

***NORTH CENTRAL COLLEGE***  
***CARDINAL MARCHING BAND***



***SYLLABUS AND HANDBOOK***  
***2019 SEASON***

# ***CONGRATULATIONS!***

**By joining the Cardinal Marching Band, you are taking part in an exciting and growing tradition at North Central College.**

North Central College is one of a very few number of liberal arts colleges in the United States to offer athletic band experiences for both football and basketball seasons. As such, your involvement means that you are taking part in a truly unique organization that emphasizes musical growth and development, school pride and spirit, and inter-organizational camaraderie.

The 2019-2020 leadership team is here to help you with any questions you might have. Feel free to reach out to your captain or section leader—they'd love to hear from you!

## Instructional Leadership

Drum Majors: **Hannah Estoll and Sarah Purlee**  
Flute Section Leader: **Emily Horvath**  
Clarinet Section Leader: **Tony Fletcher**  
Saxophone Section Leader: **Bill Foster**  
Trumpet Section Leader: **Anthony Calabria**  
Mellophone Section Leader: **Kaitlyn Johnson**  
Low Brass Co-Section Leader: **Mauricio Palma-Atilano**  
Low Brass Co-Section Leader: **Chris Hansen**  
Percussion Section Leader: **Brian Stapleton**  
Percussion Assistant Section Leader: **Chris Neill**  
Color Guard Co-Captain: **Angela Kvitek**  
Color Guard Co-Captain: **Sydney Truran**  
Color Guard Junior Captain: **Alexandra Wilkin**

## Organizational Leadership

Band Relations Chair: **Edmund Manuel**  
Band Relations Vice-Chair, Social: **CeCe Johnson**  
Band Relations Vice-Chair, Social: **Jessica D'Amico**  
Band Relations Vice-Chair, Culture: **Chris Vosburgh**  
Band Relations Vice-Chair, Culture: **Sophie Holtquist**  
Uniform Chair: **Elaine Waite**  
Uniform Vice-Chair: **Elizabeth Prazak**  
Uniform Vice-Chair: **Kelsey Weivoda**  
Music Chair: **Darcy Tecalero**  
Equipment and Logistics Co-Chair: **Nick Baumgartner**  
Equipment and Logistics Co-Chair: **Chris Neill**



# **COURSE INFORMATION**

## **Instructor**

Dr. Sean Kelley, Director of Athletic Bands/Associate Director of Bands

## **Registration Information**

All participating students must register for Cardinal Athletic Band

Course Number: MUEN 110, Section 1

## **Contact Information**

Email: [spkelley@noctrl.edu](mailto:spkelley@noctrl.edu) Phone: 630-637-5358 Office: FAC 135

## **Course Description and Objectives**

Open to all students with woodwind, brass, percussion, or color guard experience, the Cardinal Athletic Band serves as both a performance-based academic course and a service organization. Centered on the musical development of its members, students in this course will: 1) perform music of a wide variety of styles and genres; 2) develop time management, organization, and leadership skills; and 3) serve North Central College and Greater Naperville by providing a spirited atmosphere at athletic, campus, and community events. Scholarships for involvement are available. All interested students must contact the director prior to enrolling.

## **Cardinal Marching Band Requirement Overview**

- 1) Members must attend band camp, which typically begins two weeks before the start of Fall Semester classes (more info on next page)
- 2) Once classes begin, the band rehearses twice a week (Monday and Wednesday), two hours per rehearsal. Attendance is mandatory.
- 3) Color Guard and Drumline typically hold sectionals on Thursday evenings
- 4) The CMB instrumentalists perform in the stands at all home football games and playoff games, and the guard performs routines on the track
- 5) All CMB members march halftime field shows at all home games and at other community events, such as local high school marching band competitions as an exhibition group
- 6) All CMB members are expected to participate in NCC pep rallies, parades, and other campus events

# Rehearsal Schedule

## Band Camp

### Percussion and Color Guard Registration, Move-In, and Retreats

Friday, August 2, 2019

8:00 am to 10:00 pm

*Detailed itineraries will be posted/emailed at least two weeks prior to the events*

