


Welcome to the BHS Music Department!

This handbook outlines important details for this school year in addition to the roles, opportunities, and responsibilities of both students and parents to ensure a positive and productive experience for everyone involved.

<p>1. Music Dept. Umbrella</p> <p>2. Mission Statement</p> <p>3. Get Connected</p> <p>4. Schedule & Important Dates</p>	<p>6. Roles of Parents:</p> <ul style="list-style-type: none"> • Support & Encouragement • Volunteer Opportunities • Communication with Staff • Attendance at Events
<p>5. Roles of Students:</p> <ul style="list-style-type: none"> • Participation & Commitment • Practice Expectations • Performance Etiquette • Communication 	<p>7. Fundraising</p> <p>8. Conclusion</p> <p>9. Contact Information</p>

1. Music Dept. Umbrella

<p><u>SING</u></p> <ul style="list-style-type: none"> - Phantom Voices - Vocal Ensemble 	 <p>BHS Music Dept.</p>	<p><u>CREATE + ORGANIZE</u></p> <ul style="list-style-type: none"> - Costume Corner - Tech Crew - Dance DJ's - Music Librarians
<p><u>PLAY</u></p> <ul style="list-style-type: none"> - Concert Band - Jam Band - Beginner Band - Community Bands 		<p><u>LEAD</u></p> <ul style="list-style-type: none"> - Music Leadership Team Sr. - Music Leadership Team Jr.
<p><u>ACT + SING + DANCE</u></p> <ul style="list-style-type: none"> - Drama - Musical 		<p><u>SPEAK</u></p> <ul style="list-style-type: none"> - Radio Club - Morning Announcers

2. Mission Statement

The BHS Music Department aims to foster a love for Music and the Arts, encourage personal growth, and develop musical skills through collaborative learning and performance opportunities within a safe and welcoming environment for ALL students.

3. Get Connected

GET CONNECTED

BHS **Music** Dept.



Microsoft Teams
BHS Music Dept.
2024-2025



@bhsmus



BHS Music Dept.
2024-2025

MUSIC ROOM
Rm # 239

VISIT OUR
WEBSITE

MUSIC STUDIO
Rm # 229



www.bhsmusic.ca



4. Weekly Schedule 2024/2025

<u>DAY</u>	<u>TIME</u>	<u>GROUP / STAFF CONTACTS</u>	<u>DETAILS</u>
<i>Mondays</i> **	8:20 – 8:35am (MORNING)	Morning Announcements – see separate schedule ** (Jmac)	Guidance Office Intercom
<i>Mondays</i>	12:10 – 12:35pm (LUNCH)	MLT Sr. (Jmac)	Music Studio (229)
<i>Mondays</i>	12:30 – 12:55pm (LUNCH)	MLT Jr. (Jmac)	Music Studio (229)
<i>Mondays</i>	3:30 – 5:30pm (AFTER SCHOOL)	Drama – cast members who are called (Mr. Connolly / Ms. Knowles / Miss Kaylee)	Theatre
<i>Tuesdays</i>	12:10 – 12:40pm (LUNCH)	Open Practice Time (Jmac)	Music Room (239)
<i>Tuesdays</i>	3:30 – 4:15pm (AFTER SCHOOL)	BHS Concert Band (Jmac)	Music Room (239)
<i>Wednesdays</i> **	8:20 – 8:35am (MORNING)	Morning Announcements – see separate schedule ** (Jmac)	Guidance Office Intercom
<i>Wednesdays</i>	12:10 – 12:40pm (LUNCH)	BHS Beginner Band (Jmac)	Music Room (239)
<i>Wednesdays</i>	12:10 – 12:40pm (LUNCH)	Phantom Voices (Mrs. Collins)	Music Studio (229)
<i>Wednesdays</i> **	12:40 – 1:00pm (LUNCH)	Radio Club – see separate schedule ** (Jmac)	Music Room (239)
<i>Wednesdays</i>	3:30 – 5:30pm (AFTER SCHOOL)	Drama – cast members who are called (Mr. Connolly / Ms. Knowles / Miss Kaylee)	Theatre
<i>Wednesdays</i>	6:30 – 8:30pm (EVENING)	Phantom Jazz Band – community group (Jmac)	Music Room (239)
<i>Thursdays</i>	12:10 – 12:40pm (LUNCH)	Jam Band – Rock (Jmac / Ms. Bev)	Music Room (239)
<i>Thursdays</i>	12:10 – 12:40pm (LUNCH)	Phantom Voices (Mrs. Collins)	Music Studio (229)
<i>Thursdays</i>	12:40 – 1:00pm (LUNCH)	Tech Crew (Jmac)	Music Room (239)
<i>Thursdays</i>	3:30 – 5:30pm (AFTER SCHOOL)	Drama – cast members who are called (Mr. Connolly / Ms. Knowles / Miss Kaylee)	Theatre
<i>Fridays</i> **	8:20 – 8:35am (MORNING)	Morning Announcements – see separate schedule ** (Jmac)	Guidance Office Intercom
<i>Fridays</i>	12:10 – 12:40pm (LUNCH)	Vocal Ensemble (Jmac)	Music Studio (229)

