



NHS Jazz Band Handbook

Wade Hendricks, director
hendricks_robert@svvsd.org

Welcome and congratulations on acceptance into the Niwot High School Jazz Program! We have two (2) high performing big bands both of whom play high quality arrangements and originals in a variety of styles – swing, blues, shuffle, ballad, bossa nova, funk, and more! Through these styles of music students learn the intricacies of ensemble playing and soloing over chord changes. At times, the NHS jazz bands may be known by different names. Please do not be confused:

- | | | |
|-----------------------|-------------------|----------------------------------|
| 1. Jazz Band | <u>or</u> Jazz II | <u>or</u> Lefthand Jazz Ensemble |
| 2. Advanced Jazz Band | <u>or</u> Jazz I | <u>or</u> Niwot All-Stars |

Please read and familiarize yourself with these policies to enable you to have a successful year.

Niwot Band Program Expectations/Rehearsal Etiquette

- 1. Be on time.**
- 2. Be prepared.** Have your stuff every day. Stuff includes: instrument, reeds/valve oil/drumsticks (if necessary), pencil, and music. Have your homework done and music practiced before class starts.
- 3. Be honorable.** Give your best effort, no excuses, no exceptions. As a member of these performing ensembles you represent us AT ALL TIMES.
- 4. No food.** Gum is never allowed. Drinks (except water) and snacks should be consumed before or after class and not brought into the room except in special circumstances.
- 5. iPads** are to be used for academic purposes only. Students distracted will have their item taken for the remainder of the period. Repeat offenders will have their grade lowered.
- 6. Practice** your music at home. You will not improve your performance unless you spend time practicing your skills at home. It is an essential part of becoming a better musician. You owe it to your fellow band members to learn your music, improve your skills, and get better.

In addition to the above rules, all other NHS rules are to be followed in band class.

Attendance (Rehearsals)

Your physical and mental presence at each rehearsal is of utmost importance. The group depends on each and every member to give 100% effort in order to sound its best. Attendance will be taken at every rehearsal. Lack of materials/tardiness or unexcused absences (rehearsal grade of 0 for the day) can severely affect your grade. Students are allowed up to 2 excused absences per quarter without affecting their grade. If a student is absent more than 2 excused absences per quarter, (s)he should contact the director to make up the rehearsal work, or these subsequent absences will result in a zero in the rehearsal grade for each absence. Students need to be in the classroom by the late bell and must be ready to play 2 minutes after the class bell rings. Tardies show a lack of respect for other members and will negatively affect your grade.

Attendance (Concerts)

Attendance at performances and pre-concert rehearsals is mandatory. After school concerts are one of the most important parts of the school music program. Because jazz band requires soloists on every part, if one student is missing, it will affect the whole group. If a student is unable to attend, **the director** needs to know with (preferably) an e-mail, or letter **from a parent or guardian** as soon as possible. Simply telling a director verbally will not excuse your absence. An unexcused absence from performance (40% of overall grade) will result in a concert grade of a 0. Students who are excused from school the day of a concert due to illness are considered excused. Students will not be excused for work obligations. Emergency situations will be considered as necessary. Students with an excused concert absence may make up the concert grade by performing the concert music along with a professional recording (supplied by the director). Grades will be based on tone/intonation, rhythmic accuracy, melodic accuracy, and overall musicianship. It is the student's responsibility to make up this concert grade. **Grades can be affected by behavior at events outside of the school day.** All school rules must be followed at evening and weekend events as students are representing the school.

Attendance (Unexcused Absences)

Students who make the decision to purposefully miss class will have their grade lowered by a whole letter.

Chair Auditions/ Playing Tests

Chair placement is based on results of auditions. However, parts are often switched up for each concert, meaning a player may play 1st on one song, 2nd on another, and 3rd on another. Different parts have different responsibilities and every student should experience those different roles. Playing different parts within the band (and within your ability) leads to a greater understanding of the big band dynamic.

Students will be expected to perform playing tests throughout the semester. They can be live or recorded at home and are meant as a measurement of student learning, not as punishment.

Auditions for Jazz Bands occur in January for the upcoming year. All students must re-audition every year for Jazz Band. Students will be evaluated based on ability as well as instrumentation needs/balance of the group. These auditions are extremely competitive. Students are especially encouraged to seek guidance from the director or private teacher for the best chance to move up.

Cell Phones/iPads

Cell phones are the single biggest distraction to students and are in most cases the reason why students miss assignments, information, and learning opportunities. These devices are to be used exclusively for academic purposes. Students should take care to keep these items secure.

Students whose cell phones/iPads are being misused will receive a "0" for the day's rehearsal grade.

Concert Attire

For concerts (October, December, January, March, May) students will wear "Nice" attire. This is clothing worn to a nice occasion like a nice dinner out. Professional musicians usually wear business attire. T-shirts, jeans, and tennis shoes are not considered appropriate as concerts are formal occasions..

