



2011-2012

**PARENT AND STUDENT  
HANDBOOK**

# Introduction

Welcome to YYSO and YES! Established in 1965, the Yakima Youth Symphony Orchestra endeavors to provide a stimulating environment that encourages, challenges, and develops the student's fullest musical potential. With their close relationship to the Yakima Symphony Orchestra, YYSO and YES! provide students in the Yakima and surrounding communities with an orchestral experience that contributes to lifelong learning and provides the community with a youth-centered musical program that is typically found in larger metropolitan areas.

Although a subsidiary organization of the Yakima Symphony Orchestra, the administration, funding, and staffing of YYSO and YES!, with the exception of our conductors, are provided by parent and community volunteers. Our success depends on your support and involvement. Please read through this Parent and Student Handbook and complete all necessary enrollment forms prior to your student's participation with YYSO or YES! We look forward to your help in making YYSO and YES! successful.

## 1. Enrollment Policy

Prior to participation with YYSO or YES!, the Enrollment and Payment Agreement Form and the Student and Parent Commitment Form must be completed and turned in. Payment in full (Option #1) or one-half of the total tuition (Option #2) must be received by September 12<sup>th</sup>. The balance of the tuition must be paid on or before January 9, 2012. We expect each family to honor this agreement. Students whose forms are incomplete or received late will be counted as absent, since this is a prerequisite to participation with YYSO and YES!

## 2. Tuition Policy

YYSO and YES! are funded by tuition, concert admissions, fundraising, donations, and grants. Expenses include conductor salaries, rent for rehearsal space, rent for concert space, music, instruments, equipment, and general operating expenses. In an effort to keep overhead and tuition low, YYSO and YES! both utilize a volunteer staff.

The full tuition payment for the year shall include tuition fee for both semesters, and five concert admission tickets per family for both Winter and Spring concerts (ten tickets total). We have included these concert tickets for your family's use. For students joining after the beginning of the season, payment shall include a prorated tuition fee and the remaining concert tickets.

The Enrollment and Payment Agreement Form must be completed and turned in prior to participation. Payment in full (Option #1) or the first semester payment (Option #2) must be received by September 9<sup>th</sup>; if joining second semester, payment must be received by January 9<sup>th</sup> (second semester).

## 4. Financial Aid Policy

YYSO and YES! are committed to our community and strive to provide equal opportunity to all. It is the desire of YYSO and YES! to assist any young musician with financial needs who also possesses the desire, time, talent and commitment necessary for active participation in YYSO or YES!. A limited amount of financial aid is available for tuition assistance. We request that all aid applicants contribute financially as they are able so that the YYSO and YES! can serve as many young musicians as possible with the limited financial aid that is available. Any financial aid will be considered on a case-by-case basis and must be approved by the YYSO Governing Committee. For a Financial Aid application, please see any Governing Committee member, or e-mail us at [yyso.yes@gmail.com](mailto:yyso.yes@gmail.com).

## 5. Code of Conduct

In order for students to fully benefit from advanced musical instruction and performance provided through membership in YYSO and YES!, we expect all students and parents/guardians to adhere to the requirements provided in this Parent and Student Handbook. We also expect that each family help support the YYSO and YES! programs through active involvement. In addition:

1. Each student and family will respect the direction of the conductors and will understand that chair placements are determined by the musician's professionalism, conduct, attendance, participation, and audition, and will be the sole discretion of the conductor of the program they participate in.
2. All students will show up to rehearsals and concerts on time with instrument tuned and ready to play at the specified start. Late arrivals are not only disruptive and discourteous, but also unprofessional. Each student will read and follow the Attendance/Absence Policy stated below.
3. Each family will provide their student appropriate concert attire that adheres to the Concert Requirements Policy described below.
4. At all times students will conduct themselves in a professional manner through dress, participation, conduct, and respect to others.
5. Students will take care of the music provided by YYSO and YES! and will be responsible for the replacement of lost or damaged music.
6. As guests of Englewood Christian Church and YYSO/YES! sponsored event locations, students and families will be restricted to certain areas of use. At Englewood Christian Church, our facility usage only includes the rehearsal room, adjacent restrooms, and the hallways and exit doors nearest this room; these are the only areas of access to students. Snacks and drinks are restricted to the non-carpeted areas only. Gum chewing during rehearsals and concerts is prohibited. Your courteous and respectful behavior is expected while representing YYSO and YES!
7. Each student and family will participate in fundraising opportunities. Please see Fundraising Policy below.
8. The use of alcohol, tobacco, drugs, or participation in activities leading to damage to property while at Englewood Christian Church or any location sponsored by YYSO and YES! is strictly prohibited and will be justification for expulsion from these programs.

9. The use of electronic devices, such as cell phones, iPods, MP3 players, etc., are distractions to the learning and performing environment for everyone and will not be allowed during rehearsals and concerts. We ask that these be turned off and put away during these activities.
10. The YYSO and YES! programs are supported by a volunteer staff made up of parents of YYSO and YES! students, past and present. We require participation in one of the volunteer areas. These programs will cease to exist without the active participation from parents/guardians like you. Please see Parent Volunteer Responsibilities below.

## 6. Concert Requirements

Students are expected to participate in all dress rehearsals and perform in all concerts. It is expected that all students arrive on time as directed by their conductor and schedule. Parents are responsible for transportation arrangements to and from rehearsals and concerts.

It is vital that when representing YYSO and YES! each family provides their student with appropriate dress attire for rehearsals and concert performance. We ask that all concert attire adhere to the list below. Any student not appropriately dressed will not be allowed to perform, and as such will be considered absent and will be in violation of the Code of Conduct. The conductor shall have the discretion to decide on any dress code or appearance issues not explicitly addressed herein.

### **YYSO and YES! Concert Attire Girls:**

- Black long-sleeved dress **OR** black long-sleeved blouse with black skirt or black dress pants (dress and skirt must cover knees and blouse must cover skin)
- Black hose or black knee-highs (no fish-net or lace hose allowed)
- Black dress shoes (no sneakers allowed)

### **YYSO and YES! Concert Attire Boys:**

- White long-sleeved dress shirt
- Black dress pants
- Black socks
- Black dress shoes (no sneakers allowed)
- Black bow-tie and cummerbund

Ties and cummerbunds are available for purchase at a discounted price to YYSO and YES! students at *Lin Paul's Clothier* in Yakima. Their address is 101 N. 3rd Street and the phone number is (509) 248-6191.

## 7. Schedules

All YYSO and YES! rehearsals will be conducted at Englewood Christian Church (E.C.C.) located at 511 North 44th Avenue •Yakima, WA 98908, unless otherwise stated. All YES! rehearsals will be conducted at E.C.C. every Monday night from 5 to 6 p.m., and YYSO

rehearsals will be conducted at E.C.C. every Monday night from 6:30 to 8:30p.m., unless otherwise stated. Occasionally, rehearsals may be canceled or rescheduled due to unforeseen events such as weather conditions, emergencies, or unforeseen events. In such event, every attempt is made to notify students as soon as possible.

Concerts will usually be performed at the Yakima Valley Museum and the Capitol Theatre. We will also have a fundraising event planned in the spring called "Waltzing with the Youth Symphony." Please see schedule provided at the time of enrollment for date, time, and locations.

## 8. Attendance/Absence Policy

YYSO and YES! have a high level of expectation regarding the professional behavior of students. Regular attendance at all rehearsals and concerts is critically important for the success of the student musician and the orchestra as a whole. Consequently, students are expected to attend every rehearsal and concert. Attendance plays a role in the student's chair placement, and attendance records will be kept.

