

# **The Bands of Union Grove**

## **Band Handbook**

**2016-17**



**Pride in our passion - Excellence through our unity-  
Love for our band family**

**Stan Kramer, Director  
Ryan Meeks, Principal**

**UGHS Band Phone (678) 583-8502 ext. 137**

**[www.ughsband.org](http://www.ughsband.org)**

**Twitter & instagram: @ughs\_band**

**Facebook: Union Grove High School Band Booster Club**



## Foreword

Hello and welcome students and parents to the Union Grove High School Band family. The UGHS Band program strives not only to help each band student reach his or her potential musically but also to help each student strive to do his or her best academically and socially. Now more than ever, we have information to support the importance of the inclusion of music study into the experiences of a well-rounded student. Experts have concluded that the study of music helps with spatial reasoning, test taking /test scores and an improvement in the overall quality of life. Factor in social skills, emotional development, leadership training, group interaction, aesthetic perception, kinesthetic development, music making, active involvement in the school/local community and the discipline of being involved in a band program, and I don't know why anyone would not want to be involved with a band program that has all of this to offer like the one at UGHS.

This handbook has been prepared for students and parents to serve as a general guide to the operation and expectations of the Union Grove High School Band. It is the hope of the director and band booster officers that this handbook will be referred to often by students and parents during the school year. The answers to many of the questions that may arise during your child's participation in band can be found in the following pages. Each student and parent should make themselves familiar with its contents. There may be times during the year when changes or addendums to the band handbook may be sent home and/or made available on the band website. As always, please visit the band's website on a regular basis in order to access the most up to date information about the band and the band's schedule of events.

It is my honor to serve as the band director at UGHS, and I am looking forward to a great year!

Sincerely,

Stan Kramer, Director  
Union Grove High School Band

## **Band Profile**

### **OFFICIAL NAME:**

Union Grove High School Band

### **CONTACT INFORMATION:** [www.ughsband.org](http://www.ughsband.org)

120 East Lake Road

McDonough, GA 30252

Band Room Phone (678) 583-8502 ext. 137

### **DIRECTOR:**

Stan Kramer [skramer@henry.k12.ga.us](mailto:skramer@henry.k12.ga.us)

### **PRINCIPAL:**

Ryan Meeks

### **ASSISTANT PRINCIPALS:**

Chip Fletcher

LaTonya Richards

Teisha Waller

### **ATHLETIC DIRECTOR**

Kelly Smith

### **CURRICULUM/OFFERINGS:**

Symphonic Band I, Symphonic Band II, Concert Band, Percussion I, Percussion II, Marching Wolverines, Colorguard, Winterguard, Indoor Drumline, Jazz Band and various Woodwind and Brass Ensembles

### **NEIGHBORING HIGH SCHOOLS:**

Dutchtown High School, Eagle's Landing High School, Hampton High School, Henry County High School, Locust Grove High School, Luella High School, Ola High School, Stockbridge High School and Woodland High School

### **FEEDER SCHOOL:**

Union Grove Middle School

### **FEEDER SCHOOL BAND DIRECTOR:**

Josh Brandon

## BAND CLASS/UNIT DESCRIPTIONS

### Program Structure

The band program at Union Grove High School can be roughly divided into three (3) interactive parts: the Concert Bands, the Marching Band, Solo and Ensemble activities (of which jazz band is an element). Only through participation in all three (3) aspects of the program may students fully achieve their highest level of individual musical competency.

### The Concert Bands

The foundation of the instrumental music education experience at Union Grove is established in the concert band courses. These bands rehearse all year during the school day, as well as during co-curricular after-school rehearsals periodically throughout the school year. It is in this setting that musical principles and fundamentals are taught, practiced and developed. It is for this reason that participation in all other aspects of the band program is contingent upon the curricular study of music in one of the concert bands.

As band students at Union Grove, students will be enrolled in one of the courses listed below. Each course is designed to cater to the individual needs of the students and is therefore ability-based. Auditions for placement in these ensembles are held in the spring of each year:

- \*Symphonic Band I
- \*Symphonic Band II
- \*Concert Band
- \*Percussion I
- \*Percussion II

(Please see the class syllabus located later in the handbook for more information on each of these courses.)

### Percussion Classes

All percussionists in the Union Grove Band will be enrolled into one of two percussion classes. Students will practice proper warm-up methods, unit discipline, line exercises, marching drill, music rehearsal, study of rudiments and appropriate solo and ensemble materials.

### Marching Band

The Marching Wolverines (which incorporates the colorguard, percussion line, and wind players into one unit) begins rehearsing in the summer and continues through football season. Performances include home and away football games, pep rallies, band competitions and parades during various years. This ensemble is unquestionably the most visible performance group in the school. The season is short-lived and usually concludes in late October early November.

The marching band at Union Grove is a co-curricular activity open to any current ninth through twelfth grade band student. Because the activity is a direct product of skills that are developed in the band curriculum, only instrumental performing students currently enrolled in a band class are eligible to march. The colorguard members do not fall under this requirement. All members of the UGHS Band are encouraged to participate in marching band in order to receive the full benefit of his/her membership in the band and a very exciting part of their high school experience.

Since the marching band enters into competitive events, all students must meet the Henry County academic and residency eligibility requirements. The details of these requirements are outlined in the Student Handbook issued to all students by their homeroom teacher.

The marching activity is a demanding competitive musical and physical activity. All participants must commit themselves to maintaining high musical performance standards and good physical conditioning.

