

UNION GROVE ISD



BAND HANDBOOK

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TABLE OF CONTENTS

Membership	3
Grading System	3
Attendance Policy/Absences	4
Conduct	5
Band Rehearsal Expectations	5
Stadium Guidelines	6
Bus & Trip Regulations	6
Discipline Management Plan (Loss of Credit)	7
Performance Policy	8
Marching Alternates	8
Extra Rehearsals	9
Chair Placement	9
Individual Awards	9
Fees	10
Uniforms	10
Instruments	11
Band Trips	11
Explanation of Events	11
Student Leadership	13
Fundraisers	14
Student Contact Confidentiality	14
Cell Phone Policy	14

UNION GROVE ISD BAND HANDBOOK

Welcome to the Union Grove band family. It is my desire that your tenure in the band program here in the Union Grove Independent School District is one of the most rewarding and enjoyable experiences in your public school career. This handbook has been prepared in order to help you better understand the expectations and philosophy of the UG Band program, and help you become an outstanding band member. We look forward to working with you and your family.

Mr. Stafford
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MEMBERSHIP

1. Band at Union Grove is an elective. After successfully completing the sixth grade year of beginner band, students are placed in chair order in the junior high band. After completing seventh grade and eighth grade band, students become part of the Union Grove High School Band starting in 9th grade.
2. Students moving into Union Grove will need to audition with a band director for membership including appropriate chair placement.
3. Band is a full year course. No student may register for only the fall or spring semester.
4. Students will only be allowed to change their schedule into or out of band with written approval signed by the band director.
5. Band membership is cumulative. A student may or may not, at director discretion, be admitted/re-admitted to the band program after choosing not to participate in band. For example, you must be in sixth grade band to be in seventh grade, and in eighth grade band to be in high school band. Anyone wishing to join band for the first time after choosing to not be in band during the seventh grade will be given consideration by the band directors on a case by case basis. No one is guaranteed to be allowed to join band after choosing not to participate in band at any age.

GRADING SYSTEM

Every Union Grove band student will earn their progress report and report card grades based upon the following criteria:

1. Daily Average
 - High School Band (grades 9-12) and Junior High Band (grades 7-8)
 - The Daily Grade for each grading period is derived from assessment of homework, classroom participation, and students having their materials. Points may be deducted from or added to the Daily Grade according to performance at, above, or below expectation in any of the aforementioned areas.
 - 6th Grade Band
 - 6th grade band students may receive several daily grades per week. Graded assignments will be chosen from, but not limited to, rhythm exercises, playing assignments, written assignments, and practice logs (a practice log explanation sheet will be given out separately from the band handbook).
2. Test Average
 - The Test Average for each grading period is derived by averaging together multiple test grades. Test grades can be given based on assessment of playing tests, written tests, and/or verbal tests as well as participation in performances.

- The “Music Pass Off” system (HS Band and JH Band only) also provides test grades. This pass off system uses the following definitions and standard grades:

Pass-Offs

- A “pass” is when a student performs assigned music for a band director with the correct notes and rhythms with a good sound, the correct tempo, appropriate dynamics, and appropriate musical style/interpretation.
- An “attempt” is when a student attempts to perform assigned music with the “pass” criteria in mind but does not completely satisfy the criteria according to the expectation of the band directors.
- “On Time” means performed for the first time before the designated deadline.
- “Late” means performed for the first time after the designated deadline.

Grades

- 100 – Pass (on time)
- 80 – Pass (late)
- 80 – Attempt (on time)
- 50 – Attempt (late)

Students are given until the next to last day of a grading period to bring the grade of “attempt” up to “pass”. Repeated attempts to pass selected music off may result in a student’s grade being raised. The amount that a grade is raised will depend on the number of times attempted and the amount of improvement shown. Any music attempted late (or after the set deadline) will have a maximum grade of an 80 upon bringing it up to a “pass”.

