



DC YOUTH ORCHESTRA
PROGRAM

Musician - Parent
Handbook
2011-2012 Season

**Youth Orchestra
and Junior Orchestra**

DC Youth Orchestra Program
The Nation's Youth Orchestra!

Welcome to the DC Youth Orchestra Program *1960-2011*

The purpose of this booklet is to address questions that parents and student musicians may have about the program and what is required of those who participate. In addition, this booklet includes some basic information about contacts for the organization as well as concert information.

Effective communication between the organization, personnel, faculty, parents, and students is a priority for the DCYOP, but we need your help. If you have questions about this booklet or the program, we are here to help— please don't hesitate to contact us.

The DCYOP asks for active participation on the part of all students and parents connected with the program. It is expected that students will practice the music provided, daily, outside of the program and that all students will participate in mandatory concerts in accordance with the season calendar.

Standards are also more strict for students once they reach the advanced levels of the Youth Orchestra and Junior Orchestra. This handbook is for the students at those most advanced levels.

DC Youth Orchestra Program's mission statement:
Music for young people; achievement FOR LIFE

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History of the DC Youth Orchestra Program

Since 1960 the DC Youth Orchestra has served the Washington DC community by providing music education and performance opportunities to young people regardless of previous skill or experience. No auditions are required to join - just the desire to learn.

Started with only 60 students, the program has grown to where it now takes in some 600 young people each year. During its history it has trained tens-of-thousands of students. Fees are kept low to enable students from every income level to participate. Financial aid assistance is available to many.

Over 90 percent of the graduates from the program attend college, many with scholarships to some of the finest universities in the country. More than 1,500 alumni have performed in professional and community orchestras across the U.S., including five in the National Symphony Orchestra here in Washington. Even those who have not pursued a musical profession have gone on to distinguished careers in business, law, education, government, and science - with music continuing to enrich their lives.

The DCYOP feels strongly that each child has a right to music. Professional music teachers instruct students in classical music methods over two semesters and one summer session each year, and every player is challenged to advance by playing before a jury for the next, more demanding level. As skills improve, there are opportunities to join one of the six orchestras, four wind ensembles, and multiple chamber groups, with the prestigious DC Youth Orchestra at the top of the musical ladder.

The program's success has been recognized by the President's Committee on Arts and Humanities, National Endowment for the Arts, the National Endowment for the Humanities, and the Institute of Museum and Library Services when it received one of the 11 coveted "Coming Up Taller Awards" for out-of-school arts and humanities programs in 2002. The U. S. Department of Education and the Corporation for Public Broadcasting have also cited the DCYOP for its efforts. Leonard Slatkin has often spoken out on behalf of the program, and Joseph McLellan, the former music critic of the Washington Post, once wrote, "Other music groups may be more prestigious, and some are certainly more affluent, but no musical institution in the District of Columbia is more important than the DC Youth Orchestra."

Contact Us

Phone Numbers and Addresses:

DC Youth Orchestra Program Offices

Offices are located in Eastern High School
1700 E. Capitol St. NE
Washington, DC 20003

Mailing Address:

1700 E. Capitol St. NE
Washington, DC 20003

Web Address

www.dcyop.org - website
info@dcyop.org - general information

Personnel

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Jesus Manuel Berard
Youth Orchestra Conductor

Mariano Vales
Junior Philharmonic Orchestra Conductor

Good Standing for YO and JO Students

(Remaining in the program)

For students in the Youth Orchestra and Junior Orchestra to remain in good standing in the program, there are several items to consider.

ATTENDANCE/TARDINESS POLICY

Class and Rehearsal Attendance

Students are expected to attend every scheduled class, sectional, and rehearsal. Each student in the YO and JO participate in one sectional and one rehearsal each week.