### Leadership Move-In/Retreat and Percussion and Color Guard Retreats

Saturday, August 3, 2019

8:00 am to 10:00 pm

*Detailed itineraries will be posted/emailed at least two weeks prior to the events*

### Non-Leadership Wind Player Registration/Move-In AND Team Building Day for ALL members

Sunday, August 4, 2019

8:00 am to 10:00 pm

*Detailed itineraries will be posted/emailed at least two weeks prior to the events*

### Band Camp Rehearsals

#### Week One

Monday, August 5 - Saturday, August 10, 2018

8:00 am to 5:00 pm

*Evening social activities will follow rehearsals each day*

#### Band Outing

Sunday, August 11, 2019

TBA

#### Week Two

Monday, August 12 and Tuesday, August 13, 2019

8:00 am to 2:00 pm

## Regular Fall Semester Schedule

Mondays and Wednesdays, 6:30 to 8:30 pm

*All Fall Semester rehearsals will be held at the practice field (Behind Res/Rec), Benedetti-Wehrli Stadium, or the Fine Arts Center*

## Performance Schedule

**Subject to Change \* Spirit, Community, and College Requested Appearances TBA**

<b>Wednesday, August 14, 2019</b> Torch Night Call Time: TBA Event Begins: 8:00 pm	<b>Saturday, November 16, 2019*</b> Playoff Game Call Time: TBA Event Begins: TBA
<b>Saturday, September 28, 2019</b> NCC vs. North Park (Homecoming) Call Time 8:45 am Kickoff: 2:00 pm	<b>Saturday, November 23, 2019*</b> Playoff Game Call Time: TBA Event Begins: TBA
<b>Saturday, October 12, 2019</b> NCC vs. Augustana Call Time 7:45 am Kickoff: 1:00 pm	<b>Saturday, November 30, 2019*</b> Playoff Game Call Time: TBA Event Begins: TBA
<b>Saturday, October 26, 2019</b> NCC vs. Carthage Call Time 7:45 am Kickoff: 1:00 pm	<b>Saturday, December 7, 2019*</b> Playoff Game Call Time: TBA Event Begins: TBA
<b>Saturday, November 9, 2019</b> NCC vs. Illinois Wesleyan (Senior Day) Call Time TBA Kickoff: 2 pm	<b>Friday/Saturday, December 13-14, 2019*</b> National Championship Game Call Time: TBA Event Begins: TBA

\* Pending Qualification

# Social Activities

## Band Camp

**Sunday, August 4<sup>th</sup>:** students will participate in a full day of social, ice-breaking and team building activities. Additionally, there are several other social activities throughout the band camp week:

### **Monday, August 5<sup>th</sup>: Section Bonding Night**

The band breaks into sections in order to allow the “immediate families” to bond. Most sections either go out to eat somewhere inexpensive, explore downtown Naperville, get ice cream, etc. Please bring roughly \$20 for this experience.

### **Tuesday, August 6<sup>th</sup>: Game Night**

Typically in the basement of Ward Hall, students bring their favorite board games for an evening of camaraderie and fun.

### **Wednesday, August 7<sup>th</sup>: Movie Night**

The band hosts a movie night in the band room in Wentz Hall. Wear your pajamas and bring a pillow and blanket! Refreshments are provided, but feel free to bring your own snacks as well.

### **Thursday, August 8<sup>th</sup>: Bowling Night**

Always a huge hit, we rent lanes at Bowlero Naperville and enjoy an evening of fun, food, and bowling!

### **Friday, August 9<sup>th</sup>: Bonfire Night**

Held in Jefferson Plaza, the band hosts a bonfire complete with snacks and refreshments. Students often play Ultimate Frisbee, break out the guitar, and otherwise hang out together and have a great time.

## Regular Season Team Building and Morale Boosters

Due to the hectic schedules, our focus during the Fall Semester centers on morale. Each Thursday, we dedicate part of our rehearsal to taking a few moments to appreciate our time together through purposeful fun games and activities. These activities are led by our Band Relations committee.

