



2017-18

Student Handbook



Raul Gomez, Music Director

www.playmys.org



Welcome to MYS

We would like to extend a warm welcome to all of you who are participating in the 44th season of the Metropolitan Youth Symphony. We are excited to see so many of our current musicians returning and to meet so many who are new to the MYS family.

Staying Informed

You will find answers to most of your questions regarding policies and procedures for the year in this handbook – please read it thoroughly!

Weekly announcements are emailed on Wednesdays, and will include information on concerts, special events, fundraisers, and more. Additional practice notes and other items may be emailed by your group's volunteer manager as needed. Please make sure that we always have your most current email, as in most cases this is our primary method of communication!

Our Season

The MYS Season begins with Orientation on September 9th and concludes with each group's final concert (see rehearsal schedule on page 2 for your group's final rehearsal date).

All MYS groups perform in a minimum of three concerts during the school year. Many groups also participate in outreach tour performances or special events throughout the year.

We look forward to watching you develop your musical skills with the Metropolitan Youth Symphony and we know that you will forge connections and friendships that will last a lifetime.

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Contacting MYS



MYS Office

Office hours are 9:00am to 5:00pm Monday through Friday

General email address: Officemgr@playmys.org

Office phone: 503-239-4566

4800 SW Macadam Avenue, Suite 105, Portland, OR 97239

www.playmys.org

On Saturdays, call the MYS office phone number (503-239-4566) to reach staff at rehearsal!

Staff

Raul Gomez	Music Director	rgomez@playmys.org
Diana Scoggins	Executive Director	dscoggins@playmys.org
Mary Overman	Development Manager	moverman@playmys.org
Chris Whittemore	Production Manager	production@playmys.org
Anne Griffin	Office Manager	officemgr@playmys.org

Questions?

Chris Whittemore, Production Manager: questions about rehearsals, concerts, scheduling, auditions, absences, music
Anne Griffin, Office Manager: questions about payments, billing, concert tickets, t-shirts, fundraising

Conductors

Raúl Gómez	Symphony Orchestra/MYSfits Sinfonietta Orchestra	rgomez@playmys.org
Patrick Murphy	Symphonic Band	pcmurphy@yahoo.com
Jeff Peyton	Concert Orchestra	jeffrey.peyton@gmail.com
Dan Ogren/ Sally Kuhns	Concert Band	danogren@msn.com sallynk@juno.com
Paloma Griffin Hébert	Vivaldi Strings	palomalot@yahoo.com
Adam LaMotte	Baroque Orchestra	calcanius@gmail.com
Nita Van Pelt	Interlude Orchestra	nvp28@comcast.net
Kathie Reed	Overture Strings	reedhess@aol.com
Greg McKelvey	Jazz Band	mckelvey.greg@bgsd.k12.wa.us
Ryan Meagher	Jazz Ensemble	ryan@ryanmeagher.com
Suzanne Gaye	Beginning Strings	suzgaye@yahoo.com
Michael Roberts	MYSticks	michaelr7511@gmail.com



Weekly rehearsals take place on Saturdays at Roseway Heights School:

Roseway Heights School

7334 NE Siskiyou Street, Portland
 (2 blocks south of Fremont Street at 73rd Avenue)

For *Symphony Orchestra ONLY*: Two additional weekday rehearsals are scheduled at the end of each concert term. Please watch for the specific schedule in your weekly announcements.

MYS Rehearsal Schedule 2017-2018

updated:
08.24.17

Rehearsal Location: Roseway Heights School, 7334 NE Siskiyou St., Portland

Rehearsal Contact Number: Production Manager - 503-239-4566 (Rings to onsite cell)

