

East Hills Middle School

Instrumental Music

Handbook

2023-2024

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**Calendar of Events
(as of July 30, 2022)**

August 7 – 17	Band and Orchestra Camp
August 28	First Day of School – No morning rehearsal
September 1	Lottery Fundraiser Starts
September 7	East Hills Open House Night
September 15	East Hills Jacket Order Due
September 15	8 th Grade Band and Band Front Students Perform with Freedom
September 28	8 th Grade Musical Trip Payment Due - \$170.00
September 29	EHBOA trip Zoellner Art Center for SPHINX VIRTUOSI ORCHESTRA – 10:00 am
October 2	Lehigh Valley Home and Garden Fundraiser Handed Out
October 11	8 th grade Back to the Future New York Trip
October 12	EHBOA/Chaperone Meeting, 7:30 pm
October 16	8 th Grade door Decorating Night
October 17	Coplay Parade, 7:00 pm
October 18	Football Game, 7:00 pm
October 19	\$80.00 NON-REFUNDABLE Trip Payment Due
October 21	Nazareth Parade, 1:00 pm
October 25	Lottery Fundraiser Tickets Due
October 29	Bethlehem Parade, 2:00 pm

**Calendar of Events
(as of July 30, 2023)**

November 1	EHBOA Fall Celebration – Open at all EHBOA Students 5:30 pm – East Hills Cafeteria
November 2	Lehigh Valley Home and Garden Fundraiser Due
November 16	\$80.00 Trip Payment Due
December (Date TBD)	Jazz Band Performance at Lehigh Valley Airport
December (Date TBD)	Orchestra and Color Guard Performance at Retirement Home
December 2	Lehigh Valley Home and Garden Fundraiser Delivered
December 4	Matey’s Pizza Fundraiser Handed Out
December 14	Orchestra and Jazz Band Concert at East Hills, 7:00 pm
December 14	\$80.00 Trip Payment Due
December 19	EHBOA Student Holiday Party - Open to all EHBOA Students 5:30 pm – East Hills Cafeteria
December 22	East Hills Basketball Game – Entire Band Plays
January 17	Matey’s Pizza Fundraiser Due
January 18	\$80.00 Trip Payment Due
January 21	EHBOA Cash Bingo 2-5 pm
January 22	Cooler Raffle Handed Out
March 15	8 th Grade Sign Order Handed Out
February 4	Freedom Bingo – 1:00 pm – Freedom Cafeteria
February 6-7	All City Middle School Band (select students)
February 8	Matey’s Pizza Fundraiser Delivery 3 – 5:30 pm

**Calendar of Events
(as of July 30, 2023)**

February 14	Last Day to pull out of Spring Trip (money remains in account except for NON – Refundable \$80)
February 15	\$79.00 Trip Payment Due
February 16	PMEA Intermediate (select students)
March 1	Northeast Jazz Band Festival
March 8	Broughal Jazz Festival
March 13	Room Sign Ups for Trip
March 15	Nitschmann Jazz Band Festival
March 15	8 th Grade Sign Order Due
March 25	Executive Board Meeting/ Mandatory Trip Chaperone Meeting
April 5	EHBOA Movie Night – Open to all EHBOA Students 5:30 pm – East Hills Cafeteria
April 12	Cooler Raffle Due
April 15	Mandatory Trip Meeting for Students and Parents, 7:00 pm
April 15	Cooler Raffle Pulled – During Trip Meeting
April 23	Band and Band Front Concert, 7:00 pm- Northeast MS
April 24	Freedom Band Concert – 8 th Grade Students Invited
April 26	Freedom Orchestra Concert – 8 th Grade Students Invited
May 2	Orchestra and Jazz Band Concert at East Hills , 7:00 pm
May 3	Spring Trip Mandatory Rehearsal for Trip – 7:30 am – 9:00 am

