



Band Handbook

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Welcome to the Umatilla Middle School Tiger Band Program

The Umatilla Middle School Tiger Band is thrilled to kick off a new year of musical exploration and community building with both returning and brand-new members! The Tiger Band Program offers much more than just a class; it fosters a supportive and collaborative environment where students can thrive.

Our program emphasizes teamwork. I believe in setting common goals and working together to achieve them. This fosters a sense of belonging and ensures that no student ever feels left behind. Through ensemble performance, students develop strong bonds with their peers. This positive and inclusive environment provides a welcome respite from the pressures of middle school life, allowing them to express themselves creatively and connect with music.

Participation in the Tiger Band Program extends beyond music. Students can develop valuable leadership skills. I encourage them to take initiative, fostering communication, collaboration, time management, and other crucial life skills.

I understand the importance of a well-rounded middle school experience. Active participation in the Tiger Band Program is fully compatible with involvement in other extracurricular activities. All students are encouraged to join any clubs, sports, or activities on campus. A flexible schedule can be discussed if communicated.

This will be another exciting year, and we are excited that YOU are a part of it! Together, we will make this school year great!

Musically,

A handwritten signature in cursive script that reads "Sara Pyburn".

Sara Pyburn

Band Director – Umatilla Middle School Tiger Band

Introduction

This handbook was written to provide students and parents with information for this band program. This includes activities, rules, procedures, policies, and other important information. This book will cover most answers, but it cannot answer all questions that could arise throughout the school year. It is expected that parents and students read this handbook together, sign the final page where indicated, and return it to the band office. Along with the band's policies, the school's rules and policies will be enforced when a student is directly or indirectly involved with any activities sponsored by or in the name of Umatilla Middle School. **Policies may be amended or suspended by the director at any time if it is deemed necessary for the best interests of the band program.**

Objectives:

Band is one of the biggest and most active programs on our campus. Here are our primary objectives for each school year:

1. Creating well rounded students. This includes teaching students skills in becoming musicians and leaders.
2. To provide students with opportunities that they may not get in other programs. This can include traveling, masterclasses, or festivals.
3. Developing students into great minds and becoming a positive member of society.

Membership:

Band is open to any student that is interested. Students must demonstrate desire, proper attitude, and work ethic.

Students starting their first year of band will be placed into one of the beginning band class periods.

Students will be placed in Symphonic Band, Concert Band, and Jazz Band at the director's discretion. All students will have an equal and fair opportunity for band participation. If students do not meet the band standards, they will not be able to participate.

Required Forms

- Band Fees Contract (electronic form via band website)
- Instrument Rental Form (if applicable)
- Band Handbook Contract Form (see final page)

Calendar of Events

CALENDAR IS SUBJECT TO CHANGE

- July 16-18:** FBA 7 Star Honor Band (Conference)
- July 31:** Tiger Pride Camp
- August 12:** First Day of Classes
- August 15:** Parent Meeting, 6 PM
- August 17:** Instrument Fitting Day, 1-3 PM
- August 19:** All-State Contracts & Fees DUE
- August 28:** Band Acknowledgement Form Due
- August 29:** Instrument Rental Night, 6 PM
- August 30:** Non-Student Day
- September 4:** Insta-Raise Fundraiser Kick-Off
- September 14:** All-State Auditions
- October 11:** Teacher Workday
- October 18:** UHS Middle School Night
- November 1:** Poinsettia Fundraiser Kick-Off
- November 5:** Tiger Pride Night
- November 11:** No School – Veteran's Day
- November 25-29:** Thanksgiving Break
- December 7:** Cracker Christmas Parade
- December 9:** Beginning Band Rehearsal
- December 10:** Winter Concert, 7 PM
- December 23-January 1:** Winter Break
- January 2-3:** Teacher Work Days
- January 8-11:** FMEA Conference
- January 13:** Jazz MPA Rehearsal, 4:15 PM
- January 15:** Symphonic Band MPA Rehearsal, 3:15 PM
- January 20:** No School – Martin Luther King Jr Day
- January 21:** Popcorn Fundraiser Kick-Off
- January 22:** Symphonic Band MPA Rehearsal, 3:15 PM
- January 23-25:** All-District Band
- January 27:** Jazz Band MPA Rehearsal, 4:15 PM
- January 29:** Symphonic Band MPA Rehearsal, 3:15 PM
- February 1:** S&E Piano Rehearsal Day
- February 3:** Jazz Band MPA Rehearsal, 4:15 PM
- February 5:** Symphonic Band MPA Rehearsal, 3:15 PM
- February 7-8:** Solo & Ensemble Festival, Tavares HS
- February 10:** Jazz Band MPA Rehearsal, 4:15 PM
- February 12-13:** Jazz MPA, Mount Dora HS, Time TBD
- February 17:** No School - President's Day
- February 19:** Symphonic Band MPA Rehearsal, 3:15 PM
- February 26:** Symphonic Band MPA Rehearsal, 3:15 PM
- February 27-March 1:** District 19 Concert MPA, Time & Location TBD
- March 7:** Teacher Workday
- March 10-14:** Spring Break
- April 2-4:** All-District Jazz Band
- April 3:** Tumblr & Coffee Fundraiser Kick-Off
- April 18:** No School
- April 25-26:** Lakeside Jazz Festival, Port Orange City Center, Exact Date & Time TBD
- April 28:** Beginning Band After School Rehearsal, 3:15pm
- April 29:** Spring Concert
- May 5:** Flower Bouquet Fundraiser TBD
- May 9:** Band Awards Ceremony, 6 PM
- May 23:** Spring Band Celebration, 4-9 PM
- May 26:** No School – Memorial Day
- May 29:** Last Day of School

