

August 23, 2017

Dear students and parents:

My name is Mrs. Ratica and I would like to welcome you to the Norwayne High School Choir program!

The main purpose of this correspondence is to let you know what forms and items are contained in this packet and what materials you will need to look over together with your parents. Please make sure that you have each one of the following forms and items in your packet:

1. Completion checklist
2. Chaperone/Volunteer Form
3. Parental consent form and travel consent form
4. Informed Consent Agreement (drug testing)
5. "How to log into Charms" handout
6. "How to Volunteer in Charms" handout
7. "How to Receive Remind Texts" handout
8. ~~Norwayne Music Supporter Brochure~~

You will locate the 2017-2018 Choir Handbook and calendar when you access Charms, Google Classroom or www.norwaynemusic.com

The role of technology within the Norwayne Music Department is very important! As you complete the tasks outlined in the packet, make sure you become familiar with:

1. www.norwaynemusic.com and can locate the "Choir hub" portion of the website
2. CHARMS!
3. Google Classroom
4. Remind 101
5. Progress Book
6. Please be aware that **THE NORWAYNE MUSIC GOOGLE CALENDAR (on the home page of norwaynemusic.com) IS THE FINAL SAY FOR ALL MUSIC DEPARTMENT EVENTS!** PLEASE CHECK IT REGULARLY!!! *(the calendar on the Charms website is for volunteering, attendance and accounting purposes only and may not be entirely accurate!)*

After you complete these tasks and forms, please be return them to Mrs. Ratica. All forms must be signed, completed and turned in by September 1, 2017. The completion of the forms is a 20-point grade. Students will lose points for each required form that is not turned in on time and will not be permitted to participate in concerts or after school choir activities if the forms are not turned in. Please do not be afraid to contact Mrs. Ratica at leratica@norwayne.net if you have any questions about technology, the handbook, finances, etc.

I am looking forward to an amazing 2017-2018 school year and hope it is successful for you!

Sincerely,

Mrs. Leanne Ratica, Director of Choirs, Norwayne Local Schools

NORWAYNE HIGH SCHOOL CHOIR
Initial information COMPLETION CHECKLIST

Directions: Students and parents, please go through this checklist and initial the sections that you have completed. Not every task is required because some people may not be able to access the online tools at home. However, please make sure all tasks marked as **REQUIRED** are completed. If you need help see Mrs. Ratica ASAP ☺ **This is due on September 1, 2017**

Student's First and Last Name: _____

Student:

Parent/Guardian:

I have successfully logged into Charms using the provided instructions.

_____ Please check HERE if you cannot log into Charms. If you checked this box, please complete all information on the back of this form. If you did NOT check this box, please do NOT complete the back of this form!

I have updated all my demographic information in Charms using the provided instructions.

I have viewed and understand all parts of the Choir Handbook in the "handout" section of Charms, Google Classroom or norwaynemusic.com.
If you need a hardcopy, see Mrs. Ratica. **REQUIRED**

I have paid the \$20 course fee for the 2017-2018 school year through the NHS office.
(PLEASE DO NOT TURN IN CHOIR COURSE FEES INTO MR. or MRS. RATICA!)

I also understand that all fees or a "payment arrangement contract" must be on file in order to participate at concerts or trips.

NOTE: (If you were in choir before, a hard copy of additional fees owed will be sent home to students/parents who owe). **REQUIRED**

I have filled out and completed the Chaperone Volunteer Form

I have signed BOTH HALVES of the Parental Consent Form and the Travel Consent Form
REQUIRED

I have signed and understand the Informed Consent Agreement (drug testing) **REQUIRED**

I have followed the instructions on the "Mrs. Ratica would like you to join high school choir" handout to sign up for Remind 101. This is a texting service Mrs. Ratica uses to send out important information, especially last minute changes and/or cancellations.

I am not able to use Remind 101 and made arrangement for _____
to contact me if Mr. or Mrs. Ratica sends out an important text. **REQUIRED**

I have successfully set up a Google Classroom account. (The password is **ctuiga**) **REQUIRED**

We verify that all items marked with a check are complete and/or are understood. If any of us did NOT check any above blank under the "student" and/or "parent" column, Mrs. Ratica will personally follow up and I understand that it is NOT required to check each individual box. Our signatures below indicate compliance with all check marks indicated on this checklist.

