

UMATILLA HIGH SCHOOL

Band Handbook



A complete digest of all regulations and procedures for the
UMATILLA HIGH SCHOOL BAND

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HANDBOOK CONTENTS

Foreword	3
Class Descriptions.....	4
Marching Band	4
Symphonic Band	4
Jazz Band	5
Indoor Guard (Auxiliary)	5
Band Audition Requirements	5
Challenges	5
Code of Conduct	6
Band Officer Duties	6
Attendance	8
Band Room Phone	9
UHS Band Grading Policy.....	9
Academic Expectation/Eligibility.....	10
Band Camp	10
UHS Booster Organization	10
Fund Raising	10
Rehearsal Schedule Procedures.....	11
Rehearsal Schedule Times	12
Material.....	12
Instrument Rental	12
Music Library	12
Use and Care of Music	13
Band Awards	13
Equipment	13
Equipment - Storage and Use	14
Care of Private and School-Owned Instruments	14
Band Uniform Information	15
Football Game Procedures	16
Student / Parent Agreement	17

FOREWORD

The purpose of this handbook is to provide valuable information about the Band program at Umatilla High School. To achieve and maintain the high standards of excellence desired by this organization, all members should familiarize themselves with the rules and procedures of the band that are included in this handbook.

MARCHING BAND

The marching band is composed of members from the Symphonic Band Instrumental Techniques and the Color Guard Team. The marching band is a musical unit organized to provide education and entertainment for football games, pep rallies, band festivals, parades and concerts. This group is an important part of the instrumental music education program at Umatilla High School. Membership requires TOTAL DEDICATION, MAXIMUM EFFORT and COMPLETE INVOLVEMENT in all aspects of marching, playing and performance.

The Marching Band will rehearse on Mondays and Thursdays from 3:00 p.m. - 5:30 p.m. during the marching season.

SYMPHONIC BAND

The Symphonic Band I is a highly select group of individuals with select instrumentation. The repertoire of the ensemble is extensive. Private study is expected of members of the ensemble. The Symphonic Band is a class that meets (for credit) throughout the entire year and performs several concerts and festivals each year. After football season, one afternoon rehearsal per week is required.

JAZZ BAND

The Jazz Band is open to all members of the band program, by audition. Instruction in jazz idioms and literature of the twentieth century are studied. The Jazz Band is a class that meets during the second semester and performs several concerts and festivals each year. After school, rehearsal is required once a week.

INDOOR GUARD (AUXILIARY)

The Guard is open to membership by audition with flags and rifles. Students will meet as a class that meets (for credit) every day. The Guard is an integral part of the Marching Band and performs with us throughout the year. After the fall season ends, the Guard developed indoor routines to exhibit at festivals around the state. After football season, one after school rehearsal is required each week.

BAND AUDITION REQUIREMENTS

Each band member must demonstrate the music skills as listed by the director's Audition Requirements. See the Librarian for audition criteria. This is for band and chair placement

CHALLENGES

After students have been seated in their sections they can challenge to ascend in order. A student must challenge the person sitting one chair higher. The challenges will include both students playing the prepared music, scales, and sight-reading of this choice. The challenger must inform the person challenged, and speak to the director. The challenge must be played within one week.

CODE OF CONDUCT

All band students are responsible for the reading and adherence to the LAKE COUNTY CODE OF STUDENT CONDUCT. Here are some straightforward rules about conduct in the Band Room and when representing our school as a member of the Band:

1. Loud, boisterous behavior is inappropriate in the Band Room. This type of behavior distracts from a positive learning environment and is never acceptable.
2. Gum, food or drinks will not be tolerated in the Band Room.
3. Be respectful of other peoples' property. If it is not yours, do not touch it.
4. Due to the amount of hard work and dedication band students put forth; being allowed in the band room is considered a privilege and not available to non-band students.
5. Remember the golden rule, "Always treat others as you want to be treated."
6. If there are any questions regarding these rules, please contact the Director for further clarification.

