



# Johnstown Symphony Orchestra

## Companion Ensembles Code of Conduct Handbook

Board approved: 2/8/2023

### Companion Ensembles Mission

- to promote and support music education and orchestral performance opportunities for youth and adults.
- to provide opportunities for non-professional musicians and artists to learn and perform under the direction and guidance of trained musicians.
- to offer high quality music education and music-making experiences for all community members.

### Commitment and Dedication

Dedication to the JSO companion ensemble membership is largely demonstrated through regular attendance at all scheduled rehearsals, concerts, and events as well as consistent, individual musical preparation. The quality of the companion ensemble programs remains high because each of its members is individually invested in playing their part to the best of their ability. Every member makes an equally important contribution to the JSO experience.

### Code of Conduct

All participating ensemble members are representatives of the Johnstown Symphony Orchestra organization, and the behavior of each member is reflected upon the entire group. It is essential to respect the rights and property of others. We count on all participants to use common sense and best judgement in avoiding situations and behavior that would put themselves or anyone else at risk, cause problems for the group or organization, or adversely affect the safety, performance, and enjoyment of all. The JSO is a professional orchestra and members of our companion ensembles are held to the highest standards of behavior and professionalism.

The JSO strictly enforces a zero-tolerance policy with regards to the use of drugs and alcohol, smoking, stealing, other illegal activities, and any form of harassment towards students and staff from all JSO ensemble members, students and their families.

The JSO reserves the right to immediately dismiss any ensemble member or family who violates the Code of Conduct with no tuition reimbursement.

### Discrimination and Harassment

The Johnstown Symphony Orchestra is committed to creating a respectful, courteous environment free from discrimination and conduct that is harassing, coercive, or disruptive, including sexual harassment. All employees, companion ensemble members, customers, volunteers, vendors of the JSO are expected to abide by this policy. It is the policy of JSO to make decisions without regard to age, race, sex, color, national origin, religion, disability, sexual orientation, or veteran status, and we endeavor to provide an environment free of harassment.

See a JSO staff member immediately if you are experiencing verbal or physical harassment of any kind. JSO

Staff will immediately interfere and assess the situation, and the person(s) inflicting the harassment may be asked to leave rehearsal or performance. The JSO staff member reserves the right to notify the student's parent or guardian of the incident. Probation or dismissal from the ensemble will be determined at the discretion of the director and the executive director. The JSO does not tolerate any form of bullying, harassment or physical violence. To learn more about the JSO's policy against discrimination and harassment, click [here](#).

## Probation and Dismissal

Any ensemble member's failure to meet behavioral standards of the JSO and/or satisfy attendance requirements may result in a probation period or immediate dismissal from the ensemble, determined at the discretion of the ensemble director and executive director.

After a period of probation, a consultation between the director, member, and parent/guardian will be arranged to discuss whether the member will be allowed to continue participation in the ensemble.

## Member and Instrument Liability

The JSO is not responsible for any injury that may occur while at a rehearsal, concert, or event. All rehearsal and performance spaces used by the JSO are not owned or operated by the JSO, so JSO cannot exercise responsibility for a member after they have left the boundaries of the rehearsal or performance space. This includes hallways, other floors of the buildings, and areas outside the respective performance spaces. We ask that minors do not leave the building of the rehearsal or performance space for any reason during rehearsals or concerts. Should you become injured while you are participating in a JSO activity, please notify a staff member immediately.

All JSO ensemble students and families are responsible for their instruments and all personal belongings brought to rehearsals, retreats, and concerts. Lost, stolen, or damaged instruments, instrument accessories, and all other personal items are not the responsibility of the JSO. We strongly encourage all members to have their instruments insured. Should any damage occur to your instrument, or any personal items go missing while you are participating in a JSO activity, please notify a staff member immediately.

## Attendance Policy

Membership in the JSO is both a privilege and a responsibility. As one of the finest orchestras in the region, the JSO maintains its standing through the commitment and dedication of its musicians. **Consistent participation of each individual at weekly rehearsals results in successful performances.** The attendance policy protects the musical integrity of the orchestras, as well as the individual efforts and investments of each player involved. The policy below outlines the attendance requirements for the companion ensemble programs. Ensemble members are highly encouraged to begin developing professional habits, including the arrival and departure times to rehearsals and concerts.

# Johnstown Symphony Youth Orchestra (JSYO) Attendance Policy

## Absences

- Musicians are allowed **no more than 3 absences** per semester (Sept – Dec/ Jan - May).
- Those who have more than 3 absences may lose their privilege to perform in concerts
- Notify Mr. Anderson through email as soon as you know about an absence.

## Petition for 4th absence

Anyone who needs to miss more than three rehearsals must send an email petition to Mr. Anderson no less than three weeks before the expected fourth absence. In the petition, state the reason for the requested absence along with an email address for an instructor involved with the conflicting event.

## Arriving late/leaving early:

- Please arrive to rehearsal between 3:00 – 3:15pm
- Rehearsals will start promptly at 3:30 pm.
- If you arrive at 3:30pm or after, you will be considered late
- An early leave is considered 10+ minutes prior to rehearsal end time

**\*Please note that two instances of arriving late or leaving early count as an absence.**

## Schedule:

- Members will be given a calendar with rehearsal/performance dates as far in advance as possible
- Members are to give dress rehearsals and concert dates priority in their calendars

## Dress Rehearsal

The rehearsal before the performance (dress) is required for all players. Anyone missing any portion of this rehearsal is not able to play on the concert date.

## Excessive Absences

If a member exceeds the maximum number of permitted absences for a semester, they may be asked to sit out all JSYO activities (without a tuition refund). A written petition for reconsideration may be submitted to the director in the event of extraordinary circumstances.

