

*Lincoln College Preparatory Academy  
Instrumental Music*

*Handbook and Syllabus*



Grades 9-12  
2011-2012

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## FORWARD

*“Not all good bands/orchestras are at good schools, but all good schools have good bands/orchestras.”*

It is impossible to have a successful College Prep Instrumental program without definite rules, regulations and guidelines by which each member of the group knows they must function. It is hoped that each member will so discipline themselves and take the responsibility themselves to do things right. Your directors expect punctuality, neatness, cooperation, self-discipline, and hard work.

"I will not ask anything of you that I have not done or would not be willing to do. I want as much as you the best band/orchestra possible. Together we can do it. I cannot do it alone. You must support me and want that kind of band/orchestra."

Our objective is excellence.

Each rehearsal will stress fundamentals.

This handbook is one of a kind. Many hours of experience and planning have gone into it. Each year additions, deletions, changes, and corrections will be made. All the decisions and procedures necessary for a quality program cannot be covered in these few pages. For those situations, the directors will act based on experience, forethought, and discussion with the building principal. It is sincerely hoped that your participation in the LCPS instrumental program will be a rewarding experience.

If only:

- 1) We can get them to see the potential they have...
- 2) All their energy was focused through cooperation...
- 3) They would feel good about themselves and what they are about...
- 4) We can avoid holding ourselves back because of negative attitudes...

*"All children can learn and all teachers and administrators can help them. Nothing less is acceptable."*

*"An education in Band/Orchestra is an education in life."*

# INSTRUMENTAL MUSIC

## PHILOSOPHY AND OBJECTIVES

Over the years we have learned there are certain qualities that are necessary for success. If you can give these, we can be assured of an outstanding Band/Orchestra.

1. Personal Responsibility.

Know what to do, do it correctly and to the best of your ability. The personalities and physical characteristics of each must be subordinated for group performances. Be on *time* to rehearsals, listen for instructions carefully, and do it right the first time. Be perfect in attendance, attitude, and concentration.

2. Attention to Detail.

Hours of effort, planning, and practice go into every performance. Understand your part in detail, execute with perfection, and if necessary take time outside of rehearsal to prepare and practice. At each rehearsal and performance give it your best. Take good care of your equipment. Do not lose music.

3. Work Hard When You Work.

Be a member who will give 100 percent effort. We will have a Fine Band/Orchestra because we consistently: care more, work more, and execute better.

4. Efficiency and Success Come From Discipline.

Personal pride and discipline are absolutely necessary. *Each* member must be willing to sacrifice a little to make the whole better. Give your cooperation. Listen carefully. Carry out your assignment willingly.

Remember it is OUR Band/Orchestra.

5. Greatness is From Executing Fundamentals.

We must rely on the accurate execution of our fundamentals to create our success. Give it your all to adjust to any changes and when in doubt, ask somebody for help.

## CURRICULUM

The directors at LCPA helped write the band/orchestra portion of the District Core Curriculum. As an integral component of a college prep, we will also be preparing the students with the fundamentals necessary to successfully complete the sixth subject area or music area of the International Baccalaureate Degree and to successfully pass the Advanced Placement Exam.

### CLASS DESCRIPTIONS

#### Symphonic Band (MU09113) - 9th-12th Grade

The symphonic band is the major performing ensemble of the school. In the fall, the symphonic band will perform at selected football games, parades, and contests. In the winter and spring, activities will include performances on and off campus, concerts, auditions, and contests at the district and state levels. Private lessons are recommended.

#### Wind Ensemble (MU09190) - 9th-12th Grade

The wind ensemble is a **small** select performing ensemble. College level performance skills, audition skills, and competition skills will be stressed. District auditions, solo competitions, and private lessons are required.

Membership will be based on student aptitude and attitude, instrumentation needs, and teacher approval. We will look at: Your district audition preparation, your solo competition results, private lessons, and your daily class preparation and behaviors.

