2022 - 2023 SMS Band Handbook



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Band Philosophy

The Instrumental Music Program in our middle school is the second phase of a seven-year program of instruction. It is our hope that participation in the band program will foster better understanding and appreciation of music and help students carry with them the knowledge, skills, and attitudes that will help them throughout their academic career.

While it is the individual student's achievement in music that is our primary goal, it is the commitment of all band members to each other that has allowed our program to achieve its unique position.

By signing the forms at the end of this handbook, you will be making a commitment that includes the following:

- **1** You will be a member of the band for the entire school year.
- **2.** You will give your best effort to improve as a musician.
- **3** You will maintain a progressive, positive attitude toward band and school throughout the year.

General Band Procedures

The SMS Band Handbook will spell out several expectations that are necessary to have for a successful band program. However, there are some general guidelines that will apply to all situations.

- 1. All rehearsals and events called by directors are mandatory.
- 2. To be early is to be on time; to be on time is to be late; to be late is to be very sorry.
- 3. Respect the property of the school and of others.
- 4. Respect other band members and directors in your words and actions.
- 5. Always project a positive attitude in your words and actions.
- 6. Be at the right place at the right time and do your best.
- 7. Represent your school and community with pride.
- 8. For security reasons, only band students are allowed in the band hall, ensemble rooms, etc.
- 9. Always have the required materials, including: Instrument in working-order, all necessary accessories (valve oil, at least three reeds, etc.), music, black one-inch binder, and a pencil.
- 10. No food or drink (other than bottled water) is allowed in any part of the Fine Arts facilities at Scott Middle School at any time unless stated otherwise by a director. Gum is not allowed at any band function.

Band Classes

All members of the band program are assigned by audition to one of three band classes that meet as academic classes. Auditions are held in the spring semester prior. Students may be re-evaluated again at the end of the fall and/or spring semester. Balanced instrumentation within each band is an integral part of the selection process. Private lessons are highly encouraged for each student in the Scott Middle School Band Program.

Wind Ensemble (Varsity)

- 4th Period
 - o Lead Teacher, Mr. Cummins

Wind Symphony (Non-Varsity)

- 2nd Period
 - o Lead Teacher, Mrs. Boyett

Symphonic Band (Sub Non-Varsity)

- 6th Period
 - o Lead Teacher, Mrs. Boyett

Concert Band (Sub Non-Varsity)

- 3rd Period
 - o Lead Teacher, Mrs. Boyett

Jazz Band I – The Swingin' Stingers

- 7th Period (Jacket Homeroom)
 - o Lead Teacher, Mr. Cummins

Jazz Band II - The Jazzin' Jackets

- 7th Period (Jacket Homeroom)
 - o Lead Teacher, Mrs. Boyett

Percussion Techniques

- 7th Period (Jacket Homeroom)
 - o Lead Teacher, Mrs. Mann

Charms

Charms is an organizational system that the band program uses. This will include mailing letters home, emailing, texting reminders, and other forms of convenient communication. You will also have access to the calendar, your student's finances, and inventory that is checked out to your student. Please verify that all information on your student's Charms account is up to date by logging in.

Instructions for Logging in Charms:

- Go to https://www.charmsoffice.com/
- Click 'LOGIN' (Upper Right Hand Corner)
- Scroll to 'PARENTS/STUDENTS/MEMBERS' Area
- Please Enter Your School Code: **ScottMSBand**
- Enter Student Area Password This would be the password that you chose when we registered for Charms in the Spring. If you cannot remember the password, email me, and I will reset the password for you back to the Student ID with 'D' in front of it to make it six digits long. Example: D12345.

Remind

Remind is used as a safe and convenient way of communicating with students and parents. Please subscribe to the classes below that your child is a part of and please encourage your student to do as well. Simply text the corresponding code below to 81010. There is also an app that you may download.

Scott Middle School Band - @22smsband Wind Symphony - @22smsws Symphonic Band - @22smssb Concert Band - @22smscb Jazz Band I - @22smsjb1 Jazz Band II - @22smsjb2 Leadership Team - @22smslt Percussion - @22smsperc

Facebook

Please like the Scott Middle School Band Facebook Page (@ScottMSBand) to stay updated with publicity from our B. McDaniel Intermediate School and Scott Middle School Band Programs! The Denison High School Band (@denisonhsband) also has a Facebook Page. Please like our Facebook Pages and help us promote and publicize these programs!

