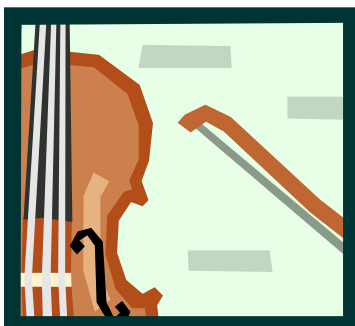


Baines Middle School Orchestra

Handbook



2015-2016

SIGN AND RETURN:

CONTRACT

CONTACT INFORMATION

PARENT VOLUNTEER FORM

FEES FORM AND CHECK(S)

MEDICAL RELEASE FORM

CHARMS ACCESS GUIDE (FOR ONLINE COMPLETION)

KARISSA CHERVNSIK, DIRECTOR

9000 Sienna Ranch Road

Missouri, TX 77459

Orchestra Office: 281.327.0111

Email: karissa.chervnsik@fortbendis.com

CHARMS website: www.charmsoffice.com

Dear Parents and Students,

I would like to welcome you to the 2015 – 2016 school year! I am excited to have you as a part of the orchestra program. Learning to play an instrument can be a rewarding and enriching experience and I strive to make it the best possible experience for all students.

The purpose of this handbook is to provide, in writing, the policies and procedures for the organization and operation of the orchestra program. It contains information of great importance for both students and parents and should be considered a contract between students/parents and the director. Please take the time to read each page carefully as a family and then keep this handbook for reference throughout the year.

Orchestra is a group activity that depends upon the collaborative work of many individuals. The actions of one person will have an effect, either positive or negative, on the entire group. For this reason, we have guidelines and procedures that everyone must follow so that each person may grow as an individual musician and also make a positive contribution to the entire group.

There are pages at the end of this handbook that will need to be signed & returned to school by Friday, September 4, 2015.

In addition, please complete the CHARMS ACCESS GUIDE (located at the back of this packet) as soon as possible.

Musically yours,

Karissa Cherunsik

Music happens to be an art form that transcends language.

-Herbie Hancock

If I were not a physicist, I would probably be a musician. I often think in music. I live my daydreams in music. I see my life in terms of music.

-Albert Einstein

Philosophy

The study and performance of music is an opportunity that our young people truly need. It is not my goal as a teacher to make professional musicians of my students, but rather it is to enable them to fully enjoy the life-long benefits of making music. *Studies show that students who participate in music programs become academically the strongest students in their schools.* The skills learned in our school orchestra program — self-discipline, increased self-esteem, group cooperation, commitment, responsibility to self and to a group, and teamwork — will be reflected in a successful adult life. Knowing that great performances are the fruits of a considerable investment in preparation, hard work, and lessons learned from failure, the opportunity to enjoy a new level of communication and self-expression is the goal for every musician, young or old. Creativity is within us all, and the language of music serves as the perfect vehicle for this journey in personal growth and in the development of knowledge and skills.

General overview

Music is a performing art. Performance and the preparation for performance are essential to the art. Membership in a performing organization is a privilege. Each member of a performing organization has a responsibility to attend ALL rehearsals and ALL performances of the group. All students are vital to the success of the ensemble as a whole, and their presence is necessary to prepare for and execute a performance. Therefore multiple unexcused absences from rehearsals and/or performances demonstrate a lack of dependability in accepting the responsibility of group membership, and can be grounds for moving a student to a non-performing class, when possible.

What You Should Expect From the Director

I understand that your time is very valuable therefore I will communicate with you as far in advance as possible for any events, rehearsals, performances, and contest. I will communicate this with students and parents in a variety of ways. It will often be verbal, but there is also an online calendar on the CHARMS website, which will be covered later in this handbook. I do my best to construct the calendar so that major orchestra events, such as concerts, do not fall on school-sponsored events. For the varsity and non-varsity Orchestras, we will develop a schedule for section rehearsals that will minimize or even eliminate conflicts with before and after school athletic practices, as well as game days. However please keep in mind that performances take priority over a “practice” of any other activity. The sectional schedules for the varsity and non-varsity Orchestras will be different. If and when conflicts arise, please understand the necessity of informing the director as soon as possible. This will give us time to resolve or work around them in a timely manner. In return, I pledge to you that we will do the same. I will also attempt to work around other campus activities, such as NJHS, but I cannot guarantee that there will be no conflicts.

