



# Handbook and Policies

2022-2023

Director: Ms. Aimee Knight  
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## **MISSION STATEMENT**

The purpose of the Foothill Christian Legacy Youth Orchestra (FCLYO) is to provide a Christian community string orchestra opportunity for young musicians from the Glendora, CA and surrounding area. Students will have the opportunity to advance their musical skills, perform at concerts and other special events, travel on an annual performance tour, and participate in ministry, mission, and outreach projects. FCLYO is hosted by Foothill Christian School.

## **ABOUT FOOTHILL CHRISTIAN SCHOOL**

Foothill Christian School was established to train children for their highest potential in our society, for the glory of God - through a consecrated faculty, highest academic standards, uniquely Christian instruction and a genuinely Christian environment. Foothill Christian School is an accredited member of the Association of Christian Schools International.

## **ABOUT FCLYO**

FCLYO is a community string orchestra founded in 2015 by Aimee Knight. The orchestra has spots available for 20-40 string players (in balanced sections), a pianist, and a percussionist. Open auditions are held annually in the spring for students entering grades 6-12. Upper elementary and college-age students may also audition with private teacher recommendation and/or special invitation from the director. FCLYO performs at four (4) primary concerts/events each year (FCS Annual Gala, Christmas Concert, Chamber Night OR Tour Prep Concert, and Spring Concert), participates in the Glendora Christmas Parade, and travels on an annual performance tour.

## **CODE OF CONDUCT**

Spiritual Standards:

- Members and their families must conduct themselves with integrity, respect, and ethical standards.
- Willingness of parents and students to be supportive of the FCLYO program

- Willingness of parents and students to support the directors in carrying out the goals of the program

#### Musicianship Standards:

- All students are required to pass an audition prior to joining FCLYO.
- Students are expected to practice and learn their music in a timely manner and ask for help from the directors or private teacher as needed.
- Students are **required to be taking private lessons for the entire school year.**
- With only one rehearsal per week, the focus of FCLYO rehearsals will be on ensemble performance, not teaching individuals how to play their parts. Students are responsible for learning their music in advance of the rehearsal and should take any questions to their private teacher before the FCLYO rehearsal.
- Students whose schools have string orchestra programs are expected to be a part of their school orchestra. Exceptions will be made only for unavoidable scheduling conflicts. **Youth orchestra programs in the community serve as an additional music opportunity for advancing young musicians but are not intended to replace the education that students receive by studying music daily in a school orchestra class.**

#### Behavioral Standards and Rehearsal Conduct:

- Students should arrive between 4:30 and 4:50 pm to set up and warm up. Rehearsals will begin promptly at 5:00. If you are not in your seat ready to go, you are late!
- Be prepared! All students must have their instrument (in working order), all music, and a pencil on the stand at EVERY rehearsal.
- Students are expected to be focused and attentive throughout the entire rehearsal.
- Disrespectful behavior toward any director, staff member, volunteer, or fellow musician will not be tolerated.
- No food or drinks are allowed during the rehearsal (except for covered drinks).
- No electronic devices are allowed during rehearsals except during breaks.
- Instrument cases, backpacks, purses, cell phones, electronics, and other non-rehearsal items must be kept along the side walls and away from the rehearsal space.
- Students are responsible for disposing any trash during rehearsal or during snack break.
- Students will help set up and tear down rehearsal equipment (chairs, stands, etc.) as asked by the directors and high school student leadership team (SLT).

#### Personal Considerations:

- Students are evaluated and placed in a seating chart within the orchestra according to skill level, leadership ability, attendance record, and the needs and considerations of the directors.
- Other factors such as race, ethnic origin, gender, or private instructor are not considered in determining leadership positions within the orchestra.

#### **FCLYO WEBSITE**

All forms, documents, tour information, etc. will be posted and consistently updated on our website: **[www.fclyoglendora.com/members](http://www.fclyoglendora.com/members)**. Please bookmark this page and check here first before emailing to request forms or information.

