



greater twin cities youth symphonies



# Harmony

*Creating stronger learners, building confidence, and opening new doors through music*

2021-22 Family Handbook

Riverview West Side School of Excellence

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# WELCOME!

Dear Harmony Families,

Welcome to the Greater Twin Cities Youth Symphonies (GTCYS)! We are delighted that you have chosen to play the violin or cello in the sixth year of GTCYS' partnership with Riverview Elementary. Harmony provides students with access to high quality instrumental instruction and performance opportunities that complement their academic experience and boost their personal development. With six teaching artists this year, it promises to be a wonderful year of music learning, performance, friendships, new opportunities, and fun!

As a Harmony musician, you are part of a much larger family of young musicians – more than 750 students are also GTCYS members this year! You will have the opportunity to meet and play with some of them later this season.

Being a Harmony musician will be rewarding and enjoyable. It is also an honor and a responsibility. By enrolling in this program, students and parents are electing to play your part." Please read this handbook to understand the program expectations which are designed to help students achieve their individual and collective best.

We look forward to an exciting journey with you this year! Should you have any questions along the way, please contact any of us using the contact information below.

Sincerely,



Megen Balda

Executive Director

# ABOUT HARMONY

Harmony is a program of the Greater Twin Cities Youth Symphonies (GTCYS) in partnership with Riverview Elementary School. Second, third, fourth, and fifth grade students can learn how to play the violin or cello in a before school group setting with their peers. Participants will also attend concert outings and perform for their families and the broader community.



Rehearsals will take place during the year on Tuesdays, Wednesdays and Thursdays from 8:00– 9:15am at Riverview except on days that Riverview is closed.

## Vision

The goal of this program is to provide Riverview students with access to high quality instrumental music instruction and performance opportunities to complement their academic experience and aid in their personal development. We are committed to excellence and access using a holistic approach to engage students, their families, and the community. As students progress musically, they will have the opportunity to join GTCYS' other orchestras. As Harmony grows, so will our vision for what we can achieve together!

## Harmony Values

Joy Tenacity Positivity Inclusion Kindness Courage Effort

**Joy** is music appreciation and experiencing the joy of playing music. It's also having fun while learning!

**Positivity** is having a good attitude toward yourself and others, which makes our learning environment safe and effective.

**Inclusion** is everyone taking responsibility for making sure that everyone is participating, feeling welcome, and being supported.

**Courage** is about showing up and trying even when you aren't sure you can do something right or perfect. It takes courage to play an instrument in front of other people, especially when you're a beginner.

**Kindness** is how we treat each other inside and outside of class. Kindness goes beyond basic respect, showing care for others and making them feel welcome.

**Effort** to putting in the work to learn something, even on your own at home. It's about trying even if you "fail". It takes effort to learn any new skill, just like reading a book.

**Tenacity** is keeping going even when it's hard, to experience the reward of learning something new and make yourself proud

# Who's Who



**Mary Sorlie**  
Harmony Artistic Director and Lead Violin Instructor  
[mary@gtcys.org](mailto:mary@gtcys.org)  
¡Estoy aprendiendo español!



**Naomi Schroeter**  
Harmony Manager and Lead Violin Instructor  
[naomi@gtcys.org](mailto:naomi@gtcys.org) or 651-602-6809  
¡Yo hablo español!



**Olivia Quintanilla**  
Lead Cello Instructor  
[euterpestrings@gmail.com](mailto:euterpestrings@gmail.com)



**Rosa Thompson-Vieira**  
Cello Instructor  
[rosathompsonvieira@gmail.com](mailto:rosathompsonvieira@gmail.com)



**Laurie McFaul**  
Violin Instructor  
[laurie.mcfaul@gmail.com](mailto:laurie.mcfaul@gmail.com)



**Jose David Carrillo Silieza**  
Violin Instructor  
[carri317@umn.edu](mailto:carri317@umn.edu)

# COMMUNICATION

Communication between school staff, Harmony program staff, students, and their families is essential.