*The 2018 Saxophone Section*



## **Financial Preparations**

All members will be required to purchase uniform parts, which are listed on page 7. Returning members would only be required to purchase items that they have lost, outgrown, or that are worn out/stained/damaged. New members must purchase all items. Please review the price list and plan your finances accordingly. No money will be collected until the band camp, giving the student/family all summer to secure funds. If finances are an issue, please email Dr. Kelley so that a payment plan can be arranged. No student should withdraw from participation due to money.

**A one-time course \$90 fee is necessary to offset the expenses of maintaining our program.**

\$25- Meals and Social Activities

\$5- Paint and Field Equipment

\$30- Uniform Laundering

\$30- Practice Field Lighting Rental

Payment is not due until band camp registration. Cash and checks (made out to North Central College) are accepted.

Additionally, some uniform, rehearsal, and band camp supplies are the responsibility of the student to provide. See lists on pages 8-10.

## **NCC-Owned Instrument and Equipment Checkout**

Some instruments and color guard equipment are available to check out for the season. There is no fee. These include:

### **Instruments**

- 1) Tenor Saxophone
- 2) Baritone Saxophone
- 3) Mellophone
- 4) Baritone
- 5) Sousaphone
- 6) All Drumline Instruments (snare, tenors, bass, cymbals)

### **Color Guard Equipment**

- 1) Flags
- 2) Poles

Storage is provided in the Merner Field House band storage room. If the instrument is stored elsewhere, the user assumes all responsibility for the security of the instrument/equipment. Regular maintenance of the instrument/equipment is the student's responsibility.

## **Damaged, Destroyed, or Unreturned Instruments**

If, at any point during the season, the instrument is damaged beyond normal wear, the student may (depending on the circumstances, but primarily centering on incidence involving negligence, carelessness, horseplay, etc.) be billed the cost of repairing the instrument back to checkout day condition. If the instrument is damaged beyond repair, the full replacement cost may be billed to the student. Likewise, if an instrument is not returned, the full replacement cost will be billed to the student. A hold may be placed on the student's registration and records until full payment is received.

## **Damaged, Destroyed, or Unreturned Guard Equipment**

If, at any point during the season, a flag or pole is damaged beyond normal wear, the student may (depending on the circumstances, but primarily centering on incidence involving negligence, carelessness, horseplay, etc.) be billed the cost of repairing the equipment back to checkout day condition. If the equipment is damaged beyond repair, the full replacement cost may be billed to the student. Likewise, if equipment is not returned, the full replacement cost will be billed to the student. A hold may be placed on the student's registration and records until full payment is received.



# Move-In

Cardinal Marching Band (CMB) members living in NCC-owned student housing must move in to their residence hall early in order to take part in band camp. The leadership team will distribute keys to these students as they arrive. **Key pickup time and locations are as follows:**

## CMB Color Guard and Percussion

Friday, August 2<sup>nd</sup> 8:00 am to 10:00 am, Wentz Concert Hall Lobby

## CMB Leadership (non-Color Guard and Percussion)

Saturday, August 3<sup>rd</sup> 8:00 am to 10:00 am, Pfeiffer Hall Lobby

## CMB Regular Membership Wind Players

Sunday, August 4<sup>th</sup> 8:00 am to 11:00 am, Pfeiffer Hall Lobby  
310 E. Benton Ave., Naperville, IL 60540

Students living in off-campus housing should make arrangements with their individual landlords to move in before the beginning of band camp.

# Band Camp Meals

CMB members who purchased a meal plan for the 2017-2018 school year will begin using their meal plan swipes beginning on September 1<sup>st</sup>, and Kaufman Dining Hall will be open to Cardinal Marching Band Members for Lunch and Dinner throughout Band Camp. For students who do not have a meal plan, lunch will be provided at Kaufman on rehearsal days only, while dinner will be on their own. **Please read the following information very carefully:**

