



**2019 – 2020 Season
Symphony Program
Student Handbook**

For students entering:
Youth Symphony I

Revised June 2019

June 2019

Welcome!

Dear Student Musicians and Parents:

Congratulations and welcome to the Hawaii Youth Symphony's (HYS) 55th season. We commend your achievements in music and your year-long commitment to grow as a musician. Your presence affects absolutely everyone in the group. The orchestra's repertoire is based on the expectation that all members arrive fully prepared and focus diligently at rehearsals and performances.

Please read this handbook carefully and take its policies seriously. It covers our policies and procedures for financial aid, attendance, dress code, and more. HYS participation goes *beyond* advancement on your instrument. As an active participant in our programs, you will also be developing your sense of self-awareness, civility, and responsibility. We hope that you will become a steward for the future of music in Hawaii and a role model to other youth and thank you in advance for following this handbook.

We highly recommend you take private lessons—and participate in your school's program (if one exists)—to enhance and deepen your HYS experience. Partial financial assistance may be available for private lessons. For neighbor island students, HYS will pay a portion of travel costs to rehearsals.

We are looking forward to having you as part of our organization, and we wish you a successful and fulfilling season.

With aloha,

A handwritten signature in black ink that reads "Randy Wong". The signature is written in a cursive, flowing style.

Randy Wong
President

ABOUT HYS

The **Hawaii Youth Symphony** (HYS) provides young people with quality music education, performance opportunities with high standards, and community service projects, advancing the critical links among music study, academic achievement and positive growth and development. HYS envisions a Hawaii where all young people benefit from music education and are able to develop their interests in instrumental music.

Who We Serve

HYS is a state-wide organization that includes students from more than 100 schools on different islands. Approximately 750 students enroll in our programs throughout the year. HYS is one of the country's largest youth symphony programs. In addition to our seven orchestras, we also offer a jazz program called The Combo, and general music and beginning band classes through our Music in the Clubhouse partnership with the Boys & Girls Club for a minimal fee of \$25 for a year-long enrollment.

Community Performances

Among all the programs, HYS will perform more than 40 performances this season. These performances include a Neighbor Island tour, special events, public concerts, and free "Listen & Learn" educational concerts for more than 10,000 of Hawaii's school children.

Costs

The overall cost for each student to participate in HYS is more than \$2,000—significantly more than what you'll pay for tuition (\$700-\$975). The balance of these costs is funded by corporate sponsorships, private foundations, fundraising activities, and individual donors such as friends and HYS parents. Every student benefits from HYS's fundraising.

Nonprofit Status

The Hawaii Youth Symphony has been incorporated since 1964 and is a 501(c)(3) nonprofit organization.

FINANCIAL AID

Thanks to the generosity of HYS community supporters, HYS is able to offer a financial assistance program—based on need—to help families with registration fees, instrument rentals and/or private lessons. Funds are distributed on a reimbursement basis. For families seeking assistance, please visit our website at www.HiYouthSymphony.org for more information about our financial aid program and to access our financial aid application. **You must register first before you apply for aid.**

INSTRUMENT LIABILITY

HYS claims no liability for student-owned instruments and highly recommends that parents obtain insurance through their homeowner's policy or other means. Students are responsible for keeping their instrument or other belongings safe during rehearsals and concerts. HYS is not responsible for damage or theft of your instrument or other belongings. Please do not leave instruments unattended or lying on chairs where they can be knocked off or damaged.

INSTRUMENT RENTAL

HYS offers string instruments for rent during the season, from September through May. Violins and violas are \$135 per season and cellos and basses are \$180 per season. Summer Rentals, from June through August are available at \$45 and \$60 respectively. Call the office at 941-9706 to check availability and to schedule pick-ups. Percussion students: refer to page 8 for more information about using HYS percussion

instruments. HYS also maintains a small collection of wind instruments, including some auxiliary instruments. Please inquire for details, pricing, and availability.

