



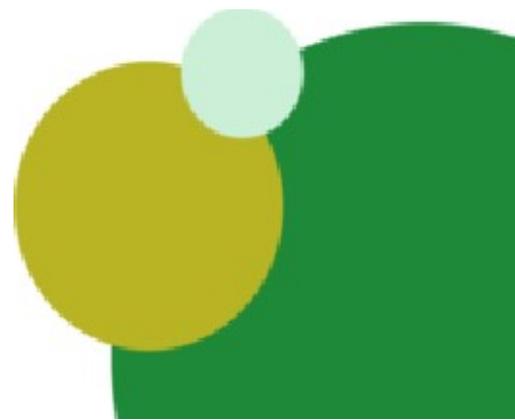
2020  
ND Band  
Information  
Packet

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Christine Evans

Music Director  
Fine Arts Chair

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Dear ND Band Families,

August 14, 2020

Welcome to the 2020-2021 Season! What an unusual time for all of us, I hope you are managing and coping as best you can considering our circumstances. The purpose of this packet is to provide as many answers to questions or concerns you may have for the upcoming year and to assuage any worries you may have about the safety of your son.

First, I want to thank the parents and students that have already reached out and offered help to get the band program ready for this year including our band officers, sections leaders, and students that attended this past week's band camp. You have been a tremendous help in setting the tone, standards, and expectations that must be followed in order to ensure the safety and health of those around you.

Second, I want to stress that as much as my goal is to grow the music and fine arts programs at ND, it is also my goal to help each family feel valued, safe, and protected during such an uncertain time in our world. Please know that I am available by phone or email at any time and am always happy to discuss any ideas or concerns you may have.

Our halftime show this year is Superheroes... obviously fitting since superheroes wear masks. But less obvious and more metacognitive is that superheroes survive and they thrive. As a program that is still in its building phase, it is imperative that we survive this year and that we find creative ways to thrive. We will overcome the challenges ahead by keeping communication lines open and working together.

Consider this packet your survival guide to thriving in band this year. I will be hosting a zoom band meeting **this Thursday (8/20/2020) at 7pm** for all parents and students. A separate email with the link to the zoom meeting will be sent out shortly. I will be answering questions you have about this packet as well as reiterating some important procedural requirements so we can all be certain that everyone is on the same page before we return to school in September.

I am looking forward to working with each and every one of you this year. Thank you in advance for your patience, cooperation, and understanding. Together, we will survive. Together, we will thrive. Let's go ND BAND!

Sincerely,

Christine Evans

Phone: 203.937.3281

Email: [cevans@notredamehs.com](mailto:cevans@notredamehs.com)

**BAND PARENTS PLEASE READ AND KEEP FOR YOUR RECORDS**

In this packet you will find the following information:

- 1) *Instructions for joining Remind \*\*required for this year\*\**  
(p. 4)
- 2) *Marching Band Schedule and Policies* (pp. 5-6)
  - a. *Tentative football game schedule*
  - b. *Tentative parade schedule*
- 3) *Required* disinfecting procedures for instruments (pp.6-10)
- 4) General Weekly Rehearsal Structure and Schedule for the school year (page 11)
- 5) Instrument maintenance information (page 11)
- 6) Class Required Materials (page 12)
- 7) Uniform Information (marching and tuxedo) (page 13-14)

## Instructions for joining Remind **\*\*required for this year\*\***

Remind is a text messaging service that allows me to send out reminder blasts directly to your device of choice. The app and the service is free, although standard text messaging rates apply depending on how you choose to receive notifications. You can also use an email address and get reminders via email (use the URL's instead of the text message options) Parents, please join the ND Band Parents Group to get reminders about upcoming events and due dates for various items. Band Students must join their section Remind group to stay up to date with the latest communications regarding schedule changes, due dates, general announcements, and rehearsals.