BAND OFFICER DUTIES

Band Officers are appointed by the band director. All band officer candidates must be an active member in the band for one school year, maintain an overall band GPA of 3.5 and an overall school GPA of 2.5. All final selections are with the approval of the Band Director. Any officer not fulfilling their duties will be replaced. The band President must be a senior or junior band member, but all other officer and staff positions may be sophomores or juniors. Band officer and staff duties are as follows:

Drum Majors

- To take charge of the band in the absence of the Band Director
- To assist the Director in administering band member inspections
- To assume the role as the band student leader
- To take charge of all responsibilities of the President in her/his absence

Section Leaders

- To assume all responsibilities for their particular section within the band
- To take roll of your section at each rehearsal and performance
- To assist with rehearsal of music and/or marching fundamentals
- To assist the librarian in distribution of music for their section
- To assist the BAND DIRECTOR and Drum Major(s) during band inspections
- To assist individual members within their section(s)

Co-Section Leaders

- To assist the section leaders with all responsibilities for their particular
- section within the band
- To assist with rehearsal of marching fundamentals
- To assist the librarian in distribution of music for their section
- To assist individual members within their section(s)

Librarian

- To be responsible for distributing, copying, filing, inventory and upkeep for all music in the band library
- To maintain accurate files according to the filing system established by the band director
- To inform the Band Director of music loss or damage
- To stamp all music with identification marks for High School use

Operations and Assistant Operations

- To be responsible for all equipment in storage in the band room
- To maintain a neat and orderly work area within the band room storage areas
- To maintain accurate records including present inventories, instrument assignments, instrument repairs, instrument loss and damage, uniform inventories, assignments, loss, damage and to keep the Band Director informed of all records mentioned
- To supervise and assign responsibilities necessary when band equipment needs to be moved or loaded
- To be responsible for equipment to be used for performances (i.e. football games, festivals, concerts, etc.)
- To be responsible for proper setup for band areas (i.e. ropes for football stadium, chairs and music stands for concerts, etc.)
- To supervise and assign cleanup crews for the upkeep of the band room and storage areas

Historian

- To prepare and maintain a Band Scrapbook of photos of band activities throughout a year
- To help prepare a slide presentation for the year ending awards ceremony
- To promote a better image of the band program through the use of any public relation resources available and/or initiated

ALL BAND OFFICERS and STAFF ARE TO CREATE GOOD
MORALE and SPIRIT WHENEVER and WHEREVER POSSIBLE!!!!

ATTENDANCE

All members are expected to attend all rehearsals and performances. Due to the fact that band is a performance - based class, rehearsals and performances are an integral part of the curriculum, and naturally part of the grading process.

Excused Absence from Rehearsal

Except in cases of extreme emergency or illness, band members will not be excused from after school rehearsals. In case of illness, students are asked to call the band office (352-669-3131 Ext. 3565) as early as possible so that substitutions or replacements can be made. It is imperative that your music be on hand for the rehearsal or performance. A written excuse from the parent or guardian is due within two days of the absence or the absence will be considered unexcused. Appointments or personal problems will be reviewed by the director on an individual basis. Do your best to try to make appointments on days when there are no rehearsals. Check your calendar. Requests for an excused absence should be submitted five days prior to the intended absence. Two or more absences may result in that individual being placed on alternate status.

Unexcused Absence from Rehearsal

A student receiving an unexcused absence from rehearsal will receive a zero for that rehearsal grade. An unexcused absence may result in the student being placed on alternate status.

Tardy to Rehearsal or Performance

Attendance will always be taken at the beginning of all rehearsals. If a student is late three times, it will count as one unexcused absence. Any person arriving late for a performance will receive a double tardy.

Absence from Performance

Performances are essential to the success of the band. Even one student being absent can turn a potentially fine performance into a mediocre event. Absences must be approved by the director in advance. Any absence that is not brought to the director's attention for approval prior to the performance will be considered unexcused. Unexcused absences from a performance will result in the lowering of one letter grade and the possibility that the student will not be allowed to participate in any and all future Band events.

Absence Excuses

At no time will a student be excused from rehearsal or performance without advanced notice. As a co-curricular performance oriented activity, attendance is required for rehearsals and performances beyond regular school hours.

BAND OFFICE PHONE

The Band room phone number is 352-669-3131 Ext. 3565. Students are only allowed to use the phone with the director's approval.

UMATILLA HIGH SCHOOL GRADING POLICY

Class participation	25%
Individual testing	25%
Rehearsal attendance	25%
Performance attendance	25%

Individual Test Grades

Every student enrolled in a band class at Umatilla High School will be required to perform some sort of playing test during each semester. These tests will range from scales and sight-reading to memorization tests for marching band music and demonstration of guard routines. Students will be assigned a letter grade for playing tests.

