Ted Polk Middle School

ORCHESTRA HANDBOOK

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Orchestra Directors

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Principal

tedpolkorchestra
INTRODUCTION

The Carrollton-Farmers Branch Independent School District takes great pride in being able to offer Orchestra classes at Ted Polk Middle School as part of a well-rounded educational experience. Although we consider participation in instrumental music programs a right of all students, we do expect certain standards of each student enrolled in our classes:

1. RESPONSIBILITY
2. DEPENDABILITY
3. DEDICATION
4. MUSICAL EXCELLENCE

It is our goal to produce outstanding orchestras and outstanding musicians. It is our belief that students learn more and develop better self-discipline, responsibility, knowledge, and take more pride in superior orchestras than in poor ones. To produce an outstanding orchestra requires that each student accepts certain responsibilities.

The following pages will outline the basic requirements for the POLK ORCHESTRA. PLEASE RETURN THE LAST PAGE OF THIS HANDBOOK TO THE SCHOOL ORCHESTRA DIRECTOR WITH ALL THE REQUESTED INFORMATION COMPLETED AND SIGNED. This will indicate your notification and acceptance of the policies of the POLK ORCHESTRA program. In an effort to save district money, we are not printing off the handbook. Please bookmark our website so that you can refer back to the handbook if you have any questions.

As the POLK ORCHESTRA begins its 20th year of musical excellence, we congratulate you on beginning or continuing a journey with our ORCHESTRA which will be exciting and fulfilling. We hope that each of you will feel pride in being part of the “orchestra family.” If you have any questions please contact us immediately at (972-968-4636) or email us!

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Orchestra Directors

PURPOSE

The Polk Orchestra is a year long credit course that meets regularly during the school day. It is a performance-based class, with emphasis on class performance, teamwork, and effort. The nature of this class requires the development of skills, concepts and the mastering of string playing objectives. These must also be demonstrated outside of the classroom in rehearsals and performances.

The primary objective of each student in school should be to obtain the highest quality overall education possible. Academic performance and success goes hand in hand with musical success. We take pride in knowing that orchestra students are among the highest achieving students in the school and are also among the most active in other organizations. Educational research has shown that students who are involved in extra and co-curricular activities perform at a consistently higher academic level and have higher levels of self esteem. The Texas All-State String Orchestra has an average SAT score of 2120!!!
EXPLANATION OF ORCHESTRAS

BEGINNER ORCHESTRA
Beginner Orchestra is made up of 1st year orchestra students, mostly 6th graders, regardless of ability as students progress over the school year. This group will have very few before or after school rehearsals added. All Beginner Orchestra members are invited to Beginner Orchestra social events, as well as other events throughout the school year. **This ensemble will go to a music festival in the spring. The goals and objectives of this course will include improving musicianship, technique, motor skills and musical language and vocabulary.**

INTERMEDIATE ORCHESTRA
Intermediate Orchestra is made up of 7th and 8th grade students with at least one year of experience regardless of ability. This group will have some before and after school rehearsals. All Intermediate Orchestra members are invited to all orchestra social events. **This ensemble will perform in most Polk Orchestra concerts. The goals and objectives of this course will be improving musicianship, technique, motor skills and musical language and vocabulary.**

CONCERT ORCHESTRA
Concert Orchestra is made up of advancing 7th and 8th graders depending on ability. This group will have very few before and after school commitments spread out throughout the year. All Concert Orchestra members are invited to all orchestra social events. **This ensemble will perform at all concerts, go to UIL Contest in the spring, and will be responsible for attending some morning sectionals in the spring semester. The goals and objectives of this course will be improving ensemble playing, learning new bow styles, musicality, performance etiquette, and musical vocabulary.**

