

NORTHEAST



**BAND,
ORCHESTRA,
JAZZ ENSEMBLE
STUDENT / PARENT
HANDBOOK**

2023



2024

NORTHEAST BAND AND ORCHESTRA HANDBOOK

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A MESSAGE FROM THE PRINCIPAL

August 2023

This handbook is written by the Northeast Band and Orchestra Parent Organization. It is published for parents and students in order to help you have a successful and fulfilling experience in the orchestra, band, jazz band, or the auxiliary marching units: color guard and majorettes. Once again, we are all looking forward to having an exciting year. I encourage everyone to join in helping those who will be working hard to make Northeast's music ensembles the best of all the middle schools.

All of us here at Northeast are always **Northeast Proud** to see the high level of enthusiasm and commitment contained within our music programs. As principal, I look forward to supporting this enthusiasm and commitment and to maintaining a strong, supportive relationship between the Northeast Band and Orchestra Parent Organization and the entire school community. It is important to understand that at Northeast students are always encouraged to explore and be involved in as many extra-curricular activities as possible as they discover and refine their talents and interests. We encourage this time and discovery as long as students maintain positive grades in school and are respectful of the rules and people around them. We ask all of our students to be their best in all they do and to always try to maintain a positive attitude and image of themselves and the school. Our Northeast Orchestra and Band units exemplify the type of attitude and image we look to have for all students!

We are also extremely proud and honored to have Mr. Brian Rupnik as our director of the orchestra and band. Brian is dedicated to helping all students become fine musicians and his 30+ years of experience here at Northeast almost assure us that he can answer any and all questions you may have regarding the music programs. Any of our band officers will also be happy to answer any questions or assist in any way. They are always willing to accept new volunteers as we can never have enough help for all we try to provide for our students.

In closing, I thank you, in advance, for your support of our band, our jazz ensemble, our orchestra and our auxiliary marching units. Our musical programs here at Northeast exemplify what it means to be NORTHEAST PROUD! I hope you all enjoy the remainder of the summer and I look forward to seeing everyone in August.

Dr. Theodoro Quinones
Principal

INTRODUCTION

Northeast Band & Orchestra Parents Organization (NEBOPO) supports the instrumental music programs at Northeast Middle School. These include Marching Band, Concert Band, Orchestra, and Jazz Ensemble. We raise funds for expenses that are not covered by the school district and provide volunteers and chaperones. We host events such as the Northeast Middle School Jazz Festival and staff all events held by the Band and Orchestra. We support the programs and Mr. Rupnik. We also assist Mrs. Parker with her events as requested.

NEBOPO supports the students and their families with the goal of allowing all students to take advantage of the instrumental music programs to their fullest. We are a strong network of caring families that want the very best for our kids. As such, we look out for the benefit of our entire group, including each other's kids.

The NEBOPO officers are available to help and answer any questions you may have. We are always open to suggestions that will strengthen our organization. There is an opportunity at every Band Parent's meeting to ask questions and make suggestions, or you can contact an officer directly by phone, email, or in person.

We work to keep our musical hornets' appearance and behavior at its best at all times because they are representing our school. It takes all of us working together to instill and maintain pride in our organization. It's what makes our group so successful.

We are Northeast Proud!

NORTHEAST MIDDLE SCHOOL EXTRACURRICULAR ACTIVITIES

An extracurricular activity shall be defined as all student organizations and activities which meet in the name of Northeast Middle School and are not part of the regular school curriculum. This policy shall include, but not be limited to, the following:

Athletic Teams	Academic Activities
Varsity sports	Student Council
Cheerleaders	Yearbook
Intramural tournaments	Newspaper
Music Organizations	Performing Arts

Academic Standards

To participate in an extracurricular activity, 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 will be ineligible for participation if he/she does not pass four full credit academic courses, or the equivalent.

In cases where a student's performance in any preceding grading period does not meet the standards as presented above, such students shall be on probation for fifteen days of the next grading period. If the eligibility standard is not attained, the participant will be ineligible for the activity for the remainder of the quarter. **In the case of athletic teams and music organizations, students may attend practice but not compete or perform.** Members of Student Council and Yearbook will be placed on probation for fifteen days. Eligibility sheets, indicating the names of all ineligible participants on a varsity team (basketball, cheerleading, field hockey, football, soccer, softball, volleyball) shall be completed as needed by all teachers. ***Please note that at the time of the band trip if a student is failing 2 or more subjects they will not be able to attend the band trip and NO refund will be given.***

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 are expected to attend ALL performances. ***Students who fail to attend performances may be ineligible to go on the band spring musical competition.*** This decision will be left to the discretion of the Director and NEBOPO executive board.

A tentative schedule of events for this school year is located in the back of this handbook. Please mark them on your calendar IMMEDIATELY.

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. For each succeeding suspension, the student may not participate during the suspension and an additional 10 days. A student may not practice for school-sponsored activities during the period of the actual in-house or out-of-school suspension.

Coaches' Standards

Coaches and directors may add various rules and regulations that are specific to their activity. Coaches and directors will follow the guidelines in the middle school coach's handbook.

Sportsmanship

Students who participate in extracurricular programs must keep in mind that they are always in the public eye and that their personal conduct will always be subject to the scrutiny of other students, fans, and opponents. They, therefore, have an obligation to serve as positive role models by demonstrating the following:

- ✓ Showing respect for authority and property
- ✓ Showing support for and helping each other
- ✓ Maintaining academic eligibility and training rules
- ✓ Emphasizing the ideals of sportsmanship, loyalty, ethical conduct & fair play.
- ✓ Understanding that succeeding is important in every facet of life and any display of unsportsmanlike behavior toward an opponent, official, or spectator during the season may result in discretionary discipline by the coach or director and possible suspension/termination from that activity.