#### Orchestra (MU09117) – 9<sup>th</sup>-12<sup>th</sup> Grade

The orchestra is a major performing ensemble of the school. The orchestra activities will include performances on and off campus, concerts, auditions, and contests at the district and state levels. Private lessons are recommended.

#### Band-IB (MU11114) - 11th-12th Grade

#### Wind Ensemble-IB/AP (MU11190) – 11<sup>th</sup>-12<sup>th</sup> Grade

#### Orchestra-IB (MU11118) – 11<sup>th</sup>-12<sup>th</sup> Grade

In addition to fulfilling all the requirements for participation in the Concert Ensembles, students will prepare extensive solo material for their instrument(s). Students will also research the historical, cultural, and theoretical aspects of World Music and traditional music history, along with an extensive study of music theory. The IB class serves as the Arts Component (Sixth Area) of the IB diploma and the AP class will prepare the student to successfully pass the AP Music Exam.

#### Jazz Band

The jazz band is a 16-18 piece band with a set instrumentation. Students will develop, apply, and perform what they have learned about different styles of jazz performance and improvisation. Any practicing for the jazz ensemble is in addition to, not in place of, any practicing required for their major ensemble(s). Membership will be based on student aptitude and attitude, instrumentation needs, and teacher approval.

## RULES AND REGULATIONS

In order that all members of the instrumental program may fully enjoy their musical experiences and obtain the fullest educational and musical values from their participation, it is important that the policies and procedures of the instrumental program be understood and followed.

### ATTENDANCE

In accordance with District policy, Band/Orchestra is a performance-based class. Performances are an extension of the classroom. Attendance is required at all regularly scheduled Instrumental Music Rehearsals and Performances. In the event that you are not able to attend a specific rehearsal or performance, you are to notify the director "**prior**" to the rehearsal or performance. A parental phone call or note is required. We will work with you as much as possible, but not all absences will be approved. Failure to approve an absence will result in a lowered class grade.

The fine arts, as an essential component of the college prep theme, require daily student participation. Attendance is vital to success. **In accordance with District policy:** any student who has eight absences in a quarter or sixteen absences in a semester will receive a grade of "F" pending a review by the attendance committee.

### DISCIPLINE

There is to be no cursing or swearing, or bad or disruptive conduct at any time.

Smoking or chewing is not permitted during any band/orchestra trip, rehearsal, or performance. At no time is a LCPA Instrumental Music Student to smoke while in uniform.

All school rules contained in the student handbook will be followed and the student is expected to read and understand these basic principles of conduct.

YOU represent Lincoln College Preparatory Academy. If you have a question about how to act, or what you are to do, ASK!!!!

### GRADING - Symphonic Band/Orchestra

All members are expected to develop and maintain an attitude of cooperation and enthusiasm and be willing to help each other and the directors.

Since Music is an Art Form, total grade evaluation cannot be accomplished by only evaluating how well the student plays. However, improvement is expected, and this requires practice, and practicing will result in you receiving a better grade.

Performances - 45% of total class grade:

You will receive 100-500 pts.

Performances, Competitions, Auditions

If necessary, the following will be deducted from the above -

Unexcused Tardies	- 20 %
Unexcused Absences	- 100 %
Gum/Pop/Food	- 20 %
Improper Uniform	- 100 %
No music/instrument	- 100 %

Rehearsals/Daily - 45% of total class grade:

You will receive 100 pts.

Daily

If necessary, the following will be deducted from the above -

Unexcused Tardies	- 20 %
Unexcused Absences	- 100 %
Not ready for start of formal class (in seat, instrument tuned & warmed up, music in order)	- 20 %
Gum/Pop/Food	- 20 %
Non-participation	- 100 %
Assigned material not ready for class	- 10 to 100 %
Improper Posture/Instrument Carriage	- 20 %
Inability to properly put away music and/or instrument	- 20 %

Playing and/or Written Tests and Assignments - 10% of total class grade:

Various playing and/or written tests and assignments will be given from time to time.  
Some will be announced. Some will be unannounced.