### Colorguard

This unit is comprised of marching band members who add visual impact and color to the musical performance in a challenging activity that combines equipment work with dancing and marching.

Auditions for this group are held in the late spring and are open to all rising 9-12 students. Specific audition requirements often include equipment work, movement and dance. Because this unit is open to all students, it is the only element of the program that students do not have to be enrolled in a band class to be eligible for participation; however, many members of the colorguard often perform as members in a band class.

Since it falls under the auspices of the band program, students participating in the colorguard are expected to participate in all band activities, to help in fundraisers and are required to follow all applicable rules and regulations contained in this handbook.

### Winterguard

The winterguard is an extension of the fall marching band colorguard. The season typically starts in December and concludes in late March or early April. All members of the fall colorguard are eligible for participation in the winter program. This unit typically participates in 6-8 local and regional events sponsored through the Southeastern Guard Circuit and Winterguard International.

### Indoor Drumline

The indoor drumline is an extension of the fall marching band drumline and front ensemble (pit). The season typically starts in December and concludes in late March or early April. All members of the fall program are eligible for participation in the winter program. Additional students may be selected for participation in this group by audition on an as needed basis. This unit typically participates in 6-8 local and regional events sponsored through the Southeastern Guard Circuit and Winterguard International.

### Jazz Band

This ensemble will employ the standard big-band instrumentation of saxophones, trumpets, trombones, drum set, and auxiliary percussionist, piano, guitar, bass and vibes. Participants in this ensemble must have strong performance and sight-reading skills, as well as a desire to learn the theory and technique of jazz improvisation, an integral part of the jazz idiom. Participation in the jazz band is contingent upon the student being currently enrolled in a band class. Exceptions to this will only be made for players in the rhythm section. The jazz ensemble will rehearse weekly after school, following marching season, in preparation for community concerts, elementary and middle school recruiting concerts.

## PERFORMANCE ENRICHMENT ACTIVITIES

### District Honor Band

District Honor Band is usually held during the month of February each year. Members are chosen through a district-wide audition along side auditions for All-State Band. Students will perform the audition criteria listed at [www.gmea.org](http://www.gmea.org). Follow the links to the band division then to All-State Band to locate the materials for your grade level. The District Honor Band rehearses for two (2) days with a highly qualified guest conductor, followed by a concert on Saturday.

### All-State Band

The All-State Band is the top instrumental honor group in the state. District level auditions are held in early December and consist of the audition criteria found on the website listed under District Honor Band. If a student passes the District Audition in December, the student will go on to the State Level audition held in early January where the student will perform the audition criteria found on the website listed under District Honor Band. All students perform the same selection for like instruments. We encourage students to audition for the All-State Band.

### Solo & Ensemble Festival

This is a District Festival (we are in District 6) where individual students or small groups may perform solo or ensemble compositions and are adjudicated by professional musicians. The students are responsible for signing up each year when it is announced. The directors will assist the students with selection of music and each student will perform their piece for one of the directors in order to maintain quality control and assist the students with any musical problems they may have encountered while preparing the piece. Each student at Union Grove should consider participation in this activity.

### Other Outside Performance Activities

There are many opportunities for talented high school instrumental musicians to make music in the Atlanta area. Groups like the Atlanta Youth Wind Symphony at Emory University and the Atlanta Symphony Youth Orchestra hold auditions in the fall. Several universities (University of Georgia, University of South Carolina, etc...) offer band clinics and summer music camps for students to attend. In addition, many of our students perform in a variety of church and community ensembles on a regular basis. Such outside experiences will only serve to further develop musical skills and concepts.

### Private Lessons:

Private lessons provide the opportunity for a student to spend time on a weekly basis with a specialist on his/her instrument. This allows a student to address issues and learn/reinforce concepts specific to his/her instrument. The results gained through private study are invaluable in the development of the individual student and that student's contribution to the overall band program. The band directors maintain a list of private instructors in the area. Please contact one of the directors for a copy of the list. Superior bands are made up of superior people.

## ATTITUDE

Someone once said “attitude is a little thing that makes a big difference”. The kind of person that you are and the attitude with which you approach both challenges and opportunities is a choice that you make. Students who have a positive attitude, regardless of their individual skills, will always have a place in the UGHS Band. Those who have pride in themselves will project a positive attitude. Characteristics of a positive attitude include a generally cheerful outlook toward rehearsals and performances, cooperation in the preparation and maintenance of equipment and facilities, and an eagerness to do what is necessary to be successful. In short, the total band member is someone who is always willing to give his or her best for the good of the organization.

Operating by the following list will help to ensure that all UGHS Band members have the best band experience possible:

- |  |  |
|--|--|
| Follow the Golden Rule                           | Ask others for help when needed  |
| Early is on time, on time is late                | Have self respect  |
| Bring necessary materials to<br>class/rehearsals | Keep an open mind  |
| Respect everyone                                 | Believe in ourselves   |
| Always do your best                              | Communicate with each other  |
| Respect others property                          | Act as a group   |
| Practice regularly and try your best             | Take your instrument home and practice                                     |
| Encourage each other                             | Tap your foot softly   |
| Be friendly                                      | Say “Please”, “Thank you”, “Yes Ma’am”,<br>“No Ma’am”, “Yes Sir”, “No Sir” |
| Get along  | Be proud of your band  |
| Be considerate                                   | Accept responsibility for yourself   |
| Enjoy yourself                                   | Pick up after yourself   |
| Be flexible                                      |  |
| Attend all games and events                      | Never be afraid to talk<br>to the band director                            |
| Show school spirit                               |  |
| Use respect and tact at all times                |  |

“If Better Is Possible, Then Good Is Not Enough!”



