

**2015-2016**  
**FAIRFIELD HIGH SCHOOL**  
**JAZZ ENSEMBLE**

Dear Ensemble Members and Parent(s):

Welcome to the 2015-2016 Jazz Ensemble. This packet is designed to give you information needed to review the procedures and policies of the course. Please read the information carefully and sign and return the AGREEMENT FORM by September 3, 2015.

I am very excited about the many opportunities available this school year. I hope to present a variety of music activities to the students increasing their exposure to music literature and developing their appreciation, enjoyment, and knowledge of jazz.

All band concerts will be held at the FAIRFIELD HIGH SCHOOL PERFORMING ARTS CENTER (unless otherwise specified). Students are encouraged to also attend other performing ensembles' presentations.

Parents, if you have any questions or concerns regarding band throughout the school year, please do not hesitate to contact me at Fairfield High School (942-2999 ext. 108). I am looking forward to working with jazz ensemble and anticipate a wonderful year of making music together!

Sincerely,

Mrs. Jill A. Wilhelm  
Band Director  
942-2999 ext. 108  
wilhelm\_j@fairfield-city.k12.oh.us

## **RULES AND EXPECTATIONS**

1. Each student is expected to be in his/her seat with their instrument, music, pencil, and all other equipment necessary for rehearsal when the director designates. (RESPONSIBILITY)
2. Each student is expected to show respect for others, himself/herself, equipment, and the facility. (RESPECT)
3. Each student is expected to offer a positive contribution to the class for the duration of the rehearsal. (RESPONSIBILITY)
4. Each student is expected to refrain from talking during the rehearsal of music. (RESPECT)
5. **There is to be no food, drink, gum or candy in the band room at any time. This includes instrument storage room and practice rooms! (RESPONSIBILITY)**
6. Each student is expected to follow the Fairfield City School District CODE OF REGULATIONS FOR CONDUCT OF PUPILS. (RESPONSIBILITY)
7. Each student is expected to give forth his/her best effort at ALL times! (RESPONSIBILITY)
8. Have PRIDE in our classroom, our school, our band, and our program. Remember the FHS 5 - Be Respectful, Be Responsible, Be a Problem Solver, Be Kind, and Be Positive!
9. Cell phones and electronic devices are not permitted in the classroom, UNLESS specific permission is given for a lesson, assignment, or project. If an electronic device is visible, it will be considered "in use" and a consequence given.

### **POSSIBLE CONSEQUENCES:**

A violation of any expectation will be addressed with a form of discipline such as a verbal warning, written warning, phone call to parent, detention, referral to principal, or removal from band depending on the nature of the violation.

## **REHEARSAL GUIDELINES**

1. All of the above apply
2. Each student is expected to use his/her time wisely, making the most out of rehearsal.
3. Each student is expected to come to rehearsal knowing his/her part.

## **MATERIALS REQUIRED FOR CLASS PARTICIPATION**

Pencil, all music, instrument and accessories (including all mutes, reeds, mallets, etc.) are required in class each day. A tuner is required for Wind Ensemble and strongly suggested for all other ensembles.

## **MUSIC**

Each band member will be given a folder in which to store his/her music. Each student must be responsible for his/her own music. In order to use the music in the future, we need to make sure that we maintain all parts. Music should be written on only in pencil, and all markings should pertain to director's comments.

## **INSTRUMENT CARE AND MAINTENANCE**

The Fairfield Band Department is extremely fortunate to have the opportunity to provide school owned instruments to a number of students. In order to maintain this high quality, an assessment fee of \$40 per semester (\$80/YEAR) will be required for the use of each school owned instrument. Should the student choose to play an instrument that is supplied by the school, the parents and students will be asked to sign a contract of responsibility for that instrument each year. Any damages occurring to the instrument need to be reported to the band director so repairs can take place immediately. Most repairs will be covered by the usage fee. In the event that they are not, then the parent/guardian is responsible. We are extremely excited about this opportunity to enhance our program.