## Inclined to Sing Children's Chorus Attendance Policy

### Parent/Guardian Supervision

Safety and supervision of child participants is of the utmost importance to the JSO. To ensure their safety and supervision, each participant of the Inclined to Sing children's chorus is required to have a parent/guardian present with them **at all times** for **JSO events, pre-concert JSO rehearsals, and all JSO concerts.**

At no time is a parent/guardian to leave their child alone at any JSO event, JSO pre-concert rehearsal or JSO concert. Failure to do so will result in immediate dismissal from the ensemble with no tuition reimbursement.

If a parent/guardian is a performer for the JSO or in a companion ensemble, we request that they do not rehearse or perform at a concert their child is also performing in if supervision is not possible by another parent/guardian.

### Absences

- Participants are allowed no more than **3 absences** per semester (Sept – Dec/ March-June).
- Those who have more than 3 absences may lose their privilege to perform in concerts
- Absences must be cleared with the Chorus Director through email, or online program Remind
- In case of an emergency, please contact the Chorus Director as soon as possible

### Arriving late/leaving early

- Please arrive to rehearsal between 4:50 – 5:00pm
- Participants are expected to stay the entire rehearsal time
- An early leave is considered 10+ minutes prior to rehearsal end time

**\*Please note that two instances of arriving late or leaving early count as an absence.**

### Excessive Absences

If a member exceeds the maximum number of permitted absences for a concert cycle, they may be asked to sit out all JSO activities (without a tuition refund) until the next concert cycle begins at the discretion of the ensemble director. A written petition for reconsideration may be submitted to the director in the event of extraordinary circumstances.

### Schedule:

- Chorus members will be given a calendar with rehearsal/performance dates as far in advance as possible.
- Chorus members are to give dress rehearsals and concert dates first priority in their calendars.

# Johnstown Symphony Chorus Attendance Policy

## Absences

- Singers are allowed no more than 3 absences per semester (Sept – Dec/ Jan-May).
- Those who have more than 3 absences may lose their privilege to sing in the concert.
- Absences from regular rehearsals should be noted in advance via email to Chorus Director
- **Absences pertaining to dress rehearsals and performances must be cleared with the Chorus Director in person**

## Arriving late/leaving early

- Please arrive to rehearsal roughly 10 minutes before start of rehearsal
- Rehearsals will start promptly at 6:30 pm.
- Participants are expected to stay the entire rehearsal
- An early leave/late arrival is considered 10+ minutes prior to rehearsal start/end time

**\* Please note that two instances of arriving late or leaving early count as an absence.**

## Schedule:

- Chorus members will be given a calendar with rehearsal/performance dates as far in advance as possible.
- Chorus members are to give dress rehearsals and concert dates (including runouts) **FIRST PRIORITY** in their calendars.

## Excessive Absences

If a member exceeds the maximum number of permitted absences for a concert cycle, they may be asked to sit out all JSO activities (without a tuition refund) until the next concert cycle begins at the discretion of the ensemble director.

## Community Strings Attendance Policy

### Absences

- Musicians are allowed no more than 3 absences per semester (*Sept – Nov/March-May*).
- Those who have more than 3 absences may lose their privilege to perform in the concert.
- The Director should be notified about a planned absence by email or phone call 24 hours in advance

### Arriving late/leaving early

Rehearsals begin at 7:00pm. Musicians should be in their seats ready to go at that time. Members are expected to stay for the entire rehearsal. If a musician is going to be late or need to leave early, they should notify the director either by email or phone call 24 hours in advance.

### Excessive Absences

If a member exceeds the maximum number of permitted absences for a concert cycle, they may be asked to sit out (without a tuition refund) until the next concert cycle begins at the discretion of the ensemble director.

### Schedule

- Members will be given a calendar with rehearsal/performance dates as far in advance as possible.
- Members are to give dress rehearsals and concert dates priority in their calendars.

## Inclement Weather Procedure

In the event that a rehearsal is cancelled for inclement weather, members will be notified by their ensemble director as soon as possible.

## Rehearsal and Concert Expectations

- Arrive at the rehearsal space at least 15 minutes before rehearsal begins in order to physically, mentally, and musically warm up
- Come to rehearsal having given adequate time, attention, and effort to practicing the week's assignments
- Treat your colleagues, coaches, staff, and conductor with respect at all times
- Remain only in authorized and assigned JSO rooms and spaces at rehearsals and concerts

## Restroom Breaks/Leaving Rehearsal/Concerts

- Every member is expected to remain in the rehearsal room during rehearsals and in assigned space at concerts and events
- Using the restrooms, making phone calls, etc. is reserved for breaks scheduled during the rehearsal time. In the case of an emergency, members should immediately inform the director

## Mobile Phones and Other Electronic Devices

The JSO relies on and expects parent/guardian oversight regarding their child's use of social media, texting and phone communications.

## Private Lesson Instruction

Members are strongly encouraged to take private lessons in order to receive instruction that will help them meet the high musical standards set by the JSO. If you are not taking private lessons but would like to begin, read more about the [JSO Share the Music Program](#)

## Receipt of Companion Ensemble Code of Conduct Handbook

This is to acknowledge that I have received a copy of the JSO Code of Conduct Handbook and understand that it sets forth the terms and conditions of my companion ensemble membership as well as the duties, responsibilities, and obligations of my time with the JSO. I understand and agree that it is my responsibility to read the Code of Conduct Handbook and to abide by the rules, policies, and standards set forth in the Code of Conduct Handbook.

ENSEMBLE MEMBER NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

ENSEMBLE MEMBER SIGNATURE: \_\_\_\_\_

PARENT/GUARDIAN NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

PARENT/GUARDIAN SIGNATURE: \_\_\_\_\_