



ETHOS MUSIC CENTER

# 2009-2010 PARTNERSHIP GUIDELINES



## Music Corps

BRINGING MUSIC BACK TO SCHOOLS

# STARTING A MUSIC CORPS PROGRAM IN YOUR SCHOOL

## *What is Music Corps?*

Music Corps is Ethos Music Center's innovative artist-in-residence program that helps establish music programs at schools and community centers. Music Corps makes music lessons more accessible to a greater number of students by conducting classes directly on-site where students attend school or participate in other after-school programs. Since Ethos was founded ten years ago, we have helped start over 150 Music Corps programs.

## *How does the Music Corps Program work?*

Music Corps programs are held at schools and community centers where students take regular classes or are enrolled in after-school programs. Typical classroom spaces have included school auditoriums, regular classrooms, conference rooms and teacher lunchrooms. One of our main goals is to offer music education to as many students as possible, and the convenience of this in-school program gives more students access to music classes.

Each session of music classes usually runs for at least eight weeks at a time, meeting once a week for an hour. Enrollment for most **Single Instrument Classes** (piano, guitar, etc.) is limited to 6 students in order to provide each participant with ample learning space and individual attention from the instructor. **Ensemble Music Classes** (band, choir, African drumming & dance, etc.) can accommodate 10 - 25 students depending on the type of class and the maturity level of the students.

We are always willing to tailor classes to fit the specific needs of your students, particularly if you would like the program to continue for the duration of the school year.

## *How do I get started?*

If you are interested in starting a Music Corps program at your location, we recommend that you:

- (1.) conduct a survey involving the students you serve to get an idea of what kind of music classes they would want to participate in,
- (2.) meet with your school PTA, supervisor, administrative team, or board in order to determine a realistic budget for after-school music classes, and
- (3.) contact Ethos Music Center's Office of Outreach at (503) 283-8467 ext. 3# or 7# and set up a meeting to discuss the details of the program.

### **OUR PHILOSOPHY AND GOALS**

Ethos' educational outreach programs are designed to help bring music education back to underserved youth. Faced with limited budgets, many schools have had to cut their music education programs. Ethos' programs should not be considered a replacement for district-funded programs, but rather a temporary stop-gap measure intended to ensure that every child has an opportunity for equal education. Ethos is not interested in working with any school that would seek to replace their district-sponsored music program with our after-school program.

Ethos' goal is to act as a partner between experienced music educators and educational institutions. Because this is a partnership, it is extremely important that each site take an active role in facilitating these programs for its students. In the past, the programs that have been most successful adhere to the idea of a true partnership in which the site's staff take an active role in administering their after-school music program.

## **2009-2010 RATES AND CLASSES**

### ***Rates***

Please see below to find the hourly rate for classes based on your school's percentage of students eligible for free and reduced price lunch. Please be advised there is a minimum charge of one hour for each class period.

Schools that do not participate in the federal free and reduced-price lunch program pay \$53/hour unless they can provide sufficient documentation that shows that 31% or more of their students are from low-income households. For-profit corporations pay \$53/hour and are only eligible for classes during the summer (June – August).

Percentage of Students at School Eligible for Free and Reduced Price Lunch	Cost Per Hour of Class
60% and above	\$43/hour
31%–59% (or nonprofit organization that is not a school)	\$48/hour
30% and below	\$53/hour

### ***2009-2010 Classes***

The minimum number of hours for each class is 8.

<b>Class</b>	<b>Grade Level</b>	<b>Maximum # of Students</b>
African Drumming & Dance	4–12	10
Band	4–12	20
Breakdancing	4–12	8
Choir	K–12	25
Flute	3–12	6
Freestyle Emceeing/Rapping	4–12	4 <sup>th</sup> –8 <sup>th</sup> grade: 6 max 9 <sup>th</sup> –12 <sup>th</sup> grade: 10 max
Guitar	3–12	6
Hip Hop Music & Technology	4–12	4 <sup>th</sup> –5 <sup>th</sup> grade: 6 max 6 <sup>th</sup> –12 <sup>th</sup> grade: 7 max
Introduction to Music	Pre K–1	20
Marching Drum Corps	4–12	15
Marimba*		
Piano/Keyboard	K–12	6
Rock Band	6–12	5
Recorder	K–5	6
Saxophone/Clarinet	3–12	6
String Ensemble	4–12	12
Trumpet/Horns	3–12	6
Violin	K–12	6
World Rhythms/Percussion	2–12	10

\*Available only for sites that have their own marimbas.

