



Handbook and Policies

2025-2026

Director: Ms. Aimee Knight
fclyo@foothillchristian.org

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. FCLYO members 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. The orchestra has spots available for 20-50 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-aged students may also audition with private teacher recommendation and/or special invitation from the director. FCLYO performs at five (5) primary concerts/events each year (Fall Community Show, Christmas Concert, Chamber Night, Spring Concert, and Tour Prep Concert), participates in the Glendora Christmas Parade, and travels on an annual performance tour (typically in mid-June).

CODE OF CONDUCT

Spiritual Standards:

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

- Willingness of members and families to support the directors in carrying out the goals of the program

Musicianship Standards:

- All members are required to pass an audition prior to joining FCLYO.
- Members are expected to practice and learn their music in a timely manner and ask for help from the directors or private studio teacher as needed.
- Members are **required to be taking private studio 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 instruments or parts. Members are responsible for learning their music in advance of the rehearsal and should take any questions to their private teacher before the FCLYO rehearsal.
- Members 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 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:

- Musicians should arrive between 4:30 and 4:50 pm to set up, tune, 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 musicians must have their instrument tuned and in working order, all sheet music, and a pencil on the stand at EVERY rehearsal.
- Musicians 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.
- Musicians are responsible for disposing any trash during rehearsal or during snack break.
- Musicians 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:

- Musicians are placed in a seating chart within the orchestra according to skill level, leadership roles, attendance record, and the needs and considerations of the directors.
- While the section leaders and/or principal players are typically seated in the front row, the rest of the seating is not necessarily in any specific order or "ranking."
- Other factors such as race, ethnic origin, or gender 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**. Please bookmark this page and check our website first before emailing to request forms or information.

REHEARSAL SCHEDULE

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

*On occasion, rehearsal end time may be **extended to 7:00 pm** as needed to adequately prepare for upcoming performances.*

Kickoff Camp is **Monday, August 25 from 5:00-7:00 pm in the Presentation Room.**

Regular Monday rehearsals begin on **September 8 (after Labor Day).**

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

ABSENCE/TARDY PROCEDURE + **NEW!** ONLINE ABSENCE REQUEST FORM

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 members make FCLYO rehearsals a priority over all other Monday activities. If members need a letter from the FCLYO directors, please do not hesitate to ask. Please save your 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 parent/guardian must complete an online absence request form **at least one week prior to the absence date**, and it must be approved by the directors. For emergencies or illness occurring after 4pm on the day of rehearsal, the parent/guardian must also **send a text message** to the director prior to the rehearsal start time. Then the absence form must still be submitted **by the end of the next day (usually Tuesday)**. Any absences beyond the two excused absences, failure to notify the directors before missing a rehearsal, or failure to complete the online absence request form will be considered unexcused. Unexcused absences may result in sitting out a concert or, in severe cases, dismissal from the orchestra. **Please complete absence request forms as soon as you become aware of an absence.**

The FCLYO Rehearsal Absence Request Form is now online at www.fclyoglendora.com/members.

NEW! ONLINE HOME PRACTICE FORM

FCLYO members who are absent may receive up to two "grace" rehearsals where they will NOT be marked absent if they practice at home instead. These members must complete the online home practice form 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** no later than one week after the missed rehearsal. *Late home practice forms are not accepted.*

The FCLYO Home Practice Form is now online at www.fclyoglendora.com/members.

TARDY POLICY

Rehearsals begin promptly at the announced times. Musicians 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 musician 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 musician will receive a partial absence. Two tardies (1-19 minutes late) will equal one partial absence.

If a musician is running late to rehearsal, please **text message the director** in advance. Musicians, 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.** Musicians 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; excessive conflicts with mandatory performances may prevent your participation in FCLYO.

SEATING ASSIGNMENTS

The seating chart typically changes after every major performance. Musicians are seated in the orchestra based on the following criteria: section leader roles, demonstrated mastery of the music during rehearsal and sectionals, demonstrated mastery of the music in Academy lessons, needs of the orchestra and fellow musicians, and attendance record. While the section leaders and/or principal players are typically seated in the front row, the rest of the seating is not necessarily in any specific order or "ranking." The musicians in the back rows are just as important as those in the front rows.

REQUESTS FOR LEAVE OF ABSENCE

FCLYO is intended to be a longterm commitment from passing the audition through at least the end of high school. If for any reason a member needs to take a year off during his/her FCLYO career, he/she may request a **one year leave of absence** for a valid reason. If approved, he/she will be able to return to the orchestra the following year without audition required for reentry. Valid reasons include unavoidable scheduling conflicts that directly interfere with rehearsals or concerts, medical reasons, temporary relocation (moving), or severe financial hardship. Requests must be approved in writing by August 1 of the start of the season where the leave will take place. Taking a season off without providing a reason OR taking more than one season off may prevent the member from returning to the orchestra in the future.

NEW! SUBSTITUTE MUSICIANS

FCLYO substitute musicians cover for missing musicians as needed throughout the year. FCLYO subs are advanced level high school student musicians who were previously regular members of FCLYO, FCLYO alumni, or FCS/FCLYO Academy professionals.

