

TABLE OF CONTENTS

GENERAL 2
ALL-CITY BAND & ORCHESTRA 2
ATTENDANCE POLICY 2
ATTENDANCE STANDARDS 3
BANDFRONT 4
BANDFRONT TRY-OUTS 4
BOARD MEMBERS 4
CALENDAR 4
CANCELLATIONS 5
CHAIR AUDITIONS 5
CHAPERONES 5
COMMUNICATION 5
CONCERT TICKETS 6
DISCIPLINARY STANDARDS 6
EARLY RELEASE 6
EIGHTH GRADE TRIP 7
ENSEMBLES AND GROUPS 7
FAIR SHARE 8
FUNDRAISING 8
GAMES AND OTHER SPECIAL EVENTS 9
GIANT AND SHOP-RITE CARD FUNDRAISER 9
HOW TO BE AN EFFECTIVE MUSIC PARENT 9
INSTRUMENTS 9
JAZZ FESTIVALS 9
LESSONS 10
NIMAS 10
PARADES 10
PAYMENT METHODS 11
PERFORMANCES 11
PMEA BAND AND ORCHESTRA 11
REGISTRATION FEE12
REHEARSAL SCHEDULES..... 12
SPRING TRIP12
SUMMER MUSIC CAMP12
UNIFORMS 13
UNIFORM REPLACEMENT COSTS 13
UNIFORM CARE 14
UNIFORM AGREEMENT15

ATTACHMENTS

- INSTRUMENTAL MUSIC CALENDAR**
- INSTRUMENTAL MUSIC MEDICAL FORM – Complete and return by August 7, 2017**
- ATTENDANCE POLICY FORM - Complete and return by August 7, 2017**
- BASD INSTRUMENTAL PERMISSION SLIP - Complete and return by August 7, 2017**
- ACKNOWLEDGEMENT - Complete and return by August 7, 2017**

The Nitschmann Middle School Instrumental Music program has a proud musical tradition that can be seen in all of its musical ensembles. Our musicians are recognized for both quality musicianship and excellent behavior. We have high expectations for each member of every ensemble. The rules and regulations outlined in this handbook will provide a summary of these expectations and your responsibilities, while the information provided will enable you and your child to participate fully and get the most from this opportunity.

GENERAL

1. The Bethlehem Area School District Code of Conduct is in effect at all times. This includes rehearsals, trips, parades and all other events associated with the instrumental ensembles.
2. Students will adhere to all rules and regulations. Failure to do so will result in disciplinary action from the school and may result in dismissal from the ensemble.
3. Students are responsible for arriving early for all rehearsals to ensure that they are prepared to begin playing at the announced starting time. Students are expected to be on time for all events.
4. Medical forms must be completed as required (prior to Summer Music Camp in the summer and prior to the Spring trip). A student will not be permitted to participate until the medical form has been submitted. All medical information is held in strict confidence.
5. All students are required to adhere to the BASD Extra-Curricular Guidelines as they are written in the BASD Policy Manual.
6. Our goal is to enjoy making music together and to share it with others. As you enjoy yourself, make sure it is never at the expense of another.

ALL-CITY BAND AND ORCHESTRA

Each year the four district middle schools select musicians who are combined to form an ensemble that alternates from year to year between band and orchestra. This ensemble rehearses and performs a concert for parents, friends, family and the community. All instrumental students are eligible to participate. The concert is held on a weekday evening at one of the four middle schools. Tickets are required for this event and are nominally priced. Parents are required to provide transportation for their child to the rehearsal as well as to and from the concert.

ATTENDANCE POLICY

Attendance at every rehearsal and performance is mandatory. We understand that there are times when conflicts, illness and emergencies occur, however it is the responsibility of the parent and student to notify the director as soon as possible about any absence that may occur whether in the past or future.

A schedule of events is located in the back of this handbook. Please mark these dates on your calendar. Additional information about any instrumental events can be found on the instrumental website. **WWW.NMSIM.ORG**

Each student is permitted a maximum of EIGHT (8) cumulative absences per ensemble. Any student that exceeds the maximum of EIGHT (8) cumulative absences faces dismissal from that performing ensemble. Extenuating circumstances need to be discussed with the director.

Students are required to be in their assigned seat at 7:15 AM. Announcements begin promptly at 7:15 AM. If your child is not in his or her seat at 7:15 AM they will be marked absent or late. Three (3) lates equals one absence.

The following are considered Non-Cumulative absences and DO NOT COUNT towards the EIGHT (8) absences:

***Calculation of attendance numbers will begin on Monday, August 28, 2017**

1. Illness verified by a physician's note submitted within three (3) days of a student's return. Any absence in which a physician's note is submitted is not included in the EIGHT (8) days permitted.
2. Death in the family – from date of death until two (2) days after the funeral unless otherwise authorized by the building principal. (If special permission is granted please notify the director so accurate attendance records are maintained.)
3. Religious holidays.
4. School function – participation in a school function that causes the student to miss a rehearsal is considered non-cumulative and does not count towards the EIGHT (8) days permitted.

ATTENDANCE STANDARDS

Students who are absent from school may not participate in a practice or performance on the day of the absence without administrative approval. **Students who fail to attend performances may be dismissed from the ensemble and deemed ineligible to go on the Spring trip.** This decision is at the discretion of the director.

Nitschmann Middle School is very diverse in its offering of extracurricular activities to aid the students' enrichment during this very important time in a child's development. Each student is able to enroll in as many extracurricular activities as he/she and the parent/guardian sees fit, provided a suitable grade point average in his/her academic subject matter is maintained.

