

ADSS Music Program HandBook



INTRODUCTION

Welcome to the Alberni District Secondary Music Program! Our music program is one of a rich history of continued excellence. We dedicate ourselves to quality performance and sharing positive, lifelong experiences. With the school year now underway, a special welcome is extended to members and their parents/guardians who are new to ADSS or new to the program. As always, a warm “welcome back” goes out to returning students and parents. With your support we are off to a great start. Our fall season is traditionally occupied with start-up activities (course outlines, first band lists, rehearsal schedules and, uniform issues), fundraisers, and a lot of music making! In the spring, our focus shifts more towards performances, festivals, and possible tours. We look forward to working with all of you this year!

Thank you! – Mr. Josh Kynoch and Mr. Ron Gaucher, Co-Directors of Music

EXPLANATION OF HANDBOOK

The purpose of this handbook is to acquaint all program members, and parents of members, with the policies of the music 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. Any suggestions for improvement of this handbook can be made to the Music Directors and will be considered for future editions. We look forward to the many positive contributions you will all make to our growing traditions, and hope that you will find your experience in this program rewarding!

PHILOSOPHY

The goal of the ADSS Music Program is for students to develop a lasting appreciation for the value of music in their lives. Students are challenged to become the most proficient musician and performer that they are personally capable of. Through rehearsal and performance practices, we strive to develop a sense of self-confidence, self-discipline, motivation, and an inner drive for EXCELLENCE in EVERYTHING we do. Through their social relationships within the program, students will develop lifelong memories and friendships that are bonded by the challenges they will face and overcome together. Above all, we hope students are able to view their time with the ADSS Music Program as an experience that had a positive effect on their lives for years to come.

REQUIREMENTS FOR MEMBERSHIP

IT MUST BE UNDERSTOOD BY ALL MEMBERS AND PARENTS THAT ALL DECISIONS CONCERNING MEMBERSHIP, MUSIC PROGRAM MEMBERS, AND PLACEMENT IN THE MUSIC PROGRAM, PERFORMANCE, AND MUSIC WILL BE MADE BY THE DIRECTORS/TEACHERS. THOSE DECISIONS ARE FINAL.

BAND CLASSES

The primary goal in these classes is music education through learning how to play a musical instrument. During these classes students develop skills and abilities through technical/musical studies, music theory, and performance technique, making them better/independent musicians. All band classes are linear (all year) courses. Band 8, 9, and 10 are offered in the regular timetable and alternate with another linear subject. Senior Concert Band (Band 11/12) is an outside the timetable course. Concert Band courses are the main course offering in our program and are required to be taken for extension courses (Jazz Band, R&B, combos, etc).

JAZZ BANDS

Jazz Bands are optional extensions of Concert Band. All jazz band members must be enrolled in a Band 9-12 class (or have special permission). These courses meet in the morning, starting at 7:30. Please see the schedule on our website for when your group meets.

R&B (Rhythm & Blues) Band

R&B Band is a course for grades 10-12. This course focuses on popular genres of music and offers many performance opportunities. This course is open to any students. Instrumentalists and Rhythm Section members must be currently enrolled in Concert and Jazz Band. Vocalists are welcome to join and are not required to be a part of the regular band portion of our program. Prior to enrollment, potential vocalists should speak to either of the directors.

Other SPECIALTY GROUPS

These occur throughout the year as needed. These groups include our Christmas "Carol Band", our Musical Theatre Pit Orchestra, Pep Band, and various student led combos (course credit is available for many of these groups).

