



FBMS CHOIR HANDBOOK

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SARAH CORLEY
DIRECTOR

Frank Black Middle School



Houston Independent School District **CHOIR HANDBOOK** **2019-2020**

Welcome to the Frank Black Choral Department

You have chosen to be part of one of the best music programs. Membership will carry many privileges. These privileges bring responsibility and rewards. This handbook is intended to outline rules, policies, expectations, and opportunities for the 6th, 7th, and 8th grade choir students.

Program Objectives

The goal of the Choir program is to help each student develop and strengthen dramatic and musical concepts and skills enabling him/her to be an independent performer for life. Choir students will study and practice good vocal technique, solfeggio, sight-reading method, music history, music theory and apply it to a wide variety of repertoire. Students will be offered the opportunity to perform as individuals, small ensembles, and as full ensembles. The choir students learn the art of teamwork, cooperation, and respect.

In addition to music being taught as a skill, we also believe in the aesthetic value of the performing arts. We hope that being a part of this organization will be a meaningful highlight of each student's middle school experience.

Frank Black Middle School Choir Department Administration

SARAH CORLEY – FBMS Choir Director
MICHELLE MOAK, FBMS - Fine Arts Dean
RHONDA HONORE, FBMS - Principal

Welcome to FBMS Choir!

I believe every person has musical ability. While there are different levels of talent, students are expected to give their best effort. It is my goal to excite my students about music and to provide them with meaningful music instruction in a positive, supportive learning environment. I have high expectations for my students and truly believe that **attitude monitors talent**; attitude checks or controls talent – it either allows it to come out or squelches it to make it invisible. Parent and student cooperation are appreciated and necessary for the success of the vocal program. Please contact me, drop in, come to future performances, have conferences, and continue your interest in your child's growth—musically and otherwise!

Great opportunities are ahead for these singing students! Your vocalist will have opportunities to perform, compete, and grow as a musician throughout the school year. Music Education in Texas and Region 23 is thriving, and Houston ISD is a big part of that. I strive to give every child a great choral music education. This handbook is intended to be a comprehensive document with information for the coming year including concert dates, special ensembles, grading, and chorus policies that are vital for your child to know. Please read the entire document and review it with your child. Make sure to mark your calendar with the included dates as soon as possible so you don't miss a thing! At the end of the handbook, there is a page to print and sign. Please have your child bring the completed form to school as their first Choir homework assignment, along with the other documents and expenses (cash or check made out to **FBMS Booster Club**). If you find that you have questions that are not answered in the handbook, you can contact me at school through one of the ways listed below.

I look forward to working with all of you this year!
Wishing you a great year,

Ms. Corley,
FBMS Choir Director

Class Location:
Choir Room - #603

Contact Information:
Frank Black Middle School
1575 Chantilly Ln.
Houston, TX 77018-4197
Phone (713)613-2505 Fax (713)613-2533
Email: scorley@houstonisd.org



Appointments with the Teacher:

Email or call to schedule an appointment during my conference period or after school. My conference period is 1st period (A & B days).

WHAT PARENTS AND GUARDIANS CAN DO TO HELP THEIR CHILD



- Listen to your adolescent sing and encourage him/her.
- Be supportive of any practicing.
- Encourage your tween/teen to come to me with any questions or to get help to improve.
- When available, log onto Grade Speed to check his/her assignments and progress.

Singing is a skill. Skills need to be practiced to improve. I am expecting every student to give their best effort while learning new singing skills. Participation in class will be **REQUIRED!** Singing like most skills, becomes more fun as one's abilities increase.

We are looking forward to an even more exciting year as we hope to create enthusiasm about our vocal music program at Black! For our choirs to sound their best, each of us needs to contribute to the best of our ability. As FBMS Choir Director, I aspire...

1. To create and maintain a safe and respectful classroom.
2. For every class member to work toward increasing his/her individual music skills.
3. To encourage group effort—we will work together to achieve our goals.
4. To give quality performances.
5. To help students develop healthy vocal habits for life-long voice use.
6. To model and support students in being responsible and mature leaders within the Frank Black MS and HISD communities.

Thank you for the opportunity to work with your child. The goals listed below, including classroom procedures, rules and expectations were signed and received the first day by the students. These will allow us to reach our potential!

I. Ms. Corley's teaching signals

- Standing in front of the class waiting for silence to teach or continue to teach.
- Bell / CHIME – immediately finish my sentence, get silent and look at Ms. Corley, and will only be used when the class does not respond in a timely manner.

II. Choir/Music Classroom Rules

- Be in your assigned seat with assigned materials when the bell rings.
- Use respectful language and conduct toward the director/teachers and classmates.
- Nothing in your mouth or in the classroom except plain water.
- Stay in your assigned seat.
- Take care of the music, folders, and classroom furniture and equipment.

