

# Student Handbook 2019-2020



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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 70<sup>th</sup> season, the TSYO is proud to continue its partnership with the Toledo Symphony Orchestra, the Toledo Museum of Art, and Perrysburg City Schools. We are also indebted to the efforts of your private teachers, school music programs, music teachers, and you!

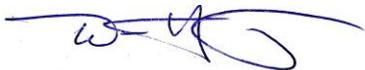
The materials contained in this handbook will serve to outline the policy and procedures for membership in the Toledo Symphony Youth Orchestras. While we are not professional orchestras, we work to embody a professional level of performance and practice. Your performance and demeanor are a direct reflection 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 many Toledo Symphony 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 8-18 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

**Kathleen Schnerer**

Concert Strings Assistant

**Joan Weiler**

TSYO Coordinator  
jweiler@artstoledo.com  
419.418.0037

**Rachel Zeithamel Schultz**

Director of Education and Community Engagement, TAPA  
rzeitamel@artstoledo.com  
419.418.0022

# Membership Requirements

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## Tuition

TSYO tuition is \$265 for each member. Families with more than one member in the orchestra will pay only \$235 for the 2<sup>nd</sup> member and \$215 for any additional members. Tuition is due by the first rehearsal. You may choose to pay the full amount or pay in 2 installments- 1<sup>st</sup> payment by the first rehearsal and the 2<sup>nd</sup> payment by Jan. 13, 2020.

## Tuition Refund Policy

If a TSYO member withdraws from the organization before the 3rd rehearsal, they will receive a full refund of tuition paid. Tuition is non-refundable after the third rehearsal of the season except in cases of a geographical relocation or medical condition documented by a physician or health care provider that prohibits participation. Other circumstances will be considered on a case by case basis. Refunds will be assessed a \$15 administrative fee and prorated for the number of rehearsals attended by the member. No refunds or credits are provided for missed rehearsals due to holidays, weather cancellations or absences.

## Tuition Assistance

Tuition assistance is available. Please refer to the chart below to see if your child may qualify for assistance. These funds are limited. 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). Applications for assistance must be submitted by August 30, 2019. Click [here](#) to apply or scroll to the "Tuition" section of the TSYO webpage.

## 2019-2020 Federal Income Guidelines (Effective through June 30, 2020.)

Household Size	Annual	Monthly	Weekly
1	\$23,107	\$1,926	\$445
2	\$31,284	\$2,607	\$602
3	\$39,461	\$3,289	\$759
4	\$47,638	\$3,970	\$917
5	\$55,815	\$4,652	\$1,074
6	\$63,992	\$5,333	\$1,231
7	\$72,169	\$6,015	\$1,388
8	\$80,346	\$6,696	\$1,546
Each additional person add:	\$8,177	\$682	\$158

## Membership Requirements (cont.)

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### Private Lessons

All Philharmonic and Symphonic Orchestra members of TSYO are required to take private lessons on a regular basis. 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 possible rehearsal changes (i.e. weather cancellations). Check out our Facebook page at [www.facebook.com/toledosymphonyyouthorchestras](http://www.facebook.com/toledosymphonyyouthorchestras) 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!**

### Harassment Policy

The Toledo Alliance for the Performing Arts (“TAPA”) and the Toledo Symphony Youth Orchestras (“TSYO”) are committed to maintaining a positive learning environment in which all individuals are treated with respect and dignity. Discrimination, harassment, and bullying, like other disruptive or violent behaviors, are types of conduct that disrupt students’ ability to learn and TSYO’s ability to educate its students in a safe environment, and such conduct will not be tolerated.

For purposes of this policy, harassment and bullying are defined as any unwelcome or unwanted conduct of an offensive nature, whether verbal, physical, or environmental, that is intended to or actually causes mental or physical harm to the individual at which it is directed or that creates an intimidating, abusive, hostile, or offensive environment. Harassment and bullying also includes misconduct that occurs using electronic equipment and media, such as through email, text, or social media. This policy also applies to misconduct that occurs outside of TSYO hours but that is directed towards TSYO students or staff or that substantially disrupts the TSYO’s learning environment.

Examples of prohibited conduct include, but are not limited to:

- Physical violence, damage to an individual’s property, or threats
- Sexual assault or unwelcome touching
- Unwanted or unwelcome flirtations or sexual advances or propositions, or comments about an individual’s body, sexual prowess, or sexual deficiencies
- Verbal abuse, slurs, taunts, name-calling, or other attempts to ridicule, insult, humiliate, or intimidate
- Repeated jokes that include offensive references, particularly those that reference race, religion, sex, sexual orientation, gender identity, or disability, or that are lewd or obscene
- Public exclusion from the peer group
- Spreading gossip or rumors about others
- Taking and/or disseminating unwanted or embarrassing photographs

The TSYO encourages all individuals who believe they are being harassed or bullied to firmly or promptly notify the offender that his or her behavior is unwelcome, if possible. All TSYO staff and students are required to report misconduct under this policy to the Artistic Director, Education Director, or any other member of the TSYO or TAPA staff. Anonymous complaints can be sent to the Education Director. Retaliation against any victim or person who makes a good faith report of harassment or bullying will not be tolerated and will also be considered misconduct under this policy. Deliberate or knowingly false reports, however, will not be tolerated and are considered misconduct under this policy.

## Addition Code of Conduct (cont.)

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The TSYO will respond promptly and investigate all good faith complaints of misconduct. If the TSYO determines that misconduct has occurred, the parent or guardian for the student(s) involved in the misconduct shall be notified. The TSYO reserves the right to take appropriate corrective action based on the severity of the misconduct, up to and including removal from the Program.