**If you are running late to arrive or have another transportation issue, please call Naomi at (651) 602- 6809 and let her know.**

We use the following forms of communication:

- **Website** for Harmony families <https://gtcys.org/programs/harmony> check here for updates and information on upcoming events and how to request concert tickets, etc.
- **Email:** It is very important to read and respond to messages. Please make it a habit to check emails regularly for any Harmony updates. Email is the best way to contact Harmony staff and is our primary means of communication. If you are not receiving regular communications from GTCYS, please contact Naomi Schroeter at [naomi@gtcys.org](mailto:naomi@gtcys.org) to ensure that we have the correct contact information on file.
- **Phone:** We also use phone to contact students and families directly. Classroom teachers will contact parents 2-3 times/semester to provide student progress updates and to touch base for any questions/concerns. Staff contact information can be found on page 3 of this handbook.
- **Flyers:** We will occasionally send home printed flyers with important information. Check your child's backpack!
- **Sheet Music:** Each student has a workbook or sheet music that he/she will bring home and to each rehearsal session starting part way through the semester. Teachers may include notes for parents in the workbook.

## Questions

For questions about program details including rehearsals, performances, transportation, concert attire, and materials fee, contact Harmony Manager Naomi Schroeter at [naomi@gtcys.org](mailto:naomi@gtcys.org) or 651-602-6809. For questions about classes, music, and the violin or cello contact Harmony Artistic Director Mary Sorlie at [mary@gtcys.org](mailto:mary@gtcys.org).

For questions about your child's progress or your instrument, please contact our teaching instructors (contact info listed on page 3). Information about students' progress will also be shared at parent-teacher conferences in December and March.

# INSTRUMENTS

## Instrument Loan

Harmony provides violins to Harmony musicians on a loan basis. Each student/family is responsible for taking care of the instrument and returning it to Riverview at the end of the school year. Families assume full financial responsibility for replacing the instrument and accessories if they are lost, stolen, altered, or damaged beyond repair. Musicians are expected to take care of their instruments and respect other musicians' instruments and property (see below). Families agree to these conditions in the instrument loan agreement that they sign at the beginning of the school year.



## Instrument Care

I love my violin! How should I take care of it?

- Never let anyone else touch it
- Treat your instrument like it is your baby.
- When you are finished playing, put the violin and the bow in the case properly.
  - Remember to take the sponge off first and close the case.
  - Always loosen the hair of the bow before you put it away. Don't touch the hair of the bow. It is real horsehair and the oils from your fingers can hurt the hair.
- Don't touch the tuning pegs at the top of the violin! You could accidentally break one of your strings. Your teachers will tune the violin.
- Avoid extreme temperature and humidity. Don't let it get wet. Don't leave it anywhere too warm, like a hot car in the summer or by a heater in the winter. Don't leave it anywhere too cold, either!

## Instrument Repairs

If your instrument is in need of supplies or repair, bring the instrument and any parts to your next rehearsal and notify one of the teaching artists. Do not try to repair the instrument yourself (even if the bridge falls off) as this may result in more damage and financial repercussions. Accidents happen and we will work with families to fix the instrument.

# PARTICIPATION FEE

A \$20 materials fee is required for each musician for the year. The actual cost for GTCYS is nearly \$3,000 per student. The fee contributes to costs for instruments and equipment, sheet music, and transportation. This fee is collected at the beginning of the year and is non-refundable. If this is not possible or you have questions, please contact Naomi Schroeter.

# MUSICIAN EXPECTATIONS

By understanding and following GTCYS' guidelines, you help create a positive, productive experience for you and your fellow students. Please read the following carefully and let your teacher know of any questions.

- Be respectful of your fellow students, teachers, and staff.
- Be kind to one another.
- Take care of your instrument.
- Be prepared for rehearsals.
- Do not touch or write on anything not belonging to you.
- Keep food and beverages out of rehearsal and performance spaces.
- Put away cell phones and other electronic devices during all program activities.



