



Hyde Park

Youth Symphony

2017-18

Student Handbook

Celebrating over 60 years of musical excellence!

Mission

Bringing together diverse students from the south side of Chicago and beyond to provide a high-quality musical performance experience and education as a training ground for the next generation of performers, educators, and advocates of music and the arts.

Matthew Sheppard

Music Director

www.thehyps.org

From the Music Director

Dear HPYS musicians and families,

Congratulations on your successful audition and welcome to HPYS! Now in our 63rd season, we are proud to continue our tradition of training the next generation of performers, educators, and advocates of music and the arts. Whether you aspire to a career in music performance or a lifetime of music appreciation and support, HPYS is the right place for you.

As in any ensemble, participation is both a privilege and a responsibility. You will have the unique opportunity to join together in creating musical experiences that you will carry with you for a lifetime. To create an environment conducive to artistic creation and learning, all HPYS members, parents, and staff enter into an agreement with each other to understand and support the policies and procedures outlined in this handbook. Students and parents are expected to read the handbook thoroughly - it will answer many frequently asked questions and give you a head start on the year. Our staff and board are ready to help you each step of the way, and we look forward to working together for an unforgettable 2017-18 season!



Musically yours,

Matthew Sheppard
Music Director

General Information

Contact Information

(847) 902-0733
Hyde Park Youth Symphony
Logan Center for the Arts
915 East 60th Street, Suite 217
Chicago, IL 60637

Artistic Staff

| | | |
|---|------------------|--|
| Music Director | Matthew Sheppard | mshppard@thehpys.org |
| String & Preparatory Orchestra Conductor | Daryl Silberman | dsilberman@thehpys.org |

Board of Directors

Insa Blanke
Sabine Charles
Shanett Coleman-Sarr
Linda Diamond-Shapiro, *Treasurer*
Caryl Gout, *President*
Timika Hoffman-Zoller, *Vice-President*
Lena Jessen
Cindy Jurisson
Liliana Sekula-Lark
Lorraine Oakes
Billy Puckett
Heather Schuster, *Vice-President*
Dora Shih, *Secretary*
LaRoy Warren

Administrative Staff

Executive Director Dileep Gangolli ed@thehpys.org

Rehearsal Schedule

| | | |
|---------------------|---------------------------|------------------------|
| Youth Symphony | Thursday, 4:30pm - 6:30pm | Rm. 901 (Logan Center) |
| Preparatory Strings | Thursday, 4:30pm - 5:30pm | Rm. 603 (Logan Center) |
| String Orchestra | Thursday, 5:30pm - 7:00pm | Rm. 603 (Logan Center) |
| Chamber Music | individually scheduled | TBD |

Program Description

Youth Symphony

The Youth Symphony consists of the most experienced orchestral musicians of the HPYS, generally including high school and advanced middle school students. Students with previous orchestral experience have the opportunity to hone their musical, technical, and ensemble skills in the orchestra while performing both standard orchestral repertoire and new works by contemporary composers. The Youth Symphony is led by Music Director Matthew Sheppard in a season featuring collaborations and performances at the Reva and David Logan Center for the Arts and other local community institutions.

String Orchestra

The String Orchestra consists of middle school students with at least three years of experience on their instruments seeking to build experience in an orchestral setting. Under the instruction of Daryl Silberman, String Orchestra members work to grow as ensemble musicians. Students rehearse weekly and perform on the main concerts with the Youth Symphony. Students have weekly rehearsals while performing at some of the finest local community institutions.

Preparatory Strings

Preparatory Strings is made up of players looking to grow as individuals as they learn about playing in an ensemble for the first time. With string specialist Daryl Silberman, students build a technical foundation on which they can build in future years. Members receive more individual attention and technical instruction as they continue to develop both individual and ensemble skills.

Chamber Ensembles

The HPYS Chamber Music Program offers a wide array of performance opportunities for all types of chamber ensembles. Curriculum includes weekly coaching and masterclass opportunities from Hyde Park and University of Chicago musicians as well as recital opportunities, all while focusing on practical skills needed for small ensemble playing. The practice of both standard and contemporary works is encouraged to develop student repertoire. All HPYS members are eligible and strongly encouraged to participate in the Chamber Music Program. Qualifying ensembles perform at public events including the Annual Spring Benefit.