## **BAND ROOM/CLASS/ REHEARSAL EXPECTATIONS**

1. Students are expected to operate within the rules and policies as stated in the Henry County Schools Handbook and those established by the administration of Union Grove High School and the directors of the Union Grove High School Band.
2. Cell phones and other electronic devices are not allowed and must be secured/put away prior to entering the room. In the event that a band related lesson, assignment or performance task requires the use of an electronic device, an announcement will be made including the duration of time the devices are allowed. Students with devices out at times other than when specified will be asked to turn in their device and have a parent pick it up from the front office.
3. Students are to be in the band room when the tardy bell rings. Students should plan stops at lockers and their route to class in order to be on time.
4. Students will have two (2) minutes after the tardy bell to be seated with all instruments and materials ready to start rehearsal.
5. Students are to put personal belongings on the shelves along the wall. Do not block doorways or walking pathways with book bags, etc... Ladies may keep their purses at their seats.
6. Students are not to play their instruments until we play as a group unless otherwise instructed by a director.
7. If the chairs and stands in your section are not placed correctly, take the time to get your section in order.
8. Students are required to have a pencil every day.
9. Students are to check the board for rehearsal order and have all materials/music ready. Do not wait for the director to call up a song.
10. Students are to keep their attention focused to the front of the room. When the director steps on the podium all talking and playing should stop immediately and all attention should be focused on the conductor. Absolutely no one should be out of their seat or talking at this time. This procedure should always be accomplished by a visual cue and the conductor should never have to ask the band to be quiet at the beginning of class. There is absolutely no talking during band rehearsals. When the baton stops, silence begins.
11. If you have a question during class, raise your hand. You will be recognized at the proper time.
12. Never get up from your seat without permission.

13. The MUSIC LIBRARY is off-limits to everyone except Band Officers and Librarians. If you need music, fill out a music request form and give it to the librarian or place it in the pocket outside the library door. LOST MUSIC: You receive one copy of music free of charge. You will be charged for each replacement piece of music.
  14. Only directors and librarians are authorized to use the copier for BAND BUSINESS ONLY. No copies of class notes, etc., will be allowed. Unauthorized copier use by anyone, including librarians, will result in disciplinary action. There is a copier for student use in the media center.
  15. The percussion storage rooms are for percussion storage and the colorguard room is for flag storage. Only members of those units are authorized to enter these rooms. There will be no loitering in these rooms.
  16. The band office telephone is for business purposes. Do not ask to use the phone during school. There is a pay phone located in front of the school for personal calls. The phone may be used following after-school rehearsals.
  17. Under no circumstances is any student to handle any instrument that does not belong to them (or checked out to them.) If a student forgets to bring their instrument to school, notify the band director prior to the beginning of the class. If you use another person's instrument without permission, you are in violation of County Policy and subject to disciplinary referral. Be sure you bring your instrument every day.
  18. We will begin the school year by having the band room open in the mornings for your convenience to put instruments away and to have a place to sit before school begins. Any of the following problems will result in the band room being locked in the morning:
    - a. Chairs and stands not put back in order after their use.
    - b. Trash left in the band room.
    - c. Equipment/instruments tampered with.
- \*\*\*We encourage morning practice in the band room.
19. Food, beverages, candy and gum are not allowed in the band room.
  20. When class is dismissed, students should
    - a. Straighten their chair and stand
    - b. Pick up trash or other items from their section.
    - c. Put all materials and instruments away properly.
  21. Only band students are allowed in the band room.
  22. Only instruments are to be stored in the instrument storage room. There should be no loitering in the instrument storage rooms.
  23. All personally owned instruments should be labeled with the owner's name.
  24. Folders should be stored in the assigned slot and folder cabinet.

25. Students should show respect for all people, equipment and materials.
26. Remember the cleanliness and order of the band room emits a sense of pride.
27. Attend school regularly
28. Bring all needed materials to class every day
29. Be punctual to class, extra rehearsals, and concerts
30. Practice at home/outside of class- this is vital!!! The purpose of rehearsal is for you to learn the parts of others and how they relate to yours not to learn you part.

## **GRADING POLICY/SYLLABUS**

Symphonic Band I, Symphonic Band II, Concert Band and Percussion Class

### **COURSE TITLES AND DESCRIPTION:**

#### **Symphonic Band I**

The Symphonic Band I is a performance based organization that functions on the highest level achievable by high school bands. The expectations of this class extend beyond that of the regular school day.

#### **Symphonic Band II**

The Symphonic Band II is a performance based organization that functions on a level between the Concert Band and the Symphonic Band 1. The expectations of this class extend beyond that of the regular school day.

#### **Concert Band**

The Concert Band is a performance based organization that functions on a level between the advanced eighth grade band and the Symphonic Band 2. The expectations of this class extend beyond that of the regular school day.

Students are selected for placement into these groups by audition. Auditions happen regularly at the following times:

1. In late November/early December, to determine the student's chair placement for the upcoming Spring semester.
2. In the spring prior to registration, including all rising 9th grade band students. The audition material will be the same for all auditionees and will determine the student's chair and band placement for the following year.