Membership in an activity means that each student is expected to attend every rehearsal/practice as well as every game/performance of a given extracurricular activity. Because of this requirement, there may be a time that a student's chosen activities overlap. In the event of such a conflict, the advisor of each activity needs to be notified of the conflict as soon as it becomes known. Please help your child to check their calendar and foresee these events in advance. Generally, a performance (parade, concert) is a higher priority than a practice; likewise a game is a higher priority than a rehearsal. When a game and a performance conflict the faculty advisors WILL resolve the conflict between them and inform the student of the outcome. In order to avoid stress, conflicts between activities should be taken care of at least two (2) weeks in advance of the activity. The advisors will make every attempt to resolve such conflicts as fairly as possible, with the help of the principal if necessary. If it is known that there will be more than one (1) conflict between the same extracurricular activities, the decision will be made by the advisors of the activities as equitably as possible to both groups.

This decision may not always be seen as favorable by the student, but must be understood that it is done with the student's best interest in mind. Failure of the student to abide by the decision of both advisors will result in dismissal from both activities.

BANDFRONT

The Bandfront is comprised of flags, majorettes, rifles, and main guard. The Bandfront performs at all marching band functions, a special parent performance in the Winter, and at the Spring Band concert.

The bandfront fall season consists of parades with the marching band. Flags, majorettes, and rifles perform routines in coordination with the marching band music. The main guard carries the honor guard equipment such as the Nitschmann Banner, American flag, Pennsylvania flag, City of Bethlehem flag, and Bethlehem Area School District Flag.

The Bandfront presents a special Winter performance at the February NIMAS parent meeting. Each Bandfront section creates a routine to perform. The main guard will learn to use new equipment for this performance, such as swing flags, flag batons, or rifles.

The bandfront Spring seasons consists of learning routines for the Spring Band Concert and learning routines fro the Spring trip.

BANDFRONT TRYOUTS

Tryouts for the flag, majorette, and rifle sections are held in May. Mrs. Hriniak is the Bandfront Advisor and will distribute information via her website a few weeks before the tryout week. The tryout week consists of learning to march, basic equipment skills, and a tryout routine. The tryouts are held at the end of the week. Students will march and perform the tryout routine for the judges.

Bandfront members **MAY** participate in concert band, orchestra and jazz band. Bandfront students **MAY NO** be instrumentalists in the **marching band** as they participate in all marching band activities as the bandfront.

BOARD MEMBERS

A list of Board members and contact information is available on the instrumental website, www.nmsim.org/nimas/. We encourage you to contact us either by email or phone, but please do not call before 9:00 AM or after 9:00 PM.

CALENDAR

A calendar of scheduled performances is included at the end of the handbook and is available on the instrumental website (WWW.NMSIM.ORG). Please keep alert for changes to the calendar by the various forms of communication provided. All performances are mandatory as they pertain to each ensemble. Please take the time to mark these dates and times on your calendar so you do not double book yourself. Changes made to the calendar and publicized a month or more in advance are mandatory.

CANCELLATIONS

In the event of a weather-related cancellation or delay of school, morning rehearsals are cancelled.

In the event of questionable weather for a parade or performance, check your e-mail or the instrumental website (**WWW.NMSIM.ORG**). When in doubt, call a NIMAS officer.

CHAIR AUDITIONS

Chair auditions are held four (4) times a year. Each student will be auditioned on specific music that will be announced during rehearsals and available on the instrumental website. All students will be auditioned and the results thereof will determine the seating arrangements of the ensemble.

The auditions will be held at the beginning of each quarter. Each student will be assigned a specific time to audition. It is the responsibility of the student to arrange a make-up time if their audition time is missed. Students will receive an audition score sheet that they **MUST** take home and return signed.

The first audition of the year will be used to determine which students are selected for All-City, string, woodwind and brass ensembles as well as placement for PMEA nominations.

CHAPERONES

In order to serve as a chaperone you must sign up and also must complete, submit and have approved, a BASD Volunteers and School Helpers Application through the Nitschmann Middle School office. Details can be found at:

http://www.beth.k12.pa.us/assets/PublicForms/Volunteer_Packet.pdf

Chaperones are needed for several events, including the overnight Spring trip. All parents are welcome to chaperone. Parent chaperones are required to purchase and wear a Blue ID shirt whenever they are acting as chaperones.

Chaperones for the Spring trip, as well as for other events may be required to pay their own way. Spring trip chaperones **must** attend a mandatory pre-trip training/informational meeting.

Spring trip chaperones are selected from the list of parents who have indicated their desire to chaperone by submitting a Spring trip chaperone request form. First and foremost, chaperones must be on the list of parents who have completed and been accepted as approved chaperones/volunteers through the school office. Please refer to the link listed above for the list of requirements.

Chaperones are then selected in order from NIMAS executive committee members, NIMAS chair persons and then other parents who have volunteered throughout the year. The availability of chaperone spots for the Spring trip is determined by the number of students participating in the Spring trip.

COMMUNICATION

As parents we can best support our children by being informed. To make that as easy as possible, we provide a variety of ways to stay up to date on what is happening with all of the instrumental programs. Please check the following sources regularly and encourage your child to bring home all information as well.

NIMAS Parent Meetings — Held monthly at 7:30 PM, usually on the third Wednesday in the Nitschmann Instrumental Music Room.

