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Music Office Annual Time Line

(Consult the department calendar for exact dates.)

Scheduling Meeting

The scheduling meeting occurs in May or August before the first official work day. During this meeting, teachers meet with their teaching partner(s) and principals to come up with band/orchestra teaching schedules which meet the following criteria:

1. Elementary orchestra and band classes meet at the same time at a school.
2. Each school has three 45 minute classes each week.
3. Each teacher has a 30 minute duty free lunch.
4. Each teacher has adequate time between schools for take down, travel and set up (keeping in mind winter weather.)
5. Each teacher has a minimum of 4 hours planning time each week. Planning time should be in blocks of 30 minutes or more and must fall within the school day.
6. Teacher schedules need to show seven and one half hours each day.

This is also a good time to collect information you will need at the start of the year. (See “scheduling meeting information” form.) This information might include names of principals, teachers, administrative assistants and secretaries, BPO (custodian), PE teacher, classroom music teacher and the number of sixth grade students expected.

August Inservice Days

The inservice days before students begin school are very busy. The following list covers some of the things which must get done (not necessarily in order of importance.) If you finish all of your tasks early, ask around to see if someone needs help.

1. Attend all scheduled staff meetings and inservices. Some of these meetings are scheduled at locations other than the music office so be sure you have an accurate list of times and places. Secondary orchestra teachers will need to split their time between their secondary school and the music office. Times when you will have secondary classes will generally be spent at your secondary school. **All other time should be spent at the Music Office.** Check with Frank or Cheryl if you have questions.
2. Keep an accurate list of mileage between work locations. (See the mileage section for detailed information.)
3. Complete and turn in an official schedule for the year. (See the “schedules” section for more information.)
4. Meet with your teaching partner(s) to plan and schedule introductory demonstrations (demos) at each of your schools. All teachers should meet with students at their schools **before** the regular teaching schedule begins. This time should include instrument demonstrations as well as general information about joining band/orchestra. Confirm your planned schedule with individual schools and give a copy of your confirmed schedule to Cheryl.
5. Check with your schools to determine the room where you will be teaching. Also let them know if you have equipment requests (ie- piano, portable white board, chairs etc.) By letting schools know your needs and requests early, you have a better chance of getting what you need.
6. You should receive a list of instruments assigned to you. You may want to begin checking on instrument conditions to be sure no additional repairs are needed.
7. Print out school posters with the days and times for band and orchestra on them. These can be given to teachers as a reminder as well as hung in your teaching space at each school as a reminder to other staff.

8. Attend Parent Night rehearsals. These rehearsals give us our only chance to prepare for our performances. We need all available players at the rehearsal.
9. Xerox paperwork needed for your first weeks of teaching. Music department letters/forms you will need include:
 - Parent Night Flyer
 - Contract/Registration Slip
 - Supply List
 Other paperwork you may want to have includes: Instrument care handouts, a letter to parents about the program, introductory lessons (until students can get instruments), short items for school newsletters (asking for instruments, introducing program) and theory lessons.
10. Fill out the paycheck/mail location form.
11. Set up your desk and files. Supplies are kept in a closet and a cabinet(s). If you are new to the department, ask someone for a tour of the building. Also check with other teachers in your area for ideas on appropriate music and curriculum.
12. Set up a teaching bag. Items you may wish to have include (again ask for ideas from other teachers): Instrument repair supplies, stand repair tool, leatherman, chalk, eraser, dry erase markers, regular markers, pencils, pens, paper clips, baby stapler, tape, lesson plan system, grade book or individual school folders, paper for writing parent/teacher notes, copy of your schedule, school and music office phone numbers.
13. Examine the computer software available in the office. We have programs for grades, posters, schedules, writing music.
14. Make a poster for parent night. This will need to include your name, a list of schools and times your classes meet. Talk with other teachers for ideas.
15. Start creating substitute files for each of your school locations. See the section on substitute files.

Start of School (Demo Days)

The purpose of a delayed start is to introduce our program to the sixth grade students by demonstrating instruments and recruiting before the start of your regular schedule. All elementary band and orchestra teachers should be recruiting during the days before the regular schedule begins. You must be sure that the Music Office knows where you are at all times. Duties during demo days include:

1. Meet your demo schedule. Your demo schedule can be the same as your regular schedule. This is the time to distribute the parent night letter and school band/orchestra posters. You may also wish to cover some of the following areas (if not, be sure to cover them in the early days of regular classes): contracts/permission slips, expectations, ways to find instruments.
2. Keep track of your mileage.
3. Check on room situations and equipment needs while you are in the buildings. You might also wish to collect discipline policies and forms.

Regular Schedule

The first day you are required to follow your regular schedule is determined by the supervisor and will be announced at the beginning of each year. It is usually around the fifth or sixth day of school.

