



**Santa Fe Youth Symphony Association**

# **Programs Handbook**

**The Twenty-Fourth Season**  
**2017 – 2018**

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**Required Reading: Chapter II, the relevant portions of Chapter III, complete the Signature Page, and bookmark our website at [www.sfysa.org](http://www.sfysa.org).**

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# Welcome to the Santa Fe Youth Symphony Association

## A Short History of SFYSA

In 1994, Pam Parfitt, then-Director of the Santa Fe Suzuki Violin School, observed that essentially no performance ensembles existed in Santa Fe for young string players. To solve this problem, she and a team of dedicated Santa Fe parents and music teachers built the Santa Fe Youth Symphony. The original symphonic orchestra, conducted by Robert Wingert, consisted of 58 students in all orchestral instruments, from ages 9 to 18. The Santa Fe Youth Symphony was later expanded and renamed the Santa Fe Youth Symphony Association to accommodate the growing interest in its ensembles. Now in its twenty-fourth season, SFYSA trains young northern New Mexico musicians in ensemble settings that include not only symphony and string orchestras, but also mariachi and jazz ensembles. SFYSA also provides instrumental instruction to violin, viola, and cello students through its Elementary Strings program.

## **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 2017 - 2018. If you have questions or concerns arise, please feel free to contact me now or at any time during the year. Please visit our website for calendar information and Executive Staff and Faculty biographies.

**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 ensemble 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.

## **Our Goals**

- Provide performance opportunities for students at all levels.
- Expose young musicians to the elements of a professional environment, and instill within our students the foundation and flexibility to flourish in the professional world.
- Build confidence within our students through their musical accomplishments.
- Sustain a sense of community within and among our ensembles.
- Cultivate a regional reputation for musical excellence.
- Create the next generation of educated audience members.
- Create access for diverse populations in all SFYSA programs and ensembles.
- Inspire student interest in live music through community performances.

*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 four main programs: Orchestras, Mariachi, Jazz, and Elementary Strings. SFYSA is one of only two youth symphonies 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 ensemble of SFYSA. Members play a range of music, from the orchestral classics through works written in the 21<sup>st</sup> century. YSO has performed with world-renowned artists such as Mark O'Connor, Guillermo Figueroa, and Bobby McFerrin, and collaborated with organizations such as the Seattle Rock Orchestra, the Ying Quartet, Moving People Dance Company, Denver School of the Arts, Colorado Springs Youth Symphony, Albuquerque Youth Symphony, and the Santa Fe Fiesta Melodrama. Each season, the YSO aims to go on tour. Recent tours have included performing 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 offered to intermediate/advanced string, woodwind, and brass students, usually between the ages of 10 and 15. The orchestra serves as continuing preparation for membership in YSO. YP has also premiered works written by SFYSA students, alumni, and faculty. Youth Philharmonic frequently performs joint works with YSO, creating a cooperative relationship between the two ensembles. YP performed with Round Mountain at The Lensic Performing Arts Center in 2015.

#### **Intermezzo String Orchestra (ISO) – Elizabeth Young, Conductor**

Intermezzo String Orchestra serves the needs of young string players who have some previous orchestral experience, who are refining and building upon their fundamental skills, and who can fluidly sight-read music of a level below that of their current playing level. Each season, Intermezzo collaborates with dancers or instrumental soloists, are exposed to unusual instruments or unusual uses of instruments, like baroque bows, celtic harp, or orchestral piano, and take a concert-tour to Santa Fe area schools. Each year in March, Intermezzo also travels to Albuquerque to join 650 other students in the Albuquerque Middle School Orchestra Festival. Other recent Intermezzo adventures include an impromptu concert for the Santa Fe Board of Education and waltz lessons in conjunction with preparing Loreta Fin's Aeolian Waltz. Projects for this season include a collaboration with the Ortiz Middle School guitar orchestra, "Wachet Auf" from Bach's Cantata no. 40 with a tenor chorus and continuo organ, and the world premier of a commissioned work by composer Monica Demarco.