Weekly Rehearsals:

Due to upcoming performance assessments, students who are in the Symphonic Band and in the Jazz Band will be expected to participate in after school rehearsals. These rehearsals are listed in the attached calendar. Starting in January, Mondays will be Jazz Band and Wednesdays will be Symphonic Band. These rehearsals will be right after school. It is expected that all students in these ensembles will show up. Every part is important, and in most cases, there will not be someone to cover for the student. All rehearsals will also be documented in gradebook.

Any last-minute updates due to weather or change in schedule will be sent out through various communications. Please keep up to date with the Weekly Music Notes, the Band Calendar, Band App, and social media for any updates.

PLEASE KEEP UP TO DATE WITH OUR VARIOUS COMMUNICATIONS FOR UPDATES IN SCHEDULE AND FOR TIMES AND LOCATIONS FOR EVENTS!!!

Attendance Policies for Band Events

For the band to run effectively, all students must be present for every rehearsal and performance. Excessive absences will prevent the student from learning as much as they can and hold back the entire program. Band is a team, so we need to all be present to support each other.

Individual situations will be addressed as necessary. This system is subject to modification by the director

What is an unexcused absence?

The following would be an unexcused absence:

- Work
- Doctor's Appointment
- Parties/Celebrations
- Absence that is not communicated with the band director

What is an excused absence?

The following would be considered an excused absence AS LONG AS it is communicated with the band director:

- Family Emergency
- Planned Absences with Band Director Approval

Band Room Expectations and Procedures

1. Come into the band room with efficiency.
2. Take care of personal needs before rehearsal starts (restroom, filling up water bottle or getting a drink from the water fountain, etc). In case of an emergency, use the hall pass. Only **ONE** student can leave at a time.
3. Have your music, instrument, and needed supplies out. Small cases are placed to the left of the chair. Backpacks will be placed under the seats. Larger cases will stay in the locker room.
4. Use time before class to begin warming up. Long notes are the best notes to warm up on! Students will have until two minutes after the bell to be in their seat and ready to go.
5. When the band director or a staff member step in front of the band and they are ready to start, talking and personal warmup will end, and rehearsal will begin. Band Director will start class by raising her hand. The band is expected to stop all movement and be silent as they also raise their hand.
6. Come into rehearsal with an open mind and a positive attitude! We are here to learn and play together.
7. This is a safe space, do not be afraid to make mistakes! I expect you to be **your** best, not to be confused with **the** best, which takes years to achieve.
8. Raise your hand to ask a question or an emergency **only**. Other conversations can happen outside of rehearsal.
9. If the band director or a staff member is working with a specific section, please continue to pay attention as it may apply to you. Look at anything in the music in front of you that you are struggling with and practice fingerings/slide positions.
10. Students will be released to pack up two-three minutes before the bell. After rehearsal is completed, you must put away all your personal belongings (instrument, supplies, and music). Any items left out will be placed in lost and found.
11. Practice outside of rehearsal time! Take your instrument home and practice at least 30 minutes a day (does not have to be straight, break it up if you need to!)
12. When instruments and music are left in the band room, they need to be placed in your locker with the lock **locked**. You are responsible for your belongings and for protecting any school owned instruments you are using.
13. Any excused absence from after rehearsal will have a make-up assignment. For an absence to be excused, you must let Ms. Pyburn know at least a week ahead of time to be considered as excused. An excused absence is not guaranteed for every situation. In the case of a family emergency, you must inform Ms. Pyburn as soon as it is a known issue.
14. It is expected that you show respect for others and band property, to be prepared for every rehearsal, and to be early (early is on time, on time is late, and late is unacceptable!). And, most importantly, have fun! Band is meant to be an opportunity to grow, try new things, and make new friends!

