



An El Sistema-Inspired Initiative

MusicWorks Asheville

Located at Hall Fletcher Elementary School 60 Ridgelawn Road,
Asheville NC 28806

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PARENT/STUDENT HANDBOOK

2017-2018

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PROGRAM DESCRIPTION:

History:

In 2014 the Asheville Symphony received a grant of \$610,000 from the Leever Foundation to start the MusicWorks program at Hall Fletcher Elementary School. It is the mission of the Leever Foundation to create opportunities for children to fulfill their potential and become productive members of society.

MusicWorks is a part of a larger after school intensive music program movement called El Sistema. El Sistema is a publicly financed music education program in Venezuela founded by Jose Antonio Abreu, a Venezuelan musician, activist and educator. El Sistema provides free after school and sometimes weekend music instruction to impoverished youth in Venezuela. As of 2015 there were over 400 music centers and 700,000 young musicians in El Sistema programs worldwide. There are currently 62 El Sistema inspired programs throughout the United States.

Abreu saw music as a mean of social change. In his vision, “Music has to be recognized as an agent of social development, in the highest sense because it transmits the highest values solidarity, harmony, mutual compassion. And it has the ability to unite an entire community, and to express sublime feelings.”

Mission, Vision and Goals:

Our mission is to empower school aged children in underserved populations of the city of Asheville in an intensive after school program that uses music education as a tool to teach life skills.

We value respect amongst colleagues and students and a positive approach to behavior management with our students. We strive to create an environment in which the core values of El Sistema are achieved as spelled out by Eric Booth in “The Fundamentals of El Sistema, Training MusicianCorps El Sistema’s Open Secrets Which Inform and Guide El Sistema-inspired Programs by Eric Booth January 2012:

“El Sistema focuses primarily on children with the fewest resources and greatest need. Core values:

- Every human being has the right to a life of dignity and contribution, filled with beauty.
- Every child can learn to experience and express music and art deeply, can receive its many benefits, and can make different critical life choices as a result of this learning.
- Overcoming poverty and adversity is best done by strengthening the spirit, creating, as Dr. Abreu puts it, “an affluence of the spirit,” and investing that affluence as a valued asset in a community endeavor to create excellence and beauty in music.
- Effective education is based on love, approval, joy, and consistently successful experiences within a high functioning, aspiring, nurturing community. Every child has limitless possibilities and the ability to strive for excellence. “Trust the young,” informs every aspect of the work.
- Learning organizations never arrive but are always becoming—striving to include: more students, deeper impact, greater musical excellence, better teaching, improved tools, more joy. Thus, flexibility, experimentation, risk taking, and collegial exchange are inherent aspects of every program.”

COMMUNICATION

Important Contacts:

Dr. Dave Wilken - Program Coordinator

dmwilken@musicworksasheville.org (828) 273-9800

Anilia Hornsby - Volunteer Coordinator

ahornsby@musicworksasheville.org (443) 629-5651

Hall Fletcher Elementary School

60 Ridgelawn Rd, Asheville, NC 28806 (828) 350-6400

Social Media Group

There is a parent Facebook group that has been set up for families in the MusicWorks program. This group page can be used to communicate important events, post pictures, arrange rides and communicate easily with other families in the program.

The page can be found by searching **MusicWorks Families** on Facebook or the address for the page is <https://www.facebook.com/groups/1394520137524317/>

STUDENT EXPECTATIONS

Positive Behavior Intervention Support Program (PBIS)

The motto of the Hall Fletcher PBIS program is P.A.W.S. (Positive attitude, Always do your best, With Respect, Self Control). The MusicWorks PBIS motto is M.U.S.I.C. (Make good choices, Use equipment properly, Speak when the time is right, Involve yourself in all activities, Cooperate with others).

In MusicWorks we strive to seek out in and reinforce the positive attributes in all of our students. When there is a disruption we have a plan in place to deal with these disruptions as a unified staff. When there is a disruption the behavior is first handled with a non verbal warning, for example, ignoring undesirable behavior. The second step is to give the child a verbal warning. On the third offense there are consequences set in place. Reflection forms are filled out by the child followed by an opportunity to relearn the behavior. Silent time may be given during recess. Class privileges may be lost and parents may be called.

