

Parents and Students:

Attached is an information sheet regarding our upcoming travel to the listed event. Please read through the entire packet and reply with any questions you may have to Mr. Slabaugh at tslabaugh@djUSD.net.

Due to recent changes in field trip policy, please complete the following items and return them immediately to Mr. Slabaugh.

1. DJUSD Student Field Trip Authorization form.
2. DJUSD Student Alternate Transportation form. Because we are not using commercial transportation, this form MUST be completed and returned to Mr. Slabaugh.
3. Parents: If you are able to help us drive students and equipment to the listed event, please complete and return the DJUSD Volunteer Personal Automobile Transportation form. Included with this form is a photocopy of your current driver's license and a copy of your insurance policy card/declarations card. This form MUST be returned to Mr. Slabaugh a minimum of 2 weeks prior to the event (In this instance, please return this form and associated paperwork by November 21st due to the Thanksgiving Holiday break).

Carpools with parent drivers and student assignments MUST be completed and submitted to the DHS office no later than December 5th, 2014.

Additional information for drivers.

* When your car pool is assigned, parent drivers/chaperones will have access to student emergency information. The forms for every student riding in your vehicle will be given in a driver's packet in a sealed envelope. In the event of an emergency, the envelope can then be opened and used as necessary. At the conclusion of the trip, the envelopes must be returned to Mr. Slabaugh.

* Mr. Slabaugh inquired if parent volunteers are required to complete DJUSD Volunteer Personal Automobile Transportation form for every individual activity or may parents complete one form per school? The reply is as follows:

For our site (DHS), we, Athletics and the school site, have a spreadsheet that lists all approved drivers. The reason I require that all Driver Logs come to me in advance is so that I can verify eligibility and let you know if need be any additional information that is needed for the drivers that are requesting to drive.

DHS Jazz Band Information Sheet
Sac State Jazz Festival
December 13, 2014

Arrive at DHS: **10:45am**

Double check at this time to make sure you have the following items:

- Musical Instrument
- Mutes (as necessary)
- Sheet Music
- Uniform (Please have all the parts with you when you come into the room.)

We will determine the driver and student assignments before departure.

Depart DHS with parent drivers: **11:30am**

STUDENTS MAY NOT DRIVE TO THIS EVENT -- NO EXCEPTIONS!

Arrive at Sac State and meet in front of Capistrano Hall (facing the parking lot): **Noon (12:00pm)**

Parking: Vehicles can be parked on the student side of Parking Structure #1, adjacent to Capistrano Hall. Please refer to the Sacramento State University map for locations. **There is no charge for parking on the day of the festival.**

We will all attend the performance beginning at **12:15pm** of the Sacramento State Latin Jazz Ensemble with guest artist John Santos. This performance will be in the Music Recital Hall, located on the East side entrance to Capistrano Hall. No food or drink is allowed inside the performance space.

Students: You may use this performance for either your required concert report or for an additional concert report, as outlined in the syllabus.

Admission for directors and student performers is free to this event. All other will need to pay a \$10.00 general admittance fee. Wristbands will be available for sale at the registration table on the day of the festival.

All students need to meet at the meet location (in front of Capistrano Hall, facing the parking lot) at **2:45pm** with all of your instruments and equipment. We will proceed together to the warm up room, located on the second floor of Capistrano Hall (Room 205).

Enter warm-up Room: **3:00pm**

* Parents: You do not need to hang out with the band, as we should be fine in getting our stuff to and from the locations. Please watch the bands in one of the large jazz ensemble performance sites (Music Recital Hall, Room 143, Room 151, Room 227).

Depart warm-up Room: **~3:15pm**

DHS Jazz Band Information Sheet
Sac State Jazz Festival
December 13, 2014

Enter Performance Room (Room 151): 3:30pm

We will perform our set and receive our clinic in the same location. We should finish at 4:30pm.

The festival has plans for our band to take a group photo after our performance. I am not interested in participating in this activity. I'll ask to be excluded and we will head directly to our meet location.

We will all gather at the meet location (in front of Capistrano Hall, facing the parking lot) and head to our assigned vehicles. All vehicles are expected to head back to DHS after the event.

Parents: If you would like to take your student at the conclusion of the performance, I need you to check out your student directly with me. If you drove another student to the event, I need to make sure they have a seat with an approved driver before your departure.

Driver Forms: Due to changes in DJUSD procedures, I must have completed driver forms a minimum of two weeks before departure.

