**Katy Independent School District**

**Fine Arts Department**

**Elementary Music Handbook**



 **Inspire Lifelong Engagement in the Arts**

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Introduction

This handbook is meant to serve as a reference guide to answer some of the questions that you may have throughout the school year. If you have questions or need information about a topic not outlined in this handbook, do not hesitate to contact the Fine Arts Office at any time.

G. Damon Archer

Executive Director of Fine Arts

Acknowledgement Page

Upon review of the Katy ISD Elementary Music Handbook for 2022-2023, please complete the information below, sign, and forward this page to the Fine Arts Office, attn: Laura Bich.

My signature certifies that I have accessed the Katy ISD Fine Arts Handbook. Further, I have read and understand the contents of the Katy ISD Elementary Music Handbook for the 2022-2023 school year and will abide by the guidelines and procedures contained therein.

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Signature

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Campus

**Katy ISD Vision Statement**

Be the legacy.

**Katy ISD Mission Statement**

Katy Independent School District, the leader in educational excellence, together with family and community, provides unparalleled learning experiences designed to prepare and inspire each student to live an honorable, fulfilling life...to create the future.

**Katy ISD Instructional Cornerstones**

**Collaboration:** Work respectfully with others by sharing responsibilities, exchanging and evaluating knowledge and ideas, and building consensus in order to achieve a common goal.

**Communication:** Convey information and ideas to effectively engage the audience using a medium appropriate to the topic and purpose.

**Creative Thinking:** Generate a range of ideas through a meaningful process (structured or unstructured) that inspires the development of original or innovative products, performances, or solutions.

**Critical Thinking:** Analyze, evaluate, and synthesize information, ideas, or objects to make inferences and predictions, and draw conclusions.

**Information Literacy:** Utilize an inquiry process to locate and evaluate a variety of information sources based on accuracy, authority, and point of view in order to accomplish a task.

**Problem Solving:** Identify, define, and/or explore a problem or situation, and work through a process to determine and evaluate solutions.

**Social Contribution:** Contribute to the betterment of one’s community through service.

**Katy ISD Fine Arts Vision Statement**

Inspire Lifelong Engagement in the Arts

**Katy ISD Fine Arts Mission Statement**

With performance serving as a catalyst for students to realize their creative and artistic potential, Katy ISD Fine Arts offers a nurturing, supportive, and unparalleled learning environment.  Innovative, visible, and accessible programs contribute to the cultural enrichment of each school and community.

**Strategic Focus:** Beliefs

We believe that education and engagement in the arts:

* Prepares students to communicate in written and spoken word as well as multi-sensory expression the key issues, concepts, and ideas embodied in the human experience by examining local, cultural, and global environments and interpreting their meaning through performance and product.
* Develops students’ ability to formulate and utilize effective decision-making, problem-solving, and creative thinking skills through unique learning settings incorporating individual and group products.
* Strengthens individual learning across all curriculum disciplines by providing practical application and creative synthesis application of reading, writing, science, social studies, and mathematics.
* Provides an effective venue for multiple leadership skills development as students work cooperatively, independently, and interdependently in performance and product development, design, and execution within a positive work environment utilizing a broad knowledge base in a diverse array of applications.
* Maximizes student learning through performance and exhibition by promoting a greater sense of individual responsibility and pride, as well as a greater awareness and knowledge of varied cultural contributions to the global community.
* Teaches and promotes effective and productive participation in today’s society through self- discipline and respect for others.
* Partners the individual and community in an experience which produces creative and disciplined thinking, practices goal setting to enhance productivity, and continually evaluates individual and group contribution in the development and vitality of our community.

**Practices/Guiding Principles**

* Objective-based curriculum and delivery strategies provide the basic framework in which performance and product evidence the true learning skills and deep understanding of knowledge of each student.
* A positive classroom learning experience for each student is the main focus, therefore instructional delivery strategies are based upon research of quality lesson models, “master” teacher strategies, and collaborative sharing of ideas among teaching staff in each arts discipline.
* Competitive performances and products are not the teaching objective, but are only an evidence of day-to-day classroom learning.

**Non-Negotiable / Framework**

* Quality arts education reflects no cultural, language, ethnic, economic, or learning ability barriers; it is inclusive of all students and therefore classroom instruction incorporates multiple leveling, modifications, pacing, and strategy variations to insure appropriate student development in their learning of knowledge and evidence of skills.
* Arts education instruction must be delivered by qualified, certified arts instructors who must be provided the appropriate instructional time, space, and resources to be effective (K-12).
* Arts education must comply with state law in that all students are to be instructed in TEKS-based curriculum, assessed, and provided varied performance/product display opportunities to evidence their learning.

