



Avon View/West Hants Band Parents Association
(AV/WH BPA)

POLICY HANDBOOK

Revised 2016

Welcome to the

AVON VIEW / WEST HANTS BAND PARENTS ASSOCIATION

Mission Statement

The mission of the Avon View / West Hants Band Parents Association (AV/WH BPA) is to find practical means to support the music program provided to Avon View High School (AVHS) and West Hants Middle School (WHMS) and to help further the musical education of our students.

The philosophy of the Band Parents Association (BPA) is to ensure that ALL students, who wish to, will have access to the music program regardless of financial situation. Should the program fees charged by the BPA be problematic, bursaries are available. Bursary requests must be submitted by confidential letter to the school office, Attention: Band Parent Association, by October 15th of the given school year. (OR speak to your child's music teacher.)

The Annapolis Valley Regional School Board (AVRSB) provides funding for the music teachers' salaries and space for classes. ALL OTHER COSTS are covered by the BPA through money raised by the BPA members.

Items funded by the BPA include but are not limited to:

- ♪ rental instruments
- ♪ accessories
- ♪ music stands
- ♪ sheet music
- ♪ computer software
- ♪ clinics & workshops
- ♪ festival fees
- ♪ transportation
- ♪ uniforms

The BPA membership consists of all the parents, step-parents and/or guardians of students who are enrolled in the music program at AVHS and WHMS and any individual who upholds the mission and philosophy of the AV/WH BPA and contributes annually to the support of the AV/WH BPA as outlined in the by-laws under Membership 6. (c). The BPA raises money through several major fundraisers, private donations, concert revenues, registration fees, supply fees and instrument rental fees. The annual operating budget of the BPA is approximately \$40,000.00.

The success of the fundraisers depends largely on the volunteer support received from the BPA members and the students themselves. Shortfalls in fundraising are directly reflected in the program fees charged-meaning, these fees would see an increase. The top methods of communication with all members of the BPA is through email, website/events & news calendar and teachers.

Parental Support Policy

The parental support policy is to outline the expectations/requirements for parental support to the BPA. Active involvement in the BPA and its efforts for the music program is critical to its success.

Our policy is:

1. Any parent, step-parent and/or guardian with a child in the Avon View West Hants music program and any individual who upholds the mission and philosophy of the AV/WH BPA and contributes annually to the support of the AV/WH BPA as outlined in the by-laws under Membership 6. (c) - is a member of the Avon View / West Hants Band Parent Association (AV/WH BPA) or BPA and has a vote (one per family) in decisions made by the BPA.

2. Therefore, all members of the BPA are encouraged to attend BPA meetings. Monthly meetings will be shared between the two schools (West Hants Middle School and Avon View High School) on an alternating basis. Meetings are usually held on the second Monday of each month. Meeting dates will be posted in any of the following; school newsletter, websites, calendars, student agendas, daily announcements and other sources.

- 3.a As well, to ensure the success of the music program and thereby keeping program fees to a minimum, all BPA members are requested to volunteer. This can be done by way of fundraising activities, committee work or serve on the Executive. Credits will be assigned for work done throughout the year and each family is asked to meet a minimum of 10 units of work.*

OR

- 3.b Families that are not able to commit to the above volunteer time may make a tax creditable donation to the Band Parents Association; the amount is determined by the BPA and is listed on the Volunteer Form.*

4. Parents/Guardians are responsible to ensure that they and the students understand and are committed to following the policies of the BPA.

***ALL MUSIC STUDENTS are expected to volunteer regardless of the option chosen by parents/guardians.**

Bursary Policy

The philosophy of the Band Parents Association (BPA) is to ensure that ALL students, who register in school to take music, will have access to the music program regardless of financial situation. Should the program fees charged by the BPA be problematic, bursaries are available. Bursary requests must be submitted by confidential letter to the school office, Attention: Band Parent Association, by October 15th of the given school year. (OR speak to your child's music teacher.)

Please Note: Where a bursary is rewarded, the parents/guardians will be advised of the importance of supporting the BPA in any way possible.

Fees Policy

This policy is to outline the purpose and the process for the setting and collecting of Program Fees for the AVWH Music Program.

1. Purpose

The purpose of Program Fees is to cover expenses, associated with running the West Hants Middle School and Avon View High School music program, which are not funded by the Annapolis Valley Regional School Board (AVRSB).