### Chair Challenges:

Students will periodically be given the opportunity to challenge members within their section for a higher placement within their section and class. The exact format of the challenges varies slightly from time to time. However, students will be notified in advance of the challenge and of the exact format. Students who are absent on the day of a previously scheduled challenge will forfeit the challenge and their seat. Students that lose their seat by way of challenge will be given the opportunity to regain their seat through a subsequent challenge. Students that choose not to accept the challenge of another student will forfeit their seat.

### MATERIALS:

Provided by students:

Foundations for Superior Performance book  
Reeds, oils, sticks, pencils (see Section a. under Daily Grades on next page)

Provided by the band:

Rhythm Etudes for Band	Teacher generated materials
T.I.P.P.S. for Band	101 Rhythmic Rest Patterns
Selected Sheet Music	
Exercises for Ensemble Drill	

### UNITS/TOPICS TO BE STUDIED:

Development of individual and group musical and technical skills  
Survey of representative literature available to the concert band medium  
Development of aural skills pertinent to musical listening and performance  
Presentation of public concerts consisting of music studied in class

### GRADING PROCEDURES:

HOW THE BAND GRADE IS CALCULATED:

20% = May Final Exam Grade  
80% = First and second semester grade (grading is yearlong August to May)

The 80% listed above will be divided as follows:

50% Assessment/Major Work (To include but not limited to tests, quizzes, concerts, before/after school rehearsals)  
40% Classwork/Minor Work  
10% December Midterm Exam

### COMPONENTS OF THE BAND GRADE:

Due to the performance and group based learning nature of any band program, each student's preparation and participation in all activities is vital to the success of all those involved. Therefore, any student who misses a performance with an unexcused absence or is found to be habitually tardy or absent from rehearsals (this includes class or after school) may be removed from the performance aspect of the class.

1. Daily Grade: All students will start with a 100 daily grade.

a. Students will lose points for not having their instruments, music, pencil and accessories necessary for proper performance on their instruments (i.e. reeds, valve oil, mouthpiece, ligatures, snare drum sticks, etc.). Additional materials may be required on some days. Students will be notified in advance when this is the case.

b. Be in your seat, ready to play when the director is ready to begin. The start of class will be signaled by the director when he steps onto the podium, and anyone not ready to play at the start of class will lose points from his/her daily grade.

c. Students will lose points from his/her daily grade for behavior that detracts from the rehearsal atmosphere (i.e. talking, chewing gum, etc...).

d. Students who are absent are responsible for following the attendance policy as stated in the Henry County Schools Student Handbook. In addition to submitting any paperwork associated with an absence, students will be required to make up the missed class time before or after school at the discretion and convenience of the band director(s).

If a student misses a day of class, the student will receive a 0 for that day's daily grade in addition to any other grading opportunities that may have occurred in class (this includes quizzes and tests). It is the student's responsibility to follow the appropriate procedures concerning absences from class/school. The student should bring the appropriate paperwork concerning the absence to the director. Additionally, the director may require the student to make up any missed class time at a time convenient for the director.

2. Tests, Quizzes:

a. Scheduled rehearsals outside band class time: Rehearsals outside of the regularly scheduled band class are essential to the success of the UGHS Band. These extra rehearsals may include all members of a band or members of a specific section (sectional). These rehearsals will take place prior to the Fall, Winter, Pre-festival, Spring concerts, in preparation for G.M.E.A. District 6 Large Group Performance Evaluation (Concert Band Festival) in March and at other times as deemed necessary by the director(s). All such rehearsals will be scheduled on the band calendar, posted on the band website and announced weeks in advance in class. These are graded events. Full band rehearsals will count as two test grades and sectionals will count as one test grade. Should a student need to be tardy, leave early or miss a band event, a request form/parent note/e-mail to do so must be on file with the director at least 1 week prior to the event. Each request will be dealt with on a case by case basis and submitting a request does not automatically count as excused. Should a student become ill or if an emergency should occur (i.e. death in the family), the director should be made aware of the situation and the student should bring a signed parent note or doctor's excuse immediately upon returning to school. If this procedure is not followed, the absence/tardy/leaving early will be unexcused.

b. Concerts: Prompt attendance to all concerts will count as four test grades. The time and effort spent in class/rehearsals is manifested at every concert. In band, everyone is dependent on everyone else. These are graded events. Please read the paragraph above concerning the procedure for being tardy, leave early or missing a band event. How would a football team function with no quarterback at the game?

c. Playing Grades: Students will be chosen randomly to play in class. This will sometimes be taken for a grade and sometimes not. When the students play for a grade, it will generally count as a quiz grade.

d. Additional playing opportunities: Periodically students will be assigned materials to be performed for a quiz or test grade. The purpose of these playing opportunities will be to monitor individual student progress.

e. Additional assignments written or other assignments as deemed necessary by the director(s)

**\*\*Cell phone policy/expectations:** Please see page 10- #2 under Class rules and expectations.

## **INSTRUMENTS**

### **STORAGE**

Personal instruments may be stored in the appropriate storage room or other approved area in the band room in a location to be determined by the band director. Students should make sure that personally owned instruments are labeled with the student's name and are well maintained and work properly throughout the school year. This includes appropriate reeds, neck strap, oils and other accessories necessary for the proper performance on the student's respective instrument. If a student's instrument should need repair during the year, a copy of the repair ticket should be brought to the director in order to be excused or so that alternate arrangements can be made concerning that student's participation while the instrument is being repaired.

