



Carver Music Department 2017-2018 Handbook

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INTRODUCTION

Welcome to the Carver Christian High School Music Department! Carver takes pride in its tradition of musical performance and knows that it is the hard work, high expectations, and dedication of the students like you that have brought the program to this level.

It is the purpose of Carver Music Department to serve as a vehicle through which students can:

- develop sound vocal and instrumental skills and further your music education
- develop social skills while working with peers and your instructor
- gain a sense of responsibility through making a commitment to the ensemble
- perform in musical ensembles which enrich your high school experience by creating an outlet for musical creativity

This year I ask you to do your very BEST to become the BEST that you are capable of becoming!

I look forward to making music with you!

Mrs. Lau

RATIONALE

Throughout the Scriptures, we are instructed to praise the Lord through music. Psalm 33:2-3 says, "Praise the Lord with the harp; make music to Him on the ten-stringed lyre. Sing to Him a new song; play skillfully, and shout for joy." In Psalm 95:2 we are told to "come before Him with thanksgiving and extol Him with music and song." Music can be used to tell stories, to convey thoughts and emotions, and to entertain both the listener and performer. In this course, we will explore the foundations of music, so that we may entertain, communicate, and tell stories, for our own enjoyment and that of our audience, but above all for the Glory of the Lord.

MUSIC DEPARTMENT GOALS

- To gain self-confidence
- To create a 'safe space' and open learning environment
- To explore the art of music through singing and the playing of instruments
- To be a respectful and attentive audience member
- To cooperate and work in a group for a common goal
- To explore outside of individual comfort zones
- To understand how musical performance can be used to communicate thoughts, emotions and stories
- To explore critical thinking in the context of musical performances and ideas
- To develop a greater appreciation for music and performance as a whole
- To reflect, evaluate and critique personal work
- To reflect, evaluate and critique peers' work in a respectful and constructive way
- To develop skills in reading written music
- To develop skills in singing and playing their chosen instrument with proper technique

ATTENDANCE POLICY

All policies regarding attendance will be followed as laid out in the Carver Code of Conduct (pg.12 in the Student Planner).

In addition, please note that **attendance at all performances is mandatory**. In order for a student to successfully complete the course, he/she must perform in each scheduled performance. There are no excuses for missing a scheduled performance, except a serious medical situation or death in the family. Work or vacation is NOT an excuse. In EXCUSED ABSENCE situations, there will be appropriate make-up work. Performance dates are provided for you in this document so that you can plan accordingly.

GRADING POLICY

All Carver classes are graded according to the following scale:

A	86-100%	...Excellent
B	73-85%	...Very Good
C+	67-72%	...Good
C	60-66%	...Fair
C-	50-59%	...Poor
F	0-49%	...Failing Grade

CLASSROOM EXPECTATIONS

The classroom is our workplace. Here are some expectations that will help us work together:

1. BE ON TIME! Classes begin promptly. Refer to your agendas for late/absence procedures. If you are late, please enter class quietly and work to get yourself caught up with whatever we are working on. Attendance will be taken each class. You are responsible for work or any instructions you may have missed. Choir and music are subjects that are for performance. If you are away, it not only affects you, but it also affects the whole ensemble. A perfect attendance record (no unexcused lates or absences) earns an automatic 5% to your final grade.
2. FOOD and OTHER ITEMS: Please DO NOT bring any food, drink (water is encouraged though!), hats, pagers, cell phones or CD/MP3 players (etc.) to class. Washroom breaks are only given at an appropriate moment during class.
3. CLASS PARTICIPATION will be evaluated by teacher/student periodically at the end of class. It is based on the level of preparedness, effort and productivity that are evident in class. This is expected and required for a successful class!
4. SUPPLIES: Bring your agenda, music folder, instrument, pencil and eraser to every class. Not having your instrument or music means you are not fully participating in playing, and this will affect your Etiquette and Participation mark.
5. CLASS PREPAREDNESS: Come to class with your parts prepared. This means you will need to put in some individual practice time, and this is considered homework.
6. IF YOU MISS A CLASS, you are responsible for material that you missed. Have a classmate whom you can check with about missed assignments. If you are aware ahead of time that you will be missing a class, you should see me prior to that day.
7. HOMEWORK may be checked the next day in class. If it is incomplete/absent, a mark of zero will be assigned. No marks will be given for late homework. All homework will also be posted on the Carver Music website.
8. ASSIGNMENTS are due at the beginning of class and should include your full name, class, teacher's name, and date. Assigned questions must be answered in full sentences. Unexcused late assignments will be penalized. 10% will be lost each day, including weekends, on late assignments. Once an assignment has been marked and returned, you will not be able to hand in that assignment. Please do not ask to print an assignment during class – it will be marked as late. It is your responsibility to hand in the assignment at the beginning of class.

