

2023 - 2024

# TACOMA Area Homeschool Band

To make any organization successful, much planning and effort are required. This handbook was written for the members of the Tacoma Area Homeschool Band and their parents. Knowledge of its contents will provide each student with an understanding of how he/she may best contribute to the productivity and overall success of the program, resulting in the optimum individual experience.

## Vision

To use music to enrich our children's lives.

## Mission Statement

The Tacoma Area Homeschool Band will provide an appealing atmosphere and learning opportunities to challenge/enhance students in an ensemble and band setting for the joy of music while encouraging individual growth and risk taking.

## Goals

- ✓ To provide students with a well-rounded musical education which will plant the seeds of curiosity and empowerment for their future endeavors.
- ✓ To teach young people not only to be competent musicians, but also to help others in developing their own talents.
- ✓ To raise the overall competency level of band programs everywhere, both by providing good young players, and by influencing others with their example.
- ✓ To provide this education at an affordable cost to their student and their family that is approximately 30-50% of the cost of private music lessons in our region.

## Facility & Rehearsals & Admissions

**Location/Times** – Our location has graciously offered the use of its building to the program at a discounted rate. We are responsible to respect the facility and take care of it while we are there.

**Thursday, 9:00 am--3:00 pm** – St. John's Lutheran Church, 8602 Bridgeport Way SW, Lakewood, WA 98499.

The building will be open by 8:50 am for our rehearsals. Facilities will be closed to students no later than 3:10 pm. Punctuality is appreciated.

### **Parent/Student Behavior** –

Dropping off students is not allowed. Parents are expected to remain on the premises during band rehearsal. A Parent Area is available for parents/siblings. Parents are also welcome to watch the rehearsal. Each parent is responsible for the behavior of his/her own child. Children are not allowed to wander the facility unattended. If a child is found wandering unattended, they will be brought to the parent. \*Parents may identify another parent to be responsible for their child if they cannot stay on-site for the whole rehearsal, this must be done in writing on provided form, and only in exceptional circumstances. The designated parents will assume the name tag of the absent parent to clarify who is responsible for their child(ren).

**Eating in the Building:** TAHB has a lunch room in the back of the church. **This is the ONLY room where food is allowed.** If you use the lunch room, please clean up after yourself. A vacuum is available.

### **Rehearsal Expectations**

TAHB is a performance-based group. Students are expected to contribute positively to the rehearsal. This includes, but is not limited to: Following directions, listening to the director, playing only when directed, treating people and equipment with care and respect, absolutely no gum or food or drink in the band room. Water is OK and encouraged.

- ✓ Students will be signed in upon arrival at class.
- ✓ Students will be in their seats ready to play 5 minutes before class time. Consistent tardiness will not be tolerated.
- ✓ Students are required to bring their own instruments (rented or owned), a music stand, books, and a pencil.
- ✓ Attention during class, courtesy to the teachers, and others in the band and help setting up and tearing down as needed are mandatory.
- ✓ Music provided by the band will be stamped in RED. This music is the student's responsibility and must be returned. This music should not be written on or damaged. Student will be charged for replacement if stamped music is lost or damaged. Treat this music as you would a library book.

- ✓ Materials and subscriptions required for class are the responsibility of the student to purchase and should be brought to class.
- ✓ Students will also need to purchase necessary equipment (reeds, valve oil, etc.) for their respective instrument.
- ✓ For rentals and book purchases, we recommend Ted Brown Music (Tacoma or Puyallup). They will bring rentals to our registration day and give us special program rates for your convenience. Other music stores may be used per your preference.

## Homework

### ***Homework = practicing your instrument***

- ✓ Homework in band is **NOT** optional! Rehearsing in band class alone is not enough to make the progress needed on an instrument. Students must spend personal practice time on their instrument to improve.
- ✓ Daily practice is vital to your success as musician. We expect normal practice time to be at least 2 hours per week. This is in addition to band class and theory assignments. In general, small daily practice sessions are more effective than 3 hour marathon cram sessions. We suggest you begin with 10 minute segments and increase to 25 - 30 minutes.

## Attendance

Regular attendance at rehearsals is expected to allow the group to progress. If you are going absent from rehearsal, please send an email to the TAHB's official gmail. If you have a planned absence, please let the director or a Board member know in advance.

**Required Concerts** - Students need to make every effort to be on time to the concerts that are scheduled. If you are not able to make a concert, let the director or a Board member know as soon as possible.

**Concert Dress** The official concert dress of TAHB classes is the official band shirt, with black pants/skirt and neutral colored shoes and hose. In outdoor settings, the T-shirt may be worn over a long sleeved white or black shirt. Official sweatshirts may be purchased when requested along with the annual T-shirt order. \*At the teachers' discretion, some concerts may require "Concert Black and White Dress" (typically the Christmas Concert): black pants/skirt, white shirt, or black dress, with neutral colored hose and dress shoes or other dark shoes.

