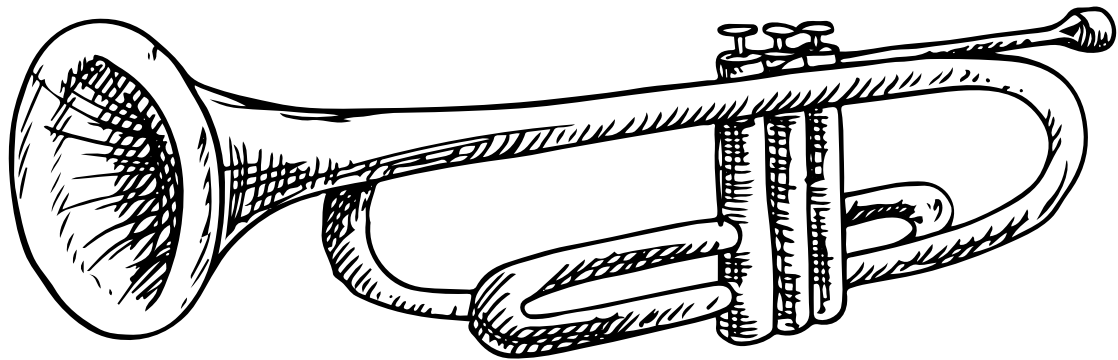


SEATTLE JAZZED HANDBOOK  
FOR STUDENTS & THEIR FAMILIES

ALL THE  
**INFO**  
YOU NEED

[AND HOPEFULLY NONE OF THE INFO YOU DON'T]



SEATTLE  
**JAZZED**

2019-2020 SEASON



# WELCOME TO SEATTLE JAZZED!

We're so glad you're here. And we can't wait to get to know you better. 😊

## **Some background about us**

Seattle JazzED is a 501(c)(3) nonprofit organization, which was founded in 2010 by a small group of volunteers and music educators, who wanted kids to get great music education opportunities regardless of what school they went to or their ability to pay. JazzED started out with three jazz ensembles that met weekly. Today we serve 1300+ students from 186 different schools every year.

## **Our mission**

Our mission is to empower students of all skill levels and backgrounds to realize their full potential through exceptional music education.

## **A commitment to racial, gender, and economic equity**

Seattle JazzED believes that achievement of our core mission—to empower ALL students with exceptional music education—requires an organization-wide commitment to dismantle systemic racism, sexism, and economic inequality by keeping issues of equity centered in our work. We will strive to understand, support, and reflect the communities that we serve.

## **What JazzED students can expect**

*Excellence in Education:* Expect an excellent music education with a comprehensive curriculum taught by dedicated, professional instructors.

*An Open Door:* You can get the tools you need to learn and grow at JazzED. Sliding scale tuition, as well as a free loaned instrument, is always available.

*A Musical Home:* JazzED students work, learn, and grow together building a musical community reflecting the gender, racial, and economic diversity of the greater Seattle area.

*The Whole Person:* Jazz music teaches a lot more than Jazz! You'll learn focus, teamwork, and the confidence that comes from taking creative risks.

## IN THIS HANDBOOK, YOU'LL GET INFO ON...

- **Student Excellence**
- **Sliding Scale Tuition Policy**
- **Attendance**
- **Important Policies**
- **How To Get Involved**
- **Other JazzED Programs**
- **Contact List**

# STUDENT EXCELLENCE

We expect JazzED students to embody...

## **Respect**

We are committed to being a team. We will give other students, guests and staff full attention when they are speaking and playing; giving full eye contact and mutual respect. **This means cell phones are off in the Seattle JazzED classroom.** We will respect the musical equipment and all spaces we play, practice, learn and perform in.

## **Preparedness**

We commit to bring all music and a pencil to every rehearsal. All students are expected to assist in the moving, setting up, dismantling and putting away of all necessary equipment for rehearsals and concerts.

## **Open communication**

We commit to communicate proper notice for any rehearsal or concert absence. JazzED makes available all information about rehearsals, concerts and special events through the website and email. It is the responsibility of our JazzED families to obtain this information and to be aware of changes.

## **Accountability**

We commit to being accountable for all of our actions. We commit to helping ourselves improve our musicianship. We commit to asking for help when needed.

## **Growth**

We will provide support and encouragement for each other as we challenge each other to learn and grow as musicians and as people.