Harmony Community and Behavior Mantra:

*"We are responsible for our actions, words and instruments"*

## CONSEQUENCE LADDER

Harmony and Riverview prioritize the safety of our students. The Harmony administrative and artistic staff collaborated to outline program expectations according to the Harmony value system.

### Probation and Dismissal

A musician may be put on probation or dismissed from the program according to the Harmony consequence ladder (see below).

### Behavior Contracts

Students struggling to follow behavioral expectations will be required to have a conference with GTCYS staff. Families will be contacted, and students must complete a behavior contract. This is an opportunity for students to reflect on behavior and find ways to grow. After two conferences, students will be removed from the program indefinitely.

## Harmony 2021 – 2022 Student Behavior Guidelines and Consequence Ladder

To ensure program success and maximize learning, Harmony will implement a consequence ladder to support behavior infractions. These expectations are in place so we can work WITH families to support students. Please see the consequence ladder for major and minor infractions below.

### Harmony 2021 – 2022 Student Behavior Guidelines and Consequence Ladder

To ensure students' success and maximize learning, Harmony will use a "consequence ladder" to navigate behavior infractions. These expectations are in place so we can work WITH families to support students. Please see the consequence ladder for major and minor infractions below.

#### Minor Infraction Consequence Ladder:

- Teachers will **give 3 reminders** per class for students to follow rehearsal expectations
  - After three reminders – student will take a 5-minute break in designated break area in the room.
- If behavior continues after 5-minute break, the teacher will remove the student from class. Families will be contacted to set up a conference with Harmony staff and students will be required to sign a behavior contract.
  - Students will not be allowed to rejoin Harmony classes until a conference is held and the behavior contract is signed and returned to Naomi Schroeter, Harmony Manager.
- If the above process is repeated, students will receive a one-week suspension from Harmony. After the suspension, we will gladly welcome the student back ready to move forward successfully!
- **If the student repeats this process a third time, they will be immediately removed from Harmony indefinitely.**

#### Minor infractions include, but aren't limited to:

- Not following directions after 3 reminders
- Talking back to teachers
- Touching other students without permission
- Speaking out of turn, joking, or laughing during targeted instruction time
- Eating or drinking outside beverages during instruction
- Failure to follow transition expectations and procedures during designated bathroom breaks, rehearsal set up and rehearsal dismissal
- Using designated bathroom breaks as playtime
- Running with an instrument
- Not respecting sheet music (folding, crumpling)

#### Major Infraction Consequence Ladder:

- The teacher will immediately remove the student from class.

- Families will be contacted to set up a conference with Harmony staff members and students will be required to sign behavioral contract.
- Students will not be allowed to rejoin Harmony classes until a conference is held and the behavior contract is signed and returned to Naomi Schroeter, Harmony Manager.
- If the above process is repeated, the student will receive a one-week suspension from Harmony. After the suspension, we will gladly welcome the student back ready to move forward successfully!
- **If the student repeats this process a third time, they will be immediately removed from Harmony indefinitely.**

**Major infractions include, but aren't limited to:**

- Physical or emotional altercations
- Hitting another student
- Intentionally provoking another student
- Bullying another child or intentionally hurting their feelings
- Leaving the room without permission
- Taking off mask
- Intentionally damaging instruments or resources

**Practicing IS Homework**

Daily practice time is essential for student success. We want you to think of practicing the violin as your homework, the same as math or reading. Without daily practice it is easy to fall behind and feel frustrated during the group rehearsals. Commit to 10 minutes a day of homework (practice!). Here are some practice tips (more will be shared during the year):

- Find a quiet place without distractions
- Practice slowly and then increase speed

**Parents: Help Your Musician Practice!**

Regardless of musical background, a parent or guardian's encouragement will impact a child's progress. You'll be amazed at your student's progress if you follow these tips!

