



MusicWorks

Located at Leicester Elementary School 31 Gilbert Rd, Leicester,
NC 28748

828-273-9800

www.musicworksasheville.org
dmwilken@musicworksasheville.org

PARENT/STUDENT HANDBOOK

2023-2024

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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. 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 after school and sometimes weekend music instruction to underserved youths in Venezuela. By 2015 there were over 400 music centers and 700,000 young musicians in El Sistema programs worldwide. There are currently more than 80 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 in western North Carolina in an intensive after school program, using 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.

COMMUNICATION

Important Contacts:

Dr. Dave Wilken - Program Director

dmwilken@musicworksasheville.org (828) 273-9800

Amanda Durst - Assistant Director

aldurst@musicworksasheville.org (240) 538-2451

Leicester Elementary School

31 Gilbert Rd, Leicester, NC 28748 (828) 683-2341

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 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 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. The second step is to give the child a verbal warning. On the third offense there are consequences set in place.

Students are expected to follow the rules of Leicester Elementary School including treating each other with respect, walking quietly in the hallways and keeping self and others safe.

If your child has an IEP MusicWorks would like to get a copy of all accommodations so that we can provide consistent instructions and procedures throughout their afternoon with us.

Bullying/Aggression

MusicWorks does not tolerate bullying or aggression. If a student bullies another student they will lose recess time. 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 at least one day and a parent meeting with Dr. Dave and/or other MusicWorks and Leicester Elementary staff will be set. When a student is sent home or suspended for aggressive behavior we will follow the school's policy and the student is not allowed to remain on school property (e.g., playground).

Attendance Policy

MusicWorks is an educational program with goals and outcomes, not childcare. Mondays through Thursdays our daily activities are considered vital for the success of your child in our program. Fridays are optional days at MusicWorks.

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 our core philosophy.

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.

- 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 LES 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.

When an unavoidable conflict does arise we would like you to try to give us 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 contact Dr. Dave (828-273-9800) or Ms. Amanda (240-538-2451) to get your child ready for check out. 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 or 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 (provided for free to all students) and dark pants or skirt.

PICK UP PROCEDURE

- Come to the back pick-up area by the auditorium between 5:15 and 5:30. A MusicWorks staff member will be outside to call your child out.
- If an adult will be picking up your child is not one of the usual parents/guardians, you will need to notify Dr. Dave in advance. That adult will need a photo ID to pick up your child.

MusicWorks Early Pickup Procedure

- Notify MW Admin, preferably 24 hours in advance, if an early pickup is needed.
- When you arrive you will need to contact a MW staff member to call your child out.
- You can text Dr. Dave at 828-273-9800 or Ms Amanda at 240-538-2451. If you call you must leave a voice mail message as unknown numbers calling our phones are typically silenced.
- Please pull your car to the back pick-up area by the auditorium. A MW staff member will bring your child out from the auditorium.

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 text or call Dr. Dave at 828-273-9800 or Ms Amanda at 240-538-2451 and communicate the situation. If you call you must leave a voice mail

message as unknown numbers calling our phones are typically silenced. After arriving late to pick up your children three times a donation may be requested. Our teaching artists frequently have professional and familial responsibilities immediately after teaching MusicWorks in the afternoon.

TUITION

MusicWorks charges tuition on a sliding scale that is based on free and reduced lunch program. **In order to qualify for reduced MW tuition you will need to fill out our / Financial Assistance Form.** If there are any reasons why you cannot pay the monthly tuition please contact Dr. Dave and we'll make arrangements so that your child can attend MusicWorks. No child will ever be turned away based on inability to pay tuition!

Tuition is due on the 1st of each month from September through May. The best way to pay tuition is through our web site, at <https://www.musicworksasheville.org/pay-tuition/pay>. You can also pay via online through Charms Office (Dr. Dave will need to provide you a login) or by bringing cash or a check to Dr. Dave during MW pick-up (please allow extra time at the end of the day so that we can record a receipt for you).

Monthly Tuition Due	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons	8 Persons
\$20	0 - \$25,636	0 - \$32,318	0 - \$39,000	0 - \$45,682	0 - \$52,364	0 - \$59,046	0 - \$65,728
\$138	Between \$25,637 \$36,482	Between \$32,319 \$45,991	Between \$39,001 \$55,500	Between \$45,683 \$65,009	Between \$52,365 \$74,518	Between \$59,047 \$84,027	Between \$65,729 \$93,536
\$276	\$36,483 & above	\$45,992 above	\$55,501 & above	\$65,010 & above	\$74,519 & above	\$84,028 & above	\$93,537 & above

CALENDAR AND SCHEDULE

Monday Through Thursday Schedule

2:35 School Dismissal to MusicWorks

2:35 - 2:50 Snack

2:55 - 3:25 Block A

3:30 - 4:00 Block B

4:05 - 4:35 Block C

4:40 - 5:10 Block D

5:15 - 5:30 Dismissal

The daily classes 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 (Percussion, Strings, Chorus, Bucket Band)

Musicianship activities (music games, instrument practice, etc.)