III. Expectations

Student Expectations

- I will demonstrate a respectful attitude.
- I will follow school rules, choir classroom rules and the HISD Code of Student Conduct.
- I will sing out and give my full effort in class. (This means I must focus, try, and work.)
- I will be courteous, friendly, and caring to my classmates.
- If I am not feeling well, it is my responsibility to tell Ms. Corley before class starts. I may need to see the nurse and go home.
- I will be present at all rehearsals, performances & concerts (if applicable) and represent my school in appropriate attire.

Expectations for Ms. Corley

- Ms. Corley will provide a safe, enjoyable environment for making music and learning about singing and music.
- Ms. Corley will provide a wide variety of musical styles to perform and study.
- Ms. Corley will be a role model to lead you in ways to be successful.
- Ms. Corley will treat all students with respect and equality.
- Ms. Corley will assess our progress.
- Ms. Corley will provide after school rehearsals for students who need extra help.
- Ms. Corley will be at all concerts and performances.

Supplies for Choir:

PLEASE BRING:

- **Pencils:** Students are to have pencils for taking notes in Music Notebook and marking music with notes during class instruction.
- **Journal/Composition Notebook:** Written assignments will be recorded, and notes taken by students for music theory and listening work.

DONATIONS APPRECIATED:

- **Kleenex:** A box or two of tissues is a great gift for the chorus room.
- **Expo/Wipe-off markers:** Either thick in color or thin black
- **Index cards:** 3x5 white, blank
- **Hand sanitizer**
- **Staff paper**
- **Lined, notebook paper**
- **Colored Letter Size Paper**

Performance Attire

All FBMS Choir Students, have the same uniform for most performances.

6th Grade Choir will perform this school year exclusively wearing the following:

- **FBMS Choir Shirt to be ordered the first weeks of school**
(Returning students may purchase new or replacement t-shirts for \$10.)
- **Jeans (school appropriate with no rips or holes)**
- **Closed toe shoes (NO FLIP-FLOPS!!!!)**

Advanced Choirs (not 6th Grade Choir) will wear the following at FORMAL performances (rental of *dress and sash & shirt and tie {& slacks}* included w membership):

- **GIRLS: Black long dresses with red sash and black dress shoes, (flat or low heeled and closed-toe) preferably with panty hose.**



- **BOYS: Black button-down shirt with red tie, black slacks, and black dress shoes & socks.**



Classroom Supplies

Each student will receive music to be kept in their folder on the shelf in the classroom and use books during their choir period. Ms. Corley will ask students to mark in their music frequently. Only **pencils** may be used to mark in FBMS Choir issued music. Students will be sharing music and folders, so it is imperative that music is kept orderly and remain in good condition. Student preparedness is part of their grade – having a pencil, their notebook, and folder (in their assigned seat), ready to begin class and rehearsal is foundational.

THE PURPOSE OF THE FBMS CHORAL PROGRAM

As a member of any singing ensemble you will further develop your musicianship and total understanding of music in such a way that you can continue to enjoy, learn, and perform music as an independent musician. Your FBMS choral experience will not only prepare you to perform in high school but will prepare you so that you can enjoy music throughout your life as a performer, creator, and/or consumer of music. Learning objectives for this year include:

VOCAL DEVELOPMENT - tone, breath, care of the voice, pitch, and intonation;

DEVELOPMENT OF MUSICALITY - expressing the written music through performance of varied styles and listening;

MUSIC APPRECIATION AND HISTORY - understanding of musical time periods, composers, styles, genres, cultures, and instruments;

SIGHT READING - reading music using the solfege, numbers, or note name systems;

MUSIC LITERACY –following a vocal score with all pertinent markings, symbols, and directions;

MUSIC THEORY – understanding all notes, rest values, and musical symbology;

MOVEMENT - expressing music through choreography if the music calls for it;

PERFORMANCE AND CONCERT ETIQUETTE – presenting oneself in a formal concert setting as well as showing the kind of demeanor and courtesy one should have as an audience member

One of the biggest things to know about our choral program is that it is not just singing. Of course, we DO sing, but that's not all we do! Just like the academic subject areas have Texas standards (TEKS), in music we have TEKS and National Standards for Music Education, set forth by the National Association for Music Education (www.nafme.org). In music, we have nine National Standards, as follows:

1.0 Singing—Students will sing, alone and with others, a varied repertoire of music.

2.0 Playing Instruments—Students will perform on instruments, alone and with others, a varied repertoire of music.

3.0 Improvising—Students will improvise melodies, variations, and accompaniments.

4.0 Composing—Students will compose and arrange music within specified guidelines.

5.0 Reading and Notating—Students will read and notate music.

6.0 Listening and Analyzing—Students will listen to, analyze, and describe music.

7.0 Evaluating—Students will evaluate music and music performances.

8.0 Interdisciplinary Connections—Students will understand relationships between music, the arts, and disciplines outside the arts.