Calendar — An annual calendar is attached; check WWW.NMSIM.ORG/EVENTSCAL/ regularly for updates

E-mail — Make sure your name is on the e-mail list so you receive reminders, schedule changes and other helpful information. Please note that the addresses are not shared with anyone—the list is used strictly for parent communication. Contact Mr. Zettlemoyer to add/update your name and/or address.

NIMAS website — A source of a great deal of useful information, including forms, schedules, uniform information and more. We suggest bookmarking the site and checking it regularly: WWW.NMSIM.ORG

Please make sure to advise Mr. Zettlemoyer if you need to have communications sent to a second address (in the case of joint custody, for example). We are happy to do that.

Contact one of the Board members or Mr. Zettlemoyer directly if you are unable to find the answers you need from any of these sources,. Phone numbers and e-mails are listed on the contact list on the website (www.nmsim.org/nimas/) and we encourage you to use them. Please do not call before 9:00 AM or after 9:00 PM.

CONCERT TICKETS

Tickets to the concerts are sold at the door up until about 5 minutes prior to the concert.

Senior citizens (65 and older) who are residents of the BASD are eligible for Golden Age Passes, which allow them to obtain tickets free of charge. Golden Age Passes need to be obtained from the BASD prior to the concert.

DISCIPLINARY STANDARDS

A student placed on in-house or out-of-school suspension may not represent the school in a performance or competition during the suspension. A student may not practice for school-sponsored activities during the period of the actual in-house or out-of-school suspension.

EARLY RELEASE

If a student needs to leave a performance (including parades) early, a written request signed by a parent or guardian must be given to the director in advance. The note must indicate the following:

1. The student's name.
2. The time of departure.
3. The name of the person picking up the student.
4. The disposition of the student's instrument.

There are certain events from which a student cannot be excused early.

EIGHTH GRADE TRIP

Each year the 8th grade members of the music program are invited to participate in a day long trip to New York City. This is an optional trip which is only open to 8th grade students. The invitations are distributed early in the school year and reservations must be made promptly to ensure that tickets can be secured. Students pay their own way. Parents are welcome to chaperone. Generally the day includes chaperoned time on their own, lunch at their own cost, a Broadway themed workshop, followed by a matinee performance of a Broadway musical.

ENSEMBLES AND GROUPS

Nitschmann offers a variety of instrumental musical ensembles and groups. They are as follows:

- ♪ **Concert Band:** This is the entire band when it performs in a formal setting at a concert. The concert band rehearses twice (2) a week, Monday and Thursday, before school and performs a concert in the Spring and on the Spring trip.
- ♪ **BANDFRONT:** The bandfront is the visual section of the band and participates in all of the band functions with the concert and marching band. The bandfront rehearses twice (2) a week on Monday and Thursday morning before school and performs at the Spring band concert, parades, pep, rallies, and night football game.
- ♪ **Marching Band:** This is the entire band when it performs in a parade. The marching band rehearses twice a week on Mondays and Thursdays before school in the fall and performs at parades and on the Spring trip.
- ♪ **Orchestra:** All string instruments violin, viola, cello, string bass, and piano, plus wind and percussion students who are selected by the director comprise the orchestra (*students who play band instruments in the orchestra must be part of the band*). The orchestra rehearses twice (2) a week on Tuesday and Friday, before school and performs concerts in the Winter, Spring and on the Spring trip.
- ♪ **Jazz Band:** This is an auditioned ensemble and generally consists of saxophones, trombones, trumpets, piano, guitar, bass and drum set. Other instruments are added based upon the repertoire and students' interest. The jazz band rehearses once (1) a week on Wednesdays, before school and during the day 1 activity period. They also perform at several jazz festivals in the Spring, as well as at the Winter orchestra concert and Spring orchestra concert. The jazz band performs at various other community events as well as on the Spring trip. Auditions are held at the end of summer music camp. Parents are required to provide or arrange transportation for their child to various events. Students who are interested in participating in jazz band should express their interest to Mr. Zettlemyer who will then send out letters of invitation to perspective students about the audition schedule.
- ♪ **String Ensemble:** The string ensemble is comprised of violin, viola, cello, and string bass students selected by the director. The string ensemble performs at various concerts and community events. A specific schedule of events is distributed when the ensemble is formed. The string ensemble rehearses during the school day, during one of the rotating lesson group time slots.
- ♪ **Woodwind Ensemble:** The woodwind ensemble is comprised of woodwind students selected by the director. The woodwind ensemble performs at various concerts and community events. A specific schedule of events is distributed when the ensemble is formed. The woodwind ensemble rehearses during the school day during one of the rotating lesson group time slots.
- ♪ **Brass Ensemble:** The brass ensemble is comprised of brass students selected by the director.

The brass ensemble performs at various concerts and community events. A specific schedule of events is distributed when the ensemble is formed. The brass ensemble rehearses during the school day during one of the rotating lesson group time slots.

Students wishing to participate in the small ensembles should listen for announcements of sign-up times in the spring, a few weeks before school ends. Announcements are posted on the music website, announced before and after school as well as announced during rehearsals.

FAIR SHARE

Each student who is planning to attend the Spring trip is required to fundraise or pay their cost of the Spring trip. The cost of the trip will be announced as soon as the trip arrangements are finalized around August/September.

The first installment for the Spring trip will be due in October. The second installment for the Spring trip is due in November. The third and final installment for the Spring trip is due in December.

Students who choose not to go on the trip need to pay only the registration fee of \$75.00. Please plan ahead and budget accordingly. Fundraising opportunities will be available throughout the year to assist in raising this money. If you have any questions regarding your fair share account, please contact the NIMAS treasurer.

