



Santa Fe Youth Symphony Association

Jazz Student Handbook

**The Twenty-Sixth Season
2019 – 2020**



SFYSA Jazz Handbook 2019-2020

SFYSA Executive Director: Andrea Cassutt • 505-672-5565 x 101

We are delighted to welcome you back to SFYSA! Please read the handbook carefully, we have made a number of changes and additions for 2019-2020. If you have questions or concerns, please feel free to contact me at any time during the year.

Please visit our website to learn more about our varied programs, as well as executive and artistic Staff.

Our Mission is to inspire and engage the youth of Northern New Mexico's multicultural communities through excellent music education, the guidance of music professionals, and performance opportunities from small ensembles to full orchestra in Jazz, Mariachi and Orchestra.

Our Vision is to create and nurture a lifelong passion for music making through performances that enhance the region's cultural atmosphere.

SFYSA Core Values Statement ***Staff • Students • Board***

Diversity & Inclusion. *Discovering and implementing practices, including education, training and self-reflection, that support our mission and demonstrate commitment to our Diversity & Inclusion statement.*

Teamwork. *Supporting common goals and working creatively together to name and achieve them.*

Excellence. *Providing high quality opportunities and reference points for students, staff and board to hone personal and collective excellence.*

Responsibility. *Supporting and expecting preparation, focus, self-discipline. Responding to unmet needs, actively fulfilling roles and responsibilities.*

Collaboration. *Cooperating between ensembles, actors and programs within SFYSA, as well as with other organizations in the Santa Fe community, to create projects, visibility, reach and synergy.*

Community. *Creating and maintaining an inclusive and diverse SFYSA community built on trust, belonging and engagement, as we interact with and develop bridges in Santa Fe and Northern New Mexico communities to increase our impact and service.*

Creativity. *Providing opportunities for creativity, discovery of new solutions, new ways of solving problems, education and training that expand us.*

Expressiveness. *Creating a supportive environment to demonstrate passion, honor vulnerability, and share ideas.*

The Santa Fe Youth Symphony Association, Inc. is honored to serve the diverse population of northern New Mexico and does not discriminate on the basis of national origin, gender, sexual



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orientation, religion, color, or race.

I. Programs & Ensembles

The Santa Fe Youth Symphony Association consists of five main programs: Orchestras, Mariachi, Jazz, Con Vivo!, and Elementary Strings. SFYSA is one of only two youth symphony organizations in the country that have a jazz program, and is unique in the nation with its mariachi program.

JAZZ

Chris Ishee, Director

SFYSA Jazz Ensembles include two groups, Jazz Essentials and Jazz Performance. Jazz Essentials is a larger ensemble, covering basic jazz/contemporary repertoire and music theory concepts, with an emphasis on providing students with the basic skills and comfort level to perform in contemporary music idioms. Special jazz rhythm-section concepts are addressed in this class, as well as a basic introduction to improvisation.

Jazz Performance, a smaller group for advanced players, covers more sophisticated improv and song arranging concepts, with an emphasis on concert level preparation. Placement into either section is at the Director's discretion, but is contingent upon several factors, including the student's performing ability, knowledge of music theory, necessary instrumentation, and the student's age. Both groups perform in the Winter and Spring concerts, with the potential to perform in other venues as well.

II. General Policies

Overall Conduct

Every student, parent, and staff and board member is an ambassador of the entire organization. As ambassadors, we are all expected to show responsibility and care in the use of the facilities and property of SFYSA, rehearsal and concert venues, host homes and schools, etc., and to abide by the dictates of common courtesy. Behavior off-stage is as important as behavior on-stage.

Concert Etiquette for Performers and Audience

All performers are expected to arrive at the prescribed call time to the concert venue. Once at the venue, it is important for performers to be as focused and organized as possible, as well as to be aware of themselves and their instruments. All performers are expected to attend the entire concert in which they are participating.

