



## Student Handbook 2018-2019

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History

Created: June 2012 JLS

Revised: July 2019 JW/RZ

## Letter from the Director

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Dear TSYO families,

Congratulations and welcome to the Toledo Symphony Youth Orchestras. As we embark on our 69<sup>th</sup> season, the TSYO is proud to continue its partnership with the Toledo Museum of Art and the Toledo Symphony Orchestra. We are also indebted to the efforts of your private teachers, school music programs, music teachers, and you!

The materials contained in this handbook will serve to outline the policy and procedures for membership in the Toledo Symphony Youth Orchestras. While we are not professional orchestras, we work to embody a professional level of performance and practice. Your performance and demeanor are a direct reflection on the many organizations that serve to support our orchestras.

Carefully review the information provided, as several things have changed this season. There are many benefits you will have access to such as working with Toledo Symphony Orchestra musicians, FREE admission to TSO performances, scholarships, and concerto performance opportunities.

Rehearsals are limited for each performance and will begin and end on time for the designated rehearsal cycles. In the limited amount of rehearsals, we must prepare to perform at a high level, which will require individual home practice from each member. Please also encourage our musicians to utilize private lesson times to isolate, develop, and prepare the vast repertoire we will cover this season.

I am honored to continue my work with each of you. Please remain proactive with any issues as they arise, and you will quickly come to realize I will help you in any way possible. I am looking forward to another wonderful season of great music.

Regards,



Wasim Hawary  
Artistic Director  
Philharmonic Conductor  
Toledo Symphony Youth Orchestras

### **Mission**

As part of the core educational mission of the Toledo Symphony, the Toledo Symphony Youth Orchestras bring together over 220 of the most talented students from Northwest Ohio and Southeast Michigan in an atmosphere of musical excellence.

### **Program Overview**

The Toledo Symphony Youth Orchestras currently include three orchestras, the Philharmonic, Symphonic, and Concert Strings that perform 4 concerts per season.

With the addition of a third orchestra in 2011, the TSYO is able to serve students ages 9-18 from over 50 area schools. Our orchestras are not ranked by age, but by ability. We aim to find a place in the orchestras where each student will be challenged to grow musically with skill appropriate repertoire.

Approximately 10% of our students receive financial support for their tuition.

## Artistic & Administrative Staff

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**Wasim Hawary**

Artistic Director  
Philharmonic Orchestra Director

**Matthew Forte**

Symphonic Orchestra Director

**Betsy Cranston**

Concert Strings Director

**Joan Weiler**

TSYO Coordinator  
jweiler@toledosymphony.com  
419.418.0037

**Dorothy Coats**

TSYO Orchestra Manager  
419.882.1953

**Rachel Zeithamel**

Education Director, TSO  
rzeithamel@toledosymphony.com  
419.418.0022

## Membership Requirements

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### Tuition

There is a \$250 tuition fee for each member of the orchestra. Families with more than one member in the orchestra will pay only \$220 for the 2<sup>nd</sup> member and \$200 for any additional members. Full tuition may be paid at the first rehearsal, or you may choose a payment plan. Please notify the TSYO Coordinator of your preference.

### Tuition Assistance

Tuition assistance is available to students who qualify for free or reduced lunch in the public school system. You may contact the Youth Orchestra Coordinator, Joan Weiler, at 419-418-0037 before the first rehearsal to apply for tuition assistance. There are limited funds for tuition assistance. Not every student who qualifies will receive a full waiver, however, every family that qualifies will receive some assistance.

The following chart will be used for determination of financial assistance. All information will be held in strict confidence and will be used solely for the purpose of determining individual student tuition. The dollar amounts in the chart refer to gross pay (the amount of money before taxes).

### 2018-2019 Federal Income Guidelines

Effective through June 30, 2019.

