

OPERATIONS HANDBOOK (GRADE 8-12)

Lord Tweedsmuir Secondary Music Department

PREFACE:

First and absolutely foremost, we serve an important educational role, helping students develop the skills and sensibilities that help them become successful and well-rounded students and members of the community. The skills developed in music classes and ensembles help them develop creativity, sensitivity and responsibility among many other positive traits.

We also serve a functional role to the school and community, as our students perform at sporting events, ceremonies and in many of the public gathering places in the Cloverdale/Surrey area. We help fulfill music's role as an indispensable part of our cultural life, one that helps people celebrate, mourn, mark holidays, rally crowds, dance in joy and heal pain.

Our music program is also in many ways an extended family. Since our efforts are so largely collaborative, we learn to trust and rely on each other so that one person's strengths can help another person overcome a weakness. Older students shepherd younger students and pass down traditions. Younger students fearlessly blaze new trails and grow into young adulthood. Parents tirelessly offer support, encouragement, advocacy and all of the things they do (big and small!!) to help their children as they venture out into the larger world.

This handbook is meant to be as complete as possible a compendium of the expectations, rules and procedures of the Lord Tweedsmuir Secondary Music Department. Obviously, not every scenario or contingency that might warrant a department policy can be covered in this document, so if in the course of the year you encounter a situation in which you are not certain what is expected of you or your ensemble, please feel free to bring it to our attention.

Also, if you have any questions or concerns about the contents of the handbook, or if you have any questions not answered in the handbook, please feel free to contact the Music Director, Mr. De La Pena, at 604 574-7407 or Mr. Steve Battye President: LT Music Parents Association 604 313-7066.

A Guide for Students & Parents

Lord Tweedsmuir Music Department Handbook 2018/2019

The Director and LT Music Parents executive would like to welcome everyone back to what promises to be an exciting year for Tweedsmuir music students.

PHILOSOPHY

The Lord Tweedsmuir Music Department believes that music is an essential priceless and irreplaceable component of human life: that music occupies and will continue to occupy a singular position in our culture, that music speaks to the human spirit, intellect, and emotion in a direct and special way, and that without music our very essence would be incomplete.

The LT Music Dept. seeks to develop in each student, the skills and attitudes that will assist them in acquiring skills that are technical, artistic and social that in turn will facilitate their participation in the World of Music throughout their entire lives. Students are offered the opportunity to prepare themselves to be both competent and reliable members within a variety of exciting performance groups. Membership in these groups calls for strong character as well as strong musicianship.

MUSIC DEPARTMENT CURRICULAR OUTLINE

The LT Secondary Music courses follow provincially prescribed curricula. Strong emphasis is placed on developing proficiencies that are useful and indeed recognizable in post-secondary musical endeavours of all kinds. Elements of this curriculum are common at all grade levels with an appropriate degree of mastery set for each level. Supplementary materials and activities such as small ensemble assignments and written reports will be added with increasing frequency as the grades progress. The elements of this curriculum are focused under the "Big Ideas" through the Learning Standards from the Ministry of Education.

Big Ideas:

- Identity is explored, expressed, and impacted through arts experiences.
- The arts provide opportunities to gain insight into the perspectives and experiences of people from a variety of times, places, and cultures.
- Creative arts experiences can build community and nurture relationships with others.
- Dance, drama, music, and visual arts each use their own unique sensory language for creating and communicating.

Learning Standards:

Exploring and creating

ENSEMBLE INTEGRITY

- . getting under the baton
- . proficiency at following conductor
- . vertical clarity

RHYTHMIC FLUENCY

- . use of rhythmic counting system for use in rapid learning and effective self-correction of rhythms

NOTATIONAL FLUENCY

- . key signatures, accidentals
- . fingerings, alternate fingerings
- . development of speed with accuracy

INSTRUMENT PEDAGOGY

- . embouchure, mechanics of the breath
- . hand positions, posture
- . instrumental mechanics and maintenance

Reasoning and reflecting:

QUALITY OF SOUND

- . aspects that relate to instrumental tone: embouchure, air support, mouthpiece, reed management and equipment quality.

PITCH AND TUNING

- . instrument / mechanical
- . embouchure and air direction
- . tuning characteristics of individual instruments
- . ear training

Connecting and expanding:

STYLE AND MUSICALITY

- . note shape 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.