Drug Testing Compliance Information

All students in Denison Independent School District participating in extracurricular activities must enroll in the District's Random Drug Screening Program.

If your student is already enrolled in this program for the 2021 – 2022 school year through another Denison ISD program, then it is not necessary to complete this form again, however, this form must be completed each school year.

Information on the Drug Testing Program can be found at the following link at the bottom left-hand corner: https://denisonisd.wixsite.com/denisonisd-athletics/online-forms

Students will not be allowed to participate with the extracurricular aspects of the Scott Middle School Band Program or travel until this has been completed.

Please follow these instructions to get this done online as soon as possible.

Go to: https://denisonisd.rankonesport.com/

- Read the instructions and click on "Proceed To Online Forms" at the bottom of the screen
- Click on the grey box titled, "Continue as a guest"
- Click on the link for "Denison Drug Form"
- Read and fill out all of the information requested. A Student ID will be requested.
- To sign the document, click inside the signature box and hold the mouse down. This will allow you to create an electronic signature. This does not have to be neat. If you need to start over, click on the refresh icon next to the signature box.
- Once you have completed all of the information, click submit. You have the option to print the document and/or sign up for email confirmation.

Calendar

The calendar for the Scott Middle School Band Program will be managed and maintained through Charms. All dates and times are as accurate as possible. We will give sufficient notice if a date or time changes. All performances are required and graded unless labeled 'Optional.'

Sync Charms Calendar for iPhones:

- 1. Go into the Settings app
- 2. Touch "Accounts & Passwords"
- 3. On the Accounts & Passwords screen, touch "Add Account"
- 4. On the Add Account screen, touch "Other"
- 5. Under Calendars, touch "Add Subscribed Calendar"
- 6. For the Server value, enter the URL for the teacher calendar: https://www.charmsoffice.com/charms/calsynct.asp?s=ScottMSBand
- 7. Touch "Next" in the upper right corner.
- 8. It will verify the server then show a subscription page. Change the description if you like.
- 9. Touch "Save" to save the subscription.

Sync Charms Calendar for Android Phones:

To sync with Android devices, you will need to use your Google account and have a Google calendar created.

In your Google calendar on a real computer:

- 1. Under "Other Calendars" click the Add link.
- 2. Select "Add by URL"
- 3. Enter the following URL: https://www.charmsoffice.com/charms/calsynct.asp?s=ScottMSBand
- 4. Click "Add Calendar"
- 5. Google will begin to sync your calendar, and it will appear on the screen.
- 6. Click "Settings"
- 7. Change the long name of the new calendar to something you will remember such as "Charms Calendar"
- 8. Your phone should automatically be set to sync with your Google calendar.
- 9. On your phone: Click on "Calendar", then bring up the settings for the calendar. Click on Calendar Sync. You should see your google account listed already. Make sure Auto-Sync is checked.

Sync Charms Calendar for Blackberry Phones:

To sync with Blackberry, you must first download the "google sync" and install it on your phone.

- 1. Log into your Google calendar on the computer.
- 2. Under "Other Calendars" click the Add link.
- 3. Select "Add by URL"
- 4. Enter the following URL: https://www.charmsoffice.com/charms/calsynct.asp?s=ScottMSBand
- 5. Click "Add Calendar"
- 6. Google will begin to sync your calendar, and it will appear on the screen.
- 7. Click "Settings"
- 8. Change the long name of the new calendar to something you will remember such as "Charms Calendar"
- 9. Your phone should automatically be set to sync with your Google calendar.
- 10. On your phone: Click on "Calendar", then bring up the settings for the calendar. Click on Calendar Sync. You should see your google account listed already. Make sure Auto-Sync is checked.

Sync Charms Calendar for Windows Phones:

For Windows Phones with the new "Mango" upgrade you can now sync your Charms calendar:

- 1. On your PC, open the Windows Live Calendar site for the account your phone uses.
- 2. Click the **Subscribe** link (between **New** and **Share**).
- 3. Make sure **Subscribe to a public calendar** is selected
- 4. Enter https://www.charmsoffice.com/charms/calsynct.asp?s=ScottMSBand as the Calendar URL
- 5. Enter "Charms" for the Calendar Name. The color and charm don't apply to the phone.
- 6. Click Subscribe to calendar.

