

The Pride of the North Shore

**Where Talent, Opportunity and
Dedication Converge**

**2007-2008
SALEM HIGH SCHOOL ~ BAND HANDBOOK**

**Salem High School Bands and Colorguard
Cynthia Napierkowski, Director**

web site address: mywebpages.comcast.net/cmnapier/SHSMB.html

**SALEM HIGH SCHOOL BANDS
POLICY HANDBOOK
2007-2008**

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**SALEM HIGH SCHOOL BANDS
POLICY HANDBOOK
2007-2008**

I. Preamble

In order that Salem High School may strive to develop the best band program possible while fostering individual musicianship and citizenship, these policies and traditions are hereby established for the Salem High School Bands. For the purpose of space, the Salem High School Marching Band will hereafter be referred to as the S.H.S.M.B. The organization consists of the marching band, colorguard, and other units as required. The Salem High School Band program welcomes all registered students of Salem High School to participate. Membership is contingent upon the student's ability to fulfill the requirements of the course as outlined in this statement of policies and traditions. Other performance groups include Concert Band, Jazz Ensemble, Percussion Ensemble, Winter Guard and other small ensembles.

II. Support Groups

A. The Band Officers for the 2007-2008 school year are:

President	Camille Wathne
Vice-President	M.E. Regan
Secretary	Beth LaPointe
Treasurer	Matt Heggie
Senior Representatives	Joe Cole and Ben Hoskins
Junior Representative	Danielle Eddows
Sophomore Representatives	Ryan Buchanan and Gordon Schultz
Freshmen Representative	_____ to be elected
Colorguard Representatives	Amanda Brooks and Kaitlyn Geary
Historian	Camille Wathne

B. The Officers of the Salem Music Boosters are:

Co-President	Kim Brooks
Past President	Keith Heggie
Vice President	Nique Hayes
Treasurer	Laura Geary
Assistant Treasurer	Jean Karam
Recording Secretary	Agnes Buchanan
Corresponding Secretary	Ziggy Hartfelder

C. The Field Staff for the 2007-2008 Marching Band season are:

Drum Majors	Matt Heggie, Chris Martel and Camille Wathne
Drill Instructors	Dexter Anderson, Drew Anderson, Joe Cole, Christina Davies, Owen Grover, Beth LaPointe, Griffin Phelan, Jessica Tobey and Ashley Wilcox
Fall Percussion Captains	Kevin Czarnecki, Chris Martel and M.E. Regan
Fall Colorguard Captains	Amanda Brooks and Kaitlyn Geary

D. Librarians/Managers

Music Librarians	Marisa Kent, Adelaide Majeski, Becky Mezzoff, Jessica Tobey and Ashley Wilcox
Stage Manager	Kevin Czarnecki
Asst. Stage Manager	James Burnes
Uniform Managers	to be determined

III. Rehearsal Traditions

Course 811/812 Regular rehearsals are scheduled “A” Period throughout the school year and on Tuesday evenings from 6:30 to 9:00 pm and Saturdays during the fall marching band season. With the inception of the alternating day block schedule, maintaining communication is of the utmost importance; (always check the bulletin board outside A-310 for time and location).

Information is also available on the Band Web Site at mywebpages.comcast.net/cmnapier/SHSMB.html

NOTES:

1. Inspections will take place prior to all performances throughout the year;
2. All scheduled rehearsals BEGIN at the designated time SHARP. Please arrive and be prepared for rehearsal BEFORE the scheduled starting time;
3. Tuesday evening rehearsals will continue after the end of the marching season through December for students in Courses 811 and 812 to prepare for the annual Winter Concert;
4. During the fall marching season, there will be a rehearsal each Saturday, game or no game, unless otherwise announced;
5. The **Fall Percussion Section** will rehearse on Thursday evenings from 6:30 to 9:00 pm. The **Winter Percussion Ensemble** will rehearse on Monday and Wednesday evenings from 6:30-9:00 pm and on weekends to be announced. It is open to any students in Courses 811 or 812. It is an extracurricular activity and not mandatory.
6. The **Fall Colorguard** will rehearse on Thursday evenings from 6:00 to 9:00 pm. This group is open to all students at Salem High School and Eighth graders by invitation only. The **Winter Colorguard** will rehearse on Monday and Wednesday evenings from 6:00 to 9:00 pm and on weekends to be announced. Other colorguard rehearsals will be scheduled as needed and announced at least one week in advance; The Winter Colorguard is open to all students participating in the fall marching band program (band or colorguard.) Financial restrictions may require an audition process for the Winter Colorguard though it is always our intention to include all interested students. Both the fall and winter colorguards are extracurricular activities and are not mandatory.
7. The **Jazz Ensemble** will rehearse on Tuesday evenings from 6:30-8:30 pm beginning in January. Additional rehearsals will be scheduled throughout the fall to prepare for the annual Winter Concert. Placement in the Jazz Ensemble is by audition only and open to all students in Courses 811 or 812. In the event that a certain instrument is not covered by a student in these Courses, the opening may be filled by a musician from the general high school student population. The Jazz Ensemble is an extracurricular activity and is not mandatory.
8. **All extra rehearsals, if needed, will be announced at least one week in advance whenever possible.**