- **Facilitate regular practice:** provide a daily time and quiet place where your child can practice without distractions or interruptions.
- **Encourage small performances:** In addition to Harmony Program performances, encourage your child to play for you, your family, and friends at home or family gatherings
- **Get Involved!** Enthusiastically attend all Harmony Program events to show your support. You are welcome to attend a rehearsal to see what your child is learning and encourage those concepts at home.

- **Talk to the Teaching Instructors:** Ask Teaching Instructors about your child’s progress via email or phone calls.
- **Teach Commitment:** Teach your child to be present and punctual by helping them to be on time to Harmony program activities.

## ATTENDANCE POLICY

Consistent attendance is the cornerstone of GTCYS’ commitment to excellence, however, taking care of our community’s health amidst the pandemic is of greater importance. In the event of symptoms or illness of any kind, **students must stay home. Students will not be penalized for health-related absences.**

### When to stay home and requirements for returning to rehearsals

1. If a family suspects that their student has been exposed to someone confirmed to have COVID-19, they should monitor for symptoms and **have two negative tests** before coming to the next rehearsal.
2. If a student has a confirmed case of COVID-19, they should **isolate at home for 10 days and have two negative tests** and have no symptoms before returning to Harmony.

**WHEN HEALTHY,** Harmony students should make every effort to participate in all Harmony activities. Students are allotted 4 non-health related absences per semester. If a student exceeds this amount, we will need to be in touch to schedule a meeting to talk about if Harmony is the right fit for your family.

**Health Screening:** Prior to every in-person GTCYS activity (rehearsals, retreats, concerts) students must answer a [self-screening health questionnaire](#). **In the event of symptoms or illness of any kind,** COVID-19-related or otherwise (fever of 100° F or above, sore throat, cough, shortness of breath, new loss of taste or smell, etc.), or in the case of a suspected or confirmed active case of COVID-19, **students must stay home.**

### What happens when Harmony students need to be absent?

1. Complete the [Harmony Absence Form](#) soon as you are aware that you will miss a GTCYS activity for any reason. Anticipating accurate attendance is crucial for conductors to effectively plan their rehearsals.
2. If the absence is related to COVID-19, students must immediately inform [naomi@gtcys.org](mailto:naomi@gtcys.org) and complete the [COVID-19 Student Information Form](#) to inform GTCYS of the details of their case or exposure. to inform GTCYS of the details of their case or exposure.
3. If students accrue multiple absences, they may be asked to record and submit short passages from their class’ music to demonstrate their progress and musical understanding to their conductors despite absences. GTCYS staff and conductors will work with each family on a case-by-case basis to address attendance.

**Promptness:** To ensure adequate time for set-up, warm-up, and tuning, all students must be present 7:50 every Tuesday, Wednesday and Thursday. Teachers will begin class promptly at 8:00am.

**Weather cancellations: Harmony** follows the SPPS district calendar and cancels rehearsals when SPPS cancels school. The district typically makes decisions regarding cancellations by at latest 5:00am the morning of but sometimes in extreme weather will sometimes decide the evening before. In the event of a cancellation, Naomi will email all families and will post the notification on the Harmony calendar and website. It is parents' responsibility to check their email and GTCYS' website for an announcement

## REHEARSALS

### What should I bring to each rehearsal?

At the beginning of the year, we will provide the following materials:

- Violin
- Sheet music / notebook
- Accessories (bow, strings, rosin)
- A sharpened pencil with a good eraser

Students will not bring their instruments home at first. This will happen part way through the year once they have learned how to care for it. Once this takes place, students will be responsible for bringing their instrument to school each rehearsal.

### Where do rehearsals take place?

- Rehearsals take place from 8:00am-9:15am in different rooms across the third floor and in the gym. Students will be escorted to their violin rooms after arriving to Riverview.

### Finishing class and transitioning into homeroom

Students are done at 9:15 and will be escorted to their homeroom classroom with one of the Harmony teachers.

