

# Fairfield Ludlowe High School



## Music Department Handbook and Calendar 2015/2016

# ***Fairfield Ludlowe High School Music Department Handbook***



## **Important Contact Information**

Fairfield Ludlowe High School main office: 255-7201  
Fairfield town wide music office and resource center @ FWHS: 255-8454

***Email is always the fastest, easiest way to contact faculty.***

## **Music Department Faculty**

Nick Albano – Bands and Lessons

Kevin Cotellese – Choirs, Piano, Music Theory

Sam Eckhardt – Music Tech, Lessons and Jazz Ensemble I

Sara Hoefer – District Music Coordinator

Susan Jimenez – Lessons

Lynda Smith – Orchestras and Lessons

Susan Filipowich – District Music Secretary @ FWHS

[nalbano@fairfieldschools.org](mailto:nalbano@fairfieldschools.org)

[kcotellese@fairfieldschools.org](mailto:kcotellese@fairfieldschools.org)

[seckhardt@fairfieldschools.org](mailto:seckhardt@fairfieldschools.org)

[shoefer@fairfieldschools.org](mailto:shoefer@fairfieldschools.org)

[sjimenez@fairfieldschools.org](mailto:sjimenez@fairfieldschools.org)

[lsmith@fairfieldschools.org](mailto:lsmith@fairfieldschools.org)

[sfilipowich@fairfieldschools.org](mailto:sfilipowich@fairfieldschools.org)

## **Music Parents Association**

Website: [FairfieldMPA.org](http://FairfieldMPA.org)

### **Contact Information**

<i>President:</i>	<i>Meg Jones</i>	<i><a href="mailto:megavoche@gmail.com">megavoche@gmail.com</a></i>
<i>Membership:</i>	<i>Debbie Reich, Ludlowe</i>	<i><a href="mailto:debrareich@aol.com">debrareich@aol.com</a></i>
<i>Volunteer Coordinator:</i>	<i>Cathy Carrano, Ludlowe</i>	<i><a href="mailto:cathycarrano@gmail.com">cathycarrano@gmail.com</a></i>

The Music Parent's Association of the Fairfield High Schools (MPA) is an organization of parents of music students in Fairfield's public high schools. Our goal is to support the music students and music departments of these schools in order to encourage the pursuit of their musical interests and to foster a lifelong love of music. MPA functions as a unifying organization which seeks to combine parental resources of the community for the support and encouragement of all music activities, both at the two high schools and throughout the community.

The MPA supports the faculty by recruiting parents to help with uniform fitting, exchanges and collection. Each September the MPA provides all of the volunteers needed to set up and run the used instrument sale. The MPA parents volunteer to usher and take tickets at concerts, to sell CD's, and other concert related activities.

The MPA supports the students by provided refreshments at all home football games for the band members, providing refreshments for the students, faculty and guests after each concert and recognizing the accomplishments of our seniors at the senior awards concerts each spring. The MPA also provides grants for summer music programs, scholarship awards to graduating seniors and gifts to the music departments of each school.

Dues for membership in the MPA are \$20. Membership forms are available at the MPA website, ([www.fairfieldmpa.org](http://www.fairfieldmpa.org)) from the membership chair or the music department and will be available at Open House. All members are invited to attend our general meetings and will be added to our e-mail list for updates on upcoming events, uniform fittings, changes in schedule and volunteer opportunities. Don't miss out – JOIN NOW!

# **Music Department Policies and Information**

## **Attendance Policy**

Performances and rehearsals are an integral part of the music program. Because every rehearsal and performance is considered a class meeting, attendance at all performances and rehearsals is required as stated in the Fairfield Ludlowe High School Program of Studies book. Absence from a performance without a prior acceptable excuse will result in a letter grade reduction for the quarter. Family emergencies or illness are excused. Please make every effort to attend school on the day of a concert. If you do not attend school, you will not be permitted to perform in the concert. As every musician performing in an ensemble is important to the whole, we ask that the director be notified of any possible absence as soon as possible in advance of the performance. Changes from the prepared calendar will be announced well in advance of their occurrence. Students must be appropriately dressed in his or her concert uniform at each performance.

PLEASE NOTE: Senior Interns are responsible for all dress rehearsals and performances until the end of the school year.

