

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

Policies, Procedures, and Expectations  
**2020-2021**



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## Welcome Letter

Welcome to the Tualatin High School Instrumental Music Department! This is my eighth-year teaching band and orchestra at Tualatin High School and I absolutely love it here. Over the past seven years we have experienced tremendous growth within the program. This fall we will again have close to three-hundred students enrolled in instrumental music!

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 give voice and instrumental music lessons privately, and perform vocally and instrumentally on a regular basis.

During evenings and weekends, I enjoy spending time with my wife and three children. I'm also actively involved in church work and enjoy directing our youth choir, composing and arranging music, singing and playing bass in a southern gospel quartet, and frequently speaking at religious gatherings.

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, and pit orchestra for the annual Tualatin High School musical.

### Mr. Stegmeier' 2020-2021 Teaching Schedule:

First Semester:

- 1: Concert Band
- 2: Chamber Orchestra
- 1<sup>st</sup> Lunch
- 3: Wind Ensemble (online only)
- 4: Wind Ensemble

Second Semester:

- 1: Chamber Orchestra
- 2: Wind Ensemble
- 1<sup>st</sup> Lunch
- 3: Concert Band (online only)
- 4: Orchestra

### Mr. Izzett's 2020-2021 Teaching Schedule:

First Semester:

- 1: Orchestra (online only)
- 2: Symphonic Band (online only)
- 1<sup>st</sup> Lunch
- 3: Symphonic Band
- 4: no class

Second Semester:

- 1: no class
- 2: Orchestra
- 1<sup>st</sup> Lunch
- 3: Jazz Band
- 4: no class

## Communication

Most of the communication this year will be sent through Synergy and Canvas. Please check your Synergy student email account regularly. You can also check our band & orchestra website: <http://tuhsbandandorchestra.weebly.com/>, as well as remind.com for announcements and updates.



## 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).

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

## **Materials needed for band**

- An instrument (check-out date at the school, TBD???)
- A tuner (free online app)
  - Please consider purchasing a tuner to use in class and when practicing.
- Five sharpened pencils to use for making marks on your music.
- Valve oil, mouthpiece-cleaning spray, etc. (the extras you need to maintain your own instrument)

## **Materials needed for orchestra**

- An instrument and a bow
- String players need rosin and a cleaning cloth to be used in class.
- A tuner
  - Please consider purchasing a tuner to use in class and when practicing.
- Five sharpened pencils to use for making marks on your music.

## **Instrument repairs during comprehensive distance learning**

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 email 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.

During virtual learning, students will be expected to perform a solo, or in a small group at the end of each quarter through Google Meet. More information will be shared later.

## Performance Dates

TBD

At least one performance per quarter, two per semester. If we return to a hybrid model and/or are granted permission to meet in small groups, live performances may be added back on the calendar at that time. It is also possible that we could perform at sporting events if basketball and football return in the new year, and we are granted permission to do so.

## Individual Performance Opportunities

Virtual All State Music Conference, January 15<sup>th</sup>-17<sup>th</sup>

- Recordings due to Mr. Stegmeier by October 21<sup>st</sup>.
- Fee TBA
- For additional information visit <https://www.oregonmusic.org>

OMEA District 14 Solo and Ensemble Festival at West Linn HS

- TBD

## Retreat

Students enrolled in Wind Ensemble and Chamber Orchestra traditionally take part in an overnight retreat in March. The cost for each student is \$80. This 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 the retreat. The retreat is currently on hold for this year.

## Pep Band

Pep band is an extremely important part of our school community and our home football and basketball games. Students enrolled in Concert Band, Symphonic Band, 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. (Sports are currently on hold for this year. More information will be sent out if/when sports resume).

If you have a conflict with a required game, please notify Mr. Stegmeier as soon as possible and submit a make-up assignment (T.B.D.). 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 notify 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, unless you are using it for the class meeting.
- Put instrument and music away after rehearsal each day. This means properly cleaning the instrument.

## **Expectations and Guidelines for Google Meets**

1. When you are not speaking, please mute your microphone. While I want to hear all of your voices, I need to be able to hear the person who is speaking. Additionally, this helps to eliminate any background noise that may be shared through your mic.
2. When you have a question, raise your hand, or let me know you have a question in the chat. Then, remember to unmute your microphone.
3. In order to avoid distractions, try your best to join our meetings in a quiet part of your home.
4. Keep in mind people can see and hear you during these sessions. Do your best to keep everything that is seen and heard through your computer school-appropriate.
5. Be professional in everything you do. If you would not do it at school, or at work, please do not do it here in our meetings.