## **Illness**

Do not allow any family member (including parents/siblings) to attend TAHB if exhibiting any of the following:

- ✓ Feeling sick
- ✓ Contagious stage of illness
- ✓ Communicable disease (head lice, chicken pox, ring worm, etc.)
- ✓ Fever that needs medication to control
- ✓ Presence of fever within the last 24 hours
- ✓ Vomiting/diarrhea within the last 24 hours
- ✓ Covid positive student or household member

If any of the above symptoms are visibly present, members may be asked to leave for the day.

**Weather Delays/Cancellations** – TAHB will follow the Clover Park School District and other surrounding districts for weather-related cancellations. Weather-related cancellations will be posted on the Tacoma Area Homeschool Band Facebook page and emailed to families who are currently enrolled. We will attempt to make this notification the night before, but in certain cases announcement may occur as late as 8am on class day. \*Due to the widespread geographic distribution of our student base, the Board reserves the right to activate the inclement weather policy based on conditions anywhere within our greater region.

## **Admissions Information**

Admission to classes at TAHB is open to students who are homeschooled and who meet the requirements of the minimum grade level equivalent set for their class who are able to meet the behavioral expectations set forth under "Rehearsal Expectations".

Grade levels for classes are:

Band/Orchestra & Guitar: 5th through 12th grade equivalent (4th grade with director permission).

Piano & Songwriting: 7th grade through 12th grade equivalent

Ukulele: 2nd through 12th grade equivalent.

Choirs: 1st through 12th grade equivalent.

Toddler Music: Pre-K (3) through K equivalent (ages 3-5).

TAHB programs welcome students of special abilities and special needs, according to the grade level equivalents listed above. Our teachers are not trained in special needs education, but they are happy to work with families in collaborative relationships that do not create an undue burden or fundamentally alter our program. Please discuss your students needs with your teacher. Final determination whether a student will be admitted to a class or remain in a class is to be made by the teacher and requires the concurrence of a board member.

Our band setting ensures that while promoting our learning environment, we also make certain our classroom is supportive and engaging. Should one of our children encounter a challenging situation, it is the parent/care givers responsibility to remove said child from the setting until such time they have regrouped and are not in danger of harm, to themselves or others. Also, if a student requires care or extensive accommodations up to the point where it prevents said

student or others from learning, it is the parents/caregivers responsibility to remove said child from the setting until such needs have been met or disruptions addressed. Our collaborative relationships with parents, students, and teachers through communication, learning partnerships, participation and consultative decision-making is imperative to our success as a whole.

**Student requirements and expectations:**

*For a student to be admitted to our band, choir, orchestra, piano, songwriting, or guitar program:*

- They must be able to sit quietly in their seats without disturbing those around them and participate in 1 to 2 hour class blocks which include many pauses while the instructor works with students and subgroups individually. Example: The tubas must remain quiet and calm while the oboes are being worked with for a few minutes on their part.
- They must be able to read and write English on a minimum of a 3rd grade level.
- They must be able to raise their hand and wait until they are called upon.
- They must be able to work without immediate direct supervision at all times.
- They must be able to listen to and follow directions from instructors, board members, and parent volunteers.
- They must practice their instrument for a minimum of 2 hours a week and maintain a practice log.
- They must be able to work collaboratively with their peers.
- Jazz Band students must be simultaneously enrolled in intermediate band and have instructor's permission/audition.
- They must meet the age and grade requirements noted in the Class Descriptions document for the current school year.

*To be admitted to Toddler Music:*

- Students must meet the age and grade requirements noted in the Class Descriptions document for the current school year.
- Students must be able to follow the directions of their teacher.
- Student must be able to follow simple instructions and answer teacher's questions appropriately for their age.
- Students must respect the personal space of others.

Teachers are the final decision makers on class level placement and may move students up or down a level based on their professional assessment.

## Tuition & Fees

**Registration Fee** will be collected first and second semester to cover facility, insurance, supplies, and administrative costs and will be \$40 per student, with a maximum fee (cap) of \$160 per family per semester.

**Teacher monthly tuition** is \$35 per regular class. Jazz band is \$25 when taken as an add-on to Intermediate Band.

**\* Upon first time registration, t-shirt cost will be assessed for required t-shirt. Cost of t-shirt if a new one is needed may vary based on screen printing costs.**

**\* Tuition is the same every band month regardless of the number of Thursdays, including when there are less than 4. Remember, our teachers are not compensated for concert and performance times outside of class, and the monthly amount is based on a proration of a yearly amount, not on the number of rehearsals. Band school year months are September through June, with Summer Session TBD each year.**

**\* Tuition Payments will be collected on the first Thursday of the month. Teachers accept PayPal payments. If paying by check, please make tuition checks payable to the TEACHER of your child(ren)'s class(es). Please be considerate of the teachers' need to plan their finances. LATE FEE of \$5 per student per teacher will be added to tuition on the 3rd Thursday of the month for any tuition not received by the end of classes on the 2nd Thursday.**

**\* The fee for lost name tags is \$1 per tag.**

## Communication

Clear communication is an essential element in a group like this. Band updates and changes in information will be posted on the Tacoma Area Homeschool Band Facebook page and website, and emailed out to the email on file through MailChimp. It is important to attend rehearsals, read all e-mails, check the Facebook page and website regularly to fully take advantage of attempts of communication.