IV. Attendance

The traditions outlined below do not reflect the regularly scheduled “A” period rehearsals which are subject to the attendance policy for the high school. Outlined below are traditions for performances and rehearsals **other** than “A” period.

Because of the interdependence of parts during each rehearsal and performance, **NO UNEXCUSED ABSENCES CAN BE PERMITTED. IN MOST CASES, A JOB CONFLICT WILL NOT BE EXCUSED!!!**

Excuses will be handled in the following manner:

1. Students will be excused automatically on the basis of illness that prevents attendance from all day classes. Should this absence occur on the day of an evening performance, **written notification of the absence from a parent must be received when the student returns to school.** Please notify the director if the student will be absent for an extended time period.
2. All other excuses for scheduled rehearsals must be submitted on an “Excuse Form” AT LEAST ONE WEEK PRIOR TO THE CONFLICT. Blank excuse forms are located on the bulletin board outside the rehearsal hall (room A-310).
3. In order to avoid being marked with an unexcused absence, a student who arrives late to a rehearsal should sign in with the secretary BEFORE joining the band in rehearsal. This includes “A” period rehearsals.
4. Any unusual or extenuating circumstances regarding portions of the attendance policy should be brought to the attention of the director immediately. Please remember that in all cases, (with rare exception of sudden emergencies), absence, tardiness, or early dismissals will be excused ONLY if the following procedure has been properly implemented:

Rehearsal or Performance due to illness:

Call the director at least 30 minutes prior to reporting time;

Rehearsals for reasons other than illness:

Submit a written statement on an Excuse Form to the director at least **ONE WEEK** prior to the conflict;

Conflicts with a Performance or Dress Rehearsal:

Please submit a written explanation of the conflict IN PERSON to the Director as soon as possible and no later than **TWO WEEKS** prior to the conflict. Excuse forms for performances require a parent/guardian signature.

*** If for some reason the director can not be reached 30 minutes prior to a rehearsal or performance, please leave a message on the answering machine and then call one of the Band Officers.

V. Grading

The grading policy for the band portion of Instrumental Music Course 811 and 812 Honors is designed to reflect the UNIQUE requirements of enrollment in a performing group in which:

1. Each member is expected to make a commitment to participate for the entire year;
2. Each member is expected to fulfill the individual responsibilities of performing his or her own part at the highest possible level;
3. Each member is expected to meet his or her responsibilities to the entire group; and
4. MEMBERS ARE EXPECTED TO MEET STANDARDS OF PUNCTUALITY, ATTENDANCE AND CONDUCT WHICH ARE MORE DEMANDING THAN THOSE ENCOUNTERED IN COURSES THAT DO NOT **NEED** THE PRESENCE OF **EACH** MEMBER IN ORDER TO PROVIDE THE BEST EXPERIENCE FOR **ALL** MEMBERS.
5. The following two areas are among those taken into consideration when determining student grades (please see Appendix C - Grading Policy for Performance Absences, for additional information):
 - a. Each student is graded on the basis of the quality of his or her individual performances, effort, improvement, and of his or her contribution to the group performance; and
 - b. Each student earns an objective grade on the basis of his or her class participation. Participation will be weighted heavily when determining student grades. Performances and co-curricular rehearsals will be the equivalent of tests and quizzes in other classes.

6. Course 812, Instrumental Music Honors, is designed for the above average student or a student considering a vocation in music. It is not recommended for entering freshmen. See Appendix A for a summary of the Honors requirements.

7. Individual COURSE EXPECTATIONS are posted in Room A310.

VI. Music

A. Each student will be issued a complete set of music and two folders - a flip folder for use during the marching season and a storage folder for use during the concert season. All music should be in one of these folders at all times. **Please do not store your music loosely in your instrument case or storage cabinets.**

B. Each student is responsible for the care of his or her own folders. All folders should be kept safely when not in use. Carelessness is VERY EXPENSIVE. Please see the librarian for any necessary replacements. Flip Folder Replacement \$5.00 - Concert Folder Replacement \$10.00.

