

Frank Tejeda Middle  
School Orchestra  
Handbook  
2021-2022  
Anna Trevino, director



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## Tejeda Middle School Orchestra

Welcome to the Tejeda Middle School Orchestra! I am so happy to have you here as a part of our team.

This handbook is designed to inform you of all aspects of the Tejeda Orchestra. Please read the entire handbook carefully and become familiar with the rules and procedures for this class. Please also take a close look at the section marked "Important Dates" so you can begin to get excited about the wonderful year we have in store.

Being involved in orchestra is about more than playing an instrument. By joining this group, you have taken on a big responsibility. Every member of the orchestra is important, and each person must do their part to create a strong group. It isn't always easy, but it is very rewarding. With a little hard work and a lot of determination, you will be proud of what you accomplish as a musician in just one year.

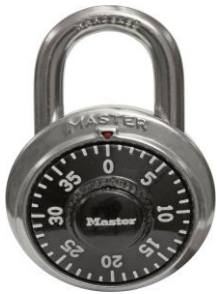
If I can be of any assistance or answer any questions, please always feel free to contact me. I am looking forward to a fantastic year of orchestra with you as a part of it!

Sincerely,  
Anna Trevino  
Director of Orchestras  
atrevi10@neisd.net

## Supplies

- Correct size instrument in good working condition.
- 1 inch all black (no designs) 3-ring binder
- Pencil every day
- Rosin
- Cleaning cloth kept in your case (a piece of an old t-shirt works well)
- Name tag on your case
- Shoulder rest (violin and viola students only)
- 3-digit combination lock for locker (violin and viola students only)
- Xeros endpin anchor (cello students only)
- Rock stop (bass students only)
- Tuning app or chromatic tuner with metronome
- Orchestra uniform (see the uniform section for information)
- Orchestra fee (see the fees sheet for information)
  - \$15.00 Membership Fee (checks made payable to Tejada Orchestra. Fees will be used for orchestra T shirt as well as music and maintenance)

ONLY Acceptable lock for Violin/Viola



UNACCEPTABLE lock for Violin/Viola



## **Orchestra Uniforms**

Students will have two uniforms: informal and formal. The informal uniform will be worn for our first and last concerts, as well as other informal performances. The formal uniform will be worn for our December concert, our March concert, UIL Contest in March, and Evening with Strings in April.

### Guidelines for informal uniforms:

- Students should wear their orchestra t-shirts (Ms. Trevino will provide this as it is included in orchestra fees)
- Blue jeans
- Any close-toed shoe. No sandals allowed.

### Guidelines for formal uniforms:

- All items should be completely black (not dark blue, not brown, not grey, not charcoal.....BLACK)
- Dress pants, formal dress, or skirt (No jeans, no denim, no cargos, no yoga pants, no leggings) (Dresses and skirts must fall below the knee when seated and be suitable for cello playing position if applicable)
- Girls' sleeves must be  $\frac{3}{4}$  length or long sleeve and may not be see-through
- Boys must wear a long-sleeve black dress shirt that is fitted correctly. No patterns, textures, or stripes should be visible on the shirt. Shirts should be solid.
- Every student must wear all-black dress socks (athletic socks not permitted) (Skin tones should not be visible from the audience)
- Students who wear dresses, or skirts, must wear all-black, non-translucent tights.
- ALL BLACK dress shoes. (No athletic shoes. No sandals. All black flats are okay.)
- Nice, studded earrings are okay. All other jewelry prohibited
- Hair should be groomed neatly and out of the face of the student
- When in doubt, ask Ms. Trevino

\*If you need assistance obtaining any of these items or would like some guidance on where to find them, please email me.

## **Classroom Rules**

1. Follow all directions the first time they are given.
2. Be in your seat with ALL materials when class begins.
3. You may talk only when called upon by the teacher.
4. Respect the people, equipment, and furnishings of the orchestra room.

### **If you choose to break a rule.....**

1. Verbal warning, student/teacher conference
2. Parent contact made
3. Student will follow the school wide discipline policy

These consequences refer to minor offenses only. Severe disruptions or disrespectful behavior towards the teacher, classroom, or classmates will result in immediate office referral.

## **Beginning/End of Class Procedures**

Students are expected to arrive to class promptly and with all required materials. Tardies will be handled in accordance with school policy. Students will leave binders and supplies for other classes in the cubbies located in the entryway. Upon arrival students will retrieve their instrument from its designated area and quickly and quietly unpack. Cases will be left against the back wall to avoid any tripping hazards. Ms. Trevino will end rehearsal with enough time for students to pack up, put away materials, and be ready to leave class when the bell rings.

## **Grading Procedures**

Numeric grades will be issued in accordance with school district guidelines. An average grade will be earned from the following:

### **Class Participation 20%**

This includes having all materials every day. Binder checks will be conducted periodically and without notice to ensure that all students are maintaining their binder and bringing it with them to class daily.