Season Schedule

| DATE | TIME | LOCATION | EVENT |
|------------------------------|---------|--------------------------------------|---|
| SATURDAY, SEPTEMBER 9, 2017 | 9:00AM | LOGAN CENTER | STUDENT PARENT RETREAT |
| THURSDAY, SEPTEMBER 14, 2017 | 4:30PM | LOGAN CENTER | REHEARSALS BEGIN |
| FRIDAY, NOVEMBER 17, 2017 | TBD | TBD | COCKTAIL & WINE TASTING RECEPTION FUNDRAISER |
| SUNDAY, DECEMBER 17, 2017 | 3:00PM | PERFORMANCE HALL | WINTER CONCERT |
| THURSDAY, JANUARY 4, 2018 | 4:30PM | LOGAN CENTER | REHEARSALS BEGIN |
| SATURDAY, MARCH 3, 2018 | 3:00PM | PERFORMANCE HALL | BETWEEN THE LINES CONCERT |
| SATURDAY, APRIL 21, 2018 | 7:00PM | 9TH FLOOR PENTHOUSE | SPRING BENEFIT |
| SATURDAY, MAY 19, 2018 | 7:00PM | OFF-SITE LOCATION TO BE CONFIRMED | SPRING CONCERT |
| THURSDAY, MAY 24, 2018 | 7:00PM | PERFORMANCE HALL | SPRING CONCERT |
| THURSDAY, JUNE 7, 2018 | 4:00PM | LOGAN CENTER | AUDITIONS |
| SATURDAY, JUNE 9, 2018 | 10:00AM | LOGAN CENTER | AUDITIONS |

Fundraising

Amazon Smile

If you shop on Amazon.com, you can select a non-profit to have Amazon donate to. Amazon will donate .5% of the amount you spent to the charity you select. For more information visit our website www.thehpys.org.



Corporate Matching

Many companies will do corporate matching to donations. In a matched donation, the company will donate the equal amount that you donate. If you donate \$100, then company x will donate \$100. For questions contact the Executive Director.

Corporate Sponsorship

HPYS is always interested in finding more sponsors. If you know of a company that would like to support the arts or arts education, please let us know. Development is an important part of any organization and every dollar counts. Big or small, any donation is good for the orchestra and directly impacts your child.

Spring Benefit

If you would like to volunteer at the event or help in another capacity, please let us know. Contact the Executive Director for more details.

Membership Policies

Financial Policies

All tuition and fee amounts and their due dates by program for the 2017-18 season

Tuition levels

Youth Symphony: \$495.00

String Orchestra: \$430.00

Preparatory Strings: \$365.00

Payment Options

Credit card payments, including VISA, MasterCard, American Express and Discover, may be paid through the HPYS website store at www.thehpys.org. HPYS also accepts payments by check, cash, or money order by submitting a Payment Form by mail or by making a payment by phone.

A full payment or first installment is due by September 21, 2017.

Early Payment Discount

An early payment discount of 5% is offered for families that pay tuition in full before September 9, 2017.

Installment Payments

Families may opt to pay in two equal installments (September 21, 2017, and January 11, 2018)

*Early payment discount is not eligible with installment payments

Late Fees

Full payment after September 21, 2017: 5% additional fee

Installment 1 after September 21, 2017: 5% additional fee

Installment 2 after January 11, 2018: 5% additional fee

Additional siblings discount

\$50 per additional sibling discount. The first student is charged the full tuition amount and the second (and subsequent) siblings will receive a \$50 discount for their tuition.

*Families who pay early and have multiple siblings can receive both discounts.

Pro-rated Tuition

Pro-rated tuition is available for students who join after September 21, 2017. Pro-rated tuition is handled by the Assistant Treasurer. Please contact the Executive Director for more information.

Refunds

All fees and tuition payments are non-refundable.

Delinquent Accounts

Accounts with outstanding balances from the prior year will need to complete the prior year's payments before registering for the current year's programs. Accounts not in good standing on October 1st will be subject to a status review and could result in suspension from HPYS programs.

