



# Wellesley Public Schools Performing Arts Department

## Instrumental and Vocal Extension Program (IVEP)

# Handbook

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# Instrumental and Vocal Extension Program (IVEP) Handbook

As part of the K-12 Wellesley Public Schools Music Education curriculum, the Wellesley Public School District offers students the opportunity to take private instrumental or voice lessons. Lessons are taught after school by highly qualified professional musicians who have demonstrated excellence in their performing and teaching. The information included in this handbook answers Frequently Asked Questions about the extension program.

## What is the Mission of IVEP?

The mission of the Instrumental and Vocal Extension Program of the Wellesley Public Schools is three-fold:

- To help students develop a life-long love of music and joyful confidence in music-making through provision of high quality studio lessons on band and orchestra instruments and voice
- To teach a body of core musical performance skills and techniques to a mastery level
- To prepare all students for entry into and successful participation in school ensembles, in All Town Band & Orchestra, and to support continued participation in these ensembles from elementary through high school.

## Who is eligible to enroll in lessons?

We invite all Wellesley Public School students to learn how to play an instrument or sing. Middle and High School students who wish to *start learning an instrument, change instruments, or take up a second instrument* are welcome. Students who have begun lessons elsewhere are welcome to continue their study through our program.

## When can my student begin lessons?

Lessons *begin* at the grade level indicated and *continue* through Grade 12:

Strings Kindergarten	Woodwinds Grade 4	Brass Grade 4	Percussion Piano Guitar	Voice
Violin Viola Cello Bass	Flute Clarinet Oboe Bassoon Saxophone	Trumpet French Horn Trombone Euphonium Tuba	Percussion (Gr 4)  Piano (K)  Guitar (Gr 5)	Grade 4

## **Who are the private lesson teachers?**

Private studio teachers are hired from the ranks of the finest professional musicians in the Greater Boston area. Our teachers are experienced in teaching children, and are sensitive to the needs of beginners and advanced student, as well as students with special needs. IVEP teachers teach lessons on their primary instruments, the instruments that they know best. Their teaching is observed and evaluated by the Director of Performing Arts. Teachers receive feedback on lesson planning, instructional strategies, and teaching techniques.

For a listing of IVEP teachers, please visit [www.wellesleyeps.org/performingarts/ivep/teachers](http://www.wellesleyeps.org/performingarts/ivep/teachers). If you need assistance selecting a teacher, please contact Mr. Russell Wilson in the Performing Arts Office, 781-446-6250 x5722, or [MusicLessons@wellesleyeps.org](mailto:MusicLessons@wellesleyeps.org). Parents are welcome to contact the IVEP teachers directly to ask questions.

## **How are students introduced to the instruments?**

The instruments are introduced in several General Music units in early elementary grades. General Music teachers discuss the IVEP lesson program and help students become familiar with instruments they may select for private lessons.

Each year in September, demonstration assemblies are presented at each elementary school to expose students in Grades 2-5 to the instruments available for lessons, to focus attention on their characteristic sounds, and to introduce the musicians who play them professionally and teach in our program. Information about registration and instrument rental options will be delivered electronically. Parents are always welcome to attend demonstration assemblies and to discuss the lesson program with any member of the music faculty.

## **What will my student learn?**

Private instructors teach beginners using method books that have been selected to set students up with a good foundation for success. Students learn correct technique, music reading skills, exercises designed to build their musicianship and technical skills, and a variety of repertoire. Advanced students will have the opportunity to audition for District and All-State Festivals, and will continue to receive coaching on the concert repertoire for these festivals upon acceptance. Private lesson teachers may supply supplemental teaching materials to accommodate specific needs of individual students. In addition, private instructors assist students in mastering the pieces they are learning in their school ensembles.

## **Where do parents get an instrument for their student?**

There are many retailers that rent or sell instruments. Parents may wish to consult with their private lesson teacher or ensemble director for recommendations. Parents may contact a vendor directly for rental or purchase information.

On the next page is a list of recommended local music vendors that provide trial rental periods, some offering the option of rental costs counting toward the eventual purchase of the instrument. These vendors will be invited to Registration Night. Continuing students may make arrangements with the vendors in advance to pick up an instrument at Registration Night or have it delivered to the WPS' Performing Arts office.

