



Superintendent's Circular

School Year 2009-2010

NUMBER
CAO-16

DATE:
February 8, 2010

BOSTON PUBLIC SCHOOLS DISTRICT WIDE INSTRUMENTAL MUSIC FESTIVAL

In accordance with the Boston Public Schools' Arts Education Policy, Curriculum and Instructional Practices/Arts will coordinate a district-wide Instrumental Music Festival. **The BPS 2010 Instrumental Music Festival will be held on Thursday, March 11, 2010 at Boston University School of Music, 855 Commonwealth Avenue.**

The BPS Instrumental Festival is based on BPS City-Wide Learning Standards and MA Curriculum Frameworks. The process of creating, performing, and responding to music enriches music teaching and learning in school communities. Both, new and existing instrumental and vocal music programs are encouraged to participate. Students will have the opportunity to share talents and perform with peers.

The festival consists of a day of collaborative rehearsals with three guest conductors. Following the rehearsals, student bands will perform for invited guests and peers.

Students will be divided into three well-balanced bands: Beginning Band, Intermediate Band, and Advanced Band. Student assignments for each band are based on teacher recommendation. Music teachers should recommend students based on the following criteria: musical ability, leadership traits, ability to follow directions and ability to work cooperatively in a large group.

Prior to the festival each participating school will learn pre-selected festival music. Music teachers are strongly encouraged to incorporate the festival music into regular music instruction. Students must be able to play the program music prior to attending the festival.

Tentative schedule:

11:30 – 11:50	Students arrive at Boston University School of Music
11:50 – 12:00	Registration
12:00 – 12:30	Introductions, welcome, announcements
12:30 – 12:45	Seating of three ensembles
12:45 – 2:15	Rehearsal with conductors
2:15 – 2:30	Break at the conductors' discretion
2:30 – 4:30	Rehearsal resumes
4:30 – 5:00	Pre-concert meal
5:00 – 6:30	Dress Rehearsal
6:30 – 7:00	Students meet with directors & conductors for tuning and seating
7:00 – 8:30	Public performance
8:30	Dismissal from Boston University School of Music, Concert Hall Parents, family and friends attend concert and take students home

**Festival schedule may change due to unforeseen circumstances*

The following amenities will be provided:

- Technical support for production
- Programs/certificates/invitations
- Festival site coordination and documentation
- Music (rehearsal copies only)
- Guest conductors' fees
- Pre-concert meal
- Rhythm Section Instruments

Participating schools must:

- **Return a signed commitment form from the principal/headmaster and music teacher**
- **Return a signed parent/guardian permission and media release forms for each participating student**
- **Return and complete a Student Recommendation Form, include each participating student and accurate information for those students**
- **Communicate Dismissal Plans to the Arts Office**
- Communicate all festival activities to parents/guardians including festival dismissal plans at the end of the evening concert
- Provide transportation to Boston University on festival day
- Provide and coordinate in-and out-of-school rehearsal time for students to prepare students to play the festival music prior to the festival
- Provide a substitute teacher so the music teacher can accompany students to the festival, if necessary
- Provide 1 chaperone for every 10 students participating
- Arrange student transportation home after the evening concert, if needed
- Feed students lunch prior to arriving at the festival site
- Provide supervision for participating students through out the festival, including after dismissal if participating students are waiting for transportation and/or a parent/guardian.

All participating schools must complete and submit the provided *School Commitment Form*, *Student Permission Release Form*, and *Student Recommendation Form* by the appropriate deadline dates.

The Arts Office must receive these documents either by email or fax, see contact information below.

Summary of significant dates and deadlines:

Date	Activity
Monday, February 22 nd , 2010	School Commitment Form due Student Recommendation Form(s) due Dismissal Plans due
Thursday, March 11 th , 2010	Student Permission and Media Release Forms & Festival Day

For more information about this circular, contact:

Name:	Nicole Prefontaine
Department:	Curriculum and Instructional Practices/Arts
Mailing Address:	443 Warren Street, Suite 6, Dorchester, MA 02121
Phone:	617-635-9653
Fax:	617-635-9249
E-mail:	nprefontaine@bpsarts.org

Carol R. Johnson, Superintendent

2010 Instrumental Music Festival
School Commitment Form

DUE: Monday, February 22, 2010

Email or Fax: Nicole Prefontaine at nprefontaine@bpsarts.org or 617-635-9249

We have read the requirements for participating schools. This is to certify our school's participation in the 2010 BPS District-Wide Instrumental Music Festival on **Thursday, March 11, 2010 at Boston University School of Music, 855 Commonwealth Avenue.**

Headmaster's/Principal's Signature

Music Teacher's Signature

School Name _____

School Address _____

School Phone _____ **School Fax** _____

Principal's Name _____

Music Teacher's Name _____

Music Teacher's Emergency (Cell) Phone _____

E-mail _____

As a participant in the Boston Public Schools' 2010 District-Wide Instrumental Festival your child will be spending the day at Boston University School of Music, 855 Commonwealth Avenue beginning at approximately at 11:30 a.m. and ending approximately at 8:30 p.m. His/Her music teacher, as well as chaperones from his/her school will accompany your son/daughter to the festival. Your son/daughter will be rehearsing with guest conductors and performing in a public concert. His/Her music teacher will be responsible for communicating all festival details to you, including dismissal plans. The BPS Arts Office and his/her music teacher will dismiss your son/daughter at the end of the festival public concert.

I, (Parent/Guardian's name)_____ give my son/daughter (Child's name)_____ permission to participate in the BPS 2010 District-Wide Instrumental Festival on Thursday, March 11, 2010.

Parent/Guardian's Signature: _____ Date: _____

Parent/Guardian Media Release

As a participant in the Boston Public Schools' 2010 District-Wide Instrumental Festival your child's image may be, from time to time, captured in performance on film or in photographic opportunities. In anticipation of such an occasion Boston Public Schools Arts Office requests your permission for release of images for educational and promotional renderings.

I, (Parent/Guardian's name)_____ give release permission to Boston Public Schools Arts Office for photographs and/or performance of my son/daughter, (Child's name)_____ while participating in the Boston Public Schools' 2010 Instrumental Festival, hosted by BPS Arts Office & Boston University School of Music, to be used for educational and/or promotional purposes. Additionally, I understand that any photographs and/or film will not be used for sale or commercial activities.

Parent/Guardian's Signature: _____ Date: _____

2010 Instrumental Music Festival
Student Recommendation Form

DUE: Monday, February 22, 2010

Email or Fax: Nicole Prefontaine at nprefontaine@bpsarts.org or 617-635-9249

Organize your recommendations by instrument family (woodwinds, brass, or percussion), followed by the student's name and grade, and rank order: (1, 2, 3, etc. for each instrument.) **Use one form per band.**

You should recommend students based on the following criteria: musical ability, leadership traits, ability to follow directions and ability to work cooperatively in a large group.

This information will be used to create the printed program and seating chart for each ensemble, therefore please be as accurate as possible.

Copy this form as needed. PLEASE TYPE.

School Name _____

Teacher's Name _____ **Phone Contact #** _____

Check appropriate ensemble:

_____ **Beginning Band**

_____ **Intermediate Band**

_____ **Advanced Band**

BRASS

Instrument	Student Name	Grade	Rank

WOODWIND

Instrument	Student Name	Grade	Rank

PERCUSSION