#### **Prelude String Orchestra (PSO) – Carla Kountoupes, Conductor**

Prelude String Orchestra is the most advanced level of SFYSA's Elementary Strings program. Its purpose is to introduce very young string-instrument students to the High Art of the Orchestra. Students will play in a mixed-instrument setting consisting of violins, violas, cellos, and basses, and learn to follow a conductor while listening to members of their own section as well as those in other

instrument-sections. PSO performs at the December Elementary Strings concert, and at the May Orchestras concert. The Prelude String Orchestra occupies a unique position in being both the capstone of the Elementary Strings program and the first stepping-stone of the Orchestras program.

## MARIACHI

### **Santiago Romero, Director**

The Mariachi Program consists of instruction and performance of traditional Mexican mariachi music. Two levels of instruction are available: Mariachi Garibaldi, and Mariachi Estrella. At each level, students are instructed in all aspects of mariachi: voice, guitar, guitarrón, vihuela, violin, trumpet, and group performance. Students take one hour each week of instruction per instrument they may study, plus an hour of group performance-class. There are auditions for violin, trumpet, and guitar students. Please check the Santa Fe Youth Symphony website for audition requirements and dates. Guitarrón students are placed into an ensemble at the Director's discretion. Mariachi Estrella, the Program's advanced ensemble, has performed at the Governor's Mansion, the National Education Association's Legislative Reception, Quail Run Holiday Reception, MusicFest on Canyon Road, and at various small venues throughout the city of Santa Fe.

## JAZZ

### **Chris Ishee, Director**

SFYSA Jazz Ensembles include two groups, Jazz Essentials and Jazz Performance. Jazz Essentials is a larger ensemble, covering basic jazz/contemporary repertoire and music theory concepts, with an emphasis on providing students with the basic skills and comfort level to perform in contemporary music idioms. Special jazz rhythm-section concepts are addressed in this class, as well as a basic introduction to improvisation.

Jazz Performance, a smaller group for advanced players, covers more sophisticated improv and song arranging concepts, with an emphasis on concert level preparation. Placement into either section is at the Director's discretion, but is contingent upon several factors, including the student's performing ability, knowledge of music theory, necessary instrumentation, and the student's age. Both groups perform in the Winter and Spring concerts, with the potential to perform in other venues as well.

## ELEMENTARY STRINGS

### **Haley Lovelace and Dorothy Bowers Wu, Associate Directors**

Now in its seventeenth season, Elementary Strings is a program of stringed-instrument instruction serving elementary-aged students in Santa Fe area schools. The ES curriculum is based on the Suzuki Method, but adapted to serve students in a group-class rather than in a private-lesson setting, and to serve students whose parental support may be less available than in the standard Suzuki model. Students move through three Levels of classes within Elementary Strings. The first two Levels are structured as group classes, whose enrollment may range from 4 to 12 students. The third Level is the Prelude String Orchestra, which serves as a transition to the more traditional orchestra-and-private-lesson structure. After Level III, Elementary Strings students are expected to join SFYSA's Orchestras.

## II. General Policies

### **Overall Conduct**

Every member of SFYSA is an ambassador of the entire organization. As ambassadors, students, parents, staff, and Board members alike are 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, please be as focused and organized as possible—there are many young people handling many expensive and loud instruments! All performers are expected to attend the entire concert in which they 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. 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.

And of course, be sure to visit our website, [www.sfysa.org](http://www.sfysa.org), for regular updates, and visit our Facebook page at [www.facebook.com/sfysa](https://www.facebook.com/sfysa).