C. New music will be distributed throughout the year. It is **YOUR** responsibility to see the librarian to pick up any music you did not receive due to rehearsal absence, **TO PRACTICE IT AT HOME**, and to keep it properly stored in the appropriate folder.

D. Each student is expected to PRACTICE their instrument at home. This is the equivalent of studying for any other course at Salem High School. At least thirty minutes per day is the recommended practice time. Percussionists, including mallet players, should be prepared to practice on drum pads. When in doubt, practice only on the days you eat. (See Appendix B for more information.)

E. **Memorization of music for the marching band half-time show is required.**

VII. Equipment

A. Some school instruments are available for student use and are loaned free of charge. Most school instruments will come equipped with all necessary accessories i.e. mouthpiece, ligature, neck-strap etc... The instrument will also be cleaned and in good working order. If any items are lost or broken, replacements are the responsibility of the student. It is also the student's responsibility to obtain his or her own lyre. Students are responsible for any minor repairs (pads, corks, springs, etc...) All repairs must be done at a school approved repair shop. Instruments must be cleaned and in good working order when returned. Any damage caused by misuse or neglect is the full responsibility of the student. Students who borrow a school instrument must sign a lease indicating its receipt.

B. Regardless of the instrument type or ownership, it is the individual's responsibility to have their instrument in good working condition at ALL rehearsals and performances. **Failure to have your instrument at rehearsals (including "A" period) will affect your grade.**

C. Anyone failing to return school owned equipment by the specified deadline at the end of the year, without making prior arrangements, will receive a bill for the missing equipment.

D. You will be assigned an instrument storage area by the Director (which may prevent some of the above from happening!) See Appendix C. **Instruments should be picked up at the end of the school day for the purpose of home practice.**

VIII. Uniform

We are very fortunate to have these fine uniforms. They will be used at all parades and football games and are the standard dress of all marching events during the school year. **UNIFORMS ARE NEVER TO BE WORN AT ANY OTHER TIME.**

A. Each member of the Marching Band will be issued a uniform. Each student will be responsible for all items that he or she has been issued for the season. Each uniform has an identification number. Once the uniforms are issued they must be returned to the uniform room for storage. They will be taken home ONLY for the purpose of CLEANING or hemming.

B. The Marching Band uniform consists of the following:

Shako (hat) with plume, Pants, Jacket, Polo Shirt and long coat for cold weather

C. Students are responsible for **BLACK SHOES with BLACK SOLES and BLACK LACES, and BLACK SOCKS**. Garment bags will be provided for storage. Care must be taken to see that the uniform is properly hung at all times in order that it be neat and presentable. **Shoes must be CLEAN and gloves must be WHITE for each performance**. Do not store damp uniforms in their plastic garment bags or damp gloves in your hat box. Do not store shoes in the plastic garment bags. Red Polo Shirts are worn in place of the uniform jacket in hot weather. The official Red Polo Shirt with the marching band logo must be purchased from the director for \$10.00 each. Students may also fundraise for their polo shirt if necessary. Polos then become the property of the individual student.

D. Before each performance, an inspection will be made by the director and the drum majors; a uniform poorly cared for **MUST BE CORRECTED BEFORE THE NEXT PERFORMANCE! NO EXCEPTIONS! Failure to adhere to UNIFORM STANDARDS will affect your grade. Students may be barred from performances for an unacceptable uniform or concert dress.**

E. There will be a \$10.00 uniform deposit for all uniform parts, which will be returned when the uniform is returned at the end of the year. Uniform deposits will be held through the end of the senior year for all continuing members.

F. Uniform requirements for auxiliary sections vary from season to season. Refer to the Director for information pertaining to these changes.

G. Gloves may be purchased from the Director at a cost of \$3.00 per pair, \$5.00 for percussion and \$15.00 for colorguard. Students are responsible for all replacements.

H. **UNIFORMS ARE NEVER TO BE KEPT IN SCHOOL LOCKERS AT ANY TIME.**

I. There is absolutely **NO SMOKING** in uniform or at any other time. Eating and drinking should be kept to an absolute minimum.

J. Long hair will be secured in a braid or pony tail and tucked inside the hat or under the jacket. Bangs will be tucked inside the hat.

K. The **ONLY** earrings which will be allowed in uniform or concert dress are small posts.

L. There is absolutely **NO PROFANITY** allowed in uniform or at any other time.

M. Standard dress for the concert season is as follows:

Gentlemen: you will be provided with black slacks, a black jacket and a black cummerbund. You must provide black socks and black shoes, white long-sleeved dress shirt & **black bow tie**
* bow ties may be purchased from the director at a cost of \$4.00 each

Ladies: you will be provided with a black skirt. You must provide dark nylons or socks and dark shoes and a blouse which will be purchased as a group. Jewelry must be kept to a minimum.