Also new to the procedures, all parents not transporting their student **MUST** complete the attached DAVIS JOINT UNIFIED SCHOOL DISTRICT STUDENT ALTERNATE TRANSPORTATION FORM and submit this form, along with the traditional DJUSD STUDENT FIELD TRIP AUTHORIZATION. **Both of these forms MUST be completed and submitted to Mr. Slabaugh no later than 48 hours prior to departure. Failure to do so will result in the student not attending this event.**

Student Notes:

Drums: Drum sets will be provided, **except for cymbals and hi-hat stands. PLEASE BRING YOUR OWN CYMBALS AND HI-HAT STAND!** All hardware will be provided – this will include a 4-piece set, ride and crash stands, and drum throne. *There are no drum sets in the warm-up rooms.*

Bass & Guitar Amps: Bass and Guitar amps will be provided at the performance venues only. Please do not bring your own amps. The festival will not supply bass or guitar patch cords.
EQUIPMENT

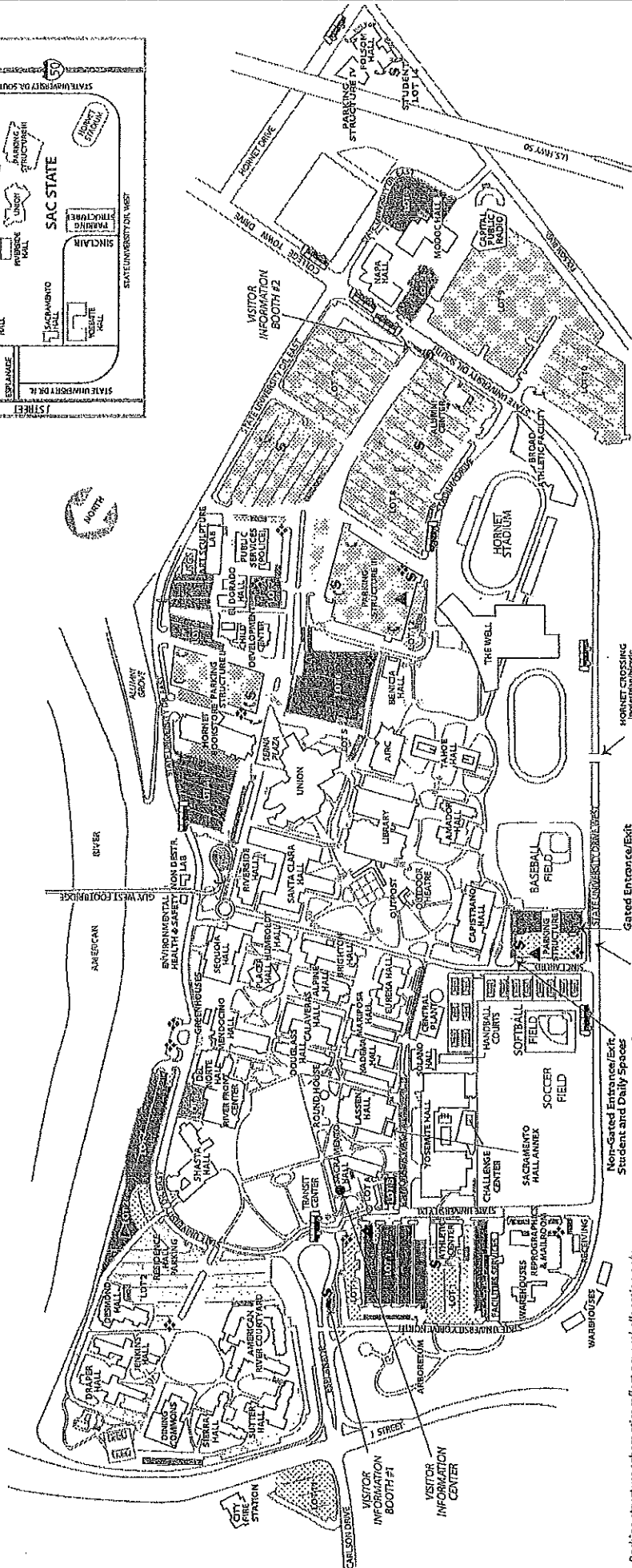
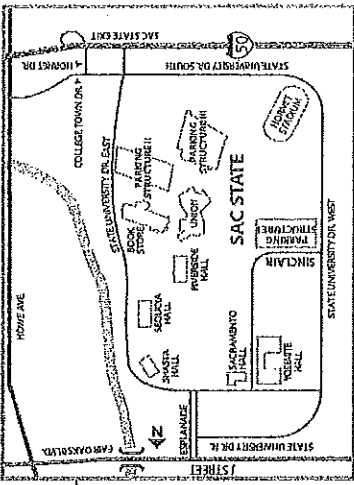
Pianos: Grand pianos will be provided at the performance venues only.