Absences and Notification

If it is necessary for you to miss class, you must notify the Orchestra Coordinator at least three (3) Saturdays prior to the expected absence (except in the case of emergency). Please notify the office as soon in advance as possible, preferably at the beginning of the season. Students are allowed up to six (6) requested absences total for the school year, regardless of the reason for the absence. Each absence request will be reviewed by the conductor/program. If too many of these absences are within the same concert preparation time, the students may be removed from that performance. Unapproved absences (except in cases of emergency) will automatically place the student on probation. Once the student has proven himself/herself trustworthy during this time then he/she can be returned to normal status. If the behavior persists during or after the probationary period, the student will be considered for expulsion from the program.

Students may not be absent for the dress rehearsal (usually the Saturday before a Sunday performance). Students are strongly encouraged to be present at EVERY rehearsal for the strength of the orchestra. Each musician is important! Student absences, regardless of the reason for the absence, may mean that the students will be demoted within the section, at the discretion of the coaches and conductor.

If for some reason it is crucial for a student to miss more than six (6) rehearsals, they must notify the conductor and orchestra coordinator and section coach at least one month in advance of the absence. Each such request will be reviewed by the conductor, section coach, and orchestra coordinator as a team to make a determination about whether or not to permit the absence and what consequence will be applied.

Festivals

Solo-Ensemble Festivals, All-state, and Band/Orchestra Festivals are scheduled well in advance of their dates. Prompt notification of the office by means of the absence request form is mandatory. *Every effort should be made on the part of the student to schedule solo-ensemble appearances in the Saturday hours outside of regular rehearsal and sectionals.* Be sure to request in advance a solo-ensemble time that is compatible with the rehearsal schedules at DCYO. Your absence to participate in solo-ensemble festivals, all-state, or orchestra/band festivals will be one of the six (6) total allowable absences for the season.

SATs

SAT dates for the 10-11 academic year are October 9th, November 6th, December 4th, January 22nd, March 12th, May 7th, and June 4th. Schedule your exam at the beginning of the season if possible and notify the office at least 3 weeks prior to the date of the exam if it conflicts with rehearsal. Please choose to take your exam after the end of the performance season for the June 4th date if at all possible. Do not schedule your exam during the rehearsal before the concert. Your absence to take the SAT will be considered one of the six (6) total allowable absences for the season.

Emergencies and Illness

Please notify the office as soon as possible regarding any illness or emergency that prohibit attendance. Habitual absence due to emergency or illness will be grounds for recommendation from DCYOP that the student take a leave of absence from the program or be placed into an orchestra of lower level. Your

absence for illness will be one of the six (6) allowable absences for the season.

Concert Attendance

Concerts are mandatory. Please look at the season calendar now and place all concerts into your personal calendar. Missing a concert without adequate excuse/explanation, is grounds for immediate expulsion from the program. Determination of the adequacy of the excuse is at the sole discretion of the DCYOP.

Tardiness

It is vital to the success of each class, rehearsal, sectional, and of course concert, that students be on time, and ready to play at the beginning of each event. Allow adequate time to arrive at the facility, get to the classroom/rehearsal room, prepare materials/instruments/music, so that everyone is ready to rehearse at the start of rehearsal.

Those who arrive late may be asked to wait to enter the classroom, so that disruption of the learning process and rehearsal productivity will not take place. Habitual tardiness is grounds for disciplinary action up to and including expulsion from the program. Those who arrive late to a performance will not be permitted to perform in the concert. Being tardy to a concert is grounds for disciplinary action up to and including expulsion from the program.

CLASSROOM BEHAVIOR AND PARTICIPATION

In the case of disruptive classroom, rehearsal, or concert behavior, the following actions will be taken:

- ... DCYOP or the instructor will talk with the student and work to find a solution for the behavior.
- ... DCYOP or the instructor will telephone or email the parent and address the issue to find a solution.
- ... A drop form will be issued for the student and he/she will be removed from the program. Under these circumstances the student may reenter the program the following semester, with prior DCYOP approval and such reentry is at the sole discretion of the organization.