ATTENDANCE POLICY/ABSENCES

The success of any good organization is due largely to the commitment of its members to attend all functions that are scheduled. Therefore, attendance at rehearsals and performances is mandatory.

A calendar of events is issued to each student well before any events take place in order to circumvent potential conflicts with other organizations and/or family functions. Out of respect for your time, every effort will be made to keep you informed well in advance.

Students involved in multiple activities are expected to split their time in a way that honors their obligation to all organizations in which they are involved.

Absences will be excused and grades can be made up if you are disabled due to a debilitating illness or if there is a death in the family. You are expected to play your instrument if you are at school unless you have a note from your doctor stating that you are to be excused from playing. **All absences, excused or unexcused, must be reported to the band director prior to the absence if at all possible.**

Examples of unexcused absences and tardiness include, **but are not limited to:**

- Oversleeping
- Transportation not arranged
- Non -UGHS related activities (i.e. social events, part-time job, etc.)
- Anything deemed unexcused by campus principals

Any unexcused absence from a performance can result in a failing test grade and may be grounds for immediate dismissal from band at the director's discretion.

CONDUCT

Each one of the Union Grove bands serves as a representative of our school district; therefore each band member must act as a goodwill ambassador for the Union Grove Independent School District. You are expected to follow the UGISD Student Code of Conduct and you are subject at all times to Code of Conduct consequences. Keep in mind that you represent your community, family, and school. Your behavior is a reflection of us all.

***No band member shall knowingly possess, use, transmit, or be under the influence of any controlled substance or tobacco in any form while with the band. Any band member found to be in violation of this shall, at director discretion, forfeit his/her right to participate in any band in Union Grove I.S.D. and will also be subject to the appropriate and/or specified consequences listed in the UGISD Handbook.

BAND REHEARSAL EXPECTATIONS

1. No gum, candy, food, or drink in the band hall at any time unless otherwise stated by a band director.
2. No horseplay at any time.
3. Get a drink of water and use the restroom **prior** to the beginning of rehearsal.
4. BE IN YOUR PLACE WITH YOUR INSTRUMENT, MUSIC, PENCIL, GOOD REED, ETC. PRIOR TO THE START OF THE SCHEDULED REHEARSAL TIME.
5. If your instrument will not work during a rehearsal, let the director know about the problem as soon as you become aware of it. Sit and do fingerings and listen to instructions. It is important that you stay engaged in the rehearsal. Your director will attend to your instrument as soon as possible. However, necessary repairs may have to wait until after the rehearsal has ended.
6. When the director stops the band, it is not an invitation for you to begin talking. These necessary stops are to provide feedback concerning the ensemble's performance and to give further instruction.
7. Failure to adhere to these guidelines may result in a verbal reprimand, student/teacher conference, reduction in chair placement, assignment to another class, or other

behavior modification techniques at the discretion of the band director and school administration.

STADIUM GUIDELINES

1. Please keep in mind that your performance begins the minute you leave the band hall. Therefore, everything about your behavior, uniform, etc. is on display for evaluation. What kind of message do we want to send to others about us?
2. There will be no unsportsmanlike or derogatory comments made by any Union Grove band member toward ANYONE including each other, other students, bands of the opposing school, players on the field, adults, and the officiating crew.
3. You will have assigned seats in the stadium. You will remain in your assigned area during the game.
4. When the band plays, everyone is expected to play. Always be ready to do your job.
5. Always take your flip folder music to the stands with you. A lyre is recommended to help you manage your music while you play.
6. When our team scores, be ready to play the fight song.
7. For obvious safety reasons and dignity issues, dancing while with the band will be restricted at band director discretion. If it is not in good taste, it should not be done while representing UG in a band uniform.
8. Stay in complete uniform at all times. Keep your shirt tucked in. "Do-rags", hats, or caps other than official Union Grove Band uniform wear are not permitted.
9. Do not wear jewelry (rings, bracelets, earrings, watches, etc.) at performances. Necklaces worn under the band t-shirt is permitted.
10. Students should use the restroom before the band enters the stadium. Students asking to use the restroom once in the stands will be handled on a case by case basis.

