



# 2014-2014 PARENT/ MUSICIAN HANDBOOK

Ozarks Philharmonic Youth Orchestras, Inc.

P. O. Box 5492

Bella Vista, AR 72714

[www.opyo.org](http://www.opyo.org)

Participation in Youth Orchestras is a privilege and honor. As such, we would like to remind you of certain standards and attitudes that we require for OPYO eligibility from every student family. Our policies and guidelines have been set to ensure a quality orchestral experience and to enhance your personal musical progress. With your cooperation, we will have a busy, exciting and productive year in the OPYO program.

Please evaluate your yearly schedule (including musical and non-musical activities, in school, and otherwise) in order to be sure that you will be able to fulfill this time commitment.

**All Musicians are expected to:**

- Remit payment of OPYO tuition or submission of an OPYO scholarship application & business sponsorship funds in accordance with the OPYO timetable. (Applications are available for need-based scholarships).
- Attend ALL rehearsals and performances in accordance with OPYO's attendance policy.
- Regularly practice and prepare OPYO music.
- Take proper care of your OPYO music folder and music.

**Display proper respect for the property of the Trinity Grace Church. All students and parents must have the attitude that they will be careful to leave the church property in better condition that it was found.**

**• A 50 cent per page fee will be charged for making copies of music for any student that forgets his music and needs to have a copy made during orchestra practice.**

- Display an attitude of respect toward all OPYO Conductors and Staff.
- Cooperate with and be considerate for other musicians.
- Remain informed about rehearsal schedules and announcements by regularly checking for email communication from OPYO staff.
- Have a positive attitude toward learning.
- Musicians may not leave the activity site(s) at any time during stated activity or events.
- It is strongly urged that all OPYO members actively participate in their existing school band or orchestra programs. Only a legitimate class scheduling conflict, as determined by the ensemble conductor, will be considered grounds for exemption from this rule.
- Smoking, as well as alcohol or drug use, is not permitted at any time during OPYO functions.
- Musicians are expected to refrain from inappropriate public displays of affection as defined by accepted social and legal standards at any time during OPYO activities.
- **Cellular telephones, ipods and MP3 should be turned off and kept in your bag or pocket.**
- Remember that no youth orchestra recording or promotion may be used anywhere, unless permission is received from the Music Director, Orchestra Manager and Conductor of the organization with Music Director being the final authority and /or any soloists involved, or the production company. If permission is received, all acknowledgements must be made clearly on the website identifying the parties involved.

**We Urge:**

- All musicians to obtain private lessons on a regular basis for their auditioned instrument.

**Attendance Policy**

- A musician is on time at the beginning of a rehearsal only if he or she is in his or her seat with instrument, music and pencil ten minutes before the scheduled downbeat of the rehearsal. Musicians are to use this time to warm up.

- There will be only one unexcused absence allowed per semester. The second unexcused absence will result in a formal letter to parents. The third unexcused absence will result in immediate dismissal from the orchestra. Tuition will be forfeited.
- There will be only two excused absences allowed per semester.
- Any unexcused absence from a dress rehearsal may, at the decision of the Conductor, prevent musicians from participating in the following concert, resulting in immediate dismissal from the orchestra.  
**Tuition will be forfeited.**
- Any unexcused absence from a regular season concert will result in immediate dismissal from the orchestra. **Tuition will be forfeited.**
- Attendance at all Sectionals should be an extreme priority. Musicians will be receiving individual attention from highly qualified professional musicians.

**EXCUSED absences:**

- Illnesses
- Death in the family

*These absences require a phone call to Tamera Murphy (417-499-9479) or conductor of your group. An email to: youthorchestras@gmail.com or your conductor will also suffice. Musicians who do not call in will be considered unexcused.*

- A mandatory school event
- College visit/audition (should be scheduled around OPYO activities if at all possible)
- Any mandatory activity required by the school music program.

***These excused absences must be preceded by a completed, submitted, and approved Absence Request Form turned in to the Office at least one week prior to the absence.***

**Tardiness**

Musicians arriving late (after the first beat) will be asked to sit in an empty seat in their section for the rest of that rehearsal so that their tardiness is a minimum of disruption to others. In extreme cases of absence or tardiness, the musician may be asked not to play that concert. A tardy counts as one-third absence. Returning late from a rehearsal break or leaving early from rehearsal also counts as one-third absence.