**Fine Arts Department Events Calendar**

**Elementary Instrumental Showcase**

The Elementary Instrumental Showcase is a performance opportunity for Katy ISD elementary instrumental ensembles. This event provides a local, affordable, and student-friendly performance venue. Ensembles perform for an audience of their peers and enjoy performances by other elementary students. This event takes place during the school day to ensure that all students have the opportunity to participate.

**Piano Tuning**

The Fine Arts Department provides tuning for District-owned pianos one time per year for each District-owned piano. All other tunings and repair expenses will be the responsibility of each campus. (If you have a new piano at a new campus, the vendor providing the piano supplies the initial tuning for your first year.) Tunings must take place between September 1st and May 31st of each school year.

 District Piano Tuner:

 KD’s Music & Arts

 605 South Mason Road

 Katy, TX 77450

 Contact: Ronald Diaz (281) 828-1500

Contact Kerrie Smith at FineArtsPO@katyisd.org to request your Purchase Order for tuning. She will create and email you the PO. Then you may contact KD Music & Arts to schedule your tuning. Once the tuning is complete, notify Kerrie Smith by sending an email to FineArtsPO@katyisd.org with a scan of the tuning receipt for processing.

|  |  |
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| Alexander Elementary | 2 Pianos |
| Bear Creek Elementary | 2 Pianos |
| Bethke Elementary | 1 Piano |
| Bryant Elementary | 1 Piano |
| Campbell Elementary | 1 Piano |
| Cimarron Elementary | 2 Pianos |
| Creech Elementary | 2 Pianos |
| Davidson Elementary | 2 Pianos |
| Exley Elementary | 2 Pianos |
| Fielder Elementary | 2 Pianos |
| Franz Elementary | 2 Pianos |
| Golbow Elementary | 2 Pianos |
| Griffin Elementary | 2 Pianos |
| Hayes Elementary | 2 Pianos |
| Holland Elementary | 2 Pianos |
| Hutsell Elementary | 2 Pianos |
| Jenks Elementary | 1 Piano |
| Katy Elementary | 2 Pianos |
| Kilpatrick Elementary | 2 Pianos |
| King Elementary | 2 Pianos |
| Leonard Elementary | 1 Piano |
| Mayde Creek Elementary | 2 Pianos |
| McRoberts Elementary | 2 Pianos |
| McElwain Elementary | 1 Piano |
| Memorial Parkway Elementary | 2 Pianos |
| Morton Ranch Elementary | 2 Pianos |
| Nottingham Country Elementary | 2 Pianos |
| Pattison Elementary | 2 Pianos |
| Randolph Elementary | 2 Pianos |
| Rhoads Elementary | 2 Pianos |
| Robertson Elementary | 1 Piano |
| Rylander Elementary | 2 Pianos |
| Schmalz Elementary | 2 Pianos |
| Shafer Elementary | 2 Pianos |
| Stanley Elementary | 2 Pianos |
| Stephens Elementary | 2 Pianos |
| Sundown Elementary | 2 Pianos |
| West Memorial Elementary | 2 Pianos |
| Williams Elementary | 2 Pianos |
| Wilson Elementary | 2 Pianos |
| Winborn Elementary | 2 Pianos |
| Wolfe Elementary | 2 Pianos |
| Wolman Elementary | 2 Pianos |
| Woodcreek Elementary | 2 Pianos |

**Professional Learning**

Elementary Music Teachers in Katy ISD are expected to show a commitment to continuous professional growth aligned to personal, campus, and district goals. The Fine Arts Department supports this professional growth via multiple opportunities throughout the year, including but not limited to: District Training Days, Summer Professional Development opportunities, and partnerships with professional organizations for workshops. Elementary music teachers are highly encouraged to take advantage of these opportunities throughout the calendar year.

Katy ISD Elementary Music District Training Days (DTD)

In-District Professional Learning Sessions: Sign up for professional learning sessions in Eduphoria/Strive under the Fine Arts Department offerings (Enter [FA -] in the search box, be sure to include the space between. FA and -). Credit will be granted to attendees after the session per required sign-in signature.