Contests, solos, and auditions are a major component of a college prep curriculum. They are part of the performance requirements for those students preparing for the IB Music program. College scholarships are based on these. With this in mind:

Preparation for and participation in Solo/Ensemble Contest is recommended.  
(See solo timetable.)

Preparation for and participation in All-District Auditions is recommended.

**Positive or negative attitude and cooperation will affect all the above.**

*“The student derives benefit in direct ratio  
to the amount of work and effort  
put into the activity.”*

## GRADING - Wind Ensemble, AP/IB Band/Orchestra

Performances - 40% of total class grade:

You will receive 100-500 pts.

Performances, Competitions, Auditions

If necessary, the following will be deducted from the above -

Unexcused Tardies	- 20 %
Unexcused Absences	- 100 %
Gum/Pop/Food	- 20 %
Improper Uniform	- 100 %
No music/instrument	- 100 %

Rehearsals/Daily/Playing Tests - 30% of total class grade:

You will receive 100 pts.

Daily

If necessary, the following will be deducted from the above -

Unexcused Tardies	- 20 %
Unexcused Absences	- 100 %
Not ready for start of formal class (in seat, instrument tuned & warmed up, music in order)	- 20 %
Gum/Pop/Food	- 20 %
Non-participation	- 100 %
Assigned material not ready for class/test	- 10 to 100 %
Improper Posture/Instrument Carriage	- 20 %
Inability to properly put away music and/or instrument	- 20 %

Music Theory Assignments and Tests; IB and AP Assignments - 15% of total class grade:

As a foundation for the IB and AP exams, all Wind Ensemble students and Band/Orchestra IB students will be completing a music theory course of study. The procedures will be discussed.

AP and IB students will have additional assignments as needed to prepare for the written component of the AP and the IB exams.

Private Lessons Journal – 15% of total class grade:

Private Lessons are required. Use the provided journal entry sheets to receive credit.

You will receive 100 pts. for each entry. Will be graded weekly.

Required 1<sup>st</sup> Sem. Project: Preparation for and participation in All-District Band/Orchestra

Required 2<sup>nd</sup> Sem. Project: Preparation for and participation in District Solo Contest

PORTFOLIO - Create a collection of all your performances, solos/ensembles, rating sheets, programs, and awards and honors (and any related items you can think of).

## TUTORING

Tutoring will be available Tuesday and Thursday, 2:45-3:45 p.m.

Tutoring will be available on Monday and Wednesday, by appointment only.

## SOLO TIMETABLE

Solos are required of all Wind Ensemble members, IB Band/Orchestra members, and any student wanting to be considered for membership into the Wind Ensemble.

Any solo longer than 5 ½ minutes will be cut down to abide by MSHSAA rules or it will be canceled. You will need to prepare two solos if the solo is less than 3 minutes long.

Wind Ensemble and AP/IB members: Solos are to be selected from the State "A" list.

Members of Symphonic Band or Orchestra doing solos: Solos are to be selected from the State "A or B" lists.

1. Solos are to be purchased by December.
2. All solos being prepared for District Contest must be prepared and approved by February 1. Any solos not prepared and approved by February 1 will be canceled.
3. You must show us two original copies of your solo by February 1 or it will be canceled.
4. District Solos are to be playable with your accompanist by March 1 or it will be canceled.
5. District Solo/Ensemble Recital: March 27, 2012.
6. Competition date: March 31, 2012.

## ENSEMBLE TIMETABLE

All students may take a small ensemble to competition. It is highly recommended for those students not doing a solo.

Any ensemble longer than 5 ½ minutes will be cut down to abide by MSHSAA rules or it will be canceled.

Any ensemble not prepared and approved by February 1 will be canceled.