***Foreseeable late arrivals/early departures must be documented on an Absence Request Form and submitted in advance, or a musician will be charged the absence.***

**Concert Dress**

**Youth Symphony- Men:** Black pants, black suit coat or tux; black socks and shoes, black bow tie and cummerbund; white tux shirt, starched and ironed.

**Youth Symphony-Women:** Dressy, long black dresses with long sleeves (or  $\frac{3}{4}$  length sleeves) or long-sleeved black blouses with long black skirts; black hose and closed toed black shoes.

**String Ensembles and PRESTO- Boys:** White long sleeved dress shirt, dark long tie, and black pants, black socks and shoes

**String Ensembles and PRESTO- Girls:** White blouse,  $\frac{3}{4}$  length or longer sleeves, mid-calf or longer black skirt or black pants; black hose and closed toed black shoes.

**NOTE FOR ALL LADIES:** No skirts with slits, no plunging necklines, no midriffs showing. Keep jewelry small and tasteful. Avoid strong colognes or perfumes.

**Musician Information**

During the year, you will receive important forms and paperwork through the mail only a few times. The rest of the time, OPYO uses email for communication. All parents, musicians, alumni, and teachers should have email and check it regularly if they wish to stay up-to-date with OPYO activities. Musicians and parents, please alert the OPYO office as soon as possible of any phone number, email or address changes to ensure that you receive all information in a timely manner and that our files are kept accurate.

**Yearly Tuition & Parent Volunteer Requirement**

OPYO is a tuition based organization. Tuition per student and Parent Volunteer hours, per year/semester is as follows:

<b><u>Students # In family</u></b>	<b><u>ANDANTE &amp; PRESTO</u></b>	<b><u>YOUTH SYMPHONY ORCHESTRA</u></b>	<b><u>PARENT VOLUNTEER HOURS</u></b>
1 <sup>st</sup>	\$420 (\$210 / semester)	\$450 (\$225 / semester)	3 hours/semester;
2 <sup>nd</sup>	+\$240 (+\$120 / semester)	+\$270(+\$135 / semester)	Opt-out fee: \$30 per
3 <sup>rd</sup>	+\$225(+\$112.50 /semester)	+\$255(+\$127.50/ semester)	semester
4 <sup>th</sup> +	+\$210(+\$105 / semester)	+\$240(+\$120 / semester)	

Need based scholarships are available on a limited basis. Scholarship applications must be turned in before or on the first day of rehearsal each semester. Students requesting scholarship assistance will be asked to secure at least \$120 in business sponsorships for the youth orchestra.

**Business Sponsors**

All families are encouraged but not required to find at least 2 business sponsors from their community who will sponsor OPYO students @ \$60 each to help offset tuition costs. The entire amount of your tuition will be due on the tuition due date (see below) but when business sponsors are found your 2<sup>nd</sup> semester tuition fees will be reduced by the number of business sponsors solicited. Business sponsors will be given 2 complimentary tickets to all our orchestra concerts and they will be recognized in our OPYO concert programs.

**Tuition Due Dates:**

Tuition may be paid in full at the first date of the fall rehearsal or may be made in two equal payments.

First Semester Balance: 1/2 of total yearly tuition - due at the first fall rehearsal.

Second Semester Balance: 1/2/ of total yearly tuition - due at the first spring rehearsal.

Payments and forms of any kind may be mailed to OPYO P.O. Box 5492, Bella Vista, AR 72714 before the tuition due date or they may be delivered in person at the first rehearsal directly to Tamera Murphy. To the greatest extent possible, payments should be in the form of a check (not cash) made out to OPYO. Checks should be annotated in the lower left corner with musician’s name or names and purpose of payment.

Please consider your canceled check as your receipt. Please do not give any paperwork and/or payments to conductors.

All completed forms and tuition payments must be in the OPYO office by the deadlines.

**What happens if Tuition is not paid?**

If tuition is not paid by the due date, the family will be contacted within a week to see why the tuition was not paid. If the family has had a case of hardship we will encourage the family to immediately fill out a scholarship application. If no scholarship application has been filed or if the family has not paid their tuition within one month after the tuition due date, the youth orchestra has no other options than to dismiss that student from participating in the program.