**Calendar of Events
(as of July 30, 2023)**

May 3	Uniform Return
May 6	8 th Grade Sign Pick-up – 3:00 – 5:30 pm
May 10 -11	EHBOA & Choir Trip
May 13	Instrument Return
May 13	Jazz Band Auditions Due – Flip Grid
May 22	EHBOA Meeting, 7:30 pm
May 22	8 th Grade Luncheon
May 22	Instrument Pick-up – for incoming students - 3 – 5:30 pm
May 28	Drum Major Auditions – 7:30 am – 8:00 am & 3-4 pm
May 29	Band Front Tryout Practice – 3:00 – 5:00 pm
May 29	Instrument Pick-up – for incoming students - 3 – 5:30 pm
May 30	Band Front Tryout Practice – 3:00 – 5:00 pm
May 30	2024 Percussion Tryouts – 3:00 – 5:00 pm
May 31	Band Front Practice and Tryouts – 3:00 – 5:00 pm
May 31	Band Front Captain Tryouts – 3:00 – 5:00 pm
June 3	Jazz Band Elections and New Music – 7:30 am
June 4	Orchestra Elections and New Music – 7:30 am
June 5	Band Elections and New Music – 7:30 am



Note from the Director

Dear Parent(s)/Guardian(s) and Students,

Welcome to the East Hills Band and Orchestra Program. I hope that you had a pleasant summer and are excited about the upcoming school year. I would like to take this opportunity to give you a brief description of this handbook.

In this handbook you will find policies, procedures, calendar events, and other important information regarding the East Hills Band and Orchestra Program. Please take the time to read through and familiarize yourself with the materials. Once you have read through the handbook, please fill out and sign the agreement form that can be found at the back of the handbook.

I look forward to an exciting year with many opportunities to develop and enhance playing and performance skills. If you have any questions, please email me at cdavies@basdschools.org

Musically yours,

Mrs. Davies
Instrumental Music Director

Rehearsal and Performance Procedures

Weekly Rehearsal Schedule

Jazz Band: Rehearses every Monday morning before school (7:25 – 8:05) and during Activity Period Day 4

Orchestra: Rehearses every Tuesday and Thursday morning before school 7:25 – 8:05

Marching Band/Concert Band & Color Guard:

Rehearse every Wednesday and Friday morning before school 7:25 – 8:05

Students need to be seated, tuned, and ready with instrument, pencil, and music by **7:25 every morning**. Arriving late to rehearsal disrupts the group and impedes on practice time. If the student is in school, then he/she is required to attend rehearsal. When placing your book bag in the hallway, do not block any doors. Teachers need to get into their rooms.

Members of the Band, Band Front, Orchestra, and Jazz Band are expected to attend **ALL** rehearsals, lessons, and performances during the year. Failure to attend a **performance**, without a valid excuse, **may** result in the loss of participation in the Spring Trip and dismissal from the ensemble. Performance dates are scheduled ahead of time so that you can plan accordingly. Games, practices, theater events, and field trips are **not valid excuses** so please let all coaches and activity directors know now!

Students should arrive 30 minutes before a performance in appropriate uniform attire. If the uniform is incomplete or inappropriate to the venue, the student will **not be allowed** to perform. Once arrived, the students should tune their instruments, pick up music, get into warm-up position, and wait for the directors' instructions.

After the performance is complete, students will put their music, chair, stand, and instrument in the appropriate place.

Rewards

While participating in the instrumental music program has its own rewards such as improving music skills, being a well-rounded musician, making friends, and being a part of a family, we do want to give additional recognition to the students who dedicate their time, effort, and energy into the program. Throughout the year, we have designed rewards for those students who meet the criteria.

Band Right Guide/Left Guide – This is given to those students who show leadership, excellent marching ability and who attend **every** parade and all of band camp. Missing a performance may cause you to lose your position.

Perfect Attendance Pins – These are given to students who attend **every** rehearsal and performance throughout the year that is scheduled for the group. If a student is sick or has a doctor's appointment they are excused but **will not** receive perfect attendance. These will be given out during the spring concerts.

