



Santa Fe Youth Symphony Association

Elementary Strings Student Handbook

**The Twenty-Sixth Season
2019 – 2020**



SFYSA Elementary Strings Handbook 2019-2020

SFYSA Executive Director: Andrea Cassutt • 505-672-5565 x 101

We are delighted to welcome you back to SFYSA! Please read the handbook carefully, we have made a number of changes and additions for 2019-2020. If you have questions or concerns, please feel free to contact me at any time during the year.

Please visit our website to learn more about our varied programs, as well as executive and artistic Staff.

Our Mission is to inspire and engage the youth of Northern New Mexico's multicultural communities through excellent music education, the guidance of music professionals, and performance opportunities from small ensembles to full orchestra in Jazz, Mariachi and Orchestra.

Our Vision is to create and nurture a lifelong passion for music making through performances that enhance the region's cultural atmosphere.

SFYSA Core Values Statement Staff • Students • Board

Diversity & Inclusion. *Discovering and implementing practices, including education, training and self-reflection, that support our mission and demonstrate commitment to our Diversity & Inclusion statement.*

Teamwork. *Supporting common goals and working creatively together to name and achieve them.*

Excellence. *Providing high quality opportunities and reference points for students, staff and board to hone personal and collective excellence.*

Responsibility. *Supporting and expecting preparation, focus, self-discipline. Responding to unmet needs, actively fulfilling roles and responsibilities.*

Collaboration. *Cooperating between ensembles, actors and programs within SFYSA, as well as with other organizations in the Santa Fe community, to create projects, visibility, reach and synergy.*

Community. *Creating and maintaining an inclusive and diverse SFYSA community built on trust, belonging and engagement, as we interact with and develop bridges in Santa Fe and Northern New Mexico communities to increase our impact and service.*

Creativity. *Providing opportunities for creativity, discovery of new solutions, new ways of solving problems, education and training that expand us.*

Expressiveness. *Creating a supportive environment to demonstrate passion, honor vulnerability, and share ideas.*

The Santa Fe Youth Symphony Association, Inc. is honored to serve the diverse population of northern New Mexico and does not discriminate on the basis of national origin, gender, sexual



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orientation, religion, color, or race.



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I. Programs & Ensembles

The Santa Fe Youth Symphony Association consists of five main programs: Orchestras, Mariachi, Jazz, Con Vivo!, and Elementary Strings. SFYSA is one of only two youth symphony organizations in the country that have a jazz program, and is unique in the nation with its mariachi program.

ELEMENTARY STRINGS

Haley Lovelace, Director

Established in 1998, Elementary Strings (ES) is an after-school program for violin, viola, and cello presented by SFYSA at area elementary schools. ES is open to all children in the Santa Fe area. The curriculum is inspired by the Suzuki Method, and adapted to serve students in a group-class rather than in a private-lesson setting. While parents are encouraged to support their students in a variety of ways - from attending class as a volunteer, to support of practice - parental expectations have been modified significantly from the standard Suzuki model. The program is designed as a feeder not only to SFYSA's Orchestras, Mariachi and Jazz programs, but also to the middle and high school orchestras of Santa Fe Public Schools.



II. General Policies

Overall Conduct

Every student, parent, and staff and board member is an ambassador of the entire organization. As ambassadors, we are all expected to show responsibility and care in the use of the facilities and property of SFYSA, rehearsal and concert venues, host homes and schools, etc., and to abide by the dictates of common courtesy. Behavior off-stage is as important as behavior on-stage.

Concert Etiquette for Performers and Audience

All performers are expected to arrive at the prescribed call time to the concert venue. Once at the venue, it is important for performers to be as focused and organized as possible, as well as to be aware of themselves and their instruments. All performers are expected to attend the entire concert in which they are participating.

Staying Informed

Email and REMIND! are the primary means of communication for SFYSA, so be sure that you have a current email on file with SFYSA for your family. REMIND! is a robo-texting service that alerts families by text-message for important bulletins, like rehearsal notices and snow days. Sign-up for REMIND! using the table below. There is no charge to join, and you can cancel the service at any time. Also be sure to visit our website, www.sfyasa.org for calendar information and regular updates, and visit our Facebook page at www.facebook.com/sfyasa.

