



Handbook and Policies

2021-2022

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. 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 Ms. Aimee Knight. The orchestra has anywhere from 20-40 string players, a pianist, and a percussionist. Open auditions are held annually in the spring for students entering grades 6-12. Younger students and college-age students may also audition by invitation from the director. FCLYO performs at five (5) primary concerts/events each year (FCS Annual Gala, Christmas Concert, Chamber Night, Spring Concert, FCS Graduation), participates in the Glendora Christmas Parade, performs at an additional local theme park or community outreach event, 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).
- Students must turn off/silence their cell phones while rehearsal is in session. 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**. 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 national holidays and summer break)

Kickoff Camp is **Monday, August 30 from 5:00-7:00 pm in the Presentation Room.**

Regular Monday rehearsals begin on **September 13 (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.

TARDY POLICY

Rehearsals begin promptly at the announced times. You 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.** Throughout the year, we may be adding additional performance opportunities. Each time we add a performance date, you will receive an email with an RSVP deadline. You must reply to the email by the deadline if you have any conflicts in order for your student to be excused from performing. After the RSVP deadline, only emergencies will be considered excused absences. 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.

FCLYO PERFORMANCE DATES

FCS Annual Gala Performance

Friday, November 5 OR Saturday, November 6
Call time TBD

Glendora Christmas Parade

Saturday, December 11 – 8:00-11:00 am

Christmas Concert

Sunday, December 12 – 6:00 pm
Call time 3:30 pm

Valentine's Chamber Dinner Night

Monday, February 14 – 5:00-7:00 pm

Spring Concert

Sunday, May 22 – 6:00 pm
Call time 3:30 pm

FCS Graduation Performance

Thursday, May 26 – 5:30 pm
Call time 4:00 pm

Orlando Tour

Tuesday, June 14–Saturday, June 18

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 and Chamber Dinner Night performances also serve as fundraisers 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 \$350 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 any theme park admissions are a separate fee from the FCLYO tuition.

CONCERT DRESS (FORMAL)

Formal dress code is the standard uniform that students will wear to 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.sepparel.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.

-Current year FCLYO T-shirt OR Sweatshirt with T-shirt underneath (layered for weather)

-NEW! Dickies brand Khaki pants in the shade "Desert Khaki" or "Desert Sand"

*Can be ordered from dickies.com, Amazon, or other retailers. Any style of full length pant is acceptable, but the shade MUST say "Desert."

-Closed-toed shoes with black as the primary color. Accents in beige, grey, or white are acceptable. No other colors. Shoes need to be comfortable for walking. Athletic/street shoes are okay.



T-SHIRT/SWEATSHIRT

We will be ordering an FCLYO T-shirt and matching sweatshirt that students will wear at less formal performances. They may also wear them to rehearsals and for fun to represent the orchestra! The cost of the T-shirt and sweatshirt is included in your registration fee. Please include your student's correct T-shirt and sweatshirt size on the registration form. There will be no exchanges, so please order larger if your student is in between sizes or will likely grow a lot this year. These items are part of the mandatory uniform, so students must keep track of them all year!

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. 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.

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 Calendar:

Anyone with an iPhone or Apple device should subscribe to our FCLYO calendar which already has all season dates input. Email us for the direct link.

Social Media:

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



2021-2022 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.

Sunday, August 29: Mandatory Student/Parent Meeting on Zoom—4:00-5:00 pm

Monday, August 30: Kickoff Camp and Rehearsal 5:00-7:00 pm

Monday, September 6: No Rehearsal— Labor Day

Monday, September 13: FCLYO Rehearsal

Monday, September 20: FCLYO Rehearsal

Monday, September 27: FCLYO Rehearsal

Monday, October 4: FCLYO Rehearsal

Monday, October 11: FCLYO Rehearsal

Monday, October 18: FCLYO Rehearsal

Monday, October 25: FCLYO Rehearsal

Monday, November 1: FCLYO Rehearsal

Friday, November 5 OR Saturday, November 6 (TBD) – FCS Annual Gala Performance

Monday, November 8: FCLYO Rehearsal

Monday, November 15: FCLYO Rehearsal

Monday, November 22: No Rehearsal – Thanksgiving Break

Monday, November 29: FCLYO Rehearsal – MUSIC ROOM

Monday, December 6: FCLYO Rehearsal – MUSIC ROOM

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

Sunday, December 12: Christmas Concert @ Foothill Christian School—Call time 3:30 pm; Start time 6:00 pm

Monday, December 13: FCLYO Rehearsal + Christmas Party

Monday, December 20 & 27: No Rehearsal – Christmas Break

Monday, January 3: FCLYO Rehearsal (Chamber Groups)

Monday, January 10: FCLYO Rehearsal (Chamber Groups)

Monday, January 17: No Rehearsal – Martin Luther King Holiday

Monday, January 24: FCLYO Rehearsal (Chamber Groups)

Monday, January 31: FCLYO Rehearsal (Chamber Groups)