PHILHARMONIC ORCHESTRA
Philharmonic Orchestra is made up of advanced 7th and 8th graders depending on ability. This group will have before and after school commitments at certain times throughout the year. All Philharmonic Orchestra members are invited to all orchestra social events. **This ensemble will go to UIL Contest in the spring as well as a music festival, and will be responsible for attending weekly sectionals in the beginning of the spring semester. The goals and objectives of this course will be improving ensemble playing, learning advanced bow styles, musicality, performance etiquette, and musical vocabulary.**

SYMPHONIC ORCHESTRA
The Symphonic Orchestra is made up of very advanced 7th and 8th graders with a desire to excel on their instrument. This is the elite performing group at Polk Middle School. This group will have frequent before and after school rehearsals. **This group will perform throughout the community and go to UIL Contest in the spring as well as compete at a music festival, and will be responsible for attending weekly sectionals at the beginning of both the fall and spring semesters. This group will be highly respected and will be asked to perform often. Individual responsibility and leadership is paramount for students at this level. From this class, a set-up crew and librarians will be chosen to assist the directors before and after school. The goals and objectives of this course will be advanced musicianship, ensemble playing, upper position work, leadership, excellence, dedication, and the will to succeed at anything attempted.**
GRADING SYSTEM
A student’s grade for orchestra for each nine weeks is comprised of:

Formative (25%): Daily music theory work, class performance grades, sectional attendance
Summative (75%): Playing tests, specified sectionals, concerts/performances, written tests

It is important to us to teach our musicians responsibility and preparedness. However, in the event of a missed sectional or rehearsal, students must make up the time before or after school and log the made up time with a director to replace the missing grade. A parent note is required as well.

PRACTICING AT HOME: A fair amount of time for students to practice while in middle school is at least 120 minutes (2 hours) every week at home. It is best to spread out this time into equal intervals 5-6 days a week, rather than spending 1-2 days practicing an hour or more. Exciting practice incentives will be provided as we settle in to the first semester, and obviously, the more students practice at home, the better they will do on playing tests and performances.

CONCERT ATTENDANCE: Concert attendance is counted for 2 MAJOR (SUMMATIVE) GRADES: one for concert performance, the other for concert audience etiquette. Our concerts are the equivalent in Orchestra to a unit test in another class – it is the sum of all we have been working on in class.

Conflicts with concerts (Polk sports games, Polk fine arts performances, etc.) should be worked out in advance with the orchestra directors and Polk coaches. Students may only be excused from Polk Orchestra concerts because of Polk Middle School athletic/fine arts events – not activities students attend outside of school. Polk teachers are very good about working with each other in advance to avoid such conflicts, but in the case that something overlaps, please talk with the associated teachers as soon as the conflict is found so that we can help you find a suitable solution. We are very easy to work with, especially when we have advanced notice of possible conflicts. We love that our students are involved in many different activities at Polk – in fact, we encourage it! Allow us ample time to help solve scheduling conflicts so that students may participate in as many activities as possible.

In the rare occasion a concert must be missed (i.e. sickness or death of a relative), a research paper or an equivalent assignment will be assigned in its place after parents have contacted the director.

CONDUCT
The conduct of an Orchestra student reflects not only on him/herself, but also on other Orchestra students as well as his school and community. The Orchestra will be following the same discipline plan as the rest of Ted Polk Middle School. We hold our students to a very high standard of citizenship and behavior because we believe that our students are the best students at TPMS.
ABSENCE/TARDY POLICY
Good communication between teacher, student, and parents can prevent misunderstandings. Please read the following rules and contact the director if you have any questions. These rules pertain to all orchestra rehearsals, sectionals, performances, field trips, or any other activity that takes place with the Orchestra outside of the class time (where the school’s absence policy is already in effect.)

1. **ALL absences (excused or unexcused)** from a sectional or performance must be communicated to the directors via phone call, e-mail, or written note. If a student misses a sectional or performance for an excused reason, he or she may make up the grade for full credit at the director’s discretion. If a student misses a sectional or performance for an unexcused reason, he or she may make up the grade for partial credit. Excessive absences may result in removal from performances, or removal from the organization.