This portion will count as 25% of the total grade.

Class Participation

Every student will have the opportunity to earn 5 points for each day of class (20 for every two weeks). Students who are on time to class, have their materials and instrument, remain on task and refrain from classroom disruption will be awarded the full 5 points. At the discretion of the director, points will be withheld from students who are not on time to class, disruptive and/ or not on task. Students who chew gum, eat, or drink during class will have points withheld. Students who display exceptionally good behavior and/ or contribute greatly to a lesson are (at the discretion of the director) awarded extra credit points. These points are added to the class participation grade. Students who display questionable behavior while in the care of a substitute teacher will be given no points for the day(s) in question. All points will be totaled at the end of each 9 weeks to result in a grade of 0 to 100.

Written Assignments Will Be Grades as Follows:

Written assignments will be included in the Individual testing part of the grade. This written and individual testing grades will count for 25% of the total grade.

ACADEMIC EXPECTATIONS/ELIGIBILITY

Rules for eligibility in all band functions are set forth by the Florida Legislature. All students must maintain a 2.0 GPA. These are minimum requirements and most students will exceed them with ease, however it is important to remember that one ineligible student can lower the performance level of the band by their absence. The director will check student grades each marking period to determine eligibility.

BAND CAMP

Summer rehearsals are required unless the director is notified in advance of the absence. Any unique situations should be discussed with the director. Band camp will involve TWO weeks where students will prepare the half-time/festival show that year. It will normally take place during the week before students come back to school, however, due to our school calendar, dates on a year-to-year basis may change. Costs for band camp will be printed and sent out to all students. The band does have a scholarship fund for those students in need of financial assistance. Attendance at band camp is mandatory for every student. This is the most important function of the marching band and requires 100% attendance. If a student does not attend camp, he/she may be placed on alternate status.

UMATILLA HIGH BAND BOOSTER ORGANIZATION

All parents and interested adults are invited to become a member of the Band Boosters. If we are to become an integral part of the community, we must have parent and community support. This is our parent's opportunity to become directly involved with their student's high school career. Regular meetings are scheduled. Please join and support your students.

FUND RAISING

Every year the Florida legislature and State Department continue to cut funding for education in our state. This in turn forces our local school system to cut back on vital funding in all areas, but probably most in the area of arts. One of the most important functions of the Umatilla High Band Boosters is to supplement this ever decreasing school funding with the purchase of needed instruments, supplies and services necessary to allow the band to grow and perform at an ever increasing higher level. The only way to make this possible is through fund raising. All band students are expected to participate in these projects. Parents, we need your help as well. Please join our Band Booster Organization.

REHEARSAL SCHEDULE

Rehearsal/Performance Procedures

All Band Members Should:

1. Read the bulletin and white boards.
2. Keep food, drinks, gum, etc. out of the band room.
3. Store instruments properly in the storage room. Keep your lockers locked.
4. Use the instrument storage room for the storage of private and school-owned instruments. This is not a social area, pick-up or retrieve your instrument and leave.
5. Have ALL necessary materials for class, rehearsals and performances. Everyone needs to bring a pencil to each rehearsal.
6. Be early to class, rehearsals and performances. Attendance will be taken one minute after the tardy bell. You are tardy if you are not in your seat ready to play.
7. Warm up with the conductor at the beginning of rehearsals. **DO NOT** play before that.
8. Do not cause disruptions during class, rehearsals and performances.
9. Do not talk while the band director, or designate, is on the podium or while instruction or information is being given.
10. Do not tamper with any item in the band room unless it is yours. Remember, all equipment (unless privately owned) is the property of Umatilla High School, the Band Booster-parent Association and the Lake County School Board.
11. Do not bring non-band members into the band room.
12. Posture is of the utmost importance. Students should avoid crossed legs or ankles and slumping when seated in chairs. **DO NOT LEAN BACK ON YOUR CHAIR!! DO NOT LEAN ON MUSIC STANDS!!**
13. Music folders, instruments, and equipment should be kept in their proper storage places when not in use. Music and folders should not be left on the music stands.
14. Books and personal items should not be left in the rehearsal room or in instrument lockers.
15. All trash should be thrown in the waste container.
16. Students may not bring books, personal belongings, or study materials to their seats. - Loud talking, shouting, or horseplay is not allowed in the music suite. **THE LESS DISTRACTIONS, THE MORE WE CAN ACCOMPLISH.**

REHEARSAL SCHEDULE TIMES

Marching Band - (August – November)

Monday – 3:00 - 5:30 pm

Thursday – 3:30 - 5:30 pm

*Friday – For Home games students will stay after school until the game.

