



MEMPHIS • JAZZ • WORKSHOP

Cultivating the Future of Jazz

**2019 Memphis Jazz Workshop
Student Handbook**

ABOUT Memphis Jazz Workshop

Mission Statement:

The Memphis Jazz Workshop is a non-profit organization committed to cultivating young musicians by providing learning and performance opportunities with professional artists while embracing Jazz as our regional art form.

History

In March of 2016, under the artistic direction of founder Stephen M. Lee, the Memphis Jazz Workshop was created under the umbrella of LeeJazzOmega, Inc. a 501c3 non-profit organization committed to cultivating young musicians by providing learning and performance opportunities with professional artists while embracing Jazz as our regional art form. The first workshop was held in June of 2017.

Why the need

CULTIVATING THE FUTURE OF JAZZ

“The Memphis Jazz Community needs a revival. Jazz represents one of the most important musical, historical, and cultural phenomena of the Memphis and Mid-South area. A true renaissance of Jazz culture can only come about from the youth in this city — aided by those of us who know and have lived the musical richness of this American art form.”

“Being connected to something you feel passionate about makes a huge difference in a kid’s life. Finding music was a game changer for me.”

*Stephen M. Lee
Founder and Artistic Director
of the Memphis Jazz Workshop*

Staff

STEPHEN LEE, EXECUTIVE DIRECTOR, FOUNDER, AND ARTISTIC DIRECTOR

Stephen Lee is a Memphis native who has come full circle. His talent and love for music have carried him miles from home, only to return with the wholehearted desire to enrich and serve his home community.

Stephen found a passion for piano at the age of 8 and has never once looked back. While at the University of Tennessee, he studied with Jazz legend Donald Brown before moving to New York City to formally launch his career as a Jazz artist. The move to New York served him well. It proved to be fertile ground, providing him with access to many of the giants of Jazz and landing him in some of the most hallowed venues in the country such as Smalls, Birdland, and Iridium. During his tenure in the city, he shared a stage with stars including Esperanza Spalding, Corcoran Holt, Ulysses Owens, Jr., Billy Johnson, Gregory Porter and highly lauded fellow Memphian Kirk Whalum. In addition to his performance credentials, he served as Musical Director for Crenshaw Christian Center under the leadership of Dr. Fredrick Price, one of the most well-known names in ministry. In New York, he completed his undergraduate studies with a Bachelor's in Jazz Performance from City College.

Upon his move back to Memphis in 2009, the growth, opportunities, and accolades continued. He continued his studies, earning a Master's degree in Education from Freed Hardeman University. In 2012, Stephen received the "Rhythm of Gospel Award". In 2013 he was nominated for the first round of the "Stellar Gospel Awards" for his album debut, "Music is the Key of My Life". In 2017, he won the Steinway and Sons "Top Teacher Award" and the "Jimmie Lunceford Legacy Award".

MICHAEL SCOTT, COORDINATOR OF EDUCATION

Michael has been with the Memphis Symphony Orchestra since 1976. Recently, he retired as an Associate Professor at Southwest Community College where he designed the online and hybrid music appreciation courses that are still in use today by the college. When not working with the Memphis Jazz Workshop or performing with the symphony, Michael can be found playing most of the woodwind instruments in many different chamber ensembles, Jazz groups and many of the Broadway touring shows at the Orpheum Theater.

LEA VANMERKESTYN, OPERATIONS MANAGER

Lea has professional experience in organizational management and day to day operations of large music programs and music non-profit organizations. Lea is a 30 year music educator, musician, and the owner and director of Musical Memories, consulting with memory care facilities and providing musical activities for individuals struggling with alzheimers and dementia. She is a graduate of the University of Illinois with a BS in Music Education and did masters work at the University of Memphis in Orff-Schulwerk.

STANDARDS OF BEHAVIOR

The Memphis Jazz Workshop staff and faculty work together to provide a safe learning environment. Any activity, action, or behavior which does not embrace this standard will not be condoned or tolerated.

Zero tolerance behaviors include, but are not limited to:

- Sexual harassment
- Extreme bullying (physical, verbal or cyber)
- Violent or disruptive behavior
- Illegal use of drugs, and alcohol
- Graffiti or defacement of property

The Executive Director and Memphis Jazz Workshop staff and faculty will take immediate and prompt action when becoming aware of any such occurrences. Any and all cases of illegal activity will be reported to the proper authorities and a report will be made.