## **Individual Instrumental Lessons**

Students in the band and orchestra programs are required to attend a scheduled lesson (once every 4 days) in addition to rehearsals and performances. Students who are studying privately on a regular basis are not required to also participate in the in-school lessons. They will, however, be expected to perform for their teacher on a quarterly basis for review. In school lessons will be scheduled during free periods, study halls, and lunch periods and are 20 to 25 minutes long. Absence from lessons will be reflected in the students' quarterly grade.

## **Practice**

Students are expected to practice daily to enhance his or her proficiency on their instrument or voice. Rehearsal sessions do not replace individual practice sessions. Each individual is expected to prepare his or her part for every rehearsal, performance and/or lesson.

## **Concert Etiquette**

No student is to leave the concert until the entire concert is completed. An important objective in planning concerts is to give students the opportunity to hear each other. Seating is provided in the auditorium so that performers may listen to the other performing groups on the program. As a courtesy to the performers, we ask that other members of the audience plan to stay for the entire performance. It is not appropriate to enter the performance area during the performance of a piece. If you are late, please wait for applause to enter.

***Music teachers and the Fairfield Public School District are not responsible for any accidental damage incurred to instruments while in the course of daily instruction, tuning, and instrument handling.***

## **Performance Ensembles**

Syllabus available in handbook

- Symphonic Orchestra – Mrs. Smith
- Concert Orchestra – Mrs. Smith
- Women’s Choir – Mr. Cotellese
- Concert Choir – Mr. Cotellese
- Chamber Choir – Mr. Cotellese
- Concert Band – Mr. Albano
- Wind Ensemble – Mr. Albano

## **Uniform Dress Code for Performances**

If any portion of a supplied uniform is not returned when a student graduates or completes his or her participation in the music department, they will be charged appropriately. Students keep their uniforms over the summer. If at any time(s) a size change is necessary, we will make this change at no cost. All returned uniforms must be cleaned and pressed.

**There is a one-time uniform fee of \$80 for freshmen, \$60 for sophomores, \$40 for juniors, and \$20 for seniors. This is a non-refundable fee.**

Uniform fittings will be held in late September for new students and any student who may need a different size.

### **Male students in all performing groups**

Tuxedo (supplied), which includes;  
Black wool slacks, black jacket, white shirt, black bow tie & cummerbund  
Black dress shoes & black socks (students must supply)

### **Female students in all performing groups**

Black floor length gown (supplied)  
Gown must be hemmed  
Black dress shoes & black stockings (students must supply)

### **Marching Band, Males and Females**

The marching band varsity style jacket will be used for our football games this year and at the Memorial Day Parade on May 30<sup>th</sup>.

**\* Students not properly dressed for any performance or rehearsal may result in a loss of credit or dismissal from the event.**

# How to care for your Concert Attire

## For all garments:

- **NO TAGS ARE TO BE REMOVED FROM ANY GARMENT—EVER!** If you are itchy there are products available to tape down the offending tag. See coordinator for questions.
- Accidents can happen, but please treat any stains IMMEDIATELY by blotting or gently rubbing with a little cold water.
- Be sure to try on all your items BEFORE every concert day to ensure they're clean, complete and still fit!
- Don't wait until the last minute for exchanges, repairs, etc.
- Garments must be cleaned as soon as possible after wearing (see Men/Women details below)
- Please contact the concert attire coordinator with any serious repair or cleaning issues.
- Minor repairs (hems, buttons) and cleaning (laundering, small stains/spots) are your responsibility. Please take care of them as soon as you notice them to avoid last minute snags next concert!
- There will be parents available on concert night to assist with any last minute emergencies.

## Men:

- New men's pants may be cut prior to hemming, but should retain at least 4 inches of material for later alterations.
- **Black socks** are to be worn with your tuxedo.
- Please keep your tuxedo on a good hanger at home.
- Return bowtie, cummerbund and all studs to their bag IMMEDIATELY after removing them. Hang the bag on your jacket hanger to ensure everything stays together
- **Launder your shirt** (machine wash, no bleach, tumble dry, light iron) as soon as possible after every concert wearing. Perspiration can stain the fabric and eventually cause it to deteriorate.
- **Pay special attention to collars and cuffs.** Pre-treat stains if necessary. Please DO NOT dry clean your shirts as this will set any stains that have occurred. Dry clean only when returning your shirt.
- Pants and jackets may be **dry cleaned only** as needed.
- Ties and cummerbunds can be spot cleaned as needed.