2. **Advanced notice is required for all prior commitments.** A prior commitment is defined as a date already committed to another event when the schedule is announced. Outside of school activities (i.e. baseball practice, medical appointment, hair appointment, etc.) are **NOT** considered excused absences.

3. **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 a situation exists. If it is an emergency situation, i.e. something that happens 30 minutes before a concert is going to begin, it may be impossible to get in touch with anyone. Thus, please follow up with a written note, email or phone call as soon as possible afterwards. This is the **ONLY** category where absences will be excused the same day or after the event.

An orchestra performs at an optimum level with all members present. Therefore, students are required to participate in all sectionals, rehearsals, and performances unless excused by the director. We do understand that ride situations, athletic conflicts, and other things to do come up through the course of a year. If there is a problem getting your child to before or after school rehearsals, sectionals, or concerts, PLEASE let us know! We will work with coaches to resolve any athletic conflict, help find rides to school, or figure out a solution to the problem. So many times, we have students that just don’t show up to sectionals…and then we find out months later (and lots of zeros later) that the problem was that they rode the bus and couldn’t get here that early. We will work with any situation, as long as we are made aware of it!

Similarly, it is important that students make every effort to be on time to every rehearsal. During regular class time, students must be in the room by the time the bell rings or they will be marked tardy. Because of the nature of our class structure, students are allowed two extra minutes once in the classroom to get their needed equipment for rehearsal. Anyone not in their seat after two minutes have passed will be interfering with his/her learning, and possibly that of others as well. Punctuality for sectionals, rehearsals, and performances is required and excessive tardiness could result in removal from the concert or competition. Once again, we understand that sometimes getting a ride can be an issue. The best thing to do, if you know you will be late, is to communicate with your director and we can work with you.
UNIFORMS

Beginner Orchestra students will wear the Polk Orchestra t-shirt, blue jeans, and plain closed-toe shoes (brown, black or white) for their uniform. Uniforms are required at every concert and performance. The t-shirt and jeans are also the informal uniform used for certain performances throughout the year for the 7th and 8th graders. Flip-flops, sandals, shorts, and short skirts are NOT ALLOWED for concerts. The t-shirts are included in the orchestra fees and are also available for sale throughout the year should you have to purchase a replacement.

Boys (not beginners):
1. Black dress shirt* (long sleeves, button-down, collar for tie)
2. Black dress pants* (NO jeans or skinny pants)
3. Nice, all-black dress shoes* (NO tennis shoes or sandals)
4. Long, black socks* (NO ankle socks)
5. Green tie (school-issued)
*We recommend Walmart, Target, Kohl’s and/or Payless Shoes for purchasing these items. Once purchased, the shirt, pants, shoes, and socks are yours to keep and may be used at events you may attend, even outside of concerts and performances.

Girls (not beginners):
1. Plain, all-black, closed-toe dress shoes* (NO open-toe shoes, NO wedge or platform shoes, NO tennis shoes, NO sparkles or jewels.) For your concert dress shoes, the plainer, the better! Shoes may have a 1-2 inch heel (at most) and flats are also acceptable.
2. Black concert dress (school-issued)
*We recommend Walmart, Target, Kohl’s and/or Payless Shoes for purchasing the shoes. Once purchased, shoes are yours to keep and may be used at events you may attend, even outside of concerts and performances.

*Parents need to provide the parts of the uniform that are not school-issued. The remainder of the uniform will be passed out before the first concert. There is a $10 uniform deposit required of ALL female students who are issued a uniform (included in the fees.) At the end of the year, if the uniform is returned dry-cleaned in a dress bag with the receipt attached, ON TIME, the $10 deposit will be returned in cash. If the uniform is NOT returned dry-cleaned, we keep the $10 and use your deposit to pay for the cleaning as well as other necessary repairs that occur throughout the school year on various dresses.