## REHEARSAL SCHEDULE

**Mondays 5:00 pm - 6:30 pm** (with the exception of some national holidays and summer break)

Kickoff Camp is **Monday, August 29 from 5:00-7:00 pm in the Presentation Room.**

Regular Monday rehearsals begin on **September 12 (after Labor Day).**

\*\*\*Please see attached calendar for all other dates.

## ABSENCE/TARDY PROCEDURE

With only one 90-minute rehearsal a week, we accomplish a great deal in every single rehearsal. Missing a rehearsal can be detrimental not only to the student who is absent, but to the entire group. Therefore, it is crucial that parents and students make FCLYO rehearsals a priority over all other Monday activities. Students who are in sports are expected to make arrangements to miss all or part of Monday practices in order to attend FCLYO rehearsals. Athletic directors will sometimes allow students in a committed once-a-week music ensemble to miss practice. If students need a letter from the FCLYO directors, please do not hesitate to ask. Please save your two excused FCLYO absences for important game days only.

**No more than two (2) excused absences are allowed per school year.** In order for an absence to be excused, the student and parent/guardian must complete and turn in an absence request form **no later than one week prior to the absence date**, and it must be approved by the directors. For last minute emergencies or illness, the parent/guardian must **send a text message** the director prior to the rehearsal start time. The absence form must still be submitted when the student returns to rehearsal the following week. Any absences beyond the two excused absences or failure to notify the directors before missing a rehearsal will be considered unexcused. Unexcused absences may result in sitting out a concert, exemption status (sitting last chair), or dismissal from the orchestra. **Please turn in absence request forms as soon as you become aware of an absence.** Failure to turn in the absence request form at least one week in advance will be considered unexcused (with the exception of illness or emergency as long as the form is turned in by the rehearsal following the absence). Absence forms are accepted in **hard copy form during FCLYO rehearsal time only** and will not be accepted via email or during FCS classes or private lessons.

## HOME PRACTICE FORM

Students who are absent due to illness may receive up to two "grace" absences where they will NOT be marked absent if they practice at home instead. These students must complete the home practice form (available for print via the FCLYO website) which attests that the student practiced current FCLYO music for a minimum of 75 minutes during the week of a missed rehearsal. The home practice form is accepted **in addition to the absence request form** upon returning to rehearsal. *Late home practice forms are not accepted.*

## TARDY POLICY

Rehearsals begin promptly at the announced times. Students are expected to arrive for rehearsals in time to warm up and tune prior to the published rehearsal time. This means arriving at least 10

minutes early. It is vital that every musician is seated, tuned, and ready to begin rehearsal promptly. Late arrival is disruptive to the orchestra. If a student needs to leave rehearsal 20 or more minutes early or will be 20 or more minutes late, an absence form must still be completed (see above), and the student will receive half an absence. Three tardies (1-19 minutes late) will equal half an absence.

If a student is running late to rehearsal, please **text message the director** in advance. Students, if you are tardy, please be sure to enter quietly and quickly set up so that you don't cause disruption to the orchestra rehearsal in progress. All that said, being late is always better than missing the entire rehearsal.

### **ATTENDANCE AT PERFORMANCES**

With this handbook, you are receiving a performance calendar. It is important that you mark all dates on your calendar now and plan ahead. We are providing a list of mandatory performances now with the expectation that you will plan ahead to avoid conflicts later. **All performances are mandatory with the exception of a serious emergency only.** Students depend on each other to perform, and every single performer is a vital part of the orchestra's success at performances. Please email the directors with any currently known conflicts right away; conflicts with mandatory performances may prevent your participation in FCLYO.

### **SEATING PLACEMENTS**

There will be several assigned seating placements throughout the year, typically one per concert cycle. Printed instructions will be sent home 1-2 weeks before the deadline. FCLYO holds seating placements to keep orchestra members accountable for learning the music and to give students a chance to change seats throughout the year. Seating placements are not punishments, and every seat in the orchestra is valuable and important, whether in the front or back.