What is Expected of Orchestra Students:

All students are to conduct themselves properly at all times. Displays of temper, profanity, flagrant violation of rules, etc., will not be tolerated. Therefore any behavior which is not conducive to good citizenship or which violates the Fort Bend ISD Student Code of Conduct may result in suspension from participation in the extracurricular activities of the organization (UIL contest, Solo and Ensemble Contest, Trips, Parties, TMEA

All-Region Orchestra etc.), or dismissal from the organization altogether. If necessary, additional measures may be taken through the school administration. (See FBISD Parent/student Handbook)

Honors and Advanced Orchestra Students:

Students will:

- Demonstrate proficiency on region scales
Demonstrate proficiency on region etude
- **Attended weekly sectional rehearsal**
- **Attend any before or after school rehearsal**
- Demonstrate comprehension of basic music theory through performance and exams
- **Practice daily**
- Complete weekly Practice Records
- Participate in Solo & Ensemble contest
- **Perform at the UIL Concert/Sight-reading Contest**
- Perform at various other festivals and performances
- **Communicate any conflicts** in a timely manner so that conflict may be resolved
- **Maintain eligibility by passing all subjects**
- Maintain instruments in a good working order at all times

Honors Orchestra students are **highly** encouraged to:

- Audition for the All-Region orchestra
- Study with a **private lesson** teacher (BMS Private Teacher List is located on CHARMS)
- Participate in the fundraiser

Beginner Orchestra Students:

Students will:

- Demonstrate proficiency on scales
- **Attend any after school or before school rehearsals**
- Demonstrate comprehension of basic music theory through performance and written exams
- **Practice daily**
- Complete weekly Practice Records
- Perform at various other festivals and performances
- **Communicate any conflicts** in a timely manner so that conflict may be resolved
- Maintain instruments in a good working order at all times

Students are encouraged to:

- Study with a **private lesson** teacher (BMS Private Teacher List is located on CHARMS)
- Participate in the fundraiser

Classroom Rules

- Follow instructions the first time they are given.
- Follow all learned procedure (see rehearsal procedure below).
- Bring your instrument and all necessary materials to class **every** day.
- Respect yourself and your property, as well as others and their property.
- Non-orchestra students are NOT allowed in the orchestra room or storage room.
- No food, gum, candy, or drink (except water) is allowed in the orchestra room
- Do not leave valuables, cell phones, tablets, etc. unattended in the orchestra room.
- Lockers shall remain clean. Items other than instruments, music, and books should not be kept in lockers. If such items are found in lockers, they will not be tolerated.
- Lockers will be checked at the end of each day to ensure that instruments are going home at night for the student to practice.
- All students will adhere to the FBISD Code of Conduct

Rehearsal Procedure

- Be seated with instrument, music, pencil, supplies, and ready to play when the tardy bell rings.
- Have good rehearsal etiquette by being a good team player – study your part quietly while the director works with other sections
- Remain on task at all times; do not talk or interrupt the focus of the rehearsal
- Maintain proper posture when playing
- Be intent on improving your performance skills
- Raise your hand and ask questions when needed

Students will be successful when they live within these expectations. Whenever problems arise, they can almost always be traced back to not following a procedure.

Charms

Charms (www.charmsoffice.com) is an online database that, among other things, is the sole method of communication your director will use for contact between student and their guardian/parents. This will include classroom handouts, exercises, the Orchestra Calendar, and the BMS Private Lesson Instructor list.