OTHER ITEMS

Private Lessons

All students are encouraged to take private one-on-one lessons from a qualified music teacher in their area. This is not a requirement to participate in the program but will enhance the student's music education. For referrals to appropriate teachers in the area, please contact your son/daughter's teacher or the DCYOP offices.

School Music Programs

Students are strongly encouraged to participate in their school music programs. Not all students have a school music band or orchestra program available to them, but those who do will benefit greatly from being involved in both the school's music program and the DCYOP.

Concert and Rehearsal Etiquette

An important part of music education is learning the rules of etiquette as they apply to performing in a concert, participating in a rehearsal, or being an audience member. Here are a few guidelines.

MUSICIANS

BE ON TIME—Each performer is important to the ensemble, and it is essential that all musicians are in their place and ready to play at the beginning of each concert and rehearsal. The Orchestra Coordinator will provide details about required arrival times for performances. Rehearsal times are as follows:

Youth Orchestra	Sectional	9:30-11:00
	Rehearsal	11:30-1:30
Junior Orchestra	Sectional	11:30-1:00
	Rehearsal	9:00-11:00

Students should be in their seats and ready to play *before* the start of the rehearsal.

Your conductor or the Operations Manager will tell you when it is time for you to arrive for concerts. Please allow additional time to assemble your instrument, music, and to get ready to play. Please see tardiness section of this booklet. Students who arrive late to a performance or the rehearsal before a performance will most likely not be permitted to perform for that concert.

BE PROFESSIONAL—Musicians are expected to behave professionally during concerts and rehearsals. The following rules apply to all events; students not adhering to these guidelines will be asked to leave the concert or rehearsal. Continual difficulty with these guidelines will result in discipline up to and including expulsion from the program.

- ... Turn off all cell phones and electronics. Headphones are not permitted.
- ... Hats are not permitted.
- ... Food and beverages are not permitted in classrooms, rehearsal rooms, performance halls, or Eastern HS hallways. Food and beverages are permitted **ONLY** in the cafeteria.
- ... Excessive talking is not permitted—attention should be given to the conductor/teacher at all times.

Eligibility guidelines

(Admission into the program)

Age:

Students must be 21 years of age or younger at the time of enrollment into the fall session to participate in the Youth Orchestra. Students must be 19 years of age or younger at the time of enrollment into the fall session to participate in the Junior Orchestra or any other level of the program.

Audition:

Students entering the program at the upper levels for the first time are auditioned for placement into the orchestra appropriate to their ability. Students who are not qualified to play in the Youth Orchestra will be placed in the Junior Orchestra or another orchestra of the program, no student is turned away.

Geographic residency:

All students from the greater Washington DC area, Virginia, and Maryland are invited to join the program. Through a subsidy from the DC Public Schools, students who reside in DC are given a reduced tuition rate. Residency is based on that of the student, not of the parent/guardian.

Communication

Here are some of the channels of communication and some ideas about staying informed and connected to the organization.

E-Newsletter (“Play On”)

The DCYOP produces a periodic e-newsletter, called “Play On”. Each issue contains information about the organization, students, faculty, events, and donors. Join the newsletter at www.dcyop.org, button on the home page.

List Serve

The DCYOP maintains a list serve through yahoogroups.com. This list serve is a means of communication from the organization to parents/students regarding opportunities such as free concerts, discounted ticket offers, and colleges and contests. It is also a forum for parent/students/organization discussion regarding the program. To join the list serve, please visit www.yahoogroups.com or send a request for an invite to info@dcyop.org.

Website

The DCYOP website is located at www.dcyop.org. This is a great source for information about the organization and the season’s events, concerts, curriculum, and deadlines.

Message Sheet

Message sheets are available in both of the DCYOP offices. Please use a message sheet when leaving written communication for faculty or staff.

Connecting with Faculty and Staff

DCYOP personnel are available through the contact information listed in the *Contact Us* section of this booklet. To reach faculty members, please see your class syllabus, or send an email to info@dcyop.org and it will be forwarded to your teacher.