### **STUDENT LEADERSHIP TEAM (SLT)**

Students who are entering 10th grade and above, have completed at least one year with FCLYO, and are in good standing are invited to join our FCLYO Student Leadership Team. This group of students helps with events, fundraisers, and voting on future ideas for the orchestra. They also delegate and help oversee rehearsal procedures for our younger students.

### **LEGACY LESSON ACADEMY (NEW!!)**

The Legacy Lesson Academy is a private lesson violin, viola, and cello instructional program exclusively for current members of FCLYO. Members have the option to combine their FCLYO tuition payment with their lesson payment for an easier billing process. *Space is limited; please check that there is an available lesson time for you before registering for the Academy.*

**Visit [www.fclyoglendora.com/academy](http://www.fclyoglendora.com/academy) for details.**

## **MEDIA**

Photos and videos will be taken during performances and rehearsals and may be posted on social media or used for future FCLYO advertising/marketing purposes.

## **2022-23 FCLYO PERFORMANCE DATES**

### **FCS Annual Gala Performance**

Friday, November 4 – 7:00 pm  
Call time 5:30 pm

### **Glendora Christmas Parade**

Saturday, December 10 – 8:00-11:00 am

### **Christmas Concert**

Sunday, December 11 – 6:00 pm  
Call time 3:30 pm

### **Tour Showcase + Travelers Meeting**

Monday, March 6 – 5:00-7:30 pm

### **NYC Tour**

Saturday, March 11–Wednesday, March 15

### **Spring Concert**

Sunday, May 7 – 6:00 pm  
Call time 3:30 pm

Important: Concert dates and times are subject to change. More details will be provided closer to each performance. All performances are at Foothill Christian School unless otherwise noted.

## **TOUR**

FCLYO travels on an annual performance tour each spring or summer. Students who are members of the orchestra are expected to travel with the group and participate in the tour. We offer several fundraising opportunities throughout the year for our students. The Annual Gala performance also serves as a fundraiser for our tour. Please make sure to read the tour policies for each specific tour; all performers and travelers are required to follow the rules and policies for our tours.

## **TUITION**

**Tuition is \$400 per student for the year plus a non-refundable \$50 registration fee.** The online registration form, \$50 registration fee, and the first tuition payment is due by August 1. The cost of tuition covers facilities, music purchases, director salaries, performance-related expenses,

miscellaneous performance fees, concert and awards dinners, T-shirt, sweatshirt, music bag, and binder. *Annual tour and the Legacy Lesson Academy are a separate fee from the FCLYO tuition.*

### CONCERT DRESS (FORMAL)

Formal dress code is the standard uniform that students will wear to most concerts. Please make sure students have these items ahead of time. You may email the directors with any questions.

Girls: Full (ankle) length solid black dress OR full length black skirt or dress pants with solid black blouse of any sleeve length. Black dress shoes, sandals, or boots. Black socks/tights (if applicable).

*Not permitted:* T-shirts, spaghetti straps (unless paired with a black sweater/jacket), jeans, clothing with rips or tears, athletic/street shoes, flip flops/casual sandals. Shorter skirts (with or without leggings) are NOT permitted. Keep in mind that you will be seated on an elevated stage.

**Please consider purchasing one of the concert black dresses from [www.sepapparel.com](http://www.sepapparel.com).** FCLYO has required the "Concerto" dress in previous seasons, and that is a great option, but you may also choose any design that follows the dress code..



Boys: Solid black suit jacket. Long black tie. Solid **white**, long-sleeved dress shirt. Solid black dress slacks. Black dress shoes and socks.

*Not permitted:* Jeans, short sleeves, vests, clothing with rips or tears, athletic/street shoes.

Jewelry in neutral colors is okay as long as it does not interfere with the student's ability to play his/her instrument. No other colors are acceptable on clothing attire.



### CONCERT DRESS (CASUAL)

For less formal events, such as the Christmas parade, theme park performances, and community events, students will follow our "Casual" dress code.

