

# **Instrumental Music Handbook**



**2024 - 2025**

## **TABLE OF CONTENTS**

### **GENERAL**

**ALL-CITY BAND & ORCHESTRA**

**ATTENDANCE POLICY**

**ATTENDANCE STANDARDS**

**BOARD MEMBERS**

**COLORGUARD**

**COLOR GUARD TRY-OUTS**

**CALENDAR**

**CANCELLATIONS**

**CHAIR AUDITIONS**

**CHAPERONES**

**COMMUNICATION**

**CONCERT TICKETS**

**DISCIPLINARY STANDARDS**

**EARLY RELEASE**

**EIGHT GRADE TRIP**

**ENSEMBLES**

**FAIR SHARE**

**FUNDRAISING**

**GAMES AND OTHER SPECIAL EVENTS**

**GIANT, SHOP-RITE, & WEIS GIFT CARD FUNDRAISER**

**HOW TO BE AN EFFECTIVE MUSIC PARENT**

**INSTRUMENTS**

**JAZZ FESTIVALS**

**LESSONS**

**NIMAS**

**PARADES**

**PAYMENT METHODS**

**PERFORMANCES**

**PMEA BAND AND ORCHESTRA**

**REGISTRATION FEE**

**REHEARSAL SCHEDULES**

**SPRING TRIP**

**SUMMER MUSIC CAMP**

**UNIFORMS**

**UNIFORM REPLACEMENT COSTS**

**UNIFORM CARE**

### **ATTACHMENTS**

**INSTRUMENTAL MUSIC CALENDAR**

**ATTENDANCE POLICY FORM**

The Nitschmann Middle School instrumental music program has a proud musical tradition that demonstrated 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 through the school and may result in dismissal from the program.
3. Parents are responsible for having their child on time 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 before summer music camp begins and before any overnight spring trip. Students are not permitted to participate until the medical form has been submitted. All medical information is strictly confidential.
5. All students are required to adhere to the BASD Extra-Curricular Guidelines as they outlined 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 directors of the four district middle schools select musicians who are combined to create an ensemble that alternates from year to year between band and orchestra. 2024 – 2025 is an All-City Orchestra year. This ensemble rehearses and performs a concert that is open to family, friends, and the community. Students in all grade levels are considered, but there is a limit to the number of students that can be selected. The concert for orchestra this year and will be held at Northeast Middle School on Wednesday, February 5 at 7:30 P.M. Tickets are required for this event are \$3.00 each. 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 about any absence that may have occurred or will occur 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 is available on the instrumental website, [WWW.NMSIM.ORG](http://WWW.NMSIM.ORG) and on Cut Time.

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 must 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 reasons are considered non-cumulative absences and DO NOT COUNT towards the EIGHT (8) absences:**

**\*Calculation of attendance numbers will begin on Wednesday, August 28, 2024**

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 a non-cumulative absence 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 do not attend performances and may be dismissed from the ensemble and/or deemed ineligible to go on any ensemble trips.** 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 they and their parent/guardian sees fit, provided a suitable grade point average 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 there will be more than one (1) conflict between the same extracurricular activities, the advisors of the activities will make the decision as equitably as possible to both groups.

The student may not always view this decision favorably, but the student must understand that it is done with their best interest in mind. Failure of the student to abide by the decision of both advisors will result in dismissal from both activities.

## **BOARD MEMBERS**

A list of Board members and contact information is available on the instrumental website, [www.nmsim.org/nimas/](http://www.nmsim.org/nimas/). We encourage you to contact them first by email.

### **2024/2025 Board Members:**

President – Honorée Kerrigan

Vice President – Laura Strattan

Treasurer – Shawntay Sabetti

Co-Treasurer – Ellie Kapsalis

Secretary – Lisa Bolash

[nimasvicepres@gmail.com](mailto:nimasvicepres@gmail.com)

[nimastreasurer@gmail.com](mailto:nimastreasurer@gmail.com)

[nimascotreasurer2021@gmail.com](mailto:nimascotreasurer2021@gmail.com)

[nimassecretary@gmail.com](mailto:nimassecretary@gmail.com)

## **COLOR GUARD**

The color guard is comprised of flags, majorettes, rifles, and honor guard. The color guard performs at all marching band functions, a special parent performance in the winter, and at the spring band concert. The color guard may also participate in other community functions as space at the venue allows.