Northeast Middle School Extracurricular Activity Contract

Northeast 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, however, 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 themselves and inform the student of the outcome. In order to avoid stress, conflicts between activities should be taken care of at least **two 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 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.

GENERAL INFORMATION

Majorettes and Color Guard

Tryouts for majorettes and color guard are typically held in May each year. All current 6th & 7th grade students are eligible to audition. Those chosen for the next year's squad attend practices throughout the summer. Anyone interested in participating in color guard is asked to contact either, Miss Garza or Mr. Rupnik prior to the start of summer band camp each year.

Majorette and Color Guard students may not be instrumentalists in the marching band as they participate in all marching band activities, such as parades, football games and other special events. Majorette and Color Guard members may participate in concert band, orchestra and jazz ensemble activities.

Rehearsals

Band, Jazz Ensemble and Orchestra rehearsals are held each morning **beginning at 7:20 a.m. and concluding at 8:05 a.m. Members are expected to attend all rehearsals and performances during the school year.** Students need to arrive to be ready to start at 7:15 a.m. Late arrival at morning rehearsals interrupts and delays the rest of the musical group, resulting in wasted time for the entire group.

If a student is in school, he or she is required to attend the morning rehearsal. Excuses are given for illness and specifically excused school functions. All other absences of performances must be approved by the Band Director.

Weekly Practice Schedule:

THIS IS THE SCHEDULE FOR THE ENTIRE YEAR!

Monday - Jazz Ensemble

Tuesday - Orchestra

Wednesday - Band

Thursday - Orchestra

Friday - Band

Jazz Ensemble has an additional weekly rehearsal during the school day during Hornet Block.

If a member of the band, orchestra, or jazz ensemble needs to schedule extra help with an academic teacher before school, it must be done on days when the child does not have rehearsal. If extra help must be scheduled on a rehearsal day, the child must first report to rehearsal with a note from their parent or teacher. Only then will the child be excused from rehearsal.

Practice

Practice makes perfect! Students should practice 20 to 30 minutes per day at home in addition to morning rehearsals and weekly lessons. To excel at an instrument, daily practice is required and will improve playing, may advance seat placement and will help create a great Northeast Band and Orchestra.

Lessons

Group instrumental music lessons are offered to all Bethlehem Area School District students performing in their school's instrumental music program. One lesson per week is offered, at no cost, to students during the school day on a rotating basis. If a child does not take private instrumental music lessons, he/she is required to attend these weekly group lessons. If a child takes private lessons, he/she may choose to also attend the group lessons. It is important to note that students are responsible to make up any missed class-work.

If a student does not take private music lessons, he/she must attend a minimum of 17 group lessons during a given school year (5 lessons in the first quarter, 5 the second quarter, 5 the third quarter, and 2 the fourth quarter). Lessons will be evaluated prior to the end of each quarter. Students that do not adhere to the lesson schedule will not be able to attend the spring music trip. Failure to attend at least 17 group lessons, along with failure of proficient progress in your chosen instrument, may result in the director denying the student permission to attend the spring music trip. After school lessons are available on a sign-up basis with Mr. Rupnik.

The student will be issued a punch card during summer band camp so that they may easily track how many lessons they have attended. They will sign the card to acknowledge that they understand this policy and are aware of the penalty if they do not attend the appropriate number of lessons. The card will be attached to their instrument case, and the student is responsible for bringing it to their lesson and having it punched. Make-up lessons may be scheduled by request of the student at the director's convenience but cannot exceed 1 per week.

A number of teachers and businesses provide private instrumental music instruction in our area. Please check the band room bulletin board for suggestions or speak to Mr. Rupnik. A form will need to be completed by the private instructor confirming participation in the lessons. This form will be provided by Mr. Rupnik upon notification of participation in private instrumental music instruction.

Music

All instrumental music students are permitted to take home their folder for rehearsal purposes throughout the school year. In some cases, two students may have to share the same music folder throughout the year. It is required that stand partners work out a fair schedule for taking home music. If, for some reason this cannot be accomplished by the students, Mr. Rupnik will create a fair folder sign-out schedule.

PARENTAL INVOLVEMENT

The students' success in the instrumental music programs at Northeast rely heavily on the involvement and support of parents and extended family members. All our fundraisers, concerts, and events are organized and/or staffed by parent/family volunteers and would not be possible without them.

Volunteers

Volunteers are always needed. Please consider volunteering for events and activities throughout the year. There are plenty of opportunities to fit anyone's schedule ranging from light involvement to committee chairs and officers. You can sign-up on the volunteer form in your rainbow packet, on sign-up sheets at meetings, or contact the chairperson of the event you would like to help with. If you haven't signed up for an event, but find you have the time, do not hesitate to come and volunteer. It's never too late!

All parents are asked to contribute baked goods to at least one of our bake sales during the year.

Chaperones and Parade Walkers

Chaperones are always needed for events to help Mr. Rupnik keep the kids safe, well-behaved and organized. Parade walkers walk along with the band in the parade carrying water, watching for dropped items, etc.

