



Wellesley Public Schools Performing Arts Department

Instrumental and Vocal Extension Program (IVEP)

Handbook

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Wellesley Public Schools
PERFORMING ARTS DEPARTMENT

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**WELCOME to the Wellesley Public Schools
IVEP Program!**

Dear IVEP Families,

We are excited for the 2019-2020 Wellesley Public Schools IVEP Lesson Program School Year!

Your student is about to embark on an outstanding musical journey with our world class IVEP teachers who are dedicated teachers and professional musicians from across the area.

Our program is successful due to the dedication of our teachers, staff, students and parents who support each other during the weekly lessons. We are also fortunate to have outstanding Ensemble Directors at all levels who take the talents of our musicians and put them all together for an outstanding music making experience.

During the summer, we reviewed our IVEP Handbook and updated, as well as clarified, a few policies and information. I urge you to read through the handbook so you are aware of the expectations of the IVEP Program.

If you have any questions, please always feel free to contact the Performing Arts Office at any time.

We look forward to welcoming new students to the program and welcome back our returning students!

Have a great year!

Sincerely,



Mr. Michael M. LaCava, K-12 Director
Wellesley Public Schools Performing Arts Department

Quick Reference

- 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. 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 register for two semesters of fifteen-weekly private lessons each school year. The semester of lessons begins and ends on variable dates.
- Lessons must be paid in full prior to starting lessons for the semester. All payments should be made online at wellesleyps.org > Fee Payment, or send a check to the Performing Arts Department. Please, **do not give cash or checks to your lesson teacher.**
- Students should come prepared with their instrument, music, and required accessories (e.g. reeds, valve oil, rosin) to lessons.
- Students are expected to report promptly to weekly lessons. Tardiness will result in a shortened lesson and the time will not be made up.
- 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.
- 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.
- 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.
- 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-hours notice in order to allow a teacher to attempt to offer an alternate time during the same week. There are no make-up lessons for sport events, social activities, illness, or family vacations.
- If a student knows in advance that they must miss a lesson, that student may pre-arrange with another student of the same teacher to swap lesson days/times. If a swap is not possible that week's lesson will not be made up.
- If your child participates in a stage show in Middle or High School, please communicate with your teacher about the rehearsal schedule. Please see full details in the Handbook regarding Stage Shows.
- Please see the attendance policy in the Handbook for complete details.
- 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.
- There will be no refund of tuition or registration fees after the first lesson or coaching.
- 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.
- If a rented instrument needs to be repaired, please inquire about a "loaner" instrument so that lessons and ensemble participation are not disrupted. Typically, a repair is not a valid reason to not have your weekly private lesson.
- 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.
- *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*

Instrumental and Vocal Extension Program (IVEP) Handbook

As part of the 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 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.

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. In addition, private instructors assist students in mastering the pieces they are learning in their school ensembles.

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Learning Goals

Private instructors teach beginning instrumental and voice students 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.

Eligibility

We invite all Wellesley Public School students and school-aged town residents to learn to play an instrument or sing. We welcome students who have begun lessons elsewhere to continue their studies through IVEP.

Students can start lessons in the grade level listed below, but are welcome to start an instrument at any grade thereafter. Students are also welcome to switch instruments at the start of a new semester or take up a second instrument.

Strings <i>Kindergarten</i>	Woodwinds <i>Grade 4</i>	Brass <i>Grade 4</i>	Percussion Piano Voice
Violin	Flute	Trumpet	Percussion (<i>Gr 4</i>)
Viola	Clarinet	Horn	
Cello	Oboe	Trombone	Piano (<i>K</i>)
Bass	Bassoon	Euphonium	
Guitar (<i>Gr 5</i>)	Saxophone	Tuba	Voice (<i>Gr 6</i>)

IVEP 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.wellesleyps.org/performingarts/ivep/teachers. If you need assistance selecting a teacher, please contact the IVEP Secretary at 781-446-6250 x5722, or MusicLessons@wellesleyps.org. Parents are welcome to contact the IVEP teachers directly to ask questions.

Times and Locations

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.

Fees

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)

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 lengths:

- **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

Registration and Payment

Lesson registration must occur prior to the first lesson. This can be done through WPS' Online Registration System at Wellesleyps.org > Fee Payment. You have the option of making one payment or setting up Installment Billing during the checkout process. Installment Billing will split the fees into 4 separate payment due around the 15th of each subsequent month. If you sign up for Installment Billing after the first installment date, then 50% of the fee will be due at the time of registration and there will be two remaining payments of 25% each.

For Beginning students, IVEP holds a Registration Night every September. At this event there will be 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.

For families unable to attend the registration event, you can pre-register by first contacting an IVEP teacher to arrange a lesson time, and then going online to the WPS' Online Registration System. You can view bios and headshots of IVEP teachers at wellesleyps.org/performingarts/ivep/teachers. If you would like assistance choosing a teacher, please contact the IVEP Secretary at MusicLessons@wellesleyps.org or 781-446-6210 x5722.

For continuing students, teachers reach out in August to schedule lessons. Please then go online to WPS' Online Registration System.

