

BMSYO Handbook & Policies

Musician Responsibilities

BMSYO musicians must be on time to rehearsals and concerts, prepare their music as instructed by their conductor and coach, and maintain good standards of behavior and attitude.

Commitment

We expect that all musicians will make the commitment to remain in the BMSYO program for the rest of the year. Rehearsal and concert dates are announced well in advance, to the best of our ability, so that students and parents can arrange their schedules accordingly. You may check the BMSYO calendar to check specific dates.

Musicians should contact the BMSYO office or their conductor if they need to take a leave of absence for health or other reasons. An approved leave of absence does not require an audition to rejoin the ensemble if the student is rejoining during the same season.

Parallel School Program Participation

BMSYO musicians are required to be enrolled in their school music program on the instrument they are performing in the BMSYO. Please help us maintain a system of mutual support for arts education in Bismarck-Mandan by participating in the music program at your school.

Exceptions are made if your school does not have a band or orchestra program, or the student is home-schooled.

Attendance

BMSYO musicians are expected to attend all of their ensemble's rehearsals and concerts. The only absences excused are due to illness, a family emergency, a religious holiday, extremely bad weather, or required student participation in a school performance. BMSYO must be notified promptly for an absence to be excused.

BMSYO follows the Bismarck Public School District calendar for holiday, mid-winter, and spring breaks. If you have BMSYO rehearsal scheduled on a day that your school is on a break, you are still expected to attend, unless discussed with your conductor ahead of time.

Absence from a rehearsal

If you are unable to attend a rehearsal, or you will have to arrive late or leave early, you must contact your conductor or the BMSYO office before 3:00 pm on the day of the rehearsal for your absence to be considered excused.

If neither the BMSYO office nor your conductor are informed in advance, missing a rehearsal, arriving late (after the ensemble has tuned), or leaving early are all considered unexcused absences.

If a second unexcused absence during the same concert cycle occurs, participation in the upcoming concert will be at the discretion of the conductor. A concert cycle is the period from the end of one concert to the end of the next concert.

If a third absence occurs, either excused or unexcused, participation in the upcoming concert will be at the discretion of the conductor. You may be required to audition with your ensemble music for your conductor to show that you will be able to perform it in the concert.

Absence from a concert

If you are unable to perform in a concert due to illness, a family emergency, or weather conditions that prevent you from traveling, please contact us as soon as possible through sending an email to the office, or calling your conductor or the Youth Orchestra coordinator. If you are unable to perform in a concert due to a religious holiday or a school performance conflict, tell your conductor at rehearsal as soon as you know about the conflict and email the BMSYO office.

Any other absence from your performance is considered unexcused. If you miss your concert with no explanation, an audition will be required to rejoin your ensemble at the beginning of the next semester.

Between Rehearsals

Practice

BMSYO musicians are expected to spend a considerable amount of time practicing their music at home. We recommend that you take your BMSYO music to one of your private lessons soon after you receive it, to get your instructor's advice and insights. You can also ask your conductor during sectional rehearsals for tips on how to practice the music most effectively. Musicians who are consistently unprepared may, at the discretion of the conductor, be placed into a different BMSYO ensemble with less challenging music or put on probation until they can demonstrate that they are prepared.

Check for BMSYO messages

BMSYO office and conductors may use email to communicate with their students between rehearsals. Be sure to look at your emails for any messages.

Take care of your instrument & music

Keep your instrument clean and maintained in good working order. Promptly take care of any damage and replace any missing parts (tuning peg, mouthpiece, etc.) that make the instrument difficult or impossible to play.

Each musician will be given a folder for their BMSYO sheet music at the beginning of the season, and conductors will hand out new music throughout the year. Label your BMSYO music folder with your name and phone number. BMSYO musicians are expected to come to rehearsals with their music collected and organized in their folder, with pages taped together, etc., if necessary.

All sheet music must be returned to BMSYO after it has been performed. Federal copyright law requires that we destroy music photocopies after our musicians are finished with them.

After Rehearsals

Tidy up

Take a few minutes before leaving to help put away chairs, music stands, and anything else your group used. It is our responsibility to leave all the rehearsal rooms as clean as we found them.

Take what you brought

Check to make sure you have all your belongings. If you later realize you've lost something, email the BMSYO to see if another BMSYO member turned it in. Labeling your things gives them the best chance of getting back to you.

Leave on time

Musicians must be picked up by a parent immediately after each rehearsal and concert unless other transportation has been arranged, such as a carpool or the student driving. See Parent Responsibilities.

At Concerts

Arrive on time

At your last rehearsal before a concert, your conductor will give you a concert "call time." Call times also will be sent by an email.

Your call time is your arrival deadline. By this time, you must be at the performance location and in your ensemble's warmup room.

Find the warmup room for your ensemble

Your warmup room is where you will tune up, warm up, store your jacket and instrument case, and wait your turn to go onstage. Parent volunteers will help direct you to the correct room for your ensemble. The warmup room is for BMSYO musicians and staff only (no parents or visiting friends).

Arrive no more than 15 minutes before your call time since warmup room may not be available earlier.

Wear the appropriate clothing

All performances: Black slacks, skirts; White top, Black shoes

Put away cell phones

Cell phones and other devices must be turned completely off and left in your bag or case during your warm-up and performance. Nothing leaves the warmup room with you except your instrument and music.