You will need to do introductory lessons at least until parent night. Do not hold regular classes where students are expected to have instruments until after Parent Night. Parent Night gives students and parents a chance to choose an instrument and obtain an instrument. Some teachers combine classes with their partners; others might trade classes. It is customary for teachers to see all sixth grade students until the introductory lessons end.

We are considered planning time by sixth grade teachers. Please keep in mind that this is true for one thirty minute period each week. If sixth grade teachers have questions about planning time which you can not answer, refer them to their principal or Frank.

During the first few days of classes, remind students daily about parent nights. **Be sure to cover the contract/registration form and inform students of the deadline** for returning this form.

Set up attendance rosters as soon as possible. Continue to keep track of your mileage (see mileage section for information on filling out forms). Always keep the music office informed of any changes in your schedule (Concerts, cancellations, etc.).

Parent Nights

Parent nights are designed to introduce parents to our program, give parents and students a chance to hear the instruments played by specialists, and allow parents to get acquainted with the various music stores in town. Vendors are invited (by the supervisor) to set up displays.

You will need to bring your poster, your instrument and a roll of tape with you. The orchestra is composed of teachers and a few invited guests. You may be asked by the chairperson to demonstrate your instrument. We rehearse before the performance which will include selected pieces, instrument demonstrations, teacher introductions and information on the orchestra/band program. After the performance, you will need to answer parent questions. If you are new to the department, try to stand next to an experienced teacher who is willing to help you. Everyone needs to help with set up and take down. Keep track of your mileage. In order to keep the performance short, please do not talk if you are asked to do an instrument demonstration. The emcee will do all necessary introductions.

Student Contract Return Deadline

The deadline for students to return their contract/registration slips is the last Friday in September. If students do not have a signed contract by this date, teachers should no longer allow them to attend instrumental classes. Keep classroom teachers informed of this deadline so they are not surprised.

End of Quarter - Grades/Enrollment Figures

Grades are due in your schools on the Monday after the end of the quarter (Tuesday if Monday is a school holiday.) For the last quarter, grades are due in buildings on the last Monday of school. (Please see "Grades" for more information.)

Enrollment figures are due the week after the end of the quarter. Fill out the form provided and return it to Cheryl.

Instrument Deadline

Students who do not have an instrument by the end of the first quarter may be removed from your rosters. Good communication with parents and classroom teachers is essential. (See sample form for parent notification.) Be flexible when possible if an additional week is needed (ie, PFD check is on its way). After this time, accepting new students is at the teacher's discretion, but students new to the district should be given a chance to try whenever possible.

Parent/Teacher Conference Days

Parent conferences occur over a one week period. Teachers may need to report to the music office after student dismissal on these days, however, the logistics are still being worked out. Duties during these days include (but are not limited to) staff meetings, committee work, and cleaning the pit and music library.

During first quarter conferences, Friday afternoon is usually comp time if you attended the scheduling meeting in May/August (unless prior alternative arrangements have been made with the supervisor).

Honor Groups (Band & Orchestra)

Look for information about honors groups in November. If you have not received information before Thanksgiving, see the chairperson for your group.

Auditions are held in mid December. Teachers will be asked to help at auditions by the group chairperson if needed. Students are auditioned on a first come, first served basis according to their instrument, and may leave when their individual audition is over. Teachers are given the names of students who were and were not accepted into the groups, and they are responsible for letting the students know the results (and rehearsal day & time if appropriate).

Rehearsals run from January through February. Again teachers are needed to assist with rehearsals and will be asked by the chairperson as needed. The final concert is held in March and includes the honor choir, orchestra and band. Help is always needed at the concert (watching/tuning students, setting up and taking down seating arrangements before/after each group, clean up afterwards & handing out programs).

If you wish to volunteer to help with any aspect of the honors groups, please see a chairperson. Adequate help is extremely important to make this a successful activity for everyone.

Winter Concerts

Concerts are very motivational to our students. Whether you are planning school assemblies and/or evening concerts, try to keep everyone informed in a timely manner. After deciding with your band/orchestra partner(s) on preferred dates & times, you must clear these dates/times with each school principal. Other people who should be informed are sixth grade teachers, sixth grade parents, secretaries, the BPO, the classroom music teacher and the PE teacher (if you will be using the gym.) Give a list of concert dates and times to Cheryl so the music office will know about any schedule changes.

If you will be playing any holiday tunes, please read and follow the school board policy on holiday activities. (See Section IV of this handbook for the ASD policy)

Do not expect that BPOs or other school staff will do your set up and take down. Make arrangements with staff in advance to have chairs, pianos, etc. available. Let them know if parents have been invited to attend. Have students transport stands and other equipment when possible and always make sure students are supervised during set up and take down.