	Room 196 (Multi-Purp)	Room 142 (Small Gym)	Main Gym	Room 123 (Music)	Room 129 (Indust Arts)	Room 185 (Art)	Room 182	Room 112	Room 168
9:00am									
9:15am									
9:30am	9:30-12:30 Symphony Orchestra	9:30-12:30 Concert Orchestra	9:30-10:30 Interlude (Strings ONLY)	10:00-12:00 Baroque Strings	9:30-10:45 MYSticks / SO Percussion Coaching	9:30-11:30 Jazz Band		9:30-11:30 Jazz Ensemble	
9:45am									
10:00am									
10:15am									
10:30am			10:30-11:30 Interlude (Full Orchestra)						
10:45am	Break	Break	Last day: 05/19/18			Last day of rehearsal: 5/12/2018		Last day of rehearsal: 5/12/2018	
11:00am				Last day of rehearsal: 5/19/2018	11:00-12:15 Percussion Studio Class (CO & IO)		11:00-12:00 BO Coaching		
11:15am							Every other week*		
11:30am			11:30-12:30 Interlude (W,B,P)						11:35-12:20 Theory Classes
11:45am			Last day: 05/19/18						9/30-4/28, 26 wks
12:00pm	Last day of rehearsal: 06/02/18	Last day of rehearsal: 05/19/18							
12:15pm									
12:30pm				12:30-2:30 Overture Strings	12:30-2:30 Beginning Strings			12:30-1:30 OV Coaching	
12:45pm					Begin 9/30/17			Every Other week*	12:45-1:30pm Theory Classes
1:00pm	1:00-2:30 Symphonic Band	1:00-3:00 Sinfonietta Orchestra	1:00-3:00 Vivaldi Strings			1:00-2:30 MYSfits	1:00-2:30 Concert Band		
1:15pm									
1:30pm									
1:45pm				Last day of rehearsal: 5/19/2018	Last day of rehearsal: 5/19/2018	Last day of rehearsal: 06/02/18	Last day of rehearsal: 05/19/18		
2:00pm	Last day of rehearsal: 06/02/18	Last day of rehearsal: 5/19/2018	Last day of rehearsal: 5/19/2018						
2:15pm									
2:30pm									
2:45pm									
3:00pm									

No Rehearsal on the Holiday Weekends listed below:

Thanksgiving	11/25/2017	
Winter Break*	12/23/2017	
	12/30/2017	
Spring Break	3/24/2018	
	3/31/2018	
Memorial Day	5/26/2018	Only SO and SB will rehearse this day

*Winter Term Rehearsals begin January 6, 2018



Absences

You may miss up to three rehearsals during any one concert term. There are three concert terms in a season (defined as the 10-12 weeks of rehearsals that lead up to a major concert). If you go over this number of absences before a concert, you may be excused from the upcoming performance at the discretion of the conductor. Some allowance will be made for verified school music events, but you must let MYS know about these absences at least two weeks in advance.

Absence Notification

An online absence form should be submitted **at least two weeks** before the rehearsal you need to miss. The online absence form can be found at:

<http://www.playmys.org/absence.html>

This form is required for ALL absences, including illness or emergency. Please fill out the form as soon as you can if you are ill or have a last-minute conflict.

Late Arrivals

Be on time! Arriving at the time of rehearsal is disruptive and will be considered late. MYS may contact parents if a musician is absent, arrives late, or leaves early without prior permission. **Three late arrivals will equal an absence.**

Rehearsal Etiquette

MYS students are expected to behave in a respectful manner while at Roseway Heights School or at any other MYS concert or rehearsal location. **Roseway Heights rooms must be left exactly as you find them.**

Be ready for the downbeat

- Arrive at least 15 minutes early
- Bring all music, a music stand with your name on it, and a pencil to all rehearsals
- Be in your seat and ready for the downbeat at your scheduled rehearsal time
- **Know your music—practice at home & be musically prepared. Your group depends on you!**

Practice proper rehearsal etiquette

- Cell phones must be OFF—no text messaging. Manager may confiscate phones during rehearsals if they become a distraction
- Absolutely no gum chewing is allowed on school property, indoors or outside
- No talking during rehearsal in the rehearsal room—behave in a mature and professional manner (parents included!)
- No hats are to be worn during rehearsals (unless for religious or medical reasons)

Keep it clean

- No food or beverages in rehearsal rooms—water only. Snacks can be enjoyed in the hallways.
- Brass & woodwind players—bring towels to wipe up condensation.
- String players—pick up broken rosin, strings or bow hairs.
- Throw away any trash in rehearsal rooms or hallways.



