

Tualatin High School **Instrumental Music Department**  
**Band & Orchestra Handbook**

Policies, Procedures, and Expectations  
**2023-2024**



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## Welcome Letter

Welcome to the Tualatin High School Instrumental Music Department! This is my eleventh-year teaching band and orchestra at Tualatin High School and twenty-first year directing musical groups.

In 2009 I graduated from Portland State University with a Master's Degree in Education. My Bachelor's Degree is in Music Education. In June of 2013 I completed my tenth season as the director of The Canby Community Orchestra. From 2012-present I have been an instructor at Youth Music Project.

Outside of my formal teaching responsibilities I enjoy spending time with my wife and four children.

The instrumental music department at Tualatin High School offers the following six classes: Concert Band (9<sup>th</sup> grade), Symphonic Band (10<sup>th</sup>-12<sup>th</sup> grade), Wind Ensemble (audition only), Jazz Band (9<sup>th</sup>-12<sup>th</sup> grade), Orchestra (9<sup>th</sup>-12<sup>th</sup> grade) and Chamber Orchestra (audition only). In addition to the six instrumental music classes offered during the school day, there is pep band, for home football and basketball games, marching band, symphony orchestra, jv symphony orchestra, and pit orchestra for the annual Tualatin High School musical.

### Mr. Stegmeier's 2023-2024 Teaching Schedule

#### A Days:

- 1: Prep (9:00-10:27)
- 1<sup>st</sup> Lunch (10:34-11:10)
- 2: Wind Ensemble (11:10-12:37)
- 3: Chamber Orchestra (12:44-2:11)
- 4: Orchestra (2:18-3:45)

#### B Days:

- 5: Symphonic Band (9:00-10:27)
- 1<sup>st</sup> Lunch (10:34-11:10)
- 6: Concert Band (11:10-12:37)
- 7: Prep (12:44-2:11)
- 8: Jazz Band (2:18-3:45)

## Communication

Most of the communication this year will be sent through **Synergy**. Please check your Synergy student emails regularly.

Other forms of communication:

Band & orchestra **website**: <http://tuhsbandandorchestra.weebly.com/>,

**Facebook**: follow us at: “Tualatin High Band & Orchestra”

**Instagram**: follow us at: “tuhsbandandorchestra”



## Objectives

It is our goal at Tualatin High School to provide our students with as many rich and diverse musical experiences and opportunities as possible. Students will perform a wide range of literature in a variety of musical settings. They will perform on their instrument, alone and with others, a varied repertoire of music (1)<sup>1</sup>. Students will read and notate music (5). They will listen to, analyze, and describe music (6). Students will evaluate music and music performances (7). They will better understand relationships between music, the other arts, and disciplines outside the arts (8). Finally, students will understand how the music they play relates to history and the culture it was written about (9).

## Materials needed for band

- An instrument (Please see Mr. Stegmeier with questions about renting from the school).
- A tuner (will be available to you in class).
  - Please consider purchasing a tuner to use when practicing. There are also free apps available on electronic devices.

<sup>1</sup> National Standards for Music Education

- Three sharpened pencils to use for making marks on your music.
- Reeds for woodwinds, valve oil, mouthpiece-cleaning spray, etc. (the “extras” you need to clean and maintain your own instrument)

### **Materials needed for orchestra**

- An instrument and a bow (Please see Mr. Stegmeier with questions about renting from the school).
- Rosin and a cleaning cloth to be used in class.
- A tuner (will be available to you in class)
  - Please consider purchasing a tuner to use when practicing. There are also free apps available on smartphones, iPads, and tablets.
- Three sharpened pencils to use for making marks on your music.

Our repair policy is, if it is a school instrument, the school will pay for all repairs. Keep in mind, if the repair is determined to be a result of inappropriate use of the instrument, the student will be asked to pay for the repair.

Repairs of personal instruments are the responsibility of the student. With all repairs on school and personal instruments, if help is needed to pay for the repair, please see Mr. Stegmeier.

### **Performance Policy**

Please mark your calendars and make plans to attend ALL performances! This is a performance-based class and unless prior arrangements are made with Mr. Stegmeier, you will be expected to be at every performance. Students receive a grade for their attendance at these events. Should an emergency arise, and you are unable to attend a performance, please contact Mr. Stegmeier to arrange for a make-up assignment.

### **Performance Dates**

See the website for a full list of performance dates:  
<https://tuhsbandandorchestra.weebly.com/concert-dates.html>

### **Individual Performance Opportunities**

**All State** Music Conference, January 12<sup>th</sup>-14<sup>th</sup>. (ONLY for those who audition and get in).

- Recordings must be uploaded by October 5<sup>th</sup> at 11:59 PM.