BUS & TRIP REGULATIONS

****All rules and regulations are for your safety.***

1. Follow the instructions of the bus driver, band director, or adult chaperones at all times.
2. Stay seated while the bus is moving with conversation voices only - no loud outbursts.
3. Keep hands, arms, and heads inside the windows. This includes our voices - no yelling out of windows.
4. DO NOT throw things out of the windows at any time. Do not open the back door except in the case of an emergency.

5. Small music players (such as IPODS) are permissible WHEN USED WITH HEADPONES. These are not to be seen or heard any other time besides on a bus! You are responsible for any personal property that you bring on the bus. The Union Grove band, band directors, and chaperones will not be held responsible for any lost or stolen property and you will not be reimbursed for lost or stolen property.
6. Eating and/or drinking on the bus are not allowed unless otherwise stated by a band director.
7. Glass bottles or containers are not allowed on the bus.
8. When leaving the bus, be sure all windows are closed. After returning to school, double check to make sure that you unloaded all of your personal belongings and equipment. Your instrument and music must be placed in their proper storage area or taken home with you.
9. If you plan on not returning home with the band, you may be released to your parents ONLY after they sign you out with a director or designated chaperone. Parents wishing for their student to leave with someone else need to send a signed note (or email) stating to whom you will be released. People to whom you may be released are: other band parents, ADULT family members or other school personnel. The person that you are leaving with must come to a director or designated chaperone to sign you out.

** For safety and logistical reasons please make every effort to give any notes to a band director by the end of the school day at least one day before the bus trip for which that note is intended. Parents may qualify another adult to pick up their student more than once by specifying all of the affected dates in one note.*

DISCIPLINE MANAGEMENT PLAN

Expectations

Union Grove band students are expected to follow all policies outlined in each section of this handbook as well as the UGISD Student Code of Conduct at all times. Taking a proactive approach to making good decisions about one's own actions is always the best choice. Students should respect other students' right to learn and the teacher's right to teach. Disrupting the learning process or compromising the safe environment of other students will not be tolerated.

Rewards

Union Grove band students who meet expectations can expect verbal or written praise from directors. Students can also expect to be a part of a successful and respected band program. Students will be assisted in forming a positive self-image and will be proud of the high level of self-discipline and hard work required to meet all expectations.

Corrective Actions

In the event that a student fails to comply with these guidelines, disciplinary actions including but not limited to the following may be taken at director discretion:

- Assignment to band hall detention. Details of a detention assignment will be decided according to each incident.
- Loss of 3rd quarter privileges. This requires that a student remain in the band stands (without family or non-band friends) and not be allowed to visit the concessions stand. Food and drink may be delivered at the band stands to those students who have lost their 3rd quarter privileges.

- Loss of spot in the marching drill.
- Office referral.
- Anything else deemed necessary at director and principal discretion.

Dismissal from Band

Any student may be dismissed from the band because of lack of cooperation, refusal to conform to rules and regulations, a general poor attitude, or unexcused absence from rehearsals or a performance.

Parents or guardians will be notified of a problem which could lead to a student being dismissed from band in advance of a dismissal actually taking place. This will almost always be a warning notification. However, in extreme cases a student can be dismissed without “having a second chance”. Extreme cases can include violence, destroying band property, public displays of extreme disrespect, an unexcused absence from a performance, and anything else deemed appropriate for immediate dismissal by the band director and principal. Students may or may not (at director discretion) be readmitted to the band after being dismissed from band for disciplinary reasons.

Loss of Credit

Please be aware that any student that is removed from band or quits band after the ninth day of instruction during a semester will lose credit for band for that entire semester.