At the back of this packet you will find the **CHARMS ACCESS GUIDE**. Please follow the guide and complete all Contact Information as soon as possible. CHARMS is *required* for all members of the BMS Orchestra.

Website: www.charmsoffice.com

School code: **BainesMSOrch**

Password: **Your Student ID Number**

Grading Procedures

Students in the Baines Middle School Orchestra program will be graded as follows (in accordance with FBISD District Policy EIA-R and the FBISD Extracurricular Handbook Addendum):

Daily Grades (50%)

All Orchestra Students: Practice Logs – Practicing is the single most important factor in the development of your performance skills; without consistent, quality practice, your performance skills will never develop to their fullest potential. Used wisely, practice time will result in higher Major Grades when playing tests and long-term projects are assigned. Practice logs are due weekly.

Fingernails must be kept trimmed in order for a student to play with correct hand position and posture.

Guide: With fingers straight up and palm toward you, the students fingernails should not be seen over the finger tips. Fingernail checks are part of daily grade checks.

Varsity and Non-varsity: Daily class participation*, preparation, written quizzes, sectional rehearsal attendance (double daily grade), before/after school rehearsal attendance (double daily grade), material checks and playing quizzes will account for part of the Daily Grade component.

Beginning Orchestra and Sub-non-varsity Orchestra: Daily class participation*, preparation, written quizzes, material checks, as well as after school rehearsals will account for part of the Daily Grade component.

***Participation** means coming to class with all materials (instrument, instructional materials such as method books, etc.) and actual, active participation in class activities and discussions. Points will be deducted when these criteria are not met. Participation grades are taken each week.

Major Grades (50%)

All Orchestra Students: Playing tests, written tests, curricular performances (non-extracurricular concerts), UIL, Pre-UIL and special projects

All concerts (including UIL and Pre-UIL) are counted as a double major grade per FBISD policy. An unexcused absence from concerts, Pre-UIL contest or UIL contest will result in two major grades of zero. An excused absence will only be given for emergency situations; scheduling conflicts will not be considered excused. In accordance with FBISD policy, all excused absences will be honored with no grade penalty. These will include:

- Medical emergency or illness
- Death in the family
- Family emergency
- Religious holiday (as noted on the FBISD calendar)

Academic Eligibility Rules (No Pass-No Play)

House Bill 72, which became law in 1984, mandates that a student be suspended from participation in ALL extracurricular activities (athletics, orchestra, band, choir, clubs, etc.) sponsored or sanctioned by the school district during the three week period following a nine-weeks' grading period in which the student received a grade lower than 70 in any class. This suspension continues for at least three weeks, and academic eligibility is not regained during the school year until such time as the student's grade in ALL CLASSES is 70 or higher at grade check time (typically at the end of each three-week interval) or at the end of a nine-weeks' grading period. **A student will continue to practice or rehearse with other students for an extracurricular**

activity, but he/she may not participate in an extracurricular performance (or game) until the suspension is lifted. A suspended student may regain academic eligibility seven days after the nine-weeks' grading period ends or seven days after the three-week progress or waiting period, provided that he/she is passing ALL subjects with a 70 or higher. The school district maintains a calendar with these dates of loss of eligibility/regain of eligibility. The Baines MS faculty has established procedures for checking the academic eligibility status of students. (See FBISD Extracurricular Handbook)

FBISD Extracurricular Handbook – Addendum

(Middle School Band and Orchestra)

GRADING

Learning objectives are based on performance skills, responsibility, and participation. Therefore, students are expected to fulfill individual as well as group responsibilities.