Ensembles - Students will be chosen to participate in our select wind, brass, string, and percussion ensembles based on dedication and preparation. (may differ from year to year)

Solos — Students will be chosen for solos based on audition, participation, and dedication.

Drum Major Position/ Color Guard Captain - This will be open to any band student who has had perfect parade and concert attendance, and has shown dedication and leadership throughout the school year.

Ensemble Officers - This nomination process is open to any student who participates in the ensemble and has had perfect attendance in concerts, parades, and competitions.

Section Leads – Are chosen by Mrs. Davies based on participation, knowledge of ensemble music, and positive attitude.

Lessons

All instrumental students are required to take lessons (free of charge) unless they take private lessons outside of school. **Please note:** If you take private lessons and will not be taking school lessons you must fill out the electronic Private Lesson Form. You will also be required to have your private lesson teacher fill out a sheet each month. Lessons are scheduled on a rotating basis and attendance is **mandatory**. A copy will be posted outside Mrs. Davies' office for easy reference. Students are to inform Mrs. Davies **before** a lesson if they are unable to make it. Unexcused lessons **may** result in loss of Spring Trip and dismissal from the ensemble.

Please note: Make-up lessons are not offered before or after school. Only during school hours.

Instrumental Lesson Procedure

1. Enter the lesson quietly and immediately unpack your instrument.
2. Always come prepared with your instrument, music, pencil, lesson book, and practice sheet.
3. Be prepared to tune your instrument.
4. When the lesson is finished please pack up your instrument and other supplies. Double check that you did not forget any of your belongings.

Home Practice

Music ability does not improve with just morning rehearsal and lesson time. If a student wants to excel with their instrument, daily practice needs to be done at home. Students are encouraged to practice 15 to 20 minutes a day, **at least 4 days every week**. This will improve technical skills and will help create the best East Hills ensemble. Consistent practice is the key to being a successful musician.

Any student who takes music lessons in school, will be required to fill out a practice goal sheet to keep track of their homework and progress. This sheet will be given to student during their lesson.

Performing Groups – Students are encouraged to participate in as many instrumental ensembles as they are able to comfortably fit into their schedules. In order to be eligible to play in Jazz Band and Orchestra (besides strings) you **MUST** be in Marching Band.

Color Guard: Anyone in grades 6,7, and 8 is eligible to become a member of the Silks, Majorettes or Honor Guard. Sign ups and tryouts are held each spring.

Marching Band /Concert Band: Anyone in grades 6,7, and 8 with at least one year of playing experience is eligible to be in Band. Percussionists are accepted on an audition basis and may opt to play another instrument if they are not accepted as a percussionist.

Orchestra: Anyone who is in grades 6,7, and 8 and plays a string instrument is eligible to be in Orchestra. Woodwind, Brass and Percussion players are by audition. Please see Mrs. Davies if interested.

Jazz Band: Membership is based on auditions in the spring. As with any other ensemble, students must attend all scheduled performances. Missing **one** performance is grounds for dismissal from ensemble.

Pep Band: This group is open to all Brass, Woodwind, and Percussion players in the Orchestra and Jazz Band. This group performs for all pep rallies during the school year.

Chair Auditions – Takes place after winter break

1. Chair auditions will have an online signup for during the school day.

2. The following are requirements for auditions:

BAND:

- C scale, F scale, B Flat scale on quarter notes
- Two marching pieces.

DRUMMERS:

- Instead of scales you will play the cadence.
- You will play a snare drum piece and a marimba piece that will be given to you ahead of time

ORCHESTRA:

- C Scale, D Scale, G Scale
- One piece from Orchestra folder

3. **Challenges** may only be done in the spring after our Winter Break. Students must arrange for a time to meet for Challenge. Students may only challenge one chair at a time and may only challenge that student two (2) times. **Challenges are to be taken seriously and should be prepared with additional practice.**

Communication

All information that parents and students need to know throughout the year will be posted on the web page, announced during rehearsals and parent meetings, and posted outside Mrs. Davies office. Please check for new information **every day**.