### **Concert and Contest Grades 40%**

Students will earn a grade for every concert and contest they attend. 50 points will be deducted for behavior infractions before or during a concert. If there is an emergency that prevents a student from attending a concert or contest, please provide Ms. Trevino with written documentation as soon as possible.

### **Musical Enrichment 20%**

Students will earn this grade by completing music theory, rhythm reading, and listening assignments. Some will be completed in class and some will be assigned as homework.

### **Playing Test Grades 20%**

Students will have several playing tests throughout the year. The playing test will be assigned at least a week before the test, and will be over scales, technique exercises, or classroom music. Grades are based on a rubric that will be handed back to the student with their grade.

## **Practice Guidelines**

Achievement in orchestra will depend greatly on the amount and quality of the practice sessions at home. You can improve practice by using the following guidelines.

### **Schedule**

Set aside a preferred time each day to practice. A half hour is the minimum time that should be scheduled. This practice time does not have to be the exact same time each day.

### **Environment**

Practicing should be done away from any sort of distractions. Poor playing posture hurts physically as well as musically. Therefore a music stand should be used during practice. Always practice in a well-lit area to avoid eyestrain. Siblings should be informed of the importance of this time and know not to bother brother or sister during practice time.

### **Feedback**

There are several ways to receive feedback while practicing. The best way is to find someone to play for. Regardless of musical background, anyone can offer words of encouragement. Another great way is to record yourself and make your own feedback.



## **Sectionals, rehearsals, and performances**

Students will be required to attend all scheduled rehearsals, sectionals and performances scheduled outside of the school day. Sectionals will occur on a weekly basis for the Honor orchestra. Sectionals and rehearsals will occur on an as needed basis for all other orchestras. After school rehearsals will occur periodically throughout the year. Students and parents will be informed of these rehearsals in advance through letters, email memos, the web site and/or announcements made in class. Please communicate with Ms. Trevino directly if there are individual or unusual circumstances that may cause a conflict.

## **Chair Tests**

Auditions for chair placement within a section often bring a great deal of emotion and stress to the life of a student. Please remember that each and every musician is important to the success of the orchestra. Competition should be viewed as an isolated event, not an overall value judgment of the student as a person or musician. A chair test judges a student's performance at one specific time under one specific set of circumstances. Each student responds differently. Some perform easily under stress, others poorly. Each teacher who judges a student's performance has his or her own interpretation of how that student plays at that given moment. Therefore, it is essential that competition be viewed only as a part of the learning process and not as the sole judgment for success. Chair tests will be given approximately every two weeks. Students will be informed of testing material one week in advance.

## **UIL Orchestra Contest**

The Tejeda Symphony and Philharmonic orchestras will perform at the annual UIL orchestra contest in the spring. This is not a competition with other orchestras but is a chance to showcase our orchestras and their capabilities. Each group in attendance will prepare and perform three songs at the contest for a panel of judges. Immediately following the concert performance, each orchestra is required to sight-read a piece of music. In each case, a panel of judges will assign the orchestra a rating of “I” to “V” with “I” being the highest. An overall rating will be earned for each category according to the judges’ individual ratings. An orchestra that earns a “I” in both categories is awarded a Sweepstakes trophy. This is of course, the goal of any orchestra.

## **Region Orchestra**

All-Region (12) Orchestra is composed of students from North East ISD, Alamo Heights ISD, San Marcos CISD, and Comal ISD. Students will audition for the orchestra that is their grade level. Sixth Grade is Bravo, Seventh Grade is Con Brio, and Eighth Grade is Concertino. Auditions are held in October however students should be practicing daily on their tryout music by going to morning rehearsals at Tejeda, or taking private lessons, or BOTH! Please refer to the Tejeda Orchestra website for more information regarding Region Orchestra.

## **NEISD Solo and Ensemble Contest**

Students will have the option to enter the Solo and Ensemble Contest at the beginning of the spring semester. Like UIL, this is not competition but a chance to showcase their capabilities and receive feedback from a qualified judge. The judge will assign a rating of “I” to “III” with “I” being the highest. Students who score a “I” will receive a gold medal and students who score a “II” will receive a silver medal.

## **Eligibility**

To participate in any *extracurricular* activity, students must pass all classes the grading period prior to the event. If a student earns a grade lower than a 70 in any class, state law prohibits participation in any *extracurricular* event. Any student who has paid a fee to participate in any of these activities and does not make eligibility, will not receive a refund. In addition to grading eligibility, any student who has received ISS, lunch detention, a parent phone call home, or any severe behavior infraction will not be allowed to participate in extracurricular activities.

All students will be expected to attend co-curricular activities, regardless of eligibility.