Since orchestra and orchestra are performance based courses and team activities, all students are required to attend all performances and rehearsals. Therefore, students may have points deducted as follows:

Unexcused absence from rehearsals that are extensions of classroom activities such as section rehearsals = **double daily grade**

Unexcused absence from a performance that is an extension of classroom activities, such as school concerts, which do not meet the definition of extracurricular = **double major grade**

TRYOUT PROCEDURES

Prior to the academic school year, ALL seventh and eighth grade students will audition for placement in one of the orchestra. This placement will be determined by an audition on music materials selected by the director and on the student's past performance. **NO STUDENT WILL BE ENROLLED IN ANY ORCHESTRA UNTIL THIS AUDITION IS COMPLETED.**

Instruments:

Personal Instruments:

- A quality program requires quality musical instruments. A list of recommended instruments is available in the Orchestra office. Students are encouraged to rent through a quality vendor. The purchase of instruments through the internet, or third party sources are not encouraged *unless the instrument is has been checked over by the director in advance*. If a purchase is needed, the staff will be most happy to consult with the student and parents in order to avoid an inappropriate purchase and to assist in obtaining the best possible price for the instrument.
- With all personal instruments, it is strongly recommended that the instrument be insured through your homeowner's policy or a private company*. The school district will not assume liability for maintenance, loss, repair, or damage of personal instruments, supplies, or personal items.

*The Music Agency, of Arlington, TX.

They may be reached at (800) 421-1283, and on the Internet at: <http://www.anderson-group.com/student/> or through the charmsoffice.com website.

School owned Instruments/Equipment:

Baines Middle School furnishes cellos and basses for in class student use on a **limited** basis and will be subject to the **FBISD instrument use fee** policy (\$80 per year due September 26, 2014).

Each Orchestra member is financially responsible for all equipment and/or materials checked out to him/her for their personal use. Equipment is to be used, not abused. No charge will be made to the student if the instrument becomes damaged due to normal wear and tear. However, damages caused by fire, theft, or abuse will be charged to the student.

Renting:

The **best** option for students at the middle school level is to **rent** an instrument from a provider that includes a “rent-to-own” option. These companies have this policy in place that as students grow they are able to change between sizes and avoid being charged extra fees. Most of these companies offer outfit packages as well to provide the student all of their supplies for the year in a small monthly fee. *Rental insurance is also strongly recommended.*

I stress heavily that purchasing an instrument is a process that takes a lot of time and very careful decision making from parent, director, and student. Please consult the orchestra director before purchasing an instrument. Please do not purchase or rent an instrument online unless the company is on this list or the director has already approved the company and instrument. The orchestra director will size the student so they are playing an instrument that is the appropriate size for the child. This is *very* important for a student’s success in playing/learning a new instrument. If you have any questions or concerns, do not hesitate to contact me. Here is a list of suppliers in the area:

Lisle Violin Shop

2450 Bissonnet or 1575 W Grand Parkway South
Houston, TX 77005 Katy, TX 77494
713-526-4005 281-396-4848
www.violins.com

Fishburn Violins

11435 Spring Cypress Road, Suite C
Tomball, TX 77377
281-290-4580
www.fishburnviolin.com

Amati Violin Shop

2315 University Blvd.
Houston, TX 77005
713-666-6461
www.amativiolinshop.com

Music and Arts Center

2567 Town Center Blvd.
Sugar Land, TX 77479
(281) 980-5777
www.musicarts.com

Materials Needed in Class Daily

Materials you will need *every* day:

- Positive attitude (not really “material,” but it’s really important!)
- Pencil with an eraser (mechanical pencils are great since they are always sharp)
- BLACK 1” three ring binder with sheet protectors
- All music, **in your binder**
- Instrument (in proper playing condition*) as well as any needed accessories

*Proper playing condition also means that strings for Violin and Viola should be changed every six months to maintain the instruments best sound.

Instruments and Supplies

While at school, all instruments must remain in their cases with the cases securely closed and stored in the designated area when not in use. Students will provide the following required supplies/accessories for class daily:

- Rosin
- Shoulder rest for violin and viola
- Clean soft cloth to clean off rosin (please leave in case)
- Since strings break easily, violin and viola students should keep a spare set of strings in their case at all times
- End-pin holders for cellos and basses
- Stool for basses

♪ Donations Needed Please!