Website: You can find meeting minutes and other important information.

www.ehboa.org

Facebook: A quick way to get up- to -date information is to become a friend with Eh Boa on Facebook.

Twitter - @ehboa01

E-mail Address

If you have an email address be sure to include it in the paperwork. Information will be e-mailed to you on a regular basis when possible. If you **do not** get an email at least once a month from EHBOA1@gmail.com or cdavies@basdschools.org please email us to make sure your email is correct.

Student Officers –

Marching Band/Band Front

Drum Majors: Bethany Davies

Majorette Captains: Paige Haas and Camryn Hasnoich

Silk Captain: Joy Billings and Penelope Reilly

Silk Lieutenant: Lillie Flaharty and Carrie Hitchings

Band

President: Katie DiGenova

Vice President: Ti Fairbairn

Secretary: Autumn Baker

Treasurer: Jackson Andreoli

Orchestra

President: Lucas Yaguez

Vice President: Audrey Vennemann

Secretary: Penelope Reilly

Treasurer: Grace Dowling

Jazz Band

President: Owen Larison

Vice President: Mac Cadmus

Secretary: Darcy Sehring

Treasurer: Malcolm Gori

East Hills Band and Orchestra Association

The best way to find out information about the Band and Orchestra program is to attend our meetings, which are at 7:30 pm in the band room at the dates listed below. This is an opportunity to receive information about the Instrumental Music Program and activities.

2023 -2024 Officers

Position	Name	E-mail
Band Director	Christy Davies	cdavies@basdschools.org
Band Front Director	Dora Simons	bandfront4ehboa@gmail.com
Percussion Director	Todd Schied	toddschied@gmail.com
President	Sarah Lambert.	Kevin23L@yahoo.com
Vice President/Fundraising	Tammy Lyons	tlyons@basdschools.org
Secretary	Ashley Andreoli	giftcardsehboa@gmail.com
Treasurer	Christy Davies	cdavies@basdschools.org
Student Account	Jessica Kalavoda	studentacct4ehboa@gmail.com
Chaperones/Team App	Carolann Phalen	carolannphalen@gmail.com
Hospitality	Rebecca Jones	rgjones630@gmail.com
Trip	Kevin Lambert	Kevin23L@yahoo.com
Uniforms	Lori Walker	ehboauniforms@gmail.com
School Store	Sarah Campbell	Bandstand4ehboa@gmail.com
Website/Publicity	Tara McNally	Webmaster4ehboa@gmail.com
Giant/WaWa	Ashley Andreoli	Giftcardsehboa@gmail.com

E.H.B.O.A. Meetings

All meetings take place in the East Hill's Band room at 7:30 pm except where noted.

October 12
March 25 - Spring Trip Chaperone Meeting – 7:00 pm
April 15 – Mandatory Trip Meeting for Students and Parents - Online
May 22

ALL PARENTS ARE ENCOURAGED TO ATTEND

- Please remember that this program is for your children and is only as strong as its volunteers. *

Band Finances Made Easy

What is the EHBOA? EHBOA is an organization dedicated to supporting the marching and instrumental music programs at East Hills Middle School. It is comprised of families whose children are members of the program. The EHBOA raises money for our General Fund to cover the cost of items such as music, instruments, instrument repair, festival participation costs and other general operating costs. We also raise money to subsidize the costs of our annual Spring Trip. We raise funds to cover these costs through an organizational fee and several fundraisers each school year.

What is a Student Account? Every year the complete instrumental and color guard organization travels on an optional overnight Spring Trip. Each student is required to raise or pay \$399.00 to cover his or her portion of the cost of the trip. As the student raises funds towards this trip, the funds are placed in a Student Account established for them so we can track the amount of money the student has raised. The Spring Trip 2023-2024 Agreement will need to be turned in by October 19th with a **non-refundable deposit** of \$80.00 (if this amount is not yet in the student's account).

