



**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 makes good decisions will thrive in this environment.

The Orchestra Program consists of four orchestras, Sinfonia, Repertory, Chamber, and Symphony. Additional applied courses include Chamber Music and String Pedagogy. Placement auditions, held every year in May, help determine, along with daily participation, in which group students will play the following year.

## Communication

Verbal and written information is given to orchestra students by the orchestra directors on a regular basis.

1. The primary mode of communication between the **director and the parents** is through **CHARMS**, an online management program.

To access all information (eg financial records, calendar, forms) on the CHARMS site go to [www.Charmsoffice.com](http://www.Charmsoffice.com).

Choose **Parent/Student Login**; Type **DASOTAOrch**; and enter the student's **student number**.

Below are 2 direct links to charms.

Calendar:

<https://www.charmsoffice.com/charms/calendar.asp?s=DougAndrsSOTAO>

Student/parent information:

<https://www.charmsoffice.com/charms/parents.asp?username=DASOTAOrch>

Without up-to-date, and complete contact information, particularly **email address and phone number**, important information (performance dates, activities, schedule changes, etc) will be missed.

2. The primary mode of communication for the **Orchestra Boosters** is the orchestra website. [www.daorchestra.org](http://www.daorchestra.org)

The **Navigation Menu** offers a **direct link** to the CHARMS website. From the CHARMS calendar parents can volunteer for activities and sign in to their account.

## Fees and Expenses

All arts areas at Douglas Anderson collect “Fair Share”, a fee that provides essential needs for every student. In the orchestra program, Fair Share helps to pay for music, instrument maintenance, music stands, equipment, MPA registration fees, awards, and much more.

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	\$225.00	Annually
Tuxedo Rental	\$50.00	Annually
Dress Purchase	\$100.00	
Instrument Rental		
Cello & Bass	\$150.00	Annually
Violin & Viola	\$75.00	Annually
Instrument Rental ( <i>optional home use</i> )		
Cello & Bass	\$150.00	Annually
Violin & Viola	\$75.00	Annually
All-State Audition ( <i>mandatory for Chamber, optional for Repertory and Sinfonia</i> )	\$30.00	Annually

## Payment Options

- Parents may choose to pay all fees, in their entirety, at the parent meeting at 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 will 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

**Boys:** All boys are required to wear a tuxedo for performances. The \$50 rental fee covers the cost of maintenance, replacement and summer dry cleaning. 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 footies), black dress shoes

**Girls:** All girls, 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.

### Overview of Student Expectations

- 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 and be responsible
- Show dedication and have a strong work ethic
- Practice at home every day for at least an hour
- Bring your instrument and personal copy of your music to class every day
- Respect OUR orchestra area... keep it clean.
- Maintain a good academic standing

### Private lessons

Orchestra members are expected to take private lessons with a qualified teacher. Private lessons are the only way to learn to play solo repertoire needed for college entrance and scholarship auditions.

## After-School Rehearsals

All after school rehearsals are a part of each orchestra class. Attendance is mandatory. After school rehearsals are posted on the CHARMS calendar at least one week in advance. It is recommended that you check this calendar often and link it to your personal/family online calendar.

<https://www.charmsoffice.com/charms/calendar.asp?s=DougAndrsSOTAO>

### After School Rehearsal Attendance Policy:

- A note must be turned in from the parent explaining the absence at least one day before the rehearsal is to take place. Verbal or written excuses from students are not accepted and will always be considered unexcused.
- Advance notices from parents are required for all prior commitments. A prior commitment is defined as a date already committed to another event when the schedule is announced. A notice of such a commitment should be sent to the director the next school day after a scheduled rehearsal or event is announced. In the case of work schedules, which may still be pending, the student should communicate individually with the director about any anticipated problems. Students are expected to request that their work schedules be arranged to accommodate all rehearsals and concerts as academic credit is awarded for these events.
- In the case of illness and/or family emergency, the parents should send a written notice to the director as soon as they are aware that such a situation exists.
- Religious holidays or conflicts with individual religious beliefs are considered excused provided the director is notified in writing by the parent. In this situation, an alternate assignment will be issued to make up the grade.
- Absences due to family emergencies will be considered excused provided written notice is given. Absences due to work or social events will not be excused.
- In the case of a conflict between a Douglas Anderson orchestra rehearsal and another D.A. activity (e.g., grade recovery, student government), the student must notify the orchestra director immediately upon realizing the conflict and allow the teachers to address the issue

### Performance Policy

- Students who miss the final rehearsal before a performance (be it in class or after school), will not be allowed to perform unless previously 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.**
- Students must wear their designated performance attire.

## Douglas Anderson Orchestra Boosters

Maintaining an excellent orchestra program requires support 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 volunteer and financial, to the orchestras and their directors.

The Orchestra Boosters Executive Board creates a budget at the beginning of every school year with input from the Orchestra Directors. Additionally, the Orchestra Boosters maintain each student's financial account throughout the school year in order to ensure that all financial needs of the program are met.

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.

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.

All parents and family members of DA orchestra students are welcome and encouraged to volunteer throughout the year.