9.0 Historical and Cultural Relationships-Students will understand music in relation to history & culture.

What does this mean for your child? It means that, like mentioned above, we don't JUST sing music. We do so much more! It is my goal to cover all the state and national standards at some point in the year, meaning that we will be not only singing, but also playing instruments, improvising, composing, learning to read and write music, listening to others perform, evaluating other performances, and exploring how music relates to the world around us. It is my firm belief that if we were to "just" sing, your child would be missing out on a true "whole-child" music education and I would be robbing them of a complete musical experience.

Grading System

Chorus is a curricular and performance class. Grades are earned through participation in class, through written work as well as concert performances outside of regular class time. Grades will include the following categories:

- ❖ **Daily Participation and Effort**
- ❖ **Written Assignments and Assessments**
- ❖ **Sight Reading Exercises and Exams**
- ❖ **Participation in Concerts**

Extra Credit: Students can bring in a program from any school's concert or professional show for extra credit. This may include a concert at any grade level (elementary, middle or high school) where singing is the primary focus. It also includes professional concerts, Broadway or opera. This is strictly for extra credit.

40% = Active Class Participation and Effort

Students receive grades for participation reflected in class/rehearsal techniques, singing posture, preparedness, which includes folder & pencil, attentiveness during rehearsal, and following instructions and procedures (including no consumption of gum, drinks {other than water}, and food; consuming food without permission are strictly prohibited during class and rehearsals). Students are expected to sing and act with 100% effort at all rehearsals. Illness must be communicated prior to the beginning of a rehearsal. A checklist rubric will be used to grade students on a regular basis.

10% Written Work, Sight-Reading & Ensemble (Daily Work)

This includes all written assignments done in class and any homework; first grade taken will be turning in *Choir Commitment Form*.

15%, Sight-Reading & Ensemble Evaluations (Quiz Grades)

Sight-reading and performance assessments in which students will sing or act and be evaluated by the director. Written evaluations will also be given to each student. Occasionally, students are given assessments on listening, music terms, lyrics, individual or small group performance of music learned, or theory concepts.

35% = Concert/Shows/Rehearsals (includes 5% for homework)

Choir is a performance-based class. As such, participation in rehearsals and/or concerts is graded. Generally, students who participate in all rehearsals, concerts, and performances appropriately will receive a grade of 100 in this area. Participation in rehearsals and co-curricular performances is mandatory. Students must attend all choir performances and remain for the entire performance.

Concert Attendance / Absences

Concert Attendance Policy:

Students are expected to attend all performances. Failure to attend a required concert without a valid, written excuse (signed and dated by a parents or guardian), fully explaining the absence will result in the lowering of the student's grade. The Absence Excuse must be received at least 2 weeks prior to the event in order for the excuse to be considered. Ideally all excused absences will be reported by the time the handbook is due. (Notification of emergency conflicts will be received up to one week following the concert.) Upon notification of an absence, Ms. Corley will notate the grade in Grade Speed accordingly. An excused absence allows the student to make up the grade in the form of an alternative assignment for a possible 100%. In the case of an unexcused absence, the student will be given the opportunity to make up the event however, the highest possible grade a student can receive will be 50%. Also, if an absence is excused, a student may receive a 50% if no alternate activity is done.

I encourage you to get to know and share your information with other choir parents, especially the Booster Club officers, as ride sharing, and carpooling are encouraged. Most times, we rehearse and provide dinner to students to only ask parents to come up to school once for pickup. There is a Facebook Choir Page (FBMS Choir) and many times parents can communicate with each other there.

Although it would be impossible to include a complete list, the following items are examples of unexcused absences.

- Commitments accepted after a rehearsal or concert date is announced. This includes all sports, dance, theater, etc.... (not held at FBMS)
 - Homework
 - Watching TV.
 - Falling asleep
 - Forgetting music or uniform.
 - A family member's birthday.
 - Your birthday

Personal Conduct

Frank Black Middle School Choir students will have a high profile on campus and in the community. It is important that the conduct and appearance of all students be exemplary. Performing members will have the opportunity to participate in field trips and activities. As representatives of HISD and Frank Black Middle School, our students must reflect an image of positive leadership, character, responsibility, and great competitive spirit. All students will be held to the policies and procedures as covered in the HISD student and parent handbooks.