Band Trip Chaperones

It is very important for parents to attend meetings and volunteer. Parents who wish to chaperone must volunteer for at least 3 activities and have their trip paid for in full. If you are not chosen to chaperone, your payment will be refunded. Chaperones are chosen based on overall volunteerism throughout the year. Attendance is taken at all meetings and band events. Band trip chaperones will be responsible for paying to attend the trip. All chaperones are required to have clearances (PA Child Abuse and PA Criminal History) completed, and a copy of a photo ID on-file at the school and submit a release form for background checks.

Attend Concerts and Events

Please attend as many events as possible, even if your child is not performing. Students appreciate performing to a full house and seeing their family and friends supporting the music programs of their school.

COMMUNICATION

Staying informed is the key to success in the Northeast Band and Orchestra. We go to great lengths to be sure you are aware of all news that you need to know. Email and Remind are our two main ways of distributing information to families. If those ways are not accessible to you, please let us know a phone or text information, so that everyone stays informed of updates or last-minute changes.

Bulletin Board, Handouts, Schoology, and Sign-up Sheets

Any information that students need to know throughout the school year will be posted on the Band and Orchestra bulletin board in the Band Room or handed out in rehearsals. As students may not attend rehearsals every day if they are only in one group, it is important for students to:

- *Check Mr. Rupnik's Schoology page for updates or announcements.*
- *Check parents' email everyday for any changes/updates.*
- *Listen to announcements before rehearsals every morning.*
- Check the bulletin board every day for any new information.
- Check the parents table daily for handouts to bring home. Please remind your child to give these to you when he/she arrives home.
- Check daily for any posted sign-up sheets for specific activities.

The NEBOPO Newsletter – What's the Buzz

The Parent Organization publishes a monthly newsletter entitled *What's the Buzz* to keep families informed about events. These newsletters are distributed at monthly band meetings and posted on our website. If you cannot make a meeting, your child may get a copy of the newsletter from the band director. Please be sure to watch for the newsletter and read it to keep updated. If any student, parent or faculty member wishes to write an article or submit information, please send the material to the band room labeled NEWSLETTER.

Parades

During parade season, on Wednesdays prior to the weekend parade, a notice will be sent home with students with the details and route of the parade.

NEBOPO Meetings

NEBOPO meetings are held to inform parents of important information and give them an opportunity to ask questions and offer input. Attending these meetings is the best way to keep up to date and informed.

Student members of the band, orchestra and jazz ensemble are encouraged, but not required to attend with their parents. Students that come to meetings are required to remain in the meeting and may not wander around the building and outside. Student officers will attend the meetings and report information back to the students during rehearsals.

Meetings are generally held on Wednesdays in Northeast Middle School's auditorium, beginning at **7:00 p.m.** A quorum shall be 10 members, including a majority of executive board members.

Meetings for 2023 – 2024 School Year
All meetings begin at 7:00 p.m. UNLESS Noted

* August 16, 2023 -- * Band/Orchestra Parent Meeting
September 20, 2023 — Band/Orchestra Parent Meeting
October 2023 TBD — Band/Orchestra Parent Meeting
November 15, 2023 — Band/Orchestra Parent Meeting
January 17, 2024 — Band/Orchestra Parent Meeting
February 21, 2024 — Band/Orchestra Parent Meeting
March 20, 2024 — *Nominations for officers will be held: Band/Orchestra Parent Meeting*
+ April 17, 2024-- +Mandatory Spring Trip Meeting

**6:00 for new parents and students; 7:00 for returning families*

+This is a mandatory trip meeting for ALL students & parents!

Website -- www.NEBOPO.com

NEBOPO's website features a calendar of upcoming events, current fundraiser information, a copy of the current newsletter, and recent photos of our students in action as well as general information. On event days, any important changes or cancellations will be posted on the site as soon as it is known. Help keep the website up-to-date by supplying photos and feedback to our Webmaster.

E-Mail List

PLEASE provide us with an email address when you fill in the forms in the rainbow packet. This is the most direct and quick way we have to contact you by email with last-minute changes, reminders, updates, etc.

Translation

If a family needs any paperwork, forms, or communication translated, please contact Mr. Rupnik, the school, or a NEBOPO officer for assistance. We will do everything possible to make sure that all parents are well-informed.

Si una familia necesita cualquier papeleo, formas, o comunicación traducida, por favor, comuníquese con Sr. Rupnik, la escuela, o un oficial de NEBOPO para ayuda. Haremos todo posible para asegurar nos de que todos los padres están bien.

Forms

You have been asked to complete a packet of forms "Information packet" and all forms must be filled-out and returned right away for involvement in Band/Orchestra/Jazz/Singers (see deadline on forms).

Uniforms will not be distributed until these forms are returned & Fair Share has been paid.

Throughout the year there will be additional forms for events and participation, and a separate packet for the annual trip. We have tried our best to keep the forms to a minimum, but it is very important that you fill out all forms completely and return them in a timely manner. If we do not receive the forms, your child may be denied participation in an event and we do not want that to happen to any student. If you have any problems or questions with forms, please contact Mr. Rupnik, the school, or a NEBOPO officer.

CONTACT INFORMATION

It is very important that we have a reliable way to contact you. E-mail, text, phone, and checking the website are all ways we can get up to date information to our families. On your forms, PLEASE be sure we have the best way to contact you to keep you informed. **IF** your information changes during the year, please let us know so we can be up to date with your information. Due to privacy concerns, the school office cannot share addresses/phone numbers with us. You can send the new information to Mr. Rupnik or any NEBOPO officer.