Here are the respective groups and the simple setup:

All Brass Students:

<https://www.remind.com/join/ndbrass>

Or text @ndbrass to 81010

All Woodwind Students:

<https://www.remind.com/join/nddrum>

Or text @nndrum to 81010

Drumline (and Oboe) Students:

<https://www.remind.com/join/ndww>

Or text @ndww to 81010

Parents:

<https://www.remind.com/join/ndbandp>

Or text @ndbandp to 81010

## Marching Band Schedule and Policies

Unless band members are involved in a school-related competition/sports activity, they are to attend all required marching performances (Football Games and Parades) during the first quarter as it serves as 75% of their Quarter 1 grade (Non-ND/club sports conflicts are considered on a case-by-case basis).

### Allowed Absences:

The usual policies are:

-Students are permitted one pre-determined “spectator absence” where they will be allowed to attend a football game as just a spectator rather than a member of the band. Students must sign up for a game they wish to attend as a spectator ahead of time so that we can maintain a proper balance of instruments at each game.

*Unless there are more than 3 games in a season, the “spectator absence” will be disabled as missing 30% of our band for each game would drastically misrepresent our band.*

-Illnesses and family emergencies are absolutely excused-- *parents must notify Mrs. Evans by email or phone call of the absence prior to ensure accurate accountability.*

**PLEASE DO NOT SCHEDULE DOCTOR/DENTIST APPOINTMENTS, HAIRCUTS, PRIVATE LESSONS, etc. ON GAME DAYS.**

### Rehearsal Dates

**\*\*New and unique for the 2020 school year\*\*** Due to the scheduled division of classes, the only time band will ever be able to have a full practice together will be on game day and club day. When band is scheduled for a club day (2:30-3pm on a TBD weekday), it is imperative all attend.

***ND Coaches, the Athletic Director, and club moderators all understand that we all have to work together this year more than usual. Please make our very few after school band rehearsals a priority.***

A Remind notification will be sent out when that day is determined.

### Tentative Football Game Schedule and Policies

Generally, we perform at 2 football games per month beginning in September and going through November (mostly every other week). On Game Days, band members attend after school practice (2:30-4:30pm) where we practice our show, have dinner, and get ready to go to the game. *It is still unclear what the policies/guidelines will be for this year and whether or not we will even be allowed to attend/perform at games—you will be sent a Remind text update when I get more information. **As of 8/18/20, the CIAC designated that High School Varsity Football will have a 6-game season. We can assume that we will have 3 home games at which we could potentially perform.***

**Potentially, the first Home Game could be Friday, 9/24.** The season will end Mid-November as our annual Thanksgiving Day Green Bowl vs. Hamden has been cancelled for this year. Please mark your calendars accordingly.

## Tentative parade schedule and policies

Potential Parade Dates (all take place on Sundays).

### 1<sup>st</sup> Semester

Columbus Day Parade: 10/11/20

Veterans Day Parade: 11/8/20

### 2<sup>nd</sup> Semester

St. Patrick's Day Parade: 3/14/21 or 3/21/21 **\*\*TBD\*\***

Memorial Day Parade: 5/30/21

*If parades are allowed this year and we are allowed to participate in both, students are expected to pick one parade per semester to attend and sign up (via signup genius) for their selection, the other will be optional for them.*

## Required Disinfecting Procedures for Instruments

Provided are the cleaning guidelines and information compiled by the NAFME, NAMM, and NFHS to help ensure the health and safety of all band members for this year.

***It is imperative that instruments are cleaned regularly.***

In addition to the following information, these websites provide more detail for further cleaning suggestions (links are active on the digital version of this pdf emailed to you in "2020 ND Band Information Packet")

CDC.gov: [Disinfecting rooms/facilities](#)

EPA.gov: [Acceptable disinfectants for Covid19](#)



## COVID-19 and Instrument Cleaning

The NFHS, NAFME and the NAMM Foundation recommend the following guidelines for handling musical instruments during the COVID-19 school shutdown period. These guidelines are designed for use by music

### Sterilization vs. Disinfection

There is a difference between sterilization and disinfection of music instruments. Sterilization is limited in how long an instrument will remain sterile. Once an instrument is exposed to air or handled it is no longer sterile. **However, disinfecting an instrument to make it safe to handle will last longer and is easier to achieve.** COVID-19, like most viruses, has a limited lifespan on hard surfaces. Users of musical equipment may be more susceptible to infections from instruments that are not cleaned and maintained properly, especially if they are shared school instruments.