Household Size	Annual	Monthly	Weekly
1	\$22,459	\$1,872	\$432
2	\$30,451	\$2,538	\$586
3	\$38,443	\$3,204	\$740
4	\$46,435	\$3,870	\$893
5	\$54,427	\$4,536	\$1,047
6	\$62,419	\$5,202	\$1,201
7	\$70,411	\$5,868	\$1,355
8	\$78,403	\$6,534	\$1,508
Each additional person add:	+\$7,992	+\$666	+\$154

## Membership Requirements (cont.)

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### Private Lessons

All Philharmonic and Symphonic Orchestra members of TSYO are required to enroll in private lessons. Concert Strings students are strongly encouraged to seek out private lessons as rehearsals move much quicker than traditional school programs. If you qualify for tuition assistance, please contact Rachel Zeithamel at 419-418-0022 for information on assisted private lessons through the Toledo Symphony School of Music Community Music funds.

### Membership in your School's Ensembles

TSYO ensembles are meant to enhance, not replace school music instruction. TSYO students are **required** to participate in their school orchestra/ band if one is available in their school district. Music students benefit from daily ensemble instruction and rehearsal. Please discuss any scheduling conflicts with your school's music director. We will verify all members' participation in their school's orchestra/band program in early September. TSYO meets for rehearsal only once each week. School music programs provide the essential daily instruction required for a serious student's musical progress.

### Music

Each student will be issued a folder and the music selected by the conductor for rehearsal and performance. **Each student must bring their music and a pencil for marking music to each rehearsal. Do not depend on a stand partner to bring music.** Markings may be made in pencil only and must be musical in nature; obscenities written in music will be considered against student conduct. The student is responsible for the music. TSYO music is to be practiced at home.

### Communication

The TSYO Coordinator will mainly use email to contact parents and students with updates and important announcements. It is important that you provide your most up to date email and check it regularly. Text @tsyo to 81010 to be added to instant text alerts for last minute news and important rehearsal changes (i.e. weather cancellations). Check out our Facebook page at [www.facebook.com/toledosymphonymyouthorchestras](http://www.facebook.com/toledosymphonymyouthorchestras) and be sure to "like" it.

### Conduct

The only conduct acceptable at rehearsal or other TSYO activities is that which reflects good taste, courtesy towards others, and pride in achievement. Listening respectfully to instructions and announcements, and waiting patiently if the conductor is helping others is expected at all times. **No food, drinks, or chewing gum may be consumed in the rehearsal rooms or on stage in concert halls.**

**Please keep your feet off of the chairs in the Peristyle  
and all other performance venues!**

## Additional Code of Conduct

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### **Harassment Policy**

The Toledo Symphony Orchestra and the Toledo Symphony Youth Orchestras are committed to maintaining a positive learning and working environment, free of harassment or discrimination of any kind. The TSYO will not tolerate harassment by or toward its students, conductors, staff or any other individuals associated with the organization. The TSYO considers harassment to be any verbal or physical conduct that creates an intimidating or hostile environment based on race, national origin, gender, age, religion, creed, disability, sexual orientation or status as a Veteran. The TSYO will respond promptly to complaints of harassment and, where the TSYO determines that harassment has occurred, will impose any necessary corrective action. In the case of students, corrective action may include being asked not to play in certain concerts or being asked to leave the program. In the case of TSYO staff, corrective action may include disciplinary action, including termination.

### **Sexual Harassment Policy**

The TSYO does not tolerate sexual harassment towards its students, conductors, staff or any other individuals associated with the organization. The TSYO considers sexual harassment of any kind to be a serious offense and is committed to maintaining an environment free of harassment. The TSYO will respond promptly to complaints of sexual harassment and, where TSYO determines that sexual harassment has occurred, will impose any necessary corrective action. Sexual harassment can be physical, verbal and/or psychological. Sexual harassment includes behavior between members of the opposite sex or between members of the same sex. Employees, contractors, students and volunteers of TSYO are prohibited from engaging in sexual harassment of any kind in any setting associated with TSYO. If any individuals associated with TSYO believe they are the victim of sexual harassment, they should as soon as possible inform the harasser(s) of their unease with/disapproval of the behavior (if possible); and report the incident(s) to the Executive Director, Artistic Director or other member of the TSYO staff, or any member of the TSO staff. All information will remain absolutely confidential. The TSYO will not tolerate retaliation against anyone for complaining of sexual harassment or cooperating in any investigation of sexual harassment.