EVENTS

The following is an overview of the events that your child will participate in this year. Details for each event will be sent home beforehand. Dates for these events can be found in the Calendar of Events or will be announced. There may be additional events if we have opportunities throughout the year. (Please see attached calendar for full list of events.)

Parades

*This year the Northeast Marching Band will participate in 3 parades in October for Halloween, and a parade in March for St. Patrick's Day. The exact dates are listed in the calendar at the end of the handbook. Please take a moment to mark them in your calendars immediately. Parades are a **REQUIRED** activity of all marching band members.*

Holiday Concert

Before the holidays, there will be a concert with the Orchestra and the Northeast Singers and Choruses.

Caroling

Mr. Rupnik will choose members of the band and orchestra to play in the Wind Ensemble to go caroling before the holidays along with Northeast Singers at several locations. Some of these will be during the school day and some may be on a weekend.

Northeast Jazz Festival

Northeast Middle School sponsors a Jazz Festival at the school for local Middle School Ensembles. The Northeast Jazz Ensemble performs and will be adjudicated. As the host school, Northeast is not eligible for awards at this festival. Parent volunteers are needed for this event. Please see a NEBOPO board member.

Jazz Ensemble Competitions

The Jazz Ensemble participates in several Jazz Ensemble Competitions such as the Nitschmann Jazz Festival and Broughal Jazz Festival. These generally occur during the month of March. **Parents involved with these competitions are needed to help bring items to each of these competitions.**

All City and PMEA District 10 Concerts

Mr. Rupnik will choose students to participate in The All-City and PMEA (Pennsylvania Music Educators Association) District 10 Band and Orchestra concerts.

Northeast Spring Concerts

In the spring, there will be two concerts, 1st is the yearly Band Concert and Jazz Ensemble concert. The second is the Spring Concert that includes the Orchestra, Chorus, and the World Percussion Ensemble.

Spring Competition Trip

Each year Northeast Concert and Marching Bands, Jazz Ensemble, Orchestra, and the Northeast Singers attend a competition held through the Music in the Parks program. This is an overnight trip with a competition for each group. We will attend an amusement park and several educational side-trips as well.

8th Grade New York Trip

8th Graders in the Instrumental Music Program and the Chorus will have the opportunity to attend a Broadway Show in New York City in the spring. This is an additional expense and parents may attend as chaperones. Tickets are limited and on a first-come, first-serve basis.

COSTS

Following are expenses you can expect throughout the year.

Fair Share

Fair Share is a basic cost that all Band, Jazz Ensemble and Orchestra students must contribute to cover basic operating costs such as music, supplies, parade buses, an instrument home practice app, printing costs, postage, uniform cleaning, etc. All students **must have a \$75 fair share** in their accounts, no later than uniform distribution. This is due whether they are attending the band trip or not. Fair share must be paid before uniforms are released to your child.

Spring Competition Cost

The cost for our annual competition trip is \$350.00. Combined with the Fair Share, the total is \$425.00. This may be earned through fundraising, personal payments (Cash, Check, Money Order or Credit Card with a 3% Service Fee , or Venmo), or both and **must be Paid-In-Full by March 20, 2024**. Any account not paid-in-full by March 20, 2024, may result in the student not being able to attend the Spring music trip.

Payment Plan

Due Date	Payment Amount	Balance Due
Fair Share paid on/before uniform distribution	\$75.00	\$425.00 (includes fair share) \$350 owed for spring trip
September 20, 2023		
October 18, 2023	\$58.00	\$292.00
November 15, 2023	\$58.00	\$234.00
December 20, 2023*	\$58.00	\$176.00
January 17, 2024	\$58.00	\$118.00
February 21, 2024	\$59.00	\$59.00
March 20, 2024	\$59.00	\$0.00

***No meeting scheduled but payment may be provided during early morning rehearsal.**

You will receive an updated emailed invoice the weekend prior to the payment due date.

Please contact a board member if different payment options are needed.

Eighth Grade Trip Cost

Eighth Grade students will have the opportunity to attend a trip to New York City to see a Broadway show. The cost will be announced and will be the same for students and chaperones. Tickets are limited and on a first-come-first-served basis. Payment must be made by personal check and is due with permission forms by January 12th, 2024. A sheet will be sent home with more information on the trip.

Additional Fees

Uniform fees may apply depending on your student's needs; see the selection on Uniform Distribution for details. Uniform fees must be paid before the uniform is released to your child.

Marching Band students will be issued one music holder (Flip folio). Holders may be used from year to year and are turned in at the end of 8th grade. They must be kept in good condition and should be brought to uniform distribution to be inspected. If broken or lost, students will be charged \$10.00

Refund Policy

We do not provide refunds for any items purchased for band and orchestra for any reason other than damage or defect at the time of delivery. This includes uniforms. Please make sure that all items ordered are of proper size and free of defects at time of purchase.

Amounts earned through fundraising are not refundable.

Any refunds requested will be made payable to you by a check from NEBOPO.

No refunds will be given in the event the Bethlehem Area School District denies travel as a result of safety concerns.

If it is a parent/and or student decision to not attend the Spring Music trip, cancellation must be in writing to NEBOBO Officers c/o Mr. Rupnik. If cancellation is prior to March 20, 2024, you will receive a full refund of the trip cost (NOT the fair share amount- and only if you have made personal payments). If cancellation is after March 20, 2024 but before April 17, 2024, you will receive a refund of ½ the trip cost. Cancellations after April 17, 2024 will receive no refund. Refunds will be given only for amounts paid by personal payment. Fundraised amounts can be carried over according to the policy below.