6. If you wish not to share your video/performance with the whole class, please communicate that to Mr. Stegmeier, Mr. Izzett, or Mr. Ron.
7. Listen to your classmates. You may have the same question as they do. When it comes to performances, remember to demonstrate proper performance etiquette.
8. As per TTSD protocol, our google meets will be recorded. This is for all of our safety and security.

## **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. 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**

(This portion is on hold until we know when will be returning to in-person instruction)

**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 26<sup>th</sup> and 27<sup>th</sup>.

**Concert Band:**

- Girls
  - White Pleated Tuxedo 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)
- Boys
  - White Pleated Tuxedo shirt – Full collar - (purchased through Mr. Formal)
  - Black pants
  - Black socks and shoes - (long socks – no anklet or no-show socks)

**Symphonic Band:**

- Girls
  - White Pleated Tuxedo 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)
- Boys
  - White Pleated Tuxedo shirt – Full collar - (purchased through Mr. Formal)
  - Black pants
  - Black socks and shoes - (long socks – no anklet or no-show socks)

**Wind Ensemble:**

- Girls
  - Concert Dress – (purchased through the school)
  - Black shoes
- Boys
  - Black Tux – (purchased through Mr. Formal)
  - Black Pleated Tuxedo shirt – Full collar - (purchased through Mr. Formal)
  - Silver long tie – (pre-tied, purchased from Mr. Formal)
  - Black socks and shoes – (long socks – no anklet or no-show socks)

**Orchestra:**

- Girls
  - White Pleated Tuxedo 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)

- Boys
  - White Pleated Tuxedo shirt – Full collar - (purchased through Mr. Formal)
  - Black pants
  - Black socks and shoes - (long socks – no anklet or no-show socks)

**Chamber Orchestra:**

- Girls
  - Concert Dress – (purchased through the school)
  - Black shoes
- Boys
  - Black Tux – (purchased through Mr. Formal)
  - Black Pleated Tuxedo shirt – Full collar - (purchased through Mr. Formal)
  - Silver long tie – (pre-tied, purchased from Mr. Formal)
  - Black socks and shoes – (long socks – no anklet or no-show socks)

**Jazz Band (for Concerts):**

- Girls
  - Wear what is required for the band or orchestra class that you are in or
  - Those not in another class wear:
    - Black Pleated Tuxedo shirt
    - Black pants or long (to the floor) black skirt – (no leggings, yoga pants or capris)
- Boys
  - Wear what is required for the band or orchestra class that you are in or
  - Those not in another class wear:
    - Black Pleated Tuxedo shirt
    - Black pants

**Jazz Band (for Competitions):**

- Girls
  - Black Pleated Tuxedo 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)
- Boys
  - Black Pleated Tuxedo shirt – Full collar - (purchased through Mr. Formal)
  - Black pants
  - 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 a school instrument, there is a **\$150 rental fee** for the year. This helps defray the costs of repairs.

**Percussionists**, we want you to have something to practice on at home during comprehensive distance learning. A practice pad, drum set, snare drum, piano, etc. will work great. Let Mr. Stegmeier know if you need to rent one of these items from the school.

There are also fees for the different optional events (All State, All Northwest, etc.).

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.

## **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.

### 2020-2021 Board Members:

Melissa Burton, President, Volunteer Coordinator  
Katie Fercking, Vice-President, Marching Uniforms  
Jill Armstrong, Secretary  
Joanne Roth, Treasurer, Concert Uniforms  
Vicki Gile, Fundraising & Special Projects  
Bob Burton, Equipment Manager  
Erin Ehrhart, member at large

**Monthly meetings:** The board meets on the third Monday of every month at 5:30 PM through google meets. 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 email pages 14-16 and return to Mr. Stegmeier for 100 points by Friday, September 25<sup>th</sup>. Page 15 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: \_\_\_\_\_

During virtual learning, students will be expected to perform a solo, or in a small group at the end of each quarter through Google Meet. More information will be shared later.

If we return to in-person learning, we may add in-person performance dates at that time.

## Interested in Helping Out?

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 #: \_\_\_\_\_

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) \_\_\_\_\_.

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