



2007-08 OSTE Student Handbook

This handbook has been produced to provide NJYS students with the necessary information that will ensure them the highest quality musical education and experiences.

Students are expected to read this handbook in its entirety and adhere to the details within at all times.

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Personnel

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Coordinator, Musicianship Training**

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OSTE Key Volunteers

Manager: Laura Vitiello, 973-377-5793, 201-306-9776 (cell)
Attendance: Arline Lo, 908-790-9205, 908-590-0045 (cell)
Co-librarians: Helen Park, 973-379-2833, 201-303-9254 (cell)
Padmini Gupta, 973-467-0464, 201-320-8851 (cell)
Stage Manager: Claudia Waters, 973-509-2078, 201-306-9425 (cell)

JS

Co-Managers: Lyn Snyder, 973-829-1701, 862-324-1022 (cell)
Sara Araya, 973-731-3946, 862-224-0356 (cell)
Attendance: Janice Pepper, 973-535-6555, 201-306-9104 (cell)
Co-Librarians: Maribeth Bowen, 908-273-3792, 908-337-9239 (cell)
Stage Manager: Wendy Lovejoy, 908-273-6781, 908-591-4632 (cell)

Sinf

Co-managers: Danielle Capuzzi, 973-540-9644, 201-602-8704 (cell)
Maggy Taylor, 908-665-8664, 908-294-0130 (cell)
Attendance: Deborah Kramer, 908-755-8929, 908-451-4907 (cell)
Co-Librarians: Miki Sujimoto, 908-665-0629
Stage Manager: David Pasternak, 908-755-8929, 908-451-4826 (cell)
Sinfonia Listening Club: Sally Snelson, 973-895-9416

FC

Co-managers: Debbie Burns, 908-735-9532, 908-391-6312 (cell)
Sue Gallagher, 973-627-7229, 973-270-4380 (cell)

FF

Manager/Attendance: Toni Santoro, 908-575-7499, 908-285-7665 (cell)

Phil

Co-managers: Noreen Potterton, 732-617-7307, 732-306-7326 (cell)
Mary Beth Sweet, 973-763-6104, 973-941-6213 (cell)
Attendance: Laure Fedor, 908-608-1045, 908-377-7014 (cell)
Co-librarians: Lorri Dunckley, 973-627-3622, 201-602-2680 (cell)
Diane Chen, 908-889-1817, 908-462-4617 (cell)
Co-Stage Managers: Jessica Beltz and Al Mohrmann, 908-754-4837, 201-819-3618 (cell)

YO

Co-managers: Ann Fahey, 908-654-1087, 908-418-0393 (cell)
Attendance: Janet Siegel, 973-635-3301, 973-202-6551 (cell)
Librarian: Joyce Neuss, 973-595-0705, 201-396-8377 (cell)
Stage Managers:

YS

Co-managers: Yvonne Yeh, 908-656-0867, 908-656-0867 (cell)
Lori Bierman, 908-272-9143, 908-347-9031 (cell)
Attendance: Jann Schmeier, 973-663-4104, 973-479-6473 (cell)
Co-librarians: Anne Humen, 908-272-0224
Yeechang Shiau, 973-535-3875, 973-954-6189 (cell)
Sandi Wagner, 908-235-6008, 908-235-6009 (cell)
Stage Manager: Mac McPeters, 973-364-7696, 201-446-8954 (cell)

Artistic Standards

The artistic standards at NJYS are very high. Successfully meeting the challenges presented by the performance repertoire requires a commitment from our student musicians, their parents, volunteers, and our staff.

Matters such as punctuality, attendance and mandatory rehearsals are vital in achieving a high level of performance. In order to rehearse effectively, orchestra members and the conducting staff must be able to hear all musical parts. Balance can only be determined properly if everyone who is to play the concert is present during rehearsals.

Similarly, a talk-free environment is essential for maximum rehearsal efficiency. The concentration level of individually rehearsed orchestra sections must not be broken by the inappropriate talking within sections not playing at that moment. Orchestra members must likewise be able to hear remarks from the podium, and conductors must be able to hear questions from orchestra members.

Respectful behavior is required by students and staff alike. Rehearsals are learning opportunities for all participants, and constructive criticism should be received in the spirit in which it is offered.