## (Where to get an instrument ... continued)

David French Music Co. <i>strings, woodwinds, brass, percussion</i> 508-366-5994 www.davidfrenchmusic.com	Johnson String Instrument <i>strings</i> 617-964-0954 www.johnsonstring.com	Leonards Music <i>strings, woodwinds, brass, percussion</i> 781-271-1189 www.leonardsmusic.com
Music & Arts <i>strings, woodwinds, brass, percussion</i> 617-332-3578 stores.musicarts.com/newton	Needham Music <i>woodwinds, brass, percussion</i> 781-444-6429 needhammusic.com	Spencer Brook Strings <i>strings</i> 978-897-6382 www.spencerbrookstrings.com

N.B: Sizing guides for string instruments can be found online, but the best way to ensure your student receives the correct sized instrument is to *have your child present* when selecting an instrument.

Please use caution if considering purchasing a new instrument from a discount retailer. Sometimes a new instrument with a significantly lower purchase price is an indication of inferior quality; the cost savings can sometimes result in an instrument that breaks easily, that never tunes properly, that does not play correctly, and a myriad of other common issues that impede a student's progress.

Other Sources for instruments include:

- School-owned instruments:** A limited number of school-owned instruments are available for rent. They are rented for a school year (Sept-June) on a first-come-first served basis. Those renting school instruments agree to assume all repair and replacement costs should the instrument be damaged or go missing. Summer extension of the rental period is possible and can be arranged in June *before* the end of school. To arrange for the rental of a school-owned instrument, please contact Mr. Russell Wilson at [WilsonR@wellesleyps.org](mailto:WilsonR@wellesleyps.org) or 781-446-6210 x5722.  
School-year rental (10 months): \$75  
Summer rental extension: \$25
- Searches of attics and storage areas:** These often unearth instruments that were used by parents or older siblings that are of useable quality that can be appropriate for beginning lessons. However, these instruments should be assessed by a qualified teacher or repair person to determine their condition. Before lessons begin, they should be in good repair with all needed supplies.

## What books and materials do we need for lessons?

*Please check with your private teacher before purchasing books and other materials. This is a general guideline, but may vary slightly between teachers.*

### Beginners/1<sup>st</sup> year lessons:

- Strings: *Suzuki*, Book 1 and *Fiddle/Viola/Cello Time Joggers*
- Woodwinds, Brass & Percussion: *Standards of Excellence*, Vol. 1
- All: IVEP teachers may supplement with other skill-level appropriate materials

Books may be purchased through the same vendor from whom you rent your instrument, and will be made available on Registration Night.

### Required Accessories for all beginning and advanced students

- music stand for home practice
- metronome for home practice
- consumable supplies such as reeds, valve oil, rosin, strings, etc. are available from local music stores and instrument rental companies

## **(books and materials ... continued)**

### **Year 2 lessons through 12<sup>th</sup> grade:**

- Methods books and solo repertoire of the IVEP teacher's choice
- Scales, etudes, technical exercises
- Musicianship, fundamentals, sight-reading, music theory
- Middle School & High School: Junior & Senior District and All-State audition materials

### **How will our rented instrument be repaired?**

If an instrument that has been rented from one of the recommended vendors ordinary repair costs are included in the rental price. If an instrument is in need of repair, parents should *contact the vendor to arrange for pick up* from the Performing Arts office. An instrument being left for pick up needs to be labeled with the student's name, parent phone number, description of the needed repair, and the name of the rental vendor. Vendors visit the Performing Arts office as needed to pick up and return instruments in need of repairs.

*Please note* if the rented instrument needs to be in the repair shop for an extended period, please inquire about a "loaner" instrument so that lessons are not disrupted. *Typically, a repair is not a valid reason to not have your weekly private lesson.*

**Privately owned instruments** can be sent out for repair by our recommended vendors through the Performing Arts office. However, owners will bear the cost of repair and will need to supply billing information to the vendor. Owners must carefully label the instrument as indicated above, clarifying that this is a *private* repair.

### **When are the semesters for IVEP lessons?**

Students register for two semesters of fifteen-weekly private lessons each school year. The semester of lessons begins and ends on variable dates within the date ranges below. This variance is due to school holidays, or when a lesson has to be made up due to an excused absence. Please be aware that our teachers maintain active professional performing schedules which occasionally results in a teacher needing to reschedule.

**Semester I:** September through January or February (fifteen weekly lessons)

**Semester II:** January or February through May or June (fifteen weekly lessons)

### **What is the fee structure?**

Beginning students receive 30-minute lesson, and Teachers may advise an extended lesson length to meet student needs and interest. In addition to lesson tuition, a **registration fee of \$25** is paid **each semester**.