Solo and Ensemble Festivals

The district hosts two solo and ensemble festivals each February, one for middle school and one for high school. If you have students who will be attending, please make sure that they are well prepared. Cards must be turned in by the appropriate deadline with student names, song titles and accompanist names included. Please follow the festival rules! No more than one solo per instrument per student! Middle school students are allowed a maximum of two entries; high school students a maximum of three entries.

Check on bus transportation early. Teachers should attempt to find parent help for supervising their students at the festival.

Spring Festivals

Area band festivals and area string festivals usually occur between the start of March and the middle to end of April. Both string and band festivals include elementary, middle schools and high schools. Chair people are selected in August and are responsible for arranging all details for their area festival(s). Detailed time lines are located in the office as well as song lists, procedures, parent letters and important information to help you and your students be prepared. Offer to help the chair people with duties if you find yourself with extra time.

Everyone is expected to help with festivals. Adequate supervision is essential for the safety of our students. Set up duties generally begin at or before 5 pm and continue until the students have left after the concert. Bring repair equipment (ie, extra strings, pliers, ...) if you have them. You may want to bring gloves to protect your hands while stacking chairs.

Sonic Boom!

The Sonic Boom! Concert usually occurs in early May. This concert involves all sixth grade band and orchestra students. It takes place at the Sullivan Arena and requires lots of help! Duties will be assigned as needed, but include arranging for conductors, accompanists, publicity, and emcees; editing parent letters and maps; coordinating volunteer and staff duties; coordinating details with the Sullivan Arena; and setting up for the crowd. If you have a preference on assignments, volunteer early.

Other Assorted Concerts

These include high school large group concerts, the jazz festival, the middle school band festival, and the middle school choral festival. If you think one of these may pertain to you, ask Frank or another teacher in that area for more details.

End of Year Concerts

This is pretty much a repeat of the winter concert procedures. Again, keep everyone informed.

End of Year Duties

The last teaching day is determined by Frank and the Administration Building. It is generally four or five days before the last student day. All elementary teaching time during these days is to be used for cleaning instruments, inspecting them for needed repairs, returning instruments to their proper pit locations, and completing a thorough inventory of all instruments. **All instruments are to be returned (cleaned, checked for repairs and shelved) before the scheduled time for inventory.** Other activities include committee work such as ordering supplies or cleaning assigned areas (closets and storage areas), completing and delivering grades, attending staff meetings and completing your year end check out sheet. If by some miracle you happen to get all of this done with time to spare, help other teachers who may have more instruments to work on.

Music Department Teacher Handbook

Administrative Assistant

The music department's administrative assistant is Cheryl. Her hours are from 8:00 to 4:30. Please do not expect her to stay late while you check out instruments or music. She starts to shut down lights/computers/coffee machine and lock all doors at 4:20. You may stay later but make sure the lights are out and the door is locked when you leave.

It is imperative that you check your phone messages and return Cheryl's calls as soon as possible. She may have important messages for you from principals or Frank.

Answering Machine

The department voice mail system is on at all times. You may leave messages (742-0151) during the day, after work hours or on weekends to relay non emergency information. Frank and Cheryl will check messages throughout the day.

Attendance

All teachers must maintain accurate attendance lists for every class, and investigate any situation in which a student has not attended band or orchestra class for several sessions. This is extremely important to make sure students are not going unsupervised and is imperative to help maintain control of ASD instruments and to keep them out of the pawn shops. You may need to communicate with parents, classroom teachers, principals and/or the music office to locate missing students/instruments.

Base Identification and Passes

Teachers who are assigned to the Music Department can obtain a "JBEAR Pass" for entrance to Elmendorf Air Force Base at the Boniface Visitor Center (Boniface entrance to Elmendorf Air Force Base.) You will need to bring your driver's license to obtain this pass. You must carry this pass with you at all times while on base. Watch speed limits on base!

Cell phones are not allowed to be used while driving on Elmendorf Air Force Base unless you use a hands free device.

Building Security

All teachers need to help with building security. If you open a window, make sure it is closed and locked before you leave. If you are the last person out of the building, turn off the lights and double check to be sure the door locks behind you. You no longer need a key to get out of the locked doors, but this means you can lock yourself out.

Classroom Management

If a teacher is having problems with an individual student during music class, he/she should attempt to deal with the situation in the classroom if at all possible. Students should be sent to the principal's office as a last resort since our goal is to keep every student positively involved in class. Do not send a student back to the classroom teacher unless you have a prearranged system. Keep the building principal and parents informed of problems as well as good news! Try to connect with classroom teachers to address questions, concerns and news about individual students. They may have helpful input! Some students have behavior plans already in place, but teachers may not think to let us know unless they know we are having problems. (See also Corporal Punishment.)

