



Musician - Parent
Handbook
2007-08 Season

A-H

DC Youth Orchestra Program
The Nation's Youth Orchestra!

**Welcome to the DC Youth Orchestra Program's
*47th Season***

Welcome to the DC Youth Orchestra Program

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 schedules and jury dates.

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.

We are pleased that you are able to join us—Let's Play!

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The mission of the DC Youth Orchestra Program is to provide a center for affordable, high-quality instrumental music instruction for young people, ages 4 1/2 to 19; to develop a youth orchestra capable of competing successfully at national and international levels; and to instill in our students the discipline and focus necessary to succeed on an academic as well as a musical plane.

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 the children 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, three wind ensembles, two chamber orchestras and/or 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 the bottom floor of
Calvin Coolidge Senior High School
6315 5th Street NW
Washington, DC 20011*

Mailing Address:

PO Box 56198
Brightwood Station NW
Washington, DC 20011

Web Address

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

Personnel

Ava Spece, Executive Director
ava@dcyop.org

Badriyyah Shakir, Bookkeeper
badriyyah@dcyop.org

Alberto Garcia, Instrument Coordinator
alberto@dcyop.org

Rashida Coleman, Orchestra Coordinator
rashida@dcyop.org

Kristine Thorbs, Administrative Assistant
kristine@dcyop.org

Board Members

*To reach any member of our board of directors, please forward mail correspondence to:
P.O. Box 56198 - Brightwood Station NW
Washington, DC 20011*

Eligibility guidelines
(Admission into the program)

Age:

Students must be at least 4 ½ years of age to participate in the program. Students must also not exceed 19 years of age at the time of enrollment into the fall session.

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.

Instrument Selection:

DCYOP teaches all wind ensemble (band) and orchestra instruments. Some instruments however, are not available for our youngest musicians. Ages and instruments are as follows:

Instrument.....	Minimum Age
Violin.....	4 ½
Viola	4 ½
Cello	7
String Bass.....	10
Harp	(with 2 years piano) 10
Recorder	4 ½
Flute.....	8
Oboe	8
Clarinet	8
Saxophone	8
Bassoon.....	8
Trumpet	8
French Horn.....	8
Trombone	8
Tuba.....	10
Percussion.....	8
Guitar	10

Good Standing

(Remaining in the program)

It is vital to the success of the program and each student's education that the organization retain students who are ready and willing to make the best use of the music education provided. To remain in good standing in the program, there are several items to consider.

STUDENT PROGRESS

Short Term

In order for a student to be retained in good standing, he or she must progress satisfactorily. Daily progress is measured by the following:

- Regular attendance and punctuality
- Having all material necessary for acceptable participation in classes, rehearsals, and concerts
- Preparation of assigned materials and music—practicing at home
- Acceptable classroom behavior

Parents should encourage regular practice, prompt attendance, responsible preparation for class regarding materials/supplies, and good classroom behavior. Students who fail to meet any of these requirements, along with their parents or guardians, will be notified of the deficiency and will be given a reasonable period of time to correct it. Failure to correct a deficiency will result in expulsion from the program. Readmission to the program will be at the sole discretion of the DCYOP.

Long Term

Long-term student progress is measured by steady advancement toward the senior orchestra level. No student may remain more than 31 weeks at any one level without participating in a jury exam. In that event, the student will not be readmitted unless he or she successfully auditions to enter at a higher level. (This does not apply to students at level L.)

ATTENDANCE/TARDINESS POLICY

Class and Rehearsal Attendance

Students are expected to attend every scheduled class, sectional, and rehearsal. From time to time it may be necessary to miss a class due to emergencies or important commitments. If it is necessary for you to miss a class, you must notify the office as soon as the absence is deemed necessary.

Students are permitted to have two (2) or less absences per semester, with prior notice or emergency notice. Upon the third absence, students will be notified of the deficiency. Missing three or more rehearsals/classes is grounds disciplinary action up to and including not being permitted to perform at the next concert. Continued absences or patterned absences will be grounds for expulsion from the program.

