



# 2018-19

## Student Handbook



Raúl Gómez, Music Director

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



# Welcome to MYS

## Welcome

We would like to extend a warm welcome to all of you who are participating in the 45th 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; in most cases this is our primary method of communication.

## Our Season

The MYS Season begins with Orientation on September 8th 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

4800 SW Macadam Avenue, Suite 105, Portland, OR 97239  
503.239.4566  
playmys.org

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

**On Saturdays, call the MYS production phone number (971-770-0663) to reach staff at rehearsal!**

## Staff

Raúl Gómez	<b>Music Director</b>	rgomez@playmys.org
Diana Scoggins	<b>Executive Director</b>	dscoggins@playmys.org
Chris Whittemore	<b>Production Manager</b>	production@playmys.org
Shannon Yentzer	<b>Office Manager</b>	officemgr@playmys.org

## Questions?

Chris Whittemore, Production Manager: questions about rehearsals, concerts, scheduling, auditions, absences, music  
Shannon Yentzer, Office Manager: questions about registration, tuition, concert tickets, volunteering, t-shirts  
Diana Scoggins, Executive Director: questions about sponsorships, planned giving, donations

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## Conductors - Portland

Raúl Gómez	Symphony Orchestra/MYSfits	rgomez@playmys.org
Patrick Murphy	Symphonic Band	pcmurphy@yahoo.com
Jeff Peyton	Concert Orchestra	jeffrey.peyton@gmail.com
Paloma Griffin Hébert	Vivaldi Strings	palomalot@yahoo.com
Lance Inouye	Sinfonietta Orchestra	lanceinouye@lclark.edu
Cynthia Plank	Concert Band	cplank@pps.net
Adam LaMotte	Baroque Strings	calcanius@gmail.com
Nita Van Pelt	Interlude Orchestra	nvp28@comcast.net
Erica Boland	Overture Strings	requiemvln@gmail.com
Ryan Meagher	Jazz Ensemble	ryan@ryanmeagher.com
Greg McKelvey	Jazz Band	mckelvey.greg@bgasd.k12.wa.us
Suzanne Gaye	Beginning Strings	suzgaye@yahoo.com
Laurita Jáuregui	Beginning Strings	lauritajauregui@hotmail.com
Michael Roberts	MYSticks/Percussion Studio	michaelr7511@gmail.com

## Conductor - Hillsboro

Kevin Lefohn	Hillsboro Intermediate Strings	klefohn@gmail.com
Marian Gutierrez	Hillsboro Overture Strings	marian.gutierrez84@gmail.com



# Rehearsals - Portland

Weekly rehearsals take place on **Saturdays** at **Roseway Heights School**, 7334 NE Siskiyou Street, Portland, OR (2 blocks south of Fremont Street at 73rd Avenue)

**For Symphony Orchestra ONLY:** Two additional week night rehearsals are scheduled before each concert. **THESE REHERSALS ARE MANDATORY**, just like Saturday rehearsals. Dates and times will be communicated at the beginning of the season.

## MYS Rehearsal Schedule 2018-2019

Rehearsals for all ensembles begin Saturday, September 8.

Updated 8/25/18

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

Rehearsal Contact Number: Production Manager - 971-770-0663 (Rings to onsite cell)

	Room 196 (Multi-Purp)	Main Gym	Theater Arts	Room 123 (Band)	Room 125 (Choir)	Room 182 (Steam)	Room TBD	Room TBD	Room TBD
9:00am									
9:15am									
9:30am	9:30-12:30	9:30-12:30	9:30-10:30		9:30-11:30	9:30-11:30			
9:45am	Symphony Orchestra	Concert Orchestra	Interlude (Strings ONLY)	10:00-12:00 Baroque Strings	Jazz Ensemble	Jazz Band			
10:00am									
10:15am									
10:30am			10:30-11:30						
10:45am	Break	Break	Interlude (Full Orchestra)						
11:00am			Last day: 05/18/19	Last day of rehearsal: 5/18/2019	Last day of rehearsal: 5/18/2019	Last day of rehearsal: 5/18/2019			
11:15am			11:30-12:30						
11:30am			Interlude (W,B,P)						11:35-12:20 Theory Classes
11:45am			Last day: 05/18/19						9/29-4/27, 26 wks
12:00pm	Last day of rehearsal: 05/20/19	Last day of rehearsal: 05/18/19							
12:15pm									
12:30pm									
12:45pm							12:30-2:30 Beginning Strings	12:30-2:30 Beginning Strings	
1:00pm	1:00-2:30	1:00-3:00	1:00-3:00	1:00-3:00	1:00-2:30	1:00-2:30	Begin 9/29/18	Begin 9/29/18	12:45-1:30pm Theory Classes
1:15pm	Symphonic Band	Sinfonietta Orchestra	Vivaldi Strings	Overture Strings	Concert Band	MYSfits			9/29-4/27, 26 wks
1:30pm									
1:45pm									
2:00pm	Last day of rehearsal: 05/18/19	Last day of rehearsal: 5/18/2019	Last day of rehearsal: 5/18/2019	Last day of rehearsal: 5/18/2019	Last day of rehearsal: 05/18/19	Last day of rehearsal: 05/11/2019	Last day of rehearsal: 5/18/2019	Last day of rehearsal: 5/18/2019	
2:15pm									
2:30pm									
2:45pm									
3:00pm									

No Rehearsal on the Holiday Weekends listed below:

Thanksgiving	11/24/2018
Winter Break*	12/22/2018
	12/29/2018
Spring Break	3/23/2019
	3/30/2019

## Rehearsals - Hillsboro

Saturdays 9:30-11:30am at **Lincoln Street Elementary School**, 801 NE Lincoln Street, Hillsboro, OR.