## **Being Safe**

We expect Seattle JazzED students to act maturely, to behave responsibly, and to respect the rights and dignity of others. Prohibited actions include, but are not limited to, the following:

- Using, possessing, buying, selling, or delivering alcohol or illegal chemicals at Seattle JazzED facilities or at Seattle JazzED sponsored programs.
- Carrying or concealing a weapon and/or any device or object that may be used as a weapon.
- Harassment or intimidation by words, gestures, body language, or any type of menacing behavior.
- Physical contact with another person in an angry, aggressive, or threatening way. JazzED reserves the right, among other things, to revoke participation and/or remove any person from the facility on the spot who violates any of the above behaviors, or any other behavior that may be detrimental to others. This is the sole discretion of JazzED staff.

# SLIDING SCALE TUITION

We are committed to making JazzED programs financially accessible for ALL families. **You select the tuition amount that works for you.** You will have the option of entering a sliding scale tuition code on the registration check-out page. Be sure to select the payment plan option if you want to break your payments up. Please note you will also have the option of paying your chosen amount in full if you prefer.

Your tuition payment helps cover the cost of renting class space and paying our educators a fair wage, as well as classroom supplies, sheet music, etc. If you'd like to pay a different sliding scale amount than the options, you can fill out an easy online form, and we'll send you a custom tuition code. [[https://seattlejazzed.formstack.com/forms/custom\\_code](https://seattlejazzed.formstack.com/forms/custom_code)]

Have questions about how this works? Contact us and we'll get right back to you!

# ATTENDANCE POLICY 🕒

Your consistent attendance demonstrates dedication and accountability to the ensemble which depends on a high level of commitment from every individual.

## How do I take an excused absence?

If a student will be late to a rehearsal or needs to miss it altogether because of sports, family obligations, school concerts, etc., the student or parent must report that right away. Courtesy dictates that you let us know as soon as possible (at least two weeks whenever possible) ahead of time that you will be missing a rehearsal. To request an excused absence, please complete the Absence Form on our website at [www.seattlejazzed.org/absence](http://www.seattlejazzed.org/absence). This lets our staff know, who in turn notify the ensemble director.

A student who misses three or more rehearsals (combos and large ensembles) may be asked to leave the group.

## Tracking Attendance

Attendance records will be tracked regularly by Seattle JazzED faculty and staff. If a student misses a rehearsal without submitting the Absence Form ahead of time, this is considered an unexcused absence. If this occurs, families will receive an email or phone call to determine the reason for the absence.

The absence form should be completed as much ahead of time as possible. Forms submitted after the date of the missed class or rehearsal will be reviewed on a case by case basis, and may not necessarily count as an excused absence each time.

Missing two rehearsals unreported may result in being asked to leave the group.

## Concert Attendance Policy

Concert attendance is mandatory except in the case of a conflicting school performance or emergency. If you will be missing a concert due to an emergency call or text Kelly immediately on her cell phone at 206-981-9451 so we can make sure your part will be covered. Periodically, performances may be added to an ensemble's calendar. At such times, we will make every effort to give notice, well in advance.

# OTHER IMPORTANT POLICIES ✎

## Performances Dress Code

Performance attire is the black JazzED t-shirt and black pants or skirt, unless otherwise noted.

## Family and Student Communication

Email and text is the main form of communication between JazzED and participating families. All families must provide at least one parent/guardian email address to insure receipt of relevant rehearsal, performance and special event information. We will email families when there are rehearsal changes due to weather or another unforeseen circumstance.

## Bad Weather

Seattle JazzED will cancel rehearsals due to inclement weather when Seattle Public Schools cancels school. In the case of weekend practices, we will send an email and text to ensemble members and guardians. In the case of a cancellation, JazzED will make every attempt to make-up missed rehearsals.

## School Music Participation

Seattle JazzED is committed to strong public and private school music programs. Toward that end, JazzED students are expected to participate in their school music programs wherever they exist. If you have any concerns about this, please contact us.

## Fundraising and Financials

Seattle JazzED is a nonprofit organization with an annual budget of approximately \$1.3 million. Because we are committed to providing access to all students regardless of their ability to pay and because tuition alone does not cover the cost of running the organization, we must raise 50% of our revenue through donations from individuals, foundations, city/county/state grants and corporate sponsorships.

Seattle JazzED does periodic fundraising through events, email, and mail. We understand that, for many families, tuition alone is a major sacrifice, and we are grateful for your participation. We also know that some families can make an additional donation. Regardless of where your family falls on this spectrum, we value each and every member of our community and we thank you for your patience, understanding, and support as we work to raise the funds that make JazzED possible.