## **School Owned Instruments**

The school owns a limited number of violins, violas, cellos, and basses for student rental. There is an annual NEISD instrument fee of \$30.00 for all school owned instruments. This money is used to help cover repair expenses caused by normal wear and tear. It is not designed to cover cost from damage or loss of the instrument due to theft/misplacement or neglect. Registration cards (rental agreement) must be completed and returned with student and parent signature. Students are expected to keep the instrument clean and in good working condition. If the instrument is damaged in any way, the student or parent must inform Ms. Trevino immediately.

**Violin and Violas:** Violin and viola students are expected to provide their own instruments. For extenuating financial circumstances, contact Ms. Trevino.

**Cellos:** All cello students will need to rent one cello from a music store to keep at home. Cellos at school will be shared between class periods. For example, a student in first period might play the same cello as a student in third period. For this reason, the school cellos must remain at the school and are not available for home practice.

**Basses:** Whenever possible, we try to provide two school instruments: one for the student to keep at home and one to have at school. The student will pay two rental fees for this arrangement. However, there may not be enough instruments available for each bass player to have one at home and one at school. Much of the availability is determined by the size of bass the student requires. You will need to rent one from a music store to have at home should one not be available through the school.

## **Private Lessons**

Private lessons are one on one lessons taught by professionals who specialize on each particular instrument. Private lessons are strongly encouraged for all students and are a vital ingredient for any successful musician. These lessons are helpful for working on fundamentals of performance, correcting poor playing habits, preparing audition or solo material and for enrichment outside of orchestra class. Most orchestra professionals prefer to teach in their own studios. Depending on experience, expertise and availability, prices will vary greatly. Please refer to the Tejada Orchestra website for a list of effective private teachers.

## **Student Pick-Up Procedures**

NEISD's safety guidelines for pick-up procedures affect your students when they have after-school events, practices, rehearsals, and need to be picked up after trips. These procedures include the following rules:

### **After-School Orchestra Events**

- Students must be picked up on time. If this is a problem, please make arrangements for your child to ride home with another student. Failure to do so may limit the activities the student is allowed to participate in.
- Students are allowed to walk home.
- All students are to be picked up in the front of the campus when involved in orchestra activities, not the back of the school.
- Students who are disruptive while waiting for parent pick up will receive disciplinary consequences (according to NEISD policy), as if they were in a classroom.

## 2021-2022 Tejada Orchestra Calendar

### **August**

20: Membership and Handbook Acknowledgement Form Due

### **September**

3: Orchestra Fees (\$15.00) due

### **October**

4: Region entry forms due

19: Side-By-Side **Symphony** Orchestra Concert with Johnson HS Varsity Orchestra at Johnson HS. 7:00pm. Students must arrive at Johnson at 5:30PM wearing orchestra formal uniform.

23: 8<sup>th</sup> Grade Region Auditions. 1:00PM at Veterans Memorial HS (Participating students only).

26: Orchestra Fall Concert. Students must arrive at 5:30. Concert at 6:00pm. Informal uniforms

### **November**

6: 7th Grade Region Auditions. 8:00AM at Lopez MS (Participating students only).

6: 6th Grade Region Auditions. 1:00PM at Lopez MS (Participating students only).

8: Meet and Treat Social for 8<sup>th</sup> graders. 4:45 at Tejada MS

### **December**

3-4: Region Orchestra Clinic at Tejada MS (Participating students only)

4: Region Orchestra Concert. 4:00PM at Reagan HS (Participating students only)

14: Tejada Orchestra Winter Concert. Students arrive in formal uniform at 5:45PM. Concert begins at 6:30PM

### **January**

18: NEISD Fine Arts Electives Night (Honor Orchestra only) \*tentative\*

27: Johnson High School Electives Night (8th graders only) 6-8PM at Johnson

### **February**

5: NEISD MS Solo and Ensemble Contest @ Wood MS. Times TBA

19: Pre-UIL Orchestra Tape Clinic. Time/Location TBA

### **March**

1: Orchestra Pre-UIL Concert at Tejada. 6:30PM. Formal uniform required

23: UIL MS String Orchestra Contest @ Reagan HS. Times TBA.

### **April**

12: Evening with Strings @ Blossom Athletic Center. Concert begins at 7:00pm. Call: 5:45

26: Johnson Orchestra Freshman Welcome Party in Johnson Orchestra room. 4:30-6 PM (eighth grade students only)

26: Johnson Orchestra Freshman Parent Meeting in Johnson Choir room. 6:15-7 PM

### **May**

3-4: 8<sup>th</sup> grade Auditions for Johnson High School Orchestra

23: Final Orchestra Concert in Tejada MS Cafeteria. Concert at 6:30. Student call time at 5:45.

**\*Some of these days may change. Students will receive monthly calendars with the most updated information and this document will be updated accordingly. Thank you for your flexibility! \***