Musical Standards

NJYS provides professional training for young musicians, and aspires to the highest musical standards. In order to maintain these standards, each member must receive weekly private instruction. The staff may be in contact with private teachers periodically. *Non-compliance may result in dismissal.*

Members must practice their orchestral and ensemble parts at home in order to be prepared for each rehearsal. *Members may be asked to perform alone during rehearsals.*

School Participation

NJYS encourages all members to participate actively in their school music programs.

OSTE Attendance Policy

OVERVIEW

NJYS is committed to providing superior music education and performance experience to all NJYS students. Absence, lateness or early departure detracts from the student-learning environment, disrupts the individual student's learning process and impacts the performance level of the entire orchestra. Each student musician is strongly urged to attend all rehearsals, to arrive promptly, and to remain throughout. Perfect attendance is the recommended goal for each NJYS student to attain. NJYS recognizes, however, that occasional absences may be necessary due to unavoidable situations, although they are acceptable only in extenuating circumstances. Therefore, NJYS has adopted this Attendance Policy. Detailed below is a set of definitions followed by specific attendance requirements and procedures that makeup the NJYS Attendance Policy.

DEFINITIONS

Concert Period

A Concert Period (CP) is the time frame during which a concert program is rehearsed in preparation for a performance. It begins with the first rehearsal and culminates with the performance. OSTE has the following two (2) Concert Periods during the 2007-2008 season:

CP I September 13, 2007 – January 13, 2008

CP II January 14 – April 27, 2008

Note: The annual Play-a-thon is a mandatory Pops Concert. It is scheduled for Sunday, April 6, 2008, which is within CP II.

Rehearsal

A rehearsal is any scheduled session, including a full ensemble rehearsal, or sectional coaching session.

Mandatory Rehearsals

The last two rehearsals immediately preceding a concert are mandatory. Mandatory means you must attend. This includes the Dress Rehearsal, which customarily takes place a day or two before the concert.

Absence Notification Form

The Absence Notification Form captures the reason for a student's intended absence from a rehearsal necessitated by an **unavoidable situation** (such as a scheduled school concert on his/her major instrument) that conflicts with any NJYS rehearsal. This form must be completed and signed by a parent and submitted to the Attendance Coordinator as soon as possible, but at least two weeks prior to any scheduled absence. The purpose of the notification form is to assist NJYS staff with rehearsal planning and student record keeping.

Attendance Coordinator

The NJYS Key Volunteer responsible for maintaining the attendance records of all NJYS students is the Attendance Coordinator.

ATTENDANCE REQUIREMENTS AND PROCEDURES

Concert Period (CP) Attendance

Each student is allowed **2 absences** from non-mandatory rehearsals during each CP. They are to be used only for **unavoidable situations, such as schedule conflicts, serious illness or other emergency situations**. More than 2 absences for non-mandatory rehearsals by a student within a CP is a **violation** of the Attendance Policy and may result in disciplinary action, including a seating demotion for the concert, not being allowed to perform in the concert or other enforcement action at the discretion of the Conductor and the Artistic Director. Late arrivals or early departure of 15 minutes or more will be recorded as a half-absence.

Notification

Students **are required** to submit an **Absence Notification Form** signed by a parent as soon as possible, but at least 2-weeks in advance, for any scheduled absence, including lateness or early departure exceeding 15 minutes. For last minute, unavoidable situations that may arise, the parent must call the Attendance Coordinator (see page 4) to notify the Coordinator of the absence. If the unavoidable situation occurs after 4:00 PM and before the scheduled time on the day of the rehearsal, the parent must also call the NJYS Office at 908-771-5544; in such a case the parent must submit a signed Absence Notification Form immediately after the absence occurs. Failure to submit the Absence Notification Form at least two weeks prior to any scheduled absence is a serious breach of each student's responsibility to the NJYS and his or her fellow musicians and may result in disciplinary action. Absence Notification Forms for long-planned absences, such as for family vacations and school concerts, should be submitted as soon as the student and parents become aware of the conflict.

Mandatory Rehearsals

Absence from either of the 2 mandatory rehearsals (which includes the Dress Rehearsal) is a **violation** of the Attendance Policy and may result in being disallowed from performing the concert or other enforcement action at the discretion of the Conductor and the Artistic Director.

Concert Performance

Attendance at all scheduled concerts is mandatory. Absence from a scheduled concert (including Play-a-thon) is a **violation** of the Attendance Policy and will result in disciplinary action, up to and including dismissal from NJYS, and potential ineligibility to re-audition for the subsequent season.