Communicating and documenting:

PERFORMANCE AND EXPERIENCES

- . retention and transfer concepts
- . concentration techniques
- . school, community, regional,
- . National and international concerts and festivals can be undertaken.

SUMMARY

Students should expect significant and identifiable progress in each of these areas of the curriculum with each advancing year in the five-year LT Music Program.

COURSE EXPECTATIONS: 1” Black 3 Ring Binder/25 page protectors & Pencil each class Music students are expected to adopt an attitude consistent with their groups’ ambition to learn about music and to perform at a superior level at all concerts and festivals. Students will be expected to strive each year to increase their skill and proficiency with their instrument. This progress will be achieved within a highly focused rehearsal atmosphere in a supportive ensemble setting strengthened by consistent individual home practice. Instruments must go home for practice each weekend and at least once or twice during the week. Students are encouraged to practice for results rather than practice to the clock. Students are expected to have a good quality instrument with suitable accessories (reeds, neck strap, valve oil etc.). Class participation missed due to lack of proper supplies or because of an instrument being “in the shop” can result in great harm to a student’s progress and learning momentum. The director offers and indeed insists upon assessing all instruments thought to be in need of repair. If professional attention is necessary, this will be advised and parents should undertake this immediately. The teacher both can remedy many problems without expense to families and without the necessity of students losing class time. All sheet music will be provided. The director will insist that these materials be kept in a black three ring binder with non-glare page protectors. Protecting these materials properly insures the best possible use of our resources and enables the director to expand our library of exciting and current repertoire.

MUSIC INSTRUMENTS:

*** Please note** - The Music Dept. has over 120 students and there are many instruments that look identical on the storage shelves. Students’ instruments must be clearly identifiable on the insides of their cases and it is recommended that they be identifiable as well on the outside. Larger instruments can be kept on the shelves in the music room. This “identification” must be readable by teacher not just to the owner.

****Please note - parents are advised that the school does not assume responsibility for loss of student owned instruments. Please add the instrument to your family household insurance if this sort of loss is not already covered. Before securing extra private insurance for instruments rented from a music company, check the terms of your rental contract to see if loss due to theft is already included. Instruments on loan from the school MUST be insured against loss or damage of any kind as a pre-condition of their use. There is a Use Contract that must be filled out by parents for each school owned instrument.***

EVALUATION

Students demonstrate proficiency in the curricular areas outlined above each time they rehearse and perform. The director is constantly assessing each student throughout the learning and rehearsal process. Individual playing tests 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 “show what they can do”. Written tests are used for partial assessment, particularly of rhythmic counting proficiency. Students or parents may at any time request an interview with a director to review the progress of their child. **Performances** are an important element of the learning process and are mandatory for all members. It is also very important for parents to attend concerts so they can see and hear the results of the practice they hear at home and be able to share in the excitement of their son’s or daughter’s success. **It is very important for both students and parents to see and hear the other performance groups in our program.** More experienced groups provide an important model that serves to help younger musicians know what they are striving for and what is possible for them. This greatly helps younger students to have the excitement to practice on their instrument.

****To facilitate this students and parents should stay to the conclusion of all concerts.**

“SMART MUSIC TO BE PURCHASED

How to get SmartMusic:

Follow these directions to set up your child’s SmartMusic subscription and install the SmartMusic software.

Purchase a subscription:

- 1) Go to the MakeMusic Store. (<https://store.makemusic.com/store/?tab=smartmusic>)
- 2) Next to the Classic Student Subscription, click Add To Cart.
- 3) It will automatically take you to the next page.
- 4) Click “Check Out” and it will bring you to the Log-in Screen. If you have an account from previous years, please use the same account. If you are new, please create an account and follow the steps.
- 5) ****Optional**** If you would like to purchase the SmartMusic microphone, you may do so prior to completing your purchase.
- 6) Follow the steps on the screen to review and place your order. Once you've placed your order, the Thank You for Your Order page appears.
- 7) An email will be sent to your inbox which will include further instructions.

Download and Install SmartMusic:

- 1) Once you've received the email, please open and click on the links provided to download the software.
- 2) Follow the on-screen instructions.