TO JOIN REMIND!, TEXT THE MESSAGE BELOW YOUR ENSEMBLE TO 81010

Elementary Strings	SFYSA Alumni
@book1	@sfysalumni

Please Note: If you cancel your REMIND! service, or do not join, your family is still responsible for arriving punctually and prepared to all SFYSA events.

Inclement Weather

In the event that weather poses a traveling hazard for our families, we will cancel the event in question and broadcast a notice by email and text-message, as well as post a notice on our website. If the weather becomes adverse during a rehearsal, the rehearsal may be ended early, and we will provide notice by the same means. Elementary Strings follows the Santa Fe Public Schools in the event of inclement weather, but will meet in the event of a two-hour delay.

Tuition & Payment Policy

SFYSA is a community non-profit committed to making our programs available to all students *regardless of ability to pay*. We receive individual donor, business sponsor, and fundraising support that makes our sliding scale tuition *available to all families*. Program tuition revenue covers 34% of our annual budget. Tuition in Column "A" is our standard reduction.

In order for SFYSA to provide consistent and high-quality musical training for its students, tuition is required for participation in all SFYSA programs.

SLIDING SCALE TUITION

	A	B	C	D	E
	\$45,000+	\$35,000-\$44,999	\$25,000-\$34,999	\$15,000-\$24,999	\$0-\$14,999
Mariachi	575	430	288	175	60
Jazz Perf	515	325	220	130	45
Jazz Ess/ISO	475	355	238	145	50
YP	595	450	300	100	60
YSO	655	490	330	195	65
PSO	650	488	325	195	65
PSO*	330	245	165	100	35
ES Classes	540	405	270	165	55
Con Vivo	400	300	200	120	50

*Does not include semi-private lessons, must have own private teacher

Financial Aid

To qualify for greater reduction, parents/guardians must:

- Be in, and maintain, good standing with their respective program(s)
- Complete a pre-registration form and pay the \$15 registration fee
- Request Financial Aid and submit tax return by September 30

Payment Methods

<u>Acceptable Forms of Payment</u>	<u>Payments may be made</u>	<u>Tuition may be paid</u>
<ul style="list-style-type: none"> • Cash • Check* • Money Order* • Visa • Mastercard • American Express <p>*Payable to "SFYSA"</p>	<ul style="list-style-type: none"> • By mail to 1000 Cordova Pl #190, Santa Fe, NM 87505 • Online at www.sfyasa.org/payment 	<ul style="list-style-type: none"> • In-full at Registration Day • In two installments (Registration Day & one more payment before January 15, 2019) • Monthly, over a period of seven (7) months.

Financial Probation

Tuition should either be paid in-full before the winter concerts series or the family should be on a monthly or two payment installment plan. Otherwise the student will be placed on financial probation and will be unable to participate until the account is resolved.

Tuition Refunds

Students who withdraw on or before October 15 who have paid in full for the year, will receive a 75% tuition refund. Participation in any SFYSA program is a full-season commitment. Any students who withdraw after October 15 may not be eligible for a refund dependent on reason for withdrawal and account balance.

Return Check Policy

It is the SFYSA practice to redeposit returned checks automatically and without notice. A Return Check Fee of \$25 will be added to the student's account each time a check is returned. When a check is returned, the SFYSA reserves the right to require payment by cash or money order.

Discounts

The following discounts apply to level A tuition only. Discounts may *not* be combined.

Sibling Discount

We offer a discount for families with more than one child enrolled in our programs. A discount of 20% is offered for the second child and all subsequent children.

Multiple Ensemble Discount

Students who participate in a second ensemble will receive a 50% discount on the tuition of lesser value. Students enrolled in an orchestra, may receive the 50% discount on our Con Vivo Program.