<i>Sundays</i>	6:00 – 6:30pm (EVENING)	Bathurst Community Concert Band – Beginner community group (Mr Tulloch / Jmac)	Music Room (239)
<i>Sundays</i>	6:45 – 7:15pm (EVENING)	Bathurst Community Concert Band – Intermediate community group (Mr Tulloch / Jmac)	Music Room (239)
<i>Sundays</i>	7:30 – 9:00pm (EVENING)	Bathurst Community Concert Band – Advanced community group (Mr Tulloch / Jmac)	Music Room (239)
<i>Sundays</i> **	5:30 – 7:30pm	** Musical Cast [Feb. onward] ** ** Also, M W TH in former Drama schedule. ** (Mr. Connolly / Ms. Knowles / Miss Kaylee / Jmac)	Theatre
<i>Various Days</i> **	Choose Your Own Time (LUNCH or AFTER SCHOOL)	Costume Corner - discuss with Jmac first ** (Jmac)	Small Theatre (309)
<i>Various Days</i> **	Choose Your Own Time (LUNCH or AFTER SCHOOL)	Music Librarians – discuss with Jmac first ** (Jmac)	Music Room (239)
<i>Various Days</i>	3:30 – 5:30pm (AFTER SCHOOL)	Musical Crew – schedule TBA (Mar. 15 – Apr 30) (Jmac)	Theatre

**PLEASE LISTEN TO ANNOUNCEMENTS, CHECK TEAMS,
MONITOR SOCIAL MEDIA, AND SCHOOL SCREENS FOR
IMPORTANT INFO OR CHANGES TO SCHEDULE AS
NEEDED.**

Important Dates.... So Far

<u>DATE(S)</u>	<u>EVENT</u>
Sep. 19, 2024	School Dance
Sep. 27-29, 2024	Bathurst Band, Choral, & Swing Dance Fest 2024
Oct. 4, 2024	MLT Social Event – Jester’s Court 1
Oct. 15, 2024	Parent Meeting for Haunted Hallways 2024
Oct. 15 - 24, 2024	Musical Auditions
Oct. 19, 2024	NB Provincial Honour Band Rehearsals & Concert
Oct. 22, 2024	School Dance
Oct. 23, 2024	Trip Participation Form Due Back to Jmac
Oct. 24 – 25, 2024	Rothsay Netherwood Performing Arts Festival (selected)
Oct. 24 - 27, 2024	Haunted Hallways Event Weekend – fundraiser!
Fall 2024	Phantom Escape Room – fundraiser!
Nov. 7 or 8, 2024	Phantom Voices, Vocal Ensemble, & Jam Band perform in front of school Remembrance Day assembly.
Dec. 5 – 7, 2024	2 Drama Productions
Dec. 8, 2024 @ 2:00 pm	Holiday Concert
Jan. 20 - 24, 2025	Assessment Week
Jan. 27 - 28, 2025	Turn Around Days
Jan. 29, 2025	Semester 2 Begins
Jan. 31, 2025	March Madness Calendar Buy-in Deadline – fundraiser!
Feb. 17, 2025	NB Family Day
Feb. 21, 2025	March Madness Calendar Sales Deadline – fundraiser!
Mar. 1 – 9, 2025	MARCH BREAK
Mar. 12, 2025	Tee Shirt Sponsors Due – fundraiser!
Mar. 30 – Apr. 5, 2025	Chaleur Music Festival Week
Apr. 6, 2025	Chaleur Music Festival Final Concert
Apr. 18 – 21, 2025	Easter Weekend
Apr. 24 - 27, 2025	BHS Musical – “We Will Rock You” (with Bake Sales)
May 7 – 10, 2025	NB Drama Fest 2025
May 14 – 19, 2025	Music Dept. Trip to Boston, MA, USA
Jun. 9 – 13, 2025	Assessment Week
June 19, 2025	Graduation Day!