1. Ensembles are to be selected from the State "A or B" lists.
2. Ensembles are to be purchased by December.
3. Ensembles are to be prepared and approved by February 1.
4. District Solo/Ensemble Recital: March 27, 2012.
5. Competition date: March 31, 2012.

## BAND/ORCHESTRA LETTER STATEMENT

Band/Orchestra lettering is a privilege and is designed for the student who is going beyond the "required" expectations. It is an honor to be earned by the student and not given by the directors. Lettering records are kept by the band directors as the administrators of the program.

## INSTRUMENTS

All students are encouraged to rent or purchase their own instrument. We will be happy to help anyone who needs assistance with this.

All students using a school instrument are required to fill out a District Loan Agreement before an instrument will be issued. All students are responsible for any item listed on the District Loan Agreement. Be aware:

- There is a non-refundable \$50.00 per year maintenance fee.
- Students are held responsible for the replacement cost of their instrument if it is lost or stolen.
- Students are responsible for **any** repairs.

Students who have outstanding debts to the LCPA instrumental program will not be issued an instrument.

No student may expect or demand a specific instrument. Instruments issued to students will be based on student aptitude, attitude, instrumentation needs and availability.

Students in possession of another students' instrument, oil, reeds, mouthpiece, neck strap, etc., will be considered in possession of stolen property and will be dealt with according to school policy.

Any student who consistently leaves his/her instrument out, does not properly put it away, or does not maintain a clean, properly functioning instrument will have his/her instrument returned to the directors.

## STUDENT INSTRUMENT NEEDS

In accordance with District policy, all students are responsible for:

Strings - Rosin, strings, cleaning cloth, metronome, tuner

Woodwinds - Mouthpiece, reeds, ligature, swabs, neck strap, cork grease, metronome, tuner

Brass - Mouthpiece, oil, mouthpiece brush, polishing cloth, slide lubricant metronome, tuner

Percussion - Sticks, mallets, metronome, stick bag, drum key

Band Members - Music flip folder, instrument lyre (if needed)

Since our upper level bands use professional line instruments, students are expected to have upline mouthpieces, ligatures, and reeds:

Clarinets - Vandoren B-45, Luyben Ligature & Cap  
Alto Sax - Selmer C \*, Runyen Ligature  
Trumpet - Bach 3C Megatone  
Horn – Holton-Farkas Model MC  
Trombone/Euphonium - Bach 6 1/2 AL Megatone  
Tuba - Bach 18

## MUSIC

Performance music is supplied by the school. All students are responsible for their sheet music. Lost sheet music will cost \$3.00/sheet.

## BAND PERFORMING UNIFORM

- All band students are required to fill out a District Uniform Agreement.
- There is a \$50.00 uniform maintenance fee due before a uniform or uniform part will be issued.
- ALL uniforms are required to be dry cleaned before they are returned.
- ALL uniforms are required to be returned before Wednesday, May 9, 2012, or upon request of the directors.
- \$25.00 of the maintenance fee will be returned, at the end of the school year, to all who comply with the above terms.
- **The student is financially responsible for the replacement cost of any part of the uniform not returned.**

All students are responsible for any items listed on the agreement.

You are required to have:

Solid BLACK Socks

## ORCHESTRA PERFORMING ATTIRE

### BAND PERFORMING ATTIRE (for events that occur after May 2, 2012)

Solid Black Shirt – Button Front and properly tucked in.

Solid Black Slacks

Solid Black Socks

Solid Black Shoes

Failure to appear in the dress or uniform required for the performance = The student will not be allowed to participate = An unexcused absence from the performance.

## TRIPS AND OUTSIDE PERFORMANCES

During the course of the year, we will go as many places as financially possible.  
PLEASE KEEP IN MIND THAT:

- We run on time.
- We represent Lincoln College Preparatory Academy.
- All behavior and actions are under the direct control of the Instrumental Music Department and the Rules and Regulations of LCPA and the Kansas City, MO, School District.
- No permission slip = No go.
- We travel as a group and stay as a group.

