



2021-22 Youth Jazz Program Handbook

Thank you for your interest in Jazz Arts Group's (JAG) **Columbus Youth Jazz Program**. The Jazz Arts Group is dedicated to *advancing the art of jazz through performance and education*. Our youth jazz program fulfills this mission by providing the opportunity for students in grades 7 – 12 to participate in one of four outstanding ensembles. Each ensemble rehearses weekly throughout the school year, and offers a variety of performance and educational activities, when available, each season. This packet provides important information about the program for participants and their families.

New for 2021-22: Please read and review the COVID-19 protocols attached to the bottom of this document.

Should you be placed in one of JAG's ensembles, the following opportunities and expectations are available to participants and their families:

- The Jazz Arts Group supports music education in the schools and cooperates with the music education community – **all** Youth Jazz members are expected to be actively participating in their school music program(s).
- Youth Jazz participants must **fully commit** to the ensemble's rehearsal and performance schedule and abide by the attendance policy.
- Youth Jazz participants receive 2 complimentary tickets to one of the shows in each *Swingin' with the CJO* series.
- Youth Jazz members have the opportunity to participate in a variety of performance and educational activities and to work with prominent local, regional and national musicians.
- Youth Jazz members are community partners of the Jazz Academy and receive discounted registration on all Jazz Academy classes, workshops and events.

ATTENDANCE POLICY:

Your attendance at rehearsals and performances is critical to the success of the ensemble. The schedule for the upcoming season, as best we can predict, is included in this packet of information. If you successfully audition and accept placement in an ensemble, you are expected to be in attendance and participating. We do understand that very occasionally, you may have a conflict.

ABSENCES:

EXCUSED ABSENCES

School commitments and certain personal/family commitments are considered excusable. Each student is permitted two excused absences per semester. However, for these to be considered excused, you must submit these conflicts in writing via email by the following deadlines:

- Fall Absences: September 26th, 2021
- Spring Absences: January 30th, 2022
- Any absences that have not been previously submitted will be considered unexcused.

To report an absence, notify Mary Manos, Youth Jazz Coordinator, as well as your ensemble director as soon as you can by emailing at mmanos@jazzartsgroup.org and cc: your ensemble director.

UNEXCUSED ABSENCES

Because of the intensive nature of this program, **no more than one unexcused absence is allowed per semester** (Fall = September to December; Spring = January to May). Two or more unexcused absences in a given semester may result in removal from the program. In the event of an unanticipated absence, we ask that you notify Mary Manos at the earliest opportunity via email, as we make every effort to find a substitute musician for your position.

To reach Mary Manos in short notice, please text her cell phone: 330.324.8845.

******If you sustain an injury that prevents you from playing your instrument or if your instrument is being repaired, you are still responsible for attending your rehearsal with your music, and be attentive to your director.***

TARDINESS:

You are expected to be ready to begin rehearsals at the rehearsal start time. Please arrive at rehearsals in advance of that start time so that your instrument is out and you are ready to begin playing at your rehearsal's start time. If a student is tardy two times in a given semester, they and their parents will be notified that a third tardy in a semester may result in removal from the program.

REHEARSAL CANCELLATION:

Very rarely, rehearsals may be cancelled, typically due to poor weather. If rehearsals are cancelled, we will send an e-mail and post the cancellation at least one hour in advance of your rehearsal START time on the Jazz Academy's Facebook page: <http://www.facebook.com/thejazzacademy>. If you aren't sure if you should come to a rehearsal, check the Facebook page PRIOR TO leaving your home.

SCHOOL MUSIC PROGRAMS:

JAG's Youth Jazz Program supports and cooperates with the music education community. If your school has a music program, you are expected to participate in some way and to be a leader in your school ensembles. If you successfully audition for placement in the youth jazz program, your band director will be notified and your schedule will be provided for his/her information.

CONCERT ATTIRE:

CYJO: The Youth Jazz Orchestra members wear a black suit, black shoes and socks, and are expected to purchase a tie (around \$15) to wear at all performances. Alternatively, students may wear a black dress or black slacks/skirt with a white shirt, and a colored accent of their choice.

CYJS, CYJE, CYJW: The Youth Jazz Studio, Ensemble, and Workshop members wear all black. This can include black dress or black slacks/skirt with a black shirt, and black dress shoes.

MUSIC:

Members are provided sheet music and folders for use during the season and are expected to return all music and the folder to your director at the end of each season. Please only mark your music with pencil, and erase your markings prior to turning in your folder at the end of the season.