### **Dismissal from TSYO**

The final decision regarding dismissal from the TSYO programs for excessive absences or unacceptable conduct will be made by the Artistic Director in direct consultation with the TSYO conductors and staff.

# Auditions

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## **Auditions**

TSYO auditions are held in May every year at the Professional Building (1838 Parkwood Ave. Toledo, OH). Students are placed in the ensemble that best fits them educationally based on this audition. We aim to place students in the ensemble where their experience will be challenging, yet satisfying. All director placements are final.

### ***Audition Requirements:***

*TBD- please check the TSYO website in April for details*

## **Mid-Season New Member Auditions**

TSYO has rolling auditions. Any student wishing to join the TSYO after the new member auditions in May should contact the TSYO Coordinator to schedule a summer audition. Typically, auditions are held throughout the summer and at the first two rehearsals of a new concert cycle.

## Rehearsals

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Rehearsals will follow the schedule provided later in this handbook. **Plan to arrive 10-15 minutes early for tuning, warm-up, and set-up.** Concert Strings rehearse from 4:00pm-6:00pm and the Symphonic and Philharmonic orchestras rehearse from 6:30pm-8:30pm. All rehearsals will include a short break, frequently the Symphonic and Philharmonic orchestras break together.

**\*\*NEW REHEARSAL VENUE FOR 2018-19\*\***

**HULL PRAIRIE INTERMEDIATE  
25480 HULL PRAIRIE RD, PERRYSBURG, OH 43551**

### **Announcements**

Students are responsible for all of the information given during announcements. It is important that students stop tuning, warming-up, and talking to pay attention, and allow others to pay attention.

### **Cancellation**

Due to inclement weather, rehearsals may be cancelled. If **Perrysburg City Schools** are closed, or all afterschool activities are cancelled there will NOT be a rehearsal. Please watch the New Channel 13 crawl for the latest information. As always, if the conditions are dangerous, please make a choice based on safety.

### **Open Rehearsal Policy**

All TSYO rehearsals are open and may be observed by parents, potential members, or guest musicians. Please check in with the TSYO Coordinator when you arrive for seating suggestions. Do not photograph or record (visual or audio) rehearsals without the express permission of the director and notification of the TSYO Coordinator.

# Attendance

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## **Attendance Policy**

Attendance will be taken at every rehearsal. Sign in sheets will be available before rehearsal commences. Students should sign in when they arrive at rehearsal, not during their break.

All TSYO members are expected to attend all rehearsals and scheduled events on their Season Calendar. Regular attendance is required to maintain membership in the orchestra. It is the student's responsibility to arrive before 4:00 PM for Concert Strings or 6:30 PM for Symphonic and Philharmonic Orchestras, to warm-up and tune.

All absences must be communicated to the TSYO Coordinator, Joan Weiler, either through an absence form (available to download via TSO website) or parent email, except in cases of emergency, to be eligible for consideration as an excused absence. It is the responsibility of the student to give the absence form to the TSYO Coordinator before an anticipated absence.

**Only two excused absences or one unexcused absence will be permitted per concert cycle. Excessive problems with attendance and punctuality are grounds for dismissal from the orchestra, without refund.**

## **Excused Absence**

An absence form is turned in at the proper time fully explaining the school (academic, not extracurricular) or illness related absence.

## **Unexcused Absence**

All absences for which an absence form is not turned in, absences for commitments that are not academic or health related, or an absence for a sectional rehearsal or masterclass.

Any student that has more than two excused absences, or one unexcused absence per concert cycle will not be allowed to perform that concert. An unexcused absence from a sectional or dress rehearsal will result in the student not being able to perform in that concert. Students cannot be excused from any sectional rehearsal, dress rehearsal or concert without the expressed permission of the directors.