Communication

1. Work Locations - The music office must know your location at all times during your scheduled work day. The office assumes you will be at the location listed on your schedule. If your schedule changes, you may either call the office to let them know where you will be or put a sticky on your schedule in the notebook. Please include the date(s) affected on your note.
2. Music Office - Since we are not able to have frequent staff meetings, it is important that you check in regularly at the music office to get messages and check your mailbox. Plan on checking in at least once a week. Phone messages from the music office need to be returned as soon as possible.
3. Parents - All events and festivals depend upon communication with parents and students to make them successful. Whenever possible, give parents at least two weeks notice of upcoming evening events. Before distributing flyers to students in any school, please be sure your principal has a copy. Provide copies to the classroom music teacher and secretary since they often get questioned about upcoming events. School newsletters are another way to get information to parents.
4. Schools - You need to check your mailbox in each school on a regular basis. Messages from parents need to be returned and school newsletters contain important information about upcoming events. As stated above, give principals, secretaries and music teachers copies of informational flyers that go home in case they need to answer or direct questions. If you are passing out a letter or information that is not a district form letter, always clear it with the principal of the school before it is passed out to students.

Computers

The music department has a number of computers for teacher use. Although many of these computers are housed on teacher desks, sharing will be required in a few rare instances.

Please be considerate about computer use. Do not reconfigure computers. If you are working at a teacher's desk, leave things as you found them. Official use comes before recreational use, and always close out all your files before you leave a computer.

Copyright Policy

No xeroxing of copyrighted material is allowed in the Anchorage School District without the permission of the publisher/source.

Please try to limit copies of handouts to one per student whenever possible.

Corporal Punishment

This is the current language regarding corporal punishment in the ASD School Board Policy Manual:

Corporal punishment is defined as the application of physical force to the body of a student. **Such punishment as a means of discipline is not allowed in the Anchorage School District.**

An employee may use reasonable and necessary physical restraint on a student to protect the employee, a student, or others from physical injury; to obtain possession of a weapon or other dangerous objects from a student; or to protect property from serious harm. Use of such restraint is not considered corporal punishment.

Curriculum Committee (Music)

The ASD Music Curriculum Committee, chaired by the Music Curriculum Coordinator meets three times during the school year. This committee is made up of district principals, teachers, students and interested community members. Please let Frank know if you are interested in serving.

Dropping Students - See Student Removal

Emergencies or Special Needs

Cheryl always knows where Frank is during the work day, so inform her if an emergency arises and she will find him. Please do not call Frank at home unless the situation absolutely can not wait until the next work day. Please call before 9:00 p.m. except in the case of an **absolute emergency**. (Do not call Frank for names of substitutes; use your substitute list.)

Enrollment Figures

Enrollment figures are due in the music department the week after the end of the quarter. Please use the official form. 1st and 3rd quarter enrollment figures include your total instrumentation to help with festival planning. (See the sample enrollment form.)

Festivals

Building Use -

1. All festivals should have a chairperson. Annual events should have a notebook or CD in the music office covering chairperson duties, time lines, equipment needs, important contacts, etc. Please consult these resources early and frequently to avoid confusion and last minute disasters.
2. All festivals require a building permit. Annual events are scheduled by the music office. All other events must be scheduled well in advance (a month or more depending on the time of year). When requesting a permit, the chairperson of an event must have an accurate list of equipment requests (chairs, stands, podiums, shells, risers, home rooms, microphones, lighting, mats, etc.) as well as a firm date and accurate times. Some equipment requests require out-of-district personnel resulting in special performance contracts. These require extra time so plan ahead! Gym floors at Service HS and West HS **must** be covered with mats prior to chair placement. Chugiak HS requires their floors to be covered with tarps prior to chair placement. (Coordinate with custodial staff early.) At all other schools be sure to use rubber tipped chairs. The chairperson must have a copy of the building permit in their possession at the event. The night custodian should also have a copy ahead of time, but do not count on this.
3. Teachers are responsible for the department of students in the building and must keep all students in the areas noted on the building permit. **Students must be under adult supervision at all times.** Do not let your students move from one part of the building to another without supervision and/or an adult to meet them at the other end. Students in homerooms must be supervised. If you can not supervise your own students for some reason, please find another teacher who is able to help.
4. Day custodians leave work at 3:00 P.M. and the night custodians do not start work until after their 5:00 staff meeting. Custodial staff have been great about helping us, but please remember they are doing us a favor and we are causing them extra work. Request their help in advance if you need it. Never ask custodial staff to allow you to stay past the time on your permit. If it has not been changed on the building permit, it can not be changed on the day of the event!

5. The chairperson and administrator in charge are responsible for the security of an event. Please notify the custodial staff before you leave the building so they can lock the area. All teachers are responsible for cleaning the event area. Homeroom teachers must clean and straighten their rooms. Put chairs/desks back in place and pick up all trash and lost/found items.