### **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**

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 late March/early 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.

## REHEARSAL VENUE

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

### **Announcements**

Students are responsible for all 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 News 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 Policy**

Attendance will be taken at every rehearsal. Sign in sheets will be available before rehearsal starts. 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 the absence form on page 17 (available to download via TSO website as well) 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 on page 17 (available to download via TSO website as well) including an explanation. One word or vague excuses WILL NOT be considered an explanation.

## Attendance (cont.)

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### **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 unless given permission by your conductor.

TOLEDO SYMPHONY YOUTH ORCHESTRAS  
2019-2020 SCHEDULE\*

Aug 26 Informational meeting 6:00-7:00 for all members and parents- Hull Prairie Intermediate

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

		Concert Strings 4:00pm-6:00pm
Sept 9	1 <sup>st</sup> Rehearsal	Symphonic Orchestra 6:30pm-8:30pm
Sept 16	Rehearsal	Philharmonic Orchestra 6:30pm-8:30pm
Sept 23	Rehearsal	
Sept 30	Rehearsal	
Oct 7	Rehearsal	
Oct 14	Rehearsal	
Oct 21	Rehearsal	
Oct 28	Rehearsal	
Nov 4	Rehearsal	
<b>November 10</b>	<b>CONCERT #1</b>	<b>4 pm TMA PERISTYLE CONCERT HALL</b> (call times TBA by orchestra)
Nov 11	Rehearsal	
Nov 18	Rehearsal	
Nov 25	Rehearsal	
Dec 2	Rehearsal	

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

Jan 8	Rehearsal ( <b>Wednesday</b> )	
Jan 13	Rehearsal	
Jan 20	<b>*NO Rehearsal*</b> (MLK Day)	
Jan 22	Rehearsal ( <b>Wednesday</b> )	
Jan 27	Rehearsal	
Feb 3	Rehearsal	
<b>February 9</b>	<b>CONCERT #2</b>	<b>4 pm TMA PERISTYLE CONCERT HALL</b> (call times TBA by orchestra)
Feb 10	Rehearsal	
Feb 17	<b>*NO Rehearsal*</b> (President's Day)	
Feb. 24	Rehearsal	
March 2	Rehearsal	
March 9	Rehearsal	
March 16	Rehearsal	
<b>March 18</b>	<b>Rehearsal w/TSO (Wednesday)</b>	<b>7:30-10:00 Venue TMA PERISTYLE (specific times TBA)</b>
<b>March 22</b>	<b>CONCERT #3 – TSO SIDE BY SIDE</b>	<b>4pm TMA PERISTYLE CONCERT HALL</b> (call times TBA by orchestra)
March 23	<b>*NO Rehearsal*</b> (Spring Break)	
March 30	Rehearsal	
April 6	Rehearsal	
April 13	<b>*No Rehearsal*</b>	
April 20	Rehearsal	
April 27	Rehearsal	
May 4	Rehearsal	
<b>May 10</b>	<b>CONCERT #4 - TSYO POPS!</b>	<b>3 pm KOBACKER HALL- campus of BGSU</b> (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.***



Scan QR Code to "Subscribe to Toledo Symphony Youth Orchestra Calendar"

# Concerts

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## Tickets

All TSYO concerts are free and open to the public. Seating is general admission.

## 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  $\frac{3}{4}$  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.*

### **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 Wasim Hawary or Joan Weiler.

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

The Toledo Symphony League Remembrance Fund gives scholarships to students at every level of the Youth Orchestras. Applications are sent by email to every TSYO member in January or February each year, and the auditions are typically held in March and April. The Remembrance Fund Scholarships must 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.

### **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.

# Toledo Symphony Ticket 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.

### Masterworks and Mozart in the Afternoon Concerts:

- Each enrolled TSYO member 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 **members** 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:

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\_\_\_\_\_  
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: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



**TOLEDO SYMPHONY YOUTH ORCHESTRAS PRIVATE LESSON  
AND SCHOOL VERIFICATION FORM  
2019-2020**

**PRIVATE TEACHER:**

I certify that this student, \_\_\_\_\_, is currently  
(TSYO member's name)  
studying privately with me and is eligible to be a member of the Toledo Symphony Youth Orchestras.

\_\_\_\_\_  
PRIVATE TEACHER NAME

\_\_\_\_\_  
PRIVATE TEACHER SIGNATURE

**Please note:** Private teachers need to enter their phone and email address on **only one form** per year for **all** private students.

PHONE \_\_\_\_\_ EMAIL ADDRESS \_\_\_\_\_

\*email will only be used to update private instructors about upcoming concerts, auditions, etc.

**SCHOOL MUSIC TEACHER:**

I certify that the student listed above is currently in my school band or orchestra and is eligible to be a member of the Toledo Symphony Youth Orchestra.

\_\_\_\_\_  
SCHOOL MUSIC TEACHER NAME

\_\_\_\_\_  
SCHOOL MUSIC TEACHER SIGNATURE

**Please note:** School name, phone and email address needed on **only one form** per year.

\_\_\_\_\_  
SCHOOL NAME

PHONE \_\_\_\_\_ EMAIL ADDRESS \_\_\_\_\_

\*email will only be used to update school music teachers about upcoming concerts, auditions, etc.

**STUDENT & PARENT:**

I agree to continue private lessons and perform in my school's band or orchestra program as a condition of my membership in the Toledo Symphony Youth Orchestra. Should I change teachers or class schedules, I will bring this to the attention of the TSYO staff immediately.

\_\_\_\_\_  
STUDENT SIGNATURE

\_\_\_\_\_  
PARENT SIGNATURE