Now the calendar from Charms is associated with your Windows Live calendar and will appear on your Windows Phone the next time you sync!

Attendance

All non-school related activities must not interfere with the rehearsal and performance schedules that are given at the beginning of the school year. Students who enroll in other school activities, such as athletics, choir, drama, etc., need to plan ahead to avoid conflicts that cannot be resolved. The band directors will work with other teachers, coaches, and directors of various activities to give each student every opportunity to be part of other groups. Non-school sponsored activities, teams, organizations, and student jobs must not conflict in any way with the practice/performance schedule of the band.

The following attendance policies will affect student grades:

- 1. An unexcused absence from a rehearsal or performance. Excuses are only accepted in the event of absence from school or with a doctor's note. An excused absence may be granted if the proper form is completed and submitted at least two weeks prior to an absence pending approval from the band director.
- 2. Sectionals missed for any reason must be made up within one week of the missed sectional. Excused absences (see above) may be made up for full credit, while unexcused absences may be made up for 70% credit only.

Absences

Absences from a rehearsal, performance, or function needs to be communicated to the director via email with a two-week's notice unless the student is sick or there is a family emergency. Grade and alternative assignment will be determined by the director.

Grades

The grading system is based on points earned over the course of the term in each of the weighted categories. If you have concerns about your student's grades, please contact your director through the school email or phone number on the contact information page.

In determining the band grade each six week grading period, three areas comprise the average:

- 1. Major Grades (50%) Performances/Performance Exams
- 2. Minor Grades (30%) Objectives, Pass Offs, Sectionals, and Rehearsals
- 3. Daily Grades (20%) In-Class Behavior/Preparation

Performance Grading Rubric

	Poor	Below Average	Average	Excellent	Superior
Concert and Stage Etiquette Chapter 117. Texas Essential Knowledge and Skills for Fine Arts Subchapter B, Section 209 & 210. Music, Middle School, Adopted 2013 c5A The student is expected to be in attendance at correct times and locations, have all appropriate materials for the performance, dress in proper attire, and demonstrate appropriate concert and stage etiquette as an informed, actively involved listener and performer during live and recorded performances in a variety of settings.	0 Points The student did not meet any expectations / did not attend.	10 Points The student met few expectations.	20 Points The student met some expectations.	30 Points The student met most expectations.	40 Points The student successfully met all expectations.
Performance					
Chapter 117. Texas Essential Knowledge and Skills for Fine Arts Subchapter B, Section 209 & 210. Music, Middle School, Adopted 2013 c1B, c1C, c1E, c2A, c2D, c3A, c3B, c3C, c3D, c3F, c4	0 Points	15 Points	30 Points	45 Points	60 Points
c1 - Foundations: music literacy. The student describes and analyzes music and musical sound.	The student did not meet any expectations / did not	The student met few expectations.	The student met some expectations.	The student met most expectations.	The student successfully met all expectations.
The student is expected to fully participate and execute the performance to the best of their ability based on the guidelines set by the Texas Essential Knowledge and Skills for Fine Arts and the Band Directors.	attend.				

Participation Grading Rubric

	Poor	Below Average	Average	Excellent	Superior
Concert and Stage Etiquette in Regard to Rehearsal					
Chapter 117. Texas Essential Knowledge and Skills for Fine Arts Subchapter B, Section 209 & 210. Music, Middle School, Adopted 2013	0 Points	10 Points	20 Points	30 Points	40 Points
The student is expected to be in attendance at correct times and locations, have all appropriate materials for the rehearsal, and demonstrate appropriate concert and stage etiquette in regard to rehearsal as an informed, actively involved listener and performer during live and recorded performances in a variety of settings. Outside of this Grading Rubric, students will be docked 2 points perminute that they are late.	(0 Points for Weekly Grade) The student did not meet any expectations / did not attend.	(2 Points for Weekly Grade) The student met few expectations.	(4Points for Weekly Grade) The student met some expectations.	(6 Points for Weekly Grade) The student met most expectations.	(8 Points for Weekly Grade) The student successfully met all expectations.
Performance Chapter 117. Texas Essential Knowledge and Skills for Fine Arts	0 Points	15 Points	30 Points	45 Points	60 Points
Subchapter B, Section 209 & 210. Music, Middle School, Adopted 2013 The student is expected to fully participate and execute all aspects of	(0 Points for Weekly Grade)	(3 Points for Weekly Grade)	(6 Points for Weekly Grade)	(9 Points for Weekly Grade)	(12 Points for Weekly Grade)
music in the rehearsal to the best of their ability based on the guidelines set by the Texas Essential Knowledge and Skills for Fine Arts and the Band Directors.	The student did not meet any expectations / did not attend.	The student met few expectations.	The student met some expectations.	The student met most expectations.	The student successfully met all expectations.

