



ELK RAPIDS HIGH SCHOOL
ZERO HOUR JAZZ LAB
2010-2011

MR. NICK ANDERSON, DIRECTOR

Welcome

Welcome to the Elk Rapids High School Zero Hour Jazz Lab! Our jazz lab is a branch from our high school band program and has the foundations for excellence which I am glad that you have chosen to be a part of.

Your student's participation in jazz lab is beneficial in numerous ways. Jazz lab students are engaged daily in a highly creative performing art that stimulates growth in areas of the human brain that no other discipline can. This growth transfers over to your student's academic life and develops the skills they need beyond high school. Those skills include teamwork, responsibility, dedication, self-discipline, social skills, confidence, leadership, and dependability. Being a member of our jazz lab will give a sense of accomplishment, pride, and respect as the students develop musical and personal skills that will enrich their lives.

The purpose of this handbook is to not overwhelm you with a multitude of details. It is to provide you with specific information and educate all parties involved, the student and parents. This handbook is an outline of the guidelines and expectations for making this school year a success for all involved. Please have you and your student carefully read this handbook and upon completion, please return the last page, signed and returned to school, indicating that you and your student understand these guidelines and expectations.

Enrolling in jazz lab is a full year course, and students who enroll are expected to commit for the full academic school year.

Contact Information

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Communication

Communication is key to keep our students and parents “in-the-know” of what is happening in our band program. Here are some communication platforms that is used in our band program:

1. **Email:** Every week I send out a parent email that contains announcements for concerts, fundraisers, upcoming events, etc. To receive these emails, please check that you have the correct email on file through PowerSchool.
2. **Remind:** The Remind App is a great tool to reach a large group of people through texting. This is an app that you can download from the App Store or Google Play Store. This is the best method of reaching out to parents in case of last minute changes in concerts, reminders to turn in forms, etc. You can sign up to get notifications through your mobile phone and email. The best part is that it won't charge and texting fees through your cell phone service provider.
3. **Facebook:** please “LIKE” our Facebook page! Search for **Elk Rapids Bands** and this is another platform we use to get any reminders out, announcements, last minute changes, etc. Also, pictures of concerts and other Elk Rapids Band activities are also posted on here.

Student Communication

For our band students, I will use email and will also use Google Classroom. Around the beginning of the school year, the students will be able to sign-up to their Google Classroom and this is where I will post announcements, homework assignments, educational videos, etc. Students should have the Google Classroom notification setting turned ON to get these announcements.

Throughout the year, there will be quite a bit of information being sent home, whether it is through online or hard copies that your student brings home. Please make every effort to read this information carefully, check calendars often and please keep me informed of any conflicts. The sooner I know of a situation, the more options I have to find an acceptable solution.

Goals and Objectives

- Organizational skills
- Practice techniques
- Mental and physical discipline
- Citizenship through group endeavors
- Cultural growth
- Value judgments
- Jazz theory
- Responsibility
- Proper instrumental technique
- Life lessons
- Creative self-expression
- Aural skills
- Music appreciation
- Teamwork/social skills
- Performance skills

Classroom Expectations

Band students will observe all procedures set by Elk Rapids High School and Elk Rapids Public Schools. For further information on these expectations, please see the Elk Rapids High School Band Handbook.

Digital Citizenship

Maintaining a higher standard of conduct will also include ensuring that band member websites (Google Classroom) and communication on social media are appropriate. The internet is a worldwide, publicly accessible form of communication. Any communication appearing on the internet is public domain, even if it is marked private. Students are to abide by the digital guidelines and policies set by Elk Rapids High School and Elk Rapids Public Schools.

Care of Facilities

It is expected that students have the utmost care when handling Elk Rapids Schools-owned equipment and facilities. For more information, please see the Elk Rapids High School Band Handbook.

Attendance

In order to have and maintain a high-quality jazz lab ensemble, each member's attendance is essential. This attendance policy follows what is outlined through the ERHS Band Program and follows all school and district policies and procedures. The following additional guidelines outline the attendance procedures and policies for the jazz ensemble. These attendance guidelines also apply to activities held outside of the school day.

Excused Absence: Absences during the school day will be excused according to district guidelines. **Absences from activities held outside the school day will be excused at the discretion of the director.** Appointments, tutorials, etc. are not excuses for absence. Absences due to personal illness requiring medical attention, death in the family, or other extenuating circumstances (approved by the director) may be considered for excused status. Students who are continually ill may be required to provide a doctor's note releasing them from participation. Absences should be discussed with the director to determine whether or not they will be excused.