Rehearsal Arrival/Sign-in Procedure

Students are required to arrive for rehearsals at least 15 minutes before the scheduled start time of their first scheduled activity. Upon arrival, students are instructed to check in with the Attendance Coordinator and check the bulletin board for announcements. Students must be in their seats, ready to play their instruments, 5 minutes before the rehearsal begins. (Note: prompt return from rehearsal breaks is also essential.) Students who routinely arrive after the required arrival time (15 minutes before the rehearsal begins) will be subject to disciplinary action at the discretion of the Conductor and the Artistic Director.

Exceptions to the Attendance Requirements

The allowance (with written notification) for 2 absences from non-mandatory rehearsals per Concert Period is intended to virtually eliminate the need to authorize an exception.

Therefore, it is envisioned that the need for a student to request such an exception to the Attendance Policy will be rare. If a serious crisis or an unavoidable situation arises, the student may request that an exception to the Attendance Policy be made. The procedure for requesting such an exception requires completing an **Absence Notification Form** and submitting it to the Attendance Coordinator at the earliest possible date. The student's pattern of attendance will be one factor considered in determining whether to issue the exception, and in determining the nature of any conditions that NJYS might require regarding the student's continued participation. The decision of the Conductor and Artistic Director will be final. An example of a situation that may warrant an exception to the Attendance Requirements may include an illness requiring hospitalization of an immediate family member.

Attendance Policy **Absence Notification Form**

In accordance with the NJYS Attendance Policy, students should notify NJYS about a known absence at least two (2) weeks before the absence will occur, using an Absence Notification form available in the NJYS Office. Sample below:

<i>Absence Notification</i>	
See Attendance Requirements and Procedures for instructions. Please submit to the Attendance Coordinator at least 2 weeks before a scheduled absence. To be completed by a parent or legal guardian.	
Student Name:	_____
Ensemble:	_____
	Date of Absence: _____
<input checked="" type="checkbox"/>	
<input type="checkbox"/>	The student named above will be absent for the entire rehearsal
<input type="checkbox"/>	The student named above will be more than 15 minutes late to the rehearsal
	Estimated time of arrival: _____
<input type="checkbox"/>	The student named above will need to leave before the rehearsal finishes
	Estimated time of departure: _____
Reason:	_____

Signed:	_____
	Print Name: _____
Today's Date:	_____

Rules & Disciplinary Action

Normally, the behavior of NJYS musicians is exemplary, as is their attendance at rehearsals. However, there may be times when students' behavior is less than ideal, and since good behavior is as important as good attendance, NJYS has adopted the following rules and disciplinary procedure regarding unacceptable behavior.

RULES OF BEHAVIOR

1. Cell phones must be turned off during all NJYS activities, including rehearsals.
2. Students must listen to all instructions given during a rehearsal.
3. Social conversations are not permitted during rehearsals or performances.
4. Students are not permitted to leave the NJYS Music Center during breaks.
5. Behaviors that are not acceptable during rehearsals or performances include:
 - a. Talking
 - b. Running
 - c. Eating (including chewing gum)
 - d. Playing games (electronic or otherwise)
 - e. Wearing hats, headphones or sunglasses, etc.
 - f. Recording rehearsals or performances
 - g. Disruptive playing & tuning instruments
 - h. Rudeness to students, staff, volunteers, or parents
 - i. Using listening devices such as Walkman, iPod, CD/ DVD players
 - j. Smoking, or the use of intoxicating beverages or illegal drugs
6. **Students should always bring a pencil, music stand** (with all parts clearly labeled) and their **music folder** to rehearsals and performances.
7. Extra music supplies (strings, resin, reeds, etc.) should be brought to rehearsal also.
8. Music may only be marked with pencil, and it will often be necessary to do so!
9. Students may bring a bottle of water with a spill-proof cap to rehearsals only, provided that students discard or remove bottles at the end of the session.

REHEARSAL ETIQUETTE

1) Attention to the Podium

When ANYONE steps onto the podium immediate:

- Silence - no talking, playing or plucking of instruments unless directed.
- Pay attention and listen to instructions.

2) Follow Directions Immediately

- Try your best to perform as instructed even if you disagree musically or have been told differently by your private teacher.
- If directions cannot be followed due to a problem with your instrument, or you are unable to perform for whatever reason, raise your hand and inform the conductor.
- If instructions are unclear to you, raise your hand and tell the conductor that you do not understand.

3) Bring Respect

- Respect must be given to rehearsal area. Clean up after yourself.
- Respect all equipment and instruments.
- Respect must be given to conductor.
- Respect will be expected toward all staff members.