Attachments
Map of Sac State
Room 151 performance schedule
Letter to Directors
DJUSD VOLUNTEER PERSONAL AUTOMOBILE USE FORM
DJUSD STUDENT ALTERNATE TRANSPORTATION FORM
DJUSD STUDENT FIELD TRIP AUTHORIZATION.



SACRAMENTO STATE | PARKING MAP

www.csus.edu/utaps



Parking structure schematics reflect general allocation only.

- Disabled Spaces (Sac State Parking Permit Required)
- Faculty/Staff spaces
- Student & Daily spaces
- Residence Hall spaces
- 45 Minute spaces
- 30 Minute spaces
- Visitor Disabled spaces
- Leading zone
- Bicycle Parking Compound
- Motorcycle spaces
- Carpool spaces
- Bollards
- Hornet Exp. Shuttle Stop
- Daily Permit machines
- Emergency telephones
- Access gate

MIDDLE SCHOOL & HIGH SCHOOL JAZZ ENSEMBLES

<u>Performance Room:</u>	Room 151 (Capistrano Hall)	<u>CLINICIAN:</u>
<u>Warm-Up Room:</u>	Room 205 (Capistrano Hall)	

<u>WARM-UP</u>	<u>PERFORMANCE</u>	<u>SCHOOL</u>	<u>ENSEMBLE NAME</u>	<u>DIRECTOR</u>
7:30 AM	8:00 – 9:00 AM	Arden Middle School	Arden Middle School Jazz Band	Whitney Disney
8:30 AM	9:00 – 10:00 AM	River City High School	River City Jazz Ensemble	Tony Marvelli
9:30 AM	10:00 – 11:00 AM	Crystal Middle School	Crystal Middle School Jazz Band	Jennifer Doherty
10:30 AM	11:00 – 12:00 PM	Union Mine High School	Union Mine High School Jazz B	Alison Lishman

12:15 – 1:30 pm

Sacramento State Latin Jazz Ensemble with JOHN SANTOS

(Music Recital Hall – Capistrano Hall)

<u>WARM-UP</u>	<u>PERFORMANCE</u>	<u>SCHOOL</u>	<u>ENSEMBLE NAME</u>	<u>DIRECTOR</u>
1:00 PM	1:30 – 2:30 PM	Rio Americano High School	Rio Americano FM Jazz Ensemble III	Josh Murray
2:00 PM	2:30 – 3:30 PM	Camarado Springs Middle School	Camarado Springs Jazz Band	Cory Cunningham
3:00 PM	3:30 – 4:30 PM	Davis Senior High School	Davis Senior High Jazz Band	Thomas Slabaugh
4:00 PM	4:30 – 5:30 PM	Folsom High School	Folsom High School Jazz Band III	Curtis Gaesser
5:00 PM	5:30 – 6:30 PM	Ponderosa High School	Ponderosa High School Jazz Band	Mike Gunderson

6:30 PM CLOSING CONCERT (Music Recital Hall – Capistrano Hall)

Sacramento State Jazz Ensemble & Jazz Singers The Sacramento Jazz Orchestra with PAUL MCKEE



2014 Sacramento State Winter Jazz Festival
Saturday, December 13, 2014

Featuring

The Sacramento State Latin Jazz Ensemble with John Santos
& The Sacramento Jazz Orchestra with Paul McKee

November 3, 2014

Dear Director,

Thank you for your participation in the 2014 Sacramento State University Jazz Festival. Please read through the following information carefully and let me know if you have any questions or concerns.

The festival begins with groups performing at 8:00 AM and concludes with the closing concert at 6:30 PM featuring ***The Sacramento Jazz Orchestra*** with ***trombonist Paul McKee***. This year, there will be six performance venues: Four Large Jazz Ensemble venues are located in Capistrano Hall (Music Building), and the Vocal Jazz Ensemble and Jazz Combo venue are located in the nearby University Union. (See *enclosed campus map for building locations*) General admission to the festival is \$10.00. Admission for directors and student performers is free! Your festival wristbands will be mailed. Please instruct your students to wear the wristbands throughout the duration of the festival. Wristbands for purchase will be available at the registration table on the day of the festival.