Field Trips/Outside Performances

Occasionally, jazz band students will go on a trip during the school day or to perform off campus. In this case, students are expected to follow all NHS rules. NHS students are representing the entire school, and bad decisions made on a trip may have consequences for everyone. Students should listen and follow all bus rules and directions from the driver/chaperone on board. Students on free or assisted lunch programs will be given monetary help with any field trip fees. Please let the director know privately in advance so

arrangements may be made.

Fees/Fines

Program fee of \$30 is to be paid through RevTrack (online). Students on free or assisted lunch programs will be given monetary help with class fees.

\$30 Program Fee (for all students, including those who are also paying Marching/Concert Band fees)

\$5 **Cash-only** Lock Deposit – lockers (not required, refundable upon return of lock at end of school year)

Abuse of school-owned sheet music or method books = replacement cost

Abuse of other band room equipment = replacement cost

Grading

35% Concert attendance, tardiness, correct concert attire, and effort/behavior

25% Playing Tests including semester and final playing exams

40% Rehearsal Grade: (10 points/day) in-class assignments and preparation

Concerts and performances are worth 100 points each. A student will earn full credit for the performance by the following rubric:

10 pts – on time to call time/warm-up (usually 60 minutes prior to performance)

10 pts – correct attire including appropriate footwear (dress shoes) and dark colored socks

10 pts – all correct music and equipment

70 pts – playing performance/effort

There are approximately 25 daily class rehearsals per quarter. By showing up on time every day, bringing the proper materials, and giving their best effort throughout a rehearsal, students will stand the best chance of earning a good grade. Here are some examples of ways that students will lose **overall** points in this category:

- Forgetting your instrument, mouthpiece, or other essential equipment: loss of 10 overall points per infraction
- Forgetting sheet music or pencil: loss of 10 points
- Participation/behavior problems: loss of 10 points (health problems will be excused with parent/doctor note)
- Unexcused tardies: loss of 10 points per infraction

Hall Passes

Students should make every effort to use the bathroom and get a drink during the passing period. There are no passes during A lunch time (10:40-11:10 AM). Students may not use a pass the first 15 or last 15 minutes of a class period (per NHS school rule).

Honor Band Participation

There are many opportunities for students to participate in honor groups around the state, and students are strongly encouraged to participate in these groups. They often feature distinguished guest conductors and challenging music. Students get the invaluable opportunity to collaborate with other student musicians from the area. Seat placement in such groups is done through a live or taped audition process. Please check

each group as to specific requirements.

The district does not provide any reimbursement for costs or for teacher time to chaperone at overnight events. It is the responsibility of the parents/students to provide a chaperone for all students (even if they are 18) at all overnight honor band events. If several students from the school or district are going to an event, arrangements can be made for one parent to chaperone all students. Chaperones must be a parent/guardian of one of the students. Chaperones may not be older siblings (even if they are adults).

*According to CBA, the governing group for Colorado All-State Jazz Band, students must be enrolled in a jazz band to audition for the honor band. It is expected that these students stay enrolled in the year-long class.

Combined League Honor Jazz band – held Tuesday, Nov. 15th 2022 at Frederick High School

- Auditions due Friday, Sept. 30th, 2022
- Audition Music: Colorado All State Jazz Band audition music available at: <http://coloradobandmasters.org/index.php/all-state-jazz-band>
- Clinicians are professional players and educators!
- Open to 9-12 grade students.

Colorado All-State Honor Jazz Band – held late January at the Broadmoor Hotel in Colorado Spgs.

- auditions due early November
- Audition Music: Colorado All State Jazz Band audition music available at: <http://coloradobandmasters.org/index.php/all-state-jazz-band>
- Open to all high school students

Instrument Repair

Occasionally, instruments need to go in for repairs. If this is the case, students will not be penalized in class so long as they email or bring a **note or email from their parent** stating that the instrument is in the repair shop. Their progress will be limited during this time, and they will miss valuable practice time. In some instances, the school may be able to provide a loaner instrument. **Do not leave your mouthpiece or other critical supplies with the repair technician.** Please see a director if you need a repair facility or loaner instrument.

Lettering Policies

Students may earn a letter for participation in jazz band. The Varsity Lettering Requirements form needs to be filled out completely by the set deadline (usually in April). Lettering guidelines are handed out in the Fall.

Listening

Listening is a critical element of learning the jazz language. In jazz band class, we will listen to recordings during most rehearsals. Students need to be actively listening and critically analyzing every recording they hear and should seek out listening examples from the library or other sources as often as possible.