TUITION:

The tuition cost for each semester is \$125, payable at the first rehearsal of the semester. To confirm your placement in an ensemble, you will be asked to make a \$25 non-refundable deposit towards the full tuition. You may pay this deposit at www.jazzartsgroup.org/cyideposit. Full tuition is due before the final concert of the semester.

- **September 12th: \$25 deposit due**
- **November 19th: Full tuition due**

Alternatively, you may pay the full amount of your student's tuition when you pay the deposit. If you need to make another payment schedule or arrangement, contact Kristina Cohn, Office Manager, at kcohn@jazzartsgroup.org, or **(614)294-5200 x 112**.

Tuition is non-refundable except in the case of a student moving away from Columbus. If this should happen, the tuition paid will be pro-rated and the balance returned.

SCHOLARSHIP:

Jazz Arts Group provides some financial aid to students on a case-by-case scenario in the form of partial and full scholarship. Those students who are awarded scholarships are expected to maintain the highest standard of attendance, participation, and attitude while participating in the program. JAG reserves the right to revoke scholarship upon failure to uphold these standards. Please e-mail Mary Manos, Youth Jazz Coordinator, at mmanos@jazzartsgroup.org to receive a copy of the scholarship request form and submit along with a letter of endorsement from a non-family member, such as a teacher, private teacher, mentor, youth leader, etc. by **September 26th, 2021**.

KEY CONTACTS:

ZACH COMPSTON – EXECUTIVE DIRECTOR OF PROGRAMMING AND EDUCATION, DIRECTOR OF CYJ WORKSHOP

zcompston@jazzartsgroup.org

740-827-1080

MARY MANOS – JAZZ ACADEMY COORDINATOR

mmanos@jazzartsgroup.org

330-324-8845

MARK DONAVAN, DIRECTOR, CYJ ORCHESTRA

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614-406-6968

RYAN HAMILTON, DIRECTOR, CYJ STUDIO

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614-580-7668

JESSICA SNEERINGER, DIRECTOR, CYJ ENSEMBLE

sneeringerj@columbusacademy.org

(614) 475-2311

<http://www.jazzartsgroup.org/>

<http://www.facebook.com/thejazzacademy>

COVID Protocols and Expectations

In order to keep all our students and faculty safe while participating in in-person programming during the COVID-19 pandemic, the following procedures, protocols, and expectations are being implemented. All of these guidelines have been made based upon the recommendations of the CDC, the federal, state, and local governments, and the best practices of local school districts. Please read carefully and contact a Jazz Arts Group staff member if you have any questions or concerns.

Facial & Instrument Coverings

- All students and faculty are expected to wear a mask over their mouth and nose at all times.
- Students and faculty playing a wind instrument must wear a mask with a closable opening for access to the instrument while playing. If a student and/or faculty member is not able to obtain a proper mask for this use, please reach out to Mary Manos as soon as possible and you will be provided with one.
- Students and faculty playing a wind instrument must have a bell cover for their instrument. If a student and/or faculty member is not able to obtain a bell cover, please reach out to Mary Manos as soon as possible and you will be provided with one.

Additional Protocols

- Food and Drink will not be served and is not permitted with the exception of water in a closed-container. If there is a medical reason a student and/or faculty member requires an exception to this rule, please contact Mary Manos and accommodations will be considered.

Testing & Reporting

- We ask that students and faculty members inform Mary Manos, Jazz Academy Coordinator, if they or a member of their household test positive for COVID-19 at any time during the program until the end of the semester (December 1). Any identifiable information will be kept confidential.
- Students and faculty members may not attend in-person programming when they have tested positive for COVID-19 within the last 14 days.
- Students and faculty members may not attend in-person programming when they have experienced symptoms of COVID-19 within the last 14 days and have not yet received a negative COVID test.
- Students and faculty members may not attend in-person programming when they have been in close contact with someone who has COVID-19 within the last 10 days.

Vaccinations

- Jazz Arts Group requires all teaching faculty and musicians to receive their COVID-19 vaccination, or to provide an acceptable medical or religious exemption. We strongly encourage all eligible students in our programs to receive the COVID-19 vaccination.

Program Cancellation:

- Jazz Arts Group reserves the right to cancel or amend the Columbus Youth Jazz program in the best interest of the health of our students, musicians and educators. We will be closely monitoring public health recommendations to make an informed decision about the continuation of our program, in addition to any and all current protocols in place.

COVID-19 Protocol Compliance

- Anyone who violates these guidelines is subject to removal from the program.
- Concerns about the behavior of other students and/or faculty members should be communicated privately to Mary Manos, Jazz Academy Coordinator (mmanos@jazzartsgroup.org) or the student's ensemble director. Any complaints will be treated anonymously.