The Sacramento State Winter Jazz Festival is a non-competitive, educational festival in that no scoring or rankings of ensembles are made or implied. Instead, our selected clinicians are simply on hand to provide constructive commentary for your ensemble. Our festival revolves completely around one main concept: it is important that our young musicians are taught how to play jazz while enjoying the learning process through every means available. Those means include:

- Quality education and encouragement
- The creation of opportunities for listening and performance
- The presentation of clinics of meaning and merit offering a positive, learning-based experience for students and directors.

REGISTRATION TABLE

Upon your arrival at the festival, please check in at the Registration table located in the main lobby of the Music Building (Capistrano Hall). You will be directed to your warm-up room or your performance site.

WARM-UP ROOMS

All ensembles will have access to a designated warm-up room 30 minutes prior to your performance time. Refer to the attached schedules for your warm-up room location. Please do not leave equipment, music, personal belongings, etc in the warm-up rooms during your performance. **Groups that are scheduled to perform first in their designated venue (8:00 am) may warm-up at that site.** Please note: Drum sets & amplifiers will NOT be provided in the warm-up rooms.

PERFORMANCE VENUES

LARGE JAZZ ENSEMBLES (Music Recital Hall, Room 143, Room 151, Room 227)

Each group will spend one hour with a single clinician. Clinicians will critique your prepared charts, with the option of spending a portion of the clinic focusing upon aural training, improvisation, or practice techniques. *If you have nothing prepared to bring to the festival, you can have your clinician introduce your ensemble to a selection of your choice (please send the score to me in advance) or spend your entire hour on aural training and improvisation.* Some directors may choose to have the clinician focus upon the improvisational sections of charts they're planning to perform during the year.

VOCAL JAZZ ENSEMBLES (Redwood Room - University Union - 1st floor)

Each Vocal Jazz Ensemble will spend 45 minutes with a single clinician. The Clinician will critique your prepared charts, with the option of spending a portion of the clinic focusing upon aural training, improvisation, or practice techniques. *If you have nothing prepared to bring to the festival, you can have your clinician introduce your ensemble to a selection of your choice (please send the score to me in advance) or spend your entire session on aural training and improvisation.* Some directors may choose to have the clinician focus upon the improvisational sections of charts they're planning to perform during the year.

JAZZ COMBOS (Hinde Auditorium - University Union - 1st floor)

Each combo will spend 45 minutes with a single clinician. For combos, you have 2 options. First, you can have your combo bring prepared jazz selections (jazz standards or jazz compositions from lead sheets/fake books/published combo charts or transcribed by ear from recordings) for your clinician to critique. *For schools that wish to form a combo but haven't yet done so, directors are encouraged to select a combo from their big band personnel and have the clinician show the group how to get started, how to rehearse the ensemble, and what they should strive to accomplish during the year as a group.* In both cases, you have the option of having the clinician teach your group a tune aurally, emphasizing ear training, improvisation, and group interaction.

EQUIPMENT

Drums: Drum sets will be provided, except for cymbals and hi-hat stands. PLEASE BRING YOUR OWN CYMBALS AND HI-HAT STAND! All hardware will be provided – this will include a 4-piece set, ride and crash stands, and drum throne. *There are no drum sets in the warm-up rooms.*

Bass & Guitar Amps: Bass and Guitar amps will be provided at the performance venues only. Please do not bring your own amps. The festival will not supply bass or guitar patch cords.

Pianos: Grand pianos will be provided at the performance venues only.

Vibes: Vibes are supplied upon request only. We only have two sets of vibes and unfortunately, they are not high quality instruments. We encourage you to supply your own if possible.

12:15 PM CONCERT

The Sacramento State Latin Jazz Ensemble with John Santos will perform from 12:15 pm to 1:30 pm in the Music Recital Hall.

6:30 PM CONCERT

The Festival concludes with a 6:30 pm concert featuring **The Sacramento State Jazz Ensemble & Jazz Singers** (6:30 – 7:00 pm) and **The Sacramento Jazz Orchestra with Paul McKee** (7:00 pm) in the Music Recital Hall.

GROUP PHOTOS

Your group will be professionally photographed by "*Musical Images*" immediately following your clinic session at a designated location. If the weather is nice, they will set up right outside the entrance to the music building.