<u>August 2<sup>nd</sup></u> Percussion and Color Guard Retreats	Percussion and Color Guard will be provided lunch at Kaufman out of the CAB budget. Breakfast and dinner is "on your own."
<u>August 3<sup>rd</sup></u> Leadership, Percussion, and Color Guard Retreats	Leadership, Percussion, and Color Guard will be provided lunch at Kaufman out of the CAB budget. Breakfast and dinner is "on your own."
<u>August 4<sup>th</sup></u> General Membership Wind Player Move-In Day & ALL-CMB Team-Building Retreat	All students will be provided with dinner at Kaufman out of the CAB budget.  Leaders, color guard, and percussion must provide their own breakfast and lunch. All other students should plan on eating breakfast and lunch on their own. Group activities will begin after lunchtime.
<u>August 5<sup>th</sup> – 10<sup>th</sup></u> Band Camp Rehearsal Days	All students will need to provide their own breakfast and dinner  All students will be provided with <u>LUNCH ONLY</u> at Kaufman out of the CAB Budget. Kaufman's policies change yearly. Any student may still be required to swipe or sign in at the front counter.
<u>August 11<sup>th</sup></u> Band Outing Day	All students will need to provide their own meals. We will be off campus. Location TBD.
<u>August 12<sup>th</sup> – 13<sup>th</sup></u> Band Camp Rehearsal Days	All students on meal plans will begin eating all meals at Kaufman by swiping their cards  Students without meal plans will be provided with LUNCH ONLY at Kaufman out of the CAB budget <u>ON REHEARSAL DAYS ONLY</u> . These students may be required to swipe or sign in at the front counter.
<u>August 14<sup>th</sup> – 19<sup>th</sup></u>	These are not rehearsal days, so all students must provide their own meals

# Uniforms

## INSTRUMENTALIST FORMAL AND INFORMAL UNIFORM PARTS

CMB instrumentalists have two uniforms: 1) a formal uniform for all major performances and 2) an informal uniform for more casual events. The list below details what uniform parts: 1) are provided by NCC; 1) must be ordered prior to arriving at band camp; and 3) must be brought from home.

### Provided by NCC

*All of these items are the property of NCC and must be returned*

- Uniform Jacket (formal uniform)
- Pants/"Bibbers" (formal uniform)
- Shako (i.e. hat) (formal uniform)
- Plume (formal uniform)
- CMB rain jacket (used for both formal and informal uniforms)
- Garment Bag (formal uniform)
- Shako storage box (formal uniform)

### Ordered via Webform and Purchased/Picked Up Upon Arrival at Move-In Day Registration

*All of these items are the property of the student and are theirs to keep*

- Marching shoes (used for both formal and informal uniforms)- \$35.00
- Gloves (used for both formal and informal uniforms)- \$5.00
- CMB ball cap (used for both formal and informal uniforms)- \$10.00
- CMB Game Day Cinch Bag (used for both formal and informal uniforms)- \$15.00
- CMB Winter Hat (used for both formal and informal uniforms)- \$15.00
- CMB Nike Drifit uniform undershirt (use for both formal and informal uniforms)- \$20.00
- CMB Nike Polo (informal uniform)- \$36

### Student Responsibility- Bring from Home

*All of these items are property of the student and are theirs to keep*

- Long black socks (no ankle-length) (used for both formal and informal uniforms)
- Black pants\* (informal uniform)
- Solid black belt with modest black or silver buckle (informal uniform)

### Optional Purchase

- Member Jacket- \$66

*\* Pants must have belt loops and a modest, solid black belt must be worn when in the informal uniform (no studs, rivets, spikes, grommets, etc.). Pants must be loose sitting (i.e. no spandex-based material, yoga pants, skinny pants/jeans, capris, quarter-length, or similar), nothing tight fitting or snug, no black jeans or denim of any kind. Your pants and belt SHOULD be boring! Do not draw attention to yourself through the uniform.*

## COLOR GUARD UNIFORM PARTS

### Provided by NCC

*This item is the property of NCC and must be returned*

- Color guard uniform

### Ordered through Color Guard Captains

*These items are the property of the student and are theirs to keep*

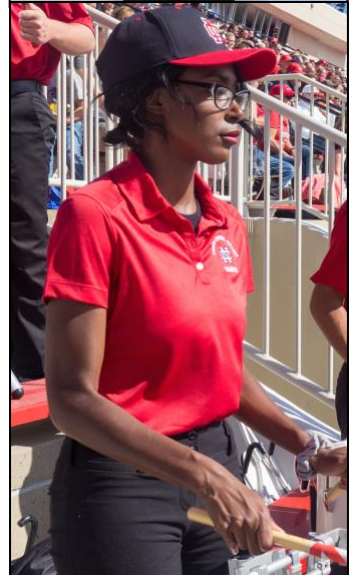
- CCG (Cardinal Color Guard) Duffel Bag
- CCG Track Suit
- Ribbons, bows, and uniform accessories

