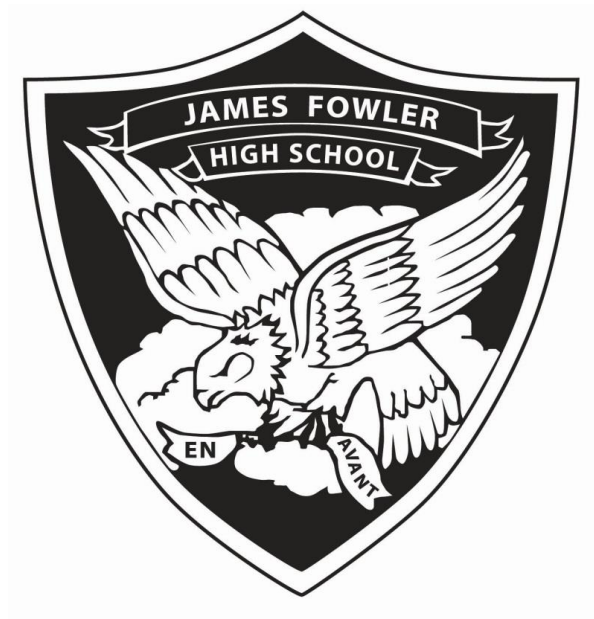


# *JAMES FOWLER HIGH SCHOOL*



## *MUSIC PROGRAM HANDBOOK & FORMS*

*2018 - 2019*

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Parent Initials: \_\_\_\_\_ Student Initials: \_\_\_\_\_



## Welcome Letter

Dear Parents/Guardians and Students,

Welcome to the James Fowler Music Program! We have an exciting year ahead of us, full of many great learning and performance opportunities. Whether you like to sing or play an instrument, you will have a chance to explore and develop your passion within the excellent music courses we have to offer.

Included in this package is detailed information on everything you and your child will need to know about the music program for the duration of the year. Please take the time to read it carefully with your child and **initial every page to indicate that you have read it, as well as mark specific dates in your calendar.**

As there are many events that occur within this program, the teacher-parent and teacher-student communication is key to its success. Completing and returning the contact information forms at the end of this package is essential to this process. Thank you for taking the time to do this!

I am looking forward to another fantastic year, and hope you are too! If you have any questions or concerns, feel free to contact me.

Sincerely,

Kristin Clements  
Music Director  
Fine Arts Learning Leader  
James Fowler High School  
403.230.4743 ext.2119  
[kmcllements@cbe.ab.ca](mailto:kmcllements@cbe.ab.ca)

## Performing Ensemble Rehearsal Schedule (Full-Year)

	Monday	Tuesday	Wednesday	Thursday	Friday
<b>Before School</b>		Concert Band 7:30-8:55		Concert Band 7:30-8:55	
<i>Block 1</i>					
<i>Block 2</i>					
<b>Lunch</b>		Supervised Sectionals*	Supervised Sectionals*	Supervised Sectionals*	
<i>Block 3</i>					
<i>Block 4</i>					
<b>After School</b>	Concert Choir 4:00-5:30		Concert Choir 4:00-5:30		**Concert Choir alternate rehearsal day

\*Supervised lunchtime sectional hours will be required at the teacher's discretion for various performing ensembles, and will be indicated in course outlines at the start of September.

\*\*Extra Concert Choir rehearsals may take place on Fridays on occasion to make up for missed holiday Mondays.

*Students MUST be available to attend all weekly rehearsals for each ensemble in order to complete their course requirements.*



Parent Initials: \_\_\_\_\_ Student Initials: \_\_\_\_\_

## Student Conduct and Behaviour Expectations

- Students are to attend class regularly and on time.
- Students must provide a phone call, email or written letter from their legal parent/guardian for their absence to be excused.
- 3 unexcused absences or lates will result in a Period 5 detention and phone call home by the teacher.
- Performances in and outside of the school are a mandatory part of the course mark. However, if a student has an excessive amount of absences, they may be withdrawn from an upcoming performance, and will have to make up for their mark in an alternate assignment. These performance experiences are similar to final exams, therefore student absences may only be excused by a parent or guardian in emergency situations, or for pre-planned family trips or important medical appointments. These absences must be notified in advance of the performance day whenever possible.
- Students renting instruments from the school must take care and responsibility for their instrument by keeping it clean, well maintained and safe at all times.
- Students are to treat each other, the teacher, and other's belongings with respect at all times. This includes no verbal or instrumental interruptions while someone is speaking.
- Notice of any inappropriate use of cellular or electronic devices will result in confiscation at the main office until the end of the day.
- Students may eat and drink in the music room and practice room common area during lunch, but must clean up after themselves and keep the rooms tidy. Students not abiding by this rule will be assigned cleanup duty, and may have lunchtime access privileges revoked. Students found to be storing personal items in the space on a regular basis will have their belongings brought to the general lost and found.
- Students are to practice regularly (approx. 30 min per day), outside of class time so that they are prepared for group rehearsals. Class time is NOT to be used to drill parts, but to discover how each part fits in with the ensemble as a whole. Lack of preparation for rehearsal will be noted and will affect the student's grade.