DINING

Campus Dining

The following food vendors will be open Saturday in the University Union:

- Ecogrounds Coffee & Pastries: 8:00 am – 6:00 pm
- Gordito Burrito: 8:00 am – 2:30 pm
- Panda Express: 11:00 am – 2:00 pm
- Round Table Pizza at the Hive: 11:00 am – 7:00 pm
- Burger King Express: 11:00am – 2:00 pm
- Subway (located in the Hornet Bookstore): 11:00 am – 3:00 pm

PARKING

Vehicles can be parked on the student side of Parking Structure #1, adjacent to Capistrano Hall. After student drop off, buses may park in Student Lot 8, or Faculty/Staff Lot 1. Please refer to the Sacramento State University map for locations. **There is no charge for parking on the day of the festival.**

DIRECTIONS TO SAC STATE

Visit: <http://www.csus.edu/music/tickets.htm>

Please call me at (916) 278-7987, or email me at roach@csus.edu if you have any questions or concerns.

Again, thank you for your participation in the 2014 Sacramento State Winter Jazz Festival! We look forward to serving you and your students.

Sincerely,

Steve Roach
Director of Jazz Studies
Sacramento State University



DJUSD STUDENT FIELD TRIP AUTHORIZATION

No student will be permitted on the Field Trip unless this completed and signed Authorization is submitted to the Supervising Teacher, Sponsor, or School Main Office at least 48 hours prior to Field Trip. Verbal Authorizations, or Authorizations not on this form, cannot be accepted.

Student Name:	School: Davis Senior High School
Parent/Guardian Name:	Home/Cell/Work Telephone: (Best way to reach you during trip)
Emergency Contact & Telephone No. (other than parent):	
Field Trip Destination: DSHS Jazz Band Performance at Sac State Jazz Festival	
Field Trip Date: December 13, 2014	Suggested Contribution:
Expected Departure Date/Time 11:30am	Expected Return Date/Time: 5:30pm
Method of Transportation:	Supervising Teacher/Sponsor: Thomas Stabaugh II
Physician's Name:	
Physician's Address & Phone:	
Medical Conditions/Medications:	
Medical or Patient ID Number:	

FOOD SERVICE: Is a sack lunch required for this activity? (*Sponsor, please check*) Yes No
Parents: If a sack lunch is required (7 day notice) for this activity, they are available through Food Service or you may bring your own sack lunch.
 Yes - I would like to order a sack lunch from the cafeteria (payment** must be attached to this permission form) My student has a Peanut Allergy
 No - I will send a sack lunch from home with my student (*Lunch will always be provided for free and reduced students. *Federal Lunch Program rules and procedures remain in place for sack lunch requests)

PRINCIPAL'S SIGNATURE: 

By signing below, I acknowledge and agree as follows:

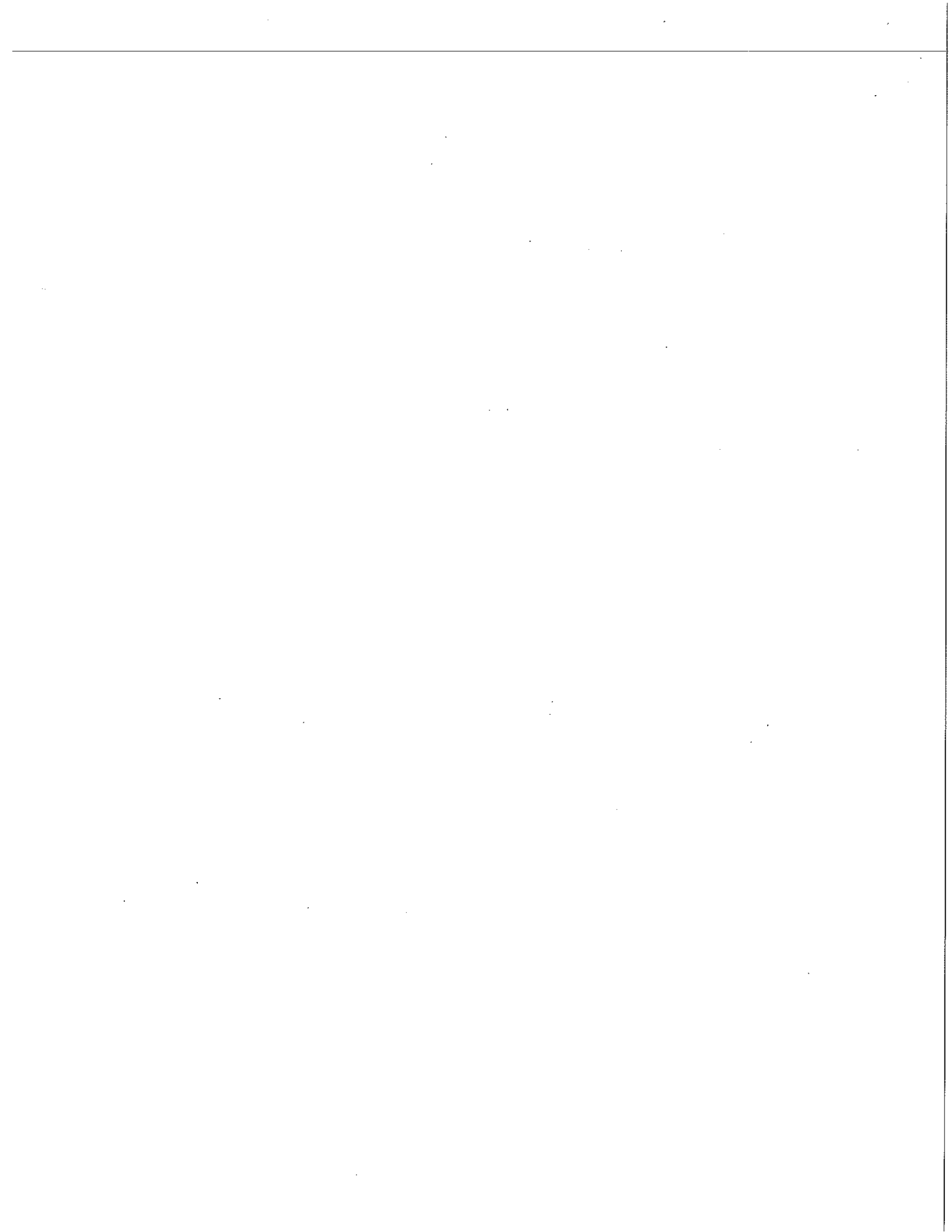
- Participation in this Field Trip is voluntary and is a privilege. I understand that the student has the right and ability to remain at school instead of participating in the Field Trip. I request that the Student be allowed to participate in the Field Trip, under the supervision of the Supervising Teacher/Sponsor and/or adult chaperones, with transportation to be provided in the described manner (which may include transportation in non-District owned/operated vehicles).
- California Education Code Section 35330 states that: "All persons making the field trip or excursion shall be deemed to have waived all claims against the district or the State of California for injury, accident, illness, or death occurring during or by reason of the field trip or excursion." I understand and agree that I cannot hold the District, its officers, agents, or employees liable for any claim arising out of, or which is in some manner connected with, the Student's participation in this Field Trip. [Adults participating in out-of-state Field Trips must also sign a statement waiving such claims.]
- The Supervising Teacher or Sponsor will discuss Field Trip rules and safety requirements with students and adult chaperones prior to the Field Trip, which may include dangerous or hazardous conditions or circumstances exposing the Student to potential harm or injury, potentially including death. Students are required to obey all rules and safety requirements of the Field Trip, as well as Codes of Conduct and general standards for respect of persons and property and good behavior. I understand and agree that failure of the Student to follow Field Trip rules or safety requirements may result in the Student being sent home, at my expense, and that the Student may be barred as a result from future Field Trips.
- Emergency medical information regarding the Student is on file with the District and is current. (Provide updated information before the trip, if necessary) If an injury or medical emergency occurs during the Field Trip, a Supervising Teacher, Sponsor or Chaperone has my express permission to administrator or to authorize the administration of urgent or emergency care, including the transportation of the Student to an urgent care or emergency care provider. In such circumstances, notice to me and/or the Emergency Contact of the injury or medical emergency may be delayed. Therefore, any urgent or emergency care provider has my express authority to conduct diagnostic or anesthetic procedures, and/or to provide medical care or treatment (including surgery), as they may deem reasonable or necessary under all existing circumstances. All costs and expenses associated with such care are solely my responsibility.
- The suggested contribution is the District's estimated cost for your student to participate in this field trip. No student will be excluded from the field trip due to an inability to contribute toward such costs. Please contact the supervising teacher or the school office for more information. Contributions may be received by the supervising teacher or the school office.

As of January 1, 2012 California Highway Patrol requires children to be in a passenger restraint system until the child is 8 years old or 4'9" tall.

Parent/Guardian Printed Name _____ Signature _____ Date _____

Date Received by School: _____ Received by: _____

Supervising Teacher/Sponsor shall take a copy of this form on the Field Trip/The original Form will remain on File with the Main Office for a period of no less than one (1) year after the date of the Field Trip





DAVIS JOINT UNIFIED SCHOOL DISTRICT
VOLUNTEER PERSONAL AUTOMOBILE USE FORM
 [One Form Required for Each Driver to be Approved]

Thank you for volunteering your time, and your automobile, to help transport our Students to off-site events or activities. In order to protect the health and safety of our Students, our District requires that anyone (employee or volunteer) using their personal automobile to transport Students to and from sanctioned activities must receive prior approval. Before we can issue such approval, certain information must be obtained at least fifteen (15) days before you transport our Students. You must also agree to abide by certain rules regarding the operation of the vehicle as set forth below.