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

The color guard presents a special winter performance on March 19, 2025 following NIMAS parent meeting. Each color guard section creates routines to perform. The honor guard will learn to use new equipment for this performance, such as giant flags, swing flags, flag batons, or rifles.

The color guard spring season consists of learning routines for the spring band concert.

## **COLOR GUARD TRYOUTS**

Tryouts for the flag, majorettes, and rifle sections are held in May. Mrs. Hriniak is the color guard 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 occur at the end of the week. Students will march and perform the tryout routine for the judges.

Color guard members **MAY** participate in concert band, orchestra and jazz band. Color guard students **MAY NOT** be instrumentalists in the **marching band** as they participate in all marching band activities as the color guard section

## **CALENDAR**

A calendar of scheduled performances is included at the end of the handbook and is available on the instrumental website, and on Cut Time. Please keep alert for changes to the calendar. All performances are mandatory. Please take the time to mark these dates and times on your calendar. Changes to the calendar that are publicized a month or more in advance are mandatory.

## **CANCELLATIONS**

In the event of a school cancellation or delay of school, early morning rehearsal is cancelled for that day.

If there is a delayed opening, school instrumental music lessons will occur on a revised schedule.

In the event of questionable weather for a parade or performance, check your e-mail, the instrumental website, or Cut Time.

## **CHAIR AUDITIONS**

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

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

The first audition of the year will be used to determine which students are selected for All-City Orchestra and placement for PMEA nominations.

## **CHAPERONES**

In order to serve as a chaperone, you must complete, submit and have approved, a BASD Volunteers and School Helpers Application through the Nitschmann Middle School office before you can volunteer for an event. Details are located at <https://www.basdschools.org/volunteering>. Read through the packet thoroughly and complete all the necessary parts that apply to you and your situation.

Chaperones are required for several events, including ensemble trips. All parents are welcome to chaperone. Parent chaperones need to wear a Blue ID shirt whenever they are serving as chaperones. Blue ID shirts are available to purchase through NIMAS.

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

## **COMMUNCIATION**

Parents can best support their children by being informed. 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 <http://www.nmsim.org> regularly for updates

**Cut Time** – Weekly emails are from Cut Time detailing the events of the upcoming week and near future. Keep your information such as email and phone number on your Cut Time profile up to date.

**E-mail** — Make sure your name is on the e-mail list so you receive reminders, schedule changes and other helpful information.

A weekly newsletter is sent out to parents and students every week detailing the events and schedules for the week as well as other important information regarding upcoming events and fundraisers.

**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: <http://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).

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. E-mail addresses are listed above under the board members section and under the NIMAS tab of the website.

## **CONCERT TICKETS**

Tickets to the concerts are sold at the door up until about 30 minutes prior to the concert. Tickets for the concerts are \$3.00.

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 8<sup>th</sup> grade members of the music & drama programs are invited to participate in a trip to New York City. This is an optional trip, which is only open to 8<sup>th</sup> 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, but must pay as well. Generally, the day includes chaperoned time on your own, and lunch on your own, 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:

- BAND**: Band is comprised of wind and percussion instruments **AND** the color guard. The band has a fall season (marching band) and a spring season (concert season). The band rehearses twice (2) a week on every Monday and Thursday mornings at 7:15 before school throughout the entire school year.
  - COLOR GUARD**: The color guard is the visual section of the band and participates in **ALL** of the band functions with the concert and marching band. The color guard rehearses twice (2) a week on Monday and Thursday morning before school at 7L:15 am and performs at the spring band concert, parades, pep, rallies, and night football game.
- 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 at 7:15 am before school throughout the entire school year. The orchestra performs concerts in the winter and spring.
- 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 at 7:15 am before school throughout the entire school year. They perform at several jazz festivals in the spring, at the winter and spring orchestra/jazz concert. The jazz band also performs at various other community events. Auditions are held in the beginning of the school year. Parents are required to provide or arrange transportation for their child to various events.



Students who are interested in participating in jazz band should attend jazz band rehearsals during summer music camp. This will provide all interested students an opportunity to experience what jazz band is about and help them decide if they would like to audition for the ensemble.

### **FAIR SHARE**

Students who plan to attend any trip are required to either fundraise or pay their cost of the trip out of pocket. The cost of a trip is announced when the trip arrangements are finalized and we are granted approval from the district administration.