<b>YOUR ENSEMBLE</b>	<b>TO JOIN, TEXT THIS MESSAGE TO 81010</b>
Youth Symphony Orchestra	@yso
Youth Philharmonic	@ypo
Intermezzo String Orchestra	@intermezzo
Mariachi Estrella	@jalisco
Mariachi Garibaldi	@garibaldi
Jazz, all ensembles	@nardis
Prelude String Orchestra (ES Level III)	@joinpso
Elementary Strings – Levels I & II	@book1
SFYSA Alumni	@sfysalumni

## Tuition

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

<b>Registration Fee per Student</b>	\$15.00
<b>Youth Symphony Orchestra</b> ( <i>includes 2.5 hours of weekly rehearsals and a one-day retreat</i> )	\$655.00
<b>Youth Philharmonic</b> ( <i>includes 2 hours of weekly rehearsals</i> )	\$475.00
<b>Intermezzo String Orchestra</b> ( <i>includes 2 hours of weekly rehearsals</i> )	\$475.00
<b>Elementary Strings</b> ( <i>Level I and Level II— includes lessons, instrument, and equipment</i> )	\$540.00
<b>Prelude String Orchestra (ES Level III)</b> ( <i>for continuing ES students— includes 1.25 hours of weekly rehearsals and a weekly 30-minute semi-private lesson</i> )	\$650.00
<b>Prelude String Orchestra (ES Level III)</b> ( <i>for students in the general Santa Fe community studying privately with their own teacher – includes 1.25 hours of weekly rehearsals, and DOES NOT include lessons</i> )	\$330.00
<b>Mariachi Garibaldi &amp; Estrella</b> ( <i>2 instruction hours per week</i> )	\$575.00
<b>Jazz Repertoire</b> ( <i>includes 1.5 hours of weekly class</i> )	\$435.00
<b>Jazz Performance</b> ( <i>includes 1.5 hours of weekly rehearsals</i> )	\$435.00

## 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"> <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>	<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.sfysa.org/payment">www.sfysa.org/payment</a></li> </ul>	<ul style="list-style-type: none"> <li>● In-full at Registration Day</li> <li>● In two installments (Registration Day and January 15<sup>th</sup>)</li> <li>● Monthly, over a period of eight (8) months</li> </ul>

**N.B.: If tuition is not paid in-full by January 15th and the family is not on the monthly installment plan, the student will be placed on Financial Probation and be unable to participate until the remaining balance is paid.**

## Tuition Refunds

Students who withdraw on or before September 30 will receive a full tuition refund. However, as participation in any SFYSA program is a full-season commitment, we cannot offer refunds to students who withdraw after September 30.

### Return Check Policy

It is the SFYSA practice to redeposit returned checks automatically and without notice. A Return Check Fee of \$10 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.

### Sibling Discount

We now 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. Siblings already receiving Tuition Assistance are not eligible for the Sibling Discount.

### Multiple Ensemble Discount

Students who participate in a second ensemble will receive a 50% discount on the tuition for the second ensemble.

### Financial Aid

It is the policy of SFYSA that a family's finances do not obstruct an eligible student's opportunity to participate. Therefore, SFYSA offers financial aid based on student need. **In order to be considered for financial aid, please submit your most recent tax return and we will send you a revised tuition schedule.** If additional scholarship money is needed, please see the website for a scholarship application form.

To qualify, financial aid recipients must:

- Be in, and maintain, good standing with their respective program(s)
- Request Financial Aid and submit tax return by September 30
- Pay one (1) full month of tuition
- Pay the \$15 registration fee

YSO string players may also apply for the Allie M. Norris Youth Leader Scholarship (see the "Youth Symphony Orchestra" section under "Policies by Program" below). *Please note the deadline for applications for this scholarship is October 1 of each year.*

### **Participation in School Music Program and C-Enrollment Policy**

SFYSA recognizes the importance of school music programs in their communities. Any Santa Fe Public Schools or Los Alamos Public Schools student who auditions for and is placed in any SFYSA ensemble is to be enrolled in their school's corresponding ensemble. Additionally, SFYSA highly recommends and strongly encourages its members to be active participants in their school music programs, whether attending a public or private school. SFYSA and the schools share a common goal of educating student musicians.