2. Rate of Program Fees

The rate of all Program Fees will be determined by the BPA Executive and voted for approval at the AGM held in October.

3. Program Fees

Program Fees include but are not limited to;

Registration Fee

Supplies Fee

Instrument Rental Fee*

*This fee may not apply to all students.

Registration Fee and Supplies Fee

ALL MUSIC STUDENTS signed up to take music at West Hants Middle School and Avon View High School are required to register with the BPA and pay a registration fee and supplies fee to the BPA.

Should your child wish to participate in the Jazz Band, Concert Band, Stage Band or any other extracurricular band, but they are not signed up for music in their schedule, the registration fee and supplies fee must still be paid.

Families with three or more students will pay full fees for the first and second students and then half fees for each additional student.

Instrument Rental Fee

ALL STUDENTS who use a BPA owned instrument shall pay the Instrument Rental Fee.

Students sharing the use of a rental instrument from the BPA will be reimbursed 50% of the rental fees once final distribution of instruments has taken place. Students renting an instrument with a mouthpiece will have \$10.00 deducted from the reimbursement to cover the cost of an extra mouthpiece.

Should a student loan his/her personally owned instrument to the BPA for the music program, he/she will be entitled to rent an instrument at no charge.

The Instrument Rental Fee covers all items associated with providing and maintaining a BPA owned instrument rented to a student in the West Hants Middle School and Avon View High School music program.

Rental Agreement Policy

The purpose of this policy is to outline the expectations/requirements of the BPA, the parent/guardian and the student when a BPA owned instrument is rented.

1. Rental Period

The rental period runs from September to June of each school year.

2. Rental Includes

The fees and agreement for renting a BPA owned instrument includes;

- Instrument
- Case
- Supplies (i.e. neck strap, mouthpiece, reeds)
- Sticks, mallets, use of instruments, etc. for percussionists
- Valve oil and slide grease
- Routine Maintenance
- General cleaning supplies and instructions for care

The cost of repairs required from normal use of an instrument will be covered by the BPA. Repairs to BPA owned instruments are to be looked after by the music teacher.

3. Responsibilities and Care

The renter of an instrument from the BPA is responsible for;

- Proper maintenance (maintenance sheet provided by music teacher)
- Reporting any problems immediately to the respective music teacher
- Knowing where the instrument is at all times
- Returning the instrument at the end of the rental period ON or BEFORE the date determined by the music teacher
- Not lending their rented instrument
- The cost of repairs due to misuse; dropping, improper storage, failure to clean, dents, etc.*
- Replacing a lost or stolen instrument at the appraised cost*

***These costs will be billed directly to the renter.**

It is strongly recommended that renters carry insurance on their instruments. This insurance should be in the form of a rider added to your home insurance policy.

All rental instruments will be inspected upon return by the music teacher before responsibility is waived. The music teacher will issue a receipt upon final inspection.

For shared instruments, the responsibility in relation to damage or loss will be assessed by the music teacher, principal and president of the BPA, based on specific circumstances.

Payment Policy

1. The policy for payment of program fees is that payment can be made in one of the following ways;

*Payment in full at spring registration or at any time prior to October 15th of current school year.

*Three cheques dated; 1st at spring registration, 2nd September 30th, 3rd October 15th.

*On an individual basis approved by the BPA Registrar and/or Treasurer

Unless acceptable alternatives for payment are made, all Program Fees are due by October 15th of current school year. If not received, payment of fees is deemed to be late. NSF cheques are treated as late payment.

2. Late Payments

In the case of late payments the following actions will be taken during the current school year.

*October 31th – a call will be made by the BPA Registrar requesting payment

*November 15th – a letter from the BPA Registrar will be mailed to the parents/guardians requesting payment

*November 30th – if no payment or arrangements are made by November 30th, a letter to the parents/guardians will be issued (and a copy given to the music teacher) stating that the student will not be permitted to participate in extra-curricular band activities, effective immediately. Once program fees are paid, this will be lifted.

3. Refund Policy

Students who withdraw from the music program or any student who transfers out of WHMS prior to September 30th will receive a 100% refund.

Students who withdraw from the music program or transfer out of WHMS between October 1st and October 31st will receive a 50% refund.

For students attending Avon View, music is a credit course and cannot be dropped or changed during the semester. You can only receive a refund if transferring out of AVHS. By September 30th a 100% refund, between October 1st and October 31st a 50% refund.