Signature of Student

Signature of Parent/Guardian

**Norwayne High School Choir
Contact Information Form**

Please complete this ONLY IF YOU CANNOT ACCESS THE DEMOGRAPHIC INFORMATION IN CHARMS!

Student's name: _____

Address: _____

City: _____ Zip: _____

Home Phone number: _____

Student's cell phone number: _____

Parent/Guardian Name (individual name only): _____

Relationship to the student: _____

Address, City, Zip of contact listed above: _____

Home Phone Number of contact listed above: _____

Cell Phone of contact listed above: _____

Preferred e-mail of contact listed above: _____

Parent/Guardian Name (individual name only): _____

Relationship to the student: _____

Address, City, Zip of contact listed above: _____

Home Phone Number of contact listed above: _____

Cell Phone of contact listed above: _____

Preferred e-mail of contact listed above: _____

Parent/Guardian Name (individual name only): _____

Relationship to the student: _____

Address, City, Zip of contact listed above: _____

Home Phone Number of contact listed above: _____

Cell Phone of contact listed above: _____

Preferred e-mail of contact listed above: _____

2017-2018 Chaperone/Volunteer Form

The 2017-2018 School year is going to be filled with concerts, fieldtrips, fundraisers and events. Just like any other big production, the choir and music department cannot survive without a lot of “behind the scenes” work. For this reason, we are asking for any assistance and/or time that you are willing to contribute so the 2017-2018 choir program will be a success. Below are specific events that you may volunteer for as well as instructions on how to sign up to volunteer for events we need help with in Charms. More events that require chaperones or volunteers will be posted throughout the year. All parents are invited to attend music supporter’s meetings and become official members. Thank you very much for your willingness to support our choir program!

Events that require Chaperones

Event and Date of the Event	General information about the event	Initial if you are able to chaperone the event
Holiday Tour December 15, 2017	9:00am – 2:45pm Christmas tour includes: NHS, NMS, NES, Burbank Park, Lodi Outlet Mall and Creston Station	
OMEA Solo and Ensemble January 27, 2018	Times TBA	
Festival of Choirs Rehearsal February 21, 2018	9:00am – 2:00pm Rehearsal is at Smithville High School. Lunch will be in Wooster.	
Festival of Choirs Concert February 20, 2018	5:00pm-10:30pm More info TBA	

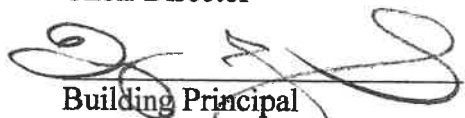
Events that require Volunteers


Event and Date of the Event	General information about the event	Initial if you are able to chaperone the event
Spaghetti Dinner October 28, 2017	Work shifts will be posted on the Charms calendar ASAP	
Moose Benefit Breakfast #1 November 9, 2017	Work shifts will be posted on the Charms calendar ASAP	
Moose Benefit Breakfast #2 February 26, 2018	Work shifts will be posted on the Charms calendar ASAP	

**2017-2018 Norwayne High School Choir
Parental Consent Form**

I have read and understand the information contained within the Norwayne High School Choir Handbook that I viewed on Charms or Google Classroom, was emailed or was given a printed copy of. I agree that my son/daughter _____ will adhere to the Student Code of Conduct of the Norwayne Local Schools as well as the policies of the Norwayne High School Choir.

Choir Director


Building Principal


Superintendent of Schools

Student Signature

Parent Signature

**Norwayne High School Choir
Travel Consent Form**

This form is considered as the permission slip for the entire 2017-2018 school year. By signing this form, I hereby allow my son/daughter _____ to travel on a school bus and/or van with the Norwayne High School Choir to choir fieldtrips, concerts, adjudicated events and any other long distance event. I understand that the student will not be permitted to travel by any other means unless the director receives a completed "Request for Special Transportation Arrangements" form at least ONE day prior to the event, completed and signed by the parent/guardian. I also understand that the student is required to abide by all bus/transportation rules.

Student Signature

Parent Signature

How to log into Charms

Go to norwaynemusic.com On that page at the top, click "choir hub"



Once in the "choir hub" scroll down until you see "click this button to access Charms now"

Charms

Charms is an on-line office assistant for the music program. In addition to entering all information needed for the music program, this is how we will contact you and how you will upload your recorded assessments.