Band Program Rules

1. Be Your Best
2. Be Nice
3. Work Hard

Band Program Policies

1. Students must follow the Lake County Schools Code of Conduct, Umatilla Middle School Policies, and the Umatilla Middle School Tiger Band Handbook. Any student who violates these policies may be removed from the band program.
2. It is expected that students will be always respectful, courteous, and professional. As part of the band program, students are representing the Tiger Band, and the school.
3. Hazing or initiating students is not permitted.
4. Students are expected to only use the instruments they have been given permission to use. If a student needs an instrument due to their instrument being repaired, please see Ms. Pyburn for a loaner instrument.
5. The band room will only be used for band activities. If a student wishes to be in the band room during the school day, that is not during their class period, they must have a passing grade in that class, a pass from their teacher giving them permission.
6. Non-music students are not allowed to hang out in the band room. This is for security reasons. These students have permission to be in the band room if they are participating in open auditions or in an after-school music club when it is offered. If a non-music student needs to talk to the band director, they are required to email Ms. Pyburn to schedule a meeting.
7. Running in the band room is prohibited.
8. Only water is allowed in the band room during rehearsal. Students may eat and practice in the band room during the director's lunch period.
9. All students are required to attend all band activities unless excused by the band director.
10. Disrespecting a staff member or a band parent will not be tolerated. This will be considered the same as disrespecting the band director.
11. Drinking alcoholic beverages and taking non-prescription drugs will not be permitted and will cause the student to be removed from the program.
12. Use of cell phones or other electronics are prohibited during rehearsal unless the band director states otherwise. THIS IS A FLORIDA LAW.

Disobeying any policies will result in the following order:

1. Warning
2. Detention and Phone Call to Parents
3. Parent, Student, Administration Teacher Conference
4. Disciplinary Action Form
5. Removal of the Band Program

Any school or district policy infraction may result in disciplinary action or removal of the program.

Grading Policy:

Grades are submitted every nine weeks and will be based on this policy:

Formative

- Pass-offs/Quizzes
- Music Theory Assignments
- Written Assignments

Summative

- Performances
- Playing Tests

Uniform Requirements:

Please Follow the Dress Code as Listed

Beginning Band

- Option 1:
 - White Dress Blouse
 - Maxi Length Skirt
 - Black Dress Shoes (closed toed)
 - Black Stockings Recommended
- Option 2:
 - White Dress Shirt
 - Black Dress Pants
 - Black Dress Shoes (closed toed)
 - Black Socks

Concert Band, Symphonic Band, and Jazz Band

- Option 1:
 - UMS Uniform Shirt (provided)
 - Maxi Length Skirt
 - Black Dress Shoes (closed toed)
 - Black Stockings Recommended
- Option 2:
 - UMS Uniform Shirt (provided)
 - Black Dress Pants
 - Black Dress Shoes (closed toed)
 - Black Socks

Fees & Payment Schedule

Please check our website, <https://www.umstigerband.com/> under the Pay Fees Page to see our Band Fee Contract Form. Students must pay all their band fees by the end of the school year. If they wish to attend our Spring Celebration, all band fees must be paid in full.

Fees

Total Band Fee - \$75

Instrument Rental Fee - \$100 (\$50 per semester)

All payments will become property of Umatilla Middle School. Refunds cannot be requested after a student leaves the program for any reason. Any extra funds the student has may be used towards other band program activities during the school year. This can include field trips, festivals, or purchasing band program merchandise.

Band fees are non-refundable. The annual budget of the program is based on its needs. Failure to maintain academic eligibility will not relieve the student of their responsibility.

No student will be held out of being a member of the band program if their family cannot pay the full amount of their band fees if a payment plan is agreed upon between the family and the director. We have many plans in place for families that need assistance. **Please contact Ms. Pyburn to work out any issues.**

Fundraisers

Fundraisers are important to participate in. Not only does this help fund for the band program, but also allows the program to keep the fees of the students at a lower cost. It is expensive to be in a band, so participating in these fundraisers helps with that.

Scheduled Fundraisers

Insta-Raise (Launches Sep 4)

- Each student is required to collect at least 25 email addresses and phone numbers. This will be an online campaign that will last two weeks. This would be to prepare for the end-of-year activities. THIS FUNDRAISER IS REQUIRED. 80% goes to the band operating fund.

Poinsettia Fundraiser (Launches Nov 1)

- 40% of the profit goes to the band operating fund. THIS FUNDRAISER IS REQUIRED.