### Optional Purchase

- Member Jacket- \$66

## Damaged, Destroyed, or Unreturned Uniforms

If, at any point during the season, the uniform is damaged beyond normal wear, the student may (depending on the circumstances, but primarily centering on incidence involving negligence, carelessness, horseplay, etc.) be billed the cost of repairing the uniform back to checkout day condition. If the uniform is damaged beyond repair, the full replacement cost may be billed to the student. Likewise, if a uniform is not returned, the full replacement cost will be billed to the student. A hold may be placed on the student's registration and records until full payment is received.



**Top to Bottom: Formal Instrumental Uniform, Informal Instrumental Uniform, Color Guard Uniform**



## Seating in the Stands

Students will be expected to maintain their uniform while in the stands at all performances. We represent our college and the band program at all times, and it is necessary that we look polished and professional.

**Only Cardinal Athletic Band members are permitted to sit in the band's area of the stands.** Do NOT invite friends, significant others, family members, etc. to sit with you. We must stay focused on our mission throughout the event. Prospective students who register through Admissions may sit with and play with the band.

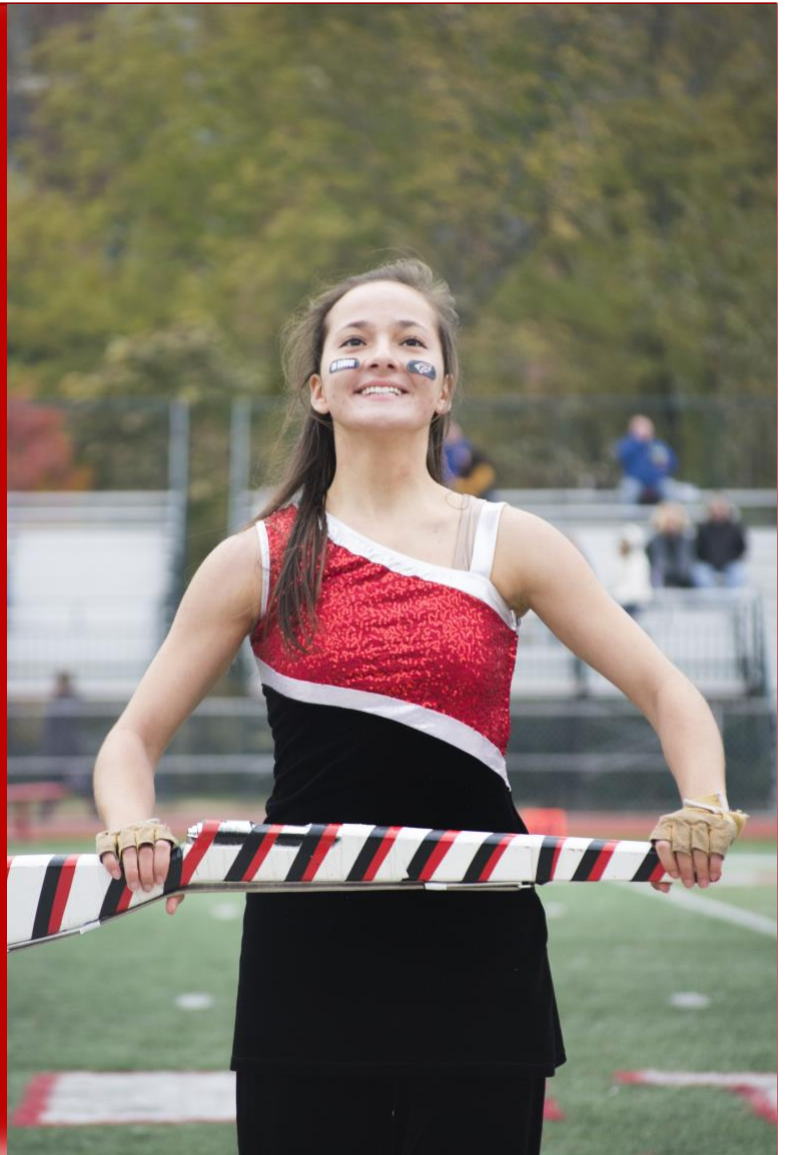
Students will be provided with a minimum of 15 minutes between pregame activities and the national anthem performance in order to take care of any personal concerns, including eating a snack, using the restroom, etc. Please make sure that you have taken care of all of these issues prior to the announced report time.