## **SCHOOL-OWNED PROPERTY**

### **INSTRUMENTS**

Each student who uses a school-owned instrument is completely responsible for the care of that instrument or piece of equipment. Lost or damaged items (beyond normal wear and tear) shall be replaced or repaired at the student's/parents' expense. Before school-owned instruments are checked out a checkout form must be completed and on file with the directors.

A \$75.00 per person fee will be assessed at the time of instrument issue in lieu of the purchase of an instrument. This includes percussionists. This is a non-refundable fee to cover the cost of end-of-year instrument maintenance and replacement costs for school instruments due to normal wear and tear. Instruments that are determined to show damage beyond that of normal wear and tear will be repaired or replaced at the student's/parents' expense. Students that play two (2) instruments will only be charged one fee for the use of both instruments (i.e. Mellophone/French Horn.) Students must return any instrument at the director's request.

A student that plays a school owned instrument is expected to provide his/her own mouthpiece, mallets, sticks, etc.... School owned instruments are to only be played by the students to which they are assigned and only appropriate accessories should be stored in the case. Damaged or improperly working instruments should be reported to a director immediately.

## MUSIC

Students will be issued various books and sheet music throughout the marching season and during the school year. These items should be returned to the directors in the appropriate condition at the end of the season, concert or school year. Lost or damaged materials will be replaced at full cost by the student. Only pencil should be used to make notations on a piece of music. Each student will be assigned a place to put his/her folder in the folder rack. Music should not be stored in the instrument storage room.

## EQUIPMENT (including all colorguard equipment)

Music stands and other equipment accessible to the band students should be used in an appropriate and reasonable manner. The willful misuse of band equipment may result in the loss of use privilege for that student.

## CONCERTS

During the school year, the band program typically presents 4-5 concerts. These concerts include all curriculum-based ensembles and may include various aspects of our co-curricular ensembles. There may be other performance opportunities that become available during the school year for some or all of these ensembles. These performances may include some or all members of the various ensembles.

## CONCERT ATTIRE

An audience experiences a concert on many different levels, not all of which are strictly musical. It is an undeniable fact, for instance, that the appearance of a performing group has a significant impact on the audience's perception of that group. To establish the uniqueness of the performing experience the following concert dress guidelines have been established:

### Gentlemen

The official concert attire for the men of the Union Grove High School Band shall be a standard black tuxedo: black pants, black coat, white tuxedo shirt, black bow tie and cummerbund, black socks and black shoes. (Studs and cuff links are optional but add a nice touch.) Tuxedos may be purchased as a complete unit or by the piece at any of the local men's wear stores. Ninth graders may use their tuxedo pants and shirts from middle school provided that they fit properly. The additional parts of the tuxedo must be purchased. As a convenience to students and parents, a representative from Black Tie Formalwear will be at our school on the date indicated in the concert attire letter that will be sent home the first week of the Fall semester. Parents that choose this option for their student may have the student measured for a full tuxedo or the various tuxedo parts.

### Ladies

The official concert dress for the ladies of the Union Grove High School Band can be ordered through the band. A dress measurement form will be sent home during the first week of the fall semester and is to be returned by the date indicated in the letter with a deposit of \$40.00. The approximate cost of the dress is \$85.00. The exact amount for the dress will be sent home at the beginning of each year. The dress is a combination of a black velvet bodice and burgundy iridescent taffeta skirt. The dress is to be worn with black hose and short heeled closed toe shoes. Simple stud type earrings may be worn but no other jewelry may be worn. Ladies that are members of our percussion section should wear black dress pants with a solid black top and appropriate shoes.

Points of Concert Etiquette: (As Compiled by the members of the UGHS Band)

1. Please refrain from talking during the performance.
2. Please turn off all cell phones, watch alarms, and all other noise making devices. Please keep all noise to a minimum.
3. Please do not enter or exit the performance area during the performance of a musical selection. Please exit only between selections or ensembles. All movement while seated should be kept to a minimum.
4. If you have a small child that becomes distressed during the performance, please remove the child from the concert area until he/she calms back down.
5. Do not leave after your child's performance. All of the students have worked hard and deserve an appropriate audience.
6. Please do not clap between the movements of a multi-movement selection. The number of movements will usually be listed or you should wait until the conductor lowers his hands.
7. Please refrain from eating or drinking during a concert.

All of the students work very hard and deserve the proper atmosphere for performances. Please refrain from any activity that may subtract from the performance and the experience for each band student and concert attendee.

Student Accounts

Each Union Grove High School band student will have a student band account set-up in his/her name. Money accumulated in each student's account may be used to cover or help offset expenses related to or incurred through participation in band.

Money may be deposited directly into a student's account via parent check/cash (cash is not recommended for most band transactions), fundraisers (fundraisers are offered frequently to raise money for your child's account and band expenses/please see the next section), corporate or other donations specified for deposit into a specific student's account.



The following is a partial list of band related expenses that student accounts may be applied to:

- Marching Band/Band Camp fees
- Uniform needs (shoes, gloves, colorguard, concert dress, etc...)
- Instrument usage fees
- Band trips
- All-State fees
- Solo & Ensemble fees
- Band Banquet tickets

(Please contact a director for other possible applications of student account monies.)

Student band account monies **MAY NOT** be used for the following:

- Non-band activities/expenses.
- Cash advances (for trips or otherwise.)

Student accounts carrying a positive balance at the end of the school year will be automatically rolled over for use by the student the following year.

Student accounts are non-transferable except for graduating students who have an immediate family member that will be participating in the UGHS Band the following year.