GENERAL INFORMATION

Schedules

Rehearsal schedules with times, dates, and locations will be available at the start of the season. Because HYS does not have its own rehearsal facilities, changes to dates and times may occur. These changes are unavoidable and so we appreciate your kokua throughout the season!

What to Bring to EVERY Rehearsal

Always bring your instrument, sheet music, pencil, eraser, and supplies: extra strings, reeds, mutes, donuts for cellos and basses. Brass players must bring a receptacle or newspaper and cloth for draining their instrument. Percussionists must remember to bring their own sticks and mallets. All YSI students must bring their own music stand to every rehearsal.

Communication

HYS will communicate any necessary information to students and parents via email and text message. Phone numbers and email addresses will be automatically imported from your registration form.

Email: A weekly email will be sent to all students and parents with the upcoming week's schedule, notes from the conductors, and additional information from the HYS office. Please make sure to check your spam/junk mail inbox and adjust your settings to ensure HYS emails to be sent to your inbox.

Text Message: HYS will use the Remind Classroom App to send out reminders, urgent information, and late changes. You do NOT need to download the app to receive these messages as you will receive them as a normal text message.

Music

Students will be provided a "rehearsal/concert folder" at every rehearsal and concert. These folders are not to be taken home. Students will also be provided "practice folders" containing practice parts. Students are expected to bring their practice folders to rehearsal, and will be responsible for transferring markings from their rehearsal/concert parts to their practice parts.

Observing Rehearsals

Fostering an open environment, we welcome those who wish to observe a Youth Symphony I rehearsal. We do ask for those interested to submit a request in advance by contacting the HYS office at 808- 941-9706 or at admin@hiyouthsymphony.org. At rehearsal, visitors will be guided to a designated viewing area by an HYS team member. Please note the number of visitors may be limited due to space constraints.

Pick-Up

For safety reasons, students must be picked up **PROMPTLY** at the end of rehearsal. **Parents, please arrange to have your student picked up immediately after rehearsal** so our parent volunteers and conductors are not inconvenienced. Adult supervision will be available only 15 minutes after a stated rehearsal time.

Please be considerate when picking up your student. **DO NOT** block the exits or entrances to the parking lot. Please drive into the parking lot and park in a designated stall to wait for your student to be released. Please adhere to parking lot rules. HYS will not be held liable or responsible for any parking citations.

Locations

Rehearsals are held at the facilities listed below. If a change is necessary, you will be sent an email in advance

Youth Symphony I

UH Music Department—Room 108
2411 Dole Street

HYS provides a detailed schedule, at the start of the season, for your planning purposes. The fall semester is August-December 2019; the spring semester is January-May 2020.

YSI ATTENDANCE POLICY

Attendance is closely monitored by the conductor, staff & Concert Parents

Two (2) absences are permitted per semester

There is no distinction between “excused” and “unexcused” absences

In addition, tardies and early exits accrue absences according to the following formula:

Tardies: 2 Tardies = 1 Absence
Early Exit: 2 Early Exits = 1 Absence

Check- In at Every Rehearsal

Each orchestra has parent volunteers called **Concert Parents**. Concert Parents assist the Operations Manager and the Conductor with monitoring student attendance, enforcing the Code of Conduct, and handling administrative duties. Concert Parents take attendance at **every** rehearsal. If any student needs to leave rehearsal early, the Concert Parents must be informed **before** rehearsal begins. If a student fails to check in and has not informed the Concert Parents of their absence, the Concert Parents will call the student’s parents to verify the absence. Hawaii Youth Symphony will not be responsible for students who do not check-in. Upon the end of rehearsal, students are released from the care of Hawaii Youth Symphony and no check-out procedure is required.

Reporting an Absence

If a student has a schedule conflict with a rehearsal and (1) will be late for the rehearsal; (2) will leave early from the rehearsal; or (3) will miss the rehearsal, **parent(s) must inform the YSI Concert Parent directly, as far prior to the rehearsal as possible.** In case of illness, **parent(s) must email the Concert Parent by 10am** to indicate their child is ill and will not be present for rehearsal. Documentation may be requested regarding repeated absence due to illness.