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## **SCHEDULING YOUR PROGRAM**

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### ***Music Corps Class Request Form***

To request a Music Corps class, fill out a Music Corps Class Request form and mail, fax or deliver it to Ethos Music Center's Office of Outreach. **Ethos requires at least five weeks notice before a class is expected to begin.** Ethos requests that each site provide three different preferred days and times for each class to meet. The scheduling of the class depends on the availability of the teacher, so if you provide a number of options, the class is more likely to be scheduled.

### ***Scheduling Deposit***

A **\$50 scheduling deposit**,\* which will be applied to the cost of the class, is required before Ethos can start recruiting a teacher for the class. If a teacher cannot be found, the site will receive a full refund for the deposit. If the site decides to withdraw the request for a class after recruiting for the teacher has begun, the scheduling deposit will not be refunded.

*\* Ethos' CHIF school partners are not required to pay this deposit.*

### ***Music Corps Schedule***

To ensure that both parties are aware of the time and place of the music classes, Ethos has developed a schedule to be signed and dated by the site representative and the Ethos Outreach Director or Coordinator. The music program cannot begin until the schedule is signed by both parties. **The completed schedule must be faxed or delivered to Ethos no later than 24 hours after receiving the schedule.**

### ***Performances***

Performances outside of class are encouraged by Ethos. They must be approved by Ethos' Outreach staff and the teacher at least four weeks before the performance. We strongly encourage sites to schedule performances *before* classes begin, because Ethos teachers' schedules tend to fill up quickly. There is a two hour minimum charge for each recital or other event scheduled outside of normal class time.

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## **PAYMENT**

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### ***Payment Schedule***

Half of the total amount for the program must be paid by the first day of class, and the remaining balance must be paid on the last day of class. An invoice will be sent once the Music Corps schedule is signed by both parties. If your payment is not received within 30 days of the due date, a \$20 late fee will be added to the balance of the invoice.

### ***Discounts***

- ◆ We offer a 5% discount for any class that is scheduled for 30 hours or more (does not apply to Ethos' CHIF-funded classes).
- ◆ We also offer a 5% discount to schools that have at least one 0.5 FTE music teacher.

### ***Additional Costs***

**Mileage Fee:** If your site is more than 10 miles from Ethos Music Center, there will be an additional \$15 charge per day of classes.

**Instrument delivery/pick up:** If your class requires instruments, Ethos charges a \$75 fee to have the instruments delivered at the beginning of the term. You may avoid this fee by having a site representative pick up the instruments at Ethos Music Center. Ethos' Instrument Coordinator will pick up the instruments at your school at the end of the term at no extra charge.

## INSTRUMENTS FOR MUSIC CLASSES

### ***Instrument Availability***

Ethos has a limited number of instruments to provide for programs in schools. Their placement is determined on an availability basis. Since these instruments are being lent **at no cost to the schools**, Ethos requires that either the principal or school representative take responsibility for their safety by signing the Instrument Use Agreement form. This form includes the person's name and contact information. Instruments will be valued at a fair market rate and this amount will be agreed upon at the time of checkout and noted on the form.

If Ethos is unable to lend instruments, schools can rent instruments at their own cost from numerous local music businesses, or we can try to arrange fewer instrument-specific music class offerings at your school (e.g. choir, introduction to music, hip hop, etc.).

If any instruments are added or removed after the class start date, Ethos' Instrument Coordinator will fax an update to your school listing changes to the Ethos instrument inventory at your school.