Parent Initials: \_\_\_\_\_ Student Initials: \_\_\_\_\_

## **REMIND 101 – Student and Parent Text Reminders**

Remind101 is a two-way cell phone text messaging system for teacher and student/parent communication. All phone numbers are kept private, and students/parents can reply to individual or group messages, or start conversations with their teacher. This is an incredibly useful tool for students to receive text reminders so they can stay informed outside of class (i.e. performance information, call times, reminders to hand in assignments, etc).

This communication method is strongly recommended for the school year for students in outside timetable performance ensembles, as it is the primary communication method for rehearsal cancellation or last-minute reminders and changes. Parents are encouraged to sign up as well to receive messages directly to their phones. If you have any questions, please ask Ms. Clements.

### **Sign-Up Instructions:**

Text the phone number indicated for each ensemble you are in, with the indicated code in the message text box.

You should receive a text that says you have successfully signed up, and then text back your full name. You're done!

<b>Ensemble</b>	<b>Phone Number</b>	<b>Text Message Body</b>
Concert Band	(780) 666-7278	@bandjfhs
Concert Choir	(780) 666-7278	@choirjfhs

## Concert Attire

All students must be dressed appropriately for performances that occur throughout the year, starting at the beginning of November. Failure to be appropriately attired may result in students being pulled from performance experiences.

Students will be fitted and sign out a numbered cardigan and tie at the beginning of the year, and will be responsible for cleaning and returning at the end of the year. Failure to return a tie will result in the parent or guardian being charged a **\$20 replacement fee**. Failure to turn in a cardigan will result in the parent or guardian being charged a **\$50.00 replacement fee**.

The following concert attire must be provided by each student (no exceptions):

Male Students: - Plain white button-up collared dress shirt (full-length sleeves are not required as they will be covered by cardigans)  
- Black dress pants/belt  
- Black socks  
- Black dress shoes  
*\* A cardigan and tie will be provided for each student*

Female Students: - Plain white button-up collared dress shirt (full-length sleeves are not required as they will be covered by cardigans)  
- Black dress pants or skirt (hem **MUST** be below knee)  
- Black socks if wearing pants or solid tights if wearing a skirt  
- Black dress shoes  
*\* A cardigan and tie will be provided for each student*

\*Please note for the purpose of ensemble uniformity, no patterns or colored accessories (jewelry or hair) are permitted.

## Upcoming Events (non-performance)

- Thursday Sept. 6      **Music Courses Student Information Meeting: 12pm.** For ALL students registered or interested in Concert Band or Concert Choir in the music room at lunch.
- Monday Sept. 10      **Music Courses held outside the timetable begin this week.**
- Thursday Sept. 13      **Music Parent Intro Night** There will be an important meeting for all music parents to attend at **6:00pm** in the James Fowler Theatre. Items to be reviewed include the Music Student Handbook, Spring Trip initial interest sign-up, Music Parent Council overview of fundraising and fund use as well as volunteer sign-up for various fundraisers and events.
- Thursday Sept. 20      **JFHS Parent Night** There will be a drop-in Music Parent meet and greet for new parents with Ms. Clements in the music room throughout the evening for any parents who were unable to attend the Music Parent Meeting on September 13<sup>th</sup>.
- Saturday Sept. 29      **James Fowler Music Parent Council Bottle Drive** Details will be sent home with students on behalf of the James Fowler Music Parent Council. This is not a CBE-sponsored activity and no CBE supervision will be provided (all profits to individual student fundraising accounts)
- Monday Oct. 1      **Coco Brooks fundraiser** begins (all profits to individual student fundraising accounts). Details will be sent home with students on behalf of the James Fowler Music Parent Council.
- Wednesday Oct. 10      **5:30pm- Choir Camp Mandatory Parent Meeting** in James Fowler Theatre  
**6:15pm- Vic Lewis Band Festival Mandatory Parent Meeting** in James Fowler Theatre  
**7:00pm- James Fowler Music Parent Council AGM.**  
Any parents interested in becoming a board member of the association are invited to attend.
- Wednesday Oct. 16      **Coco Brooks Fundraiser** ends
- Wednesday Oct. 30      **Coco Brooks** pickup at 3:45 from school's South Parking Lot.
- Monday Nov. 12      **Purdy's and Gold Canyon Candles** winter fundraisers begin. Details will be sent home with students on behalf of the James Fowler Music Parent Council.
- Thursday Nov. 29      **Purdy's and Gold Canyon Candles** fundraisers end. Pickup day TBA.