**CMB Member Jacket**

## Professionalism

Members of the Cardinal Athletic Band represent this organization and North Central College at all times, but especially when in uniform at performances. Please be aware that everything you say and do while in uniform is a representation of the entire Cardinal Marching Band. Have fun, but always be respectful! Profanity, rude behavior/language, taunting, or unsportsmanlike conduct of any kind will not be tolerated.



**Angela Kvitek, '21**  
**2019 Color Guard Co-Captain**

# **REQUIRED MATERIALS**

## **Band Camp Materials**

Band Camp is an intense but fun week of rehearsals that takes place before Fall Semester classes begin. The purpose of Band Camp is to learn the field show and stand tunes, as well as to bond as a group. Participation in Band Camp is a mandatory requirement for all members of the Cardinal Marching Band. Below is a checklist of items to make sure you have with you by the time you move in:

- \_\_\_\_\_ **Instrument and any necessary accessories** (valve oil, reeds, extra drum sticks, etc.)
- \_\_\_\_\_ **Comfortable clothes** (Preferably shorts and t-shirts-- wicking fabrics such as Under Armor or Nike Dri-fit are recommended)
- \_\_\_\_\_ **Athletic shoes** (MUST have a back – neither sandals nor marching barefoot are acceptable)
- \_\_\_\_\_ **Insulated water jug, Camelbak, etc.**
- \_\_\_\_\_ **Hat and/or sunglasses**
- \_\_\_\_\_ **Sunscreen** (SPF 50 or higher)
- \_\_\_\_\_ **Pencil**
- \_\_\_\_\_ **1" 3-ring binder\*** (purchase one labeled "heavy duty"—economy or mid-range ones will not last!)
- \_\_\_\_\_ **Clear 8.5 x 11 sheet protectors for drill\*** (Around 20 sheets)
- \_\_\_\_\_ **A pair of thick shoestrings\*** (used to create a shoulder strap for your music/drill book)
- \_\_\_\_\_ **Lyre (You must purchase and have on-hand by Move-In. Each individual instrument is too different for the band to provide all models)**
- \_\_\_\_\_ **Flip Folder (You may either purchase and have on-hand by Move In or purchase one from the band upon arrival. Exact cost will be communicated about 2 weeks before Move-In)**
- \_\_\_\_\_ **One-time \$90 Course Fee** (see breakdown on page 6) Checks should be made out to North Central College.
- \_\_\_\_\_ **Payment for all student-owned uniform parts** (see pg. 8 for parts list).

*\*These items are used to create your drill book. Please see separate attachment for assembly instructions.*

## **Materials Required at All Regular Season Rehearsals**

- \_\_\_\_\_ **Drill Book** with all show music and drill
- \_\_\_\_\_ **Lyre**
- \_\_\_\_\_ **Flip Folder** with all stand tunes, including national anthem, fight song, and alma mater
- \_\_\_\_\_ **Appropriate Athletic Shoes**
- \_\_\_\_\_ **Pencil**
- \_\_\_\_\_ **Working Instrument** including plenty of unchipped/uncracked reeds (woodwinds) and appropriate sized mouthpieces (brass)

## Game Day Rehearsals

Every home football game day will begin with a mandatory rehearsal. Usually two hours in length, these rehearsals typically begin 4 to 4.5 hours before kickoff in order to allow students enough time in between rehearsal and the game to rest, eat, clean up, change into uniform, and then reassemble to perform our traditional pregame festivities. For 1:00 pm kickoffs, plan on rehearsals beginning around 8:30 am or 9:00 am. For 2:00 kickoffs, rehearsals will most likely begin at 9:30 am or 10:00 pm. For 6 pm or 7 pm kickoffs, rehearsals will most likely begin at 2:00 pm or 3:00 pm.