Overages in fair share accounts for 6th and 7th grade students will be carried forward to the next year. Any overage in the fair share account of an 8th grade student may be applied to the cost of the optional 8th grade trip to New York City.

You can receive a refund of monies paid in cash or check if you have covered the monies through fundraising.

***Example:** Timmy paid \$200 of his trip cost in cash. He has fundraised the entire cost of the Spring trip \$300, (this is only an example and not the cost of the trip) . Timmy can receive a refund of the \$200 he initially paid toward the cost of the trip.*

This refund process has been implemented because the trip payments occur early in the school year. Students have the opportunity to fundraise throughout the entire school year. Please contact the NIMAS treasurer if you have any additional questions.

FUNDRAISING

Numerous fundraising opportunities are offered throughout the year both to assist students in earning their fair share funds and to support the NIMAS general fund. The funds raised for the general fund help to purchase/maintain instruments and uniforms, purchase music, help pay for the Spring trip, and cover the costs of busing and other support functions.

Participation in fundraisers is important and highly encouraged because they support your child's fair share and the general fund.

Fundraising opportunities are offered as people make themselves available to run them.

GAMES AND OTHER SPECIAL EVENTS

Each year there is a football game between the four middle schools. This year the band will perform at the football game on October 26. We might perform at the middle school basketball game in February depending on the scheduling of the event.

Other special events come up throughout the year and generally students are invited to participate by chair position and instrumentation needed. Students not chosen may let the director know they are interested and may be included if space and instrumentation permit. While these are not mandatory events, students are strongly encouraged to participate and expand their performance skills.

GIANT AND SHOPRITE CARD FUNDRAISER

This great fundraiser is an easy way to accumulate funds in your child's fair share account and support the general fund while doing what you do all the time anyway – shop for food. You can sell cards to friends and family as well as use them yourself.

HOW TO BE AN EFFECTIVE MUSIC PARENT

The best way to be an effective band parent is to be an encourager, be organized, and be involved.

Encourage your child to practice at home. You should hear your child actually play his or her instrument at home. Make sure your child is on time for rehearsals and performances. To be early is to be on time. To be on time is to be late. Encourage your child to bring home information and share it with you. Encourage your child in his or her music lessons whether they are taking in-school lessons or private lessons. Attend as many concerts, parades, and performances as possible.

Be organized by keeping a notebook or file of all communications that come home: handbook, calendar, fundraisers, etc. Return orders and forms on time. Maintain the uniform properly. Check the instrumental website regularly (**WWW.NMSIM.ORG**) Check your e-mail daily for newsflashes, reminders, and schedule changes.

Be involved by volunteering in some capacity. Get to know the parents and band/orchestra members. Attend monthly parent meetings. If every parent volunteers for just one event all will have more fun and more will be accomplished for our children.

INSTRUMENTS

Students may use an instrument they own or borrow one from the school. In either case, all instruments must be labeled with clearly visible, legible tags or labels. Any tag can be used; masking tape is acceptable as well, as long as it is firmly attached and the writing is legible. Please use permanent marker for all labels and check periodically to make sure label is still legible.

JAZZ FESTIVALS

Each spring the Nitschmann jazz band participates in several Jazz Festivals at area middle schools. These festivals feature several middle school jazz bands and often include a high school or

professional Jazz Band performance as well. This is a wonderful performance experience for our students and a great time for families to come out and hear talented musicians from a variety of schools. Parents of jazz band students provide or arrange transportation for their children to these festivals.

For 35 years, Nitschmann has hosted a Jazz Festival. We encourage all NIMAS families to get involved; you can volunteer to help back stage, bake for the snack stand and/or attend the performances.

Tickets are inexpensive and it is a fun night of entertainment by talented young musicians. Food is available (usually hot dogs, pizza, snack foods, baked goods and beverages). This is not only a fun night, but a fundraiser for the general fund, so plan to come out and enjoy!

LESSONS

All students are required to take instrumental lessons. The lessons can be private lessons outside of school or group lessons scheduled during the school day. Parents are asked to indicate whether the student is taking lessons privately on the instrumental registration page. If your child does not study privately, school lessons will be scheduled. Students may take both private and school lessons, if desired.

School lessons take place on the same day each week. Students are excused from their regular classes to attend their 30-minute lessons; the time of the lesson rotates through the school day to ensure that the student does not miss the same class every week. In the event of tests or other conflicts, it is the student's responsibility to notify the director. It is also the student's responsibility to catch up on any classwork missed in their absence. Students may make up a missed lesson by attending another lesson of the same instrument group during that week.

School lesson students are required to attend twenty (20) lessons between the beginning of the school year and the Spring concert. Private lesson students are required to attend four (4) lessons during the course of the school year. *This is accomplished by attending the four(4) scheduled chair audition dates.* Failure to meet this requirement will result in that student not being permitted to perform in the Spring concert or participating in the Spring trip. Students will still be permitted to attend school lessons, but will not be permitted to attend ensemble rehearsals.

NIMAS

NIMAS is the acronym for the Nitschmann Instrumental Music Association (S). This is the group of parents that supports the instrumental music program at Nitschmann. Without parent involvement, the instrumental music program would not be able to offer the variety of opportunities it does. A list of board members and their contact information is located on the NIMAS website (WWW.NMSIM.ORG/NIMAS/). When in doubt about who to contact, contact the President for NIMAS related items and Mr. Zettlemoyer for student-related matters.