9. TESTS missed will be given zero marks. The only exceptions are 1) if you discuss the absence prior to the actual day of the absence; 2) if you are absent due to illness. You must bring a note from your parent/guardian or doctor stating the reason for the absence.
10. CHEATING is unacceptable and will result in a zero for all parties involved. Cheating includes: copying or allowing someone to copy on a test or quiz; using a cheat sheet on a test or quiz; copying, or allowing someone to copy an assignment/lab in whole or in part; copying directly/plagiarizing from the text of another resource (i.e., the internet); and finally, inadequately referencing a resource that you have used.
11. INTEGRITY is a valuable personal asset. Rudeness or inappropriate behaviour of any kind will not be tolerated. You are expected to demonstrate a Christ-like manner at all times, showing kindness, patience, and love towards your classmates, teachers and visitors to the school.
12. RISK-TAKING: You will be expected to take risks and gain self-confidence as you learn different performance skills. Keep in mind that without taking risks, you cannot experience growth.
13. RESPECT: At all times, students are expected to respect the school facilities, the equipment that you use, the people in your class, yourself, the teaching staff, guests to the school, TOC's, et cetera. Keep the area you sit in tidy. Do not draw on the chairs or music stands. When you leave, put away your chair and stand, and throw away any garbage.
14. UNIFORMS: You are expected to be in your school uniform. I will do random checks throughout each week. If you are not in uniform, you will be asked to change and a violation slip will be given. You may be sent home or a parent will be asked to bring your uniform to the school. When you are, again, in proper uniform, you will be given permission to attend my class and rehearsal.

Failure to adhere to the above expectations will result in the following:

- You will be reminded of the expectation/rule.
- Your parents/guardians will be informed of the problem.
- A referral will be made to the administration.

REQUIRED MATERIALS AND FEES

INSTRUMENTS

WIND PLAYERS:

Each student is expected to provide their own band instrument and all associated materials, such as reeds, cleaning cloths, valve oils, spit rags, etc.

The school has a few instruments that are available to rent for a fee of \$10/month. Families may also choose to purchase or rent instruments from a local music store. Three of the major music stores in the Lower Mainland are Long & McQuade, Tom Lee, and Tapestry Music.

If families are interested in purchasing an instrument, Mrs. Lau would be happy to assist you in your search by providing feedback regarding reputable brands. As a general rule of thumb, it is not recommended for you to purchase an instrument from a department-style store (in-person or online). These instruments tend to be very low quality, and music stores will not do repair work on them.

PERCUSSIONISTS:

At the high school level, percussionists are required to play a wide array of instruments, many of which are very large and very expensive. For this reason, the school owns the instruments and they are available for student use at the school.

To help offset the cost of normal wear and tear maintenance and cleaning of the instruments, there is a Percussion User Fee of \$50 per percussionist per school year.

Included in the cost of this fee, students will have access to over \$25,000 worth of equipment. The school will also provide all sticks, mallets, beaters, etc. that are needed, though students should have, at minimum, a pair of drum sticks for practice at home. A bell kit for home practice would also be an asset.

MUSIC FOLDERS

All students are required to have a music folder to keep their music neat and tidy, and protected from wear and tear. Folders should be clearly labeled with the student's name, and brought to every class rehearsal.

Band students should note that sometimes band music is printed on oversized paper, so you will need a folder that is larger than a standard 8½ x 11" size to accommodate your sheet music and method books.

Choir students should have a plain solid black binder, either ½" or 1" thick, with an inside pocket. Binders are necessary rather than a file folder as we sometimes perform with our music, and binders are easier to hold during performances.

Students may provide their own folders according to the above parameters, or purchase one of a variety of folder options through the school.

BLACK MUSIC FOLDERS:

Folders take a beating every day, in and out of backpacks and lockers, so that the sheet music stays in good condition. A low-quality folder is cheap and needs to be replaced often. A high-quality folder is worth every penny and, treated well, will last for years. Musicfolder.com offers high-quality band folders and choir binders that are standard in the industry, for students and professionals alike.

Band folders and choir binders will be embossed with the school name and student name for easy identification, and come with a built-in pencil slot. The band folders are slightly oversized, making them big enough for method books and larger sheet music. The choir binders feature spine and bottom straps, making the folder an ergonomic solution for use while singing.