- 6th grade: a box of tissues
- 7th grade: a box of tissues
- 8th grade: hand sanitizer
- Any grade: Swiffer wet mop refill cloths

Transportation

Several times during the year the orchestra has the opportunity to travel for events such as contest or spring trip. For each of these events a letter and permission form will be sent out. It is extremely important that the permission form be filled out for each event and that medical information is included on the form. Also itineraries will be distributed for all Baines Middle School Orchestra events. **Parents, please make arrangements to pick up your orchestra student at the scheduled time. Students will not be allowed on social trips if a lack of timely transportation becomes a repeat issue.** While on such a trip all members represent Baines Middle School, Fort Bend ISD, and the community. As such, when traveling to other locations on district transportation, all students are expected to:

- Be on time
- Dress as directed (see Uniforms section below for a description)
- Avoid excessive noise on the bus to and from the places we go
- Travel on the same bus for all segments of the trip
- Return equipment to its proper storage place upon returning to school

If a student is required to leave an off-campus event or activity, the student’s parent or legal guardian must provide written notification to the director at least 24 hours before the event, and the student may

leave **ONLY** with his/her parent or legal guardian. This policy is meant to protect the student, not to inconvenience the parent.

Uniforms

**These uniforms are required for all concerts unless informed otherwise.*

Beginning Orchestra – Sunday Best (NO shorts, jeans, tennis shoes, or flip-flops, allowed. Must be in dress code!)

Honors and Advanced Orchestra – Black and White concert attire:

Boys - black dress pants, black banded collar shirt with ½ in. pleat, cover button, ALL-black dress shoes, and ALL-black socks!

Girls- Ankle length black skirts or slacks, black banded collar shirt with ½ in. pleat, cover button, ALL-black dress shoes and black hose/socks. Only small stud earrings and black hair accessories; no other jewelry is allowed including rings and watches.

Filly's Career Apparel will be at BMS **September 2nd**, to fit all Honors and Advanced Orchestra members for a black banded collar shirt. Orders will also be placed for the cover button at this time.

Orchestra Placement Criteria

The audition is only one fifth of what is considered when placing a student in any orchestra. Below is a list of the five areas that are considered for placement:

1. Audition Score
 - a. Each orchestra has a performance standard.
2. Grades
 - a. Student who have a history of not passing will not be placed in a competing orchestra (varsity/non-varsity) because they will not be able to participate at UIL if they are failing
3. Work Ethic
 - a. Orchestra takes a lot of hard work from every individual and students who have demonstrated this will be considered for honors and advanced. Students who do not demonstrate this will be placed in intermediate orchestra. Below are ways in which students can demonstrate this:
 - i. Practice logs
 - ii. Chair test and Playing test scores
 - iii. Playing quizzes
 - iv. Always having required supplies (pencil, binder, instrument)
 - v. Always communicating with director when conflicts arise
 - vi. Etc.
4. Interpersonal skills/Behavior
 - a. Students who disrupted rehearsals will not be allowed in the varsity/non-varsity Orchestra
5. Instrumentation
 - a. To be competitive, the Varsity and Non-varsity (sub-non-varsity) Orchestras must have balanced instrumentation. A group with 30 violins and 1 cello will not sound good and will not do well at contest

Audio/video recording

Throughout the year the orchestra will make audio and video recording of rehearsals and concerts. These recording will be in compliance with the Texas Education Code, Sec 26.009 subsection (b) which states:

(b) An employee of a school district is not required to obtain the consent of a child's parent before the employee may make a videotape of a child or authorize the recording of a child's voice if the videotape or voice recording is to be used only for:

- (1) purposes of safety, including the maintenance of order and discipline in common areas of the school or on school buses;
- (2) a purpose related to a co-curricular or extracurricular activity;
- (3) a purpose related to regular classroom instruction; or
- (4) media coverage of the school.

Student Contract

I have received a copy of the *Baines Middle School Orchestra Handbook* for the 2015-2016 school year. **I understand and agree to all policies set forth in the handbook.** I will make every effort to uphold the principles and standards of the Baines Middle School Orchestra Program.