### ***Instrument Delivery & Pick up***

Ethos' Instrument Coordinator will contact you to set up a time for someone from your site to pick up the instruments for the class(es) and fill out the Instrument Use Agreement form. If the site is unable to pick up the instruments or would like Ethos to deliver them, there is a \$75 delivery charge. The Instrument Coordinator will come to your school to pick up the instruments when the program ends.

### ***Instruments for Student Practice at Home***

All students enrolled in Single Instrument Classes must have instruments to practice on at home. Depending on availability, individual students can borrow instruments from Ethos if the school has at least 60% of students eligible for free and reduced price lunch. If the school has at least 85% eligible for free and reduced price lunch, the cost per student is a \$10 deposit, refundable upon the return of the instrument at the end of the term. If the school has 60–84% of students eligible for free and reduced price lunch, Ethos charges a \$50 refundable deposit per student. If your school does not qualify to rent instruments from Ethos, it is the school's responsibility to help students rent instruments from music businesses for the duration of the class.

## **CANCELLATION POLICY**

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### ***Canceling a Music Corps Program***

Ethos teachers are paid hourly and are required to commit to the session of classes scheduled. In order to maintain a consistent schedule for these instructors, we also require that sites commit to the session of classes scheduled. To avoid a cancellation, if you are not satisfied with your scheduled instructor, we will work with you to find a replacement for the remaining classes.

ALL cancellations (whether prior to start date or after classes have started) require two weeks notice, or the classes must be paid in full. If more than two weeks notice is given, there is a cancellation fee of 25% of the remaining amount owed for the unused class hours (minimum \$100) if the site needs to cancel the class.

### ***Rescheduling Fee***

If your site decides to reschedule your class day and/or time after signing and returning the schedule to Ethos, you will be charged a rescheduling fee of \$100.

### ***Inclement Weather and Other Unexpected School Cancellations***

Any Ethos classes that are on days that district schools are closed due to inclement weather or other reasons must still be paid for. Missed classes due to school closures may be rescheduled between the Ethos teacher and the school at a time that is convenient for both. Rescheduling must occur within one week of the missed class, and the makeup class must occur within one month of the missed class. If a time cannot be agreed on within this time frame, then the missed class must still be paid for by the site.

## **SITE RESPONSIBILITIES**

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### ***Classroom Availability***

It is the site's responsibility to supply an adequate classroom space for the class. The classroom must be available for the class hours for the entire term. It is not acceptable to move the class from room to room due to scheduling conflicts, unless changes have been communicated to the instructor at least two weeks prior to the move.

### ***Registration***

Ethos will provide a registration form template in English and Spanish, but does not conduct registration for the music students at sites. The site is responsible for sending out the registration forms, collecting them, determining class location, and making sure students and parents know where and when the class will take place. **Ethos requires class lists with student names and phone numbers at least one week before a class begins, and finalized class lists and copies of your completed student registration forms by Friday of the second week of the term.** Ethos uses this information to create attendance sheets for teachers and to report demographic information to funders.

### ***Student Pick Up and Drop Off***

Ethos teachers are paid for their teaching time only and cannot be expected to stay after their classes in order to monitor children until the parents and/or guardians arrive. In the past, parent volunteers or paid school staff have fulfilled this role when necessary. It is the site's responsibility to arrange for proper supervision of children before and after Ethos' classes. In no case will Ethos' instructors be allowed or encouraged to transport children.

### ***Photographic Release***

A photographic release request is included in the registration form template provided by Ethos. Children whose parents do not agree to the photographic release will be excluded from video and photographs.

### ***Instrument Storage***

If Ethos provides instruments for your program, the instruments must be stored in a secure, climate-controlled place under lock and key **in or next to the classroom.** The Ethos instructor cannot be expected to carry instruments through hallways, up and down stairs, etc. The instructor will need access to the space where the instruments are stored before each class. Sites must keep the key in the front office or another place where the music instructor can pick it up and drop it off each day.