Concert Attendance

An important component of music education through the DCYOP is participation in concert performances. Students are expected to perform in accordance with the DCYOP Calendar. In addition, it is important for the sake of the student's education to remain for the portion of each concert that they are not performing in. It is expected that students will return to the audience at the end of their portion of the performance to support their fellow student musicians as well as diminish disruption of the concert as a result of departing parents/guardians. Please honor others who are listening and support the performance efforts of others by remaining until the end of the performance.

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. Please allow adequate time to arrive at the facility, get to the classroom/rehearsal room, prepare materials/instruments/music, so that everyone is ready to learn and play when the class is to begin.

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 may be barred from performing for 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 child'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. Your teacher or conductor 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 outlined on page 8, *Classroom Behavior and Participation*.

- 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 Coolidge HS hallways.
- Excessive talking is not permitted—attention should be given to the conductor/teacher at all times.
- Adhere to the dress code. (see dress code section of this booklet.)

AUDIENCE MEMBERS

The students in the program work very hard throughout the year to prepare for performances. It is very important that all of us, including students in the audience, behave in a manner that gives respect to those on stage.

Coming and going during the concert is a significant distraction to the performers and other audience members. Parents are requested to remain for the entire performance. Students should join their parents in the audience after their performance to support the other musicians in the program and to learn about other students' work. *When it is time to leave, avoid coming back stage—this traffic area is only for musicians, faculty, and volunteers helping to coordinate the event.*

When listening to a performance adhere to the following guidelines:

- Turn off your cell phone
- Remove headphones and turn off electronic devices
- Do not talk during the performance
- Do not use flash cameras while musicians are playing.
- Stay seated during the performance.

Communication

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

Newsletter (“Take Note”)

The DCYOP produces newsletter, called “Take Note”. Each issue contains information about the organization, students, faculty, events, and donors. Newsletters are available from your classroom teacher and in the office on the first Saturday of the month.

List Serve

The DCYOP maintains a list serve through *yahoogroups.com*. This list serve is a vital means of communication from the organization to parents/students regarding upcoming events and weather closures. It is also a forum for parent/students/organization discussion regarding the program. In addition, a calendar is maintained on the list serve site with concert dates and events. 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, and deadlines.

Green Sheet

Message sheets, printed on green paper, are available in both of the DCYOP offices. Please use a green 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, please check the **list serve** for announcements of closures or delays. The organization is also listed at *www.schoolsout.com*, and you may sign up for direct email alerts or text messages at the School’s Out website. The organization in most cases will notify NBC4 and WTOP radio station.

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.

Bulletin Boards

There is a bulletin board located outside of the main office which often contains important information. This is where you can find information regarding jury results as well as jury locations/times. In addition, miscellaneous information about program events and deadlines will be posted.

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.

Coolidge High School

Each week during the regular season, over 120 classes are taught to DCYOP students in the classrooms at Coolidge High School. The DCYOP has been teaching in Coolidge HS for over 45 years. These classrooms and the property in them must be treated by all with the greatest respect and caring. Here are some ways we can hold each other accountable for positive behavior in the facility:

- 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 do not park in the courtyard.
- Restrict smoking to designated areas only.
- Food is permitted in the cafeteria only.

For additional opportunities to get involved with Coolidge HS, please contact the school directly. Coolidge HS welcomes DCYOP parents as participants in the PTSO meetings and activities of Coolidge 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. Additional copies requested will be tracked and repeated requests will result in a deficiency report.

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.

Classroom Music

Each classroom instructor will provide a list of required materials for his/her class. Some of these materials/books/music may be available in the DCYOP offices. It is the obligation of each parent/student to acquire the listed materials by the time requested by the teacher.

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 and paid in full 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:

- *Percussion equipment* is not available for rent. Students in level C and above are charged an instrument usage fee of \$30 per session.
- *Harp*s are not available for rent. All harp students are charged an instrument usage fee of \$30 per session.
- *String Basses 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).

A-H Dress Code

Please note that students arriving out of dress code to performances may be barred from performing in the concert.

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.

A-H CONCERTS/PERFORMANCES

Performance attire is as follows (any requested/required variation from the below dress code will be announced at rehearsals).—updated for the 07-08 season:

Ladies—

- Black skirts/slacks
- All-white button and collared blouse.
- Skirts must be below the knee *when seated* length
- T-shirts, sweaters, and clothing made of see-through material are not permitted.
- Sleeves must be mid-bicep 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 are not permitted.