Individual Competitions

The ultimate goal of our program is the development of the individual musician to the limit of his or her potential. To assist in reaching this goal, we strongly recommend participation in the individual competitions and contests offered during the school year.

All-District

All Wind Symphony and Symphonic Band students are required to participate in the All-District audition process, as this music will be covered in sectionals and is a driving aspect of the fall curriculum. Symphonic Band students that will be auditioning are encouraged to attend the Wind Symphony sectionals as well. All-District auditions involve top performing students from Denison and Sherman. The audition music is announced in August and the auditions are in October. Students that are successful will have the opportunity to be involved in a Clinic and Concert in November.

All-Region

All Wind Symphony students are expected to participate in the All-Region audition process, as this music will be covered in sectionals and is a driving aspect of the fall curriculum. Symphonic Band students that will be auditioning are encouraged to attend the Wind Symphony sectionals as well. All-Region auditions involve the finest students from schools in our region. The audition music is announced in August and the auditions are in November. Students that are successful will have the opportunity to be involved in a clinic and concert in December.

Solo Contest

All students in the Scott Middle School Band Program are expected to participate in the annual Solo Contest in May. This event will result in non-competitive ratings and medals.

Sectionals

Sectionals will be graded and are part of the student's average. All assessments will be completed during sectionals. It is the student's responsibility to arrange transportation.

Cummins			
Day	Time	Instrument	Grade
Monday	7:15 - 8:00	Flute	8th
	4:05 - 4:50	Flute	7th
Tuesday	7:15 - 8:00	Clarinet	8th
	4:05 - 4:50	Clarinet	7th
Wednesday	7:15 - 8:00		8th
	4:05 - 4:50		7th
Thursday	7:15 - 8:00	Saxophone	8th
	4:05 - 4:50	Saxophone	7th
Friday	7:15 - 8:00	Oboe	8th
	4:05 - 4:50	Oboe	7th

Boyett			
Day	Time	Instrument	Grade
Monday	7:15 - 8:00	Trumpet	8th
	4:05 - 4:50	Trumpet	7th
Tuesday	7:15 - 8:00	Horn	8th
	4:05 - 4:50	Horn	7th
Wednesday	7:15 - 8:00		8th
	4:05 - 4:50		7th
Thursday	7:15 - 8:00	Tuba/Euphonium	8th
	4:05 - 4:50	Tuba/Euphonium	7th
Friday	7:15 - 8:00	Trombone	8th
	4:05 - 4:50	Trombone	7th

Eligibility

Most of the work that our students do is either curricular or co-curricular and not subject to eligibility. Curricular and co-curricular activities are free concerts, sectionals, rehearsals, and private lessons.

Students who participate in extracurricular activities must meet TEA (Texas Education Association) and UIL (University Interscholastic League) eligibility requirements. Students who fail any single class at the end of a six-week period will become ineligible seven days later. Ineligible students do not regain eligibility immediately. They must wait seven calendar days after the end of the grading period. Students may regain eligibility seven calendar days after the end of the three-week grade evaluation period provided the principal and teachers have determined the student is passing all courses. Semester grades are never used for eligibility. Activities that are classified as extracurricular for which TEA, UIL, and DISD eligibility requirements apply include:

- 1. Any event for which admission is charged.
- **2.** Any event that is inter-school competitive.
- **3.** Any event where ratings are awarded.

Eligibility will not apply toward the annual Solo Contest or the UIL Concert & Sight Reading Evaluation. Should a band student become ineligible for an extracurricular function, he or she will still be eligible for curricular or co-curricular functions. Ineligible students will be given alternate assignments during contest preparation time. Students who have chronic eligibility problems will be assigned to a non-performing class where performances will not be affected.