Parent Notification - All events depend upon communication with parents and students to make them successful. For festivals, the chairperson should prepare a flyer to be sent home (at least two weeks prior to the event). Please be sure the letter has been carefully proofread before copying. Check copies of past flyers for appropriate information and format. Ask Frank to check it, then give each teacher involved a master copy.

Program - The chairperson of a festival has the responsibility for the following program preparations:

1. Request music purchases **early**. It can take over two months for orders to be filled. Please use music already in the files for at least a portion of your program.
2. If a printed program is to be distributed (elementary honors concerts and high school large group only), a legible list of student names must be given to Cheryl one month prior to the event to allow for preparation, proofing and printing. The order of the program must be listed with correctly spelled composers/arrangers.

Certificates - If you need certificates for Honors Groups, please give the information you need on the certificates to Cheryl at least two weeks prior to the concert, so that there will be time to proofread them and make necessary changes.

Grades

All music teachers will keep accurate attendance rosters and will submit grades for each student. Elementary students receive both an achievement and an effort grade of outstanding (O), satisfactory (S), or needs improvement (N). Plus or minus may be added to "S" grades only. Secondary students receive letter grades (A, B, C, D or F) for achievement (effort grades are optional). Grades may be hand written or done on the computer using one of the music department programs (forms and programs are available in the office).

Grades are due in all elementary buildings no later than the Monday following the end of each quarter (1st, 2nd and 3rd and Tuesday if Monday is a school holiday). Fourth quarter, grades are due the Monday of the final week of school. Adjust skills testing and any other grading strategies so that you can reasonably complete all grades by the deadline.

Holiday Programs/Music

ASD policy on the observance of religious holidays (350.1 & 350.2) is as follows:

- a. The several holidays throughout the year which are celebrated religiously and also as a traditional secular holiday may be observed in District schools.
- b. The historical and contemporary values and the origin of religious holidays may be explained in an unbiased and objective manner without sectarian indoctrination.
- c. Music, art, literature and drama having religious themes or bases are permitted as a part of the curriculum for school sponsored activities and programs if presented in a prudent and objective manner and as a traditional part of the cultural and religious heritage of the particular holiday.

- d. The use of religious symbols (for example, a cross, Menorah, crescent, Star of David, crèche, symbols of Native American religions or other symbols) that are a part of a religious holiday may be permitted as a teaching aid or resource provided such symbols are displayed as an example of the cultural and religious heritage of the holiday and are temporary in nature.
- e. Students should not be graded on participation or non participation in any of the above events.

Instruments (General Information)

Teachers should encourage students to rent or buy instruments. The music department does provide a limited number of instruments for use by elementary students. Financial need is the primary consideration for checking instruments out to students. The district also provides large instruments (ie. string basses and baritones) for student use when possible. In this case a student does not need to demonstrate financial need.

Records - All teachers must keep accurate records of all instruments which they have checked out. Keep track of instrument serial numbers, sizes, shelf numbers and the students (and schools) who are using them. Review the list often (no less than quarterly) as it will change as students move between schools.

Instrument Assignments to Teachers

ASD instruments are assigned to teachers and the distribution of the instruments to students is left up to the teachers. Teachers are responsible for the instruments assigned to them. Teachers will return instruments in a satisfactory condition, (or with identified repair instructions) and must maintain accurate records of all ASD instruments. Teachers should turn in instruments not being used by students. Other teachers will no doubt need them.

Instrument Check Out

Before an instrument is removed from the pit (storage room), it **must be checked out**.

Do not take any instrument out of the pit without checking it out!

You take it from the pit; you check it out!

Instruments in the pit are intended for student use. They must be checked out before being removed from the Music Department/Orion area. This will help you, as well as the department, to keep track of our instruments. In the fall, you will be assigned a list of instruments (your allotment). If you need instruments before you receive a list, take instruments which were assigned to you last year.

The check out procedure for instruments not on your fall allotment list is as follows:

1. Complete a check out form (see the example in the forms section). Be sure it is legible.
2. Put the original in the check in/out box.
3. Keep the other two copies to keep track of instruments. It may help to write student name/school and check in dates on these forms.

4. If you need the pit key, sign your name on the sticky pad near the key so the office staff always knows who has the key. Remember, if you take the key overnight we expect two dozen doughnuts the next day!
5. If a student transfers to another ASD school, check the instrument in and give it to the other teacher who must then check it out. (This is considered a temporary loan for inventory purposes.) Failure to complete this step is a major reason for lost instruments. This step also makes life much simpler at inventory time. In the fall, you will receive a list of instruments for your use during the school year. These instruments are already checked out to you. It is a good idea to check to be sure all these instruments are on the shelf in the pit before assigning them to students. If one of your instruments is not in the pit, let Cheryl or Frank know as soon as possible.