Classroom Conduct

Self-discipline is critical to the success of the Choir Department. Students are expected to follow these rules:

1. *Be on time to class. Class begins when the tardy bell rings.*
2. *Be prepared (folder, pencil, notebook) and seated in your assigned seat.*
3. *Upon entering the room, place all belongings in the designated area.*
4. *Be **RESPECTFUL!** Students must show respect for themselves, their peers, their teachers, their environment, the classroom equipment, and the music always. Talking and other disruptive behavior will impact the participation/effort grade.*
5. *Gum chewing, eating, and/or drinking are not allowed in the chorus room or at Chorus concerts, except for water.*

Penalties

Except for tardiness, penalties shall be assigned as follows:

1. **Warning**
2. **Teacher/Student conference: - 10 pts. off participation grade**
3. **Detention/Parent Contact: - 20 pts. off participation grade**
4. **Referral and Visit with appropriate administrator.**

Students assigned to DETENTION the day before or the day of choir activities may not be allowed to participate. Students may be allowed to participate in co-curricular activities, but not extra-curricular. In accordance with HISD policy, any student suspended from school for any reason will not be permitted to participate in any choir activities during the period of suspension. No Pass No Play rules apply to UIL Choir Competition and therefore students participating must follow all UIL Rules and Regulations regarding passing grades and conduct the prior grading period to contest.

Travel Conduct

All rules for the Classroom, School, and HISD are enforced on all field trips. The penalty for violating these rules may be loss of field trip privileges and possible removal from the Frank Black Choir Program. When we travel we represent Frank Black MS and Houston Independent School District. Our dress and behavior must maintain a high standard.

2019/2020 FBMS CHOIR CALENDAR

SEPT

- 2 **Labor Day HOLIDAY**
- 27 *Early Dismissal*

OCT

- 4 **END OF CYCLE 1**
- 9 **Fall HOLIDAY (Student HOLIDAY)**
- 18 *Early Dismissal*
- 21-25 **Homecoming Week**

NOV

- 8 *Early Dismissal (END OF CYCLE 2)*
- 11 Veteran's Day
- 18-20 Musical AUDITIONS (Singing ONLY)
- 25-29 Thanksgiving **HOLIDAY**

DEC

- 12 Choir Winter Concert/Musical Scenes REH 12/9-11
- 13 Winter Dance
- 16-18 FINAL Musical AUDITIONS
- 19 MUSICAL CAST LIST POSTED (**END OF CYCLE 3**)
- 20-31 **WINTER BREAK** (Teacher In-service 12/20)

JAN

- 1-5 **WINTER BREAK (cont.)**
- 7 Musical Rehearsals begin
- 17 *Early Dismissal*
- 20 **MLK, Jr. Day - HOLIDAY**

FEB

- 14 *Early Dismissal (END OF CYCLE 4)*
- 22 *Region Clinic (Seven Lakes MS) 9a-1p*
- 27 **Choir Concert (PRE UIL) 6p**
- 28 BLACK HISTORY ASSEMBLY (during school)

MARCH

- 3-5 Choir UIL Choir Contest (7th & 8th Adv choir)
- 7 Heights Crawfish Festival
- 16-20 **Spring Break HOLIDAY**
- 21 Region Choir Auditions (7th & 8th Adv choir) PERSHING MS
- 28 6th Grade Choir Festival (6th perform) Hattie Mae White Educational Center

APRIL

- 3 **END OF CYCLE 5**
- 10 **Spring HOLIDAY**
- 30 *Musical – Elementary Performance - FBMS 10A*

MAY

- 1&2 **MUSICAL PERFORMANCE DATES***
- 15 Choir Banquet (tentative)
- 21 Choir Spring POP Concert (REH 5/18-20)
- 25 **Memorial Day HOLIDAY**
- 29 **END OF CYCLE**

Additionally, HISD is having a Solo and Ensemble contest TBA – probably JAN. There will also be opportunities to perform at FBMS sports events. Those are TBA as well

* REHEARSALS for the musical begins Tues 4-530p JAN 7 & continue in auditorium, and theater, choir & dance rooms until April 28 from 4-530p M-F. Detailed schedule will be passed out monthly.



Frank Black Middle School CHOIR Information Sheet

Please print clearly when filling out the information.

Name _____ ID # _____ Class Period _____ CHOIR _____

Birthdate _____ Age _____ Grade Level: (circle) 6 / 7 / 8

Full address (street, city, zip) _____

Parent/ Guardian's name _____

Home phone _____ Parent/s' work number/s _____

Mom's cell _____ Dad's cell _____

Emergency contact name (relationship) & number _____

Mom's email address _____ Dad's email address _____

Elementary school that you last attended (6th grade only): _____

If you transferred or are new to FBMS, please list your last middle school attended (only answer if you did not attend FBMS last year): _____

I've taken music:(circle one and fill in the blank if needed).

- A. With Ms. Corley
- B. At another school _____
- C. Private lessons for _____ years Music teacher's name _____
- D. I've never taken music.

Have you ever performed in a show before? (circle one)

- A. Music Recital
- B. Musical
- C. Winter/Spring Concert
- D. I've never performed before.
- E. Other _____



What is your favorite form of music? (You may circle more than one answer).