Jazz Ensemble, Percussion Ensemble and Winter Colorguard: to be determined

DRESS CODE FOR FIELD TRIPS:

Gentlemen: Dress pants, shirt and tie, in the event of warm weather, a short-sleeved dress shirt may be worn with a tie (NO BASEBALL CAPS, NO ATHLETIC FOOT WEAR)

Ladies: Dresses, Skirts or Nice Slacks, Dress or Casual Shoes (NO ATHLETIC FOOT WEAR)

The following items will not be allowed on a band related field trip: jeans, shorts, t-shirts, spandex mini-skirts, baseball caps, athletic foot wear. Students who are not properly attired will not be permitted to participate in the field trip.

IF ANY INDIVIDUAL CHOOSES TO ATTEND A PERFORMANCE IN CLOTHING OTHER THAN THAT LISTED ABOVE THAN THAT STUDENT WILL NOT PARTICIPATE IN THE PERFORMANCE.

* * * As a member of the Salem High School Band, you belong to an organization which has a tradition of pride and excellence. This pride must be evident in your appearance and attitude whenever you are representing Salem High School. Wearing the various parts of the uniform improperly (unfastened buttons, hat on backwards etc...) is **TOTALLY UNACCEPTABLE**, regardless of whether the band member is traveling from his or her place of residence to school or returning or entering or leaving a bus or a building, or sitting in the stands. Gloves and hats may be removed at the Drum Major's or the Director's discretion. However, **if ONE person has his or her hat off without permission, the ENTIRE group is out of uniform.** In most situations, members will be informed as to which combination of uniform is appropriate.

IX. Fundraising

Due to the many extra activities, trips, performances etc... which the band participates in, a certain amount of fundraising is necessary for all members to cover expenses. Some years may require more or less depending on the number and extent of the activities. All fundraising activities will be discussed by the Director and the officers and approved by the Administration and students. You should be willing to share in the work of the group whether there is calculated profits for your individual account or not. There are many benefits that you receive just by being a member of this group. We hope that everyone feels the same way about sharing equally with the necessary work that comes with an active music program.

X. Communications

A. It is the responsibility of each band member to periodically check the bulletin board outside the rehearsal hall for updated news of the happenings of the band. This information is of great importance as it includes schedules and/or itineraries, changes in rehearsal plans, social events etc... This is particularly important for Colorguard members who are not students in the regular "A" period course.

B. Throughout the season, it will be your responsibility to find out reporting times if you miss the announcement or lose your handbook. If you are not at the right place at the right time, you could be left behind. If you're one of those people who just can't wake up in the morning, please arrange to have a friend call you at an appropriate hour.

XI. Emergency Telephone Network

In the event of a cancellation or schedule change, the emergency telephone network will be proceed as follows:

A phone list will be provided and everyone will be informed of their **ETN** responsibilities. The band director will notify the drum majors who will then alert their assigned members.

These numbers are provided voluntarily and should not be abused or passed on.

XII. Conduct

General conduct of **ALL BAND** members must be at the highest level at all times. It is understood that each performance will be the equivalent of a test in a regular course. Hence, each member should be prepared to do his or her personal best. A student's behavior outside of band activities will reflect on our entire program.

In closing, it must be remembered that the Salem High School Band is an organization that is constantly in the public eye. The success and support that we enjoy is the result of hard work, commitment and sincere dedication by the students and the directors, past and present, as well as the tremendous financial assistance that we receive from the music parents and an unusually supportive community. Therefore, members have an obligation to conduct themselves at all times in such a manner that will reflect positively on the **“PRIDE OF THE NORTH SHORE.”**

Director's Note

These policies and traditions are intended to lead the Salem High School Bands to the highest level of achievement possible. This is best achieved when the membership follows the directions as outlined in this handbook. Your grade in the course, annual awards and scholarship recommendations as well as other honors, will be based on your adherence to our organizational guidelines. They are intended to offer structure and self-discipline through pride and fairness. Our primary goal, which is often shadowed by our responsibility to entertain, is and always will be, to foster the highest level of personal development of musicianship and citizenship in a group effort, while proudly representing the high standards of Salem High School.

I have total confidence in the successful achievement of this goal.

Cynthia Napierkowski
Director of Bands

Course 812 Instrumental Music - Honors

It is the objective of the Honors Section of Instrumental Music to provide opportunities beyond the performance requirements of Course 811. It is our goal that the students will further their musical knowledge through additional performance, creating music of their own, conducting research related to course work and understanding the administrative aspects of the organization through a service project. This is strongly recommended for students considering a career in music after graduation. Each unit adds diversity to the development of fine musicianship and citizenship for the participating student(s).