What is the \$45 (orchestra) or \$75.00 (Band and Band front) Organizational Fee? Every student in the organization is required to pay a \$45.00 or \$75.00 organizational fee to help defray operating costs that the organization incurs such as mailings, music, band purchased instruments and repairs, festival and event participation costs. It must be paid by all students, regardless of Spring Trip participation and is due at the start of Band Camp. **The organizational fee must be paid before the student can receive their uniform.**

How do we make payments to the EHBOA? **ALL payments** must be made by check, cashiers check or money order (**NO CASH!**) made payable to **EHBOA** or you may pay on the **cheddar-up website**. **INCLUDE** your student's FULL NAME and STUDENT ID on the memo line to assure proper credit.

General Regulations for All Instrumental Music Ensembles

The Bethlehem Area School District has policies and guidelines that must be maintained in order for students to remain eligible to participate in all extra curricular activities. The Instrumental Director, in partnership with the Principal, may also add specific guidelines or policies.

The Board of School Directors directs that no student may participate in extracurricular activities who have not maintained a record of academic proficiency sufficient to ensure that participation in extracurricular activities will not interfere with academic achievement and who has failed more than one (1) course during the marking period. (122.3. Authority SC 511 Pol. 102 20 U.S.C. Sec. 4071 et seq BASD Policy Manual)

To participate in the Middle School Instrumental Program a student must meet specific standards in academic and related arts courses during the previous grading period. At the end of the school year, the student's final grades and credits in his or her subjects shall be used to determine eligibility for the next school year, a student, to be eligible for participation, must pass four (4) full credit academic courses, or the equivalent.

In cases where a student is on the Privilege Denial list, he or she may not attend rehearsals, lessons, or performances. These are not excused absences and will be taken into account in regards to the Spring Field Trip.

Sportsmanship

Students who participate in our music program must be mindful of their personal conduct as they are frequently in the public eye. They, therefore, have an obligation to serve as positive role models by demonstrating the following:

- Showing respect for authority and property
- Continually emphasizing the ideals of sportsmanship, loyalty, ethical conduct and fair play

Attendance

In order for us to continue the tradition of excellence that this community has come to expect from the East Hills Band, students are expected to participate in **ALL** rehearsals, lessons, and performances. Repeated unexcused tardiness or absences **may** result in dismissal from the ensemble and loss of the spring trip without a valid excuse. Students who are absent from school may not participate in practice or performance on the day of the absence without administration approval. If a conflict occurs with a performance it is the responsibility of the parent to let the director know **at least 4 weeks in advance**.

The East Hills Music Program counts on every single member to make it successful. Excessive absences from morning rehearsals and lessons impede on the learning process. Excessive absences, defined as three (3) unexcused absences from morning rehearsal, may result in dismissal from the ensemble. **If a student is in school, they are expected to be at rehearsal.**

Each student may have two (2) unexcused absences from lessons during the year. Any more than two may result in loss of the spring trip. Students are expected to make up any missed lessons within one week. After one week it will be considered unexcused. If a student cannot make a lesson, for an academic reason, they must see Mrs. Davies **before** their scheduled lesson time.

Transportation

When a Bethlehem Area School District bus is transporting the ensemble to and from an event, students **must** ride the bus to and from that event. If there is a complication in scheduling, which results in a parent/guardian dropping or picking up a student at an event, there must be a Bus Release Form given to the director **one week prior** to the event.

Uniform Information

Students will be re-measured for their uniforms during band camp in August when they return their *EHBOA Uniform Loan Agreement*. Please note the specific guidelines of how the uniforms are to be worn and returned. No student will be issued a uniform without the organization fee being paid and the uniform contract.

Also, please be aware that some of the items will need to be purchased for each ensemble by parents. Items that need to be **purchased are in bold** and items provided by the band are underlined. Most of the purchased items can be bought through the school store.