Financial Assistance Application

Applications must be filled out completely and received by September 14 for consideration. The Financial Assistance Application can be found on www.thehpys.org.

All information provided on your Financial Assistance Applications and your Financial Assistance Awards is kept strictly confidential. Families applying for financial assistance for more than one student in the HPYS orchestras should use one application only.

Applications will need to include a copy of the first page of the family's Federal Income Tax Form 1040 for 2015. Applicants will receive a Financial Assistance Award Letter reflecting their award status one week after complete application is received. Any portion of Orchestra Tuition not covered by the Financial Assistance Award and Deposit will be due by September 21, 2017.

The Financial Assistance Awards Committee will be responsible for determining the number and amounts of awards provided. Some criteria that determine the award amount include: household income, number of children in HPYS programs, number of programs in which the student(s) participate(s), and any special or unique family circumstances. Every effort will be made to meet the needs of students and their families.

Audition Policies

Entrance Auditions

Interested students must complete an entrance audition to join the Youth Symphony or String Orchestra. Entrance auditions are held at the beginning of the season and periodically throughout the year at the discretion of the music director. Please review the Audition FAQ and Audition Requirements for more information.

Seating Auditions

Seating auditions are conducted in all core programs to assess the strengths of the orchestra and as a means to encourage and track improvement through constructive feedback. All students in the Youth Symphony or String Orchestras will take seating auditions at least once a year; students in Preparatory Strings do not have seating auditions. Additional seating auditions will be held at the discretion of the conductors. Please refer to the 2017-18 Season Schedule for specific dates, times and locations.

Participation in School Music Programs

HPYS recognizes the importance of school music programs in their communities. HPYS highly recommends and strongly encourages its members to be active participants in those programs. HPYS and the schools share a common goal of educating student musicians.

Instrument Liability

All HPYS students/families are responsible for their own instruments. Lost, stolen or damaged instruments (or instrument accessories) are not the responsibility of HPYS. HPYS strongly encourages all members to have their instruments insured. Should any damage occur to your instrument while you are participating in an HPYS activity, please notify an HPYS staff member immediately.

Attendance Policies

Membership in HPYS ensembles is both a privilege and a responsibility: HPYS maintains its high standards through the commitment and dedication of its musicians. Consistent participation by each individual at weekly rehearsals results in successful performances, and the attendance guidelines outlined below define each player's responsibility in ensuring the collaborative success of the group. The policy protects the musical integrity of the orchestras, as well as the individual efforts and investments of each player involved.

Arrival

All orchestra members should arrive at least 10 minutes before rehearsal or soundcheck is scheduled to begin. Percussion and harp students should anticipate their setup needs and arrive earlier as needed. Tuning begins at the time noted on the schedule: personnel will be considered late if they are not in their seats when tuning begins. Remember to allow extra time for any potential travel delays (i.e. parking, traffic, train delays, city-wide special events, and slow elevators).

Absences

Members are expected to be at rehearsal unless they have an excused absence that has been petitioned to the instructor and cleared prior to the rehearsal. Petitions for previously scheduled conflicts must be presented at least two weeks in advance of a rehearsal to receive full consideration. Petitions for unanticipated events (illness, death in the family) should be presented as soon as possible.

Late Arrivals

Students will be recorded as tardy if they are not in their seats when tuning begins. To request special dispensation, submit an Absence Form at least two weeks in advance of a rehearsal for full consideration.

Early Departures

Students must also submit an Absence Form at least two weeks in advance if they need to leave a rehearsal or any scheduled HPYS event early. Early departure due to a train schedule or other transportation issue is not permissible.

Mandatory Rehearsals & Concerts for ALL groups

All dress rehearsals, sound-checks, and concerts are mandatory for continued participation in the HPYS program.

Absence Limits


Each student is allowed two excused absence per concert cycle. Absences beyond this may jeopardize the student's participation in that concert cycle. At the discretion of the music director and instructors, excessive absence and late arrivals/early departures may result in probation and/or dismissal from all HPYS programs.