We have worked very hard as an orchestra and as a booster club to purchase beautiful concert dresses and nice green ties for the boys. You are not allowed to make ANY ALTERATIONS to the dresses, or you will be charged the full replacement cost of $70. If a dress is too long, you may PIN the hem. The same rules apply to the boys’ ties. Replacement cost for the ties is $5.
INSTRUMENTS
All instruments are to be in good playing condition at all times. Proper maintenance is **required!!!** Students are expected to have rosin, shoulder rests, rock stops, mutes, a method book, working strings, and a cleaning cloth. Please check out our website for advice on purchasing an instrument. **PLEASE: Do not buy an instrument online!** We are happy to assist in the buying process when students are ready, but we encourage you to buy one from a reputable music store when students are entering or in 8th grade.

SUPPLIES
**ALL violin and viola students are required to have:**
1. Instrument/bow
2. Method Book (Beginners purchase for $9; all other classes use class sets)
3. Kun, or Kun-like shoulder rest
4. Cleaning cloth (can be purchased or made from an old t-shirt)
5. Rosin (each musician needs their OWN ROSIN)

**ALL cello and bass students are required to have:**
1. Instrument/bow
2. Method book (Beginners purchase for $9; all other classes use class sets)
3. Rock stop/Cello strap
4. Cleaning cloth (can be purchased or made from an old t-shirt)
5. Rosin (each musician needs their OWN ROSIN)

There are many places to purchase supplies that you will need throughout the year. If your child plays violin or viola, we encourage our families to purchase an extra set of strings in the event that one breaks. There is a list of music shops and online stores that we recommend on our website, but here is a short list:
- Music and Arts: [www.musicarts.com](http://www.musicarts.com)
- Shar Music Supplies: [www.sharmusic.com](http://www.sharmusic.com)

BINDERS
All orchestra members will receive a binder for sheet music and handouts. It is the student’s responsibility to bring his/her binder, Orchestra Expressions book (Beginner Orchestra), a pencil, and binder handouts/music to class each day. The binder will be used to hold all handouts, music, etc for Orchestra.

NEW STRINGS/SUPPLIES
If you rent your instrument from Music and Arts, you are paying for replacement strings every month. If a string breaks, just bring the instrument to us and we will replace the strings with ones that Music and Arts provides to us for that purpose. If you own your instrument, you will have to pay for replacement strings. Typically, we will replace the string and then bill you via the Charms System. You are responsible for making payment in a timely fashion. If you use a school instrument, we use the $50 maintenance fee to cover the cost of replacement strings. If a string breaks, we will replace it with strings we have for that purpose.
It is easy for us to order supplies (shoulder rests, method books, etc) and when that happens, we will bill you via the Charms System. You are responsible for making payment in a timely fashion.

USE OF SCHOOL INSTRUMENTS
If you are in the beginning orchestra, and you play **cello or bass**, you will use a school instrument at school. The optimal situation would be that the rented instrument stays home for practice and the student uses the school instrument during class. “At-home” instruments should be brought to school one week before a concert to get the student accustomed to playing a new instrument in class and may be brought in at any time to be tuned.
All school instruments will be checked out by the director and contracts signed by parents as soon as possible after school starts. Please realize that we have very limited resources for take-home instruments. Any student using a school instrument AND using it as his/her primary instrument will be charged a $50 maintenance fee.

ANY DAMAGE INCURRED TO THE INSTRUMENT WHILE IN THE POSSESSION OF THAT STUDENT OR FAMILY IS THE SOLE FINANCIAL RESPONSIBILITY OF THAT PARTY. (i.e. little sister breaks the cello). You can purchase instrument insurance for as little as $30 a year. We recommend you purchase insurance to protect your budget should something break.
PRIVATE LESSONS
Students who take private lessons have greater mastery of the music and material. One-on-one instruction is very beneficial and can help students achieve greater goals in orchestra. Private lessons are not really like a tutorial – they are to help a child advance faster than the class, and achieve at a higher level. The more students we have involved in private lessons, the higher our orchestras can achieve.