Inclement Weather

In the event of inclement weather, direct emails will be sent to the email addresses listed in your account. Please double check the accuracy of your account information by going to our registration site (‘register’ in the left navigation panel of www.dcyop.org, then click on the big blue registration button).

Hand Outs and Announcements

From time to time hand outs and announcements will be given to students during class. Students and parents are responsible for reading and acting on this information.

Our Home and Venues

Each year the organization performs and rehearses in a variety of facilities and venues. It is important that the students and all those connected with the program pay the utmost respect to the facilities that we are permitted to use or rent.

Furthermore, how we treat the facilities directly influences the impression that we make on the DC community and whether or not we will be asked to perform in these venues in the future. Students demonstrating a lack of respect for the facilities will be subject to expulsion from the program, at the discretion of the organization.

Eastern High School

Each week during the regular season, over 100 classes are taught to DCYOP students in the classrooms at Eastern High School. The DCYOP moved to Eastern High School in the fall of 2010 after an extensive remodel of the facility. These facility, classrooms and the property in them must be treated by all with the greatest respect and caring. Here are some things to remember:

- ... Rooms are to be left in the condition in which they were found, including furniture arrangement.
- ... Throw away all garbage and do not leave any possessions behind in the rooms, hallways, or rehearsal rooms.
- ... Thank the custodial, teaching, and administrative staff for sharing their home with us.
- ... Report any disrespect, vandalism, or theft that you witness to the DCYOP staff.
- ... Notify custodial staff of any missing bathroom supplies; if custodial staff are not available, please notify the DCYOP offices.
- ... Be respectful and accommodating to security staff; they are here to keep us safe.
- ... Please be wary of children in the parking lot.
- ... Smoking is not permitted anywhere in the building
- ... Food is permitted in the cafeteria only.

For additional opportunities to get involved with Eastern HS, please contact the school directly or contact us at info@dcyop.org and your email will be forwarded to the PTSA at Eastern HS.

Damage, Vandalism, Theft

Any student or parent responsible for damage, vandalism, or theft in any of the facilities that DCYOP uses will be subject to immediate discipline, up to and including immediate expulsion from the program.

Music

Ensemble Music

Students are responsible for bringing their sheet music to rehearsal each week. Students are issued one set of music per concert. Additional copies requested will be tracked and repeated requests will result in a deficiency report. Continual difficulty with music will serve as an indication to the program that the student is not prepared to perform with their current ensemble, and may be grounds for moving the student to lower orchestra.

Those students who are issued original sheet music and literature for performances are responsible for returning the music to the organization at the end of each concert or season. Misplaced or lost music will be charged to the student's account in the amount of \$50 *per score*.

Instrument Rental Policies

The DCYOP has approximately 800 instruments available for rent on a first-come-first-served basis. Responsibility of the students and parents with regard to these instruments is important to our ability to continue to provide instruments to program participants.

Contract

A signed contract is required to rent any DCYOP instrument. The contract must be completed for the release of any instrument. Instrument contracts require appropriate contact information, picture ID, and a credit card number to secure the rental. Those who do not want to supply a credit card number will be required to pay an instrument deposit in the amount of the replacement value of the instrument. All rental contracts must be signed by a responsible adult over the age of eighteen (18).

Contract Renewal - Re-registration for subsequent sessions in the program constitutes an automatic renewal of an existing instrument contract. All policies on the original contract will apply throughout the additional automatic renewals.

Damage

Instruments or instrument accessories and cases that are damaged while in the care of a student are the responsibility of the signer of the contract. If another student damages the instrument, it is the signer who is responsible for any necessary repair or replacement of the instrument. Replacement values are listed on each contract. It is expected that instruments will be returned to the program in the condition in which they were rented.

Instrument Supplies

A limited supply of strings, reeds (oboe, clarinet, bassoon, and saxophone), and other accessories are available for purchase in the DCYOP offices. These items are not available to borrow from the organization, but instead can be purchased. Please be sure to have all your materials ready for class before you leave your home on class days.