Students are expected to follow the rules of Hall Fletcher Elementary School including treating each other with respect, walking quietly in the hallways and keeping self and others safe. For a more extensive list of the code of student conduct, visit <http://hallfletcher.ashevillecityschools.net/pages/HallFletcherElementary> and follow the Parents menu link.

Bullying/Aggression

MusicWorks Asheville does not tolerate bullying or aggression. If a student fights or hits another student they will lose recess time and write a book report for the first offense. On their second offense the parent or guardian will be contacted. If the student has a third offense the student will be suspended from MusicWorks for a day and a parent meeting with Dr. Dave and Ms. Yanni (our behavioral specialist) will be set.

Attendance Policy

MusicWorks is an educational program with goals and outcomes, not childcare. Athletes, ballet dancers, and yes, musicians, must train and practice everyday to gain an advanced level of skill. Your child's academic performance and social interactions are also part of the EI Sistema core philosophy. All our daily activities are considered vital for the success of your child in our program.

We do recognize that students have a desire and need to participate in additional after-school activities throughout the school year and will strive to accommodate these activities when possible. Each of these situations will be handled on a case-by-case basis and is dependent in part on the student's ability to keep up with program activities and curriculum and the amount of disruption to the program by the activity. Please communicate with Dr. Dave for questions or concerns.

- Parents/guardians or authorized pickup adults are required to **come in the building and sign participants out** each day. Only adults listed in our system will be allowed to pick up. In an emergency, you may ask someone else to assist you. Please notify us of the change and they will be asked to show ID.
- You are responsible for informing us if your child will be absent or leaving early on any given day. Excused absences can happen via email, note, phone, or HFE office message.
- Excused absences should be limited but may occur due to illness, appointments, preplanned family or school events.
- Unexcused absences will be addressed through contact with parents or guardians to communicate the importance of daily attendance and request documentation for any future absences. Unexcused early sign outs may also warrant the same.
- Unexcused absence or early dismissal 1 parent contacted; 2 - written notification; 3 meeting scheduled; 4 parent notified on expulsion on next occurrence; 5 student gives up spot for someone on the waiting list.

When an unavoidable conflict does arise we would like you to give us at least 24 hours advanced notice via email

(dmwilken@musicworksasheville.org), phone call or text, (828-273-9800) or in person. If you need to check out your child early or bring your child late to MusicWorks you will need to find a MW staff member to sign your child out or in. We ask that you pick up your child in the least disruptive manner as possible and try to refrain from interrupting classes. See our daily schedule for the times between classes and please try to arrange early pick ups or late drop offs during those times.

Performance Policy

Performances are a huge part of the El Sistema philosophy and are mandatory. Performances will on occasion take place on weekends and in the evening hours. It is generally the parent's responsibility to transport the child to and from the performance unless prior bussing arrangements have been made.

Performance Attire

1. Performance Attire - MusicWorks T-shirt and dark pants or skirt.

PICK UP PROCEDURE

MusicWorks dismisses at 5:30. Parents are asked to enter the school and wait in the Hallway outside the Little Theatre. A list of students organized alphabetically by last name will be provided. The adult picking up will need to print and sign his or her name on the sheet each day.

Late Pick Up Policy

We all experience emergencies however please be mindful that if you will be later than 5:30 to pick up your child please call the program director and communicate the situation. After arriving late to pick up your children three times a \$5.00 donation will be requested. Many of the teaching artists have children and evening rehearsals immediately after teaching MusicWorks in the afternoon.

CALENDAR AND SCHEDULE

Daily Schedule

2:30 School Dismissal to MusicWorks

2:40 - 3:17 Block A

3:22 - 3:59 Block B

4:04 - 4:41 Block C

4:46 - 5:25 Block D

5:30 Dismissal

The daily schedule will change according to the day of the week, staffing concerns, the proximity to performances, guest performances, and differs between which group your child is placed in. Each day's activities typically includes:

Snack

Music class

Recess

Homework help

While we strive to keep our weekly schedule as consistent as possible, it can be quite different from day to day or even week to week. If you have any questions about the schedule please contact us.

Performance/Activities Schedules

Performances and other required activities will be posted on the following places:

MusicWorks Bulletin Board (outside the theater entrance)

MusicWorks Web Page (<http://www.musicworksasheville.org>)

MusicWorks Facebook Page (<https://www.facebook.com/musicworksavl/>)

Newsletters/Backpack Mail (sent home with students)

Parents are responsible for keeping track of these events, including any additions or corrections.