## CONCERTS

Additional details will be shared about performances throughout the year.

### Concert Attire

- **Performances at Riverview:** Students will wear school uniforms or Harmony t-shirts.
- **Spring and Fall Festival performance at Orchestra Hall:** Students will wear formal concert attire (students can choose from long black pants or skirts, white shirts, black socks and dress shoes, and black bow ties).

## **Tickets**

GTCYS will provide families with free tickets to concerts at which their students are performing. Details forthcoming. The actual ticket cost per ticket is \$10 - \$24, but we will provide complimentary tickets to Harmony families for every concert.

## **Family Involvement**

Families are important partners in their musician's participation and development through GTCYS' programs. Musicians' success is the result of dedicated families who help their children understand the importance of practicing, being on time, and contributing to the ensemble.

## **Volunteering**

We welcome the help of family members! Assisting at special events, encouraging community members to attend concerts, and providing expertise are great ways to share your time and knowledge. Contact Naomi Schroeter for more information and opportunities.

# HARMONY SCHEDULE

*All activities take place at Riverview Elementary unless otherwise noted.*

## Fall

THURS October 14 6:00 – 7:00pm  
Parent Orientation Night – Riverview

TUES October 19 8:00 – 9:15 Rehearsal

WEDS October 20 8:00 – 9:15 Rehearsal

THURS October 21 No rehearsal

TUES October 26 8:00 – 9:15 Rehearsal

WEDS October 27 8:00 – 9:15 Rehearsal

THUR October 28 8:00 – 9:15 Rehearsal

TUES November 2 Rehearsal

WEDS November 3 8:00 – 9:15 Rehearsal

THUR November 4 8:00 – 9:15 Rehearsal

TUES November 9 8:00 – 9:15 Rehearsal

WEDS November 10 8:00 – 9:15 Rehearsal

THUR November 11 8:00-9:15 Rehearsal

TUES November 16 8:00 – 9:15 Rehearsal

WEDS November 17 8:00 – 9:15 Rehearsal

THUR November 18 8:00 – 9:15 Rehearsal

TUES November 23 8:00 – 9:15 Rehearsal

WEDS November 24 8:00 – 9:15 Rehearsal

THUR November 25 No Rehearsal

TUES November 30 8:00 – 9:15 Rehearsal

WEDS December 1 8:00 – 9:15 Rehearsal

THUR December 2 8:00 – 9:15 Rehearsal

TUES December 7 8:00 – 9:15 Rehearsal

WEDS December 8 8:00 – 9:15 Rehearsal

THUR December 9 8:00 – 9:15 Rehearsal

TUES December 14 8:00 – 9:15 Rehearsal

WEDS December 15 8:00 – 9:15 Rehearsal

THUR December 16 8:00 – 9:15 Rehearsal

TUES December 21 8:00 – 9:15 Rehearsal

## Winter

TUES January 4 8:00 – 9:15 Rehearsal

WEDS January 5 8:00 – 9:15 Rehearsal

THUR January 6 8:00 – 9:15 Rehearsal

TUES January 11 8:00 – 9:15 Rehearsal

WEDS January 12 8:00 – 9:15 Rehearsal

THUR January 13 8:00 – 9:15 Rehearsal

TUES January 18 8:00 – 9:15 Rehearsal

WEDS January 19 8:00 – 9:15 Rehearsal

THUR January 20 8:00 – 9:15 Rehearsal

TUES January 25 8:00 – 9:15 Rehearsal

WEDS January 26 8:00 – 9:15 Rehearsal

THUR January 27 8:00 – 9:15 Rehearsal

TUES February 1 8:00 – 9:15 Rehearsal

WEDS February 2 8:00 – 9:15 Rehearsal

THUR February 3 8:00 – 9:15 Rehearsal