EXPECTATIONS FOR STUDENTS

1. Arrive on time.
2. Be prepared for each rehearsal and class prepared with music, script, binder, pencil, and homework..
3. Treat all faculty, support staff, guest speakers, volunteers, and fellow students with respect.
4. Be professional at all times. No PDA.
5. Be respectful of any venue that the Memphis Jazz Workshop is utilizing.
6. Practice daily.

EXPECTATIONS FOR PARENTS

1. Pick your child up promptly when class, practices and/or performances are done.
2. Consider becoming a volunteer and joining the parent support group.
3. Check your email account on a regular basis to ensure that you receive all communication.
4. Sign up for REMIND texts.

GENERAL POLICIES AND PROCEDURES

DAILY DRESS CODE

Freedom of expression, good judgment, respect for others and safety are the foundations of Memphis Jazz Workshop's approach towards the dress of Students, Staff, and Volunteers. One's appearance will be governed by standards that are compatible with decency, cleanliness, safety, and the promotion of learning. Student, Staff, and Volunteer dress that disrupt the educational process will not be allowed.

- Students, Staff, and Volunteers may be required to adhere to a predetermined dress code for extracurricular events or performances.
- Skirts, shorts, and dresses should modestly cover the legs.
- Pants must be worn at the waist or just below in an appropriate manner (NO SAGGING, BAGGING, DRAGGING or excessively LOW RIDING pants).
- Shoes, sneakers, or appropriate footwear must be worn at all times.
- Unacceptable Dress:
 - Half shirts (shirts which expose any portion of the midriff).
 - Mesh or see through clothing
 - Muscle shirts, shirts or tops with partial or no sides.
 - Clothing, which contains a message of hate will not be tolerated.
 - Bedroom slippers/house shoes are not to be worn in class.

PERFORMANCE ATTIRE

As musicians, the students and faculty of the Memphis Jazz Workshop represent the organization and are expected to present as a cohesive unit. Students are expected to adhere to the standard set below for all performances. Students will be notified ahead of time if the performance is formal or informal. Any question about performance attire can be directed to the Operations Manager.

Formal attire: Black dress shirt, Black dress shoes, Black socks or stockings,
Black dress slacks/skirt

Informal: Memphis Jazz Workshop T-shirt, Black dress shoes, Black socks or stockings,
Black dress slacks/skirt.

Optional: Suit Jackets with either formal or informal attire, Dress hat, ties. Dresses, skirts.

Not acceptable Attire: Black Jeans, Hoodies

DROP OFF AND PICK UP PROCEDURES

1. The Memphis Jazz Workshop does not have the staff to supervise students outside of the workshop hours.
2. Doors will be open at 8:30 for check-in.
3. Students are released at 5:00 pm.

ATTENDANCE POLICIES

1. Daily attendance will be taken at the start of each session (morning and afternoon).
2. Students must also sign in upon arrival to class each day and sign out.
3. Parents must notify the Memphis Jazz Workshop Administration to report all instances of tardiness, absence, or illness by calling 901-860-5015 or emailing lea.vanmerkestyn@memphisjazzworkshop.org by 7:30 am.
4. Students are not allowed more than two excused absences from any rehearsal or class, unless given special permission from the Memphis Jazz Workshop Administration.
5. Students may also be subject to dismissal from the Memphis Jazz Workshop in the following situations:
 - a. Two unexcused absences from any rehearsal, or class.
 - b. One unexcused absence from any performance.
 - c. Three instances of tardiness from any rehearsal, class, or performance.
 - d. Poor attitude.
 - e. Sexual harassment, bullying, violent disruptive behavior, or illegal activities

POLICY FOR ILLNESS

1. Medical Release must be on file.
2. Students must be fever-free for 24 hours before being allowed to return to the Memphis Jazz Workshop.
3. Students with a fever of 100.4 degrees or higher or who are vomiting due to illness will not be allowed to stay for the duration of the day. Parents will be called and must arrange for the student to be picked up.

LUNCH AND BREAKS

1. Lunch is a closed campus. Students must stay on campus, and parents are not allowed to participate in daily activities.
2. The Memphis Jazz Workshop does not provide meals and snacks for students on a regular basis. Students will be expected to bring a lunch from home.
3. Students will not have access to refrigeration or microwave.
4. Students will have 15 minute breaks between classes and are expected to use that time to attend to personal needs.

PERSONAL ITEMS

1. Memphis Jazz Workshop is not responsible for the cost of or replacement of any lost or stolen personal items. Students should not bring items of value to class.
2. All students must respect the property of others. Students should not use instruments that belong to other students without expressed permission.