-Black FCLYO Polo/Sweatshirt Combo (polo provided to new members only; available for purchase to returning members upon request)

-Dickies brand Khaki pants in the shade "Desert Sand"

\*Can be ordered from [dickies.com](http://dickies.com), Amazon, or other retailers. Any style of full length pant is acceptable, but the shade MUST say "Desert Sand."

-Closed-toed **solid black** or primarily black shoes that are comfortable for walking. Athletic/street shoes are okay.



### T-SHIRT

Students will receive a commemorative T-shirt each season that they are in FCLYO. Students are encouraged to wear them to rehearsals!

## **FUNDRAISING AND PARENT COMMITMENT**

In order to keep tuition costs low, FCLYO needs each family to commit to helping with the following:

Snack: Students will be responsible for bringing their own optional, non-messy snacks to eat during snack break only. Snacks must be completely out of sight in the rehearsal area.

Carpooling: If any students have transportation needs, please email the directors, and we can try to establish a carpool. We never want any students to be unable to participate in FCLYO because of transportation concerns. If you are available, please be willing to give rides to students in your area.

Fundraising: We will be participating in several fundraisers throughout the year. Families will be expected to participate in available fundraisers to the best of their ability. We will not require students to go door-to-door to sell any items.

## **STAYING CONNECTED**

Communication is extremely important. By registering for FCLYO, you are **required** to check your email regularly in case directors have last minute announcements. Email is the best way to contact the director with any questions or concerns. Our email is [fclyo@foothillchristian.org](mailto:fclyo@foothillchristian.org). Please use this email instead of personal or school email addresses for all communication regarding FCLYO.

### Website:

Parents and students should bookmark our website: **[www.fclyoglendora.com](http://www.fclyoglendora.com)**. The handbook, absence request form, all documents, and music demos for students will be available on our website for the duration of the season. Please check there first if you are missing anything.

### Remind App:

All parents/guardians and students 13+ who have smart phones are **required** to join our Remind group. Students under 13 may sign up as long as their parents are also signed up. We send reminders and updates throughout the season via this app.

**To sign up, text @fclyo to 81010 and follow the instructions to download the app.**

### Apple/Google Calendar:

Everyone should subscribe to our online FCLYO calendar which already has all season dates input. Links to calendars can be found at [www.fclyoglendora.com/members](http://www.fclyoglendora.com/members).

### Social Media:

FCLYO is on Instagram @fclyo, Twitter @fclyoglendora, and Facebook [www.facebook.com/fclyo](http://www.facebook.com/fclyo).



## 2022-2023 Rehearsal & Performance Calendar

Regular Monday rehearsals are 5:00-6:30 pm in the FCS Presentation Room unless otherwise noted.

All listed events are mandatory unless excused in advance by the directors.

*Legacy Lesson Academy begins August 18!*

**Sunday, August 28: Mandatory Student/Parent Meeting @ FCS MUSIC ROOM 4:00-5:00 pm**

**Monday, August 29: Kickoff Camp + Rehearsal 5:00-7:00 pm**

**Monday, September 5: No Rehearsal– Labor Day**

Monday, September 12: FCLYO Rehearsal

Monday, September 19: FCLYO Rehearsal

Monday, September 26: FCLYO Rehearsal

Monday, October 3: FCLYO Rehearsal

Monday, October 10: FCLYO Rehearsal

Monday, October 17: FCLYO Rehearsal

Monday, October 24: FCLYO Rehearsal

Monday, October 31: FCLYO Rehearsal (Halloween)