Be respectful while others are performing

BMSYO musicians stay for the entire concert in which they play.

Listening to other musicians perform is an important part of your music education, and it's also important to support your fellow BMSYO musicians in this way. You may not leave early when your own ensemble is finished. If you need an exemption to this rule, talk to your conductor ahead of time.

Sit quietly with your ensemble in the audience as you listen. Do not bring your cell phone. Do not exit or enter the performance hall while music is being played. Wait for a break between movements or pieces. Then walk quietly, with no talking.

Take care of bathroom and drinking fountain needs before you enter the performance hall. Moving and talking during a performance are very distracting to everyone, both in the audience and on stage.

After Concerts

Return music

All sheet music must be returned to BMSYO after it has been performed. We must destroy all photocopied music to comply with federal copyright law. Boxes to collect students' music will be available in the warmup room or backstage or you may give it to your conductor.

Take what you brought.

Please make sure you have all your belongings before you leave your warmup area.

Leave on time

Musicians must be picked up by a parent immediately after each rehearsal and concert unless other transportation has been arranged, such as a carpool or the student driving. See Parent Responsibilities.

Parent Responsibilities

We also recommend parents read our page on Musician Responsibilities. Our behavior rules are designed to foster professionalism, teamwork, and respect for fellow musicians. Please encourage your musician to fulfill their responsibilities.

Read our announcements

We send important, time-sensitive announcements out via emails periodically. Look for these emails and contact us if you aren't receiving them.

The Bismarck Mandan Symphony Office is the office of the Youth Orchestra program. All communication concerning Youth Orchestra events will come from the Symphony Office. You can contact the office by calling (701) 258-8345 or email bmsyo@midconetwork.com.

You may contact the directors by cell phone or email:

Beverly Everett: (conductor) beverly.everett314@gmail.com (319) 621-1372

Maureen Murchie: (conductor) maureenmurchie@gmail.com (212) 512-0545

Website: www.bmsyo.com

Facebook: we do have a Facebook page, please "like" us and watch for announcements, photos, and information.

Photos and videos of our students and performances may appear on advertising, social media, etc. Parents need to sign the release form for their child.

Pay tuition promptly

If tuition costs are a hardship for your family, financial assistance is available. Please contact the Symphony Office for information.

Ensure Musician Attendance & Transportation

Support prompt and reliable attendance

Musicians are expected to attend all rehearsals and concerts listed for their ensemble on our calendar. This includes anything scheduled on holidays or breaks for your school district. If the musician needs to arrive late, leave early, or miss an event altogether, they must notify their conductor and send an email to the office ahead.

Drop your musician off at least ten minutes early for all rehearsals and other events. This allows your musician time to find their seat and unpack their instrument.

Bad weather policy: a rehearsal or concert that is missed by a student due to bad weather will be excused if we are informed promptly. If you cannot get to a rehearsal or concert safely, please stay home. If Bismarck/Mandan schools close for a snow day, we will automatically cancel rehearsal. If the weather forecast seems dangerous, please watch your email for

notifications. We will send emails regarding any changes in schedule. You may also check our website and Facebook page for updates.

Pick up your musician on time

You must pick up your musician immediately after each rehearsal and concert unless other transportation has been arranged, such as a carpool or the student driving. There is no supervision of students at Bismarck High School after they leave rehearsal.

If you are concerned that your personal or transportation circumstances will make you unable pick up your musician on time each week, please contact the BMSYO office ahead of time so that we may help.

Rehearsals

BMSYO asks that parents stay outside the room while the rehearsal is taking place, unless arrangements are made with the conductor for special cases. Parent observation of rehearsals can be distracting both to the students and to the instructors. Parents who choose to wait on-site while their BMSYO student is rehearsing will be in a designated parent waiting area.

Attend Concerts

Each concert represents months of dedication and hard work on the part of every musician present. Your musician will be proud of what he or she has accomplished and will want to share it with you! **Please note:** your musician must stay for the entire concert in which they play. Listening to other students perform is an essential part of their music education. We encourage you to stay for the entire concert as well. BMSYO does not charge for their concerts, but a free will offering will be taken to help offset the costs of renting the venues.

Required Concert Attire

All performances: Black slacks, skirts; White top, Black shoes

Tuition

Full-year tuition is \$200 per student. Checks can be made to BMSO. Payment can be brought with the student to rehearsal, or can be mailed to BMSYO, PO Box 2031, Bismarck, ND 58502. There will be a \$35 late fee added to tuition, if turned in after due date.

Please contact bmsyo@midconetwork.com if a payment plan or financial assistance is needed.



The BMSYO programs are open to all elementary, middle school, high school, and college students with at least one year of playing experience. Placement auditions will determine the best ensemble for a student to grow and succeed on his/her instrument.

Orchestras:

We have two levels:

Philharmonia: for beginner through intermediate playing level

Sinfonia: for string, woodwind and brass students at an advanced level

Rehearsals:

Philharmonia: Mondays 4:15 pm to 4:55 pm, Bismarck High School

Sinfonia: Mondays 5:00pm to 6:15 pm, Bismarck High School

Rehearsals are located in the BHS band room. Please use door # 9, located at the north parking lot.