5. Roles of Students:

Participation and Commitment

- Attend at least 95% scheduled rehearsals, meetings, events, and performances.
- Be punctual and prepared for each session.
- Engage actively in group discussions and activities.

Practice Expectations

- Dedicate time to practice regularly, as specified by the instructor.
- Set personal goals for improvement and seek help when needed.
- Keep instruments, equipment, and materials in good condition.

Performance Etiquette

- Arrive early for performances and dress appropriately as outlined by the instructors.
- Respect fellow musicians and follow instructor's directions.
- Show professionalism during performances and events.

Communication

- Maintain open lines of communication with instructors about ANY concerns.
- Participate in feedback sessions and peer reviews.
- Stay informed about schedules and announcements.

6. Roles of Parents

Support and Encouragement

- Encourage your child to practice and participate actively.
- Celebrate their achievements, no matter how small.
- Foster a positive attitude towards music education.
- If you or someone you know would like to sponsor an event financially, please reach out to us.
- We always accept donations of unused instruments or music equipment.

Volunteer Opportunities

- Assist with fundraising events and performances.
- Help with organizing rehearsals or events.
- Participate in the Music Department's parent meetings.
- Chaperone for events or trips.

Communication with Staff

- Maintain regular communication with Music Department teachers regarding your child's progress.
- Attend parent-teacher meetings and Music Department events.
- Provide feedback to help improve the music program.

Attendance at Events

- Support your child by attending performances and concerts.
- Help with transportation to and from events as needed.
- Promote attendance among friends and family to encourage a vibrant community.

Chaperones

- Chaperones must have taken Policy 701 training which can be done online at this link: <https://701.nbed.nb.ca/>
- At least one chaperone with training as a nurse preferred.
- First Aid training is also something we look at when choosing chaperones.
- Knowledge of the area being visited can also be of great benefit to us.
- Comfortable with travelling and being in potentially crowded areas is required.
- There is a reduced cost for chaperones to go on the trip.
- We also look for chaperones to travel to Fredericton for NB Drama Fest in early May.

7. Fundraising

Fundraised Money

1. ALL fundraisers in the name of BHS must first be approved by our school district, principal, and myself.
2. Fundraised money is done so in the name of Bathurst High School and cannot be returned to individuals in any type of refund.
3. Funds are raised on an individual basis.
4. Fundraised amount should not exceed the projected cost of a trip in any given year.
5. Fundraising cannot happen for meals, spending money, or other costs outside the projected cost of a trip.
6. Parent chaperones are not permitted to fundraise for their portion of the trip.
7. Fundraised money cannot be transferred from one student to a younger sibling who may be attending BHS in the future.
8. Fundraised money cannot be passed from one student to an international student being hosted by a family.
9. Any fundraised money not used by individuals for any reason goes toward overall costs of the current or future trips.
10. If a student quits or is dismissed from Music / Art Dept. activities, their fundraised money goes into a general fund and is no longer associated with their name.

Money Paid Out-of-Pocket

1. In the event of the school cancelling a trip, any money paid out-of-pocket can be refunded to the parent or student upon request within a reasonable time frame.
2. If the individual backs out of the trip within 5 months of the departure date, money paid out-of-pocket is non-refundable. The only exception would be if an alternate person could be found to take their place and cover the cost. Those details would be worked out through the trip organizer.
3. Individual money used to purchase any items associated with a fundraiser is considered fundraised money and will not be refunded to the individual (i.e. If you purchase raffle tickets with your own money, that money is considered fundraised and cannot be refunded.)
4. If you end up paying an amount then fundraising over the trip amount, money paid from your own pocket will be returned to balance the account to zero.
5. Payments can be made at any time in the BHS Music Room by cheque or cash. Receipts are given for payments made.
6. Cheques are always made payable to **Bathurst High School**.
7. E-transfers are not accepted currently.
8. Receipts on BHS letterhead can be provided upon request for any sponsors requiring such.
9. You may request your account balance from Jmac at any time in person, by phone 547-2665, or by e-mail jeff.macquarrie@nbed.nb.ca

Annual Fundraising Opportunities

Haunted Hallways of BHS 2024

- October 25 – 26, 2024
- A large hallway of BHS gets transformed into maze of different spooks and splendors as students and parents develop their own theme for a section and have some fun.
- This event is open to the public with a mild scare during the day and full scares at night.
- The more hours you volunteer, the more money you make from the pot collected at the door.
- Students and their families are encouraged to come up with an idea and run with it.
- People will be needed to set up, run the event, donate treats, bring in decorations and props, and clean up after the event.