Refundable Deposits

Refundable deposits will be returned to the renter only after the instrument has been cleared by the instrument coordinator. Deposits can be credited to the student's account, or at the request of the renter can be forwarded to the renter's address. Please allow four (4) weeks for the processing of any refund checks.

Cartage Instruments

Some instruments have special considerations with regard to rental:

... *Large Percussion equipment* is not available for rent. Students in level C and above are charged an instrument usage fee of \$30 per session.

... *Harps* are not available for rent. All harp students are charged an instrument usage fee of \$30 per session.

... *String Bases and Tubas* are available for rent like any other instrument in the program. Students wishing to use a program instrument during class time (because they have another instrument at home, or are renting another instrument for use at home) will be charged a \$30 per-semester instrument usage fee and no deposit, (in addition to rental costs for any other instrument removed from the building.)

These instruments will be provided on a first-come-first-served basis.

Daily Rental

Instruments are sometime available for rental for the day (class). These are available on a first-come-first-served basis, and are charged to the renter at a rate of \$5 per day. The renter will be asked to sign a rental contract and provide a credit card number to secure the instrument. All rental contracts must be signed by a responsible adult over the age of eighteen (18).

Dress Code—Youth Orchestra/Junior Philharmonic

Students will not be permitted to perform out of dress code.

REHEARSALS/CLASSES

During classes and rehearsals, students are permitted to wear school clothes or Saturday clothing. However, clothing must still conform to the following parameters:

- ... Clothes that are conducive to the physical requirements of the instrument being played.
- ... Clothing that is not suggestive, revealing, or profane.
- ... Hats (except those for religious purposes) and sunglasses are not permitted at any time in the building.

CONCERTS/PERFORMANCES

Performance attire is as follows (any variation from the below dress code will be announced at rehearsals):

Ladies—

- ... Black dresses
- ... Black skirts/slacks
- ... All-black button and collared blouse.
- ... Skirts must be ankle length
- ... T-shirts, sweaters, and clothing made of see-through material are not permitted.
- ... Sleeves must be elbow length or longer. (Sleeveless, tank, strapless, very short sleeves, or spaghetti straps are not permitted.)
- ... Black shoes, no sandals or open toes
- ... Black socks (if wearing socks with slacks)
- ... Tights/stockings must be black or skin-colored
- ... Sequins/sparkles are not permitted.

Gentlemen—

(Tuxedos are preferred.)

- ... Black jacket (or tuxedo jacket)
- ... Black bow tie
- ... All-white button shirt
- ... Black slacks/tuxedo pants
- ... Black dress shoes
- ... Black socks

Accessories and Miscellaneous

- ... Hair must be of a natural hair color.
- ... Perfume should not be worn during performances.
- ... Wear minimal jewelry or none.
- ... No heels taller than 2 inches.

Levels

As students advance through the program they will participate in a wind ensemble or orchestra within the program. During the regular season, there are 2 full orchestras, 4 string orchestras, 4 wind ensembles (bands), and multiple chamber groups.

Regular Season Ensembles	Level
Youth Orchestra	(audition) YO
Junior Orchestra	I-J
Concert Orchestra	strings G-H
Preparatory Orchestra	strings E-F
Intermediate D String Orchestra	strings D
Intermediate C String Orchestra	strings C
Concert Wind Ensemble	woodwinds, brass, percussion G-H
Preparatory Wind Ensemble	woodwinds, brass, percussion E-F
Intermediate Wind Ensemble...	woodwinds, brass, percussion C-D
Beginning Wind Ens.	woodwinds, brass, percussion A Ret.-B
Jazz Wind Ensemble	E-and above
Flute Choir	flutes E and above by invitation
Other Chamber Groups	varying

Part Assignments

Part assignments within the upper advanced levels, for the purposes of orchestra instrumentation is at the discretion of the section coaches and conductor. Part assignments in the rest of the program are according to level and some require seating auditions.