Refund Policy Continued

Monies remaining in a student's account at the end of the year will be rolled over for the following year's account provided they are a returning student or have a younger sibling that will be a Northeast Instrumental student in the next school year. Monies are not transferred to Liberty High School nor are they refunded in cash amounts. Funds remaining in accounts of graduating students without younger siblings attending Northeast the following year will be directed into the organization's General Fund.

If a student does not participate in the practices, parades and performances as listed in this handbook, the Director and/or the NEBOPO Board, may at their discretion deny the student participation in the Spring Music Trip.

Financial Status

If anyone has any concerns about the financial requirements, please contact Dr. Quinones, Northeast Principal. No child will be denied participation because of financial needs. NEBOPO will do everything possible to assist. We ask that notification of financial hardship be given as soon as possible. These contacts will always remain confidential.

FUNDRAISING

In order to help defray the costs of participation, and to raise funds for NEBOPO'S general fund, we hold several fundraisers throughout the year. Students generally earn a percentage of sales to their account. Several fundraisers are held strictly for the general account (ie: Candy cart, Car wash). Our first fundraisers typically begin during Summer Band Camp. Limited early fundraising will be done in the first part of the 2023-2024 school year.

Please have your orders in on time and pick up your orders promptly. **Some merchandise requires refrigeration and cannot remain at the school overnight.** Remember that fundraisers are run by parent volunteers, so please do not make additional work for them. Do not expect your child to bring home their fundraiser merchandise if they have sold a lot or it includes bulky items. Please deliver fundraiser items as soon as possible.

Payments

Payments for all orders are due when the order is placed. All payments should be submitted as **one check or money order made payable to NEBOPO,** with your child's name in the memo space (this assures credit if the check should become separated from the order). Your customers should make their checks payable to you and you make a single payment for your entire order.

You will be charged a \$20.00 fee for any returned check! In the event that a child's account has two or more returned checks, NEBOPO reserves the right to require all future payments in the form of a money order, in addition to any fees owed.

Fundraisers

The following is a tentative list of fundraisers this year. Please check the calendar of events in this handbook or the website for dates. Be sure to ask your child for the information when the sale starts.

Spirit Wear Sale

For the 2023-2024 year, NEBOPO will be offering Spirit Wear. Dates and quota information will come home at a later date.

Claire's Gourmet Catalog / Joe Corbi's Catalog

Order forms will be handed out with information on due date, delivery date and quota at NEBOPO meetings.

FUNDRAISING (CONTINUED)

Car Wash

A car wash will be held in August this year. Money raised will go into the general fund.

Bake Sales

We will hold bake sales at concert events to raise funds for the NEBOPO general account. We will need parent volunteers to help sell and all parents are asked to bake for at least one sale.

Ongoing – Wawa, Giant, Shoprite

Always available are the Wawa shortie coupons, Giant gift cards and Shoprite gift cards. These can be purchased at every NEBOPO meeting or contact Tina Piscitello for other times.

Other Fundraisers

We will also be selling food, beverages, candy, 50/50 raffles, etc. at various events for the NEBOPO general account. There may also be additional fundraisers throughout the year for both student accounts and the general account.

Check for more information, updates, changes
and all delivery dates in the newsletter
and on the website!

UNIFORM DISTRIBUTION

Marching band uniforms will be fitted and distributed at a to be determined date. (Jazz band uniform distribution will be scheduled later in the year.) Students will be measured prior to uniform distribution and uniforms will be pre-assigned to help ensure the best fit for all band members. Sign up sheets for distribution date and time will be posted at a later date. There are typically 3 nights of uniform distribution. Assistance is always needed for distribution, please let us know if you can help.

During uniform distribution, students will be issued pants/jumpers, jackets, hats/berets, garment bags and hangers.

Fees may apply depending on your student's needs.

Although uniforms are pre-assigned, students will be required to try on their uniforms at distribution so we can check the fit. (Wear gym shorts and a t-shirt so you can try on your uniform over your clothes.)

The pant length can be adjusted with the snap tape that is part of the uniform. No more hemming!

Used shoes will be available for purchase or exchange, or new shoes can be ordered. Students also can purchase gloves and band polos.

All uniform fees, Fair Share, and band forms are due at distribution.

If students do not have their fees or completed paperwork, they will be fitted and assigned a uniform and the uniform will be held until fees and forms are turned in. Payment can be in cash or checks made payable to NEBOPO.

Band Polo \$12*
Shoe Exchange No charge
New Band Shoes \$45
Used Shoes \$10
Majorette Boots
(Leather - \$73)
(Vinyl - \$58)
Cotton Gloves \$5
Gripper Gloves \$5

*polos cost is subject to change for new order being placed

New To You Exchange

Please send in clean, outgrown band shoes, polo shirts, and gloves for the "New To You" exchange. Many of these articles are gratefully used by other families. Feel free to look through the exchange articles for your child's use. Many are only gently used and you may only need to use it once or twice.

CARE OF YOUR BAND UNIFORM

It is your responsibility to keep the band uniform you have been issued in the best condition possible. Check the uniform before you leave Uniform Distribution. Have any problems noted on your distribution sheet so that you will not be charged for existing problems. Follow these guidelines to care for your uniform throughout the year. Refer to the "What to Wear" section of the band handbook for additional information.