PARADES

The marching band performs in three (3) parades each fall. These parades are mandatory performances. The dates are listed on the performance calendar.

If a student will be absent from a parade, written notice, signed by the student's parent or guardian, must be given to the director in advance of the parade. In the event of an emergency or illness, the note can be turned in the day the student returns to school (if possible, please also notify either the director verbally in advance that the student will be absent for the parade).

PAYMENT METHODS

There are many situations in which a payment needs to be made. Almost without exception, the preferred payment method is by check payable to NIMAS, with the student's name in the memo section. Cash is also accepted, of course, but is not encouraged.

Payments should be in a sealed envelope addressed as instructed; make sure to include the appropriate form along with the payment. There are an astounding number of forms received at certain times during the year, so following directions carefully will help ensure that your form and payment get to the right person at the right time resulting in your payment/order being accurately recorded. While it might seem wasteful, please send payments for different items/events in separate sealed envelopes. Each sale/event is run by a different person, so combining multiple events or items in one envelope will result in a delay processing your order and may result in missing an opportunity.

PERFORMANCES

The orchestra performs two (2) formal concerts each year. The first is a Winter concert in December; the second is a Spring concert in May.

The band performs in three (3) parades during the fall and performs one formal concert in the spring. The band performs at other events such as pep rallies and the night middle school football game.

Tickets for formal concerts are sold at the door for a nominal fee.

The bandfront has a Winter performance in February and it is free to the public.

The jazz band performs at many events throughout the school year. The jazz band will perform at the formal orchestra concerts. The jazz band also performs at local jazz festivals in March and April in addition to various community events throughout the year.

PMEA BAND AND ORCHESTRA

PMEA is the acronym for the Pennsylvania Music Educators Association. Each year students are nominated to participate in concerts that bring together the best student musicians in PMEA District 10. The host school for the event then selects the instrumentation for the concert from the list of nominated students. District 10 consists of many school districts in seven counties. Being selected to participate in a PMEA event is an honor and recognition of the student's skill.

Sixth (6th) graders participate in the Elementary Band and Orchestra Festival, while seventh (7th) and eighth (8th) graders participate in the Intermediate Band and Orchestra Festival. These festivals take place in the spring.

REGISTRATION FEE

Each student participating in the instrumental ensembles or Nitschmann Singer students attending the Spring trip are required to pay a \$75.00 registration fee due on August 16, 2017. This fee covers the operating expenses for the instrumental ensembles. These expenses include, but are not limited to: registration fees, awards, music, instruments, equipment, uniform care, instrument repair, programs, transportation, insurance, banking and accounting fees.

This fee can be made by cash or check made payable to NIMAS at the August 16, 2017 NIMAS meeting. You can have your registration fee refunded at the end of the school year if you fundraise the \$75.00 over the school year. The registration fee **MUST** be paid up front and cannot not be fundraised on its own.

REHEARSAL SCHEDULES

During the school year, the band rehearses on Mondays and Thursdays from 7:15 until 8:05 AM. The orchestra rehearses on Tuesdays and Fridays from 7:15 until 8:05 AM. The jazz band rehearses on Wednesdays from 7:15 until 8:05 AM and during the day 1 activity period from 8:30 until 9:00 AM. Sometimes there are changes to this schedule around concerts and the Spring trip. Please be aware of the notices you receive about changes in the schedule. Any changes to rehearsal schedules will be announced at rehearsal, band parent meetings and through emails. ***All students should arrange to be at school by 7:10 AM on their rehearsal days so they can be in their chairs and ready to play at 7:15 AM.***

SPRING TRIP

Each year the concert band, orchestra, jazz band, marching band along with the Nitschmann Singers, go on an overnight, two-day trip. The students stay in hotel rooms, four (4) students (roommates are chosen by students well in advance) to a room. Chaperone rooms, with two adults to a room, are interspersed with student rooms.

This trip not only provides the students with an educational and fun time away from school, but gives the students an opportunity to have their performances evaluated. This trip generally includes an early morning departure on Friday and a late return on Saturday. Some of the events may include ensemble performances, an awards ceremony, an amusement park and other activities that might be available at, or on the way to, the location chosen.

All instrumental music students are eligible to go on the trip; the members of the Nitschmann Singers join the trip as well. All students pay their own way via fair share (see that section). The trip is chaperoned by faculty and staff as well as parents. See the section on Chaperones for additional information.

ALL STUDENTS PARTICIPATING IN THE SPRING TRIP MUST ATTEND THE MANDATORY TRIP MEETING WITH A PARENT OR GUARDIAN ON WEDNESDAY, APRIL 18, 2018

SUMMER MUSIC CAMP

Each August, orchestra, band and jazz band students take part in Summer Music Camp. This is a requirement of participation in the ensembles during the school year; however, if family

commitments unavoidably conflict with attendance at Summer Music Camp, exceptions can be made. Every effort should be made to have your child present for Summer Music Camp.

During Summer Music Camp students prepare for school year performances and have the opportunity to develop and strengthen relationships with their fellow ensemble members. This is an excellent time for students to prepare and practice for their chair auditions which take place at the very beginning of the school year.

Students are to dress in school appropriate attire with shoes suitable for marching (no sandals or flip flops). It is recommended that students bring water in a non-glass container. Snacks are sold between band and jazz band rehearsals.