## Women:

- Women's gowns may be cut to properly hem them but please leave at least 2 inches. Hemmed gowns should be 1" off the floor with dress shoes on. These dresses should be considered "evening wear."
- Women must wear dress shoes with their dresses.
- Gowns must be hemmed with **stitching ONLY**. Taping the hem will ruin the fabric and you will be charged a full replacement fee when the gown is returned.
- Please keep your gown on a good hanger at home. Loop the hanging straps over the top of the hanger to keep it hanging straight.
- Please clean your dress as soon as possible after every performance. Perspiration can stain the fabric and eventually cause it to deteriorate – Hand wash in COLD water
- Dry cleaning required only when returning the garment.

**Please contact the coordinator at any time with any questions, problems, clarifications, etc.**

**MPA (Music Parents Association) Uniform Coordinator:**

Lucy Buggy, [lbuggy6@gmail.com](mailto:lbuggy6@gmail.com)

**Symphonic Orchestra**

Instructor: Mrs. Lynda Smith  
Email: lsmith@fairfieldschools.org  
Classroom: 121  
Credit Hours: 2

**Course Description:**

The focus of this course will be on developing advanced instrumental techniques, ensemble playing and music reading. Selected woodwind, brass and percussion players from the Symphonic Band will be added to complete the instrumentation of the Symphonic Orchestra. Orchestral literature of various periods and styles will be studied and performed. Instrumental lessons are required for this course. Participation in all scheduled rehearsals and performances is required.

**Text:**

Orchestral repertoire assigned by the instructor.

**Materials:**

Pencil, Music, Method Books (in school lessons), soft cloth, rosin, rock stop (cello and bass students), music stand (for home use).

**Attendance:**

Attendance procedures follow the guidelines set by the Fairfield School District attendance policy. Please also refer to the attendance policy posted previously in this handbook.

**Grading:**

**100% of grades will be based on Summative Assessments**

- 40% = Rehearsal/Ensemble Skills
- 40% - Individual/Small Group Performance Skills
- 20% = Ensemble Performance

**Participation in all scheduled rehearsal and performances are required.** Missing a concert without prior permission from the instructor will result in a letter grade deduction.

# Concert Orchestra

Instructor: Mrs. Lynda Smith  
Email: [lsmith@fairfieldschools.org](mailto:lsmith@fairfieldschools.org)  
Classroom: 121  
Credit Hours: 2

## **Course Description:**

This course includes all 9<sup>th</sup> and 10<sup>th</sup> grade string players who desire training in instrumental techniques, ensemble playing and music reading. Selected members of the Concert Band will be added to complete the instrumentation of the Concert Orchestra. Instrumental lessons are required for this course. Participation in all scheduled rehearsals and performances is required.

## **Text:**

Orchestral repertoire assigned by the instructor.

## **Materials:**

Pencil, Music, Method Books (in school lessons), soft cloth, rosin, rock stop (cello and bass students), music stand (for home use).

## **Attendance:**

Attendance procedures follow the guidelines set by the Fairfield School District attendance policy. Please also refer to the attendance policy posted previously in this handbook.

## **Grading:**

### **100% of grades will be based on Summative Assessments**

- 40% = Rehearsal/Ensemble Skills
- 40% - Individual/Small Group Performance Skills
- 20% = Ensemble Performance

**Participation in all scheduled rehearsal and performances are required.** Missing a concert without prior permission from the instructor will result in a letter grade deduction.



# Women's Chorus Ensemble

Instructor: Mr. Kevin Cotellese  
Email: [kcotellese@fairfieldschools.org](mailto:kcotellese@fairfieldschools.org)  
Classroom: 115  
Credit Hours: 1.2

## **Course Description/Objective:**

All vocal ensembles meet once daily with the exception on the 3 day per week women's choir. Music of various periods and styles will be studied and performed including compositions using texts in foreign languages. Good vocal technique and ensemble skills are emphasized. Participation in all scheduled rehearsals and performances is required. Students are expected to supplement group rehearsals with daily individual practice. Adherence to the code of ethics and performance dress codes is required. Enrollment in voice class is also recommended.