Unexcused Absence: An unexcused absence from any required band activity will receive a zero in the grade book and will drop the overall grade by two letters. If a student misses two or more required band activities, there is a strong possibility that the student will no longer be enrolled as a band student.

Concerts/Performances: Concerts and performances are an integral component of the band curriculum. Students should consult their band calendars for dates and times. Each of the concert ensembles will perform at various times throughout the school year and are mandatory. Periodically, the schedule may change and updates will be communicated. Concerts are considered to have three parts: warm-up, performance, and listening. For the student, the concert begins at the warm-up. Punctuality is essential. A concert concludes after the last group has performed and directors give permission for students to be dismissed. A general report time will be given for all students. If a performance causes a student to miss another class, the student is responsible to make up all missed work.

Performances during the school year include, but not limited to:

- Winter Concert
- CMU Jazz Weekend
- Spring Concert

From the Elk Rapids High School Student Handbook:

Students may be absent a maximum number of 9 times per period per semester with no make up hours required. At 10 absences per period per semester students will be required to complete one make up session and earn passing grade on the final exam in order to earn credit in the class. Students that are absent 11 or more times per period per semester have not earned credit in that course(s) unless they submit an appeal with supporting documentation that details extenuating circumstances. Appeals are due one week before semester exams are scheduled. Some factors that will have bearing, whether or not an appeal will be granted may include: how many total absences there were, how many of those absences were unexcused, what were the reasons for ALL absences, how extenuating are the circumstances for additional absences, is there any supporting documentation (medical, legal, social services, etc.), was the appeal procedure followed, were make up hours completed, what do student behavioral and academic patterns look like, etc. The administration reserves the right to grant conditional appeals whereby a student may earn past credit through future action defined in a written plan.

If a student exceeds the 10 absences, he/she will be dismissed from the ensemble at the end of the semester.

Each student is given two tardies for each semester. For every 5th tardy, the student's grade will drop a letter grade at the end of the semester. For example, if you have 6 tardies and you have an "A" in the class, it will be dropped to an "A-". If a student is **more** than 10 minutes late to class, it will be counted as an absence will go towards their 10 absences. However, there are extenuating circumstances (such as weather, for example) and please communicate with the director as soon as possible - do not wait until the end of the semester!

Daily Supplies

Each student should plan to bring the following items to rehearsal and/or performances.

Other items may be added at the discretion of the director.

- All issued music and method books
- Pencil
- Instrument (with case and name tag)
- All supplies relative to their instrument

- ❑ Korg TM-50 or Korg TM-60 metronome/tuner
- ❑ Korg Contact Microphone Pickup
- ❑ Other supplies as needed, such as reeds, valve oil, slide grease, etc.

Grading Guidelines

Assignments, quizzes, tests, classroom activities, and other instructional activities are designed so that the student's performance indicates the level of mastery of the instructional objectives. The student's mastery level of these objectives is a major factor in determining the grade for a subject or course.

ERHS Band Grading Guidelines:

Formative Assessment - 30%

- Quizzes
- Playing quizzes
- Homework assignments
- Video assignments
- Line checks with parent signature/initials
- Daily participation

Summative Assessment - 70%

- Performances/Concerts
- Tests

Once the due date has passed on an assignment and the student did not turn it in on the day that it was due, it will be marked as a **zero (0)** in the grade book via PowerSchool and/or Google Classroom until it is turned in. Students can submit late assignments, but he/she will receive a 20% reduction each day that the assignment is late. After five days, if the assignment has not been turned in, it will be a permanent **zero (0)** in the grade book via PowerSchool. A student who has an excused absence on the day of an assignment that is assigned, they will be allowed to have however many extra days they were absent. If a student is absent on the day an assignment is due, then they can turn it in the next day they return to school.

The following list is provided to give students and parents examples of items that may be subject to grading. Additional assignments may be given at the discretion of the director.

- The student will be on task and focused during rehearsals.
- The student will have their instrument, music, pencil, and supplies in rehearsals.

- The student will be prepared to pay his/her part with confidence.
- The student will make music and take notes as needed.
- The student will be expected to improve individual music skills.
- The student's individual skill development will be evaluated through recorded video assignments, playing quizzes, playing tests, and/or written tests.
- The student will be evaluated on improvement of ensemble skills during daily rehearsals.
- The student will be expected to improve his/her performance fundamentals.
- The student will be evaluated for improvement of his/her music fundamentals through daily observation during the "basics" part of each rehearsal and during sectionals.
- The student will be expected to demonstrate correct posture, hand position, embouchure, air production, and articulation as monitored during rehearsals.
- The student will be expected to develop a historical knowledge of the literature relative to their respective instrument.
- The student will receive a grade for each performance during a grading period.