Parent Initials: \_\_\_\_\_ Student Initials: \_\_\_\_\_



## Performance and Trip Dates 2017-2018

(Events may be added and dates may change)

**Mark these dates in your calendar!**



Date	Time	Event	Groups Involved	Venue
Thursday Sept. 20	6-6:30	Parent Night	Selected small groups	JFHS Gym
Friday Oct. 19- Sunday Oct. 21	Friday 2pm -Sunday 5pm	Choir Camp	Concert Choir	Camp Chestermere
Friday Nov. 2- Sunday Nov. 4	All Day & Evening	Vic Lewis Band Festival	Concert Band	Canmore, AB
Friday Nov. 9	Morning	Remembrance Day Assembly	Concert Band	JFHS Main Gym
Thursday Nov. 22	All Day & Evening	Gr. 9 Tours Performance and Open House Evening Performance	Concert Band Concert Choir	JFHS
Dec (TBA)	10am-1pm	CBE luncheon performance (tentative, not confirmed)	Select Band 10 and 20/30 Chamber Groups and Soloists	JFHS
Nov or Dec (TBA)	Morning	Falcon Spirit Day performance	Concert Band	JFHS Main Gym
Wednesday Dec. 5	Morning	Harris House Luncheon	Concert Band Jazz Band Concert Choir	JFHS Library
Thursday Dec. 6	7:00pm	Winter Concert	Concert Band Concert Choir Band 10/20/30 small ensembles	JFHS Main Gym
March (TBA)	Afternoon/ evening	ChoralFest South	Concert Choir	Knox United Church
February 19-26 (exact date TBD)	TBA	Alberta International Band Festival – one day only	Concert Band	Rozsa Centre, UofC
April or May 2019	All Day & Evening	Spring Music Trip- Quebec/Ontario, details TBA	TBD	TBD
Thursday May 23	All day	Graduation Ceremonies	Concert Band Concert Choir	Jubilee Auditorium
Monday May 27	4-6pm	Celebration of Learning Dress Rehearsal	Concert Band Concert Choir	JFHS Main Gym
Tuesday May 28	Morning	JFHS Celebration of Learning GALA	Concert Band Concert Choir	JFHS
Wednesday May 29	7:00pm	Spring Concert	Concert Band Concert Choir	JFHS Main Gym
Thursday May 30	6:10pm- 6:30pm	Academic Awards	Small ensembles	JFHS Main Gym

Parent Initials: \_\_\_\_\_ Student Initials: \_\_\_\_\_

## **Parent Volunteer & Chaperone Opportunities**

We need parental involvement with all aspects of the music program in order for students to have the best possible experience. Parent support and involvement is a vital part of the success of any high school music program, since many student enrichment and musical learning opportunities require additional funding and manpower, which is primarily provided by our James Fowler Music Parent Council.

Bingos are a primary source of income for the council, and therefore any parents who work a minimum of 3 bingo slots will receive a \$100 subsidy from the council towards their student's final spring trip payment. Parents unable to work these bingos will therefore be required to pay \$100 more for their final spring trip payment if their child is attending the trip.

### **James Fowler Music Parent Council Board Member:**

- The James Fowler Music Parent Council seeks to provide ways to enrich and sustain all aspects of the music program. The council meets once per month to discuss the exciting current and potential events within the music program: Fundraising initiatives, financial matters, performance and workshop opportunities, trips, and how parents can best support the program and students' needs.
- Positions within the association include the following titles: Chair/Co-Chairs, Treasurer, Secretary, Volunteer/Fundraising Coordinator and Parent Council Liaison. These positions require very little time outside of the monthly meetings, which usually last no more than 1.5 hours.
- Parents who are not directly involved in the association are welcome to attend monthly meetings at any time to see what exciting things are happening within the music program.

### **Fundraising Help:**

- To participate in enrichment opportunities, students must participate in fundraising initiatives throughout the year. Parent volunteers will be needed to help with the following fundraiser elements:
  - coordinating and facilitating fundraising activities such as bottle drives and bingos
  - tallying and handling money and forms after students have handed them in
  - transporting fundraising items to the school
  - sorting and handing out items to students
- Parents may also volunteer with the school's casino through the Fowler Parent Council, in which funds are allocated to various causes within the school, including the music program.

### **Chaperoning Off-Site Activities:**

- Off-site activities occur often throughout the year and involve actively supervising students.
- In order for a parent to supervise such activities, you must complete a police check and volunteer form through James Fowler at the main office.
- A volunteer driver is usually required for minor emergency purposes, so it also helps to complete a Volunteer Driver abstract form as well.
- The above forms should be completed at the beginning of the school year, as it can take up to 3 weeks to process the police check.