To Enroll into the appropriate classes:

Please use the following links to enroll into the classes:

Concert Band:

Grade 8: <https://gradebook.smartmusic.com/enroll/class/187559>

Grade 9: <https://gradebook.smartmusic.com/enroll/class/187560>

Grade 10: <https://gradebook.smartmusic.com/enroll/class/187561>

Grade 11: <https://gradebook.smartmusic.com/enroll/class/187562>

Grade 12: <https://gradebook.smartmusic.com/enroll/class/187563>

Jazz Band:

Jazz 8: <https://gradebook.smartmusic.com/enroll/class/187564>

Jazz 9/10: <https://gradebook.smartmusic.com/enroll/class/187565>

Jazz 11/12: <https://gradebook.smartmusic.com/enroll/class/187566>

Home Practice – “Smart Music” (*Focused Practice. Instant Feedback. Documented Progress*)

Students are expected to practice 20-30 minutes per day 5 days of the week. This is most easily accomplished by making sure the instrument goes home each weekend. The weekend has 3 days and that leaves only 2 days in the Mon-Thurs. part of the week when transporting the instrument back and forth is needed. Students are encouraged to use good practice habits, which include: 15 min. warm-up routine (see class notes)

- work on the hard parts rather than playing over parts already known
- use a pencil in rehearsal to help remember how to practice what the band is doing.
- work hard on reading the rhythms rather than playing by memory.
- remember that being a musician is “physical” as well as “artistic” and that if the muscles aren’t strong then you can’t express yourself the way you would like.

The music department has discontinued the use of practice charts in favour of alternate strategies for assessment of musical progress. Students will use ‘**Smart Music**’ focusing upon mastery of certain assigned technical exercises and passages in the repertoire we are rehearsing for practice & evaluation. **The Home Practice Record** will be used as an assignment given on an individual basis if deemed appropriate for a student.

GRADE ASSESSMENT SUMMARY

Letter Grades:

Letter Grade	Descriptor	Student Understanding
A	Exceeding	Outstanding
B	Fully Meeting	Very Good
C+	Meeting	Good
C	Minimally Meeting	Satisfactory
C-	Minimally Meeting	Minimally Acceptable
I	Incomplete	Incomplete Progress
F	Failing	Did not Demonstrate

Formative Assessment

Helps the student gain a progressive understanding of what they have learned and what they need to continue to work on. Students will receive descriptive feedback that has no letter grades.

Evidence of Learning

May include connections to the curriculum learning standards, rubrics, written and oral feedback and contribution to your Smart Music portfolio.

Summative Assessment

Helps the student gain a final understanding of what the student has learned. Students will receive descriptive feedback that has no letter grades.

Evidence of Learning

May include: Concerts, Smart Music performance, notational, and rhythmic fluency, instrumental pedagogy, and various projects that demonstrate their understanding.

LT MUSIC DEPARTMENT WORK HABITS (2018-19)

CRITERIA	G -13-18 points	S -7-12 points	N-1-6 points
Ready to Learn	Consistently ready to learn at the start of class; never or rarely late	Usually ready to learn at the start of class; sometimes late	Seldom ready to learn at the start of class; often late
Personal Responsibility for Learning	Organized; prepared for class; seeks help when required	Usually organized; usually prepared for class; sometimes seeks help when required	Disorganized; rarely brings materials to class; rarely seeks help when required
Time on Task	Remain on task without reminders	Sometimes needs reminders about staying on task	Frequently off task; often needs reminders about staying on task
Working with Others	Demonstrates cooperation and respect; contributes positively	Usually demonstrates cooperation and respect; usually contributes positively	Has difficulty demonstrating cooperation and respect; disrupts learning
Use of Electronic Devices	Non-distracting; used for academic purposes at appropriate times	Occasionally distracting; Not always used for academic purposes	Distracting; frequent use for non-academic purposes
Homework & Assignments	Homework and assignments consistently complete and on time	Homework and assignments sometimes incomplete or late	Homework and assignments frequently incomplete or late

PRIVATE INSTRUCTION

Students are strongly encouraged to study on their primary instrument with a private instructor. The one-on-one student/mentor environment allows for tutoring tailored to the areas in which a student needs the most work and allows that student to improve at his or her own pace. This sort of tutoring outside of ensemble class time also allows the student to be exposed to a rich tradition of solo and ensemble material written for their particular instrument. Students who are considering studying or participating in music at the college level in particular should consider studying privately through the five years of high school, but students of all grades and interest levels can benefit greatly from doing so. Students who are interested in beginning private study are welcome to ask their director for teacher recommendations. A first place to phone would be Kwantlen Polytechnic University. Phone the music dept. for recommendations. Long & McQuade in Langley have private music teachers. Students attending post-secondary often make very good teachers and are much more reasonably priced. I will try to develop a current list of teachers.