Gentlemen—

- All-white button shirt, short-sleeved or long-sleeved
- Black slacks
- Black shoes
- Black socks
- Black ties and jackets are optional

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.

Juries

Each student in the program progresses from level to level through the program's jury system. Jury panels, (made up of three professional music teachers from the greater DC area and/or existing faculty members), determine whether a student passes to the next level of the program. There are a total of twelve (12) levels, A through L.

Juries are held six (6) times each year during the regular season and one (1) time during the summer session. There is a \$35 fee to participate in the jury, regardless of the outcome of the jury. To participate in a jury, the jury request form with applicable signatures and fee payment must be made prior to the request deadline. Request deadlines are listed below and are also on the season calendar.

Jury Results

A jury may result in one of the following outcomes:

- Advancement to the next level of the program.
- Advancement to the next level of the program with probation. (This requires retaking one or more portions of the jury requirements, signing up for another jury, same level.)
- Retention at the same level.

Jury results are posted one week after the jury on the office bulletin board.

Cancellations

Jury cancellations are strongly discouraged. However, if it is necessary for you to cancel a jury, please provide written notice to the office at least one week prior to the scheduled jury. Refunds for cancelled or missed juries are not provided. Jury fees may not be forwarded to a subsequent jury if the exam is missed or cancelled.

Signatures

Students who take a jury must obtain a signature from their class/sectional teacher and from their ensemble conductor (conductor's signature is not required for advancement from B to C). (Students advancing from level A to B will do so without a jury, when the classroom teacher determines they are ready). Jury request forms will not be accepted without applicable signatures.

Jury Requirements

Jury requirement sheets are available in the DCYOP offices (office #8) for each instrument offered in the program.

2007-08 Jury Schedule

Jury Date	Jury Deadline	Jury Times Posted	Jury Movement (follows concert)
10/13/2007	9/29/2007	10/6/2007	10/27/2007
11/10/2007	10/27/2007	11/3/2007	12/1/2007
1/12/2007	12/15/2007	1/5/2007	1/26/2007 (A-H) 2/2/2007 (I-L)
2/16/2007	2/2/2007	2/9/2007	3/1/2007
4/5/2007	3/15/2007	3/31/2007	4/19/2007
5/10/2007	4/26/2007	5/3/2007	First Day of Summer/Fall Session

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, 3 wind ensembles, 1 jazz ensemble, and 2 chamber string orchestras. During the Summer Music Program, ensembles are condensed, based on enrollment.

Regular Season Ensembles	Level
Youth Orchestra	K-L
Junior Philharmonic	I-J
Elementary Orchestra.....	G-H
Preparatory Orchestra.....	E-F
D String Orchestra.....	strings D
C String Orchestra.....	strings C
EH Wind Ensemble	woodwinds, brass, percussion E-H
C/D Wind Ensemble.....	woodwinds, brass, percussion C-D
A/B Wind Ensemble.....	woodwinds, brass, percussion A Ret.-B
Young Virtuosi Chamber Orchestra.....	strings K-L by invitation
Junior Virtuosi Chamber Orchestra.....	strings I-L by invitation
The 2 O'clock Band	E-L
Flute Choir.....	flutes E-L by invitation
Other Chamber Groups	varying

Part Assignments

Part assignments within each of these levels for the purposes of orchestra instrumentation is at the discretion of the section coaches and conductor.

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.

Jury Requirements

Jury requirement sheets are available in the DCYOP offices (office #8) for each instrument offered in the program.

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
- Gala festivities committee
- Tour committee
- Fundraising endeavors
- Mailing and folding, (newsletters, programs, etc.)
- Ushering for concerts
- Tuning string students
- Taking roll in classes
- Chair distribution
- Flyer distribution
- Phone tree
- Officer seats

....and more!

If you are interested in helping to continue the success and vibrancy of the program, please sign up to volunteer in the office.

All-Parent Meetings

Periodically All-Parent meetings are called. 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 and on the bulletin board at office #9.



The Nation's Youth Orchestra!