### **SFYSA Sponsorships**

SFYSA is always looking for funding resources in the greater Santa Fe community. If you have a connection with a private citizen, business, or foundation that may be interested in supporting the work of SFYSA, please contact the Executive Director. Financial support can take many forms, including: sponsoring a concert series, a student, donating to our financial aid scholarships, or helping to provide SFYSA with instrument or equipment purchasing.

## **Parent Participation**

Tuition covers only a portion of 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 and Mariachi programs require all new students to audition for placement in the MAIN AUDITIONS in May. **YSO students must also re-audit each year in May.** In all other ensembles, a student remains placed in that ensemble until they desire to advance to a higher-level ensemble. If a student would like to move to a higher-level ensemble, they may audition at our MAIN AUDITIONS in May. Auditions in August and January are for new students or by conductor invitation. Students are judged based on the quality of their rhythm, tempo choice, intonation, pitch accuracy, tone, expressive elements, technique, and scale fluency.

Auditions are not required for placement in Elementary Strings, or the Prelude String Orchestra.

All auditions take place at the SFYSA office unless otherwise indicated. Plan on arriving 15 minutes beforehand to get warmed-up without feeling rushed. The audition itself lasts about 5 to 10 minutes. Students perform their audition materials in front of 2-5 judges. Family and friends are not permitted in the audition space. There is a \$10 fee per audition.

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

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

### Overall Conduct

Every member of SFYSA is an ambassador of the entire organization. As ambassadors, students, parents, staff, and Board members alike are 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, please be as focused and organized as possible—there are many young people handling many expensive and loud instruments! All performers are expected to attend the entire concert in which they participating.

### Consequences

If students are not following the behavioral guidelines, the conductor of their ensemble will issue up to two (2) verbal warnings – delivered privately to the student without requiring 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, 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 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.

#### Disciplinary Probation

If any member of SFYSA engages in behavior that is deemed unacceptable by SFYSA staff, and the above verbal and written warnings have been issued, and parents and 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

Occasionally, students may have difficulty keeping their musical skills up to the level required for their ensemble. Under these circumstances, the conductor may place a student on Musical Probation. A student placed on Musical Probation will have three (3) weeks from the date of notice to bring their skills back to the required level of the ensemble. At the end of the three-week period, the student will take a playing test. If the playing test is satisfactory, the Musical Probation will be lifted. If the playing test is unsatisfactory, the student will, after consultation with the Ensemble's Conductor, Executive Director and the student's family, be either removed to a less-advanced ensemble or dismissed from SFYSA. If the Musical Probation is issued with less than three weeks remaining before the dress rehearsal, the student must satisfactorily pass the playing test before participating in the dress rehearsal. Emergency circumstances will be taken into account.

#### Financial Probation

As mentioned in the "Tuition" section above, if tuition is not paid in-full by December 1 and the family is not on the monthly installment plan, the student will be placed on Financial Probation and be unable to participate until the remaining balance is paid.

Families who are on a monthly installment plan must remain current to avoid late fees or possible suspension or dismissal of their child.

#### **Drug Policy**

The possession or use by any SFYSA student of any controlled substance, including but not limited to tobacco, alcohol, and marijuana, is forbidden at any SFYSA event. This policy supersedes any law within any jurisdiction of the United States and its Territories, and also supersedes any law within any jurisdiction of any foreign country to which SFYSA students may visit in the context of an SFYSA tour. Any violation of the SFYSA Drug Policy will result in the student's immediate dismissal from SFYSA, and if applicable, the student's immediate dismissal from the tour, at the family's expense. This policy does not apply to the responsible use of doctor-prescribed medications.

## **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 that year.

## **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.

## **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.

## **Lost and Found**

Personal items left at any SFYSA event and not claimed at the end of the semester will become property of SFYSA, charity, the trash, or an effigy, 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 \$35 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.