TUES February 8 8:00 – 9:15 Rehearsal

WEDS February 9 8:00 – 9:15 Rehearsal

THUR February 10 8:00 – 9:15 Rehearsal

TUES February 15 8:00 – 9:15 Rehearsal

WEDS February 16 8:00 – 9:15 Rehearsal

THUR February 17 8:00 – 9:15 Rehearsal

TUES February 22 8:00 – 9:15 Rehearsal

WEDS February 23 8:00 – 9:15 Rehearsal

THUR February 24 8:00 – 9:15 Rehearsal

TUES March 1 8:00 – 9:15 Rehearsal

WEDS March 2 8:00 – 9:15 Rehearsal

THUR March 3 8:00 – 9:15 Rehearsal

TUES March 8 8:00 – 9:15 Rehearsal

WEDS March 9 8:00 – 9:15 Rehearsal

THUR March 10 8:00 – 9:15 Rehearsal

TUES March 15 8:00 – 9:15 Rehearsal

WEDS March 16 8:00 – 9:15 Rehearsal

THURS March 17 8:00 – 9:15 Rehearsal

April 4-8 No classes

## Spring

TUES April 12 8:00 – 9:15 Rehearsal

WEDS April 13 8:00 – 9:15 Rehearsal

THUR April 14 8:00 – 9:15 Rehearsal

SAT April 16 Orchestrating  
Opportunities Benefit Concert at Orchestra  
Hall Times TBD

TUES April 19 8:00 – 9:15 Rehearsal

WEDS April 20 8:00 – 9:15 Rehearsal

THUR April 21 8:00 – 9:15 Rehearsal

TUES April 26 8:00 – 9:15 Rehearsal

WEDS April 27 8:00 – 9:15 Rehearsal

THUR April 28 8:00 – 9:15 Rehearsal

TUES May 3 8:00 – 9:15 Rehearsal

WEDS May 4 8:00 – 9:15 Rehearsal

THUR May 5 8:00 – 9:15 Rehearsal

TUES May 10 8:00 – 9:15 Rehearsal

WEDS May 11 8:00 – 9:15 Rehearsal

THUR May 12 8:00 – 9:15 Rehearsal

SAT+ SUN May 14 + 15 Spring Festival  
Concert at Orchestra Hal (Times + details  
TBD)

TUES May 17 8:00 – 9:15 Rehearsal

WEDS May 18 8:00 – 9:15 Rehearsal

THURS May 19 8:00 – 9:15 Rehearsal

# CONTINUING AFTER HARMONY

Harmony students will have many opportunities to continue playing violin or cello after graduation in middle school orchestra programs, GTCYS orchestras, and private lessons.

## **Middle School Orchestra Programs**

There are a wide range of string programs in SPPS middle schools – some schools with programs below:

- **Schools with strong strings programs:** Capitol Hill, Murray Middle School, Ramsey, Washington Tech
- **Schools with small to medium strings programs:** Farnsworth Upper, Magnet Highland Park Middle, Parkway Middle, Creative Arts, and Washington Technology School, Middle and Highland Park Middle
- **Schools without string programs:** Lindwood, Monroe, Battlecreek and Humboldt.

## **GTCYS Orchestras**

If you would like to play in a larger orchestra and meet kids from all over the city, you should consider auditioning for GTCYS' orchestra Philharmonia East. Students get a full string orchestra experience conducted by Harmony Artistic Director Maestra Sorile.

Harmony alumni in Philharmonia receive a loaner instrument and are required to take private lessons (see below). You will also be eligible for tuition scholarships (minimum \$20 for the year pending a scholarship application), reduced-priced concert tickets.

GTCYS students get the opportunity to re-audition every January for a more challenging orchestra. Eventually we hope you will be part of Symphony (the most advanced orchestra) with international touring opportunities. Playing an instrument also opens doors – for college scholarships and beyond.