PERFORMANCE POLICY

All band students will be given the opportunity to perform with the band. However, there are circumstances under which a student may not be allowed to perform:

1. Failure to perform music or marching fundamentals at acceptable levels.
2. Unexcused absences from rehearsal or excessive tardiness.
3. Director discretion (usually involving student misconduct).
4. Failing a course (No Pass-No Play— UIL/TEA state law). *Ask band director for details.*

MARCHING ALTERNATES

Every student will have the opportunity to march with the Lion Band. However, due to drill design necessities, after several football games certain students will be chosen as marching alternates. Marching alternates are necessary in order to mathematically make a drill work. Alternates are students that don't march in the half time performances or at competitions. Alternates do march at Yamboree parades, perform at pep rallies, and participate in every rehearsal. Here are the criteria for choosing alternates:

1. No Pass-No Play (academically ineligible). This is a state law.
2. Difficulty playing and/or lack of attention to music pass offs.
3. Difficulty marching.
4. Absences and/or tardiness.
5. Attitude.

Alternates may be able to earn a spot in the marching drill *if and when* positions become available by demonstrating playing/marching improvement, maintaining a passing status, maintaining good attendance habits, and maintaining a good attitude.

EXTRA REHEARSALS

Extra rehearsals such as Monday night marching band rehearsals are necessary for obtaining the level of excellence the Union Grove band program is accustomed to. Extra rehearsals will take place as necessary for preparation concerning a concert, contest, or individual band event. These rehearsals can be individual, section, or full band rehearsals. Students will be notified well in advance of any extra rehearsal. Attending extra rehearsals is mandatory. Unexcused tardiness to any extra rehearsal will result in a student's daily grade average being lowered as described in the grading policy section of this handbook.

CHAIR PLACEMENT

Chair placement will be determined by periodic playing tests. There are two chair tests per year in high school band. There may be a few more than two chair test per year in the 7th & 8th grade band. 6th grade band students will take regular chair tests that will increase in frequency as the year progresses. Students will receive a grade for each chair test.

INDIVIDUAL AWARDS

Several individual awards may be earned throughout the school year. These awards range from certificates of achievement to solo and ensemble medals. In order to be eligible to receive an award, you must do one or more of the following:

1. Students must be academically eligible. (No failing grades on their report card.)
2. Participate in Yamboree, and UIL Marching Contest.
3. Be selected for the All-Region Band.
4. Be selected for the All-State Band.
5. Earn a First Division rating on either a solo or an ensemble.
6. Participate in the U.I.L. Concert and Sight-Reading Contest.
7. Put forth outstanding individual effort in the band.

FEES

While the UGISD band program tries to provide for as many expenses as possible, some of the cost to participate does go to the students and parents. You will be notified of any fees that need to be paid in advance of those payment due dates. Any financial difficulties involved with paying band fees should be communicated to a band director

prior to the fee's due date. Prior notification is essential in order to provide ample time to find a solution to the problem.

UNIFORMS

High School Band Uniform

The Union Grove High School Band wears their marching band uniform for performances at Friday night football games, marching contests, and UIL Concert and Sight Reading Contest. In addition, students earning a spot in the all-region or all-state band wear their uniform for those performances. Uniform expectations are:

- Jackets are to be worn with the buttons fastened all the way to the top.
- Trousers will be altered to where the top of the front crease touches the top of the band shoe. No bunching should occur at the bottom of the pant leg.
- Trousers shall not be worn with the shoulder straps off of the shoulder or with any buttons or the zipper undone at any time while in public.
- You must wear white band shoes and white crew length socks. Ankle or “no-show” socks are not appropriate due to the fact that when coupled with the required trouser leg length will expose bare leg.
- Hats are to be worn facing front only. The brim of the hat should measure your index and middle fingers put together above your nose.