ASSESSMENT/GRADING

Curricular Concepts being Assessed and Graded

ENSEMBLE INTEGRITY (Ensemble Concepts)	<ul style="list-style-type: none"> • “getting under baton” /proficiency at following conductor • vertical clarity (balance, ensemble blend) • Responds to conductor feedback (use of pencil/markings) • Blends with section
RHYTHMIC FLUENCY	<ul style="list-style-type: none"> • use of rhythmic counting system for use in fluent reading and effective self-correction of rhythms
NOTATIONAL FLUENCY	<ul style="list-style-type: none"> • key signatures • accidentals fingerings, alternate fingerings • development of speed with accuracy
INSTRUMENT PEDAGOGY	<ul style="list-style-type: none"> • embouchure • mechanics of the breath • hand positions • posture • instrument mechanics and maintenance
TECHNIQUES AND EXPERIENCES	<ul style="list-style-type: none"> • retention and transfer concepts • concentration techniques • engages in school, community, regional, national, and international concerts, and festival performances
PITCH AND TUNING	<ul style="list-style-type: none"> • instrument / mechanical • embouchure and air direction • understanding tuning characteristics of individual instruments
STYLE AND MUSICALITY	<ul style="list-style-type: none"> • note shape (articulations) as it relates to a broad range of musical styles • historical and stylistic perspective as it relates to repertoire and to an overview of traditional music history
QUALITY OF SOUND	<ul style="list-style-type: none"> • instrumental tone • embouchure • air support • mouthpiece/reed management • equipment quality and care
CULTURAL AND HISTORICAL CONTEXT	<ul style="list-style-type: none"> • Making connections to influences across time, cultures, and regions as they relate to music.
MUSICAL PREPARATION (Practice, Refinement, Mindset)	<ul style="list-style-type: none"> • Proficient at home practice (uses recordings and/or supplemental material to work toward mastery) • Reaches out for help when needing support • Working to achieve a Growth Mindset

Students demonstrate proficiency in the curricular areas outlined each time they rehearse and perform. The directors are constantly assessing each student throughout the learning and rehearsal process. Individual playing assignments are not used as the major basis for achievement grading but are occasionally required as classes are quite large and each student needs an opportunity to demonstrate their progress. Written assignments are also used for partial assessment, particularly of rhythmic counting proficiency. Being at rehearsals is a key component of learning in this environment. If students are away or missing, a legitimate reason must be provided 24 hours in advance by a parent/guardian. **Being late for a rehearsal will result in -1% of that term's letter grade, missing a rehearsal completely without warning will result in a -3% of that term's letter grade.**

PERFORMANCES:

- Band is a performance-based course and thus concerts and performances are a part of assessment.
- Our goal is to creatively offer students opportunities to perform for their families, peers, and public audiences.
- Missing performances is not an option. Performances may only be excused by medically excusable situations or emergencies. "I have to work" is not a legitimate excuse. Students are required to stay for the full duration of all performances to learn from each other and support each other.

SUMMARY OF ASSESMENT CRITERIA:

- Observation during rehearsal
- Growth mindset through practice
- Digital Assignments/In-person assignments
- Performance participation

*****Important**

Letter Grade of A means "Above and Beyond"

Achieving a letter grade of an A means you have gone beyond what is expected. Individuals who earn these letter grades are practicing more than the recommended amount, challenging themselves to try new and more tricky musical experiences, or demonstrating leadership and/or mentorship qualities.

Letter Grade of B means "Basics"

This means you are doing what is expected. You come to class prepared and having practiced/listened to recordings, you perform to the best of your ability, you have all your materials in working order each day and have a positive attitude toward your own learning and the ensemble.

Letter Grade of C+/C means "Could do more"

There is ability there, but perhaps more could be done to meet the expectations. Practice usually is very little for a C+/C individual. Individuals are typically not prepared for each rehearsal or lack motivation and a fixed mindset. Notes and rhythms are not accurate on a constant enough basis and errors keep reoccurring.

Letter Grade of C- means "Can't continue on this path"

More efforts are needed on the part of the individual, practice isn't occurring, there is no fluency/consistency in performances, and not prepared with working materials often. This individual needs to change their direction or they may not be able to continue onward.

Letter Grade of I or F

Musician does not engage, materials are often missing, musician has made zero efforts. Recommend removal from the course moving forward.