If you are prompted to enter in our school code, it is:
norwayne
(case sensitive)

[Click this button to access Charms now](#)

[Click here to get the charms app for Android devices](#)

[Click here to get the charms app for apple devices](#)

Enter in your 6 digit student ID (same number you use to log into the computers). If you're prompted for a school code, enter **norwayne** (case sensitive)

HOME

HOME CALENDAR EMAIL DIRECTORS FIND MUSIC

EXIT CHARMS

Student Area Password: (Case Sensitive!)

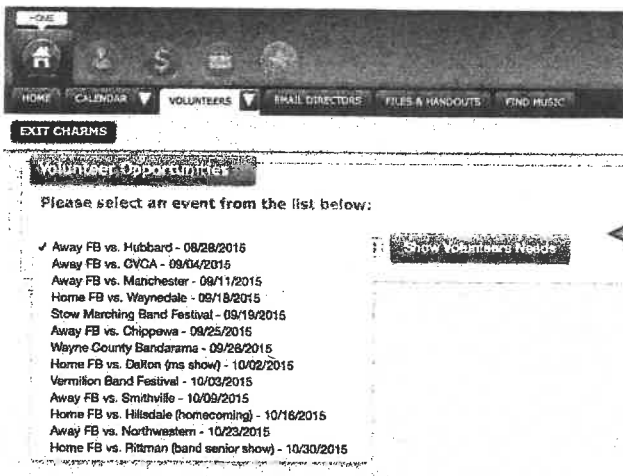
If this is the first time you have logged in to Charms, your password is your ID number.

Public Calendar Email Teacher

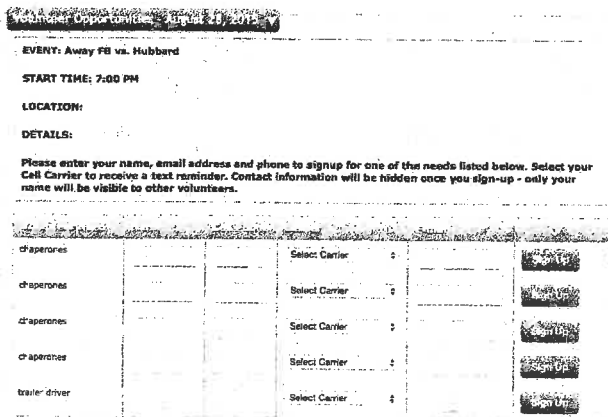
Volunteering in Charms



Step 1: Log into Charms and click on the "volunteer" button



Step 2: Select dates that help is needed from the drop down menu. After the date is selected, select the "show volunteers needs" button.



Sign up for what you would like to do and thank you very much again!



Sign up for important updates from Mrs. Ratica.

Get information for Norway High School right on your phone—not on handouts.

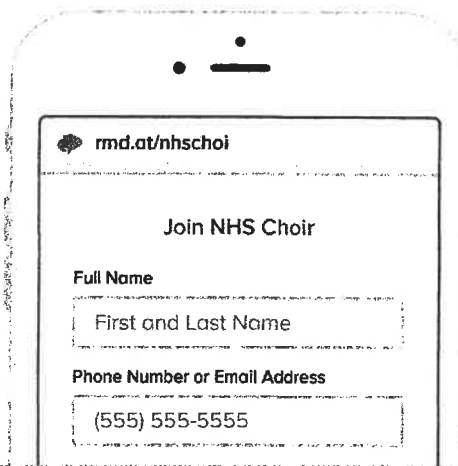
Pick a way to receive messages for NHS Choir:

A If you have a smartphone, get push notifications.

On your iPhone or Android phone, open your web browser and go to the following link:

rmd.at/nhschoi

Follow the instructions to sign up for Remind. You'll be prompted to download the mobile app.

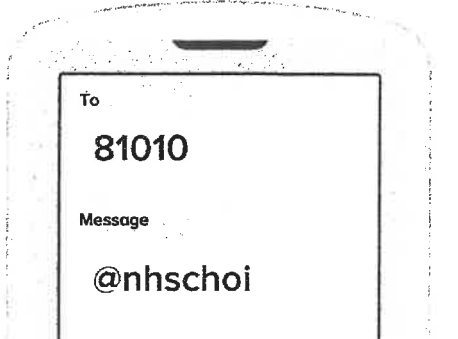


B If you don't have a smartphone, get text notifications.

Text the message @nhschoi to the number 81010.

If you're having trouble with 81010, try texting @nhschoi to (330) 754-4068.

* Standard text message rates apply.



Don't have a mobile phone? Go to rmd.at/nhschoi on a desktop computer to sign up for email notifications.