Emails are sent weekly September through June. If you are not receiving weekly emails, please see a board member.

## Volunteers

The success of the organization depends highly on volunteers. Many events and activities require supervision, coordination, or simple manual help such as setting up chairs. In order for the group to run efficiently, a number of volunteers are needed each year. The goal of the organization is to include everyone so that the same few individuals are not always taking care of the band. Some volunteer needs are:

- Set up/Clean up
- Hall or Front Door Monitor
- Classroom helper (See teacher)
- Parade Helper
- T-shirt coordinator
- Yearbook design and distribution
- Events/Tour Committee

# Organization

The Tacoma Area Homeschool Band consists of the Teachers, the Board of Directors (volunteer parents who coordinate the workings of the band), the students and their families.

## **Teachers – Responsibilities include:**

- Teaches children from grades pre-k to 12 with various ability levels (beginning, advanced, and ensemble) the art of music in a band or choir or general music setting.
- He/she will maintain an atmosphere of excellence and high achievement while making the musical experience enjoyable for the student.
- Selects appropriate music for the different levels of students.
- Specific dates for various concerts will be given throughout the year with dates being set as soon as reasonably possible.
- Selects students for different honors/special achievements, ensembles, etc. Attendance at these special functions would not be mandatory, but would be encouraged.
- Seeks the children's best interest first.
- Is willing to accommodate learning differences.

**Band Director: Ruben Watson**

**Guitar Teacher: Josh Goering**

**Choir/Piano/Songwriting/Toddler Music: Jules Morrow**

## **Board Members – Responsibilities include:**

- Be Parents of current class students and volunteer to serve on the Board of Directors which will include attending a majority of scheduled organizational meetings.
- Be committed to help and willing to accept accountability.
- Refine their own job descriptions and time lines, recruit, train, make phone calls, supervise other volunteers as needed, correspondence, and make recommendations.
- Delegate tasks as needed to other volunteers to accomplish the objectives of the band while keeping the best interests of the band in mind at all times.
- All correspondence that goes out on behalf of or representative of the TAHB must be reviewed by the Board of Directors prior to printing or emailing.
- He/she must maintain an atmosphere of excellence and high achievement while making the musical experience enjoyable for the student.
- If at any time a member of the Board of Directors is unable to fulfill their responsibilities, that person will need to step down and a replacement will be sought.

The Board of Directors will make decisions concerning organizational policies, scheduling, sponsored competitions, concerts, location of practices and meetings, and other leadership decisions as needed. When questions arise not covered in this handbook, the Board will meet to consult with each other, resource books, and/or other business people in the community (i.e.: executives, accountants, lawyers, etc). The Board of Directors will hold meetings as needed that will be open to all Band families.

Our mission is to provide an appealing atmosphere for student learning and growth. Any disagreements or concerns should be handled in a professional manner so as to cooperate with the goals and objectives of the band as set forth in this handbook. Please direct all concerns to the Board of Directors,

## Duties of Officers

**President** – The President shall preside over regular meetings and special meetings and shall implement the policies and programs of the TAHB and perform other duties as determined by the Board. The President shall also appoint the membership of all committees the Board may establish.

**Current Board Member: Emilie Greenwell (253) 970-8754**

**Vice President** – The Vice President shall perform such duties as are assigned by the President or the Board. The Vice President shall perform the duties of President in the absence or disability of the President. The Vice President will be facilities liaison to the host church.

**Current Board Member: Holly Preble**

**Secretary** – The Secretary shall record the business of the Board, notify Board members of the time and place of meetings, prepare minutes and distribute them to Board members, and perform all duties incident to the office of Secretary and duties assigned by the President or the Board. The Secretary shall maintain the TAHB handbook and forms.

**Current Board Member: Ally Van Oenen**

**Treasurer** – The Treasurer shall be responsible for the fiscal matters of the TAHB, including preparation of periodic written financial reports for Board members, maintaining accurate accounts of all receipts and disbursements, maintaining the band bank statement and balancing the checkbook. The Treasurer shall be responsible for collecting registration fees and uniform fees. The Treasurer will insure that proper receipts are submitted and filed as checks are written for disbursements. The Treasurer will insure that written notice is provided to our banking institution of record when changes are made to the TAHB Board. At his/her discretion, the Treasurer may appoint temporary assistant(s) to help with collection of money generated from fundraising.

**Current Board Member: Melissa DuSoleil**

**Communications Director/YearBook** – This Director will be responsible for mass communications (text, email, FaceBook) as needed as well as routine content updates to the website. They will coordinate Picture Day, YearBook and the end of the year slideshow.

**Current Board Member: Vacant**

**Library Director** – This Director will be responsible for maintaining the library of print music maintained by TAHB. All music purchased with TAHB funds will be stamped in red as property of TAHB, numbered and recorded to which student it was issued. The Library Director will collect music at the end of each semester and maintain a filing system of all scores and folios for future use.

**Current Board Member: Cody McElroy**

**Registrar** – This Director manages and directs the registration processes for TAHB. They also maintain all class lists, record adds and drops from classes and maintain a database of contact information for all students.

**Current Board Member(s): Vacant**