## **Text:**

The instructor will assign musical selections from all musical styles.

## **Materials:**

Pencil(s), Music, Black Binder/Folder

## **Attendance:**

Attendance procedures follow the guidelines set by the Fairfield School District attendance policy. Please also refer to the attendance policy posted previously in this handbook.

## **Grading:**

### **100% of grades will be based on Summative Assessments**

- 40% = Rehearsal/Ensemble Skills
- 40% - Individual/Small Group Performance Skills
- 20% = Ensemble Performance

**Participation in all scheduled rehearsal and performances are required.** Missing a concert without prior permission from the instructor will result in a letter grade deduction

# Concert Choir

Instructor: Mr. Kevin Cotellese  
Email: [kcotellese@fairfieldschools.org](mailto:kcotellese@fairfieldschools.org)  
Classroom: 115  
Credit Hours: 2

## **Course Description/Objective:**

All vocal ensembles meet once daily with the exception on the 3 day per week women's choir. Music of various periods and styles will be studied and performed including compositions using texts in foreign languages. Good vocal technique and ensemble skills are emphasized. Participation in all scheduled rehearsals and performances is required. Students are expected to supplement group rehearsals with daily individual practice. Adherence to the code of ethics and performance dress codes is required. Enrollment in voice class is also recommended.

## **Text:**

The instructor will assign musical selections from all musical styles.

## **Materials:**

Pencil(s), Music, Black Binder/Folder

## **Attendance:**

Attendance procedures follow the guidelines set by the Fairfield School District attendance policy. Please also refer to the attendance policy posted previously in this handbook.

## **Grading:**

### **100% of grades will be based on Summative Assessments**

- 40% = Rehearsal/Ensemble Skills
- 40% - Individual/Small Group Performance Skills
- 20% = Ensemble Performance

**Participation in all scheduled rehearsal and performances are required.** Missing a concert without prior permission from the instructor will result in a letter grade deduction.

# Chamber Singers

Instructor: Mr. Kevin Cotellese  
Email: [kcotellese@fairfieldschools.org](mailto:kcotellese@fairfieldschools.org)  
Classroom: 115  
Credit Hours: 2

## **Course Description/Objective:**

All vocal ensembles meet once daily with the exception on the 3 day per week women's choir. Music of various periods and styles will be studied and performed including compositions using texts in foreign languages. Good vocal technique and ensemble skills are emphasized. Participation in all scheduled rehearsals and performances is required. Students are expected to supplement group rehearsals with daily individual practice. Adherence to the code of ethics and performance dress codes is required. Enrollment in voice class is also recommended.

## **Text:**

The instructor will assign musical selections from all musical styles.

## **Materials:**

Pencil(s), Music, Black Binder/Folder

## **Attendance:**

Attendance procedures follow the guidelines set by the Fairfield School District attendance policy. Please also refer to the attendance policy posted previously in this handbook.

## **Grading:**

### **100% of grades will be based on Summative Assessments**

- 40% = Rehearsal/Ensemble Skills
- 40% - Individual/Small Group Performance Skills
- 20% = Ensemble Performance

**Participation in all scheduled rehearsal and performances are required.** Missing a concert without prior permission from the instructor will result in a letter grade deduction.

## **Wind Ensemble Grades 10-12**

Instructor: Mr. Albano  
Email: [nalbano@fairfieldschools.org](mailto:nalbano@fairfieldschools.org)  
Classroom: 107  
Credit Hours: 2

### **Course Description:**

This band is chosen by audition and by the recommendation of the band director. A limited number of students will be selected on each instrument to provide balanced instrumentation. This ensemble, the most advanced of high school bands, will study and perform standard wind ensemble literature from a variety of styles and periods. An instrumental lesson is required for each student enrolled in this course. Participation is required in all fall, winter and spring scheduled rehearsals and performances.

