

PROGRAM DEVELOPMENT

A high quality school music program requires an extensive network of support within the school and community. The following program development recommendations reflect common practices in Wisconsin as well as recommendations from professional associations and the Department of Public Instruction. The standards represent the level of support that will be necessary if the content and performance standards identified in this guide are to be achieved. Experience makes it clear that achievement of content and performance standards is consistent with the level of support in the areas of program coordination, communication, staffing, scheduling, facilities, equipment and materials.

Program Leadership and Coordination

Effective program leadership and coordination require the following conditions.

- A music department chairperson or coordinator is designated for coordination of the music program.
- Music staff members are encouraged to participate in continuing education and professional activities.
- There is written administrative or board policy to govern
 - field trips
 - the use of school-owned instruments and equipment
 - public performances by school performing groups
 - relationships with music stores and other vendors
 - parent groups
- There is a long-range plan for development of the music program.
- Various segments of the community are involved in setting broad goals or direction for the music program.
- There is continuous communication and coordination among the music staff.
- There is a plan for assessing student achievement in music.
- There is a comprehensive plan for evaluation of the music program.

Curriculum

A comprehensive music education curriculum based on state and national standards requires the following conditions.

- Opportunities to study music are provided for all pupils during the school day as part of the regular school curriculum.
- Each pupil in each year, grades K-6, studies general music with a music specialist.
- Elementary choral and instrumental opportunities are available as electives.
- In grades 7-12, students have the opportunity to select music electives from each of the following areas of study: general music, choral music, and instrumental music.
- Appropriate opportunities in music are provided for musically gifted students at all grade levels.
- Programs in music are provided for the special education student according to state statutes and student needs.
- Schedules accommodate music classes and ensembles during the school day.
- The scheduling process accommodates those students with conflicts who wish to participate in music performing groups.
- There is a written curriculum guide which includes all aspects of the music program, K-12.
- The music curriculum is consistent with the school district's statement of philosophy and goals.
- All music staff have been involved in the development or revision of a written music curriculum guide.
- The music curriculum provides for student experiences in performing music.
- The music curriculum provides for student experiences in responding to music.
- The music curriculum provides for student experiences in creating music.
- The written curriculum guide has been developed or reviewed during the past five years.
- There is correlation of instruction between general, choral, and instrumental music.
- There is correlation between music classes and other academic subjects in the school.
- There is integration between music and the other arts.
- The music literature used in classes represents a variety of styles and cultures.
- There are co-curricular and extracurricular music activities available to students.

Staffing and Scheduling

Student access to music offerings and appropriate instructional time are critical factors leading to excellence in a school music program. The following conditions support excellence in staffing and scheduling.

Elementary Program

- In kindergarten, instruction is provided by a music specialist at least 60 minutes weekly, supplemented by music experiences led by the kindergarten teacher.
- In grades 1-6, instruction is provided by a music specialist three times weekly for a minimum of 30 minutes per meeting.
- Class size for general music instruction is commensurate with the class section size for each elementary classroom.
- Elementary classrooms are not combined for music classes.
- Daily preparation time for the elementary music specialist is commensurate with that of elementary classroom teachers.
- The elementary (K-6) music specialist is scheduled for no more than nine 30-minute class sections of general music per day.
- * The teacher/pupil ratio in general music is no greater than 1:400.
- Choral experiences (distinct from classroom general music) are provided to students in grades 4-6.
- The elementary choral ensemble meets at least twice weekly for 40 minutes during the school day.
- Opportunity for band instrument instruction begins in grade 5.
- Opportunity for string instrument instruction begins in grade 4, or sooner. The elementary band or string ensemble meets at least once weekly, for 45 minutes, during the school day. **(SHOULD THIS BE "TWICE?")**
- * Band or string students have at least 30 minutes of small group or individual instruction per week.

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Middle/Junior High School Program

- Students in the middle or junior high school have opportunities to elect courses in the areas of general music, choral music, and instrumental music each year.
- General music is required for all students through grade 6.
- Music electives meet a minimum of 2.5 periods or 120 minutes per week.
- Class size in general music is commensurate with average class size for all classroom interaction in the middle-junior high school.
- The teaching load, including student contact time and total number of students, for a music teacher does not exceed the load for teachers in other academic areas.
- Students enrolled in choral or instrumental classes receive at least 30 minutes of small group instruction weekly in addition to large group rehearsals.
- The music program includes the opportunity to participate in small ensembles.
- General music experiences are available as electives in grades 7-8.
- General music classes offer opportunities such as electronic music, folk instruments, keyboard, guitar, music technology, related arts, music listening, computer assisted instruction, music history and music of other cultures.
- Students have opportunity to continue development beyond the beginning or introductory level in general music offerings.

High School Program

- Students in high school have the opportunity to elect courses in the areas of general music, choral music, and instrumental music each year.
- Music electives meet daily and receive credit on the same basis as other academic courses.
- Students enrolled in choral or instrumental classes receive at least 30 minutes of small group instruction weekly in addition to large group rehearsals.
- The teaching load, including student contact time and total number of students, for a music teacher does not exceed the load for teachers in other academic areas.
- The music program includes the opportunity to participate in small ensembles.
- General music experiences are available as electives at each grade
- General music classes offer opportunities such as electronic music, folk instruments, keyboard, guitar, music technology, related arts, music listening, computer assisted instruction, music history and music of other cultures.