To allow a student to participate in the youth orchestra without paying tuition (either by the family paying or by scholarship or by finding business sponsors) is unfair and unethical to all the families who have been diligent to pay

### **Scholarships**

Financial assistance is limited to musicians who have financial need. The OPYO scholarship program has very limited funds. All scholarship recipients are asked to volunteer and help with orchestral needs and fund raisers. Scholarship applications are reviewed by the OPYO Board Committee. All financial information will be kept confidential. A scholarship application may be obtained by emailing Tamera Murphy at [youthorchestras@gmail.com](mailto:youthorchestras@gmail.com). **Scholarship applications must be completed and turned in by the first rehearsal. Tuition assistance decisions will be announced the week of October 1.**

### **Refund Policy:**

The parents of a musician, who voluntarily resigns his/her membership in OPYO, must notify the OPYO office in writing to be considered for a refund.

Refund request in writing by September 30: full refund of tuition less a \$25 deposit.

Refund request in writing October 1 to October 31: Partial refund of the tuition for the season less a \$25 deposit.

After November 1st - No refunds.

No refunds are given for musicians who are dismissed due to discipline issues.

**A \$20 fee will be assessed by OPYO on any checks returned due to insufficient funds.**

### **Music Folders**

Each OPYO musician is assigned a folder at the beginning of the season. Every musician is responsible for his or her own folder and the music issued. Any lost or damaged music will be charged to the musician's family. You will be charged \$10 for each lost folder plus additional replacement costs of original music. Since replacement charges can run anywhere from \$5 to \$30 or more per part, you should handle your music carefully and return it on time, as announced in rehearsals. **Replacement costs for rehearsal photocopies will be 50¢ each.**

### **Inclement Weather Policy**

OPYO will follow the public school announcements for cancellations. Each musician and parent is responsible for monitoring the website ([www.opyo.org](http://www.opyo.org)) for such announcements. Any cancellations will be posted no later than two hours before the first scheduled rehearsal.

### **Concerto Competition**

Each year OPYO sponsors a competition for member musicians. The competition, held in January, is open only to current musicians of the Youth Symphony of the Ozarks. The winner will have the opportunity to perform solo with the Youth Symphony of the Ozarks during the upcoming concert season (or at the final concert of the spring season). Please visit our website for further information, including competition rules and guidelines.

### **Tours and Associated Costs**

The OPYO occasionally plans tours for its musicians. Musicians involved will be assessed additional tour fees above the usual membership fees during these years.

## **Rehearsals**

All rehearsals will take place on Monday evenings at the TRINITY GRACE CHURCH located at 5845 Bellview Rd. Rogers, AR Times for each group is below:

**ANDANTE Strings** 5:30 to 6:30

**PRESTO Orchestra** 6:30 to 8:00

**YOUTH SYMPHONY OF THE OZARKS** 6:00 to 8:00

**ANDANTE Strings** is a string ensemble for musicians who are beginning their orchestra experience. String musicians who have studied privately or played in a school orchestra for one year may audition.

**PRESTO Orchestra** is a full intermediate orchestra including strings, winds, brass and percussion that performs high quality classical music and further prepares musicians for Youth Symphony.

**YOUTH SYMPHONY OF THE OZARK** is the premiere orchestra in our program. It is a full orchestra complete with strings, winds, brass and percussion. The symphony performs standard repertoire of master composers from all eras of music.

## **Parent Group and Volunteering**

Every parent automatically becomes a member of the support guild, OPYOG. Please plan to attend Guild meetings and help support our musicians. As with every non-profit organization, volunteers are the backbone and the moving force of the group. At OPYO, we ask volunteers to help in a variety of ways. Please fill out the Parent Volunteer Form and submit it at your musician's audition.

## **Staff Directory**

ANDANTE Strings Orchestra Conductor: Mr. Jesse Collett, [jcollett@bentonvillek12.org](mailto:jcollett@bentonvillek12.org), 479-841-6917

PRESTO Orchestra Conductor: Mr. Jesse Collett, [jcollett@bentonvillek12.org](mailto:jcollett@bentonvillek12.org), 479-841-6917

YSO Conductor/Music Director: Dr. David Barg, [davidarthurbarg@gmail.com](mailto:davidarthurbarg@gmail.com), 816-646-0486.

[www.davidbarg.com](http://www.davidbarg.com)

Manager: Tamera Murphy [youthorchestras@gmail.com](mailto:youthorchestras@gmail.com); 417-673-1664, 417-392-7735