Please email fclyo@foothillchristian.org for the full list of requirements to be considered for an FCLYO sub position.

STUDENT LEADERSHIP TEAM (SLT)

Members 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 musicians helps with events, fundraisers, and voting on future ideas for the orchestra. They also delegate and help oversee rehearsal procedures for our younger members.

LEGACY LESSON ACADEMY (PRIVATE STUDIO LESSONS)

The Legacy Lesson Academy is a private lesson violin, viola, cello, and bass instructional program exclusively for current members of FCLYO.

Benefits for students taking lessons with the Academy:

- Discounted from the FCS lesson rate + includes four (4) free summer lessons
- Combined FCLYO tuition payment with Academy lesson payment for an easy billing process
- Lessons align with the FCLYO schedule
- Specialized instruction on FCLYO music
- Eligible to earn the Gold Star Award if all music is mastered by the end of the season
- Opportunity to perform a solo at the February chamber dinner fundraiser
- Opportunity to perform transition solos at select FCS orchestra concerts
- Additional solo or small group performance opportunities with FCLYO

Visit www.fclyoglendora.com/academy for details.

NEW! MUSICIAN ACCOUNTABILITY

With only one 90-minute rehearsal per week, it is crucial that all musicians arrive prepared on their music. In lieu of past seasons' seating placement videos, our Legacy Lesson Academy students are now formally evaluated on music during their lessons, and all FCLYO members are evaluated in rehearsals and sectionals. If it becomes evident that a non-Academy musician is not keeping up with FCLYO music outside of rehearsals, they may be required to submit home recordings of the music.

MEDIA

Photos and videos will be taken during performances and rehearsals and may be posted on official FCLYO social media or used for future FCLYO advertising/marketing purposes. Parents and musicians may not post photos or videos of FCLYO members or directors on their personal social media pages without permission.

NEW! 2025-26 FCLYO PERFORMANCE DATES*

Fall Show @ Knott's Berry Farm

Saturday, November 8 – 9am-8pm

Performance time 11:30am

Glendora Christmas Parade @ Glendora Village

Saturday, December 13 – 8-11am

Christmas Concert @ FCS

Sunday, December 14 – 6-7pm

Call time 3:30pm

Chamber Music Dinner Fundraiser @ FCS

Monday, February 9 – 6-8pm

Call time 5pm

Spring Concert @ FCS

Sunday, May 3 – 6-7pm

Call time 3:30pm

Tour Showcase + Travelers Meeting @ FCS

Monday, June 15 – 6-7pm

Call time 5pm

Hawaii Tour

Wednesday, June 17–Sunday, June 21

**Dates and times are subject to change. More details will be provided closer to each performance.*

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. 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 \$500 per student for the year plus a non-refundable \$50 registration fee. The online registration form, registration fee, and the first tuition payment is due by August 1. The cost of tuition covers facilities, music purchases, director fees, performance-related expenses, miscellaneous performance fees, concert pizza dinners, T-shirts, sweatshirts, music bag, music binder, and other miscellaneous items. *Annual tour and the Legacy Lesson Academy are a separate fee from the FCLYO*

tuition. **For the 2025-26 season only, there is an additional \$50 participation fee for the Fall Show @ Knott's Berry Farm which includes 1-day theme park admission.** Additional "fan" tickets are also available for \$50 each if purchased with the performer ticket.

CONCERT ATTIRE – FORMAL

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

Girls/Women: 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.



Boys/Men: 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.



NEW! CONCERT ATTIRE – CASUAL

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

- FCLYO Polo OR FCLYO T-shirt/Sweatshirt Combo* – please pay attention to which one we are wearing for a given performance!
- Solid **black** dress pants/slacks
- Closed-toed **solid black** shoes that are comfortable for walking. Athletic/street shoes are encouraged as long as they are completely black.

T-SHIRT/SWEATSHIRT COMBO*

The T-shirt and sweatshirt are a different color each concert season. Please only wear the current season's shirts to rehearsals and FCLYO events. If a performance dress code states to wear the T-shirt/sweatshirt combo, it means the following:

- Everyone must wear the T-shirt.
- Members may also elect to wear the sweatshirt over the T-shirt if it's cold.

FUNDRAISING AND PARENT/GUARDIAN 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, small, non-messy snacks to eat during snack break only. Snacks must be kept away from 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 who plan to request financial aid to help pay for tours are expected to participate in all available fundraisers to the best of their ability. **Registration for fundraising is required via www.givebutter.com/fclyohawaii2026.**

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. 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**. 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.

NEW! WhatsApp Community:

All parents/guardians and students 13+ who have smart phones are **required** to download WhatsApp and join our WhatsApp community. 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. Please be sure to join the applicable subgroups as well.

To join: visit www.fclyoglendora.com/members and click the button that says "WhatsApp Community."

Apple/Google Calendar:

Please use the links at www.fclyoglendora.com/members to subscribe to our online season calendar.

Social Media:

FCLYO is on Instagram @fclyo and Facebook www.facebook.com/fclyo.