All audience members are expected to be supportive and respectful of all students and members of SFYSA. Parents in the audience are responsible for bringing their students to dress rehearsals and concerts on time and are expected to attend the entire concert. Just as it is important for students to arrive on time, we ask our audience to arrive in time to sit before the concert starts in order to avoid any disturbances during the concert. It is both dangerous and distracting to open the doors of the venue after the concert has started.

Staying Informed

Email and REMIND! are the primary means of communication for SFYSA, so be sure that you have a current email on file with SFYSA for your family. REMIND! is a robo-texting service that alerts families by text-message for important bulletins, like rehearsal notices and snow days. Sign-up for REMIND! using the table below. There is no charge to join, and you can cancel the service at any time. Also be sure to visit our website, www.sfyasa.org for calendar information and regular updates, and visit our Facebook page at www.facebook.com/sfyasa.

TO JOIN REMIND!, TEXT THE MESSAGE BELOW YOUR ENSEMBLE TO 81010

Jazz	SFYSA Alumni
@nardis	@sfysalumni

Please Note: If you cancel your REMIND! service, or do not join, your family is still responsible for arriving punctually and prepared to all SFYSA events.

Inclement Weather

In the event that weather poses a traveling hazard for our families, we will cancel the event in question and broadcast a notice by email and text-message, as well as post a notice on our website. If the weather becomes adverse during a rehearsal, the rehearsal may be ended early, and we will provide notice by the same means.

Co-Enrollment Policy and Participation in School Music Program

SFYSA recognizes the importance of school music programs in their communities. Any Santa Fe Public Schools or Los Alamos Public Schools student who is placed in any SFYSA ensemble should be enrolled in their school's corresponding ensemble. Additionally, SFYSA highly recommends its members to participate in their school music programs.



SFYSA Jazz Handbook 2019-2020 Tuition & Payment Policy

SFYSA is a community non-profit committed to making our programs available to all students *regardless of ability to pay*. We receive individual donor, business sponsor, and fundraising support that makes our sliding scale tuition *available to all families*. Program tuition revenue covers 34% of our annual budget. Tuition in Column "A" is our standard reduction.

In order for SFYSA to provide consistent and high-quality musical training for its students, tuition is required for participation in all SFYSA programs.

SLIDING SCALE TUITION

	A	B	C	D	E
	\$45,000+	\$35,000-\$44,999	\$25,000-\$34,999	\$15,000-\$24,999	\$0-\$14,999
Mariachi	575	430	288	175	60
Jazz Perf	515	325	220	130	45
Jazz Ess/ISO	475	355	238	145	50
YP	595	450	300	100	60
YSO	655	490	330	195	65
PSO	650	488	325	195	65
PSO*	330	245	165	100	35
ES Classes	540	405	270	165	55
Con Vivo	400	300	200	120	50

*Does not include semi-private lessons, must have own private teacher

Financial Aid

To qualify for greater reduction, parents/guardians must:

- Be in, and maintain, good standing with their respective program(s)
- Complete a pre-registration form and pay the \$15 registration fee
- Request Financial Aid and submit tax return by August 31st

Payment Methods

<u>Acceptable Forms of Payment</u>	<u>Payments may be made</u>	<u>Tuition may be paid</u>
<ul style="list-style-type: none"> ● Cash ● Check* ● Money Order* ● Visa ● Mastercard ● American Express <p>*Payable to "SFYSA"</p>	<ul style="list-style-type: none"> ● By mail to 1000 Cordova Pl #190, Santa Fe, NM 87505 ● Online at www.sfyasa.org/payment 	<ul style="list-style-type: none"> ● In-full at Registration Day ● In two installments (Registration Day & one more payment before January 15, 2020) ● Monthly, over a period of seven (7) months.

Financial Probation

Tuition should either be paid in-full before the winter concerts series or the family should be on a monthly or two payment installment plan. Otherwise the student will be placed on financial probation and will be unable to participate until the account is resolved.