Monday, February 7: FCLYO Rehearsal (Chamber Groups)

Monday, February 14: Valentine's Chamber Dinner Night—Call time 4:45 pm; Dinner + Performance 5:30-7:00 pm

Monday, February 21: No Rehearsal – President's Day

Monday, February 28: FCLYO Rehearsal

Monday, March 7: FCLYO Rehearsal

Monday, March 14: FCLYO Rehearsal

Monday, March 21: FCLYO Rehearsal – MUSIC ROOM

Monday, March 28: No Rehearsal - Spring Break

Monday, April 4: FCLYO Rehearsal

Monday, April 11: FCLYO Rehearsal

Monday, April 18: No Rehearsal – Easter Break

Monday, April 25: FCLYO Rehearsal

Monday, May 2: FCLYO Rehearsal

Monday, May 9: FCLYO Rehearsal - MUSIC ROOM

Monday, May 16: FCLYO Rehearsal

Sunday, May 22: Spring Concert @ Foothill Christian School—Call time 3:30 pm; Start time 6:00 pm

Monday, May 23: FCLYO Awards Banquet @ Old Spaghetti Factory in Duarte

Thursday, May 26: Performance at FCS Graduation—Call time 4:00 pm; Start time 5:30 pm

Monday, May 30: No Rehearsal - Memorial Day

Monday, June 6: FCLYO Tour Rehearsal + Orlando Travelers Meeting

Monday, June 13: FCLYO Tour Rehearsal

Tuesday, June 14—Saturday, June 18: Orlando Tour



Rehearsal Absence Request Form 2021-22

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 request to attend the rehearsal virtually**. Please see the COVID-19 Addendum for virtual attendance requirements.

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: _____



Tuition and Payment Breakdown 2021-22

FCLYO \$350 Tuition and \$50 Registration Fee includes:

- T-shirt, sweatshirt, and music bag
- Orchestra music binder
- Sheet music purchases
- Facilities/taxes
- Orchestra concert dinners
- FCLYO awards banquet

*Covers student dinner only; additional tickets will be available for purchase closer to the event.

Not included:

- Orlando Tour
- Uniform pants purchase
- Formal concert dress 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 at www.superholiday.com. Please check your email and our website for more tour information as it becomes available.

Tour Fundraising

You may register at www.givebutter.com/orchestra 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.** Note that 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.

Orlando Exception: Students **may request to stay longer** and book their own return flights from Orlando with advanced permission. A parent/guardian must check the student out on the last day of the trip **ONLY** at the time designated by the director (typically upon the group's hotel checkout). **All students must travel with the group to Orlando** and complete all portions of the tour itinerary before checking out with parents. Students who extend their trips are responsible for transporting their own instruments home, including any airline fees, and paying for their additional accommodations.



COVID-19 Addendum 2021-22

Monday rehearsal protocol

All FCLYO members and staff will be required to follow the current CDC guidelines for K-12 schools and Foothill Christian School expectations as they apply to COVID-19, including but not limited to the following:

- Temperature check
- Online daily health check
- Wearing a mask or facial covering
- Social and physical distancing
- Hand washing/sanitizing

FCLYO is committed to following the current guidelines and will continually update our own guidelines to match the CA state health department requirements. As of July 2021, masks are still required for all students and adults indoors at K-12 schools.

Student illness

If the student is experiencing symptoms of illness, has tested positive for COVID-19, or has been exposed to someone who has tested positive, that student should NOT attend rehearsal. **Anyone who is under quarantine for any reason and cannot physically attend a rehearsal will NOT be marked absent if he/she does ALL of the following:**

- Notify the director prior to 4:00 pm on the day of rehearsal.
- Attend the entire rehearsal via Zoom with camera on.

Zoom rehearsals

In the event that Foothill Christian School is temporarily closed due to the virus OR the director is ill or otherwise under quarantine, a Remind message will be sent out to notify all members that rehearsal will be held virtually instead (or cancelled if necessary). Our permanent Zoom link is listed on the website. Please be checking your Remind messages regularly as rehearsals could be switched to Zoom with short notice. We will do our best to notify everyone as soon as possible if this happens. Zoom rehearsals are still mandatory, and students are required to attend the full rehearsal **with cameras on** in order to receive attendance credit.

IMPORTANT: Attendance via Zoom is NOT permitted for any other reason besides COVID-19.

Concerts

Our plan is to return to our regular in-person concert schedule. Concerts will require tickets and may have limited attendance. An alternate format or virtual audience may be used for concerts and performances if needed. Performances may also be subject to cancellation if required, according to current COVID-19 guidelines. Super Holiday Tours is managing the Orlando tour and will provide more information about refunds and other policies in the event that our trip is postponed or canceled due to the pandemic.

Tuition

FCLYO tuition is already low and only covers minimal operating costs. There will be no refunds or prorating of tuition if any rehearsals or concerts are cancelled or held in a virtual format. FCLYO will do our best to continue the season uninterrupted in a virtual manner should it become necessary.