



**Santa Fe Youth Symphony Association**

# **Orchestras Student Handbook**

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



## *SFYSA Orchestras 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 orientation, religion, color, or race.*



## **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.

### **ORCHESTRAS**

#### **Youth Symphony Orchestra (YSO) – William Waag, Conductor**

Youth Symphony Orchestra is the leading orchestra of SFYSA and features strings, winds, and percussion. Members play a variety of music, ranging from orchestral classics to contemporary works and collaborations. The YSO frequently goes on tours including recent performances at the White Sands Full Moon Concert series and Las Cruces, Seattle and Northwest Washington, Colorado Springs and Denver, the Czech Republic and Germany, and San Francisco.

#### **Youth Philharmonic (YP) – Ryan Finn, Conductor**

Youth Philharmonic is SFYSA's intermediate orchestra for string, wind, and percussion players. Students typically perform new works and arrangements of classics and frequently collaborate with YSO, ISO, and other organizations in the community.

#### **Intermezzo String Orchestra (ISO) – Jeremy Bleich, Conductor**

Intermezzo String Orchestra is SFYSA's top string orchestra and is designed for intermediate students to build upon their fundamentals before their first full orchestra experience. ISO typically performs with other SFYSA orchestras and other organizations in the community during the course of the year.

#### **Prelude String Orchestra (PSO) – Haley Lovelace, Conductor**

The Prelude String Orchestra provides an introduction to large ensemble playing and prepares students to advance to the Intermezzo String Orchestra. Students entering PSO for the first time should have a minimum of 2 years previous study on their instrument either privately or in our Elementary Strings program, and demonstrate note-reading readiness. No student audition is necessary, however a teacher recommendation is required to ensure that the student is appropriately placed. The recommended age for PSO is between 8 years old, or entering 3rd grade, and 11 years old, or entering 6th grade. Exceptions to these recommendations can be made by the PSO Conductor.

#### **Target Ages:**

YSO: Advanced high school (approximately grades 10-12)

YP: Advanced middle school, and early high school (approximately grades 8-10)

ISO: Middle school and advanced/late middle school (approximately grades 6-7)

PSO: Late elementary school (approximately grades 4-6)



## 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 please be sure that you have a current email on file with SFYSA for your family. REMIND! is a texting service used to communicate with families for reminders and last minute notices. 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](http://www.sfyasa.org) for calendar information and regular updates, and visit our Facebook page at [www.facebook.com/sfyasa](http://www.facebook.com/sfyasa).

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

YSO	YP	ISO	PSO	SFYSA Alumni
@yso	@yp	@intermezzo	@joinpso	@sfysalumni

### 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.

### Co-Enrollment Policy and Participation in School Music Program

SFYSA recognizes the importance of school music programs in their communities. Any Santa Fe Public Schools or Los Alamos Public Schools student who is placed in any SFYSA ensemble should be enrolled in their school's ensemble, if the ensemble is offered and the student is eligible. Additionally, SFYSA highly recommends its members to participate in their school music programs.

### 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
<b>Mariachi</b>	575	430	288	175	60
<b>Jazz Perf</b>	515	325	220	130	45
<b>Jazz Ess/ISO</b>	475	355	238	145	50
<b>YP</b>	595	450	300	100	60
<b>YSO</b>	655	490	330	195	65
<b>PSO</b>	650	488	325	195	65
<b>PSO*</b>	330	245	165	100	35
<b>ES Classes</b>	540	405	270	165	55
<b>Con Vivo</b>	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 30th

Payment Methods

<p><u>Acceptable Forms of Payment</u></p> <ul style="list-style-type: none"> <li>• Cash</li> <li>• Check*</li> <li>• Money Order*</li> <li>• Visa</li> <li>• Mastercard</li> <li>• American Express</li> </ul> <p>*Payable to "SFYSA"</p>	<p><u>Payments may be made</u></p> <ul style="list-style-type: none"> <li>• By mail to 1000 Cordova Pl #190, Santa Fe, NM 87505</li> <li>• Online at <a href="http://www.sfyasa.org/payment">www.sfyasa.org/payment</a></li> </ul>	<p><u>Tuition may be paid</u></p> <ul style="list-style-type: none"> <li>• In-full at Registration Day</li> <li>• In two installments (Registration Day &amp; one more payment before January 15, 2019)</li> <li>• Monthly, over a period of eight (8) months.</li> </ul>
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**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.

### **Audition Policies**

SFYSA Orchestra (YSO, YP, and ISO), Jazz, Mariachi, and Con Vivo programs require *all* new students to audition for placement.

Please visit our website at [www.sfyasa.org](http://www.sfyasa.org) for the most current audition requirements.