## Sample Game Day Itinerary

The following is a sample of the typical game day with a 1:00 pm kickoff. **\*\*\*ALWAYS KEEP YOUR GAME DAY CLEAR OF OBLIGATIONS/COMMITMENTS. Work, homework, family events, etc. are not acceptable excuses. Plan ahead! Be proactive! Be responsible!\*\*\***

Time	Location	Event	Facilitator
8:30 am	Practice Field	Stretching	Student Leader
8:35 am	Practice Field	Basics Review	Kelley
8:50 am	Practice Field	Music Warmup/Review	Kelley
9:10 am	Practice Field	Review Show Song 1	Kelley/DMs
9:35 am	Practice Field	Review Show Song 2	Kelley/DMs
9:50 am	Practice Field	Review Show Song 3	Kelley/DMs
10:05 am	Practice Field	Run-Through	Kelley/DMs
10:15 am	Practice Field	Review Cheers/Stand Tunes/Your Song	DMs
10:30 am		Break	
12:00 pm	Jefferson Plaza	Reassemble- Tuning/Rewarm	DMs
12:05 pm	Chicago & Brainard	Parade Step-Off	
12:30 pm	Stadium	Arrive at Stadium, Set up, Water break, etc.	Kelley
12:45 pm	Stadium	All personnel back in the stands	
12:55 pm	Stadium	Pregame: Play National Anthem	Kelley
1:00 pm	Stadium	KICKOFF: GIVE 4 QUARTERS OF RELENTLESS ENERGY!	DMs
2:30 pm (ish)	Stadium	Halftime Performance: LET'S DO IT AGAIN! DEMONSTRATE WHAT THE 2015 CAB IS ALL ABOUT!	DMs
4:30 pm (ish)	Championship Plaza	Closing Ceremony at Shatzer Statue	DMs/Kelley
4:45 pm (ish)		Dismissal	DMs/Kelley



## Football Playoffs

Playoff games are an important part of the schedule. In NCAA Division III, playoff games are played at the team's home stadiums, with the team with the best record serving as host for the first two rounds. Because the football team's participation in the games is dependent on their performance throughout the season, we will not know any information (including whether the games will be away or at home) until the end of the regular season. **Our team is almost always very highly ranked and has a long tradition of playing well into the post-season. Expect to play at all playoff games.**

**Thanksgiving is Nov. 28<sup>nd</sup>. IF THERE IS A PLAYOFF GAME ON NOVEMBER 30<sup>th</sup>, THE BAND WILL BE EXPECTED TO PLAY. PLAN ACCORDINGLY!**

The end of the fall Semester is a very busy one for the CAB. Final exams and projects, the football playoff schedule, and the beginning of basketball season all coincide at the end of November. Please keep this in mind as you prepare for finals, plan for Thanksgiving, and make plans for D-Semester.



*The 2017 Cardinal Color Guard*

# **Scholarships**

The Office of Financial Aid offers generous scholarships for involvement in the Cardinal Athletic Bands. All wind and percussion players are eligible, regardless of major. These scholarships must be offered before the beginning of Fall Semester and are sometimes unavailable if other scholarships or aid are offered.

Any student who wishes to receive an athletic band scholarship must set up an audition with Dr. Kelley prior to the beginning of Fall Semester. Once the school year begins, scholarships are no longer available.

## **Keys to Success**

- Be the first—never the last—to rehearsals
- Always have the needed and required rehearsal equipment
- Wear appropriate rehearsal attire
- Prepare and master your part well before you have to perform it in front of an audience
- Do not talk during rehearsal. If you have a question, ask your section leader
- Listen to instructions THE FIRST TIME—use high intensity listening
- Stop immediately when a release is given or when the drum major stops conducting
- If you experience failure, analyze why you failed, and make a plan to improve and succeed the next time
- Enjoy rehearsing, regardless of the weather conditions. Try to learn something new every day
- Demonstrate a first-class attitude at all times
- Leave all outside/personal issues outside of the rehearsal. NO DRAMA.
- Be prepared to learn music and drill very quickly
- Plan on arriving 15 minutes before the rehearsal begins in order to fully set up and mentally prepare
- Be flexible. Changes will occur daily to improve our performance and effectiveness
- Be respectful and courteous to one another at all times
- Understand that excellence in music, as in ANYTHING, is a result of preparation, time, energy, and effort