## JAZZED SCHOOL YEAR PROGRAMS

### **\*FREE\* Jam Sessions**

Sundays @ The Royal Room: Oct. 20, Nov. 17, Dec. 22, Jan. 19, Feb. 23, Apr. 26, May 24

Every youth jam session is curated by a JazzED educator and a house band, who will organize the session so that everyone has a chance to play, improvise, and learn. You're welcome to bring friends who are completely new to JazzED. Grades 6-12.

### **Jazz Prep Ensembles for Beginners**

October 2019 - May 2020

For kids who are new (or new-ish) to music. Learn to play an instrument or sing in an after-school ensemble. Free instrument loans available. Grades 4-8.

### **All-Star Combos**

October 2019 – May 2020

Hone your theory and improvisation in a combo. Rehearse twice a month with your coach. You register for the coaching time slot that works with your schedule. Grades 7-12.

### **Fall Jazz Clubs**

October – December 2019

Jump start your school year in a Fall Jazz Club taught by Steve Treseler. School band directors tell us that they wish they had more time to teach students (you!) improvisation skills. You can learn these skills with us in just 10 weeks in a supportive and fun environment. Solo with more confidence and creativity, recognize chord progressions by ear, and much more. Grades 6-12.

### **Girls Ellington Project Ensemble**

September 2019 – January 2020

The Girls Ellington Project Ensemble submits an audition recording to the Essentially Ellington Competition in New York City. This advanced ensemble also performs at various events around Seattle. Grades 9-12.

### **Girls Jazz Day**

Sunday, September 29, 2019

Make friends, connect with professional female musicians, and come away inspired and empowered to keep playing, singing and being yourself. All instruments and vocals welcome. Grades 6-12.

### **College Summit + Audition Workshop**

Saturday, October 26, 2019

Learn how to set yourself apart from the competition, prepare for recorded and live auditions, and select the school that's right for you. This event includes audition workshop, college networking with schools from around the country, and a free downloadable course with preparation timeline, tips, financial aid advice & more. Parents are welcome to attend any or all of the day's activities. Grades 9-12.

### **Big Band Ensembles**

January – May 2020

Placement Days: Saturday, Nov 16 & Sunday, Nov 17, 2019

Kids come from all over Seattle to play and perform in the JazzED Big Band Ensembles. Work with acclaimed teachers like Clarence Acox, Wayne Horvitz, Deb Schaaf and others. Students are placed in one of six ensembles. Rehearse on Saturdays. Grades 5-12.

### **New Works Ensemble**

January – May 2020

Placement Day: Sunday, November 17

The high level, award-winning ensemble, directed by Wayne Horvitz, organizes high school students into a group that explores the boundaries of jazz and welcomes instrumentation not traditionally part of jazz performance. Grades 9-12.

## **Nina Simone Vocal Ensemble**

January – May 2020

Placement Day: Saturday, November 16

Explore the crossroads of America's roots music by singing and performing jazz through a gospel lens. Learn from the best— this ensemble is directed by Shaina Shepherd. (It's not just for girls; boys welcome!) Grades 7-12.

## **JazzED Youth Orchestra**

January – May 2020

Placement Day: Sunday, November 17

Open to all string instruments. This is the perfect ensemble for students of intermediate to advanced ability and beginning to intermediate improvisation skill. Students explore improvisation and different genres, from jazz and pop, blues, funk, classical and world music. Directed by Rachel Nesvig. No improvisation or jazz experience required. Grades 7-12.

# **JAZZED SCHOOL BREAK PROGRAMS**

(Dates correspond with the Seattle Public Schools calendar.)

## **\*NEW\* Mid-Winter Break: Girls Jazz Camp**

February 17-21, 2020

More info coming soon! Open to all instruments, including vocals. Flexible commitment allowed – you don't have to attend every day. Directed by Kelly Clingan. Grades 6-12.

## **\*NEW\* Spring Break: Mini-Jazz Ambassadors Camp**

April 13-17, 2020

More info coming soon! Open to all instruments, including vocals. Flexible commitment allowed – you don't have to attend every day. Directed by Ricardo Luna. Grades 6-12.

# **JAZZED SUMMER PROGRAMS**

## **Summer Jazz Prep Camp**

2020 dates TBD

Learn to play an instrument in one week! Pick your instrument, begin reading music and learn to play songs in a beginning band. Open to students entering 4th, 5th and 6th grade in the fall. No prior experience required.