Academic Enrichment activities (reading, learning games, etc.)

Recess

Friday Schedule

Fridays are optional days. The activities on Fridays are a Musicianship block, recess, and a recital.

2:35 School Dismissal to MusicWorks

2:35 - 2:50 Snack

3:00 - 3:40 Block A

3:50 - 4:30 Block B

4:40 - 5:15 Recital

5:15 - 5:30 Dismissal

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

Here are some of the scheduled activities for MusicWorks this year.

Mandatory Parent Meeting - LES Auditorium, September 11, 5:15 PM

Fall Concert - LES Auditorium, November 16

Spring Concert - LES Auditorium, tentatively May 9

Performances and other required activities will typically be posted on one or more of the following places:

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

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

Newsletters/Backpack Mail (sent home with students)

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

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

Holidays/Staff Development Days/Snow Days

If LES has an early release (scheduled or unscheduled) or is not in session (scheduled or unscheduled) there will be no MW that afternoon. From time to time the MW staff may 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 Ms. Amanda at aldurst@musicworksasheville.org or 240-538-2451.

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.

JULY 2023		AUGUST 2023											
S	M	T	W	T	F	S	S	M	T	W	T	F	S
						1			1	2	3	4	5
2	3	4	5	6	7	8	6	7	8	9	10	11	12
9	10	11	12	13	14	15	13	14	15	16	17	18	19
16	17	18	19	20	21	22	20	21	22	23	24	25	26
23	24	25	26	27		29	27	28 ₁	29 ₂	30 ₃	31 ₄		
30	31												

7/4- July 4 Holiday

8/21-8/25- DTWD
8/28- 1st Day for Students

SEPTEMBER 2023		OCTOBER 2023											
S	M	T	W	T	F	S	S	M	T	W	T	F	S
						1 ₅	2	1	2	3	4	5	6
3	4	5	6	7	8	9	8	9 ₂₈	10 ₂₉	11 ₃₀	12 ₃₁	13 ₃₂	14
10	11 ₁₀	12 ₁₁	13 ₁₂	14 ₁₃	15 ₁₄	16	15	16 ₃₃	17 ₃₄	18 ₃₅	19 ₃₆	20 ₃₇	21
17	18 ₁₅	19 ₁₆	20 ₁₇	21 ₁₈	22 ₁₉	23	22	23 ₃₈	24 ₃₉	25 ₄₀	26 ₄₁	27 ₄₂	28
24	25 ₂₀	26 ₂₁	27 ₂₂	28 ₂₃	29 ₂₄	30	29	30 ₄₃	31 ₄₄				

9/4- Labor Day

10/2- OTWD
10/3- DTWD
10/31- Early Dismissal/End of 1st 9-Week Grading Period

NOVEMBER 2023		DECEMBER 2023											
S	M	T	W	T	F	S	S	M	T	W	T	F	S
			1 ₄₅	2 ₄₆	3 ₄₇	4						1 ₆₃	2
5	6 ₄₈	7 ₄₉	8 ₅₀	9 ₅₁	10	11	3	4 ₆₄	5 ₆₅	6 ₆₆	7 ₆₇	8 ₆₈	9
12	13 ₅₂	14 ₅₃	15 ₅₄	16 ₅₅	17 ₅₆	18	10	11 ₆₉	12 ₇₀	13 ₇₁	14 ₇₂	15 ₇₃	16
19	20 ₅₇	21 ₅₈	22	23	24	25	17	18 ₇₄	19 ₇₅	20	21	22	23
26	27 ₅₉	28 ₆₀	29 ₆₁	30 ₆₂			24	25	26	27	28	29	30
							31						

11/10- Veteran's Day Observed
11/22-11/24- Thanksgiving Break

12/20-12/29- Holiday Break

JANUARY 2024		FEBRUARY 2024												
S	M	T	W	T	F	S	S	M	T	W	T	F	S	
												1 ₉₅	2 ₉₆	3
	1	2	3 ₇₆	4 ₇₇	5 ₇₈	6	4	5 ₉₇	6 ₉₈	7 ₉₉	8 ₁₀₀	9 ₁₀₁	10	
7	8 ₇₉	9 ₈₀	10 ₈₁	11 ₈₂	12 ₈₃	13	11	12 ₁₀₂	13 ₁₀₃	14 ₁₀₄	15 ₁₀₅	16 ₁₀₆	17	
14	15	16 ₈₄	17 ₈₅	18 ₈₆	19 ₈₇	20	18	19 ₁₀₇	20 ₁₀₈	21 ₁₀₉	22 ₁₁₀	23 ₁₁₁	24	
21	22 ₈₈	23	24 ₈₉	25 ₉₀	26 ₉₁	27	25	26 ₁₁₂	27 ₁₁₃	28 ₁₁₄	29 ₁₁₅			
28	29 ₉₂	30 ₉₃	31 ₉₄											