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 paying for events. Contact the NIMAS co-treasurer if you have any fair share questions. Overages in fair share accounts for 6<sup>th</sup> and 7<sup>th</sup> grade students are carried forward to the next year. Any overage in the fair share account of an 8<sup>th</sup> grade student must be transferred to a family member or willed to another student.

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 was 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 Wednesday, October 16 at 7:00 pm.

Other special events come up throughout the year and generally students are invited to participate by chair position, the instrumentation needed, or by which students are interested. 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, SHOP RITE, & WEIS GIFT 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 their 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](http://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 instrumental music students. Attend monthly parent meetings. If every parent volunteers for just one event, everyone will have more fun and more will be accomplished for your children.

### **INSTRUMENTS**

Students may use an instrument they own or borrow one from the school. In either case, all instruments must be labeled with 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. 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 need to provide or arrange transportation for their children to these festivals.

For many 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 or just 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 it is also 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. If your child does not study privately, school lessons will be scheduled. Students can take both private and school lessons.

School lessons take place on the same day each week. Students are excused from their regular classes to attend their 30-minute lesson. 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.

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 trips.

## **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/](http://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. We also accept cash, but it is not encouraged. Many items can be paid using a credit card through Cut Time, however there is a processing fee.

Payments should be in a sealed envelope addressed as instructed; make sure to include the

appropriate form along with the payment. There are a large 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.

While it might seem wasteful, please send payments for different items/events in separate sealed envelopes. A different person, runs each sale/event 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 and 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 \$3.00 per person.

The color guard has a winter performance in March and it is free to the public.

The jazz band performs at many events throughout the school year. The jazz band performs at the December winter orchestra concert and the spring orchestra concert. 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.

PMEA 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 (6<sup>th</sup>) graders participate in the Elementary Band and Orchestra Festival, while seventh (7<sup>th</sup>) and eighth (8<sup>th</sup>) graders participate in the Intermediate Band and Orchestra Festival. These festivals generally take place in the spring.

### **REGISTRATION FEE**

Each student participating in the instrumental ensembles is required to pay a \$75.00 registration fee due on September 11, 2024. 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 is payable by cash, credit card via Cut Time, or check made payable to NIMAS at the September 11, 2024 uniform distribution night. You can have your registration fee refunded at the

end of the school year if you fundraise \$75.00 over the school year. The registration fee **MUST** be paid up front. If you have enough funds in your child's fair share account, you can use it to cover the registration fee.

### **REHEARSAL SCHEDULES**

Band: Monday & Thursday 7:15am  
Orchestra: Tuesday & Friday 7:15 am  
Jazz Band: Wednesday 7:15 am

There are changes to this schedule from time to time and such changes are communicated to the member and their parents. Please be aware of the notices you receive about changes in the schedule. Any changes to rehearsal schedules are announced at rehearsal, band parent meetings, posted on the website, 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**

The band and orchestra/jazz band take an overnight trip on an alternating basis. This year is an overnight band trip year. Information regarding any trip for any ensemble will be communicated to the parents once arrangements have been made and we receive school board approval.

When we take an overnight trip, the students stay in hotel rooms, four (4) students (roommates are chosen by students) 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 home and school, but gives the students an opportunity to have their performances evaluated. The 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 selected.

All instrumental music students are eligible to go on the trip. Participation in any trip is voluntary. All students pay their own way via fair share (see the fair share 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 ON APRIL 2, 2025 WITH A PARENT OR GUARDIAN. FAILURE TO ATTEND THIS MEETING MEAN YOU WILL NOT BE PARTICIPATING IN THE TRIP.***

### **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. Ultimately, family commitments unavoidably conflict with attendance at summer music camp and such conflicts need must be conveyed to the director. 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). Students should bring water in a non-glass container.

Summer music camp traditionally occurs Monday through Friday from August 5, 2024 – August 16, 2024.

### **UNIFORMS**

Band, color guard, orchestra and jazz band members will all be issued uniforms or parts of their uniform in the fall.

Band and color guard students are fitted for uniforms during summer music camp and uniforms are distributed on uniform distribution night which is September 11, 2024 from 6-8 pm.

Orchestra tux shirts and bow ties will be distributed on uniform distribution night, September 11, 2024 from 6-8 pm.

All students are required to have a blue ID shirt which is used in informal performances. This shirt can be purchased on uniform distribution night for a cost of \$14.