Tuition Refunds

Students who withdraw on or before October 15 who have paid in full for the year, will receive a 75% tuition refund. Participation in any SFYSA program is a full-season commitment. Any students who withdraw after October 15 may not be eligible for a refund dependent on reason for withdrawal and account balance.

Return Check Policy

It is the SFYSA practice to redeposit returned checks automatically and without notice. A Return Check Fee of \$25 will be added to the student's account each time a check is returned. When a check is returned, the SFYSA reserves the right to require payment by cash or money order.

Discounts

The following discounts apply to level A tuition only. Discounts may *not* be combined.

Sibling Discount

We offer a discount for families with more than one child enrolled in our programs. A discount of 20% is offered for the second child and all subsequent children.

Multiple Ensemble Discount

Students who participate in a second ensemble will receive a 50% discount on the tuition of lesser value. Students enrolled in an orchestra, may receive the 50% discount on our Con Vivo Program.

SFYSA Sponsorships

SFYSA is always looking for funding resources in the greater Santa Fe community. If you have a connection with a private citizen, business, or foundation that may be interested in supporting the work of SFYSA, please contact the Executive Director. Financial support can take many forms, including: sponsoring a concert series, a student, donating to our financial aid scholarships, or helping to provide SFYSA with instrument or equipment purchasing.

Audition Policies

SFYSA Orchestra (YSO, YP, and ISO), Jazz, Mariachi, and Con Vivo programs require *all* new students to audition for placement.

Please visit our website at www.sfyasa.org for the most current audition requirements.

Lost and Found

Personal items left at any SFYSA event will be held at the SFYSA office but check with your conductor first. Items not claimed at the end of the year will become property of SFYSA and may be thrown away at the discretion of SFYSA staff.

Instrument Rental

SFYSA has a limited selection of orchestral instruments that may be available for rent. Please check with your conductor for more details.

Student Behavior, Discipline and Probation

Students who fail to follow SFYSA overall conduct and etiquette policies are subject to these consequences.

Consequences

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When students do not follow the behavioral guidelines, the conductor of their ensemble will issue up to two (2) verbal warnings – delivered privately to the student, without parent involvement. After the 3rd offense, a written warning from the director of the ensemble or program will be sent to parents and the SFYSA Executive Director will be copied. This is the final step before disciplinary probation. At that time, the student and parents can express any concerns, or have a meeting with the conductor and Executive Director.

In cases of extreme behavior, the conductor can issue a written warning to the student, parents and the Executive Director on the first offense. If there are contradictory stories, or the absence of an adult witness to an incident, investigation of the situation will occur and collective resolution will be sought. The final decision will be reached by SFYSA.

Grievance Redress Procedure

If you have a grievance with another student, your conductor or teacher, or some other aspect of your SFYSA experience, please make every effort to bring the grievance directly to the director first. If the issue cannot be resolved, the student and parent should bring the issue to the attention of the Executive Director.

Disciplinary Probation

If any SFYSA member engages in behavior that is deemed unacceptable by SFYSA staff, and the above verbal and written warnings have been issued, and parents and the student have had one week to respond, that student may be placed on Disciplinary Probation. The terms of Disciplinary Probation will be determined by the ensemble's conductor/teacher and the Executive Director, in consultation with the student's parents.

Musical Probation

Students who have difficulty meeting the musical skill requirement for their ensemble may be placed on musical probation. A student on musical probation will have 3 weeks from the date of notice to meet the required skill level. If they fail to do so, they may be subject to removal from the ensemble. Emergency circumstances will be taken into account.

Drug Policy

The possession or use of any controlled substance by any SFYSA student is forbidden at any SFYSA event.

Consequences of Dismissal

Families of a dismissed student are still liable for the entire season's tuition, and the student will not be eligible to return to any SFYSA program during that season.

III. General Ensemble Policies

Attendance Requirements

SFYSA members commit to participating in all rehearsals, dress rehearsals, and concerts for the entire season. Your attendance commitment is not to your teacher, but to your fellow colleagues. We also recognize that unusual circumstances may prevent a student from attending a rehearsal.