- A. Hip-Hop B. R & B C. Country D. Jazz E. Musical Theater F. Pop G. Classical H. Other _____

What is your favorite talent show? (circle one)

- A. America's Got Talent B. The Voice C. The Four D. American Idol E. Lip Sync Battle F. Other _____

Have you ever taken lessons in piano, violin, or any other instrument? If yes, please list the instrument and years taken.

What is/are your favorite musical movie(s)?

What do you want to get out of this class (do not write "nothing" or "IDK")? Some examples could be (less scared to perform, pitch training, better vocal health, specific form of singing you want to learn, history of music, friendship, being with a big group of singers, to read music, get better at sight reading, to compete in music, etc.)

FBMS Choir VOLUNTEER FORM

FORMA DE VOLUNTARIO DEL Coro de FBMS

FBMS Booster Club is a parent group that works closely with Ms. Corley to provide support and fundraising projects for CHOIR supplies and student opportunities. Fundraising affords students the opportunity to earn money needed for choir expenses and equity among the members of choir. All students are expected to participate and make an effort fundraising. **All Choir FUND RAISING MUST BE DONE OFF CAMPUS.**

*FBMS Booster Club es un grupo de padres que trabaja cercamente en colaboración con la Sra. Corley para proporcionar apoyo y proyectos de recaudación de fondos para suministros de CHOIR (coro) y oportunidades para estudiantes. La recaudación de fondos ofrece a los estudiantes la oportunidad de recaudar el dinero necesario para los gastos del coro y la equidad entre los miembros del coro. Se espera que todos los estudiantes participen y hagan un esfuerzo para recaudar fondos. **Todos los FONDOS DEL Coro DEBEN SER HECHOS FUERA DE LA ESCUELA.***

Child's Name / Nombre del niño/a	
Volunteer Parents' Name/s / Nombres del Padre/s Voluntario(s)	
Phone Number / Número de teléfono	
Email / Correo electrónico	



Activities you are interested in assisting with: *Actividades con cuales esta interesado/ayudar:*

Communication	Comunicación
<input type="checkbox"/> Web design	<input type="checkbox"/> Diseño web
<input type="checkbox"/> Media/Promotional/ Social Media	<input type="checkbox"/> Medios/Promocionales/ Redes sociales
<input type="checkbox"/> Translation (written Spanish/bilingual)	<input type="checkbox"/> Traducción (escrito español/inglés)
Fundraising	Recaudación
<input type="checkbox"/> T-shirt Sales	<input type="checkbox"/> Ventas de camisetas
<input type="checkbox"/> Seeking support/sponsors	<input type="checkbox"/> Búsqueda de apoyo/patrocinadores
<input type="checkbox"/> Seeking paid singing opportunities	<input type="checkbox"/> Búsqueda de oportunidades de canto remuneradas
<input type="checkbox"/> Cards for a Cause Fundraiser	<input type="checkbox"/> Tarjetas para la recaudacion <i>Cards for a Cause</i>
Uniforms	Uniformes
<input type="checkbox"/> Fitting boys &/or girls	<input type="checkbox"/> Medir niños y/o niñas
<input type="checkbox"/> Ordering shirts & ties (and slacks) / compiling information	<input type="checkbox"/> Ordenar camisas y corbatas (y pantalones de vestir) / compilar información
<input type="checkbox"/> Ordering dresses &/or t-shirts / compiling information	<input type="checkbox"/> Ordenar vestidos y/o camisetas / compilar información
<input type="checkbox"/> Sewing / Alterations / Ribbon Cutting	<input type="checkbox"/> Costura / Alteraciones / Corte de cinta
<input type="checkbox"/> Accessories – necklaces for girls	<input type="checkbox"/> Accesorios – collares para niñas
Chaperoning	Supervisar
<input type="checkbox"/> Before Concerts <small>(12/12 Fall, 3/27 Pre-UIL, 5/21 Spring)</small>	<input type="checkbox"/> Antes de los conciertos <small>(12/12 Ontoro, 3/27 Pre-UIL, 5/21 Primavera)</small>
<input type="checkbox"/> Rehearsals (12/9-11, 4/28-30)	<input type="checkbox"/> Ensayos (12/9-11, 4/28-30)
<input type="checkbox"/> HISD Solo and Ensemble	<input type="checkbox"/> HISD Solo and Ensemble
<input type="checkbox"/> Pre - UIL Concert (2/27)	<input type="checkbox"/> Concierto Pre - UIL (2/27)
<input type="checkbox"/> UIL Competition (3/3-5)	<input type="checkbox"/> Competencia UIL (3/3-5)
<input type="checkbox"/> 6 th Grade Festival/s	<input type="checkbox"/> Festivales de 6o Grado
<input type="checkbox"/> Field Trips	<input type="checkbox"/> Viajes escolares
Choir Events	Eventos de coro
<input type="checkbox"/> Organize a Family Choir Night	<input type="checkbox"/> Organizar una noche de coro familiar
<input type="checkbox"/> Choir Banquet (5/15 tentative)	<input type="checkbox"/> Banquete de Coro (5/15 tentativo)
<input type="checkbox"/> National Anthem at outside sporting event	<input type="checkbox"/> Himno Nacional en eventos deportivos externos
<input type="checkbox"/> Organizing Caroling	<input type="checkbox"/> Organización de villancicos
<input type="checkbox"/> Booking Performance/s in the community	<input type="checkbox"/> Hacer reservas para rendimientos en la comunidad
Special skill/s:	Habilidades especiales:

