



Parent & Student Information Handbook

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Introduction to the Douglas Anderson Orchestra

Welcome to the Douglas Anderson Orchestra Program, renowned for its exceptional musical excellence and commitment to student development. Our orchestras—Repertory, Camerata, and Chamber—reflect the high standards upheld by both our dedicated students and faculty. Students who demonstrate initiative, drive, and sound judgment will excel in this rigorous environment.

The program offers a comprehensive curriculum in all three orchestras, as well as additional applied courses including Chamber Music and String Pedagogy. Annual placement auditions in May, combined with daily participation, determine student placement in our orchestras for the subsequent year.

We invite students to step into their excellence, cultivating their skills as musicians and instrumentalists while growing as thoughtful and accomplished individuals.

Communication

Douglas Anderson Orchestra is now using CutTime!

CutTime provides each student/parent with a “magic link” allowing direct access to their account. Once established, there will be no need to login.

Because all communication with parents and students will be via the CutTime software it is important that your contact information remains current. Both email and text messages will be used.

With CutTime you can stay up to date on obligations and easily manage or pay your student's orchestra fees all through one website. To learn more about CutTime take a few minutes to watch the introduction video and review this instruction sheet <https://tinyurl.com/CutTime-cheat-sheet> sent to you via SMS/Email. A link to the video and the instruction sheet is on the parent page of our website www.daorchestra.org.

Each student/parent will receive an SMS or Email welcome message from CutTime. The message will be delivered to the mobile device phone number we have on file for you. The message will be via a secure ‘Magic Link’, which is uniquely personalized to you. Upon receiving your CutTime Magic Link, you will gain access to your CutTime Portal Page. Once accessed the page can be bookmarked on your smart device.

If you have any issues logging into CutTime, or if you have not received a welcome and login message, please reach out to us for assistance with your profile settings at boostersdaorchestra@yahoo.com.



DA Orchestra School Year Fees

FAIR SHARE \$380

Fair Share is a required fee which supplements program costs that are not covered by the school district. Some examples of these include sheet music, instrument repairs, music stands (equipment), MPA fees, banquet, awards, master classes, guest artists, sectionals, etc. The \$380 includes Solo and Ensemble registration and piano accompanist fee.

Payment Options

Payment Plan 1: Pay in full \$380 due **September 26th***

**Families that pay the required fees on or before October 1st will receive two free tickets to the Winter Concert.*

Payment Plan 2: 1st payment \$230 due **September 26th**
2nd payment \$150 due **October 24th**

ALL STATE AUDITION \$35

For students who choose to audition, payment will be due before the audition date. Fees will be applied to the student CutTime account. Students accepted into All State Orchestras' should be prepared to pay for travel, hotel and food for 3-4 days in Tampa, FL.

INSTRUMENT RENTAL

A limited number of school-owned instruments are available for rental. Cellists and Double Bassists may rent up to two instruments per student. Violinists and violists are limited to renting one instrument per student. All rental costs are due on receipt of the instrument. Instruments must be inspected at the end of the school year prior to reissue for summer rental. Pricing chart per instrument:

Instrument	School Year and Summer Rental	Coverage
Violin/Viola	\$110.00	Covers one bow rehair and one set of new strings.
Cello	\$125 per instrument and bow*	Covers fresh bow hair on two bows.
Bass	\$50 per bass*	Covers regular bass repairs. Bassists are responsible for purchasing their own bow.

*One set of strings are provided by DCPS. Cellists are responsible for changing their strings as needed.

PAYMENT METHODS

The preferred payment method is via your **CutTime account (online payment portal)**. Monthly statements are emailed on the 1st of each month until the outstanding balance is paid. Non-CutTime payments may take 1-2 weeks to be reflected in CutTime. CASH &/ CHECK payments are also accepted. These payments can be sent with your student in a **sealed envelope** to be dropped into the Orchestra department's safe. Please ensure your **student's name** is clearly visible, indicate the **purpose and amount**.

ISSUES/QUESTIONS?

The Orchestra Booster Treasurer will be able to facilitate conversations with parents/guardians on student accounts - please take the opportunity to speak with the treasurer during Student Orientation on August, 5th, or email daorchestraboosters@gmail.com with any questions or concerns. Orchestra Directors have visibility into student balances and are also available to answer questions or concerns. The school administration cannot access Orchestra account balances.



Uniforms

Boys: Concert Attire

All boys are required to wear a tuxedo for performances. Purchase from the recommended vendor is not required; however, the tuxedo must match the concert attire requirements as described below. The cost of the pants does not include hemming. Upon graduation, concert attire may be donated to the orchestra program or kept by the student. Concert attire requirements:

- Tuxedo pant, double pleated front.
- White wing collar tuxedo shirt.
- Black cummerbund.
- Black bow tie.
- Black shoes – no sneakers or tennis shoes.
- Black socks.

Girls: Concert Attire

All girls who have not already done so are required to purchase the approved concert dress. The cost of the dress does not include alterations or hemming. Upon graduation, concert attire may be donated to the orchestra program or kept by the student. Concert attire requirements:

- Floor length formal concert dress.
- Black hose
- Black shoes

Hemming and alterations (Boys & Girls) are the responsibility of the parent and student:

- Dresses must be floor-length formal.
- Pants must fall no longer than the shoe heel and no shorter than the tip of the shoe i.e. socks should not be showing when standing upright.
- Please allow for sufficient time between ordering and first performance to allow for alterations.

Overview of Student Expectations

- Attend, and be prepared for, all rehearsals and performances.
- Be on time, if not early, for 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. Students and families who do not currently have a private lesson instructor or are looking for guidance on finding an instructor, can talk with their orchestra director for guidance.

After-School Rehearsals

After school rehearsals are a part of each orchestra class. Attendance is mandatory. After school rehearsals are posted on the CUTTIME EVENTS 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.

After School Rehearsal Attendance Policy:

- A note must be turned in from the parents 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 four (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.

Media Release

Photos taken of and by the DASOTA Orchestra and/or any photos shared with the DASOTA Boosters can and will be utilized for social media use, website use, marketing use, etc.

Should you wish not to disclose or share your photo or likeness, please indicate as such by emailing boostersdaorchestra@yahoo.com. We respect your privacy and/or safety.



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 to ensure that all financial needs of the program are met.

The Orchestra Boosters holds 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 is outlined by the director. Expectations of our parents and students are also clarified at this meeting.
- The second is held in early January/February 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. Parents are encouraged to attend all booster meetings and not limited to general meetings only. Meeting dates are posted on the Orchestra CutTime Events calendar.

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

- Providing volunteers and chaperones for performances, school activities, and travel
- Fundraising through after school snack sales activities
- 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. The DCPS School Volunteer Application link can be found on the Orchestra website. The applications typically take between 5-10 business days to process and are valid for two (2) years from approval. Be sure to leave sufficient time between application and first volunteer opportunity.