**Hillsboro Intermediate Strings:** Room 135

**Hillsboro Overture Strings:** Room 166

See Portland schedule (above) for Holiday Weekends



## Attendance

Regular attendance is crucial for your artistic growth and the success of your ensemble. All MYS rehearsals are mandatory. However, you are allowed a limited number of excused or planned absences during any one concert term. With the exception of Symphony Orchestra, all MYS ensembles have three concert terms in a season (defined as the 10-12 weeks of rehearsals that lead up to a major concert). Symphony Orchestra has four concert terms.

## Absences

Definitions of acceptable absences:

- Planned absences: non-MYS events planned well in advance (such as tests, competitions, family or travel commitments, and school music events).
- Excused absences: illness or emergency.

**Symphony Orchestra** students are allowed up to three excused or planned absences during the concert terms that end in November, March and May. Only two excused or planned absences are allowed during the concert term that ends in early January. **Students in all other ensembles** are allowed up to three excused or planned absences per concert term. If you go over the allowed number of excused or planned absences before a concert, you may not be eligible for 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**.

## Late Arrivals / Early Departures

Be on time! Being “on time” in a rehearsal setting means arriving at least 15 minutes before the posted start time. Arriving at the time of rehearsal is disruptive and will be considered late. Leaving early without warning is equally disruptive and disrespectful to fellow students. MYS may contact parents if a musician is absent, arrives late, or leaves early without prior permission. Three late arrivals or early departures will equal an absence.

## Absence, Late Arrival & Early Departure Notifications

An online absence form must be submitted at least two weeks before the rehearsal you need to miss, arrive late or depart early. The online form can be found at: <http://www.playmys.org/absence.html>. This **form is required** for ALL absences, including illness or emergency; as well as all late arrivals or early departures. Please fill out the form as soon as you can if you are ill or have a last-minute emergency.

## Rehearsal Etiquette

MYS students are expected to behave in a respectful manner while at rehearsals or concerts. **Rehearsal rooms must be left exactly as you find them.**

- Arrive at least 15 minutes early, so that you are seated and ready for the downbeat
- Bring all music, a music stand with your name on it, and a pencil to all rehearsals
- **Know your music—practice at home & be musically prepared. Your group depends on you**
- **Cell phones must be OFF**—no messaging. Managers may confiscate phones if they become a distraction
- No gum chewing is allowed on school property, indoors or outside
- No talking during rehearsal in the rehearsal room (parents included)
- No hats are to be worn during rehearsals (unless for religious or medical reasons)
- 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 school building using the entrance off the main parking lot. 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 conductor, 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 971-770-0663, 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 school 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. 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 rehearsal as early as 9:00am and stay as late as 3:15pm (11:45am for Hillsboro). If staff is required to wait with your player after the designated time, 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 that is rude, hurtful or causes damage to property.
  - No disruptive behavior during rehearsals.



## Downtown Concert Series

The Downtown Series features Symphony Orchestra and one other MYS ensemble:

Sunday, November 11, 2018, 7:30pm | Arlene Schnitzer Concert Hall

Sunday, January 6, 2019, 7:30pm | Newmark Theater

Sunday, March 3, 2019, 7:30pm | Arlene Schnitzer Concert Hall

Sunday, May 21, 2019, 7:30pm | Arlene Schnitzer Concert Hall

Students are expected to stay for the entire duration of their concert in which they play. Concerts tend to run 1.5-2 hours. Please plan to stay until the end to allow students to **listen to and support each other**. All concerts are free to MYS students, and **all MYS students are expected to attend concerts by Symphony Orchestra at the Arlene Schnitzer Concert Hall**. Younger students may leave at intermission.

## Community Concert Series

Each ensemble will perform three concerts a season (4 concerts for ensembles performing at a Downtown concert). The schedule for Community Concerts will be sent out before Orientation. **Symphony Orchestra students are expected to attend at least one Community Concert in order to support younger colleagues. All MYS students are highly encouraged to attend Community Concerts as well.**

## Interconnected Concert Series

These concerts feature advanced MYS ensembles in settings that allow audiences to engage more directly with the music, using technology or other art forms. The schedule for Interconnected Concerts will be sent out before Orientation. **All MYS students are highly encouraged to attend these performances.**

## Buying Tickets

Tickets for shows at the **Arlene Schnitzer Concert Hall** and **Newmark Theater** cost \$16-\$40 and can be purchased on the MYS website or at the door. We also offer season tickets for sale.