REQUIRED INFORMATION

Name of Driver:	
Calif. Driver's License No. & Exp. Date:	
Vehicle(s) Year/Make/Model:	
Vehicle(s) License Plate No.:	
Insurance Carrier:	
Policy Number and Expiration Date:	
Liability Coverage Limits:	

We also require a photocopy of (a) your Driver's license, and (b) your Insurance Policy Card/Declarations Page. Should your Driver's License or Insurance Policy expire during the school year, updated photocopies showing their renewal are required before you will again be eligible to transport Students. By signing below, you are also authorizing the District to (a) obtain a copy of your Driver Record History and status of your Driver's License, (b) conduct a criminal background check, and (c) contact your insurance company to confirm your insurance status. Also, **please also be advised**, that pursuant to Insurance Code Section 11580.9(d) and Vehicle Code Section 17150, in the case of an accident, **your insurance will provide the primary coverage for any resulting bodily injury or property damage.** The District's automobile liability coverage will apply, if at all, only after your insurance coverage is exhausted through the payment of covered claims. The District does not cover, nor is the District responsible for, comprehensive, uninsured motorists, or collision coverage for your vehicle. You must possess at least the minimum insurance required by law.

VEHICLE SAFETY AND TRANSPORTATION PROCEDURES AND REQUIREMENTS

For the safety of our Students, in signing below, you are also agreeing to the following rules and requirements:

1. I will not operate an automobile while impaired, whether due to alcohol, drugs (prescription or nonprescription), lack of sleep, or distraction of any kind. I will at all times comply with California law regarding proper operation of the Vehicle, including compliance with all speed limits and posted signs and placards.
2. I will not transport Students in a Vehicle I have reason to believe may be mechanically unsafe or that may become unsafe due to weather or other natural conditions. I will not transport Students unless I have a working seatbelt for each Student, with seatbelts to be used at all times by myself and all transported Students. The Vehicle(s) may be inspected by District representatives.
3. I am over the age of 25 and will be the sole driver of the Vehicle for any given activity, event, or competition. I will not let anyone other than myself and authorized Students ride in the Vehicle. However, I may seek written permission from the District to allow another child of mine to ride in the Vehicle to a specific activity, event, or competition **if** the destination involves an activity, event or competition generally available to the public or, at my expense and with District permission, I can purchase admittance for such other child.
- 4.