1/1- New Year's Day
1/2- OTWD
1/15- MLK Holiday
1/22- End of 1st Semester
1/23- DTWD

2/15- PLC Early Dismissal

MARCH 2024		APRIL 2024												
S	M	T	W	T	F	S	S	M	T	W	T	F	S	
					1	2			1	2	3	4	5	6
3	4 ₁₁₆	5 ₁₁₇	6 ₁₁₈	7 ₁₁₉	8 ₁₂₀	9	7	8 ₁₃₆	9 ₁₃₇	10 ₁₃₈	11 ₁₃₉	12 ₁₄₀	13	
10	11 ₁₂₁	12 ₁₂₂	13 ₁₂₃	14 ₁₂₄	15 ₁₂₅	16	14	15 ₁₄₁	16 ₁₄₂	17 ₁₄₃	18 ₁₄₄	19 ₁₄₅	20	
17	18 ₁₂₆	19 ₁₂₇	20 ₁₂₈	21 ₁₂₉	22 ₁₃₀	23	21	22 ₁₄₆	23 ₁₄₇	24 ₁₄₈	25 ₁₄₉	26 ₁₅₀	27	
24	25 ₁₃₁	26 ₁₃₂	27 ₁₃₃	28 ₁₃₄	29 ₁₃₅	30	28	29 ₁₅₁	30 ₁₅₂					
31														

3/1- OTWD
3/29- Early Dismissal/End of 3rd 9-Week Grading Period

4/1-4/1- Spring Break
4/23- PLC Early Dismissal

MAY 2024		JUNE 2024											
S	M	T	W	T	F	S	S	M	T	W	T	F	S
			1 ₁₅₃	2 ₁₅₄	3 ₁₅₅	4							1
5	6 ₁₅₆	7 ₁₅₇	8 ₁₅₈	9 ₁₅₉	10 ₁₆₀	11	2	3 ₁₇₅	4 ₁₇₆	5 ₁₇₇	6 ₁₇₈	7 ₁₇₉	8
12	13 ₁₆₁	14 ₁₆₂	15 ₁₆₃	16 ₁₆₄	17 ₁₆₅	18	9	10 ₁₈₀	11	12	13	14	15
19	20 ₁₆₆	21 ₁₆₇	22 ₁₆₈	23 ₁₆₉	24 ₁₇₀	25	16	17	18	19	20	21	22
26	27	28 ₁₇₁	29 ₁₇₂	30 ₁₇₃	31 ₁₇₄		23	24	25	26	27	28	29

5/15- Early Dismissal
5/27- Memorial Day

6/10- Early Dismissal- Last Day for Students

4 OTWD	5 OTWD/Remote Learning	8 DTWD	2 AVL (OTWD)	11 Holidays	10 AL	180 Instructional Days	2 PLC Early Dis.	4 Early Dismissals
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IMPORTANT! Calendar subject to change. This school year may be extended or revised due to inclement weather, COVID-19 or other necessary conditions.

G.S. 115C-84.2 states that local boards of education shall determine the dates of opening and closing public schools
 *OTWD- Optional Teacher Workday, DTWD- Designated Teacher Workday, AVL- Accrued Vacation Leave/Optional Teacher Workday, AL- Annual Leave, PLC- Professional Learning Communities

Parent Acknowledgment and Release Form

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

I agree that the operator, MusicWorks, may authorize a physician of their choice to provide emergency care in the event that I cannot be contacted immediately. I authorize for my child to be transported in the case of an emergency when medical attention by a physician is necessary. I understand that MusicWorks will not transport children in their personal vehicles and a fire/emergency department will always be contacted.

I agree that MusicWorks will not administer any drug or medication without specific instructions from the physician and the child's parent, guardian, or full-time custodian.

I agree to grant access to my child's state test scores in order to help track and improve the effectiveness of our academic enrichment program.

I grant MusicWorks the right to photograph, record, use, copyright, publish, or display images, sound, and video of my child, captured during program activities to be used solely in MusicWorks promotional materials which may include, but are not listed to, brochures, websites, or multi-media presentations. I understand that my child's likeness, image, and/or voice may be used for MusicWorks promotional purposes only and is not being produced for profit. I hereby release MusicWorks, its agents and/or licensees from any and all liability for claims and/or demands arising out of the agreement as set forth above. I also warrant and agree that I have read and understand the contents of this release and that I have the right as an authority to execute this release.

Student Name: _____ (Printed)

Parent/Guardian Name (printed) _____

Signed (parent/guardian) _____ Date: _____