



DC YOUTH ORCHESTRA
PROGRAM

Musician - Parent
A-H
Handbook
2011-12 Season

DC Youth Orchestra Program
Music for young people; achievement for life!

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 and jury 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.

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 over 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 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

Ava Spece, Executive Director
ava@dcyop.org

TBA, Education Director

Rashida Coleman, Operations Manager
rashida@dcyop.org

Badriyyah Shakir, Bookkeeper
badriyyah@dcyop.org

Randall Stewart, Instrument Coordinator
randall@dcyop.org

Elena Forbes
elena@dcyop.org

Board Members

To reach any member of our board of directors, please forward mail correspondence to:
1700 E. Capitol St. NE
Washington, DC 20003

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 for participation up to level J of the program. Students can be in the Youth Orchestra up to age 21.

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 materials 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.

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 three (3) or less absences per semester, with prior notice or emergency notice. Upon the third absence, students will be notified of the deficiency. Missing more than three (3) rehearsals/classes is grounds disciplinary action up to and including chair demotion, orchestra demotion, or not being permitted to perform at the next concert. Continued absences or patterned absences will be grounds for expulsion from the program.

Concert Attendance

Concert attendance is mandatory. An important component of music education through the DCYOP is participation in concert performances. Performing in a musical ensemble is a team activity and each time that a student misses a performance it detracts from and hampers the learning of the other students in the ensemble. Students are expected to perform in accordance with the DCYOP Calendar—the program expects that all students will participate in the concerts for their ensemble/class.

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. Students who do not attend concerts (with or without reasonable explanation) may be demoted in seating so as to minimize the damage to the rest of the ensemble in future performances. 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 to class 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 at 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 Education Director.

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. ALL students in the program perform at least one time per semester. Please check the DCYOP calendar and/or ask your teacher for the performance dates for your class and ensemble. Here are a few etiquette 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 permitted ONLY in the cafeteria. This also includes water.
- 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 are required to join their classmates and teacher in the audience after their performance to support the other musicians in the program and to learn about other students' work. *Students will return to their warm areas after the performance and can be met there by their parents.*

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.

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. 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 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 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):

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 current faculty members), determine whether a student passes to the next level of the program. There are a total of twelve (12) levels, A through YO. Once a student reaches the Junior Orchestra, they will be permitted to audition into the Youth Orchestra during one to two annual audition times. In all likelihood, students who have not successfully reached level J before auditioning for the Youth Orchestra will not likely pass into the upper-most orchestra.

Juries are held six (6) times each year during the regular season and one (1) time during the summer session. There is a \$40 fee to participate in the jury, regardless of the outcome of the jury. (The fee to take a probationary jury exam is \$20.) 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 on the season calendar and included on the jury request form. In addition, some general guidelines and information about the jury exams is also on the back of the jury request form.

Jury Results

A jury may result in one of the following outcomes:

- PASS—Advancement to the next level of the program.
- PROBATION—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.)
- REPEAT—Retention at the same level.

Jury results are posted one week after the jury.

Cancellations

Jury cancellations are strongly discouraged. However, if it is necessary for you to cancel a jury, please provide written notice to the education director as soon as possible. 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. (Students advancing from level A to B will do so without a formal exam when the classroom teacher determines they are ready). Jury request forms will not be accepted without applicable signatures, payment, and three (3) copies of the exam requirements (filled out with student information).

Jury Requirements

Jury requirement sheets are available in the DCYOP offices for each instrument offered in the program. All sheets and the jury request form are also available on the website at www.dcyop.org.

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 Philharmonic.....	I-J
Elementary Orchestra	strings G-H
Preparatory Orchestra	strings E-F
Intermediate D String Orchestra.....	strings D
Intermediate C String Orchestra	strings C
Elementary Wind Ensemble	woodwinds, brass, percussion G-H
Preparatory Wind Ensemble	woodwinds, brass, percussion E-F
Intermediate Wind Ensemble ...	woodwinds, brass, percussion C-D
Beginning Band.....	woodwinds, brass, percussion A Ret.-B
The 2 O'clock Band	E-and above
Flute Choir.....	flutes E and above by invitation
Other Chamber Groups.....	varying

Part Assignments

Part assignments within each of these levels for the purposes of orchestra instrumentation are assigned according to level as well as at the discretion of the section coaches and conductor.

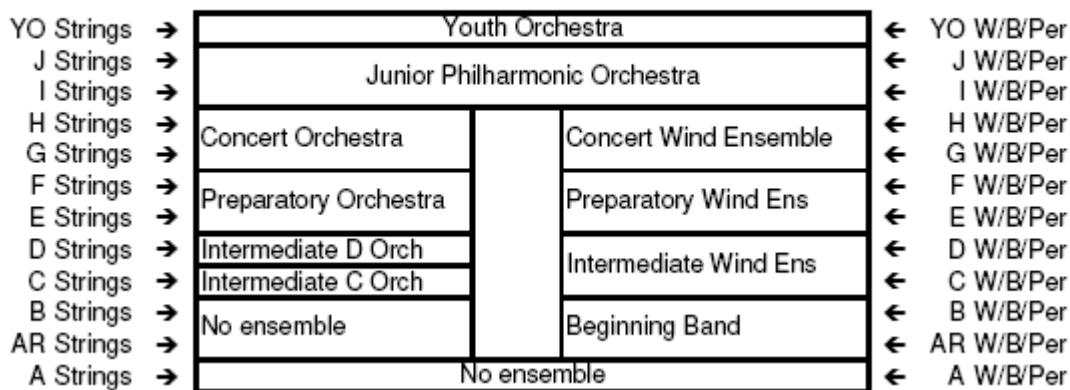
By Invitation

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.

DC Youth Orchestra Program Structure



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
- Emceeing 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.



**DC YOUTH
ORCHESTRA**
P R O G R A M

*Music for young people;
achievement for life!*