Jazz Band (October – May)

Rehearsals will begin in October on Mondays from 3:00 – 5:30 pm and will continue until the end of school.

Symphonic Band (November – May)

Tuesday – 3:00 - 5:30 pm

*Extra rehearsal days will be added during the week with notification from the director. (i.e. group sectional and/or practice for various performances)

MATERIALS

1. Students must provide their own instruments (some school instruments are available).
2. Students are required to have all necessary accessories during rehearsals including but not limited to three good reeds, mutes, valve oil, etc.
3. Students will use available books or the director may designate materials that the student can acquire at local music stores.
4. Pencil, paper and a notebook are required for all classes and rehearsals.
5. A music stand, metronome, and a personal tuner are desired accessories for successful home practice.
6. Auxiliaries are responsible for their own equipment.

INSTRUMENTAL RENTAL

The school has a number of the larger band instruments available for instrumental rental. These instruments, include, tubas, baritones, horns, bassoons, bass clarinets, baritone and tenor saxophones, etc. These instruments are available for a \$25.00 rental fee per semester. Checks should be made out to Umatilla High School Band and a contract must be filled out and signed.

MUSIC LIBRARY

Students are not permitted in the music library unless they are in need of assistance from the librarian. Music is to be distributed by the librarian, section leaders or their associates.

Lost music charges include:

- a. Marching \$.25
- b. Concert/Jazz/Solo Ensemble \$1.00

USE AND CARE OF MUSIC

Do not fold, tear, or otherwise mutilate music. Absence from school does not relieve students of the responsibility to have their music at rehearsal or performance.

Do not make excessive marks on music -- ALWAYS USE PENCIL. NEVER INK! Students will be charged for music that is lost or not cared for properly. Concert folders will be assigned to instrumentation and parts. Parts will be assigned by the director. Students needing a music part should fill out a music request form and place it in the librarians' box in the band room.

BAND AWARDS

The criteria for receipt of the general awards are:

1. Overall 2.0 school GPA
2. Overall 3.5 band GPA
3. Participation in the following:
 - a. Both district marching and concert festivals
 - b. District solo and ensemble festivals
 - c. All rehearsals and performances.

Transfer students must be enrolled in the band for at least two grading periods, meet all general criteria, and have their previous BAND DIRECTOR furnish a letter stating eligibility for receipt of any awards.

EQUIPMENT

- School owned instruments will be issued by the OPERATIONS OFFICER with the LEASE CONTRACT and necessary assessments.
- No equipment is to be used by person(s) other than the band member to whom it is assigned.
- There will be NO LOITERING in the equipment areas.
- Equipment inspections will occur prior to performances.

EQUIPMENT & INSTRUMENT STORAGE

Naturally, we cannot be responsible for your instruments...that's your job!!! It is strongly recommended that you keep your horn or other large instruments in the instrument storage room. Measures will be taken to protect it from the "wrath" of others. If you would rather keep it elsewhere; however, that is fine, as long as you keep it out of the other rooms in the music department. Instruments cannot be left lying around. Do not use the instrument room for practicing, chatting, or gathering. You may become the first suspect in the event that an instrument gets damaged.

CARE OF PRIVATE AND SCHOOL OWNED INSTRUMENTS

If you own and are using your own instrument, you are advised to take care of it in an extremely conscientious manner. Achieving maturity is an important part of your education and it is going to be handled as such in this program. You shall be expected to handle your instrument at all times in the correct manner and do periodic maintenance and cleaning on it especially during marching season--suggested weekly. **AT NO TIME** is your instrument to be handled or played by any other person in this band without your permission. It is certainly a poor environment when a person cannot leave an instrument without being afraid that it may be used or abused.

The same rules as stated above, shall apply to all school-owned instruments. These instruments are being loaned to you by the county and are not your property. Therefore, a proper and mature treatment will be enforced at ALL times. You are the **ONLY** person issued to use your equipment at any time unless cleared by the band director. Violators will be dealt with individually. Percussion equipment and drumsticks **ARE NO** exceptions.