By Invitation

For ensembles listed as “by invitation”, students may submit requests to participate to the corresponding faculty member or the office.

Designated Levels

From time to time students are ready to advance to the next level, but there is not a jury available within a reasonable time frame. Faculty will designate such students to the next level so that they may participate in the corresponding ensemble and class that is best suited to the student’s ability. These students will still be required to take the jury for the assigned level and are also required to sign up for and pass the next available jury exam.

DC Youth Orchestra Program Structure

YO Strings →	Youth Orchestra		← YO W/B/Per
J Strings →	Junior Philharmonic Orchestra		← J W/B/Per
I Strings →			← I W/B/Per
H Strings →	Concert Orchestra	Concert Wind Ensemble	← H W/B/Per
G Strings →			← G W/B/Per
F Strings →	Preparatory Orchestra	Preparatory Wind Ens	← F W/B/Per
E Strings →			← E W/B/Per
D Strings →	Intermediate D Orch	Intermediate Wind Ens	← D W/B/Per
C Strings →	Intermediate C Orch		← C W/B/Per
B Strings →	No ensemble	Beginning Band	← B W/B/Per
AR Strings →			← AR W/B/Per
A Strings →	No ensemble		← A W/B/Per

The Parent Group

Since the very beginning years of the DC Youth Orchestra Program, parents have been a vital and valuable part of the organization. The Parent Group of the DCYOP serves as a volunteer and booster organization of the program. Currently The Parent Group is an independent 501(c)(3) organization.

Volunteer Opportunities

Volunteers are always needed and always welcome. Some of the opportunities available are as follows:

- ... Selling items on Saturdays for the store (pizza, beverages, snacks, t-shirts, tote bags, and supplies.)
 - ... Volunteer to work in the office, answering questions for other parents and students
 - ... Tour committee
 - ... Fundraising endeavors
 - ... Mailing and folding, (newsletters, programs, etc.)
 - ... Ushering for concerts
 - ... Tuning string students
 - ... Taking roll in classes
 - ... Chair distribution
 - ... Flyer distribution
 - ... Officer seats
-and more!

If you are interested in helping to continue the success and vibrancy of the program, please send an email to info@dcyop.org and your message will be forwarded to the parent group.

All-Parent Meetings

Periodically All-Parent meetings are called by the Parent Group. These meetings will take place several times during the season and will be led by The Parent Group and its executive committee. Parent meetings will be announced to the organization's list serve.

The following page is to be signed and returned to the Operations Manager no later than the 2nd rehearsal of the season. Signatures include those of the parent and the student.

Signature Pages

Return this signed page to the Orchestra Coordinator by the 2nd rehearsal.

Being a musician in the DC Youth Orchestra Program's Youth Orchestra or Junior Orchestra requires commitment on the part of the student and the parent. Time is required of the student not only on rehearsal and concert dates but also through the week in the form of practice time.

Student:

I have read the 2011-12 Parent-Musician Handbook for the DC Youth Orchestra Program and as a member of the Youth Orchestra/Junior Orchestra, I commit to adhering to the policies set forth in the handbook. Further, I understand that it is my obligation to attend all rehearsals and sectionals within the attendance guidelines as well as always arrive on time and ready to play before each scheduled rehearsal and sectional.

Student Name (Printed)

Student Signature

Date

Parent:

I have read the 2011-12 Parent-Musician Handbook for the DC Youth Orchestra Program and as a parent of the program, I commit to helping my son/daughter adhere to the policies set forth in the handbook. Further I understand that it is my son/daughter's obligation to attend all rehearsals and sectionals within the attendance guidelines as well as always arrive on time and ready to play before each scheduled rehearsal and sectional.

Parent Name (Printed)

Parent Signature

Date



DC YOUTH ORCHESTRA
PROGRAM

*Music for young people;
achievement for life!*