While Mrs. Lau feels that these folders are without question worth the expense, she does recognize that they are an investment. As such, having one of these music folders is not mandatory, but it is highly recommended.

These folders will belong to the students and be theirs to keep. Taken care of, these should last the students through their time at Carver and beyond.

Band folders are \$25 each. Choir binders are \$30 each.

CARDSTOCK BAND FOLDERS:

Heavy-duty cardstock band folders are also available through the school. These are oversized and are large enough for sheet music and method books. Most students find that they will go through 1-2 of these folders in a year. They are available for \$1 each.

BLACK BINDERS FOR CHOIR:

Plain black ½" binders are also available through the school for \$5 each.

METHOD BOOKS

JCB – JUNIOR CONCERT BAND 7:

For JCB, students should have an instrument-specific copy of Essential Elements 2000 Book 1. These can be purchased at a local music store, or through the school for \$15 each. Students will also use an instrument-specific copy of Habits of Musicianship, to be provided by Mrs. Lau at no charge to students.

ICB – INTERMEDIATE CONCERT BAND 8/9:

No method book is required for ICB. Any required scale studies and exercises will be handed out in class.

SCB – SENIOR CONCERT BAND 10-12:

Students in SCB will use the I Recommend method book, and should own an instrument-specific copy of this book. These can be purchased at a local music store, or through the school for \$10 each.

OTHER MATERIALS

- Students should have a **pencil** at every class. It is recommended that students leave a pencil in their music folder.
- **Sheet music** will be handed out in class and provided to students at no cost. If using original copies, music that is not returned, or is returned damaged, will be charged to the student for the replacement cost.
- Students are encouraged to have a **water bottle** with them in class to stay hydrated.
- A **good attitude** and **willingness to participate!**

INSTRUMENT CARE

Like any investment, instruments will perform better if properly cared for and maintained.

Each time the instrument is played, it should be swabbed and dried before being put away. Reed players should ensure reeds are dried before putting them away to prevent the growth of mould, and use cork grease periodically to keep cork from drying out. Brass players should empty spit valves and slides regularly, and keep slides and valves greased and oiled as necessary.

Percussionists are expected to keep the percussion section neat and tidy at all times. Timpani covers should go back on the drums after use. All sticks and accessories should be put away in their proper spots in the percussion cabinet when not in use.

All musicians should rinse their mouth with water (or even better, brush your teeth quickly) if you are playing an instrument immediately following a meal or snack, as the sugars and particles from your food will be blown into your instrument and can cause mould and sticky pads/valves.

If you have any maintenance questions, please ask Mrs. Lau. **NEVER** attempt a do-it-yourself repair! This will often result in an even more expensive repair bill!

JCB – JUNIOR CONCERT BAND 7 SYLLABUS

COURSE OUTLINE

UNIT	APPROXIMATE DATES
Concert B \flat Major; note and rhythm reviews	September – October
Concert B \flat Major; playing and theory quizzes	November – December
Concert B \flat Major; ties, bar lines	January – February
Concert E \flat Major; playing and theory quizzes	March
Concert E \flat Major; dotted rhythms	April – May
Review; final playing and theory tests	June

Schedule subject to change

ASSESSMENT

Musician Etiquette (attendance, preparedness, effort, on task)	... 40%
Practice Log	... 10%
Homework	... 10%
Quizzes	... 10%
Performances	... 20%
Final Exam (theory and playing tests)	... 10%

TOTAL ... **100%**

This marking scheme may be adjusted.

PLAYING TESTS

Students will be evaluated 2-4 times during each semester. Some playing tests will be unscheduled, others will be at the end of term.

METHOD BOOK

- Essential Elements 2000 method book
 - *can be purchased through the school at the cost of \$15
- Habits of Musicianship method book
 - *to be provided by Mrs. Lau

ICB – INTERMEDIATE CONCERT BAND 8/9

SYLLABUS

COURSE OUTLINE

UNIT	APPROXIMATE DATES
Concert B \flat Major; note and rhythm reviews	September – October
Concert E \flat Major; playing and theory quizzes	November – December
Concert E \flat Major; sixteenth notes, ties, bar lines	January – February
Concert F Major; playing and theory quizzes	March
Concert F Major; dotted rhythms, syncopations	April – May
Review; final playing and theory tests	June

Schedule subject to change

ASSESSMENT

Musician Etiquette (attendance, preparedness, effort, on task)	... 40%
Practice Log	... 10%
Homework	... 10%
Quizzes	... 10%
Performances	... 20%
Final Exam (theory and playing tests)	... 10%
TOTAL	... 100%

This marking scheme may be adjusted.