FACILITY AND RESOURCE USE

The Memphis Jazz Workshop does not own an office or facility and we are guests in all of the spaces that we are using. All resources are provided to us as a privilege and granted to students primarily for the enhancement of the education process. Users are expected to treat all provided computers, computer networks, audio equipment, music stands, musical instruments, and/or equipment in a responsible, polite, and respectful manner. All spaces must be left clean, tidy, and free of trash.

Smoking and Vaping of any kind is strictly prohibited throughout the Crosstown Concourse building and grounds. Smoking on-site is a serious issue and can result in being terminated from the program.

Alcohol consumption by students or faculty is strictly forbidden during all Memphis Jazz Workshop activities. Alcohol usage during the course of Memphis Jazz Workshop activities is a serious issue and can result in being terminated from the program.

Possession of firearms at any event associated with the Memphis Jazz Workshop are strictly prohibited. Anyone found violating this policy will be terminated from the program.

The Memphis Jazz Workshop supports:

1. A gang-free campus with no gang dress, signs, or gang-like behavior.
2. A drug-free campus/organization with no paraphernalia, cigarettes (including e-cigarettes), alcohol, or other drugs.

A police report will be filed with local law enforcement if a Student/Staff/Volunteer/Parent displays any of the following criminal offenses:

Arson, assault, weapons possession/use, battery, threats, theft, vandalism, trespass, exploitation, interfering with the education process, and possession, use, under the influence, sale and/or distribution of controlled/illegal substances including drugs and alcohol. Criminal offenses may also result in expulsion from the Memphis Jazz Workshop.

CELL PHONE POLICY

The Memphis Jazz Workshop Staff should not see or hear cell phones during class time unless specifically allowed by Teaching/Instructing Staff. Cell phones will be confiscated or banned if they are misused. Refusal to follow the cell phone policy will result in dismissal from the Memphis Jazz Workshop. No refund will be given for students who are dismissed from the program for refusal to adhere to policies.

SOCIAL MEDIA AND TECHNOLOGY

Students and staff are not granted permission to:

1. Post Memphis Jazz Workshop daily activities on any social media without express permission of the the director. Students are encouraged to share from the Memphis Jazz Workshop official media channels.
2. Knowingly send, receive, or display sexually oriented images, messages, or cartoons.
3. Knowingly send, receive, or display communications that ridicule, disparage, or criticize a person, a group of people, or an organization based on race, national origin, sex, sexual orientation, age, disability, religion, or political beliefs.
4. Knowingly send, receive, or display communications that demean, threaten, insult, harass, or defame others
5. Knowingly send, receive, or display communications that disparage or berate the Memphis Jazz Workshop program or any Board of Director, Staff, Volunteer, Parent or Student of the Memphis Jazz Workshop.

6. Violate any local, State, or Federal statute or regulation including, but not limited to copyright laws
7. Solicit, endorse, or proselytize others for commercial ventures, outside organizations, or religious, social, or political causes

ANTI-BULLYING POLICY

Any display of bullying behavior (as determined by the Administrative Director's investigation) at the Memphis Jazz Workshop is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from our program.

1. "Bullying" means any repeated and pervasive written, verbal, or electronic expression, physical act or gesture, or a pattern thereof, that is intended to cause distress upon one or more students in the Memphis Jazz Workshop.
2. Bullying includes, but is not limited to, hazing, harassment, intimidation, or menacing acts of a student, which may, but need not be based on the student's race, color, sex, ethnicity, national origin, religion, disability, age, or sexual orientation.
3. Bullying includes placing a student in reasonable fear of physical harm or damage to the student's property.
4. Bullying includes physically harming a student or damaging a student's property.
5. Bullying includes insulting or demeaning any student or group of students in such a way as to disrupt or interfere with the school's educational mission or the education of any student.
6. Bullying must not be confused with student disagreements or mutual harassment. Students and parents may file verbal or written complaints concerning suspected bullying behavior to the Memphis Jazz Workshop Staff, Directors, and/or Administrative Director. Any report of suspected bullying behavior will be reviewed. If acts of bullying are verified, prompt disciplinary action may be taken against the perpetrator, up to and including suspension and/or expulsion.