Student Signature

Date Signed

Student Name (Please Print Clearly)

Parent Contract

I have received a copy of the *Baines Middle School Orchestra Handbook* for the 2015-2016 school year. I understand and agree to all policies set forth in the handbook. I have discussed these policies with my student.

Parent Signature

Date Signed

Parent Name (Please Print)

Baines Middle School Orchestra
Contact Information
 2015-2016

Student Name: _____ Male: ___ Female: ___ Student ID#: _____ Grade: _____ Instrument: _____ Birthday: ___/___/_____ Mother's Name: _____ Father's Name: _____ Student Lives with (circle response): Both Mother Father Address: _____ City: _____ Zip: _____
PHONES: Home: _____ Student Cell: _____ Mother's Cell: _____ Father's Cell: _____ Mother's Work: _____ Father's Work: _____
E-MAILS: Student e-mail address: _____ Mother's e-mail address: _____ Father's e-mail address: _____
EMERGENCY CONTACT: _____ Relation to Student: _____ <div style="text-align: center;">Emergency Cell: _____</div>
PRIVATE TEACHER (if applicable) Teacher Name: _____ Teacher Home Phone: _____ Teacher Cell Phone: _____

Parent Signature: _____ Date: ___/___/_____

Baines Middle School Orchestra
Parent Volunteer Opportunities
 2015-2016

As with any growing program, the BMS Orchestra needs your help during this school year. Below is a list of opportunities for which you can volunteer and support your student's orchestra. Please circle the areas that you would like to assist with and you will be contacted to assist as needed.

Thank you in advance for giving your time and support!

Concert Events:

Monitor Students

Help Move Equipment

Fundraising Events:

Facilitate fundraiser pick-up

Assist counting money

Administrative Assistance:

Chaperone trips

Publicity

Other:

Thank you again for volunteering. *Your help is invaluable and you contribute to the orchestra program's success!* Please complete and return this form along with your student's handbook forms by **September 4th, 2016**.

Parent Name: _____

Phone Number: _____ Cell: _____

E-mail Address: _____

Student(s) Name: _____ Orchestra(s): _____

We do not share any of this information. This is for communication of orchestra business only

_____/_____/_____
 STUDENT NAME PERIOD GRADE LEVEL

Orchestra Fees 2015-2016

Attached is my **check or money order** in the amount of \$_____ made payable to **BAINES MIDDLE SCHOOL ORCHESTRA**.

- Please write your student's name at the top of the check and the budget code "865 LA."
The instrument use fee should be placed on a separate check for cello and bass players **ONLY**.

PLEASE NOTE: not all fees apply to every student.

All students are required to purchase the Orchestra T-Shirt. All members of Advanced and Honors Orchestra are required to purchase their set uniform. (See Page 10) A separate order form for the uniform will be sent home at a later date.

X Orchestra t-shirt (all students)..... \$15.00

Size requested: _____

_____ Additional Orchestra Shirt..... 15.00

Size(s) requested: _____

_____ **Instrument Use Fee (Cello & Bass Students ONLY)..... 80.00**

TOTAL ORCHESTRA FEES DUE \$ _____
(Check or Money Order Only)

Parent Name (Please Print)

Student Name (Please Print)

Parent Signature

Student Signature

Date

Date

STUDENTS: RETURN THIS ENTIRE FORM SIGNED AND DATED by September 4rd, 2016.

Parents: If there is a financial issue, please contact the director.