Out-of-District Professional Learning Sessions: You may not register in Eduphoria for out-of-district trainings. To receive professional learning credit for your training, follow the [directions posted online](https://help.katyisd.org/help/out-of-district-professional-learning). The Professional Learning Department will review your request. Each new out-of-district training requires a new form and proof of attendance.

**Katy ISD Private Lessons Program**

The district offers private lessons for students enrolled in a Katy ISD band, choir, and/or orchestra program (grades 6-12).

* Private lessons are only offered to secondary students
* Katy ISD Instructors may not teach their students (home campus) or teach campuses that are in their home campus feeder pattern
* Elementary music teachers are welcome to apply to teach private lessons in the district.

Katy ISD Employees who teach private lessons must fill out the [Request for Approval to Engage in Nonschool Employment Form](https://docs.google.com/viewerng/viewer?url=https://dyzz9obi78pm5.cloudfront.net/app/image/id/589c83b532131c664ee88a4e/n/dbd-exhibit---a.pdf) (obtain principal/supervisor’s signature) and the Private Lesson Application. These forms must be completed and sent to the Fine Arts Office. Employee’s name must be on the **2022-23 Approved Private Lesson Teacher/Clinician List** before lessons may be scheduled.

If any teacher is interested in participating in the Private Lessons Program, please contact Laura Bich in the Fine Arts Office, at (281) 396-2380 or laurarbich@katyisd.org.

Programs / Performances

Printed Programs

If your campus decides to use printed programs, follow district policy regarding student privacy codes. These codes are available in your TAC rosters.

Invitation

Please consider inviting patrons to attend your performances. This can be an on-campus invitation, community flyer, and/or an email invite to:

 Katy ISD Fine Arts Personnel District Level Administrators

 Board Members JH & HS Feeder Directors

 District Colleagues

Principal Approval

Please collaborate with your campus principal regarding repertoire choices for all concerts and performances prior to ordering the material. Include your principal in the planning process.

Religious Programming

All programming shall be in line with established [Board Policies (EMI LEGAL & EMI LOCAL)](https://pol.tasb.org/Policy/Code/594?filter=EMI). Additional legal history and background may be found at the [NAfME Position Statement on Sacred Music](https://nafme.org/my-classroom/music-selection/sacred-music/sacred-music-in-schools-position-statement/).

Technology

[CHARMS Office Assistant](http://www.charmsofficeassistant.com/)

One license is given per elementary campus for this online organizational tool. Each campus is expected to maintain a detailed inventory of all district-owned instruments, choral repertoire, and teaching resources within this platform. For assistance retrieving your campus’ Username and Password, contact Cyndi Tabor at cynthiaktabor@katyisd.org.

Additional training will be provided for completing and maintaining the inventory.

Shared Folders

District Music Files are easily accessible in the [Elementary Music Resources Google Drive](https://drive.google.com/drive/folders/0AIW4D0x03ctQUk9PVA).

Forethought

Curriculum unit templates and objectives are housed here for lesson-building. This application is located within Eduphoria in MyKaty Cloud.

Software in Katy ISD – Approved for Elementary Music

Every teacher’s computer should have access to the programs necessary for planning and delivering instruction. In order to check if your desired program is approved at the district level, access [District Approved Software](https://help.katyisd.org/help/technology). A brief overview follows:

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| --- | --- |
| Audacity (Editing Version)  | Music Ace II (1 lab + Music Teacher’s Computer) |
| Charms | Sightreadingfactory.com |
| Finale (Music Teacher’s Computer) | iTunes |
| Finale Notepad (lab download) | Sibelius Scorch Plug-in |
| Interactive NOW CDs |  |

Travel Guidelines

Student Travel

Obtain permission for trips on your campus through your campus principal. Please allow time at the beginning of the year to discuss school trips for your group. Some preparations take months to get in place and should be started in enough time for the proper paperwork to be completed. *Special note: all communication going home regarding trips must meet prior approval of the campus principal BEFORE going home with students.*

 Process for Student Travel

1. Complete [Request for Student Trip](https://performs.katyisd.org/PresentationServer/Form.aspx/Play/RngAggAj?f=RngAggAj) (at least 1 month in advance)
2. Once approved, complete the [Field Trip Permission](https://help.katyisd.org/help/fmg-exhibit---b) to send home and obtain appropriate signatures
3. Elementary field trips – “All field trips must take place within a 75 mile radius of the District. ([Board Policy FMG – Regulations](https://pol.tasb.org/Policy/Code/594?filter=FMG))
4. All Out-of-District trips must be sent to the Fine Arts Department for approval (attach your itinerary)