The Honors section shall consist of four projects or units (Performance, Creation, Research or Service); each of which will be completed during one quarter of the school year. At the beginning of the quarter, the student will choose which unit he/she will complete during that quarter. All work for that section must be completed by the end of the quarter unless special arrangements are made in the initial honors contract. Students are required to attend a brief meeting after school with the Director at mid-quarter and at the end of the quarter in order to review progress. Failure to comply with this requirement will result in a significant reduction in the student's quarterly grade. Students MAY repeat an area of concentration with the Director's permission.

Special Note:

If a student holds an administrative position (officer, music librarian, historian or stage manager), and/or a field staff position, 25% of the honors section will be waived. The student may then choose any three of the four school quarters to complete three projects. Only one unit will be credited even if the student holds more than one administrative or field staff position. The remaining projects may not reflect the regular duties of the position(s), (for example, the music librarian may not expect credit for work in the music library which is part of his/her regular job description).

Grading Policy Regarding Quarterly Honors Projects

Ten points will be deducted from the Honors Project portion of a student's quarterly grade for every week the student does not have a designated approved project.

Ten points will be deducted from the Honors Project portion of a student's quarterly grade if a student fails to meet with the instructor at the mid-quarter (five weeks) to share the progress of the project or at the end of the quarter to share the final product.

Music Cabinets

There are a limited number of storage cabinets located in the music area. These lockers are for the storage of band instruments. The music department reserves the right to open and inspect music cabinets at any time in accordance with school policy. The cabinets must be locked at any time they are not in use. The music department is not responsible for any items lost or stolen from the music area or storage cabinets. All non-music items (books, lunches, coats and other items), are not to be left anywhere in the music area or in the cabinets. All students are assigned book lockers and must utilize them to store non-music materials.

A few thoughts on PRACTICING

1. Practicing is the “Homework” for musicians.
2. Practicing should be a focused activity lasting from 10 minutes to 45 minutes. Too often young musicians believe that they must practice for hours on end. However, more is accomplished in several shorter practice sessions rather than one long session.
3. Practice fresh not tired. Two 20 minute sessions during an evening will be more productive than a single 1 hour session before bed.
4. Practicing should be considered a **daily activity** not a weekly (or in some cases yearly!) one. Try to schedule your practice sessions on a consistent basis.
5. Practicing should not always be just your band music. Scales, exercises, long-tones and technical passages produce success which can be applied to your ensemble music. Supplemental materials may be obtained from the director (solos, etudes, technique books etc...) or from a local music store.
6. When practicing ensemble music, practice the difficult material. Everyone knows the places in the music that are challenging. Inasmuch as you are focusing your practice time on specific problems, work on those areas that present the greatest challenges then reward yourself by playing something really fun!
7. Do not practice mistakes. Good practice sessions always focus on the music at a much slower tempo than the performance tempo. The idea is that the musician is “programming” the mind, muscles, eyes and ears to perform a single coordinated activity which will result in the musical expression of printed symbols.
8. A metronome is a useful tool for all musicians. If at all possible, each student should obtain their own metronome for individual practicing (approximately \$25.00 from a local music store.)

Remember, practice need not be thought of as drudgery. Rather, it should be a short burst of energy directed at the accomplishment of a single goal; that goal is the performance of music.

Instrumental Music Grading Policy Regarding Performance Absences

If a student submits proper written notification with a valid reason at least two weeks prior to a performance, the student will be excused from the performance with no deduction in quarterly grade.

If a student submits written notification with a valid reason less than two weeks prior to a performance, the student will receive a three point deduction in quarterly grade.

If a student submits written notification at least two weeks prior to a performance, but the reason is not a valid one, the student will receive a five point deduction in quarterly grade.

If a student submits written notification less than two weeks prior to a performance, and the reason is not a valid one, the student will receive a ten point deduction in quarterly grade.

If a student is absent from a performance without any notification, the student will receive a twenty-five point deduction in quarterly grade.

These absences are handled on a case by case basis and emergencies are always taken into consideration.

Appendix C

Salem High School Music and Drama Department - 2007-2008 - Calendar of Events

Each member is expected to make a serious commitment to their organization and all of its functions (rehearsal, practice, sectional, performance, concert, parade etc...). Each member should make every effort to plan other activities and personal engagements so as to avoid conflicts.