Parent Participation

As tuition covers a portion of program and operating expenses, and SFYSA does considerable fundraising to provide sustainable and accessible programs. As part of the enrollment agreement, families provide five (5) hours of volunteer service over the course of a Season. Volunteer service can take many forms: working at concerts or special events, administrative support, marketing, mailings, soliciting businesses for sponsorships, selling ads, and so forth. Families choose their sign-up areas at Registration Day. The vitality of our programs is directly proportional to our volunteer support, and the SFYSA faculty and staff thank you in advance for providing your time and energy in this area.

Lost and Found

Personal items left at any SFYSA event will be held at the SFYSA office but check with your conductor first. Items not claimed at the end of the year will become property of SFYSA and may be thrown away at the discretion of SFYSA staff.

Instrument Rental

Students who are participating in the Elementary Strings Program are provided an instrument to use during the program. In order to sign out an instrument each student must complete an Instrument Rental Agreement and make a security deposit for the replacement cost of the instrument. Instrument return is the last day of class. All late instrument returns will be assessed a \$45 late fee. For any instrument not returned after 30 days, the security deposit will be forfeited. Students may rent their instruments during the summer months as well. In order to do so, a Summer Instrument Rental Agreement must be completed along with a rental fee of \$45.

Student Behavior, Discipline and Probation

Students who fail to follow SFYSA overall conduct and etiquette policies are subject to these consequences.

Consequences

As Elementary Strings students are often young and in the beginning stages of learning proper group rehearsal behavior, teachers will employ age-appropriate and immediate behavior management strategies. Persistent disruptive, dangerous, or disrespectful behavior will be brought to the parent's and ES Director's attention via written communication. If said behavior continues, the parent, teacher, and director will discuss how to proceed in order to provide the best learning environment for all students. Students are expected to demonstrate a higher level of maturity and self control as they progress through classes. Inability to do so

may result in the child being asked to repeat a level to practice and improve their own behavior management.

In cases of extreme behavior, the conductor can issue a written warning to the student, parents and the Executive Director on the first offense. If there are contradictory stories, or the absence of an adult witness to an incident, investigation of the situation will occur and collective resolution will be sought. The final decision will be reached by SFYSA.

Grievance Redress Procedure

If you have a grievance with another student, your conductor or teacher, or some other aspect of your SFYSA experience, please make every effort to bring the grievance directly to the conductor/teacher first. If the issue cannot be resolved, the student and parent should bring the issue to the attention of the Executive Director.

Disciplinary Probation

If any SFYSA member engages in behavior that is deemed unacceptable by SFYSA staff, and the above verbal and written warnings have been issued, and parents and the student have had one week to respond, that student may be placed on Disciplinary Probation. The terms of Disciplinary Probation will be determined by the ensemble's conductor/teacher and the Executive Director, in consultation with the student's parents.

Drug Policy

The possession or use of any controlled substance by any SFYSA student is forbidden at any SFYSA event.

Consequences of Dismissal

Families of a dismissed student are still liable for the entire season's tuition, and the student will not be eligible to return to any SFYSA program during that season.

III. General Ensemble Policies

Attendance Requirements

SFYSA members commit to participating in all rehearsals, dress rehearsals, and concerts for the entire season. Your attendance commitment is not to your teacher, but to your fellow colleagues. We also recognize that unusual circumstances may prevent a student from attending a rehearsal.

- Students who have four (4) or more absences from class in any semester are subject to be dismissed from the program
 - *The above provision does not apply to dress rehearsals (see “Dress Rehearsals” below)*
- Two (2) late-arrivals are equal to one (1) absence; a late-arrival means the student is not ready for class at the start of class time.
- Emergencies will be addressed on a case-by-case basis.
- Any absences, excused or unexcused, will be counted as such.
- Exceptions may be made under special circumstances at the teacher’s discretion.