Request for Student Transportation (Complete at least 2-3 weeks in advance)

* A request for transportation must be completed through the campus office in the Trip Bus Tracker System
* KatyISD policy states that all students must ride to/from school activities/events on KatyISD provided transportation
* Times: KatyISD buses can be requested with departure after 9:30am and return of no later than 2:30pm in order to be in place for their daily routes.
* IMPORTANT: Make sure the number of students and adults is accurate and not just combined in one total (Note: 83 passenger bus for elementary is 3 to a seat)

Student Return Trip and Extenuating Circumstance Travel Forms

* For trips occurring entirely within the school day, students shall ride the school-provided transportation to and from the event.
* Students may, on occasion, return from a school sponsored trip, occurring outside of the normal instructional day, with a parent. In this case, the parent must obtain prior approval using the appropriate district “[Request for Post-Activity Student Release](https://docs.google.com/viewerng/viewer?url=https://dyzz9obi78pm5.cloudfront.net/app/image/id/58ac5df932131c1c6714e104/n/fmg-exhibit---e.pdf)” form.
* For extenuating circumstances where a student has a conflict between two school-sponsored activities occurring on the same day, the parent must obtain prior approval using the appropriate district “[Permission for Student/Parent-Provided Transportation](https://docs.google.com/viewerng/viewer?url=https://dyzz9obi78pm5.cloudfront.net/app/image/id/58ac5d3891121c774e43cd8d/n/fmg-exhibit---c.pdf)” form.

School-Approved Vehicles

 A District owned school bus, or District approved chartered carrier may be used for the transport of students for school business or school activity travel. A contracted passenger vehicle may be used if driven by a KatyISD employee.

* Teacher Vehicle – at no time shall a teacher transport a student in their personal vehicle
* Vans – the District prohibits the use, rental, lease, loan, or purchase of vans designed to carry ten (10) to eighteen (18) passengers (referred to as ‘commuter’ vans)

Safety

 When your student group is traveling by school bus, the following safety precautions should be observed:

* For trips exceeding the 75-mile radius, a school administrator will accompany the group.

Bus Safety

* All students should board and depart the bus using only the front access door. Do not allow any students to use the back/side emergency exit door for general access. These doors are for emergency use only and are not equipped with a step entry to allow for a safe entry/exit
* Rear/side emergency doors may be used to load large equipment/instruments, which must be transported inside the bus. Adult supervision must be present at all times to ensure safety of students and instruments while loading and unloading.
* Assign adult chaperones to supervise students in compliance with all district bus rules.
* Please check around the bus for items which may have inadvertently been dropped or knocked under the bus or in the line of movement for the bus
* Take a First Aid kit and all medications along with each student’s permission form/health record. These items shall remain in the possession of the group sponsor at all times. (Note: for long trips, it is advised to take a nurse along with your group.”
* Take a copy of the signed [Field Trip Information and Permission Slip](https://help.katyisd.org/help/fmg-exhibit---b) and keep it in your possession at all times
* Parents NOT assigned to chaperone must travel in their own vehicles behind the bus if attending the event
* Please inform your students/parents/chaperones of these safety guidelines

KatyISD Medical Forms and Procedures

Every teacher must receive annual training from their campus nurse PRIOR to administering medication on student trips. (The nurse will have you sign the appropriate completion form.)

* Discuss – Forms needed from the students. How to keep the form and medication
* Review – Safety Kits – what teachers can or cannot contain and distribute
* Keep accurate records on the Medication Administration Master Schedule
* Take Medication Incident Report with you

Medication Administration by School Personnel for Off-Campus Activities

 In order to protect the health and safety of student in KatyISD, the following medication administration guidelines are to be followed when a student. Needs to receive medication beyond the normal school day or on overnight trips. School district personnel will be trained to administer the medication to students. The forms listed below should be used depending on the student’s medical need:

* Parent/Physician Authorization for Self-Administration of Asthma or Anaphylaxis Medication by a Student
* Parent Authorization for Independent Treatment and Monitoring of Diabetes

These forms can be used for students with asthma, anaphylaxis, and diabetes who can self-administer. When applicable, these forms must be signed by a parent/guardian and physician and are kept for the school year. A copy will be kept with the campus nurse and activity sponsor.

