



**Parent & Student  
Information Handbook**

**Brian Griffin, Director of Orchestras**

## Introduction to the Douglas Anderson Orchestra

Welcome to the Douglas Anderson Orchestra. Our orchestras have consistently demonstrated excellence through the hard work and dedication of our students and faculty. Every student entering the DA orchestra program, who shows initiative, drive, and good decision making will thrive in this environment.

The Orchestra Program consists of four orchestras, Sinfonia, Repertory, Chamber, and Symphony (select students playing in a full orchestra). Additional applied courses include Chamber Music and String Pedagogy. Each student's daily participation, in addition to placement auditions, held every year in May, determine in which group students will play the following year.

### Communication

The DA orchestra program uses a variety of communication mediums to keep students and parents abreast of activities and events.

- **Verbal and written** information is given to orchestra students by the orchestra directors on a regular basis.
- **Charms**, an online management program, is the primary mode of communication between the director and parents.

Charms is accessed via [www.charmsoffice.com](http://www.charmsoffice.com) and includes information such as financial records, an up-to-date calendar of events, and forms for completion.

**To log in choose Parent/Student Login; Type DASOTAOrch; and enter your student's student number.**  
**To receive information, via both email and text communication, complete and accurate contact information must be kept up-to-date on the site.**  
**Once logged in to charms the calendar can be synchronized directly to your calendar account.**

- Additional means of communication include:
  1. the **DA Orchestra website** ([www.daorchestra.org](http://www.daorchestra.org))
  2. the **Douglas Anderson School of the Arts Orchestra Facebook page**

3. and the **DA Orchestra Families Facebook page**. The purpose of this closed group page is to connect the families of the Douglas Anderson Orchestra, to share information, ask questions, bring up concerns, or just to talk. Facebook users go to DA Orchestra Family page and ask permission to join. Additional information can be obtained via email: [boostersdaorchestra@yahoo.com](mailto:boostersdaorchestra@yahoo.com)

### Fees and Expenses

All arts areas at Douglas Anderson utilize a “Fair Share” enrichment fee. In the orchestra program, this fee helps to pay for sheet music, instrument repairs, music stands, equipment, festival entry fees, festival competition trips, awards, etc.

Coachings, masterclasses and accompanists are not covered by the Fair Share. Additional fees include instrument rental, All-State audition fees, and tuxedo rental (*if not owned by the student*) or initial dress purchase.

	Amount	Frequency
Fair Share ( <i>all orchestra students</i> )	\$300.00	Annually
Tuxedo Rental	\$50.00	Annually
Dress Purchase	\$100.00	One-time purchase
Instrument Rental ( <i>at school</i> )		
Cello & Bass	\$150.00	Annually
Violin & Viola	\$100.00	Annually
Instrument Rental ( <i>optional home use</i> )		
Cello & Bass	\$150.00	Annually
Violin & Viola	\$100.00	Annually
All-State Audition ( <i>optional</i> )	35.00	Annually
Solo & Ensemble ( <i>all orchestra students</i> )	60.00	Annually

### Payment Options

- Parents may choose to pay all fees, in their entirety, at the mandatory parent meeting at the beginning of the school year.
- Parents may choose to pay fees according to the payment plan listed in the Fee Payment Schedule Worksheet– with the first payment due at the Parent meeting.
- (*\* Minimum payment must include dress purchase or tux rental fee, plus All-State audition fee when applicable.*)

*Failure to maintain academic eligibility or failure to participate in the orchestra program does not relieve the student or parent of their responsibility. **Surplus funds remaining in the student's account at the end of each year will be applied to the next year's account.** Upon graduation or leaving the school, for any reason, funds in the account will be deposited in the Orchestra Booster's General Fund.*

## Uniforms

**Male students** are required to wear a tuxedo. The \$50 rental fee covers the cost of maintenance and replacement.

Tuxedos must be dry cleaned at the end of each school year and returned with the dry cleaner tag attached.

This fee is waived if the student owns a tuxedo, however, the tuxedo **MUST** match the appearance of the school-owned tuxedos.

Tuxedo rental includes: black dress jacket, black pants, cummerbund, bow tie  
Student provides: white tuxedo shirt, black dress socks (no footie socks), black dress shoes

**Female students** who have not already done so, are required to purchase the approved concert dress for a fee of \$100. A one-time order for dresses is made by the Orchestra Boosters at the beginning of the year. Upon graduation, the dress may be donated to the orchestra program or kept by the student.