The Summer Music Camp schedule for 2017-2018 is as follows:

August 7-11

7:30-8:30 Strings Only
9:00- 11:00 Marching Band & Bandfront
11:15-12:15 Jazz Band

August 14-18

7:30-8:30 Full Orchestra (Winds, percussion & strings)
9:00- 11:00 Marching Band & Bandfront
11:15-12:15 Jazz Band

UNIFORMS

Band, bandfront, orchestra and jazz band members will all be issued uniforms in the fall.

Band and Bandfront uniforms are fitted during Summer Music Camp and distributed at the Uniform Distribution Night. The date is to be determined.

Orchestra and Jazz shirts and bow-ties will be ordered at the Uniform Distribution Night

Students must also purchase a blue ID shirt which is used in informal performances. This shirt can be purchased at Uniform Distribution Night for a cost of \$12.

It is required that students wear a t-shirt (short or long sleeve, depending on the weather) under their band jacket. Make sure that nothing worn under the uniform shows at the wrists or collar. Students **MUST** wear a t-shirt with at least short sleeves under the uniform.

UNIFORM REPLACEMENT COSTS

Uniforms and their replacement costs if lost or damaged are as follows:

Band Jacket - \$210.00
Band Pants -\$89.00
Band Sash & Drop - \$60.00
Black/Tan Plastic Hanger -\$5.00
Hat (includes all pieces on hat) -\$67.00

Hat Box - \$12.20
Plume - \$19.95
Bandfront Hat - \$29.50
Bandfront Skirt -\$124.00
Flag Poles - \$10.00
Performance Flag - \$40.00
Practice Flag - \$10.00
Flag Caps - \$5.00
Flag Bags - \$50.00
Banner Pole - \$40.00
Banner - \$500.00
Main Guard Rifles - \$500.00
Twirling Rifles - \$50.00
Flag Harness - \$50.00
Main Guard Flag - \$50.00
Main Guard Flag Pole - \$20.00
Tassels - \$5.00

Items marked with an * must be purchased on your own; some are available to purchase through the band if you like.

Band uniform items you must purchase on your own

Garment bag (\$10) (purchased from NIMAS)

Black socks*

Black shoes (no sneakers)*

You may purchase black shoes on your own or order them on Uniform Distribution Night

Bandfront uniform items you must purchase on your own

Garment bag (\$10) (purchased from NIMAS)

Stockings/Black socks*

White majorette boots (girls)* *or* Black shoes (no sneakers)*(boys)

Boots are ordered on Uniform Distribution night

Tassel*

White gloves*

Orchestra and Jazz Band uniforms consist of the following:

Black pants/ slacks – NO LEGGINGS

Black shoes

White tuxedo shirt * Purchased from NIMAS (Ordered at Uniform Distribution Night)

Black bow-tie * Purchased from NIMAS (Ordered at Uniform Distribution Night)

UNIFORM CARE

Your uniform is the property of the Bethlehem Area School District and the Nitschmann Instrumental Music Association. It is your responsibility to return it to the Nitschmann Instrumental Music Association in the same condition you received it. Follow the instructions below to ensure your uniform is treated properly.

NOTE: NEVER CUT or PERMANENTLY ALTER any part of the uniform in any way, or you will be charged the full replacement cost of the item. Please contact the Uniform Chair person with any alteration questions.

When you get your uniform home:

1. Try on the uniform to make sure it fits. Uniforms are a boxy fit. They should NOT be tight fitting.
2. Adjust suspenders as needed...**before** checking the hemline. You can cross suspenders to help pull up the pants.
3. If needed, adjust the snaps at the hemline so the pants fall just above the top of the shoe.
4. If needed, adjust the sleeves of the uniform jacket so they fall at the wrist when child is in “parade rest position.”
5. If needed, hem skirts so the hemline falls just above the knee.
6. Hem skirts/pants with gray cotton thread. (**NO PINS, STAPLES, TAPE, or IRON-ON PRODUCTS.**)

During the year:

1. Keep uniform on hanger provided, in the blue garment bag. Please air out after parades.
DO NOT iron uniforms.
2. Dry-clean uniform when it gets dirty. Shoppers Village Valet will dry clean Nitschmann Uniforms all year for a nominal fee. They also hem our uniforms at a discount price. Uniform fee only covers the “end of year dry-cleaning.” Uniforms become very smelly after the third parade.
3. **ALWAYS** keep uniform hat in the box provided.

End of year:

1. You will be informed of the dates for uniform return.
2. **REMOVE** any hems that you put in for your child.
3. If any uniform pieces are missing, you will be responsible for the replacement costs.
4. Any uniforms returned after the scheduled uniform return night will result in a \$25.00 fee.
5. If any uniform or uniform pieces are not returned by uniform return night, you will be charged for the items in full.

UNIFORM AGREEMENT

* Uniform condition: NEW. Includes jacket, pants or skirt, sash, drop, and hanger

* Hat condition: NEW. Includes hat and hat box. (Bandfront – hat. DO NOT FOLD the hat)

Uniform Fee: Included with the annual \$75.00 registration fee. This covers the end-of-year dry cleaning and normal wear and tear, hemming, snap and button repair. Blue garment bags are a separate price. All incoming sixth graders and new band members are required to purchase a new blue garment bag for their uniform. The cost for the blue garment bag is \$10.00.

You must carefully remove any hemming you put in before returning in the uniform in the spring.

DO NOT: CUT, HEM, MODIFY ANY SEAM OR SEAM BINDINGS, MACHINE OR HANDWASH, OR TUMBLE DRY UNIFORMS. If the skirt needs to be hemmed, use regular gray cotton thread (no plastic).