A student whose participation in the UGHS Band is terminated voluntarily or involuntarily relinquishes all rights and claims to any monies remaining in his/her student account and the balance will be transferred into the band booster general fund.

Monies for deposit should be placed in the safe located in the band room unless otherwise instructed. Checks should include the band student's name somewhere on the face of the check in order to insure that proper credit is received.

### Fundraising

Throughout the school year, the UGHS Band will present a variety of fundraising projects for our parents and students. These projects are designed to assist our band families in meeting any financial obligations associated with participation in the band, meet the budgetary needs of the total band program and also allow the band to raise money for special events and trips. Each fundraising project has specific dates and procedures associated with them.

The challenges and opportunities of a large and growing band program like ours are many. The UGHS Band relies almost exclusively on the monies fundraised and donated to the band for its operation. Therefore, the participation of all of our students and parents in our fundraising efforts is vital to insuring that each band student has the best band experience possible.

## AWARDS AND LETTERING

Each spring, the band holds its annual awards banquet in order to recognize the achievements of the entire band program and individuals within the band program. The following is a partial list of awards that are given out at our annual awards banquet:

### Participation Certificates

Marching Band:

Most Improved Marcher	Most Outstanding Marcher
Most Improved Woodwind	Most Outstanding Woodwind
Most Improved Brass	Most Outstanding Brass
Most Improved Battery	Most Outstanding Battery
Most Improved Pit Member	Most Outstanding Pit Member
Most Improved Colorguard Member	Most Outstanding Colorguard member

Letters/Patches/Pins/Bars: (Only members of the marching band are eligible for these awards)

Patch: First year of participation in marching band

Letter: Second year of participation in marching band

Pin: Third year of participation in marching band

Bar: Fourth year of participation in marching band

Concert Bands: These are awarded for each of the concert bands and percussion classes.

Most Improved Woodwind    Most Outstanding Woodwind

Most Improved Brass        Most Outstanding Brass

Most Improved Percussion    Most Outstanding Percussion

Most Improved Freshman     Most Outstanding Freshman

Most Improved Sophomore    Most Outstanding Sophomore

Most Improved Junior        Most Outstanding Junior

Most Improved Senior        Most Outstanding Senior

Winterguard: Most Improved Winterguard Member    Most Outstanding Winterguard Member

Indoor Drumline: Most Improved Battery                Most Outstanding Battery

Most Improved Pit Member        Most Outstanding Pit Member

Louis Armstrong Jazz Award: This nationally recognized award is presented annually to a member of the jazz band.

The "Semper Fidelis" Award: Sponsored by the U.S. Marines Youth Foundation, Inc.

Patrick S. Gilmore Award: This nationally recognized award is presented annually to an underclassman.

John Phillip Sousa: This nationally recognized award is presented annually to a graduating senior.

\*\*\*In order to be considered for and/or receive any award, a student must be academically eligible and in good standing in regard to behavior, attendance and financial obligations to the band. Awards are given at the discretion of the director.

## **BAND, SPORTS AND OTHER EXTRA CURRICULAR ACTIVITIES**

Many of our band students have talents and abilities beyond those exhibited through their involvement with band. Students are encouraged to be involved with the various activities that are available to them outside of the school day. Many students choose to participate with our curricular offerings during the school day and participate in sports and other extracurricular activities after school. Generally there are few if any conflicts.

## **CONFLICTS WITH SCHOOL RELATED ACTIVITIES: TARDIES AND ABSENCES**

Communication between the student, parents, band director and other sponsors is paramount in avoiding scheduling conflicts. The band director, coaches and other sponsors work very hard to ensure that students have the most varied and positive experience possible while they are at UGHS. The policy to avoid conflicts is as follows: performances/sporting contests take precedence over practices. In the event that practices/rehearsals are scheduled at the same time, the student should attend each for  $\frac{1}{2}$  of the scheduled time or other arrangements as agreed upon by all parties involved. The student must submit a written request to leave early/arrive late or be absent for a specific rehearsal. Should a student need to be tardy, leave early or miss a band event, a request form/parent note/e-mail to do so must be on file with the director at least 1 week prior to the event. Each request will be dealt with on a case by case basis and submitting a form does not automatically count as excused. These forms can be found in the band room and on the website. Should a student become ill or if an emergency should occur (i.e. death in the family), the director should be made aware of the situation and the student should bring a signed parent note or doctor's excuse immediately upon returning to school. If this procedure is not followed, the absence/tardy/leaving early will be unexcused.

# MARCHING BAND

## MARCHING BAND ATTENDANCE

Students are expected to attend **ALL** rehearsals and performances. The band only does its best work when all members are present.

### ATTENDANCE POLICY

\*Individual needs will be addressed as they occur. This system is subject to modification by the director.

For all absences, planned tardies and early departures, the following procedure must be followed by the student and parent:

- Director must be notified at least 1 week in advance by filling out and submitting an absentee/tardy/leave early request form or submit a request in writing/e-mail from a parent.
- In the event that a student must be absent due to an unforeseen emergency, such as personal illness or death in the family, a parent note or doctor's excuse must be submitted upon the student's return to school/rehearsal. Every effort should be made in this case to contact the director(s) by calling the band room at (678) 583-8502 ext. 137. (Follow-up is the sole responsibility of the student. Failure to do so will automatically result in the student's absence being declared unexcused.)
- Absences due to I.S.S. or O.S.S. will automatically be considered unexcused.