Drama Ticket Sales Incentive

- Tickets for our annual drama shows will be on sale soon and anyone is eligible to sell them whether you are part of the production or not.
- The top 3 sellers in numbers of tickets will receive the following discount on their trip cost: 1st top seller >> \$50 trip discount; 2nd top seller >> \$25 trip discount; 1st top seller (non-trip participant) >> \$25 cash
- All tracking of tickets and payments are to be done directly with Jmac.
- There will be no transfers of ticket sales between students.
- Large specialty groups that have attended our productions before will NOT get credited to an individual student for this incentive.

Tee Shirt Sponsors

- Deadline to submit student name, donor names, and money is Wednesday March 12, 2025.
- Seek out small sponsors of approximately \$20 each and their name will be displayed on the backs of our trip tee shirts that will be worn on a tour day while on the trip.
- Businesses should NOT be contacted as sponsors. Many of them are already supporting our school and many others in ways too numerous to list for which we are very thankful!
- Please reach out to individual family members, friends, and neighbours for this fundraiser.
- Pick up a sheet from Jmac explaining all the details and to keep track of your sponsors.

Phantom Escape Room 6 – Totally Awesome 90's

- The work teams of students and parents are already set.
- The room will open late Fall and run for a couple of months.
- This is open to the public at a cost of \$10 - \$15 per person with bookings available several days of each week yet to be determined.
- Total money raised throughout this edition of the Phantom Escape Room will be divided in a fair way between trip students according to the amount of "shifts" they (and their parents) work.

March Madness Fundraising Calendar

- Deadline for prize donations and/or buy-ins is Friday Jan.31, 2025.
- There is a \$25 buy-in by students/parents to participate in this fundraiser. This money will be used to purchase gift cards for the draws.
- Deadline for sales is Friday Feb. 21, 2025
- Getting sponsors or buying prizes, etc. will take place of the \$25 buy-in
- Sponsors will be recognized on our website and social media in addition to be showcased on each calendar.
- Looking for parents organize this to start draws at the end of February 2025.
- Calendars sold for \$25 each. One ticket is drawn each day during the month of March.
- Videos will be made by trip students announcing daily winners throughout March and highlighting the sponsor of the prize.
- If your name is drawn you win the prize for that day.
- All winners get placed back into the draw so you can win on multiple days (up to a maximum of 3 times)
- Follow the Facebook event page to see the daily draw videos in March "BHS Music Dept. March Madness"

Musical Ticket Sales Incentive

- Tickets for our annual musical will be on sale soon and anyone is eligible to sell them whether you are part of the production or not.
- The top sellers in numbers of tickets will receive the following discount on their trip cost: 1st place = \$100; 2nd place = \$75; 3rd place = \$50; top non-trip student = \$40 cash.
- There will be no transfers of ticket sales between students.
- Large specialty groups that have attended our productions before will NOT get credited to an individual student for this incentive.

Musical Bake Sales

- If there are parents who would like to organize and sell baked goods at any or all of the musicals between April 24-27, 2025 that money will go toward the overall cost of the year-end Music Dept. trip and/or future music projects within BHS. **We are currently seeking a parent or two to lead this fundraiser.** They will be looking for LOTS of donated baked goods and people to possibly work at tables during the shows.

8. Conclusion

Together, students and parents play crucial roles in creating a supportive and enriching music environment. By working collaboratively, we can ensure a successful and enjoyable music education experience for all.

9. Contact Information

For any questions or concerns, please reach out to:

- **Jeff MacQuarrie**
 - Music Dept. Head, All Bands, Tech Crew, MLT, Vocal Ensemble, Costume Corner, Musical jeff.macquarrie@nbed.nb.ca or 506-547-2665
- **Alysa Collins**
 - Phantom Voices, Musical alysa.collins@nbed.nb.ca
- **Patrick Connolly**
 - Drama, Musical daniel.connolly@nbed.nb.ca
- **Angela Knowles**
 - Drama Musical angela.knowles@nbed.nb.ca
- **Kaylee Gauthier**
 - Drama, Musical, MLT kaylee.gauthier@nbed.nb.ca
- **Erin Valley**
 - Art Dept. Head, Musical Sets and Costumes, Fashion Club erin.valley@nbed.nb.ca
- **Bev Kinsman**
 - Jam Band

PARENT INVOLVEMENT FORM – SCAN BELOW



Thank you for your commitment to the Music Department! We look forward to an exciting year of music-making together.