There will be a uniform inspection prior to each performance. Inspections count as part of the test grade for that performance. Students should use the following checklist when preparing for inspection:

1. Polished white marching shoes.
2. Solid white crew length socks.
3. Lightweight shorts to be worn under the uniform, no jeans. Wind pants or sweat pants are appropriate for colder weather but can't be seen below the bottom hem of the uniform pant.
4. Lion Band t-shirt.
5. Blue uniform trousers hemmed to the correct length.
6. Uniform jacket.
7. Marching hat in correct hat box.
8. Marching band sweatshirt for cool weather games.

Included in inspection but not part of the uniform:

1. Instrument – clean and in working order.
2. Music with name on the front of each sheet.
3. Lyre (if applicable)
4. Neck strap, reeds, etc.

Other inspection considerations include:

1. No jewelry of any kind is to be worn while in uniform. This includes watches, rings, bracelets, and bulky earrings. Necklaces worn under the band t-shirt are permitted.
2. When wearing the marching hat, hair must be pulled up off of the neck and worn inside the hat.

Students should not have to pay to have uniforms cleaned as long as they are taken care of. If a uniform is stained due to student error then that student will be expected to pay

for that cleaning. Students are allowed (at their own expense) to have their uniforms professionally cleaned more often than the band pays for a cleaning.

7th & 8th Grade Band Uniform

The Union Grove 7th & 8th grade band will wear the following uniforms:

- Guys: White collared shirt, black dress slacks, black belt, black dress socks, and black dress shoes for UIL concert contest. Ladies: all black, all white or a combination. These items will be provided by the parent.

The Union Grove 6th grade band does not have a set uniform for performances but will have an opportunity to purchase a band t-shirt. Dress clothes will be necessary for Christmas & Spring Concert performances.

INSTRUMENTS

Each student who uses a school owned instrument will check that instrument out and be responsible for that instrument as if it were their own. They are not to allow anyone else to use their checked-out instrument unless otherwise instructed by a band director.

It is the policy of the band to pay for any expenses pertaining to routine repair and maintenance of a school owned instrument. However, damages caused due to student negligence will be repaired at the expense of the parent. Students will fill out appropriate forms with the band directors before taking any equipment from the Union Grove band hall.

BAND TRIPS

The High School Band will take a trip every two years to a location which will be announced upon determination of each destination. This trip is to provide an enrichment opportunity for students as well as to serve students as a reward for their hard work and dedication to the UGHS band program.

Required student trip payments will be communicated in advance of payment due dates. All payments must be paid in a timely fashion to secure an individual's chance to travel with the band. Any financial difficulties involved with paying band trip fees should be communicated to the band director ahead of time! Don't let financial strain deter you from being in the band!! *****Failure by a parent or student to communicate any financial concerns by payment deadlines can result in the student not being allowed to participate in a trip. Please note that participation in band trips is not required to be a member of the UGHS Lion Band.*

The rules outlined in the "Performance Policy" section of this handbook will govern whether or not a student will be able to participate in a trip.

EXPLANATION OF EVENTS

Union Grove Summer Band Camp: The Union Grove High School Band participates in a summer band camp each August. Band Camp is essential to getting a head start on the school year, building a sense of family, and establishing our work ethic. What we accomplish in just a few days what would usually take weeks. This is the most important time of year for the band. Attendance is mandatory for all HS band members.

All-Region Band: (Individual Competition) Students prepare prescribed music to try-out for a position in the Region IV All-Region Band. Many schools send their students to attempt to achieve this honor. The students selected will participate in a clinic/rehearsal to prepare for a concert. The clinic/concert is conducted by superior teachers and directors. Participation in the All-Region Band audition process is strongly encouraged but not mandatory.

All-State Band: Individuals placing high enough in the all-region band earn the title of area band members. These students will then try out for membership in the ATSSB All-State Band. Selection to the All-State Band is the highest individual honor a student can achieve in the state of Texas during their high school playing career.

Solo/Ensemble Contest: Students prepare prescribed solos and ensembles to be evaluated by UIL adjudicators. Students need to practice after school and at home and strive to do their best. Medals are given to students who achieve a first division rating. Participation in solo and ensemble is strongly encouraged but is not mandatory.