In order to continue with YYSO and YES!, students cannot be absent for more than two (2) full rehearsals or four (4) half-rehearsals per semester. It will be the responsibility of the student or parent/guardian to keep track of the number of absences; no reminders will be given. In the event that the maximum number of absences is exceeded, a letter will be sent to the student's home along with the Student Absence Appeal Form to be completed and received by mail on or before the following Monday's rehearsal. Such appeals must be made in writing, as directed on the form, to the YYSO Governing Committee with a copy delivered to the conductor of the student's program. During the appeal process, the student is expected to attend all rehearsals or concerts with his or her instrument; however, the decision to play will be at the sole discretion of the conductor. Following appeal, reinstatement will be at the discretion of the YYSO Governing Committee. Failure to satisfy these expectations will disqualify the student from membership in the orchestra.

Students must perform at all concerts; failure to do so may lead to expulsion from YYSO and YES! programs, unless there are extenuating circumstances not reasonably under the student's control such as illness or family emergency. In the event the student misses a concert, he or she must complete the Student Absence Appeal Form and submit immediately following the concert, and it must be received by mail or hand delivered to the conductor. Once received, it will be reviewed, and a decision will be made as to whether or not the student will be reinstated.

It is the responsibility of the student or parent/guardian to phone the YYSO/YES! Attendance Coordinator when the student will be absent from a rehearsal or concert. This should take place prior to the start. We will not accept any such communication through another individual, including a friend or fellow YYSO or YES! student.

## 9. Seating Auditions

As previously stated in the Code of Conduct, seating or chair placements are determined by the musician's professionalism, conduct, attendance, participation, and audition, and will be under the sole discretion of the conductor of the program he or she participates in. Chair positions may impart more responsibility to the student, require that

student to be a leader of his or her section, perform more complicated arrangements, and require the student to conduct him or herself in a more professional manner.

## 10. Parent Volunteer Responsibilities

As a non-profit subsidiary, YYSO/YES! functions under a volunteer system, which allows us to charge less for tuition, but in so doing places a greater responsibility on parent volunteers. We, the volunteer YYSO Governing Committee, are committed to YYSO and YES! and therefore give our time and resources in an effort to provide students and the community with an arts program that aims to enrich all our lives. However, the Committee cannot do this alone. We need your help. This is not optional for parents/guardians; we expect you to actively participate in the continued development of these programs.

Throughout the year, we will need parent involvement in rehearsals, concerts, fundraising, advertising, Waltzing With Youth event, or joining the YYSO Governing Committee. This is a great opportunity for you to share your commitment and passion for your student's musical education while contributing your time and skills to a worthy program.

## 11. Fundraisers

As of now, YYSO and YES! have two primary fundraisers that help offset tuition expenses one in the fall and one in the spring. We are currently discussing different fundraising options for the fall and this creates an excellent opportunity for any interested parents to be on the ground floor in creating and implementing a new fundraising activity.

In the spring, our second fundraiser will be "Waltzing with the Youth Symphony." We are looking forward to our third annual Waltzing with the Youth Symphony event this year. This will require your involvement with acquiring silent auction donations, selling tickets, set-up, teardown, transportation of instruments and stands, serving desert, etc. We look forward to another year and an opportunity in seeing this through with *your* involvement.

## 12. Private Lessons

As a student participant in YYSO and YES!, it is expected that each student remain an active member in his or her school band or orchestra. Since YYSO and YES! only meet for rehearsals once a week through the school year, the majority of group playing will be provided at school. We encourage participation in school performances, as these activities help build a broader versatility to students than can be offered through YYSO and YES! alone. However, it is important that each student prevent over-committing his or her schedule, because regular attendance in YYSO or YES! is vital to the group's success.

YYSO and YES! strongly encourage all members to take private lessons. Private lessons are very helpful in developing strong musicians and a more advanced orchestra, one that students find more rewarding. A list of recommended private teachers may be obtained from your student's conductor.