## **Summer Jazz Ambassadors**

Session 1: 2020 dates TBD, Session 2: 2020 dates TBD

Combine performance training with community outreach. Students of ranging age and skill level with an interest in team work and leadership are encouraged to sign up. High school students can earn service hours. Grades 6-12.

## **Summer Second Line Project**

2020 dates TBD

Perform in the Seafair Torchlight Parade in downtown Seattle. Drummers rehearse as a drumline with Tony Sodano, all other instruments rehearse with Jerome Smith. Both groups come together each day to rehearse as one ensemble. This music is super fun and festive. Think riff-based music. LOUD and PROUD. Grades 6-12.

## **Summer Vocal Institute**

2020 dates TBD

Learn to sing in a new way, drawing inspiration from the great American song book. You'll focus on singing freely and improvising in a supportive learning environment. Grades 7-12.

## **Summer Advanced Institute**

2020 dates TBD

Learn to approach jazz with a holistic understanding of its history and development. You'll work closely with faculty in small ensembles, masterclasses, and group discussion. Grades 9-12.

# GET INVOLVED

## Volunteer

Look out for emails from staff asking for volunteers for concerts and events. You will also see requests for food and beverage donations for the year-end Jamboree.

## Board and Committee Involvement

JazzED is powered by a terrific group of volunteer board member who oversee the fiscal health of the organization, and serve on committees devoted to Community & Culture, Finance, Strategic Planning, Facilities and Resource Development. If you have skills in finance, law, business, community organizing, marketing or education we'd love to hear from you.

## Word of Mouth Marketing

The success of JazzED is almost entirely due to positive word-of-mouth marketing by families. If you like JazzED, please talk us up in person and on social media. And if you have a great place to leave fliers or postcards, please let us know and we'll supply you with the right materials. You can also leave us a starred review on our Facebook page or Google business profile. These reviews are really helpful to new families finding us online.

## Sit at the Parents & Family Table(s) at the Seattle JazzED 10<sup>th</sup> Annual Gala

We have one big fundraising event annually. It's the Soundtrack for the Future Gala on Thursday, March 12, 2020 at Showbox SODO. This gala is FUN with high-energy performances by students and the NYC band Mwenso and the Shakes. All money raised by ticket sales and donations goes to make JazzED programs better and more accessible to all families. **Learn more at [seattlejazzed.org/gala](http://seattlejazzed.org/gala).**

*\*NEW\* this year. You can buy \$100 Parent & Family Tickets for a limited time (normal ticket price is \$150) and join us in the JazzED Parent & Family Section, which will be hosted by...you guess it, some other great JazzED parents! Look for an email with this offer in November. We'd love to see you there!*

## Be a community sponsor of the Seattle JazzED 10<sup>th</sup> Anniversary Gala

We're actively seeking community-minded businesses to sponsor the Soundtrack for the Future Gala. Sponsorship starts at \$500 and includes free tickets, print and verbal recognition at the gala, as well as inclusion in all e-vites to list of 2,000+ people. Past and current sponsors include house cleaning businesses, law firms, construction companies, e-retailers, banks, etc. All are welcome! Email [camden@seattlejazzed.org](mailto:camden@seattlejazzed.org) for more info or visit [seattlejazzed.org/gala](http://seattlejazzed.org/gala) to get the Sponsorship Benefits packet.

## Hire a Combo

You can hire a JazzED combo or second line to play at your next work event, fundraiser, or house party. The fee for up to 2 hours of music goes back to support JazzED programs. However, we can book combos for free or at reduced rates if your event benefits or serves low-income populations. Learn more at [seattlejazzed.org/book-a-jazz-band](http://seattlejazzed.org/book-a-jazz-band).

## Donate an instrument

Your donation is inspected, refurbished, and placed in the hands of students who need them the most. We accept instruments, cases and accessories. Learn more at [seattlejazzed.org/donate-instrument](http://seattlejazzed.org/donate-instrument).

## Follow us on FB, Instagram, and YouTube

Sounds simple but it really makes a difference in spreading the word about JazzED's opportunities for kids. One example? A Facebook post last June about our free summer music camp for beginners was shared hundreds of times resulting in more kids signing up and getting their start in music. You are powerful net-workers!

- Facebook: [www.facebook.com/SeattleJazzED](http://www.facebook.com/SeattleJazzED)
- Instagram: [www.instagram.com/seattlejazzed](http://www.instagram.com/seattlejazzed) or search @seattlejazzed in the app.
- YouTube: [www.youtube.com/user/SeattleJazzEd](http://www.youtube.com/user/SeattleJazzEd)

## Know folks with little kids?

Tell them about WeBop! It's a popular music and movement class for kids ages 8-months to 5 years. It's grounded in jazz rhythms and features story books and songs that highlight diverse American artists. There's also live music and kids get to play percussion! Sliding scale tuition. Learn more at [seattlejazzed.org/webop](http://seattlejazzed.org/webop).