If the cleaning process is thorough, musical instruments can be disinfected. Basic soap and water can be highly effective in reducing the number of harmful bacteria and viruses simply by carrying away the dirt and oil that they stick to.

According to shared research, it is suggested that the COVID-19 virus can remain on the following instrument surfaces for the stated amount of time:

- Brass – Up to 5 Days
- Wood – Up to 4 Days
- Plastic – Up to 3 Days
- Strings – Up to 3 Days
- Cork – Up to 2 Days

The CDC recommends general cleaning techniques for instruments that have not been used or handled outside of the above timelines. Essentially if students are picking up instruments for the first time since school has been closed, those instruments will not need more than general cleaning as stated below.

Important to know before reading below:

1. Whichever disinfectants are chosen, it is crucial to read the product instructions and follow them closely.
2. Disinfectants do not remove dirt, so mouthpieces and instruments must be cleaned thoroughly before using.

## **Instrument Hygiene**

Before distributing an instrument that has been shared, use of alcohol wipes, swabs, or disinfectant solution to thoroughly clean both the outside and the inside of the mouthpiece is highly recommended. *It is also essential to maintain overall cleanliness via the use of cleaning rods, swabs, mouthpiece brushes, etc., as this is necessary to prevent buildup of residue within the instrument.*

*For wood instruments any excess amount of liquid can be damaging. Please be judicious and sparing outside of the mouthpiece area that needs cleaning. In addition, certain cleaning products that can be used on the mouthpiece should not be used around the pads associated with a woodwind instrument's keys (e.g. flute, clarinet, saxophone, etc.).*

## **Mouthpieces**

Adhering to the following procedures will help to keep mouthpieces and instruments clean and safe for continued use.

### **Cleaning the Flute Head Joint**

1. Using a cotton swab saturated with denatured, isopropyl alcohol, carefully clean around the embouchure hole.
2. Alcohol wipes can be used on the flute's lip plate to kill germs if the flute shared by several players.
3. Using a soft, lint-free silk cloth inserted into the cleaning rod, clean the inside of the headjoint.
4. Do not run the headjoint under water as it may saturate and eventually shrink the headjoint cork.

### **Cleaning Bocals**

1. Bocals should be cleaned every month with a bocal brush, mild soap solution, and running water.
2. English Horn bocals can be cleaned with a pipe cleaner, mild soap solution, and running water. Be careful not to scratch the inside of the bocal with the exposed wire ends of the pipe cleaner.

### **Cleaning Hard Rubber and Ebony Mouthpieces**

1. Mouthpieces should be swabbed after each use and cleaned weekly.
2. Select a small container that will accommodate the mouthpiece vertically and place the mouthpiece, tip down, into the container.
3. Fill the container just past the window of the mouthpiece with a solution of 50% water and 50% white vinegar or hydrogen peroxide. Protect clarinet mouthpiece corked tenons from moisture.
4. After the mouthpiece has soaked for fifteen minutes, use an appropriately sized mouthpiece brush to remove any calcium deposits or other residue from inside and outside surfaces. This step may need to be repeated if the mouthpiece is excessively dirty.

5. Rinse the mouthpiece thoroughly and then saturate with disinfectant solution. Place on paper towel and wait one minute.
6. Wipe dry with paper towel.
7. Note: Metal saxophone mouthpieces clean up well with hot water, mild dish soap (not dishwasher detergent), and a mouthpiece brush. Disinfectant solution is also safe for metal mouthpieces.

