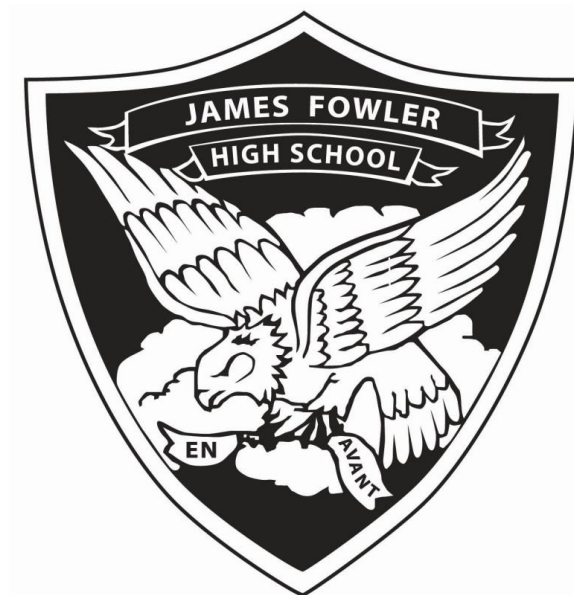


JAMES FOWLER HIGH SCHOOL



MUSIC PROGRAM HANDBOOK & FORMS

2019 - 2020

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Parent Initials: _____ Student





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, 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 Newman (Clements)
Music Director
Fine Arts Learning Leader
James Fowler High School
403.230.4743 ext.2119
kmclements@cbe.ab.ca

Performing Ensemble Rehearsal Schedule (Full-Year)

	Monday	Tuesday	Wednesday	Thursday	Friday
Before School		Concert Band 7:30-8:55		Concert Band 7:30-8:55	
<i>Block 1</i>					
<i>Block 2</i>					
Lunch		Supervised Sectionals*	Supervised Sectionals*	Supervised Sectionals*	
<i>Block 3</i>					
<i>Block 4</i>					
After School	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 communicated to the teacher 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. If a student leaves the program during the year they are expected to immediately return their school instrument. Partial refunds on rental fees are not available.
- 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 intended be used to drill parts, but rather 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.



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. Newman.

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!

Ensemble	Text to number	Body of text
Concert Choir	(780) 666-7278	@choirjfhs
Concert Band	(780) 666-7278	@bandjfhs

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.

New 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):

- Plain white button-up collared dress shirt (full-length sleeves are not required as they will be covered by cardigans)
- Black dress pants OR black knee-length skirt
- Black socks if wearing pants or solid tights if wearing a skirt
- Black dress shoes or flats

** 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. 5	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. 9	Music Courses held outside the timetable begin this week.
Thursday Sept. 12	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 information and sign-up, Music Parent Council overview of fundraising and fund use as well as volunteer sign-up for various fundraisers.
Thursday Sept. 19	JFHS Parent Night Any parents who were unable to attend the September 12 Music Parent meeting are encouraged to stop by the music office to receive program information,
Saturday Sept. 28	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 Sept. 30	Coco Brooks fundraiser begins. Details will be sent home with students on behalf of the James Fowler Music Parent Council.
Wednesday Oct. 9	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. All music parents are encouraged to attend.
Thursday Oct. 10	2-4pm and 5-8pm Alternate Mandatory Parent Meeting times on a drop-in basis at Ms. Newman's table during interviews.
Wednesday Oct. 16	Coco Brooks Fundraiser ends
Wednesday Oct. 30	Coco Brooks pickup at 3:45 from school's South Parking Lot.
Monday Nov. 4	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. 28	Purdy's and Gold Canyon Candles fundraisers end. Pickup day TBA.

Performance and Trip Dates 2019-2020

(Events may be added and dates may change)

Mark these dates in your calendar!



Date	Time	Event	Groups Involved	Venue
Thursday Sept. 19	6-6:30	Grade 10 Open House and Parent Night (tentative performance)	Selected gr. 11 and 12s	JFHS Gym
Friday Oct. 18- Sunday Oct. 20	Friday 2pm -Sunday 5pm	Camp Chestermere Choir Retreat (optional event)	Concert Choir	Camp Chestermere
Friday Nov. 1- Sunday Nov. 3	All Day & Evening	Vic Lewis Band Festival Trip (optional event)	Concert Band	Canmore, AB
Friday Nov. 8	Morning	Remembrance Day Assembly	Concert Band Concert Choir	JFHS Main Gym
Tuesday Nov. 19	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 performance)	Timetable Band 10/20/30 small ensembles	JFHS
Nov or Dec (TBA)	Morning	Falcon Spirit Rally (tentative performance)	Concert Band	JFHS Main Gym
Wednesday Dec. 4	Morning- 1:30pm	Harris House Luncheon	All ensembles	JFHS Library
Thursday Dec. 12	7:00pm	Winter Concert	All ensembles	JFHS Main Gym
February 21-25 (exact date TBD)	TBA	Alberta International Band Festival – one day only	Concert Band	Rozsa Centre, UofC
March 9-13 (exact date TBD)	TBA	ChoralFest South- one day only	Concert Choir	Knox United Church
Mid-March to mid-April (5 days)	All Day & Evening	Spring Music Trip- Anaheim, CA (optional event)	Concert Band Concert Choir	Anaheim, CA
Thursday April 30	7:00pm	Spring Concert	All ensembles	JFHS Main Gym
Friday May 1	Morning	Falcon Spirit Rally (tentative performance)	Concert Band Concert Choir	JFHS Main Gym
Thursday May 28	All day	Graduation Ceremonies	Concert Band Concert Choir	Jubilee Auditorium
Monday June 1	4-6pm	Celebration of Learning Dress Rehearsal	Concert Band Concert Choir	JFHS Main Gym
Tuesday June 2	Morning	JFHS Celebration of Learning GALA	Concert Band Concert Choir	JFHS
Thursday June 4	6:10pm- 6:30pm	Academic Awards	Concert Choir Jazz Combo	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 bingos will receive credits towards their child's spring trip final payment or other fees owing for the year. Amount of credit earned for bingos worked will be determined by the Council in the fall and information will be passed on to parents.

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, Bingo 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.

IFHS Music Fee Form 2019-2020

Below is a list of mandatory fees for students involved in Band and Choir for the full school year. Please make a note of which of the below fees apply to your child and pay via one of the payment options listed below by September 30, 2019*. 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.

FEE DESCRIPTION	COST
☐ BAND Instrument Rental Fee – Only required for Band 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. Newman.	\$100.00
☐ BAND Supplement Fee – Required for all Band 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.	\$45.00
☐ AIBF Fee - Required for all Band students. Helps cover ensemble enrolment and transportation costs for this off-site performance experience.	\$15.00
☐ CHOIR Supplement Fee – Required for all Choir students. Helps cover music folder costs, clinician fees, and other supplementary programming.	\$35.00
☐ CHORALFEST fee - Required for all Choir students. Helps cover ensemble enrolment and transportation costs for this off-site performance experience.	\$15.00

Payment Options:

- 1) Pay fees via debit or credit online between September 16 and September 30
- 2) Pay fees via cash or cheque (made out to James Fowler High School) to Ms. Newman
- 3) Pay fees via credit or debit at the school business office and bring receipt to Ms. Newman

****All fees are due by September 30, 2019. Students who have not paid these fees or made alternate arrangements by this date may not be permitted to use school equipment or participate in performances.***

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. NEWMAN BY THURSDAY
SEPTEMBER 19, 2019.**

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 18th 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. NEWMAN BY THURSDAY
SEPTEMBER 19, 2019.**

Parent Initials: _____ Student Initials: _____