- Fee is \$21 paid to our high school bookkeeper. If you are accepted to perform, there will be an additional cost to go.
- For more information visit <https://www.oregonmusic.org/All-State-Audition-Application-Info.html>

**Music in May**, more details will be shared at a later time. (ONLY for those who get in).

**OMEA District 14 Solo and Ensemble Festival** at West Linn HS

- Saturday, March 2<sup>nd</sup> at West Linn HS. (Highly encouraged for ALL students).

## Retreat

Students enrolled in **Wind Ensemble** and **Chamber Orchestra** take part in an overnight retreat. This retreat is scheduled for **February 23<sup>rd</sup>-25<sup>th</sup>**. The cost for each student is \$80. This fee includes transportation to and from the retreat site, lodging and food for the weekend. Guest clinicians are hired for the weekend to help prepare the groups for festival season. All students enrolled in these groups are expected to attend.

## Pep Band

Pep band is an extremely important part of our school community. Students enrolled in Concert Band, Symphonic Band, and/or Wind Ensemble are required to **play at all home football games, at least eight home basketball games, and at all home football and basketball playoff games!** Failure to meet these requirements will negatively impact their grade.

If you have a conflict with a required game, please notify Mr. Stegmeier as soon as possible. Students who are on the varsity football and/or basketball team(s), or the varsity cheer and/or dance team(s), will be excused from pep band if it conflicts with a required pep band performance.

## Marching Band

Traditionally there are several marching band practices and events throughout the year that **all Concert Band, Symphonic Band and Wind Ensemble students are required to participate in.** If you play a non-marching instrument, there are other ways you can participate in these events. Please see Mr. Stegmeier with questions.

## Color Guard

Color guard will meet during the fall and spring. If you are interested in participating in color guard (flag team) please see Mr. Stegmeier.

## Practicing

*“Perfect practice makes perfect!”*

Consistent and habitual practice will be required in order to progress at a satisfactory level in the mastering of your respective instrument. It has been wisely noted, “We are what we repeatedly do. Excellence then, is not an act, but a habit.”

**Practice recommendation:** 30 minutes of practice on your instrument five days a week is recommended. This time can be broken up into smaller fragments such as three periods of ten minutes.

Remember, quality not quantity is what counts. More is accomplished by carefully rehearsing ten measures of music, than by simply playing through an entire piece of music five times and then moving on to something else. Spend your time on what needs fixed, not on what you already have mastered.

## Attitude and Attendance

*“Attitude is a little thing that makes a BIG difference!”*

The majority of your grade will be based on your positive and congenial attitude and your faithful attendance to class.

You are part of a team! It’s hard to contribute and learn without being present with the other team members and contributing in a positive way! It is also difficult to shape and mold the sound of the group when you are absent.

We will follow the Tualatin High School attendance policies. Please refer to your Tualatin High School handbook with questions.

Sickness and other legitimate circumstances that are beyond your control will be taken into consideration when determining your final grade. Make-up assignments will be available to those students who are excused from a performance or other required event.

You will be expected to communicate in advance to your teachers when activities and/or scheduled performances and competitions with your musical group take place during the school day and require you to miss another class. You will need to fill out a prearranged absence form at least a week ahead of the musical event.

Arrangements will need to be made to take a test or quiz that you missed or are going to miss at another time. All missed class work will need to be turned in to your teachers in a timely manner.

Attendance at all concerts is mandatory! If you know of a conflict in your schedule with one of the concerts, please notify Mr. Stegmeier as soon as possible. Out of respect for your peers, please plan to stay for the entire performance.

## Class Expectations!

- **Arrive** on time! (Please see the tardy policy in the student planner)
- Have a good **attitude!**
- Demonstrate the three rules at TuHS: be respectful, be safe, and be responsible!
- Demonstrate a desire to learn new things.
- Be prepared! This means you have your instrument, music and pencils at every rehearsal!
- **NO CELL PHONE USE DURING CLASS!!!** When it is your scheduled class time, your cell phone must be put away.
- Put instrument and music away after rehearsal each day. This means properly cleaning your instrument.

## Grading Policy

The following three guidelines will comprise the majority of your final grade, attendance, attitude, and effort!

Written assignments and performances will also factor into your final grade. If you follow the rules mentioned above under “class rules,” and show progress through the course of the semester, you will earn an A!

Grade breakdown (\*percentages are approximate):

\*70% Attendance (in-class & performances), attitude, and effort

\*30% Assignments and tests

(These numbers are estimations.)

## Instrument Care

Instruments are fragile and extremely expensive. Students are responsible to maintain, care for, and preserve the condition of their instrument.

If an accident happens with the instrument, students must take responsibility for that instrument, and communicate and work with their parents/guardians, and Mr. Stegmeier to resolve the issue.