1. Always hang your uniform on the hanger provided. Using other hangers can leave creases in the uniforms. Do not roll or fold your uniform. Always allow your uniform to "air" for a while after parades and strenuous marching before placing it in the garment bag. Always store your hat in the hat box.
2. Use the garment bag for all traveling and storage. All garment bags should be labeled with your name and grade so that you can easily identify it. All hat boxes should be labeled with your name and grade using masking tape. Do not write or draw on the outside of the hat box. You will be charged to replace a ruined hat box. All hats should be labeled on the inside with your name and grade using masking tape.
3. If you spill something on your uniform, take note of what the spill was and then promptly take it to a reputable dry cleaner. The band uses Prestige Cleaners near the Giant food store on William Penn Highway. The sooner you take the uniform to the cleaner, the easier it will be for the cleaner to get the spot out. Tell the cleaner what caused the spot.
Do not use home dry cleaning kits. Do not machine wash and dry the band uniform.
Dry cleaning during the school year is your responsibility and expense. The band will clean the uniforms once at the end of each year. If you would like to make a welcome contribution to the band you may return the uniform dry cleaned with the dry cleaner's receipt attached.
4. Pants must be adjusted so that the hem falls at or above the sole of your band shoes; they **must not** touch the ground. Use the snap tape to adjust length. If you need longer pants, contact the uniform chairperson.

It is your responsibility to make sure that your pants are worn correctly. Try on your pants with your band shoes. Pants should **never** drag on the ground! The hems will wear very quickly, and you will be charged a replacement fee.

5. Gloves should be kept clean at all times. After washing, gloves should be dried flat to prevent shrinkage.

CARE OF YOUR BAND UNIFORM (continued)

6. Shoes should be polished and kept clean at all times. Windex, Fantastic, or a Mr. Clean Magic Eraser works well on dirty shoes.

7. **Do not** exchange uniforms with friends. All uniform parts are numbered, and you are required to return the one you were issued unless noted by the uniform committee.

8. Replacement costs are as follows:

Band Uniforms:

Uniform Jacket: \$176.00

Uniform Bibber (Pants): \$108.00

Majorette Jumper: \$110.00

Uniform Hat: \$39.00

Hat Box: \$11.00

Uniform Beret: \$50.00

Garment Bag: \$20.00

Uniform Hanger: \$8.00

Jazz Ensemble Uniforms:

Tuxedo Shirt: \$27.00

Bow Tie: \$15.00

Vest: \$35.00

Black Buttons \$5.00 a set

WHAT TO WEAR

MARCHING BAND

- Green uniform pants.
- White uniform jacket with a **band provided white t-shirt** underneath. No colored shirts, no logos, and no pictures on the t-shirts – it will show through.
- **High, white socks** (either crew or tube socks. NO low ankle socks).
- White band shoes – cleaned and polished.
- White gloves (clean, please. Clarinets cut off the fingertips).
- Band hat or beret (percussion, sousaphones, color guard and majorettes wear berets.) Feather plumes will be placed on the hats by adult volunteers once students are in formation. Students will remain in formation until their plumes are removed by an adult at the end of the event.
- In cold weather, students are advised to layer long-sleeved white t-shirts, thermals or turtleneck with the collar rolled down. They must be white and may not stick out from the uniform. Extra socks are also advised along with either thermals or tights under the pants. Do not wear jeans, pajama pants or sweatpants under the uniform.
- **No earrings, jewelry, nail polish**, visible body piercing, or tattoos.
- Individuals with long hair must have hair secured under the hat/beret. No wild hair color.

MAJORETTES

- Jumper with jacket over it.
- Majorette boots with tassels.
- Beret
- Lollipops or softyshorts.
- Additional socks may be worn inside of the boots, as long as they do not show.
- Skin colored tights may be worn for added warmth if necessary.
- No earrings, jewelry, nail polish, visible body piercing, or tattoos.
- No wild hair color. Majorettes wear their hair down; not secured under their beret.

COLOR GUARD

- Male and female Color Guard dress the same as the band members.
- No earrings, jewelry, nail polish, visible body piercing, or tattoos.
- No wild hair color. Individuals with long hair must have it secured under the beret.

CONCERT BAND

- Dresses the same as the Marching band, but no hats and no gloves are worn.

WHAT TO WEAR (continued)

ORCHESTRA

- Males wear black dress slacks with high black socks (either crew or tube)
- Females may wear black dress with black hose, slacks with black socks, or a black skirt with black tights.
- White dress shirt or blouse
- Necktie (may wear a festive one at the holiday concert)
- Black dress shoes (no sneakers)
- No earrings, jewelry, nail polish

JAZZ ENSEMBLE

- Black dress slacks
- White tuxedo shirt with black button inserts (Issued by NEBOPO)
- Tuxedo vest with matching bow tie (Issued by NEBOPO)
- High black socks (either crew or tube)
- Black, dress shoes (no sneakers)
- No earrings, jewelry, nail polish

PEP RALLIES, CAROLING

- Green NEMS Band polo shirt purchased at start of year
- Clean, un-ripped and un-frayed blue jeans
- Good condition sneakers
- Majorettes wear pep rally uniforms, no jewelry or earrings

PARADE WALKERS

- Black pants
- NEMS Band polo shirt purchased at start of year
- Comfortable shoes
- Dark socks

OFFICER'S DUTIES

ALL POSITIONS

- Are members of the Board of Directors and attend Board Meetings.
- Attend NEBOPO Parents meetings.
- Help during band and orchestra concerts, parades, football & basketball games, competitions & other activities, as needed.
- Assist on trips by helping with organization, packing, and chaperoning (if requested by the director).
- Responsible for training the successor and handing over any supplies, keys or other items, by August 1 after his/her term of office. Also responsible for being a mentor to his/her replacement until October 1 after his/her term of office.
- May receive reimbursement of expenses incurred for any band or orchestra activity when a receipt is presented to the Treasurer.
- Assist the director with planning and arrangements for the annual band trip by creating room & bus rosters, planning, registration, etc.
- Work with the director to foster a positive environment within the organization.
- Support parents and students and be available to advise and answer questions.