* Administrative Regulation for Administration of Medication at School for More than 15 Days

This form is to be used when medication is necessary to be given during an off-campus activity for the entire school year. This form must be signed by a parent/guardian and physician. This medication should be brough to the activity sponsor.

* Student Medication Administration During Off-Campus Activities

This form is used for medication that is to be administered during **one** off-campus activity or trip. This form can be signed by the parent/guardian and expires at the end of the designated activity/trip. A new form must be filled out for any other activity/trip.

KatyISD Administrative Regulations must be strictly followed any time medicine is administered to a student. All medication and appropriate required forms must be turned in to the activity sponsor prior to the school related activity or trip.

In the event no medication is provided and the student requires medical attention, the parent will be notified and the student will be taken to a medical facility for treatment.

* Consent to Emergency Treatment of Student

This form must be completed for any activity outside of Katy ISD boundaries.

Employee Travel

 Process

* Prior to registering for TMEA or an out-of-district convention/workshop, discuss with your campus principal for permission for the absence, possible funding through the campus or PTA/PTO funds. Each campus handles this differently and will advise you on their approvals and processes.

Grading Policy

Please see the Elementary Grading & Reporting Handbook for grading information, our grading scale for content and conduct, as well as Progress Report requirements.

Music

 Vocal/Melodic Skills – singing ability/accuracy of pitch;

 Beat/Rhythmic Skills – demonstrates steady beat; performs/identifies rhythmic patterns;

 Physical Movement – Locomotor/Non-locomotor kinesthetic skills;

 Composition/Improvisation – creates melodic and/or rhythmic phrase, motive or answer;

 Instrumental Skills – technique and proper use of musical instrument(s)

Music Participation/Performance Rubric

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Skill** | **E – Excellent****(100-90)** | **S – Satisfactory****(89-75)** | **N – Needs Improvement****(74-70)** | **U – Unsatisfactory****(69 and below)** |
| **Participation** | Consistently participates enthusiasticallyOutstanding effort | Frequently participates enthusiasticallyMakes good effort | Occasionally participates enthusiasticallyMakes minimal effort | Often refuses to participateMakes little or no effort |
| **Vocal/Melodic Skills** | Consistently sings on correct pitchOutstanding effort | Frequently sings on correct pitchMakes good effort | Occasionally sings; needs help demonstrating the difference between singing on pitch and talking voiceMakes minimal effort | Often refuses to sing; has not developed singing voiceMakes little or no effort |
| **Beat/Rhythmic Skills** | Consistently keeps a steady beat; high level of identification and/or achievement with various rhythmic patternsOutstanding effort | Frequently keeps steady beat; demonstrates rhythmic pattern identification and/or performs accurately a majority of the timeMakes good effort | Occasionally able to keep a steady beat; seldom distinguishes and/or performs rhythmic patternsMakes minimal effort | Often unable to keep a steady beat; unable to distinguish and/or perform rhythmic patternsMakes little or no effort |
| **Physical Movement** | Consistently demonstrates maximum level of appropriate movements with music activityOutstanding effort | Frequently demonstrates moderate level of appropriate movements with music activityMakes good effort | Occasionally demonstrates appropriate movements with music activityMakes minimal effort | Often unable to demonstrate appropriate movements with music activityMakes little or no effort |
| **Composition/Improvisation** | Consistently creates an original melodic or rhythmic phrase or answerOutstanding effort | Frequently creates an original melodic or rhythmic phrase or answerMakes good effort | Occasionally creates an original melodic or rhythmic phrase or answerMakes minimal effort | Often unable to create an original melodic or rhythmic phrase or answerMakes little or no effort |
| **Instrumental Skills** | Consistently applies appropriate technique and skillOutstanding effort | Frequently demonstrates appropriate technique and skillMakes good effort | Occasionally demonstrates appropriate technique; performance limited at an introductory levelMakes minimal effort | Often unable to demonstrate appropriate techniques; unable to perform skillMakes little or no effort |

Work Habits in Art, Music, and Physical Education

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| Listens and follows directions |
| Stays on task / Uses time wisely |
| Participates / Plays safely |
| Uses equipment / supplies appropriately |
| Brings required materials to class |
| Talks appropriately and with permission |
| Refrains from disruptive and foul language |
| Keeps hands and feet to self |
| Respects teachers, paraprofessionals, and peers |