Discipline

Discipline is a quality that must come from within the individual. As such, each student is responsible for his or her own actions as a member of the Scott Middle School Band. Any student who shows an inability to work effectively in class may be re-assigned to another class at the discretion of the Band Director.

As a school group, band members are governed by school and school board policies any time they are together for any band function whether it involves all students or only one. The Handbook Agreement Form you sign at the end of this handbook will be in effect throughout the year for trips related to band.

Any student who violates school rules while with the Scott Middle School Band will be subject to all usual school disciplinary procedures. In addition, those students will be subject to dismissal and will not continue to perform or travel with the band. Also, students who receive assignment to the Alternative School for disciplinary action outside of band activities are in danger of not performing with the Band in any extracurricular functions for the remainder of the school year.

Fees (Breakdown by band)

Fee Description	Concert Band	Symphonic Band	Wind Symphony	Wind Ensemble
SMS Band Fee - \$50 includes binder, method book, t-shirt, social events	V	V	V	V
All District Fee - \$10		<i>V</i>	~	~
All Region Fee - \$15			~	~
Solo Contest Fee - \$20	~	V	~	~
Piano Accompaniment Fee - \$30			V	~
Pin Stacks Contest Fee - \$30	V	V	~	
Music Festival Fee - \$20				~
Six Flags Fee - \$75				
optional trip in spring semester, can also add this fee on later in the year				
	Additional l	Fees Added for Spec	cial Groups	
Percussion Fee - \$75				
includes special equipment, method books, clinicians and goes towards the guest artist				
Jazz Band Fee - \$25				
goes towards additional trips and clinicians				
Jazz Band I Shirt Fee - \$50				
only required for Jazz Band I				
TOTAL				
Payment Plan Options Please select one	One Time Payment - Due July 29th	Half Now - 7/29 Half Later - 10/1	Three Months - Due 7/29, 10/1, 11/1	Four Months - Due 7/29, 9/1, 10/1, 11/1

Student Name (please print): Parent Name (please print):	
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Fees cont'd

All fees are due by **Monday**, **August 23rd**, but we highly encourage you to take care of these fees ahead of time during the summer before the cost of going back to school sets in during August and September. You may pay online through Charms or in the SMS Band Office via cash and checks made out to 'Touch of Gold.'

Paying on Charms Via Credit / Debit Card

- Log in to Charms
- Click on the 'Finances' Icon (First Option on Second Row)
- Check the 'AffiniPay' Box Under 'Paid By' by one of the Fixed Payments
- Click on 'Pay Fixed Payments'
- Enter Payment Information

Students also have the option of using their Miscellaneous Ledger to pay for items in Charms. Think of the Miscellaneous Ledger as a piggy bank. Money is placed in there after it is deposited, or after money is earned from a Middle School or High School Fundraiser. The Miscellaneous Ledger *will* transfer from Middle School to High School.

The SMS Band Fees are set up as Fix Payments. Fixed Payments must be paid in full. If you have enough money in the Miscellaneous Ledger to pay the Band Fee in full, then that option is outlined below.

Paying on Charms Via <u>FULL</u> Miscellaneous Ledger

- Log in to Charms
- Click on the 'Finances' Icon (First Option on Second Row)
- Click the 'TRANSFER REQUEST' Tab (Second Tab at the Top Above 'EXIT CHARMS')
- Check the Fixed Payment Box
- Click 'Send Request'
- Mr. Fisher will Approve Your Request

The SMS Band Fees are set up as Fix Payments. Fixed Payments must be paid in full. If you do not have enough money in the Miscellaneous Ledger to pay the Band Fee in full, but you still wish to use what is in the Miscellaneous Ledger, instructions to do so are outlined below as well.

Paying on Charms Via <u>PARTIAL</u> Miscellaneous Ledger

- Log in to Charms
- Click on the 'Finances' Icon (First Option on Second Row)
- By 'Student Miscellaneous Ledger Detail', Click on 'Make Miscellaneous Payment'
- Enter Necessary Amount to Increase Miscellaneous Payment
- Click 'Start Payment'
- Complete Using Instructions Above for 'Paying on Charms Via *Full* Miscellaneous Ledger'

Fundraiser Information

Fundraisers are a necessity to help cover the costs of a successful Band Program. The Scott Middle School Band Program may participate in several various fundraisers throughout the year. Students will receive 30% of sales toward their Miscellaneous Ledger in Charms during the Fall Fundraiser. Students will receive \$5 per item sold toward their Miscellaneous Ledger in Charms during the Spring Fan Cloth Fundraiser. The money in a student's Charms account belongs to the Touch of Gold Booster Club and may only be applied to a student's band expenses. If a student quits or is removed from the Band Program, then the money is absorbed in the Touch of Gold Booster Club.