Instrument Check In

Before an instrument is returned to the pit, you must follow these steps.

1. Clean the instrument (even if it is only November.)
2. Check the instrument carefully for repairs. (See the repair checklist in the forms section.)
 - a. If the instrument needs repairs mid-year, take the instrument to the repair shop. (See “Instrument Repairs” section.) When you pick it up, complete the remaining steps beginning with 2c.
 - b. If the instrument needs repairs at inventory time, place a repair tag (see example in the forms section) in a visible spot on the instrument case. Place the instrument in the appropriate repair pile.
 - c. If the instrument is in good condition, place the appropriate color of ribbon (even if it is only November) on the handle of the instrument.
3. Fill out a check in form. (See the example in the forms section.)
4. Reshelve the instrument in its **proper** location. Be especially carefully with violins and violas since they look similar.

Instrument Inventory

At the end of each school year, a complete inventory must be taken to be certain that all instruments have been returned. The date and time will be announced by Frank. ALL teachers are expected to assist in this inventory. All instruments (including those checked out to secondary teachers) must be returned to the proper shelf location, cleaned and checked for repairs with ribbons or repair tags attached, **before** the assigned inventory time. Please plan accordingly. No instruments should be out past the inventory without Frank’s prior approval.

Inventory Duties

Mark instruments that are in the pit with a check.

Mark instruments that are in the repair pile with “repair.”

If an instrument does not have a tag, mark with a check and “missing tag.”

If you notice instruments that are not clean, make a note on the inventory sheet.

Remark cases with white marker (if needed).

Appoint shelf numbers (if needed).

Highlight missing instruments.

Give completed inventory forms to Cheryl. Next, she will print out lists of instruments which still need to be returned. These instruments must be located before students (or teachers) leave for the summer.

Instrument Loss

If loss of an ASD instrument occurs (or damage beyond repair), a report must be filed with Frank as soon as possible. In the case of stolen instruments, notify Frank and then report the instrument as stolen to the police. Work with school principals and parents for reimbursement if possible. Grades may need to be held; check with Frank.

Instrument Repairs

ASD instruments do need occasional repairs. If the damage was caused by a student, the parents should take the instrument to the district repair shop (Violin Shop for strings, Horn Doctor for band). If this does not happen, the parents should be given a fine slip and the student's report card should be held by the school office until the fine has been paid. This requires communication between the teacher, parents, school office and music office. (See the forms section for a sample fine slip.)

If an instrument is to be repaired by the music department;

1. Check with Cheryl to see if funds are available for repairs.
2. Take the instrument to the appropriate repair shop.
3. Call Cheryl immediately with the instrument serial number and the type of repair and the cost estimate.
4. Call Cheryl when you pick up the instrument.

If a repair looks like it will be very expensive, consult with Frank before leaving it for repairs. It may need to be postponed.

Secondary Teachers - All secondary school instruments are repaired under their own school budget -- not the music office budget.

Instrument Responsibility Forms

Before you give any student an ASD instrument to use, the student and their family must complete the responsibility form/contract, (see the example in the forms section) accepting responsibility for the care and/or replacement of the instrument in the event it is damaged or lost.

1. Fill out sections of the form such as the serial number, instrument size, type and make. Also note the instrument's condition. This information must be accurate in case of instrument damage or loss.
2. When you have an instrument for a student, send the form home to be completed and returned with a \$40.00 fee. (See the forms section for a helpful cover letter which helps parents understand what they need to do.)
3. When the form and money are returned, complete the bottom portion of the form and give it, with the money (paper clipped to the form), to Cheryl.
4. Give the instrument to the student only after you have the completed form and the money.
5. Give the school secretaries a copy of the responsibility forms (and be sure to let them know when a student has returned the instrument).
6. If a student is moving to another ASD school, collect the instrument. Do not allow a student to take the instrument with them to the new school. **Check the instrument in** and give it, with the responsibility form, to the new teacher for check out. If you complete the check out form for the new teacher, also give them the two extra copies of the check out form.
7. If a student is absent for several consecutive classes, check to be sure the child has not moved. If a student has not brought an instrument for several classes, you may need to do some checking on the instrument. Instruments in the past have been pawned, and students who damage an instrument may be afraid to let you know.

Leave

There are four main types of leave; sick leave, personal leave, legal leave and professional leave. Sick leave is used for medical reasons involving yourself or an immediate family member. Personal leave must be pre-approved by a supervisor in most situations. Legal leave is used mainly for jury duty. Professional leave must be pre-approved and is used mainly for educational purposes.

Consult your contract and/or Frank for further details about different leaves and how they may be used.

It is a teacher's responsibility to arrange for a substitute when leave is needed (see "Substitutes" section), and to complete a leave form (see sample in forms section).