PLAYING TESTS

Students will be evaluated 2-4 times during each semester. Some playing tests will be unscheduled, others will be at the end of term.

METHOD BOOK

There is no method book for this class.

SCB – SENIOR BAND 10-12 SYLLABUS

COURSE OUTLINE

UNIT	APPROXIMATE DATES
Warm-up techniques; studies in the keys of F, B \flat , E \flat and G major; repertoire	September – October
Warm-up techniques; studies in the keys of C and A \flat major; repertoire; theory	November – December
Warm-up techniques; studies in the keys of D and D major; chromatic scales; repertoire; theory	January – February
Warm-up techniques; studies in minor keys; repertoire; theory	March – April
Review; final playing and theory tests	May – June

Schedule subject to change

ASSESSMENT

Musician Etiquette (attendance, preparedness, effort, on task)	... 40%
Practice Log	... 10%
Homework	... 10%
Quizzes	... 10%
Performances	... 20%
Final Exam (theory and playing tests)	... 10%
TOTAL	... 100%

This marking scheme may be adjusted.

PLAYING TESTS

Students will be evaluated 2-4 times during each semester. Some playing tests will be unscheduled, others will be at the end of term.

METHOD BOOK

I Recommend method book

*Books can be purchased through the school at the cost of \$10

JCC – JUNIOR CONCERT CHOIR 7-9

SYLLABUS

COURSE OUTLINE

UNIT	APPROXIMATE DATES
Warm-up techniques; finding your voice; sol-feg and Kodaly hand signs; repertoire	September – October
Warm-up techniques; reading notes and rhythms; repertoire	November – December
Warm-up techniques; ear training, moveable Do; repertoire	January – February
Warm-up techniques; key signatures; repertoire	March – April
Review; final playing and theory tests	May – June

****Schedule subject to change****

ASSESSMENT

Musician Etiquette (attendance, preparedness, effort, on task)	... 50%
Homework	... 10%
Quizzes	... 10%
Performances	... 20%
Final Exam (theory and singing tests)	... 10%
TOTAL	... 100%

This marking scheme may be adjusted.

QUIZZES & TESTS

Students will be evaluated 2-4 times during each semester. Assessments may include, but are not limited to: singing tests, words tests (memorizing the lyrics), and theory tests.

SCC – SENIOR CONCERT CHOIR 10-12 SYLLABUS

COURSE OUTLINE

UNIT	APPROXIMATE DATES
Warm-up techniques; finding your voice; sol-feg and Kodaly hand signs; repertoire	September – October
Warm-up techniques; reading notes and rhythms; repertoire	November – December
Warm-up techniques; ear training, moveable Do; repertoire	January – February
Warm-up techniques; key signatures; repertoire	March – April
Review; final playing and theory tests	May – June

****Schedule subject to change****

ASSESSMENT

Musician Etiquette (attendance, preparedness, effort, on task)	... 50%
Homework	... 10%
Quizzes	... 10%
Performances	... 20%
Final Exam (theory and singing tests)	... 10%
TOTAL	... 100%

This marking scheme may be adjusted.

QUIZZES & TESTS

Students will be evaluated 2-4 times during each semester. Assessments may include, but are not limited to: singing tests, words tests (memorizing the lyrics), and theory tests.

PRACTICE STANDARDS

Like every other class, band and choir *does* have homework: practicing and preparing your individual parts. Our musical performance is made up of many individual performances all coming together. Each musician is responsible for preparing their own part and making their individual performance the best it can be, for the benefit of the group.

BAND

Students are expected to practice a minimum of one hour per week. Practice sessions are most productive in time blocks of 20mins and longer (any shorter than that, and you are still in “warm-up mode” rather than actually practicing). Students should record their practice sessions on their Practice Logs, which will be handed in on the first class of each month.

CHOIR

Choir students should also practice their music regularly, though practice logs are not required. Singers should focus their efforts on memorizing their music – both the lyrics and knowing how their part goes. We often perform without sheet music, so you need to be able to perform from memory. When we do perform with sheet music, you still need to know your music well enough that you are spending the majority of the song watching the conductor, not looking at your music.

PERFORMANCE DATES

Attendance and participation in performances is mandatory in order to successfully complete the course. Please note these dates on your calendar and plan accordingly. Some dates are not confirmed as we will be assigned a performance time by the festival organizers (*these dates are listed below with a * and in italics*). Exact performance times will be communicated as soon as they are assigned to us. These dates are up-to-date as of this publication date. Please be aware that the department calendar may be updated throughout the year. The calendar can be found on Mrs. Lau’s blog.