- Students have opportunity to continue development beyond the beginning or introductory level in general music offerings.

Music Facilities

General Characteristics

Teaching Stations

- There is a teaching station for each full-time music staff member.
- There is an adequate facility in the school for public performance by music groups.

Health and Safety

- Sounds from music areas do not interfere with other instructional or administrative areas.
- Sounds from adjacent areas do not interfere with music instruction.
- Sound levels within each music area not exceed OSHA Regulations #1910.95 regarding exposure levels (90-115 DBA slow response or 140 DB impact noise peak sound pressure level).
- Access to the facility is planned for good movement of traffic and equipment.
- Acoustic treatment is provided for all areas.
- Illumination provides nonglare diffusion for music reading (40-50 foot candles, 430-530 lux).
- Individual stations are individually lighted.
- Ventilation meets requirements for large classes (increased respiration in playing and singing, or physical movement). At least 5 cubic feet of air per minute (.2 cubic meters) per pupil is provided.
- Ventilation and lighting are "silent" in music areas.
- Temperature is constant 65-70 degrees (18-22 Celsius) with 40-50 percent controlled humidity. (Air conditioning is recommended for instrument storage.)
- A sink and water supply are available.

Other Special Features

- Double doors have removable center joints to allow movement of pianos, risers, and heavy equipment.
- Electrical outlets are provided for individual stations in all teaching areas.
- Circuitry is provided for recording and playback equipment.
- Built-in security spaces for speakers are provided.
- At least 32 square feet (3 m²) of chalkboards or markerboards are mounted, partially staff-lined, and placed for efficiency and acoustic considerations.
- At least 32 square feet of bulletin boards are placed in all rehearsal areas.
- At least 64 square feet of bulletin boards are placed in all general music classrooms areas.
- Shelving and cabinets are provided for music supplies and equipment.
- Access to uniform, instrumental, and general storage areas is adequate for peak periods of traffic density.
- Pianos are provided for rehearsal and teaching areas.
- Quality recording and sound reproduction equipment is furnished for teaching stations.

Elementary School Stations

- A music room is provided for elementary music classes.
 - A minimum of 30 square feet per student is provided to accommodate the largest group served.
 - The room is without risers in order to provide open space for body movement.
 - A minimum of 250 square feet of storage is provided including book shelves, equipment cabinets, and classroom instrumental storage.
 - Wiring is to code and adequate for electronic equipment.
 - Multiple electrical outlets are provided.
 - There is at least one computer work station for the teacher and two computer work stations for students.
- A teaching station is provided for specialized instrumental music instruction at the elementary level.
- A classroom facility is provided for chorus, band and orchestra rehearsals at the elementary level.
- Instrumental storage is provided for specialty instrumental programs.

Middle/Junior and Senior High School Stations

- A music teaching station is provided for classroom music at middle/junior or senior high school levels.
 - A minimum of 30 square feet per student is provided to accommodate the largest group served.

- The room is without risers.
- A minimum of 250 square feet of storage is provided, including book storage shelves, equipment cabinets, and instrumental storage.
- Instrumental storage is provided for specialty instrumental programs.
- There is a music technology classroom including keyboards, computers, sequencing hardware, recording and playback equipment.

•Special Music Rehearsal Facility--Instrumental

- Adequate teaching stations are provided for specialized instrumental music instruction at the middle/junior high school levels that are capable of serving the needs of the largest school instrumental performing groups.
- A minimum of 25 square feet per student in band and 30 square feet per string student* is provided to accommodate the largest group served.
- At least 400 cubic feet of space per student is provided by 14 - 18 foot (4.276 m - 5.486 m) ceilings to accommodate the sound and ventilation needs of the largest group served.
- Risers are available for special purpose rooms.
- Storage is built into special purpose rooms and specialized storage is provided for instruments, music library, music folders.
- Chairs have straight backs and straight seats which facilitate correct posture during performance.
- Heavy duty, adjustable music stands are provided.
- Uniform dress for performance is provided where appropriate.

** String players need more room than wind and percussion players.*

• Special Music Rehearsal Facility - Choral

- Adequate teaching stations are provided for specialized choral music instruction at the middle/junior and senior high school levels capable of serving the needs of the largest school choral performing group.
- A minimum of 18 square feet (1.65 m²) per student is provided to accommodate the largest group served.
- At least 125 cubic feet (2.831 m³) of space per performer is provided by ceilings 14-18 feet (4.267 - 5.486 m) high to accommodate sound and ventilation needs of the largest group served.
- Risers are provided for special purpose rooms.
- Choral risers are at least 40 inches (1.016 m) in width with 6-10 inches (1.524 - 2.540 m) elevations.
- Storage is built into special purpose rooms providing for choral music octavos, music folders, and a music library.
- Chairs with straight seats and backs are provided for choral performance.
- Uniform dress for performance is provided where appropriate.