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Lockers/Storage

Any band student may choose to use a band locker in the instrument storage area on a first-come, first-served basis. Students who want to lock the locker must use a school lock; all other locks will be removed. There is a \$5 deposit for a school lock, payable in cash only. The money will be returned when the lock is returned. The director has key access to all lockers. Instruments left on the floor of the storage room are a fire/safety hazard and will be removed. Please make sure your instrument is labeled with your name and contact information. All students should make sure their instrument is safely stored before the start of the school day. Although the directors do their best to maintain a secure environment, the teachers/school/district are not responsible for damage or theft. It is recommended that all students and

parents check to see if homeowner/renter's insurance covers instrument replacement. It is also recommended that all students have their make, model and serial number of their instrument in a safe place at home.

Materials

All jazz band students need the following:

1. Instrument in good working order
2. appropriate supplies (reeds, valve oil, etc.)
3. pencil (NO PENS!)
4. sheet music for class (paper and/or digital)

Points will be deducted for forgotten/missing items.

Music

Students may be loaned sheet music for use in concerts. Sheet music is costly to replace. Students need to maintain excellent care of sheet music by storing it in the folder provided to them by the director. Music must be returned to the school in usable condition, free of unnecessary marks to avoid incurring fines.

If photocopies are used, they will be destroyed immediately after use. Students are always expected to turn in photocopies after they have been used.

Practice

Practicing at home is essential for improvement on any instrument. Niwot High School is proud of our excellent music program and excellent musicians. Musicians chosen to participate in the NHS Jazz Program are expected to maintain their high level of performance through outside practice. Simply playing in class is not enough to improve. There are many materials available from the director or from stores to supplement practice time at home. The director maintains the right to assess student performance at any point in the semester. Chair placement may change according to a player's demonstrated skill level.

Private Lessons

All students can benefit from private lessons. Private lessons are a great way for musicians to gain additional help on their instrument. Advanced students usually enjoy the extra challenges. Please contact me if you need help finding a private lesson teacher.

School Instruments

Selected instruments are available for students to borrow from the school. If a student uses a school instrument, the student and parent/guardian must sign a check-out form from the director. By signing the form, the student assumes responsibility for the care of the instrument and will be charged for any repairs beyond basic wear and tear. The instrument must be returned by the date on the form, or returned immediately after participation in the ensemble ends. Replacement cost will be charged for missing instrument parts.

Agreement for Student Use of District Owned Musical Instruments

The parent/guardian and student request that the student be allowed to use, and the District agrees to allow the rental of, the aforementioned described instrument and noted accessories in the rental

form.

Both parent and student agree that:

1. The student will return the instrument upon request of the music teacher in the same condition in which it was issued as noted by the description and photos in the rental agreement, normal wear expected.
2. The student is responsible for the school owned instrument if it is lost, stolen, or damaged. The student is responsible for replacing the instrument with a comparable instrument or must pay the District an amount equal to the value of the instrument when it was issued to the student.
3. The photos submitted are an accurate representation of the instrument when it was checked out to the student.
4. Any repairs needed due to negligence are the responsibility of the student when they occur or at the time of instrument return. The student is responsible for maintaining the school owned instrument as if they owned the instrument. This includes: removing dents from the instrument that have occurred while rented, proper daily maintenance including cleaning, always transporting and storing the instrument in its case, and other needs as indicated by the director.
5. It is understood that this instrument is checked out to the student for the purpose of facilitating instruction in curricular music programs of the District. If the student or parent wishes to use the instrument in an organization outside the curricular programs of the District, the music teacher must be notified in advance.
6. The instrument must be returned no later than the last day of school in the current school year, unless specified by the director. If a student discontinues the music program, the instrument must be returned immediately.
7. As per board policy, a non-refundable fee of \$50 per semester will be assessed for the rental of a school owned instrument. This fee will be adjusted or waived for families with free/reduced lunch waivers. The parent/guardian is responsible for paying the fee once it is assessed, and the instrument may be seized upon non-payment.

Tardy Policy

Late students minimize rehearsal time and show a lack of respect for the director and their fellow musicians. For each unexcused tardy a student's rehearsal grade will be deducted by 10 points. If frequent infractions occur student discipline will be turned over to the NHS administrative team.

Transportation

District policy states that students who travel with and represent Niwot High School do so with parental permission. Any other arrangements must be made well in advance and require special permission of parents and administrators.

NHS Jazz Band Handbook **Policy Agreement Form**

Please read the handbook and indicate below that you understand and will abide by the policies set forth therein.

Check Due Date in Schoology

I have read, understand, and will abide by the requirements and expectations for Mr. Hendricks' class as detailed in this agreement.

Student Name (please print) _____

Signature _____

We have read the above information and agree to help my/our student follow the rules and guidelines.

Parent/Guardian name (please print)_____

Signature _____

Please use this space to tell me anything that it would be helpful to know about the student, such as previous musical experience, personality traits, or preferred pronouns.

Thank you and I look forward to a great year!

Wade Hendricks
Director of Bands
Niwot High School