Marching Contest: The high school band participates in several marching contests during the fall semester. These contests include the invitational, Regional UIL, and STATE UIL. The band's contest marching show is evaluated by acclaimed adjudicators at each event. Participation in each marching contest is mandatory for all HS band students.

Concert/Sight Reading Contest: The band will represent Union Grove ISD at the UIL Concert and Sight Reading Contest. Three prescribed selections of music are prepared to be performed for three adjudicators who will evaluate the performance according to a state-wide standard. After performing on stage, the students will move to the sight-reading room where they will be evaluated on their sight-reading abilities by three more adjudicators. Participation in concert and sight reading contest is mandatory for all HS and JH band members.

Stephen F. Austin State University Band Camp: This is an optional camp which is held on the campus of SFASU in Nacogdoches, TX. All students going into grades 7-12 are eligible to attend this camp. While this camp does cost a fair amount of money, the benefits are tremendous. Look for details about the SFA band camp during the spring semester of the school year.

STUDENT LEADERSHIP

By Audition

- Drum Major(s)
- Head Majorette
- Majorette

Band Leadership Team - Appointed (by Directors)

- Uniform Crew Manager
Must be a sophomore, junior, or senior and have proven leadership and organizational skills.
- Uniform Crew (x2)
Students can be any grade level in high school band.
- Loading Crew Captain
Must be a sophomore, junior or senior and have proven leadership and organizational skills.
- Loading Crew
Students can be any grade level in high school band.
- Secretary
Must be a sophomore, junior, or senior and have proven organizational skills.

Band Leadership Team - elected

The Union Grove High School Band will have a band council chosen by a vote from the general high school band membership. A good band councilman/councilwoman is a good servant leader. Below is a description of the Band Council officer positions.

- President
The band leadership team president's primary function is to facilitate all BLT meetings and functions. The BLT president should promote a good working relationship between all members of the band council while enabling the other officers to do their job. A student must be either a junior or senior to serve as band council president.
- Vice-President
The band leadership team vice-president's primary function is to help the band boosters plan the annual band banquet which is held each spring. This includes themes, meal, decorations, and coordinating with the BLT secretary to produce the picture slide show. A student must be a junior or senior to serve as band council vice-president.
- Secretary
The band leadership team secretary has two primary functions. First, they will be in charge of keeping the band hall bulletin boards up to date. Second, they will be in charge

of taking pictures of the band throughout the year and putting together the picture slide show for the annual band banquet held each spring. A student must be a sophomore, junior, or senior to serve as band council secretary.

FUNDRAISERS

The Union Grove band participates in several fundraisers each year. Information concerning fundraiser dates, procedures, and profit distribution will be supplied through handouts and mailings. Each fundraiser will have a fundraising agreement form that must be signed by a parent before that fundraiser begins. Fundraisers are a very necessary part of every highly functional band program. Thanks in advance for helping the Lion band raise money! The Union Grove band directors and band booster fundraising coordinator will maintain all student fundraiser payment records.

STUDENT CONTACT INFORMATION CONFIDENTIALITY

All student and parent contact information given to the Union Grove band will be kept confidential. Only band directors and select band boosters will be allowed access to personal phone numbers and email addresses. Certain band boosters will need contact information in order to communicate volunteer needs for specific events. The band booster Fundraiser Coordinator/Student Payments team will need contact information in order to maintain open lines of communication in student payments.

CELL PHONE POLICY

Union Grove band students are allowed to take cell phones with them on all band functions. Students may be asked to turn off and/or turn in cell phones to band directors and/or chaperones as necessary to facilitate proper etiquette as required for each function. A student will have their cell phone taken up by a band director when caught texting or calling during rehearsals and performances and can retrieve it from the high school office for a fee. At football games, once the band has left the band hall or gotten off of the bus, high school band students are only allowed to use their cell phones during third quarter. Students may resume use of cell phones after we are back at the band hall or back on the bus.