## **ETHOS RESPONSIBILITIES**

### ***Class Description***

After the class is scheduled, Ethos can provide a short description of your class for use on your registration forms and recruitment materials.

### ***Security/Background Checks***

Student safety is a priority for Ethos. As such, all Ethos instructors are required to undergo fingerprinting background checks through Portland Public Schools Security Services. If a newly hired Ethos teacher has not yet been cleared through PPS, Ethos requires a school employee to be present during class time until clearance for that teacher has been received.

To facilitate proper screening of all applicants, sites should inform Ethos of new district policies or changes in the administration of district policy. Ethos will then move quickly to adhere to the newly enacted or enforced policies.

Ethos Music Center is an equal opportunity employer and does not discriminate on the basis of religion, race, color, ethnicity, sex, gender identity/expression, national origin, sexual orientation, age, disability, or veteran status. Ethos will follow all federal, state, and local employment laws and regulations and will vigorously defend our employees against any discriminatory hiring practices.

### ***Discipline***

Classroom discipline is extremely important to us and all Ethos teachers are offered training in classroom management. Music requires focus and discipline, and if even one student is being disruptive it can impede learning opportunities for the rest of the class.

Ethos teachers will do their best to manage discipline in the classroom. However, situations can occur that require further action. Ethos requires that the school have a place that the teacher can send a student that is being disruptive.

Each student will be given two chances to correct their behavior. First, the student will be given a verbal warning and issued a timeout. Second, the student will be sent to the office or disciplinarian's room and a conversation with the parents, teacher, a school representative, and the student will be required to let the student back in the class. Third, the student will be sent to the office and will be disallowed from participating in the class for the rest of the school year. It is unfortunate when a student is disallowed from participating, but necessary in some circumstances to ensure a safe and positive learning environment for the rest of the students in the class.

### ***If Ethos Cancels a Class***

If a teacher cannot make it to their class because of illness or emergency, Ethos will try to provide a substitute teacher or schedule a make-up time for the missed class. If Ethos needs to cancel one class period or an entire Music Corps program, any unused classes will be refunded in full.

# **MUSIC CORPS PLANNING TIMELINE**

## **Five weeks before class begins**

- Submit your Music Corps Class Request form and \$50 deposit to Ethos Music Center.
- Begin preparing registration and recruitment materials.
- Confirm with your school that there is a classroom space available for your classes.
- Think about performance opportunities for your music classes, and confirm dates with your school. Give the performance dates to Ethos outreach staff.

## **Two weeks before class begins**

- Confirm your class with Ethos' Office of Outreach.
- Sign your Music Corps schedule and fax back to Ethos within 24 hours.
- Begin recruiting students and collecting registration forms, using Ethos' registration form template.
- Confirm classroom space with school and find a safe, locked room in or next to the classroom to store instruments (if applicable).
- Schedule a time to either pick up instruments at Ethos or have them delivered to your school.

## **One week before class begins**

- Submit a class list with student names and phone numbers to Ethos' Outreach staff.
- Mail first payment (half of total) to Ethos Music Center (due by the first day of class).

## **First week of class**

- Introduce yourself to Ethos' Music Corps instructor, and check in during the first class to make sure students arrived and are registered for the class.

## **Second week of class**

- Submit a finalized class list and copies of registration forms to Ethos' Outreach staff.

## **While classes are in session**

- Observe at least one class, and fill out an observation form (provided by Ethos).
- Check in with your Music Corps instructor and Ethos Outreach staff periodically to communicate feedback on the music classes and any issues that have come up.

## **At the end of the term**

- Make sure any performances have been scheduled and confirmed with your Music Corps instructor and Ethos Outreach staff.
- Check in with students and find out if they are interested in continuing the class. Talk to Ethos staff about the possibility of renewing.
- Mail last payment (due by the last day of class).

## **ETHOS MUSIC CENTER CONTACT INFORMATION**

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**Main line** (503) 241-8824

**Fax** (503) 210-0280

**Address** 2 N Killingsworth Street, Portland, OR 97217

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