**Please see the “2014-2015 Band Handbook” for more detailed information. This is available on the FLHS Music Department Website or to request a copy please email Mr. Albano at the above address**

## **Concert Band Grades 9-12**

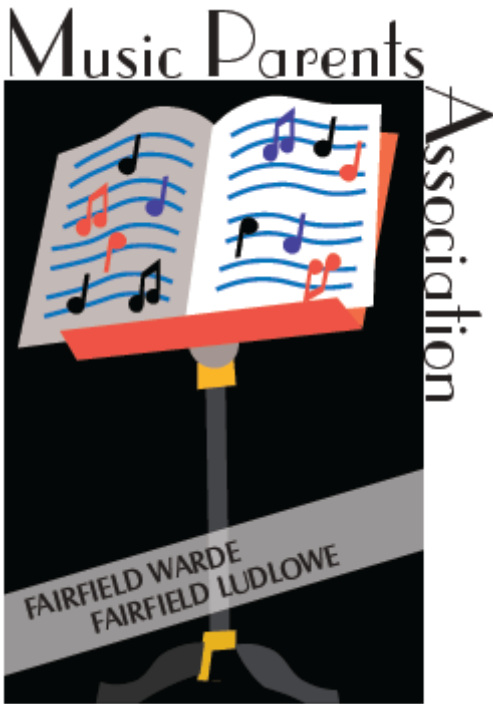
Instructor: Mr. Albano  
Email: [nalbano@fairfieldschools.org](mailto:nalbano@fairfieldschools.org)  
Classroom: 107  
Credit Hours: 2

### **Course Description:**

This course includes all ninth grade band students, as well as upperclassmen. Students will receive further training in the instrumental techniques, ensemble playing, and music reading. This course focuses on fundamental aspects of reading and performing all styles of band literature. This course is a prerequisite to audition for Wind Ensemble. Music fundamentals and developing the student’s musicianship are emphasized. An instrumental lesson is required for each student enrolled in this course. Selected players from band may also perform with orchestra. Participation is required in all fall, winter, and spring scheduled rehearsals and performances.

**Please see the “2014-2015 Band Handbook” for more detailed information. This is available on the FLHS Music Department Website or to request a copy please email Mr. Albano at the above address**





## About The Music Parents' Association

### Mission:

The mission of the MPA is to assist and support the music students and music departments of the Fairfield Public High Schools in order to encourage the pursuit of their musical interests and to foster a lifelong love of music.

### What we do:

The MPA supports the faculty and students by recruiting parent volunteers to coordinate uniform fitting, cleaning, and inventory. The MPA parent volunteers usher and provide refreshments at concerts throughout the year, as well as providing refreshments at all home football games for the pep bands.

The MPA also provides grants to students in grades 9 – 11 each year who are attending a summer music program and \$5,000 in scholarship awards each year to graduating seniors. This money is raised through our fundraisers, the Used Instrument Sale in September and the Jazz Dinner Dance in May. Additional funds come from donations to the scholarship fund through our annual giving campaign.

The MPA supports parents through our two or three education programs each year, which cover such subjects as finding the right summer music program for your student and continuing the pursuit of music at the college level.

Our website - [www.fairfieldmpa.org](http://www.fairfieldmpa.org) - contains additional information and an updated calendar.



Membership Dues: \$20

Student's Name: \_\_\_\_\_ Grade: \_\_\_\_\_

School: \_\_\_\_\_ HR: \_\_\_\_\_

Music Participation: Vocal \_\_\_\_ Band \_\_\_\_ Orchestra \_\_\_\_ Music Tech \_\_\_\_

Parent's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Make checks payable to MPA C/O FWHS, 755 Melville Ave., Fairfield, CT 06825

# MUSIC DEPARTMENT HANDBOOK RETURN FORM

(Please return this form to your ensemble director no later than Monday, September 21, 2015)

**Student Name** \_\_\_\_\_

**Parent Name** \_\_\_\_\_

**Parent Email:** \_\_\_\_\_

“We have read the calendar and handbook and understand and accept both the rehearsal and concert responsibilities and the policies put forth by the Fairfield Ludlowe High School music department.”

**Student Signature** \_\_\_\_\_

**Parent/Guardian Signature** \_\_\_\_\_

**Date of return** \_\_\_\_\_

If an illness or a family emergency comes up before a rehearsal or performance, please email your director ASAP.