* <i>DECEMBER</i>	<i>In-School trip to perform at Aberdeen Centre</i>	<i>ALL CHOIRS</i>
DEC 20-21	Evenings in December	ALL ENSEMBLES
* <i>APR 11-14</i>	<i>Vancouver Kiwanis Choral Festival</i>	<i>ALL CHOIRS</i>
* <i>APR 24-27</i>	<i>Vancouver Kiwanis Band Festival</i>	<i>ALL BANDS</i>
JUNE 1	Gloria: A Celebration of Gifts	ALL ENSEMBLES

CONCERT ATTIRE

If performances occur during school hours, students are expected to be in full formal uniform, with shirts fully tucked in. Gentlemen should also wear a solid black necktie with their uniform. Ladies may choose either black knee-high socks or tights. Nylons are not allowed.

For performances outside of school hours, the performance uniform is semi-formal solid black clothing (no logos anywhere!)

For gentlemen:

- Black dress pants (Carver uniform pants are fine)
- Solid black long-sleeved button-up shirt
- Solid black shoes, dress shoes preferred
- Solid black socks
- Black necktie optional

For ladies:

- Black dress pants (no jeans or leggings) OR black skirt with a solid black top
- OR
- Black dress
 - Skirts or dresses to be worn with black tights (no nylons)
 - All necklines should be modest (remember that we take a bow at the end of a performance!)
 - All hemlines should come to the knee or longer
 - Shoulders must be covered
 - Black dress shoes, heels no higher than 2"
 - Subdued jewelry choices

For all students:

- No strong scents, ie. perfume or cologne
- Please do wear deodorant (it gets hot under stage lights!)
- Hair should not fall in your face

TRIPS AND TRAVEL

Throughout the year, students may have the opportunity to travel with their ensemble on day or overnight trips. While we are off-campus, students are expected to conduct themselves in an appropriate and respectful manner at all times, as a representative of Carver and of Christ. Students should adhere to the Student Code of Conduct as outlined in the student planner.

DAY TRIPS

Throughout the year, there will be a few day trips for local performances, such as performing in the community at Christmas-time and for local music festivals in the Spring. These field trips are most often during the school day, and will be communicated with other teachers. Travel will be via school bus, and at no cost to students. Trip details will be communicated with families as they are confirmed.

OVERNIGHT TRIPS

In past years, the Senior ensembles have had the opportunity to travel on an overnight trip for out-of-town music festivals. If a Senior Music Trip is planned, details would be communicated to families via a separate handout and Mrs. Lau's blog. Such a trip would involve some cost to the student.

RECOMMENDATION RE: DENTAL WORK

It is highly recommended, whenever possible, to not have any major dental work done (ie. braces on, braces off, fitting of a retainer, dental surgery, etc.) within the month preceding a performance. Students often find such major dental adjustments require significant, and often painful, adjustments to their embouchure (mouth) for playing. Singers may also experience a period of relearning how to enunciate without lisping. The ideal time for major dental work is at the beginning of the summer break.

I recognize that dental scheduling is not always within the power of the student and student's family, so it is even more important to take the opportunity to schedule dental work accordingly when given the option.

RECEIPT OF ACKNOWLEDGEMENT

Please read the Carver Music Department Handbook, available at www.clau-homeworkblog.weebly.com before completing this form. Please return completed form and any fees by **Friday, September 15, 2017**

Student Name: _____ Ensemble(s): _____

Parent Email (for communication regarding performance dates, field trips, etc.):

I have enclosed a total of \$_____ in the form of cash or cheque [please make cheques payable to Carver Christian High School, memo: "(Student Name) music fees"], to cover the cost for the following:

- \$50 percussion user fee
- \$25 black embossed band folder
- \$30 black embossed choir binder
- \$1 cardstock band folder
- \$5 black ½" binder for choir
- \$15 Essential Elements 2000 (JCB) – instrument: _____
- \$10 I Recommend (SCB) – instrument: _____

Families should read through this handbook together to ensure that both the student and parents/guardians are aware of all policies and procedures.

By signing, I acknowledge:

- we have received, read and discussed the Carver Music Department Handbook
- we agree to follow all of the policies, procedures and guidelines outlined therein, including, but not limited to:
 - attendance policy
 - instrument care
 - practice standards
 - concert attire
- we understand that attendance and participation in performances is mandatory for successful completion of the course
- we understand that the department calendar may be updated throughout the year

Student Signature

Parent/Guardian Signature

Date

Date