



Alberni District Secondary Music Handbook

Introduction

Welcome to the Alberni District Secondary Music Program (ADSS Music). You are part of a program with a rich history in our valley. The program has grown and been a part of our community for generations and we look forward to welcoming you to this tradition.

Also welcome to our parents of students. Enrolling your child in music is the gift that keeps on giving. Welcome back to returning parents and students who shall continue this great musical journey. Our year will be filled with concerts, festivals, fundraisers, community events and performances. This handbook will help guide you through any questions about the year, and as always if there are questions please contact Mr.Kynoch or Mr.Gaucher and we would be more than happy to answer them.

This Handbook

The purpose of this handbook is to acquaint all members and parents of members with the policies of the program. An effort has been made to be as thorough as possible, knowing that it is impossible to cover all situations that may arise. The policies and information in the handbook are intended to promote fairness and cooperation among the members, their parents, and staff. All students and parents should read the handbook thoroughly in order to understand what is expected, and to avoid any conflict or misunderstanding.

Program Philosophy

The goal of the ADSS Music Program is for students to develop an understanding and appreciation for music through performance. Students are expected to challenge themselves, work collaboratively in a variety of ensembles, and become the best version of themselves. Through performing and practicing students will develop self-confidence, discipline, motivation to be an independent learner and thinker, and cooperation. These skills are highly valued and desired within ADSS and beyond and will serve students for a lifetime.

It is also important for students to experience the social aspects of our program and develop memories and friendships that last beyond the high school years. Students are expected to work together to solve challenges, treat each other with respect, and work collaboratively to perform as an ensemble. Students will also experience what being a part of our community means within the program, school, and our greater community. Music connects people from all walks of life and is a vital component of our society.

We hope students will enjoy their overall experience in our program and leave with a lifetime of memories and skills.

IMPORTANT TO NOTE!

It must be understood by all members and parents that all decisions concerning membership, members, placement within the program, performance, music decisions, travel considerations, and fundraisers are made by the Music Directors. Those decisions are final.

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Courses

Band Classes

The primary goal of these courses is to educate students in music through performance and practice of a musical instrument. During these courses students will develop skills and abilities through: technical/musical studies, music theory, and performances. All Band courses run linear (all year).

Jazz Classes

The ADSS Jazz courses are an extension of the regular Band courses. These courses rehearse outside the regular school day, but are courses students **MUST** register for. **All Jazz Band members must be enrolled in Band 9-12, the courses are an extension of the regular band courses, not a stand alone experience.**

Students in this course should play: saxophone, trumpet, trombone, piano, drums, guitar, or bass. Students who do not play one of these instruments regularly in their band courses will be offered an opportunity to learn one of the jazz instruments and a second instrument can be offered through the school. These courses are available to students in grades 9-12

R&B

R&B is for students in grades 10-12. This course rehearses 3 times a week at lunch. We will explore rhythm & blues as well as popular genres of music. Students not enrolled in the music program through band courses may attend the course as vocalists with director permission.

Other Ensembles

Throughout the year other ensembles will appear for students to partake in. These ensembles are not registered courses but offer amazing opportunities for students to grow musically, participate in performances, and contribute to the community. These ensembles will offer an incentive percentage boost to courses related to those genres. Some of those ensembles are:

Jazz Combos (Grades 9-12)- Students must be enrolled in the current Jazz courses to participate, as these are the ultimate extension of learning for students and challenge our members to be highly creative. Students receive an additional 20% to their jazz band grade for attending all rehearsals and concerts.

Chamber Groups (Grades 9-12)- Brass or woodwind ensembles in varying numbers. Students must be enrolled in Concert Band to attend. These are groups that are created by students and their own will. These groups will receive an additional 10% for all rehearsals and concerts attended.

Carol Band (Grades 8-12)- This ensemble is open to all grades and rehearses from November-end of December. The ensemble will perform holiday carols throughout the community during the winter months. This group will receive an additional 10% for all rehearsals and concerts attended.

Pit Band (Grades 10-12)- Our Pit Band rehearses from October-March and is an integral part of our school musical productions. Rehearsals are after school. This group is auditioned. Students participating will receive an extra 10% for attending all rehearsals and performances.

Class and Performing Policies

#1 Students will enter class in a timely manner. It is the responsibility of the student to gather what is needed for the class and be seated as soon as possible.

#2 All morning rehearsals start at 7:30am. Students must be early in order to set-up and be ready for warm-up.

#3 The order for each class will be posted on the whiteboard prior to the start of class. Please take time before we begin warm-up to organize music into the order listed.

#4 Students will be considered late if they are not seated with instrument and other necessary equipment by warm-up.

#5 Students may warm-up on their own prior to the ensemble warm-up, but must be considerate of other students and playing at a proper volume.

#6 Conversation between members at a considerate volume is encouraged prior to warm-up. Once the rehearsal begins students are requested to save conversations till after the rehearsal is over.