DO NOT USE STAPLES, PINS, AND ANY KIND OF TAPE OR IRON-ON PRODUCTS.

Shoppers Village Valet will hem pants, skirts, and jackets at a discounted price. They are located at Shoppers Village on Catasauqua Road in Bethlehem.

If the uniform is lost or stolen, or damaged in any way, I, the undersigned, agree to pay in full, to the Nitschmann Instrumental Music Association (NIMAS), the amount of the value indicated on the current year pricing list. If the uniform is lost or stolen, I agree to pay the amount necessary to replace the lost or stolen portion.

If the uniform, when returned to the Nitschmann Instrumental Music Association (NIMAS) on demand of the instrumental music instructor and/or the Nitschmann Instrumental Music Association (NIMAS), is in good condition as when received, less reasonable wear and tear, the agreement shall become null and void.

2017-2018

Nitschmann Instrumental Music Calendar

MANDATORY EVENTS are in BOLD

August 7-11	Summer Music Camp (Orchestra, Band, Jazz)	
August 14-18	Summer Music Camp (Orchestra, Band, Jazz)	
August 16	NIMAS Registration Fee is due	
August 16	NIMAS Meeting at Nitschmann	7:30 PM
August TBD	Uniform Distribution Night	TIME TBA
September 20	NIMAS Meeting at Nitschmann	7:30 PM
October 18	NIMAS Meeting at Nitschmann	7:30 PM
October 18	<i>First Spring Trip payment is due</i>	
October 21	Nazareth Halloween Parade	12:00 PM
October 22	Saucon Valley Spirit Parade	1:00 PM
October 26	Night Football Game at BASD Stadium	6:45-9:30 PM
October 29	Bethlehem Halloween Parade	12:00 PM
November 15	NIMAS Meeting at Nitschmann	7:30 PM
November 15	<i>Second Spring Trip payment is due</i>	
December 9	Orchestra/Jazz Winter Concert	7:00 PM
December 20	NIMAS Meeting at Nitschmann	7:30 PM
December 20	<i>Final Spring Trip payments is due</i>	
January 17	NIMAS Meeting at Nitschmann	7:30 PM
February 6	All City Band rehearsal at Nitschmann	7:30 AM – 11:30 AM
February 7	All City Band rehearsal at Nitschmann	7:30 AM – 10:30 AM
February 8	All City Band Concert at Nitschmann	7:30 PM
February 9	Winter basketball game at LHS	6:00 PM Tentative
February 21	NIMAS Meeting at Nitschmann	7:30 PM
February 21	Winter Bandfront Performance	8:00 PM
March 9	Northeast Jazz Festival	7:00 PM
March 16	Broughal Jazz Festival	7:00 PM
March 21	NIMAS at Nitschmann	7:30 PM
March 23	Nitschmann/East Hills Jazz Festival	7:00 PM
April	Uniform Refit Night	Date & time TBD
March 28	8 th Grade Music & Drama Trip to NYC	7:00 AM – 9:00 PM
April 18	NIMAS Mandatory Spring Trip Meeting	7:00 PM
April 21	Jazz Band Cafe'	7:00 PM
April 26	Spring Band Concert	7:00 PM
May 2	Orchestra/Jazz Spring Concert	7:00 PM
May 10	Instrument drop-off night for the Spring Trip	5:00-7:00 PM
May 11&12	Spring Music Trip	All Day
May 16	NIMAS Meeting at Nitschmann	7:30 PM
May 19	Hanover Armed Forces Day Performance	10:00 AM
June 7	Moving up ceremony - String Ensemble	TIME TBD
June 21	NIMAS Meeting at Nitschmann	7:30 PM

FORMS TO RETURN

Please fill out the following four (4) forms completely and return them to Mr. Zettlemoyer by:

Monday, August 7, 2017

Forms must be returned as well as the registration fee before uniform pickup.

Print all information except signatures.

If any information on these forms changes during the school year, please submit the updated information to Mr. Zettlemoyer or the NIMAS President.

You may bring the forms with you on the first day of Summer Music Camp or you may mail them to the address below.

Nitschmann Middle School
1002 W. Union Blvd.
Bethlehem, PA 18018
Attn: Mr. Zettlemoyer

FORM #1

**Nitschmann Instrumental Music Association
2017-2018 Medical Form**

PLEASE PRINT CLEARLY & FILL OUT **BOTH** sides

STUDENT INFORMATION:

First Name _____ Last Name _____

Grade _____

Musical Ensemble(s) & Instrument(s) _____

Please list all allergies including food, medication, animals, etc. _____

Will your child be carrying an epi-pen and/or inhaler with him/her to summer camp, parades,
and/or other musical ensemble functions: YES or NO (Circle One)

List all Prescription and Non-Prescription medications that your child is taking _____

Does your child have a physical, Medical, or Psychiatric condition that we should know about?

YES or NO (Circle One) If **yes**, please provide details: _____

Emergency Contact to be reached during the band camp hours. In case of an emergency, we
must be able to reach someone at the number you provide: Name _____

Phone # _____ Relationship to Student _____

Please note: Parent Volunteers will not be authorized to administer medicine. If a problem arises,
the parent(s) or emergency contact will be notified immediately.