## LOCKERS/EQUIPMENT STORAGE

Each student will be assigned a locker. It is a **requirement** that each student keep his/her instrument in a locker with a fastened lock at all times. (Locks can be rented from Mrs. Wilhelm for \$1.00 per year until they run out.) It is also strongly suggested that each student label his/her instrument. This is for the safety and care of your instrument. If one chooses to use his/her own lock, **then the combination must be given to his/her director.**

**It is imperative that cases are latched, and put into the appropriate locker when not in use. PLEASE DO NOT LEAVE INSTRUMENTS, CASES, MUSIC, ETC. ON THE FLOOR OF THE INSTRUMENT ROOM!**

**TAKE PRIDE IN ALL EQUIPMENT, MUSIC, AND YOUR SURROUNDINGS.**

## GRADING POLICY

### SEMESTER GRADE

The semester grade will be the average of the participation grade, the concert performance grade, and the written and playing assignments. The semester grade is the average of both 9 week grades.

### PARTICIPATION GRADE

#### ATTENDANCE

Each student will be expected to be prepared, and in class each day. (Prepared indicates possession of all required materials including instrument, music, and pencil. Prepared students also come to rehearsal with mental focus, a positive attitude and a willingness to learn.) Reasonable excuses could be:

1. Instrument is being repaired.
2. Doctor requests that you not play.
3. Others at the discretion of the director.

#### PARTICIPATION

A portion of each student's grade each term will be based on the daily participation and effort put forth by each individual. Each student will be expected to contribute to the best of his or her ability each time the organization is in rehearsal or performance.

\*Each student will begin each day with 20 points totaling 100 points per week. Points will be deducted from the daily grade based on the following: talking, negative attitude, unpreparedness, non-participation/inattentiveness, and/or possession of gum/food/drink during rehearsal. Students may also have points deducted if they are unable to execute their music and do not demonstrate regular progress and improvement. Students who are absent will be required to submit signed documentation to indicate 20 minutes of practice for each class period missed. Once students return to school, they will have **one week** to submit this documentation. **If the documentation is not received by that time, students will lose participation points for the date(s) of absence.**

### CONCERT PERFORMANCE

Scheduled events will be announced at least three weeks in advance and are required for all members of the organization. Excused absences will be granted for:

1. Verifiable personal illness
2. Death in the family
3. Other uncontrollable circumstances discussed in conference with the parent and director.

If a student is not able to attend a concert, parent/teacher contact **must** occur **prior to** the concert. Without this communication, the absence will be considered unexcused.

**\*PLEASE SEE PERFORMANCE GUIDELINES FOR FURTHER DETAILS!\***

An unexcused absence from a performance will result in the grade of 0% for that concert performance assignment. Inappropriate dress, tardiness to a performance, inappropriate behavior (on stage, or in audience) and/or leaving before the concert has concluded will also result in a reduction of the grade.

## **QUIZES/TESTS**

Throughout the semester students may be given playing and written assessments including a Rhythm of the Week quiz each Friday.

Please note: Students are required to return the AGREEMENT FORM and other enclosed forms by September 3<sup>rd</sup>. The submission of these forms will be recorded as an assignment which is equivalent to one weekly participation grade.

## **PERFORMANCE GUIDELINES**

1. Attendance at regularly scheduled performances and rehearsals is mandatory. A performance calendar is included with this packet to allow you to PLAN AHEAD. In the event of a SCHEDULE CONFLICT, please notify your director as soon as possible so that a solution can be attained. Notice to the band director less than two weeks in advance will result in an unexcused absence. Work events WILL NOT be excused. If the conflict is with a school sports event, our concerts are in the evening and under normal circumstances, the student can attend both events. Please make transportation arrangements for performances well in advance as lack of transportation will not be excused. Remember, notification of a conflict with other school events needs to be made to a director as soon as possible and at least two weeks before the event.

2. An unexcused absence from a performance or rehearsal will result in a 0% for that concert performance. An **excused** absence will result in an alternative assignment for credit. There are two alternative assessment options:

1. A 6-8 page paper on a topic relating to the concert series (four sources must be used with only two being able to come from the internet). The paper will be due within two weeks of the missing concert date.
2. Preparation of a solo at or above the level of the concert repertoire. The solo will be performed for the band staff within two weeks of the missing concert date.