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 - \$253.00	Flag Bags - \$50.00
Band Pants -\$107.00	Banner Pole - \$80.00
Band Sash & Drop - \$60.00	Banner - \$500.00
Black Plastic Hanger -\$10.00	Honor Guard Rifles - \$500.00
Hat (includes all pieces on hat) -\$72.00	Twirling Rifles - \$30.00
Hat Box - \$13.00	Flag Harness - \$30.00
Plume - \$20.00	Honor Guard Flag - \$50.00
Color Guard Hat - \$30.00	Honor Guard Flag Pole - \$80.00
Color Guard Skirt -\$124.00	Majorette Baton \$40.00
Blue ID shirt - \$12.00 (XX & XXX \$16)	Color guard gloves \$6.00
Garment bag - \$14.00	Tassels - \$7.00
Flag Poles - \$13.00	Orchestra bow tie - \$5.50
Performance Flag - \$40.00	White tuxedo shirt - \$25.00
Practice Flag - \$10.00	Jazz Band cummerbund - \$45.00
Flag Caps - \$5.00	Jazz band bow tie \$15.00

### **Band (winds & percussion) uniform items you must purchase on your own**

Garment bag (\$14) (purchased from NIMAS)  
Black socks  
Black shoes (\$32) (purchased from NIMAS)  
Blue ID shirt (\$14) (purchased from NIMAS)

### **Color Guard uniform items you must purchase on your own**

Garment bag (\$14) (purchased from NIMAS)  
Stockings/white crew socks\*  
White majorette boots (girls) (\$43)\* *or* Black shoes (no sneakers) (\$32)\*(boys) (purchased from NIMAS)  
Tassels\* (\$7) (purchased from NIMAS)  
White gloves (\$6) (purchased from NIMAS)

### **Orchestra uniforms consist of the following:**

Black pants/ slacks – NO LEGGINGS  
Black shoes  
White tuxedo shirt (\$25) (purchased from NIMAS)  
Black bow tie (\$5) (purchased from NIMAS)

### **Jazz band uniforms consist of the following:**

Black pants/ slacks – NO LEGGINGS  
Black shoes  
White tuxedo shirt (\$20) (purchased from NIMAS)  
Plaid bow tie (provide for the student)  
Plaid cummerbund (provided for the student)

### **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 properly maintained

**NOTE: NEVER CUT or PERMANENTLY ALTER** any part of the uniform in any way. You will be charged the full replacement cost of the item. Please contact the uniform chairperson 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. Speak with Mr. Zettlemoyer if your skirt, pants or jacket need to be hemmed.

**During the year:**

1. Keep the uniform on hanger provided, in the blue garment bag. Please air it 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.
3. **ALWAYS** keep uniform hat in the box provided.

**End of year:**

1. You will be informed of the dates for uniform return. (May 21, 2025 – 6:30 – 8:30 pm)
2. Unsnap the pant hems.
3. If any uniform pieces are missing, you are responsible for the replacement costs.
5. You will be charged for any items not returned by uniform return night.



# Nitschmann Instrumental Music

## 2024 – 2025 Calendar

*The calendar is subject to change. Parents and students will be given notice of any changes.*

### **AUGUST 2024**

Aug 05, 2024 7:30 AM - 12:30 PM Summer Music Camp (Orchestra, Band, Jazz)  
Aug 06, 2024 7:30 AM - 12:30 PM Summer Music Camp (Orchestra, Band, Jazz)  
Aug 07, 2024 7:30 AM - 12:30 PM Summer Music Camp (Orchestra, Band, Jazz)  
Aug 08, 2024 7:30 AM - 12:30 PM Summer Music Camp (Orchestra, Band, Jazz)  
Aug 09, 2024 7:30 AM - 12:30 PM Summer Music Camp (Orchestra, Band, Jazz)  
Aug 12, 2024 7:30 AM - 12:30 PM Summer Music Camp (Orchestra, Band, Jazz)  
Aug 13, 2024 7:30 AM - 12:30 PM Summer Music Camp (Orchestra, Band, Jazz)  
Aug 14, 2024 7:30 AM - 12:30 PM Summer Music Camp (Orchestra, Band, Jazz)  
Aug 15, 2024 7:30 AM - 12:30 PM Summer Music Camp (Orchestra, Band, Jazz)  
Aug 16, 2024 7:30 AM - 12:30 PM Summer Music Camp (Orchestra, Band, Jazz)  
Aug 21, 2024 7:30 PM - 08:30 PM NIMAS General Membership Meeting