MEDICAL INFORMATION FORM**Please Print Legibly (in blue or black ink – NO PENCIL)**Student's Name _____ Sex: M F Age _____
Last First MI (Circle one)

Dad's Name _____ Mom's Name _____ Student's Date of Birth _____

Dad's work phone _____ Mom's work phone _____ Home Phone _____

Cell/Pager (Dad) _____ Cell/Pager (Mom) _____

Address _____
Street City State Zip Code

Subdivision _____ Parent's email: (specify mom or dad) _____

Emergency Telephone and Contact's Name _____

Insurance Company _____ Policy and/or Group Number _____

Insured's Name _____ Current Coverage _____

TO BE COMPLETED BY PARENT OR GUARDIAN:

Name of Physician _____ Physician's Telephone _____

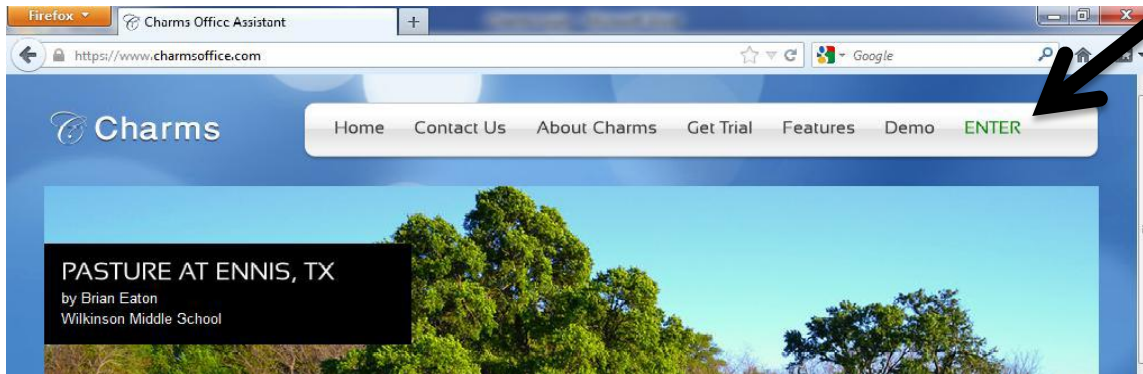
Does the student have previous history of (please circle Yes or No):

Bleeding tendencies	Yes	No	Now under a physician's care?	Yes	No
Head injuries, seizures, unconsciousness concussion, or convulsion	Yes	No	Asthma	Yes	No
Allergy	Yes	No			
Hernia	Yes	No	Neck injury	Yes	No
High Blood Pressure	Yes	No	Bone and/or joint injury or disease	Yes	No
Tuberculosis	Yes	No	Sickle Cell Anemia	Yes	No
Heart Disease	Yes	No	Diabetes	Yes	No
Kidney Disease and/or injury	Yes	No	Epilepsy	Yes	No
Kidney, Lung, or Eye removed or nonfunctioning	Yes	No	Surgical operation	Yes	No
Hepatitis	Yes	No	Allergy to medication	Yes	No
Rheumatic Fever	Yes	No	Contact Lenses/Glasses	Yes	No
Skin Disease	Yes	No	Date of last tetanus shot? _____		
Is student taking medication regularly?	Yes	No	Blood Type _____		

Explain any "yes" answers (use the back of this page, if necessary):
_____Please list **ALL** medications and any illnesses not listed above requiring medication to be taken at the present time:
_____**Medical Release****Authorization is hereby given for administration of any medical treatment deemed necessary during any music trip. Only a licensed EMT, nurse, or doctor will administer such treatment. We agree to accept responsibility for all authorized doctor, hospital, and medical expenses incurred. In case of injury or serious illness, I hereby grant my permission for school employees to secure medical services for the student named on this form.**_____
Parent/Guardian Signature_____
Date