## Grading & Attendance

**Attendance is the backbone of any successful music ensemble; it is, therefore, the backbone of your grade.**

**Each student is expected to attend every class session for the entirety of the event.**

**100% ATTENDANCE IS THE NORM.**

- If a class required for a student's major is only offered at a time that overlaps with a Cardinal Athletic Band rehearsal, they may be permitted to come late/leave early. Students are limited to one late arrival/early release for class purposes per week. In this situation, a meeting with Dr. Kelley and documentation off this conflict is required before the end of the first week of classes in Fall Semester.
- **Work schedules are expected to be set around your class schedule.** Missing a class session due to work is not excusable.
- Students are expected to manage their time, responsibilities, and energy. Missing class to complete coursework for other classes is not excusable, nor is missing to catch up on sleep.
- Students required to take the ACT should schedule it on non-home game weekends.
- If a student misses due to illness, a doctor's note must be submitted to Dr. Kelley by the next rehearsal in order to excuse the absence.
- Unforeseen emergencies will be handled on a case-by-case basis.
- Pre-scheduled significant major events will be considered on a case-by-case basis  
(missing to: 1) attend sporting events as a spectator, 2) visit friends at other colleges, 3) visit potential graduate schools, or 4) attend any other events that are not major life events and are able to be worked around the class schedule will never be excused—don't ask!).

**If you have an illness or emergency and must miss a class:**

- If you are ill, you must email Dr. Kelley at last one hour before class begins if you're your illness keeps you from attending class (spkelley@noctrl.edu). If you have an emergency, please email before rehearsal if able.

The attendance grading policy is as follows:

Number of Unexcused Absences	Resulting Grade
1	A-
2	B
3	B-
4	C
5	D
6	F

- Two late arrivals = one missed class
- Leaving class early = late arrival
- An unexcused missed performance will result in a failing grade. You will not be allowed to rehearse or perform with the band for the remainder of the Semester. Check the concert dates now and submit them to employers, coaches, etc.
- More than one unexcused absence may result in the revocation of your scholarship



## Faculty, Staff, and Leadership Contact Information

If you have any questions, please feel free to reach out. We are all here to help!

Name	Position	E-Mail	Phone
Dr. Sean Kelley	Director	<a href="mailto:spkelley@noctrl.edu">spkelley@noctrl.edu</a>	630-637-5358
Ms. Meghan Kats	Assistant Director	<a href="mailto:mkats@d131.org">mkats@d131.org</a>	630-272-4848
Mr. Mark Baglione	Percussion Instructor	<a href="mailto:olchschoirs.baglione@gmail.com">olchschoirs.baglione@gmail.com</a>	708-715-0245
Ms. Lindsay Mandra	Color Guard Instructor	<a href="mailto:NCCcolorguard@gmail.com">NCCcolorguard@gmail.com</a>	708-921-7679
Hannah Estoll	Drum Major	<a href="mailto:himestoll@noctrl.edu">himestoll@noctrl.edu</a>	630-664-4688
Sarah Purlee	Drum Major	<a href="mailto:sepurlee@noctrl.edu">sepurlee@noctrl.edu</a>	309-299-6670
Emily Horvath	Flute Section Leader	<a href="mailto:eehorvath@noctrl.edu">eehorvath@noctrl.edu</a>	815-931-2185
Tony Fletcher	Clarinet Section Leader	<a href="mailto:tfletcher@noctrl.edu">tfletcher@noctrl.edu</a>	630-780-6444
Bill Foster	Saxophone Section Leader	<a href="mailto:wdfoster@noctrl.edu">wdfoster@noctrl.edu</a>	815-666-2958
Anthony Calabria	Trumpet Section Leader	<a href="mailto:amcalabria@noctrl.edu">amcalabria@noctrl.edu</a>	630-433-1111
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