District Owned-Instruments

Elk Rapids Public Schools provide a very limited amount of instruments for student use. These include a wide variety of wind instruments and general percussion equipment. This equipment is generally purchased by the school district for student use because of its expense. Thus, all district-owned equipment must be handled with care. Students failing to take proper care of their district-owned instruments may lose the privilege of using such instruments. The following is a list of general procedures for district-owned instruments:

- If possible, students who play large instruments and are dependent upon Elk Rapids Public Schools buses may be issued one instrument for home use and one for school use. This will be at the discretion of the director and will be based on instrument availability and transportation needs.
- Elk Rapids Public Schools does not provide insurance for individually owned or district-owned equipment. All students utilizing district-owned instruments are required to provide insurance coverage for the instruments that have been issued to them. Students will be held responsible for damage caused to all district-owned instruments issued to them. Students and parents must sign an instrument checkout form before the student can use an instrument.
- Each instrument will be issued in good playing condition. Students are expected to maintain their issued instruments accordingly.

- The band member is financially responsible for all equipment and/or materials check out to him or her.
- All equipment and materials must be kept in their proper storage location when not in use.
- District-owned instruments should not be taken outside of the United States.

Special Note - District-owned instruments are not to be treated as “free” instruments. **Basic supplies must still be purchased and repairs must still be made.** Please treat these instruments as if they were your own. Most district-owned instruments exceed \$2,000 in value.

Instrument Storage and Identification

Instrument storage areas are to be used for instrument storage ONLY!! Students will NOT store their band folders, music, backpacks, or any other belongings/materials in their instrument storage areas! The storage area must be kept clean. Instruments are to be put in their cases, and the cases kept closed and latched while in the storage area. NO INSTRUMENTS SHOULD BE KEPT IN STORAGE AREAS OVERNIGHT OR OVER THE WEEKENDS.

It is highly recommended that all personal instruments have the proper insurance coverage. Instruments ARE NOT insured by Elk Rapids Public Schools.

Band students will take home their instruments and band folders every evening. Students are expected to practice regularly outside of band class and private lessons.

Students are not allowed to leave their instrument unattended at any time. There will be consequences for any student whose instrument is brought to us by another student, teacher, etc. -- whether it is found on or off school property.

Uniform Guidelines

While there is not “uniform” for the jazz ensemble, specifics on what students need to wear depends on the performance. For example, for the winter concert (in the past) students have worn “ugly” Christmas sweaters and black dress pants/skirts.

Concerts/Performances

Concerts and performances are frequent with all bands. Students should consult their calendars for dates and times. Periodically, the schedule will change and updates will be sent home and posted on the Elk Rapids Band Facebook page.

- ❖ Concerts are considered to have three parts: warm-up, performance, and listening.
- ❖ The concert begins for the student at the warm-up. **Punctuality is essential!!** A concert concludes when the last group performs and directors have given permission for students to be dismissed. A general report time will be given for all students.
- ❖ All concerts are a group effort; thus, **ATTENDANCE IS REQUIRED!!!**
- ❖ All concerts are an extension of the classroom and will be graded accordingly.
- ❖ Students should be punctual and prepared for each performance/concert.
- ❖ In the event a performance causes a student to miss another class, the student is responsible to make up all missed work!
- ❖ The appropriate dress for all concerts will be a dress uniform (see Uniform Guidelines).

****Throughout the year we will have sporadic gigs - notice will be given as soon as possible and some gigs may require the entire ensemble or a select few****

Concert Behavior Expectations

Band students will exhibit proper concert behavior during all performances, in either their own band or as an audience member. Students will be graded on their behavior. Concert etiquette is an integral part of music education.

The following rules will be followed by parents and students at all times:

- Talking is not permitted on stage or in the audience. It is disrespectful to the performers on stage and audience members.
- Do not distract the performing band in any way.
- Move between the seating area and stage in quiet, single-file lines. Sit in your assigned seat/row. Do not talk as you enter or exit.
- Do not leave your seat for any reason during a performance. You will be given ample time to use the restroom and drinking fountain before a concert begins. If

you must leave, do so as quietly and inconspicuously as possible (make sure the doors do not slam shut). Leave between songs only.