Safety, Attitudes, & Actions

Safety Procedures

- Always enter the Roseway Heights School building using the entrance off the main parking lot (at the west end of the building). All other entrances will be locked.
- No one except MYS families, students and staff should be in the building for any reason. Please contact MYS staff or a group manager if you see anyone or anything suspicious.
- In the case of a fire alarm, follow the directions of your group manager, who will instruct you about how to get to the nearest safe exit. Once you are outside, go to the sports fields (at the back of the school) and stay with your group. Managers will take attendance, and you should wait with your group for further instructions.
- If you are experiencing an immediate issue, call Chris Whittemore, Production Manager, at 503-239-4566, or contact your group manager or another adult. In the case of a life-threatening emergency, call 911.

Supervision & Security

MYS is a closed campus on Saturdays, and anyone not participating in an MYS or Roseway Heights activity should be pointed out to MYS staff. MYS staff will remain at the main MYS entrance when not needed elsewhere, but please note that at times there may be varying levels of supervision in hallways and by entrances. With this in mind:

- MYS is not responsible for any lost or stolen items. Found items will remain at the front desk until the end of that rehearsal day, and then will be placed in the school lost and found where you can reclaim them throughout the week. Expensive items (computers, instruments, etc.) will be returned to the MYS Office if found on Saturday, otherwise you will need to contact the school to see if a janitor recovered the item at a later date.
- It is at the parent's discretion whether or not to stay on site for rehearsals. Students will always be fully supervised during rehearsals, but typically students are allowed to relax in hallways and common areas at-will during breaks. If you choose to drop your student off, please discuss with them where you would like them to be before and after rehearsals and during break (including whether older players are allowed to leave the school grounds during longer breaks). Please contact MYS staff if you have any specific supervision or security questions!
- Early drop-off/Late pick-up: Students can arrive at Roseway Heights as early as 9:00am and stay as late as 3:15. If staff is required to wait with your player after 3:15, you will be charged a \$1.00 per minute late pick-up fee.

Inclement Weather

If rehearsals must be cancelled due to weather, MYS staff will email all participants by 8am Saturday morning and will post cancellation information on the MYS website. Please check both if you are unsure about the status of rehearsals.

Attitudes & Actions

If a musician does not meet MYS requirements for behavior, disciplinary action may be taken. In some cases, the musician will be put on probation or dismissed from upcoming performances. Other disciplinary action will be determined by conductors and MYS staff and could ultimately result in expulsion from the organization.

- No food, drink (except water), or gum in rehearsal rooms
- No smoking—smoking on or around school property is a federal offence.
- Drugs and alcohol are strictly forbidden during any MYS activity.
- MYS musicians are expected to show respect to all people and property around them.
 - No offensive language.
 - No behavior which is rude, hurtful or causes damage to public or private property.
 - No disruptive behavior during rehearsals.