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 may 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!)

Acting as group manager or librarian

Coordinating volunteer activities, planning events, and assisting with fundraisers

Contact us for additional information or to volunteer for a specific job or event: [officemgr@playmys.org](mailto:officemgr@playmys.org) or 503-239-4566.



# Concert Dress

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**Symphony Orchestra**  
**Symphonic Band**  
**Concert Orchestra**  
**Vivaldi Strings**  
**Sinfonietta Orchestra**  
**MYSfits**

- Option A:**
- Black suit (jacket, pants, dress belt)
  - All black dress shirt with collar
  - Tie required
  - Black dress shoes, black socks

- Option B:**
- Black 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 Strings**

- Black dress pants or floor length black skirt
- White tuxedo shirt
- Royal blue cummerbund
- Black closed-toe dress shoes
- Black socks or black opaque stockings



**Overture Strings**  
**Hillsboro Strings**

- Black dress pants or floor length black skirt
- White tuxedo shirt
- Black closed-toe dress shoes
- Black socks or black opaque stockings







## Jazz Ensemble

Attire similar to what one might wear to a wedding or job interview.

- Dress pants should also have a dress belt.
- When wearing dress pants, jacket not required, but encouraged.
- Necktie not required but encouraged.
- None of the following are allowed:
  - Jeans
  - Hats
  - Tennis shoes/sneakers
  - Open-toed footwear



## Jazz Band

- Black dress pants or floor length black skirt
- White tuxedo shirt
- Royal blue cummerbund
- Black closed-toe dress shoes
- Black socks or black opaque stockings



## Purchasing Concert Attire

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

- **Mr. Formal** discount outlet downtown for general concert wear  
15% discount to MYS for new shirts, ties, cummerbunds  
1103 SE th Avenue (@ Taylor)  
[mrformaltuxedos.com](http://mrformaltuxedos.com) or 503.239.6121
- **Broadway Tuxmakers** on [amazon.com](http://amazon.com) for (blue) cummerbunds
- **Tuxedo Wholesaler**  
[tuxedowholesaler.com](http://tuxedowholesaler.com) or 800-828-2802  
for concert skirts: [tuxedowholesaler.com/concert-attire/index.php/women-s-wear/skirts-trousers/keynote-concert-skirt.html](http://tuxedowholesaler.com/concert-attire/index.php/women-s-wear/skirts-trousers/keynote-concert-skirt.html)
- **MYS** has some used attire available for lending



# Financial Information

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## Full Year Fees

Complete tuition and fees information can be found on the MYS website:

<https://playmys.org/play-with-mys/registration-info>.

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 credit card (Visa, MasterCard or Discover) we recommend that cash payments be made in person at the MYS office. 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.

Payments will not be accepted by MYS staff at Saturday rehearsals, except at Orientation, the first day of rehearsal.

## 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 8**

**tuition due (late fee is \$25)**

**December 1**

**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, new students must audition. Placement in a group is based on demonstrated skill level, not age. Musicians wishing to enter MYS should have at least one 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 in August.
- 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 all steps of the registration process are complete. **Your audition is not confirmed until you've received an email from the Production Manager**

## 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:

<https://playmys.org/play-with-mys/audition-requirements/>

## Returning Member Registration and Auditions

For all returning players (*except* Symphony Orchestra, Symphonic Band, and Jazz Ensemble (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. Your audition is not confirmed until you've received an email from the Production Manager
- MYS does not hold Winter auditions for current players; a musician is assigned to a group for the entire year.

## Students Returning to Symphony Orchestra, Symphonic Band, and Jazz Ensemble

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 the last concert of the season.
- Musician must be current with tuition.
- Musician must be in good standing in their group. This means:
  - Musician did not go over the allowed number of planned or excused absences per concert term.
  - Musician observed all rules of rehearsal etiquette (see page 3).
  - Musician demonstrated discipline and commitment to his or her team.
  - Musician successfully solved any behavioral issues brought to his or her attention by the ensemble's conductor.



# Additional Information for Students

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## Music Outside of MYS

- MYS expects that all musicians will play in their school band or orchestra if such a program exists.
- Weekly private lessons are recommended for all MYS students. Students in the following groups are required to take weekly private lessons with any local teacher: Vivaldi Strings, Concert Orchestra, Symphonic Band and Symphony Orchestra.
- 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 winter or spring terms.

### Guidelines

- There are 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, showpiece, theme and variations, etc). Students must have their piece selection approved by the MYS Music Director before submitting their application form.
- 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.
- Selections must be performed by memory at the competition and the concert.

### Important Dates

- Concerto competition application forms are due to the MYS office on December 8, 2018
- Auditions will be held on January 20, 2019. 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.

## 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 community 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

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## **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 Heights and ask questions about our program. The 2018-19 Open House will be May 4, 2019. 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.