## **SFYSA Music Library**

SFYSA maintains a library of more than one thousand volumes of orchestra, chamber, mariachi, jazz, pops, vocal, pedagogy, music theory, and music reference selections. Though only SFYSA faculty are permitted to sign out Library items, students can request their conductor or teacher to sign out an item on that student's behalf. Please note that faculty remain liable for that Library item, so be sure to return it in the same condition in which it was signed out. All SFYSA Library items are due no later than May 31 of each year, so the Library Stacks and Catalogue can be updated.

## III. Specific Policies By Program

### ORCHESTRAS

#### Admission Requirements

SFYSA subscribes to the philosophy that a strong collaboration among private teachers, school music programs, and SFYSA maximizes the musical growth of our members. To be admitted to any Orchestra, students must meet these requirements:

- A successful placement audition
- 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

#### 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 conductor or teacher, but to your fellow colleagues. We also recognize that unusual circumstances may prevent a student from attending a rehearsal.

- Any student may miss a maximum of two (2) rehearsals per semester for any reason; however, students are expected to notify their conductor no later than the day before the missed rehearsal
  - *The above provision does not apply to dress rehearsals (see "Dress Rehearsals" below)*
- Any student who misses more than two (2) rehearsals in a semester may be subject to a playing test or dismissal
- Two (2) late-arrivals are equal to one absence; a late-arrival means the student is not in their seat at the start of rehearsal time
- Emergencies will be addressed on a case-by-case basis
- SFYSA does not have an "Excused or Unexcused Absence" Attendance Policy

#### 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.

- Students who anticipate a conflict with the dress rehearsal must notify their conductor by October 31 (for first semester concerts) or March 31 (for second semester concerts)
- Students who must miss the dress rehearsal have these additional requirements:
  - Attendance at all regular rehearsals between October 31 (or March 31, as applicable) and the concert
  - A playing test
- Students who miss, or are late, to the dress rehearsal without completing the above requirements will not be allowed to perform in the concert

#### 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

## Concert Dress for Indoor Concerts

Gentlemen	Ladies	Not Permitted
<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>● Ties, bow-ties, clip-ons, etc.</li> <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
- Enigmatically, the dress code is NOT required for dress rehearsals

### General Rehearsal Expectations

Orchestras 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.**

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

- Prepare your parts with your private teacher and at home to the very best of your ability
- Listen to recordings of your pieces. YouTube and iTunes are very good sources

### 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

#### Bring these items to every rehearsal

- Instrument
- Sheet-music (do not rely on your stand-partner, who may be unexpectedly absent)
- Pencils (no pens or markers; you can't erase these)
- Erasers

- Water bottle and snack (only during rehearsal breaks)
- Performance mute, valve-oil, reed-water, etc.

*N.B.: Never loan out any of these items, as you will probably never get them back.*

These items should not be available during rehearsal

- Cell phones
- Gum

#### Sheet-Music

- Be sure to secure your sheet-music, as SFYSA does not issue replacements of lost sheet-music

#### 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. A YSO Tour Committee, chaired by SFYSA staff and consisting of YSO parents, will be convened at the start of each season to plan and execute tour fundraisers throughout the season.

#### 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, representing diverse elements.  
Candidates may consult with their private teacher, YSO conductor, or other SFYSA faculty when choosing Competition excerpts
- Candidates must audition with piano accompaniment
- Candidates will be judged on musical expressiveness, technique, ensemble, and stage presence
- Concerto Competition winners will:
  - Write program notes for their work
  - Provide a biography for inclusion in the program book
  - Provide a head-shot for inclusion in the program book
- 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

### The Allie M. Norris Youth Leader Scholarship

The Allie M. Norris Youth Leader Scholarship provides a season of full tuition to a qualified string student in Youth Symphony Orchestra. Throughout her student career with SFYSA, Allie demonstrated professional-level attitude and mentoring skills, and this Scholarship was established to honor those significant contributions to SFYSA. The winning applicant will share Allie's qualities of high artistic and technical proficiency, a manifest devotion to teaching and mentoring, a tenacious spirit of giving and humility, and an ever-present willingness to get the job done. Interested students should visit the YSO webpage for application information.