Concerts



METROPOLITAN YOUTH SYMPHONY - 2017-2018 Concert Schedule

10.4.17 - CW

TERM #1	Sunday, November 12, 7:30pm Arlene Schnitzer Concert Hall <i>[OSO theme: Immigration]</i>	Saturday, November 18, 7pm Liberty High School	Sunday, November 19, 5pm Liberty High School	Saturday, December 9, 7pm New Expressive Works
	Interlude Orchestra Concert Orchestra Symphony Orchestra	Concert Band Jazz Band Jazz Ensemble Symphonic Band	Overture Strings Baroque Strings Sinfonietta Orchestra Vivaldi Strings MYSfits (short program)	MYSfits (full program) MYSticks Perc
TERM #2	Sunday, March 4, 7:30pm Arlene Schnitzer Concert Hall	Saturday, March 10, 7pm Benson High School <i>[OSO theme: Environment]</i>	Sunday, March 11, 4pm Benson High School	Saturday March 17, 7pm Lincoln Hall Recital Hall
	Overture Strings Vivaldi Strings Symphony Orchestra	Jazz Band Concert Band Symphonic Band Sinfonietta Orchestra Concert Orchestra	Beginning Strings Interlude Orchestra Baroque Strings MYSfits (short program)	Jazz Ensemble MYSfits (full program) MYSticks Perc
TERM #3	Sunday, May 13, 4pm Mission Theatre	Saturday, May 19, 7pm St. Mary's Academy	Sunday, May 20, 4pm St. Mary's Academy	Sunday, June 3, 7:30pm Arlene Schnitzer Concert Hall
	MYSticks Perc Jazz Band Jazz Ensemble	Overture Strings Baroque Strings Vivaldi Strings Sinfonietta Orchestra	Beginning Strings Concert Band Interlude Orchestra Concert Orchestra	Symphonic Band SO + Concerto Comp Winners Symphony Orchestra
Other:	November 4, 7pm Lincoln Hall Recital Hall, PSU Members of MYSfits & MYSticks Oregon International Ballet Acad.	January 7, 2018, 7:30pm Newmark Theatre SO + Project Trio	February 20, 7pm Lincoln Hall Recital Hall, PSU Chamber Music Concert	

Concert Tickets

Tickets for shows at the Arlene Schnitzer Concert Hall and Newmark Theater cost \$16-\$40 and can be purchased by calling the MYS office, mailing in a ticket order form, or at the door.

Tickets for Community Concerts at all other venues are \$5 for students/seniors and \$10 for adults. Tickets can be purchased on the MYS website or at the door.

Volunteers

Parental involvement at Metropolitan Youth Symphony is vital. As a non-profit organization, we depend upon a strong and interconnected community to help us keep costs low and to keep the quality of our programs high. There are many ways in which you can contribute to the enrichment of your child by helping out at MYS.

Volunteer tasks can include:

- Rehearsal set up and take down
- Distributing posters & other materials
- Helping at concerts: backstage chaperone, stage crew, or ticket taker (free admission to the concert!)
- Act as group manager or librarian
- Coordinate volunteer activities, plan events, and assist with fundraisers
-*Have an idea of how to help that isn't listed? Let us know!*

Contact the Production Manager for additional information or to volunteer for a specific job or event:
production@playmys.org or 503-239-4566



Concert Dress

Symphony Orchestra
Symphonic Band
Concert Orchestra
Vivaldi Strings
Sinfonietta Orchestra
MYSfits

- Guys:**
- Black tuxedo
 (or black suit for Concert Orchestra and Vivaldi Strings players)
 - White tuxedo shirt
 - Black bow tie and cummerbund
 - Black dress shoes, black socks

- Gals:**
- All black, dressy outfit.**
- Pants or skirt and long-sleeved top, or a long-sleeved dress.
 - Skirts and dresses must be ankle length and cannot have slits. Tops and dresses must not be lower than your collar-bone.
 - Black dress shoes and nylons are required.
 - Yoga pants, leggings, and black jeans are not acceptable. No ornamentation (bows, sequins, patterns, etc.) or sheer fabrics.



Concert Band
Interlude Orchestra
Baroque Orchestra

- Guys:**
- Black dress pants
 - White tuxedo shirt
 - Royal blue cummerbund
 - Black dress shoes and black socks

- Gals:**
- Floor length black skirt or black dress pants
 - White tuxedo shirt
 - Royal blue cummerbund
 - Black closed-toe dress shoes
 - Black opaque stockings



Overture Strings

- Guys:**
- Black dress pants
 - White tuxedo shirt
 - Black dress shoes & black socks

- Gals:**
- Long black skirt or black dress pants
 - White tuxedo shirt
 - Black closed-toe dress shoes
 - Black opaque stockings or socks





Jazz Band I

Guys:

- Dark colored suit
- Button up shirt with tie
- Dark dress shoes with dark socks

Gals:

- Black dress, skirt or dress pants
- Long-sleeved black top
- Black closed-toe dress shoes
- Black opaque stockings



Jazz Band 2

Guys:

- Black tuxedo
- White tuxedo shirt
- Black bow tie & cummerbund
- Black dress shoes with black socks

Gals:

- Black dress, skirt or dress pants
- Long-sleeved black top
- Black closed-toe dress shoes
- Black opaque stockings





Ordering Information

Concert dress may be purchased from any retailer, but here are a few suggestions to get you started:

TUXEDO RENTAL or PURCHASE

Mr. Formal discount outlet (or other Mr. Formal store)

- Located at 1103 SE 7th Avenue (at Taylor), 503-239-6121
- Pre-worn tuxes for sale (approx. \$50)

Tuxedo Wholesaler online

- www.tuxedowholesaler.com or 800-828-2802

SHIRTS, CUMMERBUNDS, TIES

Mr. Formal discount outlet (or other Mr. Formal store)

- They carry both new and used tuxedo shirts
- Located at 1103 SE 7th Avenue (at Taylor), (503) 239-6121
- 15% discount to MYS for new shirts, ties, cummerbunds

Tuxedo Wholesaler online

- www.tuxedowholesaler.com or 800-828-2802

FLOOR LENGTH SKIRT

From Tuxedo Wholesaler:

<https://tuxedowholesaler.com/concert-attire/index.php/women-s-wear/skirts-trousers/keynote-concert-skirt.html>

You can order a skirt from any retailer, as long as it is the same style!

Financial Information



Full Year Fees

Annual tuition (*Symphony Orchestra, Concert Orchestra, Vivaldi Strings, Sinfonietta Orchestra, Baroque Strings, Interlude Orchestra, Symphonic Band, Concert Band, Jazz Bands*)

discount for check or cash	\$645
payment with credit card	\$655

Annual tuition (*Overture Strings*)

discount for check or cash	\$595
payment with credit card	\$605

Additional Sibling 1 (<i>any group</i>)	\$545
Additional Sibling 2 (<i>any group</i>)	\$465
Registration fee (<i>paid before audition</i>)	\$40
* LATE FEE	\$25

**The late fee is charged if tuition is not paid by September 9 (December 18 for mid-year entrants). This fee will be waived if the student begins MYS after the first rehearsal, or if arrangements have been made for tuition payments, or if a financial aid application is pending.*

There is no discount for early payment and tuition payments are non-refundable. Tuition for students entering in December will be pro-rated to 2/3 of the season. You may pay by check, cash or Visa, MasterCard or Discover; we recommend that cash payments be made in person. Please note that there is a discount for payment by check or cash. Payment should be sent to the MYS office along with the musician's commitment form. Credit card information can be written on the form or given to MYS staff over the phone.

Tuition Payment Options

Tuition must be paid before the student can participate in the first rehearsal. You may split the tuition charge into installment payments if you are unable to pay in full. Other fees must be paid in September or upon acceptance.

September 9	tuition due
December 9	tuition due for musicians beginning in December

Financial Aid

MYS offers need-based financial aid to families who need help with tuition payments. We recommend that you submit an application for financial aid before rehearsals begin, but applications will be accepted and assessed throughout the year. All financial aid decisions are final. Forms may be downloaded from the MYS website. Financial aid is applied to tuition only; other fees must be paid in full. Financial aid recipients are required to participate in MYS for the entire season.



New Member Registration and Auditions

To be accepted into MYS, a student must audition. Placement in a group is based on demonstrated skill level, not age. Musicians wishing to enter MYS should have at least a year of playing experience on their instrument and be able to read music.

- Auditions for new musicians are held in June, August, November, and by appointment.
- New members can enter in either September or December.
- Jazz auditions are held on August 21 for the 2017-2018 season and on Orientation Day (September 9).
- The non-refundable registration fee of \$40 must be paid prior to the audition, accompanied by completed registration and medical forms. The deadline for submission is two weeks prior to the audition date. Forms can be downloaded from the MYS website.
- The MYS office will send you a confirmation email of your audition time after your forms are received.

Audition Requirements

Most auditions consist of scales, a prepared piece and sight-reading. Auditions are heard without piano accompaniment. See the MYS website for specific instructions for each instrument and group: www.playmys.auditions.html.