Legal Leave - See Leave

Mail

Check your mailbox at each school every time you arrive and your box at the music office a minimum of once a week. Dispose of unwanted/unneeded mail, act on notes and return phone messages as soon as possible. Keep track of dates in school newsletters which may affect your classes and ask teachers or secretaries about them. Teachers do not always remember to tell us if they have assemblies or field trips scheduled, and they appreciate knowing you pay attention to what goes on in their school.

Mileage

Mileage reports are due by the 25th day of each month. No more than three months of mileage should be turned in during a single payment period. Report forms are available on the computer or in the music office. (See the sample in the forms section.) Read and adhere to the following rules as Payroll will reject incorrectly completed forms. Mileage turned in on time will be paid with that month's salary paycheck.

Mileage can be counted only for trips involving official school business. (Hint-Lunch is **not** official business; a trip to the instrument repair shop is.) You may include all mileage on your regular schedule but only if you actually were at those locations on that day. Keep track of all variations to your schedule for mileage purposes. You are not paid for the mileage to your first work site of the day or home from the last. You may, however, include mileage from home to an evening event and back home.

1. A report should cover only one month at a time (ie. 1st through 31st). August mileage may be included with September mileage.
2. You may include an entire day on one line by listing the starting school and all subsequent locations for that day. You may abbreviate school names, but you must include an abbreviation key at the bottom of your form. Do not use ditto marks. You may use arrows instead. All dates must include the month, day and year.
3. Total your report. Use an adding machine with a tape and attach the tape to the back of your report. Be sure an all clear sign appears at the top of the tape. If you have more than one page, you may sub-total each page, but you must include a grand total for the month.
4. Sign your report and fill out the bottom portion. Xeroxed signatures are rejected. If you have more than one page, you must sign each page.

5. Give the completed report to Cheryl no later than the 25th of each month. If you use inter-school mail, plan accordingly. The reports must be proofed, approved, signed and to the Payroll Office on the 25th. (Please note that exceptions do occur, and are usually posted at the music office. For example, November mileage must be turned in early - often December 1 - in order to get a check with your December paycheck.) Cheryl will always notify you of an earlier deadline.

District employees who drive over 475 miles a month, can ask for additional reimbursement for about two more months. To get this lump sum reimbursement at the end of the school year, employees need to apply to Payroll by April 15th each year. Be sure to check the "Automobile Allowance" section in your teacher contract booklet.

Movie Policy

Entertainment films should not be used in music class. Personally owned commercial videos and rentals cannot be legally shown in schools except in clearly defined situations, and never for entertainment. However, educational videos and films can be valuable teaching tools. Please consider legalities, curriculum, and program needs.

Music Library and Filing

The music department has a music library for use by music teachers. A computer in the library houses an inventory of all selections. You must sign out music before removing it from the library. All music must be returned and filed before the end of the school year. It is the responsibility of the person who checked out the music to file it upon return. This is not Cheryl's responsibility, so do not send it back through school mail. You must bring it in and file it.

Non Discrimination Statement

It is the policy of the Anchorage School District to provide equal educational and employment opportunities, and to provide services and benefits to all students and employees without regard to race, color, religion, disability, national origin, gender, marital status, change in marital status, pregnancy, parenthood or other prohibitions. This policy of the Anchorage School District is consistent with numerous laws, regulations, and executive orders enforced by various federal, state, and municipal agencies, including but not limited to Section 504, Executive Order 11246, Title 41 (part 60-1, 60-2, 60-3, 60-20), Title VI and VII of the 1964 Civil Rights Act, and Title IX of the Education Amendments Acts of 1972. Inquiries or complaints may be addressed to the School District Equal Employment Opportunity Office, the Alaska State Commission for Human Rights, the Anchorage Equal Rights Commission, or the Director of the Office for Civil Rights, the Department of Education or the Department of Health and Human Services. Grievance procedures for student and employee concerns have been established by the Anchorage School District. For more information, contact: Director of EEO, P.O. Box 196614, Anchorage, AK 99519-6614 (907)742-4132.

Parent/Teacher Conference Days

Students attend shortened days during parent conference weeks. Teachers may need to report to the music office after student dismissal on these days. Consult the district calendar for this year's conference dates. Comp time for attending the August scheduling meeting is usually Friday afternoon during first quarter conferences (unless prior alternative arrangements have been made with the supervisor).

Personal Leave - See Leave

Philosophy

The elementary instrumental program in the Anchorage School District strives to provide students with a satisfying, non competitive group/ensemble experience on an orchestra or band instrument. Seating by ability is not allowed because elementary age students are struggling to gain initial instrumental skills and do not need the additional stress of trying to outdo their classmates.