Private lessons are offered during the school day, as well as occasionally before and after school. The cost of private lessons is regulated by the district at $18 for a half-hour lesson. Most students take one half-hour lesson once a week, although 45-minute and hour lessons are available for more advanced students and at a higher cost. All private teachers have been screened by the district personnel office and backgrounds thoroughly checked for your child’s safety. You can sign your child up for private lessons at our Orchestra Parent Meeting, or the students may sign up during classes. Private lesson teachers are paid directly by the parents. The Ted Polk Orchestra Booster Club sets aside money each year for financial assistance. Please fill out the form on the back of the Private Lesson Sign-Up sheet and return to the orchestra room to be considered.

ALL-REGION ORCHESTRA
All Region Orchestra is a highly competitive orchestra made up of musicians from CFBISD and Hurst Euless Bedford ISD selected by an audition process. To be eligible for Region Orchestra, a student must have passed all subjects with a grade of at least 70 during the 3-week period before the audition date.

The competition to get into these orchestras is extremely stiff. Only the very best players achieve this honor. Traditionally, musicians from the Mighty Ted Polk Orchestra have done VERY well...but it wasn’t without lots of practicing and effort put in by the students. There will be sectionals available to help you. We encourage you to take private lessons, come to every sectional, and to put in lots of time in a practice room. Students who do make an All-Region Orchestra have their names put on a banner and hung on our Wall of Fame in the Orchestra room.

CONTESTS AND COMPETITIONS
Contests and competitions are a big part of what we do in Orchestra. Our students set high goals for their orchestras and work incredibly hard to attain those goals. We also believe that they learn very important lessons through the strains of competing. UIL Contest is a very big event in our school year. It is the orchestra equivalent to the academic classes’ STAAR test. There will be lots of intense rehearsals and sectionals in the spring semester leading up to our contest. UIL is not a competition against the other orchestras in our area. Rather, it is a competition against a standard of excellence and perfection. An Orchestra’s performance is judged by a panel of 3 judges on a scale of I (Superior) to V (Poor). Beginning orchestra does not attend UIL. They compete in May at a separate competition. Symphonic and Philharmonic Orchestras will also attend an additional music festival competition in the spring!
ELIGIBILITY
A simple failing grade in any class on a report card will deny you many performance privileges (although please note: you do not need to be academically eligible for concerts.) Becoming academically ineligible for a contest can virtually destroy all of our hard work, both individually and as an orchestra. Students’ grades have a direct influence on every other student in their orchestra. The team work needed for a successful performance is based on the responsibility of each student to pass his/her own classes. Here are a couple of hints to stay eligible:

1. Do all of your homework and class work and turn it in on time!! The incredible fact is that the majority of ineligible students fail simply because they do not complete their work. A single zero on any assignment can cause your overall grade to plummet.
2. Do not be afraid to ask for help!! Check with the teachers to find out when tutorial sessions are available. Every teacher at Ted Polk Middle School is here to help any student willing to put in the effort. JUST ASK!!

Students who have two or more unexcused absences from sectionals are also ineligible for contest. Ineligible students CANNOT compete with us at UIL or music festivals; they will instead have to complete a lengthy written assignment. Ineligible students also cannot participate in Solo and Ensemble or All-Region – even if they have made the orchestra!

Eligibility also affects our annual end of year Six Flags trip in May. **Any 7th or 8th grader who was ineligible for UIL Contest will NOT be allowed to go with us to Six Flags.** We view that trip as a reward for the hours and hours of rehearsals and practice time spent. Those who did not take care of business in the classroom do not deserve that reward.
Orchestra Fees 2017-2018

In Orchestra, we use a tiered fee system, designed to eliminate the problem of “nickel and diming” our families. By streamlining the costs associated with Orchestra, our hope is that it will make it easier for you to pay for orchestra supplies, buses, etc. up-front, rather than having several fees and deadlines throughout the year.