COMMUNICATION BY E-MAIL & REMIND

Send us your email for both parents

To join Remind - Go to your text message, enter this number 778 402-7587

- Grade 8 Concert Band - Text this message ---> @2hhf32
- Grade 9 Concert Band - Text this message ---> @6cg23c
- Grade 10-12 Concert Band - Text this message ---> @2d3e87
- Jr. Jazz 9/10 - Text this message to me @grade910j
- Sr. Jazz 11/12 Text this message to me @grade1112j

Follow instructions and you will receive all messages regarding the class. (one way communication)

*Parents and students will receive **Friday e-mails** with new performance dates, event information, homework reminders, or any other program information.*

BAND INSTRUMENTS & SUPPLIES:

There have been many inquires as to where you might purchase or rent band or orchestra supplies for your children. Below is a listing of both local vendors and catalog vendors, who offer supplies for the various instruments. Please do not ask music teachers for their personal recommendations, as it is the Board of Education's policy not to endorse nor recommend any one particular vendor. Suffice it to say that all vendors on the list have excellent reputations, and are reliable and dependable.

Long & Mc Quade Music Ltd. Langley

Tom Lee Music Langley

Matterhorn Music Surrey

Tapestry Music South Surrey

Band Instrument Supply List (students need this to care for their instrument)

Band instruments will need additional items in order to function correctly. Although you may already be familiar with some of the necessary accessories needed for your particular instrument, we recommended the following: Each student will also need his/her own music book. We will use the **Essential Elements #1** for grade 8 students. (Many students have it from elementary school) we will supply if students do not have one. We also strongly encourage you to purchase the prerecorded play along CD's for practicing at home. Grade 8 students will use EE Book #1. Grade 9 students will be using EE Book #2 and will need to purchase EE Book #2. Grade 10/11/12 Band students will use resources from EE Book 3, and "I Recommend." Lastly, a music stand & metronome is necessary for home practice. Smart Music provides a metronome when you download the software.

FLUTE:

- Cleaning rod
- Cleaning / polishing cloth

OBOE:

- A *minimum* of at least 2 reeds at alltimes**
- Feather cleaner
- Cork grease

CLARINET / BASS CLARINET:

- A *minimum* of at least 2 reeds at all times**
- Reed guard
- Mouthpiece brush / cleaning swabs
- Cork grease

ALTO / TENOR SAXOPHONE:

- A *minimum* of at least 2 reeds at all times**
- Reed guard
- Neck strap
- Mouthpiece brush / cleaning swabs
- Cork grease

BASSOON:

- A *minimum* of at least 2 reeds at all times**
- Feather cleaner
- Cleaning swab
- Cork grease
- ** All reeds wear out and will need to be replaced! Always carry a spare reed **

TRUMPET:

- Valve oil
- Slide grease
- Bore brush cleaner (snake)
- Mouthpiece brush
- Polishing cloth

FRENCH HORN:

- Rotary valve oil
- Slide grease
- Bore brush cleaner (snake)
- Mouthpiece brush
- Polishing cloth

TROMBONE / BARITONE HORN**TUBA:**

- Slide/valve oil
- Slide grease
- Bore brush cleaner (snake)
- Mouthpiece brush
- Polishing cloth

CONCERT PERCUSSION:

- Percussion practice kit featuring: a drum pad,
- Two pair of 5A drum sticks
- One pair of timpani mallets
- One pair of xylophone yarn mallets
- One pair of hard bell mallets
- Book one Essential elements,
 - Drum & Mallet Percussion
 - Timpani & Auxiliary Percussion

FIELD TRIPS AND TOURS

In past years the director and the parents have been very supportive of the benefits of music ensemble travel.