PRESIDENT

- Liaison between the parents and the Band Director.
- Liaison between NEBOPO and the Student Officers.
- Represent NEBOPO in the community, at school, and to the public.
- Conducts the monthly meetings and Board of Directors meetings of NEBOPO.
- Coordinates the activities of the parents as they relate to the bands and orchestra.
- Recruiting and guiding Volunteer Coordinators & Chairpersons.
- Organizing the non-musical activities of the Band, Orchestra & Jazz Concerts.
- Organizing the Northeast Jazz Festival.
- Assist the director with planning and arrangements for the annual band trip by ordering t-shirts, booking reservations, scheduling itinerary, etc.
- Arrange details of fundraisers for the general fund.
- Maintain documents relating to activities.
- Arbitrate conflicts and solve problems when needed.

VICE PRESIDENT

- Attend NEBOPO Parents meetings; make reports as needed.
- Conduct monthly meetings in the absence of the President.
- Maintain the students' account records including fundraiser quota amounts.
- Collect and maintain participation and medical forms for parade and trip participation.
- Will issue statements to each parent/guardian, by mail, denoting account status and balance due.
- Arrange, execute and coordinate distribution of fundraisers for student accounts.
- Coordinate with the Uniform Chairperson regarding students that drop out so uniform return or payment can be pursued.
- Maintain documents and records regarding all fundraisers.

SECRETARY

- Attend NEBOPO meetings and make reports as needed.
- Take the minutes of NEBOPO Parent meetings
- Transmit the NEBOPO Parents meeting minutes to the website coordinator.
- Create and distribute the *What's the Buzz* newsletter
- Maintain the minutes of all meetings and other materials important to the operation of the organization.
- Write and send correspondence as requested by officers, committee chairs or the band director.
- Send greeting cards as requested by officers, committee chairs, or the band director.
- Inform the insurance company of the names of the NEBOPO officers necessary for bonding purposes, at the beginning of each school year.

TREASURER

- Receive fundraising proceeds and student account payments to deposit into NEBOPO'S bank account. An extra copy should be made of all checks and money orders received that are pertaining to student accounts and given to the vice-president in charge of student accounts. Relay any payments received for uniforms, supplies or quota (items chargeable to students) to the person in charge of student accounts or uniforms.
- Make all deposits expeditiously into the NEBOPO bank account.
- Keep the financial records and banking records of the organization, with the exception of the students' accounts.
- Present a financial report at the monthly NEBOPO meetings and have copies available for distribution.
- Maintain the checking account, reconcile it monthly and keep the President abreast of account status.
- Have the checking account audited yearly.
- Provide checks for payment of organizational activities promptly, as needed, always securing a second signature from an authorized officer or the director.
- Provide change and money boxes for any organization event or sale.
- Make telephone calls regarding returned checks and assist the vice president with calls regarding delinquent student accounts, if necessary.
- Handle any other financial matter concerning the organization.
- Provide the President with a Treasurer's Report for the months of May, June and July, prior to handing over the books on August 1 of a new administration.

NEBOPO CALENDAR OF EVENTS 2023-2024

****TENTATIVE – subject to change**

August 7 – August 18, 2023	Summer Band/Orchestra/Jazz Camp 8 AM – 12:00 PM
Friday, August 11, 2023	Rainbow Packets due
Wednesday, August 16, 2023	Band and Orchestra Parent Meeting 6 PM New/ 7:00 PM Returning Parents
Monday August 21, 2023	Uniform Distribution 6-8 PM
Monday, August 28, 2023	First day of school – students
Tuesday, August 29, 2023	Uniform Distribution 6-8 PM
Wednesday, August 30, 2023	First Band Rehearsal 7:15 AM (arrival time)
Thursday, August 31, 2023	First Orchestra Rehearsal 7:15 AM (arrival time)
Monday, September 4, 2023	NO SCHOOL – Labor Day
Tuesday, September 5, 2023	Open House 7th and 8th grade students (arrival time to be confirmed)
Monday, September 11, 2023	Patriot Day Ceremony 8:05 AM - 8:30 AM
Tuesday, September 12, 2023	Uniform Distribution 6-8 PM
Wednesday, September 20, 2023	Band and Orchestra Parent Meeting 7 PM
Monday, September 25, 2023	NO SCHOOL- Yom Kippur
Mondy, October 9, 2023	NO SCHOOL - Teacher In-service day
TBD	Band and Orchestra Parent Meeting 7 PM
Saturday, October 21, 2023	Official Group Band Picture 10AM
Saturday, October 21, 2023	Nazareth Halloween Parade 1 PM (report time to be confirmed)
Wednesday, October 18, 2023	NE vs BR Football Game 5:30PM (tentative time, further info to follow)
Sunday, October 22, 2023	Saucon Valley Spirit Parade 2 PM (report time to be confirmed)
Sunday, October 29, 2023	Bethlehem Halloween Parade 2PM (report time to be confirmed)
Tuesday, November 7, 2023	NO SCHOOL- Election Day – Go Vote!
Sunday, November 12, 2023	Salute the Troops concert with the Allentown Band 3:00 PM
	Joint rehearsal with Allentown Band 1:30 PM – select students
Wednesday, November 15, 2023	Band and Orchestra Parent Meeting 7 PM
Wednesday, Nov 22-Nov 27, 2023	NO SCHOOL – Thanksgiving
Thursday, December 7, 2023	Holiday/Winter Concert (orchestra/chorus/world percussion) 7 PM
Thursday, December 21, 2023	Caroling in the Lehigh Valley - Wind Ensemble & NE Singers (all day)
December 25 - January 2, 2024	Winter Break – Happy New Year!