### **Cleaning Saxophone Necks**

1. *The saxophone neck should be swabbed after each use and cleaned weekly.*
2. Swabs are available to clean the inside of the saxophone neck. However, many saxophonists use a flexible bottlebrush and toothbrush to accomplish the same results.
3. Use the bottlebrush with mild, soapy water to clean the inside of the neck.
4. Rinse under running water.
5. Disinfectant solution may be used on the inside of the neck if desired. Place on paper towel for one minute.
6. Rinse again under running water, dry, and place in the case.

### **Cleaning Brass Instrument Mouthpieces**

1. *Mouthpieces should be cleaned monthly.*
2. Use a cloth soaked in warm, soapy water to clean the outside of the mouthpiece.
3. Use a mouthpiece brush with warm, soapy water to clean the inside.
4. Rinse the mouthpiece and dry thoroughly.
5. Disinfectant solution may be used on the mouthpiece at this time. Place on paper towel for one minute.
6. Wipe dry with paper towel.

### **Cleaning String Instruments**

1. String, percussion, and keyboard instruments present fewer hygienic issues that can be solved simply by the player washing their hands before and after use for a minimum of 20 seconds.
2. Isopropyl alcohol that's above 70% should only be used on the strings and unfinished finger and fret boards.

### **Choosing a Disinfectant for Musical Instruments**

1. A solution made with 50% water and 50% white vinegar or 50% water and 50% hydrogen peroxide can be safely used on plastics, hard rubbers, and metals.
2. *Sterisol Germicide Solution can be safely used on plastics, hard rubbers, and metals.*

3. Mi-T-Mist Mouthpiece Cleanser can be used on most materials. It is **NOT** recommended for use on hard rubber mouthpieces.
4. Isopropyl alcohol wipes are safe for most materials. They are NOT recommended for use on hard rubber mouthpieces.

While other potential disinfectants, including alcohol, boiling water, and bleach can be used as general disinfectants, they are not recommended for use on mouthpieces or instruments due to their potential effect on skin, plastics, and metals.

\*\*basic care/cleaning kits for instruments are available for purchase through the JC Music representative whose contact information can be found in the Instrument maintenance information section \*\*

## General Weekly Rehearsal Structure and Schedule

Due to the division of classes and mix of in-person and asynchronous virtual learning, ND Band will rehearse very differently than usual. **Practicing at home is a must.**

*Your job is to learn your music (memorizing is only for the half-time show music) and your “Dots” on the field for half-time shows, no other assignments/expectations will be given. Of course we will be using our in-school rehearsal time for those very assignments, but follow-up work must be done at home to retain what we have covered in school.*

### **In-school rehearsals:**

With weather permitting, rehearsals during the school day will take place outside. Our band “groups”, however, are small enough to play inside on bad weather days in either the band room or Collins Auditorium since both have ventilated/purified air circulating through their room systems. If any student is uncomfortable playing inside, their preference will be honored and non-playing work (score studies) will be provided.

We will also be doing a mix between playing (40%), studying/discussing our music without playing (30%), and practicing our drill for half-time during the fall season (30%). *Assuming our classes are about 50 minutes, that leaves roughly 5 minutes for getting set up, 18 minutes for playing music, and 13.5 minutes for both music study and drill practice.*

### **Asynchronous Learning Days:**

As a band, our motto is “more important than knowing your part is knowing what you’re a part of”. This is particularly difficult to achieve this year, but here’s how we can do that:

During Asynchronous Learning Days, you are expected to practice for 30 minutes. A practice log will be provided for you to fill out and submit on a weekly basis. There will be playing assignments that you are expected to complete. Some assignments will be unaccompanied, others will be performed along with a recording.

## Instrument maintenance information

In addition to the disinfecting procedures, should you need any supplies to maintain your instrument, ND works with JC Music, LLC in Meriden, CT through which you can place any order for any instrument accessory.

You can go online to [www.JC-music.com](http://www.JC-music.com) to see the available products, and place an order with Mrs. Evans. Our representative will then deliver the product to ND. You can also order directly online or go to the store.