**THIS IS NOT A FEE TO BE IN ORCHESTRA.** This money pays for things you would normally have to send money in for separately. All we’ve done is combine everything into ONE base fee, which can be paid out over time, or all at once. If you choose to pay over time, please pay according to the payment schedules detailed below.

We accept cash, checks made out to TPMS Orchestra, and credit card payments through PayPal at [www.charmsoffice.com](http://www.charmsoffice.com). Fee balances are always available on Charms as well. (Please allow us to finish updating students’ information into Charms until Friday, September 22nd.)

### Symphonic Orchestra
- $7 T-Shirt
- $3 Binder and dividers
- $10 All-Region Entry Fee
- $10 Solo and Ensemble Entry Fee
- $5 Holiday Tour T-Shirt (nursing home trip)
- $25 Holiday Tour, UIL, Festival Fees and Buses
- $10 Uniform Deposit (girls only)
- $70 Spent throughout the year (girls)
- $60 Spent throughout the year (boys)

**OPTIONAL PAYMENT PLAN:**
- $20 Due before Oct. 1, 2017
- $20 Due before Nov. 1, 2017
- $20/30 Due before Dec. 1, 2017

### Concert and Intermediate Orchestras
- $7 T-Shirt
- $3 Binder and dividers
- $5 Solo and Ensemble Entry Fee
- $10 UIL Fees and Buses
- $10 Uniform Deposit (girls only)
- $35 Spent throughout the year (girls)
- $25 Spent throughout the year (boys)

**OPTIONAL PAYMENT PLAN:**
- $10 Due before Oct. 1, 2017
- $10 Due before Nov. 1, 2017
- $5/15 Due before Dec. 1, 2017

### Philharmonic Orchestra
- $7 T-Shirt
- $3 Binder and dividers
- $10 Solo and Ensemble Entry Fee
- $25 Festival and UIL Fees and Buses
- $10 Uniform Deposit (girls only)
- $55 Spent throughout the year (girls)
- $45 Spent throughout the year (boys)

**OPTIONAL PAYMENT PLAN:**
- $20 Due before Oct. 1, 2017
- $15 Due before Nov. 1, 2017
- $10 Due before Dec. 1, 2017

### Beginner Orchestra
- $7 T-Shirt
- $3 Binder and dividers
- $20 Festival Fees and Buses
- $5 Solo and Ensemble Entry Fee
- $35 Spent throughout the year

**OPTIONAL PAYMENT PLAN:**
- $15 Due before Oct. 1, 2017
- $10 Due before Nov. 1, 2017
- $10 Due before Dec. 1, 2017

**Instrument Maintenance Fee – $50** – applies ONLY to students who use a school instrument as their primary instrument, and covers string and repair costs as well as a shoulder rest or cello/bass strap, rosin and a cleaning cloth. (Any repairs due to negligence costing more than $50 will be assessed by the directors and may need to be paid by parents above and beyond the $50 maintenance fee.) This fee may be spread into $20 due Oct. 1st, $20 due Nov. 1st, and $10 due Dec. 1st.

### Individual Beginner Expenses (if not already purchased):
- $9 – Orchestra Expressions Book 1 (All beginner students must purchase this book.)
- $30 – Shoulder Rest (All Violin/Viola students must have an approved shoulder rest.)
- $15 – Cello Strap (Cello only, optional)
- $3 – Rosin (All Violin/Viola/Cello students should purchase rosin if not already included in rental instrument.)
- $3 – Cleaning Cloth (All instruments require a cleaning cloth; a cut-up cotton t-shirt will also suffice.)

**Each of these items may be purchased at a music store or through TPMS Orchestra. Please pay for supplies by Nov. 1st.**

**NOTE:** Please plan to make your first payment by Oct. 1, 2017. Feel free to make payments in installments toward the total due until the full amount has been paid. Please visit [www.charmsoffice.com](http://www.charmsoffice.com) for updated fee statements as you pay.