Lessons are available in the following configurations:

- **30-Minute Private Lessons: \$475**  
Tuition \$450 per semester (fifteen lessons) plus \$25 Registration fee
- **45-Minute Private Lessons: \$700**  
Tuition \$675 per semester (fifteen lessons) plus \$25 Registration fee
- **60-Minute Private Lessons: \$925**  
Tuition \$900 per semester (fifteen lessons) plus \$25 Registration fee

*Information about Financial Assistance on page 7.*

## Chamber Music Ensembles

For advanced and highly motivated IVEP students, small chamber music ensembles may be formed with other IVEP students at a similar playing level. Duets, trios, quartets, or quintets. Students may form their own ensembles, with Teacher approval, or IVEP teachers may help form ensembles. Students may approach their IVEP teacher, or contact the Performing Arts office ([MusicLessons@wellesleyps.org](mailto:MusicLessons@wellesleyps.org) or 781-446-6210 x5722) to be assigned a Chamber Music Coach.

*Please note* to be eligible for Chamber Ensembles, *players must be members in good standing in their Wellesley school-based ensemble*. Ensembles must be formed prior to registering; please submit a list of students participating in an ensemble to [MusicLessons@wellesleyps.org](mailto:MusicLessons@wellesleyps.org).

Ensembles will be given twelve(12) chamber music coaching sessions per semester at a time arranged directly with their IVEP Coach.

- **30-Minute Chamber Coachings: \$200 per member**  
\$175 tuition per semester (twelve coachings) plus \$25 Registration fee
- **60-Minute sessions (12 Lessons per semester): \$375 per member**  
\$350 tuition per semester (twelve coachings) plus \$25 Registration fee

## How do I register and pay for lessons?

Each September, IVEP holds a Registration Night for Beginning students. At this event, you will see a short presentation giving an overview of the program, see instrument demos where you can get up close to see, hear, and ask older students questions, schedule lessons, register and pay, and rent an instrument. One stop shopping!

For families unable to attend the registration event, you can pre-register by first paying online through Wellesley Public Schools' Online Registration System at [wellesleyps.org](http://wellesleyps.org) > Fee Payment (see instructions on final page), and then contacting an IVEP teacher to schedule a time. Beginners start with 30 minute lessons, and can increase their time as they become more advanced. If you would like assistance choosing a teacher, please contact Mr. Russell Wilson at [MusicLessons@wellesleyps.org](mailto:MusicLessons@wellesleyps.org) or 781-446-6210 x5722.

Continuing students may pay online at [wellesleyps.org](http://wellesleyps.org) > Fee Payment (see instructions on final page). Teachers reach out in August to schedule lessons for returning students.

Lessons are paid for by the semester (15 weekly lessons) and must be paid in full prior to the first lesson. This can be done in one payment, or through the Installment Billing option available at checkout (dates predetermined by WPS). It is preferred that parents pay for IVEP lessons online at [www.wellesleyps.org](http://www.wellesleyps.org); click "Fee Payment" at the top.

Please, *do not give cash or checks to IVEP teachers.*

### **Is Financial Assistance available?**

Financial Assistance is available in cases of financial need. Financial Assistance applications are handled by the WPS Business Office. Information can be found at:

[www.wellesleyps.org/students-families/financial-assistance-information](http://www.wellesleyps.org/students-families/financial-assistance-information).

Questions regarding Financial Assistance can be addressed to the WPS Business Office at 781-446-6210 x5600.

Financial Assistance is available for 30-minute lessons on one instrument/voice. Parents of advanced students who choose a longer lesson duration are responsible for paying the difference in tuition. The Registration Fee of \$25 is required of all students. When Registering Online, do not select Installment billing; change the Payment Amount to \$25.

### **Are refunds available?**

When a lesson or chamber ensemble slot has been assigned to a student and the tuition has been paid for the semester, that time has been purchased for that *entire* semester. Teachers cannot re-assign that time slot to another student or ensemble once the semester is underway. **Therefore, there will be no refund of tuition or registration fees after the first lesson or coaching.** Please be certain that students have the time and motivation to complete a full semester of fifteen lessons or coachings before enrolling.

### **When and Where are lessons taught?**

Lessons are scheduled after-school, Monday through Friday. Schedules are arranged with the teachers in person, by phone, or by email. Scheduling will depend on the availability of each teacher at a mutually agreed upon time. Lessons are not taught during school holidays.