Please, *do not give payment directly to IVEP teachers.*

METCO students

We encourage METCO students interested in taking lessons to reach out to either their music teacher or the IVEP Secretary at MusicLessons@wellesleyps.org or 781-446-6210 x5722 to arrange lessons.

Please also reach out to *Friends of Wellesley METCO* to find out what other resources are available to support your students studies at friendsofwellesleymetco.org.

Financial Assistance

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.

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. Please contact the IVEP Secretary at MusicLessons@wellesleyps.org or 781-446-6210 x5722 to complete your registration.

Refunds

Lesson fees are not refundable after the first lesson of the semester.

When a lesson or chamber ensemble slot has been assigned to a student, that time has been purchased for that *entire* semester. It is very difficult for Teachers to re-assign a time slot to another student once the semester is underway. Please be certain that students have the time and motivation to complete a full semester of fifteen lessons before enrolling.

Lesson Attendance

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.

Tardiness: Students are expected to report promptly to weekly lessons. 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.

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
- family vacations

In order to allow a teacher to attempt to offer an alternate time during the same week, please give at least 24-hour's notice. However, if an alternate time is not available that week's lesson will not be made up.

If a student knows in advance that they 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. If a swap is not possible that week's lesson will not be made up.

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.

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 at least *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 one All Town rehearsal, sit next to their student and play along offering the student assistance. This teacher support would take the place of the private lesson for that week.

Stage Shows:

- Students should communicate with their IVEP teacher to try to find an alternate lesson time during the rehearsal period.
- If that is not possible, students are excused from rehearsal for their IVEP lesson and that must be communicated to the director. Students with lead parts will have to communicate with the director on a weekly basis about the rehearsal schedule, and it may not always be possible to be excused.
- Students are not excused from rehearsal during tech week and should communicate this with their IVEP teacher. Please try to arrange an alternate time for these lessons, however these lessons will be made up.

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 wellesleyps.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. However, lessons are *not taught* on the Wednesday before Thanksgiving or the last day of school in June.

Group lessons: One lesson per semester may consist of a group lesson or studio class.

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.

Student Progress

Instructors will advise parents of student progress in several ways:

- Contact will be made with parents to notify them of outstanding progress.
- Parents will be notified if there are behavioral, attitude, or attention problems.
- 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.
- 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.
- Parents will be provided with a written *Progress Report* from instructors at the end of each semester.

Books and Materials

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

Beginners/1st year lessons:

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

Year 2 lessons through 12th 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

Instrument Rentals

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 should contact a vendor directly for rental or purchase information.

The following is a list of instrument vendors who Continuing students may make arrangements with a vendor in advance to pick up an instrument at Registration Night or have it delivered to your school.

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

Please note, 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 and consult with your private teacher if considering purchasing a new instrument from a discount retailer.

Other Sources for instruments include:

1. **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 inquire about availability and arrange for the rental of a school-owned instrument, please contact the IVEP Secretary at MusicLessons@wellesleyps.org or 781-446-6210 x5722.
School-year rental (10 months): \$75
Summer rental extension: \$25
2. **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.

Instrument Repairs

All vendors have individual repair plans. Please contact your vendor as needed for repairs throughout the year. All vendors listed have met the requirements through a bid process that include repairs in your instrument rental.

Before leaving an instrument for repair, please contact your vendor. Vendors only visit as-needed. Instruments may be left in the school or performing arts office. Instruments being left for pick up need to be labeled with the student's name, parent phone number, description of the needed repair, and the name of the rental vendor. Please inform the secretary when dropping off an instrument of who will be picking up it up.

Please inquire about a "loaner" instrument so that lessons and ensemble participation 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 to our recommended vendors through the Performing Arts office. The owners will bear the cost of repair and will need to supply billing information to the vendor. Please make sure the instrument is labeled with "private repair", the student's name, parent phone number, description of the needed repair, and the name of the vendor.

Band, Orchestra, and Chorus

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. Students can usually reach the required proficiency after one year of study. Please speak to your private lesson teacher about their recommendation to join orchestra. You can see proficiency requirements at <https://wellesleyps.org/performingarts/performing-arts-education-programs/elementary-music/>.

All Town Band and All Town Orchestra combine players from the seven elementary schools into large performing groups that rehearse several times in the spring (dates set by the ensemble directors).

Students participate in chorus in 5th grade as part of their general music curriculum.

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.).

Chamber 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 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 the IVEP Secretary at 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

Supporting your student's progress and Practice

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 their children establish a practice routine at home. Children may need periodic rewards from the family in order to continue pursuing this long-range goal. Daily practice brings the reward of self-discipline and enables children to learn perseverance.

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 can be motivating experiences for young musicians.

Performance Opportunities

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 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 650 students. The Nicolucci Concert is scheduled for a Sunday in March at the Wellesley Free Library. Additional accompanist fees may apply.

District and All-state

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).

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 the IVEP Secretary, at MusicLessons@wellesleys.org or 781-446-6210 x5722.

wellesleys.org/performingarts/ivep