If you are in doubt as to your behavior, or if it is permissible, ask first.

All band/orchestra students will be transported from the school to the activities sponsored by the school off school grounds by bus. The return trip will be by that same bus unless an excuse is in the hands of the sponsor of that bus before the bus leaves the school on the trip. This written excuse shall indicate that the student is making the return trip with his or her parent/legal guardian. The parent/guardian may contact the directors at the event or activity if they wish to transport their son/daughter home following the event, but for bookkeeping, the written note is also required.

Example of information to be included in written note:

Please excuse (Name) from riding home on the school bus or school provided transportation (Month/Day/Year) from (Event/Place). The Kansas City, MO, School District and Mr. Martz/Mr. Bata are hereby released from all responsibility for (Student's Name) safety and return home.

Date

Parent/Guardian's Signature

## TWO-YEAR EXCURSIONS

Every two years, the upper groups will take a major trip. To be eligible to participate:

- Students are responsible for raising their own funds.
- Students must be currently enrolled in LCPA and in the instrumental program.
- Students are also required to have completed the preceding two consecutive years as an "active" participant in the LCPA instrumental program.
- Students will maintain a minimum of a "B" in class.
- Student must not have been sent home early from the previous trip for contract violations.
- Transfer students eligibility will be determined by the directors.

The trips are a privilege, not a right. The directors will approve all participating students. If students are uncooperative in class, it will be assumed they will be uncooperative on the trip.

All chaperones must be over 21 years of age and will be approved by the directors.

The trip is for all approved instrumental students and chaperones only. Leave all boy/girl friends, younger siblings, pets, non-instrumental students, etc. at home. Somebody will need to be home to receive your "wish you were here" post card.

### FUNDRAISERS

The band/orchestra participates in two student fundraisers a year. The money raised is kept in individual accounts and may be used for the two-year excursions or any required instrumental fees. If, at any time, the student leaves the program, for any reason, their account becomes part of the general instrumental fund and their records are deleted.

### THINGS TO REMEMBER

1. PRIDE IS VISIBLE
2. PRACTICE AS IF IT WERE A PERFORMANCE
3. STRIVE FOR THE HIGHEST
4. WHEN IN DOUBT - ASK SOMEBODY
5. WHEN WRONG - ADMIT AND ADJUST
6. NO EXCUSES - JUST RESULTS
7. BE POSITIVE - SHOW ENTHUSIASM
8. ON TIME - IS LATE
9. EXECUTE THE FUNDAMENTALS
10. DON'T FORGET WHAT WE LEARNED YESTERDAY

WE CARE ABOUT EACH OTHER

### CONCLUDING STATEMENT

Most of the questions that you have will be covered in this handbook. Read and re-read it. We want you to have a positive educational experience while being a member of the LCPA Band/Orchestra Program.

Anything not covered in this handbook must be cleared by the directors.

REMEMBER.....if in doubt.....ASK!!!!

" P R I D E Gets Things Done "

*Happy are those who dream dreams  
and are ready to pay the price  
to make them come true.*

Please read, sign, and return this form. Thank you.

We have read and reviewed the 2011-2012 Instrumental Handbook. We understand:

- the grading policy for the band/orchestra we are participating in, as outlined in the handbook.

If we are using a school instrument, we know we are responsible for:

- a \$50.00 per year maintenance fee.
- all instrument repairs, strings and any lost or stolen items.
- any lost or stolen instruments.

We will have all the items for our instrument we are responsible for having, as outlined in the handbook.

We will have the required performance attire for the Orchestra, as outlined in the handbook,

OR

We know our responsibilities for using and returning the band uniforms. We will have all the items for our uniform we are responsible for having, as outlined in the handbook.

We know when tutoring is available and our student has permission to stay for tutoring as needed.

We are aware that not returning this form will affect our first quarter grade. If there is anything we have questions about, we will contact you at 418-3000.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Parent email Address

Date signed: \_\_\_\_\_