**Friday, November 4 – FCS Annual Gala Concert–Call time 5:30 pm; Start time 7:00 pm**

Monday, November 7: FCLYO Rehearsal

Monday, November 14: FCLYO Rehearsal

**Monday, November 21: No Rehearsal – Thanksgiving Break**

Monday, November 28: FCLYO Rehearsal

Monday, December 5: FCLYO Rehearsal

**Saturday, December 10: Glendora Christmas Parade 8:00-11:00 am**

**Sunday, December 11: Christmas Concert @ FCS–Call time 3:30 pm; Start time 6:00 pm**

Monday, December 12: FCLYO Rehearsal + Christmas Party

**Monday, December 19–Monday, January 2: No Rehearsal – Christmas Break**

Monday, January 9: FCLYO Rehearsal

**Monday, January 16: No Rehearsal – Martin Luther King Holiday**

Monday, January 23: FCLYO Rehearsal

Monday, January 30: FCLYO Rehearsal

Monday, February 6: FCLYO Rehearsal

Monday, February 13: FCLYO Rehearsal

Monday, February 20: FCLYO Rehearsal (President's Day)

Monday, February 27: FCLYO Rehearsal

**Monday, March 6: Tour Showcase + Travelers Meeting**

***Rehearsal 5:00-6:30; Performance/Meeting 6:30-8:00***

**Saturday, March 11–Wednesday, March 15: NYC Tour**

Monday, March 20: FCLYO Rehearsal

**Monday, March 27: No Rehearsal - Spring Break**

Monday, April 3: FCLYO Rehearsal

**Monday, April 10: No Rehearsal – Easter Break**

Monday, April 17: FCLYO Rehearsal

Monday, April 24: FCLYO Rehearsal

Monday, May 1: FCLYO Rehearsal

**Sunday, May 7: Spring Concert @ FCS–Call time 3:30 pm; Start time 6:00 pm**

Monday, May 8: FCLYO Awards + End of Year Party @ FCS





## Rehearsal Absence Request Form 2022-23

Attendance and good communication are a vital part of making FCLYO successful. What should you do if you will be absent from a rehearsal?

1. Planned absences due to unavoidable conflict: This form must be given to the director and approved no later than **one week prior** to any scheduled absence.
2. Last minute emergencies or illness: Send a text message to Ms. Knight (626-327-4046) prior to the start of rehearsal stating the reason for the absence. This form is then due when the student returns to rehearsal **the following week**.
3. Tardies or early departure: If you will be 20 or more minutes late or need to leave 20 or more minutes early from any rehearsal, this form is required and it will count as 1/2 an absence.
4. **COVID-19 Exemption:** Any student who is experiencing symptoms, has a temperature, or has been exposed to the COVID-19 virus needs to stay home and **may complete the home practice form to receive rehearsal credit**.

Without this form, all absences are considered unexcused. Excessive unexcused absences may result in students sitting out from a concert or being dismissed from the orchestra. The orchestra operates as a team, and it impacts the entire group when members are missing or unprepared. Students are allotted only **two excused absences per year**.

**This form is not to be used for absences from performances. If you have an unavoidable conflict with a mandatory performance, please email the directors right away.**

Student name: \_\_\_\_\_

Today's date: \_\_\_\_\_ Date of absence: \_\_\_\_\_

Check one:

Full rehearsal     Late arrival (ETA: \_\_\_\_\_)     Early departure (time leaving: \_\_\_\_\_)

Reason for absence: \_\_\_\_\_

I understand that by missing rehearsal, I am responsible for getting caught up on whatever I missed. I will contact the directors or another orchestra member and check the website to see what I missed **before** returning to the next rehearsal. I agree to spend extra time practicing my music so that I won't fall behind.

Student signature: \_\_\_\_\_

Parent signature: \_\_\_\_\_

**Directors only: EXCUSED-#1   EXCUSED-#2   EXCUSED-0.5AB   UNEXCUSED**

**Notes:** \_\_\_\_\_



## Home Practice Form (for Rehearsal Credit 2022-23)

*May be used up to two times per year*

\*This form will only be accepted if the absence request form has also been completed.

### Expectations:

- With only one weekly rehearsal, consistent attendance by all members has always been an imperative part of our orchestra's success.
- However, for the safety of all our members during the COVID-19 pandemic, it is even more important that students who are ill or may have been exposed to the virus stay home.