August 13-16	BAND CAMP evening rehearsals
August 20-24	BAND CAMP daytime rehearsals
August 25	Car Wash
September 6	BEGIN PROGRAM BOOK AD CAMPAIGN
September 15	Salem Music Boosters "KICK-OFF" COOK-OUT 3:00 pm Location TBA
September 23	Winter Colorguard and Percussion Ensemble Orientation 1:00-5:00 pm
October 2, 4 & 9	Concert Band Auditions during "A" period
October 4	Salem Haunted Happenings Parade Senior District Audition Fees (\$10.00) due to Music Office
October 5	Home Football Game vs. Winthrop Program Book Cover Contest Deadline
October 6	NESBA Marching Band Show at Malden High School
October 7	Columbus Day Parade Boston
October 9	BEGIN CITRUS SALE and Crafts Fair Raffle Ticket FUNDRAISERS
October 10 & 11	Jazz Ensemble auditions after school
October 12	Home Football Game vs. Revere Program Book Ads and Cover Contest Deadline
October 13	Salem State College Homecoming Parade NESBA Marching Band Show at Everett High School
October 17	Band, Chorus, Strings and Northshoremens Barbershop Chorus Concert 7:00 pm SHS auditorium
October 19	Home Football Game vs. Lynn English
October 22, 24 & 26	Drama Club "Crazy For You" auditions after school
October 23 & 25	Symphony Orchestra Auditions during "A" period
October 27	NESBA Marching Band Show at East Bridgewater High School
October 28	Doggie Day Parade Boston
November 2	Home Football Game vs. Lynn Classical - SENIORS LAST HOME GAME! Citrus Sale Order Deadline
November 4	NESBA Marching Band Festival Championships - Reading
November 5	Senior District Festival Practice auditions - after school
November 6	Begin Cookie Dough Fundraiser
November 10	Music Boosters CRAFTS FAIR 9am-4pm ALL Sold and Unsold RAFFLE TICKETS should be returned by Noon please

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November 11	Veteran's Day Exercises 11:00 am SHS auditorium
November 14	SHS Solo and Small Ensemble Recital 7:00 pm SHS auditorium
November 17	Senior District Festival auditions at Marblehead High School
November 19	Plymouth State University All New England Band Festival (individual student honors)
November 20	End Cookie Dough Fundraiser
November 21	Pep Rally
November 22	Thanksgiving Day Home Football Game vs. Beverly and Band breakfast
November 25	Beverly Holiday Parade
November 26	Begin January Raffle Calendar Sale
November 27	Tri-M Honor Music Society Induction Ceremony 7:00 pm SHS auditorium
November 30	NE District Junior Festival Audition Fees due in Music Office (\$10.00) grade 6-9 only
December 1 or 8	Music Dept. Tag Day 7am-3pm
December 8	Music Boosters Bus Trip Fundraiser to New York City Tickets 978-741-4538 Tentative date for Citrus arrival
December 12	Salem High School Winter Concert 7:30 pm SHS Auditorium - December 13 Snow date
December 14	SHS Band Holiday Tour of Salem Schools
December 18	January Raffle Calendar Deadline - all sold and unsold calendars must be returned Jazz Band/Chamber Choir performance at the Salem Rotary Club C & D periods field trip All-City Fifth Grade Winter Concert SHS auditorium 7:00 pm - December 19 - Snow Date
January 2, 4 & 5	Northeastern District Senior Festival - Lowell High School
January 12	Music Boosters Holiday Party and Yankee Swap - 7:00 pm Location TBA Northeastern District Junior Festival Auditions - Methuen
January 25	Winter Colorguard Friends and Family Night - 8:30 pm SHS auditorium
January 26	Eastern Mass. Colorguard Competition at Salem High School MMEA All-State Auditions
January 27	SHS Orchestra performance with the Salem Philharmonic Orchestra
February 1, 2 & 3	SHS Drama Club Production of "Crazy For You"
February 9	WGI New England Regional Colorguard Competition - Salem High School
February 12	All-City 4th Grade Instrumental Music Concert 7pm SHS auditorium - Feb. 13 Snow Date
February 23	WGI Colorguard Regional in Trumbull, CT
MARCH IS MUSIC IN OUR SCHOOLS MONTH	
March 1	Mass. Drama Guild Preliminary Competition
March 4	IAJE Festival at Reading High School
March 5	All-City Choral Concert 7:00 pm Salem High School auditorium