CHARMS ACCESS GUIDE

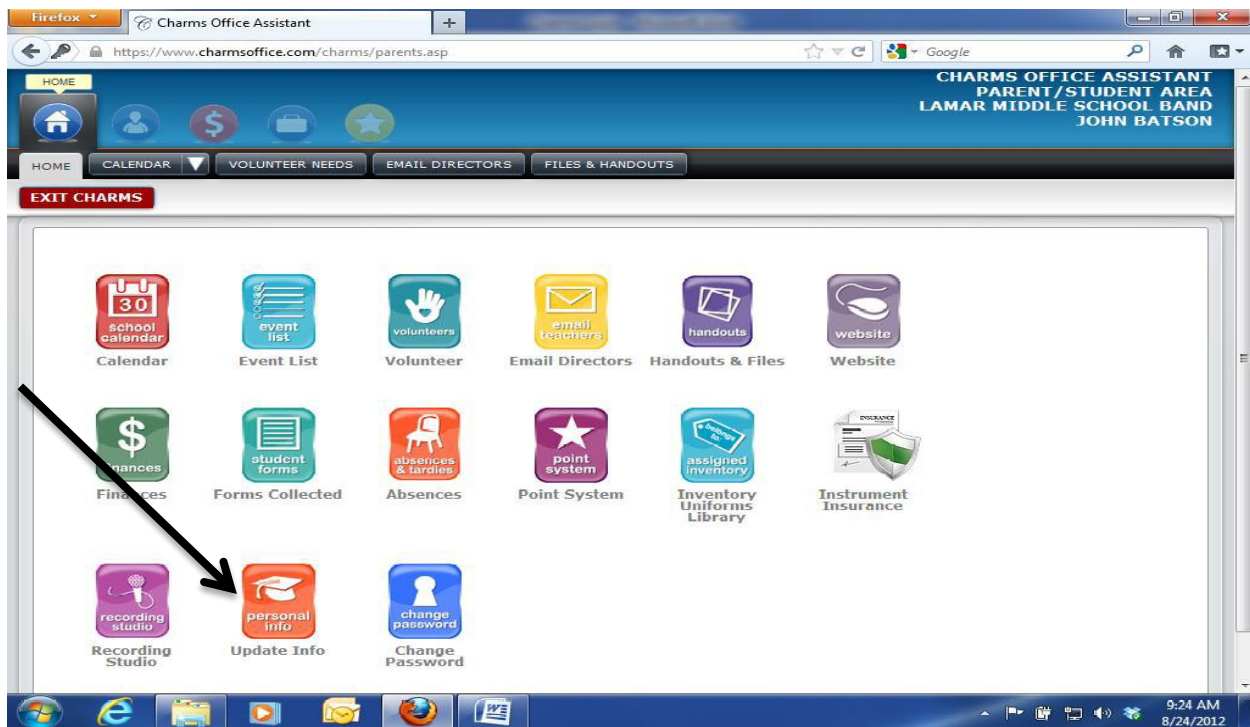
Required for all BMS Orchestra Musicians & Parents



1. Go to: www.charmsoffice.com
2. Click the green “ENTER” button located at the top right of the page.

3. In the “Parent/Student/Members LOGIN” area, enter the **SCHOOL CODE: BainesMSOrch** (This will stay the same all year and you must enter it each time you log on.)

4. The “Student Area Password” is your child’s **SIX-DIGIT STUDENT ID NUMBER** (their lunch number). Please do NOT change the password at any time.



5. Select the button for **“Update Info”**

6. The first section is for **STUDENT INFORMATION** which includes the opportunity for the student’s cell phone number and email address. **Please do NOT change the student password at any time.**

7. Then, select the **ADD ADULT** tab. Please complete all requested contact information. I will be communicating *BMS Orchestra News & Events* primarily through CHARMS, so **please make sure parent/guardian addresses and student email addresses are accurate. This is the most important step!**

Please take a moment to look around. All events and concerts will be posted on the CHARMS calendar as they are available. Extra forms/permission forms will be uploaded throughout the year. You will also find the Baines Middle School **Private Lesson Instructor List** under the **“Documents”** tab. Students excel when they have regular one-on-one instruction on their instrument. Private lessons are an investment in your child’s music education that can further ensure their success.

Thank you for your continued support!

All my best,

Karissa Chervnsik

Director of Orchestras
Baines Middle School
Office: 281-327-0111

karissa.chervnsik@fortbendisd.com