Tour proposals for this year include:**Okanagan Concert Band Festival – Grade 8**

March 4th to 6th, 2019

Envision Jazz Festival (Surrey, BC) grades 9 through 12

February 22-23, 2019

Sr. Tour 10-12 ShowBand /Jazz Band to Disneyland Magic Music Days

April 29th to May 4th, 2019

Jr. Spring Tour to Santa Clara California –Great Americas Theme Park Performances – Gr 9 students

May 16th – 19th, 2019

Previous tours have included:

Music Fest Canada - Vancouver, Richmond, Edmonton, Toronto, Calgary

Lionel Hampton Jazz Festival - University of Idaho in Moscow

Okanagan Concert Band Festival Penticton, BC

San Jose Tour (performance in the Great Americas Theme Park- Santa Clara California)

Disney Magic Music Days & Cruise Orange County California

University of Victoria Band Festival

Rocky Mountain Music Festival, Banff Alberta

Hawaii Music Tour

Oceanside Jazz Festival – San Diego, CA, USA

RATIONALE FOR UNDERTAKING A TOUR

- provides an opportunity to perform for non-captive audience i.e. adjudicators who evaluate and suggest improvements and/or general public that don't have to like us if they don't feel like it.

- provides an opportunity to learn about music in an intensive setting. (Music festival or working with an educator or other musicians in another city.)

- strengthens and confirms in a positive way the musical, organizational, and emotional interdependence between group members.

- provides focus for directors to plan for organizational and disciplinary structures that are put in place throughout the year(s).

- provides a long term focused communal project for students that in turn fosters stability and enjoyment of school life in a general sense for the entire year and for future years as well.
 - enhances students' ability to plan and manage finances through fund-raising credit system and personal money.
 - students' must maintain sufficient academic and behavioral standards to successfully receive permission from subject teachers to be excused from class to Tour. The Directors will, of course, be very concerned about how such problems will affect the ability of the group to fulfill performance, travel, and financial commitments. The "Band Tour" has proven again and again to members and their families to be a very powerful life changing experience. This year we would like to propose the following tours for the consideration of students and parents. Only through strong support from all can these exciting proposals become a reality.

2018-19

PERFORMING ENSEMBLES

I am very pleased of the number of students that are part of our music family here at Tweedsmuir.

Concert Band 8
Jazz Band 8

Concert Band 10/11/12
Jazz Band 9/10

Sr. Jazz Band 11/12

Gr. 8 Jazz Band Monday and Wednesday Block x 2:20-3:20pm

Gr. 9/10 Jazz Studies Tuesday & Thursday after school for credit 2:20-3:20pm
 (we will make this work for student athletics) *You can do both!!!*

Lord Tweedsmuir Music Department Teaching Staff:

Mr. Jeremiah De La Pena – Director of Bands delapena_j@surreyschools.ca

LTSS MUSIC PARENTS

2018/19 Music Parents Executive Members

- **President** – Steve Batty
- **Vice President** – Diane Campbell
- **Secretary** – Greg Strom
- **Treasurer** – Jen Zboya
- **Web Page** – Greg Strom
- **Music Director** – Jeremiah De La Pena
- **Uniforms** – Vacant
- **Fundraising Coordinator** Vacant

Members at large are all parents that wish to attend any meetings

The LTSS Music Parents Association

Our "Parent Support Group" focuses on supporting ALL MUSIC STUDENTS. The music parent group, with the advice and guidance of the music director, make many major decisions throughout the school year. The high level of success in this music program is due to the encouragement & support we receive from this very vital organization. **THIS GROUP IS YOU, THE PARENTS!!!** Help is always welcomed. The proud history of this program over the years is a testament to the contributions of students, teachers and parents. We encourage you to come out to meetings, let your enthusiasm take voice and find a way to contribute. Through fundraising projects and concerts our parent group raises thousands of dollars to support the talents & efforts of the students in our music program. The Society raises money for the entire program and also administrates accounts so that each band member receives credit for their individual fund-raising efforts. They also help with the organization and support for tours, field trips and both purchases and disbursement of band uniforms. Over the years this

organization has augmented District funds for the purchase of equipment, music and other learning resources. The LTSS music association enhances the presentation of our students by decorating performance venues and organizing food services at many of our performances. This organization has a proud history of responding quickly and effectively to any perceived threat to music education in our District. The association organizes a communications network with parents through email contact and through our Dept. website at www.ltssmusic.com. Bookmark this on your computer for easy reference. The parents that come to meetings regularly are terrific people and have a lot of fun working together for the band.