3. In order for a concert absence to be considered excused (including in the event of personal illness or family emergency), contact prior to the concert through email or voice message and a note of explanation signed by the parent is to be given to director the day the student returns to class. If contact is not received and/or a note is not submitted at this time, the performance absence will be considered unexcused and the student will receive a 0% for that concert performance. If the absence is considered excused, an alternative assessment will need to be completed to earn credit.

4. Our concerts are joint events with more than one ensemble performing. As professional concert etiquette dictates, students are required to remain for the entire concert on their evening and listen respectfully to the other ensembles perform. Observing another band's performance is a valuable learning tool as well as proper concert etiquette.

5. **Please note:** Students must attend ½ of the school day in order to participate in that day's rehearsals and/or performances. Possible exceptions to this may include an absence due to a scheduled college visit, a field trip, or a funeral.

## **PERFORMANCE ATTIRE**

LOOK NICE!!!! (For ladies, long skirt or pants, dress shoes, nice shirt or blouse. For gentlemen, suit or dress pants, dress shoes, shirt and tie.)

### PLEASE NOTE:

\*No jeans, T-shirts, gym shoes, flip flops, or shorts and the Fairfield High School dress code applies.

### OTHER INFORMATION

Due to the nature of the ensemble, around certain times of the year, ie holidays, we may be called upon to perform at local venues. I will give you as much notice of these events as possible. Please remember that each person is crucial to the ensemble, and we must work together at all times.

**Jazz Ensemble Performance Dates:**

September 12<sup>th</sup> – CALENDAR DAY (Not a performance, but students are required to participate.)

October 6<sup>th</sup> – Fall Concert, 7:00 pm PAC

December 2<sup>nd</sup> – Jazz to FCDC

December 17<sup>th</sup> – Holiday Concert, 7:00 pm PAC

March 15<sup>th</sup> – Fairfield Jazz Festival at Receptions

May 1<sup>st</sup> – ARTS FAIR

May 17<sup>th</sup> – Final Concert and Awards, 7:00 pm PAC

May 19<sup>th</sup> – Village Green Concert

AGREEMENT FORM

Please read the Fairfield Jazz Ensemble policy thoroughly and return this form with signatures to the appropriate conductor(s) no later than September 3, 2015.

Student:

I have read and agree to comply with the band expectations and guidelines.

Student Name (Please print)\_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parents:

Please sign this document to indicate that your child has shown you this band packet and that you have gone over it together and understand the expectations and guidelines of the Fairfield Jazz Ensemble.

\_\_\_\_\_ Date: \_\_\_\_\_  
Parent/Guardian Signature

Daytime phone number\_\_\_\_\_

E-mail address\_\_\_\_\_

## TEMPO CLUB

Tempo Club is our parent booster organization that supports all of the Fairfield music programs. Tempo Club allows all of the music programs to have the ability to purchase new music and equipment. This is vital to the success of the program and daily interest of the students. Each student benefits from this organization. Please consider attending the monthly meetings. Active involvement in your child's school life will make a positive impact on him/her.

### TEMPO CLUB MEETING DATES:

Monday, September 14  
Monday, October 5  
Monday, November 2  
Monday, January 4  
Monday, February 1  
Monday, March 7  
Monday, April 4  
Monday, May 2

\*All Tempo Club meetings are at 7:30 in the  
FHS Community Room.

\*Please visit the Tempo Club website:  
**[www.fftempoclub.org](http://www.fftempoclub.org)**

**What is Scrip?** Scrip is a great way to make money for your student's individual account. Scrip is a program where gift cards are purchased and your student gets a percentage of the card's value credited to his/her individual account. For example: If you purchase an Applebee's gift card for \$25, you receive a gift card with a value of \$25 and 8%, or \$2 will go into your student's individual account. There are over 200 different gift cards available from National retailers and an order is placed every month. To get started, you need to send an email message to **[temposcripdk@yahoo.com](mailto:temposcripdk@yahoo.com)** with your student's name, grade, your name, phone number, and what group they are involved in, e.g., Marching Band, Orchestra, Choraliers, Pure Elegance, etc. We'll then send you more information about Scrip including a list of merchants. Peggy Mowry is the Scrip Chairs and can be reached at the email address above.

*2015-2016*  
*Fairfield High School*

# *Jazz Ensemble*

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