#7 During rehearsals students are asked to not play and have conversations in-between pieces. Quick notes are encouraged, but do not take away from the focus of the ensemble.

#8 Members are to bring the following to each rehearsal:

- Instrument
- Music
- Pencil (**absolutely no ink in the classroom**).
- Reed players: at least 3 reeds at all times
- Brass players: valve/slide oil
- Percussion: sticks/mallets
- Bass players: a tuner and patch cord

#9 Instrument maintenance does not happen during lessons. Minimal tasks such as applying valve oil or switching reeds are acceptable, but larger tasks are to be completed on the student's time. For repairs please consult with your Director.

#10 All rooms must be kept clean and tidy. Respect for our musical community is a must and having a clean working environment is part of that respect. Please place instruments where you have been shown, and music travels with you. Failure to follow this policy will result in students being disallowed storage space in the music rooms.

#11 At all times respect is a must. Everyone has a hard day or experiences hardship in their lives, however we are all entitled to respect and kindness. Members will treat the room, facilities, equipment, fellow members, and staff with respect which includes actions and words. Failure to do so will result in consequences, which may include membership revoked.

General Program Policies

The following policies are in effect for all courses and ensembles.:

#1 Participation/Attendance

Music revolves around participating in the making of music and performing. Students who do not attend or miss rehearsals are losing valuable music making time and skills.

Students MUST actively participate in classes to meet learning outcomes.

The following policies apply to student participation and attendance:

Students who are: chronically late, without materials, or miss more than 20% of classes in a term, are deemed to have not participated to the level of expectation for the course.

Due to the fact that Band is course based on performance, students are required to actively participate in a minimum of 80% of classes. Students will not be considered to have actively participated if:

- They were absent (unexcused)
- 30 minutes (or more) late
- Chose not to participate in class
- Chose to behave in a manner that disrupted the learning environment
- Did not have proper working materials.

*Please note when all rehearsals outside of the regular timetable occur and start.

Students who are consistently late or missing rehearsals will receive a contact to their home as a warning, and then students will receive marks deductions.

*Attendance policies are monitored for each reporting period

#2 Performances and Functions

All Band members are expected to attend all performance and functions unless excused by their Director 2 weeks prior to the performance. All

Performances are listed on the school calendar and music website.

Functions would be described as the following: school assemblies, evening concerts, festivals and/or competitions, community concerts, and any other agreed upon events.

Any date conflicts with work, please contact your employer early to ensure that appropriate time is taken off. "I have to work" is not an acceptable

excuse for missing any performance or function. This will be treated as an unexcused absence.

Lateness for performance or function: *1st time warning, 2nd time deduction of 20% for the term, 3rd time membership may be revoked.*

Unexcused absence: *1st time drop in 20% letter grades, 2nd time membership may be revoked.*

All reasons for lateness or absence must be in the form of a signed note, email, or phone call from the parent/guardian the Director. Should a student fall ill 24 hours prior to a concert or event, please contact the Directors immediately.

#3 Conduct

Respect for all members is expected at all times. When we perform please respect the audience by acting responsibly and putting on a great performance from start to finish.

Improper conduct will result in:

1st time- warning and conversation

2nd time- parent/guardian contact and conversation

3rd time- may result in loss of membership into program

#4 Uniforms

Uniforms must be worn for all performance and concerts. **Students who are not appropriately in uniform prior to a concert will not be allowed to perform.** If you are having issues with uniform please contact the Directors for assistance.

Our uniform is as follows:

Black shoes

Black socks

Black pants (no tights or sweat pants please)

White shirt

Red tie

Black ADSS Band Sweater-purchased through ADSS Band at a cost of \$50

**Note that two active band students from the same family cannot share a sweater, there are often multiple groups performing in many circumstances which make it impossible to share a sweater.*

If uniform costs are an concern please contact Mr.Kynoch or Mr.Gaucher immediately and we will do what we can to help alleviate the situation. **We will support any student who wishes to be in the program, and financial issues we can overcome.**

#5 Equipment

Respect for all equipment and facilities is an expectation of all students. Misuse of school equipment is a serious offense and may result in severe consequences or loss of membership to the program.

Any damaged or lost school instruments are the responsibility of the student and parent/guardian to repair/replace.

Students are responsible for have the proper equipment to go with their instrument. Reed players should have 3 reeds on them at any given time. Brass players should have valve/slide oil on them at all times. Percussionists are expected to have their own sticks and mallets (one set of each). Reeds are available for emergency purchase a cost of \$2 per reed. Students who cannot pay at the time of needing a reed will be tracked and expected to pay by the next class.

#6 Music

Music must be treated with care. Music is expensive to purchase and expensive to replace. Lost or damaged music will be charged to the student to replace.

Leather Music Folders are property of the school and are to be treated with the utmost care and respect. Damaged or lost folders will be charged to the student to replace.