Reporting an Absence/Late Arrival/Early Departure

Students are required to submit an Absence Form to report any scheduled absences, late arrivals, or early departures, at least 2 weeks in advance. The Absence Form must give a detailed reason for the absence. Absence Forms are submitted online at thehpys.org. Please note that verbal approval from either the conductor or any staff person is not sufficient.

In case of a last minute emergency, students/parents should call or leave a voicemail message or send an email explaining your circumstance on the day of the absence. In such cases, an Absence Form must be submitted immediately following the absence. It is the responsibility of the students and their parents/guardians to report long-planned absences such as scheduled school concerts, IMEA auditions/concerts, or mandatory school functions. Absence Forms should be submitted as soon as the students and parents become aware of such conflicts.

To report an absence

 Call: (847) 902-0733

 Email: office@thehpys.org

Probationary Procedures

Excessive absences (including late arrivals and early departures) or failure to submit completed Absence Forms at least two weeks in advance violates the HPYS attendance policy and may result in disciplinary action at the discretion of the music director. Disciplinary actions include placement on probationary status (see below for details), dismissal from a concert cycle, and dismissal from the orchestra.

Probationary Status

Students may be placed on probationary status at the discretion of the artistic staff for any of the following reasons (or others at the discretion of the instructors): routine late arrivals or early departures, excessive absences, lack of preparation at rehearsals, or disruptive/disrespectful behavior. Students on probationary status may be required to re-audition the following season and/or to perform a successful probationary jury prior to participating in any concerts.

Probationary Jury

A successful probationary jury demonstrates concert readiness at the discretion of the artistic staff. In the case of an unsuccessful probationary jury, the student may not be permitted to perform in the concert.

Code of Conduct

Members of HPYS perform locally and tour as a group. All participating musicians are representatives of the organization, and the behavior and dress of each musician reflects upon the entire group. It is essential to respect the rights and property of others. We count on all participants to use common sense in avoiding situations and behavior that would put themselves or anyone else at risk, cause problems for the group, or adversely affect the safety, performance and enjoyment of all. HPYS strictly enforces a zero tolerance policy with regards to the use of drugs and alcohol, smoking, any other illegal activities, and any form of harassment towards students and staff.

Membership Termination

Acceptance of your position in any HPYS program is a year-long commitment. Reasons for any student's decision to terminate their membership mid-year will be reviewed by the artistic staff on a case-by-case basis, and may result in ineligibility to re-audition for HPYS the following year. HPYS recognizes, however, that unavoidable situations may arise where you are no longer able to continue your participation, such as serious illness in the family, or relocation due to a parent's job. In such cases, exceptions may be made to allow the student to re-audition.

Concert Dress Code

Women: Floor or ankle length black skirts or dress pants, black blouse or dress shirt with long or three-quarter length sleeves, black closed-toe dress shoes, black socks or hose. No bare midriffs, shoulders, deep necklines, Capri pants, leggings, or black jeans. Please refrain from sequined or brightly accented attire and accessories.

Men: Black dress pants, black dress shirt, black long tie, black socks and black dress shoes. Jeans and sneakers are not acceptable.

Ticketing Policy

Tickets will be required for entrance and sold for select HPYS events. We encourage families to sell tickets on behalf of our orchestra to help support the costs of our concerts. Unless otherwise mentioned, any concert or event that is not ticketed is supported by "suggested donations."

Parent Information

Parents of HPYS musicians provide much of the daily support and encouragement that contribute to the overall success of the organization. The HPYS family also relies on parental support in planning and running important events, finding volunteers, and providing financial support through contributions.

Parent Orientation Meeting

Our Parent Orientation Meeting will be held in September, and attendance is strongly encouraged. The Parent Orientation Meeting will provide parents with important scheduling details, detailed policy information, and many different ways to get involved in special projects. Parent meetings are also a chance for parents to get to know each other, exchange ideas and discuss any logistical arrangements that may arise.

Parent Support & Encouragement

In addition to providing the highest quality musical experiences, HPYS strives to teach students about professionalism, responsibility, and personal integrity. HPYS asks our parents to help their children fulfill their responsibilities to HPYS programs by encouraging 100% attendance, prompt arrival at rehearsals and concerts, private lessons to supplement the orchestral experience, and at-home practice and preparation.