+NEBOPO CALENDAR OF EVENTS 2023-2024

(Continued)

Wednesday, January 3, 2024	SCHOOL RESUMES
Monday, January 15, 2024	NO SCHOOL - Dr. Martin Luther King Day
Wednesday, January 17, 2024	Band and Orchestra Parent Meeting 7 PM
Friday, February 2, 2024	NEMS Stomp Show 7 PM
Tuesday, February 6, 2024	All City Band rehearsal@ NE 7:20 AM - 11:30 AM
Wednesday, February 7, 2024	All City Band rehearsal@ NE 7:20 AM - 11:30 AM
Thursday, February 8, 2024	All City Band Concert@ NE 7:30 PM
Thursday, February 15, 2024	HALF DAY - Teacher In-service day
Friday, February 16, 2024	PMEA Intermediate Band & Orchestra Festival
Friday, February 16, 2024	NO SCHOOL - Teacher In-service day
Monday, February 19, 2024	NO SCHOOL - Presidents Day
Wednesday, February 21, 2024	Band and Orchestra Parent Meeting 7 PM
Thursday, February 22, 2024	Northeast Theater Company Musical 7 PM
Saturday, February 24, 2024	Northeast Theater Company Musical 3 PM
Friday, March 1, 2024	Northeast Jazz Festival 6:30 PM
Friday, March 8, 2024	Broughal Blues Jazz Festival 6:30 PM
Friday, March 15, 2024	Nitschmann Jazz Festival 7 PM
Saturday, March 16, 2024	Celtic Classic Parade of Shamrocks 1 PM - Tentative
Monday, March 18, 2024	Band & Orchestra Composite Pictures 6PM - 8PM
Tuesday, March 19, 2024	Band & Orchestra Composite Pictures 6PM - 8PM
Wednesday, March 20, 2024	Band and Orchestra Parent Meeting 7 PM
<i>TBD</i>	Together We Sing
March 28, 2024 - April 1, 2024	NO SCHOOL - Spring Break
Tuesday April 2, 2024	Schools Reopen
<i>TBD</i>	8th Grade NYC Trip Meeting
<i>TBD</i>	8th Grade NYC Trip (All Day)
Wednesday, April 17, 2024	Band and Orchestra Parent and Child MANDATORY Trip Meeting 7 PM
Thursday, May 2, 2024	Northeast Annual Band Concert 7 PM
Tuesday, May 7, 2024	Vocal Ensembles Concert 7pm
Friday, May 10, 2024	Music in the Parks at Northeast-Volunteers needed
Saturday, May 11, 2024	Music in the Parks at Northeast-Volunteers needed
Friday-Saturday, May 17-18 2024	Northeast Music Spring Trip – Bristol, CT
<i>TBD</i>	StepTeam/Dance Team Trip
Thursday, May 23, 2024	Northeast Spring Choral Concert 7 PM
Friday, May 24, 2024	Music in the Parks at Northeast-Volunteers needed
Saturday, June 1, 2024	Music in the Parks at Northeast-Volunteers needed
<i>TBD</i>	End of Year Band/Orchestra Picnic
Thursday, June 6, 2024	Last Day of School for Students

OFFICERS AND CHAIRPERSONS

<u>POSITION</u>	<u>NAME</u>	<u>PHONE</u>	<u>EMAIL</u>
Director	Brian Rupnik	610-868-8581	brupnik@basdschools.org
President	Sherri Blevins	484-403-9696	sblevins97@protonmail.com
Vice President	Sara Mahoski	484-767-3664	smahoski2002@gmail.com
Treasurer	Tina Piscitello	610-657-5366	tlp3672@gmail.com
Secretary	Brian Mixtacki	610-573-6056	bmmixtacki@gmail.com
Fundraising Chairperson	Diane Cassel	610-324-8722	dianemeecass@gmail.com
Majorette Advisor	Lauren Garza	610-573-7538	lgarza@basdschools.org
Color Guard Advisor	Lauren Garza	610-573-7538	lgarza@basdschools.org
Uniforms	Beth Pianucci	610-730-3149	pianubet@gmail.com
Uniform Assistant	Sherri Blevins		
GIANT Cards	Tina Piscitello	610-657-5366	tlp3672@gmail.com
Volunteer Coord.	Anmarie Roy	215-704-6115	anmarieroy@gmail.com
Website/Social Media			
Photographer	Currently Open		
Parade Walker Coordinator	Julie Mixtacki	610-509-3816	jjmixtacki@gmail.com

You may also Email the board members at

nebopo.nems@gmail.com for *general questions*

nebopostudentaccts@gmail.com for *Student account questions*

nebopo.fundraising@gmail.com for *Fundraising questions*