Parent Initials: \_\_\_\_\_ Student Initials: \_\_\_\_\_

## **Parent/Guardian Contact Information Form**

[Please PRINT NEATLY]

For communicative and emergency purposes, please fill out the following contact information. By providing your email address, you will receive regular updates on upcoming music events, activities, fundraisers, meetings, etc. Your privacy will be protected (via undisclosed recipients in the heading), and will only be used by the Music Teacher and members of the James Fowler Music Parent Council board.

**Legal Guardian 1's Name:** \_\_\_\_\_ (please specify relationship with student: \_\_\_\_\_)

**Primary Phone:** \_\_\_\_\_ (please circle CELL HOME or WORK)

**Secondary Phone:** \_\_\_\_\_ (please circle CELL HOME or WORK)

**Email Address:** \_\_\_\_\_

**Legal Guardian 2's Name:** \_\_\_\_\_ (please specify relationship with student: \_\_\_\_\_)

**Primary Phone:** \_\_\_\_\_ (please circle CELL HOME or WORK)

**Secondary Phone:** \_\_\_\_\_ (please circle CELL HOME or WORK)

**Email Address:** \_\_\_\_\_

**I/we consent to the use of the above information as a means of communication.**

**I/we have read and understood all the information indicated in this Music Handbook.**

**Parent/Guardian Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**PLEASE RETURN THIS SHEET TO MS. CLEMENTS BY THURSDAY  
SEPTEMBER 20, 2018.**

Parent Initials: \_\_\_\_\_ Student Initials: \_\_\_\_\_

## **Student Information Form**

Please **PRINT NEATLY** and fill out the following information for communicative purposes:

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

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

**I WILL BE 18 YEARS OF AGE BEFORE THE END OF THE SCHOOL YEAR IN JUNE 2018.**

***Please complete the following ONLY if you will be 18 this year:***

**DATE OF BIRTH:** \_\_\_\_\_

By signing below, I consent to having my parents/guardians remain on the general email list for Band and Choir information after my 18<sup>th</sup> birthday, although I understand that I must complete and sign all of my own paperwork and that I will be directly contacted regarding absences/disciplinary issues in relation to Band and Choir courses.

**STUDENT SIGNATURE:** \_\_\_\_\_

**PLEASE RETURN THIS SHEET TO MS. CLEMENTS BY THURSDAY  
SEPTEMBER 20, 2018.**

Parent Initials: \_\_\_\_\_ Student Initials: \_\_\_\_\_

## JFHS Music Fee Form 2018-2019

Below is a list of mandatory fees for students involved in Band and Choir for the full school year. Please check off the fees that apply to your child and enclose payment. Financial hardship is not to be a deterrent for student participation in this program and if necessary, alternative arrangements for this fee can be made if you qualify as a low-income family. Students who have not paid these fees or made alternate arrangements may not be permitted to participate in performances and trips.

FEE DESCRIPTION	COST
<input type="checkbox"/> <b>BAND Instrument Rental Fee</b> – Only required for <b>Band</b> if students are using a school instrument. Percussionists and string bassists do not need to pay this fee. Please also fill out the instrument rental form located on the back of the Band Course Outline and return to Ms. Clements.	<b>\$100.00</b>
<input type="checkbox"/> <b>BAND Supplement Fee</b> – Required for all <b>Band</b> students. Helps cover music folder costs, instrument supplies such as reeds and oil, instrument cleaning and maintenance, clinician fees, and other supplementary supplies and programming.	<b>\$45.00</b>
<input type="checkbox"/> <b>AIBF Fee</b> - Required for all <b>Band</b> students. Helps cover ensemble enrolment and transportation costs for this off-site performance experience.	<b>\$15.00</b>
<input type="checkbox"/> <b>CHOIR Supplement Fee</b> – Required for all <b>Choir</b> students. Helps cover music folder costs, clinician fees, and other supplementary programming.	<b>\$35.00</b>
<input type="checkbox"/> <b>CHORALFEST fee</b> - Required for all <b>Choir</b> students. Helps cover ensemble enrolment and transportation costs for this off-site performance experience.	<b>\$15.00</b>
<b>*Total Enclosed</b>	<b>\$_____</b>

**\*Cheque or Cash payable to James Fowler High School. You may also pay by credit or debit card at the school Business Office and then hand in this form with attached receipt to Ms. Clements.**

**PLEASE RETURN THIS SHEET TO MS. CLEMENTS BY THURSDAY  
SEPTEMBER 20, 2018.**

Parent Initials: \_\_\_\_\_ Student Initials: \_\_\_\_\_