ASSOCIATION MONTHLY MEETINGS

Meetings are generally held in the LTSS Theatre at 7:00pm on the first Monday of each month. We encourage you to come out to the first meeting and meet them.

Steve Battye, President

Our First LTS Music Committee meeting is **7:00pm Monday September 10th** in the LTS Theatre

Please make special plans to attend the **AGM 7:00pm Monday October 1st** in the LTS Theatre.

We will be holding our election of officers and signing up volunteers for our many functions. We need your help!

Music Education Advocacy

Advocacy is an attempt to communicate between those who support the Arts and those who make decisions regarding the Arts." - Houston, Dunn 1985. It is up to all of us to promote the importance of Music in the life of a child. Music education, especially at an early age, can help open the door to important benefits. Involvement in music powerfully reinforces such crucial characteristics as self-esteem, self-discipline, creativity, and self-expression. It helps develop problem-solving skills, integrates subject matter across the curriculum, and has a high correlation with overall academic achievement. Education without music shortchanges our children and their futures. Education with music provides students with a competitive edge.

Tour Planning

The Music Director alone cannot do travel planning. Parent input is absolutely essential for all aspects of group tours. We are always looking for parents to travel with us as chaperones for festivals and tours. (parents travel costs are covered in lieu of days taken off from work)

Fundraising

With the help of the members of our Music Society, many opportunities are provided for the children to raise money to offset the cost of travel. Accounts are kept for each student to more closely direct funds raised to the successful fund-raiser themselves. Some students raise quite a large sum of money while other families choose to pay in cash. **Please consider that all members of each touring ensemble are crucial to the success of the group's musical endeavours. Fund-raising events are sponsored by the CYCBA to make it financially possible for all members to participate. Failing to participate in fundraisers and then withdrawing from the touring ensemble for financial reasons is very damaging for our Music Program. Please give special thought as to how you will proceed during the year so that participation is possible for your child.** In past years we have done a fair number of projects, chocolates, magazine subscriptions, Entertainment Books etc. This coming year we plan to focus our efforts on fewer projects and to pick from amongst our most profitable ventures only. i.e. Safeway/Save-on-Foods cards and Bottle Drives. Our first Annual Dinner Jazz and Winter Concert will also raise significant funds.

Student Fund-Raising Accounts

Most of the fundraising money goes into a travel account with your child's name on it. The student accounts are updated every few months and posted in the band room where you can keep track of the balance. Please be sure your child keeps track of his/her account and keeps all fundraising receipts in a safe place. In the event of any discrepancies, we will require the receipt for verification of funds raised. Stapling all school receipts into the student agenda book would be one recommended place to keep receipts. Please note that funds deposited in a member's account fall under strict legal protocols from the School District. The funds may be used only for

approved functions sponsored by the Music Dept. and/or the Music Society. Where funds may accumulate from year to year, funds unused at graduation or as a result of withdrawal from the Music program must revert to a general account.

BAND UNIFORMS INFORMATION

All students are required to provide and their uniform:

Uniform description:

Concert Band 8 White collard dress shirt, black dress pants, black socks, black dress shoes.

Concert Band 9 White collard dress shirt, black dress pants, black socks, Dress **rental school Tie \$5**

Senior Concert Band 10/11/12 Men & Women;

Black dress shirt, black dress pants, black socks, black dress shoes **rental LT School Tie \$5**

Note: Please make payment to CYCBA

Lost ties will be subject to a \$15 fee.

Mark's Work Warehouse, Wal-Mart, and some local thrift stores often have sales on these items.

Black jeans and running shoes are not appropriate for our concerts. Festival adjudicators often comment on our concert attire and how professional we look, as presentation is part of performance. Please adhere to these requirements and dress appropriately

<p>LORD TWEEDSMUIR MUSIC DEPARTMENT 2018/19 CONCERT and MEETING DATES</p>
--

See website
<http://ltssmusic.com>