- no dress will be distributed to a student until the \$100 fee has been paid
- **Hemming and alterations** are the responsibility of the parent and student.
- Dresses must be floor-length formal.

## Orchestra Student Responsibilities

- Attend and be prepared for all rehearsals and performances.
- Be on time, if not early, to all classes, rehearsals and performances.
- Exhibit good moral character, good conduct, respect for authority and peers, act responsibly
- Show dedication and have a strong work ethic
- Practice regularly at home and take private lessons
- Keep up with and be responsible for music and equipment issued to you- particularly your instrument
- Respect OUR orchestra area... keep it clean.
- Maintain a good academic standing

### **Private lessons**

Orchestra members are highly encouraged to take private lessons. Private lessons enhance the quality of our orchestra, as each student learns additional skills and techniques specific to their instrument. Private lessons also prepare a student for college entrance and scholarship auditions.

### **After-School Rehearsals and Performance Requirements**

Orchestra is a performance-based class, and most of what we do culminates in public performance. All after-school rehearsals are mandatory. Most rehearsals will be posted on the CHARMS calendar at least two weeks in advance. Whenever possible after school appointments should be scheduled so that they do not conflict with the rehearsal calendar.

- Students who miss the final rehearsal before a performance (class or after school), will not be allowed to perform unless approved by the director.
- Students must attend all 4 periods on the day of a performance (or day prior for weekend events), or they will not be allowed to perform.
- In the case of a conflict between a Douglas Anderson Instrumental rehearsal and another D.A. activity (i.e. grade recovery, student government), the student must notify the directory immediately upon realizing the conflict and allow the teachers to address the issue.
- Most importantly, the rehearsals cannot be made up; rehearsals are a non-negotiable expectation of the program.

### **Performance Expectations**

Full performance credit will be given only to those students who arrive no later than the assigned call time, perform at the required performance standard, dress in the assigned code, behave in a professional manner and remain in attendance until the completion of the performance.

### **Academic Eligibility**

- Probation: Students are placed on probation based on one or more of the following criteria as outlined in the Douglas Anderson Contract
- Less than a 2.0 GPA or two or more "F's"
- An arts area course(s) average of "D" or "F"
- Unprofessional conduct in classes, rehearsals or on campus
- Failure to comply with rules or guidelines
- Any combination of the above

Students who do not make progress toward improvement will be recommended by the probation committee to return to their home school.

## **Douglas Anderson Orchestra Boosters**

Maintaining an excellent orchestra program requires funding beyond that provided by the Duval County Public Schools. The purpose of the Douglas Anderson Orchestra Booster Organization is to advance the best interests of the orchestra by providing support, both manpower and financial, to the orchestras and their directors.

The Orchestra Boosters maintain each student's account as well as supplementing funding, through fundraising, required to operate the orchestra program.

The Orchestra Boosters hold three general membership meetings over the course of the school year. The first is the orientation meeting held at the beginning of the school year, where a description of the year's events are outlined by the director. Expectations of our parents and students are also clarified at this meeting. The second is held in early January to outline plans for the second half of the school year. The third is held in March or early April to elect officers for the next school year.

The Executive Board meets regularly throughout the year. When necessary, additional meetings and subcommittees are scheduled. Any parent or guardian is welcome to contribute.

Examples of ways our Orchestra Boosters support the orchestra program include:

- The purchase, maintenance, and distribution of uniforms
- Fundraising activities which assist in the purchase and repair of new instruments, and supplies such as strings and rosin
- After school snack sales
- Providing chaperones for orchestra events and travel
- Planning, organizing, and implementing fundraising activities for individuals or groups
- Planning and organizing the Orchestra Banquet, Senior Recital, College Night, receptions, etc.

### **Parent Expectations**

- High parental involvement is linked to a student's motivation to achieve in school, social resilience and overall performance.
- Ensure that a valid contact email is provided.
- Visit charms regularly for updated information
- Attend concerts and always encourage your child to perform for family and friends
- Review FOCUS (online grade portal)
- Volunteer a minimum of 3 times during the year
- Support your student-musician's efforts toward success

- Listen to practice regularly at home. Students are highly encouraged to take private lessons
- Treat all parents/volunteers with courtesy and respect
- Become involved with the orchestra parents and volunteer at events

All parents and family members of DA orchestra students are welcome and encouraged to volunteer throughout the year. The boosters are you and need your help to make your student's experience at DA the best possible.

Please contact the boosters with any questions, problems or offers of help at [boostersdaorchestra@yahoo.com](mailto:boostersdaorchestra@yahoo.com) or through the website or facebook page.