**\*This form attests that the student practiced current FCLYO music for a minimum of 75 minutes during the week of the missed rehearsal.\***

### How/when to complete this form:

1. First, complete the absence request form a minimum of one week in advance for planned absences and upon returning to rehearsal for last minute illness or emergencies. **BOTH forms are required to receive rehearsal credit.**
2. Practice your FCLYO music for a minimum of 75 minutes, and be sure to keep track of which pieces you played at home. Check with your section leader for specific pieces to work on.
3. You may receive up to two "grace" absences where you will NOT be marked absent if you turn in this form. This form is due the week following the missed rehearsal. **Late forms will not be accepted.**

**Student Name:** \_\_\_\_\_ **Date of missed rehearsal:** \_\_\_\_\_

### **Pieces practiced:**

- |          |                                |
|----------|--------------------------------|
| 1. _____ | <b>How many minutes?</b> _____ |
| 2. _____ | <b>How many minutes?</b> _____ |
| 3. _____ | <b>How many minutes?</b> _____ |
| 4. _____ | <b>How many minutes?</b> _____ |
| 5. _____ | <b>How many minutes?</b> _____ |
| 6. _____ | <b>How many minutes?</b> _____ |

**Total minutes (min. 75):** \_\_\_\_\_

**Did you ask your section leader or an SLT member about what you missed?**    YES    NO

**I attest that this form is completed honestly and accurately. I understand that accountability for learning my own part is important for the entire orchestra.**

Student signature: \_\_\_\_\_ Today's date: \_\_\_\_\_

Parent guardian signature: \_\_\_\_\_ Today's date: \_\_\_\_\_



## Tuition and Payment Breakdown 2022-23

### **FCLYO \$400 Tuition and \$50 Registration Fee includes:**

- T-shirt, polo, sweatshirt, and music bag
- Orchestra music binder
- Sheet music purchases
- Facilities/taxes
- Orchestra concert pizza dinners

### **Not included:**

- NYC Tour
- Dickies Desert Sand uniform pants
- Replacement polo (if needed)
- Formal concert attire

### **Tour Company**

Our hosting company is Super Holiday Tours. They will be handling and directing our trip, and all FCLYO members will be required to create an account online. Please check your email and our website for more tour information as it becomes available.

### **Tour Fundraising**

You may register at [www.givebutter.com/fclyonyctour](http://www.givebutter.com/fclyonyctour) to receive individual donations from your friends and family for your tour costs. We will also hold several ticketed performance fundraisers. **Any funds raised for your student at our events will be paid directly to the tour company by FCS on your behalf.** FCS does not accept checks or cash designated for individual students' tour costs.

### **FCLYO Tour Participation Requirements**

The tour cost is an all-inclusive flat rate and cannot be prorated or altered. All FCLYO members are required to participate in the entire tour, including traveling with the group **to and from** our destination with instruments and all equipment and staying in designated FCLYO rooms. We do not accommodate requests for separate itineraries or traveling earlier/later unless an overall exception is made for a specific tour. Exceptions for individuals will not be made. Annual FCLYO Tours are performance-based trips as well as a team building and bonding experience with the orchestra from the moment we meet at FCS or the airport until the moment we return. Students are **not** required to have a parent attend in order to participate, but parents are welcome to register with our group and join us on air travel tours or travel separately on local tours. Fundraising will only be available for FCLYO members. Official chaperones will be selected at a later date by the director.

**NYC Exception:** *Students may request to stay longer and book their own return flights from NYC with advanced permission. All students must travel with the group to NYC and complete all portions of the tour itinerary before checking out with parents (on the last day of the trip ONLY at the time designated by the director). Students who extend their trips are responsible for transporting their own instruments home and paying for all return trip costs. IMPORTANT: FCLYO members are expected to be at rehearsal on Monday, March 20 following tour. FCLYO will write letters to excuse students from school for our official tour days ONLY.*