### **SEPTEMBER 2024**

Sep 11, 2024 6:00 PM - 08:00 PM Uniform Distribution Night  
Sep 18, 2024 7:30 PM - 08:30 PM NIMAS General Membership Meeting

### **OCTOBER 2024**

Oct 15, 2024 7:30 PM - 08:30 PM NIMAS General Membership Meeting  
Oct 16, 2024 7:00 PM - 09:30 PM Night Football Game at LHS  
Oct 19, 2024 12:00 PM - 03:00 PM Nazareth Halloween Parade  
Oct 20, 2024 1:00 PM - 04:00 PM Hellertown Halloween Parade  
Oct 22, 2024 6:00 PM - 09:00 PM MS combined bands rehearsal  
Oct 23, 2024 7:30 AM - 09:45 AM Rain date - MS combined bands rehearsal  
Oct 26, 2024 10:30 AM - 03:30 PM "MS Combined band performance at LHS-FHS Game"  
Oct 27, 2024 12:00 PM - 04:00 PM Bethlehem Halloween Parade

### **NOVEMBER 2024**

Nov 01, 2024 6:00 PM - 09:00 PM NIMAS Fall Bingo  
Nov 03, 2024 1:00 PM - 04:00 PM Rain date - Bethlehem Halloween Parade  
Nov 20, 2024 7:30 PM - 08:30 PM NIMAS General Membership Meeting  
Nov 30, 2024 TBD Santa Comes to Wind Creek

### **DECEMBER 2024**

Dec 06, 2024 TBD Hanover Township Tree Lighting  
Dec 11, 2024 7 PM Winter Orchestra, Jazz & Chorus Concert  
Dec 18, 2024 7:30 PM - 08:30 PM NIMAS General Membership Meeting

### **JANUARY 2025**

Jan 15, 2025 7:30 PM - 08:30 PM NIMAS General Membership Meeting

## **FEBRUARY 2025**

Feb 04, 2025 7:30 AM - 11:30 AM All - City Orchestra  
Feb 05, 2025 7:30 AM - 10:30 AM All - City Orchestra  
Feb 05, 2025 7:30 PM - 08:30 PM All - City Orchestra  
Feb 19, 2025 7:30 PM - 08:30 PM NIMAS General Membership Meeting

## **MARCH 2025**

Mar 07, 2025 6:00 PM - 10:00 PM Northeast Jazz Festival  
Mar 14, 2025 6:00 PM - 10:00 PM Broughal Blues Jazz Festival  
Mar 19, 2025 7:00 PM - 08:00 PM NIMAS General Membership Meeting  
Mar 19, 2025 8:00 PM - 09:00 PM Winter Color guard performance  
Mar 21, 2025 6:30 PM - 10:30 PM Nitschmann Jazz Festival

## **APRIL 2025**

**Apr 02, 2025 7:00 PM - 08:30 PM MANDATORY TRIP MEETING FOR BAND STUDENTS AND PARENTS**

Apr 11, 2025 6:00 PM - 09:00 PM NIMAS Spring Bingo  
Apr 15, 2025 7:30 PM - 08:30 PM NIMAS General Membership Meeting  
Apr 16, 2025 7:00 AM - 08:00 PM 8th grade Music & Drama trip to NYC  
Apr 30, 2025 7:00 PM - 08:30 PM Spring Band Concert

## **MAY 2025**

May 02, 2025 Spring Band Trip  
May 03, 2025 Spring Band Trip  
  
May 14, 2025 7:30 PM - 08:30 PM NIMAS General Membership Meeting  
May 19, 2025 7:15 AM - 09:30 AM Open House Band Rehearsal  
May 21, 2025 6:30 PM - 08:30 PM Uniform return night  
May 22, 2025 7:15 AM - 09:30 PM Open House Orchestra Rehearsal  
May 28, 2025 6:00 PM - 09:00 PM Performing Arts Banquet

## **JUNE 2025**

Jun 04, 2025 7:30 PM - 08:30 PM NIMAS General Membership Meeting

## ATTENDANCE POLICY

Attendance at every rehearsal and performance is mandatory. We understand that there are times when conflicts, illness and emergencies occur. 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.

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

\*Calculation of attendance numbers will begin on Wednesday, August 28, 2024

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:** \_\_\_\_\_