- No food or drink is allowed on stage, backstage, or in the seating area (except water).
- Cell phones must be turned off or on airplane-mode and stowed away. Any student using a cell phone during a performance may have consequences.
- Support your fellow band members with appropriate applause. Yelling, whistling, shouting names, etc. is not acceptable.
- Set a good example for the audience and other students. Other people may not know how to behave in a concert setting.
- We hope all parents and guests will stay for the concert when bringing a student to a concert. If a student needs to be picked up, please do so in a timely manner. Any student not picked up on time may not be allowed to participate in future ERHS Band activities
- Students are required to stay for the entire concert.

Travel Guidelines

The bands will occasionally travel on school busses during the school year. Students are expected to conduct themselves at the highest level on any trip. They are ambassadors of our band program, school, and community.

Students who have been subject to school-level discipline in the course of the school year may be deemed ineligible to participate in non-MSBOA trips, at the discretion of the director and/or school administration.

Students must travel to events and return from events on the bus. Any student wishing to arrive or leave with his/her parent(s) must notify the director in writing with parent signature, prior to the event. Permission will be granted or denied based on the circumstances of the occasion.

Students must have all necessary forms (Medical/Permission Slips) completed and on file with the main office to travel on any trip with the band.

While on the bus, students will:

- Remain seated at all times.
- Keep the bus clear of food, drinks, and debris.
- Keep all body parts inside the bus.

- Use only approved type/headset radios (no audible speakers).
- Remain silent when addressed by an adult on the bus.
- Refrain from loud, boisterous talking, singing, screaming, whistling, inappropriate jokes, etc.
- No public displays of affection

Chaperones:

Adult chaperones must pass a background check through Elk Rapids Public Schools and need to provide a date of birth and full legal name with maiden name (if applicable). Proper respect will be shown to all adults at all times. If your parent(s) is interested in serving as a chaperone, please contact the band director.

Safety

Due to having multiple performance spaces at Elk Rapids Public Schools, the students will need to walk to different areas on campus for some rehearsals. Students are to walk together as a group and obey all traffic signs and laws. Students are to walk the hallways with absolutely no talking and to keep on the right side of the hallway. Failure to do this could jeopardize the student in participating in the concert.

Parent Drop-off and Pick-up

Parents must make arrangements for transportation of their children to and from section rehearsals, and to and from the band hall during trips and special events. Lack of transportation will not be an accepted excuse for missing a band function. To ensure the safety of their children, parents are encouraged to have a plan for drop-off and pick-up of students in a timely manner for band events.

For the safety of all involved, students must go home after the band room closes. Parents, please be aware that the main office may be closed when you drop-off or pick-up your students. Family transportation and car pools are ways to help your child get home safely and in a timely manner.

PLEASE SAVE THIS PAGE AND
POST IT ON YOUR
REFRIGERATOR AT HOME!

JAZZ LAB CONCERT DATES

- **SEPT. OR OCT.: HOMECOMING?**
- **DEC. 8TH: 7TH AND 8TH GRADE BAND W/ HS
JAZZ LAB CONCERT @ 7:00 P.M.**
- **FEB. 5TH: CMU JAZZ WEEKEND (ZHJL ONLY)**
- **MAY 18TH: BEGINNING BAND AND 7TH GRADE
SPRING CONCERT W/ HS JAZZ LAB @ 7:00 P.M.**

*****DATES AND TIMES ARE SUBJECT TO CHANGE*****

Handbook Signature Page

Please read and sign below as indicated:

Students:

I have read the 2020-2021 Zero Hour Jazz Lab Handbook and understand the requirements for being a band member. I realize it takes full cooperation and dedication (100% from me) to help our band meet its potential. I also realize that my failure to follow policies and directions could result in disciplinary action, which could result in dismissal from the band program. I have received a copy of the Zero Hour Jazz Lab calendar for the current school year and am aware that a copy exists on the Elk Rapids Band Facebook page.

As a member of the Zero Hour Jazz Lab, I acknowledge the following as responsibilities I must fulfill if I wish to remain a member. I will:

- *Demonstrate positive classroom behavior*
- *Understand that band is a full year commitment*
- *Be punctual and prepared for rehearsals*
- *Practice with a purpose and turn in assignments on time*
- *Demonstrate my best on playing assignments and written music theory tests.*
- *Attend all concerts and other band-related activities*
- *Treat my peers, band director, chaperones, and teachers with respect, and maintain appropriate conduct*
- *Maintain my grades for eligibility and self-achievement*
- *Have a high standard for improvement in class and on my own*

Student Signature

Date

Parent Signature

Date

Parents:

I have read the Elk Rapids High School Band Handbook and am willing to support it and my child. I also understand all policies and procedures set forth by the Elk Rapids High School Band program, as outlined in this hand book.

Parent Signature

Date

Email Address