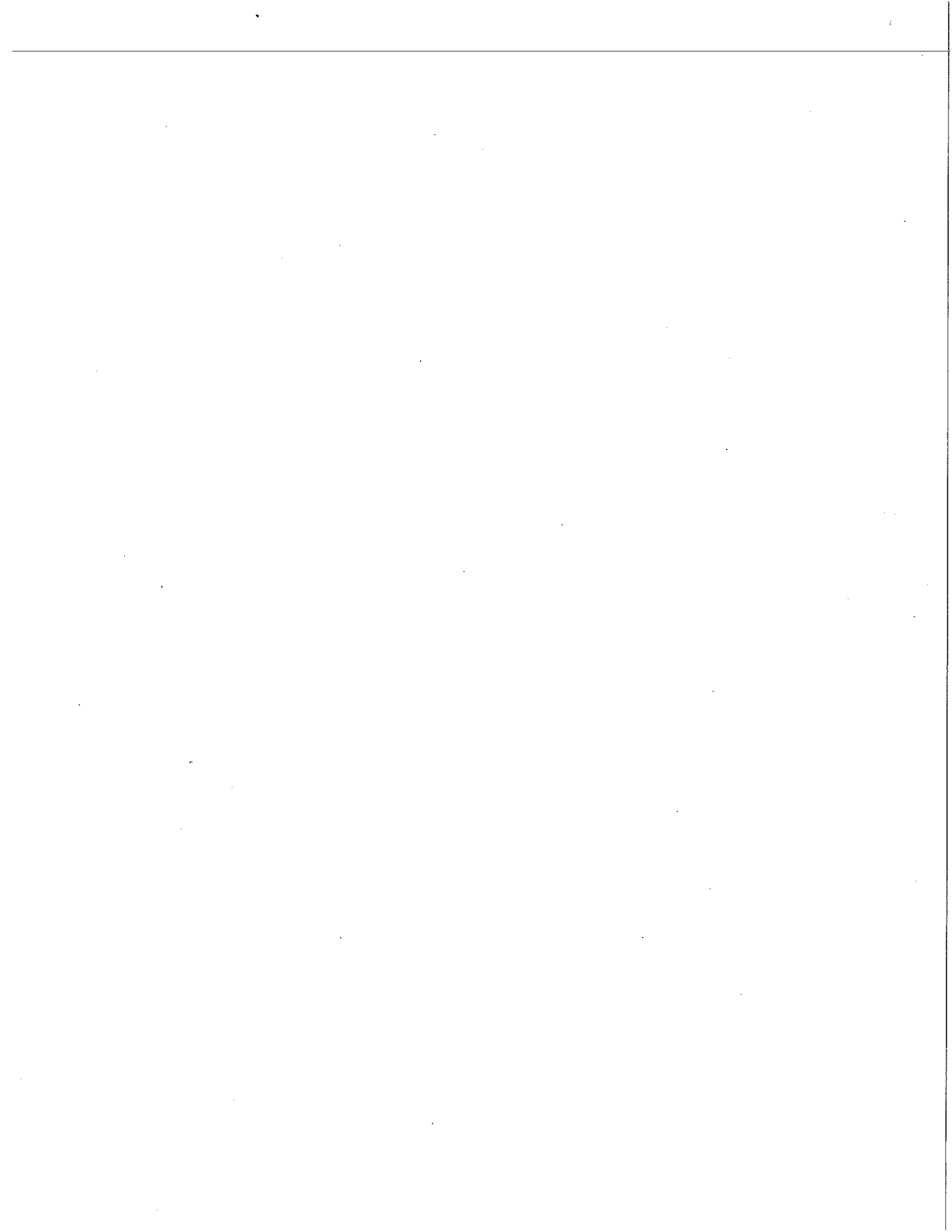
Printed Name _____

Signature _____

Date _____

Date Received by District: _____

Received by: _____





DAVIS JOINT UNIFIED SCHOOL DISTRICT STUDENT ALTERNATE TRANSPORTATION FORM

Students participating in off-campus District-sponsored activities, including, but not limited to, practices, games, meetings, competitions, and conferences ("Events"), are required to travel on school buses or by other District-designated methods of transportation. Under special circumstances, with the District's prior written approval, Students may be transported to and from Events (a) by a parent/guardian or other designated adult, or (2) by himself/herself. Under no circumstances may Students be transported in a vehicle driven by another student or anyone under 25 years of age.

Before the District grants a request for alternate transportation, this Student Alternate Transportation Form must be submitted to the School Office after it has been signed by the Student, the Student's parent/ legal guardian, and the District employee supervising the Event. Before the Student Alternate Transportation Form will be accepted and approved by the School Office, the individual who will transport the Student must also complete and file with the School Office an acceptable (a) Personal Automobile Use Form (for parents/ guardians/designated adults) or (b) Student Personal Automobile Use Form (if the Student intends to drive himself/herself to Events).

If the required Forms are not submitted to and accepted by the School Office 48-hours before an Event, the Student must be transported to and from the Event through normal District-sponsored methods. A Student not complying with these provisions will not be allowed to attend or participate in the Event.

Name of Student:	
Event(s): Each approved Event or series of Events must be listed:	Delta Jazz Festival; December 6, 2014 Sac State Jazz Festival; December 13, 2014 Polsom Jazz Festival; January 24, 2015
Date(s):	SEE ABOVE
Reason for Request:	STUDENTS WILL BE TRAVELING WITH PARENTS, AS APPROVED BY DJUSD.
Name of Designated Driver(s): Student and/or Designated Adult(s)	TO BE ASSIGNED

I/we agree that the designated drivers and vehicles to be used are not covered under the District's automobile liability coverage. The Student, his/her parent(s)/guardian(s), and/or the driver of the vehicle are solely responsible for damage or injury to others. I/we also agree that the Student and anyone else in the vehicle assume their own risk of harm, injury or death arising from this choice for alternate transportation. The Student, his/her parent(s)/legal guardian(s), and/or the vehicle driver further agree to hold the District and its officers, employees and volunteers free from any liability arising from this alternate transportation, agreeing also to defend and indemnify them against any resulting claim.

Printed Name of Student	Signature	Date
Printed Name of Parent/Guardian	Signature	Date
THOMAS SLABAUGH		11/4/14
Printed Name of Supervising Employee	Signature	Date
Date Received by District: _____		Received by: _____