HEALTH AND SAFETY

MEDICAL INSURANCE, ILLNESS AND INJURY POLICIES

1. Students who need treatment for minor cuts, scrapes, or burns or who are not feeling well should report to the Operations Manager.
2. Student will be assessed and parents will be contacted for injuries outside the scope of a bandaid.
3. In the event of a medical emergency, 911 emergency services will be contacted.
4. The Operations manager will supervise the student while waiting to be picked up or treated.
5. Parents must sign an authorization and Medical Release prior to the start of the program that allows the Memphis Jazz Workshop to contact 911 and an

ambulance in the case of emergency, or to be taken to an Urgent Care facility at their expense.

6. Students who are age 18 or older are must sign a Medical Release.
7. Students are not allowed to share or use any OTC or Prescription medications unless it is specified on their medical release.

FIRE DRILL/EVACUATIONS

The fire drill evacuation plan is posted in the classrooms. When in a new facility, the teaching staff is responsible for explaining new procedures for evacuation in case of an emergency. Students, staff, and volunteers are instructed to proceed immediately to the designated areas. Teaching staff is responsible for making certain that all students have exited and stays with their class at all times. Upon reaching designated place, students are to line up in a single file line. Teaching staff must take attendance once in the designated place. Everyone should wait for directions and all clear signal. Upon alert signal, the Executive Director or his/her Agent will check the entire facility to see that everyone is out safely.

Periodic fire drills/evacuations may be conducted to ensure Students and Staff understand proper response and action. ALL volunteers must be informed of fire drill/evacuation procedures.

CLOSED CAMPUS

1. No student will be allowed to leave the designated boundaries of Crosstown High School at any time during the course of the workshop without being signed out by a parent.
2. Parents must contact the Operations Manager to schedule a pickup time before signing student out.
3. The main doors to the Crosstown High School will remain locked during the program. Unauthorized visitors will not be allowed entry. Parents and authorized visitors must call the Operations Manager at 901-860-5015 during business hours in order to gain access to the building. The Administrative Coordinator will be available to answer phone calls and greet visitors from 9:30 AM - 4:30 PM.

DISCIPLINE

The Staff at the Memphis Jazz Workshop strive to uphold the highest levels of positive behavior. Our goal is to have all students and staff exhibit respect for each other in all aspects of the workshop in learning and performance. Failure to follow classroom policies will not be tolerated.

REPORTING PROCEDURE FOR VIOLATIONS/INCIDENTS

While in class or at performances, any Student, Parent, or Volunteer of the Memphis Jazz Workshop (hereinafter “Witness”) having observed, overheard or received a report of any Incident that violates the Memphis Jazz Workshop Standard of Behavior, General Policies and Procedures, and/or Health and Safety Rules shall comply with the following Incident Reporting Procedural Requirements:

1. If the Witness is a Student, the Student should immediately report the incident to any member of the Teaching/Instructing Staff, Volunteer (Chaperone), or Administrative Staff.
2. If the Witness is an adult, he or she shall promptly report the incident to a member of the Teaching/Instructing Staff, the Head Chaperone or Head Administrator within 24 hours. If the incident in question rises to a level that immediate harm is imminent or may have occurred, then the incident must be reported immediately. The incident may be reported verbally, by email, by text, or by completion of the Memphis Jazz Workshop Incident Report Form.
3. If the incident is reported to a member of the Teaching/Instructing Staff, they must immediately bring the matter to the attention of the Head Chaperone and/or Administrative Director or their designated Agent.
4. The incident will be promptly investigated by the Head Chaperone and/or Administrative Director or their designated Agent.
5. If an Interview must be done, a Memphis Jazz Workshop Staff member and another witness must be present during all investigations.

GRIEVANCE PROCEDURE

Teaching/Instructional Staff, parents, and students shall attempt resolution of problems affecting students and the education process by informal means. If any student or parent feels that the decisions made by the Memphis Jazz Workshop Staff are not fair or reasonable, a conference shall be requested in the following order until a resolution can be met or the Memphis Jazz Workshop decision is final.

1. Teacher/Instructional Staff
2. Operations Manager

3. Artistic & Executive Director
4. Board of Directors

STUDENT/PARENT/VOLUNTEER HANDBOOK DISCLAIMER

The provisions of this handbook are not to be regarded as a contract between any Student/Parent/Volunteer and The Memphis Jazz Workshop. The Memphis Jazz Workshop reserves the right to change any of the policies, rules, regulations and standards of conduct at any time as may be necessary with or without notice.

ACKNOWLEDGEMENT OF RECEIPT OF HANDBOOK

I hereby acknowledge that I have received a copy of the Memphis Jazz Workshop Student Handbook. I understand it contains important information on the Memphis Jazz Workshop's standards of behavior, policies, procedures, rules, and regulations.