Concert Parent Email Address:

YSI – YS1@HiYouthSymphony.org.

Meeting(s) with Music Director

A mandatory meeting with the Music Director is required for (1) any absences after student's 2nd absence; (2) any absences that are not reported in advance or (3) missing a mandatory rehearsal. As part of this meeting, students will have a "membership review" discussion, and will be required to perform excerpts from the performance repertoire. Consequences may include change in seating, removal from performances, or dismissal from the group. If necessary, on behalf of the Music Director, the Operations Manager will notify parents and student as to the consequences of any additional absences. **The Music Director's decision is final.**

Procedure to Schedule a Meeting with Music Director

Student and parent(s) will be notified via email by the Operations Manager to schedule a meeting.

Mandatory Events

Events in **BOLD** in the 2019-2020 schedule are mandatory. Absences for these events, except in the case of emergency are not allowed, except when approved in advance by the Music Director. Students who may have a conflict with a mandatory event should inform the YSI concert parents by email.

Schedule Updates & Changes

Schedule updates and changes will be communicated by (1) weekly emails from the concert parents; and (2) text message via the Remind Communication App. **It is the responsibility of the student/family to monitor these electronic communications weekly. All attendance policies apply to all rehearsals, even if the schedule has been changed via electronic communication.**

Video Recording

HYS does not allow video recording (including live-streaming) of its rehearsals or concerts, except by approved parties designated by the President. Students are not permitted to video or livestream from the stage; doing so will be grounds for disciplinary action, including seating demotion or expulsion.

CODE OF CONDUCT

Out of respect for the conductors, other students, volunteers, and our organization as a whole, HYS must uphold a strict code for how students conduct themselves during rehearsals and performances. It is essential that students treat each other with respect and as equals; harassment, taunting, hazing, bullying, stealing, or any other behavior deemed inappropriate by HYS will not be tolerated at any time. HYS Concert Parents act on behalf of our conductors as enforcers of this Code of Conduct.

Non-Participation

Non-participation includes doing homework, reading, fooling around, playing video games, listening to portable music players, using a cell phone, texting, reading, sleeping, Facebooking, 'talking back,' etc. These types of behaviors will not be tolerated and will be strictly monitored, which may result in a warning, contacting of parents, or expulsion if the behavior continues. **Students who are caught using their electronic device during the rehearsal/concert will have**

their device taken away for the duration of the rehearsal/concert.

Facility Care

Because HYS does not have its own facilities, our rehearsals and concerts are held at partnering schools and other facilities. The use of these spaces is crucial to HYS: rehearsal space is difficult to find, given the size of our orchestras. Please show your appreciation and maturity by taking care of school property. There shall be **NO EATING, DRINKING, SMOKING OR CHEWING GUM**. Be considerate and respectful in the rehearsal rooms, bathrooms and on the school grounds. All brass players **MUST** bring a receptacle or newspaper **AND** a cloth to use when draining your instrument. You may **NOT** empty your instruments directly on band room carpets or stage floors/risers. Additionally, shoes must be removed before entering the University Laboratory School Band Room. Please refer any questions about the facilities to the concert parents.

CONCERT DRESS CODE

A standard dress code is needed to provide a formal, uniform look that does not detract from the performance of the music, or draw attention to the individual.

Youth Symphony I

Gentlemen:

- Solid-black suit jacket with solid-black dress pants
- Solid-white, long-sleeved, collared dress shirt (tucked into pants)
- Black bow tie
- Long, black, dress socks (no anklets)
- Black dress shoes (no athletic shoes).

Ladies:

- Solid-black, modest dress (ankle-length or longer) **with sleeves** (3/4 or longer) or
- Solid-black skirt (ankle-length or longer) or solid black, full-length, dress slacks (no jeans or jeggings) with solid-black blouse **with sleeves** (3/4 or longer, tucked into skirt or pants)
- Black knee-high nylons or pantyhose
- Black, closed-toe dress shoes (no sandals).