4) Respect Each Other

Put forth your BEST effort

- Sit correctly and maintain good posture.
- Always be prepared. Know your part, be warmed-up, be on alert.

Be focused; do NOT be a distraction

- Limit trips to the bathroom or leaving the room for any reason.
- No social talking.
- No tossing or throwing things.

DISCIPLINE

NJYS maintains a three-tier discipline system for students whose behavior is deemed unacceptable at any rehearsal, performance or other NJYS event.

1. Warning – Student receives a written reprimand which parents must acknowledge in writing.
2. Parent Conference – Student and parents meet with NJYS staff.
3. Suspension – Student will be suspended from NJYS activities for at least one Concert Period.

Please be aware that if students are observed smoking or with intoxicating beverages or illegal drugs at any NJYS event, it will result in their immediate dismissal from NJYS, and all tuition and fees paid to NJYS will be forfeited.

String Switching Program

NJYS offers an opportunity to current violin and cello students (and others with permission) to tryout - or "switch" to - viola and bass. The purpose of these small group sessions, usually

between 2 and 5 students, is to provide an opportunity to expand students' musical scope and afford NJYS an opportunity to recruit talented young musicians to these under-represented string instruments. If you are interested in participating, please see the conductor.

Musicianship Training Program

OSTE students receive Musicianship Training classes during rehearsals as part of their training.

The **Musicianship Training** program enables NJYS students to understand the building blocks, elements and structure of musical notation and composition (melody, harmony, rhythm) that creates the 'whole musician', develop and enhance musical skills, and learn a common musical language with which to communicate and hasten the attainment of quality musical performances within our orchestras.

- Participants may elect to take proficiency examinations useful for college placement or AP class placement
- Utilizes the Associated Board of the Royal Schools of Music theory course, which is widely recognized and utilized worldwide, providing an international benchmark for musical literacy
- Students work at their own pace working towards challenging and achievable goals
- By 2009 all YS students must pass a proficiency test in Musicianship

Music and Folders

To meet requirements of federal copyright laws, students participating in NJYS ensembles may be entrusted with original pieces of music. This policy places even greater responsibility on the students to care for each piece of music performed throughout the season. Students will be billed to replace any lost or damaged music, including non-original parts and folders. Failure to address replacement costs will jeopardize the student's continued participation in NJYS programs. Any questions may be directed to the ensemble's Key Volunteer Librarian, or to the NJYS Office.

General Information

1. Visitors may not attend rehearsals without prior permission from the conductor.
2. If the need arises to speak with a conductor at length, please call or e-mail to set up an appointment. Conductors will accommodate your request for a meeting at a mutually agreeable time.

3. Please observe the following driving pattern when at the NJYS building:
 - **Please enter via the driveway closest to the A&P supermarket and exit via the driveway closest to South Street.**
 - Please drive slowly and considerately, particularly near the pediatric group's office which is located on the east side of the building.
 - Please pick your child up promptly upon conclusion of rehearsal.

NOTE: The parking lot is not a safe place for students to congregate.

4. In the event rehearsal is cancelled, NJYS will publicize the closing as follows:
 - a. via the www.njys.org web page
 - b. via a phone message on the office telephone line (908-771-5544)
 - c. phone chain
 - d. email

Rehearsals cancelled due to snow will be announced by 2pm on the day of the rehearsal.
5. Directions to NJYS and concerts sites may be found on the website, www.njys.org.
6. Students who are 18 years old are considered members of NJYS ensembles, and are expected to adhere to all NJYS rules and regulations.

Dress Requirements for Performances

Orchestra	Female	Male
OSTE	White long-sleeved blouse Red suspenders (provided by NJYS) Black ankle-length skirt (no sequins or crystals) or black <i>dress</i> pants Black shoes, black socks/stockings	White long-sleeved shirt Red suspenders (provided by NJYS) Black dress slacks, black belt. Black shoes, black socks

NOTE:

- 1. NO SNEAKERS OR SANDALS**
2. No black jeans
3. Blouses/ shirts must be tucked in to skirt or slacks, not worn outside of skirt or slacks
4. Hair to be clean, neat (no fancy barrettes or ribbons), natural hair colors, and subject to approval by NJYS staff
5. String players: no colored instrument bows or hair
6. Sources for concert attire include:
 - Adams & Madam (New Providence) 908.665.0800
 - www.landsend.com/school
 - www.stageaccents.com
 - www.tuxedowholesaler.com