- Students who have three (3) or more absences from class in any semester may be dismissed from the program
 - *The above provision does not apply to dress rehearsals (see “Dress Rehearsals” below)*
- Two (2) late-arrivals are equal to one (1) absence; a late-arrival means the student is not ready for class at the start of class time.
- Emergencies will be addressed on a case-by-case basis.
- Any absences, excused or unexcused, will be counted as such.

General Rehearsal Expectations

In order for the ensemble to make the most use of precious rehearsal time

- Prepare your parts at home to the very best of your ability
- Listen to recordings of your pieces

Bring these items to every rehearsal

- Instrument
- Sheet-music
- Pencils (no pens or markers)
- Erasers
- Water bottle and snack (only during rehearsal breaks)
- Mutes and all other accessories

These items should not be present during rehearsal

- **Cell phones**
- Gum

Ensembles rehearse only once a week during the season, with one dress rehearsal before each concert. Always support the hard work of your colleagues by arriving punctually and prepared to all rehearsals and/or classes, dress rehearsals, and concerts. **SFYSA faculty also remind parents to promptly pick up children at the end of all SFYSA events. SFYSA assumes no responsibility for students or their instruments after rehearsals, concerts or any other events are over.**

Dress rehearsals

Dress rehearsal participation is critical for all students to ensure a smooth and impressive performance. Dress rehearsals are the only opportunity for the ensemble to rehearse in the concert venue, where the set-up and acoustic conditions are substantially different from the rehearsal space.

- In order for students to be eligible to perform at a concert, they must be present for the dress rehearsal
- Students who anticipate a conflict with the dress rehearsal must notify their conductor four (4) weeks before any concert

Call Time

Call is the time you are to arrive at the rehearsal, class, dress rehearsal, or concert space. The call time is always earlier than the start of the event itself, to give preparation time.

Concerts

- Students who are late to the concert without notifying SFYSA staff may not be allowed to perform
- Students who miss a concert may be dismissed from SFYSA

IV. Specific Policies By Program

SFYSA subscribes to the philosophy that a strong collaboration between school music programs and SFYSA maximizes the musical growth of our members. All students are required to follow all general ensemble policies as well as those policies of their specific ensembles.

Admission Requirements

To be admitted to any Jazz ensemble, students must meet these requirements:

- A successful placement audition
- Concurrent enrollment in the student's school ensemble, if the ensemble is offered and the student is eligible
- Private lessons on the student's instrument are not required but are highly encouraged

Jazz Concert Dress

<u>Gentlemen</u>	<u>Ladies</u>	<u>Not Permitted</u>
<ul style="list-style-type: none"> • Collared shirt • Tie • Slacks or jeans 	<ul style="list-style-type: none"> • Slacks, or dress, or skirt <p><i>*Dresses and skirts must fall to mid-calf when seated*</i></p>	<ul style="list-style-type: none"> • Torn or dirty clothing • Spaghetti straps • Strapless tops or dresses • Bare midriffs • Tennis shoes

Please Note

- Speak to your conductor at least two (2) weeks before the concert if the dress code poses an issue for you
- Students who do not meet the dress code will not be allowed to perform

IV. Student & Parent Signature Page

Sign this page, then remove it and turn it in to your conductor or teacher at the first meeting of the year.

My signature below indicates that I have read the sections of this Handbook that apply to me and my respective program(s); that I have understood what I have read; that I have received satisfactory answers from SFYSA faculty for all of my questions concerning this Handbook; and that I agree to abide by the policies explained herein as they apply to me. I further understand that I may not be allowed to participate in SFYSA if I have not signed below and submitted this page to my conductor or teacher.

Printed Name of Student

Signature of Student (*not required for Elementary Strings students*)

Date

Printed Name of Parent or Guardian

Signature of Parent or Guardian

Date