Tuition and Payment Breakdown 2025-26

FCLYO \$500 Tuition and \$50 Registration Fee includes:

- Polo, t-shirt, sweatshirt, music bag, and other miscellaneous items
- Orchestra music binder
- Sheet music purchases
- Facilities/taxes
- Director/coaching fees
- Orchestra concert dinners

Not included:

- Hawaii Performance Tour
- Casual uniform pants and shoes
- Formal concert attire

Tour Company

Our hosting company this year is **Music Celebrations International** (www.musiccelebrations.com). They will be handling and directing our trip, and all travelers will be required to create an account and make payments via their online portal. Please check your email and our website for more tour information as it becomes available.

Tour Fundraising

You may register at www.givebutter.com/fclyohawaii2026 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 musicians at our fundraising events will be paid directly to the tour company by FCS on your behalf.** FCS does not accept checks or cash designated for individual's tour costs.

Tour Participation Requirements

The tour cost is an all-inclusive flat rate and cannot be prorated or altered other than listed exceptions below. All FCLYO members are required to participate in our performance tours, including **traveling with the group to our destination** with instruments and all equipment and staying in designated FCLYO rooms. We do not accommodate requests for separate itineraries unless an overall exception is made for a specific tour. 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. Musicians 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 as long as there is space. Fundraising will only be available for FCLYO musicians. Official chaperones (team captains) will be selected at a later date by the director.

Hawaii Exceptions:

1. FCLYO members **may request to extend their travel** and book their own Hawaii return flights with advanced permission. **All musicians must travel with the group to Hawaii on June 17, 2026** and complete all portions of the tour itinerary before checking out by a parent or guardian on the last day of the trip at the time designated by the director. Musicians who extend their travel are responsible for transporting their own instruments home and paying for all return trip costs.
2. FCLYO members who are **requesting to opt out** of the Hawaii tour for any reason must email the directors with a written explanation (should not be only for financial reasons) and receive approval **prior to September 1, 2025.**



2025-2026 Rehearsal & Performance Calendar

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

Monday, August 25: Kickoff Camp + Rehearsal 5:00-7:00pm

Monday, September 1: No Rehearsal – Labor Day

Monday, September 8: FCLYO Rehearsal

Monday, September 15: FCLYO Rehearsal

Monday, September 22: FCLYO Rehearsal

Monday, September 29: FCLYO Rehearsal

Monday, October 6: FCLYO Rehearsal

Monday, October 13: FCLYO Rehearsal

Monday, October 20: FCLYO Rehearsal

Monday, October 27: FCLYO Rehearsal

Monday, November 3: FCLYO Rehearsal

Saturday, November 8: Fall Show @ Knott's Berry Farm–9AM-8PM

Monday, November 10: FCLYO Rehearsal

Monday, November 17: FCLYO Rehearsal

Monday, November 24: No Rehearsal – Thanksgiving Break

Monday, December 1: FCLYO Rehearsal (MUSIC ROOM)

Monday, December 8: FCLYO Rehearsal

Saturday, December 13: Glendora Christmas Parade 8:00-11:00am

Sunday, December 14: Christmas Concert @ FCS–Call time 3:30pm; Start time 6:00pm

Monday, December 15: FCLYO Christmas Party 5-6PM

Monday, December 22–Monday, December 29: No Rehearsal – Christmas Break

Monday, January 5: FCLYO Rehearsal (Chamber Groups)

Monday, January 12: FCLYO Rehearsal (Chamber Groups)

Monday, January 19: No Rehearsal – Martin Luther King Holiday

Monday, January 26: FCLYO Rehearsal (Chamber Groups)

Monday, February 2: FCLYO Rehearsal (Chamber Groups)

Monday, February 9: Chamber Music Dinner Fundraiser

Rehearsal 5:00-6:00pm; Performance/Dinner 6:00-8:00pm

Monday, February 16: No Rehearsal – Presidents' Day

Monday, February 23: No Rehearsal – FCS Theater Production Week

Monday, March 2: FCLYO Rehearsal

Monday, March 9: FCLYO Rehearsal

Monday, March 16: FCLYO Rehearsal

Monday, March 23: FCLYO Rehearsal

Monday, March 30: No Rehearsal – Spring Break

Monday, April 6: No Rehearsal – Easter Break

Monday, April 13: FCLYO Rehearsal

Monday, April 20: No Rehearsal – FCS Junior High Camp Week

Monday, April 27: FCLYO Rehearsal

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

Monday, May 4: FCLYO Tour Prep Rehearsal*

Monday, May 11: FCLYO Awards Night 5-6PM (MUSIC ROOM)

Monday, May 18: No Rehearsal - FCS Preschool Spring Sing

Monday, May 25: No Rehearsal – Memorial Day

Monday, June 1: FCLYO Tour Prep Rehearsal*

Monday, June 8: FCLYO Tour Prep Rehearsal*

Monday, June 15: Tour Showcase + Travelers Meeting*

Rehearsal 5:00-6:00pm; Performance/Meeting 6:00-7:00pm

Wednesday, June 17–Sunday, June 21: HAWAII TOUR*