Lessons are taught at a Wellesley Public Schools' building, i.e. Wellesley High School, Wellesley Middle School, or one of the elementary schools. IVEP teachers may not arrange for lessons to take place off site; lessons may not take place in your home or any offsite location. Students are not allowed in any WPS building unattended after school hours, unless they are walking to or from their lesson; elementary students should be accompanied to and from their lesson by an adult. These rules are in place for the safety of our students and staff.

## Lesson Attendance

**Tardiness:** Students are expected to report promptly to weekly lessons. Because of their full schedules, teachers must begin and end lessons on time. Tardiness will result in a shortened lesson and the time will not be made up.

**Student absences:** There are no make-up lessons for students who simply do not appear at lesson time. Teachers should be given a minimum of a 24-hour notice by phone, text, or email before student absences when possible.

Lessons will not be made up when missed due to:

- student illness *unless* the illness is long-term (two or more weeks in length)
- sports events
- social activities

As lessons are one on one, it is very important to take precautions to not spread illness. If your child stays home from school, is dismissed early because of illness, or if they are running a fever they should not participate in their lesson for that day. The same guidelines for school attendance apply to after-school activities regarding illness.

If a student knows in advance that s/he must miss a lesson, that student may pre-arrange with another student of the same teacher to swap lesson days/times. The private teacher *must* be notified in advance of such lesson time swaps.

Students who are *in school but incapacitated* in some way (broken arm, etc.) or students who have forgotten their instruments on lesson day **should report for their lesson as usual**. Teachers will provide tutorial lessons in musicianship and music theory for students who are temporarily unable to play.

Lessons *will* be made up or rescheduled if a student's lesson conflicts with a WPS performing ensemble event. Parents should take an active role in notifying the IVEP teacher if such a conflict arises; the family should request the teacher make up the missed lesson *one week in advance of the rehearsal or performance conflict*. If the conflicting event is All Town Band or Orchestra Rehearsal, the teacher may opt to come to the All Town rehearsal, sit next to their student, and play along with the student offering assistance. This teacher support would take the place of the private lesson for that week.

*Students who fail to attend 5 or more lessons, or are without their instrument, music, and required accessories may not be allowed to enroll in IVEP in future semesters*

**School Cancellations:** When school is cancelled due to snow or for any reason, IVEP lessons are also cancelled. If, at the end of the school day, after-school activities are cancelled due to inclement weather, music lessons will also be cancelled. If it begins snowing late in the day, please check [wellesleyeps.org](http://wellesleyeps.org) for updates **before you drop off your student**. In such an event, the IVEP teacher will make up lessons.

**Other circumstances:** Generally, lessons will occur on the day before a week-long break begins unless the teacher cancels them or a building is closed. However, lessons are *not taught* on the Wednesday before Thanksgiving or the last day of school in June.



### **(Attendance ... continued)**

**Make up lessons:** Time is available at the end of each semester for make-up lessons, depending on when lessons began and how many holidays interrupt the lesson schedule. These are to be arranged directly with the individual teachers. Make-ups may be conventional private lessons or other opportunities such as small group like-instrument coachings or studio classes. Only one lesson can be made up via a group activity.

**Teacher absence:** Missed lessons due to teacher illness/absence will be made up or parents will receive a lesson refund. In some instances, students will be offered the option of having a lesson taught by an approved substitute teacher. Teachers who need to miss **more than two weeks of lessons** in a row must arrange a substitute who has been approved by the Director of Performing Arts. All arrangements for make-ups or lessons with substitutes will be made directly with parents by the IVEP teacher.

### **How will Parents be apprised of Student Progress?**

Instructors will advise parents of student progress in several ways:

1. Contact will be made with parents to notify them of outstanding progress.
2. Parents will be notified if there are behavioral, attitude, or attention problems.
3. If a student is showing a decline of motivation or interest, the instructor will make every effort to motivate the student by altering teaching methods and varying lesson strategies. If the student is considering dropping from the program, we request that a conference with the instructor be held first in order to determine if all possible efforts to re-motivate the student have been tried.
4. If a change of teacher is needed, parents can notify the current teacher and simply register with another teacher at the start of the next semester. *It is not advisable to change teachers in the middle of a semester.* However, if the situation is serious, the parent should discuss it with the Director of Performing Arts who will advise on next steps.
5. Parents will be provided with a written *Progress Report* from instructors at the end of each semester.