Each ensemble is listed below with the necessary uniform pieces and how they are to be worn. Once again, if the uniform is incomplete or inappropriate to the venue, the student will **not be allowed** to perform. Also, students are not to wear jewelry (except for stud earrings), make-up, perfume products, painted and/or artificial nails, hair decorations, etc. Hair should be out of your face and kept in a low ponytail with a hair-tie matching your hair color.

Parade Uniform – Instrumentalists

Black Band Bibs - band issued

Pants need to be long enough to touch the top of the shoes with no break in crease. Hem is to be off the ground.

Maroon Band Jacket - band issued

Sleeve should be long enough to touch the wrist when holding your instrument.

Band Hats - band issued

No special cleaning required. Keep safe in the box.

Black Gloves – purchase through school store

Black Shoes – purchase through uniform coordinators

Maroon Band Polo Shirt – purchase through school store

Plain solid t-shirt – purchased on own

Black knee high Socks – purchase on own

Parade Uniform – Band Front, Majorettes, Rifles, and Silks

Jumper or band bibs - band issued

Maroon Jacket - band issued

Bow – band issued

If you lose it you will be required to purchase another one.

White Boots (if wearing jumper) - purchase through uniform coordinators

Black Shoes – (if wearing bibs) purchase through uniform coordinators

Maroon Band Polo Shirt - purchase through school store

V-neck solid color t-shirt – purchase on own

Shorts (to wear underneath skirt) – purchase on own

Orchestra Uniform

Maroon Band Polo shirt – purchase through school store

Black Pants - purchase on own

White Dress Shirt - purchase on own

Black Socks - purchase on own

Black Shoes - purchase on own

Jazz Band Uniform – This will be issued before their first performance

Maroon Vest –band issued

Black Bow Tie – band issued

Be aware that this is a small piece that is easily lost. If lost, as with any other uniform piece, you will be required to replace or pay for it.

Maroon Band Polo shirt – purchase through school store

White long sleeve, pointed collar shirt – purchase on own

Black Dress Pants – purchase on own

Black Socks – purchase on own

Black Shoes – purchase on own (It is suggested you use the dinkles)

Concert Band Uniform

Same as marching uniform without the hat and gloves.

Casual Band Uniform (generally used during Pep Rallies) - This is to be worn by ALL members of Band, Band Front, and Jazz Band during designated functions

Maroon Band Polo Shirt – purchased through school store

Bottoms (to be later decided) – purchase on own

Clean pair of sneakers – purchased on own

Trip Uniform

Maroon Band Polo shirt – purchase through school store

Jeans (no holes or tears) – purchase on own

Trip T-shirt – given by EHBOA at Mandatory Trip Meeting

Uniform Care Policy

Parents, students, district personnel, and community members take great pride in our professional appearance and sound at East Hills Middle School. We must continue this reputation of excellence by wearing our uniform with pride and respect.

1. Students are responsible for the care and maintenance of their uniform. Every student and parent/legal guardian will need to sign a contract before a uniform is issued. By signing you agree to the replacement costs of any loaned uniform pieces in the event of loss or damage beyond repair.

2. **DO NOT CUT ANY MATERIAL FROM ANY PART OF THE UNIFORM UNDER ANY CIRCUMSTANCES.**

3. Always hang up and store uniform appropriately when finished with each performance.

4. Follow uniform return guidelines exactly.

Uniform Return Policy

1. There are many uniforms but only one uniform director! Please return your uniform during the appropriate time and date(s). **CONTINUING THIS YEAR!** All Marching Band members must pay the uniform fee that is stated on the *EHBOA 2023 Fee Form*. This fee includes the end-of-the-year dry cleaning cost. Prior to the last performance we will inform you when to drop off your uniforms to the school. **Each uniform must be in a uniform bag, with the students' name.** More information on this will be forthcoming when necessary.

2. Make sure that when you return the uniform, that it is COMPLETE. You will be charged for any missing items.

3. **Hats will be collected from all students.** Hats may be dropped off in the band room during school hours following the last performance along with the uniform. Hats do not need any special cleaning. We ask that you properly store them in the hatbox provided when not in use.