## **Private Lessons**

Harmony graduates in Philharmonia qualify for GTCYS' Sponsored Lesson Program. Students receive regular private lessons from a professional violin teacher. One-on-one instruction helps students improve technique, learn new repertoire, and build skills to advance in Orchestras. There is a \$20 participation fee, and parents must commit to taking students to lessons and ensure practice at home.

# ABOUT GTCYS

The Greater Twin Cities Youth Symphonies (GTCYS) transforms young musicians of all ages, abilities, and backgrounds by breaking down barriers to music instruction and providing exceptional year-round orchestral experiences. Led by Artistic Director Mark Russell Smith, outstanding conductors, and coaches from the Saint Paul Chamber Orchestra (SPCO) and Minnesota Orchestra, GTCYS serves more than 1,000 students ages 8-18 through ten academic-year orchestras and two summer programs. New in fall 2018, GTCYS' ninth orchestra, Sinfonia East, will serve students in the east metro to meet the increased demand. In 2016, GTCYS launched a new afterschool program, Harmony, which provides beginning violin instruction to students at Riverview Elementary School in St. Paul's West Side neighborhood.

Each year, GTCYS shares more than 25 concerts with 12,000 audience members at locations across the region including Orchestra Hall, The Ordway, and Ted Mann Concert Hall, plus free community concerts at homeless shelters, schools, and care centers. Renowned for its rich international touring history, GTCYS' Symphony tours biennially, most recently to Eastern Europe (2018), Argentina (2016), and Spain (2014). In total, GTCYS inspires more than 17,000 children and adults through our educational programs, free community activities, concerts, and special events each year.

Founded in 1972, GTCYS' 16,000 alumni include leaders in every field who developed lifelong values of teamwork, discipline, and community engagement during their GTCYS experience. With the help of generous donors, GTCYS will award more than \$85,000 in need-based scholarships for tuition and private lessons this season. Through a unique partnership since 2011, GTCYS and the SPCO work together to strengthen our community, build audiences, provide educational opportunities for students, and promote the value of orchestral music. For more information, visit [www.gtcys.org](http://www.gtcys.org).

## **GTCYS' Youth Orchestras**

The Harmony Program trains beginning musicians so that they are able to appreciate orchestral music, learn valuable skills, and possibly join one of GTCYS' ten academic-year orchestras in the future. These orchestras, which rehearse weekly and perform multiple times during the year, serve string, woodwind, brass, and percussion students who audition each year and are placed by ability in orchestras that range from beginning to pre-professional:

- Philharmonia East/West: entry-level strings-only orchestras for students with 2-4 years' experience
- Sinfonia East/West: full orchestra for string, woodwind, brass, and percussion students with 2-5 years' experience
- Concertino East/West an intermediate orchestra for students with 2-7 years' experience
- Camerata: an intermediate orchestra for students with 3-7 years' experience
- Concert: an advanced orchestra for students with 4-8 years' experience
- Philharmonic: a highly advanced orchestra for students with 5-10 years' experience
- Symphony: a pre-professional orchestra for students with 5-12 years' experience

GTCYS also offers summer programs, including a string orchestra camp for students age 8-12 in St. Paul. Harmony students will have the opportunity to audition for this camp in the spring.

## **POLICY FOR CHILD PROTECTION**

The Greater Twin Cities Youth Symphonies ("GTCYS") seeks to ensure that young musicians who participate in any GTCYS programs may do so without fear of abuse. GTCYS seeks to create an environment of awareness and prevention, where those involved in administering GTCYS programs act in a manner that minimizes any opportunities for abuse to occur, and where allegations that may arise are addressed promptly and appropriately.

Therefore, we, the Board of Directors of GTCYS, reaffirm this Policy for Child Protection this 29<sup>th</sup> day of October, 2019.

Policy for Child Protection

1. Employees, contractors and volunteers of GTCYS who regularly work with children must meet the following qualifications:

- Successfully clear a criminal background check review upon appointment and approximately every 2 years thereafter; and
- Review, agree to abide by, and sign this policy; and
- Be interviewed by the Executive Director.