How to access parent/student information in Charms

- Log on to www.charmsoffice.com, and click “ENTER / LOG IN” in the upper right corner.
- Locate the “PARENT/STUDENT/MEMBERS LOGIN” section of the web page.
- Login to your student’s program account using the following School Code:

BlackMSChoir

- This will bring up the main “Public” page. This will allow you to look at the “public” calendar for your organization, event list, and handouts and other “publicly shared” files, as well as a few other options.
- The first time you go here, enter your child’s ID NUMBER (provided by your Director) into the *Student Area Password* field. You will be directed to the Change Password screen, to set a personal password different from the ID, for future use. You may also be directed to create both a unique Username and Password for the student. There are also mechanisms to recover/reset a lost Username/Password – when you create your new password, create a “hint” as well.
- Whenever you enter using this Username/password, another more detailed screen appears, with various button options for you to access areas in the Charms account. What appears here is partially up to the Account Administrator or Head Director.
- Two areas in which you can help the director/administrator maintain his/her records:
 - **Update Personal Information** – if the director has allowed it, you may help make changes to your and your child’s student information page (such as updating phone numbers / cell carriers and email addresses if they change) to help them communicate with you more effectively. You may also be able to indicate which parent volunteer/resource groups you would like to participate in, if this feature is activated. Click *Update Info* to save changes.
 - **If your program has set up online credit card payments, you can make credit card payments for fees, trips and deposits to your student’s account.** Click *Finances* -- if credit card payment is activated, you will see blue buttons in the four main areas of the financial statement indicating your ability to make online payments.
- You may also see links to enter *Practice Logs*, view *Grades*, and use the *Recording Studio* if the teacher has enabled these options.
- The *Calendar* may list events, rehearsals, and volunteer/RSVP opportunities.
- Most importantly, the parent page assists both you and the teacher to communicate with each other. Stay up to date on what’s going on with your student!
- You can also download the Charms App to your smartphone – search your App Store for “Charms Parent/Student Portal” (or “Charms Blue”). It’s the way to stay in touch on the go!

Your Director may have other information they wish to share with you – read on, below, if applicable!

Cómo acceder información de padres y estudiantes Charms

- Ir a www.charmsoffice.com y haga clic en "Enter / Log In" en la esquina superior derecha.
- Localiza la sección "Parent / Student / Members Login" de la página web.
- Inicia la cuenta de su estudiante con el código de la escuela en la sección "School Code":

BlackMSChoir

- Esto le llevará a la página pública principal. Usted será capaz de ver el calendario público para su organización, lista de eventos, folletos y otros archivos.
- Al llegar aquí, se entra el número de identificación de su estudiante en la zona "**Student Area Password**". A continuación, llegara a la pantalla para poder cambiar la clave. También puede crear un nombre de usuario y clave exclusiva para su estudiante y recuperar o restablecer su nombre de usuario y clave.
- Cada vez que entra con su nombre de usuario y clave, aparecerá una pantalla más detallada. Aquí puede ver la información de uniforme de su estudiante, sus asignaciones de música, documentos, información financiera, calendario de eventos, formularios y mucho más.
- Hay dos áreas en las que usted puede ayudar al director a mantener sus registros:
 - **Actualizar su información personal** - si el director lo permite, usted puede ayudar a hacer cambios en la página de información para usted y su estudiante (por ejemplo, actualizar su teléfono y dirección de correo electrónico si han cambiado). Esto ayudará al director comunicarse con usted mejor. Haga clic en "**Update Info**".
 - **Si la programa de su escuela está configurado para recibir pagos en línea, usted puede hacer pagos de tarjetas de crédito para su cuota, viajes y hacer depósitos a la cuenta de su estudiante** - Haga clic en "**Finances**" - si está activado pagos de tarjeta de crédito, usted verá un botón azul en las cuatro áreas principales de el estado financiero que indica su capacidad de hacer pagos en línea.
- También hay enlaces donde usted puede poner el diario de practica de su estudiante, ver sus calificaciones, y utilizar el estudio de grabación si el director ha permitido estas opciones.
- El calendario muestra eventos, ensayos, y oportunidades de voluntariado.
- Mas que nada, la página de los padres ayuda que usted y el director se pueden comunicar. Asegúrese de mantenerse al día sobre lo que está pasando con su estudiante.
- También puede descargar la aplicación Charms para su teléfono – ir a tienda App Store y busca "Charms Parent/Student Portal". ¡Es una buena manera de mantenerse en contacto siempre!