Special Concerns

- Instrumental Storage (elementary, secondary)
 - Storage is adequate for all instruments.
 - Storage is placed for good traffic flow, avoiding dead ends.
 - Storage is safe and secure.
- Uniform and Robe Storage (secondary)
 - Storage is adequate for all uniforms, robes, and accessories.
 - Unbreakable, full length mirrors are provided.
 - Storage is ventilated.
- Office or Studio (elementary, secondary)
 - Office space with desk and filing cabinet is provided for each teacher.
 - Office is adjacent to teaching areas.
 - Office is enclosed for student conferences and lessons.
 - Student areas are in view of the office area.
- Practice Rooms (secondary)
 - Secondary program facilities include a minimum of four practice rooms.
 - Minimum size for practice rooms is 55-65 square feet.
 - At least one small ensemble room of 80 square feet is provided for band ensembles, 100 square feet for string ensembles.
- Music Library (secondary)
 - Space, furniture, and equipment are provided for sheet music and score libraries.
 - Filing cabinets, box, and/or shelf storage are provided.

--Table, card files, paper cutter, and music-sorting facilities are provided.
--Space is adequate for at least six legal cabinets, two double door cabinets, and 12 linear feet of working table area.

•Individualized Stations

- Stations for individualized instruction are provided throughout instructional areas.
- Electrical outlets and/or carrels are provided in available spaces.

*Traffic flow

-- Library access and instrument and uniform or robe retrieval and storage should be designed for efficient and convenient flow of traffic. Six feet around the perimeter of the rehearsal room should be provided to allow ease of traffic flow.

Materials

General

- There are budget provisions for consumable and non consumable music supplies.
- An annual budget is provided for repair and maintenance of instruments and equipment equal to at least 4 percent of the current replacement value of the total instrument and equipment inventory.
- An annual replacement budget for equipment equal to 7 percent of the basic inventory is provided.

Textbook and Music Materials

- Textbooks and music materials are adequate to meet the needs of the music curriculum.
- Computer software for music study is provided.
- Supplemental recordings and other audio-visual materials for the textbooks are supplied for grade levels K-8.
- A beginning or intermediate instruction book is provided for each student enrolled in instrumental classes.
- A library of ensemble music is provided.
- The ensemble music library contains at least three titles for each instrumental student.
- The text and sheet music collection increases by at least 5 percent annually.

Books, Music and Media Materials

- Music books, media, and reference collections in the school library/media center are adequate to meet the needs of the curriculum.
- A variety of music learning resources including books, recordings, scores, films, transparencies, self-instructional materials, charts, and so on, are available for each grade level.
- Music learning library resources constitute at least 5 percent of the budget of each school library/media center.

Equipment

General

- Quality sound recording and playback equipment is available to each music classroom and rehearsal area.
- Each music room is equipped with a good piano.
- Provision is made for piano tuning at least twice yearly.
- Straight chairs are provided for music classes and performing groups.

Equipment for Elementary General Music Rooms

- Percussion instruments of excellent quality are provided: assorted drums (bongo, congo, hand drums), cymbals, sticks, finger cymbals, triangles, tambourines, wood blocks, maracas, claves, bells, sand blocks, and ethnic instruments.
- Orff instruments are provided in various sizes and timbres: bass, tenor, alto, soprano xylophones, metallophones, glockenspiels, tuned drums, and hand drums.
- Folk instruments such as guitars, dulcimers and autoharps are provided.

- Recorders are provided: soprano for class use, alto, tenor, and bass for special groups.
- Electronic music equipment is provided such as a synthesizer, sequencer, CD player, stereo sound system, tape and/or CD recording system, microphones.
- Microcomputers are provided.
- Choirchimes or handbells are provided.

Equipment for Secondary General Music Rooms

- Guitars for group instruction are provided.
- Electronic music equipment is provided.
- A class piano laboratory is provided.
- Microcomputers are provided.

Equipment for Choral Music Programs

- An excellent quality piano is provided in each rehearsal area.
- A concert quality piano is provided in the performance area.
- Electronic instruments are provided: guitars, amplifiers, electric bass, public address system, microphones, synthesizers, microcomputers.
- Where appropriate, robes are provided.
- Seated and standing risers are provided for rehearsals and concerts.

Equipment for Instrumental Music Programs

- Heavy duty, adjustable music stands are provided.
- Basic brass instruments are provided: tuba, euphonium, French horn, bass trombone.
- Basic woodwind instruments are provided: bass clarinet, alto clarinet, piccolo, oboe, bassoon, soprano sax, tenor sax, baritone sax, English horn.
- Basic string instruments (violin, viola, cello, bass) are provided in sizes according to program needs and levels.
- Basic percussion instruments are provided: snare and bass drums and stands, cymbals, orchestra bells, pedal tympani, mallets, beaters, sticks, chimes, xylophone, marimba. Latin, African and Asian instruments.
- Electronic instruments are provided: guitars, amplifiers, electric bass, electronic piano, public address system, microphones, synthesizers, microcomputers.
- Electronic and acoustic tuning devices are provided.
- Standard symphonic band and orchestra instrumentation is provided for well balanced performance groups.

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