### **How can parents support their student's musical progress?**

Children progress best in any endeavor when their achievement is valued and celebrated by the significant people in their lives. Parents can help their children remain motivated by monitoring home practice, encouraging children to play frequently for family or guests, offering specific praise, and checking in periodically with the teacher to discuss progress.

Daily **home practice** is critical to achievement and progress. It is recommended that children maintain a daily schedule of at least 20 minutes of practice time, or more as recommended by their teacher. Parents can provide an appropriate space for practice that fosters concentration. Parents can also help by encouraging children to practice at the same time every day so that a routine is established. Children may need periodic rewards from the family in order to continue pursuing this long-range goal. Far too many adults bemoan the fact that they gave up playing an instrument when they were children because the practicing defeated them. We need to recognize that daily practice brings the reward of self-discipline and enables children to learn perseverance over long periods of time.

Taking children to **live concerts** and **playing recordings** of music featuring the child's chosen instrument also help to support learning. Boston Symphony Youth concerts, Wellesley Symphony Family concerts, the Nicolucci Concert at the Wellesley Free Library, high school concerts, middle school concerts, Wellesley Town Band, and other local performances are very interesting and motivating for young musicians.

## **When do IVEP students enter their school band or orchestra?**

Part of the joy of playing an instrument comes from participation in an ensemble. While daily practice is solitary by nature, ensemble performance provides children with an experience in a group whose members share a common goal.

Students studying an instrument or voice are encouraged to participate in a performing ensemble (i.e. band, orchestra, or chorus). Guitar students are encouraged to audition for Jazz Band in Middle and High School. Piano students are encouraged to join the chorus. Voice students are encouraged to participate in drama or acting class, in addition to chorus.

Each of the elementary schools supports a before-school band and orchestra which welcome students who have reached the required level of proficiency. **All Town Band and All Town Orchestra** combine players from the seven elementary schools into large and exciting performance groups that rehearse several times in the spring (dates set by the ensemble directors).

Students enter their elementary school band or orchestra when their private lesson teacher and the day-school ensemble conductor feel they are ready. This usually happens after at least one year of private lesson study, but can vary depending on student progress and development.

Students who continue private study during their secondary school years are strongly encouraged to participate in a variety of ensembles: concert bands, orchestras, pep band, chamber ensembles, choirs, and jazz bands. Many older students who reach a high level of proficiency participate in the District and All-State ensembles sponsored by the Massachusetts Music Educators Association (MMEA). Wellesley students have been members of prestigious performing groups at the District, All-State, regional (All Eastern), and national levels, sponsored by Massachusetts Music Educators Association (MMEA) and the National Association for Music Education (NAfME).

## **What performance opportunities are there for IVEP students?**

### **Recitals and Studio Classes**

In order to provide enrichment opportunities for instrumental and vocal students and to showcase their achievements, private teachers sometimes hold Studio Classes and/or Recitals. At the ends of each semester, formal solo and duet Studio Recitals for a public audience may be presented by technically advanced students at the discretion of the IVEP teacher.

A teacher may choose to offer a Studio Class during which students at similar technical levels perform for one another and receive feedback.

Studio Classes and Recitals may occur once per semester during an extended time block of 60 to 90 minutes; this will serve as the participants' lessons for that week. If piano accompanists are required for such events, the accompanist's fee will be divided up among the participants.

### **Nicolucci Concert**

There is an annual Nicolucci Concert, honoring Dr. Sandra Nicolucci, the long-time Director of Performing Arts for Wellesley Public Schools. Dr. Nicolucci started the Instrumental and Vocal Extension Program with a handful of students in the 1980s and it was her vision that students would be challenged to their fullest potential. Now IVEP boasts over 600 students. The Nicolucci Concert is scheduled for a Sunday in March at the Wellesley Free Library. Additional accompanist fees may apply.

### **MICCA Solo and Ensemble Festival**

IVEP teachers may recommend students to the annual Solo and Ensemble Festival, sponsored by the Massachusetts Instrumental and Choral Conductors Association (MICCA). Additional fees will be assessed to cover the festival entry fee, and accompanist fee.

**For more information...**

We look forward to assisting students and parents in selecting the most appropriate instrument and private teacher for lessons. If you have any unanswered questions about the Instrumental and Vocal Extension Program after reading this Handbook, please contact Mr. Russell Wilson, IVEP Secretary, at MusicLessons@wellesleys.org or 781-446-6210 x5722.

[wellesleys.org/performingarts/ivep](http://wellesleys.org/performingarts/ivep)