Su director puede tener más información que quieren compartir con ustedes. Si esto se aplica a usted, siga leyendo.

Student/Parent Commitment Form

All parents/guardians of 6th, 7th, and 8th grade Choir students are asked to sign this form and return it to school by the end of the day, **Friday, September 27, 2019.**

Signing this form acknowledges that the student and parent have read the Handbook.

We have reviewed the 2019-20 FBMS Choir Handbook in its entirety and agree to be responsible for the information in it. We understand and will comply with all its expectations, policies, and regulations.

We have also marked our home calendars with all required concerts below:

- Winter Choral Concert: December 12 (Rehearsals 12/9-11) **FBMS**
- UIL Concert: February 27 (Int/Adv ONLY) **FBMS – 6th should attend.**
- UIL Contest: March 3-5 (Int/Adv ONLY) **Katy** – transportation provided
- 6th Grade Choir Festival: March 28 (6th Grade Choir ONLY) **Hattie Mae White ED Building**
- Spring Pop Concert: May 21 (Rehearsals 5/18-20) **FBMS**



We have reviewed the FBMS Choir Concert Attendance Policy. **We understand that attendance and participation in the above concerts are mandatory and that grades will be lowered due to an unexcused absence.** If the absence is excused, an alternative assignment grade will be used for the student's performance grade.

We understand that there is a required uniform for the choir concerts and agree to follow the guidelines of the uniform. There are fund raising options, as well as the opportunity to apply for an "in-kind" partial scholarship due to a financial hardship or extenuating circumstances. **No child will be forbidden to perform because of his/her inability to pay.**

*I have understand information in the **Frank Black Middle School Choir Handbook** and agree to (**support my student to**) abide by the policies stated in this book. I realize that failure to follow the policies in this handbook will result in disciplinary action and will affect my (**student's**) grade in choir during the 2019-20 school year.*

_____	_____	_____
Print Student Name	Student Signature	date
_____	_____	_____
Print Parent/Guardian Name	Parent/Guardian Signature	date
_____	_____	_____
Print Parent Name	Parent Signature	date

Formulario de compromiso del estudiante/padre

Todos los padres/tutores de los estudiantes del sexto, séptimo y octavo grado se les pide que firmen este formulario y lo devuelvan a la escuela al final del día, viernes, **27 de septiembre de 2019**.

La firma de este formulario reconoce que tanto el estudiante (como el padre) han leído y comprenden el manual.

Hemos revisado el manual del coro del FBMS 2018-19 en su totalidad y aceptamos ser responsables de la información en ella. Entendemos y cumpliremos con todas sus expectativas, políticas y reglamentos.

También hemos marcado nuestros calendarios con todos los conciertos requeridos:

- Concierto coral de invierno: 12 de diciembre (ensayos 12/9 - 11) - **FBMS**
- Concierto de UIL: 27 de febrero (sólo para los ADV) – **FBMS – 6o debe atender**
- UIL contest: marzo 3-5 (ADV sólo mezclado) – **Katy – transportacion proveida**
- Festival del coro del 6 grado: 28 de marzo (coro del 6 solamente) – **Hattie Mae White ED Center**
- Concierto coral de primavera: 10 de mayo (ensayos 5/8 y 9) - **FBMS**



Hemos revisado la política de asistencia a los conciertos del coro FBMS. Entendemos que la asistencia y participación en los conciertos anteriores son obligatorias y que las calificaciones se reducirán debido a una ausencia injustificada. Si la ausencia es excusada, se usará un grado alternativo de asignación para el grado de desempeño del estudiante.

Entendemos que hay un uniforme requerido para los conciertos del coro y acordamos seguir el criterio del uniforme. Existen opciones de recaudación de fondos, así como la oportunidad de solicitar una beca parcial "en especie" debido a dificultades financieras o circunstancias atenuantes. **A ningún niño se le prohíba la participación debido a su incapacidad para pagar.**

He leído (o entiendo la información en) el manual del coro de la escuela intermedia Frank Black y acepto (apoyar a mi estudiante) cumplir con las políticas establecidas en este libro. Entiendo de que el no seguir las políticas en este manual resultará en una acción disciplinaria y afectará a mi (estudiante) grado en el coro durante el año escolar 2019-20.