Do not leave your instrument in a vehicle overnight. The change in temperature can cause serious damage to your instrument. After each use, properly clean the instrument (loosen bows and put away endpins for string instruments).

Finally, make sure to keep your instrument in a safe place at all times. Lockers are provided in the band & orchestra room to secure your instrument during the school day.



## **Uniforms & Concert Attire**

**ALL BAND STUDENTS will need a pair of comfortable ALL BLACK shoes (including black soles and black shoe laces) for marching band.**

All band and orchestra students will be required to wear the appropriate dress for each concert. All items minus the dresses will be purchased through Mr. Formal Beaverton.

Formal Concerts (please see the attached order form to place your order. Fittings will take place during class on September 18<sup>th</sup> and 19<sup>th</sup>.

### **Concert Band:**

- Black dress shirt – Full collar - (purchased through Mr. Formal).
- Black pants or long (to the floor) black skirt – (no leggings, yoga pants or capris).
- Black socks and shoes - (long socks – no anklet or no-show socks).

### **Symphonic Band:**

- Black dress shirt – Full collar - (purchased through Mr. Formal).
- Black pants or long (to the floor) black skirt – (no leggings, yoga pants or capris).
- Black socks and shoes - (long socks – no anklet or no-show socks).

### **Wind Ensemble:**

- Concert Dress – (purchased through the school).
  - Black socks and shoes - (long socks – no anklet or no-show socks).
- OR,
- Black Tux – (purchased through Mr. Formal).
  - Black dress shirt – Full collar - (purchased through Mr. Formal).
  - Black long tie – (purchased from Mr. Formal).
  - Black socks and shoes – (long socks – no anklet or no-show socks).

### **Orchestra:**

- Black dress shirt – Full collar - (purchased through Mr. Formal).
- Black pants or long (to the floor) black skirt – (no leggings, yoga pants or capris).
- Black socks and shoes - (long socks – no anklet or no-show socks).

### **Chamber Orchestra:**

- Concert Dress – (purchased through the school).
  - Black socks and shoes - (long socks – no anklet or no-show socks).
- OR,

- Black Tux – (purchased through Mr. Formal).
- Black dress shirt – Full collar - (purchased through Mr. Formal).
- Black long tie – (purchased from Mr. Formal).
- Black socks and shoes – (long socks – no anklet or no-show socks).

**Jazz Band:**

- Concert Dress – (purchased through the school).
  - Black socks and shoes - (long socks – no anklet or no-show socks).
- OR,
- Black dress shirt – Full collar - (purchased through Mr. Formal).
  - Black long tie – (purchased from Mr. Formal).
  - Black socks and shoes – (long socks – no anklet or no-show socks).

Informal Concerts: Students will wear their tee shirts at most “informal” events. See “Fees & Apparel Costs” below for more details.

## **Fees & Apparel Costs**

**(Please see the bookkeeper in the main office if you need financial assistance)**

All fees are paid to Ms. Guerrero, the bookkeeper, in the main office.

Instrument Rental:

For all students who rent an instrument from the school, there is a **\$150 rental fee** for the year. This helps defray the costs of repairs.

Percussion and Instrument “use” fee:

For all percussionists, and those students who will not be taking the instrument home, only using it during the day, there is a “use” fee of \$100.

There are also fees for the different optional events (All State, Solo & Ensemble, Music in May).

If you **rent** more than one instrument, the 1<sup>st</sup> instrument is \$150 and the 2<sup>nd</sup> instrument is \$75.

Order forms for miscellaneous apparel (band/orchestra tee shirt or hoodie) will be sent out at a later date.

## How to Pay

- Band & Orchestra Fees Pay online: <https://ortigardtualatin.intouchrecepting.com/signin.aspx>
- Username: Student's ID Number
- Password: Student's Last Name (Case Sensitive)
- Once you have logged in, select the student you are shopping for.
- Click on: Items at Student's School Band & Orchestra
- Select the item you need to purchase and check out.
- Please email our Bookkeeper, Erika Flores (eflores1@ttsd.k12.or.us), for assistance.
- If you prefer to pay by check, please mail in your payment to: Tualatin High School Attn: Bookkeeper 22300 SW Boones Ferry Rd. Tualatin, OR 97062
- Include your student's full name and what item you are paying for on the check.

## Private Lessons

Private lessons on your respective instruments are highly encouraged! There is much gained from having a professional on your instrument work with you one-on-one. Most private teachers are offering virtual lessons at this time.