Please contact Ms. Milbrandt at milbrandtj@cfbisd.edu with questions.
HOW BEGINNER, INTERMEDIATE, CONCERT, AND PHILHARMONIC ORCHESTRA STUDENTS MAY MOVE UP TO CONCERT, PHILHARMONIC, AND SYMPHONIC ORCHESTRAS

Below are listed some of the qualifications necessary for you to be considered for an upper-level orchestra:

1. A positive attitude toward the orchestra program and a willingness to cooperate with the directors and students involved in the program. This is considered the number one priority in consideration for moving up in Orchestra.
2. An ability to listen to and follow detailed instructions and to comprehend and foster higher-level thinking skills.
3. A successful audition, held each spring, in which your technical and musical ability on your instrument is judged by the directors to be competent for the level of music performed by the orchestra for which you are auditioning. Priority is given to characteristic sound, technique, and musicality. Students must demonstrate the ability to prepare the required material, including scales, and are expected to be able to demonstrate note-reading by also “sight-reading” music. A student’s musical growth and personal development is the primary concern for the directors, no matter what orchestra the student is in. (See “Goals for Musical Growth” below.)
4. An average of 80 or above in all of your other classes for the spring semester.
5. Consistent and sufficient amount of practice throughout the school year (as well as turning in practice logs consistently.)

GOALS FOR MUSICAL GROWTH IN TPMS ORCHESTRA

1. Understand and use musical terms, styles and periods.
2. Read an increasing range of pitch notation.
3. Execute rhythmic notation.
4. Use varying bowing techniques.
5. Use eye to hand coordination.
6. Perform cooperatively in an ensemble.
7. Interact in large group discipline.
8. Interact socially with peers.
9. Accept and utilize constructive criticism.
10. Have the ability to independently solve musical problems.
THE CHARMS SYSTEM
Charms is an all-encompassing computer-based management system to help music teachers, athletic coaches, dance and drill team directors, and booster clubs organize student contact information, manage inventory, assign uniforms, and work with fees, fundraisers, form collection, and lots more. Our hope is that this system will decrease the amount of time that we spend on paperwork, decrease the amount of errors and mistakes made, and increase our teaching time with your children.

You can log into the Charms System to:

1. Correct contact information, email addresses, phone numbers, etc.
2. Check the online calendar of events.
3. Download handouts given to your students.
4. Check student balances owed for strings, uniform deposits, etc. AND verify that your child did indeed turn in that ten dollar bill to us.

Here’s how:
1. Go to www.charmsoffice.com
2. In the Parent/Student Login, enter our schoolcode: tedpolkorch
3. When you enter your child’s ID NUMBER, another more detailed screen appears with even more options to view your student’s uniform assignments, music assignments, financial records, forms and inventory. Enter your child’s ID the FIRST time you access the site – then you may create your own, unique password by clicking on the “keyhole” once inside the site.
4. From here, you can see what fees are still owed, which forms haven’t been turned in, which events are coming up, which uniform has been issued, and much, much more!

- Two areas in which you can help us maintain our records:
  - **Student information form** – please make changes to your child’s student information page (such as updating phone numbers and email addresses if they change) to help the teacher communicate with you more effectively. We will be using this system to send out reminder emails, so please make sure it is accurate.
  - **Credit card payments for fees to your student’s account**. We have a PayPal account for the booster club so that you may pay for your child’s fees easily with a credit card. We hope this feature will make it easier to take care of any balance on the student’s account.
CONTACT INFORMATION

Here are the ways you can contact the Polk Orchestra and the directors:

Email
Ms. Milbrandt       milbrandtj@cfbisd.edu
Ms. Martinez        martinezmartinezv@cfbisd.edu

Web Page
http://polk.cfbisd.edu > Fine Arts > Orchestra

Charms Webpage
Check account balances, update information, download handouts, check updates on the calendar.
http://charmsoffice.com > Enter/Login > Parents/Students/Members > Enter
School Code: tedpolkorch > Student Area Password: your child’s student ID number

Phone Numbers
Orchestra Office    972.968.4636
Polk Fax           972.968.4610
Polk Main          972.968.4600
is now on social media!