## GET INVOLVED, CONT.

### **Bring a FREE JazzED Teaching Clinic to YOUR school**

Music educators with student big bands, concert bands, and orchestras of all ages are encouraged to visit Seattle JazzED for a clinic OR schedule a clinic at your Seattle-region school. Learn more at [seattlejazzed.org/clinics](https://seattlejazzed.org/clinics).

### **Bring a FREE JazzED Assembly to YOUR school**

Our all-inclusive assembly program honors the legacy of jazz as a Black American art form. We bring a live band of 4-5 musicians. Seattle JazzED is committed to equity and inclusion, and strives to focus resources on under-served communities. **We offer our assembly performances free of charge to Title 1 schools.** Otherwise, we charge a fee of \$600, which goes toward compensating the assembly musicians. If the \$600 fee is a hardship for your school, contact [kelly@seattlejazzed.org](mailto:kelly@seattlejazzed.org) to discuss a sliding-scale fee. Learn more at [seattlejazzed.org/school-assembly](https://seattlejazzed.org/school-assembly)

### **Bring JazzED to your school as a music provider**

We could be the in-school music program at your child's school! Learn more about our curriculum, philosophy and pricing, plus a list of schools we currently work, with at [seattlejazzed.org/music-in-schools](https://seattlejazzed.org/music-in-schools)

## STAFF CONTACTS

To get in touch with us, please use the staff contact list below.

Executive Director, **Laurie de Koch**: [laurie@seattlejazzed.org](mailto:laurie@seattlejazzed.org)

Deputy Director, **Britt Madsen**: [britt@seattlejazzed.org](mailto:britt@seattlejazzed.org)

Education Director, **Kelly Clingan**: [kelly@seattlejazzed.org](mailto:kelly@seattlejazzed.org)

Youth Development Director, **Ricardo Luna**: [ricardo@seattlejazzed.org](mailto:ricardo@seattlejazzed.org)

Program Manager, **Robert Babs**: [robert@seattlejazzed.org](mailto:robert@seattlejazzed.org)

Communications & Development Manager, **Cam Jarvis**: [camden@seattlejazzed.org](mailto:camden@seattlejazzed.org)

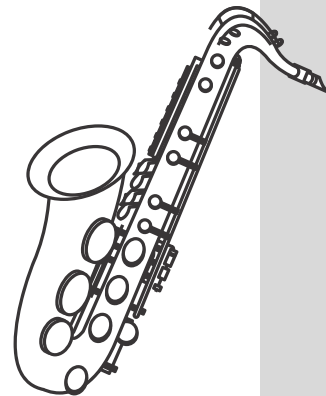
You can also call our office at 206-324-JAZZ (5299).

To see an updated rehearsal and event calendar, bookmark this page: [seattlejazzed.org/calendar](https://seattlejazzed.org/calendar)

# LIVE JAZZED

## COMMUNICATE WITH COMPASSION

Assume that everyone is doing their best on any given day.



---

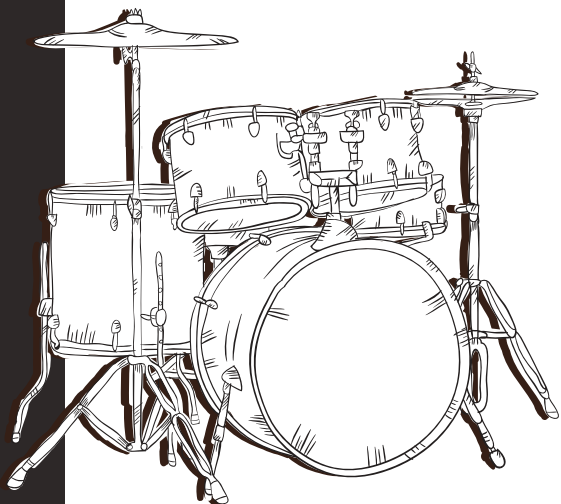
## BE BOLD

Be present, be engaged, and ask for what you need. Play your part in achieving our common goals by making a contribution.

---

## RESPECT OUR SHARED HOME

Use spaces and equipment as intended and treat them with care.



SEATTLE  
**JAZZED**