Popcorn Fundraiser (Launches Jan 21)

- 40% of the profit goes to the student's account. This fundraiser is encouraged.

Tumblr & Coffee Fundraiser (Launches Apr 3)

- 40% of the profit goes to the student's account. This fundraiser is encouraged.

Flower Bouquet TBD (Launches May 5 if needed)

- 40% of the profit goes to the band operating fund.

Music

Replacing copies of music is extremely expensive. Students are responsible for taking good care of their music and to make sure it does not get lost. If a student loses music and needs a copy, they must report to the band librarians for copies. Ms. Pyburn will not make extra copies during rehearsal unless deemed necessary. You must come to see Ms. Pyburn before school, during her lunch, or after school.

- All originals will cost \$5 to replace
- Please place name on binders
- Store all band binders either in backpack or in locker.

After School Rehearsals Expectations

- It is expected that students will show up to rehearsal at least 15 minutes early. Rehearsals will start on time and end on time. Being late will be unacceptable, especially if it is not communicated. Emergencies happen but if there is an issue please contact Ms. Pyburn.
- NO CELLPHONES during scheduled rehearsals unless told otherwise
 - Symphonic band rehearsals will be noted in the band calendar and are required.
 - Jazz band rehearsals will be listed on the band calendar and are scheduled as needed.

Bus Travel Procedures

- Students are required to ride the bus they signed up to be on.
- Chaperones will be assigned to each bus. Chaperones should be treated with respect. Any discipline problems will be reported, and no lenience will be given if a student misbehaves in front of a chaperone.
- Band students must wear their uniform on the bus unless otherwise instructed.
- Students will remain seated and will only leave the bus when the bus driver, parents, or band director tells them to.
- Personal Displays of Affection are prohibited. Students will be separated if a problem occurs.
- Students can use their phones or electronic devices on the bus. Headphones/Air Pods, Earbuds must be used.
- Standard rules of conduct apply to bus travel.
- All county bus rules will be followed.
- Do not yell or shout at other people inside or outside of the bus.
- Chaperones are to be treated with the upmost respect and authority.
- Students are responsible for all their belongings.

Chaperones

A band program takes a village to run; we need parents to help! Even with a limited schedule, there are ways to help the Umatilla Middle School Band Program. We need parents to help with things like:

- Set Up/Tear Down for Concerts
- Uniform Fitting
- Sewing
- Fundraising
- Moving Equipment
- Serving Dinners at MPA's or Field Trips
- Chaperoning
- And More!

Chaperone Procedures

- Bus rides are supposed to be fun, but within reason. The number one priority is safety. No loud noises, profanity, horseplaying, or abuse of band uniforms or equipment.
- Chaperones oversee checking students in on the bus for attendance.
- Chaperones are expected to assist with uniforms when necessary.
- Chaperones are also expected to make sure the area is checked for any items left behind.
- Chaperones are expected to clean up and check the bus upon arrival at Umatilla Middle School.

Leadership Requirements

To be considered for leadership, the following is required:

1. Must maintain at least a 3.0 GPA in band and a 2.75 in other classes.
2. Must have a clear report on discipline issues.
3. Have at least one year of service in the band or exemption from the director.
4. Rising seventh and eighth graders may apply for leadership positions.
5. Must complete the application form.

Expectations for Band Leadership

1. Students must always abide by all school and band regulations. School referrals or suspensions may result in the removal from position.
2. If a leadership member is removed from their position, they will lose every possibility of becoming a member of leadership for the rest of their middle school career.
3. Required to attend any leadership meetings if scheduled.
4. Exhibit high standards for the program.
5. Maintain a positive and responsible attitude.
6. Set an example for proper behavior.
7. Must maintain at least a 3.0 GPA in band and a 2.75 in other classes.
8. Must audition for the All-District Honor Band.
9. Must perform a solo or ensemble at District Solo and Ensemble.

Band Acknowledgement Form

Parent/Guardian: I understand the requirements and responsibilities for membership in the Umatilla Middle School Tiger Band Program. I have read and understand all policies with membership, grading, behavior, attendance, and chaperoning. I realize that my child is enrolled in a performance-based curriculum for academic credit, and I agree that any rehearsals or performances missed may affect their grade.

Student: I understand my requirements and responsibilities as a member of the Umatilla Middle School Tiger Band Program. I understand I am enrolled in a performance-based class and expected to be at all rehearsals, practices, and performances listed on the Tiger Band Calendar. I understand that being a member of this program means that I am representing my school, the band program, and myself, and that means I need to behave as such. I have read and understand all policies with membership, grading, behavior, and attendance.

Student Signature: _____

Date: _____

Parent/Guardian Signature: _____

Date: _____