Holidays/BLT/Staff Development Days/Snow Days



Asheville City Schools 2017-18 Traditional Calendar

FINAL DRAFT

- F** First day for students
- L** Last day for students
- Annual Leave
- Holiday
- Required Workday
- Parent-Teacher Conference Day
- Optional Workday
- Required Professional Development
- Early Dismissal Teachers/Staff Development
Noon (K-5), 1 PM (6-12)

July 2017							August 2017							September 2017						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
						1			1	2	3	4	5						1	2
2	3	4	5	6	7	8	6	7	8	9	10	11	12	3	4	5	6	7	8	9
9	10	11	12	13	14	15	13	14	15	16	17	18	19	10	11	12	13	14	15	16
16	17	18	19	20	21	22	20	21	22	23	24	25	26	17	18	19	20	21	22	23
23	24	25	26	27	28	29	27	28	29	30	31			24	25	26	27	28	29	30
30	31																			

October 2017							November 2017							December 2017						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7				1	2	3	4						1	2
8	9	10	11	12	13	14	5	6	7	8	9	10	11	3	4	5	6	7	8	9
15	16	17	18	19	20	21	12	13	14	15	16	17	18	10	11	12	13	14	15	16
22	23	24	25	26	27	28	19	20	21	22	23	24	25	17	18	19	20	21	22	23
29	30	31					26	27	28	29	30			24	25	26	27	28	29	30
														31						

January 2018							February 2018							March 2018						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
	1	2	3	4	5	6					1	2	3					1	2	3
7	8	9	10	11	12	13	4	5	6	7	8	9	10	4	5	6	7	8	9	10
14	15	16	17	18	19	20	11	12	13	14	15	16	17	11	12	13	14	15	16	17
21	22	23	24	25	26	27	18	19	20	21	22	23	24	18	19	20	21	22	23	24
28	29	30	31				25	26	27	28				25	26	27	28	29	30	31

April 2018							May 2018							June 2018						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7			1	2	3	4	5						1	2
8	9	10	11	12	13	14	6	7	8	9	10	11	12	3	4	5	6	7	8	9
15	16	17	18	19	20	21	13	14	15	16	17	18	19	10	11	12	13	14	15	16
22	23	24	25	26	27	28	20	21	22	23	24	25	26	17	18	19	20	21	22	23
29	30						27	28	29	30	31			24	25	26	27	28	29	30

215 Day Calendar
 178 School days
 1044 Hours (elem)
 11 Holidays
 excludes July 4
 10 Annual Leave
 7 Required Wkd
 1 PTC
 8 Optional Wkd
 16 Total Wkds

If HFE has an early release (scheduled or unscheduled) or is not in session (scheduled or unscheduled) there will be no MW! That afternoon. MusicWorks will meet during Bonus Learning Time (BLT) weeks at the normal time, but attendance is not required during that week. From time to time the MW! staff will schedule a staff development day and cancel MusicWorks that afternoon. At least 2 weeks notice will be given for any staff development days in order to allow parents and guardians to make other arrangements.

Volunteering

We almost always need dedicated volunteers to come assist throughout our day and with other activities, such as outside performances. To volunteer to assist with homework help, recess and snack, or music

classes please contact our volunteer coordinator, Anilia Hornsby, ahornsby@musicworksasheville.org or (443) 629-5651.

FoodWorks is part of the Food Connection program, which provides free healthy food once a week. If you are able to assist with FoodWorks by picking up food at UNCA and bringing it to Hall Fletcher or helping to set up the food or clean up afterwards please contact Anilia.

NonDiscrimination Policy

MusicWorks is committed to the principle of equal opportunity in employment and education. No person at MusicWorks will be denied opportunity for employment or education or be subject to discrimination in any project, program, or activity because of race, color, religion, national origin, sex, age, genetic information, sexual orientation or disability.

Handbook Acknowledgment

I acknowledge that I have received the MusicWorks Handbook and will review it with my child, the expectations and rules of the program.

Child's/Children's name:

Please print

Parent's/Guardian's name:

Please print

Parent's signature: _____

Date: _____