trip, San Antonio

April 6: Break in Honor of Resurrection Sunday/Passover

April 18 : Spaghetti Supper, Talent Show, Raffle- Time/Location TBD

May 15: MANDATORY DRESS REHEARSAL (ALL MEMBERS)

May 16 : Final Concert - Call time/Performance/Location TBD

May 23: End-of-year celebratory trip/event, TBD

SUMMER OPPORTUNITIES TBD

GENERAL ATTENDANCE POLICY

The CTX Music Academy bands meet weekly as well as at extra rehearsals scheduled at the beginning of the semester. *If your student misses only one rehearsal, he/she misses an hour of instruction. He/she will miss music marking (emphasizing accidentals or key changes, phrasing, possible cuts, etc.), theory, group play, and important announcements. Much work and progress can transpire in an hour.*

Because of the CTXMA commitment to excellence, we request all parents endeavor to have students at all rehearsals. We strive to prepare the children to succeed. Missing rehearsals diminishes their success rate when it comes time to pass their music off before a performance. In cases where there are (for whatever reason) three or more absences in a given semester, a parent-teacher conference must take place immediately to remain eligible for band membership and scholarships.

MISSING REHEARSALS

If for any reason, you are unable to attend a rehearsal, please call Kate Pamplin at (210)848-5929 and leave a message before 8 AM that day.

Students will still be assigned homework through MakeMusic Cloud and be expected to turn in physical assignments if any at the next rehearsal, or via email @ ctxmusiclessons@gmail.com.

REHEARSAL ARRIVAL & DEPARTURE POLICY

It is very important that students arrive punctually. Putting together one's instrument, soaking reeds, etc., and having music and pencil at the ready, and in one's seat will need to be completed by the start of rehearsal. They will have approximately 5 minutes from the end of one rehearsal to the downbeat to get situated. A volunteer parent will check the roll each day. Please

promptly pick your student up within 5 minutes of the end of the rehearsal.

PERFORMANCE POLICY

MISSING A FINAL REHEARSAL BEFORE A PERFORMANCE MAKES A MEMBER INELIGIBLE TO PERFORM IN THE CONCERT UNLESS THE DIRECTOR SPECIFICALLY GIVES PERMISSION.

The student is responsible for arriving (dressed and ready to play) in the proper uniform, at the correct location, at or before the call time.

Performance call and pickup times will be listed in the weekly newsletters. Remember to ALWAYS READ YOUR NEWSLETTER THOROUGHLY and post dates and times of CTXMA events in a visible location.

UNIFORM INSPECTIONS

In order to perform in any concert, each student's uniform must pass an inspection. This inspection is very important to ensure there is conformity to the uniform guidelines. The inspections are held at rehearsals noted in the CTX Music Academy newsletter. Uniform inspection checklists can be found on page 13.

HAIR, NAIL POLISH, ACCESSORIES, & UNIFORM PREPARATION

Hair should be kept out of the eyes. Students with long hair (girls and boys) must keep their hair out of the eyes, and off the shoulders and face. If hair accessories are necessary, they must match the hair color to make them as invisible as possible. Only clear nail polish is allowed, if they should choose to wear any at all. High standards of personal hygiene and concert dress are expected.

Watches and other non-uniform accessories are NOT to be worn while in concert uniform unless requested by director for special performances (i.e. Christmas Caroling). Simple stud earrings and head coverings for religious reasons are exceptions. Uniforms should look neat both up close and from a distance. We ask that you inspect your uniform before each performance.

Please mend any torn hems or seams. If your uniform is wrinkled, please iron, steam, or dry-clean it. Only with your help can we maintain a professional stage appearance.

**CTX Music Academy
CONCERT UNIFORM CHECKLIST**

Uniform Item	Check?	Comments
Uniform in good repair		
White Button-Down Shirt or blouse with Collar (formal)		
Black Pants/ long Skirt (formal)		
black close-toed dress shoes (= or <1/4" heel for girls.) (formal & casual)		
black socks (with pants)		
black hosiery (with skirt)		
CTXMA t-shirt (casual)		
Denim pants/skirt (casual)		
Hair:Out of eyes, etc.		
Accessories: gone		

PRIVATE LESSONS POLICY

LESSON TIME HOLDS

Lesson times are determined at registration, but may be subject to change depending upon student or teacher scheduling conflict which may arise later in the semester. Any missed lessons as a result of a student or teacher schedule conflict will be marked as a cancellation.

CANCELLATIONS AND MAKE-UP LESSONS

Each student is allotted no more than 2 make-up lessons each semester if the following criteria are met:

****Teacher must be notified no less than 24 hours in advance.****

There are no make-ups allowed for missed lessons or for lessons where the teacher is not notified with more than 24 full hours before the scheduled lesson. **This will be firmly observed.**

Make-up lessons due to student cancellation may occur on the first Saturday of each month. Make-up times are not guaranteed and are on a first-come, first-serve basis. Make-up lessons due to student cancellation do not roll over to the next semester.

Because emergencies, illnesses, auditions, extra rehearsals, and road construction may affect lessons, there may be a point in the semester when the teacher must cancel a lesson. Lessons cancelled by the teacher will be made up at the earliest convenient time for the student and teacher. If, at the end of the semester, the lesson is not made up, a credit will be given to the student. The student may choose a credit in the form of a refund or roll-over lesson for the next semester.

Studio Recitals:

There will be a studio recital each fall and spring semester. Private lesson students are not required to perform but are highly encouraged to do so. The recital week is included in tuition. Please set these dates aside and plan to attend to support other CTXMA students. Guests are more than welcome to attend. There will be a reception afterwards. Venues and times are TBD. Tentatively, dress rehearsals and recitals will be December 15-16, 2025 and May 15-16, 2026. Depending on participant interest, the studio recital may be combined with the band concert on these dates.

Many Christian-based performing groups sing the hymn entitled “*The Lord Bless You and Keep You*” at the end of their concerts. At CTX Music Academy, we will join others in singing this benediction, a blessing for both performers and audience.

The Lord Bless You and Keep You

Lyrics for the hymn
From Numbers 6:24-26

*“The LORD bless you
and keep you;
the LORD make his face shine on you
and be gracious to you;
the LORD turn his face toward you
and give you peace.”*