Do not trade or share parts you have been assigned. Every part is unique and important to our ensembles. Each part has its own challenges and is a required part of our ensembles. **Please speak to the Directors regarding any trading of parts or requests.**

Students replacing lost music will be charged a \$1 replacement fee for any sheet music, and a \$20 replacement fee for any method books.

#7 Instrument Rentals

Students are expected to rent their own instrument for the school year. An evening rental night will be hosted in the beginning of the school year by the program. During the rental evening, please ensure you purchase for your instrument all necessary equipment to operate your instrument efficiently. Our program has limited owned instruments, and due to the large amount of students enrolled, cannot provide an instrument for every student.

Families/students with financial difficulties that prohibit them from renting an instrument please contact the school, we will provide you with the necessary instrument and equipment. School instruments may be rented if necessary at a cost of \$40 per instrument. These costs help with repair and maintenance of the instruments. **All students shall be allowed to participate in our programs regardless of financial constraints, please contact the Directors as soon as possible so we may help.*

***Students doubling on another instrument for jazz band will receive their second instrument from the school at no charge.*

#8 Travel Policies

Students will have the opportunity to travel with our programs throughout the year. Some trips may be of the smaller variety (local festivals, elementary schools) and some may be of the larger variety. The following travel policies apply to all students:

1. The group only travels if the standards of music have met the approval of the directors.
2. Groups will not travel if an insufficient number of students cannot travel.
3. Any student with failing grades in their music courses or display poor citizenship will be ineligible to travel.
4. Any non-music subjects that are missed due to travel MUST ensure all missed work is completed. Students who are failing non-music courses may be ineligible to travel at the discretion of the teacher of that course.

#9 Fundraising Policies

The goals of the fundraising efforts of the music students (and their parents) are threefold:

1. to raise money to support music-related activities for students (ex.: access to private music lessons; concerts; travel opportunities related to performance; instrument accessories; music consumables – reeds, valve oil, etc.; music resources – sheet music, CDs, method books, etc.);
2. to raise money to support the music program in general, as current school allocations do not cover the funding needs (PAC contributions, while appreciated, are unlikely to be enough in these economic times); and,
3. to create and support involvement in the ADSS music community, and enhance students' music education opportunities, through participation in group activities (service), involving all students at some level, even those who do not travel.

Fundraising activities are organized by the music teachers. The structure will be as follows:

- each student will have an individual music student account;
 - money in an individual student account may be used to offset travel costs for music trips, for instrument rental, or for other music-related expenses (ex.: access to private music lessons, music consumables – reeds, valve oil, etc.; music resources – sheet music, CDs, method books, etc.);
 - money accessed from a student account will be based on a reimbursement system – all potential expenditures must be approved by the band director, and reimbursement will be paid out upon submission of an original receipt; the exception to this system is money used to offset travel with the band;
 - 75% of profits earned at group fundraisers (i.e., bottle drives, chocolate drive, etc.) will be divided equally among the participating students, while the remaining 25% will be placed in the ADSS music general account.
- Program wide events such as 50/50 nights go directly toward the ADSS Music Program.
- parental involvement in fundraising activities is a critical piece; however, family participation in a fundraising event does not count toward students being given extra credit in terms of fundraising totals;
 - the Music Directors will create spreadsheets of participation and total dollar figures in each student account, and this information will be posted each term in the music room
 - all monies will flow through the ADSS music office. The school accountant works with the music department to return funds, but all conversations and requests must go through the music directors.

•students must participate the full length of a fundraiser to receive funds.

•Any unused funds at the end of the year will be rolled into the ADSS general music account for further use to benefit all students.

Assessment

The ADSS Music Program requires active learning and performance for each rehearsal. A large part of what is assessed of students occurs in each and every rehearsal. Students are assessed on everyday performance and preparation of music. The examples below are of what a student receiving each grade would be like in each rehearsal.

Preparedness

‘A’ range: Selected repertoire is prepared and ready for further development

‘B’ range: Student is only partially prepared or underprepared

‘C’ range: Student is unprepared or is unfamiliar with music

Technique

‘A’ range: Difficult passages are prepared within 2 classes

‘B’ range: Difficult passages are prepared within 3 classes

‘C’ range: Difficult passages take longer than 3 classes

Musicianship

‘A’ range: Takes initiative with musical interpretation of phrasing and articulation

‘B’ range: Requires instructions for musical interpretations of phrasing and articulation

‘C’ range: Does not follow instructions for musical interpretations of phrasing and articulation

Performance

‘A’ range: Music is prepared and performance etiquette is appropriate at all times

‘B’ range: Music is mostly prepared and performance etiquette is appropriate at all times

‘C’ range: Music is inconsistently prepared and performance etiquette is not entirely appropriate

Musical Literacy

‘A’ range: Musical language and appropriate terms are used to describe the music

‘B’ range: Expressive language and descriptive terms are used to describe the music

‘C’ range: Ambiguous or abstract terms are used to describe the music