Do you authorize the parent volunteers to administer Neosporin and/or band aids during
summer band, rehearsals, parades, etc. YES or NO (Circle One)

Please complete page 2 and sign

PARENT INFORMATION: (Please print clearly)

Child's First Name _____ Last Name _____

You will be receiving communication regarding band, orchestra, jazz band, and bandfront throughout the year from the band director, bandfront advisor, and parent group. Please keep us informed of any address/e-mail changes throughout the year so you are always receiving the latest information. In the instance of a child with 2 households, please feel free to include both mailing addresses and both e-mail addresses so that the same information will always reach both households. Due to size restrictions, we will only list 2 e-mails per student on our roster.

Mother's/Legal Guardian's First & Last Name

Mother's/Legal Guardian's Mailing Address _____

Mother's/Legal Guardian's Home Phone # _____

Mother's/Legal Guardian's Cell Phone # _____

Mother's/Legal Guardian's E-Mail _____

Father's/Legal Guardian's First & Last Name

Father's/Legal Guardian's Mailing Address _____

Father's/Legal Guardian's Home Phone # _____

Father's/Legal Guardian's Cell Phone # _____

Father's/Legal Guardian's E-Mail _____

Emergency contact in the event the parent cannot be reached immediately.

Name _____ Phone # _____

Signature of Parent/Guardian _____

Please make sure page 1 is completed.

Please return by August 7, 2017

FORM#2

***NITSCHMANN MIDDLE SCHOOL
INSTRUMENTAL MUSIC ATTENDANCE POLICY***

The Nitschmann Middle School instrumental program has a legacy of excellence in music, both in the concert hall and on the street. As a member of the band, orchestra, or jazz band, you have made a commitment to be a part of an ensemble and participate to the best of your ability.

Each member of every ensemble is expected to attend all rehearsals and performances. The following attendance policy is to ensure the instrumental music ensembles maintain their high levels of performance.

POLICY

Attendance at every rehearsal and performance is mandatory. We understand that there are times when conflicts, illness and emergencies occur, however it is the responsibility of the parent and student to notify the director as soon as possible about any absence that may occur whether in the past or future.

Each student is permitted a maximum of EIGHT (8) cumulative absences per ensemble. Any student that exceeds the maximum of EIGHT (8) cumulative absences faces dismissal from the instrumental music program. Extenuating circumstances need to be discussed with the director. Students are required to be in their assigned seat at 7:15 AM. Announcements begin promptly at 7:15 AM. If your child is not in his or her seat at 7:15 AM they will be marked absent. Three (3) lates equals one absence.

The following are considered Non-Cumulative absences and DO NOT COUNT towards the EIGHT (8) absences:

***Calculation of attendance numbers will begin on Monday, August 28, 2017**

1. Illness verified by a physician's note submitted within three (3) days of a student's return. Any absence in which a physician's note is submitted is not included in the EIGHT (8) days permitted.
2. Death in the family – from date of death until two (2) days after the funeral unless otherwise authorized by the building principal. (If special permission is granted please notify the director so accurate attendance records are maintained.)
3. Religious holidays.
4. School function – participation in a school function that causes the student to miss a rehearsal is considered non-cumulative and does not count towards the EIGHT (8) days permitted.

You have made a commitment to participate in an activity and are expected to attend all rehearsals and performances. It is your responsibility to arrange your schedule to avoid homework or project conflicts.

Please return this copy with both a Parent or Guardian Signature and a Student Signature.

Student Signature: _____ Print Name: _____

Parent Signature: _____ Print Name: _____

FORM #3

BETHLEHEM AREA SCHOOL DISTRICT
Bethlehem, Pennsylvania

PARENT PERMISSION FORM

Student Trips

Students have opportunities to attend trips related to their educational programs. These trips may include walking or riding a bus to the destination. In all cases, prior notification will be given to the students' parents/guardians.

Expressed parent/guardian permission is required for student attendance on all trips. Your signed permission on this form will confirm your approval of your child's attendance on local (*in-State*) student trips occurring during the regular school day. Additional forms may be required in order for your child to attend the event. This permission also confirms your understanding that all valid releases, authorizations, and insurance coverage information previously provided to the District will apply to the student while on the trip.

All BASD Code of Conduct rules apply to students while on the trip.

My child has my permission to travel with the band/orchestra and participate in authorized Nitschmann Middle School band/orchestra/jazz activities and parades scheduled throughout the 2017-2018 school year. I understand students will be given written notice to take home for each performing ensembles events.

If you do not wish to have your child participate in a trip, you must notify the principal in writing at least two (2) school days prior to the day of the trip.

**I HAVE READ AND AGREE TO THE TERMS RELATED TO STUDENT TRIPS
AS STATED ON THIS FORM:**

Parent/Guardian Signature

MUST COMPLETE SECTION BELOW - PRINT CLEARLY

_____ **Grade** _____
Student's Name

Student's Address

Parent/Guardian's Name

Emergency Contact Number

FORM #4

ACKNOWLEDGEMENT

Complete and return to Mr. Zettlemyer by August 7, 2017.

The student and parent/guardian, by their signatures below, understand that school standards must be met and maintained in order to participate in the band, orchestra, or jazz band. It is also understood that each student is responsible to attend 20 instrumental lessons (unless taking private lessons) during the course of the school year. If that requirement is not met the student will not be permitted to perform in the Spring concert or attend the Spring trip in May.

It is further understood that proper care of the uniforms, sheet music, instruments and school equipment, as outlined in this handbook, is the student and parent/guardian's responsibility. Fees will apply for any damages.

I / We have read and reviewed the policies & procedures contained in the Nitschmann Middle School Instrumental Music Handbook for 2017 – 2018.

STUDENT SIGNATURE

DATE

PARENT SIGNATURE

DATE