All students must be properly dressed in order to participate in concerts. No slits, straps, low necklines, bare backs, boots, T-shirts, jeans, radical hairstyles or hair colors, no extra colors or colored trim on clothing or in the hair. The waist must be covered when seated, no skirt waistbands rolled to the hips. No sequins, rhinestones, pins, hats or other decorative items or other accessories will be allowed.

Suggested Places to Find Concert Attire

- **Black Tie Affair** (Kaimuki Municipal Parking Lot on Harding Avenue—tel. 732-9474)
- **Celebrity Tuxedo** at Sears Windward Mall and Downtown Pearlridge; call 944-4889 for both locations
- **Phil's Tux** 250 Ward Avenue Shop 110, tel. 596-9872
- **Conduct an internet search for "concert black attire" for other options**

NOTES FOR PERCUSSION STUDENTS/FAMILIES

Percussion Usage (Refundable Deposit)

Thanks to a combination of HYS's own percussion inventory, and partnerships with rehearsal and concert venues, Symphony Program students have access to nearly all the percussion equipment needed throughout the season. With respect to the normal wear and tear incurred on instruments throughout the season, as well as special beaters and other instruments provided by HYS, percussion students will be held responsible and accountable for the instruments they use.

Percussion students will need to pay a \$150 refundable deposit to HYS for use of the percussion equipment. The deposit will be refunded after the last performance, provided the equipment is returned in working condition. Students are also tasked with the responsible setup, breakdown, and basic care for percussion instruments at each rehearsal, special rehearsal, workshop, or concert they attend.

Additionally, HYS requests that all percussion parents help with instrument movement for each concert, supervised and coordinated by the Operations Manager.

Mallets/Accessories to Bring to Each Rehearsal

Snare

- 1 pair orchestral (NOT marching) snare sticks (Vic Firth SD1, Innovative Percussion CL-1, or similar)

Timpani

- 1 pair general mallets (Vic Firth T1 or GEN5, Innovative Percussion GT2, or similar)
- 1 pair hard mallets (Vic Firth T3, Innovative Percussion GT4, or similar)

Xylophone

- 1 pair medium rubber mallets (Mallettech BB34 Becker Blue or similar)

Glockenspiel

- 1 pair Lexan mallets (Innovative Percussion OS5 or similar)
- 1 pair brass mallets (Balter G5 Round Brass mallets or similar)

Optional Mallets:

Timpani

- 1 pair roller mallets (Vic Firth T2 or GEN1, Innovative Percussion GT1, or similar)
- 1 pair ultra staccato mallets (Vic Firth T4, Innovative Percussion GT5, or similar)

Suspended Cymbal

- 1 pair (Innovative Percussion JC15C or Zildjian/Sabian)

Marimba/Vibes

- 2 pairs Balter Basics BB2 Medium (entry level/budget), or 2 pairs Innovative Percussion IP240 Soloist Series Medium Marimba (step up/advanced)

Percussion Footwear

Men and women must wear black, flat, RUBBER soled shoes. We have heard audience concerns about distracting noises as percussion students move back and forth on the risers. Since there can be a lot of movement, depending on the piece, we are asking all percussion students to wear flat, rubber-soled shoes to minimize the noise factor.

**Hawaii Youth Symphony
1110 University Avenue, Suite 200
Honolulu, Hawaii 96826-1598**

*The HYS office is located on the second floor of the round, Varsity Building on University Avenue.
Parking is available in the lot behind the Varsity Building; lot entrance is on Coyne Street.
The HYS office will validate your parking ticket.*

 Phone: (808) 941-9706  Fax: (808) 941-4995

 Website: www.HiYouthSymphony.org

 Email: admin@HiYouthSymphony.org

Office Hours: Monday through Friday from 9 am - 5 pm