### **Absence Forms**

For each absence, please fully fill out an absence form (available to download via TSO website) including an explanation. One word or vague excuses WILL NOT be considered an explanation.

### **Special Absence situations**

Sustained absence for sports:

- With your Director's permission you may miss an entire concert cycle. A limited number of these are granted, and are based on ensemble needs. Please speak with your Director at the beginning of the year if you foresee needing extended absence for an athletic commitment.

Sustained absence for illness:

- Please inform the TSYO Coordinator and your ensemble director if there is a need for an extended absence due to illness. Members will not lose their seat in their ensemble for extended illness.

### **Dress Rehearsal**

If you miss a dress rehearsal, you will not be allowed to perform at the concert.

TOLEDO SYMPHONY YOUTH ORCHESTRAS  
2018-2019 SCHEDULE

Aug 27 Informational meeting 6:00-7:00 for all members and parents- Hull Prairie Intermediate

**Rehearsal location and times:** Hull Prairie Intermediate

		<i>Concert Strings</i>	4:00pm-6:00pm
Sept 10	1 <sup>st</sup> Rehearsal	<i>Symphonic Orchestra</i>	6:30pm-8:30pm
Sept 17	Rehearsal	<i>Philharmonic Orchestra</i>	6:30pm-8:30pm
Sept 24	Rehearsal		
Oct 1	Rehearsal		
Oct 8	Rehearsal		
Oct 15	Rehearsal		
Oct 22	Rehearsal		
Oct 29	Rehearsal		

**November 4 CONCERT #1** **4 pm TMA PERISTYLE CONCERT HALL**  
(call times TBA by orchestra)

Nov 5 Rehearsal  
Nov 12 Rehearsal  
Nov 19 Rehearsal  
Nov 26 Rehearsal  
Dec 3 Rehearsal

-----Mid-Winter Break-----

Jan 9 Rehearsal (**Wednesday**)  
Jan 14 Rehearsal  
Jan 21 **\*NO Rehearsal\*** (MLK Day)  
Jan 23 Rehearsal (**Wednesday**)

**January 27 CONCERT #2** **4 pm TMA PERISTYLE CONCERT HALL**  
(call times TBA by orchestra)

Jan 28 Rehearsal  
Feb 4 Rehearsal  
Feb 11 Rehearsal  
Feb 18 **\*NO Rehearsal\*** (President's Day)  
Feb. 25 Rehearsal  
**Feb. 27 Rehearsal w/TSO (Wednesday)**

**7:30-10:00 Venue TMA PERISTYLE**

March 4 Rehearsal  
**March 10 CONCERT #3 – TSO SIDE BY SIDE** **4pm PERISTYLE CONCERT HALL**  
(call times TBA by orchestra)

Mar 11 Rehearsal  
Mar 18 Rehearsal  
Mar 25 **\*NO Rehearsal\*** (Spring Break)  
April 1 **\*NO Rehearsal\*** (Spring Break)  
April 8 Rehearsal  
April 15 Rehearsal  
April 22 Rehearsal  
**April 29 Rehearsal or CONCERT #4 - TSYO POPS!**

**or**  
**May 6 CONCERT #4 - TSYO POPS!** **7 pm (call times TBA by orchestra)**

***\*Due to some scheduling issues that may arise through the season, some dates and times above may need to be adjusted. See pg. 6 under Communications for methods to receive the updates.***

## Tickets

Concert #1 and #2 are free and open to the public. The Side by Side and the TSYO Pops concerts are ticketed.

### SIDE BY SIDE

- Tickets will be available online and in the box office close to the date of the event. Visit [www.toledosymphony.com](http://www.toledosymphony.com) or call 419-246-8000.
- General seating, but tickets are required.

### TSYO POPS

- A TSYO Fundraiser, students are asked to sell several (between 3-5) tickets each to help raise money. This is the only fundraiser that students are asked to directly participate through sales.
- Adults \$10
- Students and children are free.

## Cameras

Photography is allowed as long as there is **no flash**. Videotaping is allowed, except at the Side by Side.