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March 12, 14 & 15	MMEA Junior District Festival - Lowell High School Mass. Drama Guild Semi-Finals Competition
March 19	Spring Concert 7:30 pm Salem High School Auditorium
March 27-29	MMEA All-State Conference and Concert - Boston
March 29 or 30	WGI Percussion Ensemble Regional in South Brunswick, NJ
April 5	Heritage Music Festival at Salem High School Eastern Mass. Colorguard Championships at Salem High School
April 6	NESBA Colorguard Championships at Salem High School
April 9-13	WGI Colorguard World Championships Dayton, Ohio
April 16-20	WGI Percussion Ensemble World Championships Dayton, Ohio
April 26	Heritage Music Festival at Salem High School
May 2	Tri-M Jazz/Broadway Showcase 7:30 pm SHS auditorium
May 7	ARTS IN THE EVENING All-City Band Concert 6:30 pm SHS Fieldhouse All-City Strings Concert 7:30 pm SHS auditorium
May 10	Tentative MICCA Solo and Small Ensemble Festival - Location TBA
May 14	Salem High School POPS Concert 7:30 pm SHS auditorium
May 16	BAND SCHOLARSHIP APPLICATIONS DUE TO MUSIC OFFICE
May 22	Deadline to purchase Awards Banquet tickets
May 25	Somerville Memorial Day Parade
May 26	Salem Memorial Day Parade
May 29	Private Lesson Program Recitals 6:30 pm grades 4-8 / 7:30 pm gr. 9-12 SHS auditorium
June 6	SHS Graduation
June 11	Salem High School Performing Arts Department Awards Banquet 6:00 pm K of C
June 14	Salem Music Boosters Meeting and End of Year Party 3:00 pm Location TBA
Last Day of School	Field Day

Music Boosters Meetings: Sept. 15 - 3:00 pm at Kick-off Cook-out, Oct. 8, Nov. 5, Dec. 3, Jan. 12 (Holiday party), Feb. 4, March 3, April 7, and May 5 - 7:00 pm in the SHS Library and June 14th 3:00 pm at the End of year party

TO BE SCHEDULED:

Together In Harmony Concert - TAG DAYS - Caroling Party around Salem - Winter Guard and Percussion Ensemble Tour - Boston Pops Concert Trip - Canobie Lake Trip et al ...

Appendix D

Salem High School Band Student Government

A. Elected Officers

Elected Officers must be active participants of the organization during their term of office. The Elected Officers (except Representatives) must have at least two years experience in the organization.

B. Duties of Elected Officers

1. President

- (a) to organize with the Director, all agendas and topics that will be discussed at any officers meeting;
- (b) to run Band and Officers meetings;
- (c) to explore fundraising projects for the band (all must be approved by the Director and school administration;)
- (d) to assist the Drum Majors in maintaining rehearsal order when the Director is called away;
- (e) to act as a liaison between the Band, the Officers, the Director and the Music Boosters;
- (f) to attend Music Boosters meetings once a month on a rotating basis; and
- (g) other duties as assigned.

2. Vice-President

- (a) to help the President to organize meeting agendas;
- (b) to assist and function as President when the President is absent;
- (c) to explore fundraising projects for the band (all must be approved by the Director and school administration;)
- (d) to assist the Drum Majors in maintaining rehearsal order when the Director is called away;
- (e) to act as a liaison between the Band, the Officers, the Director and the Music Boosters;
- (f) to attend Music Boosters meetings once a month on a rotating basis; and
- (g) other duties as assigned.

3. Secretary

- (a) to maintain the minutes for all Band and Officers meetings;
- (b) to draft any necessary correspondence and submit it for signatures from the Director;
- (c) to assist the Director in keeping the band bulletin board up-to-date;
- (d) to take attendance; (A librarian or another officer will replace the secretary in taking attendance in his or her absence.);
- (e) to attend Music Boosters meetings once a month on a rotating basis; and
- (f) other duties as assigned.

4. Treasurer

- (a) to maintain the financial records of the organization including up to the minute balance and expenditure information for each individual member;
- (b) to make deposits to the account and to have these deposits verified by another officer, the Director or other high school music dept. staff member;
- (c) to assist in all fundraising activities;
- (d) to attend Music Boosters meetings once a month on a rotating basis; and
- (e) other duties as assigned.

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5. Representatives

Each class will elect one student to represent them at all Officers meetings. The colorguard captain(s) will serve as representative(s) for the colorguard at all Officers meetings.

- (a) to attend all Officers meetings;
- (b) to assist officers in the organization of all fundraising and other activities;
- (c) to serve as a liaison between the individual classes and the officers;
- (d) to attend Music Boosters meetings once a month on a rotating basis; and
- (e) other duties as assigned.

6. Librarian

There will be at least two Librarian positions responsible for the Marching Band, Concert Band, Jazz Ensemble, Percussion Ensemble and small ensemble libraries.