Follow us on:

facebook.com/tedpolkorch
instagram.com/tedpolkorch
twitter.com/tedpolkorch
#tedpolkorch
The handbook can be found at http://polk.cfbisd.edu > Fine Arts > Orchestra.

By signing below, you agree to the following:

☐ I understand how to access the orchestra handbook on the website.

☐ I understand that 120 minutes a week of practice time is required of my child and I will do everything I can to support my child in their musical endeavors.

☐ I understand that concerts and sectionals/rehearsals are required by my child.

☐ I understand the orchestra fee system and will do my best to make my payments timely.

☐ I understand I can check the orchestra website for updates and other information.

☐ I understand how to log in to Charms to access remaining fee balance for my child.

☐ I understand the expectations and responsibilities taken on by my child’s involvement in an organization of this caliber.

Student Name ______________________________

Student Signature ____________________________

Parent Signature _____________________________

Ms. Milbrandt, milbrandtj@cfbisd.edu
Ms. Martinez, Martinezmartinezv@cfbisd.edu
Orchestra office: 972-968-4636
TENTATIVE Calendar of Events
2017-2018
Please note: this is strictly a tentative calendar, and is subject to change.

September
4    Labor Day/District Holiday
5    All-Region Sectionals Begin (Symphonic, other interested students with previous experience)
7    Meet the Teacher Night – Polk MS, 6:00-7:30 pm
12   Orchestra Parent Meeting – Polk Cafeteria, 6:00-6:45 pm
16   All-Region Practice Session – Polk Orch. Room, 10:00-12:30 pm (Symphonic, other interested students)
27   All-District Auditions – Polk MS, 4:30-8:30 pm (Specific times assigned later)

October
6    All-Region Boot Camp – Field MS, 5:30-8:30 pm (All-Region students only)
9    Columbus Day/District Holiday
18   7th and 8th Grade Fall Concert – Polk Cafeteria, 6:30 pm
27   Going Bonkers Night – Going Bonkers in Lewisville, 6-10 pm

November
7    Beginner Fall Concert – Polk Gym, 6 pm
9    NSHS Orchestra Scholarship Dinner/Concert – NSHS Cafeteria, 6-7 pm
      (Polk Symphonic Orchestra will play at this concert!)
20-24 Thanksgiving Break

December
7    NSHS Cluster Concert – Smith PAC, 7 pm
8-9  All-Region Clinic and Concert – Turner HS, Times TBA
8    Symphonic Orchestra Holiday Tour – Carrollton area, During school
15   Main Event Night – Main Event in Lewisville 6:30-9:00 pm
21-22 Exams/Early Release Days
25-Jan. 5 Winter Break

January
9    Students return to school
13   MLK Parade
15   MLK Day/District Holiday
TENTATIVE Calendar of Events, Continued
2017-2018

February
14-16  TMEA (Ms. Milbrandt and Ms. Martinez in San Antonio for convention)
20    Pre-UIL (Symphonic/Philharmonic/Concert) – NSHS, After school, times TBA

March
6-8    UIL Contest – NSHS, Specific days/times TBA
12-16  Spring Break
30    Bad Weather Day

April
21    CFB Solo and Ensemble – Long MS, times TBA
14    Bad Weather Day

May
10    6th Grade Spring Concert – Polk Gym, 7 pm
21    7th and 8th Grade Spring Concert – NSHS, 6:30 pm
23    Beginners and Non-Varsity – NRH2O
24    Full Orchestra Contest – Murchison in Denton
25    Bad Weather Day (2nd Day Used)
28    Memorial Day/District Holiday

June
6-7    Exams/Early Release Days
7    Last day of school
8    Teacher Workday