### **Intermezzo String Orchestra**

#### Middle School Orchestra Festival

In early March, ISO will travel to Albuquerque to participate in the Middle School Orchestra Festival, hosted by Albuquerque Public Schools, to join some 350 other students for a busy day of rehearsals and concerts. The Festival music is issued in the Spring, and is usually much easier than ISO's standard repertory, so ISO will prepare it and the standard repertory at the same time.

## **MARIACHI**

### **Admission Requirements**

SFYSA subscribes to the philosophy that a strong collaboration between school music programs and SFYSA maximizes the musical growth of our members. To be admitted to any Mariachi ensemble, students must meet these requirements:

- Audition for ensemble placement
- Concurrent enrollment in the student's school ensemble, if the ensemble is offered and the student is eligible

### **Attendance Requirements**

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

- Any student may miss a maximum of two (2) classes/rehearsals per semester for any reason; however, students are expected to notify their teacher no later than the day before the missed class/rehearsal
- Any student who misses more than two (2) classes/rehearsals in a semester may be subject to a playing test or dismissal
- Students who attend class/rehearsal without their music and/or instrument will be marked "Absent"
- Two (2) late-arrivals are equal to one absence; a late-arrival means the student is not ready to tune at the start of their class/rehearsal time
- Emergencies will be addressed on a case-by-case basis
- SFYSA does not have an "Excused or Unexcused" Attendance Policy

### Concerts

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

## Mariachi Concert Dress

- Standard Mariachi Traje
- OR (as not all students have Traje available to them):
- black pants or long skirt
  - White shirt, blouse, or dress-top (button-down, collared)
  - black socks, stockings, or hose
  - black shoes
  - Students will be issued a moño and/or sash

### Please Note

- Speak to your instructor 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 will be forbidden from performing
- Enigmatically, the dress code is NOT required for dress rehearsals

## General Rehearsal Expectations

Mariachi ensembles rehearse only once a week during the season. 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.

### 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 and iTunes are very good sources

### 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

### Bring these items to every rehearsal

- Instrument
- Sheet-music (do not rely on your stand-partner, who may be unexpectedly absent)
- Pencils (no pens or markers; you can't erase these)
- Erasers
- Water bottle and snack (only during rehearsal breaks)
- Performance mute, valve-oil, etc.

*N.B.: Never loan out any of these items, as you will probably never get them back.*

These items should not be available during rehearsal

- Cell phones
- Gum

Sheet-Music and CDs

- Be sure to secure your sheet-music, as SFYSA does not issue replacements of lost sheet-music.
- Do not use plastic sheet-protectors to store your music, otherwise you'll have to keep taking the sheet out to mark it.
- You may occasionally be issued a CD of your music. If you can, upload the CD to your iPod or mp3 player. SFYSA does not issue replacements of lost CDs.

## **JAZZ**

**Admission Requirements**

SFYSA subscribes to the philosophy that a strong collaboration among private teachers, school music programs, and SFYSA maximizes the musical growth of our members. To be admitted to any Jazz ensemble, students must meet these requirements:

- A successful placement audition each season
- 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

**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 conductor or teacher, but to your fellow colleagues. We also recognize that unusual circumstances may prevent a student from attending a rehearsal.