Professional Leave - See Leave

Schedules (Teacher)

Schedules are set at a meeting in May/August. Schedules must meet the following criteria:

1. Elementary orchestra and band classes meet at the same time at a school.
2. Each school has three 45 minute classes each week.
3. Each teacher has a 30 minute duty free lunch each day.
4. Each teacher has adequate time between schools for take down, travel and set up (keeping in mind winter weather.)
5. Each teacher has a minimum of 4 hours planning time each week. Planning time should be in blocks of 30 minutes or more and must fall within the student school day.
6. Teachers will need to show a total of seven and a half hours each day (including lunch) on their schedule.

All teachers must write out their schedule (forms are available) being sure to show travel, beginning and ending times for every school (and class) and locations for planning time. Please use black ink or computer printing so the forms can be copied. Schedules should be to Cheryl by the end of the inservice week.

Cheryl keeps a notebook of master schedules for our department. Teachers are expected to write changes in the schedule notebook whenever possible. Use a sticky pad to note a temporary change. Please provide a copy of your schedule/school phone numbers to your spouse/children so they will know how to reach you.

All changes from your regular schedule must be reported to Cheryl. Unreachable teachers and incorrect schedules make our department look bad. **Please be responsible!**

Sick Leave - See Leave

Snow Days/Emergency Closure

In the event that schools are closed due to hazardous travel, you may work at an alternate site. This should be at an alternate school site. If travel is not possible to any school, work may be done at home. Again, be responsible and use professional judgment.

Strings (For Elementary Orchestra Teachers)

Music office strings are for use at your **elementary** schools (secondary schools need to supply their own). Strings are a very pricey budget item for our department and should be used sparingly and with discretion. New string teachers receive an assortment of at least the most popular strings/sizes. If you (or a sub) break a string while tuning, you can replace it from your supply. Students should provide replacement strings for any strings they break. However, sometimes (at a concert for example) you will need to replace a string on the spot. You should still have students replace the string at their first opportunity. If you need additional strings, please talk to Cheryl or Frank.

Student Fines - See Instrument Repairs

Student Monitoring Policy - See Section IV of this handbook

Student Removal

Students who decide to join band/orchestra are committed to the full year. Some exceptions can be made under the following circumstances:

1. Parents insist that their child be removed from the program. As with any school elective program, participation is determined by the parents whenever possible.
2. The behavior of the student is so poor that they cause a significant and consistent disruption in band/orchestra class. This is ideally a collaborative decision between the parents, band/orchestra teacher, sixth grade teacher and principal. The band/orchestra teacher must also inform the music supervisor of a possible student removal. There isn't a policy that all four of these individuals must unanimously agree before a student is removed from the program. However, all of these individuals must be consulted and the final decision should be in the best interest of the student and the other members of the band/orchestra class.

Substitutes

It is each teacher's responsibility to arrange for a substitute in the event that he/she can not meet their schedule. In **emergency situations only** (ie, you become sick in the middle of a class), Cheryl or Frank may be able to help.

To arrange for a substitute, please follow these steps:

1. Whenever possible, try to find a "Music" substitute using the phone list provided by the office. Keep a substitute list at home as well as at work. If you know in advance that you will be out, call around as soon as possible. Substitutes for our positions can be difficult to find, and the computer will not be as successful as a human.
2. Call the Substitute Finder System at 742-4651. (If you have less than one hour before your first class starts you must talk to a "live body" at the dispatch office 742-4133.) You will be asked to give information such as your id number (ie social security number), date(s) and time of absence, reason for absence, special instructions, whether a sub is required, etc. Special instructions must include the name of your first school, the fact that you travel, whether you teach band or orchestra and may also include a request to call you at home for further instructions. **Write down the job number given at the end of the call.** This may be needed in the event of problems. At the end of your call, the sub finder system should say "You have successfully reported an absence." This means you have completed reporting an absence, but it does not necessarily mean that the system has a sub for you.
3. Call Cheryl to let her know to expect your absence. If you are not sure you have a sub (ie, the machine is working on it) call your first school of the day so they will know to look for a sub. When you know you will be out in advance, it is also nice to inform the secretaries and administrative assistants at your schools.
4. Provide adequate plans and attendance lists for substitutes. (See also "Substitute Files.")

Substitute Files

Teachers are required to leave a file for substitutes in every school as well as the music office.

Lesson plans should include:

1. a complete weekly schedule or directions to the next school
2. a class list for the school
3. generic lesson plans
4. at least one plan which can be completed by a “non music” substitute.

Cheryl also needs a substitute file for each teacher which includes:

1. a list for each school including where to find chairs, stands, piano, where you teach, which students will give reliable information, etc.
2. generic plans (in the event a sub file can not be located in a school and you are not available)

Substitute files should be completed by the end of September and updated quarterly.