### **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**

SFYSA has a limited selection of orchestral instruments that may be available for rent. Please check with your conductor for more details.

### **Student Behavior, Discipline and Probation**

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

### **Consequences**

When students do not follow the behavioral guidelines, the conductor of their ensemble will issue up to two (2) verbal warnings – delivered privately to the student, without parent involvement. After the 3<sup>rd</sup> offense, a written warning from the director of the ensemble or program will be sent to parents and the SFYSA Executive Director will be copied. This is the final step before disciplinary probation. At that time, the student and parents can express any concerns, or have a meeting with the conductor and Executive Director.

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.

### **Musical Probation**

Students who have difficulty meeting the musical skill requirement for their ensemble may be placed on musical probation. A student on musical probation will have 3 weeks from the date of notice to meet the required skill level. If they fail to do so, they may be subject to removal from the ensemble. Emergency circumstances will be taken into account.

### **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 colleagues. We also recognize that unusual circumstances may prevent a student from attending a rehearsal.

- Students who have three (3) or more absences from class in any semester without making prior arrangements will be dismissed from the program
  - *The above provision does not apply to dress rehearsals (see “Dress Rehearsals” below)*
- Students who attend class or rehearsal without their instrument and/or materials will be marked “Absent”
- 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.

### 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

Bring these items to every rehearsal

- Instrument
- Sheet-music
- Pencils (no pens or markers)
- Erasers
- Water bottle and snack (only during rehearsal breaks)
- Mutes and all other accessories

These items should not be present 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 at least four (4) 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.

## **Concerts**

- Students who are late to the concert without notifying SFYSA staff may not be allowed to perform.
- Students who miss a concert may be dismissed from SFYSA.

## **General Rehearsal Expectations**

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 also reminds 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.**

## 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

To be admitted to any Orchestra, students must meet these requirements:

- A successful placement audition (does not apply to PSO)
- Private lessons on the student's ensemble instrument
- Concurrent enrollment in the student's school ensemble, if the ensemble is offered and the student is eligible

### Concert Dress for Indoor Concerts

<u>Gentlemen</u>	<u>Ladies</u>	<u>Not Permitted</u>
<ul style="list-style-type: none"> <li>● All Black               <ul style="list-style-type: none"> <li>◦ Dress shoes</li> <li>◦ Socks</li> <li>◦ Slacks</li> <li>◦ Dress shirt (button-down, collared, long-sleeve)</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>● All Black               <ul style="list-style-type: none"> <li>◦ Dress Shoes</li> <li>◦ Socks, hose, or stockings</li> <li>◦ Slacks, dress, or skirt</li> <li>◦ Blouse or dress-top</li> </ul> </li> </ul> <p><i>*Dresses and skirts must fall to mid-calf when seated*</i></p>	<ul style="list-style-type: none"> <li>● Jeans</li> <li>● Torn or dirty clothing</li> <li>● Spaghetti straps</li> <li>● Strapless tops or dresses</li> <li>● Bare midriffs</li> <li>● Non-dress shoes</li> </ul>

### Please Note

- Speak to your conductor at least two (2) weeks before the concert if the dress code poses an issue for you
- Students who do not meet the dress code may not be allowed to perform

### Chair-Placement Auditions

Chair-placement auditions are held independently within each Orchestra, usually at the start or middle of each semester. They serve to organize the placement of all string players within an orchestra. Typically, chair-placement auditions use excerpts from the current semester's repertory, and are closed to the public and other members of the orchestra. The process, excerpts, judge selection, and even whether to have chair-placement auditions are all at the conductor's discretion, and appeals may not be granted.

### **Youth Symphony Orchestra**

#### YSO Tour

YSO tours most years to a regional, national, or international destination. Participation in the tour is not mandatory and requires additional fundraising.

#### Concerto Competition

The YSO Concerto Competition is held in May of each year.

- Competition candidates must be members of YSO
- Competition repertory is subject to approval by the YSO conductor
- Candidates will have a ten-minute audition slot. If the work is more than ten minutes, candidates should prepare ten minutes' worth of excerpts from the work. Candidates may consult with their private teacher, YSO conductor, or other SFYSA faculty when choosing Competition excerpts

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- Candidates must audition with piano accompaniment
- At the YSO conductor's discretion, the winner may be asked to perform a work other than their Competition work
- Competition results are final; the Competition is offered often enough that students will have more than one opportunity to compete during their YSO career
- A Competition may not necessarily result in a winning soloist

## V. 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 this Handbook; 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.

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Printed Name of Student

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

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Date

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Printed Name of Parent or Guardian

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Signature of Parent or Guardian

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Date