## Concert Attire

The goal of the orchestra concert attire policy is to present to the audience a unified appearance. Any member who comes to a performance in unacceptable attire will not be allowed to perform until the attire conforms to the concert attire policy.

### LADIES

- White long sleeve or ¾ length blouse (not off-white or cream). *The sleeve must be longer than your elbow.*
- Long black skirt (floor length) or full-cut black pants
- Black tights/hose, no anklets
- Black shoes (flats or a modest heel)
- Jewelry (kept to a tasteful minimum)

### GENTLEMEN

- White long sleeve dress shirt (not off-white or cream)
- Black bow tie (we will place a group order in September)
- Long black pants
- Black socks
- Black shoes

### UNACCEPTABLE CONCERT ATTIRE

- Sneakers
- White socks
- Short sleeves
- Tank Tops
- Glitter
- Sparkling jewelry
- Sandals
- Flip-flops
- Spike or high heels
- Jeans
- Sweatpants
- Spandex
- T-shirts

*Please do not wear perfume or cologne out of respect for your colleagues.*

## Competitions

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### **TSYO Solo Competition (formerly the Concerto Competition)**

Only members of the Toledo Symphony Youth Orchestras may compete in this competition held in the fall each year. There is no fee to audition, but performers must provide their own accompanist. Winners will perform on a pre-concert recital prior to one of the two TSYO concerts held in the Peristyle. You must audition with the piece you plan to perform with. If you have specific questions about this competition, please contact Dorothy Coats or Wasim Hawary.

### **Toledo Symphony Orchestra League Scholarship Auditions**

The Toledo Symphony Orchestra League Remembrance Fund gives scholarships to students at every level of the Youth Orchestras. Applications are mailed in January or February each year, and the auditions are typically held in March and April. The Remembrance Fund Scholarships are to be used for music related needs such as private lessons, new instruments, college tuition, etc. These scholarships are only for members of the Toledo Symphony Youth Orchestras. For questions relating to these scholarships please contact Dorothy Coats.

### **Additional Opportunities**

Many opportunities are offered throughout the school year to TSYO members, including masterclasses with guest artists. Additionally, the Toledo Symphony League hosts the Young Artist Competition each spring. Talk with your private teacher for more information. The TSYO staff will make every effort to keep members informed of potential opportunities.

## TSYO at the TSO Tickets Policy

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### TSYO TICKET DISCOUNT

Except for the Family Series, all concerts will be 1 ½-2 hours in length. Use your discretion when bringing young children to the concerts. Ticketing guidelines are below and subject to change.

#### Classics and Mozart & More Concerts:

- Each enrolled student receives 4 complimentary tickets per concert (pending availability)
- Additional tickets can be purchased for school age friends and siblings at \$5 each
- Additional ADULT tickets can be purchased at full price

#### Chamber Concerts:

- Student rush tickets are available for \$5 the evening of the concert

#### Pops Concerts:

- Enrolled **students** receive half off Pops concerts (restrictions may apply)

#### Family Series:

- A child subscription is free with an adult subscription. TSYO families receive an additional 20% off of **subscriptions** (not individual tickets)

### PROCEDURE FOR CLAIMING TICKETS

- Option #1 (preferred): Call the box office at 419.246.8000. Tell our box office staff that you are with the TSYO and would like to use your discount. Students may call if there are **NO MONETARY TRANSACTIONS**. Credit Card holders must call if there is a transaction (for friends and parents' tickets). All tickets must be reserved & paid for at the same time. Please make sure you know which night you want to claim your ticket before you call the box office. There will be a \$6 exchange fee for changing your ticket to a different night, UNLESS you are a subscriber.
- Option #2. Go to a concert and tell the box office you are a member of the TSYO and you would like a ticket.
- A \$6 processing charge per order applies to all monetary transactions.
- The box office is open 9am-5pm Monday-Friday, please call for help with your ticket plans.

Visit [www.ToledoSymphony.com](http://www.ToledoSymphony.com) for more information!!!

We can't wait to see you at the concerts!