GENERAL PROGRAM POLICIES

I. PARTICIPATION/ACTIVE ENGAGEMENT

- 1.) Students are required to attend all rehearsals/classes, sectionals, and performances for the bands they choose to take part in.
- 2.) Participation/Active Engagement is factored into your mark. Points will be given for every rehearsal/class and performance. This is a LARGE part of the BC Music Curriculum (performing, exploring, using abilities/skill sets, etc).
- 3.) Being late or absent counts against your ability to demonstrate a vast majority of learning outcomes. It is important for the program's success and individual progress that all students are present and on time. Failure to do so will take points off term marks:

First 5 minutes after start – 1%

Next 5 Minutes – 2%

Further Lateness – 3% Unexcused Absence – 3%

****Excessive lates/absences will result in a loss of membership. ****

*****Student must attend a minimum of 80% of rehearsals in a term to avoid loss of membership*****

- 4.) Students are considered LATE if they are not in their proper seat with instrument, music, and all necessary equipment at the appointed time. This means you must be physically in the room at least 5 min early to get set up and prepared.
- 5.) The music order for the classes/rehearsals is always posted on the white board. Please put your music and books in order at the beginning of a class/rehearsal.
- 6.) Conversation in a normal voice or a soft warm-up is welcome before the director steps on the podium and we warm up as a group.
- 7.) **BE RESPECTFUL.** Make quick changes to the next piece after we finish with a piece of music. This is not the time to talk and play.
- 8.) **BE PREPARED.** Have the following materials and equipment: (a) instrument, (b) pencil, (c) ALL music, (d) reeds, valve oil, sticks/mallets, supplies etc. Reed players are to have at least 3 working reeds at all times. Percussionists at this level must have their own sticks and mallets (buy a stick bag and put your name on it)
- 9.) Have a well-maintained instrument and perform maintenance before we warm up or outside of class/rehearsal.
- 10.) The band room will be kept clean and orderly. Store your instrument on the shelves and your folders in the folder shelves. Please use lockers for other items.

II. REQUIRED FUNCTIONS

All members of the music program will attend all required functions involving their performing ensemble(s) unless excused beforehand by their director. Required functions include: school assemblies, evening concerts, festival competitions/performances, community concerts, and any other event agreed upon by the program. Such events/dates are booked well in advance. If there is a conflict with work, contact your employer early so that you can get the time off. **The directors DOES NOT ACCEPT “I have to work” as a legitimate reason for missing a concert. This will be treated as an unexcused absence and dealt with accordingly.**

III. PERFORMANCE (CONCERT/EVENT) ATTENDANCE

Unexcused absence from a performance = immediate loss of membership (and failing grade). Unexcused lateness to a performance = first time warning; second time loss of membership (and failing grade). **ALL REASONS FOR LATES AND ABSENCES (to classes, rehearsals, and performances) MUST BE IN THE FORM OF A SIGNED NOTE, AN EMAIL, OR A PHONE CALL FROM A PARENT TO THE MUSIC DIRECTOR.** It will be reviewed and assessed accordingly. If a problem arises such as illness, please let the director know as soon as possible. Please bring note for extended absences, family trips etc.

V. CONDUCT

Please respect each other and all efforts in the music room. When we perform please respect the audience by acting responsibly and putting on a strong show from beginning to end. We represent the school and we would like our program to be respected. Serious violations of the following will be given 2 warnings, a third resulting in loss of membership:

- lack of adequate preparation of music
- misbehavior in a class/rehearsal, concert, or event
- misrepresentation of our program (students and directors) online (social media or otherwise)

V. UNIFORMS

Failure to be in full uniform (before, during, and after a concert or event unless told otherwise) will see two warnings, followed by loss of membership. Students who fail to be in full uniform before a concert will NOT be allowed to perform with their ensemble.

VI. EQUIPMENT

Please respect and treat with care all the equipment that you find in our spaces and keep the rooms tidy. Misuse of school owned equipment will also see two warnings, followed by loss of membership. Students are expected to pay for all damaged or lost school owned instruments, music, and music folders (due to neglect or improper care).

PLEASE CO-OPERATE! OUR ENSEMBLES EXIST TO MAKE QUALITY MUSIC!

UNIFORM POLICIES

Program members will arrive at performances/events in FULL uniform

Uniforms must be worn for all performances 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 getting a uniform please contact the Directors for assistance. Our uniform is as follows:

-Black shoes

-Black socks

-Black pants (no tights or sweatpants please)

-White shirt

-Red tie

-Black ADSS Band Sweater-purchased through ADSS Music at a cost of \$50 (subject to change depending on availability)

*Note that two active music 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 a 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.