The larger, more expensive, instruments are provided by the school at a \$25.00 per semester rental fee (\$50.00 for the school year). All school-owned instruments will be assigned to one person that shall thereafter accept **FULL** responsibility for that instrument. The instrument will be given out in good condition and must be returned in the same condition. It is the financial responsibility of the individual to maintain the instrument in proper working condition.

BAND UNIFORM INFORMATION

1. Band uniforms are owned and maintained by **UMATILLA HIGH SCHOOL** and the **BAND BOOSTER ASSOCIATION**.
2. The **UNIFORM COMMITTEE** will issue uniforms to band members and will be responsible for their storage.
3. Complete uniforms will be worn at all times in public unless other arrangements have been made by the **BAND DIRECTOR**.

Shoes are to be polished for every appearance. If hair reaches the collar, then it **MUST** be tucked inside the hat. Uniform guidelines include.

- Clean shaven face (guys)
 - NO jewelry, make-up on girls only natural colors. Jewelry or make-up may be part of the guard and dance uniform as designated by the director and instructor.
 - Neatly comb hair. Hair must be worn tucked up into the hat. None will touch the collar. Guard will wear uniforms as designated by the director instructor.
 - Good personal hygiene. No nail polish when fingers are exposed.
4. Memorize your uniform numbers. Do NOT put your name on any uniform item! Do not put tape on any uniform item.
 5. Uniforms will be assigned for one school year.
 6. Each band member is expected to return her/his uniform at the end of the year on time, in good condition, properly placed on hangers, etc., and is responsible for any repairs due to poor management.
 7. Each band member is responsible to acquire the following items for her/his uniform:

Marching Band Uniform Parts

- Band T-shirt (marching season)
- Black Band Gym Shorts
- Black Marching Band Shoes (Dinkles/Speedsters)
- Black gloves (**woodwind section use fingerless gloves*)
- Long Black socks for marching season

Symphonic Band Uniform Parts

- Black socks/stockings for concert season
 - Black Concert Dress/Black Long Sleeve Tux Shirt (concert season)
8. AUXILIARY member uniform styles may change year to year. This will be communicated to these members as is necessary.
 9. NO uniform alterations will be made without the permission of the **BAND DIRECTOR** and the **UNIFORM CHAIRPERSON**
 10. Uniform inspections will take place prior to performances.

FOOTBALL GAME PROCEDURES

1. Arrive at the field on buses. Equipment/ detail officers will begin unloading the band truck.
2. Unload buses and equipment
3. Form in block formation next to buses
4. March into stands, REMAIN STANDING until Drum Major or the Director seats you.
5. REMAIN in FULL UNIFORM during entire game unless told by the Band Director to do otherwise.
6. Behave as responsible and respectable members of the MHS BAND. Swearing and smoking while in uniform and with the band is not appropriate at any time.
7. Always pay attention to the Director, Drum Major, and the Section Leaders for music selection, instructions, etc.
8. After half time, THIRD QUARTER is usually free for getting cold drinks or using the restrooms. Any students that were unexcused tardy to the dress rehearsal will lose this privilege.
9. DO NOT go to the other side of the field without authorized permission.
10. YOU MUST be in your seat ready to play at the BEGINNING of the FOURTH QUARTER.
11. No food or drinks will be allowed in the band stands at ANY time.
12. Make sure all of your equipment is secured before going to break. Do not leave instruments where they can be damaged.
13. Do not walk on seats, use the aisles only.
14. When playing in the stands, everyone must watch at all times in case of cutoffs are necessary and always stand at attention.
15. After the game, we will march in cadence to the buses, reload the buses and the truck. You are responsible for making sure your instrument gets placed in the truck.
16. After loading is completed, roll will be called on the buses. It must be absolutely quiet for roll to be taken.

STUDENT/PARENT AGREEMENT

I have read and understand all rules, regulations and guidelines in this HANDBOOK and will comply in order to keep my membership in the Umatilla High School Band. I understand that these guidelines will be handled at the DIRECTOR'S discretion and that the DIRECTOR has the final approval in all situations.

_____	_____
Date	Student Signature

_____	_____
Date	Parent's/ Guardian Signature

_____	_____
Date	Parent's/ Guardian Signature