- Any student may miss a maximum of two (2) classes/rehearsals per semester for any reason; however, students are expected to notify their teacher no later than the day before the missed class/rehearsal
- Any student who misses more than two (2) classes/rehearsals in a semester may be subject to a playing test or dismissal
- Students who attend class/rehearsal without their music and/or instrument will be marked "Absent"
- Two (2) late-arrivals are equal to one absence; a late-arrival means the student is not ready to tune at the start of their class/rehearsal time
- Emergencies will be addressed on a case-by-case basis
- SFYSA does not have an "Excused or Unexcused" Attendance Policy

Concerts

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

## Jazz Concert Dress

Gentlemen	Ladies	Not Permitted
<ul style="list-style-type: none"> <li>● Collared shirt</li> <li>● Tie</li> <li>● Slacks or jeans</li> </ul>	<ul style="list-style-type: none"> <li>● Slacks, or dress, or skirt</li> </ul> <p><i>*Dresses and skirts must fall to mid-calf when seated*</i></p>	<ul style="list-style-type: none"> <li>● Torn or dirty clothing</li> <li>● Spaghetti straps</li> <li>● Strapless tops or dresses</li> <li>● Bare midriffs</li> <li>● Tennis 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 will not be allowed to perform
- Enigmatically, the dress code is NOT required for dress rehearsals

## General Rehearsal Expectations

Jazz 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.

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

- Prepare your parts with your private teacher and at home to the very best of your ability
- Listen to recordings of your pieces. YouTube and iTunes are very good sources

### 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

### Bring these items to every rehearsal

- Instrument
- Sheet-music (do not rely on your stand-partner, who may be unexpectedly absent)
- Pencils (no pens or markers; you can't erase these)
- Erasers
- Water bottle and snack (only during rehearsal breaks)
- Performance mute, valve-oil, reed-water, etc.

*N.B.: Never loan out any of these items, as you will probably never get them back.*

### These items should not be available during rehearsal

- Cell phones
- Gum

### **Sheet-Music and CDs**

- Be sure to secure your sheet-music, as SFYSA does not issue replacements of lost sheet-music
- Do not use plastic sheet-protectors to store your music, otherwise you'll have to keep taking the sheet out to mark it
- You may occasionally be issued a CD of your music. If you can, upload the CD to your iPod or mp3 player. SFYSA does not issue replacements of lost CDs

## **ELEMENTARY STRINGS**

### **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 12 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.

### **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 miss three (3) or more classes 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 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
- SFYSA does not have an “Excused or Unexcused Absence” Attendance Policy

### **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.

- Families who anticipate a conflict with the dress rehearsal must notify their teacher by October 31 (for first semester concerts) or March 31 (for second semester concerts)
- Students who are unable to attend the dress rehearsal must attend all classes between October 31 (or March 31, as applicable) and the concert
  - Students who miss, or are late, to the dress rehearsal without completing the above requirement will not be allowed to perform in the concert

### **Concerts**

- Students who are late to the concert without notifying SFYSA staff will not be allowed to perform

- Students who miss a concert will be dismissed from SFYSA

### **Elementary Strings Concert Dress**

Elementary Strings follows the Orchestras dress code. See below.

#### **Concert Dress for Concerts**

Gentlemen	Ladies	Not Permitted
<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, and 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 <ul style="list-style-type: none"> <li>▪ <i>No bare legs</i></li> </ul> </li> <li>◦ Slacks, dress, or skirt <ul style="list-style-type: none"> <li>▪ <i>Dresses and skirts must cover knees when seated</i></li> </ul> </li> <li>◦ Blouse or dress-top</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Ties, bow-ties, clip-ons, etc.</li> <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 will not be allowed to perform
- Enigmatically, the dress code is NOT required for dress rehearsals

#### **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 is attends all lessons punctually and consistently, and practices and listens daily at home. In the same spirit, please pick up your child promptly at the end of all SFYSA events. SFYSA assumes no responsibility for students or their instruments. If a child fails to attend regularly, practice daily, or show sufficient interest to flourish, he or she will be asked to withdraw from the program in order to allow another student to take advantage of the instruction.