The mere filing of an absentee request/note does not guarantee that an absence or tardy will be excused.

For tardies

- For summer and non-school day events the student or parent should contact the band room at (678) 583-8011 at the time of the tardy and submit a written note signed by a parent within 24 hours of the tardy.
- For after school practices and events it is the student's responsibility to make a director aware of a possible tardy. Every effort should be made to avoid being tardy.

The director(s) will determine if a tardy will be excused.

### CONSEQUENCES:

Tardies: Two (2) unexcused tardies will result in an unexcused absence.  
(Rehearsals/Performances)

Absences: After the first unexcused absence, the student will be notified that the absence has been declared unexcused and a parent/teacher conference may be scheduled.  
(Rehearsals/Practices)

After the second unexcused absence, the student will be placed on probation and a parent teacher conference will be scheduled.

Upon the third unexcused absence, the student will be brought before the director for dismissal from the marching band.

Absences: A student who's absence from a performance is determined to be unexcused will be brought before the director for dismissal from the Marching Band upon the **first** infraction.  
(Performances)

Additionally, students who have a combination of tardies and absences, excused or unexcused, that are deemed excessive by the director(s) may be dismissed from the marching band.

- Students that are dismissed or remove themselves from the marching band for any reason will forfeit all fees paid previously for participation.
- Each student's attendance and behavior record will be used to determine Marching Band awards, eligibility for trips and other privileges as determined by the directors.

## DISCIPLINE

The marching band is an extension of the school and classroom setting. All marching band participants are expected to adhere to and abide by all policies and regulations as found in the official handbook of the Henry County School System.

### Insubordination/Disrespect:

Student infractions in this area will be dealt with swiftly and considered to be of a most serious nature. Students should offer and maintain the proper level of self respect, respect for others and for all adults while participating with the band. This includes but is not limited to the directors, chaperones, parent volunteers and bus drivers.

### Violation of General Rules and Rehearsal Procedures include, but are not limited to:

1. Chewing Gum
2. Talking during rehearsal
3. Eating or drinking in the band room
4. Talking or moving while at attention
5. Leaving trash on the practice field
6. Being late/leaving early/missing rehearsal
7. Violating bus rules and procedures
8. Not following band room/class/ rehearsal expectations

### Violation of Performance Procedures include, but are not limited to:

1. Being late to a performance, back from a break etc...
2. Inspection violations
3. Not sitting in your assigned section
4. Not paying attention to the directors or drum majors
5. Not playing or playing inappropriately
6. Violating game/performance rules and procedures
7. Missing a performance

## Disciplinary Consequences

Due to the diversity of rule infractions, the director, at his discretion, can supersede any disciplinary action for any band specific offense listed in this handbook. Infractions requiring the notification of school or school system administration will be dealt with by said officials according to the policies of the Henry County School System.

1. Teacher and administrative consequences as outlined in the official handbook of the Henry County School System.
2. Less serious offences may be dealt with in one of but not limited to the following ways:
  - a. verbal warning
  - b. push ups
  - c. running laps
  - d. after practice marching basics
  - e. loss of 3<sup>rd</sup> quarter break privileges

## BUS RULES & PROCEDURES

1. Band members and chaperones must follow all Henry County Board of Education school and school bus policies and rules.
2. Only Union Grove High School band students, school personnel and chaperones will be permitted to ride county school buses.
3. Roll will be taken each time prior to students loading the bus. Roll will be taken by a chaperone or bus captain. This procedure will be modified during inclement weather.
4. Chaperones will be seated throughout each bus, each student is expected to yield his/her seat if requested to do so.
5. Students will be allowed to sign-up for buses prior to each trip. The directors reserve the right to assign buses as necessary. Students are not allowed to change buses during a trip.
6. Bus drivers and chaperones are to be treated with respect at all times.
7. At the conclusion of each trip, each student should remove all personal belongings and trash from his/her seat and place the window in the up position.
8. Students should keep heads and arms inside the bus at all times. There should be no yelling out of the bus windows or things thrown out of the bus windows.
9. Students should remain seated while the bus is in motion and when arriving at our destination to wait for instructions.
10. Normal conversation on the bus during travel is expected. However, loud and boisterous talking and behavior will not be accepted.
11. There should be no playing of instruments on the bus.

12. Be silent at all Rail Road Crossings and when requested to do so by the directors, bus drivers, chaperones or other leadership.
13. Radios, CD/MP3 players, etc....will be allowed if used with headphones.
14. Public displays of affection or other inappropriate behaviors are not allowed on the bus or at any other time while representing Union Grove High School and the band. Such behavior will be dealt with swiftly and the parents of the offending students will be notified. Additionally, upon the first infraction by any band member, the directors will assign seating as permitted by the school bus policies of the Henry County School System.
15. All students are expected to ride to and from all band functions with the band on the buses provided.

## **FOOTBALL GAME RULES AND PROCEDURES**

1. All performances are mandatory. This includes football games, playoff games, competitions, parades, exhibitions, etc.
2. Our home football games will be played at Union Grove High School.
3. Games will begin at 7:30 p.m. with the report time posted in the band room several days in advance.
4. Members will check out their uniform for each performance.
5. Plumes will be issued before a show and turned in after the performance.
6. Percussionists, colorguard, sousaphones, and other large equipment need to be ready to load early for away games and competitions.
7. All band instruments and equipment must be sparkling and “ready to go” for inspection before each game.
8. The uniform should be properly worn in its entirety or as otherwise stated by the directors.
9. The band will march into and out of the stadium at each game/contest unless otherwise directed. This is part of the band’s performance and should be approached as such.
10. When entering the stands, band members will fall in at attention until the full band is in the stands. At away games, listen for seating instructions.
11. While seated in the stands, ONLY band members are allowed in the ranks. Alumni may return from time to time and are always welcome, but will not be allowed to sit within the ranks of the band while in the stands.
12. While seated in the stands, the band will always sit in sections as determined by the directors.
13. Food or drinks are not permitted in the stands. You are not allowed to chew gum in uniform.