Parent Partners

Hyde Park Youth Symphony Parent Partners is a group of parents who support and serve the student musicians and the HPYS organization through fundraising, enrichment events, student support activities, and community service. WE NEED YOU! The Hyde Park Youth Symphony thrives with tremendous support from parents. Our parents provide service in a variety of areas, and there are opportunities to match every interest.

Parent Volunteer Coordinators

Parents interested in serving as a part of the Parent Partners in a leadership capacity or volunteer in other ways should contact the office at office@thehpys.org.

Parent Giving

Tuition covers approximately 30 percent of the actual program costs to participate in HPYS. Additionally, we provide approximately 1 in 4 students with financial assistance. HPYS is able to keep tuition costs as low as possible and provide financial assistance because of the generosity of our supporters. We encourage all families to make an annual financial contribution in an amount with which they are comfortable. You can also help by connecting HPYS with local foundations and corporations, by checking with your company to see if they will match your gifts or by attending one of our annual fundraising events.

Safety

Due to the large number of children involved in our programs, we request your help in monitoring student activities whenever you are present at a rehearsal or other event under the auspices of HPYS. The Hyde Park Youth Symphony is in an agreement with the Reva & David Logan Center for the Arts as a partner organization. This building is active with University of Chicago students, faculty and other members of the public. In order to honor our agreement with the Logan Center, students are not to run through the hallways or to wander the building. Students who are early for rehearsal or are leaving rehearsal need to be respectful of the building. This includes help in the event of a building evacuation. Fire and building safety procedures will be presented at all parent meetings. Please also notify an HPYS staff person if you become aware of any students violating any of the behavioral codes as defined in the handbook.

Student/Parent Agreement

It is critical for the quality of our orchestras that each student and parent is dedicated and committed in preparation, attendance, and support for our mission. Our operating procedures make it possible for our organization to succeed in supporting talented young musicians in their musical endeavors and harness their intelligence, creativity, and independence through high-quality performance. To verify that all students and parents have read the student handbook and are committed to its policies, please sign the agreement below.

I give consent for any media use involving video, audio, and photography.

Yes_____

No_____

I have read the student handbook and support its purpose in providing a high quality musical experience.

Student Name (printed)_____

Date_____

Student Signature_____

Parent Name(s)_____

Date_____

Parent Signature(s)_____

Volunteer Form

Student Recruitment: Recruit students at the local schools, businesses and organizations. Make arrangements for HPYS information (auditions, concerts, etc.) to be distributed at your child's school as well as other schools and in the area. Contact private music teachers. Assist in community outreach by being an ambassador of HPYS.

Fundraising: Help write proposals for civic, corporate, and foundation grants; provide leads for new sources of funding; apply for matching contributions by employers; solicit donations from local businesses and corporations; send copies of Annual Appeal letter to extended family members, friends, and businesses. Help with any fundraising events including the Spring Benefit.

Event Planning: Help arrange for site, invitations, program, and refreshments.

Media Relations: Publicize events; get information on events to the various media outlets: print, radio and television.

Audio-Visual: Take photographs, make videos (DVD) and/or sound recordings (CD) of concerts and rehearsals to be used with grant submissions, news releases, web page, brochures, etc.

Rehearsal Assistant: Attend Thursday rehearsals; support the work of the coaches/conductor/executive director.

Concert Arrangements: Arrange for refreshments and the set-up, serving, and clean-up of refreshments; ushering/handing out programs; assist in transportation of instruments.

Mailings and Notices: Send out mailings and notices regarding auditions, concerts and events throughout the year. Also assist with Annual Appeal and Spring Benefit mailings.

Board Membership: The Board of Directors oversees the finances, operation, and administration of all Symphony groups; makes policies and supervises staff as well as assist in the responsibilities listed above. Executive and General Board Member positions are available.

Name_____

Phone_____

Student Name_____

Email_____

Address_____

Check for preferred volunteer position

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|---------------------|--|---------------------|--|----------------------|--|
| Student Recruitment | | Media Relations | | Concert Arrangements | |
| Fundraising | | Audio-Visual | | Mailings and Notices | |
| Event Planning | | Rehearsal Assistant | | Board Membership | |