- (a) to organize and distribute all music used;
- (b) to maintain a constant account of all music that is being used by each group;
- (c) to collect and file all music that has been used by each group;
- (d) to inform the Director of all music and folders which have not been returned by the designated time;
- (e) to take attendance in the absence of the secretary; and
- (f) other duties as assigned.

7. Historian

The Historian will maintain an up-to-date record of various band activities. This may take the form of a photo album or “scrap book” and should also include dates and information surrounding various performances and awards received both at the group and individual level. This portfolio will remain the property of the high school band and the historian will be reimbursed for approved moneys spent on this portfolio.

8. Stage Manager

The Stage Manager will be the direct overseer of the Stage Crew. The Stage Manager will communicate with the director and the percussion section leader as to what specific needs there are for each individual concert performance. The Stage Manager will be responsible for organizing the Stage Crew in the set-up and break-down of equipment, chairs, music stands etc... before, during and after concert performances. The Stage Manager is not responsible for Marching Band performances.

C. Election of Officers

1. The elections shall be held after the last school day for seniors of the year preceding the year of office;
2. The elections will be organized and administered by the Director;
3. There must be a minimum of TWO nominations per office; maximum of SIX;
4. A “primary” vote will be held to narrow the panel of candidates to two.
5. Students may nominate themselves if they wish to do so;
6. Each candidate is invited to make a campaign speech in front of the ensemble if he or she wishes to do so;
7. Each office shall be voted on before nominations for the next office are made. (Candidates defeated for one office are then eligible for another);
8. The election shall proceed in the following manner: President, Vice-President, Secretary, Treasurer, Representatives (Senior, Junior, Sophomore, Freshman) Historian and Stage Manager.

CHALLENGE SYSTEM

So as to give all student musicians the opportunity to move up in seating within their respective sections, the following system of “challenging” has been developed. This system is similar to the general “audition” and seating system. In all of these, the primary goal is to be as objective as possible. If the director feels that objectivity is not being upheld, an outside evaluator may be used to listen to the recorded performance.

Procedures and Rules

1. Challenge music will be selected by the conductor and will reflect the difficulty level of the part/chair being challenged.
2. All challenges will occur on Fridays and notice must be given to both the Director and the student by Thursday one week prior to the challenge.
3. All challenges will be via tape recording and will be administered by a third party.
4. The individual who scores the highest via the objective rating scale will be declared the winner. In the event of a tie, no change in seating will occur.
5. The Friday two weeks prior to a formal concert will be the final challenge performance date.
6. No challenges will be scheduled during the mid-semester exam week in January.
6. A person may only challenge the same individual two times in any given semester.
7. Challenges may only occur between consecutive chairs within an ensemble.
8. Honors students, who through a challenge, drop out of the top 40% of their instrumental section, will have two chances to challenge back into the top of their section. If they do not succeed in this challenge, they will be dropped from the Honors section of Instrumental Music. (Should more than the top 40% of the section be taking the course for Honors, this rule will be void provided the student remains seated among the Honors level students.)
9. Challenge results apply within individual ensembles and do not apply to other ensembles in which both parties are enrolled.
10. An individual will forfeit their challenge by:
 - a. refusing to accept the challenge; or
 - b. not showing up on the prescribed date (unless an emergency)

Tri-M Music Honor Society

Salem High School is pleased to continue the tradition of the Tri-M Music Honor Society, an international honor society sponsored by MENC: The National Association for Music Education. Membership is open to students at Salem High School who are in at least their third year of the same school ensemble and in the Honors section of that ensemble during the year of application. They must maintain at least a “B” average in their academic subjects and an “A-” average in their music courses. They must complete an application which will be reviewed by the Faculty Council.

Students are carefully selected based on five points of distinction: scholarship, character, cooperation, leadership and service. Students’ musicianship and leadership in their respective ensembles is also highly emphasized. Accepted students are required to perform a solo or in a small ensemble or prepare and present an oral or written report on an approved topic. There is a formal membership presentation and induction ceremony usually held in the fall of each school year.

The Tri-M Music Honor Society meets at least once a month and offers students additional leadership opportunities as officers of Tri-M. In addition, chapter activities include social activities such as attendance as a group to musical performances outside our school, sponsoring concerts by outside organizations in our school; providing ushers for music concerts, providing soloists to perform at school events, giving solo and ensemble performances at local community organizations and honoring people in the community for their contributions to the school music program.

Each year our chapter gives achievement awards to our outstanding student members. These awards not only give recognition to our members here at school, but on a national level as well. Our students are eligible to compete for music scholarships and membership in Tri-M looks great on a college application!