General Rehearsal Expectations

In order for the ensemble to make the most use of precious rehearsal time

- Prepare your parts at home to the very best of your ability
- Listen to recordings of your pieces. YouTube is a very good source

Bring these items to every rehearsal

- Instrument
- Sheet-music if required by the teacher
- Pencils (no pens or markers; you can’t erase these)
- Erasers
- Water bottle(only during rehearsal breaks)

These items should not be available during rehearsal

- Cell phones
- Gum

Ensembles rehearse only once a week during the season, with one dress rehearsal before each concert. Always support the hard work of your colleagues by arriving punctually and prepared to all rehearsals and/or classes, dress rehearsals, and concerts. **SFYSA faculty also remind parents to promptly pick up children at the end of all SFYSA events. SFYSA assumes no responsibility for students or their instruments after rehearsals, concerts or any other events are over.**

Dress rehearsals

Dress rehearsal participation is critical for all students to ensure a smooth and impressive performance. Dress rehearsals are the only opportunity for the ensemble to rehearse in the concert venue, where the set-up and acoustic conditions are substantially different from the rehearsal space.

- In order for students to be eligible to perform at a concert, they must be present for the dress rehearsal
- Students who anticipate a conflict with the dress rehearsal must notify their conductor two (2) weeks before any concert

Call Time

Call is the time you are to arrive at the rehearsal, class, dress rehearsal, or concert space. The call time is always earlier than the start of the event itself, to give preparation time.

Take care of these things at Call:

- Snack, water, and bathroom needs
- Wash and dry hands
- Getting your music-stand off the rack
- Preparing your instrument, sheet-music, pencils and erasers

IV. Specific Policies By Program

SFYSA subscribes to the philosophy that a strong collaboration between school music programs and SFYSA maximizes the musical growth of our members. All students are required to follow all general ensemble policies as well as those policies of their specific ensembles.

Admission Requirements

Elementary Strings programs are available to any elementary-age child in the Santa Fe area. Auditions are not required, but class size is generally limited to 14 students, and students are admitted on a first-come/first-served basis. To be admitted to Prelude String Orchestra (Level III of Elementary Strings), a student must have successfully completed Level II, and provide a letter of recommendation from their instructor.

Elementary Strings Concert Dress

<u>Gentlemen</u>	<u>Ladies</u>	<u>Not Permitted</u>
<ul style="list-style-type: none"> ● All Black <ul style="list-style-type: none"> ◦ Dress shoes ◦ Socks ◦ Slacks ◦ Dress shirt (button-down, collared, and long-sleeve) 	<ul style="list-style-type: none"> ● All Black <ul style="list-style-type: none"> ◦ Dress Shoes ◦ Socks, hose, or stockings <ul style="list-style-type: none"> · <i>No bare legs</i> ◦ Slacks, dress, or skirt <ul style="list-style-type: none"> · <i>Dresses and skirts must cover knees when seated</i> ◦ Blouse or dress-top 	<ul style="list-style-type: none"> ● Jeans ● Torn or dirty clothing ● Spaghetti straps ● Strapless tops or dresses ● Bare midriffs ● Non-dress shoes

Please Note

Speak to your conductor at least two (2) weeks before the concert if the dress code poses an issue for you

General Classroom Expectations

Due to limited enrollment, it is important for each participating family to do their part to ensure the success of their child. Please make sure your child attends all lessons punctually and consistently, and practices at home. If a child fails to attend regularly, practice daily, or show sufficient interest to flourish, he or she may be asked to withdraw from the program in order to allow another student to take advantage of the instruction

IV. Student & Parent Signature Page

Sign this page, then remove it and turn it in to your conductor or teacher at the first meeting of the year.

My signature below indicates that I have read the sections of this Handbook that apply to me and my respective program(s); that I have understood what I have read; that I have received satisfactory answers from SFYSA faculty for all of my questions concerning this Handbook; and that I agree to abide by the policies explained herein as they apply to me. I further understand that I may not be allowed to participate in SFYSA if I have not signed below and submitted this page to my conductor or teacher.

Printed Name of Student

Signature of Student *(not required for Elementary Strings students)*

Date

Printed Name of Parent or Guardian

Signature of Parent or Guardian

Date