Imprimir nombre del estudiante

firma del estudiante

fecha

Imprimir nombre del padre/guardián

a del padre/guardián

fecha

Imprimir nombre del padre

firma del padre

fecha

🎵 CHOIR MEMBER TO DO List:

- Fill out and return the **FBMS Choir Information Sheet**.
AND/OR
Go to www.charmsoffice.com, (School code: **BlackMSChoir**) enter/update your student's information, and you have the option of completing your **Student/Family Information**, acknowledging the **Commitment Form**, and paying your membership on Charms (and signing up as a **Volunteer**).
- Sign up or add your group/s on **REMIND.com**
 - 6th Grade CHOIR www.remind.com/join/a3gkf9c or text @a3gkf9c to 81010
 - 7th/8th Treble/Girls' www.remind.com/join/c3ecc8 or text @c3ecc8 to 81010
 - 7th/8th BOYS CHOIR www.remind.com/join/9227kc or text @9227kc to 81010
 - 7th/8th MIXED CHOIR www.remind.com/join/hdfa6a or text @hdfa6a to 81010
- Mark **Calendar Dates** on your calendar/s for mandatory concerts.
- Fill out and return the **FBMS Choir Volunteer Form** or online in **Charms**, if applicable.
- Fill out and return the **Student/Parent Commitment Form** or acknowledge the Commitment Form on **CHARMS**.
- Return cash, check (made out to **FBMS Booster Club**) or money order OR **PAY ONLINE** in your **CHARMS** account:
based on one of the following:
 - \$50 for **membership*** for Intermediate or Advanced Choirs,
 - \$20 for **membership*** for 6th Grade Choir,
 - Raise funds for your membership (Cards for a Cause),
 - Combination of methods, including partial "in kinds" scholarship+, **OR**
 - \$10 partial payment (to be paid installments - \$10 down, with installments paid each month to fulfillment **by Nov. 7, 2019**).

***Membership** includes, for 6th Graders, Choir t-shirt and, for Advanced Girls' and Mixed Choirs, rental of uniform (any necessary alterations). Also included is two tickets per membership to all 2019/20 FBMS Choir performances at Black Auditorium, additional music and folders, transportation, and contest fees not covered by the district.

+If there is a financial hardship or extenuating circumstances, please submit a letter/email to Ms. Corley to request a **partial** expense "in-kind" scholarship (may be emailed to scorley@houstonisd.org). We have the means for students to earn the membership – no child will be forbidden to perform because of his/her inability to pay.



♪ MIEMBRO DE CHOIR Lista De Tareas

- Llene y devuelva la Hoja de **FBMS Choir Information Sheet**.

Y/O

Ir a www.charmsoffice.com, (Código escolar: **BlackMSChoir**)

Ingrese/actualice la información de su estudiante, y usted tiene la opción de completar su Información de Estudiante/Familia, reconocer el Formulario de Compromiso y pagar su membresía en Charms (y registrarse como Voluntario).

- Regístrese o añada a su/s grupo/s en REMIND.com.

6o Grado CHOIR www.remind.com/join/a3gkf9c o mensaje de texto @a3gkf9c al 81010
7o/8o Treble de niñas www.remind.com/join/c3ecc8 o mensaje de texto @c3ecc8 al 81010
7o/8o BOYS CHOIR www.remind.com/join/9227kc o mensaje de texto de 9227kc al 81010
7o/8o MIXED CHOIR www.remind.com/join/hdfa6a o mensaje de texto @hdfa6a al 81010

- Marca las fechas del calendario (Calendar Dates) en su calendario/s para conciertos obligatorios.
- Llene y devuelva el Formulario de Voluntario del Coro de FBMS o en línea en **Charms**, si corresponde.
- Llene y devuelva el Formulario de Compromiso de Estudiante/Padre o reconocer el Formulario de Compromiso en **CHARMS**.
- Devolver efectivo, cheque (hecho a **FBMS Booster Club**) o giro postal (money order) O PAGAR ONLINE (por el internet) en su cuenta **CHARMS** basado en una de las siguientes opciones:
 - \$50 para **la membresía*** para Coros Intermedios o Avanzados,
 - \$20 para **la membresía*** para el Coro de 6to Grado,
 - Recaudar fondos para su membresía (Tarjetas por una Causa/Cards for a Cause),
 - Combinación de métodos, incluyendo beca parcial "en especie"+, **O**
 - Pago parcial de \$10 (pagado en partes – hacer un pago inicial de \$10, con cuotas pagadas cada mes para su cumplimiento antes del **7 de noviembre de 2019**).

***La membresía** incluye, para los estudiantes de sexto grado, la camiseta del coro y, para los coros femeninos y mixtos avanzados, el alquiler de uniforme (cualquier alteración necesaria). También se incluyen dos boletos por membresía para todas las actuaciones del Coro de la FBMS 2019/20 en el Auditorio Negro, música y carpetas adicionales, transporte y cargos por concurso no cubiertos por el distrito.

+Si hay una dificultad financiera o circunstancias atenuantes, envíe una carta/correo electrónico a la Sra. Corley para solicitar una beca "en especie" de gastos parciales (puede enviarse por correo electrónico a scorley@houstonisd.org). Tenemos los medios para que los estudiantes obtengan la membresía – **ningún estudiante tendrá prohibido participar debido a su incapacidad para pagar.**