It is important that you find a good teacher who comes with a recommendation. Please email Mr. Stegmeier, or visit our band & orchestra website, if you want a recommendation for a private instructor. You can find a list of private teachers on our band & orchestra website: <https://tuhsbandandorchestra.weebly.com/private-teachers.html>

## Band & Orchestra Letter

Students have the opportunity to earn a letter in band and/or orchestra for their lettermen's jacket. You need 150 points to letter. This is accumulated in the following ways. 10 points for each of the following activities: pep band games, solo & ensemble festival, other festivals, & marching band performances. Chamber Orchestra students may earn a letter by attending the retreat, participating in the solo & ensemble festival, competing at league and all other festivals.

## Parent Volunteers

Parents, we rely on you as our main source of support and assistance with our many activities and events throughout the year! There will be many ways you can get involved and help support your child and the instrumental music program this year. We are always looking for help with fundraising, concert planning, and help at our many concerts and events. Please let us know how you can help. All volunteers need to fill out the following volunteer application: <https://www.helpcounterweb.com/welcome/apply.php?district=ttsd>

## **BOBs (Band & Orchestra Boosters)**

Our Band & Orchestra Boosters are responsible for raising money and overseeing and planning our many events throughout the year.

### **2023-2024 BOBs Board**

Jill Armstrong, President  
Kathleen Cunnington, Vice-President, Marching Uniforms  
Christy Velazquez, Secretary, Social-Media  
Michelle McMillin, Treasurer

### **Members-at-Large:**

Erin Ehrhart, Fundraising and Special Projects  
Patty Jacquez, Concert Uniforms  
Keith Grimm, Equipment Managers  
Dan LaGrow, Equipment Managers  
Krocket Beers, Marching Uniforms  
Ethan & Jaime Parker, Volunteer Coordinators

**Monthly meetings:** The board meets on the first Monday of each month during the school year. Our next meeting is Monday, November 6<sup>th</sup> at 5:30 PM.

We are always looking for more parents to help oversee events. If you are interested in getting involved with the boosters, please let us know.

**(Please complete pages 13-15 and return to Mr. Stegmeier for 100 points by Monday, October 16<sup>th</sup>. Page 14 will be given to our booster board members.)**

**Tigard-Tualatin School District Parent/Guardian Permission & Liability Release Form for all performances offsite.**

Student Name: \_\_\_\_\_

Grade: \_\_\_\_\_ School: \_\_\_\_\_ Teacher: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Address: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Emergency Contact (Other Than Parent/Guardian): \_\_\_\_\_

Emergency Phone: \_\_\_\_\_

Performance dates TBD.

I, the parent of the above-named student, grant permission for my child to participate in all activities this school year.

In consideration of my child's participation in these activities, I (we) waive and release any and all rights and claims for losses and damage that I (we or our child) may have against Tigard-Tualatin School District. This release shall be binding upon our representative, successors and assignees.

Furthermore, I (we) recognize that providing personal accident insurance and payment of medical expenses our child may sustain due to participation in activities is my (we or our child's) responsibility.

In the event that my child may require(s) emergency medical treatment while participating in the previously mentioned activities, I hereby authorize my child to receive emergency medical treatment as may be necessary, including transport by ambulance.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

Signature of Parent/Guardian: \_\_\_\_\_

## Volunteer Sign-up

If you are interested in assisting the bands and orchestras at Tualatin High School, please indicate below in which capacity you can help:

- Publicity
- Chaperoning field trips
- Fundraising
- Concerts (usher, concessions)
- Chaperoning and serving food to students at pep games
- Picking up pizza and water from Costco for pep games
- Event planning
- Volunteering at concessions at sporting events (help raise money for the instrumental program)
- Assist with color guard/flag team
- Help with the Homecoming and/or the Grand Floral Parade
- Serve on the BOBs (Band & Orchestra Boosters) board

**This information will be given to our booster board members**

Parent name (first/last) \_\_\_\_\_

Parent current email address: \_\_\_\_\_

Parent phone # (Home): \_\_\_\_\_

Parent cell #: \_\_\_\_\_

## Student Agreement

I have read the policies and expectations of enrolling in band/orchestra and understand what the expectations are. I will do my best to meet these expectations.

Student Name Printed \_\_\_\_\_

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

Date \_\_\_\_\_

I have read the policies and expectations of band/orchestra and understand what Mr. Stegmeier's expectations are for my son/daughter this year.

Parent/Guardian Name Printed \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_

Date \_\_\_\_\_

Parent/Guardian Cell Phone Number \_\_\_\_\_

Parent/Guardian Email \_\_\_\_\_

Please check and fill in all of the following lines that **apply to you:**

\_\_\_\_\_ I have my own instrument that I will be playing at home.

\_\_\_\_\_ I will be renting an instrument from a music store.

Put the instrument # here if you are renting a school instrument \_\_\_\_\_.

Put the locker # here if you are storing your instrument in a locker at TuHS (Will be determined when we return to school) \_\_\_\_\_.

Which band/orchestra are you in? \_\_\_\_\_