# Absence Form

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TSYO Member Name: \_\_\_\_\_

TSYO Ensemble Name: \_\_\_\_\_  
(Concert Strings, Symphonic, or Philharmonic)

Date of Absence: \_\_\_\_\_

Explanation of Absence:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
TSYO Member Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
School Music Teacher Signature  
(required only for school performance/event)

\_\_\_\_\_  
Date

.....  
FOR TSYO STAFF USE ONLY

Date Received: \_\_\_\_\_

Notes: \_\_\_\_\_  
\_\_\_\_\_



# Release of Liability 2018-2019

## Participation Agreement and Release

The undersigned student or parent/guardian hereby consents to my or my child(ren)'s participation in the classes, programs, rehearsals, and performances ("Activities") of the Toledo Symphony Youth Orchestras. In consideration of my child(ren)'s participation in such Activities, in addition to the payment of any fee, I do hereby waive, release, and forever discharge the Toledo Orchestra Association and Perrysburg City Schools, and their trustees, agents, employees, instructors, and all others ("Releasees") from any and all responsibilities or liability for injuries or damages resulting from my or my child(ren)'s participation in any Activities. I do also release all of the Releasees from any responsibility or liability for any injury or damage to myself or my child(ren), arising out of or connected with my or my child(ren)'s participation in any Activities.

## Indemnification

Furthermore, I agree to indemnify the Releasees and each of them from any loss, claim, damage, suit, costs, or expenses, including attorneys' fees and court costs, resulting from or arising out of any injury to any person or damage to property, caused by participation of Releasor in any Activities.

## Release of Liability

I understand that parts of the activities associated with the TSYO may be physically or emotionally demanding. I hereby acknowledge that I am aware of these risks and agree to follow all safety instructions and behavioral policies. I also acknowledge that, despite careful precautions, there are certain inherent risks of injury in this program, and I accept those risks. I assume the risk of any injury, disability, or death that results from any of the activities that I engage in arising out of or in connection with the TSYO. This is a release for any and all future injuries or accidents. The undersigned is aware of the risks of attending, traveling to and participating in all events associated with the Toledo Symphony Youth Orchestras and hereby assumes all risks. The risks include those foreseen and unforeseen, known and unknown.

## Broad Interpretation of Release

I expressly agree that this release, waiver, and indemnity agreement is intended to be as broad and inclusive as permitted by the laws of the State of Ohio, and that if any portion of this agreement is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect.

## Medical Authorization

I further authorize the Toledo Orchestra Association to seek medical attention for myself or my child(ren), if in the judgment of the staff members it should be necessary. In the event I or my child(ren) should require medical attention and/or treatment during the course of any Activities and after a reasonable attempt I cannot be contacted for the purpose of consenting to such treatment in a timely manner, I hereby give permission to any hospital, physician, and/or other appropriate health care provider selected by the staff members to undertake any form of medical treatment considered necessary or appropriate by such provider in such event.

## Premises

I also agree that the Releasees are not responsible for any student once they leave the studio premises. Neither are Releasees responsible for lost or stolen articles.

## Media

I understand that photographers and videographers are often invited to TSYO programs, classes, rehearsals, and performances for publicity purposes. I agree to the use of my or my child(ren)'s image(s) or likeness(es) in promotional materials including, but not limited to, brochures, newspaper articles, books, television, and/or internet including but not limited to the Toledo Symphony's website, the website of local, state and national music, arts and educational organizations and/or publications, as well as social networking sites in perpetuity.

## Handbook

I have been given a copy of the TSYO handbook. I agree to uphold the policies and procedures set forth in the handbook. I understand that failure to comply with the regulations may result in automatic expulsion from the TSYO without refund.

Finally, I acknowledge that as a member of the TSYO, the musician is an ambassador for the Toledo Symphony Orchestra and TSYO. The musician should maintain high standards of personal ethics and professionalism at all times and in all places, including online platforms such as Facebook, Twitter, YouTube, blogs etc.

\_\_\_\_\_  
Musician Printed Name

\_\_\_\_\_  
Musician Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Printed Name

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date