MUSIC/MUSIC FOLDERS

- a.) Treat music with care as it is extremely expensive to replace (if it can be replaced at all). Senior Band members will receive a special leather folder for the year and is the property of ADSS Music program. Any damaged or lost folders will be replaced by the member in question. Students in Music 8-10 will be required to provide a black three ring binder (2-inch depth) for all their music. If students are unable to afford this cost a binder will be provided.
- b.) Folders and music are numbered and assigned to each member of the bands based on the playing of Requirements and the Director's observations.
- c.)) DO NOT trade, share, or change the part(s) that you have been assigned. Every part is important! Second and third parts are often MORE difficult in some respects than first (or principal) parts and bands NEED all parts to be covered to be strong musically. IF YOU WOULD LIKE TO TRADE PARTS WITH ANOTHER MEMBER, YOU MUST SPEAK WITH THE DIRECTOR BEFORE DOING SO.

INSTRUMENT RENTALS

The program owns a limited amount of instruments that can be loaned to students for a school year. Families that can rent their own instruments from a local music (Long & McQuade in Nanaimo or Tapestry Music in Victoria). Both stores will come up at the beginning of the year and provide a rental evening for parents and guardians, so they do not have to travel. The date will be announced at the

beginning of each school year. Families who are unable to afford the cost of a store rental can rent one from the school at a cost of \$40 for the year, however these instruments are reserved for families who need them.

Priority for instruments is given in this order

1. Families/students that have a financial situation that prohibits them from renting an instrument will be given first priority.
2. Students who are asked to “double” on a secondary instrument in one of the bands (while still renting their main instrument) will be given second priority.
3. All other rental requests will be given third priority.

TRAVEL POLICIES

Under normal circumstances, students involved with the program will have at least two opportunities to travel with ensembles. Due to the many hours involved in planning and funding musical tours, travel will only take place under the following conditions:

1. Ensembles will not travel unless the Director's performance standards are met.
2. Ensembles will not travel if insufficient students are able to take part, or costs are prohibitive.
3. STUDENTS WITH FAILING GRADES OR POOR CITIZENSHIP (i.e. truancy, suspension, etc.) ARE NOT ELIGIBLE TO TRAVEL.
4. STUDENTS ARE RESPONSIBLE FOR ALL SCHOOL WORK MISSED WHILE ON TOUR. Trip dates are selected to minimize major conflicts with school events and student studies. All ADSS musical tours are fully structured and supervised, with a member of the school's administration requested to accompany us on each excursion. Parents will be advised when formal trip proposals are presented. Travel is a proven, important component of the music education process.

*****Note students and families struggling with financial hardships, but who wish to travel with the program should contact one of the music directors. We can figure out a way to make things happen for those who work hard.***

AWARDS

Each year our students are eligible to receive a number of awards for performance and improvement in the performing ensembles. Students can be selected for Fine Arts Department awards that are awarded at the year-end assembly. There are also 3 trophies presented to the Top three students in the program. These trophies will include engravings of those students' names on there.

FUNDRAISING POLICIES

The ADSS Music Program organizes a range of fundraisers each year that raise money for ensembles and/or enable students to earn money for their future trips. Funds raised from each fundraiser are divided equally among the participants of those fundraisers and are kept in accounts at the school. For

inquiries about how much money a student has fundraised, speak to Mr.Kynoch. Raised funds are not rolled over from year to year, therefore money raised must be used within that year.

CONTACT

It is your responsibility to check for emails, check the website, or check Facebook/Instagram.

We will email home updates monthly. More information, as well as news, photos, calendars, tour information, fundraising information, and MORE can be found at ADSS Music Website:

www.adssmusic.weebly.com

Facebook and Instagram: @ADSSMusic

On YouTube: ADSS Music

Mr. Josh Kynoch

JKynoch@sd70.bc.ca

Mr. Ron Gaucher

RGaucher@sd70.bc.ca

School #: 250-723-6251