### **A note on school-owned instruments:**

*If you are borrowing a school-owned instrument, you are not responsible for paying for 100% of the general repairs. A \$50 annual maintenance fee will cover the cost of general repairs/maintenance for the entire school year (collected at the beginning of the year). If severe damage occurs to the instrument, however, you will be held accountable for the extra labor costs outside of normal repair costs.*

# Class Required Materials

We are not allowed to share music/music stands/pencils/instrument accessories this year.

A set of sheet music will be provided for each student in a folder with a pencil. The student is responsible for replacing an item they lose.

Specific requirements (can be ordered/purchased through ND) for each instrument family is listed below:

**Please label all materials that belong to you. Anything unlabeled will be thrown away.**

## Brass Instruments

Valve oil/slide grease

Your specific instrument "care kit"

[https://www.jc-music.com/?s=Care+Kit&post\\_type=product](https://www.jc-music.com/?s=Care+Kit&post_type=product)

2 Rags/junky towels (1 per day in school) to collect any cleared valve/slide condensation from your instrument during rehearsals. These are to be washed weekly before returning to school the following week.

Flip Folder w/lyre and extra flip folder sheets

## Woodwind Instruments

Cork Grease

Extra Reeds

Your specific instrument "care kit"

[https://www.jc-music.com/?s=Care+Kit&post\\_type=product](https://www.jc-music.com/?s=Care+Kit&post_type=product)

Flip Folder w/lyre and extra flip folder sheets

**Drumline \*\*Please purchase the items below and label them for your own use\*\***

Marching Sticks for Snare players: <https://www.steveweissmusic.com/product/vic-firth-srh-ralph-hardimon-drum-sticks/marching-snare-drum-sticks>

Concert sticks for all percussionists: <https://www.steveweissmusic.com/product/vic-firth-sd1/concert-snare-drum-sticks>

2-sided practice pad (one for marching style, one for concert style)

<https://www.steveweissmusic.com/product/hq-realfeel-practice-pad-rf6d/drum-practice-pads>

## Uniform Information (marching and tuxedo)

**\*\*measurements due no later than 9/20/20\*\***

**Marching Uniforms** are borrowed for the year and are thoroughly dry cleaned between seasons.

They consist of marching pants, jacket, and hat.

Marching gloves can be purchased for \$5 through ND

[Black Drill Master Marching Shoes must be purchased via the bandshoppe website.](https://www.bandshoppe.com/)  
<https://www.bandshoppe.com/> search for product no. 103000

*If you are a returning student and need no size adjustments, you will have the same uniform from last year.*

In order to minimize trial-and-error trying on of uniforms, students that need either a marching uniform or a tuxedo uniform will need to bring measurements to school. These measurements should be made by a tailor for accuracy and consistency. If going to a tailor is not an option, please refer to these guidelines for taking accurate measurements:

<https://www.tailorstore.com/mens-body-measurements.pdf>

### Performance Season Tuxedos

When ND Band is in their concert season, we generally wear tuxedos. We order them in bulk through a specific provider that sells at a discounted rate to schools; the total cost of the tuxedo (not including shoes or socks) is \$99. Due to performing restrictions, it is unclear whether we will have a chance to perform in a “formal concert setting”. To anticipate that option, please fill out the provided slip and bring it in to school and I will keep the measurements on record. I will place an order when/if appropriate and will notify you of any payment due.

If you received a tuxedo last year and have not yet paid, please do so via the ND Fine Arts Music website ([notredamehs.com/arts-at-nd/music](https://notredamehs.com/arts-at-nd/music)). You can email me if you can't remember whether or not you have paid.

Please detach the portion below and **take to a local tailor** to obtain the following measurements for *both* marching and tuxedo uniforms. Return *no later than 9/20/20*:

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**Your Name:** \_\_\_\_\_

**Chest (in):** \_\_\_\_\_ **Waist (in):** \_\_\_\_\_

**Neck (in):** \_\_\_\_\_ **Sleeve (in):** \_\_\_\_\_

**Height (ft/in):** \_\_\_\_\_

**General Shirt Size (i.e. M34/35)** \_\_\_\_\_

**General Pant size (i.e. 32w/33L)** \_\_\_\_\_