I also acknowledge that it is my responsibility to familiarize myself with the materials in the Handbook and abide by them. I understand that any questions or concerns regarding anything in this Handbook should immediately be addressed with the Executive Director.

I also understand and acknowledge that the provisions of this handbook are not to be regarded as a contract between any Student/Parent/Volunteer and the Memphis Jazz Workshop.

Student Name: _____	Parent/Guardian/Volunteer Name: _____
Student Signature: _____	Parent/Guardian/Volunteer Signature: _____
Date: _____	Date: _____

NOTICE OF NON-DISCRIMINATION STATEMENT

Memphis Jazz Workshop does not discriminate on the basis of sex, gender, race, age, color, disability, religion, sexual orientation, or national or ethnic origin in any of its educational programs, practices, or activities. Inquiries regarding compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, or Section 501 of the Rehabilitation Act of 1973 may be directed to the office of the Artistic & Executive Director.

SEX DISCRIMINATION, SEXUAL HARASSMENT AND SEXUAL MISCONDUCT

Title IX of the Education Amendments of 1972 is a federal law that prohibits sex discrimination in education. It reads: "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance." Title IX of the Education Amendments of 1972; 34 C.F.R. Part 106. Sex discrimination includes sexual harassment and sexual assault. The Artistic & Executive Director has primary responsibility for investigating complaints of Title IX sex discrimination, harassment and assault.

FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)

Educational records of current and past students will only be released as governed by FERPA. Parents of students under age 18 and students 18 and older have the right to inspect and review education records. Parents of students 18 or older must provide the school with written permission from the student in order to review records.

BOARD OF DIRECTORS

Terence Branch, Chair

Terence is a retired business professional with experience in organizational management and day-to-day operations of companies. Currently, Terence works as a development consultant with projects across the nation and in distressed areas like Haiti and Puerto Rico. He holds a BA in Biology from the University of Tennessee at Knoxville. He is also a professional pianist.

John Keith Perry, Esq., Vice Chair

Keith is Senior Partner at Perry Griffin Law Firm, specializing in family law, estate law, civil rights litigation, personal injury, and criminal defense. He is a member of the Federal Criminal Justice Act Panel, American Bar Association, the Mississippi Bar Association and has been appointed as Municipal Court Judge in Coldwater, MS. He received a BA in Political Science with a concentration in Public Administration from the University of Tennessee at Knoxville, and a Juris Doctor from the University of Mississippi.

Derrick Sanders, Treasurer

Derrick Sanders is Grant Planning and Budgeting Director in Federal Programs at Shelby County Schools. He is a graduate of Christian Brothers University and has served in various accounting positions for over 20 years.

Candace Walsh, MPA, CNP

Candace is an instructor in the Department of Public and Nonprofit Administration at the University of Memphis, and the campus executive director of the university's Certified Nonprofit Professional (CNP) program. She holds a bachelor of science degree in Communications from the University of Tennessee at Knoxville and a Master of Public Administration degree from the University of Tennessee at Chattanooga. She has more than 30 years of experience in the fields of journalism, municipal government

administration and nonprofit management, and serves on a number of local nonprofit boards.

Deidre Thomas

Deidre is the principal and Chief Information Strategist at Envion. After over 25 years managing database services, data governance and business analytics for Fortune 500 companies, Thomas now focuses on helping companies monetize their information assets via database management, content and data source management, product strategy, information integration, analytics and visualization. Thomas is a graduate of the Fogelman College of Business at the University of Memphis, and the Executive Leadership Intensive program at the Leadership Academy.

Charles Elliott, MBA

Mr. Elliott has established a solid 25 plus year record of success in defining, implementing, and driving the adoption of innovative technology to deliver sustainable business value and growth. He is a results-driven professional with extensive experience selling technology solutions, leading people and project teams, implementing and overseeing full life cycle of technology programs, and administering multi-million dollar budgets. He graduated from Morehouse College with a B.S. in Applied Physics and a MBA from Clark Atlanta University.

Eric Clauson

Eric is the CEO and founder of Lexington Asset Management, a Memphis-based real estate investment and management company. Eric was previously the head of the equity derivative and hedge fund sales groups at Credit Suisse First Boston, Goldman Sachs, and Salomon Brothers. Eric lived in Japan from 1988-2013 and is proficient in Japanese. He graduated from Washington University in St. Louis, Missouri with an MBA in 1987 and a BSBA in 1986. He is also currently a board member of Ballet Memphis and the Memphis Chamber Music Society.