#### In order for the group class to make the most use of precious class time

- Practice your assignments everyday at home to the very best of your ability
- Listen to the recordings of your pieces

#### 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
- Preparing your instrument, and as needed, sheet-music, pencils and erasers

#### Bring these items to every class

*Families will be provided a list of materials for home and class*

These items should not be available during rehearsal

- Cell phones
- Gum

Sheet-Music and CDs

- Be sure to secure your sheet-music, as SFYSA does not issue replacements of lost sheet-music
- Do not use plastic sheet-protectors to store your music, otherwise you'll have to keep taking the sheet out to mark it
- If you can, upload the CD to your iPod or mp3 player. SFYSA does not issue replacements of lost CDs

**Elementary Strings Curriculum**

Students move through three Levels of classes within Elementary Strings. Levels I and II are structured as group classes, whose enrollment may range from 4 to 12 students. Level III is the Prelude String Orchestra, which serves as a transition to the more traditional orchestra-and-private-lesson format. After graduating from Level III, students join the SFYSA Orchestra program. PSO graduates who are old enough and enrolled in a Santa Fe Public School also join their school orchestra.

Level I: Beginning Strings

Level I is open to students in grades 2 – 4 who have never studied a string instrument. In this first year of instruction, students learn basic playing posture and fundamental right-hand and left-hand technique through building-block songs culminating in “Twinkle, Twinkle Little Star.” Beyond “Twinkle” students continue technical development through the study of other folk songs. Students also develop basic aural skills through listening to recordings of their music and through singing the repertory songs in class. Additional skills like stage presence, performance etiquette, introduction to the family of stringed instruments, working and performing together as an ensemble, introduction to note-reading, and the importance of home practice are also cultivated. Parents are encouraged to attend classes with their children and to supervise practice at home. All students spend only one school-year in Level I.

Level II: Pre-Orchestra

Level II is available to all students who have completed Level I. In this second year students are expected to master the most foundational techniques of their instrument: daily practice at home, basic rest-position and playing posture, bow-hold, shaping the left hand, and audience and performance etiquette. Slightly more challenging skills continue to be developed: following a leader, changing tempo, dynamics, and contrasting legato and staccato. Ear training continues to be developed through listening and singing. Note-reading skills, which were begun in Level I away from the instrument, are now developed on the instrument in small steps. By the end of Level II, students are expected to be working on "Etude" or "Rigadoon" from Book One of the Suzuki Method, know at least one 2-octave scale, and know the names of all notes in first position, both on their instrument and on sheet-music. A student may remain in Pre-Orchestra for more than one school-year, until their skills are sufficiently developed to move to Level III.

### Level III: Prelude String Orchestra & Semi-Private Lessons

#### **PRELUDE STRING ORCHESTRA**

The Prelude String Orchestra is the most advanced level of SFYSA's Elementary Strings program. Its purpose is to introduce very young string-instrument students to the High Art of the Orchestra.

Students will play in a mixed-instrument setting consisting of violins, violas, cellos, and basses, and learn to follow a conductor while listening to members of their own section as well as those in other instrument-sections. PSO performs at the December Elementary Strings concert, and at the May Orchestras concert. The Prelude String Orchestra occupies a unique position in being both the capstone of the Elementary Strings program and the first stepping-stone of the Orchestras program.

#### **SEMI-PRIVATE LESSONS**

The semi-private lesson component of Level III prepares students for SFYSA's Orchestra program. Foundational techniques ought to be automatic by now, and the skills introduced and developed in Level II should be well on their way to mastery. Level III students are introduced to more difficult and longer repertory, more complicated string-crossings, a small amount of chromaticism, hooked bowings, playing in harmony, and several 2-octave major scales. The transition from basic note-reading to true reading-at-sight is introduced. Level III students lead younger students at performances and are expected to serve as models for consistent practice, positive working attitude, excellent stage presence, and commitment to their instrument. By the end of Level III, students should be somewhere in Book 2 of the Suzuki Method and know all of Book 1 of the Suzuki Method from memory.

## 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.

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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