Returning Member Registration and Auditions

For all returning players (*except* Symphony Orchestra and Symphonic Band - see next section):

- Musicians wishing to return for the following year must re-audition.
- Students are not guaranteed placement based on last year's assignment.
- The non-refundable registration fee of \$40 must be paid prior to the audition, accompanied by completed registration and medical forms. The deadline for submission is two weeks prior to the audition date. Forms can be downloaded from the MYS website.
- The MYS office will send you a confirmation email of your audition time after your forms are received.
- MYS does not hold January auditions for current players; a musician is assigned to a group for the entire year.

Students Returning to Symphony Orchestra and Symphonic Band

Musicians may stay in Symphony Orchestra and Symphonic Band without re-auditioning if they meet the following requirements:

- \$40 registration fee (non-refundable), completed registration and medical forms for the following year received by MYS by June 6th.
- Musician may not have missed more than three rehearsals per concert term, or had more than a total of nine absences during the entirety of the previous season.
- Musician must be current with tuition.
- Musician must be in good standing in their group. If not, they will be notified that they will need to re-audition.

Additional Information for Students



Music Outside of MYS

- MYS expects that all musicians will play in their school band or orchestra if such a program exists.
- MYS musicians in Symphonic Band and Symphony Orchestra are required to take private lessons. Musicians in all other groups are encouraged to take private lessons.
- The MYS office has a full listing of private music teachers in the Portland metro area, and will be glad to help you find a teacher.

Concerto Competition

- Members of Symphony Orchestra are eligible to compete in the concerto competition. Winner(s) and runner(s)-up of the concerto competition perform with Symphony Orchestra or Concert Orchestra during the spring term.
- The solo piece, which must have an available orchestra accompaniment, must be memorized and played in full at the concert.
- Concerto competition application forms are due to the MYS office on December 9, 2017
- Auditions will be held on January 21, 2018. Players must prepare and memorize the entirety of their selected movement(s) for the competition. Piano accompaniment is required, and players are responsible for securing their own accompanist. Please contact MYS if you need help finding an accompanist.

New in 2017-18:

- There will be two separate categories for the concerto competition: Strings and Winds/Brass/Percussion. One winner from each category will be selected, unless the judges decide otherwise due to lack of qualified candidates in any given category. Judges may select additional winners or runners-up.
- Any piece for solo instrument and orchestral accompaniment is eligible for the competition (concerto, show-piece, theme and variations, etc).
- Selections must be between 5 and 10 minutes in duration. Typically, this means only one movement from a standard concerto, or the entirety of a stand-alone show-piece. In the case of single pieces or movements that are longer than 10 minutes, players must make cuts in consultation with the MYS Music Director.

Instrument Rentals

MYS has a limited number of instruments available for rental. The fee is \$75 per year and the musician's family is responsible for procuring insurance for the instrument, usually through the family insurance policy. Musicians wishing to rent an MYS instrument must remain in good standing with good attendance. All instruments must be returned at the end of the season in the condition in which they were received. Anyone keeping an instrument over the summer must renew the rental agreement in May.

Outreach Tour Concerts

Each year, MYS sends ensembles out into our communities to share the experience of music with students at underserved schools. Many MYS groups will perform at an Outreach Tour in addition to their three MYS concerts. The Outreach Tour schedule is developed during the year, and requests for a performance at your players school may be made through the MYS office. Musicians in groups scheduled for an Outreach Tour will receive permission forms from MYS explaining the program, and asking their school to release them from classes for that day.



Additional Information for Students

MYS Open House

During the Spring term, MYS has an Open House which gives families not currently in MYS an opportunity to tour our rehearsals at Roseway and ask questions about our program. The 2017-18 Open House will be April 21, 2018. If you know of other instrumentalists who might be interested in joining our community, please invite them to join us on this day!

International and Domestic Tours

A student's musical education is far more than learning to play the notes on a page. MYS plans trips both regionally and abroad so that our musicians have the invaluable experience of performing in different cultural settings. International tours take place approximately every three years. These tours are traditionally reserved for Symphony Orchestra. Previous destinations have included Austria, Hungary, Japan, Russia, Great Britain, Italy and China.