Uniform

Formal Uniform (Concert Black)

- Solid Black Dress Shirt (Long Sleeve, Button Up Tucked In)
- Black Dress Slacks (ankle length, not jeans)
- Solid Black Dress Belt
- Black Dress Socks (Long)
- Black Dress Shoes (Closed Toe)

The purpose of Concert Black is to make students look uniform and to avoid distracting the audience away from the music. As little skin as possible should be showing. Students are not allowed to wear distracting jewelry, accessories, nail polish, make-up, etc.

Informal Uniform

- Band T-Shirt (Untucked)
- Blue Jeans/Khaki Shorts (To Be Determined Per Event)
- Athletic Socks/Shoes

Student Leadership

The SMS Band Leadership Team members are selected by an application and interview process in the spring. This process includes a questionnaire packet, interview, and teacher evaluation(s).

The following are qualifications for student leadership team members:

- An applicant must be an incoming 7th grade or 8th grade SMS band member.
- An applicant must be in good standing with the director(s).
- If an applicant cannot accept the possibility that he or she may not be chosen to be a part of the Leadership Team, then he or she should not apply for the position. An applicant's intentions must be for the good of the band, not for his or herself.
- All leadership positions are service oriented. A student leader is here to serve the band, not boss them around.
- An applicant should demonstrate a high level of musical ability.
- An applicant should have grades such that eligibility is never a concern.
- All applicants should be very dependable.
- Punctuality is of vital importance.
- All applicants should be both trustworthy and motivated.
- All applicants must be able to attend all rehearsals, performances, camps, and meetings (unless advance permission to miss has been obtained from a director following the proper request).
- An applicant should possess a good personality and should get along well with others.
- Leadership team applicants should have the approval of current directors, teachers, and principals.
- Band officers have a responsibility to exhibit a good attitude and must encourage good morale within the band program.
- Band officers must be enthusiastic in all dealing with band students and staff.

Private Lessons

- Lessons are available before school, after school or during band class periods.
- Lessons are held once per week for 30 minutes.
- The option to have an hour-long lesson per week can be arranged if that is something in which you are interested.
 - o If so, please indicate below.
- Lessons cost \$22 per thirty-minute lesson and payment is due at the beginning of each month.
- There is financial assistance available through the Thelma Braun Music Enrichment Program. This grant program provides a scholarship for half of the cost of 30 minute private lessons.
- Students with an outstanding balance for private lessons at the end of the year will not be allowed to register for lessons for the next school year until the balance is paid.

Student Name :
Yes, I would like to enroll in private lessons starting on August 15th.
Yes, I would like to enroll in private lessons but please contact me via email before they begin.
Maybe, I am interested in private lessons and would like to be contacted with more information.
No, I would NOT like to enroll in private lessons.
If you indicated $\underline{\textit{YES}}$ for private lessons, please answer the following:
30 minute lessons
OR
6o minute lessons
Yes, I am interested in applying for the Thelma Braun lesson scholarship. Please send an application home with my student.
Parent Name (please print) :
Parent Signature :
Date:

Scott Middle School Private Lesson Staff

Flute syizaguirre12@gmail.com Stephanie Izaguirre Oboe Jonathan Luna jeluna@979@gmail.com bassbassoon2009@gmail.com Bassoon Alex Meaux Clarinet Vanessa Futral vanessafutral3@gmail.com gmfrarey@gmail.com Saxophone **Grace Frarey** Miles Roth milesroth.trumpet@gmail.com Trumpet brenton.w.wolfe@gmail.com Trumpet **Brenton Wolfe** French Horn Mike Marsh mgmarsh@pwhome.com m_ewing@u.pacific.edu Trombone Melissa Ewing m ewing@u.pacific.edu Euphonium Melissa Ewing Melissa Ewing m_ewing@u.pacific.edu Tuba ericboyett@gmail.com Percussion **Eric Boyett**