14. The band will be called to attention during the National Anthem performed by another band. Failure to maintain a perfect attention will be considered a serious offense. Do not sing while at attention.
15. Attention should be given to the Band Director(s) or Drum Major(s) when they are standing in front of the band.
16. Inappropriate cheers, profanity and obscene gestures are not allowed.
17. The director will determine when the band plays by holding a large sign. Pay attention and be ready to perform when the sign is held. There are times when we will not play:
  - a. When someone is injured.
  - b. When the ball is in play in front of us and the band may interfere.
  - c. While the opposing band is playing.
18. We will play only as a group while in the stands. Solo performance is strictly forbidden.
19. Percussion section may play cheers or cadences in the stands at the instruction of the director(s).
20. Band members should support the cheerleaders. The percussion section or band should not interrupt a cheer already in progress.
21. Group cheers are allowed with body movement, but must be in an organized fashion so that no instruments get damaged.
22. Members should avoid jumping as the team scores a touchdown. We appreciate the enthusiasm, but instruments may become damaged in the stands and someone could get hurt.
23. Band members are expected to observe the other band's half-time show. Do not walk back to the stands after our performance while the other band is performing. This is extremely rude. Stay, observe, learn and enjoy the other band's performance. Complement the other band after their performance.
24. If a member is not performing due to disciplinary action, that student shall stand at attention at a designated spot while the band performs.
25. If a student is not performing due to an injury, that student shall remain in the stands with a chaperone until the performance is completed.

## **MARCHING BAND UNIFORM**

Each member of the Marching Band that plays a woodwind, brass or percussion instrument will be fitted for a Marching Band uniform by the director or a parent volunteer at the beginning of marching season. Any alterations that are needed will be done by parent volunteers during the course of the season. The uniforms will be stored and maintained in the band room and will be cleaned periodically throughout the season.



Some things to consider while in uniform:

1. People associate your actions with the uniform and band, not you the individual. Be mindful of your behavior.
2. The uniform is to be worn in its entirety unless otherwise instructed by a director.
3. The official band shirt is to be worn underneath the uniform.
4. Students will be required to purchase black socks, black gloves and black band shoes to wear with the uniform.
5. After each use, the students are required to hang and store the uniform properly:
  - a. Pants with pleats folded
  - b. Jacket hung and zipped
  - c. Baldric fastenedFailure to do so will result in loss of 3<sup>rd</sup> quarter break or other appropriate consequences.
6. Hair should not touch the collar of the uniform. Students with long hair should wear their hair in a manner that complies with this regulation (braided, pinned up, pony tail, etc....) This includes anytime a student is in uniform.
7. Jewelry may not be worn if it is visible. This includes earrings, watches, bracelets, rings, etc...
8. Only clear nail polish will be allowed.
9. No face paint or hair coloring. These may stain the uniform or accompanying parts.
10. Put your name in your band shoes.
11. Students not in the full and appropriate uniform will not be allowed to participate.
12. Some food and drink items may soil or damage the band uniform. The directors reserve the right to limit the consumption of certain items while in uniform. This also applies to members of the colorguard and the drum major(s).
13. Only director approved items may be worn while in uniform (including director approved spiritwear, letter jackets, senior shirts on senior night).
14. Section leaders and drum majors will conduct inspections prior to each performance in order to help ensure that each member is in compliance with the polices concerning the wearing of the band uniform.

#### Alternate & Inclement Weather Uniform

Early in the marching season and when inclement weather is a possibility, the members of the marching band will dress out for the game/event in something other than the full marching band uniform. This will be blue jeans, band shirt, band jacket, black socks and band shoes. New members will be fitted for a wind breaker style jacket at the beginning of the season with the price included in the marching fees. Returning members that need a replacement jacket will be required to purchase a new one.

**2016-17 UGHS BAND**  
**HANDBOOK/RULES & REGULATIONS**  
**ACKNOWLEDGMENT FORM**

Please return this page by Friday, August 5, 2016

We hereby acknowledge that we understand that the UGHS Band handbook and calendar can be located and downloaded from the band website ([www.ughsband.org](http://www.ughsband.org)--Documents) and are responsible for knowing the information contained in the handbook/calendar.

\*\*\*Paper copies of the handbook/calendar are available upon request.\*\*\*

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Mother's Cell Phone Number

\_\_\_\_\_  
Mother's E-mail

\_\_\_\_\_  
Father's Cell Phone Number

\_\_\_\_\_  
Father's E-mail

Student's Personally Owned Instrument Information

(Parents we suggest that you keep a copy of this information on file for insurance purposes in the event of damage or loss. I will be glad to help your student identify all of this information on his/her instrument.)

Instrument: \_\_\_\_\_

Make/Brand: \_\_\_\_\_

Model: \_\_\_\_\_

Serial Number: \_\_\_\_\_

**GO WOLVERINES!!!**