The Executive Director will review all positions and identify those that must meet some or all of the above qualifications. Those positions that are subject to these prerequisites include, but are not limited to, conductors, regular coaches, specialists, tour chaperones, and interns. GTCYS employees, contractors, and volunteers may also be required to participate in training sessions.

2. Short-term personnel, contractors or volunteers for whom it is not practicable to complete a criminal background check must review and agree to abide by this policy. Any such individuals should be supervised by a GTCYS representative who has met the full qualifications set forth in Section 1 above.

3. For the protection of GTCYS, its students, and its staff, volunteers and contractors, individuals who work with GTCYS students will avoid potentially compromising situations in which abuse could occur and/or an allegation of abuse could arise. GTCYS promotes a "Rule of Three" culture where staff, volunteers and contractors are encouraged to avoid situations where one child is alone with one staff, volunteer or contractor.

When performing work on behalf of GTCYS, staff, contractors and volunteers should avoid situations where they are alone with a single child (unless the GTCYS staff, contractor or volunteer is the child's parent). If situations arise when this is not possible (e.g., a parent is late to pick up a student after rehearsal and there are no other GTCYS representatives or students present), then the staff, contractor or volunteer should take precautions to remain in an open public area with the child. GTCYS staff, contractors and volunteers should avoid situations where they are alone with a single child behind closed doors or in an isolated and private location.

4. Minors involved in coaching other students will be supervised to confirm they are acting in a manner consistent with this policy including leading any instruction in a rehearsal space or area equipped with a window or open door.

5. With the exception of activities involving their own children or other relatives, or apart from conducting official GTCYS business, employees, contractors and volunteers of GTCYS should not instigate or maintain a personal relationship with any GTCYS student in any form including on any social media platforms. All contact with GTCYS students outside of rehearsals, performances, tours or other GTCYS' events should be initiated through the student's parent/guardian so that the parent/guardian is aware of the circumstances surrounding the communications.

6. GTCYS staff, volunteers and contractors should examine rehearsal, retreat, concert and other venues for GTCYS programs and activities to address potential areas of concern including areas with doors that lock; doors that do not have windows that would permit individuals outside to view activities inside the room; dark, out-of-the-way places, such as remote staircases; and areas created to promote privacy such as restrooms, bathing facilities, changing rooms and locker rooms. Windows to rooms should remain uncovered. When appropriate, doors should remain propped open. GTCYS staff, volunteers and contractors are encouraged to engage in "drop-ins" to ensure that the letter and spirit of this policy is being observed and promoted.

7. Any GTCYS student, parent, employee, contractor or volunteer who knows or suspects that a student has been subjected to physical or sexual abuse in connection with a GTCYS program or activity should report the incident to the student's conductor, or the Executive Director. GTCYS staff, contractors and volunteers may be required by law to report

any known or suspected abuse or neglect of a GTCYS student to law enforcement and/or child protection services, and these GTCYS representatives are strongly encouraged to contact law enforcement and/or child protection services if they become aware of known or suspected abuse or neglect.

8. In the event that GTCYS receives an allegation of abuse of a child or GTCYS becomes aware of any incident in which there is a concern for the safety or well-being of a child under the supervision of GTCYS, GTCYS will conduct an appropriate investigation into the matter and, if appropriate, involve law enforcement and/or child protection services. GTCYS reserves the right to take interim protective measures to ensure the safety of GTCYS' students while an investigation is pending. GTCYS will strive to conduct its investigation in a manner that respects the privacy and confidentiality of the individuals involved in the investigation.

9. In addition to prohibiting abuse of minors, this policy prohibits any retaliation against employees, contractors, volunteers, students and parents/guardians for making a good faith report under this policy and for participating in an investigation into allegations of abuse.

10. This policy will be disseminated to all parents and students in the students' handbooks. It will also be presented to GTCYS employees, contractors and volunteers (including members of GTCYS' Board of Directors) annually.